Van Buren County Board of Road Commissioners

December 8, 2016
Regular Meeting - Administrative Office, Lawrence, Michigan

BE IT REMEMBERED: That on the 8th day of December, 2016 at 7:00 PM, E.D.T., the Board of County Road Commissioners for the County of Van Buren met in regular session in the offices in Lawrence, Michigan.

PRESENT: Road Commissioners Askew, Boze, Kinney, Ray, and Svilpe
Engineer-Manager Lawrence B. Hummel, P.E.
Accountant Gregory M. Pardike
Highway Engineer Barry Anttila

GUESTS: Attorney Kelly Page
County Commissioner Sue Hammond

Chairman Askew called the meeting to order at 7:00 PM.

No additions/deletions to the Agenda.

Motion by Ray, seconded by Boze to approve the Agenda.

AYES: 5
NAYS: 0
MOTION CARRIED.

Moved by Kinney and seconded by Svilpe to approve the minutes of the November 17, 2016 meeting as presented by Board Secretary Pardike.

AYES: 5
NAYS: 0
MOTION CARRIED.

The Chairman opened the meeting to public comment. None was received.

Legal Issues.

Discussion by Attorney Page regarding proposed South Haven Area Sewer and Water Authority creation. He has reviewed the document and had discussion with Dickinson, Wright, the attorneys for the City of South Haven and South Haven Township, regarding several amendments needed of the language. He is requesting that the Board authorize execution of the Agreement at the Board of Public Works' meeting pending the amendment being made and approved by Attorney Page.

Motion by Boze, seconded by Svilpe to recess the Regular Meeting at 7:15 PM to open Regular Meeting of the Board of Public Works.

AYES: 5
NAYS: 0
MOTION CARRIED.

Motion to reconvene Regular Meeting by Ray, seconded by Boze, at 7:22 PM with all Board Members present.

AYES: 5
NAYS: 0
MOTION CARRIED.

Pardike reviewed the Budget up through the end of November. Slag for the next season is nearly all delivered. Booking final entries for township receivables. December MTF check is in and nearly the same as 2015. Discussion over line item adjustments as presented. Pardike requested that the Board approve the 2016 Amended Budget as follows:

REVENUE		ADJUSTMENT	REVISED
A.O.F. - January 1st	$6,660,536	$0	$6,660,536
Michigan Transportation Fund			
Engineering	10,000		10,000
Primary	3,585,000		3,585,000
Local	2,335,000		2,335,000
Primary Urban	289,000		289,000
Local Urban	120,000		120,000
Total Transportation Funds	$6,339,000	$0	$6,339,000
Other State Revenue			
Snow Funds	50,000	4,000	54,000
State Aid - Roads	692,118	-86,000	606,118
State Critical Bridge Funds	333,118		333,118
State T/L Maint. Revenue	0		0
Other State-Safety, BSF, Grants	490,000	7,000	497,000
Other State Aid-Special Winter Maintenance	0		0
PRIP Priority Roads	0		0
Total Other State	$1,565,236	-$75,000	$1,490,236
Federal Funds			
Federal Aid Roads	1,677,000	-23,000	1,654,000
F.A. Bridges	0	4,000	4,000
Federal Aid - Other	0		0
Total Federal Aid	$1,677,000	-$19,000	$1,658,000
Property Taxes	$2,430,000		$2,430,000
County Appropriation	$0	$0	0
Township Contributions	$3,500,000	-$100,000	$3,400,000
Other Revenues: Int. Earned, Gain on Equip.	$168,464	$21,500	$189,964
TOTAL REVENUES & BALANCES	$22,340,236	-$172,500	$22,167,736
EXPENDITURES			
Heavy Maintenance			
Primary Roads	4,695,627	-450,000	4,245,627
Primary Structures	253,675		253,675
Local Roads	1,390,000	-80,000	1,310,000
Local Structures	212,186		212,186
Total Heavy Maintenance	$6,551,488	-$530,000	$6,021,488
Maintenance			
Primary Roads			
General Maintenance	618,000		618,000
Traffic Services	230,000		230,000
Snow & Ice Control	700,000		700,000
Special Maintenance Projects	535,000		535,000
Routine Structure Maintenance	8,000		8,000
State Trunkline Maintenance	0		0
State Trunkline Non-Routine	0		0
Local Roads			
General Maintenance	850,000	50,000	900,000
Traffic Services	490,000		490,000
Snow & Ice Control	1,100,000	-200,000	900,000
Special Township Maintenance	2,695,000	-50,000	2,645,000
Routine Structure Maintenance	12,000		12,000
Disaster Contingency	5,000		5,000
Total Maintenance	$7,243,000	-$200,000	$7,043,000
			0
Administration	650,000		650,000
Interest Expense	41,000		41,000
Long Term Debt Payments	340,000		340,000

Net Capital Outlay	580,000	-350,000	230,000
Net Equipment Expense	180,000		180,000
Distributive Expense	2,100,000		2,100,000
Adjustments to Fund Balance	0		0
Total	$3,891,000	-$350,000	$3,541,000
			0
Total Expenditures	$17,685,488	-$1,080,000	$16,605,488
			0
Operating Fund Balance	$4,654,748	$907,500	$5,562,248
			0
Total Expenditures & Fund Balances	$22,340,236	-$172,500	$22,167,736

Motion by Svilpe, seconded by Kinney to approve the revised 2016 Budget, as presented.

AYES: 5
NAYS: 0
MOTION CARRIED.

Motion by Ray, seconded by Svilpe to approve the 2017 Special Township Millage Allocations as follows:

Almena Township	$65,777
Antwerp Township	$81,516
Arlington Township	$46,638
Bangor Township	$50,930
Bloomingdale Township	$50,636
Columbia Township	$52,359
Covert Township	$49,632
Decatur Township	$43,359
Geneva Township	$53,601
Hamilton Township	$37,559
Hartford Township	$49,413
Keeler Township	$47,109
Lawrence Township	$45,960
Paw Paw Township	$56,682
Pine Grove Township	$50,939
Porter Township	$46,914
South Haven Township	$45,639
Waverly Township	$49,335

AYES: 5
NAYS: 0
MOTION CARRIED.

A Public Hearing on the 2017 Operating Budget was opened at 7:30 PM.

Staff reviewed proposed 2017 Operating Budget with all present. Discussion on project proposal, maintenance and revenue funding overall was had. Motion by Svilpe, seconded by Boze to close the Public Hearing.

AYES: 5
NAYS: 0
MOTION CARRIED.

Moved by Boze, seconded by Svilpe to approve the following Road Commission Vouchers:

Voucher #1941	$102,005.51
Voucher #1942	$65,836.65
Voucher #1943	$101,772.93
Voucher #1944	$511,803.16

AYES: 5
NAYS: 0
MOTION CARRIED.

Engineer-Manager updated the Board on the award of the 30th Street Tree Trimming/Removal Bid, Antwerp Township, to J&S Tree Service, in the best interest of the Township and the Van Buren County Road Commission.

Motion by Svilpe, seconded by Boze to schedule Regular Meetings of the Board of County Road Commissioners of Van Buren County as follows:

January 5 and 19
February 2 and 16
March 2 and 16
April 6 and 20
May 3 and 17
June 7 and 21
July 12 and 26
August 9 and 23
September 6 and 20
October 5 and 19
November 2 and 16
December 7 and 21

AYES: 5
NAYS: 0
MOTION CARRIED.

The Road Commissioners placed their signatures on the Cover Sheet for Federal Aid Project on CR687 from Hartford City Limits to CR372, Hartford Township.

Motion by Svilpe, seconded by Ray to rescind "policy" adopted by the Board on April 4, 1985 regarding Maintenance Operations Superintendent as obsolete, and more identified as a Job Description.

AYES: 5
NAYS: 0
MOTION CARRIED.

Road Commissioner's Township Meeting Attendance Report

From November 17, 2016 to present:

Askew: No meetings.

Boze: Keeler Township, asked about punch list for CR687. Per staff, multiple items are on the list to address. Thanked Sue Hammond and County Commission for his re-appointment to the Road Commission Board.

Kinney: KATS Policy Meeting.

Ray: Met with Columbia Township and Bloomingdale Township with staff at Road Commission offices for annual meeting.

Svilpe: No meetings.

Construction Update

Highway Engineer Barry Anttila reported on the following:

- Township meetings last week.
- CR687 walk-through for final close-out.
- Working on final submittals for Federal Aid projects.
- 30th Street tree trimming started last Friday.
- Several issues with commercial development that the Road Commission was not notified by the township of site plan review and approvals.

Engineer-Manager Update(s):

- Evergreen Bluff.
- Staffing update.

Motion by Svilpe, seconded by Ray to approve the non-union pay schedule increase of 1.5% in 2017.

AYES: 5
NAYS: 0
MOTION CARRIED.

Motion by Svilpe, seconded by Boze to adjourn the Call of the Chair at 9:00 PM.

AYES: 5
NAYS: 0
MOTION CARRIED.

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Secretary Chairman