

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, September 16, 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 John Gray – Road Foreman
James Godzik – Permit/CADD Technician Lisa Kleeman – Finance Director/Board Clerk
Bob Genson – Equipment Superintendent Tony Shaler – Shop Foreman

Guests Present:

Don Mapes – Emmet County Commissioner Gordon & Edith Kruskie
Dennis Keiser – Bear Creek Twp. Supervisor Garret Muir – Bear Creek Twp. Deputy Sup.
Barb & Gary Ellis Carol Ward – Oden Safety Committee

Guests and Staff Present via Zoom:

David Boyer – Emmet County Administrator David White – Emmet County Commissioner

AGENDA:

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

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

MINUTES:

It was moved by Hoffman, seconded by Zulski, to approve the regular session minutes of August 29, 2024.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

ACCOUNTS PAYABLE:

It was moved by Zulski, seconded by Hoffman, to approve accounts payable Voucher 2442 for electronic funds transfer payments in the amount of \$7,908.74 and Voucher 2443 for checks 59002 through 59041 and electronic funds transfer payments in the amount of \$287,776.51.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

PAYROLL:

It was moved by Williams, seconded by Hoffman, to approve payroll for Voucher 2444 for checks and electronic deposits 59042 through 59059 in the amount of \$116,892.84.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

PUBLIC COMMENT:

- a. Carol Ward, Oden Safety Committee – Discussed the recent fatality in Oden, a safety study that was conducted in Littlefield Township, and the formation and goal of the committee. She is requesting the Board and Road Commission assist in making US 31 safer. Zulski stated the Board cannot speak for MDOT who has jurisdiction of US 31 and directed her to Gaylord’s MDOT office.
- b. Don Mapes, Emmet County Commission – Stated Powers Road, the detour route for MDOT’s US 31 project scheduled for 2025, does not have any speed limit signs posted and traffic is going too fast.

APPOINTMENTS: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

- a. It was moved by Zulski, seconded by Williams, to accept the MDOT Storm Sewer Cleanout Bids for Emmet and Charlevoix County and award it to Monchilov Sewer Service LLC, DBA MEC Underground Solutions LLC.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- b. Annual Township Meeting Schedule was distributed and discussed with the current confirmed meetings.
- c. 2025 Board Meeting Schedule was discussed with the plan to revisit and begin to confirm in the next few weeks.

CORRESPONDENCE: None

ENGINEER-MANAGER REPORT: Shank discussed the following:

- Budget process is beginning with the primary focus being a three-year cash budget. Discussion regarding a continuing reduction in MTF funding due to less fuel consumption is the most recent information available. A work session is scheduled for November 8, 2024.
- Gravel production in the Conway Pit is completed. Next year he plans to have 23A crushed in this pit as this year a road mix was produced.
- Transportation Improvement Plan has to be updated through 2029 per a statewide request. Shank will add Gill Road for 2029 as a place holder. Local Task Force meeting is scheduled for October with a Regional Task Force meeting planned for November.
- Road Commission for Oakland County is buying federal aid beginning in 2027 and Shank would like to sell three years. There was discussion on the potential costs savings and time reduction in the bid process when selling federal aid.

ENGINEER-TECHNICIAN REPORT: Shank gave an update as follows:

- Lake Shore Drive reconstruction project from Cross Village to Sturgeon Bay Trail is fully underway and moving along quickly. Gravel work is almost complete and ready for concrete curbs at some intersections. Grading will continue next week with paving to occur in conjunction with MDOT's I-75 project.
- Lake Shore Bridge project is complete and a final inspection by NRCS has been done.
- Lower Shore Drive concrete box culvert is in with paving possible today and restoration scheduled for next week.
- Lamkin Road gravel project is complete.
- Robinson Road project is complete but signage still needs to be placed.
- Two additional gravel projects are scheduled for McKinley and Littlefield Townships.

PERMIT/CAD TECHNICIAN REPORT: Godzik gave an update on the following:

- Construction outside of the right-of-way on West Conway Road and Commerce Court was brought to his attention. While there are no violations, he is working with the property owner on berm removal, drainage issues, and cleaning up the ditch area.
- Atkins Road utility patch is complete; Olstrom's Excavation & Paving removed the old patch, completed compaction, and repaved two lifts. Keiser stated he is happy with it.
- Marty Lumpp of Red School Road has applied for a commercial driveway permit as of September 12, 2024.
- Ironwood Construction applied for Bear Creek Fire Hall driveway permits. These should be completed today for Click and River Road.
- Spectrum is beginning a 3.1-mile project on Old US 31, in Wawatam Township from US 31 to Trails End Road, then down Trails End Road; boring 31 feet from centerline.
- Godzik and Shank met with James of Habitat for Humanity regarding paperwork and other requirements for taking over the road for phase one of three, which includes Bernard and Hem Street.

EQUIPMENT SUPERINTENDENT REPORT: Genson stated four of the eight trucks have arrived along with spare tires. He will begin pulling trucks next Monday to prepare for winter. Shaler stated the training is going great.

ROAD FOREMEN REPORTS: Gray stated they are heavy into maintenance with the mowing complete and brush cutter continuing. Wedging is going good, they need to complete two segments on Beach Road and possibly a small repair on Pennsylvania Avenue. They are also working on gravel roads with the new mix and that seems to be performing well.

FINANCE DIRECTOR REPORT: Kleeman distributed the July Financial Reports and briefly discussed the recently attended NMARC meeting and reduced revenue expectations.

COMMISSIONER REPORTS: Commissioner Zulski inquired on the following:

- Truck driver position currently being advertised and application retention. Shank discussed his staffing plans for the next couple of months.
- What will happen with the poles on East Brutus Road where the wire is coming off as they appear they are not being used? Shank believes these poles have been abandoned and Godzik stated he has tried to contact the responsible party many times. Williams stated the company is now out of business and any new lines would be bored underground. Zulski is inquiring if there is room in the planned project to include removal of these poles; Shank will check into adding this to the bid.
- He offered comments on the brush cutter as it is improving visibility; the job on Pleasantview Road near Robinson Road is amazing. He asked to let the crew know the Board recognizes the outstanding job they have done brush cutting.
- He also noted the outstanding job the crew has done wedging this year; the talent and effort to get it done in a good and cost-effective manner is appreciated.
- Requested letters of appreciation be sent to townships that are using their local money on primary roads, recognizing the road commission doesn't have the revenue and the townships are stepping up and doing it. Shank will draft a letter for the Board to sign.

Commissioner Hoffman discussed a presentation at the NMARC meeting on road salt with a Canadian representative and perspective. He also discussed the butterfly and Milkweed issue that looks like it may materialize.

PUBLIC COMMENT:

- a. Dennis Keiser, Bear Creek Township Supervisor - Maple Wood Road project turned out good, but he would like the survey box completed and raised up.

Commissioner Zulski adjourned the meeting at 8:44 a.m.

Lisa Kleeman
Lisa Kleeman, Finance Director-Clerk of the Board

9-26-24
Date