Muskegon County
Board of Road Commissioners

Gerald J. Walter, Chairman Jack E. Kennedy, Vice Chair John J. DeWolf, Commissioner

Terry J. Sabo, Commissioner Sue E. Buckner, Commissioner

Regular Meeting **MAY 20, 2026**
10:00 A.M.

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

#2026-069 ROLL CALL

Present: Commissioners Walter, Kennedy, DeWolf, Buckner and Sabo

Staff: Ken Hulka, Managing Director; Paul Bouman, Director of Engineering; Laurita Humphrey, Director of Finance & Human Resources; Scott Saigeon, County Highway Engineer; Andrew Nichols, Maintenance Superintendent; Jay Feltman, Equipment and Grounds Superintendent; Connie Erickson, Accountant; and Amy Johnson, Executive Secretary.

Others: Township Supervisors Paul Black, Casnovia Township; Chuck Luttrull, Cedar Creek Township; Jeff Marcinkowski, Fruitland Township; and Steve Patterson, Ravenna Township; and Ravenna Township Trustee, Les Bonter.

#2026-070 REVIEW OF MINUTES OF REGULAR MEETING OF APRIL 15, 2026

Moved by DeWolf, supported by Buckner, that the Board accept the Minutes of the Regular Meeting of April 15, 2026.

Roll Call
Ayes: Walter, Kennedy, DeWolf, Buckner and Sabo
Nays: None

Motion Carried

#2026-071 PUBLIC COMMENT (AGENDA ITEM ONLY)

Chairman Walter opened the floor to public comment on agenda related items; Jeff Marcinkowski thanked the Board for their consideration of the Tranquil Trail project. The Chairman asked if there were any other comments and there were none.

#2026-072 REVIEW ACCOUNTS PAYABLE

Moved by DeWolf, supported by Buckner, to approve Accounts Payable #2026-13, #2026-14, #2026-15, #2026-16, and #2026-17, in the amounts of $552,344.93, $734,494.24, $600,663.60, $351,824.10 and $398,088.05 represented by Vouchers #2421, #2423, #2424, #2426 and #2427.

Roll Call
Ayes: Walter, Kennedy, DeWolf, Buckner and Sabo
Nays: None

Motion Carried

#2026-073 REVIEW PAYROLL PAYABLE

Moved by Buckner, supported by DeWolf, to approve Payroll Payable #2026-08, #2026-09 and #2026-10, in the amounts of $201,097.54, $202,929.42 and $197,898.60 represented by Vouchers #2420, #2422 and #2425.

Roll Call
Ayes: Walter, Kennedy, DeWolf, Buckner and Sabo
Nays: None

Motion Carried

#2026-074 PRESENTATION OF MONTHLY FINANCIAL REPORT

The Director of Finance and HR gave a brief presentation of the Monthly Financial Report for the for the past month. She touched briefly on matured bonds/investments and some discussion she has had with Huntington Bank in that regard. She noted that the information was presented for the information of the Board and that no action was required.

#2026-075 2026/2027 BUDGET TIMELINE

Mrs. Humphrey gave a brief presentation outlining the Budget Timeline Memo that she included in her item. She noted that this information was presented for the Board's information and no action was required.

#2026-076 RECOMMENDATION FOR NEW SOFTWARE / ACUMATICA

The Director of Finance & HR recommended, moved by Sabo, supported by Buckner, that the Board authorize the transition from the Precision accounting system to the Acumatica software platform as presented in the quote supplied and recommended by MCRC Staff. Following some discussion the motion passed.

Roll Call
Ayes: Walter, Kennedy, DeWolf, Buckner and Sabo
Nays: None

Motion Carried

#2026-077 RECOMMENDATION FOR POLICY ADOPTION PROCUREMENT POLICY

Mrs. Humphrey recommended, moved by DeWolf, supported by Buckner, that the Board adopt the proposed Procurement Policy as a replacement for the 1985 Policy for Engaging Professional and Consultant Services as recommended and reviewed by counsel and MCRC staff.

Roll Call
Ayes: Walter, Kennedy, DeWolf, Buckner and Sabo
Nays: None

Motion Carried

#2026-078 RECOMMENDATION FOR POLICY ADOPTION CODE OF ETHICS & STANDARDS POLICY

Mrs. Humphrey recommended, moved by Buckner, supported by DeWolf, that the Board adopt the proposed Code of Ethics and Standards Policy in replacement of the current Code of Ethics for Directors and Supervisors and Christmas Gifts Policy as recommended and reviewed by counsel and MCRC staff.

#2026-078 RECOMMENDATION FOR POLICY ADOPTION CODE OF ETHICS & STANDARDS POLICY (Continued)

Roll Call
Ayes: Walter, Kennedy, DeWolf, Buckner and Sabo
Nays: None

Motion Carried

#2026-079 REPORT ON MAINTENANCE OPERATIONS

Mr. Nichols provided an updated report on maintenance operations over the past few weeks. The status of the Bard Road culvert in Dalton Township is that we are awaiting the production of the culvert. Permitting is in place and contact with Bush Concrete has hopes that we may be able to get it done in June instead of July. Cline Road in Fruitport Township took only one week from failure to completion to replace. We are working with the Drain Commission on the West Bard Road Culvert design and when that is complete, we will be able to send a quote to the Township for its replacement/repair. Berm removal has been done on gravel roads countywide. He noted with the Harley rake they were able to get about 9 miles done per day, which is very efficient compared to the old methodology. Mr. Nichols noted that dust control would be started around the first week of June. Chip seal was going to start the day after Memorial Day, but crews are still prepping the roads. Chip seal should only take about 20-25 working days. We have upcoming projects with Muskegon Township on multiple roads, Hoffman Road in Egelston Township; and Cress Creek Road in Fruitport Township. We are continuing to watch vegetation and anticipate mowing to begin the week after Memorial Day where the contractor will start in the SE quadrant of the county. Mowing on MDOT Trunkline is in a similar situation and we are waiting for the approval to start that. MDOT detour for the bridge work on M-46 (Apple Avenue) has created a little bit of issue with dust so MDOT gave us a little extra funding to do some brine application for the local road detours off the designated detour route. Lastly, the Maintenance Superintendent noted that at the last meeting we were experiencing some flooding issues and luckily, we suffered no major damages. We tracked costs associated with our efforts related to the flooding and have submitted those to Emergency Services Team for possible reimbursement. He noted that the information was presented for the information of the Board and that no action was required.

Scott Saigeon also provided some updates on projects being overseen by the Engineering Department. He noted that the first abutment is being poured tomorrow on Farr Road at Norris Creek. After Memorial Day the other side will be poured. He indicated the Ryerson Road bridge project is anticipated to start the first or second week of June as we are still waiting for Consumers Energy to move some lines. On

#2026-079 REPORT ON MAINTENANCE OPERATIONS (Continued)

Evanston Avenue Bridge we are also waiting for electrical and gas lines to be moved. The Old US 31 crush and shape project is well underway. They are paving today and we are going to let the pavement sit over the holiday weekend to address shoulder drops and driveways. Mr. Saigeon also noted that the countywide sign upgrades are well underway and should be completed in July. He also stated that the Ravenna Road project is slated to start June 8th.

Jay Feltman gave a brief update about the Twin Lake Facility. He said that inspections yesterday went very well and he anticipates that we will be receiving an occupancy permit by the end of the week.

#2026-080 RECOMMENDATION FOR LOCAL ROAD IMPROVEMENT DALSON ROAD / CEDAR CREEK & DALTON TOWNSHIPS

The Managing Director recommended, moved by Buckner, supported by Kennedy, that the Board approve contract with Cedar Creek and Dalton Townships for the improvement of Dalson Road between River Road and Ryerson Road; and authorize the Chair and Managing Director to sign and execute the contract.

Roll Call
Ayes: Walter, Kennedy, DeWolf, Buckner and Sabo
Nays: None

Motion Carried

#2026-081 RECOMMENDATION FOR LOCAL ROAD IMPROVEMENT TRANQUIL TRAIL / FRUITLAND TOWNSHIP

The Managing Director recommended, moved by DeWolf, supported by Sabo, that the Board approve contract with Fruitland Township for the improvement of Tranquil Trail off White Lake Drive; and authorize the Chair and Managing Director to sign and execute the contract.

Roll Call
Ayes: Walter, Kennedy, DeWolf, Buckner and Sabo
Nays: None

Motion Carried

#2026-082 RECOMMENDATION FOR ENGINEERING REIMBURSEMENT

The Managing Director recommended, moved by Sabo, supported by Buckner, that the Board execute the engineering reimbursement request form and direct staff to submit same to the state for payment.

Roll Call
Ayes: Walter, Kennedy, DeWolf, Buckner and Sabo
Nays: None

Motion Carried

#2026-083 COMMUNICATIONS

A. Willowstone Estates II Condominiums / *Muskegon Township*
B. Copperton to Ludington Project / *ITC Holdings Group*

The Managing Director indicated that the communications were for informational purposes only and no action was required on them.

#2026-084 PUBLIC COMMENT (NON-AGENDA ITEM ONLY)

Chairman Walter opened the meeting to comments from the audience. There were none.

#2026-085 ADJOURN

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

Motion Carried

Gerald J. Walter, Chair

Attest

Kenneth J. Hulka, Clerk

/amj