

MINUTES
EMMET COUNTY ROAD COMMISSION
HARBOR SPRINGS, MICHIGAN

The Emmet County Board of Road Commissioners met in special session at the offices in Harbor Springs on October 25, 2022, for the purposes of discussing road issues with township officials from McKinley, Pleasantview, Center, and Littlefield Township.

Commissioners Present:

Frank Zulski, Chairman Wade Williams, Vice Chairman Mark Hoffman, Member

Staff Present:

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| Brent Shank – Engineer/Manager | Travis Horrocks – Engineer Technician |
| James Godzik-Permit/CADD Tech | John Gray - Road Foreman |
| Lisa Kleeman - Finance Director | Ed Zmikly – Road Foreman |

Guests Present:

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| Toni Drier, Emmet County Commissioner | Rich Ginop |
| Chuck Laughbaum | |

McKinley Township Officials:

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| Supervisor – Mark Drier | Clerk – Alicia Morrow |
| Treasurer – Elizabeth Readmond | Trustee – Lyle Spierling |

Pleasantview Township Officials:

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| Supervisor – Ed Kuligowski | Clerk – Debra Bosma |
| Trustee – Bob Wurst | |

Center Township Officials:

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| Clerk – Rhea Dreffs | Deputy Clerk – Mark Dreffs |
| Treasurer – Michelle Zmikly | Trustee – Susan St. Amour |
| Trustee – Judy Van Avery | |

Littlefield Township Officials:

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| Supervisor – Damien Henning | Clerk – Sondra Festerling |
| Treasurer – Kimberli Shomin | Trustee – Dean Morford |
| Trustee – Katie Derrohn | |

1. Chairman Zulski called the meeting to order at 6:00 p.m. and led the pledge of allegiance.
2. Roll was called.
3. McKinley Township officials were welcomed by Shank and introductions completed.
 - a. Road Report – New format was reviewed. Supervisor Drier asked Shank to discuss the lower road ratings. Shank explained some treatments applied to roads do not necessarily change the road rating or improve the road structure.

- b. Project submission guidelines and schedule – Shank discussed the new process for getting a list of projects as early as possible for better planning, bid prices, and completion dates. Annual township meetings will be moved to October instead of January in 2023; PASER ratings will be available earlier also.
- c. Review of 2022 projects – Several chip seal projects were completed and are holding up well.
- d. 2023 Planned Projects – While there are no projects planned so the township can save up for a larger project, a gravel project can be decided at any time. Shank mentioned Douglas Lake Road Bridge will be completed.
- e. Maintenance concerns – Ball Road has culverts that are failing on the east west portion. Readmond mentioned there are three culverts, one on Readmond Road, one on her portion of Ball Road, and one near Ball's place, where the culverts are lower on one end than the other and she is concerned there will be a washout.
- f. Other topics:
 - Zulski and Shank discussed plans for increasing asphalt depth on primary road projects to 4 inches to gain road longevity and reducing maintenance.
 - Zulski stated that Shank plans an aggressive maintenance program of removing berms and brush opening the roads for air, sunlight, and drainage beginning next May.
 - Trustee Spierling asked when Van Road would be done and Drier stated he would like to see more seal coat and wedging on this road. Shank mentioned 2024 will be the next planned seal coat program. Spierling asked if there are any grants to be obtained for Van Road and Shank replied not at this time unless BIA would be willing to fund a portion of it.
 - Spierling inquired on the cost of placing gravel on a road and Shank estimated around \$18 per ton for 23A to be placed for a gravel surface; he recommended aften stone as the best alternative.
 - Supervisor Drier inquired if the Allocation policy still allows three years for carrying over funds and Shank stated there are no planned changes to the policy, but Zulski stated the Board will work with the township.
 - Supervisor Drier inquired if there are still funds for tree removal and Zulski answered it is still available and to let the foreman know which trees he wants removed.
 - Commissioner Drier inquired on forest funds being assigned to any townships, but they are planned for matching other funds and grants.
 - Supervisor Drier stated the new trucks are causing a washboard when grading; either slow it down or put some weight in it. Zmikly affirmed this is happening so he switched back to using an older truck for grading.
 - Supervisor Drier is very happy with the brushing that has been completed in his township. He mentioned if the operator needs to brush closer to fences, to go ahead and brush and let him know if they cut a wire.

McKinley Township officials left the meeting at 6:24 p.m.

- 4. Pleasantview Township officials were welcomed at 6:32 p.m. with introductions of attendees.

- a. Road Report – New format was reviewed. Kuligowski inquired if the 2026 and 2027 projects are programmed to be split with Little Traverse Township and Shank responded they were not split as he wasn't sure if the other township would be interested. Wurst mentioned a portion Phelps Road off N. Ayr Road was abandoned to the west. Kuligowski inquired about the plan for the gravel portion on the south end of N. Ayr Road; Shank mentioned a 4-6" course to be added.
- b. Project submission guidelines and schedule – New timeline was distributed with the goal being to get a better inspection of the proposed project before snow, getting lower prices through earlier bid letting, and having earlier completion dates. October 1 is the optimum date for proposed projects for the next year.
- c. Review of 2022 projects – None.
- d. 2023 Planned Projects:
 - Kuligowski stated Shepherds Rest and Highlands Woods subdivisions contain most of the problem roads because of the PASER rating on the sealed roads and potholes; although this keeps the speed down.
 - Wurst inquired about the width of Elm Lane. Shank discussed the recommended action of a crush and shape on Elm and Wild Cherry Lane verses an overlay. Wurst stated unless the property owners agree, don't do the intersection portion of the project. However, Shank stated that routing water is the main issue on this project and a storm drain may be the best option and asphalt curb may help keep it out of the driveways. Wurst asked if the asphalt would be 2" in depth and Shank responded yes.
 - Kuligowski discussed the 2024 plan of sealcoat on Nub's Nob and Shank explained 2024 would be the next county wide sealcoat program.
- e. Maintenance concerns:
 - Zulski stated brush cutting and berms will be aggressively worked on during the next few years beginning in the month of May.
 - Kuligowski stated there were a couple complaints about wood on the side of the road, especially near Sun Valley Road. He also discussed shoulder gravel that needs to be added on North Conway Road.
 - Wurst inquired on the crack sealing that was completed on Edwards Road. It didn't appear to him that the tar was penetrating down any further than 1/4 to 1/2 inch; maybe it was hardening before it could get down in the crack.
 - Wurst commented on the corner of Valley and North Conway that needs to be widened out for better visibility.
 - Kuligowski discussed Pleasantview Road and Highlands Pike, near Teddy Griffins, the gas station, and the driveway to Highlands Pike; the road lines and the curve make it confusing. This has become a very busy intersection and people don't know what lane to be in. This came up in their township survey. Shank mentioned line painting will be completed next year. Wurst asked for a turn lane at the gas station and Bosma stated arrows may help in this area. Williams and Shank discussed changing curbs or the entrance at Teddy Griffins or Highlands Pike near the intersection.
- f. Other topics:

- Wurst mentioned asphalt grindings should be kept in the township; Shank agreed.
- Kuligowski inquired about the asphalt policy where if the township pays for the asphalt, the road commission will provide the labor and equipment to place the wedge. Shank mentioned Pleasantview has a couple roads that could be looked at to see if this treatment would be appropriate; it depends on the crown.
- Zulski stated primary roads will be paved to a depth of 4" in the future; it adds longevity to the road. There will also be more in-house crack sealing done in the future.
- Annual township meetings will now be held in October instead of January.
- Kuligowski stated the township wants to be aware of any permits that require excavation before they do it and a zoning permit obtained from them. Godzik stated that Emmet County will not issue a building permit until a driveway permit is obtained. There could be better coordination between the township and road commission. Godzik will follow up with Kuligowski.
- Allocation balance was verified at \$16,952 for 2022.
- Bosma inquired about Trout Creek Condominium Resort; they are currently dredging their pond and she is concerned about the road right of way. Godzik will follow up on this issue with Tri-County Excavating.
- Wurst inquired which road rating would be covered by a sealcoat. Shank stated it depends on the circumstance; it could be a 3 on up. Double seal, fog seal, and traffic volume are factors.

Pleasantview Township officials left the meeting at 6:59 p.m.

5. Center Township officials were welcomed at 7:00 p.m. with introduction of attendees.
 - a. Road Report – New format was reviewed. Treasurer Zmikly said they do not have a colored printer so the maps were hard to read.
 - b. Project submission guidelines and schedule – The plan is for improved estimates in the fall, better pricing on early bids, and earlier completion dates. PASER ratings will be available earlier in the year with the annual township meetings occurring in early October.
 - c. Review of 2022 projects – Larks Lake Road wedging project went well under the Board's new asphalt policy. Zmikly stated there are happy people in her township since this was completed.
 - d. 2023 Planned projects - Larks Lake Road wedging project has been proposed.
 - e. Maintenance concerns: Zulski reminded the township of tree work that can be completed, just let the road foreman know.
 - f. Other topics:
 - Zulski discussed an aggressive maintenance program by removing brush and berms to deal with shade and water issues. He also discussed an increase in asphalt depth to 4" on primary roads to create a more stable road with less cracking.
 - Treasurer Zmikly inquired if the Board knew the amount the county was giving to the townships for ARPA funds and Zulski stated not at this time.
 - During 2024, there is a plan for another round of county wide chipseal. Center Township would like to cover some of the roads that have been wedged.

- Rhea Dreffe inquired about Ely Road that had some work done on it and it has some up and down areas and is worse than before, she is wondering why it has occurred and could it be because of the chipseal that was done. Shank stated that chipseal would not cause this. Dreffe's main inquiry is for education purposes. There was much discussion on this area near the culvert and between there and Ely Bridge. Laughbaum addressed this and the center of the road dips instead of having an adequate crown; it collects water and freezes. He recommended a tool that contractors use to get the shape of the road perfect before it is paved; Zuluski stated the road commission no longer does in-house road construction, it is bid out to contractors. Commissioner Drier stated when the culvert was replaced it did impact the road surface more than just where the culvert was placed.

Meeting was recessed at 7:15 p.m.

6. Littlefield Township officials were welcomed at 7:30 p.m. with introduction of attendees.
 - a. Road Report – New format was reviewed.
 - b. Project submission guidelines and schedule – The plan is for improved estimates in the fall, better pricing on early bids, and earlier completion dates. PASER ratings will be available earlier in the year with the annual township meetings occurring in early October.
 - c. Review of 2022 projects – None were discussed.
 - d. 2023 Planned projects:
 - Henning commented on Smith Road, it has only one house on the road, the road commission cannot keep up with patching on this road, and there are alternate routes that can be taken. It doesn't make sense to maintain a paved road; what would it cost to mill it up and take it back to gravel? There was discussion on the best course to take if this road should be ground. Shank will put together an estimate and options.
 - Henning discussed Mission Road, from Banwell Road to Lakeview. The residents don't want to reconstruct the road but are inquiring if portions of the road could be replaced instead of a reconstruct which would cost \$450,000. Shank stated he can look at some options on this road.
 - e. Maintenance concerns:
 - Henning inquired about cutting down the berms and amount of time it takes for the road commission to deal with the gravel that gets washed down the hills after a storm; will this help with it? Shank believes it will help the water get off the road instead of running down the edge of the road.
 - Williams discussed Armock Road and how quickly it is deteriorating. He mentioned utility work that creates a hole and amplifies the issues. Henning agreed the utility companies do not do a good job putting things back together. Williams stated Armock Road needs tip up curbs to deal with water issues and there was discussion if tip up curbs could be placed on an existing road. Shank stated when an overlay is completed would be the time for tip up curbs to be integrated. Williams stated there are a lot of residents on this road and traffic will continue to increase and Henning agreed

preserving the road is important. Gray believes berm removal will improve some of the drainage issues and Shank stated paving a portion of the hill could be an option. He will work up an estimate for this area.

f. Other topics:

- Zulski discussed an aggressive maintenance program by removing brush and berms to deal with shade and water issues. He also discussed an increase in asphalt depth to 4" on primary roads to create a more stable road with less cracking.
- During 2024, there is a plan for another round of county wide chipseal.
- Henning discussed the township's approach to choosing and prioritizing road projects based upon the amount of traffic and number of residents, not just using the PASER rating approach.
- Commissioner Williams inquired if we do in-house boring as he is curious about the base under some of these roads.
- Festerling inquired about the reduction in revenue flow. Zulski discussed a reduction in revenue of over \$700,000 from the result of less traffic during Covid and there hasn't been a way to recoup these funds. We have spent our fund equity to the point where cuts will have to be made; township allocation may be affected. When the federal government distributed ARPA funds, the road commissions were not recognized. Counties and townships were made whole, if not better, but road commissions received zero dollars. Zulski discussed the five-year outlook for reduced revenue and the impact of inflation and increased costs, especially fuel.
- Electric vehicles were discussed as these drivers are paying about 70 cents on the dollar compared to gasoline users and they are heavier than regular vehicles. Hoffman presented information on the options for capturing the number of miles alternative fuel vehicles are driving as a method for a tax.
- Zulski and Kleeman clarified the loss of Michigan Transportation Funds for general operations. Zulski stated it is a reality we will be going backwards the next three to five years due to the loss of funding during covid, lower MTF funds, and increased costs. He thanked the townships for working with the road commissions.
- Hoffman stated the county is providing funding to replace a portion of the road name signs and a project on Camp Petosega Road.

7. Other Topics - None

8. Public Comment - None

9. Chairman Zulski adjourned the meeting at 7:57 p.m.



Lisa Kleeman – Finance Director/Clerk of the Board

10-28-22

Date