

## Van Buren County Board of Road Commissioners

Thursday, April 4, 2019  
Regular Meeting - Administrative Office, Lawrence, Michigan

BE IT REMEMBERED: That on the 4<sup>th</sup> day of April, 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  
Finance Director Linnea Rader  
Highway Engineer Barry Anttila  
Operations Director Greg Brucks

GUESTS: County Commissioners Doroh and Chappell  
Dan Ruzick, Antwerp Township Supervisor  
Tim Kloosterman, Alma Township

ABSENT: Jill Brien, Administrative Assistant-Board Secretary

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

Commissioner Moffat requested that the Board appoint a Secretary pro tem following the approval of the agenda. Moffat also requested item 13A, Meeting Security be added to the agenda. Boze requested item 11A, Letter to the editor, also be added to the agenda.

Motion by Moffat, seconded by Kinney to revise the Agenda as proposed by Moffat and Boze by adding items 13A and 11A.

AYES: 5  
NAYS: 0  
MOTION CARRIED.

Motion by Moffat, seconded by Kinney to nominate Linnea Rader as Board Secretary pro tem.

AYES: 5  
NAYS: 0  
MOTION CARRIED.

Commissioner Moffat requested the minutes of the March 21, 2019 be revised to include a notation that his vote regarding the Van Buren County Road Commission's retiree health coverage Corrective Action Plan was due to the short notice provided by the State of Michigan for review.

Moved by Kinney and seconded by Askew to approve the minutes of the March 21, 2019 meeting as presented by Board Secretary pro tem Rader, as revised.

AYES: 5  
NAYS: 0  
MOTION CARRIED.

The Chairman opened the meeting to public comment.

Dan Ruzick, Antwerp Township Supervisor presented the Board with a packet of information regarding the Long Grove Subdivision. Supervisor Ruzick provided the history of the drainage concerns of overflow from Kalamazoo County. Ruzick requested the Board cost share towards the up-sizing of three driveway culverts and rebuilding a resident's decorative wall. Anttila's estimate for these modifications is \$7,900. Supervisor Ruzick also wanted it recorded that he does not believe the retention pond in this subdivision is large enough. Anttila and Brucks explained design standards at the time of the retention pond's installation as well as modifications to those standards since. Additional insight was provided about the current water table level and its effects around the County.

Supervisor Ruzick presented the Board with a picture of a missing street head in the Valley View Subdivision which should read "Vineyard Circle." He believed a service request was called in to the Road Commission about a week ago. Road Commission records reflect

service requests from February 5, 2019 and April 2, 2019, with the note that the sign was ordered following the February 5 request. The sign was installed April 8, 2019.

Supervisor Ruzick also presented the Board with copies of letters from Engineer Manager, Larry Hummel, to Michigan Paving which were sent following the last Board meeting. The letters explained Antwerp Township's intent to cancel the 56<sup>th</sup> Avenue and 58<sup>th</sup> Avenue project, and place the 63<sup>rd</sup> Avenue project on hold as indicated during the March 21, 2019 Road Commission Board meeting. Ruzick has written a letter to Michigan Paving and Materials explaining that his questions were answered during the 3/21/19 meeting of the Board, and states that the Township no longer wishes this project to be on hold. He also requested that the bid for work on 56<sup>th</sup> Avenue and 58<sup>th</sup> Avenue be extended to 2020, which Michigan Paving has agreed to, per Supervisor Ruzick. Road Commission staff will make contact with Michigan Paving to confirm and secure the project for 2020. Ruzick then presented the Board with a signed program sheet to proceed with the 63<sup>rd</sup> Avenue project.

Finance Director's Update:

- Hiring Update - Applications/resumes received through April 3; interviews to be held later this month.
- MTF Adjustments - Due to several errors with Treasury's disbursements of MTF during 2018, they must be booked as 2018 liabilities. The state will then "take back" their overpayments throughout 2019.
- The next Southwest Council meeting is May 13 at 9:30 and will be hosted by Muskegon County Road Commission. Additional details to follow.
- Staff will work to transfer legal representation of Worker's Compensation file to Varnum.

Break from Finance Director's Update to go to bid openings.

The following bids were opened at 7:30 PM:

Lubricants:

Bulk Oil Type 15W-40 Citgo Citgard 600 Series:

Vendor	Unit Price per gallon	Manufacturer
Great Lakes Lubricants	\$7.44	Citgo
Schaeffer Specialized Lubricants	\$17.65	Schaeffer's
PriMar Petroleum	\$6.99	Citgo
Rowley's Wholesale	\$6.64	Shell
Major Brands Oil Company	\$6.20	Shell Lubricants

Representative of only the as-read bid tab sheet.

Motion by Kinney, seconded by Moffat to authorize the Engineer-Manager to award upon tabulation and review by staff, in the best interest of the Van Buren County Road Commission.

AYES: 5  
 NAYS: 0  
 MOTION CARRIED.

41<sup>st</sup> Street between CR 352 and 88<sup>th</sup> Avenue, Decatur Township; final grading and base paving with HMA 13A:

Rieth-Riley Construction \$91,140.00  
 Michigan Paving and Materials \$78,750.00

Evergreen Bluff Drive, Kassian Ct., and Allen Ct., South Haven Township; cold milling approximately 3", then leveling and top course paving with HMA 13A, and HMA 36A:

Rieth-Riley Construction \$171,280.00  
 Michigan Paving and Materials \$165,438.00

Motion by Kinney, seconded by Burlson to authorize the Engineer-Manager to award, in the best interest of the Van Buren County Road Commission and the respective townships, upon review and tabulation by Engineering Staff.

AYES: 5  
NAYS: 0  
MOTION CARRIED.

Finance Director's Update continued.

- Discussion regarding truck purchase for FY 2020

Motion by Askew, seconded by Boze to move forward with the purchase of five trucks through MiDeal for the 2020 budget year with a cost not to exceed \$1,320,000.00.

AYES: 5  
NAYS: 0  
MOTION CARRIED.

- Discussion regarding Gradall purchase. Upon review of options available, staff is recommending 4x4 model instead of 4x2 as well as a canopy sheer. Modifications will exceed the 2019 budgeted capital outlay by approximately \$30,000.

Motion by Askew, seconded by Moffat to approve an additional \$30,000 capital expenditure for the Gradall purchase.

AYES: 5  
NAYS: 0  
MOTION CARRIED.

- Update on Commissioner Moffat's request for review of the list of non-certified roads plowed by the Road Commission under contract. Opinion being sought from the Pool.
- Punch list and Acronym list distributed and discussed.
- Discussion of outcomes from Expectations Workshop on 3/21/19 with one edit.
- Larry's calendar update.
- Service request monthly update, March 2019.
- Permit Department update.
- Frost Laws update.
- KATS Open House for the FY 2020-2023 TIP invitation.

Summary of today's Vouchers to be paid was reviewed with the Board by Finance Director. Motion by Askew, seconded by Boze to approve the following Vouchers:

Voucher #2087	\$114,572.59
Voucher #2088	\$480,944.78

AYES: 5  
NAYS: 0  
MOTION CARRIED.

Rader updated the Board on the award of bids, in the best interest of the Van Buren County Road Commission, as follows:

- CR 388 between 12<sup>th</sup> Avenue and 14<sup>th</sup> Avenue, Bloomingdale Township, awarded to the as-read low bidding contractor, Krohn Excavating.
- CR 665 between 34<sup>th</sup> Avenue and 38<sup>th</sup> Avenue, Waverly Township, awarded to the as-read low bidding contractor, Krohn Excavating.
- CR 374 between 48<sup>th</sup> Street and Red Arrow Highway, Lawrence Township, awarded to the as-read low bidding contractor, Krohn Excavating.
- 50<sup>th</sup> Street between 24<sup>th</sup> Avenue and 28<sup>th</sup> Avenue, Arlington Township, awarded to the as-read low bidding contractor, Krohn Excavating.

Highway Engineer Anttila and Operations Director Brucks provided the Board with the Ackley Lake drainage correction information that the Board requested during their last meeting. Anttila explained that the cost for the culvert under the road, the connected catch basins and the outlet for the system would account for approximately \$33,000 of the

\$68,000 total project cost. Anttila and Brucks provided details as to where the water comes from and who is affected by it. Motion by Moffat, seconded by Kinney for the Road Commission to contribute funds to cover half of the actual cost of the pipe and structure under the road.

AYES: 5  
NAYS: 0  
MOTION CARRIED.

Board members discussed the draft response letter to Antwerp Township. Several Board members provided insight to Rader to work on updated draft. Motion by Kinney, second by Moffat for Rader to update draft to be distributed to Commissioners and brought to the next Board meeting for approval.

AYES: 4  
NAYS: 1 (Askew)  
MOTION CARRIED.

Commissioner Boze distributed a copy of a Letter to the Editor that he saw in The Courier-Leader. Boze explained that Engineer Manager Hummel acts for the Road Commission in his duties and should not be publicly questioned. Discussion ensued between Commissioners as to the proper way to address concerns.

Operations Director's Update:

Maintenance Report:

- Pothole patching county-wide. Wyoming Asphalt's Plainwell plant will open in a few days, Lawrence soon, and Michigan Paving on the 22<sup>nd</sup>. The bid opening for patching material will be opened at our next meeting.
- Gravel road grading has begun around the County. All roads have been scraped by a truck or graded by the grader as of last night. The graders will be working their way around the entire gravel system throughout this spring.
- De-berming began today on CR 358. Following CR 358 we will move on to Porter Township.
- Tree cutting season concluded last Friday due to the endangered species of bats.

Equipment Update:

- Have been discussing truck and gradall specifications for purchase as discussed earlier in the meeting.
- Normal shop operations.

Highway Engineer's Update:

- Plan review meeting April 10 for the 10 preventative maintenance bridge projects.
- Tree trimming today for the 30<sup>th</sup> Street project in Antwerp, and next week on 32<sup>nd</sup> Street, Antwerp Township.
- 32<sup>nd</sup> Street at 64<sup>th</sup> Avenue, Antwerp Township, question from resident has been responded to regarding curb installation.
- CR 665 culvert, Waverly Township, hoping to start next Tuesday.
- People on CR380 around Jephtha Lake have contacted our office to voice complaints, and also report the pulverized road to MDOT.
- Working on Bangor Township's estimates.
- Summer staff will begin once college year ends.
- Traffic counts and road ratings are on the schedule for this summer.

Commissioner Moffat brought the idea of meeting security. Moffat discussed active shooter training for the Board similar to that which was provided to Almena Township's Board. Would like to see this training for our Board, and would like the Board to consider the idea of a deputy at our meetings. Motion by Kinney, seconded by Moffat to request the presence of a deputy at Road Commission meetings, depending on the availability of the Sheriff's Department.

AYES: 5  
NAYS: 0  
MOTION CARRIED.

Legal Issues:

Board Attorney Page provided an update on the Kincaid situation in Arlington Township. Anttila also provided details as to the Drain Commission's plans in this area as well as some history as to the complaint.

Commissioner Updates and Reports:

- Rick Boze, Keeler on the 2<sup>nd</sup>, they asked about the status of de-berming on gravel roads. Bill was going to deliver signed program sheets to the office.
- Doug Burleson, no meetings, but reported that the Bloomingdale Township Supervisor told him he was still waiting on estimates. Staff advised that those had been emailed and mailed. Also discussed water over the road on CR 390.
- Greg Kinney, KATS meeting on the 27<sup>th</sup>.
- Geoff Moffat, attended Almena's meeting.

Motion made by Burleson, seconded by Moffat to request special per diem for WC Askew's attendance at the 3/12/19 CRA Committee meetings.

AYES: 5  
NAYS: 0  
MOTION CARRIED.

Board members discussed Antwerp Township's earlier request to replace driveway culverts and a rock wall in the Long Grove Subdivision. Anttila to review and provide information to the Board at the next regular meeting.

Motion by Askew, seconded by Burleson to adjourn the Call of the Chair at 9:22 PM.

AYES: 5  
NAYS: 0  
MOTION CARRIED.

---

Secretary

---

Chairman