

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, October 14, 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
Lisa Kleeman – Finance Director John Gray – South Road Foreman
James Godzik – Permit/CADD Technician

Guests Present:

Gordon & Edith Kruskie – Readmond Twp. Bill Dohm – Little Traverse Twp. Supervisor
James Hawley Alyce Conrad Rich Ginop

Guests Present via Zoom: None

MINUTES:

It was moved by Hoffman, seconded by Williams, to approve the regular session minutes of September 30, 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 2241 for checks 49754 through 49791 in the amount of \$1,026,781.14.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

PAYROLL:

It was moved by Hoffman, seconded by Williams, to approve payroll and electronic direct deposits for Voucher 2242 for checks 57647 through 57671 in the amount of \$106,623.44.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

UNFINISHED BUSINESS: None

PUBLIC COMMENT: None

APPOINTMENTS:

- a. James Dawley of Northwest Michigan Habitat for Humanity requested a variance for a driveway permit at 7015 Bernard Street; specifically, Meadowlands Subdivision which at this time includes Bernard and Hem Streets. Godzik gave details on the history, standards, and requirements to bring the roads up to current standards with the intent of possibly the road commission adopting these streets in the future. Dawley is requesting a variance from the commercial requirements of a 36 feet wide road with an aggregate base of 32 feet and 30 feet of asphalt. It was moved by Zulski, seconded by Williams, to approve a variance on Bernard and Hem Streets to 28 feet wide aggregate base and pavement of 24 feet wide.

Roll call vote:

Zulski – Aye

Williams- Aye

Hoffman – Aye

Nayes – None

Motion Carried

NEW BUSINESS:

- a. It was moved by Hoffman, seconded by Williams, to approve the 2023 contract with Michigan State Police Motor Carrier Unit for seasonal weight restriction patrol for up to 50 hours and authorize the Engineer-Manager to sign the contract.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

CORRESPONDENCE: None

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

- Michigan Township Association Meeting will be Wednesday, October 19, at 7:00 p.m. at the Littlefield Township Fire Hall.
- October 24-26, 2022 is scheduled for 10 township meetings with the remaining 6 townships meeting in January.

ENGINEER-TECHNICIAN’S REPORT: Horrocks gave the following updates:

- Country Club Road - Waiting for guardrail installation which will take place early next week.
- Robinson Road Bridge – Waiting for guardrail installation which will take place early next week.

- Powers Road Curve Relocation – This project is complete except for tree planting on the berm which will take place in the spring. Zulski mentioned checking into a disease that is affecting Spruce trees before they are planted.
- Cross Village Township - Lakeshore Drive project is complete.
- Wawatam Township - Wilderness Park Drive project is complete.
- Milton Road – This project is ready for pavement, but the forecast has not been favorable.
- Lamkin Road – Pavement has been removed and gravel will be placed next week along with drainage adjustments where needed.
- Stanley Court and Trails End Road/Ellsworth Street - projects have started with culverts put in and gravel starting shortly.

PERMIT/CAD TECHNICIAN'S REPORT: Godzik stated some of the utility contractors are still finishing projects, but he has notified them November 14 is the deadline unless permission is granted to continue.

EQUIPMENT SUPERINTENDENT'S REPORT: None.

ROAD FOREMAN'S REPORT: Gray stated they have been working on brushing, patching, hauling in winter sand, and preparing for winter.

FINANCE DIRECTOR'S REPORT: Kleeman discussed the new budget tool and hopes to bring the new format to the November 11 meeting. She will be attending a CRASIF Strategic Planning Workshop October 19-21. She also let the Board know there has been an informal Cogitate Workgroup that has been formed the past year and has met several times here. About 26 administrative staff from Northern Lower Michigan and Upper Peninsula counties are on a contact list, at their request, and usually about 12 people attend a very interactive meeting where we work through different aspects of our financial software. It is all led by peers; helping each other to use the software more efficiently.

COMMISSIONERS' REPORT: Commissioner Hoffman discussed the Commissioner's Conference in Frankenmuth which was a very good conference. He discussed developing an agency mission statement; specifically, for giving us direction for the future and communicating with the townships. He also offered positive comments on the Safety Banquet which was held this past week.

Commissioner Zulski and Shank also offered comments and plans for the Board and Administrative team in developing an agency mission statement and building trusting teams.

PUBLIC COMMENT:

- a. Rich Ginop – Inquired about Roy Road washouts and Trails End Road grade elevation.
- b. Alyce Conrad – Commented positively on the Powers Road curve relocation project but discussed the curves and intersection at Luce Street that were not addressed. Shank commented on the scope of the project that was previously approved by MDOT and the

lack of right of way available. It could potentially be considered for a future safety grant.

- c. Bill Dohm, Little Traverse Township Supervisor – Clarified the MTA meeting is at the Littlefield Fire Hall and not the townhall.

Commissioner Zulski adjourned the meeting at 8:34 a.m.



Lisa Kleeman, Finance Director-Clerk of the Board

10-28-22

Date