

**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, March 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	John Gray – South Road Foreman
Lisa Kleeman – Finance Director/Board Clerk	Ed Zmikly – North Road Foreman
Tony Shaler – Shop Foreman	James Godzik – Permit/CADD Technician
Travis Horrocks – Engineer Technician	

**Guests Present:**

Gordon & Edith Kruskie	Dennis Keiser – Bear Creek Twp. Supervisor
John Eby – Maple River Twp. Supervisor	Bill Dohm – Little Traverse Twp. Supervisor
Garrett Muir – Bear Creek Twp. Deputy Sup.	Don Mapes – Emmet Co. Commissioner
Ariana Wolf, CPA – Anderson-Tackman	Ken Talsma, CPA – Anderson-Tackman
Mary Zulski	

**Guests and Staff Present via Zoom:**

David Boyer – Emmet County Administrator	David White – Emmet County Commissioner
Chelsea Ellis – Administrative Assistant	Al Welsheimer–Resort/Bear Creek Fire Chief

**AGENDA:**

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

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

**MINUTES:**

It was moved by Williams, seconded by Kargol, to approve the minutes of February 21, 2025.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

**ACCOUNTS PAYABLE:**

It was moved by Zulski, seconded by Williams, to approve accounts payable as follows:

- a. Voucher 2509 for checks 59789-59836 and EFT payments in the amount of \$221,030.12
- b. Voucher 2511 for checks 59851-59892 and EFT payments in the amount of \$441,032.41
- c. Voucher 2513 for checks 59951-59992 and EFT payments in the amount of \$137,639.63

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

**PAYROLL:**

It was moved by Williams, seconded by Zulski, to approve payroll as follows:

- a. Voucher 2510 for checks 59837-59850 and electronic deposits of \$138,256.53
- b. Voucher 2512 for checks 59893-59908 and electronic deposits of \$117,894.74.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

**PUBLIC COMMENT:** None

**APPOINTMENTS:**

- a. Anderson, Tackman & Company, PLC, 8:05 a.m. – Ken Talsma, CPA, and Ariana Wolf presented the 2024 Financial Audit Report delivering an unmodified or clean opinion and stating there were no issues with the audit. They gave a brief overview of current and prior year comparison as well as financial statements.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

- a. It was moved by Zulski, seconded by Williams, to accept the 2024 Audit Report as presented by Anderson, Tackman & Company, PLC.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

- b. It was moved by Zulski, seconded by Williams, to approve the 2024 Annual Report as presented by Lisa Kleeman, Finance Director.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

- c. It was moved by Zulski, seconded by Williams, to approve the Inground Lift Supply and Installation bids and award the project to American Hoist Air & Lube Equipment Company, Inc.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

- d. It was moved by Williams, seconded by Kargol, to approve the Smith Road project and award the gravel supply bid to Spierling Trucking & Excavating Inc.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

- e. It was moved by Zulski, seconded by Williams, to reject the bids for the Friendship Township Tree Removal Project. This project will be rescoped and put out for bids again to accommodate the township's request. The new bids will be due April 8, 2025.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

- f. It was moved by Zulski, seconded by Williams, to approve Mailbox Policy, 300-002, with the addition the damaged mailbox will be presented for replacement.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

**CORRESPONDENCE:** None

**ENGINEER-MANAGER REPORT:** Shank discussed the following:

- Fecon head for our Mower Max was received unexpectedly and was covered by our equipment savings. It was moved by Zulski, seconded by Williams, to approve the purchase of a Fecon head for our Mower Max in the amount of \$34,769.03.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

- Pickups need to be purchased this year from the equipment savings. Two foreman's pickups and 3-4 crew pickups are needed.

- Preconstruction meetings that were recently attended for upcoming projects are as follows:
  - US 131, from Lears Road to US 31, mill and fill project, all night work scheduled for May 12 through June 20.
  - US 31, Segment 1, Graham Road to Blumke Road, mill and fill project, night work for some portions and daytime work utilizing the original detour route for some portions of the project beginning April 15 and ending approximately June 12.
  - US 31, Segment 2, Milton Road to Douglas Lake Rd, mill and fill project, all daytime work with lane closures with the project to be finished by August 1 and beginning after segment 1 is completed.
- Removal of the private bridge on Bridge Street has been discussed or the designation of a one-way street; it has been mentioned they may prefer to remove the bridge. There is a meeting in June which Zulski will plan to attend. Zulski requested an estimated cost be obtained for removing the bridge so the association has the information when making their decision to remove the bridge or go to one-way traffic.
- Mitchell Street and Division Road Intersection has a property owner who is intending to sell property and is offering for the road commission to purchase additional right-of-way to deal with traffic congestion as a roundabout was suggested in the past as a way to improve service in this area. We are interested in purchasing property to accomplish this and engineering has been obtained to tell us how much property we need. Bear Creek Township has expressed interest in this project and the tribe has suggested possible revenue for it. Safety funds may be able to be used for a portion of this project and Zulski stated he would like the agency to save funds for our match. Kargol inquired about recent traffic counts and Shank responded 7,600-9,000 on Mitchell and 4,600-4,900 on Division.
- Click Road Bridge repair cannot be completed as the water level is too high as of this date.
- Marshall Pit is a parcel of property we can auction and it will cost approximately \$2,000 to market this property. Williams suggested listing with a local realtor before using the auction services as so much has changed since Covid and Zulski concurred to advertise locally first as a courtesy. Horrocks discussed the higher level of exposure utilizing the auction service and extra costs incurred if we advertise locally. There was some discussion on other property that could be sold.

**ENGINEER-TECHNICIAN REPORT:** Horrocks discussed recent preconstruction meetings that were held for 11 projects and stated about 75% of projects will be completed in May and June. Horrocks offered some specific details on projects and if the Board would like more information he is available. He also discussed upcoming bids that will be due and well as the most recent auction results.

**PERMIT/CAD TECHNICIAN REPORT:** Godzik discussed Habitat for Humanity and working on a deed that can be agreed upon for Phase 1. Attorney Joel Wurster is working on a proposed warranty deed and will be attending the April meeting. Shank and Godzik will be working with



them on construction of Phase 3. Phase 2 will be paved as soon as frost restrictions are removed. Phase 1 requires some gravel touch up.

**EQUIPMENT SUPERINTENDENT REPORT:** Shaler stated the following:

- First couple of trucks have been switched over for gravel.
- First new truck has been upfitted; it needs to go to Traverse City for software updates.
- Meekhoff Tire found repair parts for our paver rims for about \$300.
- New mechanic just returned from welding training.
- Skidsteer Fecon head was discussed as far as savings in efficiency and reduced safety issues.

**ROAD FOREMEN REPORTS:** Zmikly gave an update on a project on I75 that was completed within a day with the new Fecon head and chipper that normally would have taken 3-4 days. He also discussed working on pot holes and brush recently. Zmikly also wanted to express how well the crew did on a very tough day with the recent snow due to sagging power lines and weather.

**FINANCE DIRECTOR REPORT:** Kleeman briefly discussed the following:

- January Revenue and Expenditure Report
- January Michigan Transportation Funds received in March
- Earned Sick Time Act last minute changes

**COMMISSIONER REPORTS:**

- a. Kargol – Inquired about the projects starting in May so they don't need to be completed in November; Zulski confirmed this was due to Shank having township meetings earlier in the year. He also complimented Kleeman on a great job on the audit.
- b. Williams - None
- c. Zulski – Complimented the crew dealing with the last heavy snow that was received, it was a very tough and difficult day and they did an excellent job. Their work is greatly appreciated by the board and the community.

**PUBLIC COMMENT:**

- a. John Eby, Maple River Township Supervisor – Inquired about the Robinson Road project dates and traffic implications; Horrocks will get with him after the meeting.
- b. Gordon Kruskie – Commented on American Hoist Air & Lube Equipment, you can count on them doing the right job.

Commissioner Zulski adjourned the meeting at 9:26 a.m.

  
\_\_\_\_\_  
Lisa Kleeman, Finance Director-Clerk of the Board

4-11-25  
\_\_\_\_\_  
Date