

**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, February 17, 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

Lisa Kleeman–Finance Director/Board Clerk

Robert Genson – Equipment Superintendent

John Gray – South Road Foreman

Ed Zmikly – North Road Foreman

**Guests Present:**

Don Mapes - Emmet County Commissioner

John Eby – Maple River Twp. Supervisor

Bill Dohm – Little Traverse Twp. Supervisor

Gordon Kruskie

John Swartout

Kathy Bunker – LS Engineering, Inc.

Ryan Bauman – Emmet Co. Parks & Recreation

Greg Bunker

Nathan Burns – Camp Petosega

**Guests Present via Zoom:**

David Boyer - Emmet County Administrator

Amanda Poynter – LS Engineering, Inc.

David White - Emmet County Commissioner

Brandon Cooper – Always There Tree Care

**MINUTES:**

It was moved by Zulski, seconded by Williams, to approve the regular session minutes of January 20, 2023.

Ayes: Williams, Zulski

Nays: None

Non-Voting: Hoffman

Motion carried

It was moved by Williams, seconded by Zulski, to approve the special session minutes of January 20, 2023.

Ayes: Williams, Zulski

Nays: None

Non-Voting: Hoffman

Motion carried

**ACCOUNTS PAYABLE:**

It was moved by Williams, seconded by Zulski, to approve accounts payable for payment of Voucher 2305 for checks 50108 through 50148 in the amount of \$434,855.59.

Ayes: Williams, Zulski

Nays: None

Non-Voting: Hoffman

Motion carried

It was moved by Williams, seconded by Zulski, to approve accounts payable for payment of Voucher 2307 for checks 50149 through 50203 in the amount of \$264,077.28.

Ayes: Williams, Zulski

Nays: None

Non-Voting: Hoffman

Motion carried

**PAYROLL:**

It was moved by Williams, seconded by Zulski, to approve payroll and electronic direct deposits for Voucher 2306 for checks 57864 through 57886 in the amount of \$114,539.54.

Ayes: Williams, Zulski

Nays: None

Non-Voting: Hoffman

Motion carried

It was moved by Zulski, seconded by Williams, to approve payroll and electronic direct deposits for Voucher 2308 for checks 57893 through 57915 in the amount of \$118,323.87.

Ayes: Williams, Zulski

Nays: None

Non-Voting: Hoffman

Motion carried

**PUBLIC COMMENT:**

- a. John Eby, Maple River Township Supervisor – Inquired about the East Brutus Road project regarding a bike path. Shank stated this project is estimated to have 26' wide pavement with two-foot shoulders and 1-2 foot gravel shoulders; a bike path is not planned.

**APPOINTMENTS:**

- a. Public Hearing – E. Hathaway Road in Little Traverse Township from Mink Road to N. Conway Road for 1.47 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. Proposed improvements include cold milling, HMA paving, HMA approaches, aggregate shoulders, and pavement markings with a completion date of July 1, 2023. 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

- b. Public Hearing – Mission Road in Littlefield Township from 300' south of Banwell Road then south to end of road for .84 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. Proposed improvements include culvert replacement, trenching, HMA base crushing and shaping, gravel shoulders, slope restoration, and pavement markings with an August 25, 2023 completion date. 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

- c. Public Hearing – Camp Petosega Road in Springvale Township from Banwell Road to Camp Petosega gate for .77 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. Proposed improvements include HMA base crush and shape, 3" HMA surface, drainage improvements, shoulder gravel, and pavement markings with a completion date of June 23, 2023. No written comments were received prior to the public hearing and there were three calls for comment. Ryan Bauman, Emmet County Director of Parks and Recreation, inquired on the scope of the paving near the rock wall, office, and parking area. Shank stated the pavement will cover those areas right up to the gate; he is expecting this will be a late May project. 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:** None

**NEW BUSINESS:**

- a. It was moved by Zulski, seconded by Williams, to approve the project and award the bid for the E. Hathaway Road project to Rieth-Riley Construction Co., Inc. Williams questioned if ditching will be included in the project and Shank responded ditching is not part of the project but is something he can look at.

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

- b. It was moved by Williams, seconded by Zulski, to approve the project and award the bid for the Mission Road project to Rieth-Riley Construction Co., Inc.

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

- c. It was moved by Zulski, seconded by Williams, to approve the project and award the bid for the Camp Petosega Road project to Rieth-Riley Construction Co., Inc.



Ayes: Williams, Zulski

Nays: None

Non-Voting: Hoffman

Motion carried

- d. It was moved by Williams, seconded by Zulski, to approve the project and award the bid for the Fochtman Industrial Park Drive project to Rieth-Riley Construction Co., Inc. Williams stated for any of the projects he encourages looking at ditching and trees so it doesn't have to be done after the paving.

Ayes: Williams, Zulski

Nays: None

Non-Voting: Hoffman

Motion carried

- e. It was moved by Zulski, seconded by Williams, based upon the Engineer-Manager's recommendation, to approve the service agreement with L.S. Engineering, Inc., for the shared cost of the design engineering lump sum cost and the construction engineering fee schedule for the E. Mitchell Street resurfacing project.

Ayes: Williams, Zulski

Nays: None

Non-Voting: Hoffman

Motion carried

- f. It was moved by Williams, seconded by Zulski, to award the 2023 bid for Bituminous Emulsion to Michigan Paving & Materials.

Ayes: Williams, Zulski

Nays: None

Non-Voting: Hoffman

Motion carried

- g. It was moved by Zulski, seconded by Williams, to accept the 2023 bids for Cold Patch and for them to be used in the best interest of the road commission.

Ayes: Williams, Zulski

Nays: None

Non-Voting: Hoffman

Motion carried

- h. It was moved by Zulski, seconded by Williams, to accept the 2023 bids for Dust control and for them to be used in the best interest of the road commission.

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

- i. It was moved by Zulski, seconded by Williams, to accept the 2023 bids for Hot Mix Asphalt and for them to be used in the best interest of the road commission.

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

- j. It was moved by Zulski, seconded by Williams, to accept the 2023 bids for Pavement Marking and award to Michigan Pavement Markings.

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

- k. No bids were received for Diesel Fuel Supply; they will be advertised and sent out again.

- l. It was moved by Williams, seconded by Zulski, to accept the 2023 bids that were received timely for Tree Service and for them to be used in the best interest of the road commission.

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

- m. It was moved by Williams, seconded by Zulski, to accept the 2023 bids for Culvert Materials and for them to be used in the best interest of the road commission.

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

- n. It was moved by Zulski, seconded by Williams, to approve the project agreement with Little Traverse Bay Bands of Odawa Indians for Robinson Road from State Road east approximately 2.6 miles. This is a fixed cost variable scope project.

Ayes: Williams, Zulski

Nays: None

Non-Voting: Hoffman

Motion carried

- o. It was moved by Zulski, seconded by Williams, to approve the cooperative agreement with Conservation Resource Alliance for the Douglas Lake Road Bridge project.

Ayes: Williams, Zulski

Nays: None

Non-Voting: Hoffman

Motion carried

- p. It was moved by Williams, seconded by Zulski, to approve the administrative services agreement with Conservation Resource Alliance for fiscal year 2023.

Ayes: Williams, Zulski

Nays: None

Non-Voting: Hoffman

Motion carried

- q. It was moved by Zulski, seconded by Williams, to approve the agreement with MDOT for HIP-CRRSAA (Covid Relief) funds and authorize Engineer-Manager and Finance Director to sign.

Ayes: Williams, Zulski

Nays: None

Non-Voting: Hoffman

Motion carried

- r. It was moved by Zulski, seconded by Williams, to approve the 2022 Act 51 Mileage Certification Maps and authorize via a resolution for the Engineer-Manager to electronically sign them.

Ayes: Williams, Zulski

Nays: None

Non-Voting: Hoffman

Motion carried

**CORRESPONDENCE:** None

**ENGINEER-MANAGER'S REPORT:** Shank stated they are monitoring the roads and watching Thaw Caster for seasonal weight restrictions.



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

- Robinson Road project is being reviewed by the Engineer-Manager and should be put out for bid next week.
- Five Mile Creek culvert change is in review with NRCS then plans will be completed and bid put out; this will be a big concrete box culvert.
- Mileage Certification maps were completed this week. Mileage information will be distributed to the Board and Road Foremen.
- Lamkin Road was inspected and is smooth compared to what it was.
- Preconstruction meetings are planning to be scheduled before April 1.
- Tree clearing on US 31 is north of Alanson and going well; should be done before the deadline.
- Auction is scheduled for April 18 which will include a Toyota Highlander and other equipment; this information will be posted.

**PERMIT/CAD TECHNICIAN'S REPORT:** Godzik inquired about road bonds, discussing the past year where they were allowed only on gravel roads to primary roads; this process worked out well last year. He discussed logging that is currently occurring on Middle Village Road and a couple jobs that will be starting on State Road. He is informing loggers we will not be bonding on HMA roads. Zulski clarified bonds should only be allowed on gravel roads that lead to class A roads, not on HMA roads. Shank stated this policy will be reviewed yearly. Williams asked if communication is improving from the loggers when they are moving into an area and Godzik stated about 90% are cooperating. Shank met with Dennis Olsen on these issues yesterday.

**EQUIPMENT SUPERINTENDENT'S REPORT:** Genson reported the three new trucks are expected to be here in mid-April.

**ROAD FOREMAN'S REPORT:** Gray stated when they are not plowing snow, they are clearing trees on Catob Road and Manitou Trail. Zmikly stated they have been dealing with rain, snow, and cutting trees on west Stutsmanville Road.

**FINANCE DIRECTOR'S REPORT:** Kleeman introduced Chevie Hoeksema, who was recently hired as our new Accounting Clerk. She also distributed and discussed the following:

- October, November, and preliminary December financial statements and trial balances
- December MTF payment that was received in February
- Annual financial audit will begin on Monday, February 20, 2023
- Attending an AGRIP Conference in Orlando, Florida from March 3-9 as a CRASIF Board member.

**COMMISSIONERS' REPORT:** Commissioner Zulski complimented the crew in dealing with the weather and intersections.

**PUBLIC COMMENT:**



- a. Nathan Burns, Camp Petosega – Inquired on the timeline for the Camp Petosega Road project with regards to traffic interference. Shank stated it will probably a two-week project and Horrocks offered to discuss details with Burns after the meeting.
- b. Gordon Kruski – Inquired when the E. Robinson Road project would begin. Shank stated bids have not been received yet so that is unknown at this time. This project should only be lane closures instead or road closure.

Commissioner Zulski adjourned the meeting at 8:38 a.m.

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

*3-3-23*  
Date