

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, November 14, 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 – South Road Foreman Tony Shaler – Shop Foreman
Lisa Kleeman - Finance Director/Board Clerk Ed Zmikly – North Road Foreman

Guests Present:

Dennis Keiser – Bear Creek Twp. Supervisor Garrett Muir – Bear Creek Twp. Deputy Sup.
Gordon & Edith Kruskie Mary Zulski
McCarthur Griffis–Emmet County CCE/911 Kevin McDermott – Enbridge Right-of-Way Agent

Guests and Staff Present via Zoom:

Patrick Flinn Sandy Planisek
David Boyer – Emmet County Administrator Chelsea Ellis – ECRC Administrative Assistant
Rufus Welsheimer – Resort Township Clerk Al Welsheimer – Resort Township Trustee

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 Williams, to approve the minutes of October 17, 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 2550 for checks 60795 - 60830 and electronic payments in the amount of \$278,587.64

Voucher 2552 for electronic payment of \$1.00

Voucher 2553 for checks 60841 – 60895 and electronic payments in the amount of \$297,420.83

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

PAYROLL:

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

Voucher 2549 for checks 60783-60794 and electronic deposits of \$126,558.32

Voucher 2551 for checks 60831-60840 and electronic deposits of \$121,607.60

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

PUBLIC COMMENT: None

APPOINTMENTS:

- a. 8:05 a.m., Patrick Flinn, 1575 Roy Road, via Zoom. Godzik relayed information regarding a land split request at 1575 Roy Road. He completed a site distance study on October 30, 2025, and there were no locations that met site distance standards therefore the permit was denied. Flinn offered comments about the speed limit on this road and reducing it to 25 mph would allow for proper site distance and discussed criteria for his variance request. Shank stated this road has a 55-mph speed limit and discussed specific criteria as to why it does not qualify for a residential speed limit.

It was moved by Zulski, seconded by Kargol, to deny the variance request.

Roll Call Vote:

Aye: Kargol

Aye: Williams

Aye: Zulski

Nays: None

Motion carried

UNFINISHED BUSINESS:

- a. It was moved by Kargol, seconded by Williams, to approve opening all seasonal roads.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

NEW BUSINESS:

- a. Stutsmanville Road Radio Tower was discussed. Shank stated this tower goes back to 1986 and has facilitated the road commission's communications since that time but moving forward with 800 MHz radios means the agency will no longer need the tower.

McCarthy Griffis, Emmet County CCE Executive Director, gave the history available on this tower and stated CCE/911 no longer has a need for the tower and due to a memo from 2011 and a warranty deed in 2012, ownership reverts to the road commission. Central Michigan University and Smile FM are tenants on this tower. Griffis stated annual costs to Emmet County for the tower have been approximately \$7,700 and there has been no revenue generated. There are several ongoing issues that will need to be monitored with the tower such as lights for aviation, generator upkeep, and tree removal around the guide wires.

Shank recommends getting rid of the tower due to ongoing maintenance responsibilities. Williams suggested Shank look into cell companies, internet services, and others that may be interested in leasing the tower from the road commission as they may take responsibility for maintenance and regulations. Shank will further investigate this issue and report to the Board. Griffis will draft a letter to the road commission.

- b. It was moved by Zulski, seconded by Williams, to approve a resolution authorizing membership in the West Michigan Health Insurance Pool for a minimum three-year period and appointing Robert B. Shank, Engineer-Manager, as Trustee, and appointing Lisa M. Kleeman, Finance Director, as Alternate Trustee.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

- c. It was moved by Zulski, seconded by Kargol, to approve the abandonment request of Algonquin Drive from Headlands Road west to the end for approximately 1,162 feet in Section 10, Township 39N, and Range 4W in Wawatam Township, Emmet County.

Roll Call Vote:

Aye: Kargol

Aye: Williams

Aye: Zulski

Nays: None

Motion carried

- d. It was moved by Zulski, seconded by Williams, to authorize the Engineer-Manager, Brent Shank, to sign documents for the State of Michigan Public Assistance Grant Program Grant Agreement, Federal Emergency Management Agency-4880-DR-MI.

Roll Call Vote:

Aye: Kargol

Aye: Williams

Aye: Zulski

Nays: None

Motion carried

CORRESPONDENCE:

- a. Northern Michigan Road Commissions Annual Conference is December 10-12, 2025, at The Highlands at Harbor Springs. Zulski, Kargol, Shank, and Kleeman plan to attend.

ENGINEER-MANAGER REPORT: Shank discussed the following:

- 2026 Budget planning will be quite difficult due to revenue being unclear at this current time and disputes with some of the allocated funds. He commented on MERS savings, seal coat project, and Click Road bridge repair. Some townships have indicated they are planning to participate in the seal coat project. There was further discussion about plans for maintenance, having other primary road projects ready, hiring summer temps, and plans for repairs on the Click Road bridge. Kleeman mentioned improving cash balance, fully funding MERS, and improving savings towards impending building repairs.
- MDOT plans to offer the Federal Funds Exchange Program at 90% for 2027 and Shank would like to participate in this program. Pickerel Lake Road from Botsford Road to Banwell Road is the federal aid project planned for 2027. Applications are due January 23, 2026.

It was moved by Williams, seconded by Kargol, to authorize Shank to participate in the MDOT Federal Funds Exchange Program for 2027.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

- Complaint was received regarding a memorial that was placed in the road right-of-way on Intertown Road near Eppler Road, but after it was reviewed, it was agreed it is not viewed as a hazard.

ENGINEER-TECHNICIAN REPORT: None

PERMIT/CAD TECHNICIAN REPORT: Godzik stated he is measuring inventory piles and working on permits.

SHOP FOREMAN REPORT: Shaler stated the winter season changeover on the trucks is wrapping up, but the Western Stars that are seven years old, slowed them down quite a bit due to a lot of required repairs along with the changeover. Williams inquired about the new shop

hoist and Shaler responded it is doing well, one small issue occurred in which the company responded well in resolving it. There are plans for a second hoist to be replaced next year.

ROAD FOREMEN REPORTS:

Gray and Zmikly stated the crews have been utilizing tree equipment to get roads cleared, marking plow routes for winter, finishing up gravel work, and patching roads.

FINANCE DIRECTOR REPORT: Kleeman discussed the following:

- Michigan Transportation Funds for September were discussed as well as the trend for 2025 which shows an increase of approximately 5%. Shank brought up the \$600 million general fund transfer has been removed moving forward, so our MTF for the next few months will be reduced.
- 2026 Budget will be presented to the board for approval on November 26, 2025. The board meeting will include a public hearing on this matter.
- 2026 Draft Board Meeting schedule was discussed. Specifically, the draft schedule has meetings on Thursdays year-round as this could potentially be less confusing for the public than having meetings on Thursdays in the summer and Fridays in the winter. The draft schedule also shows the winter months with one meeting instead of two and July has two meetings scheduled instead of three due to the holiday. There was also discussion of other road commissions that have monthly meetings instead of biweekly meetings. The final schedule will need approval at the first meeting in 2026.

COMMISSIONER REPORTS:

- a. Kargol – He received a call about an ice storm tree on Howard Road, south of Lears Road, near the subdivision on the right. The tree is laying in the right-of-way on the north side of the driveway, in the ditch.
- b. Williams – none.
- c. Zulski – none.

PUBLIC COMMENT: None

Commissioner Zulski adjourned the meeting at 9:12 a.m.



Lisa Kleeman, Finance Director-Clerk of the Board



Date