

**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, April 29, 2022. Frank Zulski, Board Chairman, called the meeting to order at 8:00 a.m. and led the pledge of allegiance.

**Commissioners Present:**

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

**Staff Present:**

Brian Gutowski – Engineer/Manager                      Brent Shank – Engineer/Manager  
Shawn Beckman - Project Manager                      Lisa Kleeman – Finance Director/Board Clerk  
James Godzik – Permit/CADD Technician

**Guests Present:**

Toni Drier – Emmet County Commissioner                      Bill Dohm – Little Traverse Twp. Supervisor  
Gordon & Edith Kruskie – Readmond Twp.                      Dennis Keiser – Bear Creek Twp. Supervisor  
Alyce Conrad – Springvale Township                      David White – Emmet County Commissioner  
Rich Ginop                      Philip Wolf, CPA–Anderson, Tackman & Co., PLC  
John Swartout                      Ed Kuligowski – Pleasantview Twp. Supervisor

**Guests Present via Zoom:**

Thomas Miller – Trailsend Bay Property Assoc.                      Britani Douglass–Anderson, Tackman & Co., PLC

**Staff Present via Zoom:**

Tori Thompson – HR/Payroll Clerk                      Michelle Main – Administrative Assistant

**MINUTES:**

It was moved by Zulski, seconded by Williams, to approve the regular session minutes of April 14, 2022.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

**ACCOUNTS PAYABLE:**

It was moved by Williams, seconded by Hoffman, to approve accounts payable for payment of Voucher 2216 for checks 49220 through 49263 in the amount of \$613,635.83.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

**PAYROLL:**

It was moved by Williams, seconded by Hoffman, to approve payroll and electronic direct deposits for Voucher 2217 for checks 57339 through 57364 in the amount of \$104,005.33.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

**UNFINISHED BUSINESS:**

- a. It was moved by Williams, seconded by Zulski to approve Policy NO. 2022-002: Signs in the Right-of-Way. There was discussion on the color of the signs to be used on private roads; these signs need to be approved by Emmet County GIS and the township.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

**PUBLIC COMMENT:** None

**APPOINTMENTS:**

- a. 8:15 a.m. Philip Wolf, CPA for Anderson Tackman presented the 2021 Audit. It was moved by Zulski, seconded by Williams, to approve the 2021 Emmet County Road Commission audit. This report is available at [www.emmetcrc.org](http://www.emmetcrc.org).

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

**NEW BUSINESS:**

- a. It was moved by Williams, seconded by Zulski, to sign the contract with Tri-County Excavating for the Wilderness Park Drive reconstruction project.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- b. It was moved by Hoffman, seconded by Zulski, to sign the contract with Rieth-Riley Construction Co., Inc. for the West Traverse Township Ultra-thin Asphalt project.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- c. It was moved by Zulski, seconded by Williams, to sign the contract with Rieth-Riley Construction Co., Inc., for the Little Traverse Township Ultra-thin Asphalt project.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- d. It was moved by Hoffman, seconded by Zulski, to sign the contract with Rieth-Riley Construction Co., Inc., for the Hedrick Road resurfacing project.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- e. It was moved by Williams, seconded by Hoffman, to sign the contract with Fahrner Asphalt Sealers, LLC, for the county wide chip seal program.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- f. It was moved by Zulski, seconded by Hoffman, to sign the contract with Bear Creek Township for the sealcoat on four roads.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- g. It was moved by Hoffman, seconded by Williams, to award the fuel supply bid to Crystal Flash, Inc. for \$.1557 per gallon cost over rack.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- h. It was moved by Williams, seconded by Hoffman, to authorize the Engineer-Manager to sign the road relocation agreement between Emmet County Road Commission, Rieth-Riley Construction Co., Inc., and Elmer's Real Estate Company, LLC, for the Powers Road curve relocation.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- i. It was moved by Zulski, seconded by Hoffman, to authorize the monthly equipment savings account threshold amount for deposit to be increased up to \$80,000 per month. The monthly amount for the Buildings/Land savings account amount was discussed to be increased by approximately \$35,000 monthly in order to save for the annual bond payment and MCRCSIP payment. The increased amount for Buildings/Land will be discussed at the work session at the end of May.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- j. It was moved by Hoffman, seconded by Williams, to authorize the Chairman and Engineer-Manager to sign the 2021 Act 51 Attest.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

**CORRESPONDENCE:**

- a. Notice of Straits Area Council Meeting, Tuesday, May 3, 2022, in Mackinaw City.  
b. Notice of UP Road Builders Association Annual Summer Meeting, June 15-16, 2022, at the Kewadin Resort in Sault Ste. Marie.

**ENGINEER-MANAGER'S REPORT:** Gutowski offered the following:

- Shawn Beckman has taken a job with OHM Advisers; his resignation is effective May 5.
- Summer hours, working four 10-hour days, begins next Monday
- Straits Area Council Meeting, Tuesday, May 3, in Mackinaw City at 9:00 a.m.
- Wilderness Park Drive preconstruction meeting, Tuesday, May 10, 1:00 p.m.
- Manthei Construction has requested a meeting for today at 10:00 a.m. regarding the Bayshore Pit. They would like to purchase 8 acres for a concrete plant.
- There has been an update with the Bayshore Pit property. There was a lawsuit back in the late 80's which resulted in a consent judgement which specifically states the 6.5 acres we were going to trade with Rieth-Riley is to be used for residential purposes only. The salt shed proposal is no longer viable.
- A private donor would like to revitalize the Levering ball field and is inquiring if we will put up scrap guardrail along the road where there is a steep drop off in this area. Zulski stated if guardrail is put up, you may have to list it as no parking area. Gutowski stated the guardrail has to be put outside the clear zone because it is scrap guardrail.
- Next meeting there will be bids for Lakeshore Drive from State Road to the cross.

Shank offered the following:

- Wedging for chip seal projects starts Monday. Chip seal contractor will be here May 30 and fog seal will happen in June and be painted by mid-July.
- Preconstruction meeting for Levering Road project is scheduled for next week.



**SUPERVISOR'S REPORT:** Beckman stated he has been finishing up CAD work on Division Road and other roads for next year's project.

**PERMIT/CAD TECHNICIAN'S REPORT:** Godzik stated weight restrictions ended Wednesday, April 27, and the following was reported by Art Beach, Weighmaster:

- 5,296 miles patrolled
- 13 curtesy weighs
- 25 phone contacts/messages
- 25 stops
- 8 citations were issued
- 4 disputes in the courts - 2 have been won and there are 2 more pending
- This does not include the Michigan State Police weighmaster

AT&T lines on Wilderness Park Drive have been determined to be mostly dead and they will mark which pedestals can be set aside. From First Beach through the first quarter of the project there are two sets of wires that are live and need to be moved. Power poles with fiber have been moved and poles will be removed. There is nothing now in the way to hold up the work.

Hoffman inquired about lines on Kolinske Road and Godzik stated that is Charter's line and they are behind on getting them taken care of. Hoffman also discussed Mitchell Road and Godzik stated the city of Petoskey is working on those lines.

DTE update on Country Club Road is everything is backfilled as of last weekend but there is a lot of restoration to do on lawns. Hoffman stated on Creekside Road there is a big hole that needs fixed.

**EQUIPMENT SUPERINTENDENT'S REPORT:** None

**ROAD FOREMAN'S REPORT:** None

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

- 2021 Annual Report was distributed and will be discussed at the May 26 meeting
- CRASIF Workshop in Frankenmuth on Monday, May 9, along with Genson and Thompson
- Finance & HR Annual Conference, May 10-12
- Interviews will be conducted next Wednesday for the Summer Apprentice Program
- MTF reports for the March payment to be received in May were distributed and discussed
- Kleeman asked Drier for an update on county Covid funds. Drier responded the Board of Commissioners has received a proposed Capital Improvement Plan which will use approximately \$4.5 million of the \$6.4 million estimated to be received.

**COMMISSIONERS' REPORT:** Commission Hoffman inquired on the tractor that has been sitting for two or three years. Shank responded a clutch package has been replaced and Gutowski believes we will get it back the middle of May. Hoffman also asked about the bridge that was approved and will it be delivered on time. Gutowski stated it will be delivered the week of July 25 and the contracted is scheduled to begin August 1.

Commissioner Zulski thanked Shawn Beckman for all the effort he has put into working on projects and he offered best wishes on his future. Commissioner Williams and Hoffman also thanked Beckman.

**PUBLIC COMMENT:**

- a. Gordon Kruskie, Readmond Township - Asked when we plan to replace the hoist and Gutowski stated it will be about two years.
- b. Ed Kuligowski, Pleasantview Township Supervisor - How is the dust control coming this year as last year it didn't happen until late June? Godzik stated Art Beach is beginning to work on this process.

Commissioner Zulski adjourned the meeting at 9:12 a.m. and reminded attendees that the board meetings will be on Thursdays or an occasional Monday during the summer.



Lisa Kleeman, Finance Director-Clerk of the Board



Date