Van Buren County Board of Road Commissioners
December 7, 2017
Regular Meeting - Administrative Office, Lawrence, Michigan

BE IT REMEMBERED: That on the 7th day of December, 2017 at 7:00 PM, E.D.T., the Board of County Road Commissioners for the County of Van Buren met in regular session in the offices in Lawrence, Michigan.

PRESENT: Road Commissioners Boze (arrived 7:06 PM), Kinney, Ray, and Svilpe
Engineer-Manager Lawrence B. Hummel, P.E.
Board Secretary-Finance Director Linnea Rader
Highway Engineer Barry Anttila

GUESTS: County Commissioner Freestone

ABSENT: Road Commissioner Askew

Vice-Chairman Svilpe called the meeting to order at 7:00 PM.

No additions/deletions to the Agenda.

Motion by Ray, seconded by Kinney to approve the Agenda.

AYES: 3
NAYS: 0
ABSENT: 2
MOTION CARRIED.

Moved by Ray and seconded by Kinney to approve the minutes of the November 16, 2017 meeting as presented by Board Secretary Rader.

AYES: 3
NAYS: 0
ABSENT: 2
MOTION CARRIED.

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

Hummel and Rader provided details on current legislation being pushed regarding funding of OPEB obligation. Proposal to deposit $250,000 before year end to the Van Buren County Road Commission's OPEB fund account. Motion by Ray, seconded by Kinney to approve.

AYES: 4
NAYS: 0
ABSENT: 1
MOTION CARRIED.

Rader provided a review of the budget and proposed budget adjustments to the 2017 Budget. Motion by Ray, seconded by Boze to approve revised budget as follows:

REVENUE

	November 2017	**Adjustment**	**Revised**
A.O.F. - January 1st	$6,668,654		$6,668,654
Michigan Transportation Fund			
Engineering	10,000		10,000
Primary	4,354,800	438,000	4,792,800
Local	2,901,200	292,000	3,193,200
Primary Urban	300,000	60,000	360,000
Local Urban	120,000	24,000	144,000
Total Transportation Funds	$7,686,000	$814,000	$8,500,000
Other State Revenue			
Snow Funds	52,000	3,000	55,000
State Aid - Roads	0	14,000	14,000

State Critical Bridge Funds	0		0
State T/L Maint. Revenue	0		0
Other State-Safety, BSF, Grants	750,000	-375,000	375,000
Other State Aid-Special Winter Maintenance	0		0
PRIP Priority Roads	0		0
Total Other State	$802,000	-$358,000	$444,000
Federal Funds			
Federal Aid Roads	853,980	58,000	911,980
F.A. Bridges	0		0
Federal Aid - Other	0		0
Total Federal Aid	$853,980	$58,000	$911,980
Property Taxes	$2,400,000	$45,000	$2,445,000
County Appropriation	$0	$0	0
Township Contributions	$2,942,000		$2,942,000
Other Revenues: Int. Earned, Gain on Equip.	$70,000	$138,000	$208,000
TOTAL REVENUES & BALANCES	$21,422,634	$697,000	$22,119,634
EXPENDITURES	**November 2017**	**Adjustment**	**Revised**
Heavy Maintenance			
Primary Roads	3,409,955	-400,000	3,009,955
Primary Structures	15,000	-14,000	1,000
Local Roads	692,000		692,000
Local Structures	15,000	-14,000	1,000
Total Heavy Maintenance	$4,131,955	-$428,000	$3,703,955
Maintenance			
Primary Roads			
General Maintenance	800,000		800,000
Traffic Services	230,000		230,000
Snow & Ice Control	625,000	-200,000	425,000
Special Maintenance Projects	888,000	35,000	923,000
Routine Structure Maintenance	5,000	-3,000	2,000
State Trunkline Maintenance	0		0
State Trunkline Non-Routine	0		0
Local Roads			
General Maintenance	1,000,000	-50,000	950,000
Traffic Services	450,000		450,000
Snow & Ice Control	1,025,000	-400,000	625,000
Special Township Maintenance	2,674,000		2,674,000
Routine Structure Maintenance	75,000		75,000
Disaster Contingency	5,000		5,000
Total Maintenance	$7,777,000	-$618,000	$7,159,000
			0
Administration	650,000	30,000	680,000
Interest Expense	35,000		35,000
Long Term Debt Payments	370,000		370,000
Net Capital Outlay	602,500	-300,000	302,500
Net Equipment Expense	100,000	150,000	250,000
Non-Road Improvement (Evergreen Bluff)	750,000	-725,000	25,000
Distributive Expense	2,170,000	240,000	2,410,000
Adjustments to Fund Balance	0		0
Total	$4,677,500	-$605,000	$4,072,500
			0
Total Expenditures	$16,586,455	-$1,651,000	$14,935,455
			0
Operating Fund Balance	$4,836,179	$2,348,000	$7,184,179
			0
Total Expenditures & Fund Balances	$21,422,634	$697,000	$22,119,634

AYES: 4
NAYS: 0
ABSENT: 1
MOTION CARRIED.

Rader and Hummel reviewed with the Board and all present the anticipated receipts from property taxes in 2018. A minor mileage adjustment on certification was made which effects each township's distribution. Motion by Boze, seconded by Ray to approve the following Township Millage Allocations with the caveat that if the receipts are not as projected, the Board may re-visit to adjust accordingly.

Almena	$65,804
Antwerp	$81,544
Arlington	$46,660
Bangor	$50,956
Bloomingdale	$50,659
Columbia	$52,385
Covert	$49,254
Decatur	$43,379
Geneva	$53,623
Hamilton	$37,576
Hartford	$49,433
Keeler	$47,132
Lawrence	$45,981
Paw Paw	$56,706
Pine Grove	$50,962
Porter	$46,935
South Haven	$45,653
Waverly	$49,358

AYES: 4
NAYS: 0
ABSENT: 1
MOTION CARRIED.

At 7:30 PM the Public Hearing was opened on the 2018 Operating Budget. A review of the proposed Budget was made by Rader and Hummel. The Public Hearing was closed.

Moved by Ray, seconded by Kinney to approve the following Road Commission Vouchers:

Voucher #2003	$124,508.71
Voucher #2004	$47,083.73
Voucher #2005	$93,521.72
Voucher #2006	$576,609.79

AYES: 4
NAYS: 0
ABSENT: 1
MOTION CARRIED.

Motion by Boze, seconded by Svilpe to schedule Regular meetings of the Board of County Road Commissioners in 2018 as follows:

January 4 and 18

February 1 and 15
March 1 and 15
April 5 and 19
May 2 and 16
June 6 and 20
July 11 and 25
August 8 and 22
September 5 and 19
October 4 and 18
November 1 and 15
December 6 and 20

AYES: 4
NAYS: 0
ABSENT: 1
MOTION CARRIED.

Motion by Boze, seconded by Ray to adopt the following Resolution:

RESOLUTION 2017-26

WHEREAS: On January 3, 2018, Steven Neeser will retire from his position as a Road Maintenance Employee for the Van Buren County Road Commission; and,

WHEREAS: Steve began his employment with the Van Buren County Road Commission on August 5, 1996. He remained a dedicated employee for over 21 years working as a Night Mechanic, a Heavy Equipment Operator, and a Truck Driver in Lawrence Township, performing his many duties efficiently, and with great pride.

WHEREAS: Steve has been a committed member of the Road Commission team throughout the seasons, including clearing snow and ice accumulations, often in hazardous driving conditions, and working extended hours so that the motoring public could travel safely throughout Van Buren County; and,

WHEREAS: Steve has taken great pride in his position, often volunteering to participate in local parades showcasing not only Road Commission equipment, but also the great pride he took in being part of the Van Buren County Road Commission's team of road professionals.

NOW, THEREFORE, BE IT RESOLVED: That the Board of County Road Commissioners hereby recognizes the dedication of Steven Neeser, and wishes Steve and his wife, Sherry, the very best in his retirement years.

AYES: 4
NAYS: 0
ABSENT: 1
RESOLUTION ADOPTED.

Hummel discussed with all present the request from the County Administrator, John Faul, to consider continuing/re-starting maintenance and operations on the Kal-Haven and Van Buren Trails. The Board unanimously agreed that the Road Commission has no interest in dealing with the trails.

Motion by Ray, seconded by Boze to adopt the following Resolution:

RESOLUTION 2017-27

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 110% of the published rates as shown on "Schedule C" for the year 2018.

AYES: 4
NAYS: 0
ABSENT: 1
RESOLUTION ADOPTED.

Motion by Boze, seconded by Ray to accept Kenneth Smith, Inc.'s proposal to extend bid for MDOT 25A slag for the 2018 season.

AYES: 4
NAYS: 0
ABSENT: 1
MOTION CARRIED.

Motion by Ray, seconded by Boze to accept Michigan Pavement Markings' proposal to extend pavement marking contract for the 2018 season.

AYES: 4
NAYS: 0
ABSENT: 1
MOTION CARRIED.

Discussion amongst all present regarding private road signing. Motion by Kinney, seconded by Ray to place information in the Township Partners Book, on the Road Commission's website, and also by sending a letter to each township explaining the request of the Board to consider a private road ordinance, policy or requirement for their respective township.

AYES: 4
NAYS: 0
ABSENT: 1
MOTION CARRIED.

Road Commissioner's Township Meeting Attendance Report

From November 16th to present:

Boze: No report.

Kinney: KATS Policy Committee meeting.

Ray: No report.

Svilpe: No report.

Motion by Ray, seconded by Boze to approve Askew's request for a per diem and mileage to attend Board meeting of the Association of Southern Michigan Road Commissions in Mt. Pleasant.

AYES: 4
NAYS: 0
ABSENT: 1
MOTION CARRIED.

Construction Update

Highway Engineer Barry Anttila reported on the following:

- Antwerp Township's estimates were sent to Supervisor Ruzick this afternoon. Requested clarification on two estimate requests.
- Covert Township, working on engineering for multiple pipe replacements.
- Waverly Township, 36th Avenue over Brandywine Creek, working on engineering.
- Blue Star Highway, final walk through November 28th.
- Long Grove Subdivision, resolution of issue is hopefully solved by Kalamazoo County Drain Commission.

Engineer-Manager Update(s):

- Service Request Monthly Activity Report by Township.
- Board of Commissioners' Resolution regarding Road Commissioners' pay increase.
- Staffing/new hire updates:
  - Operations Director
  - Permit Officer
  - Engineering Technician
  - Truck Drivers
  - Accounting Clerk
- Evergreen Bluff update

Legal Issues

Notice of Intent was forwarded to MCRCSIP regarding fatal accident in Covert Township.

Motion by Ray, seconded by Boze to recess Regular Meeting to open Regular Meeting of the Board of Public Works at 9:11 PM.

AYES: 4
NAYS: 0
ABSENT: 1
MOTION CARRIED.

Motion by Boze, seconded by Ray to reconvene the Regular Meeting of the Board of County Road Commissioners at 9:14 PM with all members previously present in attendance.

AYES: 4
NAYS: 0
ABSENT: 1
MOTION CARRIED.

Motion by Boze, seconded by Kinney to approve the Non-Union Pay and Stipend Schedule.

AYES: 4
NAYS: 0
ABSENT: 1
MOTION CARRIED.

Motion by Ray, seconded by Boze to adjourn the Call of the Chair at 9:48 PM.

AYES: 4
NAYS: 0
ABSENT: 1
MOTION CARRIED.

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Secretary Chairman