

**Van Buren County Board of Road Commissioners**

December 14, 2023 - Regular Meeting

BE IT REMEMBERED: That on the 14<sup>th</sup> day of December, 2023 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 (remote-arrived @ 5:02 PM due to technical difficulties) and Nelson  
Managing Director Bret Witkowski  
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:

Kurt Doroh, County Commissioner  
Kathy Garrett, The Kendall Store  
Walter Garrett, The Kendall Store  
Mike Prestige  
Ramon Sanchez, VBCRC Right-of-Way Superintendent  
Jesse Harris, VBCRC Road Maintenance Employee  
Brian Burrows, VBCRC Road Maintenance Employee  
Mike Chappell, County Commissioner  
Kristina Longcore, VBCRC Safety Coordinator-Assistant to Operations Department

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

The Pledge of Allegiance was recited.

Motion by Boze seconded by Askew to approve the Agenda.

YES: 4  
NO: 0  
ABSENT: 1  
MOTION CARRIED.

Chair Nelson announced Commissioner Kinney's remote arrival to the meeting with full quorum and participation rights under the Americans with Disabilities Act.

Operations Director Greg Brucks introduced Ramon Sanchez, VBCRC Right-of-Way Superintendent to the Board and those present. The Board welcomed Ramon to the Van Buren County Road Commission and wished him many years of satisfaction in his new position.

Chair Nelson opened the Public Hearing on the 2024 Proposed Budget at 5:04 PM. Finance and HR Director Rader reviewed the 2024 proposed preliminary budget including MTF, road projects and capital expenditures. Additional details regarding the proposed budget were provided by Rader and Witkowski. No public input or comments were received. The Public Hearing was closed at 5:14 PM.

Motion by Boze, seconded by Burleson to approve the Minutes of the November 2, 2023 Regular Meeting as presented by the Board Secretary.

YES: 5  
NO: 0  
MOTION CARRIED.

The Chairman opened the meeting to first public comment. Kathy Garrett introduced herself and her husband, Walter Garrett, to the Board and those present as the owner of three parcels of property on CR388, including The Kendall Store. Ms. Garrett went on to describe the manner in which she feels her property has been “destroyed” by the Road Commission’s road improvement project on CR388 from 29<sup>th</sup> Street to CR653 South.

Lewis “Mike” Prestige introduced himself to the Board and stated that so long as the “list” regarding the project on CR388 is addressed, he will have no issues.

Anttila explained the process of the final project walk-through and the punch list which will show any additional items to be completed to finalize the project. The Board confirmed with staff and the public present that the punch list will be accomplished in the spring.

Public comment was closed by the Chair.

Department Updates were provided as follows:

**Finance and HR Department:**

Rader reported as follows:

1. We are developing a “Big Picture Leadership Program,” which will begin this week for the 13 Road Maintenance Employees who have signed up. The intent of the program is to assist in the growth of our employees whether they would like to remain road staff or move up within the organization. The program will focus on various leadership skills, soft skills, organizational skills, and awareness of the organization as a whole. Having 13 employees volunteer to take part in the program is impressive and shows we have a workforce interested in personal and professional growth.
2. There are several holiday parades that have occurred recently. We’ve had a great number of staff volunteer to drive Road Commission trucks in these parades. Several of those employees have gone the extra mile to purchase and install lights and even a sound system to make the trucks more festive. A huge thank you to those staff members, all of whom will be specifically thanked for their contributions.
3. Three new Road Maintenance Employees and one new Right-of-Way Superintendent have come on board since the last meeting.
4. The trial for Logan Brown, the individual charged in the death of Rene Rangel Jr., has been scheduled for January 30, 2024. Two Road Commission employees and one former Road Commission employee have been subpoenaed for the trial. Road Commission administration and staff will be present at the trial.

Chair Nelson requested that the Board move to Agenda Item 11E, Tributary Resolutions for Michigan Road Scholar Program Graduates, which was approved by consent.

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

**RESOLUTION 2023-21**

WHEREAS: On October 26, 2023 Jesse Harris, Road Maintenance Employee, graduated from the American Public Works Association (APWA) Michigan Road Scholar Program (MRSP); and,

WHEREAS: MRSP is a comprehensive training program offered in a three-year (one week per year) cycle designed to train in most aspects of municipal road right-of-way work tasks, including work zone safety, snow and ice control, flagger certification, traffic incident management, equipment operations and safety, mutual aid disaster training, plan sets, grade setting, and GIS, tree pruning/chainsaw and chipper safety, driving/trailer safety, pesticide use/licensing, pipe materials/construction techniques, and trenching/shoring; and,

WHEREAS: Jesse Harris has successfully attended all three training years and has been designated as an **APWA MICHIGAN ROADS SCHOLAR**.

NOW, THEREFORE, BE IT RESOLVED that the Board of County Road Commissioners of Van Buren County hereby recognizes and honors Jesse Harris for his dedication to Public Works through professional development and the enhancement of individual growth.

**RESOLUTION 2023-22**

WHEREAS: On October 26, 2023 Brian Burrows, Road Maintenance Employee, graduated from the American Public Works Association (APWA) Michigan Road Scholar Program (MRSP); and,

WHEREAS: MRSP is a comprehensive training program offered in a three-year (one week per year) cycle designed to train in most aspects of municipal road right-of-way work tasks, including training sessions in work zone safety, snow and ice control, flagger certification, traffic incident management, equipment operations and safety, mutual aid disaster training, plan sets, grade setting, and GIS, tree pruning/chainsaw and chipper safety, driving/trailer safety, pesticide use/licensing, pipe materials/construction techniques, and trenching/shoring; and,

WHEREAS: Brian Burrows has successfully attended all three training years and has been designated as an **APWA MICHIGAN ROADS SCHOLAR**.

NOW, THEREFORE, BE IT RESOLVED that the Board of County Road Commissioners of Van Buren County hereby recognizes and honors Brian Burrows for his dedication to Public Works through professional development and the enhancement of individual growth.

**RESOLUTION 2023-23**

WHEREAS: On October 26, 2023 Zachery Overacker, Road Maintenance Employee, graduated from the American Public Works Association (APWA) Michigan Road Scholar Program (MRSP); and,

WHEREAS: MRSP is a comprehensive training program offered in a three-year (one week per year) cycle designed to train in most aspects of municipal road right-of-way work tasks, including work zone safety, snow and ice control, flagger certification, traffic incident management, equipment operations and safety, mutual aid disaster training, plan sets, grade setting, and GIS, tree pruning/chainsaw and chipper safety, driving/trailer safety, pesticide use/licensing, pipe materials/construction techniques, and trenching/shoring; and,

WHEREAS: Zachery Overacker has successfully attended all three training years and has been designated as an **APWA MICHIGAN ROADS SCHOLAR**.

NOW, THEREFORE, BE IT RESOLVED that the Board of County Road Commissioners of Van Buren County hereby recognizes and honors Zachery Overacker for his dedication to Public Works through professional development and the enhancement of individual growth.

YES: 5  
NO: 0

RESOLUTIONS ADOPTED.

Chair Nelson congratulated all three staff members, on behalf of the Board, for their accomplishments and graduation from the Road Scholar Program.

Motion by Boze, seconded by Nelson adopt the following Resolutions:

**RESOLUTION 2023-24**

WHEREAS: On December 8, 2023 Greg Brucks, Operations Director, participated in Lawton's Christmas in the Village parade; and,

WHEREAS: Participation in this after-hours holiday parade required the sacrifice of personal time during the busy holidays, which demonstrates the pride Greg takes in fulfilling his position at the Van Buren County Road Commission.

NOW, THEREFORE, BE IT RESOLVED that the Board of County Road Commissioners of Van Buren County hereby recognizes and expresses its thanks to Greg Brucks for his willingness to represent the Road Commission and connect with the citizens of Van Buren County in a positive way through his participation in Lawton's Christmas in the Village parade.

#### **RESOLUTION 2023-25**

WHEREAS: On December 2, 2023 John Chancellor, Road Maintenance Employee, participated in the City's "Christmas in Hartford" parade; and,

WHEREAS: Participation in this after-hours holiday parade required the sacrifice of personal time during the busy holidays, which demonstrates the pride John takes in fulfilling his position at the Van Buren County Road Commission.

NOW, THEREFORE, BE IT RESOLVED that the Board of County Road Commissioners of Van Buren County hereby recognizes and expresses its thanks to John Chancellor for his willingness to represent the Road Commission and connect with the citizens of Van Buren County in a positive way through his participation in the Christmas in Hartford parade.

#### **RESOLUTION 2023-26**

WHEREAS: On December 2, 2023, Benjamin Greiner, Heavy Equipment Mechanic, participated in both the 2023 Bangor Christmas Parade, and Paw Paw's Christmas in the Village Annual Children's Christmas Parade; and,

WHEREAS: Participation in these two (2) after-hours holiday parades required the sacrifice of personal time during the busy holidays, which demonstrates the pride Ben takes in fulfilling his position at the Van Buren County Road Commission.

NOW, THEREFORE, BE IT RESOLVED that the Board of County Road Commissioners of Van Buren County hereby recognizes and expresses its thanks to Benjamin Greiner for his willingness to represent the Road Commission and connect with the citizens of Van Buren County in a positive way through his participation in these community holiday parades.

#### **RESOLUTION 2023-27**

WHEREAS: On December 2, 2023, Timothy "Ryan" Mattimore , Road Maintenance Employee, participated in the City's "Christmas in Hartford" parade; and,

WHEREAS: Participation in this after-hours holiday parade required the sacrifice of personal time during the busy holidays, which demonstrates the pride Ryan takes in fulfilling his position at the Van Buren County Road Commission.

NOW, THEREFORE, BE IT RESOLVED that the Board of County Road Commissioners of Van Buren County hereby recognizes and expresses its thanks to Ryan Mattimore for his willingness to represent the Road Commission and connect with the citizens of Van Buren County in a positive way through his participation in the Christmas in Hartford parade.

#### **RESOLUTION 2023-28**

WHEREAS: On December 2, 2023, Eric Page, Road Maintenance Employee, participated in both the 2023 Bangor Christmas Parade, and Paw Paw's Christmas in the Village Annual Children's Christmas Parade; and,

WHEREAS: Participation in these two (2) after-hours holiday parades required the sacrifice of personal time during the busy holidays, which demonstrates the pride Eric takes in fulfilling his position at the Van Buren County Road Commission.

NOW, THEREFORE, BE IT RESOLVED that the Board of County Road Commissioners of Van Buren County hereby recognizes and expresses its thanks to Eric Page for his willingness to represent the Road Commission and connect with the citizens of Van Buren County in a positive way through his participation in these community holiday parades.

#### **RESOLUTION 2023-29**

WHEREAS: On December 2, 2023, Justin Simko, Road Maintenance Employee, participated in the City's "Christmas in Hartford" parade; and,

WHEREAS: Participation in this after-hours holiday parade required the sacrifice of personal time during the busy holidays, which demonstrates the pride Justin takes in fulfilling his position at the Van Buren County Road Commission.

NOW, THEREFORE, BE IT RESOLVED that the Board of County Road Commissioners of Van Buren County hereby recognizes and expresses its thanks to Justin Simko for his willingness to represent the Road Commission and connect with the citizens of Van Buren County in a positive way through his participation in the Christmas in Hartford parade.

#### **RESOLUTION 2023-30**

WHEREAS: On December 2, 2023, Brian Burrows, Road Maintenance Employee, participated in the 2023 Bangor Christmas Parade; and,

WHEREAS: Participation in this after-hours holiday parade required the sacrifice of personal time during the busy holidays, which demonstrates the pride Brian takes in fulfilling his position at the Van Buren County Road Commission.

NOW, THEREFORE, BE IT RESOLVED that the Board of County Road Commissioners of Van Buren County hereby recognizes and expresses its thanks to Brian Burrows for his willingness to represent the Road Commission and connect with the citizens of Van Buren County in a positive way through his participation in the 2023 Bangor Christmas Parade.

YES: 5  
NO: 0

RESOLUTIONS ADOPTED.

Finance and HR Director Rader continued her Department Update as follows:

5. We have been working on project billing statements for the Townships. If you hear questions about billing, please have them contact Jill Brien in the office at 269-674-8011 ext 236 or via email at [jillbrien@vbcrc.org](mailto:jillbrien@vbcrc.org). Everyone has done a great job this year with revised formatting of invoices to help provide the additional information desired by our Townships. They've also done a great job keeping up on the billing.
6. A reminder to all Townships, if they have not submitted their 2024 road planning sheets, they need to submit them to Alyssa McAndrew no later than December 31 so we can ensure proper timing of planning and bids. Those sheets can be dropped off, mailed, or emailed to Alyssa at [alyssamcandrew@vbcrc.org](mailto:alyssamcandrew@vbcrc.org).
7. Over the last several months I've taken part in the Michigan Infrastructure Council's Asset Management Champions program. I've now completed the program and received certification. The program was very helpful and informative about the various needs and considerations that go into asset management planning. I would encourage others to take part in the program, including Commissioners. The program takes a great time commitment over a 3 month period.
8. The Operating Budget is attached. This is run as of 12/12/23 as noted.

## **Operations Department:**

Greg Brucks, Operations Director, reported as follows:

- Had a good meeting with the City of Bangor this week, they are looking to partner with us for some road work next year and into the future. Somewhat exciting in my world as they and the City of South Haven are the only two cities/villages I haven't partnered with in my time here. Also, according to the City of Bangor, this will be the first time we've partnered since 2016.
- The trees on 30th Ave in Covert Township are nearing completion.
- Park Ln tree work in Arlington Township continues.
- Primary ditching should be complete for the season as of last Friday.
- Hosted a half-day training in Lawrence on Thursday last week that included plow maintenance, pre-trip inspections, backing up and blind spots, amongst other things. This was led by Mike Phillips of the Self-Insurance Pool.
- We have also received a decent amount planning forms back from townships already and I expect more to come before year-end.

Brucks also reported that today he hosted a tour for the Huron County Road Commission of the Lawrence Storage-Maintenance facility. Despite that it was built over 15 years ago it is still considered a stand-out in the industry.

## **Engineering Department:**

Highway Engineer Anttila reported on the following:

- CR689 from 8th Avenue to CR388; clearing, crush, shape and pave, complete with the exception of guardrail installation due to a Frontier line in the way. Signs will still remain up until the project is complete.
- CR388 from 29th St. to CR653S; tree removals, trenching, drainage, crush, shape and re-pave, project is complete. Signs, cones and barrels will be removed soon, if they haven't been already. The only items remaining will be those on the punchlist to be accomplished in the spring, as discussed with the residents who spoke during public comment.
- Discussion regarding commercial driveways; in particular, along CR388. Anttila provided discussion regarding commercial driveway permit applications and the requirements of the VBCRC relating to curbs, de-excel lane, etc. We are looking at how to "tier" applications for those smaller businesses without employees or customer traffic. Will plan to bring more information back to the Board at a later date.
- VBCRC's 2023 Award of Excellence from Asphalt Pavement Association of Michigan, CR352, Keeler Township. Anttila reported that he and David Clift were invited to attend the Awards Banquet at the Kellogg Center in Lansing to receive the award on behalf of the VBCRC.

On behalf of the Board, Chair Nelson voiced his appreciation for the award and congratulated all who took part in the project.

## **Managing Director Witkowski:**

Managing Director Witkowski reported as follows:

1. The city of Bangor is going to contract with the VBCRC to do their PASER ratings in 2024.
2. We have prices to do the following work at the Western Garage.
  - a. Office remodel will need to go out for bid based on the price and VBCRC policy.
  - b. We need another quote for new windows based on the price and VBCRC policy.
  - c. Regarding remodeling the bathroom, we need another quote based on the price and VBCRC policy.
  - d. New roof over the office area: we need another quote based on the price and VBCRC policy.
  - e. We need another quote for new doors based on the price and VBCRC policy.
  - f. All the prices have come in much lower than we thought.

3. To install a garage door in the old sign shop, based on the price, we need to get another price, but the first price is reasonable.
4. We will start working on an updated 5-year plan once the budget is planned.
5. Working with Van Buren and Berrien County Drain Commissioners on the McConnell and Olvit Drain in the Covert Area, we have a meeting scheduled for December 21 at Covert Township Hall.
6. We are still waiting for the solar part of the sign for the turn in Bangor township that the township board agreed to pay for.
7. Almena Township requested a price, which is only \$200 per sign, to install new posts and welcome signs throughout the township. Might be something for you to bring up at your township board meetings. The \$200 includes installation.
8. I have information with the licensed forester about the property in Pine Grove Township, and what he says should be harvested vs. what the lumber company said is about half less. The forester said it needs to be harvested, but at a different rate than the lumber company suggested. If we go with the suggestion of the forester, the VBCRC can harvest it every 7-12 years. The forest gets paid a percentage of what is harvested. He said he could come to a meeting, so I might have him come in January. We had a meeting as a staff on Wednesday, with the goal of bringing something to the board at the January meeting.
9. Trap Rock price increases
  - a. 2023 8%
  - b. 2022 33%
  - c. 2021 39%
  - d. 2020 46%
10. I plan to contact the local supervisors in January to meet with them one-on-one. Each commissioner will be notified of my meeting, date, and time, and each commissioner will be invited to join if you so choose.
11. In March, I plan to attend township meetings with you; I need to ensure they know who I am and that I am available.
12. Tuesday, I attended the County Commissioners meeting, which is early in the month, but John thought they may cancel the second meeting of the month.
13. The VBCRC won the APAM asphalt paving award; the ceremony was in Lansing on **December 7**. We have posted it on social media and will be sending out a press release.
14. January we should discuss the 2024 County Road millage renewal, that will be on the ballot in August 2024.

Motion by Boze, seconded by Burluson to approve the following Vouchers totaling \$1,587,078.30:

Voucher #2334	\$	162,295.33	Payroll
Voucher #2335	\$	312,261.46	Accounts Payable
Voucher #2336	\$	167,948.27	Payroll
Voucher #2337	\$	552,486.12	Accounts Payable
Voucher #2338	\$	160,228.44	Payroll
Voucher #2339	\$	231,858.68	Accounts Payable

YES: 5  
 NO: 0  
 MOTION CARRIED.

Motion by Askew, seconded by Boze to award the bid for Concrete Block Building Repairs and Exterior Coating at the Bangor garage to the low bidding contractor, Mulder Waterproofing, for the total price of \$47,580.00, in the best interest of the Van Buren County Road Commission.

YES: 5  
 NO: 0  
 MOTION CARRIED.

Motion by Boze, seconded by Kinney to award the bid for Lubricants and Fluids to all bidding vendors, with primary suppliers as recommended by the Operations Director, in the best interest of the Van Buren County Road Commission, as follows:

Primary Supplier	Product	Price	Unit
Pri-Mar Petroleum	15W-40	\$9.69	Gallon
	10W-30	\$10.99	Gallon
	Tractor Hydraulic Oil	\$10.99	Gallon
J&H Oil	Synthetic Auto Transmission Fluid	\$28.27	Gallon
	Overdrive HD#2 Extreme Pressure Grease	\$4.02	Pound(120 lb drum)
	High Temp JT6 #2 Grease	\$4.02	Pound (120 lb drum)
	High Temp JT6 #2 Grease	\$4.09	Pound (35 lb bucket)
	85-140 Gear Lube	\$2.40	Pound (55 lb drum)
	Diesel Exhaust Fluid	\$1.95	Gallon
Major Brands	Grease (Lithium Complex #2)	\$2.97	Tube
	Bulk Fleetguard ES Compleat OAT Anti-freeze Coolant	\$7.87	Gallon
	Fleetguard ES Compleat OAT Anti-Freeze Coolant	\$435.00	55 Gallon Drum
	Windshield Washer Fluid, all season, non-concentrate	\$126.33	55 Gallon Drum
	Windshield Washer Fluid, all season, non-concentrate	\$2.16	Gallon

YES: 5  
 NO: 0  
 MOTION CARRIED.

Motion by Nelson, seconded by Burleson to accept the proposal by Michigan Pavement Markings to extend the same unit prices from the 2023 season to the 2024 season, in the best interest of the Van Buren County Road Commission.

YES: 5  
 NO: 0  
 MOTION CARRIED.

Motion by Burleson, seconded by Askew to adopt the following Resolution:

**RESOLUTION 2023-31**

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 2024.

YES: 5  
 NO: 0  
 RESOLUTION ADOPTED.

Motion by Boze, seconded by Askew to authorize the Managing Director, Bret Witkowski, to sign the FY2025 (beginning 10/1/24) Contributed Services Agreement for Kalamazoo Area Transportation Study (KATS) Match on behalf of the Van Buren County Road Commission.

YES: 5  
 NO: 0  
 MOTION CARRIED.

The proposed 2024 RevShare program was discussed by Rader. It was noted that the allocations are consistent with the formula developed and is based on anticipated revenues for 2024. It was also noted that there were minor changes to RevShare allocations due to mileage changes within each township. Motion by Boze, seconded by Burleson to approve \$1,080,000.00 in RevShare funds to be allocated to the Townships within Van Buren County as follows:

<b>Township</b>	<b>RevShare Allocation</b>
Almena	\$76,422.78
Antwerp	\$100,581.87
Arlington	\$52,824.33
Bangor	\$56,615.78
Bloomington	\$58,912.99
Columbia	\$63,751.96
Covert	\$55,226.17
Decatur	\$49,697.43
Geneva	\$64,419.91
Hamilton	\$45,172.97
Hartford	\$55,675.74
Keeler	\$53,504.20
Lawrence	\$57,080.19
Paw Paw	\$67,320.96
Pine Grove	\$59,028.41
Porter	\$56,365.69
South Haven	\$54,708.42
Waverly	\$52,690.20
<b>TOTAL</b>	<b>\$1,080,000.00</b>

YES: 5  
 NO: 0  
 MOTION CARRIED.

Rader presented the proposed December Budget Adjustment to the Board. Motion by Boze, seconded by Burleson to approve the December 2023 Operating Budget Adjustments as presented by Finance and Human Resources Director Rader as follows:

**2023 Operating Budget  
2023 December Budget Adjustment**

Revenue	December 14, 2023	November 2, 2023	Difference
<b>AOF - January 1, 2023</b>	\$ 9,248,546.54	\$ 9,248,546.54	\$ -
<b>Michigan Transportation Fund (MTF)</b>			
Engineering	\$ 10,000.00	\$ 10,000.00	\$ -
Primary	\$ 6,900,000.00	\$ 6,882,338.94	\$ 17,661.06
Local	\$ 4,350,000.00	\$ 4,311,555.80	\$ 38,444.20
Primary Urban	\$ 533,764.67	\$ 533,764.67	\$ -
Local Urban	\$ 227,137.39	\$ 227,137.39	\$ -
<b>Total MTF</b>	<u>\$ 12,020,902.06</u>	<u>\$ 11,964,796.80</u>	<u>\$ 56,105.26</u>
<b>Other State Revenue</b>			
State Aid - Snow Funds	\$ 99,900.00	\$ 90,000.00	\$ 9,900.00
State Aid - Economic Development	\$ -	\$ -	\$ -
State Aid - Bridges	\$ -	\$ -	\$ -
State Aid - State D Funds	\$ 126,820.00	\$ 126,820.00	\$ -
State Aid - Other (Safety, Grants, etc)	\$ 111,938.00	\$ 111,938.00	\$ -
<b>Total Other State Funding</b>	<u>\$ 338,658.00</u>	<u>\$ 328,758.00</u>	<u>\$ 9,900.00</u>
<b>Federal Funds</b>			
Federal Aid - Secondary	\$ 314,000.00	\$ 314,000.00	\$ -
Federal Aid - Safety HRRR	\$ -	\$ -	\$ -
Federal Aid - Bridges	\$ -	\$ -	\$ -
Federal Aid - STP	\$ 1,190,409.36	\$ 1,290,409.36	\$ (100,000.00)
Federal Aid - CMAQ/Other	\$ -	\$ -	\$ -
<b>Total Federal Aid</b>	<u>\$ 1,504,409.36</u>	<u>\$ 1,604,409.36</u>	<u>\$ (100,000.00)</u>
<b>Property Taxes</b>			
County Wide Millage	\$ 2,661,214.25	\$ 2,604,052.95	\$ 57,161.30
<b>County Appropriation</b>	\$ -	\$ -	\$ -
<b>Township Contributions</b>	\$ 6,510,000.00	\$ 7,164,000.00	\$ (654,000.00)
<b>Other Revenues (Interest, Gain on Equip, etc.)</b>	\$ 360,000.00	\$ 330,000.00	\$ 30,000.00
<b>Total Revenue including AOF</b>	<u>\$ 32,643,730.21</u>	<u>\$ 33,244,563.65</u>	<u>\$ (600,833.44)</u>

**2023 Operating Budget  
2023 December Budget Adjustment**

Expenditure	December 14, 2023	November 2, 2023	Difference
<b>Heavy Maintenance</b>			
Primary Roads	\$ 5,400,000.00	\$ 5,647,712.54	\$ (247,712.54)
Primary Structures	\$ 5,500.00	\$ 5,500.00	\$ -
Local Roads	\$ 4,000,000.00	\$ 4,100,000.00	\$ (100,000.00)
Local Structures	\$ -	\$ -	\$ -
<b>Total Heavy Maintenance</b>	<u>\$ 9,405,500.00</u>	<u>\$ 9,753,212.54</u>	<u>\$ (347,712.54)</u>

**Maintenance**

Primary Roads				
General Maintenance	\$ 1,100,000.00	\$ 1,100,000.00	\$ -	
Traffic Services	\$ 60,000.00	\$ 60,000.00	\$ -	
Snow & Ice Control	\$ 600,000.00	\$ 700,000.00	\$ (100,000.00)	
Special Maintenance Projects	\$ 1,965,000.00	\$ 2,255,000.00	\$ (290,000.00)	
Routine Structure Maintenance	\$ 5,000.00	\$ 5,000.00	\$ -	
Local Roads			\$ -	
General Maintenance	\$ 1,700,000.00	\$ 1,700,000.00	\$ -	
Traffic Services	\$ 110,000.00	\$ 75,000.00	\$ 35,000.00	
Snow & Ice Control	\$ 700,000.00	\$ 1,100,000.00	\$ (400,000.00)	
Special Maintenance Projects	\$ 3,600,000.00	\$ 4,000,000.00	\$ (400,000.00)	
Routine Structure Maintenance	\$ 10,000.00	\$ 10,000.00	\$ -	
Disaster Contingency	\$ 5,000.00	\$ 5,000.00	\$ -	
<b>Total Maintenance</b>	<b>\$ 9,855,000.00</b>	<b>\$ 11,010,000.00</b>	<b>\$ (1,155,000.00)</b>	
<b>Other Expenses</b>				
Administration	\$ 1,550,000.00	\$ 1,400,000.00	\$ 150,000.00	
Interest Expense	\$ -	\$ -	\$ -	
Long-Term Debt Payments	\$ -	\$ -	\$ -	
Net Capital Outlay	\$ 1,378,704.00	\$ 1,378,704.00	\$ -	
Net Equipment Expense	\$ 500,000.00	\$ 500,000.00	\$ -	
Distributive Expense	\$ 3,650,000.00	\$ 3,350,000.00	\$ 300,000.00	
Adjustments to Fund Balance	\$ -	\$ -	\$ -	
<b>Total Other Expenses</b>	<b>\$ 7,078,704.00</b>	<b>\$ 6,628,704.00</b>	<b>\$ 450,000.00</b>	
<b>Total Expenditures</b>	<b>\$ 26,339,204.00</b>	<b>\$ 27,391,916.54</b>	<b>\$ (1,052,712.54)</b>	
<b>Operating Fund Balance</b>	<b>\$ 6,304,526.21</b>	<b>\$ 5,852,647.11</b>	<b>\$ 451,879.10</b>	
<b>Total Expenditures &amp; Fund Balance</b>	<b>\$ 32,643,730.21</b>	<b>\$ 33,244,563.65</b>	<b>\$ (600,833.44)</b>	

YES: 5  
NO: 0  
MOTION CARRIED.

Motion by Askew, seconded by Boze to adopt the 2024 Preliminary Budget as presented by Rader:

**Revenue**

	January 1, 2024	December 31, 2023	Difference
<b>AOF - January 1, 2023</b>	\$ 6,304,526.21	\$ 9,248,546.54	\$ (2,944,020.33)
<b>Michigan Transportation Fund (MTF)</b>			
Engineering	\$ 10,000.00	\$ 10,000.00	\$ -
Primary	\$ 7,000,000.00	\$ 6,900,000.00	\$ 100,000.00
Local	\$ 4,400,000.00	\$ 4,350,000.00	\$ 50,000.00
Primary Urban	\$ 540,000.00	\$ 533,764.67	\$ 6,235.33
Local Urban	\$ 230,000.00	\$ 227,137.39	\$ 2,862.61
<b>Total MTF</b>	<b>\$ 12,180,000.00</b>	<b>\$ 12,020,902.06</b>	<b>\$ 159,097.94</b>
<b>Other State Revenue</b>			
State Aid - Snow Funds	\$ 95,000.00	\$ 99,900.00	\$ (4,900.00)
State Aid - Economic Development	\$ -	\$ -	\$ -
State Aid - Bridges	\$ -	\$ -	\$ -
State Aid - State D Funds	\$ -	\$ 126,820.00	\$ (126,820.00)
State Aid - Other (Safety, Grants, etc)	\$ 111,900.00	\$ 111,938.00	\$ (38.00)
<b>Total Other State Funding</b>	<b>\$ 206,900.00</b>	<b>\$ 338,658.00</b>	<b>\$ (131,758.00)</b>

<b>Federal Funds</b>			
Federal Aid - Secondary	\$ -	\$ 314,000.00	\$ (314,000.00)
Federal Aid - Safety HRRR	\$ 750,000.00	\$ -	\$ 750,000.00
Federal Aid - Bridges	\$ -	\$ -	\$ -
Federal Aid - STP	\$ -	\$ 1,190,409.36	\$ (1,190,409.36)
Federal Aid - CMAQ/Other	\$ -	\$ -	\$ -
<b>Total Federal Aid</b>	<b>\$ 750,000.00</b>	<b>\$ 1,504,409.36</b>	<b>\$ (754,409.36)</b>
<b>Property Taxes</b>			
County Wide Millage	\$ 2,767,000.00	\$ 2,661,214.25	\$ 105,785.75
<b>County Appropriation</b>	<b>\$ 1,150,146.86</b>	<b>\$ -</b>	<b>\$ 1,150,146.86</b>
<b>Township Contributions</b>	<b>\$ 3,720,000.00</b>	<b>\$ 6,510,000.00</b>	<b>\$ (2,790,000.00)</b>
<b>Other Revenues (Interest, Gain on Equip, etc.)</b>	<b>\$ 330,000.00</b>	<b>\$ 360,000.00</b>	<b>\$ (30,000.00)</b>
<b>Total Revenue including AOF</b>	<b>\$ 27,408,573.07</b>	<b>\$ 32,643,730.21</b>	<b>\$ (5,235,157.14)</b>

### Expenditure

	January 1, 2024	December 31, 2023	Difference
<b>Heavy Maintenance</b>			
Primary Roads	\$ 4,162,882.50	\$ 5,400,000.00	\$ (1,237,117.50)
Primary Structures	\$ -	\$ 5,500.00	\$ (5,500.00)
Local Roads	\$ 2,100,000.00	\$ 4,000,000.00	\$ (1,900,000.00)
Local Structures	\$ -	\$ -	\$ -
<b>Total Heavy Maintenance</b>	<b>\$ 6,262,882.50</b>	<b>\$ 9,405,500.00</b>	<b>\$ (3,142,617.50)</b>
<b>Maintenance</b>			
Primary Roads			
General Maintenance	\$ 900,000.00	\$ 1,100,000.00	\$ (200,000.00)
Traffic Services	\$ 44,000.00	\$ 60,000.00	\$ (16,000.00)
Snow & Ice Control	\$ 782,000.00	\$ 600,000.00	\$ 182,000.00
Special Maintenance Projects	\$ 2,700,000.00	\$ 1,965,000.00	\$ 735,000.00
Routine Structure Maintenance	\$ 6,100.00	\$ 5,000.00	\$ 1,100.00
Local Roads			
General Maintenance	\$ 1,500,000.00	\$ 1,700,000.00	\$ (200,000.00)
Traffic Services	\$ 90,000.00	\$ 110,000.00	\$ (20,000.00)
Snow & Ice Control	\$ 1,300,000.00	\$ 700,000.00	\$ 600,000.00
Special Maintenance Projects	\$ 2,550,000.00	\$ 3,600,000.00	\$ (1,050,000.00)
Routine Structure Maintenance	\$ 9,200.00	\$ 10,000.00	\$ (800.00)
Disaster Contingency	\$ 5,000.00	\$ 5,000.00	\$ -
<b>Total Maintenance</b>	<b>\$ 9,886,300.00</b>	<b>\$ 9,855,000.00</b>	<b>\$ 31,300.00</b>
<b>Other Expenses</b>			
Administration	\$ 1,100,000.00	\$ 1,550,000.00	\$ (450,000.00)
Interest Expense	\$ -	\$ -	\$ -
Long-Term Debt Payments	\$ -	\$ -	\$ -
Net Capital Outlay	\$ 534,000.00	\$ 1,378,704.00	\$ (844,704.00)
Net Equipment Expense	\$ 500,000.00	\$ 500,000.00	\$ -
Distributive Expense	\$ 3,434,000.00	\$ 3,650,000.00	\$ (216,000.00)
Adjustments to Fund Balance	\$ -	\$ -	\$ -
<b>Total Other Expenses</b>	<b>\$ 5,568,000.00</b>	<b>\$ 7,078,704.00</b>	<b>\$ (1,510,704.00)</b>
<b>Total Expenditures</b>	<b>\$ 21,717,182.50</b>	<b>\$ 26,339,204.00</b>	<b>\$ (4,622,021.50)</b>
<b>Operating Fund Balance</b>	<b>\$ 5,691,390.57</b>	<b>\$ 6,304,526.21</b>	<b>\$ (613,135.64)</b>
<b>Total Expenditures &amp; Fund Balance</b>	<b>\$ 27,408,573.07</b>	<b>\$ 32,643,730.21</b>	<b>\$ (5,235,157.14)</b>

Roll Call Vote:

Askew: YES  
Boze: YES  
Burlison: YES  
Kinney: YES  
Nelson: YES  
MOTION CARRIED.

Rader presented the year-end evaluation summary for the Managing Director to the Board which includes input from all Board Members. Based on the board's consensus, "Exceeds Expectations" is the final feedback. Motion by Burlison, seconded by Askew to declare that the 2023 year-end evaluation for Managing Director Bret Witkowski is "Exceeds Expectations". The Board expressed its pleasure with Witkowski's service this past year, and Witkowski thanked the Board for an enjoyable first year.

Commissioner Doroh updated the Board relating to another meeting with Palisades regarding mini-reactors which are to go online in a few years. He also reported that every county now has legal help available online. In addition, Commissioner Doroh also reported that the County will be considering a county-wide off-road ATV ordinance, and will intend to allow the municipalities to opt out.

By general consensus the Board requested that an Agenda Item be added to all regular meetings, "County Commission Update".

Commissioner Updates and Reports:

**W.C. Askew, Sr.**

Attended the 9<sup>th</sup> Annual Legal Symposium hosted by the County Road Association of Michigan. Attended Covert Township, the Township Board was happy. Attended Geneva Township, took several SeeClickFix requests. Attended Bangor Township, took several SeeClickFix requests. The Township Board also mentioned concerns with utility companies and/or utility contractors working in the right-of-way needing better signage.

**Rick Boze**

Attended Keeler Township on 12/5. Attended Hamilton Township on 12/12.

**Doug Burlison**

No report.

**Greg Kinney**

No report.

**Wayne Nelson**

Attended November board meetings in Almena, Antwerp and Porter Townships, and received no negative comments.

Chair Nelson stated that it has been an honor to serve as the Board's Chair, and that he is happy to serve the Board in any capacity that his fellow members so desire.

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

Motion by Kinney, seconded by Nelson to adjourn the Call of the Chair at 6:36 PM.

YES: 5  
NO: 0  
MOTION CARRIED.

---

Board Secretary

---

Board Chairman