

**EMMET COUNTY
BOARD OF COMMISSIONERS' MINUTES
200 DIVISION ST. PETOSKEY, MI 49770
February 13, 2025 - 6:00 PM**

CALL TO ORDER

The meeting was called to order by Vice Chair, Rich Ginop, at 6:00 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Members present: Chuck Laughbaum, Brett Gooding, Don Mapes, Rich Ginop, Brian Gutowski, Matt Koontz.

Absent: Dave White, excused.

APPROVAL OF AGENDA

Motion by Commissioner Gutowski and seconded by Brett Gooding to approve the agenda as printed. Motion passed by voice vote.

Yes - Ginop, Gooding, Gutowski, Koontz, Laughbaum, Mapes

No -

APPROVAL OF MINUTES

February 3, 2025 Meeting Minutes

Motion by Commissioner Mapes and seconded by Commissioner Laughbaum to approve the February 3, 2025 meeting minutes. Motion passed by voice vote.

Yes - Ginop, Gooding, Gutowski, Koontz, Laughbaum, Mapes

No -

PUBLIC COMMENT

Neil Ahrens advocated for himself to be appointed to the Veteran's Board. He noted that he has served on the Board for 8 years and feels like they have made significant improvements during his time on the Board. He thanked the Commissioners for their consideration.

Ryan Bachelor also spoke in support of himself to be appointed to the Veteran's Board. He noted that he served in the Air Force for 10 years and didn't know what veteran services were available when he got out. He is passionate about educating veterans in our area about the benefits available to them.

APPEARANCES

NCMC Child Care Initiative

Jennifer Wixson from NCMC gave an update on their Child Care Initiative. Emmet County contributed \$50,000 towards their efforts. They are currently initiating phase 2 of their initiative

where they will be implementing a "true cost model". This focuses on what childcare truly costs and how to make it affordable. The model aims to engage employers as a resource for affordability. NCMC is opening a small program on campus for ages infant through 3-years-old. This program will be used to test their models and for training of child care professionals.

ADMINISTRATOR'S REPORT

Administrator Report

Dave Boyer reported that there will be an ice fishing program for K-8 at Camp Petosega over the weekend. He also noted that the Building department activity is up 13% over last January. There are several RFPs out, and the Curling Club is doing well at the fairgrounds. Boyer also reported that the County Administrators and Board Chairs from the CCE-911 Board met to discuss changes to the CALM agreement. The meeting was productive and changes will be presented at the next CCE-911 meeting. Boyer also noted that the City of Petoskey is working on options for reconstructing the collapsed portion of the Little Traverse Wheel-way. He concluded that the opinion from the attorney regarding mileage reimbursement for Commissioners will be presented at the next meeting.

Child Care Initiative Quarterly Update

Headlands 2024 Annual Dark Sky Report

Finance Report

No report

UNFINISHED BUSINESS

CLAIMS

Claims and Committee and Travel Voucher Approval

Motion by Commissioner Gutowski and seconded by Commissioner Koontz to approve payment of the claims in the amount of 42,977,771.45 and for payment of the committee and travel vouchers in the amount of \$7,267.39. Motion passed by roll call vote.

Yes - Ginop, Gooding, Gutowski, Koontz, Laughbaum, Mapes

No -

NEW BUSINESS

2025 Emmet-Charlevoix Fair Music Concert Agreements

Motion by Commissioner Koontz and seconded by Brett Gooding to approve artist agreements for John Michael Montgomery, \$100,000.00, Phil Vassar, \$30,000.00, and Waylon Hanel, \$1,500.00, to provide a musical performance at the 2025 Emmet-Charlevoix Fair on August 20 and authorize the Emmet County Administrator to sign the agreements. Motion passed by roll call vote.

Yes - Ginop, Gooding, Gutowski, Koontz, Laughbaum, Mapes

No -

Gawlinski - Seeking Safety Program

Motion by Commissioner Koontz and seconded by Commissioner Mapes to approve Gawlinski Guidance Counseling to provide the Seeking Safety program for the Emmet County Community Corrections Office, not to exceed \$5,500.00, pending a suitable agreement to be determined by Civil Counsel and the Administrator, and authorize the Emmet County Administrator to sign the same. Motion passed by roll call vote.

Yes - Ginop, Gooding, Gutowski, Koontz, Laughbaum, Mapes

No -

DPW- Food and Floral Scraps Collection Price Increase

Motion by Commissioner Mapes and seconded by Commissioner Gutowski to approve the request of the DPW Board to increase the per-tip fee by \$2.00 for food and floral scraps collection. Motion passed by roll call vote.

Yes - Ginop, Gooding, Gutowski, Koontz, Laughbaum, Mapes

No -

Empiric Solutions Inc. Agreement 2025

Motion by Commissioner Gutowski and seconded by Commissioner Mapes to approve the proposed 2025 Agreement with Empiric Solutions Inc. for technology management services in the amount of \$139,860.00, and authorize the Administrator to sign the same. Motion passed by roll call vote.

Yes - Ginop, Gooding, Gutowski, Koontz, Laughbaum, Mapes

No -

FY25 Advanced Correctional Health Agreement (ACH)

Motion by Commissioner Koontz and seconded by Brett Gooding to approve the proposed 2025 renewal with Advanced Correctional Health Care Inc. for Inmate Health Services as presented annual base price not to exceed \$157,978.51, and authorize the Administrator to sign the same. Motion passed by roll call vote.

Yes - Ginop, Gooding, Gutowski, Koontz, Laughbaum, Mapes

No -

APPOINTMENTS

Advisory Committee On Aging

Motion by Commissioner Gutowski and seconded by Brett Gooding to reappoint Donna Lively, Martha Lancaster, and Mike Bigelow to the Advisory Committee on Aging. Motion passed by voice vote.

Yes - Ginop, Gooding, Gutowski, Koontz, Laughbaum, Mapes

No -

NLEA Board

Motion by Commissioner Mapes and seconded by Commissioner Koontz to appoint Neil Ahrens to the NLEA Board. Motion passed by voice vote.

Yes - Ginop, Gooding, Gutowski, Koontz, Laughbaum, Mapes

No -

Veteran's Affairs Committee

Gooding nominated Ryan Bachelor to be appointed to the Veteran's Affairs Board. Seconded by Mapes.

Koontz nominated Neil Ahrens to be appointed to the Veteran's Affairs Board. Seconded by Gutowski.

Ryan Bachelor was appointed to the Veteran's Affairs Board in a 4-2 roll call vote.

Bachelor- Laughbaum, Gooding, Mapes, Ginop
Ahrens- Gutowski, Koontz

Brownfield Redevelopment Authority

Motion by Commissioner Koontz and seconded by Commissioner Gutowski to appoint Traven Michaels to the Brownfield Redevelopment Authority. Motion passed by voice vote.

Yes - Ginop, Gooding, Gutowski, Koontz, Laughbaum, Mapes

No -

COMMUNICATIONS

COMMITTEE REPORTS

Koontz gave the attached report. (attachment #1)

Gutowski gave the attached report. (attachment #2)

Mapes gave the attached report. (attachment #3)

Gooding reported on the ZBA noting that Craig Lively was appointed as chair. They heard two cases. One was a set back variance that was denied, and the other applicant was directed to get a survey of their property in question. The Board also worked on articles 23 and 25 of their by-laws. Gooding also reported on the Planning Commission noting that they passed a special use permit for a sawmill in Brutus. They also reviewed a new housing development by Intertown Road, Lears Road, and US 31. There were questions regarding sewage and water capacities that were referred back to the City of Petoskey and Bear Creek Township. The Commission also approved a new Taco Bell by Meijer and passed amendments to their by-laws.

Laughbaum also reported on Planning Commission noting that Tom Urban was appointed as chair, and John Eby as Vice Chair. He added that West Traverse Township is working on a master plan, and Mackinaw City is working on their recreation plan. Laughbaum also attended the environmental assessment/tree removal meeting regarding the trees at the airport. He noted that the engineer agreed with his opinion that the area where the trees are to be removed should be filled to allow for mowing of the area to keep the trees from re-growing. However, this area is designated as a wetland so there will be substantial fees to be able to do this.

Ginop reported that the CCE-911 software project is moving along well and training is underway. He attended the Springvale and Littlefield Township meetings as well as the Village of Alanson meeting. He also attended the Veteran's committee where there was no quorum but they had

good discussions. He read the names of the fallen heroes for October, November, and December.

Boyer introduced Jayna Steffel as new DPW Director.

PUBLIC COMMENT

None

ANNOUNCEMENTS

The next Board of Commissioners meeting will be held on March 3, 2025 at 6:00 p.m. in the Board of Commissioners room, 200 Division St. Petoskey, 49770.

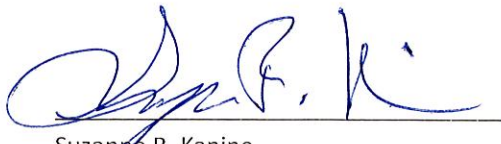
ADJOURNMENT

Motion by Commissioner Mapes and seconded by Commissioner Laughbaum to adjourn the meeting at 7:03 p.m. Motion passed by voice vote.

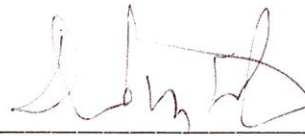
Yes - Ginop, Gooding, Gutowski, Koontz, Laughbaum, Mapes

No -

Dated: 3/3/2005



Suzanne R. Kanine
Emmet County Clerk



David M. White
Board Chair, Emmet County Board of Commissioners

Committee Reports
Matt Koontz
2/13/25

Board of Health

The Board of Health met on February 4. The contract for new Health Officer Shannon Klonowski was approved. Prior to accepting this new position, Ms. Klonowski served as the finance director for the Health Department.

The board of health also approved a state mandated sick leave policy for employees as recommended by Health Department staff.

Brownfield Redevelopment Authority

The BRA met on February 12. We met two recently appointed members Dave Cluley and Tyler Neal. We heard updates from Fishbeck consultants regarding Lofts at Lumber Square and Maple Block Flats.

Lofts at Lumber Square: The grant for the contaminated soil removal will soon be closed and Fishbeck will verify the invoices and work. Payments from the grant will then be issued. The BRA authorized Fishbeck to seek more information to verify compliance with the conditions of a loan that was previously approved.

Maple Block Flats: Most contaminated soils have been removed. Two foundations have been completed and a third will soon be started.

The BRA is considering updates to the Policies and Procedures document. The updates would emphasize the best way to ensure that BRA priorities are met in future projects. More consideration will be given to this issue at future meetings and a final determination will be made

Brian A. Gutowski, P.E.
District 5
Emmet County Commissioner
February 13, 2025 Board Meeting

Parks and Rec

The meeting was held Tuesday, February 4 at the Fairgrounds. We heard from the Northern Master Gardener Association. They have been taking care of the Fairgrounds gardens since 2020 and have revived many of the gardens. 4H provided there schedule for the year which includes 30 events for 2025. We reviewed the 2025 Emmet County Parks programming schedule which includes 32 events at various parks so far. The Crooked River Lock Schedule was reviewed which starts April 29 thru October 20. The Petoskey Curling Club had their ribbon cutting event on January 11 at the Fairgrounds. Staff has been busy grooming the trails at the Headlands and Camp Petosega for cross country and snow shoes. The road entrance through the Beach Entrance for Camp Petosega will be reconstructed this year. Restoration of the exterior for Cabins D&F will take place this spring.

DPW

The meeting was held on February 6. Jana Steffel was announced as the new DPW Director. She updated the DPW Board on the reorganization of the DPW with new staff assignments. She will continue to also serve as the Superintendent until the reorganization is completed. Mike Keiser will continue to be the point of contact for the Part 115 project until Jana is comfortable with her new position. The DPW Board reviewed the food scrap pricing increases and recommended the County Board approve the proposed increases. Preliminary end of 2024 numbers indicated a very good year with revenues at \$6.188 million and expenses at \$5.748 million with a net \$440,997 increase balance.

Airport

The meeting was held on Tuesday, January 21. We heard Delta is converting the larger CRJ700s from 74 passenger capacity back to the 50 seat capacity but are adding 1st Class seating. This is despite the fact that a record number of passengers boarded the larger planes in 2024. It is hopeful the new United flights starting May 8 will help offset the smaller capacity flights from Delta. The end of year Airline Jet Fuel sales were roughly 18,000 gallons less than 2023. The General Aviation fuel sales were roughly the same as 2023 at 632,663 gallons. The 100LL fuel sales were down 18% from 2023. Airline passenger count was at 63,304 which was about 18,000 more than 2023. Total airport operations were at 12,348 versus 11,830 in 2023. Total enplanements were at 30,899 versus 22,171 in 2023. The public hearing for the environmental assessment (tree removal) was held February 11 at McKinley Township Hall. Total revenues were at \$4.5 million versus \$3.85 million in expenses.

Fairgrounds

The meeting was held on Thursday, January 23, 2025 at Eppler Road EMS. We heard Lauren Emery was awarded Volunteer of the Year at the State Fair Convention in Lansing. Agnes was voted to a Director

on the State Fair Board. T-shirt sponsors are going well with all the major events already have sponsors and more business are contacting us to be sponsors. The committee agreed to change the 2 Fair Board meeting dates that conflicted with the Board of Commissioners meetings. The date in March is now on the 6th. The date in June is now the 19th. John Michael Montgomery is the headline for concert on Wednesday of Fair Week. Grace Howard announced there is a company willing to handle the parking for the events for a fee. An RFP will be put forward soon to hire a company to handle the parking for the events.

Northern Michigan Counties Association

The meeting has been held on February 3 at the Roscommon County Building.

Comm. Reports 2/13/25 Don Mapes District#3

Rd Comm. 1/17/25 8am had election of officers, Frank Zulski Chair, and Wade Williams vice chair, also welcomed new member Jim Kargol. Habitat for Humanity requested a variance for a section of roadway in the Meadowlands Sub Division, Which was granted. Public hearings were held for work on Robinson Rd., Old US 31 Highway, Greenwood Rd, and Hass rd. There were no public comments. Had Discussions on 2024 Certification maps, there was a resolution to approve the new boundaries, 2025 bear creek township Paving projects, 2025 resort paving projects, us-31 mill and fill and guardrails on a short section(the bridge) near Graham rd. Note 2 of the road projects saw prices coming in well under estimates one was 28%. Discussed and updated 3 policy related to employee privacy and Medical information. Under staff reports the large section of Maxwell rd. work was approved by Springvale Township. Bridge Street will become a one way rd. from M-119 to Beach Rd. for safety concerns. Finally 95% of next year's road work is out to bid already.

Straits Regional Ride 1/22/25 9am not much on the agenda this meeting. Welcomed a new commissioner from Presque. Isle County this morning, Robert Crook. Financials fell short this quarter from last year \$43,950. It was mentioned that the state contribution percentage was changed resulting in higher than expected contributions from the counties. Not sure what that will be at this time but was told it would be minimal. Ridership was up this quarter over last year, by 900 rides, still centering around the Petoskey area. It was noted among the discussion that SRR is the only transit system in the north that operates without a millage. Bicycle fare cost were to be discussed but were tabled till next meeting. Adjourned 9:30 next meeting April 23, 9: am.

Bay Bluffs 1/23/25 8am- Election of Chairperson Carol Hansen was again appointed. Monthly financials for November 2024 Revenue was less than projected even though patient days were up by 13%. Total revenue was over the budget by \$25,000 and year to date \$194,000. They are looking at a 70 day cash on hand and are still awaiting the refund from Medicaid mentioned last month. 5 new nurse positions have been filled and because of recent non covid related deaths, they are working on reducing the waiting list. That procedure could take 2-4 weeks due to paperwork. They approved a contract, for cost report, with Platt/Moran. And stated that 2024 audit has started early. They reviewed and approved the annual conflict of interest policy. Discussed the 1st quarter '25 Renovation update, and discussed the 2025 workforce recruitment/Retention plan with quest Michele Nickel. adjourned 10am

BOH 2/4/25 10AM we welcomed Shannon Klonoski as the new Health Officer and approved her Contract. We heard and received reports from staff. We approved the Financials and heard from Shannon regarding the new Earned Sick Time Act, and its effect on the staff, which should be a easy transition. Being no more Business the Meeting was adjourned at 10:30.

DPW 2/6/25 8:30- First order of business we formally recognized Jayna Steffel as the new director of the DPW. There is a restructuring process in the works. Using existing office staff working with Denise in HR to eventually have a new position of assistant Director, with existing staff assuming new responsibilities with pay adjustments accordingly. Financial are looking good year end. Ended the year with \$500,000 surplus after paying all bills and putting \$500,000 INTO DEPRECIATION. Jayna reported that staffing is full and all is going well at the facility. Part 115 is moving along slowly with a tentative schedule for meeting scheduled starting in March. Jayna reported a cost increase for the food waste collection. Prices will go up \$2.00 per tip of each cart. We have currently had 2 contractors visit the transfer station to submit bids for the new compactor. Also bid requests are out for demoing the

existing floor to accommodate the new compactor. We are now looking for an early fall installation. We had hoped for a spring installation. Adjourned 8:45

Commented [DM1]:

