

**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, January 8, 2026. 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
John Gray & Ed Zmikly – Road Foremen Tony Shaler – Shop Foreman
Lisa Kleeman - Finance Director/Board Clerk Travis Horrocks – Engineer Technician

Guests Present:

Dennis Keiser – Bear Creek Twp. Supervisor Garrett Muir – Bear Creek Twp. Deputy Sup.
Bill Dohm – Little Traverse Twp. Supervisor Mary Zulski
Don Mapes – Emmet County Commissioner Gordon Kruskie
Andrea Jacobs – Habitat for Humanity

Guests and Staff Present via Zoom:

David Boyer – Emmet County Administrator Chelsea Ellis – ECRC Administrative Assistant
David White – Emmet County Commissioner Rufus Welsheimer – Resort Township Clerk

AGENDA:

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

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

MINUTES:

It was moved by Kargol, seconded by Williams, to approve the minutes of December 19, 2025.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

ACCOUNTS PAYABLE:

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

Voucher 2560 for checks 61040-61070 and electronic payments in the amount of \$236,511.15

Voucher 2602 for checks 61076-61116 and electronic payments in the amount of \$141,425.47

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

PAYROLL:

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

Voucher 2601 for checks 61071-61075 and electronic deposits/payments of \$126,943.30

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

PUBLIC COMMENT: None

APPOINTMENTS: None

UNFINISHED BUSINESS:

- a. Meadow Lands Site Condominium Association Roads in Phase 1 and 2 were discussed.

It was moved by Zulski, seconded by Williams, to adopt the attached resolution accepting roads in Meadow Lands Site Condominium Association as follows:

Bernard Street	Lakeview Road to Hem Street
Hem Street	Bernard Street to Armock Road
Bernard Street	Hem Street to Green Way
McCarty Street	Hem Street to Green Way
Green Way	McCarty Court to Bernard Street

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

It was moved by Kargol, seconded by Williams, to accept the deed for roads in Meadow Lands Site Condominium Association as described above.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

It was moved by Zulski, seconded by Williams, to not accept any roads in phase 3 until attached exceptions in Phase 2 are completed along with restoration in Phase 2.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

NEW BUSINESS:

- a. It was moved by Zulski, seconded by Kargol, to approve the 2025 Act 51 Mileage Certification Maps and authorize a resolution for the Engineer-Manager to electronically sign them. See attached.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

- b. It was moved by Williams, seconded by Zulski, to approve the 2026 Chip Seal Project and award the bid to Fahrner Asphalt Sealer, LLC.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

- c. It was moved by Zulski, seconded by Williams, to approve the US 31 and Eppler Culvert Lining Project and award the bid to Inland Waters Pollution Control, Inc.

Aye: Kargol, Williams, Zulski

Nays: None

Motion carried

CORRESPONDENCE: None

ENGINEER-MANAGER REPORT: Shank discussed the following:

- MDOT is requesting we change the intersection at US 31 and Intertown Road to a right-in and right-out configuration with no left turn. Shank will send a letter to MDOT communicating we will take it under advisement but funding and configuration questions would need to be addressed.
- Brutus Road Project bids were received and will be discussed for award after the public hearing at our February 12, 2026, meeting.
- 2026 funding and budget were discussed with regards to new funding expectations. Current 2026 considerations include:
 - Seal coat project
 - Click Road Bridge repair
 - Matches for federal aid projects on Anderson and Robinson Road
 - FEMA reimbursement is still unknown at this time
 - Increase cash balance
 - Savings Account will cover hoist for Conway shop and replacing garage doors
 - Equipment savings will cover a front-end loader and 2 flat racks
- Shank and Horrocks will attend County Engineers Workshop February 3-5.

ENGINEER-TECHNICIAN REPORT: Horrocks had nothing additional to report.

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

SHOP FOREMAN REPORT: Shaler discussed current Def issue on 6 and 7-year old trucks; parts production is going again so trucks are up and running. New 800 MHz radios have arrived and training is scheduled for staff. A couple loaders will arrive soon to be tested for use with the snow blower and a future purchase.

ROAD FOREMEN REPORTS: Gray and Zmiky stated the crews have been busy with snow and ice the past few weeks, and they are working on gravel roads to prepare for what is coming.

FINANCE DIRECTOR REPORT: Kleeman discussed the Statement of Revenue and Expenditures for November and the Michigan Transportation Funds for November. Cash Budget tool for 12/31/25 and 2026 were distributed.

COMMISSIONER REPORTS:

- a. Kargol - None
- b. Williams - None
- c. Zulski - None

PUBLIC COMMENT:

- a. Dennis Keiser, Bear Creek Township Supervisor – Discussed chip seal bids being 18% less than expected and how that affects the contract with them. He also commented on the US 31 and Intertown Road intersection changes suggested by MDOT. It should include a traffic study impact for other intersections and roads; Bear Creek Township could be a partner and they also suggest MDOT be a partner in this cost.
- b. Bill Dohm, Little Traverse Township Supervisor – What would it take for MDOT to parter with us to get a center turn lane from the airport corner by West Conway Road to the center turn lane by the Marathon. This really effects the people turning into Bay Pines and the medical center. He discussed the history of this request in the past and willingness of township to contribute a reasonable amount for getting this completed. Shank will communicate with MDOT on this request.

Commissioner Zulski adjourned the meeting at 8:27 a.m.

DRAFT

Lisa Kleeman, Finance Director-Clerk of the Board

Date

Frank Zulski
Wade Williams
Jim Kargol
Brent Shank, PE
Engineer-Manager
Lisa Kleeman
Finance Director



2265 E. Hathaway Road
Harbor Springs, MI 49740
Office: (231) 347-8142
Fax: (231) 347-5787
www.emmetcroc.org

RESOLUTION

WHEREAS the Board of County Road Commissioners of the County of Emmet has accepted the following streets in the Township of Littlefield, Section 11, T35N, R4W:

Bernard Street	Lakeview Road to Hem Street	1,208 feet
Hem Street	Bernard Street to Armock Road	974 feet
Bernard Street	Hem Street to Green Way	692 feet
McCarty Court	Hem Street to Green Way	660 feet
Green Way	McCarty Court to Bernard Street	682 feet

WHEREAS the streets have been constructed to a state that they are now open to the public traffic.

NOW, THEREFORE, BE IT RESOLVED that the Board of County Road Commissioners of the County of Emmet has jurisdiction and control over the aforementioned roads and right-of-way for public road purposes; and

BE IT FURTHER RESOLVED, that Notice of Determination of the Board to adopt and take over the above-mentioned roads as the portion of the county road system of the County of Emmet for Act 51 Transportation Funds prior to December 31, 2026, and is open to automobile traffic.

Moved by Commissioner Zulski, seconded by Commissioner Williams, that the above-described resolution is adopted.

Motion carried by the following vote:

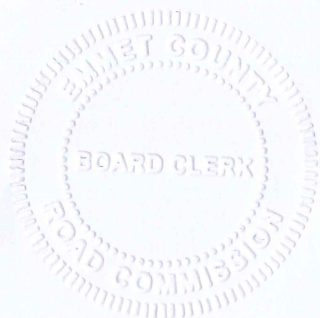
Ayes: Kargol, Williams, Zulski
Nays: None

I, Lisa Kleeman, Clerk of the Board of County Road Commissioners of the County of Emmet, do hereby certify that the above resolution was passed by vote of said Board on the 8th day of January 2026.

Signed: _____

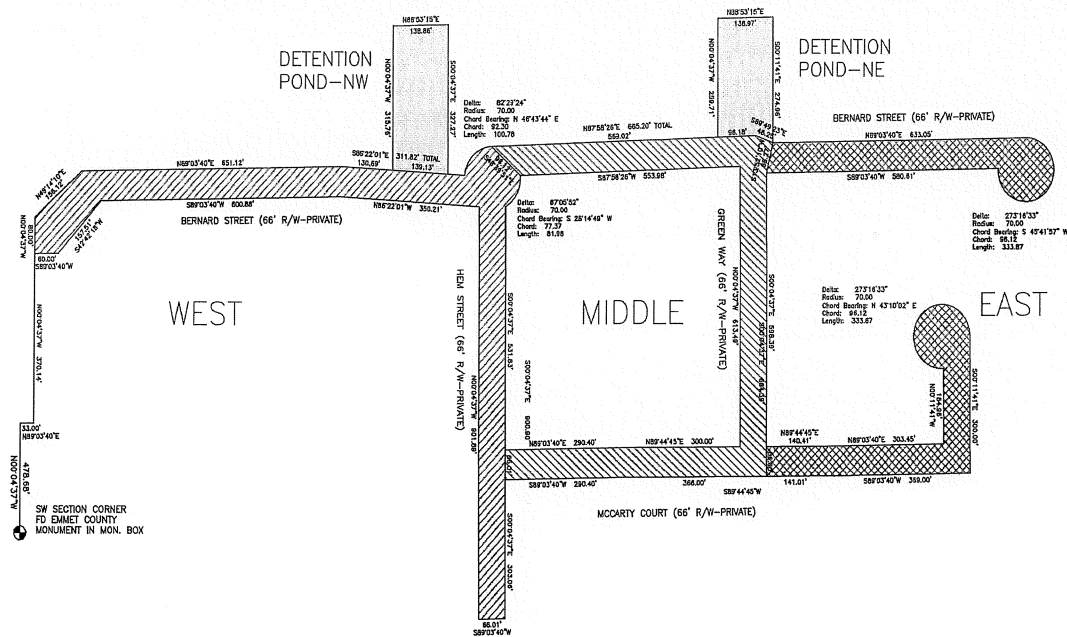
Lisa Kleeman

Lisa Kleeman, Finance Director-Clerk of the Board
Emmet County Road Commission, State of Michigan



Phase 2 work items include

1. Asphalt cracking of the spillway at the intersection of Bernard and Greenway
2. Ditching along the front of 7901 Greenway where a driveway was removed.
3. A visual inspection to be performed of Phase 2 gravel shoulders in the spring of 2026. Any repairs or upgrades that may be required to meet ECRC standards will need to be addressed.



Frank Zulski
Wade Williams
Jim Kargol
Brent Shank, PE
Engineer-Manager
Lisa Kleeman
Finance Director



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The following is an excerpt from the minutes of the regular meeting of the Emmet County Board of Road Commissioners held on January 8, 2026:

It was moved by Zulski, seconded by Kargol, to approve the 2025 Act 51 Mileage Certification Maps and authorize a resolution for the Engineer-Manager to electronically sign them.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

RESOLUTION

WHEREAS, the Michigan Department of Transportation ("MDOT") requires Certification Maps to be signed and dated by the current Chairperson of a governing body; and

WHEREAS, MDOT allows a governing body to designate someone specific on a county staff to sign the maps on their behalf via resolution, as long as the maps are accompanied by the resolution designating that specific staff person to sign;

NOW, THEREFORE, BE IT RESOLVED THAT, the Emmet County Board of Road Commissioners authorized Robert B. Shank, Engineer-Manager, to electronically sign the 2025 Act 51 Mileage Certification Maps.

I hereby certify that the above is true and adopted by the Board of Emmet County Road Commissioners at their regular board meeting on January 8, 2026, and is made part of their official minutes of said Board meeting.

Signed: _____

Lisa Kleeman

Lisa Kleeman, Finance Director-Clerk of the Board
Emmet County Road Commission

