

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, November 28, 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:

Brent Shank – Engineer/Manager Travis Horrocks – Engineer/Technician
James Godzik – Permit/CADD Technician Lisa Kleeman–Finance Director/Board Clerk
Robert Genson – Equip. Superintendent

Guests Present:

Gordon & Edith Kruskie – Readmond Twp. Toni Drier – Emmet County Commissioner
Mary Zulski Dennis Keiser – Bear Creek Twp. Supervisor
Bill Dohm – Little Traverse Twp. Supervisor Mark Drier – McKinley Twp. Supervisor
John Swartout

Guests Present via Zoom:

D. Boyer, Emmet County Administrator

Staff Present via Zoom:

Michelle Main – Administrative Assistant

MINUTES:

It was moved by Hoffman, seconded by Williams, to approve the regular session minutes of November 11, 2022.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

ACCOUNTS PAYABLE:

It was moved by Zulski, seconded by Hoffman, to approve accounts payable for payment of Voucher 2247 for checks 49885 through 49926 in the amount of \$585,811.48.

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 2248 for checks 57719 through 57741 in the amount of \$133,738.18.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

UNFINISHED BUSINESS: None

PUBLIC COMMENT: None

APPOINTMENTS: None

NEW BUSINESS:

- a. It was moved by Hoffman, seconded by Williams, to approve the 2023 board meeting schedule.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- b. It was moved by Zulski, seconded by Williams, to approve the 2022 Act 51 Budget Amendment 1.

Roll Call:

Ayes: Zulski

Ayes: Williams

Ayes: Hoffman

Nays: None

Motion carried

The working cash budget tool was also reviewed in how it relates to the Act 51 budget, expected end of year cash balance, how it balances to actual cash balance, and preferred cash balance. Commissioner Hoffman asked how we get to the preferred cash balance and Kleeman answered stop doing the number of projects annually. Williams mentioned it is not the number of projects but the amount of agency contribution. Shank discussed projects that do not have complete funding. Zulski discussed the new five-year plan has started to address this issue and he also stated we have to find alternate funding or not do the project. There was further discussion on how the budget tools relate as well as classification and timing of transactions. Shank expressed appreciation to Kleeman for completion of the cash budget tool.

CORRESPONDENCE: None

ENGINEER-MANAGER'S REPORT: Shank offered the following:

- Board development training with Wendy Hardt is scheduled for January 20, 2023. It will be 2-3 hours in duration after the regular meeting.
- The remaining three Annual Township Meetings will be January 20, 2023, at the Levering garage beginning at 6:00 p.m. Little Traverse Township's annual meeting will be scheduled for this day also.
- Zoom will be continued for 2023.
- Bay Shore property Notice of Withdrawal was received. Hoffman inquired about any other options at this time and Shank said no.
- Submitted his request to extend employment contract. It was moved by Zulski, seconded by Hoffman, to extend the Engineer/Manager's contract for a third year.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- Five Mile Creek on Lower Shore Drive and Wycamp Creek on Lake Shore Drive projects were discussed as well as anticipated costs. The Five Mile Creek on Lower Shore Drive project is a concrete structure and the Wycamp Creek on Lake Shore Drive project is a timber structure. The road commission is committed to doing the restoration and traffic detour sign work on both of these projects.

ENGINEER-TECHNICIAN'S REPORT: Horrocks offered the following:

- Working on several projects for 2023; three or four are ready to go.
- Lamkin Road project was a mess; it was fixed but then froze and rethawed. He will continue to check on it until it freezes and it will dry out in the spring. Contractor was working in a rainstorm placing wet gravel and he was unaware it was happening. Shank will be holding money on the contractor until spring. Completion dates will be adjusted on these types of projects in the future.
- Trials End Road dried up well.

PERMIT/CAD TECHNICIAN'S REPORT: Godzik has been working on the following:

- Along with Shank, met with Charter on 11/23/22. The engineering supervisor, foreman supervisor, and fiber optic coordinator for the region were present and Godzik received new contact information. They want to do a six-mile underground project from Boyer Road on Mitchell, Blanchard Road, and Pickerel Lake Road this winter. They purchased Parish Cable and want to upgrade about 800 customers. This request was denied and will be completed in the spring.
- Charter's Riggsville Road project is cleaned up. Godzik believes we are over a hurdle with Charter and have better communication and response moving forward.

EQUIPMENT SUPERINTENDENT'S REPORT: Genson reported there a couple trucks that need to be switched over yet for winter.

ROAD FOREMAN'S REPORT: None

FINANCE DIRECTOR'S REPORT: Kleeman distributed the September Financial Report; she relayed how this monthly report is compared with current budget numbers. MTF has not been published for October as of this date; this check will be received in early December. Next meeting, December 9, there is a Public Hearing scheduled for the 2023 proposed budget.

COMMISSIONERS' REPORT: None

PUBLIC COMMENT:

- a. Toni Drier, Emmet County Commissioner – Inquired how much are the overruns for BIA projects; much discussion continued on this topic.
- b. Dennis Keiser, Bear Creek Township Supervisor – When Charter does the Tannery Creek crossing on Mitchell Road there are steep banks and there cannot be equipment parked on the side of the road; Godzik and Shank agreed traffic control will be difficult and will need to be monitored.

Commissioner Zulski adjourned the meeting at 8:45 a.m.



Lisa Kleeman, Finance Director-Clerk of the Board



Date