

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

**CALL TO ORDER**

The meeting was called to order by Board Chair, Dave White, at 6:00 p.m.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

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

**APPROVAL OF AGENDA**

Motion by Commissioner Ginop and seconded by Commissioner Laughbaum to approve the agenda as printed. Motion passed by voice vote.

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

No -

**CONSENT AGENDA**

Motion by Commissioner Ginop and seconded by Brett Gooding to approve the consent agenda and all items contained therein, and authorize the County Administrator to sign the attached items on behalf of the Board of Commissioners. Motion passed by roll call vote.

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

No -

**Top O' Michigan Outboard Racing Club Annual "No Wake" Ordinance Waiver Request**

**March 3, 2025 Meeting Minutes**

**PUBLIC COMMENT**

None

**APPEARANCES**

**Networks Northwest - Hazard Mitigation Plan**

Stephanie Marchbanks, Networks Northwest Community Planner, updated the Board on the work that has been done on the Hazard Mitigation Plan for Emmet County. Networks Northwest has been collaborating with Emmet County Emergency Management over the past few years to update the Hazard Mitigation Plan for Emmet County and all its jurisdictions.

The plan considers natural and technological hazards. Networks Northwest has administered surveys to gather information on what hazards are most important to the area, and attempted to get as many local governments as possible to participate. If a local government is not a participant they cannot apply for a hazard mitigation grant.

Surveys found that key areas of concern were flooding, secondary sources for power outages, post disaster debris management, and PFAS.

Next steps for the plan include a public hearing and review of which Boyer suggested be done on April 7th. White noted that many townships are not onboard yet. Stephanie responded that they need to jump on board now, as this is their last chance. Letters have been sent to all townships.

## **ADMINISTRATOR'S REPORT**

### **Administrator Report**

Dave Boyer gave the attached report. (attachment #1)

All Commissioners noted that they were in favor of the letter received from Presque Isle Electrical Co-Op.

### **Finance Report**

In January 2025, Emmet County received 1% of its budgeted revenues and spent 9% of its budgeted expenditures.

The financial activities for January 2025 are proceeding as expected, with some notable changes in both revenues and expenditures compared to the previous year.

Key Changes in Revenues: Revenues decreased compared to last year, mainly due to lower sales of airport fuel and de-icing services, interest income, and building permits. Building permits are down from 2024 due to a large permit that was issued to Boyne Highlands. The decrease in airport revenue was due to weather and the de-icing truck that was out for repairs.

Tax dollars for the General Operating budget are collected in the summer.

Key changes in Expenditures: Expenditures increased compared to last year. There were three payrolls in January 2025, compared to two in January 2024, leading to higher payroll expenses for the month. Airport-related expenses for fuel and de-icing fluid decreased, due to weather and the de-icing truck was out for repairs. Election-related expenses were lower this year as last year was a Presidential election year.

**CCE Board Minutes 1/15/25**

**CCE Board Minutes 1/29/25**

**Coffee With The Inspector**

**UNFINISHED BUSINESS**

**CLAIMS**

### **Claims and Committee and Travel Voucher Approval**

Motion by Commissioner Gutowski and seconded by Commissioner Mapes to approve payment of the claims in the amount of \$2,309,302.03 and for payment of the committee and travel vouchers in the amount of \$2,305.09. Motion passed by roll call vote.

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

No -

### **NEW BUSINESS**

#### **Hazard Mitigation Plan- Networks Northwest**

Motion by Commissioner Mapes and seconded by Brett Gooding to approve the Clerk to set a Public Hearing for the Emmet County Hazard Mitigation Plan on April 7, 2025 at 6:00 p.m.

Motion passed by roll call vote.

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

No -

#### **DPW- Compactor Replacement Bid Award**

Motion by Commissioner Mapes and seconded by Commissioner Ginop to approve the purchase of Sebright Compactor provided by Speed-Tech Equipment, in the amount of \$268,540.00, pending a suitable agreement to be determined by Civil Counsel and the Administrator and authorize the County Administrator to sign required documents to complete the purchase. Motion passed by roll call vote.

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

No -

#### **DPW - Harbor Springs Excavating Inc. Addendum**

Motion by Commissioner Koontz and seconded by Commissioner Gutowski to approve Addendum 1 to the Harbor Springs Excavating Concrete and Brick Rubble hauling agreement, extending the term of the agreement to expire on June 1, 2026 and authorize the County Administrator to sign the same. Motion passed by roll call vote.

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

No -

#### **Grand Traverse Mobile - Alarm upgrade**

Motion by Commissioner Gutowski and seconded by Commissioner Ginop to approve the proposed upgrade to the panic / duress alarm system to be provided by Grand Traverse Mobile, in the amount of \$17,451.40, pending a suitable agreement to be determined by Civil Counsel and the Administrator and authorize the County Administrator to sign required documents to complete the project. Motion passed by roll call vote.

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

No -

#### **Camp Petosega Road Paving- Bid Approval**

Motion by Commissioner Koontz and seconded by Commissioner Laughbaum to approve the award of the Camp Petosega Road replacement project to TBD Construction Services in the amount of \$186,958.00, with an additional \$18,000.00 allocated as a contingency fund, pending a suitable agreement to be determined by Civil Counsel and the Administrator, and authorize the County Administrator to sign the required documents to finalize the agreement. Motion passed



by roll call vote.

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

No -

## **APPOINTMENTS**

### **Historical Commission**

Motion by Commissioner Koontz and seconded by Commissioner Gutowski to appoint John Holloway to the Historical Commission. Motion passed by voice vote.

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

No -

### **Parks and Recreation Board**

Motion by Commissioner Gutowski and seconded by Commissioner Ginop to reappoint Paul Fairbairn, Randy McCune, and Jim Rummer to the Parks and Recreation Board. Motion passed by voice vote.

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

No -

### **Construction Board of Appeals**

Motion by Commissioner Mapes and seconded by Commissioner Ginop to reappoint Art Shaw, Tom Fairbairn, and Ken Cooper to the Construction Board of Appeals. Motion passed by voice vote.

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

No -

### **Material Management Committee**

Motion by Commissioner Mapes and seconded by Commissioner Koontz to appoint Lindsey Walker to the Material Management Committee. Motion passed by voice vote.

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

No -

### **Sanitary Board of Appeals**

Motion by Commissioner Ginop and seconded by Commissioner Gutowski to reappoint Tom Gallagher and Joel Kato to the Sanitary Board of Appeals. Motion passed by voice vote.

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

No -

### **Land Bank Authority**

Motion by Commissioner Koontz and seconded by Commissioner Mapes to reappoint Mark Ashley to the Land Bank Authority. Motion passed by voice vote.

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

No -

## **COMMUNICATIONS**

### **COMMITTEE REPORTS**

Laughbaum reported that fuel sales at the airport are down, while air traffic is up. They have had

mechanical problems with a tractor and snow plow down. There is a bid out for two snowplows and repairing cracked pavement. He also reported that the Planning Commission had three items on their agenda that all passed.

Gooding had no report.

Mapes gave the attached report. (attachment #2)

Ginop reported that at the Construction Resource Committee meeting Martie VanBerlo's retirement was noted and Tom Doss was welcomed on board. He also reported that a table top demonstration simulating a 2 car crash was done at the TAC meeting.

Gutowski gave the attached report. (attachment #3)

Koontz noted that the Board of Health meeting was canceled. He had no other report.

White gave the attached report. (attachment #4)

#### **PUBLIC COMMENT**

Martie VanBerlo introduced Tom Doss, who will be taking over as Building Department Director, and has been with the department for several years as an inspector. Tom mentioned that he is honored to fill Martie's shoes and looks forward to many years with the department.

#### **ANNOUNCEMENTS**

The next Board of Commissioners meeting will be held on April 7, 2025 at 6:00 p.m. in the Board of Commissioners room, 200 Division St. Petoskey, 49770.

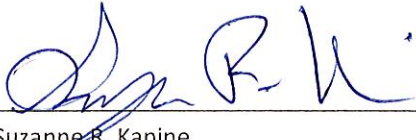
#### **ADJOURNMENT**

**Motion by Commissioner Ginop and seconded by Commissioner Mapes to adjourn the meeting at 6:51 p.m. Motion passed by voice vote.**

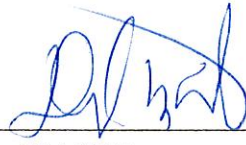
**Yes - Ginop, Gooding, Gutowski, Koontz, Laughbaum, Mapes, White**

**No -**

Dated: 4/17/25

A handwritten signature in blue ink, appearing to read 'Suzanne R. Kanine', written over a horizontal line.

Suzanne R. Kanine  
Emmet County Clerk

A handwritten signature in blue ink, appearing to read 'David M. White', written over a horizontal line.

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

## Emmet County Board of Commissioners Meeting

March 13, 2025  
Administrator's Report  
Staff Report

Open	Department	Status
Paramedic PT	EMS	Reviewing applications
Deputy Director Equalization	Equalization/GIS	Reviewing applications
Deputy Sheriff (3)	Sheriff	Reviewing applications
Building Inspector/Plan Reviewer	Construction Resources	Reviewing applications
Internal Controls Specialist	Treasurer	Reviewing applications
Financial Officer	FOC	Reviewing applications
Corrections Officer	Sheriff	Just Posted
Admin Assistant/Permit Coordinator	PZCR	Reviewing applications
<b>New Hires</b>		<b>DOH</b>
<b>Resignations/Termination</b>		<b>DOT</b>
Martie VanBerlo	Construction Resources	5/2/2025
<b>Promotions/Transfers</b>		<b>DOT/DOP</b>
Fuller Cowell	<b>From:</b> Detective Sergeant <b>To:</b> Lieutenant	2/9/2025
Tyler Midyett	<b>To:</b> Sergeant II	2/9/2025
Tom Doss	Building Official	2/24/2025
<b>2025 Seasonal Openings</b>		14 out of 22 hired

### Parks and Recreation

With summer just around the corner, Emmet County Parks will be busier than ever! We're hiring additional park attendants for the 2025 operating season. Flexible scheduling is available, as well as a bonus incentive.

### Building Department - Coffee with the Inspectors" Annual Spring Meeting – 2025

This event is open to all in the area who are involved in the construction industry as well as the general public. Program topics will include: Staff Introductions, Location and Contact Information, County Website, Code Updates & Projection, Department Procedures, Permit Application Process, Discussion on Common Code Issues, Audience Questions, Comments & Open Discussion.

Wednesday, March 12, 2025 - from 10:00 a.m. - 12:00 p.m. at the Emmet County Fairgrounds Community Center.



### **Planning and Zoning**

The Planning Commission (PC) reviewed six cases in February. One case, a Planned Unit Development for multiple family housing in Bear Creek Township was postponed pending a township recommendation. One rezoning request was withdrawn by the applicant. An amendment to a site plan for a sawmill in Maple River Township was approved. A new drive-through restaurant (Taco Bell) was approved on US 131 Highway in Bear Creek Township. A Zoning Ordinance text amendment to Article 20 was recommended to the Board of Commissioners for approval. And a land division project in Readmond Township was approved.

The Zoning Board of Appeals meeting was canceled in February due to lack of agenda items.

Staff participated in the following:

- Bear Creek Township & Cross Village Township Planning Commission meetings.
- Attended a housing workshop sponsored by Housing North.
- Michigan Association of Planning Coastal Compendium Steering Committee - attended one meeting.
- Met again with Readmond, Friendship and Cross Village Township officials to discuss a possible project along M-119 (Heritage Route) to improve safety.
- Attended the Brownfield Redevelopment Authority meeting. The ECBRA continues to administer the three Brownfield projects: Great Lakes Center for the Arts, Lofts at Lumber Square and Maple Block Flats all within the City of Petoskey.

### **CCE Board Minutes**

Attached are the minutes from the CCE Board meetings held on January 15 and January 29.

### **2025 Economic Symposium – May 9 Boyne Mountain Resort**

This event brings together 300 leaders from across the region and state to tackle complex challenges, make strategic connections, and celebrate the many successes of our communities and businesses in Norther Michigan.

### **Letters of Support**

Presque Isle Electric & Gas is currently applying for a grant through the Broadband Equity, Access, and Deployment program. As part of this process, they are requesting letters of support from counties where they currently provide services or plan to offer fiber service in the future. Presently, they provide electric service in Carp Lake Township.

### **REQUESTS FOR PROPOSALS/BIDS**

Emmet County Partial Flooring Replacements – Four Properties

PROPOSAL DUE DATE: March 28, 2025 @ 3:00 PM EST

MANDATORY SITE VISIT: March 13, 2025 starting @ 9:00 AM EST

Emmet County is soliciting proposals from prospective vendors to provide the County with the partial removal and replacement of flooring products at the four Emmet County properties.

3-Yard Dual Grapple Bucket

PROPOSAL DUE DATE: March 24, 2025 @ 3:00 PM EST

Emmet County is soliciting proposals from prospective vendors to provide the County with a 3-yard dual grapple bucket strong enough to support the hydraulic power and breakout force of Komatsu WA 270-8.



## Committee Reports for Don Mapes due 3/13/2025

2/21 Rd Comm. 8am- Held public hearings on road projects o Maxwell Rd. N Ellsworth Rd. And George Rd. There was no public present. Also the MDOT Summer Apprentice Program was discussed. Gail Scharffe a 26 year Rd Comm. Employee Is heading it up. It is a great opportunity for young people to get to see what working for the Rd Comm. Is all about. Some have stayed and others have taken things they have learned with them to other professions. New business Discussions took place on Material and Services bids. All were approved in the Best interest of the Rd Comm. Further discussion took place on various Rd projects and bids were awarded to lowest bid s who met all bid Specs at savings well below cost estimates. The board also approved a 30 day leave of Absence for a Employee. Staff reports that Brutus Rd and Maxwell Rd projects received some Federal Funding, a Plow Truck was loaned to the Airport for until theirs could be repaired, and mores Salt needed to be ordered to restock. New sick leave law was discussed and lots of overtime due to the weather. Mtg adjourned 8: 45. Next mtg March 21.

2/20 Bay Bluffs 8am-We heard the Financial report all is well in that the Budget is on track for maybe a excess in cash left over. They had an 83% occupancy rate base on 75 beds for the last quarter They are still waiting for the expected settlement from the state when that appears that will put the facility on an even keel continuing into this year, based on their budget statement dated Dec.31,2024, they show a surplus of \$384,000 before receiving the settlement.. A contract was approved with Platt/Moran for the annual Audit. Further discussion took place regarding Workplace Development, implementation of the new Earned sick time Act( supposedly postponed till July),Abuse , neglect, and Exploitation training( which compliance is required from the Federal Gov.),and Renovation updates which includes, IT, Renovations of Apple and Birch neighborhoods, Common Space Refresh and HVAC System's. Meeting adjourned 10am. Next meeting March 27<sup>th</sup>.

3/6 DPW 8:30-(Financials) are looking typical for this time of year, All past due accounts are now up to date. (Operations), they report they are currently fully staffed, and Part 115 solid waste committee did not meet in March but is now scheduled to meet on April 7th at 10am at the Eppler Rd Bldg. Other Business the board approved a \$10 lid fee for curbside totes, a contract with Harbor Springs Excavating for the removal of our rubble. We received updates on contracts regarding, tires, mattresses and electronics. Also Grapple Bucket and Compactor Bids. Mtg Adjourned 9am

3/4 Board of Health mtg. was cancelled due to a lack of Quorum.

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

### **Parks and Rec**

The meeting was held Tuesday, March 11 at the Fairgrounds. Ryan received correspondence from the Army Corps stating they are working on a Dredge Plan for the Inland Route to solve areas that are silting in. Both revenues and expenses are down for the year, but are still on track through February. The Free Fishing event at Camp Petosega saw 120 participants ice fishing. On April 19<sup>th</sup> the annual Egg Scramble will take place at the fairgrounds where 6,000 eggs will be distributed. Petoskey Curling Club wrapped up the season and had roughly 6 weeks of curling. Some tree removal will be taking place at the Headlands and McGulpin Point next week. The Committee reviewed the Camp Petosega paving project bids and recommended awarding the work to TBD Construction out of Grand Rapids in the amount of \$186,958 with a \$15,000 contingency. The estimate was \$243,500.

### **DPW**

The meeting was held on March 6. Jana updated the committee on personnel. Currently, DPW is fully staffed but are preparing for 2 employees that will be on maternity leave for 12 weeks this summer. An intern will help offset the shortage. The Part 115 meetings will start again in April. The State is not providing any grants to help with the process. Tote lids will be available for \$10 if residents would like to have them for their totes. The State has not announced the Tire Grant opportunity this year. The Committee reviewed the compactor bids. Speed-Tech Equipment was the low bidder at \$268,540.00 and is under the estimate. The Grapple Bucket RFP is now out and will be ready for the next committee meeting. The committee approved the contract with Harbor Springs Excavating for Concrete and Brick Rubble Hauling. The committee approved the contract with Dynamic LifeCycle Innovations, Inc. for electronics disposal.

### **Airport**

The meeting was held on Tuesday, February 25. We heard one Airport Plow Truck was down and are working on repairs and are using a backup while repairs are being made. The bids are out for new snow plows. Bids for Crack Sealing and Pavement Markings have been received but were not available for review at the committee meeting. The \$700,000 PFAS Grant work will need to be bid out. Because our deicer was down, Airline Jet Fuel sales were down 8% in January from 2024. General Aviation fuel sales were down 37% and 100LL fuel sales were down 3% from 2024. Airline passenger count was up 30% from January 2024. Total airport operations were at 398 versus 372 in 2024. Total revenues for January were at \$118,498 in January 2025 versus \$177,665 in January 2024. Expenses were at \$226,026 versus \$262,360 in 2024.

### **Fairgrounds**

The meeting was held on Thursday, March 6, 2025 at Eppler Road EMS. The committee voted to recommend purchase of 5 new laptops for the fair. The funds will come out of the Fair Budget. Agnes stated her computer is quite old and needs to be updated. Pam indicated the County should pay for her computer. Pam will talk to Tate to start the process. Agnes stated the Emmet County attendees have not been able to charge mileage to and from the meetings where the Charlevoix attendees have charged for mileage. It was recommended by the committee to allow Emmet County attendees to charge mileage. As of March 4, ticket sales were at 481 for the concert. Entertainment for the beer tent for Saturday has been secured. Tuesday is Senior / Handicapable Day and Thursday is Veteran's Day. Lauren and Joni will check to see if they can secure a gift for the Veterans. Grace Howard is negotiating with a company for parking. She is working to getting the Fair Books completed. An RFP will be put forward soon to hire a company to handle the parking for the events. Agnes stated the bylaws have not been updated since 2009 and will be reviewed at the next meeting.

#### **Northern Michigan Counties Association**

The first meeting of the year is scheduled for March 17 at the Roscommon County Building.

#### **MAC Transportation Committee**

The next meeting is scheduled for March 28 via Zoom. I have been appointed Chair by Deena Bosworth.



### **Defined Contribution Retirement Board**

The Board met on February 20<sup>th</sup> with one item on the Agenda. After months of presentations, research and a final recommendation from our Investment Consultant MBC. The Board voted to consolidate the County's Defined Contribution providers to two. This will be a cost savings to the Employees over the long run as fees are much better defined. There have been meetings with the employees to explain the reason for the consolidation and what to expect moving forward.

### **Airport Committee**

Passenger usage was up from last year while Fuel sales are down. It was reported that One Plow truck is down and is being repaired. Marketing has started for the new Air service to Chicago starting soon. Bids are out for new plows and two have been received. Bids have also been received for Crack sealing and new Pavement markings.

### **Fair Board**

On March 6, the Fair Board met and received updates on the many activities that are taking place during the Fair. Tuesday is Senior/ Handicapable day with free Admission. Thursday is designated Veterans Day and a program for that day is still being developed. The Board approved the purchase of additional barricades for the entrance to impede vehicle entrance into the Fair proper. Events such as Corn Hole, Monster Trucks and Auto Cross are back for 2025.

### **Parks and Recreation**

The Park Board met on March 11 and had a very short meeting. In the Director's report Seasonal, hiring has started with 13 staff members for last year returning for this year. On February 15 120, people attended the Kids fishing day at Petosega two fish were caught but fun was had by all. March is National reading month and books can be donated at the Fairgrounds in partnership with Great Start Collaborative. On April 19, the annual Fairgrounds Egg Scramble will take

place. 6000 Plastic Eggs will be hid. Last year the eggs were found in about 20 Minutes.

### **CCE-911 Board**

The CCE Board met on February 19, received an update from the Director, and approved a new collective bargaining agreement with the dispatch union of 4% over 3 years. The Director reported that the Software project is progressing well with no issues at this time. There was a long discussion regarding the Fiscal Officer position. The Director will be meeting with the County Administrative to discuss the duties of the fiscal officer. The position in the past has rotated between the Counties but has become a more time consuming position and is not a part time position as it has been in the past.

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