

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 19, 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
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 John Eby – Maple River Twp. Supervisor
Don Mapes – Emmet County Commissioner Gordon Kruskie
Andrea Jacobs – Habitat for Humanity Tom Gallagher – Harbor Springs Excavating
Robert Tyler

Guests and Staff Present via Zoom:

David Boyer – Emmet County Administrator Chelsea Ellis – ECRC Administrative Assistant
David White – Emmet County Commissioner William Hutto – Center Twp. Supervisor
Kenneth D. Sudzinski

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 Williams, seconded by Kargol, to approve the minutes of November 26, 2025.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

ACCOUNTS PAYABLE:

It was moved by Zulski, seconded by Williams, to approve accounts payable Voucher 2558 for checks 60981-61029 and electronic payments in the amount of \$301,975.95.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

PAYROLL:

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

Voucher 2556 for checks 60943-60970 and electronic deposits/payments of \$ 16,970.52

Voucher 2557 for checks 60971-60980 and electronic deposits/payments of \$151,081.36

Voucher 2559 for checks 61030-61039 and electronic deposits/payments of \$177,204.79

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

PUBLIC COMMENT: None

APPOINTMENTS:

- a. 8:10 a.m.: Tom Gallagher, Harbor Springs Excavating, requested a Utility Permit Seasonal Limitations Waiver for West Conway Road in Little Traverse Township for gas installation. History of utility companies parking on the road, lack of flag men, and not complying with safety regulations were discussed.

It was moved by Zulski, seconded by Kargol, to approve the utility permit seasonal limitations waiver with the provision Gallagher provides parking for the utility company off of the road right-of-way and there will be no work on the shoulder of the road. If they are found out of compliance, the permit will be pulled immediately.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

- b. 8:15 a.m.: Robert Tyler, 226 Wild Cherry Lane, Pleasantview Township, requested a Utility Permit Seasonal Limitations Waiver for gas installation. There is concern regarding compaction of soil when working in the shoulder of the road this time of year and another concern is snow plowing during the installation process.

It was moved by Zulski, seconded by Williams, to approve the utility permit seasonal limitations waiver with the provision of using Woodland Road as a detour, provide signage for road closure and detour route, provide snow removal in the blocked off

portion of Wild Cherry Lane, notifying 911 before and after, and replacing excavated material with gravel within six feet of the road.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

UNFINISHED BUSINESS: None

NEW BUSINESS:

- a. It was moved by Williams, seconded by Zulski, to approve the 2026 Brutus Road Project from US 31 to Culp Road with Little Traverse Bay Bands of Odawa Indians and allow the Engineer-Manager and Finance Director to sign the contract.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

- b. It was moved by Zulski, seconded by Kargol, to approve the 2025 Budget Amendment Two as presented. See attached.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

- c. It was moved by Kargol, seconded by Williams, to appoint Frank Zulski as Chairman.

Aye: Kargol, Williams, Zulski

Nays: None

Motion carried

It was moved by Kargol, seconded by Zulski, to appoint Wade Williams as Vice Chairman for 2026.

Aye: Kargol, Williams, Zulski

Nays: None

Motion carried

- d. It was moved by Kargol, seconded by Williams, to approve the 2026 Board Schedule as presented. See attached.

Aye: Kargol, Williams, Zulski

Nays: None

Motion carried

CORRESPONDENCE: None

ENGINEER-MANAGER REPORT: Shank discussed the following:

- Northern Michigan Association of Road Commissions Annual Meeting was reviewed with specifics on the new road funding and future township allocation.

ENGINEER-TECHNICIAN REPORT: Horrocks discussed the following:

- Robinson Road and Anderson Road projects are on track for MDOT's March letting.
- Brutus Road BIA project is out for bid.
- Chipseal project of 34 miles is out for bid.
- MDOT Culvert lining project is out for bid.
- MDOT Right-of-way fence project is about to be ready for bid.
- Hoist is out for bid.
- Act 51 Mileage Certification will begin next week and should be ready for approval at the next meeting.
- Centerline paint project development will begin soon.

PERMIT/CAD TECHNICIAN REPORT: Godzik gave a detailed update on the Habitat for Humanity's request for road adoption of Meadow Lands Site Condominium Association, phases 1 and 2. Andrea Jacobs, Director of Operations, Northwest Michigan Habitat for Humanity, requested phase 1 and 2 be adopted. A resolution for adoption will be presented at the January 8, 2026, meeting with road names, lengths, and exceptions listed.

SHOP FOREMAN REPORT: Shaler stated he has been dealing with some of the 6 and 7-year-old trucks with regards to the Def systems. In the next few days, one of the new trucks will arrive and be placed on the road, and the new radios have arrived and will be placed in service in the new year.

ROAD FOREMEN REPORTS: Gray and Zmiky stated the crews have been busy with snow and ice the past few weeks, as well as cutting limbs and trees in the right-of-way.

FINANCE DIRECTOR REPORT: Kleeman discussed the Statement of Revenue and Expenditures for October and gave an update on 2026 Health Insurance change.

COMMISSIONER REPORTS:

- a. Kargol – Inquired on the Click Road Bridge plans for 2026. Shank stated he has an engineer working on plans for the repair which is currently lifting off the bridge deck and adding a new steel H pile foundation. \$600,000-700,000 cost is built into the 2026 budget if the new road funding arrives; this will probably result in a late summer project if the project can be completed due to funding.
- b. Williams – Inquired on the tower property. Shank stated he is working on a temporary transfer to Central Michigan University to take over operations and work towards a permanent solution. Williams also inquired on right-of-way infringements in the Habitat for

Humanity roads. Williams discussed first set of stop signs on Powers Road at Milton Road; people are still blowing the first set of stop signs. Zulski discussed flashing lights as an option; Shank will take a look at this. Williams stated when coming down the hill you cannot see the stop sign due to the offset curb and trees blocking the view. There is a significant increase in traffic since the new construction and MDOT should consider adding a turn lane at US 31 and Powers Road.

c. Zulski – None

PUBLIC COMMENT: None

Commissioner Zulski adjourned the meeting at 9:01 a.m.



Lisa Kleeman, Finance Director-Clerk of the Board



Date

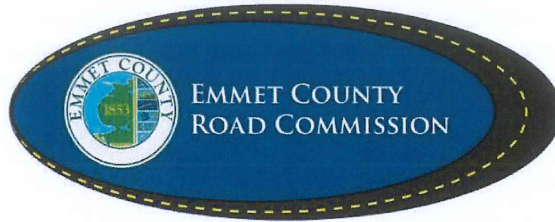
EMMET COUNTY ROAD COMMISSION

2025 BUDGET AMENDMENT TWO Presented 12/19/25

	2023 ACTUAL	2024 ACTUAL	2025 ORIGINAL	2025 AMENDMENT ONE	2025 AMENDMENT TWO	BUDGET DIFFERENCES	
REVENUE:							
Licenses Permits	\$ 81,250	\$ 71,600	\$ 65,000	\$ 71,000	\$ 73,000	\$ 2,000	1
Federal Sources:							
Surface Transportation Program	351,225	-	667,000	627,996	621,318	(6,678)	2
Other	437,783	1,534,450	1,100,000	999,688	809,475	(190,213)	3
Total Federal Sources	\$ 789,008	\$ 1,534,450	\$ 1,767,000	\$ 1,627,684	\$ 1,430,794	\$ (196,890)	
State Sources:							
MI Transportation Funds:							
Engineering	10,000	10,000	10,000	10,000	10,000	-	4
Allocation (Primary & Local)	7,406,106	7,514,651	7,426,633	7,624,000	7,409,000	(215,000)	4
Snow Removal	269,226	282,868	269,226	282,000	288,900	6,900	4
Urban (Primary & Local)	295,829	301,286	296,227	305,000	373,800	68,800	4
State Grants:							
Bridge	-	-	-	-	-	-	
State D	-	-	73,000	178,623	178,623	-	5
Forest Funds	-	-	120,000	125,575	215,806	90,231	6
Other	-	-	-	-	-	-	7
Total State Sources	\$ 7,981,161	\$ 8,108,805	\$ 8,195,086	\$ 8,525,198	\$ 8,476,129	\$ (49,069)	
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	2,294,378	(383,032)	9
Total Local Contributions	\$ 2,963,488	\$ 3,449,728	\$ 2,481,500	\$ 2,955,010	\$ 2,571,978	\$ (383,032)	
Charges for Services:							
Trunkline Maintenance	1,538,347	1,773,562	1,792,346	2,020,405	2,348,886	328,481	10
Trunkline Non-Maintenance	372,577	706,893	316,256	524,266	560,879	36,612	11
Salvage Sales	14,197	13,455	9,000	10,000	10,000	-	12
Other	5,350	-	-	-	-	-	13
Total Charges for Services	\$ 1,930,472	\$ 2,493,910	\$ 2,117,602	\$ 2,554,671	\$ 2,919,765	\$ 365,094	
Other Revenue:							
Interest & Rentals	7,698	48,022	50,000	70,000	70,000	-	14
Gain on Equipment & Disposal	46,576	31,226	-	20,000	25,200	5,200	15
Contributions from Private Sources	2,121,515	3,038,769	1,500,000	1,451,227	1,500,000	48,773	16
Other (Local Revenue, Sales, Etc.)	10,190	21,952	5,000	4,000	3,460	(540)	17
Total Other Revenue	\$ 2,185,979	\$ 3,139,969	\$ 1,555,000	\$ 1,545,227	\$ 1,598,660	\$ 53,433	
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	\$ 17,070,325	\$ (208,465)	

	2023 ACTUAL	2024 ACTUAL	2025 ORIGINAL	2025 AMENDMENT ONE	2025 AMENDMENT TWO	BUDGET DIFFERENCES	
EXPENDITURES:							
Primary Roads:							
Heavy Maintenance	\$ 2,638,433	\$ 4,274,279	\$ 4,600,274	\$ 4,637,766	\$ 4,452,501	\$ (185,265)	19
Structures	92,368	1,067,564	16,675	-	-	-	20
Maintenance	2,172,866	2,291,170	2,303,732	2,463,863	2,770,671	306,809	21
Total Primary Roads	\$ 4,903,667	\$ 7,633,013	\$ 6,920,681	\$ 7,101,629	\$ 7,223,172	\$ 121,543	
Local Roads:							
Heavy Maintenance	3,494,460	3,443,050	2,687,510	2,525,877	2,079,129	(446,749)	22
Structures	593,177	-	-	-	-	-	23
Maintenance	2,310,919	2,344,867	2,387,997	2,472,355	3,176,680	704,326	24
Total Local Roads	\$ 6,398,556	\$ 5,787,917	\$ 5,075,507	\$ 4,998,232	\$ 5,255,809	\$ 257,577	
State Trunkline:							
Maintenance	1,370,701	1,761,613	1,682,346	2,020,405	2,108,270	87,865	25
Non-Maintenance	372,577	706,893	316,256	524,266	560,879	36,612	26
Total State Trunkline	\$ 1,743,279	\$ 2,468,506	\$ 1,998,602	\$ 2,544,671	\$ 2,669,149	\$ 124,478	
Equipment Expenses-Net	674,580	630,780	666,826	610,178	226,366	(383,811)	27
Distributive Expense	-	-	-	-	-	-	28
Capital Outlay - Net	360,376	1,305,568	167,812	468,425	515,881	47,456	29
Administrative - Net	662,882	619,734	777,940	645,934	719,847	73,913	30
Other	-	-	-	-	-	-	31
Debt Service:							
Principal	538,046	321,107	215,000	215,000	215,000	-	32
Interest	65,879	56,492	50,326	50,326	50,326	-	33
TOTAL EXPENSES	\$ 15,347,263	\$ 18,823,116	\$ 15,872,692	\$ 16,634,396	\$ 16,875,552	\$ 241,156	
Net Gain or Loss	\$ 584,095	\$ (24,653)	\$ 308,496	\$ 644,394	\$ 194,774	\$ (449,621)	
Beginning Fund Balance	3,442,817	4,026,912	4,002,258	4,002,258	4,002,258	-	
Net Gain or (Loss)	584,095	(24,653)	308,496	644,394	194,774	(449,621)	
ENDING FUND BALANCE	\$ 4,026,912	\$ 4,002,258	\$ 4,310,754	\$ 4,646,653	\$ 4,197,032	\$ (449,621)	

Frank Zulski - Chair
Wade Williams - Vice Chair
Jim Kargol - Member
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.emmetcrc.org

2026 BOARD MEETING SCHEDULE

Board Meetings will regularly convene at 8:00 am at the Emmet County Road Commission office located at 2265 E. Hathaway Road, Harbor Springs, MI 49740. Any changes to the schedule will be posted online at www.emmetcrc.org.

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| 1 Thursday, January 8, 2026 | 13 Thursday, August 27, 2026 |
| 2 Thursday, February 12, 2026 | 14 Thursday, September 10, 2026 |
| 3 Thursday, March 12, 2026 | 15 Thursday, September 24, 2026 |
| 4 Thursday, April 9, 2026 | 16 Thursday, October 15, 2026 |
| 5 Thursday, April 23, 2026 | 17 Thursday, November 5, 2026 |
| 6 Thursday, May 7, 2026 | 18 Thursday, November 19, 2026 |
| 7 Thursday, May 21, 2026 | 19 Thursday, December 3, 2026 |
| 8 Thursday, June 4, 2026 | 20 Thursday, December 17, 2026 |
| 9 Thursday, June 18, 2026 | |
| 10 Thursday, July 16, 2026 | |
| 11 Thursday, July 30, 2026 | |
| 12 Thursday, August 13, 2026 | |