

**MINUTES  
EMMET COUNTY ROAD COMMISSION  
HARBOR SPRINGS, MICHIGAN**

The Emmet County Board of Road Commissioners met in regular session at the office in Harbor Springs, June 20, 2024. Chairman Frank Zulski called the meeting to order at 8:00 a.m. and led the pledge of allegiance.

**Commissioners Present:**

Frank Zulski – Chairman            Mark Hoffman – Vice Chairman            Wade Williams - Member

**Staff Present:**

Brent Shank – Engineer/Manager            James Godzik – Permit/CADD Technician  
Travis Horrocks – Engineer Technician            Ed Zmikly – North Road Foreman  
Lisa Kleeman – Finance Director/Board Clerk

**Guests Present:**

Bill Dohm – Little Traverse Twp. Supervisor            Don Mapes – Emmet County Commissioner  
Michael Mast – Sand Road            Garrett Muir – Bear Creek Twp. Deputy Sup.  
John Eby – Maple River Twp. Supervisor            Dennis Keiser – Bear Creek Twp. Supervisor  
Don Schmalzried            Brad Schrage – Petoskey Snowmobile Club

**Guests Present via Zoom:**

David Boyer – Emmet County Administrator            Jim Bartlett – West Traverse Twp. Supervisor

**AGENDA:**

It was moved by Zulski, seconded by Williams, to approve the agenda as presented.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

**MINUTES:**

It was moved by Hoffman, seconded by Williams, to approve the regular session minutes of June 6, 2024.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

**ACCOUNTS PAYABLE:**

It was moved by Zulski, seconded by Williams, to approve accounts payable for Voucher 2429 for checks 51757 through 51804 and electronic funds transfer payments in the amount of \$1,168,138.72.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

**PAYROLL:**

It was moved by Williams, seconded by Hoffman, to approve payroll and electronic deposits on Voucher 2430 for checks 58571 through 58586 in the amount of \$111,682.76.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

**PUBLIC COMMENT:**

- a. Brad Schrage, representing the Petoskey Snowmobile Club, is requesting the ORV trail along River Road also be made into a snowmobile trail, specifically between Click Road and Evergreen Trail. After much discussion, realizing this will involve private property owners, Bear Creek Township, City of Petoskey, Emmet County Road Commission, tribal property, and local businesses, Shank stated a meeting between all involved to determine a route would be the best option before it can be recommended to the Board for approval.

**APPOINTMENTS:**

- a. Michael Mast of 7812 Sand Road at 8:00 a.m. – He is requesting a commercial driveway permit waiver for concrete curbs for his welding and machinery repair shop. Emmet County has already rezoned this property and Mast anticipates large truck deliveries about 1-4 times per week. Godzik displayed pictures showing adequate site distance for the existing driveway. Standard permit requirements are culvert extensions along with concrete curbs, 30-foot asphalt throat, 30-foot curb radius, and 10-foot section of straight concrete with a 50-foot flare back to existing asphalt. There was much discussion on waiver request history, exiting standards, and stipulations when the road is upgraded.

It was moved by Zulski, seconded by Williams, to waive the requirement of concrete curbs with the stipulation of paving the throat at 30-feet wide with a 30-foot radius with a 10-foot tangent section and a 50-foot taper into the driveway with the stipulation that if the road is repaved or upgraded, curbs will need to be placed at the responsibility of the land owner.

Ayes: Williams, Zulski

Nays: Hoffman

Motion carried

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

- a. It was moved by Zulski, seconded by Williams, to sign the Teamsters Local 214 Bargaining Unit Letter of Understanding for a Non-CDL Mechanic.

Roll Call Vote:

Aye: Hoffman

Aye: Williams

Aye: Zulski

Nays: None

Motion carried

- b. It was moved by Williams, seconded by Hoffman, to vote for Jake Welch of Barry CRC for the MCRCSIP 2024 Board of Directors At-Large representative for the northern region.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

**CORRESPONDENCE:** None

**ENGINEER-MANAGER'S REPORT:** Shank discussed the following:

- Rieth-Riley can micro mill Eppler Road to smooth the bumps and improve the ride quality where the culvert was replaced for \$15,000. There was discussion on the best option between milling it to smooth the current bump or cut out the pavement and place another patch.
- Lake Shore Drive Project bid came in 13.9% under estimate; waiting for MDOT to award the project so the it can be scheduled.
- Roof project is complete and turned out really well; there were some additional costs for flashing and roof penetration area repairs. In total, the project was \$338,000 and warranties are in place.
- Primary road ratings are compiled and the average rating stayed the same as last year. Road projects that are getting done are having an effect on the ratings. Our roads rated as Good are at 30% compared to 27% state average, Fair is at 23% compared to 38% state average, and Poor ratings are at 47% versus the state average of 35%.
- Five-year plan will be revisited in the next few weeks, adjusting length of projects to deal with inflation in construction costs and looking at different projects for our federal aid funds.

**ENGINEER-TECHNICIAN'S REPORT:** Horrocks gave an update as follows:

- Ellsworth Road and Moore Road projects are completed.
- M119 culvert replacement by Five Mile Creek Road has been replaced and paved, guardrail is yet to be installed.

- Mitchell Road project will be paved in the next few days, weather dependent, from Division Road to the City Limits.
- Robinson Road project will be starting in the new two weeks, this job is staked and ready to begin.
- Lake Shore Drive Bridge project over Wycamp Creek is scheduled to begin on July 8; many logistical problems have arisen which has caused the delay.
- Five Mile Creek on Lower Shore Drive culvert replacement project will start the week of July 8 or 14. This should be a 10-20 day closure because of the complexity of the project and being weather dependent.
- Chip seal projects will begin in mid-July; stone will be delivered soon.
- Aggregate processing will begin in the Bellmer and Morrow Pits soon.
- Crack sealing should begin middle to end of July, dependent on the availability of the machine.
- Maplewood Road and Cedar Valley Road projects are being planned for mid-July.
- Lake Shore Drive Road reconstruction project from Cross Village to Sturgeon Bay Trail is supposed to begin during or after the bridge is completed.
- Ranger Bid equipment auction for July 16 has items listed, prebidding is open now.

**PERMIT/CAD TECHNICIAN'S REPORT:** Godzik stated the following:

- Traffic counts will be completed in the north end before the Lake Shore Drive detour is in place.
- Logging on County Line Road is ongoing as well as Middle Village Road and roads are being kept in decent shape.
- Atkins Road spot that was damaged in the fall of 2023 by a utility contractor, will be fixed July 2.
- Quick Road will be fixed where an underground crew did damage; they are working with contractors to get this done.

**EQUIPMENT SUPERINTENDENT'S REPORT:** None

**ROAD FOREMAN'S REPORT:** Zmikly gave updates as follows:

- The first round of dust control was completed yesterday. Art Beach handles the logistics with the suppliers and did a really good job.
- Mowing is happening now on MDOT routes, primary roads are done, and secondary roads will happen soon.
- Shoulders and edge drops are being addressed on Pleasantview Road in the worst areas, especially curves.
- Safety improvements were made by paving Pickerel Lake Road by Silver Creek Road and Banwell Road by Mission Road.
- Robinson Road, east of Pellston, a small patch is planned today to try and cover some of the worst areas.
- Pleasantview Road between Ely and Van Road; paving is planned to improve safety.
- Keeping up with patching and getting ready for seal coat in July.

**FINANCE DIRECTOR'S REPORT:** Kleeman discussed the following:

- MERS 2023 Annual Actuarial Valuation Report was reviewed. Funded ratio has gone from 81% to 85% with about \$18 million in liabilities and \$15 million in assets for an unfunded amount of less than \$3 million.
- April Financial Report was distributed.
- Straits Area Council vote on the August 6 meeting decided the meeting will occur as scheduled.

**COMMISSIONERS' REPORT:** Commissioner Zulski stated Van Road at Rugged Road, coming east on the curve, the inside portion is getting really broken up in the past couple of weeks.

Commissioner Hoffman stated Pickerel Lake Road looks really nice where they paved over Mud Creek.

**PUBLIC COMMENT:**

- a. Dennis Keiser, Bear Creek Township Supervisor – When discussing curb requirements with permits and varying from the standard, maybe adjust the standards. Shank discussed this is being addressed and factors such as traffic volume and others could be part of this moving forward so variances don't need to be approved. Keiser also discussed the Atkins Road patch for the utility issue, he personally feels it should be a full lane patch not just a 3-foot patch and maybe we need a policy for boring under roads.
- b. John Eby, Maple River Township Supervisor – Is there a possibility where driveway permits are being approved with variances and curbs are waived, can reflectors be added to keep the trucks on the driveways and removed during the winter if needed? This would help with the pavement edge that is breaking off and this could be a part of the waiver requirement. Eby also discussed a 90-degree curve on Red School Road where the property owner has placed short metal stakes, and when he goes around this curve he has stop and cautiously veer into the other lane. Godzik will address the stakes and bushes near the edge of the pavement. Eby also discussed Canby Road has a 90-degree curve where he has to stop before he can go around the curve and needs swamp brush removed so he has a clearer site vision at Roth Road. Zulski stated he will talk to the property owner and Shank will take a look at it.

Commissioner Zulski recessed the meeting at 8:59 a.m.

Commissioner Zulski reconvened the meeting at 9:05 a.m.

**WORK SESSION:** Items discussed as follows:

- Future projects planned for Buildings/Land Savings expenditures
- Equipment Savings update as well as possible delivery timing for ordered equipment
- MERS Annual Actuarial Valuation Report for 12/31/23
- April Financial Report

- Cash Summary Sheet through 06/20/24
- Cash Budget through 06/20/24

Commissioner Zulski adjourned the meeting at 10:05 a.m.

*Lisa Kleeman*

Lisa Kleeman, Finance Director-Clerk of the Board

*7-3-24*

Date