

Van Buren County Board of Road Commissioners

November 4, 2021 - Regular Meeting

BE IT REMEMBERED: That on the 4th day of November, 2021 at 5:00 PM, E.D.T., the Board of County Road Commissioners for the County of Van Buren met in regular session in person and via teleconference pursuant to the local state of emergency declared by the Van Buren County Board of Commissioners on January 26, 2021 in an effort to suppress the spread of COVID-19 and protect the public health and safety of this state and its residents, as well as the Road Commissioners and Road Commission staff.

PRESENT:

Road Commissioners Askew, Boze, Burleson, Hackenberg and Kinney
Managing Director Dan Bishop
Finance and Human Resources Director Linnea Rader
Operations Director Greg Brucks
Administrative Assistant-Board Secretary Jill Brien

GUESTS PRESENT:

County Commissioner Kurt Doroh

Chairman Burleson called the meeting to order at 5:01 PM. Roll call:

Askew: PRESENT - Attending remotely from South Haven Township, Van Buren County, MI.
Boze: PRESENT - Attending in person.
Hackenberg: PRESENT - Attending in person.
Kinney: PRESENT - Attending remotely from the Village of Decatur, Van Buren County, MI.
Burleson: PRESENT - Attending in person.

Chairman Burleson read the Special Rules for Remote Meeting: All participating Road Commissioners can vote by phone; all votes must be roll call with Chairman always voting last. All people should identify themselves before they speak. Any participant or listener may record the meeting.

Motion by Boze seconded by Hackenberg to approve the Agenda.

Roll call vote:

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

Motion by Askew, seconded by Boze to approve the minutes of the October 7, 2021 meeting as presented by the Board Secretary.

Roll call vote:

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

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

Staff Reports by Managing Director:

1. Staff has been reviewing the Facilities Study performed by Kingscott and Associates. We believe we are at the point where we should send out an RFQ/RFP for architectural services so we may receive actual construction design specifications for: a) new Bangor facility and b) renovations to the existing administration building. All other repairs/improvements are small enough in price that we can work them into our annual budget.
2. I attended the road commissioner conference in Traverse City. It was a very useful and informational conference. Information from the conference (email link) was sent to all road commissioners.
3. Many of our 2021 equipment purchases will be pushed back to 2022. Kubota has pulled their quote for tractors as they are minimally a year and a half out. Land Pride is 6-8 months out for mowers, which without the tractors, is useless. We expect Ford to cancel our order for 3 - ¾ ton pickups.
4. The pad has been poured for the emulsion storage tank for the Durapatchers.
5. Our two annual meetings with township officials generally were well received. We did get some good feedback for future topics from our survey.

Bishop also reported that Union contract negotiations are scheduled to begin on November 18th.

Motion by Boze, seconded by Askew to approve a special per diem for Road Commissioners who attended the Township Annual Meeting on October 26 and/or October 27.

Roll call vote:

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

Discussion held regarding the status of plow trucks and additional truck purchases from Ford.

The Managing Director provided a Voucher update for the Board as follows:

Voucher #2222	\$130,355.14
Voucher #2223	\$1,401,869.29
Voucher #2224	\$139,572.39
Voucher #2225	\$939,736.60
Voucher #2226	\$143,352.22

Bishop discussed the proposed decertification of portions of Ronnie Street and Marshall Street and the length of Ricki Street in Britton Park, Keeler Township. Ronnie Street and Marshall street are undeveloped as set forth in the Plat and, therefore, the Road Commission does not maintain them. Ronnie Street is too narrow to be maintained by the Road Commission and is not constructed to Road Commission standards. Motion by Boze, seconded by Hackenberg to adopt Resolution 2021-57:

RESOLUTION 2021-57

WHEREAS, **Ronnie Street** from Ricki Street East for approximately 742' in Britton Park Subdivision, Keeler Township, appears on the Certification Maps of the Van Buren County Road Commission; and,

WHEREAS, **Marshall Street** from Ronnie Street North approximately 194' in Britton Park Subdivision, Keeler Township, appears on the Certification Maps of the Van Buren County

Road Commission; and,

WHEREAS, **Ricki Street** from Ronnie Street North approximately 194' in Britton Park Subdivision, Keeler Township, appears on the Certification Maps of the Van Buren County Road Commission; and,

WHEREAS, Ronnie Street, Marshall Street and Ricki Street, as described above, are not constructed to Road Commission standards; nor are they used, worked on, or maintained by the Van Buren County Road Commission.

NOW, THEREFORE, BE IT RESOLVED that the following roadway segments in Britton Park, Keeler Township, Van Buren County, Michigan are deleted for Act 51 Transportation funds as recommended by Road Commission staff:

1. Ronnie Street from Ricki Street East for approximately 742';
2. Marshall Street from Ronnie Street North approximately 194'; and,
3. Ricki Street from Ronnie Street North approximately 194'.

IT IS FURTHER RESOLVED that the Board of County Road Commissioners does not herein relinquish, or in any way abandon the public right of way on the roadway segments as set forth above.

Roll call vote:

Askew: AYE

Boze: AYE

Hackenberg: AYE

Kinney: AYE

Burleson: AYE

MOTION CARRIED.

Bishop discussed the proposed certification of Marshall Street in Britton Park, Keeler Township. The roadway is currently uncertified because it is not located in the original location in the plat. When the error was discovered, research showed that the lots were owned by Keeler Township. The Township recently deeded the roadway to the Road Commission via a Quit Claim Deed. Motion by Boze, seconded by Hackenberg to adopt the following Resolution:

RESOLUTION CERTIFYING MARSHALL STREET

2021-58

At a regular meeting of the Board of County Road Commissioners for the County of Van Buren, Michigan, held on Thursday, November 4, 2021 it was moved by Commissioner Boze and seconded by Commissioner Hackenberg to adopt the following Resolution:

WHEREAS, Marshall Street (also known as Ricki Street) is situated in Britton Park, Keeler Township, Van Buren County, Michigan East beginning at Ricki Street and continuing East for approximately 267', and more particularly described as:

Lots 3 and 26, Block 2, Britton Park, according to the plat thereof as recorded in Van Buren County Register of Deeds.

WHEREAS, Marshall Street meets the requirements and provisions as set forth in the Van Buren County Road Commission's Road Development Policy, including standards for road right-of-way; and,

WHEREAS, it is in the best interest of the residents of Britton Park, the motoring public, Keeler Township, and the Van Buren County Road Commission to certify the roadway, as set forth herein.

NOW, THEREFORE, BE IT RESOLVED that the following roadway located within the Britton Park Subdivision is hereby certified as a county local road: **Marshall Street (also known as Ricki Street) from Ricki Street East for approximately 267'.**

IT IS FURTHER RESOLVED that a copy of this Resolution shall be recorded in the office of the Register of Deeds for the County of Van Buren.

IT IS FURTHER RESOLVED that a copy of this Resolution shall be published once each week for three (3) successive weeks in the *Kalamazoo Gazette*, a newspaper printed and circulated in the County, and the Affidavit of Publication shall be filed with the Clerk of Van Buren County and the Clerk of Keeler Township.

Roll call vote:

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

Rader presented the proposed 2021 budget adjustment to the Board and discussed the proposed line item adjustments which reflect what is expected in 2021. Motion by Askew, seconded by Boze to adopt the adjusted 2021 Budget as follows:

Revenue	November 4, 2021	July 14, 2021	Difference
AOF - January 1st, 2021	\$ 10,762,570.41	\$ 10,762,570.41	\$ -
Michigan Transportation Fund (MTF)			
Engineering	\$ 10,000.00	\$ 10,000.00	\$ -
Primary	\$ 6,360,000.00	\$ 6,360,000.00	\$ -
Local	\$ 3,950,000.00	\$ 3,950,000.00	\$ -
Primary Urban	\$ 480,000.00	\$ 480,000.00	\$ -
Local Urban	\$ 200,000.00	\$ 200,000.00	\$ -
Total MTF	<u>\$ 11,000,000.00</u>	<u>\$ 11,000,000.00</u>	<u>\$ -</u>
Other State Revenue			
State Aid - Snow Funds	\$ 80,000.00	\$ 80,000.00	\$ -
State Aid - Economic Development	\$ -	\$ -	\$ -
State Aid - Bridges	\$ 7,200.00	\$ -	\$ 7,200.00
State Aid - Supplemental Road Funding	\$ -	\$ -	\$ -
State Aid - Other (Safety, Grants, etc)	\$ 58,700.00	\$ -	\$ 58,700.00
Total Other State Funding	<u>\$ 145,900.00</u>	<u>\$ 80,000.00</u>	<u>\$ 65,900.00</u>
Federal Funds			
Federal Aid - Secondary	\$ -	\$ 483,800.00	\$ (483,800.00)
Federal Aid - Safety HRRR	\$ -	\$ -	\$ -
Federal Aid - Bridges	\$ -	\$ -	\$ -
Federal Aid - STP	\$ 531,300.00	\$ 47,500.00	\$ 483,800.00
Federal Aid - CMAQ/Other	\$ -	\$ -	\$ -
Total Federal Aid	<u>\$ 531,300.00</u>	<u>\$ 531,300.00</u>	<u>\$ -</u>
Property Taxes			
County Wide Millage	\$ 2,650,000.00	\$ 2,650,000.00	\$ -
County Appropriation	\$ -	\$ -	\$ -
Township Contributions	\$ 4,000,000.00	\$ 3,521,000.00	\$ 479,000.00
Other Revenues (Interest, Gain on Equip, etc.)	\$ 350,000.00	\$ 425,000.00	\$ (75,000.00)
Total Revenue including AOF	<u><u>\$ 29,439,770.41</u></u>	<u><u>\$ 28,969,870.41</u></u>	<u><u>\$ 469,900.00</u></u>

Expenditures

	November 4, 2021	July 14, 2021	Difference
Heavy Maintenance			
Primary Roads	\$ 5,900,000.00	\$ 6,662,011.70	\$ (762,011.70)
Primary Structures	\$ 24,000.00	\$ 10,000.00	\$ 14,000.00
Local Roads	\$ 2,300,000.00	\$ 2,100,000.00	\$ 200,000.00
Local Structures	\$ 11,000.00	\$ -	\$ 11,000.00
Total Heavy Maintenance	\$ 8,235,000.00	\$ 8,772,011.70	\$ (537,011.70)
Maintenance			
Primary Roads			
General Maintenance	\$ 900,000.00	\$ 900,000.00	\$ -
Traffic Services	\$ 60,000.00	\$ 100,000.00	\$ (40,000.00)
Snow & Ice Control	\$ 700,000.00	\$ 700,000.00	\$ -
Special Maintenance	\$ 1,000,000.00	\$ 2,250,000.00	\$ (1,250,000.00)
Projects			
Routine Structure	\$ 5,000.00	\$ 5,000.00	\$ -
Local Roads			
General Maintenance	\$ 1,500,000.00	\$ 1,500,000.00	\$ -
Traffic Services	\$ 100,000.00	\$ 100,000.00	\$ -
Snow & Ice Control	\$ 1,100,000.00	\$ 1,100,000.00	\$ -
Special Maintenance	\$ 3,300,000.00	\$ 2,550,000.00	\$ 750,000.00
Projects			
Routine Structure	\$ 10,000.00	\$ 10,000.00	\$ -
Maintenance			
Disaster Contingency	\$ 5,000.00	\$ 5,000.00	\$ -
Total Maintenance	\$ 8,680,000.00	\$ 9,220,000.00	\$ (540,000.00)
Other Expenses			
Administration	\$ 950,000.00	\$ 950,000.00	\$ -
Interest Expense	\$ 3,749.45	\$ 3,813.00	\$ (63.55)
Long-Term Debt Payments	\$ 410,000.00	\$ 410,000.00	\$ -
Net Capital Outlay	\$ 485,364.00	\$ 1,149,560.00	\$ (664,196.00)
Net Equipment Expense	\$ 200,000.00	\$ 200,000.00	\$ -
Distributive Expense	\$ 3,000,000.00	\$ 2,800,000.00	\$ 200,000.00
Adjustments to Fund	\$ -	\$ -	\$ -
Balance			
Total Other Expenses	\$ 5,049,113.45	\$ 5,513,373.00	\$ (464,259.55)
Total Expenditures	\$ 21,964,113.45	\$ 23,505,384.70	\$ (1,541,271.25)
Operating Fund Balance	\$ 7,475,656.96	\$ 5,410,225.68	\$ 2,065,431.28
Total Expenditures & Fund Balance	\$ 29,439,770.41	\$ 28,915,610.38	\$ 524,160.03

Roll call vote:

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

Bishop presented a proposed contract with the State of Michigan for auditing services for FY2021-2023. Information regarding auditing fees in our surrounding counties was presented. In addition, the Board's attorney has reviewed the contract and does not object to the contract language. Motion by Hackenberg, seconded by Boze to authorize the Managing Director to sign the three-year (FY2021, 2022 and 2023) audit contract on behalf of the Van Buren County Road Commission with the State of Michigan, Department of Treasury.

Roll call vote:

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

The Contract is on file at the office of the Road Commission and is available for inspection by contacting the Board Secretary.

Bishop requested consideration by the Board to move the December 2, 2021 regular meeting of the Board to December 16, 2021. Bishop discussed the reasons behind this request including staffs' ability to allow for a more accurate final budget adjustment for 2021, as well as a more inclusive budget for 2022, and allowing more time to send out requests for bids and/or proposals that staff would like to have completed in 2021. Motion by Boze, seconded by Hackenberg to move the December regular meeting of the Board from the 2nd to the 16th.

Roll call vote:

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

Bishop presented a proposed letter of support for West Michigan Railroad's application for Rail Infrastructure and Safety Improvements. The work proposed by West Michigan Railroad will provide benefits to the community, as well as potentially reduce truck traffic on Michigan roadways. Motion by Askew, seconded by Boze to authorize the Managing Director to send a letter on behalf of the Van Buren County Road Commission supporting West Michigan Railroad Company's application for a Federal Railroad Administration Consolidated Rail Infrastructure & Safety Improvement Grant.

Roll call vote:

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

Commissioner Updates and Reports:

Askew: No township meetings. Attended the Road Commission's Township Annual Meeting on 10/26.

Boze: Attended Keeler Township on Tuesday. Attended the Road Commission's Township Annual Meeting on 10/26 and 10/27.

Burlson: Attended the Road Commission's Township Annual Meeting on 10/26. Met with the Bloomingdale Township Supervisor yesterday.

Hackenberg: Spoke with Porter Township Supervisor. Attempted to attend Almena Township's Zoom meeting, but was unable to log in.

Kinney: Attended Decatur Township on 10/14. Attended Arlington Township on 10/20. Remote attended the KATS Policy Meeting on 10/27. Attended the Road Commission's Township Annual Meeting on 10/27. Received a call from a Waverly Township resident on 10/12.

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

Motion by Hackenberg, seconded by Boze to adjourn the Call of the Chair at 5:29 PM.

Roll call vote:

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

Board Secretary

Board Chairman