

Board of Road Commissioners Meeting
County Services Building
September 24, 2025

The Regular Meeting of the Oceana County Board of Road Commissioners was called to order by Chairman Myers at the County Services Building at 10:00 AM on Wednesday, September 24, 2025.

The Pledge of Allegiance was recited by all.

Members present: Myers, Gowell, Koch, Heykoop, LaFever.

Staff present: Timmer, Holmes, Terry, Curtis, Frick.

Visitors: Dave Leonard, Colfax Township Supervisor; Craig Mast, Oceana County Sheriff; Tim Beggs, Oceana County Commissioner Liaison; Savanna LaFever, Hart City resident, Marty Hayden, Golden Township resident; and Keith Cadle, Otto Township resident.

TOTAL: 6 visitors

AGENDA

Motion by Gowell and supported by Heykoop to approve the following Agenda items for discussion.

1. Amend Permit Fee Schedule

Roll call vote: Gowell – yes; Heykoop – yes; Koch – yes; LaFever – yes; Myers – yes.

Motion carried.

CITIZEN'S PARTICIPATION

Craig Mast mentioned that he has been a life-long resident of Oceana County and the roads South of Shelby are the best they have ever been and appreciates the paint markings (these are very important not just to motorists but also to the Oceana County Sheriff Department).

Keith Cadle read aloud a letter to all in attendance regarding his move a few years ago to Oceana County, in Otto Township (Kent Road at 128th Avenue).

Dave Leonard thanked the Road Commission as well as North County Foreman, Randy Smith and his crew for mowing done in Colfax Township.

APPROVAL OF MINUTES

Motion by Heykoop and supported by LaFever to approve the Minutes of the September 10, 2025 Regular Board Meeting.

Roll call vote: Heykoop – yes; LaFever – yes; Gowell – yes; Koch – yes; Myers – yes.

Motion carried.

APPROVAL OF VOUCHERS

The Revenues & Expenditures Report and Cash Flow Statement were given to the Board members to review. Motion by Gowell and supported by Heykoop to approve the following Vouchers as presented.

Voucher No. 72443 (Office Desk)	\$ 700.00
Voucher No. 72444 (HSA)	\$ 3,541.70
Voucher No. 72445 (Accounts Payable)	\$ 299,966.98
Voucher No. 72446 (Payroll)	\$ 106,109.72
Voucher No. 72447 (Bond Payment)	<u>\$ 67,515.00</u>
Total	\$ 477,833.40

Roll call vote: Gowell – yes; Heykoop – yes; Koch – yes; LaFever – yes; Myers – yes.
Motion carried.

The Board of Commissioners of the Oceana County Road Commission previously adopted a 2024 Statewide Schedule of Driveway, Transportation and Utility Permit Fees. MCRCSIP has recently recommended some additions to the permit fee schedule. Attached is the fee schedule with the recommendations and/or additions highlighted in green.

**** see Permit Fees Schedule at the end of minutes ****

RESOLUTION NO. 1 – AMEND PERMIT FEE SCHEDULE

Motion by Heykoop and supported by Gowell to adopt the attached permit fees as amended.

Roll call vote: Heykoop – yes; Gowell – yes; Koch – yes; LaFever – yes; Myers – yes.
Motion carried.

STAFF REPORTS

State

Repaired Box Culvert on M-120 South of Arthur Road for MDOT. Plan to pave crossing today and re-install guardrail and open for traffic potentially Thursday or Friday.

M20 and Hart Garages

Patched various roads, graded gravel roads, repairing roads, mowed in county North Townships, brushing with loader brush attachment in Newfield Township, working on timber sales roads for Forest Service (168th Avenue and Tanner Swamp), durapatched 56th Avenue South of Webster Road in Claybanks Township, Baseline Road in Ferry Township, and did slag upgrade on Baker Road for the Conservation District.

Engineering

Had meetings and plan review for M20 Tunnel and OCRC and MDOT reviewed 75% plans. Tunnel is ordered from Contech. Contractor started Sign Upgrade (Safety Grant). Worked on project closeout paperwork for Madison Road. Coordinated subcontractors and detour for M-120 Culvert repair and detour.

HR

Full time Truck Driver/Road Worker began work, we are interviewing for an Administrative Assistant, our Director of Finance/HR Lori Holmes announced her retirement effective October 31, 2025.

Traffic Services/Safety

Supervised Sign Crew/County Work/State Work, worked on asset management, sign repairs, Road Soft, and permits, long line paint striping and special markings. Designed closure/detour for M-120. OCRC was presented three Statewide Safety Awards from CRASIF, our workman's comp/liability pool. A Goose Egg award for zero time off injuries, an Honor Roll award for having an experience modification factor below 1.00, and an Experience Modification Factor Award for having the lowest mod factor in the State in our class (.648). These awards are a great reflection on staff and bargaining unit employees and their commitment to working safely on a daily basis and their buy in to safety training and using the correct equipment and PPE.

General

Reviewed bills and finances with Assistant Manager-Clerk and Finance Director. Madison Road is finished. I attended the CRA Commissioner's Conference at Bay City and did a PowerPoint Presentation on Road Bonding, then attended the CRASIF Annual Conference and business meeting at same location.

Chairman Myers asked if there was any further business to come before the Board. There being none, the Meeting was adjourned at 10:11 AM.

Respectfully submitted,

LORI L. HOLMES
Finance-HR Director

WILLIAM MYERS
Chairman

OCTOBER 8, 2025
DATE