

**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, March 31, 2023. Chairman Frank Zulski 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

**Commissioners Present via Zoom (Non-quorum and Non-voting):**

Mark Hoffman - Member attending from Bradenton, Florida

**Staff Present:**

Brent Shank – Engineer/Manager

Travis Horrocks – Engineer/Technician

James Godzik – Permit/CADD Technician

John Gray – South Road Foreman

Ed Zmikly – North Road Foreman

Bob Genson – Equipment Superintendent

Lisa Kleeman – Finance Director/Clerk of the Board

**Guests Present:**

Don Mapes - Emmet County Commissioner

John Eby – Maple River Twp. Supervisor

Bill Dohm – Little Traverse Twp. Supervisor

Gordon & Edith Kruskie

Ed Kuligowski – Pleasantview Twp. Supervisor

John Swartout

**Guests Present via Zoom:**

David White - Emmet County Commissioner

Dave Boyer – Emmet County Administrator

**Staff Present via Zoom:**

Michelle Main – Administrative Assistant

**MINUTES:**

It was moved by Williams, seconded by Zulski, to approve the regular session minutes of March 3 & 17, 2023.

Ayes: Williams, Zulski

Nays: None

Non-Voting: Hoffman

Motion carried

**ACCOUNTS PAYABLE:**

It was moved by Zulski, seconded by Williams, to approve accounts payable for payment of Voucher 2311 for checks 50256 through 50312 in the amount of \$272,954.47 and Voucher 2313 for checks 50314 through 50329 in the amount of \$131,179.16.

Ayes: Williams, Zulski  
Nays: None  
Non-Voting: Hoffman  
Motion carried

**PAYROLL:**

It was moved by Zulski, seconded by Williams, to approve payroll and electronic direct deposits for Voucher 2312 for checks 57943 through 57964 in the amount of \$110,622.58 and Voucher 2314 for checks 57965 through 57984 in the amount of \$128,775.71.

Ayes: Williams, Zulski  
Nays: None  
Non-Voting: Hoffman  
Motion carried

**PUBLIC COMMENT:** None

**APPOINTMENTS:**

- a. Public Hearing – Robinson Road from State Road to Palmer Road in Readmond and Center Townships for a total of 3.60 miles. It was moved by Zulski, seconded by Williams, to begin the public hearing.

Ayes: Williams, Zulski  
Nays: None  
Non-Voting: Hoffman  
Motion carried

The public hearing was advertised in the Petoskey News Review and Harbor Light Newspaper. Proposed improvements include trenching, aggregate base, HMA base crushing and shaping, HMA paving, HMA approach paving, HMA sloped curb & spillways, embankment, slope restoration, protective snowmobile trail crossing, and pavement markings. No written comments were received prior to the public hearing and there were three calls for comment. It was moved by Zulski, seconded by Williams, to end the public hearing.

Ayes: Williams, Zulski  
Nays: None  
Non-Voting: Hoffman  
Motion carried

**UNFINISHED BUSINESS:**

- a. It was moved by Zulski, seconded by Williams, to approve the HMA Overlay project in Pleasantview Township on Wild Cherry, Elm, Beech, Woodland, and Hemlock Lanes for .94 miles and award the bid to Tri-County Excavating Group, LLC.

Ayes: Williams, Zulski

Nays: None

Non-Voting: Hoffman

Motion carried

**NEW BUSINESS:**

- a. It was moved by Zulski, seconded by Williams, to accept the bids and award the purchase of one tandem axle cab and chassis and one single axle cab and chassis to Stoops Western Star of Michigan. There was discussion on warranty, expected life of the vehicle, engine, and transmission, as well as delivery time.

Ayes: Williams, Zulski

Nays: None

Non-Voting: Hoffman

Motion carried

- b. It was moved by Zulski, seconded by Williams, to accept the bids and award the 2023 diesel fuel supply to be used in the best interest of the road commission.

Ayes: Williams, Zulski

Nays: None

Non-Voting: Hoffman

Motion carried

- c. It was moved by Zulski, seconded by Williams, to approve the agreement with Emmet County for ARPA funds for Camp Petosega Road project. There was discussion regarding the project coming in under or over the agreed amount and Dave Boyer, Emmet County Administrator, stated they will reimburse the road commission for the total cost of the project.

Ayes: Williams, Zulski

Nays: None

Non-Voting: Hoffman

Motion carried

- d. It was moved by Zulski, seconded by Williams, to approve the agreement with Emmet County for ARPA funds for county-wide sign purchase. Shank stated the road commission will supplement with budgeted funds to complete all road name signs in the county. There was discussion on how the process will occur and recycling of some parts.

Ayes: Williams, Zulski

Nays: None

Non-Voting: Hoffman

Motion carried

- e. It was moved by Zulski, seconded by Williams, to approve the agreement with Bear Creek Township for a three-way flashing signal installation on Howard Road at the Lears Road Intersection. There was discussion on energy costs and liability.

Ayes: Williams, Zulski

Nays: None

Non-Voting: Hoffman

Motion carried

- f. It was moved by Zulski, seconded by Williams, to approve the agreement with Center Township for asphalt wedging and gravel shoulders on Larks Lake Road from Division Road to Levering Road; this agreement is under the agency Asphalt Policy. This is contingent on the township receiving ARPA funds from the county. Zulski stated the Board appreciates the townships participating in these projects.

Ayes: Williams, Zulski

Nays: None

Non-Voting: Hoffman

Motion carried

- g. It was moved by Williams, seconded by Zulski, to approve the agreement with Maple River Township for asphalt wedging on Tower Road, beginning at the end of last year's project and continuing to Durkalic Road; this agreement is under the agency Asphalt Policy.

Ayes: Williams, Zulski

Nays: None

Non-Voting: Hoffman

Motion carried

- h. It was moved by Williams, seconded by Zulski, to approve the agreement with Maple River Township for asphalt wedging on Durkalic Road from Tower Road to Robinson Road; this project is under the agency Asphalt Policy. Zulski thanked Eby for participation in this project.

Ayes: Williams, Zulski

Nays: None

Non-Voting: Hoffman

Motion carried

- i. It was moved by Williams, seconded by Zulski, to approve the project on Robinson Road and award the bid to Rieth-Riley Construction Co., Inc. This project is a fixed cost-variable scope project and the project will be extended to accommodate the bid price.

Ayes: Williams, Zulski  
Nays: None  
Non-Voting: Hoffman  
Motion carried

**CORRESPONDENCE:**

- a. MCRCSIP letter was received seeking Board of Directors candidates. Shank will be submitting his application with Board support.

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

- Lower Shore Drive over Five Mile Creek – he has received final plans for the concrete structure and needs the board to approve the plans and authorize himself and the Board chairman to sign the title sheet. There is a three-month lead time on the concrete structure but this timing works well for low creek flow.

It was moved by Zulski, seconded by Williams, for the Engineer/Manager and Board chairman to sign the title sheet for the concrete structure replacement on Lower Shore Drive over Five Mile Creek.

Ayes: Williams, Zulski  
Nays: None  
Non-Voting: Hoffman  
Motion carried

- MDOT project on US31 in Alanson is split into four segments; the first segment from the M68 intersection through town has a May 25 completion date. The rest of the project has a final completion date of November.
- MDOT project on M119 is a culvert replacement on Lake Street starting next week.

**ENGINEER-TECHNICIAN'S REPORT:** Horrocks reported the following:

- Sign bid package will be going out next week.
- Lower Shore Drive over Five Mile Creek bid package will be going out next week.
- Equipment auction through Ranger Bid was discussed. There are eight items listed and all items have received a bid at this point. April 14, 2023 is the date of the live auction.

**PERMIT/CAD TECHNICIAN'S REPORT:** Godzik discussed weight restrictions; weigh masters have been out daily, doing curtesy weighs, and issuing a few tickets.

**EQUIPMENT SUPERINTENDENT'S REPORT:** Genson stated they attended the MCRCSIP Meeting this past Wednesday and it was very good; he is requesting MCRCSIP come onsite for training the crew. It involves a thorough daily inspection process and how it affects a potential lawsuit. Genson stated he will be ordering the two new chassis the Board approved and putting the

additional attachments for the trucks out in May. If they are ordered too early, they have to be paid for and stored until used.

**ROAD FOREMAN'S REPORT:** Gray and Zmikly stated they are clearing trees on the problem list, patching potholes, and working on gravel roads.

**FINANCE DIRECTOR'S REPORT:** Kleeman stated the financial audit went well and she is waiting for the draft report. She also stated the AGRIP conference she recently attended was very informative and time well spent. She distributed a current cash budget as well as MTF graph and discussed the MTF payment for February to be received in April.

**COMMISSIONERS' REPORT:** Commissioner Zulski stated a lot of people are impacted by the work we are doing on the gravel roads and he is receiving comments that there are a lot of appreciative people. He has been working with Shank on a plan to make coarser gravel that will hold up better on the roads during springtime and he asked the Foremen to let the crew know the Board appreciates their efforts.

Commissioner Williams inquired about the slope failure on M119 and the planned reroute. There was discussion on some of the proposed options. Zulski stated the Board supports the City of Harbor Spring's decision on this project. Williams also thanked Shank for the foresight to have the townships meeting early thereby increasing the bid savings on the projects and getting a lot more done for the money. Williams requested we post on Facebook regarding the upcoming MDOT projects, especially on the tree removal and sign staking along with MDOT contact information.

Commissioner Hoffman inquired about our sign replacement project and how to make the signs last longer in the future.

**PUBLIC COMMENT:**

- a. John Eby, Maple River Township Supervisor – Inquired about the availability of asphalt tailings for purchase and how well they worked on Sunny Ridge Road last year. Shank stated he keeps them from agency projects but they are too expensive to purchase from other contractors. Eby requested we purchase as much as possible.
- b. David White, Emmet County Commissioner – Inquired on the green marked stakes along US 31 between Petoskey and Charlevoix. Shank stated it is for an MDOT sign replacement project.

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

Commissioner Zulski reconvened the meeting at 9:55 a.m.

**CLOSED SESSION:**

It was moved by Zulski, seconded by Williams, to go into closed session at 9:56 a.m. to discuss collective bargaining agreement negotiations; MCL 15.268(c).

Roll Call Vote:

Aye: Williams

Aye: Zulski

Non-Voting: Hoffman

Motion carried

It was moved by Zulski, seconded by Williams, to go back into open session at 10:25 a.m.

Roll Call Vote:

Aye: Williams

Aye: Zulski

Non-Voting: Hoffman

Motion carried

Commissioner Zulski adjourned the meeting at 10:26 a.m.



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Lisa Kleeman, Finance Director-Clerk of the Board

4-14-23

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Date