

Muskegon County

Board of Road Commissioners

Gerald J. Walter, Chairman Jack E. Kennedy, Vice Chair Lewis J. Collins, Commissioner

John J. DeWolf, Commissioner

Sue E. Buckner, Commissioner

Regular Meeting

July 16, 2025

10:00 A.M.

The Regular Meeting of the Board of County Road Commissioners was called to order by Chairman Walter. He asked Paul Bouman to lead those present in reciting the Pledge of Allegiance.

#2025-097 ROLL CALL

Present: Walter, Kennedy, DeWolf, and Buckner. Collins participated in the meeting via telephone located in Westland, Michigan per Open Meetings Act – Remote Attendance at Board Meeting(s) Memo from Legal Counsel.

Staff: Ken Hulka, Managing Director; Paul R. Bouman, Director of Engineering; Laurita Humphrey, Director of Finance & HR; Scott Saigeon, County Highway Engineer; Andrew Nichols, Maintenance Superintendent; Amy Johnson, Executive Secretary; Connie Erickson, Accountant; and Heather Coverly, Maintenance Secretary.

Others: Township Supervisors Paul Black, Casnovia Township; Heather Cooley, Dalton Township; Amanda Faino, Egelston Township; Steve Patterson, Ravenna Township; Saxon Smith, Muskegon Township DPW Director; Jeff Martin resident of Dalton Township and James McCann, resident of Muskegon Township.

#2025-098 REVIEW OF MINUTES OF REGULAR MEETING OF JUNE 18, 2025

Moved by DeWolf, supported by Buckner, that the Board accept the Minutes of the Regular Meeting of June 18, 2025.

Roll Call

Ayes: Walter, Kennedy, Collins, DeWolf and Buckner

Nays: None

Motion Carried

#2025-099 PUBLIC COMMENT (AGENDA ITEM ONLY)

Chairman Walter opened the floor to public comment on agenda related items. There were none.

#2025-100 REVIEW ACCOUNTS PAYABLE

Moved by DeWolf, supported by Buckner, to approve Accounts Payable #2025-23, #2025-24, and #2025-25, in the amounts of \$431,476.63, \$2,103,822.22, and \$671,227.34 represented by Vouchers #2361, #2364 and #2365.

Roll Call

Ayes: Walter, Kennedy, Collins, DeWolf and Buckner
Nays: None

Motion Carried

#2025-101 REVIEW PAYROLL PAYABLE

Moved by Kennedy, supported by DeWolf, to approve Payroll Payable #2025-13 and #2025-14, in the amounts of \$200,730.40 and \$245,383.25 represented by Vouchers #2362 and #2363.

Roll Call

Ayes: Walter, Kennedy, Collins, DeWolf and Buckner
Nays: None

Motion Carried

#2025-102 PRESENTATION OF MONTHLY FINANCIAL REPORT

The Director of Finance & HR gave a brief presentation of the Monthly Financial Report. She noted that the information was presented for the information of the Board and that no action was required.

#2025-103 RECOMMENDATION FOR EAP RENEWAL

Mrs. Humphrey recommended, moved by Kennedy, supported by Buckner, that the Board authorize staff to renew the EAP contract with Pine Rest at a cost not to exceed \$1,206.00.

Roll Call

Ayes: Walter, Kennedy, Collins, DeWolf and Buckner
Nays: None

Motion Carried

**#2025-104 RECOMMENDATION FOR POLICY ADOPTION
SOCIAL MEDIA POLICY**

The Director of Finance & HR recommended, moved by Kennedy, supported by Buckner, that the Board adopt the proposed Social Media Policies governing both the official Muskegon County Road Commission Facebook page and employee use of personal social media, as recommended by the Michigan County Road Commission Self Insurance Pool and reviewed by MCRC staff. Some discussion ensued after the motion was made. Concern was raised about the policy being brought up to the union employees prior to adoption.

Roll Call

Ayes: Kennedy, Collins, and Buckner
Nays: Walter and DeWolf

Motion Carried

#2025-105 REPORT ON MAINTENANCE OPERATIONS & PROJECTS

Mr. Nichols, Maintenance Superintendent, provided a report to the Board about upcoming and completed projects. He noted that gravel upgrades in Moorland Township are nearly complete. Phase II of Holton Duck Lake Road project in Holton Township from Hoppman north to Syers is about done and looks great. They are just putting finishing touches on this. Chip seal program is about 50% complete. The program was put on hold for the Bike Time event downtown. Mowing contractor had to be let go because he was not meeting standards or expectations. Second contractor in line, picked right up and is doing a great job. Brush control program is underway. Casnovia and Ravenna are done. They are completing about one township every two

#2025-105 REPORT ON MAINTENANCE OPERATIONS & PROJECTS
(Continued)

to three days. Crews are working on dura patching and hot patching in multiple locations. Some of the staff and crew are in Plainwell for Guardrail Training. Future projects include the Trent Road box culvert which should be starting around mid-August; and also, the Whitehall Road mill/chip/fill project starting on or about August 4th or 5th. We also have projects in Dalton, Fruitport and Egelston to complete. Lastly, he did advise the Board that MDOT installed a new traffic signal on Apple Avenue at Carr Road and that was activated earlier this week. He noted that no motion was necessary and that the information was being provided for the Board's information only.

#2025-106 RECOMMENDATION FOR SERFM COST SHARE AGREEMENT

Mr. Hulka recommended, moved by DeWolf, supported by Buckner, that the Board approve staff's recommendation for a modification in the agreement with the County of Muskegon for the SERFM project at the additional cost of around \$600,000 to \$625,000 as presented.

Roll Call

Ayes: Walter, Kennedy, Collins, DeWolf and Buckner
Nays: None

Motion Carried

#2025-107 RECOMMENDATION FOR LOCAL ROAD IMPROVEMENT PROJECTS
AUTOMOBILE ROAD & AGARD ROAD - DALTON TOWNSHIP / MCRC

Mr. Hulka recommended, moved by Kennedy, supported by Buckner, that the Board approve the contract with Dalton Township for Automobile Road and Agard Road as presented, and authorize the Chair and Managing Director to sign and execute the contract.

Roll Call

Ayes: Walter, Kennedy, Collins, DeWolf and Buckner
Nays: None

Motion Carried

**#2025-108 RECOMMENDATION FOR LOCAL ROAD IMPROVEMENT PROJECT
PARK AVENUE / DALTON TOWNSHIP**

The Managing Director recommended, moved by Kennedy, supported by Buckner, that the Board approve the contract with Dalton Township for the improvement of Park Avenue as presented; and authorize the Chair and Managing Director to sign and execute the contract.

Roll Call

Ayes: Walter, Kennedy, Collins, DeWolf and Buckner

Nays: None

Motion Carried

**#2025-109 RECOMMENDATION FOR LOCAL ROAD IMPROVEMENT PROJECT
GROVER, HOFFMAN/ROSE, VANEYCK AND CHANDLER ROADS /
EGELSTON TOWNSHIP**

The Managing Director recommended, moved by Kennedy, supported by DeWolf, that the Board approve the contract with Egelston Township for the improvement of Grover, Hoffman/Rose, Van Eyck, and Chandler Roads and authorize the Chair and Managing Director to sign and execute the contract.

Roll Call

Ayes: Walter, Kennedy, Collins, DeWolf and Buckner

Nays: None

Motion Carried

**#2025-110 RECOMMENDATION FOR LOCAL ROAD IMPROVEMENT PROJECT
LULABELL AVENUE / EGELSTON TOWNSHIP**

The Managing Director recommended, moved by Kennedy, supported by DeWolf, that the Board approve the contract with Egelston Township for the improvement of Lulabell Avenue and authorize the Chair and Managing Director to sign and execute the contract.

**#2025-113 RECOMMENDATION FOR AWARD OF BID
ROBERTS ROAD CULVERT REMOVAL AT BEAR CREEK /
MUSKEGON TOWNSHIP
(Continued)**

file for inspection and utilization as may be necessary or required. And, further that the Managing Director be authorized to sign the contract and any other necessary paperwork with the Contractor awarded.

Roll Call

Ayes: Walter, Kennedy, Collins, DeWolf and Buckner
Nays: None

#2025-114 PUBLIC COMMENT (NON-AGENDA ITEM ONLY)

Chairman Walter opened the meeting to comments from the audience.

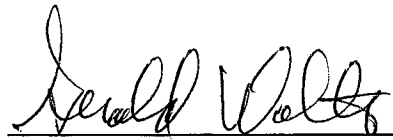
Mr. James McCann of S. Brooks Road inquired about the maintenance of the manhole covers on county roads. He was very frustrated because he listens to it every day in front of his house. He inquired if there was another solution like putting the covers outside the road. He did mention the ones along Apple Avenue as well because of the recent construction. Staff explained that these items are placed in the road right of way under permits. Apple Avenue is an MDOT right of way; so, we don't have any real say in the location of those. Staff also explained the difficulties with keeping them at the same level as the pavement through the frost/thaw cycle, improvement projects, etc.

Chairman Walter asked if there were any further comments and there were none.

#2025-115 ADJOURN

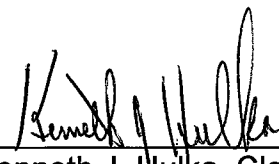
With no other business before the Board, moved by Buckner, supported by Kennedy, that the meeting be adjourned.

Motion Carried



Gerald J. Walter, Chair

Attest



Kenneth J. Hulka, Clerk

/amj