

**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, August 7, 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 |
| Lisa Kleeman – Finance Director/Board Clerk | Travis Horrocks – Engineer Technician |
| John Gray – South Road Foreman              | Ed Zmikly – North Road Foreman        |
| Tony Shaler – Equipment Foreman             |                                       |

**Guests Present:**

|   |  |
|---|--|
| Garrett Muir – Bear Creek Twp. Deputy Sup.  | Gordon & Edith Kruskie                 |
| Bill Dohm – Little Traverse Twp. Supervisor | Alyce Conrad                           |
| John Eby – Maple River Twp. Supervisor      | Don Mapes–Emmet County Commissioner    |
| Rob Parson                                  | Chris Weber – Oden Safety Committee    |
| Bill Santen – Oden Safety Committee         | Mike Thibideau – Oden Safety Committee |

**Guests and Staff Present via Zoom:**

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

**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 Zulski, seconded by Kargol, to approve the minutes of July 17, 2025.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

**ACCOUNTS PAYABLE:**

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

Voucher 2533 for checks 60421-60467 in the amount of \$781,173.78.

Voucher 2535 for checks 60479-60480 in the amount of \$12,780.

Voucher 2536 for checks 60481-60508 and EFT payment in the amount of \$205,450.09.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

**PAYROLL:**

It was moved by Zulski, seconded by Williams, to approve payroll Voucher 2534 for checks 60468-60478 and electronic deposits of \$111,611.86.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

**PUBLIC COMMENT:** None

**APPOINTMENTS:**

- a. 8:05 a.m., Oden Safety Committee – Chris Weber and Bill Santen discussed the purpose of the committee is to improve safety on US 31 from North Conway Road to Alanson because one year ago a young lady was killed. There have been 142 accidents in that area in the past four years. The committee is working with MDOT and Networks Northwest towards a grant that may help with a pedestrian study with a cost of \$60,000. The purpose of the study is not just for safety but the interconnectivity of the road, trails, and sidewalks. Webber went on to outline the specific steps and deadlines associated with the grant as well as the road commission’s involvement if the grant is obtained. This will be a long-term process and community engagement will be critical for the success of this endeavor.

- b. 8:10 a.m., Public Hearing, Driveway Permits – Proposed permit fees and requirements for Farm Stand Driveway and Home-Based Business are as follows:

|                                  |          |
|----------------------------------|----------|
| Farm Stand Driveway              |          |
| Gravel or Paved Surface          | \$ 50.00 |
| Paved Surface with Concrete Curb | \$200.00 |
| Home-Based Business              |          |
| Gravel or Paved Surface          | \$ 50.00 |
| Paved Surface with Concrete Curb | \$200.00 |

It was moved by Zulski, seconded by Williams, to begin the public hearing.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

Shank reviewed the fees proposed and announced there have been no comments received prior to the hearing. There were three calls for comment. Receiving no additional comments, it was moved by Zulski, seconded by Williams, to end the public hearing.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

**UNFINISHED BUSINESS:**

- a. It was moved by Zulski, seconded by Kargol, to approve the list of cleared and opened seasonal roads presented and to post the list on our website and Facebook. See attached list.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

- b. It was moved by Williams, seconded by Zulski, to allow 2-way traffic on Bridge Street as the bridge was removed.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

**NEW BUSINESS:**

- a. It was moved by Zulski, seconded by Williams, to approve Farm Stand and Home-Based Business Driveway Permit Fees as presented in the public hearing.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

- b. It was moved by Williams, seconded by Kargol, to approve the Driveway and Miscellaneous Permits policy as presented.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

- c. It was moved by Zulski, seconded by Williams, to appoint Lisa Kleeman to serve during the 2025 MERS Annual Business Meeting as an Officer Delegate.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

- d. It was moved by Kargol, seconded by Zulski, to sign the 2025 Public Act 51, Section 18j, MCL 247.668j Annual Certification of Employee-related Conditions.

Ayed: Kargol, Williams, Zulski

Nays: None

Motion carried

- e. It was moved by Kargol, seconded by Zulski, to submit votes for the 2025 CRASIF Ballot as follows:

Bill Luetzow, Marquette CRC for the At-Large Position

Wayne Schoonover, Charlevoix CRC for the At-Large Position

Michael Scott, Montcalm CRC for the At-Large Position

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

- f. It was moved by Zulski, seconded by Williams, to approve Construction Engineering Services from OHM Advisors for the Maxwell Road federal aid project.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

- g. It was moved by Zulski, seconded by Williams, to approve a Nonpaid Leave of Absence Request for 30 days beginning August 5, 2025.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

- h. It was moved by Zulski, seconded by Williams, to approve Brent Shank, Engineer-Manager, to sign a three-year Candidate Conservation Agreement with Assurances for the Monarch Butterfly.

Ayes: Kargol, Williams, Zulski

Nays: None

Motion carried

- i. It was moved by Zuluski, seconded by Williams, to approve a short-term contract with ICF to help navigate the FEMA system for reimbursement for the 2025 Ice Storm. There was further discussion on the agency's portion if FEMA funding is obtained. There was also discussion on the numerous portions of road that still need to be cleared since the ice storm.

Ayes: Kargol, Williams, Zuluski

Nays: None

Motion carried

- j. Annual Township Meetings will be scheduled for October 6-9, 2025.

**CORRESPONDENCE:** None

**ENGINEER-MANAGER REPORT:** Shank stated the Mitchell and Division Road Roundabout project is proceeding and gave an update on the property the township has obtained, style of roundabout, traffic flow, drainage concerns, and funding sources. Wade Trim is in process of designing this and funding will need to be obtained both for the project and moving utilities.

**ENGINEER-TECHNICIAN REPORT:** Horrocks stated Catob Road project is complete except for centerline and edge line painting, and he is working on Anderson Road 2026 project. He also stated the Brutus Road federal aid project bid came in at 15.5% under the engineering estimate. The low bid was \$985,277.99 and while the project has not been awarded yet, J & N Construction as the low bidder.

**PERMIT/CAD TECHNICIAN REPORT:** Godzik discussed Final Grade's driveway permit which is good through September 16, 2025.

**EQUIPMENT SUPERINTENDENT REPORT:** Shaler gave an update on the following:

- Maintenance continues on the sanders.
- Hoist is about two-thirds complete, they are about three weeks behind the initial schedule with a few weeks yet to go.
- Three new pickups should arrive next week.
- Radio purchase is in progress and should be in place by the middle of October.

**ROAD FOREMEN REPORTS:** Zmikly stated they have been wedging M119 and graveling shoulders as they go. They are also patching potholes, dealing with washouts, ditching, and mowing. Gray stated they have been doing the same and trying to keep up with washouts.

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

- Michigan Transportation Funds for June to be received in August.
- Revenue and Expenditure Report for June.

- CRA Commissioners Seminar will be September 21-22, 2025, in Bay City, MI. As soon as the agenda is available, it will be sent to each Board member.
- CRASIF Annual Conference will be September 23, 2025, in Bay City, MI. The agenda will be sent as soon as it is available.
- Attended CRASIF Work Comp Specialist training on Tuesday, July 22, 2025. This is held once every three years and I passed the certification test.

**COMMISSIONER REPORTS:**

- a. Kargol – None
- b. Williams – Inquired if the Mitchell Road culvert was lined; Horrocks stated yes.
- c. Zulski – Stated the budget will be discussed in the work session but will not be approved until a future meeting.

**PUBLIC COMMENT:**

- a. John Eby, Maple River Township Supervisor – Commented on Oden safety issues that were discussed and he remembered MDOT hired someone to look at this years ago and the decision was a bypass route to go around Oden. This received much blowback, but it would be interesting to go back and see what this study said.
- b. Rob Parson, Middle Village Road – He commented this is not a two-lane road and he, at times, has to use 4-wheel drive to get through this road. Can we get funding from the loggers or the tribe? The road is a disaster, it is dusty, and the shoulders are bad. Shank will discuss this with the township. Specifically, Parson is commenting on west of State Road. Parson attended the township meeting last night and they suggested he come to this meeting. Zulski commented the annual township meeting would be a good meeting for Parson to attend to address this issue.
- c. Don Mapes, Emmet County Commissioner – Inquired on the location for the Maxwell Road project that is planned. He also inquired about the Click Road Bridge repair. Shank updated Mapes on both questions.

Commissioner Zulski recessed the meeting at 8:50 a.m.

Commissioner Zulski reconvened the meeting at 9:00 a.m. and began the work session with Zulski, Williams, Kargol, Shank, Shaler, Kleeman, Horrocks, and Muir attending.

Kleeman reviewed the following:

- Budget Amendment One for possible approval August 21, 2025.
- Cash Budget revisions.
- Cash & Fund Balance Comparison Report discussed with cash and fund balance targets.
- Cash on Hand Report.
- MERS Annual Actuarial Valuation Report 12/31/24 and the continuation of extra payments discussed.

Shank discussed the following:

- Click Road Bridge – Built in 2012 with an expected lifespan of 75 years. There was discussion of possible reasons for deterioration of piling which caused a reduction in load rating. Repair or replacement options are as follows:
  - a. Cut out rotten section of the piles and splice with metal collars. This is the least costly method but may have restricted load rating when it is repaired; will not know until inspection is completed.
  - b. Concrete sleeving or jacketing which encases piling in concrete and fiberglass with a collar. This is a better process but only one company in the nation does this repair, which is located in Houston. This option will be most likely to give full capacity load rating when completed, but is expensive
  - c. Remove entire bridge deck and pile caps, then drive new piles next to the old ones. This is roughly estimated to cost \$750,000 to \$1 million.
  - d. Replace the bridge with a concrete single-span structure. This option is estimated at \$2 million. It takes seven to ten years to get through the process of the Local Critical Bridge Program.
  
- Further discussion revealed that the board would like assurances that come with each option. Shank will provide better cost estimates and look for funding sources. The load rating will continue while a fix is sought. Muir inquired on a timeline for the repair and Shank responded a few weeks to get material and labor estimates for the options discussed.
  
- Ice Storm – Cleanup of debris and emergency work we have already completed is eligible for FEMA funding at 75% with the State of Michigan possibly covering 25%. Any work we have done or would plan to do is estimated for reimbursement at 75%. We pay the bills and then seek funding from FEMA, which is why we would contract with consultant.
  
- Estimated between \$300,000 to \$350,000 spent to date on storm cleanup for labor and equipment. Shank estimated \$6.7 million on cleanup costs based on FEMA's measurement model. He is estimating \$4 million minimally. Shank does not believe we are in the position to hire contractors to complete ice storm cleanup. Discussion continued on the best method, equipment, and staffing for cleaning up what remains of the debris throughout the county.
  
- Wedging Program for 2026 was discussed. Normal maintenance is getting too far behind; wedging consumes too many resources and there are mechanical issues with the paver. Regular maintenance is our core mission and should be the agency's focus; berm removal, brush removal, ditching, and patching potholes. Discussion with the townships will include suspending the asphalt policy for 2026 and encouraging chipseal.

Commissioner Zulski adjourned the meeting at 10:52 a.m.

  
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Lisa Kleeman, Finance Director-Clerk of the Board

  
\_\_\_\_\_  
Date

Seasonal Roads Opened at 8/7/2025 Board Meeting:

Bliss Township:

Canby Road - Gill Rd then south 0.68 miles  
Cassidy Road – west of Valley Rd.  
Gill Road - Canby Road to Lakeview Road  
McCleary Road – north end.  
O'Neal Lake Road - Ellis Road then north 0.76 miles to end

Carp Lake Township:

Hair Road – Schmalzried Rd to Munger Rd.  
Litzner Road – east of US-31  
Phillips Road – south of Elder Rd.  
Potter Road – Dekruif Rd to Pachy Rd.

Center Township:

Bodzik Road – east of Pleasantview Rd.  
Dzedzie Road - Beckon Rd to Division Rd.  
Lawrence Lane - Ely Rd to 0.08 miles south of Nichols Rd  
Lechowicz Road - Beckon Road then north to end of road  
Palmer Road – Teal Rd then west to Township Line.  
Teal Road - Robinson Rd then north to Moose Jaw Rd  
Zmikly Road – Division Rd to Levering Rd

Cross Village Township:

Arbutus Road – Lake Shore Dr to Abrams Rd

Friendship Township:

Beacon Hill Lane – Wressel Road to Middle Village Rd  
Fisher Road – Beacon Hill Ln then east 0.50 miles.  
Fisher Road – east of State Road.  
Hannah Road – Middle Village Drive to Township Line.  
Hurd Road - Beacon Hill Ln then east 0.50 miles.  
Lankin Road – M-119 to bottom of hill.  
Middle Village Drive – starting 0.75 west of Beacon Hill Ln then west to Township line  
Radle Road – Beacon Hill Ln then west to end of road.  
Webb Road – Stutsmanville Road then north 0.89 miles.  
Wressel Road – West wood Lane to Beacon Hill Ln.

Littlefield Township:

Crump Road - Starting 0.70 miles north of Powers Rd then 0.35 miles

Little Traverse Township:

Chadderdon Road – Hathaway Rd to Smokey Lane.

McKinley Township:

Cook Road - Van Rd then north 0.50 miles  
Ely Bridge Road - starting 0.20 miles north of Camp Rd to Ely Rd

Kieser Road – south of Levering Rd.  
Orchard Road - Ely Rd then south 0.66 miles  
Spruce Street - Levering Rd then south 0.17 miles  
Township Road - US-31 then east 0.08 miles

Maple River Township:

Culp Road - Brutus Rd to Lockwood Rd  
Cupp Road - Starting 0.60 miles west of US-31 then west 0.75 miles  
East Branch Road - Plains Rd then south and west 0.55 miles to end.  
Hartman Road - starting 0.22 miles north of Ringler Rd then 0.06 miles.  
Klenk Road - Red School Road then north 0.25 miles to end.  
North Ayr Road - Tower Road then south 0.86 miles  
Sunny Ridge Road - starting 1.25 miles north of Brutus Rd to Tower Rd  
Pit Road - Robinson Rd to North Ayr Rd

Pleasantview Township:

Bigfoot Road – Warrick Rd then north to end of road.  
Brutus Road – Welshiemer Rd to Hedrick Rd.  
Emmet Heights Road - Warrick Rd then north to end of road.  
Middle Village Drive – Larks Lake Rd to Township Line.  
North Conway Road – Brutus Road to Tower Rd.  
Scheirschmidt Road - North Conway Rd then west 0.50 miles  
Serva Road – Welshiemer Rd to Larks Lake Rd.  
Stutsmanville Road – North Conway Rd. west to pavement.  
Tower Road – starting 0.50 miles east of Pleasantview Rd then 0.50 miles.

Readmond Township:

Beacon Hill Lane – Township Line then north 0.24 miles.  
Black Berry Trail – Wild Pear Tr – Gregory Rd.  
Gregory Road – Palmer Rd to Van Rd  
Gully Road – Island View Road then south to end of road.  
Hannah Road – Robinson Rd then south 1.00 miles.  
Johnson Road – Middle Village Rd then north to end of road.  
Palmer Road – Cetas Rd then east to Township Line.  
Trick Road – State Road then west to end of road.  
Wild Pear Trail – Gregory Rd to Black Berry Tr.

Springvale Township:

Amacher Road - Rustic Rd then north 1448 feet  
Atchinson Road - Berry Creek Rd then north 1.00 mile  
Berry Creek Road - From Mitchell Rd then east to Atchinson Rd, and south to Mitchell Rd  
Countyline Road – Hopper Road then 0.5 miles east.  
Fireline Road - County line Rd to Newson Rd  
Harmon Road - Welsch Rd to County Line Rd  
Johnson Road - County Line Rd to Gokee Rd  
King Road - from 0.10 miles west of Maxwell Rd to Johnson Rd  
Newson Road – Welsch Rd to Fireline Rd (2.98 mi).  
Orchard Road - from 0.75 miles north of Wildwood Rd to Seldon Rd

Schmitt Road - Hency Rd then west 0.17 miles

Seldon Road - starting 2100 feet north of Wildwood Rd then north 0.60 miles.

Wawatam Township:

Linsley Road - Mackinaw Hwy then west to end of road.

Paquet Road – Old Mackinaw Highway then west to end of road.

West Traverse Township:

Griffen Road – Ridge Rd to Hughston Rd.