

Van Buren County Board of Road Commissioners

February 18, 2021 - Regular Meeting

BE IT REMEMBERED: That on the 18th day of February, 2021 at 5:00 PM, E.D.T., the Board of County Road Commissioners for the County of Van Buren met in regular session via teleconference pursuant to the Governor's Executive Order 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 VIA TELECONFERENCE:

Road Commissioners Askew (arrived at 5:10 PM), Boze, Burleson, Hackenberg and Kinney
Managing Director Dan Bishop
Finance Director Linnea Rader
Highway Engineer Barry Anttila
Operations Director Greg Brucks
Administrative Assistant-Board Secretary Jill Brien

GUESTS PRESENT VIA TELECONFERENCE:

Kurt Doroh, County Commissioner
Don Blackmond, Keeler Township Supervisor

Chairman Burleson called the meeting to order at 5:00 PM. Roll call:

Askew: PRESENT
Boze: PRESENT
Burleson: PRESENT
Hackenberg: PRESENT
Kinney: 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.

Bishop requested that item 9(E), Resolution to Restrict Truck Traffic, be added to the Agenda.

Motion by Boze seconded by Hackenberg to approve the Agenda, as amended.

Roll call vote:

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

Motion by Hackenberg, seconded by Boze to approve the Minutes of the February 4, 2021 meeting as presented by the Board Secretary.

Roll call vote:

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

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

The Managing Director provided the following Staff Reports:

1. 30th Street (Almena) tree removal is complete. Stump grinding will continue and the contractor will get final stumps out and cleanup after the snow melts. Greg and I met with a resident over a mis-communication regarding tree wood. They wanted the wood from a tree in front of their house and it got ground up. The contractor brought in more trees to “compensate” the property owner.
2. We participated in the EOC Palisades pre-exercise meeting. The remaining schedule is as follows:

February 23 9:00 am	Tabletop exercise at the EOC
March 8 2:00 pm	Pre-exercise meeting ZOOM
March 9 9:00 am	Final exercise ZOOM
March 12 10:00 am	Public briefing ZOOM
March 12 11:00 am	Media briefing ZOOM

This will be our last Palisades exercise.

3. The Biggby Coffee driveway permit application at RAH and CR652 is progressing. Barry had a group conference call with our Traffic Consultant, Biggby’s engineer and architect to discuss the plans. Everyone heard the same thing so we can now all pull in the same direction.
4. The MDOT bid letting for CR388 outside Bloomingdale is March 5. We do not know where the village is on their side of the project.
5. We are starting weekly meetings on the Asset Management Plan to ensure we are making it reader friendly.
6. We had a meeting with Kingscott on the facilities study. We should get an interim report in a couple of weeks.
7. Attached for informational purposes is a Notice of Public Hearing, Lawrence Township, Ordinance to Permit the Use of Off Road Vehicles. Reviewed the statute with the Board.

(Commissioner Askew arrived at 5:10 PM)

8. Calhoun County Road Department accepted our offer to purchase an almost new grader in the amount of \$250,000.00. This is a very good opportunity for the Van Buren County Road Commission.
9. Asphalt Pavement Association of Michigan (APAM) and MDOT awarded the Van Buren County Road Commission an Award of Excellence for the project on CR380 from CR681 to West Breedsville Village limits, Columbia Township. A total of 95 applications were received, and this project received the Award.

Questions were asked by the Board and answered by Bishop.

Bishop updated the Board regarding the following Vouchers:

Voucher #2187	\$179,282.86
Voucher #2188	\$170,268.40

Rader reviewed the surface treatment and de-berming price history with the Board, together with proposed costs for 2021. New categories have also been added with regard to trap rock with poly seal. Motion by Boze, seconded by Hackenberg to adopt the following price schedule:

2021 Sealcoat Pricing

Local Roads (Streets, Avenues & Roads Within Subdivisions)

<u>Segment Length</u>	<u>Price in 2020</u>	<u>Price in 2021</u>
3/4 mi. or less	\$ 18,750.00	\$ 18,750.00
Greater than 3/4 mi.	\$ 17,500.00	\$ 17,500.00
Continuous segment greater than 2 mi.	\$ 16,500.00	\$ 16,500.00
Poly with Trap Rock 3/4 mi. or less	NA	\$ 22,500.00
Poly with Trap Rock greater than 3/4 mi.	NA	\$ 21,250.00
Poly with Trap Rock continuous segment greater than 2 mi.	NA	\$ 20,250.00

2021 Sealcoat Pricing Continued

Primary Roads (Red Arrow Hwy, Blue Star Hwy & Roads with CR designation)

<u>Segment Length</u>	<u>Price in 2020</u>	<u>Price in 2021</u>
3/4 mi. or less	\$ 23,500.00	\$ 23,500.00
Greater than 3/4 mi.	\$ 22,000.00	\$ 22,000.00
Continuous segment greater than 2 mi.	\$ 21,000.00	\$ 21,000.00
Poly with Trap Rock 3/4 mi. or less	NA	\$ 27,000.00
Poly with Trap Rock greater than 3/4 mi.	NA	\$ 25,500.00
Poly with Trap Rock continuous segment greater than 2 mi.	NA	\$ 24,500.00

2021 Fog Seal Pricing

<u>Segment Type and Length</u>	<u>Price in 2020</u>	<u>Price in 2021</u>
Local Road less than 1 mile	\$ 8,000.00	\$ 7,250.00
Local Road 1 mile and greater	\$ 4,600.00	\$ 4,800.00
Primary Road less than 1 mile	\$ 8,000.00	\$ 7,250.00
Primary Road 1 mile and greater	\$ 6,100.00	\$ 6,100.00

2021 De-berming Pricing

<u>Segment Type and Length</u>	<u>Price in 2020</u>	<u>Price in 2021</u>
Local roads per mile	\$ 3,000.00	\$ 3,600.00
Primary roads per mile	\$ 3,000.00	\$ 5,500.00

2021 Gravel Spreading Cost

<u>Per</u>	<u>Price in 2020</u>	<u>Price in 2021</u>
Per Ton of Gravel	\$ 1.80	\$ 1.80

Roll call vote:

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

Rader provided discussion regarding the recommendation of Attorney Schultz to adopt an Information Technology Systems and Equipment Use Policy. Motion by Askew, seconded by Hackenberg to adopt the following Policy:

Information Technology Systems and Equipment Use Policy
Policy No. **2021-01**

The Van Buren County Road Commission (hereinafter referred to as “Road Commission”), recognizes that use of electronic communications equipment or systems, including but not limited to computer systems, communication networks, work records and other information stored electronically, electronic devices, telephones, voice-mail, fax machines, networks, printers, copy machines, voice mail, and on-line services, including email and the internet (hereinafter referred to as “Technology Systems and Electronic Communications Networks”), are necessary in the workplace. Employees are encouraged to use them responsibly as unacceptable use can place the Road Commission and others at risk. This Policy outlines the guidelines for acceptable use of the Van Buren County Road Commission’s Technology Systems and Electronic Communications Networks.

This Policy must be followed in conjunction with other Road Commission policies governing appropriate workplace conduct and behavior. Any employee who abuses the Road Commission provided Technology Systems or Electronic Communications Networks may be denied future access and, if appropriate, be subject to disciplinary action up to and including discharge. The Road Commission complies with all applicable federal, state and local laws as they concern the employer-employee relationship, and nothing contained herein should be misconstrued to violate any of the rights or responsibilities contained in such laws.

Any questions regarding the appropriate use of the Road Commission’s Technology Systems and Electronic Communications Networks should be directed to the Road Commission’s Finance and Human Resources Director, or the Managing Director.

Policy

The Road Commission has established guidelines for employee use of the Road Commission’s Technology Systems and Electronic Communications Networks as set forth herein.

Confidentiality and Monitoring

All Technology Systems and Electronic Communication Networks provided by the Road Commission are the property of the Van Buren County Road Commission and not the employee. In general, use of the Road Commission’s Technology Systems and Electronic Communication Networks should be job-related and not for personal convenience. The Road Commission reserves the right to enter, search, examine, monitor, and regulate e-mail and other electronic communications, directories, files and all other content, including internet use transmitted by, or stored in its technology systems, whether on-site or off-site, without notice.

Employees are not authorized to retrieve or read electronic messages that were not sent to them. Employees shall not access an electronic file, or retrieve any electronically stored information unless authorized to do so by their supervisor, or by the Finance and Human Resources Director, or by the Managing Director.

Internal and external e-mail, voice mail, text messages and other electronic communications are subject to disclosure to law enforcement, government officials or other third parties through litigation, the Freedom of Information Act, or as may otherwise be required by law. Consequently, employees should always be aware of this possibility

when communicating electronically within, and outside the Road Commission.

Appropriate Use

Road Commission employees are expected to use Technology Systems and Electronic Communication Networks responsibly and productively. Internet access and e-mail use is for job-related activities; however, minimal personal use is acceptable.

Employees may not use the Road Commission's Technology Systems and Electronic Communication Networks to transmit, retrieve or store any communications or other content of a defamatory, discriminatory, harassing, abusive, threatening, pornographic nature, or for the advancement of individual views. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference may be transmitted. Harassment of any kind is prohibited. If any such message is received from within, or outside the Road Commission the employee's department supervisor should be immediately notified.

Disparaging, abusive, profane or offensive language, and/or any illegal activities (including piracy, extortion, blackmail, copyright infringement and unauthorized access to any computers on the internet or e-mail) are strictly forbidden.

The Road Commission licenses the use of computer software from a variety of third parties. The software is copyrighted, and unless authorized by the Finance and Human Resources Director, no employee has a right to make copies of any software, or to give software to anyone.

It is the policy of the Road Commission to respect all copyrights and to adhere to the terms of all software and other intellectual property licenses to which the Road Commission is a party.

Employees are prohibited from downloading software, other program files, or online services from the internet without prior approval from the Finance and Human Resources Director or Managing Director. All files or software should be passed through virus-protection programs prior to use. Failure to detect viruses could result in corruption or damage to files or unauthorized entry into the Road Commission's systems and networks.

Every employee of the Van Buren County Road Commission is responsible for the content of all text, audio, video or image files that he or she places or sends over the Road Commission's internet and e-mail systems. No e-mail or other electronic communications may be sent that hide the identity of the sender or represent the sender as someone else. The Road Commission's identity is attached to all outgoing e-mail communications, which should reflect appropriate workplace language and conduct.

Roll call vote:

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

Brucks updated Board regarding the bid opening on February 4, 2021 for Liquid Dustlayer. Recommendation to award to all bidding contractors. Motion by Boze, seconded by Hackenberg to award Liquid Dustlayer to Southwestern Michigan Dust Control and Great Lakes Chloride, in the best interest of the Van Buren County Road Commission and the Townships.

Roll call vote:

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

Discussion by Bishop regarding the ballot received from the Association of Southern Michigan County Road Agencies for election of Directors. Motion by Askew, seconded by Boze to vote for the following Directors from the Commissioners category: Larry Brown, Allegan; and David Solmes, Barry.

Roll call vote:

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

Further discussion held regarding the election of Directors from the Staff category. Motion by Askew, seconded by Boze to vote for Mark Worden, Kalamazoo; and Ken Harris, Washtenaw.

Roll call vote:

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

Bishop discussed the Allegan County Road Commission's desire to prohibit truck traffic on 72nd Street North of Baseline Road, and the history of the jurisdiction of Baseline Road from 71.50th Street and 72nd Street, which belongs to Van Buren County despite the fact that the roadway is located in Allegan County. South Haven Township Supervisor Ross Stein was contacted by our office, and he does not oppose this proposal to restrict truck traffic. Motion by Boze, seconded by Askew to adopt the following Resolution:

RESOLUTION 2021-04

WHEREAS: The Allegan County Road Commission has received a request to prohibit the operation of trucks or other commercial vehicles on 72nd Street North of Baseline Road; and,

WHEREAS: Baseline Road from 71.50th Street West to 72nd Street falls under the jurisdiction of the Van Buren County Road Commission; and,

WHEREAS: The Van Buren County Road Commission has received verbal approval by the Supervisor of South Haven Township, Ross Stein, for the prohibition of the operation of trucks or other commercial vehicles on Baseline Road from 71.50th Street West to 72nd Street.

NOW, THEREFORE, IT IS HEREBY RESOLVED that pursuant to MCL 257.726(1)(a), the Board of County Road Commissioners of Van Buren County does hereby prohibit the operation of trucks or other commercial vehicles on Baseline Road from 71.50th Street West to 72nd Street **CONTINGENT UPON** the adoption of a similar Resolution by the Board of County Road Commissioners of Allegan County prohibiting trucks or other commercial vehicles on 72nd Street North of Baseline Road.

Roll call vote:

Askew: AYE
Boze: AYE
Hackenberg: AYE
Kinney: AYE
Burlison: AYE
RESOLUTION ADOPTED.

Commissioner Updates and Reports:

Askew: Attended Covert Township, no issues. Attended Geneva Township, all was well. Attended Bangor Township, there was a winter maintenance issue on 66th Street, but will find more details regarding location. Also a mailbox issue on 34th Avenue, which was satisfactorily resolved. Attended South Haven Township, and they were happy.

Boze: Attended Hamilton Township on the 10th, discussion held regarding CR215 off Territorial Road. The Board discussed the process to certify a roadway. Attended Lawrence Township. Attended Hartford Township.

Burleson: No report. Received compliments on winter maintenance operations.

Hackenberg: No report. Also received positive comments regarding winter maintenance.

Kinney: Remote attended Arlington Township meeting on the 17th, no requests. Made contact with Waverly and Paw Paw Townships, no requests.

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

Motion by Hackenberg, seconded by Boze to adjourn the Call of the Chair at 5:38 PM.

Roll call vote:

Askew: AYE

Boze: AYE

Hackenberg: AYE

Kinney: AYE

Burleson: AYE

MOTION CARRIED.

Board Secretary

Board Chairman