

Van Buren County Board of Road Commissioners

July 14, 2021 - Regular Meeting

BE IT REMEMBERED: That on the 14th day of July, 2021 at 5:00 PM, E.D.T., the Board of County Road Commissioners for the County of Van Buren met in regular session in person and via teleconference pursuant to the local state of emergency declared by the Van Buren County Board of Commissioners on January 26, 2021 in an effort to suppress the spread of COVID-19 and protect the public health and safety of this state and its residents, as well as the Road Commissioners and Road Commission staff.

PRESENT: Road Commissioners Askew, Boze, Burleson, and Kinney
Managing Director Dan Bishop
Highway Engineer Barry Anttila
Operations Director Greg Brucks
Administrative Assistant-Board Secretary Jill Brien

ABSENT: Road Commissioner Hackenberg (excused)

GUESTS PRESENT:

County Commissioners Chappell and Doroh
Rebecca & Jack Durczak, Capt'n Jack's Redwood Inn - Keeler Township

Chairman Burleson called the meeting to order at 5:02 PM. Roll call:

Askew: PRESENT
Boze: PRESENT
Kinney: ABSENT (arrived at 5:10 PM due to Road Commission technical difficulties)
Burleson: PRESENT

Chairman Burleson read the Special Rules for Remote Meeting: All participating Road Commissioners can vote by phone; all votes must be roll call with Chairman always voting last. All people should identify themselves before they speak. Any participant or listener may record the meeting.

Motion by Boze seconded by Askew to approve the Agenda.

AYES: 3
NAYS: 0
MOTION CARRIED.

Motion by Askew, seconded by Boze to approve the Minutes of the June 2, 2021 Regular Meeting of the Board, and the Minutes of the June 9, 2021 Special Session of the Board.

AYES: 3
NAYS: 0
MOTION CARRIED.

The Chairman opened the meeting to first public comment. Rebecca Durczak introduced herself and her husband, Jack Durczak, as residents of Sister Lakes. Managing Director Bishop explained to the Board that he spoke with the Durczaks recently regarding customers of neighboring businesses parking along CR690 and blocking their business's driveways (Capt'n Jack's Redwood Inn). Bishop explained that "No Parking" signs require a traffic control order to be issued by the State Police, and there is not currently one in place. Highway Engineer Anttila explained the process by which the Township, Road Commission and State Police work to complete a study. Chairman Burleson advised that Road Commission staff will investigate the issue.

(Commissioner Kinney arrived via teleconference during first public comment - attending remotely from the Village of Decatur, Van Buren County, MI).

Staff Reports by Managing Director:

- 1) 30th Street between 48th Ave and CR 653 continues with final repairs.

- 2) CR 374 RAH to 45th Street, Lawrence/Paw Paw Townships. Drainage corrections and widening continues. Frontier on site relocating their fiber optic lines.
- 3) Burgess Road still waiting on utilities.
- 4) CR380 Breedsville to Bloomingdale, painting and restoration as weather permits.
- 5) CR 388 in Bloomingdale from 46th Street to Bloomingdale Village limits starts the end of July.
- 6) We debarred Covert Township last week.
- 7) The Van Buren County Commissioners approved our request for Road Commissioners to buy into our vision and Dental Insurance plans at 100% cost to the Commissioner. Please see Linnea for an insurance enrollment form and payroll deduct form.

In addition, Bishop reported:

- The Lawrence Cold Storage building has been painted.
- Kingscott's final feasibility study report should be received by the Road Commission in August.

Anttila advised that:

- Red Arrow Highway from the City of Hartford West to the County Line scheduled to begin the week of July 26th.
- The contractor is milling subdivisions in Antwerp Township tomorrow, and paving on Monday, weather dependent.
- The overlay on 64th Avenue from M40 to Paw Paw Township line will occur on Monday in Antwerp Township, with shoulders and pavement markings to follow.

Questions were asked by the Board about the Durapatcher, and response and discussion was led by Bishop.

Bishop provided an update regarding the following Vouchers:

Voucher #2204	\$132,539.76
Voucher #2205	\$993,796.58
Voucher #2206	\$133,035.85
Voucher #2207	\$885,874.75
Voucher #2208	\$137,886.12
Voucher #2209	\$275,932.81
Voucher #2209-A	\$5,000.00

Bishop highlighted certain payments made to contractors/vendors for the Board and those present.

Discussion held regarding the roadside mowing contractor and a delayed complaint received by the Road Commission.

Discussion held regarding two driveway culverts on CR390 near 46th Street that appear to be plugged. Brucks provided information to the Board and will keep Chairman Burleson updated in this regard.

Bishop presented the proposed 2021 Operating Budget Adjustment. The beginning operating fund balance is up \$1.7 Million for a variety of reasons explained by Bishop, including delays in purchases and/or improvement projects due to COVID in 2020, good prices received from contractors on projects, etc. It is Bishop's recommendation to utilize those savings to accomplish road projects that were in the budget's illustrative list, which uses traffic counts, connectivity and PASER road ratings as the basis for project selection. Motion by Boze, seconded by Askew to approve the recommended 2021 Operating Budget Adjustment as follows:

**Van Buren County Road Commission
2021 Operating Budget
July 2021 Budget Adjustment**

Revenue	July 14, 2021	January 1, 2021	Difference
AOF - January 1st, 2021	\$ 10,762,570.41	\$ 8,999,158.68	\$ 1,763,411.73
Michigan Transportation Fund (MTF)			
Engineering	\$ 10,000.00	\$ 10,000.00	\$ -
Primary	\$ 6,360,000.00	\$ 6,360,000.00	\$ -
Local	\$ 3,950,000.00	\$ 3,950,000.00	\$ -
Primary Urban	\$ 480,000.00	\$ 480,000.00	\$ -
Local Urban	\$ 200,000.00	\$ 200,000.00	\$ -
Total MTF	\$ 11,000,000.00	\$ 11,000,000.00	\$ -
Other State Revenue			
State Aid - Snow Funds	\$ 80,000.00	\$ 80,000.00	\$ -
State Aid - Economic Development	\$ -	\$ -	\$ -
State Aid - Bridges	\$ -	\$ -	\$ -
State Aid - Supplemental Road Funding	\$ -	\$ -	\$ -
State Aid - Other (Safety, Grants, etc)	\$ -	\$ -	\$ -
Total Other State Funding	\$ 80,000.00	\$ 80,000.00	\$ -
Federal Funds			
Federal Aid - Secondary	\$ 483,800.00	\$ 714,000.00	\$ (230,200.00)
Federal Aid - Safety HRRR	\$ -	\$ -	\$ -
Federal Aid - Bridges	\$ -	\$ -	\$ -
Federal Aid - STP	\$ 47,500.00	\$ 47,500.00	\$ -
Federal Aid - CMAQ/Other	\$ -	\$ -	\$ -
Total Federal Aid	\$ 531,300.00	\$ 761,500.00	\$ (230,200.00)
Property Taxes			
County Wide Millage	\$ 2,650,000.00	\$ 2,650,000.00	\$ -
County Appropriation	\$ -	\$ -	\$ -
Township Contributions	\$ 3,521,000.00	\$ 3,521,000.00	\$ -
Other Revenues (Interest, Gain on Equip, etc.)	\$ 425,000.00	\$ 425,000.00	\$ -
Total Revenue including AOF	<u>\$ 28,969,870.41</u>	<u>\$ 27,436,658.68</u>	<u>\$ 1,533,211.73</u>

**Van Buren County Road Commission
2021 Operating Budget
July 2021 Budget Adjustment**

Expenditure	July 14, 2021	January 1, 2021	Difference
Heavy Maintenance			
Primary Roads	\$ 6,662,011.70	\$ 5,172,620.00	\$ 1,489,391.70
Primary Structures	\$ 10,000.00	\$ 10,000.00	\$ -
Local Roads	\$ 2,100,000.00	\$ 2,100,000.00	\$ -
Local Structures	\$ -	\$ -	\$ -
Total Heavy Maintenance	\$ 8,772,011.70	\$ 7,282,620.00	\$ 1,489,391.70
Maintenance			
Primary Roads			
General Maintenance	\$ 900,000.00	\$ 900,000.00	\$ -
Traffic Services	\$ 100,000.00	\$ 100,000.00	\$ -
Snow & Ice Control	\$ 700,000.00	\$ 700,000.00	\$ -
Special Maintenance Projects	\$ 2,250,000.00	\$ 2,250,000.00	\$ -
Routine Structure Maintenance	\$ 5,000.00	\$ 5,000.00	\$ -
Local Roads			
General Maintenance	\$ 1,500,000.00	\$ 1,500,000.00	\$ -
Traffic Services	\$ 100,000.00	\$ 100,000.00	\$ -
Snow & Ice Control	\$ 1,100,000.00	\$ 1,100,000.00	\$ -
Special Maintenance Projects	\$ 2,550,000.00	\$ 2,550,000.00	\$ -
Routine Structure Maintenance	\$ 10,000.00	\$ 10,000.00	\$ -
Disaster Contingency	\$ 5,000.00	\$ 5,000.00	\$ -
Total Maintenance	\$ 9,220,000.00	\$ 9,220,000.00	\$ -
Other Expenses			
Administration	\$ 950,000.00	\$ 850,000.00	\$ 100,000.00
Interest Expense	\$ 3,813.00	\$ 3,813.00	\$ -
Long-Term Debt Payments	\$ 410,000.00	\$ 410,000.00	\$ -
Net Capital Outlay	\$ 1,149,560.00	\$ 1,260,000.00	\$ (110,440.00)
Net Equipment Expense	\$ 200,000.00	\$ 200,000.00	\$ -
Distributive Expense	\$ 2,800,000.00	\$ 2,800,000.00	\$ -
Adjustments to Fund Balance	\$ -	\$ -	\$ -
Total Other Expenses	\$ 5,513,373.00	\$ 5,523,813.00	\$ (10,440.00)
Total Expenditures	\$ 23,505,384.70	\$ 22,026,433.00	\$ 1,478,951.70
Operating Fund Balance	\$ 5,464,485.71	\$ 5,410,225.68	\$ 54,260.03
Total Expenditures & Fund Balance	<u>\$ 28,969,870.41</u>	<u>\$ 27,436,658.68</u>	<u>\$ 1,533,211.73</u>

Roll call vote:

Askew: AYE
Boze: AYE
Kinney: AYE
Burlison: AYE
MOTION CARRIED.

Bishop presented the proposed Driveway Culvert Price Schedule. Proposed price increases were discussed relating to the 280% increase in corrugated metal pipe. Proposed changes were also discussed relating to full length pipe increments, gradual discontinuation of 12" driveway pipe, and the proposal to no longer offer the option to install driveway culverts due to staff availability, materials availability, scheduling conflicts, disruptions to operations, etc. Motion by Askew, seconded by Boze to approve the Driveway Culvert Price Schedule as follows:

2021-22 DRIVEWAY CULVERT PRICE SCHEDULE

Loaded at Yard:

<u>Size</u>	<u>Corrugated Metal Pipe (CMP) Per Foot</u>	<u>Notes</u>
12" x 24'	\$16.00	Only offered while supplies last.
15" x 24'	\$19.50	Sold only in 24' lengths.
18" x 40'	\$21.75	Sold only in 40' lengths.

Delivered to Site:

<u>Size</u>	<u>Corrugated Metal Pipe (CMP) Per Foot</u>	<u>Notes</u>
12" x 24'	\$24.25	Only offered while supplies last.
15" x 24'	\$27.50	Sold only in 24' lengths.
18" x 40'	\$26.50	Sold only in 40' lengths.

NOTE: Additional pipe sizes are available and priced as requested. Prices apply for current year and are subject to change.

Additional Cost: If a band is required, add an additional 2' of pipe to calculate **total** footage needed.

Bishop presented bid tabulations and recommendations of staff for the award of the following bids which were publicly opened on Monday, July 12, 2021:

- Roadside Brush Spraying, recommend awarding to The Daltons, Inc., the low bidding contractor at \$1.19/gallon.
- Underbody Scraper Blades, recommend awarding to all bidders with Michigan CAT as the primary supplier at \$97.18/each.
- CR687 South of I-94, Howlett and Conklin Drain, Hartford Township; remove existing box culvert and install concrete box culvert, recommend awarding to Lounsbury Excavating, Inc., at \$397,980.00.
- CR215 from CR384 to CR388, Columbia Township; HMA base crushing and shaping, new HMA surface and pavement markings, recommend awarding to Michigan Paving and Materials Co. at \$531,832.50.
- CR652 from Red Arrow Highway to CR375, Almena and Antwerp Townships; mill and pave, shoulder gravel and pavement markings, recommend awarding to Michigan Paving and Materials at \$409,663.00.
- CR689 from M-43 Highway to 8th Avenue, South Haven Township; mill and pave, shoulder gravel and pavement markings, recommend awarding to Michigan Paving and Materials at \$181,306.00.

- CR657 from Red Arrow Highway approximately 500' South, and from I-94 to CR358, Antwerp Township; mill and pave, shoulder gravel and pavement markings, recommend awarding to Michigan Paving and Materials at \$545,852.00.
- CR652 from Red Arrow Highway to French Avenue, Antwerp Township; mill and pave, shoulder gravel and pavement markings, recommend awarding to Michigan Paving and Materials at \$146,975.00.
- 32nd Street South of CR388, Pine Grove Township; clearing, HMA removal, fill, paving and restoration, recommend awarding to Krohn Excavating at \$193,905.50, contingent upon approval by Pine Grove Township.
- 16th Avenue from 60th Street to CR681, Geneva Township; prepare existing roadway for paving, recommend awarding to Krohn Excavating at \$187,299.00 contingent upon approval by Geneva Township.

Motion by Boze, seconded by Askew to award all bids as recommended by staff, in the best interest of the Van Buren County Road Commission.

Roll call vote:

Askew: AYE
 Boze: AYE
 Kinney: AYE
 Burleson: AYE
 MOTION CARRIED.

Bishop discussed MDOT Form 2044, Engineering Reimbursement. Motion by Askew, seconded by Boze to authorize Chairman Burleson to execute MDOT Form 2044.

Roll call vote:

Askew: AYE
 Boze: AYE
 Kinney: AYE
 Burleson: AYE
 MOTION CARRIED.

Motion by Boze, seconded by Askew to adopt the following Resolutions:

RESOLUTION 2021-34

WHEREAS, Lake View Drive (also sometimes known as Lakeview Drive) beginning 184' East of Magician Drive and continuing Northeast for 316' in Magician Lake Woods Subdivision, Keeler Township, appears on the Certification Maps of the Van Buren County Road Commission; however, the roadway:

1. Is not constructed to Road Commission standards;
2. Is not used, worked on, or maintained by the Van Buren County Road Commission;
3. Does not exist, and is not currently open to traffic.

NOW, THEREFORE, BE IT RESOLVED that Lake View Drive beginning 184' East of Magician Drive and continuing Northeast for 316' in Magician Lake Woods Subdivision, Keeler Township, Van Buren County, Michigan is deleted for Act 51 Transportation funds, as recommended by Road Commission staff.

IT IS FURTHER RESOLVED that the Board of County Road Commissioners does not herein relinquish, or in any way abandon the public right of way on Lake View Drive in Keeler Township, as described above.

RESOLUTION 2021-35

WHEREAS, Lewis Road from Shaw Road South 540' **AND** Lake Drive from Lewis Road East 332' in Lewis' Gravel Lake Beach Subdivision, Porter Township, appears on the Certification Maps of the Van Buren County Road Commission; however, the roadways:

1. Are not constructed to Road Commission standards;
2. Are not used, worked on, or maintained by the Van Buren County Road Commission.

NOW, THEREFORE, BE IT RESOLVED that Lewis Road from Shaw Road South 540', and Lake Drive from Lewis Road East 332' in Lewis' Gravel Lake Beach Subdivision, Porter Township, Van Buren County, Michigan are deleted for Act 51 Transportation funds, as recommended by Road Commission staff.

IT IS FURTHER RESOLVED that the Board of County Road Commissioners of Van Buren County does not herein relinquish, or in any way abandon the public right of way on Lewis Road, or on Lake Drive in Porter Township, as described above.

RESOLUTION 2021-36

WHEREAS, Pitcher Drive from Maple Road North for 210' in Pitcher Acres No. 1 Subdivision, Keeler Township, appears on the Certification Maps of the Van Buren County Road Commission; however, the roadway:

1. Is not constructed to Road Commission standards;
2. Is not used, worked on, or maintained by the Van Buren County Road Commission.

NOW, THEREFORE, BE IT RESOLVED that Pitcher Drive from Maple Road North for 210' in Pitcher Acres No. 1 Subdivision, Keeler Township, Van Buren County, Michigan is deleted for Act 51 Transportation funds, as recommended by Road Commission staff.

IT IS FURTHER RESOLVED that the Board of County Road Commissioners does not herein relinquish, or in any way abandon the public right of way on Pitcher Drive in Keeler Township, as described above.

RESOLUTION 2021-37

WHEREAS, Adam's Drive from Lake Shore Drive North for 212' in Adam's Hill-Crest Shores Subdivision, Keeler Township, appears on the Certification Maps of the Van Buren County Road Commission; however, the roadway:

1. Is not constructed to Road Commission standards;
2. Is not used, worked on, or maintained by the Van Buren County Road Commission.

NOW, THEREFORE, BE IT RESOLVED that Adam's Drive from Lake Shore Drive North for 212' in Adam's Hill-Crest Shores Subdivision, Keeler Township, Van Buren County, Michigan is deleted for Act 51 Transportation funds, as recommended by Road Commission staff.

IT IS FURTHER RESOLVED that the Board of County Road Commissioners does not herein relinquish, or in any way abandon the public right of way on Adam's Drive in Keeler Township, as described above.

Roll call vote:

Askew: AYE
Boze: AYE
Kinney: AYE
Burlson: AYE

RESOLUTIONS 2021-34, 2021-35, 2021-36, and 2021-37 ADOPTED.

Commissioner Updates and Reports:

Askew: Attended Covert Township, no complaints. Attended Geneva Township, complaint regarding CR687 bridge. Attended Bangor Township together with Managing Director Bishop, went well.

Boze: Attended Keeler Township on the 6th, same concerns brought tonight by the Durczaks were brought to township meeting; township in favor of proposed de-certifications. Attended Lawrence Township on July 8th, discussion regarding maps for fire departments. Attended Hartford Township on July 8th, all well. Attended Hamilton Township last night, concerns brought regarding a bush obstructing vision on 76th Avenue at 46th Street; in addition, the Celery Center project was not approved by the township.

Burleson: Met with Supervisor Lisowski on a road tour. Also discussed that Pine Grove Township has moved its regular meetings to the 1st Wednesday of the month.

Kinney: Attended the Road Commission Special Meeting on 6/9; attended Arlington Township meeting on 6/16; attended "Good Governance" training on 6/28; attended KATS Policy meeting on 6/30; attended Waverly Township on 7/1; attended Decatur Township on 7/8; and attended Paw Paw Township on 7/12.

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

Motion by Askew, seconded by Boze to adjourn the Call of the Chair at 6:13 PM.

Roll call vote:

Askew: AYE
Boze: AYE
Kinney: AYE
Burleson: AYE
MOTION CARRIED.

Board Secretary

Board Chairman