

**EMMET COUNTY
BOARD OF COMMISSIONERS' MINUTES
200 DIVISION ST. PETOSKEY, MI 49770
May 5, 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 Laughbaum and seconded by to add a resolution to the agenda.
Motion died for lack of second.

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

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

No - Laughbaum

CONSENT AGENDA

Consent Agenda Motion

Motion by Commissioner Mapes and seconded by Commissioner Laughbaum 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 -

Emmet Charlevoix Fair- Musical Act Fayssoux

Emmet Charlevoix Fair- Musical Act Irene Kazmers, Steel and Wood

2025 Emmet County Survey & Remonumentation Grant

April 17, 2025 Meeting Minutes

PUBLIC COMMENT

State Representative, Parker Fairbairn gave an update from Lansing. He noted that a Roads Plan was recently passed which will increase city and township funding by 100% without increasing taxes. He also noted that he has proposed 75 million in the supplemental budget for ice storm relief.

APPEARANCES

NLEA Appearance

NLEA President / CEO Payton Heins presented on NLEA accomplishments in Emmet County in 2024. She highlighted that \$800,000 of state grant money and 7 million in private investments was secured for funding in 2024. Currently there is \$986,000 in pending state and federal requests. 71 new full time jobs were created from this funding.

Payton noted several projects from 2024 including, Aster Brands move to Harbor Springs, PFAS remediation efforts in Pellston, BRA and housing support, and educational training programs.

NLEA also worked on strategic planning in 2024. Community leaders were surveyed to identify priorities. Results showed concerns about young talent recruitment, workforce housing, and limited infrastructure. Payton concluded that despite these challenges Emmet County has a robust tourism industry and unique natural resource assets. There are a number of projects on-going in 2025.

Parks & Recreation

Emmet County Parks and Recreation Director, Ryan Bauman, presented the 2024 annual report.

He prefaced the report by giving an update on the aftermath of the recent ice storm. He noted that Camp Petosega was hit the hardest with damage from the storm. As of April 28 the campground has been cleared and is ready for campers. This is thanks to the hard work of the Parks and Rec staff and assistance from private companies and the DNR. Ryan also noted that the Fairgrounds was used for staging the National Guard and hosting relief efforts during the storm. The Headlands fared well and the Crooked River lock was opened with minimal efforts. Trails throughout the area were hit hard but with the help of the DNR and MDOT trails are passable.

Bauman reported that in 2024 Camp Petosega was the biggest revenue generator for the Parks and Rec Department. 69% of all the departments revenue was from rentals. Several projects were completed in 2024 most notably the parking lot expansion at the Headlands. Big projects in 2025 are a roadway replacement in Camp Petosega and the restoration of two cabins at Camp Petosega. Bauman added that park programming participation has steadily increased over the last few years. He concluded with a summary of each Emmet County park.

ADMINISTRATOR'S REPORT

Administrator Report

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

UNFINISHED BUSINESS

NEW BUSINESS

Proclamation - Building Safety Month

Motion by Commissioner Koontz and seconded by Commissioner Ginop to approve the Building Safety Month proclamation. Motion passed by roll call vote.

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

No -

LOU between Sheriff/FOP/BOC New Hire PTO

Motion by Commissioner Koontz and seconded by Brett Gooding to approve the Letter of Understanding, allowing Sheriff Leirstein to provide potential new hire Chuck Mullins with 120 hours of vacation time, and authorize the Emmet County Board Chairperson to sign the same. Motion passed by roll call vote.

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

No -

Fair- Liquor License Application

Laughbaum stated that he doesn't feel it's right to promote liquor sales at the fair. Ginop agreed, however, he understands the reasoning behind it.

Motion by Commissioner Gutowski and seconded by Commissioner Mapes to approve the attached Special License Application and Certified Resolution of Support for submission of an application to the Michigan Liquor Control Commission for a special liquor license to serve alcohol at the Emmet Charlevoix County Fair on August 19, 20, 21, 22, and 23, 2025, and authorize the County Administrator to sign the application and other documents required to obtain the special liquor license. Motion passed by roll call vote.

Yes - Gooding, Gutowski, Koontz, Mapes, White

No - Ginop, Laughbaum

Partial Flooring Replacement - Four Facilities

Motion by Commissioner Koontz and seconded by Brett Gooding to approve the proposal submitted by National Painting Contractors, in the amount of \$108,611.15, for removal and replacement of flooring as specified in RFP EC-03-2025-07, pending a suitable agreement to be determined by Civil Counsel and the Administrator, and authorize the Administrator to sign all necessary documents. Motion passed by roll call vote.

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

No -

Emmet County Building Pavement Improvements

Motion by Commissioner Laughbaum and seconded by Commissioner Ginop to approve the proposal submitted by Spierling Trucking and Excavating Inc., in the amount of \$659,625.00 to pave three parking lots as specified in RFP EC-02-2025-04, pending a suitable agreement to be determined by Civil Counsel and the Administrator, and authorize the Administrator to sign all necessary documents. Motion passed by roll call vote.

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

No -

Planning & Zoning - Master Plan Consultant

Motion by Commissioner Mapes and seconded by Commissioner Ginop to approve the proposal submitted by Beckett & Raeder, in the amount of \$69,865.00 to update the Master Plan, with an

additional \$10,000.00 for the "meetings on the go" option, total project cost not to exceed \$79,865.00, pending a suitable agreement to be determined by Civil Counsel and the Administrator, and authorize the Administrator to sign all necessary documents. Motion passed by roll call vote.

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

No -

Planning & Zoning - Zoning Atlas Data Housing Planning

Motion by Commissioner Gutowski and seconded by Commissioner Mapes to approve a \$5,000.00 contribution to Housing North Emmet County Zoning Atlas and Community Planning project, pending a suitable agreement to be determined by Civil Counsel and the Administrator, and authorize the Administrator to sign all necessary documents. Motion passed by roll call vote.

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

No -

Planning & Zoning - Zoning assistance to Little Traverse Township

Motion by Commissioner Mapes and seconded by Commissioner Ginop to approve the Little Traverse Township Zoning Services Agreement and authorize the Board Chairperson to sign the same. Motion passed by roll call vote.

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

No -

Planning & Zoning - Zoning assistance to Village of Alanson

Motion by Commissioner Koontz and seconded by Commissioner Mapes to approve the Village of Alanson Zoning Services Agreement and authorize the Board Chairperson to sign the same. Motion passed by roll call vote.

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

No -

National Guard Temporary Land Use Agreement

Motion by Commissioner Mapes and seconded by Commissioner Ginop to approve the temporary land use agreement, between the County of Emmet and the Michigan Army National Guard; as attached and authorize the County Administrator to sign the same on behalf of the entire Board of Commissioners. Motion passed by roll call vote.

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

No -

Private Hangar Ground Lease-working

Motion by Commissioner Laughbaum and seconded by Commissioner Gutowski to approve the ground lease for hangar 21-P, between the County of Emmet and Maninas Aviation; for a 30 year term, as attached and authorize the County Administrator to sign the same on behalf of the entire Board of Commissioners. Motion passed by roll call vote.

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

No -

M-119 Complex - Playground License Agreement

Motion by Commissioner Koontz and seconded by Brett Gooding to approve the the playground to be installed on the county's property as generally depicted on the attached plot plan and

authorize the Board Chairperson to sign the Playground License Agreement between the County of Emmet and the Little Traverse Conservancy. Motion passed by roll call vote.

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

No -

Ice Storm Tree Debris Site Grinding and Hauling Agreement

Motion by Commissioner Mapes and seconded by Commissioner Laughbaum to approve the agreement entered into with Deering Tree Service for the grinding and hauling of ice storm disaster tree debris for \$3.75 a cubic yard, which was executed by the County Administrator under an emergency exemption in accordance with the County's procurement policy, due to the urgent need to proceed with project implementation. Motion passed by roll call vote.

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

No -

COMMUNICATIONS

PUBLIC COMMENT

None

ANNOUNCEMENTS

The next Board of Commissioners meeting will be held on May 15, 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 6:56 p.m. Motion passed by voice vote.

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

No -

Dated:

Suzanne R. Kanine
Emmet County Clerk

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

Emmet County Board of Commissioners Meeting

May 5, 2025

Administrator's Report

Staff Report

Open	Department	Status
Paramedic PT	EMS	Reviewing applications
Deputy Director of Equalization	Equalization/GIS	On hold
Deputy Sheriff	Sheriff	Reviewing applications
Building Inspector/Plan Reviewer	Construction Resources	Reviewing applications
Internal Controls Specialist	Treasurer	Reviewing applications
Deputy Clerk (PT)	Clerk	Reviewing applications
New Hires		DOH
Steven Willis	Corrections	TBD
Dustin Stone	Corrections	TBD
Kaitlyn Smith	Deputy Sheriff	TBD
Steven Willis	Corrections	TBD
Michael Bailey	Deputy Sheriff	TBD
Garrison Deline	Deputy Sheriff	TBD
Dulcey Srippter	FOC	5/5/2025
Retirement		
Jennifer Swenor	Probate	5/30/2025
Seasonal Openings		
2025 Parks		Filled
2025 DPW		Filled
2025 Sheriff		2 out of three Filled

Storm Update

In this stage of the recovery, we are working with all the local jurisdictions to identify costs of the storm and debris management, as well as attempting to get the volunteer organizations who can help private citizens involved in cleanup operations.

Currently we are working with MSP EMHSD and FEMA doing preliminary damage assessment for individual assistance (IA) and public assistance (PA) for consideration of a federal declaration of a major disaster. The IA damage assessment last week showed that Cheboygan County was the only county to meet the federal threshold for assistance. This will allow all the counties that touch Cheboygan to qualify for the federal small business loans that will become available to small

businesses once a disaster is declared by the federal government. The PA assessments this week will allow the local jurisdictions to potentially claim some reimbursement for expenditures during the storm and for the ongoing debris cleanup.

We are continuing to gather debris at the drop off sites. Pictures attached of Offield and Hathaway Rd.



Offield Site



Hathaway Rd.

Preparedness for Disasters and Emergencies

We have all learned over the last month that family preparedness for disasters and emergencies is a crucial part of ensuring safety and resilience during unexpected events. Natural disasters like tornadoes, power outages or health crises, can strike without warning. Families can take proactive steps to mitigate the impact and recover more efficiently. The foundation of preparedness begins with open communication and planning. Families should sit together to discuss potential risks in their area, create a disaster response plan, and ensure every member understands their role in it.

The FEMA website and Ready.gov are valuable resource for disaster preparedness, offering a wealth of tools and information to help families and communities stay safe.

Building Department

The March 2025 Inspections and Permits Issued Report is attached for your review.

Real winter weather is definitely reflected in the March numbers. Building, electrical and plumbing inspections were all down slightly from 2024. The mechanical trade inspections were up slightly. Electrical, mechanical, and plumbing permits issued are slightly above last year for the same three month period.

Building permits activity is slightly down (7% less) from last year. New residential construction for single-family homes stands at 16 permits, and new multi-family construction at 6 permits during the first three months of 2025. All permits combined show a 4% increase over the first three months of 2024.

Overall activity for the month of April has been steady, meaning that construction activity this spring and summer construction activity should be steady.

Parks and Recreation

TBD Construction team on last week to kick-off the paving project at Camp Petosega the project. Silt fencing was installed and they began removing asphalt in the community building parking. The sod was removed where the dumpster pad is being relocated.

We hosted the 4th annual Emmet County Fairgrounds Egg Scramble in partnership with the City of Petoskey Parks & Rec, and Great Start Collaborative.

We had 6000+ eggs hidden around the grounds and over 200 children attended, the hunt was quickly over in about 10 minutes

2025 CROOKED RIVER LOCK SCHEDULE

April 28 – May 11	9 a.m. – 5 p.m.
May 12 – June 22	8 a.m. – 9 p.m.
June 23 – August 3	8 a.m. – 10 p.m.
August 4 – September 1	8 a.m. – 9 p.m.
September 2 – September 28	9 a.m. – 5 p.m.
October 4 – October 5	9 a.m. – 5 p.m. – Sat & Sun Only
October 11 – October 12	9 a.m. – 5 p.m. – Sat & Sun Only
October 18 – October 19	9 a.m. – 5 p.m. – Sat & Sun Only

2025 Lock Rates: Annual Pass = \$45 Daily Pass = \$15

Current Request for Proposals (RFPs)

Jail Commissary Services and Inmate Banking Software

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

Emmet County is soliciting proposals from prospective vendors to provide the County with Commissary Services and Inmate Banking Software to the Sheriff's Office.

Transfer Station Skid Steer

PROPOSAL DUE DATE: May 19, 2025 @ 3:00 PM EST

Emmet County is soliciting proposals from prospective vendors to provide the County with a new skid steer to use for compost loading and other various tasks at the Transfer Station.