

Van Buren County Board of Road Commissioners

December 1, 2022 - Regular Meeting

BE IT REMEMBERED: That on the 1st day of December, 2022 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 (arrived 5:25 pm), Boze, Burleson, Kinney and Nelson
Managing Director Dan Bishop
Highway Engineer Barry Anttila
Finance and Human Resources Director Linnea Rader
Operations Director Greg Brucks
Administrative Assistant-Board Secretary Jill Brien

ABSENT:

None

GUESTS PRESENT:

Donna Spenner, Lawrence Township Supervisor
Mike Chappell, County Commissioner
Tony Millek, Waverly Township Road Liaison
Bernie Wilcox

Chairman Nelson called the meeting to order at 5:03 PM.

Motion by Boze to approve the Agenda.

AYES: 4
NAYS: 0
ABSENT: 1 (Askew)
MOTION CARRIED.

Motion by Burleson seconded by Kinney to approve the Minutes of the November 23, 2022 Regular Meeting as presented by the Board Secretary.

AYES: 4
NAYS: 0
ABSENT: 1 (Askew)
MOTION CARRIED.

The Chairman opened the meeting to first public comment. Bernie Wilcox introduced himself to the Board and advised that James Lisowski went to the Lawrence Post Office on November 30th to drop off his resume for the Managing Director position and he was told that it would have to first be sent to Grand Rapids to get it postmarked. Mr. Wilcox hand delivered Mr. Lisowski's resume to the Board as a late applicant.

A Voucher update was presented by Managing Director Bishop as follows:

Voucher #2283	\$209,274.47
Voucher #2284	\$4,312.58

Motion by Boze to approve the Vouchers, as presented.

AYES: 4
NAYS: 0
ABSENT: 1 (Askew)
MOTION CARRIED.

The Board opened each candidate's letter of interest and resume and labeled them **Candidate A** through **Candidate K** to maintain confidentiality for the candidates. By general consensus the Board went on to the next agenda item while copies of each applicant's package were made for the Board Members.

Bishop discussed the DiSC personality profile for the Board and the benefits of requiring candidates to complete the assessment. Rader also provided information and answers to questions of the Board. (Askew arrived at approximately 5:25 PM during discussions). Motion by Boze to utilize the DiSC personality assessment for the interview candidates selected by the Board with a conference call with Lew Bender to review each assessment tentatively scheduled for December 12, 2022 at 5:00 PM.

YES: 5
NO: 0
MOTION CARRIED.

Chairman Nelson moved back to Agenda Item 7A, Managing Director Candidate Screening. By general consensus the agenda item was deferred until completion of the Agenda at which time the Board will decide whether to complete the screening at tonight's meeting, or to schedule a special session of the Board.

Rader announced that the Transportation Asset Management Plan 2023-2027 page numbering issue at page 27 has been resolved. Other than that, it remains the same as that presented at the last regular meeting. Motion by Boze to adopt the Transportation Asset Management Plan 2023-2027, as presented.

YES: 5
NO: 0
MOTION CARRIED.

A copy of the Transportation Asset Management Plan 2023-2027 is available for inspection by contacting the Road Commission Administrative Office at 269-674-8011.

Rader outlined changes made to the draft Revenue Share Policy that was in front of the Board at the last regular meeting. The purpose of the Policy is to re-name what was referred to as an "allocation" of county-wide millage dollars to "RevShare" funds which is in line with other Road Commission cost sharing programs across the State of Michigan. Motion by Boze to adopt Policy 2022-03, Revenue Share (RevShare) Policy as follows:

VAN BUREN COUNTY ROAD COMMISSION
Revenue Share (RevShare) Policy
Policy No. 2022-03

Overview

Townships are not legally required to contribute to the maintenance, construction or reconstruction of county roads. However, Act 51 does restrict how much funding a road commission can spend on local county road construction. In addition, road commissions do not have taxing authority, so their funding sources are limited. Van Buren County is not alone in its challenges securing much needed road funding. Looking beyond county lines, we see townships throughout Michigan turning to other taxing mechanisms to generate the revenue necessary to repair and maintain roads.

Due to limited funding, road work that is requested which is not included in the Road Commission's budget is often funded by the townships, such as seal coat, fog seal, gravel road improvement projects, and paved road improvement projects. The Road Commission and the Township Partners have worked together for decades to provide additional road projects with funding from the township level. This partnership between the Road Commission and the townships is built from necessity to best serve the public of Van Buren County, and is greatly appreciated by the Road Commission and the motoring public.

Revenue Sharing Program (RevShare)

To enhance the partnership, the Van Buren County Road Commission has utilized a county-wide road millage allocation to share in the costs of road work requested by Townships that is not included in the Road Commission's budget. While the sharing of millage money is not required, the Road Commission values the input of Townships. Beginning in 2023, this allocation will be referred to as the Revenue Sharing Program (RevShare). This change brings consistency in language to our surrounding Road Commissions. By ensuring consistency in language, Townships can more directly see correlations in the various cost sharing agreements in place in surrounding Counties.

Each year, the RevShare formula is reviewed and approved by the Board. Any changes implemented by the Board will be made and communicated to Townships no later than December 31 of each year.

The formula for RevShare, per township will be:

1. A fixed amount per township of \$10,000; and
2. 65% of the remaining balance based upon the TOTAL road miles in each Township factored as a fraction of total road miles in the County; and
3. 35% of the remaining balance based upon the population in each Township (unincorporated area) factored as a fraction of total population within the jurisdiction of the Road Commission. The unincorporated population totals from the 2020 census will now be used as they became available in mid-2022.

Uses of RevShare Funds

As a part of the RevShare policy, each Township understands the need for cooperation between the Road Commission, Townships, and the residents we serve. This cooperation and partnership is necessary to maintain and improve the road system throughout Van Buren County. Townships can choose to fund road maintenance and improvements that are not included in the Road Commission's budget through various funding sources.

Townships may utilize RevShare funds to fund road improvement projects as follows:

- Contract Gravel Resurfacing,
- Surface treatments such as seal coat, fog seal, cape seal, slurry seal, micro layers, crackseal, etc., as approved by the VBCRC Highway Engineer,
- Cross-pipe replacements including the Township's 50% match on failed and upsized cross-pipes 36" and greater on local roads,
- Heavy Maintenance projects such as reconstructing and placing a hard surface on a gravel road, reconstructing an existing paved road or bridge, resurfacing a road with hot mix asphalt overlay, or installing new catch basins,
- Design and construction costs for road and bridge improvements, and
- Bridge replacement, or bridge preventative maintenance projects (usually 5% on State/Federal aid local bridge projects, 2.5% on State/Federal aid primary bridge projects, and half of engineering costs).

RevShare Agreement

Each Township shall sign an acknowledgment of this RevShare program annually when funds are allocated by the Board. This acknowledgment ensures that each Township and the Road Commission understand the purpose and terms of the RevShare program.

YES: 5
NO: 0
MOTION CARRIED.

Rader explained the Policy 2022-01, Projects Funded by Townships, now in front of the Board which is a REDLINE to make proposed changes easier to read. Motion by Burleson to approve proposed revisions to Policy 2022-01 as follows:

Policy 2022-01 PROJECTS FUNDED BY TOWNSHIPS

Overview

Due to limited funding, road work that is requested which is not included in the Van Buren County Road Commission's ("Road Commission") budget is often funded by the townships, such as sealcoat, fog seal, gravel road improvement projects, and paved road improvement projects. The Road Commission and its Township Partners have worked together for decades to provide additional road projects with funding from the township level. ~~These projects have primarily been accomplished on the Local Road system but are increasingly necessary on the Primary Road system as townships recognize a need.~~ This partnership between the Road Commission and the townships is built from a necessity to best serve the public of Van Buren County, and is greatly appreciated by the Road Commission and the motoring public.

1. ~~Project Billing and Use of County-wide Road Millage Allocation~~

- A. The Road Commission may enter into agreements with the Township Boards in Van Buren County to perform highway, road and street special maintenance and

construction operations on roads and streets. **Work so contracted shall be invoiced at specified per mile/ton pricing or done at cost.**

- B. The township should ensure that it fully understands the scope of any work to be performed prior to authorizing a project and should ensure that all project details are included on the Program Sheet if there are specific instructions.
- C. **Upon signing any Engineer's Opinion of Costs for projects that will be let for bid, the Townships will provide a \$500 deposit prior to the Road Commission developing plans and bid packet documents. Once the project has been let for bid, if the Township proceeds with the project, the deposit will be credited to the pre-construction deposit. If the Township cancels the project, the deposit, less expenses incurred to date will be refunded to the Township. If the project's costs to date exceed the \$500 deposit, the Township will be billed for the remaining balance.**
- ~~E.D.~~ The Road Commission shall require a 75% pre-construction deposit on any township funded projects over \$10,000, **less the \$500 deposit**, to be paid before work commences.
- ~~E.E.~~ Townships may utilize the **Road Commission's revenue sharing program, RevShare, in accordance with the RevShare Policy (2022-XX) to assist with funding various township requested road projects.** ~~County-wide Road Millage Allocation(s) to fund road improvement projects as follows:~~

- ~~• Contract Gravel Resurfacing.~~
- ~~• Surface Treatments such as sealcoat, fog seal, cape seal, chip seal, slurry seal, micro layers, crackseal, etc., as approved by the VBCRC Highway Engineer.~~
- ~~• Cross pipe replacements.~~
- ~~• Heavy Maintenance projects such as reconstructing and placing a hard surface on a gravel road, reconstructing an existing paved road or bridge, resurfacing a road with a hot mix asphalt overlay, or installing new catch basins.~~
- ~~• Bridge replacement, or bridge preventative maintenance projects.~~

~~E.F.~~ The Road Commission shall absorb any over-run costs on projects funded by the Township as set forth in the signed Program Sheet/Change Orders.

~~F.~~ ~~Should a Township Board cancel a project after being let for bid the Road Commission shall bill the Township for costs and expenses incurred.~~

G. Should the Road Commission invoice a township for work performed and the township neglect and/or refuse to pay the bill in a reasonable amount of time the Road Commission, at its discretion, may utilize the township's current and/or future ~~County-wide Road Millage Allocation(s)~~ **RevShare funds** as may be necessary to pay for the township's portion of the project.

H. Any work performed by the Road Commission for projects/special maintenance on roads outside the jurisdiction of the Road Commission (i.e., under special assessment) shall be billed at cost, to include fringe benefits and overhead expenses. No ~~County-wide Road Millage~~ **RevShare** funds may be utilized for work performed on roads not under the jurisdiction of the Road Commission. It is recommended by the Road Commission that private subcontractors be hired for this purpose without involving the Road Commission as this allows the Road Commission to focus solely on roads within its jurisdiction.

2. **Cross-pipe Replacements, Bridge Replacements, and Bridge Preventative Maintenance**

A. Cross-pipes, regardless of the size, bridge replacements, and bridge preventative maintenance on the Primary Road system are typically funded 100% by the Van Buren County Road Commission. (Townships may choose to participate as set forth

in Policy 2011-01, Requests for Improvements on Primary Roads.)

- B. Failed cross-pipe replacements on the Local Road system measuring under 36" are funded 100% by the Van Buren County Road Commission.
- C. Failed cross-pipes replacements on the Local Road System measuring 36" and larger are cost-shared 50/50 between the Road Commission and the township in which the failed cross-pipe is located.
- D. Undersized cross-pipes replaced on the Local Road System up-sized to measure 36" or larger are cost shared 50/50 between the Road Commission and the township in which the cross-pipe is located.
- E. Typically all cross-pipes and driveway pipes (culverts) are replaced during heavy maintenance projects on Local Roads and on Primary Roads. Regardless of the size of the cross-pipe or the driveway pipe, they are funded 100% by the township on Local Road projects.
- F. Any costs for bridge replacements and bridge preventative maintenance on the Local Road system not paid for through federal and/or state local bridge funds, including design/construction engineering costs, are cost-shared 50/50 between the Road Commission and the township.
- G. Non-routine cross-pipe installations, repairs and/or replacements, regardless of size or location (Primary Road versus Local Road), may require township participation and are evaluated on a case-by-case basis.

3. **Public Safety Issues ~~on Local Roads~~**

- A. In the event of a Public Safety Issue on a Primary or Local Road, as deemed by the Managing Director of the Road Commission, or their designee, the Road Commission shall do everything within its means to open the road to the motoring public as soon as reasonably possible.
- B. If a Public Safety Issue exists on a Local Road, such as a failed cross-pipe, the Road Commission shall:
 - i. Make contact with the Township Road Liaison as soon as is feasible to discuss the Public Safety Issue location, project cost estimate, road closure plans, if any, etc.
 - ii. Provide the Township Road Liaison with a Program Sheet or Engineer's Opinion of Costs and shall request that the Township authorize the project funding (typically 50/50).
 - iii. Move forward with the project to resolve the Public Safety Issue as soon as reasonably possible and regardless of the status of the Township's project authorization.
 - iv. Invoice the Township for its portion of the cost share which can be paid for by the Township through its funding sources, or with ~~county-wide road millage~~ **RevShare** funds as allocated by the Township, or as set forth herein in Section 1(G).

4. **Traffic Signs and Signals**

- A. The Road Commission shall install, maintain, repair and/or replace all Regulatory and Warning Signs, Posts, and Signals on its certified roadways as set forth in Policy No. 2018-05, Sign Policy.

- B. The installation of any non-regulatory signs, such as street name signs, township boundary signs, etc., may be funded by the Township, as approved by the Highway Engineer or their designee.
- C. The Board of County Road Commissioners requests that each township in Van Buren County consider a private road ordinance, policy, or requirement that sets forth minimum required signage where non-certified roads connect to the certified road system, such as a stop sign, street name sign, no outlet sign, etc.

5. PASER Data Collection Program

- A. The Road Commission has implemented the use of PASER and **IBR**, a uniform rating system for all asphalt and gravel roads in the State of Michigan. This data is collected annually by the Road Commission and provides the Road Commission and the townships with important data, serves as a tool to evaluate maintenance operations, and is used to make decisions and provide data to back-up those decisions.
- B. The Road Commission asks that all townships participate in the PASER and **IBR** Data Collection Program as follows:

Year 1	The townships reimburse the Road Commission for the cost of rating all Local and Primary Roads. (Years 2022, 2025, etc.)
Year 2	Road Commission will cover the cost of rating all Local Roads and Primary Roads. (Years 2023, 2026, etc.)
Year 3	Road Commission receives reimbursement from the Asset Management Council for rating all Local and Primary Roads. (Years 2024, 2027, etc.)
- C. If a township refuses or neglects to sign a Program Sheet authorizing PASER and **IBR** data collection, the data will not be collected on the Local Road system in that township for that year.

6. Township Water and/or Sewer Systems

- A. When a township's water and/or sewer system is located within the county road right of way, prior to the commencement of any cross-pipe replacement project the township must cause to have the area surveyed specifically to locate water/sewer systems. The survey is the township's cost to bear 100%.
- B. If the water/sewer is found 18" or less from the location of any cross-pipe the township or water/sewer district must have the water/sewer lines re-located and pay 100% of the cost of the re-location prior to the replacement of the cross-pipe.

7. Miscellaneous

- A. Nothing in this Policy shall prohibit the Road Commission from performing such operations as may be necessary for the protection of life and property in the event of either nuclear or natural disaster.
- B. This Policy amends any and all previous policies adopted by the Board of County Road Commissioners including, but not limited to the Policy Relative to Force Account Contracts adopted/amended 11/1/79, 1/28/80, and 2/7/80; Policy for Private Road Engineering on Roads Which Will Be Dedicated As Public Highways After Reconstruction adopted 8/20/87; and the Policy of Absorbing Any Overrun Costs on Locally Funded Township Projects adopted 12/15/94.

YES: 5
 NO: 0
 MOTION CARRIED.

Rader outlined REDLINE/BLUELINE changes proposed to Policy 2020-04, Guidelines for Attendance/Communication as discussed at the last regular meeting of the Board. Motion by Kinney to adopt proposed revisions to Policy 2020-04 as follows:

Policy No. 2020-04
Guidelines for Attendance/Communication

The Van Buren County Road Commission (“Road Commission”), and the Road Commissioners of Van Buren County (“Commissioners”) should remain in close contact throughout the year with its Partners in Transportation so as to improve the quality and safety of our roads. Partners in Transportation include, but are not limited to:

**Road Commissioners of Van Buren County
Van Buren County Road Commission Staff
Van Buren County Board of Commissioners
Van Buren County Township Officials
Residents and the Motoring Public of Van Buren County**

Each partner plays a distinct role to improve communications, and more effectively serve each other as set forth herein.

Road Commissioners

~~The Road Commissioners of Van Buren County are responsible for **enhancing and improving** communications between the Partners in Transportation. The duties of a Road Commissioner do not include day-to-day operations of the Road Commission. Therefore, administrative, project, service requests, or other such communications should **FIRST** be submitted directly to Staff, as set forth below, to avoid delays and mis-information regarding locations, and other concerns. If additional attention, follow-up, or improved communications become necessary at any time during Staff contact, then Road Commissioner contact may be appropriate, as noted on the attached District Map.~~

Road Commissioners’ Role as an Ambassador

The Road Commissioners’ role to the Township Board is to serve as an Ambassador or Liaison representing the Road Commission. The definition of Liaison is a “**person who establishes communication between multiple groups**”; in this instance, one who helps facilitate cooperation between the Road Commission, the Township, and its residents. Specifically, a Road Commissioner Liaison’s duties are to:

- Communicate important Board action to the Township/Residents.
- Share Road Commission resources that are available for Township/Resident assistance.
- Cultivate constructive relationships with the Township Board and its residents
- Promote learning.
- Serve as a bridge between the Township Board and its residents.

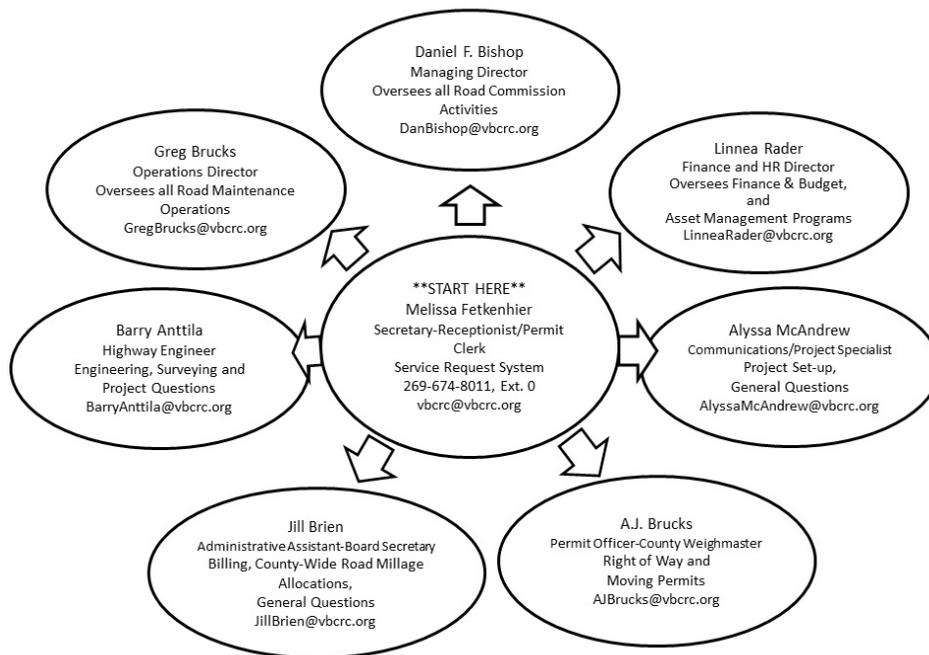
If questions arise during a township board meeting either from a Township Board Member or from a member of the audience about the day-to-day operations of the Road Commission, as a key player in bringing everyone together and supporting the Road Agency itself, a Road Commissioner will:

- Admit to not knowing the answer.
- Connect the individual(s) with ~~the right staff~~ **VBCRC Administration**.
- Continue to facilitate and foster those township or intergovernmental relationships.
- Advocate for their Road Commission.

By building this understanding, the Road Commissioner will help the Township Board and the public to understand his or her role as part of a collaborative board, listening to resident concerns, linking them with the appropriate staff, and sharing their vision for roads and right of way in Van Buren County.

Road Commission Staff

Road Commission Staff (“Staff”) are responsible for the day-to-day maintenance operations, special maintenance, road and bridge projects, service requests and other road-related responsibilities. Townships and the Public should contact the Van Buren County Road Commission as a **first source** of communication to ensure proper tracking of their request. Staff are available to provide information, take complaints and requests for service, answer questions relating to projects as follows:



Township Officials and the Public

The Township Officials play an intricate role in communications with Staff and Commissioners. Their role is two-fold in that the Public will, at times, contact them for service requests, project concerns, maintenance issues, etc. In addition, the Township must communicate their own maintenance and project needs and concerns to the Road Commission.

As stated herein, the most effective means of communication regarding administrative, project, service requests, or other such communications are **directly with Staff**, as set forth in the Communication Flow Chart. This is so that delays and mis-information regarding locations, and other concerns can be avoided.

In addition, Staff and Commissioners provide many other opportunities for communication throughout the year, such as:

- Weekly Operations Update.
- Road Rating and Asset Management data.
- News Releases.
- Transportation Partners Booklet, which includes information regarding Road Commission operations, policies and procedures.
- Board Meeting Minutes.
- Various booklets and handouts and information packets from the County Road Association of Michigan.
- Notification or invitation to various seminars and workshops, such as Traffic Safety Workshops, RoadSoft Training by Michigan LTAP, and Asset Management / Road Rating.
- Information, news, updates, and more via the Road Commission's website (www.vbrcr.org)
- News, information, project updates, and more through social media outlets, such as Facebook, Twitter and Instagram.
- Strategic Plan development.

Attendance

In addition to the communications as set forth herein, Staff and Commissioners have many opportunities to meet with their Township Partners and the Public throughout the year.

A. Specifically, Commissioners will make every reasonable effort to:

- Attend Township Board Meetings; both as encouraged by County Commission, and as may be requested by Township officials.
- Attend Annual Township Meetings in the fall, either individually, or as a group.
- Attend special meetings with Township and Public over specific issues.
- Attend Township Supervisors’ Association meetings annually, or as otherwise requested.

B. Specifically, Staff will make every reasonable effort to:

- Hold a minimum of three (3) Township Liaison Meetings (opposite the Township Supervisors’ Meetings) at the Road Commission Offices, prior to a regularly scheduled Road Commission Meeting, to provide an update regarding county-wide projects and maintenance, to plan ahead for future work, and so as to allow a general dialog between the Township and the Road Commission.
- Hold Annual Township Meetings, either individually or as a group, in October/November for the purpose of:
 - Planning the Township’s following year Call for Projects.
 - Discussing ongoing or upcoming issues to better build the Township/Road Commission partnership.

This Annual Meeting is open to all Township Officials, Road Committee Members, and County Board Officials.

- Attend annual spring road tour for the purpose of identifying current road needs, and assisting with planning future road work.
- Attend special meetings with Township and Public over specific issues.
- Attend Township Board Meeting at the Township’s specific request.
- Provide newly elected Township officials an orientation packet and/or provide orientation, at official’s request, for the purpose of education.
- Attend Township Supervisors’ Association meetings annually, or as otherwise requested.

The Commissioners, and the Staff believe that delays and mis-information are less likely to occur through these Guidelines, thus providing the means for enhanced and more effective communications with the Township and Public.

Townships can provide the following form to residents to gather information for service requests. Anyone utilizing this form can then submit their request to the Road Commission per the instructions on the form.

VAN BUREN COUNTY ROAD COMMISSION SERVICE REQUEST

For the most prompt and efficient service, please have the Resident contact VBCRC directly at (269) 674-8011 ext. 0 with the information as set below. The request can also be sent via facsimile at (269) 674-3770 or via email to vbrc@vbrc.org.

1. Fill out **completely**. Incomplete requests cannot be processed properly.
2. Be sure to get correct spelling of first and last name.

DATE _____

FIRST NAME _____ LAST NAME _____

ADDRESS _____

PHONE _____ EMAIL _____

REQUEST FOR SERVICE _____

LOCATION _____ TOWNSHIP _____

If the request is to remove a tree, does the homeowner want the wood? _____



Scan the QR code with your phone camera for a link to See Click Fix

YES: 5
NO: 0
MOTION CARRIED.

The proposed changes to Policy 2011-01, Requests for Improvements on Primary Road System was presented to the Board. For ease of review, and in follow-up to the last regular meeting of the Board, all revisions are so noted. Motion by Askew to approve the proposed revisions to Policy 2011-01 as follows:

**POLICY ON REQUESTS FOR IMPROVEMENTS
ON PRIMARY ROAD SYSTEM**

Policy No. 2011-01

The Van Buren County Road Commission (VBCRC) maintains a Transportation Asset Management Program (TAMP) which includes the agency's 5-year road plan. This plan utilizes traffic counts, road ratings (PASER and IBR), connectivity routes, and available funding sources to prioritize road maintenance and improvements. Annually the TAMP is updated to continually provide a 5-year road plan moving forward. The TAMP is discussed each year during the Road Commission's Township Annual meeting and is available on the Road Commission's website <https://www.vbcrc.org/tamp>.

Due to limited funding, road work beyond routine maintenance, that is requested which is not included in the Van Buren County Road Commission's ("Road Commission") budget is often funded by the townships, such as sealcoat, fog seal, gravel road improvement projects, and paved road improvement projects. The Road Commission and the Township Partners have worked together for decades to provide additional road projects with funding from the township level. This partnership between the Road Commission and the townships is built from necessity to best serve the public of Van Buren County, and is greatly appreciated by the Road Commission and the motoring public.

f. The Van Buren County Road Commission will consider a request from a township and/or a municipality for improvements that are not included in the TAMP which would be funded in part by Township funds and Road Commission funds. To consider such a request, the Road Commission to be made on the Primary Road System, the Board of County Road Commissioners must be in receipt of a Resolution from the requesting governing Board stating:

- A. 1. The name of the Primary Road, the point of beginning, the point of ending and a brief description of the requested improvement project it wishes to be funded.
- B. 2. Amount of funding the township/municipality proposes to support the improvement project, including any millage funds and/or township/municipality funds.

- €. 3. The year, or years, in which the township/municipality would financially support this improvement project.

H. The Board of County Road Commissioners will, upon receipt of such Resolution, consider the township/municipality's request using the TAMP criteria following as a guideline, which includes:

- Road Commission staff recommendations made through data collection utilizing the PASER system.
- If the traffic volume of the road is considered high, medium, or low based upon VBCRC guidelines.
- If the road segment is on the VBCRC's defined connectivity route and/or if the road improvement would connect other improved routes.
- Road Commission budget constraints.

Additionally, the Road Commission will consider the following information in determining feasibility of the township's request:

- The date in which the township's/municipality's Resolution is received by the Board of County Road Commissioners.
- The percentage of project cost share from the township/municipality.
- How the request fits into the TAMP's 5-year road plan.
- Other such mitigating circumstances that may arise.

~~A. Asset Management. Board decisions based on Road Commission staff recommendations made through data collection utilizing the PASER rating system and not necessarily fixing the "worst roads first".~~

~~B. Road Commission budget constraints, subject to new MTF funding as set forth below in Paragraph III (A), (B), and (C).~~

~~C. By date in which township's/municipality's Resolution is received by the Board of County Road Commissioners of Van Buren County.~~

~~D. By percentage of project cost share from the township/municipality.~~

~~E. Any other such mitigating circumstances that may arise.~~

III. Notwithstanding Paragraph II (B) above, the Board of County Road Commissioners of Van Buren County will commit to budget the following MTF matching funds for noted requested Primary Road improvements, **subject to actual budget constraint developments:**

~~A. For the Road Commission 2021 budget year, 50% of the increased MTF funds received for the 2020 budget year;~~

~~B. For the 2022 noted budget year, 50% of the increased MTF funds received for the 2021 budget year;~~

~~C. For the 2023 budget year, 50% of the increased MTF funds received for the 2022 budget year.~~

YES: 5
NO: 0
MOTION CARRIED.

Proposed revisions to Policy 2021-06, Dust Control Policy, were reviewed in REDLINE by the Board as requested at the last regular meeting. For now it will continue to be called "Dust Control" with the focus on education. Motion by Boze to approve the proposed revisions as follows:

Dust Control Policy

Policy No: 2021-06

The purpose of this Policy is to establish criteria and procedures for application of dust control chemicals on aggregate surfaced roadways under the jurisdiction of the Van Buren County Road Commission.

It can be difficult to justify the use of any product for dust control alone; however, the added benefit of a stabilized surface that controls the loss of “fines” through dust control is a great economic benefit. When the “fines” are lost from a gravel surface, the stone and sand-sized particles that remain will tend to remain loose on the surface leading to distress pocketing, like wash-boarding, etc. In addition, roadways that do not receive proper dust control will:

- Become very hard to maintain requiring extra blading, shaping, patching or other repairs which increases maintenance costs borne by the Van Buren County Road Commission; and,
- Increase intervals between the need to resurface and/or add new gravel.

Requests for Dust Control

1. All requests for dust control shall be made through the Van Buren County Road Commission.
2. Townships may choose to fund a dust control program by signing a Program Sheet stating the selected contractor from the list of bidders approved by the Road Commission, the number of applications they wish to receive over the season, including bag chloride, if offered by the Township to its residents. The Road Commission grades the gravel roads prior to the application and supervises the dustlayer application process at no cost to the townships.
3. No “spot” applications of dust control will be permitted.
4. The application must be a “continuous” application over all aggregate surfaces in the Township certified by the Van Buren County Road Commission.
4. 5. Should individuals want to apply bag chloride to further control the dust in front of their property, the property owner must receive an Authorization Slip from the township in which they reside allowing them to schedule an appointment to pick up the bag chloride at the Road Commission’s Administrative Office in Lawrence.

YES: 5
NO: 0
MOTION CARRIED.

Rader presented the proposed revised Township Partnership Guide. As a whole it is the same as that presented to the Board at the last regular meeting with exceptions discussed by Rader. Other policies adopted/revised at tonight’s meeting will be inserted prior to distribution. Motion by Askew, seconded by Kinney to adopt the Township Partnership Guide, as presented.

YES: 5
NO: 0
MOTION CARRIED.

A copy of the Township Partnership Guide is available for inspection by contacting the Road Commission Administrative Office at 269-674-8011.

The Board discussed the Managing Director’s self-evaluation for 2022 as presented by Rader. The Board discussed their evaluation of Managing Director Bishop and provided their “Total Appraisal Points” which was averaged at 42.4, Exceeds Expectations. Motion by Boze to provide Managing Director Bishop with an Exceeds Expectations evaluation.

YES: 5
NO: 0
MOTION CARRIED.

Rader provided a reminder that at the September 14th regular meeting a preliminary budget was distributed to the Board. A Public Hearing will be held on December 15th at the next regular meeting, after which the 2023 budget must be adopted by the Board, either as proposed or as revised. Contact Rader if another copy of the proposed 2023 budget is needed.

Commissioner Updates and Reports:

- W.C. Askew, Sr. - No report.
- Rick Boze - No report.
- Doug Burleson - No report.
- Greg Kinney - No report.
- Wayne Nelson - No report.

The Chairman opened the meeting to second public comment. Tony Millek, Waverly Township, inquired about Lewis Bender and the credence placed on him and the DiSC assessment. Rader and Nelson provided answers to his questions. In addition, the candidate residency requirement was questioned by Mr. Millek and responded to by Kinney.

Brucks and Rader left the meeting at the Board's request.

The Board addressed the resume received via hand delivery today during First Public Comment. By consensus the Board rejected the application as it was not timely received.

The Board then screened Candidates A through K with the Candidate Screening form previously approved by the Board. By general consensus the Board decided to reject any candidate who has four or more "no" responses within the screening as these are all minimum requirements of the position. Candidates A, D, and I were eliminated as having four or more "no" responses. Upon further discussion and review, Candidates G, H and J were eliminated by consensus of the Board. Candidates B, C, E, F and K progressed by consensus to the assessment and interview step of the process.

Rader returned to the meeting and the discussion turned to scheduling interview dates. By consensus assessment review, and interviews dates/times were scheduled as follows:

December 12 at 5:00 PM - Special Session (5 PM Lew Bender review of candidate DiSC assessments; 7:00 - Interview; 8:00 - Interview)

December 15 - Regular Meeting at 5 PM (Interviews at 6 PM, 7 PM and 8 PM)

Brien will contact the candidates to schedule interviews and to schedule a time during the week of December 5th to take their DiSC assessment.

Motion by Boze to adjourn the Call of the Chair at 7:58 PM.

YES: 5
NO: 0
MOTION CARRIED.

Board Secretary

Board Chairman