

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, August 21, 2025. Chairman Frank Zulski 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 James Kargol – Member

Staff Present:

Brent Shank – Engineer/Manager	James Godzik – Permit/CADD Technician
Lisa Kleeman – Finance Director/Board Clerk	Travis Horrocks – Engineer Technician
John Gray – South Road Foreman	Tony Shaler – Equipment Foreman

Guests Present:

Gordon & Edith Kruskie	Bill Dohm – Little Traverse Twp. Supervisor
John Eby – Maple River Twp. Supervisor	Mary Zulski

Guests and Staff Present via Zoom:

David Boyer – Emmet County Administrator	David White – Emmet County Commissioner
William Hutto – Center Township Supervisor	Chelsea Ellis – Administrative Assistant

AGENDA:

It was moved by Zulski, seconded by Williams, to approve the agenda as presented.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

MINUTES:

It was moved by Kargol, seconded by Zulski, to approve the minutes of August 7, 2025.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

ACCOUNTS PAYABLE:

It was moved by Williams, seconded by Zulski, to approve accounts payable Voucher 2538 for checks 60521-60573 and EFT payments in the amount of \$1,422,633.16.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

PAYROLL:

It was moved by Williams, seconded by Kargol, to approve payroll Voucher 2537 for checks 60509-60520 and electronic deposits of \$110,410.61.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

PUBLIC COMMENT: None

APPOINTMENTS: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

- a. It was moved by Zulski, seconded by Kargol, to approve the 2025 Budget Amendment One as presented and attached.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

- b. It was moved by Zulski, seconded by Williams, to purchase an Energreen Tractor with forestry head, mower deck, and other attachments for approximately \$310,000 as listed in Sourcewell.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

CORRESPONDENCE:

- c. Northern Michigan Association of Road Commissions 2026 Board Members Ballot was received. It was moved by Zulski, seconded by Williams, to vote for Northern Michigan Association of Road Commissions Board Members as follows:

Tony Casali, Isabella County
Rob Putman, Montcalm County

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

ENGINEER-MANAGER REPORT: Shank discussed the following:

- This past week there was a meeting with ICF, a consulting company, to help with FEMA reimbursement for the ice storm. The federal declaration was July 22, 2025, with a six-month timeline along with any available extensions that may be sought. Next week will be the first meeting with our FEMA representative. At this time, all work completed will be through force account labor with our employees.
- New federal aid software, AASHTOWare, as required by MDOT, requires a change in the approval process and internal controls. This will increase office tech costs for Maxwell Road and Brutus Road projects by approximately \$35,000 for construction engineering services. Both of these projects are scheduled to begin in September.

ENGINEER-TECHNICIAN REPORT: Horrocks stated the following:

- We are 100% complete on all local and primary road projects except for Maxwell Road and Brutus Road.
- We are currently completing a signage upgrade on North Lake Shore Drive.
- The past couple of weeks, Horrocks and Shank have been gathering FEMA data for each road.
- Equipment and salvage auction will be coming up October 21, 2025.
- 2026 Anderson Road Small Urban Project is currently in the design and environmental review process.
- 2026 Robinson Road Project will be in design and environmental review process after the Anderson Road project is designed.
- 2026 BIA project is also being worked on.

PERMIT/CAD TECHNICIAN REPORT: Godzik had nothing to report.

EQUIPMENT SUPERINTENDENT REPORT: Shaler gave an update on the following:

- Maintenance continues on the sanders and underbody scrapers.
- Hoist will begin to be installed next week; concrete has been curing.
- Three new pickups have arrived.

ROAD FOREMEN REPORTS: Gray stated they have been wedging on M119, trimming trees, patching potholes, blading, and mowing.

FINANCE DIRECTOR REPORT: Kleeman had nothing additional to report.

COMMISSIONER REPORTS:

- a. Kargol – Contractors cutting trees are leaving stumps 2-3 feet high. Godzik discussed the current situation with several contractors in the area.
- b. Williams – None
- c. Zulski – None

PUBLIC COMMENT: None

Commissioner Zulski adjourned the meeting at 8:29 a.m.



Lisa Kleeman, Finance Director-Clerk of the Board

9-4-25
Date

EMMET COUNTY ROAD COMMISSION

2025 BUDGET AMENDMENT ONE

Presented 08/07/25

	2023 ACTUAL	2024 ACTUAL	2025 ORIGINAL	2025 AMENDMENT ONE	BUDGET DIFFERENCES	
REVENUE:						
Licenses Permits	\$ 81,250	\$ 71,600	\$ 65,000	\$ 71,000	\$ 6,000	1
Federal Sources:						
Surface Transportation Program	351,225	-	667,000	627,996	(39,004)	2
Other	437,783	1,534,450	1,100,000	999,688	(100,312)	3
Total Federal Sources	\$ 789,008	\$ 1,534,450	\$ 1,767,000	\$ 1,627,684	\$ (139,316)	
State Sources:						
MI Transportation Funds:						
Engineering	10,000	10,000	10,000	10,000	-	4
Allocation (Primary & Local)	7,406,106	7,514,651	7,426,633	7,624,000	197,367	4
Snow Removal	269,226	282,868	269,226	282,000	12,774	4
Urban (Primary & Local)	295,829	301,286	296,227	305,000	8,773	4
State Grants:						
Bridge	-	-	-	-	-	
State D	-	-	73,000	178,623	105,623	5
Forest Funds	-	-	120,000	125,575	5,575	6
Other	-	-	-	-	-	7
Total State Sources	\$ 7,981,161	\$ 8,108,805	\$ 8,195,086	\$ 8,525,198	\$ 330,112	
Contributions:						
Local Units-Other (Sale of Fed Aid)	70,843	247,825	-	277,600	277,600	8
Local Units (Twps & Villages)	2,892,644	3,201,903	2,481,500	2,677,410	195,910	9
Total Local Contributions	\$ 2,963,488	\$ 3,449,728	\$ 2,481,500	\$ 2,955,010	\$ 473,510	
Charges for Services:						
Trunkline Maintenance	1,538,347	1,773,562	1,792,346	2,020,405	228,059	10
Trunkline Non-Maintenance	372,577	706,893	316,256	524,266	208,010	11
Salvage Sales	14,197	13,455	9,000	10,000	1,000	12
Other	5,350	-	-	-	-	13
Total Charges for Services	\$ 1,930,472	\$ 2,493,910	\$ 2,117,602	\$ 2,554,671	\$ 437,069	
Other Revenue:						
Interest & Rentals	7,698	48,022	50,000	70,000	20,000	14
Gain on Equipment & Disposal	46,576	31,226	-	20,000	20,000	15
Contributions from Private Sources	2,121,515	3,038,769	1,500,000	1,451,227	(48,773)	16
Other (Local Revenue, Sales, Etc.)	10,190	21,952	5,000	4,000	(1,000)	17
Total Other Revenue	\$ 2,185,979	\$ 3,139,969	\$ 1,555,000	\$ 1,545,227	\$ (9,773)	
Other Financing Sources:						
Loan/Note Proceeds	-	-	-	-	-	18
Total Other Financing Sources	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL REVENUE	\$ 15,931,358	\$ 18,798,462	\$ 16,181,188	\$ 17,278,790	\$ 1,097,602	

	2023 ACTUAL	2024 ACTUAL	2025 ORIGINAL	2025 AMENDMENT ONE	BUDGET DIFFERENCES	
EXPENDITURES:						
Primary Roads:						
Heavy Maintenance	\$ 2,638,433	\$ 4,274,279	\$ 4,600,274	\$ 4,637,766	\$ 37,492	19
Structures	92,368	1,067,564	16,675	-	(16,675)	20
Maintenance	2,172,866	2,291,170	2,303,732	2,463,863	160,131	21
Total Primary Roads	\$ 4,903,667	\$ 7,633,013	\$ 6,920,681	\$ 7,101,629	\$ 180,948	
Local Roads:						
Heavy Maintenance	3,494,460	3,443,050	2,687,510	2,525,877	(161,633)	22
Structures	593,177	-	-	-	-	23
Maintenance	2,310,919	2,344,867	2,387,997	2,472,355	84,358	24
Total Local Roads	\$ 6,398,556	\$ 5,787,917	\$ 5,075,507	\$ 4,998,232	\$ (77,275)	
State Trunkline:						
Maintenance	1,370,701	1,761,613	1,682,346	2,020,405	338,059	25
Non-Maintenance	372,577	706,893	316,256	524,266	208,010	26
Total State Trunkline	\$ 1,743,279	\$ 2,468,506	\$ 1,998,602	\$ 2,544,671	\$ 546,069	
Equipment Expenses-Net	674,580	630,780	666,826	610,178	(56,648)	27
Distributive Expense	-	-	-	-	-	28
Capital Outlay - Net	360,376	1,305,568	167,812	468,425	300,613	29
Administrative - Net	662,882	619,734	777,940	645,934	(132,006)	30
Other	-	-	-	-	-	31
Debt Service:						
Principal	538,046	321,107	215,000	215,000	-	32
Interest	65,879	56,492	50,326	50,326	0	33
TOTAL EXPENSES	\$ 15,347,263	\$ 18,823,116	\$ 15,872,692	\$ 16,634,396	\$ 761,702	
Net Gain or Loss	\$ 584,095	\$ (24,653)	\$ 308,496	\$ 644,394	\$ 335,898	
Beginning Fund Balance	3,442,817	4,026,912	4,002,258	4,002,258	-	
Net Gain or (Loss)	584,095	(24,653)	308,496	644,394	335,898	
ENDING FUND BALANCE	\$ 4,026,912	\$ 4,002,258	\$ 4,310,754	\$ 4,646,653	\$ 335,898	