

**Van Buren County Board of Road Commissioners**

Thursday, January 3, 2019  
Regular Meeting - Administrative Office, Lawrence, Michigan

BE IT REMEMBERED: That on the January 3, 2019 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 Askew, Boze, Burleson, Kinney, and Moffat  
Engineer-Manager Lawrence B. Hummel, P.E.  
Board Secretary-Finance Director Linnea Rader  
Highway Engineer Barry Anttila  
Operations Director Greg Brucks  
Administrative Assistant Jill Brien

GUESTS: County Commissioner Hanson  
County Commissioner Doroh  
Joyce Moffat

Chairman Boze called the meeting to order at 7:00 PM.

No additions/deletions to the Agenda.

Motion by Askew, seconded by Burleson to approve the Agenda.

AYES: 5  
NAYS: 0  
MOTION CARRIED.

Commissioner Boze, together with all present, welcomed Road Commissioner Moffat to his newly appointed position on the Board. Moffat provided a brief introduction of himself to the Board and those present, including his experience and qualifications.

Moved by Kinney and seconded by Askew to approve the minutes of the December 20, 2018 meeting as presented by Board Secretary Rader.

AYES: 4  
NAYS: 0  
ABSTAIN: 1 (Moffat)  
MOTION CARRIED.

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

Budget Review and Finance Director's Update:

Board Secretary-Finance Director Rader provided a review of the operating budgets and operating fund, including those Vouchers which had been paid since the last regular meeting of the Board. In addition, Rader provided the following update:

- Strategic Planning Session of the Board to be held on January 17<sup>th</sup> at 5:00 PM prior to the next regular meeting of the Board. Staff will provide notice of the Session to the Townships, as well. Rader handed out a copy of the current Strategic Plan for review by the Board prior to the upcoming Session.

Moved by Askew, seconded by Moffat to approve the following Road Commission Vouchers:

Voucher #2070	\$1,024.82
Voucher #2071	\$55,295.25
Voucher #2072	\$109,495.47
Voucher #2073	\$61,643.38

AYES: 5  
NAYS: 0  
MOTION CARRIED.

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

**RESOLUTION 2019-01**

**WHEREAS:** Alain (“Al”) E. Svilpe was appointed to the Board of County Road Commissioners of Van Buren County in 2008; and,

**WHEREAS:** Al Svilpe served as Chairman of the Board in 2011, 2012, and 2018; and,

**WHEREAS:** Al Svilpe was appointed to the Board of Public Works in 2008 and worked together with many township, village, city and county officials, through the Department of Public Works, in various water and sewer improvement projects to the benefit of the residents of Van Buren County; and,

**WHEREAS:** On December 31, 2018, Al Svilpe completed his service as a Member of the Board of County Road Commissioners and Board of Public Works of Van Buren County; and,

**WHEREAS:** At the time of his appointment in 2008, Al Svilpe was well-versed and knowledgeable in Van Buren County’s road and bridge network having served as a Lieutenant at the Van Buren County Sheriff’s Office, and as the Director of Van Buren County Office of Domestic Preparedness, giving Al the background and knowledge of many of the policies and decisions that are involved in building and maintaining a transportation infrastructure to meet the needs of the community; and,

**WHEREAS:** Throughout the length of his tenure on the Board of County Road Commissioners and the Board of Public Works, Al Svilpe has always sought to make the greatest impact on the public road, water and sewer systems through innovative and sound financial decisions made in the best interest of the Townships, the Van Buren County Road Commission and the Van Buren County Department of Public Works; and,

**WHEREAS:** Al Svilpe has always taken great pride in assisting the citizens of Van Buren County and they have been well served by his efforts throughout his years of public service.

**NOW, THEREFORE, BE IT RESOLVED:** That the Board of County Road Commissioners of Van Buren County formally recognizes and honors Alain E. Svilpe for his 10 years of service to the residents of Van Buren County, and for his contributions and dedication to local government and the County road and bridge system.

**IT IS FURTHER RESOLVED:** That the Board of County Road Commissioners of Van Buren County extends their best wishes to Al Svilpe and his wife, Teresa, and their daughter, Michelle, in the coming years.

AYES: 5  
NAYS: 0  
RESOLUTION ADOPTED.

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

**RESOLUTION 2019-02**

**WHEREAS:** In 2018 Richard (“Dick”) W. Freestone completed his service as the County Commissioner of District 4 in Van Buren County; and,

**WHEREAS:** Dick Freestone has served the residents of Van Buren County in his capacity as the County Commissioner of District 4 in Van Buren County since his election in November 1996, and his official appointment office in January 1997.

**WHEREAS:** Dick Freestone has served as the Chairman of Buildings and Grounds, and on many other committees and boards, such as the Area Agency on Aging, Solid Waste Committee, Van Buren/Cass District Board of Health, Van Buren Public Transit Board, Van Buren Local Emergency Planning Committee, and the Revenue Sharing Board; and,

**WHEREAS:** Dick Freestone served as one of the County’s Liaisons to the Board of County Road Commissioners and, in that capacity, provided a critical connection between the County Board of Commissioners, the constituents, and the Townships of Bangor, Hartford and Keeler, and the County Board of Road Commissioners of Van Buren County; and,

**WHEREAS:** The Van Buren County Road Commission has appreciated the partnership of Dick Freestone in working to improve and construct the public road systems throughout Van Buren County; and,

**WHEREAS:** The residents of Van Buren County have been served well by the efforts of Dick Freestone throughout his service.

**NOW, THEREFORE, BE IT RESOLVED:** That the Board of County Road Commissioners of the County of Van Buren, hereby adopts this Resolution as a tribute to Dick Freestone for his dedication and contributions to local government and the county transportation system.

**FURTHER RESOLVED:** That the Board of County Road Commissioners of Van Buren County extends its best wishes to Dick Freestone and his wife, Joyce, in their future endeavors.

AYES: 5  
NAYS: 0  
RESOLUTION ADOPTED.

Discussion by Hummel regarding Agreement with Michigan Department of Treasury for the audit of the years ending December 31, 2018, 2019 and 2020. Questions were asked by Board members, which were answered by Hummel and Rader. Motion by Moffat, seconded by Burleson to authorize the Engineer-Manager to execute the Agreement on behalf of the Van Buren County Road Commission.

AYES: 5  
NAYS: 0  
MOTION CARRIED.

Hummel led a discussion regarding the KATS Policy Committee. The Board's current appointment to the Policy Committee is Commissioner Kinney. Engineer-Manager Hummel has served as Alternate for some time, which he is happy to continue; however, if another Board member would like to serve as Alternate the KATS would prefer that arrangement. Commissioner Moffat requested that he be appointed to serve as Alternate to the KATS Policy Committee. Motion by Askew, seconded by Burleson.

AYES: 5  
NAYS: 0  
MOTION CARRIED.

### **Road Commissioner's Township Meeting Attendance Report**

From December 20, 2018 to present:

Askew: No meetings.

Boze: No meetings.

Burleson: Spoke with the Supervisor of Bloomingdale Township today. He is anxious to begin boom mowing in the township. Staff will provide a program sheet for township consideration.

Kinney: No report.

Moffat: No report.

### **Operations Director Report:**

Greg Brucks reported as follows:

- Ice Control today.
- Grading/Scraping operations on gravel roads continues.
- Miscellaneous tree work.
- Pot hole patching.

Engineer-Manager Update(s):

- Karen Makay retirement celebration, Friday, January 11 from 2-4 PM, BOC Room.
- Service Request Monthly Activity by Township (month of December as of yesterday - 1/2/19).
- 2019 Commissioners' Seminar (March 10-12, 2019).
- 2019 Highway Conference (March 12-14, 2019).

- Union staff “competencies” as set forth in Collective Bargaining Agreement have been established as of today. Next goal is implementation of schedule for tracking training. Kris Longcore will assume this responsibility in her role as Safety Coordinator.
- Warren is still out on medical leave. Greg Pardike is assisting with inventory and the implementation of the new bar code scanner device and program that is part of the Road Commission’s current accounting software.
- Shared some insight regarding an article provided to the Board by Commissioner Burleson regarding trees in the road right-of-way. Discussion ensued regarding the process for tree removals from the right-of-way, which is outlined in the Township Transportation Partners Booklet.
- Met with the owners of Do It Corp. and South Haven Packaging regarding the Federal Aid project on 8<sup>th</sup> Avenue in South Haven Township.
- 14<sup>th</sup> Avenue at CSX Railroad, approach improvement project supposed to have taken place last year is now scheduled for this year.
- Consultant is working on bridge package.
- Red Arrow Highway from 26<sup>th</sup> Street to 28<sup>th</sup> Street, appears that the project may take place this season.
- Commissioner Kinney asked at the last regular meeting about the 40 mph speed limit signs on 86<sup>th</sup> Avenue south of Lake of the Woods. Staff has researched the Traffic Control Order and discovered that it was rescinded in 2002; therefore, the four speed signs were removed, but the posts have been left up for the time being. Road Commission staff will request a speed study be performed in the spring.
- Met with Joanna Johnson of the Road Commission of Kalamazoo County, and Sgt. James Campbell to discuss the idea of sharing James Campbell’s services between RCKC and the VBCRC upon Campbell’s retirement from the State Police force. This would assist both agencies in performing traffic reviews, accident reconstruction, and more. Discussed two days per week at each agency.
- John Deere 7510 Federal Surplus tractor from Korea was delivered to the Road Commission. It had been built for the US Air Force, and was available to the Road Commission with 105 hours for a total of approximately \$17,000.00. The typical cost would be \$40-\$50,000, if one could even be found.
- 47.50th Street, Columbia Township, should be opened to traffic next week.
- Pipe failure on 2<sup>nd</sup> Avenue West of 50<sup>th</sup> Street, Little Bear Lake Drain.
- Walnut Street (Bangor School road), Mitchell has been out to survey.

### **Legal Issues:**

- 22<sup>nd</sup> Avenue, Columbia Township, will provide file information to Attorney Henn for an opinion regarding abandonment of this right of way that was de-certified by the Board at its last regular meeting.
- Lake Street, Pine Grove Township, Plat of Kendall, Road Commission’s Engineering Technician, Dave Mills, reviewed the de-certified section of Lake Street for possible abandonment, but cannot due to land locking property owners.
- Draft Disposal Agreement has been sent to Attorney Henn, and Attorney Page, and the Michigan County Road Commission’s Self-Insurance Pool for review.
- Legal Services Agreement was requested by Commissioner Moffat. Staff and Attorney Page’s office have both searched and have found nothing.
- Scott Lake / Kincaid, Drain Commissioner is working on a possible plan through a drainage district, which would resolve the situation without the need for a Township local road project.
- Rural Task Force and CMAQ meetings are being held next week with Paw Paw-Lawton Small Urban, South Haven Small Urban, and Watervliet-Coloma-Hartford Small Urban meetings following soon thereafter. The results of these various meetings will form the Road Commission’s Federal Aid funding for the next three years.

Engineer-Manager Hummel reviewed his Self-Evaluation for Period 1/1/18 through 12/31/18 with the Board as required by the Employment Contract. Commissioner Kinney requested that the Self-Evaluation be signed and dated, which Hummel will do and re-send to Commissioners.

Commissioner Burleson inquired as to where the Road Commission advertises for projects that are let for bid and how contractors receive bidding specifications. Brien responded that the Road Commission advertises in the Courier-Leader, a weekly publication serving Paw Paw and the surrounding communities. Comprehensive bidders lists are also

maintained in the Administrative Office. Companies and/or individuals wishing to be included on a list should contact Jill Brien at the Administrative Office of the Road Commission.

Motion by Askew to Adjourn the Call of the Chair at 8:30 PM.

AYES: 5

NAYS: 0

MOTION CARRIED.

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Secretary

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Chairman