

Van Buren County Board of Road Commissioners

Summary of Proposed Minutes

December 17, 2025 - Regular Meeting

BE IT REMEMBERED: That on the 17th day of December, 2025 at 5:00 PM, E.D.T., the Board of County Road Commissioners for the County of Van Buren met in regular session at the Road Commission Administrative Office in Lawrence, Michigan.

PRESENT:

Road Commissioners Askew, Boze, Burleson, Kinney and Nelson
Managing Director Bret Witkowski
Highway Engineer Barry Anttila
Finance and Human Resources Director Linnea Rader
Administrative Assistant-Board Secretary Jill Brien

ABSENT:

None

GUESTS PRESENT:

None

Chairman Askew called the meeting to order at 5:00 PM.

The Pledge of Allegiance was recited.

Motion by Boze to approve the Agenda.

YES: 5

NO: 0

MOTION CARRIED.

The Chairman opened a Public Hearing on the proposed 2026 Budget at 5:01 PM.

Rader reviewed the proposed budget with the Commissioners and those present, which she noted had been revised from that which was distributed at the last regular meeting. Rader explained her understanding of the new Transportation Funding Package and how those new dollars would stream to the VBCRC as she had recently attended the Northern MI Road Commission Annual Conference and the Finance and Human Resources Committee Meeting. She expressed confidence in the funding increases as a result of the new Transportation Funding Package, but the timing of precisely when the VBCRC would see some of those funds, such as the Neighborhood Road Funds and the marijuana tax revenue, remain, as yet, unknown and are, therefore, not included as revenue in the proposed budget at this time. Expenses and projects were then discussed together with special and routine maintenance proposed expenditures. Rader then discussed proposed capital expenditures, including equipment and facilities. Questions were asked by the Board and responded to by Rader and Witkowski. The Public Hearing was closed at 5:24 PM.

Motion by Boze seconded by Nelson to approve the Minutes of the November 6, 2025 Regular Meeting as presented by the Board Secretary.

YES: 5
NO: 0
MOTION CARRIED.

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

County Commission Update:

None.

Department Updates were provided as follows:

Finance and HR Department:

- The Operating Budget through December 11, 2025, is attached.
- We are working hard on year end preparation with billing, reporting, etc. If you hear questions about invoices that Townships have received, please have them contact Jill.
- Reminder that Townships need to submit their road planning sheets so we can prepare bids and get them their estimates in a timely fashion. These planning forms are due to Alyssa by December 31.
- The Operations Team and I met with our entire Union staff last week. Operations went over how winter operations are going, changes that are to be implemented and important points that employees should focus on. Then we went over all of the Union Agreement changes and how they would be affected. The meeting seemed well received.
- I've been put on the Local Road Research Program (LRRP) board as the "finance person" through the County Road Association. We met this week and reviewed the RFPs that will be going to universities to begin the 3 studies the program will focus on. Those studies are:
 - o Evaluating liquid/stone combinations for chipseal/sealcoat and fogseal,
 - o Utilizing AI to collect road assessment data (PASER+), and
 - o Evaluating gravel road materialsThe program has been extraordinarily interesting. The studies will be greatly helpful to all Road Commissions, including our own.
- At the Finance and HR Committee Meeting it was explained that the timing of funds for the Neighborhood Roads Fund will likely see limited additional funding in our 2026 fiscal year. There was intense discussion inquiring about what we as a committee could do to provide a more definitive answer to our Boards, which we will be working on over the next several months.
- Also at this meeting, the no tax on overtime bill was discussed. MCRCSIP has advised that due to the lack of clarity in how the IRS will interpret the bill, Road Commission's should not issue any formal guidance to employees on what amount

they can deduct on their tax returns. Due to differences between union contract overtime rules vs Fair Labor Standards Act rules, it won't be as simple to calculate as one would think. We will provide basic guidance so our employees aren't just on their own, but won't provide individual calculations as requested by MCRCSIP.

The Board asked questions which were responded to by Rader.

Operations Department update by Witkowski:

It's been mostly snow and ice control for the operations department since Thanksgiving.

Prior to snow hitting, we were staying busy boom mowing and with tree projects and storm cleanups.

We have continued meeting with and talking to supervisors to come up with road plans and budgets for next season.

Our two mowing tractors budgeted this year, have arrived and are being prepped for delivery at Wolf Kubota. Brian, Jesse, Lewis, and I went to see them this morning; they are really nice. We are excited to put them to work next season.

Just this week, I had two major things come to fruition that I have wanted to see happen for ever. Or at least since coming to work for the road commission...

After closely collaborating with staff to meticulously track material usage during last plowing season, we worked with Linnea to estimate quantities and run budget projections. This allowed us to adjust the sand-salt mixture from a 5:1 to a 2:1 ratio. The change has been overwhelmingly appreciated by staff, and it will also benefit the traveling public; as this will allow us to improve road conditions much more efficiently.

We were contacted by the superintendent of Lawton Public Schools this week. He was inquiring about our snow plowing procedures and plan of attack for the upcoming storms. Through that interaction and with a lot of help from him, we were able to get a group email going with all the superintendents from every school district in the county. Bret and I have also been invited to attend their upcoming virtual meeting on January 9th. I'm pretty excited about this, as I was working with the former superintendent from Lawton several years ago to make this happen, and it never gained any traction with any of the other districts. We were very clear with all of them, that we would not advise on whether or not to cancel school on a given day, but we are happy to provide timely updates on exactly what we were seeing across the county, what we were expecting from a given weather event and how we planned to react to it. I believe this relationship will allow them to make better informed decisions for the safety of their students and the parents.

Engineering Department:

- All our projects for 2025 have been completed. Staff continues to work on Federal Aid Projects for 2026, hoping to have those in a February or March bid letting with MDOT, depending on National Environmental Policy Act (NEPA) review approvals.
- Met with South Haven Township to discuss future work on 73rd Street between M-43 and CR 388.
- Represented the Road Commission at the Lounsbury Christmas Party on 12/11/25. Different construction vendors as well as different local officials were also in

- attendance.
- Working with the Permit Department on various commercial driveway permits as well as a new development in Antwerp Township (Rose Creek).
- Road Commission's EGLE Permit was submitted online and he and Staff continue to work on SESC Procedures so that the Road Commission can remain an Approved Public Agency without being required to apply for permits for our road projects and/or maintenance work.

Managing Director Witkowski:

- The next board meeting is scheduled for January 8th, 2026
- Visited all 18 township night board meetings. Will restart in 2026.
- South Haven won the pain a plow, so I paid for a pizza party this past week for 38 students.
- Greg and I are part of the Van Buren County school superintendents email group to deal with weather conditions. We are attending a zoom meeting with them on January 9th.
- Sheriff emailed me and offered the VBCRC five message boards for no cost. Staff and I will check them out next week to see if they are something we can use.
- Staff and I have been working on producing data for Bloomingdale Township on information for a possible future road millage request.
- Barry, AJ and I met with Ross Stein and one of their board members to start discussions on possible improvements in stages on 73rd Ave. in South Haven Township, which is one of the business local roads in the county.
- Shout out to Greg, Barry and their staff for doing not one but two timber bridges. Based on the cost I saw vs. the estimate, looks like 20% savings
- New equipment has been ordered for 2026 including a new chip spreader, but as your proposed budget shows we are keeping expenses around \$1,500,000 per year towards new equipment.
- Shout out to the staff who volunteered and drove plow trucks with their paint a plow in the Red Arrow Highway truck parade, Lawrence Parade, Bangor Parade, and Paw Paw Christmas parade.
- As you know we are very fortunate to be approved for another new bridge at the last bridge district meeting (8th Avenue over the Black River, Geneva Township). The 40th Street bridge in Waverly Township will be built in 2028. Before the Waverly Township bridge award last year the last bridge was approved in 2012 and built in 2015.
- Reminder of my Christmas thank you lunch on December 16th at noon at Brewsters in Paw Paw.

Review of Vouchers by Witkowski:

Voucher #2440	\$	1,308,624.70	Accounts Payable
Voucher #2441	\$	175,022.77	Payroll
Voucher #2442	\$	603,226.31	Accounts Payable
Voucher #2443	\$	174,552.92	Payroll
Voucher #2444	\$	337,379.49	Accounts Payable
Voucher #2445	\$	316,117.71	Payroll
TOTAL	\$	2,914,923.90	

Motion by Nelson, seconded by Kinney to approve Vouchers 2440 through 2445, inclusive, totaling \$2,914,923.90.

YES: 5
 NO: 0
 MOTION CARRIED.

Rader reviewed the proposed December budget adjustment with the Board as she has “tightened up” everything to provide the best Available Operating Fund moving forward. Motion by Kinney, seconded by Boze to approve the budget adjustment as follows:

Van Buren County Road Commission				
2025 Operating Budget				
December 2025 Budget Adjustment				
Revenue	December 17, 2025	October 1, 2025	Difference	
AOF - January 1, 2025	\$ 12,213,365.77	\$ 12,213,365.77	\$ -	
Michigan Transportation Fund (MTF)				
Engineering	\$ 10,000.00	\$ 10,000.00	\$ -	
Primary	\$ 6,991,847.37	\$ 7,208,090.07	\$ (216,242.70)	
Local	\$ 4,380,570.33	\$ 4,516,051.89	\$ (135,481.56)	
Primary Urban	\$ 547,206.91	\$ 558,374.40	\$ (11,167.49)	
Local Urban	\$ 233,646.09	\$ 238,414.38	\$ (4,768.29)	
Total MTF	\$ 12,163,270.71	\$ 12,530,930.74	\$ (367,660.03)	
Other State Revenue				
State Aid - Snow Funds	\$ 107,291.64	\$ 95,000.00	\$ 12,291.64	
State Aid - Economic Development	\$ -	\$ -	\$ -	
State Aid - Bridges	\$ 83,934.00	\$ -	\$ 83,934.00	
State Aid - State D Funds	\$ 237,000.00	\$ 161,289.80	\$ 75,710.20	
State Aid - Other (Safety, Grants, etc)	\$ 911,294.00	\$ 75,000.00	\$ 836,294.00	
Total Other State Funding	\$ 1,339,519.64	\$ 331,289.80	\$ 1,008,229.84	
Federal Funds				
Federal Aid - Secondary	\$ -	\$ -	\$ -	
Federal Aid - Safety HRRR	\$ 750,000.00	\$ 750,000.00	\$ -	
Federal Aid - Bridges	\$ 693,900.00	\$ 743,166.00	\$ (49,266.00)	
Federal Aid - STP	\$ 691,819.20	\$ 691,819.20	\$ -	
Federal Aid - CMAQ/Other	\$ -	\$ -	\$ -	
Total Federal Aid	\$ 2,135,719.20	\$ 2,184,985.20	\$ (49,266.00)	
Property Taxes				
County Wide Millage	\$ 3,180,150.00	\$ 3,177,671.00	\$ 2,479.00	
County Appropriation	\$ -	\$ -	\$ -	
Township Contributions	\$ 5,800,000.00	\$ 5,800,000.00	\$ -	
Other Revenues (Interest, Gain on Equip, etc.)	\$ 550,000.00	\$ 425,000.00	\$ 125,000.00	
Total Revenue including AOF	\$ 37,382,025.32	\$ 36,663,242.51	\$ 718,782.81	

December 2025 Budget Adjustment				
Expenditure				
		December 17, 2025	October 1, 2025	Difference
Heavy Maintenance				
Primary Roads		\$ 3,900,000.00	\$ 4,209,000.00	\$ (309,000.00)
Primary Structures		\$ 570,000.00	\$ 548,280.00	\$ 21,720.00
Local Roads		\$ 2,500,000.00	\$ 2,818,000.00	\$ (318,000.00)
Local Structures		\$ 479,000.00	\$ 479,000.00	\$ -
Total Heavy Maintenance		\$ 7,449,000.00	\$ 8,054,280.00	\$ (605,280.00)
Maintenance				
Primary Roads				
General Maintenance		\$ 1,100,000.00	\$ 1,300,000.00	\$ (200,000.00)
Traffic Services		\$ 50,000.00	\$ 65,000.00	\$ (15,000.00)
Snow & Ice Control		\$ 1,300,000.00	\$ 1,400,000.00	\$ (100,000.00)
Special Maintenance Projects		\$ 2,600,000.00	\$ 3,215,000.00	\$ (615,000.00)
Routine Structure Maintenance		\$ 6,100.00	\$ 6,100.00	\$ -
Local Roads				\$ -
General Maintenance		\$ 2,100,000.00	\$ 2,000,000.00	\$ 100,000.00
Traffic Services		\$ 100,000.00	\$ 100,000.00	\$ -
Snow & Ice Control		\$ 1,800,000.00	\$ 2,000,000.00	\$ (200,000.00)
Special Maintenance Projects		\$ 4,000,000.00	\$ 4,600,000.00	\$ (600,000.00)
Routine Structure Maintenance		\$ 9,200.00	\$ 9,200.00	\$ -
Disaster Contingency		\$ 5,000.00	\$ 5,000.00	\$ -
Total Maintenance		\$ 13,070,300.00	\$ 14,700,300.00	\$ (1,630,000.00)
Other Expenses				
Administration		\$ 1,400,000.00	\$ 1,400,000.00	\$ -
Interest Expense		\$ -	\$ -	\$ -
Long-Term Debt Payments		\$ -	\$ -	\$ -
Net Capital Outlay		\$ 891,984.00	\$ 891,984.00	\$ -
Net Equipment Expense		\$ 500,000.00	\$ 500,000.00	\$ -
Distributive Expense		\$ 3,600,000.00	\$ 3,900,000.00	\$ (300,000.00)
Non-Road		\$ 800,000.00	\$ -	\$ 800,000.00
Adjustments to Fund Balance		\$ -	\$ -	\$ -
Total Other Expenses		\$ 7,191,984.00	\$ 6,691,984.00	\$ 500,000.00
Total Expenditures		\$ 27,711,284.00	\$ 29,446,564.00	\$ (1,735,280.00)
Operating Fund Balance		\$ 9,670,741.32	\$ 7,216,678.51	\$ 2,454,062.81
Total Expenditures & Fund Balance		\$ 37,382,025.32	\$ 36,663,242.51	\$ 718,782.81

YES: 5
 NO: 0
 MOTION CARRIED.

Rader outlined the proposed 2026 RevShare Program with the Board, which includes an increase to the allocation based on the formula, as well as anticipated county-wide millage revenues for 2026. Motion by Boze, seconded by Kinney to approve \$1,125,000 in RevShare to be allocated to the Townships within Van Buren County as follows:

<u>Township</u>	<u>2025 Allocation</u>	<u>2026 Allocation</u>
Almena	\$78,146.62	\$79,862.88
Antwerp	\$103,130.09	\$105,543.35
Arlington	\$53,693.46	\$55,067.74
Bangor	\$57,680.69	\$59,453.35
Bloomington	\$60,213.01	\$61,674.43
Columbia	\$65,028.15	\$65,946.68
Covert	\$56,422.56	\$57,353.73
Decatur	\$50,753.30	\$51,304.42
Geneva	\$65,883.15	\$67,366.04
Hamilton	\$46,115.36	\$46,368.45
Jartford	\$56,874.05	\$58,308.72
Keeler	\$54,523.50	\$55,543.99
Lawrence	\$57,709.74	\$59,621.30
Paw Paw	\$68,573.64	\$70,150.56
Pine Grove	\$59,657.15	\$61,084.14
Porter	\$57,519.71	\$58,155.25
South Haven	\$55,859.12	\$57,138.39
Waverly	\$53,816.70	\$55,056.58
	\$1,101,600.00	\$1,125,000.00

YES: 5
 NO: 0
 MOTION CARRIED.

Rader asked if there were any additional questions regarding the proposed 2026 preliminary budget in front of the Board for approval. There being no further questions it was moved by Nelson, seconded by Boze to adopt the 2026 preliminary budget as presented by Finance and Human Resources Director Rader.

Van Buren County Road Commission			
2026 Operating Budget			
Preliminary 2026 Budget			
Revenue			
	Preliminary 2026	December 17, 2025	Difference
AOF - January 1, 2026	\$ 9,670,741.32	\$ 12,213,365.77	\$ (2,542,624.45)
Michigan Transportation Fund (MTF)			
Engineering	\$ 10,000.00	\$ 10,000.00	\$ -
Primary	\$ 7,300,000.00	\$ 6,991,847.37	\$ 308,152.63
Local	\$ 4,650,000.00	\$ 4,380,570.33	\$ 269,429.67
Primary Urban	\$ 600,000.00	\$ 547,206.91	\$ 52,793.09
Local Urban	\$ 265,000.00	\$ 233,646.10	\$ 31,353.90
Total MTF	\$ 12,825,000.00	\$ 12,163,270.71	\$ 661,729.29
Other State Revenue			
Neighborhood Roads Fund	\$ -	\$ -	\$ -
State Aid - Snow Funds	\$ 95,000.00	\$ 107,291.64	\$ (12,291.64)
State Aid - Economic Development	\$ -	\$ -	\$ -
State Aid - Bridges	\$ -	\$ 83,984.00	\$ (83,984.00)
State Aid - State D Funds	\$ -	\$ 237,000.00	\$ (237,000.00)
State Aid - Other (Safety, Grants, etc)	\$ 875,000.00	\$ 911,294.00	\$ (36,294.00)
Total Other State Funding	\$ 970,000.00	\$ 1,339,519.64	\$ (369,519.64)
Federal Funds			
Federal Aid - Secondary	\$ 482,533.00	\$ -	\$ 482,533.00
Federal Aid - Safety HRRR	\$ -	\$ 750,000.00	\$ (750,000.00)
Federal Aid - Bridges	\$ -	\$ 693,900.00	\$ (693,900.00)
Federal Aid - STP	\$ 907,867.00	\$ 691,819.20	\$ 216,047.80
Federal Aid - CMAQ/Other	\$ -	\$ -	\$ -
Total Federal Aid	\$ 1,390,400.00	\$ 2,135,719.20	\$ (745,319.20)
Property Taxes			
County Wide Millage	\$ 3,250,000.00	\$ 3,180,150.00	\$ 69,850.00
County Appropriation	\$ -	\$ -	\$ -
Township Contributions	\$ 3,512,700.00	\$ 5,800,000.00	\$ (2,287,300.00)
Other Revenues (Interest, Gain on Equip, etc.)	\$ 400,000.00	\$ 550,000.00	\$ (150,000.00)
Total Revenue including AOF	\$ 32,018,841.32	\$ 37,382,025.32	\$ (5,363,184.00)

Van Buren County Road Commission				
2026 Operating Budget				
Preliminary 2026 Budget				
Expenditure				
	Preliminary 2026		December 17, 2025	Difference
Heavy Maintenance				
Primary Roads	\$ 4,329,170.00		\$ 3,900,000.00	\$ 429,170.00
Primary Structures	\$ 920,000.00		\$ 570,000.00	\$ 350,000.00
Local Roads	\$ 2,246,000.00		\$ 2,500,000.00	\$ (254,000.00)
Local Structures	\$ 135,000.00		\$ 479,000.00	\$ (344,000.00)
Total Heavy Maintenance	\$ 7,630,170.00		\$ 7,449,000.00	\$ 181,170.00
Maintenance				
Primary Roads				
General Maintenance	\$ 1,300,000.00		\$ 1,100,000.00	\$ 200,000.00
Traffic Services	\$ 65,000.00		\$ 50,000.00	\$ 15,000.00
Snow & Ice Control	\$ 950,000.00		\$ 1,300,000.00	\$ (350,000.00)
Special Maintenance Projects	\$ 3,250,000.00		\$ 2,600,000.00	\$ 650,000.00
Routine Structure Maintenance	\$ 6,100.00		\$ 6,100.00	\$ -
Local Roads				\$ -
General Maintenance	\$ 1,800,000.00		\$ 2,100,000.00	\$ (300,000.00)
Traffic Services	\$ 90,000.00		\$ 100,000.00	\$ (10,000.00)
Snow & Ice Control	\$ 1,450,000.00		\$ 1,800,000.00	\$ (350,000.00)
Special Maintenance Projects	\$ 2,550,000.00		\$ 4,000,000.00	\$ (1,450,000.00)
Routine Structure Maintenance	\$ 9,200.00		\$ 9,200.00	\$ -
Disaster Contingency	\$ 5,000.00		\$ 5,000.00	\$ -
Total Maintenance	\$ 11,475,300.00		\$ 13,070,300.00	\$ (1,595,000.00)
Other Expenses				
Administration	\$ 1,300,000.00		\$ 1,400,000.00	\$ (100,000.00)
Interest Expense	\$ -		\$ -	\$ -
Long-Term Debt Payments	\$ -		\$ -	\$ -
Net Capital Outlay	\$ 1,090,000.00		\$ 891,984.00	\$ 198,016.00
Net Equipment Expense	\$ 500,000.00		\$ 500,000.00	\$ -
Distributive Expense	\$ 3,300,000.00		\$ 3,600,000.00	\$ (300,000.00)
Non Road	\$ 800,000.00		\$ 800,000.00	\$ -
Adjustments to Fund Balance	\$ -		\$ -	\$ -
Total Other Expenses	\$ 6,990,000.00		\$ 7,191,984.00	\$ (201,984.00)
Total Expenditures	\$ 26,095,470.00		\$ 27,711,284.00	\$ (1,615,814.00)
Operating Fund Balance	\$ 5,923,371.32		\$ 9,670,741.32	\$ (3,747,370.00)
Total Expenditures & Fund Balance	\$ 32,018,841.32		\$ 37,382,025.32	\$ (5,363,184.00)

YES: 5
NO: 0
MOTION CARRIED.

Rader discussed Schedule C Equipment Rental Rates which are hourly rates for equipment use charged by MDOT. In 2025 the VBCRC used a modified rate of 141% of the published rates to balance the actual costs to operate and maintain our fleet. She recommended a decrease to 139% to more accurately cover actual costs based on the prior five-year average equipment maintenance costs. Motion by Boze, seconded by Kinney to adopt the following Resolution:

RESOLUTION 2025-21

WHEREAS: The provisions of the rules and regulations of the Michigan Department of Treasury requires that the Van Buren County Board of Road Commissioners and the Michigan Department of Transportation annually determine uniform equipment rental rates, referred to as "Schedule C", representing charges to be made by the Road Commission for the use of County Road Commission equipment against force account construction and maintenance projects; and,

WHEREAS: The Michigan Department of Treasury has provided that individual County Road Commissions may adjust the published rates in "Schedule C" to reflect either the increase or decrease in equipment costs in their particular county; and,

WHEREAS: In the opinion of the Van Buren County Board of Road Commissioners, the rental rates as set forth in "Schedule C" are insufficient to meet actual equipment expense.

NOW, THEREFORE BE IT RESOLVED: That the equipment rental rate charged by the Board of County Road Commissioners of the County of Van Buren, Michigan for the equipment owned by said Road Commission shall be set at 139% of the published rates as shown on "Schedule C" for the year 2026.

YES: 5

NO: 0

RESOLUTION ADOPTED.

Witkowski led a discussion with the Board outlining previous conversations held with the Board about a possible new road millage. Soon after the Board began those initial discussions the State Legislature began talks to increase road funding, and consequently on October 1, 2025 they passed the new Transportation Funding Package. After discussion it was moved by Kinney, seconded by Nelson to defer a decision on a possible new road millage until accurate financial information is available regarding the impact of this new funding package on the VBCRC's revenue.

YES: 5

NO: 0

MOTION CARRIED.

Rader provided details for the Board regarding the Commissioners' evaluations of the Managing Director for 2025. After discussion it was moved by Nelson, seconded by Boze to use the average of each Commissioners score thus resulting in a 4% performance-based stipend being awarded to the Managing Director.

YES: 5
NO: 0
MOTION CARRIED.

Rader exited the meeting at 5:58 PM.

Michigan Pavement Markings' offer to extend pricing for the 2026 season was outlined by Anttila. He also discussed the process used by him each year to map, report, and review the pavement marking program with the contractor which can be very complicated and time consuming when the various sealcoat/fog seal projects are taken into consideration. Anttila has been very satisfied in working with Michigan Pavement Markings and recommended accepting this proposal. Motion by Boze, seconded by Kinney to approve Michigan Pavement Markings' offer to honor the same unit prices from the 2025 season for work to be performed during the 2026 season, in the best interest of the Van Buren County Road Commission.

YES: 5
NO: 0
MOTION CARRIED.

Witkowski reviewed Michigan Paving and Materials' offer to extend pricing to the 2026 season with the Board and reviewed the history of the bid and extensions. Motion by Boze, seconded by Nelson to accept the offer to extend pricing to the 2026 season by Michigan Paving and Materials, in the best interest of the Van Buren County Road Commission.

YES: 5
NO: 0
MOTION CARRIED.

The bid tabulation for Lubricants and Fluids were reviewed by Witkowski with the Board along with Brucks' recommendation for award. Motion by Nelson, seconded by Boze to award the bid for Lubricants and Fluids to all bidding vendors with Safety-Kleen as primary supplier for 15W-40, 10W-30, and Tractor Hydraulic Oil, and to Rowleys Wholesale as primary supplier for all other products, in the best interest of the Van Buren County Road Commission.

YES: 5
NO: 0
MOTION CARRIED.

Managing Director Witkowski led discussion regarding the VBCRC's plans to submit an application for bridge funds to replace the structure that carries 2nd Avenue over the Mentha Drain in Pine Grove Township. The competition for these funds is significant and applications can be bolstered by a financial commitment of more than the minimum 5% in local funds (split 50/50 by Road Commission and Township). Discussions were held regarding the estimated cost of the new structure, engineering costs (also split 50/50 with the Township), options for commitments, and the lengthy detour should weight limits be placed on the structure. Motion by Burleson, seconded by Kinney to match Pine Grove Township up to 15% in local funds.

YES: 5
NO: 0
MOTION CARRIED.

Witkowski presented the Kalamazoo Area Transportation Study's (KATS) Third Party In-Kind Contributions Agreement. The VBCRC's in-kind match for FY2027 (October 1, 2026-September 30, 2027) is \$11,500. Motion by Boze, seconded by Kinney to authorize the Managing Director, Bret Witkowski, to sign the Third Party In-Kind Contributions Notification and Assurances FY2027 Unified Planning Work Program on behalf of the Van Buren County Road Commission.

YES: 5
NO: 0
MOTION CARRIED.

Commissioner Updates and Reports:

Wayne Nelson

Attended no meetings since last regular meeting of the Road Commission.

Greg Kinney

Attended Decatur Township on the 11th. Also advised that there was a representative at the Township meeting from subdivision at the end of Lake Street and they want to get the Village to extend sewer/water to them and annex them so that issue may come up at the Road Commission. He doesn't believe that there are any roads there certified by the Road Commission, but wanted to advise in the event this should come up.

Doug Burleson

Attended a Special Meeting in Pine Grove Township regarding CR388 at 25th Street. Attended Pine Grove Township's regular meeting. Attended Bloomingdale Township's regular meeting.

Rick Boze

Attended Keeler Township's meeting. Attended Hamilton Township twice (November and December). Attended Hartford Township twice (November and December). Attended Lawrence Township's meeting in November. Also advised that Crystal Flash is closing its gas pumps in Lawrence. He heard that the towing company at I94 may put in portable tanks. He also heard that the ISD may contact us to purchase fuel. He reminded all of his Townships to submit their 2026 Road Planning Forms.

W.C. Askew, Sr.

Attended Covert Township, no problems. Attended Bangor Township, no problems. Attended Geneva Township, no complaints. Attended South Haven Township, no problems.

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

Motion by Nelson, seconded by Boze to adjourn the Call of the Chair at 6:28 PM.

YES: 5

NO: 0

MOTION CARRIED.