

Van Buren County Board of Road Commissioners

April 15, 2020

Regular Meeting - Teleconference

BE IT REMEMBERED: That on the 15th day of April, 2020 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 Governor Whitmer's Executive Order 2020-15.

PRESENT VIA TELECONFERENCE:

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

GUESTS PRESENT VIA TELECONFERENCE:

County Commissioner Mike Chappell
Steven Rogusta, Village of Breedsville
Linda Norton, Columbia Township

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

Askew: Present
Boze: Present
Burleson: Present
Moffat: Present
Kinney: Present

Chairman Kinney read the Special Rules for Remote Meeting as follows: 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.

No additions/deletions to the Agenda.

Motion by Boze, seconded by Askew to approve the Agenda. Roll call vote:

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

Moved by Moffat and seconded by Boze to approve the minutes of the April 2, 2020 meeting as presented by Board Secretary Brien. Roll call vote:

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

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

Managing Director's Report:

- Report provided with agenda packet.
- Governor Whitmer has extended the authorization of remote participation at public meetings through May 12, 2020.
- Kalamazoo County Drain Commissioner confirmed pipe damage in Maple Grove Subdivision will be repaired, which will help to alleviate water issues in Long Grove Subdivision.

- Culvert on Silver Lake Road (designated as a Natural Beauty Road) in Columbia Township has failed. The Township Supervisor is working with the Drain Commissioner regarding a possible cost share.
- Update and discussion regarding Great Lakes high water level damage to roads. Anttila provided clarification to be reviewed and verified by Managing Director.
- Projects planned for 2020 in light of possibility of reduced funding.
- Reviewed discussions by staff with Porter Township Supervisor regarding 80th Avenue project.

Finance Director's Report:

- Report provided with agenda packet.
- Office staff continues to work from home as much as possible.
- Packet of information was sent to all Road Commission staff following Governor's extension of the Stay at Home Order. Employee Assistance Plan information was included with staff packet.
- Act 51 Report has been submitted to the Auditor. The Auditor is requesting that we request an extension through July 3rd because he cannot finalize/approve the audit until he can be here personally, although a lot has been accomplished remotely.
- OxCart permitting is up and running for transportation permits.

Fleet and Facilities Superintendent's Report by Rader:

- Report provided with agenda packet.
- As of 4/13/ 20 we have four technicians working on repairs and servicing our chip seal machine to get ready for the upcoming season.
- We have received two of the five new trucks (both tandem axels). We are installing safety tape and numbers and numerus other items. We could see our first tri-axle the first of next week and the other two to follow shortly after.
- The buckets for the two John Deere loaders have arrived at AIS in Grand Rapids. Hopes to have them delivered to us next week. Just a reminder that they also are working with a skeleton crew. After we receive them we will have items to install.
- Contacted our janitorial supply vendor to keep us up on supplies as they might become available, as has Rader, especially regarding sanitizing supplies to keep staff safe and healthy.

Highway Engineer's Report:

- Beginning the week of April 6th Milbocker and Sons is on hold with all work for two weeks due to Covid-19. Hope to start back up again on Monday with preventative maintenance bridge work.
- 27th Street culvert replacement, Almena Township, culvert has been constructed by contractor. Waiting until we are permitted to work in the stream before closing the road.
- Red Arrow Highway between 26th Street and 28th Street, Antwerp Township, trenching began yesterday. Road is detoured. Requested presence of the Sheriff's Department on detour route.
- The Road Commission's Permit Officer-Weighmaster, Andy Abbott, tendered his resignation notice. We will advertise for that position in the near future.

Questions raised and answered regarding traffic counters installed in various locations throughout Van Buren County possibly by MDOT and/or the Southwest MI Planning Commission. Rader will be in contact with both agencies as concerns were raised regarding traffic counts given the Stay at Home Order.

Operations Director Report:

- Report provided by agenda packet.
- Pothole patching, washout repair and emergency tree work continues.
- We re-commenced most preventive maintenance operations which are single person, or in which staff can be completely isolated from one another while performing the duties. Some of these include: gravel road grading and compacting with grader and walk n roll, boom mowing, gravel shoulder repair.
- Working on plans to keep staff and the general public safe and separated while replacing a few pipes next week and possibly start this season's de-berming operations.

Managing Director's update regarding Vouchers approved by the Managing Director pursuant to the modification of authority by the Board on March 19, 2020:

Voucher #2144	\$123,457.45 (Payroll)
Voucher #2145	\$869,766.56

Bishop provided details regarding some of the larger bills contained in Voucher #2145 such as the pension contribution, liability insurance premium, and slag for sealcoat.

Rader provided a summary of the detailed report provided with the agenda packet regarding the proposed 2020 Operating Budget Adjustment. Proposed adjustments in revenue and expenditures, primary heavy maintenance, and net capital outlay were discussed. Discussion was held regarding a future needs analysis to take place specifically regarding Road Commission facilities given the changing demographics in Van Buren County. Additional discussion held and clarification provided by Rader that should a different OPEB contribution be approved in the next agenda item by the Board other than that which is contained in the proposed Adjustment, that an adjustment will be made to that budget item at the next Budget revision. Roll call vote:

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

Van Buren County Road Commission
 2020 Operating Budget - Budget Adjustment

Revenue	April, 2020	January 1, 2020	Difference
AOF - January 1st, 2019	\$ 11,200,000.00	\$ 8,981,983.22	\$ 2,218,016.78
Michigan Transportation Fund (MTF)			
Engineering	\$ 10,000.00	\$ 10,000.00	\$ -
Primary	\$ 6,040,000.00	\$ 6,040,000.00	\$ -
Local	\$ 3,970,000.00	\$ 3,970,000.00	\$ -
Primary Urban	\$ 480,000.00	\$ 480,000.00	\$ -
Local Urban	\$ 200,000.00	\$ 200,000.00	\$ -
Total MTF	\$ 10,700,000.00	\$ 10,700,000.00	\$ -
Other State Revenue			
State Aid - Snow Funds	\$ 79,000.00	\$ 79,000.00	\$ -
State Aid - Economic Development	\$ 105,000.00	\$ 105,000.00	\$ -
State Aid - Bridges	\$ -	\$ -	\$ -
State Aid - Supplemental Road Funding	\$ -	\$ -	\$ -
State Aid - Other (Safety, Grants, etc)	\$ -	\$ -	\$ -
Total Other State Funding	\$ 184,000.00	\$ 184,000.00	\$ -
Federal Funds			
Federal Aid - Secondary		\$ -	\$ -
Federal Aid - Safety HRRR	\$ -	\$ -	\$ -
Federal Aid - Bridges	\$ 626,054.75	\$ 626,054.75	\$ -
Federal Aid - STP	\$ 898,000.00	\$ 898,000.00	\$ -
Federal Aid - CMAQ/Other	\$ 260,000.00	\$ 260,000.00	\$ -
Total Federal Aid	\$ 1,784,054.75	\$ 1,784,054.75	\$ -
Property Taxes			
County Wide Millage	\$ 2,550,000.00	\$ 2,550,000.00	\$ -
County Appropriation	\$ -	\$ -	\$ -
Township Contributions	\$ 3,955,088.75	\$ 3,725,088.75	\$ 230,000.00
Other Revenues (Interest, Gain on Equip, etc.)	\$ 285,000.00	\$ 285,000.00	\$ -
Total Revenue including AOF	<u>\$ 30,658,143.50</u>	<u>\$ 28,210,126.72</u>	<u>\$ 2,448,016.78</u>

Expenditures

	April, 2020	January 1, 2020	Difference
Heavy Maintenance			
Primary Roads	\$ 5,914,838.00	\$ 3,884,838.00	\$ 2,030,000.00
Primary Structures	\$ 319,455.00	\$ 319,455.00	\$ -
Local Roads	\$ 2,200,000.00	\$ 2,100,000.00	\$ 100,000.00
Local Structures	\$ 448,550.00	\$ 448,550.00	\$ -
Total Heavy Maintenance	\$ 8,882,843.00	\$ 6,752,843.00	\$ 2,130,000.00
Maintenance			
Primary Roads			
General Maintenance	\$ 850,000.00	\$ 850,000.00	\$ -
Traffic Services	\$ 200,000.00	\$ 200,000.00	\$ -
Snow & Ice Control	\$ 700,000.00	\$ 700,000.00	\$ -
Special Maintenance Projects	\$ 2,852,000.00	\$ 2,837,000.00	\$ 15,000.00
Routine Structure Maintenance	\$ 5,000.00	\$ 5,000.00	\$ -
Local Roads			\$ -
General Maintenance	\$ 1,300,000.00	\$ 1,300,000.00	\$ -
Traffic Services	\$ 200,000.00	\$ 200,000.00	\$ -
Snow & Ice Control	\$ 1,100,000.00	\$ 1,100,000.00	\$ -
Special Maintenance Projects	\$ 2,500,000.00	\$ 2,500,000.00	\$ -
Routine Structure Maintenance	\$ 10,000.00	\$ 10,000.00	\$ -
Disaster Contingency	\$ 5,000.00	\$ 5,000.00	\$ -
Total Maintenance	\$ 9,722,000.00	\$ 9,707,000.00	\$ 15,000.00
Other Expenses			
Administration	\$ 850,000.00	\$ 850,000.00	\$ -
Interest Expense	\$ 12,000.00	\$ 12,000.00	\$ -
Long-Term Debt Payments	\$ 405,000.00	\$ 405,000.00	\$ -
Net Capital Outlay	\$ 1,888,860.00	\$ 1,690,860.00	\$ 198,000.00
Net Equipment Expense	\$ 200,000.00	\$ 200,000.00	\$ -
Non-Road Improvement (Evergreen Bluff)	\$ -	\$ -	\$ -
Distributive Expense	\$ 2,900,000.00	\$ 2,800,000.00	\$ 100,000.00
Adjustments to Fund Balance	\$ -	\$ -	\$ -
Total Other Expenses	\$ 6,255,860.00	\$ 5,957,860.00	\$ 298,000.00
Total Expenditures	\$ 24,860,703.00	\$ 22,417,703.00	\$ 2,443,000.00
Operating Fund Balance	\$ 5,797,440.50	\$ 5,792,423.72	\$ 5,016.78
Total Expenditures & Fund Balance	<u>\$ 30,658,143.50</u>	<u>\$ 28,210,126.72</u>	<u>\$ 2,448,016.78</u>

Rader provided a summary of the Agenda Statement provided with the agenda packet regarding Watkins Ross' OPEB accounting report for the Road Commission. Questions were asked by the Commissioners regarding the actuarially determined contribution, corrective action plan, and when any approved contribution would be invested. Additional comments were provided by Bishop regarding the liability, which remains an obligation until it has been paid by the Road Commission. Motion by Boze to approve a contribution of \$429,000.00 to the Van Buren County Road Commission's OPEB Plan for 2020. Motion was seconded by Moffat. Roll call vote:

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

Comment following vote that upon return to regular face-to-face meetings that a thorough discussion be held by the Board regarding this long term liability and how it should be dealt with by the Road Commission.

Bishop reiterated that the Governor had extended the Order allowing public meetings to be held by teleconference through May 12, 2020. Therefore, the Road Commission's next regularly scheduled meeting on Wednesday, May 6th will be held via teleconference. Bishop also provided discussion regarding the possibility of holding one Board meeting per month over the course of Summer Hours, i.e., through September. Motion by Boze to only hold the first scheduled board meeting of the month during the months of Summer Hours. Motion was seconded by Askew. Roll call vote:

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

Commissioner Updates and Reports:

Askew: Attended a remote meeting with Covert Township Board last night. Bangor Township has changed its meetings to 7:00 PM, which may conflict with other Board meetings.

Boze: No report.

Burleson: Visited with Bloomingdale Township Supervisor and all was good.

Burleson also asked questions of staff, to which responses were provided.

Kinney: Spoke to Decatur Twp. They will be meeting briefly on 4-9 with social distancing; advised that he would not attend. Contacted Paw Paw Twp. Supervisor. They will have a regular meeting on 4-13; advised that he would not attend and that was fine with the Supervisor. Arlington Twp. will be meeting on line tonight at 7:00; plan to remote participate. Waverly Twp. website says town hall closed until further notice.

Moffat: No meetings; however, will be meeting with Brucks on site on Friday regarding a complaint received on 80th at CR652.

Chairman opened the meeting to Second Public Comment. Linda Norton requested clarification as to when patching work will take place on CR388 as she has received complaints. Staff provided information regarding the opening of hot mix asphalt plants at the end of April, and bid packages, which will be put together by engineering.

Motion by Burleson, seconded by Moffat to adjourn the Call of the Chair at 6:00 PM. Roll call vote:

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

Board Secretary

Board Chairman