

M u s k e g o n C o u n t y

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

**December 17, 2025
10:00 A.M.**

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

#2025-186 ROLL CALL

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

Staff: Ken Hulka, Managing Director; Laurita Humphrey, Director of Finance & HR; Paul R. Bouman, Director of Engineering; Scott Saigeon, County Highway Engineer; Andrew Nichols, Maintenance Superintendent; Jay Feltman, Equipment Superintendent; Aaron Burns, Safety/Sign Shop Supervisor; Heather Coverly, Maintenance Superintendent; and Amy Johnson, Executive Secretary.

Others: Township Supervisors Paul Black, Casnovia Township and Steve Patterson, Ravenna Township. Chuck Skinner, resident of Cedar Creek Township; John Koval; Cindy Hulka; and another individual who didn't identify himself.

#2025-187 REVIEW OF MINUTES OF REGULAR MEETING OF NOVEMBER 19, 2025

Moved by Collins, supported by DeWolf, that the Board accept the Minutes of the Regular Meeting of November 19, 2025.

#2025-187 REVIEW OF MINUTES OF REGULAR MEETING OF NOVEMBER 19, 2025
(Continued)

Roll Call

Ayes: Walter, Kennedy, Collins, DeWolf and Buckner

Nays: None

Motion Carried

#2025-188 PUBLIC COMMENT (AGENDA ITEM ONLY)

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

#2025-189 REVIEW ACCOUNTS PAYABLE

Moved by Collins, supported by DeWolf, to approve Accounts Payable #2025-42, #2025-43, #2025-44, and #2025-45, in the amounts of \$770,172.71, \$778,656.25, \$274,905.20, and \$161,721.36 represented by Vouchers #2391, #2393, #2395 and #2396.

Roll Call

Ayes: Walter, Kennedy, Collins, DeWolf and Buckner

Nays: None

Motion Carried

#2025-190 REVIEW PAYROLL PAYABLE

Moved by DeWolf, supported by Buckner, to approve Payroll Payable #2025-24 and #2025-25, in the amounts of \$226,914.81 and \$285,072.81 represented by Vouchers #2392 and #2394.

Roll Call

Ayes: Walter, Kennedy, Collins, DeWolf and Buckner

Nays: None

Motion Carried

#2025-191 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.

#2025-192 RECOMMENDATION FOR PAVEMENT MARKING CONTRACT RENEWAL

Mr. Saigeon, the County Highway Engineer recommended, moved by Buckner, supported by DeWolf that the Board authorize the Managing Director to execute an extension of the 2025 Pavement Marking Contract with Michigan Pavement Markings, Inc. to include the 2026 Pavement Marking Program; said renewals to include no changes in prices, terms or conditions. Further, that said execution/extension be contingent on contractors furnishing the required bond and insurance coverage.

Roll Call

Ayes: Walter, Kennedy, Collins, DeWolf and Buckner

Nays: None

Motion Carried

#2025-193 REPORT ON WINTER MAINTENANCE OPERATIONS

Mr. Nichols provided an updated report on winter maintenance operations over the past few weeks. He noted that crews have obviously been very busy because we have had upwards of 40 inches of snow so far this season. The output of brine is up with the recent snow fall, but the cost is not up because crews have switched to a different concentration of brine; which has been working out well. He noted that the information was presented for the information of the Board and that no action was required.

#2025-194 2025 SAFETY REPORT

Mr. Burns, the Safety and Sign Shop Supervisor, provided a report of the safety related activities in the facilities over the last year. He noted that the information was presented for the information of the Board and that no action was required on this item.

#2025-195 RECOMMENDATION FOR CONVEYORS FOR TRUCKS

Mrs. Humphrey recommended, moved by DeWolf, supported by Buckner, that the Board authorize the purchase and installation of three (3) Monroe 18" SS Rear Cross Conveyors including supplying and installing all of the plumbing, wiring and hydraulics for same on each from Truck & Trailer Specialties in an amount of \$55,197.00.

Roll Call

Ayes: Walter, Kennedy, Collins, DeWolf and Buckner

Nays: None

Motion Carried

#2025-196 RECOMMENDATION FOR BRINE TRUCK RE-FABRICATION

The Director of Finance & HR recommended, moved by Kennedy, supported by Buckner, that the Board authorize staff to move forward with re-fabrication of the brine truck based on the quote from Truck & Trailer Specialties in an amount of \$32,800.00.

Roll Call

Ayes: Walter, Kennedy, Collins, DeWolf and Buckner

Nays: None

Motion Carried

#2025-197 RECOMMENDATION FOR TRUCK BUILD OUTS

Mrs. Humphrey recommended, moved by DeWolf, supported by Buckner, that the Board approve staff recommendation for the buildout of the four (4) chassis by Truck & Trailer Specialties for a cost of \$180,815.00 each for a total cost of \$723,260.00.

Roll Call

Ayes: Walter, Kennedy, Collins, DeWolf and Buckner

Nays: None

Motion Carried

#2025-198 2026 ORGANIZATIONAL MATTERS

A. Appoint Acting Chairman

Moved by Walter, supported by DeWolf, that the Director of Finance & HR, Laurita Humphrey, be appointed acting Chairman for the first of the organizational matters for the year 2026. The meeting was then turned over to the Director of Finance & HR.

Roll Call

Ayes: Walter, Kennedy, Collins, DeWolf and Buckner

Nays: None

Motion Carried

B. Election of Road Commission Chairman

The Acting Chairman opened the floor for nominations for the office of Road Commission Chairman for the 2026 year. Commissioner Collins nominated Commissioner Walter, supported by Buckner that Commissioner Walter's name be placed in nomination for Road Commission Chairman. The Acting Chairman asked if there were any other names to be placed in nomination; there were none. Commissioner Walter accepted nomination.

Roll Call

Ayes: Walter, Kennedy, Collins, DeWolf and Buckner

Nays: None

Motion Carried

The acting Chairman, Mrs. Humphrey, congratulated Chairman Walter. She then turned the meeting over to the Chairman Walter for the remainder of the meeting.

C. Election of Road Commission Vice Chairman

The Chair opened the floor for nominations for the office of Road Commission Vice Chair for the year 2026. Commissioner Collins moved, supported by Buckner, that Commissioner Kennedy's name be placed in nomination for Road Commission Vice Chair. The Chair called for any other names to be placed in nomination; there were none. Commissioner Kennedy accepted nomination.

#2025-198 2026 ORGANIZATIONAL MATTERS
(Continued)

C. Election of Road Commission Vice Chairman (Continued)

Roll Call

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

Nays: None

Motion Carried

D. Designation of Road Commission Clerk

The Chair opened the floor for nominations for the office of Road Commission Clerk for the year 2026. Commissioner DeWolf moved, supported by Kennedy, that Kenneth Hulka's name be placed in nomination for Road Commission Clerk. The Chairman called for any other names to be placed in nomination; there were none.

Roll Call

Ayes: Walter, Kennedy, Collins, DeWolf and Buckner

Nays: None

Motion Carried

E. 2026 MEETING DATES

The Director of Finance & HR recommended, moved by DeWolf, supported by Kennedy, that the 2026 Meeting Schedule of the Muskegon County Road Commission be adopted, as recommended by staff with the twelve regular meetings for 2026 as follows:

JANUARY	One Meeting	...	21 st
FEBRUARY	One Meeting	...	18 th
MARCH	One Meeting	...	18 th
APRIL	One Meeting	...	15 th
MAY	One Meeting	...	20 th

#2025-198 2026 ORGANIZATIONAL MATTERS
(Continued)

E. 2026 MEETING DATES (Continued)

JUNE	One Meeting	...	17 th
JULY	One Meeting	...	15 th
AUGUST	One Meeting	...	19 th
SEPTEMBER	One Meeting	...	17 th
OCTOBER	One Meeting	...	21 st
NOVEMBER	One Meeting	...	18 ^h
DECEMBER	One Meeting	...	16 th

Roll Call

Ayes: Walter, Kennedy, Collins, DeWolf and Buckner

Nays: None

Motion Carried

#2025-199 COMMUNICATIONS

- A. Notice to Establish Condominium Project / *EGL*E – City of *Muskegon***
- B. 2026 Local Grade Crossing Award Notice/ *MDOT Rail Crossings***
- C. Notice of Draft Lakewood Addition Sub-Area Plan / *Dalton Township***

Mrs. Humphrey noted that the above items were presented for the information of the Board and no action was required on these items at this time.

#2025-200 PUBLIC COMMENT (NON-AGENDA ITEM ONLY)

Chairman Walter opened the meeting to comments from the audience. Chuck Skinner indicated that he had been contacted by the Muskegon River Watershed Assembly about the USDA money that was available for the culverts on Bayne Road and Maple Island Road in association with opening up the Maple River. He said that he believed that there was a terminal date on the funding and he was inquiring where the MCRC stood on this funding/project. Mr. Hulka indicated that initially the MCRC had very different visions on the project than the Muskegon River Watershed Assembly. After a few meetings, they were able to come to an agreement on the sizing of the culverts and we are proceeding with the project(s).

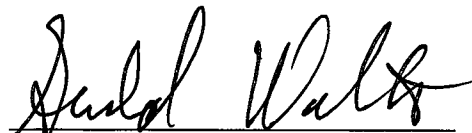
John Koval asked questions about the safety of the intersection at Maple Island and Sternberg Roads. He indicated that he frequently travels that way and is concerned with the number of accidents there. Mr. Bouman indicated that staff is monitoring the intersection. He also noted that increased site distance would be beneficial there, which would require additional right of way at that location. Further, MCRC had applied for a SS4A Grant that would have included left turn lanes, advance warning beacons and double stop signs. We did not receive that funding and so we are back at square one. He further noted that increased enforcement would help because of the new development in that area.

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

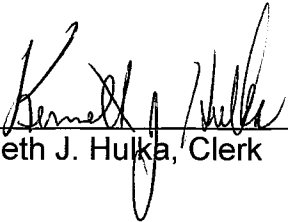
#2025-201 ADJOURN

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