

Cadillac/Manistee Small Urban Fall 2025 Meeting

Draft Meeting Minutes

September 18, 2025

The Cadillac and Manistee Small Urban meeting was called to order at 2:15 PM by Chair Karl Hansen. Chair noted that for each agenda item, both Small Urbans—Cadillac and Manistee—will be discussed together, and motions will be made one after another, rather than conducting two separate meeting sessions.

I. Introductions

In person attendees:

Brad Kluczynski, Manistee County Road Commission
Julie Stec, Manistee Bus
Owen Roberts, City of Cadillac
Carrie Thompson, WexExpress
Karl Hansen, CHAIR, Wexford County Road Commission
Keith Moore, Wexford County Road Commission
Alex Simonetti, MDOT
Kyle Kobylski, MDOT
Ben DuBois, MDOT
Cassidy Robarts, Networks Northwest
Isha Pithwa, Networks Northwest

Online attendees:

Mark Kloha, MDOT

II. Approval of Agenda

Motion to approve both the agenda as presented by Owen Roberts and supported by Brad Kluczynski. All in favor, none opposed. Motion carried unanimously.

III. Approval of Meeting Minutes

Motion to approve the November 11, 2021 Manistee Small Urban meeting minutes as presented by Julie Stec and supported by Karl Hansen. All in favor, none opposed. Motion carried unanimously.

Motion to approve the December 15, 2023 Cadillac Small Urban meeting minutes as presented by Carrie Thompson and supported by Owen Roberts. All in favor, none opposed. Motion carried unanimously.

IV. Review of 2027, 2028, and 2029 Projects

CADILLAC SMALL URBAN (Even Years)							
Fiscal Year	Project	Agency	Federal	Local Match	HIP-COVID	Project Total	Notes
FY2022	ALLOCATION		\$375,000	\$ -	\$ -	\$ -	
	CRC JN#132826 - Crosby Road	County RC	\$375,000	\$93,750		\$468,750	No changes
	City JN#215772 - West Division	City of Cadillac	\$187,500	\$37,500		\$225,000	No changes
	Transit - JN#215766 - Dispatch Software/Training / Bus Purchase	WexExpress	\$187,500	\$46,875		\$234,375	No changes
Total			\$750,000	\$331,250		\$982,261	
FY2023	EXTRACOVID ALLOCATION		\$ -	\$ -	\$ 81,204	\$ -	
	Transit JN#212887 - Bus Purchase/Facility Imp/Computer Equipment	WexExpress			\$54,136	\$54,136	(FY21 moved to FY22)
	Transit - JN#218012 Facility Improvements & Computer Equipment	WexExpress			\$27,068	\$27,068	No changes
Total					\$81,204	\$81,204	
FY2024	ALLOCATION		385,000	\$ -	\$ -	\$ -	
	CRC JN#214676	County RC	\$385,000	\$243,000	CE \$73,500 + PE \$49,000	\$750,500	- Last Approved 12/2023
Total			\$385,000	\$243,000		\$750,500	
FY2026	ALLOCATION		385,000	\$ -	\$ -	\$ -	
	Transit JN#214677 - Bus Purchase	WexExpress	\$385,000	\$96,250		\$481,250	- Last Approved 6/26/25
Total			\$385,000	\$96,250		\$481,250	
FY2028	ALLOCATION		\$420,000	\$ -	\$ -	\$ -	
	City - West Division Rd; Work Description - Reconstruct	City of Cadillac	\$420,000	\$84,000	add non LAP (Couple 100s)	\$650,000	New Job - Need 2606 Form
Total			\$420,000	\$84,000		\$650,000	

MANISTEE SMALLL URBAN (Odd Years)								
Fiscal Year	Project	Agency	Federal	Local Match	Other Non-LAP	HIP-C OVID	Project Total	Notes
FY2023	ALLOCATION		\$375,000					
	JN#208251 CRC - Maple Road - Merkey to 12th; Merkey Rd from Maple Rd to East of US-31	County RC	\$375,000	\$231,400	CE-\$90,960 + PE \$60,640		\$758,000	No changes
Covid Extra allocations	JN#218021 Transit - Facility Improvements, hoist, dispatch software	Transit				\$81,204	\$81,204	No changes - This was Covid extra allocation
Total			\$375,000	\$231,400			\$839,204	
FY2025	ALLOCATION		\$385,000					
	JN#214724 City Project	City of Manistee	\$385,000	\$77,000			\$462,000	No changes. Project under construction
Total			\$385,000	\$77,000			\$462,000	
FY2027	ALLOCATION		\$420,000					
	Up to 6 Replacement vehicles	Transit	\$420,000	\$84,000			\$504,000	Change Request - need 2603 form
Total			\$420,000	\$84,000			\$504,000	
FY2029	ALLOCATION		\$420,000					
Cancel this project	28th Street & Merkey Road/21st Street & Nelson Street	County RC	\$420,000	\$84,000			\$504,000	Needs cancelled and replace this project to the below one
Replace the above project and add this instead	Philler Rd from Main St to Stronic Rd	County RC	\$420,000	\$180,000			\$600,000	New Job - need 2606 form
Total			\$420,000	\$180,000			\$600,000	

Motion to strike the pre-existing 2029 Manistee project and replace it with Philler Rd from Main St to Stronic Rd by Brad Kluczynski, supported by Julie Stec.

Motion to approve the adjustments made to the FY2027 and FY2029 Manistee Small Urban Projects as showed above in the table by Brad Kluczynski, supported by Julie Stec.

Motion to approve the 2028 Cadillac new job by Owen Roberts, supported by Karl Hansen.

The group noted that within the SUPs, the rotation of funding among the County Road Commission, Transit, and the City follows an established cycle, but remains subject to discussion or change in cases of additional allocations or based on specific projects and requests.

V. Illustrative List Review - No changes were made.

VI. Public Comments - None.

VII. Adjournment

The meeting adjourned at 2:50 PM.