

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, December 20, 2024. Chairman Frank Zulski called the meeting to order at 8:00 a.m. and led the pledge of allegiance.

Commissioners Present:

Frank Zulski – Chairman Mark Hoffman – Vice Chairman Wade Williams – Member

Staff Present:

Brent Shank – Engineer/Manager	Bob Genson – Equipment Superintendent
James Godzik – Permit/CADD Technician	Lisa Kleeman – Finance Director/Board Clerk
Travis Horrocks – Engineer Technician	Tony Shaler – Shop Foreman
Ed Zmikly – North Road Foreman	John Gray – South Road Foreman

Guests Present:

Gordon Kruskie	Dennis Keiser – Bear Creek Twp. Supervisor
Garrett Muir – Bear Creek Twp. Deputy Sup.	Don Mapes – Emmet County Commissioner
Mary Zulski	Jim Kargol
Bill Dohm – Little Traverse Twp. Supervisor	

Guests and Staff Present via Zoom:

David White – Emmet County Commissioner	David Boyer – Emmet County Administrator
Chelsea Ellis – Administrative Assistant	

AGENDA:

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

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

MINUTES:

It was moved by Hoffman, seconded by Zulski, to approve the minutes of December 6, 2024.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

ACCOUNTS PAYABLE:

It was moved by Williams, seconded by Hoffman, to approve accounts payable Voucher 2461 for checks 59484 through 59531 and electronic funds transfer payments in the amount of \$237,327.23 and Voucher 2463 for checks 59548 through 59572 in the amount of 273,420.36.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

PAYROLL:

It was moved by Zulski, seconded by Williams, to approve payroll for Voucher 2462 for checks 59532 through 59547 in the amount of \$146,797.02.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

PUBLIC COMMENT: None

APPOINTMENTS: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

- a. It was moved by Zulski, seconded by Hoffman, to approve the 2024 Budget Amendment Three as presented. See attached.

Roll Call Vote:

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- b. It was moved by Williams, seconded by Hoffman, to approve the BIA Robinson Road project and award the bid to Rieth-Riley Construction Co., Inc., in the amount of \$1,186,380.75.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- c. It was moved by Williams, seconded by Hoffman, to approve the Lower Shore Drive project in West Traverse Township and award the bid to Rieth-Riley Construction Co., Inc., in the amount of \$236,680.80.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

- d. It was moved by Zulski, seconded by Williams, to approve the Beach Road Wedging project in Little Traverse Township under the asphalt policy.

Ayes: Hoffman, Williams, Zulski

Nays: None

Motion carried

CORRESPONDENCE: None

ENGINEER-MANAGER REPORT: Shank discussed the following:

- Lake Shore Drive Project will close out at about \$140,000 below the bid amount.
- Working on two federal aid projects for 2025, Brutus Road and Maxwell Road. They will probably be late summer projects by the time they get through the MDOT bid process, just waiting on NEPA clearance.

ENGINEER-TECHNICIAN REPORT: Horrocks discussed the status of upcoming projects for 2025 and gave a final update on the most recent auction.

PERMIT/CAD TECHNICIAN REPORT: Godzik stated the Habitat for Humanity project is still on hold due to the legal process.

EQUIPMENT SUPERINTENDENT REPORT: Genson stated he is handing every over to Shaler and our last truck has arrived onsite with upfitting to likely begin in January. He stated this will be his last board meeting and thanked the board. Shaler gave an update on staffing.

ROAD FOREMEN REPORTS: Gray stated they have been doing snow removal and when there is a break they are cutting brush and trees and Zmikly concurred.

FINANCE DIRECTOR REPORT: Kleeman stated the staff have been busy getting things processed for year-end. Several processes have continued to be improved for efficiency and Kleeman expressed thanks to Chevie Hoeksema and Chelsea Ellis for their part in making this possible. She also stated the next meeting is January 17, 2025.

COMMISSIONER REPORTS: Commissioner Hoffman discussed this was his last meeting and Commissioner Williams thanked him.

Commissioner Zulski thanked Mark Hoffman and Bob Genson for their service.

PUBLIC COMMENT: None

Commissioner Zulski adjourned the meeting at 8:17 a.m.



Lisa Kleeman, Finance Director-Clerk of the Board

01-17-25

Date

EMMET COUNTY ROAD COMMISSION

2024 BUDGET AMENDMENT THREE

Presented 12/20/24

	2022 ACTUAL	2023 ACTUAL	2024 ORIGINAL	2024 AMENDMENT 3	BUDGET DIFFERENCES	
REVENUE:						
Licenses Permits	\$ 86,205	\$ 81,250	\$ 79,500	\$ 69,500	\$ (10,000)	1
Federal Sources:						
Surface Transportation Program	-	351,225	-	-	-	2
Other	1,770,563	437,783	1,575,037	1,575,037	-	3
Total Federal Sources	\$ 1,770,563	\$ 789,008	\$ 1,575,037	\$ 1,575,037	\$ -	
State Sources:						
MI Transportation Funds:						
Engineering	10,000	10,000	10,000	10,000	-	4
Allocation (Primary & Local)	6,950,217	7,406,106	7,362,297	7,445,119	82,822	4
Snow Removal	256,759	269,226	269,226	282,868	13,642	4
Urban (Primary & Local)	280,982	295,829	296,833	298,079	1,246	4
State Grants:						
Bridge		-	-	-	-	
State D	-	-	-	-	-	5
Forest Funds	127,757	-	120,000	22,000	(98,000)	6
Other		-	-	-	-	7
Total State Sources	\$ 7,625,715	\$ 7,981,161	\$ 8,058,356	\$ 8,058,066	\$ (290)	
Contributions:						
Local Units-Other (Sale of Fed Aid)	1,083,090	70,843	640,000	660,252	20,252	8
Local Units (Twps & Villages)	2,896,017	2,892,644	3,008,406	3,203,163	194,757	9
Total Local Contributions	\$ 3,979,107	\$ 2,963,488	\$ 3,648,406	\$ 3,863,415	\$ 215,009	
Charges for Services:						
Trunkline Maintenance	2,016,221	1,538,347	1,716,061	1,753,903.00	37,842	10
Trunkline Non-Maintenance	492,800	372,577	289,243	704,389	415,146	11
Salvage Sales	7,680	14,197	7,500	13,455	5,955	12
Other	-	5,350	-	-	-	13
Total Charges for Services	\$ 2,516,701	\$ 1,930,472	\$ 2,012,803	\$ 2,471,747	\$ 458,944	
Other Revenue:						
Interest & Rentals	2,319	7,698	7,000	43,100	36,100	14
Gain on Equipment & Disposal	165,780	46,576	-	31,226	31,226	15
Contributions from Private Sources	1,284,547	2,121,515	2,550,000	2,657,008	107,008	16
Other (Local Revenue, Sales, Etc.)	40,526	10,190	55,571	117,826	62,255	17
Total Other Revenue	\$ 1,493,173	\$ 2,185,979	\$ 2,612,571	\$ 2,849,160	\$ 236,589	
Other Financing Sources:						
Loan/Note Proceeds	619,941	-	-	-	-	18
Total Other Financing Sources	\$ 619,941	\$ -	\$ -	\$ -	\$ -	
TOTAL REVENUE	\$ 18,091,404	\$ 15,931,358	\$ 17,986,674	\$ 18,886,926	\$ 900,252	

	2022 ACTUAL	2023 ACTUAL	2024 ORIGINAL	2024 AMENDMENT 3	BUDGET DIFFERENCES
EXPENDITURES:					
Primary Roads:					
Heavy Maintenance	\$ 4,572,798	\$ 2,638,433	\$ 4,547,487	\$ 4,647,731	\$ 100,244 19
Structures	541,447	92,368	1,146,169	1,068,898	(77,271) 20
Maintenance	2,003,421	2,172,866	2,323,938	2,327,548	3,610 21
Total Primary Roads	\$ 7,117,666	\$ 4,903,667	\$ 8,017,594	\$ 8,044,176	\$ 26,582
Local Roads:					
Heavy Maintenance	3,255,270	3,494,460	2,853,638	3,458,845	605,207 22
Structures	1,209	593,177	589,814	-	(589,814) 23
Maintenance	2,274,705	2,310,919	2,464,724	2,372,372	(92,352) 24
Total Local Roads	\$ 5,531,183	\$ 6,398,556	\$ 5,908,176	\$ 5,831,217	\$ (76,958)
State Trunkline:					
Maintenance	1,872,670	1,370,701	1,606,061	1,753,903	147,842 25
Non-Maintenance	492,800	372,577	289,243	704,389	415,146 26
Total State Trunkline	\$ 2,365,470	\$ 1,743,279	\$ 1,895,303	\$ 2,458,292	\$ 562,989
Equipment Expenses-Net	300,528	674,580	920,414	674,464	(245,950) 27
Distributive Expense	-	-	-	-	- 28
Capital Outlay - Net	163,532	360,376	881,547	1,311,031	429,483 29
Administrative - Net	768,274	662,882	757,018	698,473	(58,545) 30
Other	262,133	-	-	-	- 31
Debt Service:					
Principal	531,366	538,046	322,520	321,107	(1,413) 32
Interest	76,044	65,879	55,044	56,490	1,447 33
TOTAL EXPENSES	\$ 17,116,196	\$ 15,347,263	\$ 18,757,617	\$ 19,395,251	\$ 637,634
Net Gain or Loss	\$ 975,209	\$ 584,095	\$ (770,943)	\$ (508,326)	\$ 262,618
Beginning Fund Balance	2,467,608	3,442,817	4,026,912	4,026,912	-
Net Gain or (Loss)	975,209	584,095	(770,943)	(508,326)	262,618
ENDING FUND BALANCE	\$ 3,442,817	\$ 4,026,912	\$ 3,255,968	\$ 3,518,586	\$ 262,618