

Van Buren County Board of Road Commissioners

February 4, 2021 - Regular Meeting

BE IT REMEMBERED: That on the 4th day of February, 2021 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 the Governor's Executive Order 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 VIA TELECONFERENCE:

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

GUESTS PRESENT VIA TELECONFERENCE:

Kurt Doroh, County Commissioner
Don Blackmond, Keeler Township Supervisor
Patrick Barrett, Paw Paw Township Resident

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

Askew: PRESENT
Boze: PRESENT
Burleson: PRESENT
Hackenberg: PRESENT
Kinney: PRESENT

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.

Commissioner Kinney requested that Agenda Item #10 be revised to remove former Road Commissioner Moffat, and to add Road Commissioner Hackenberg.

Motion by Boze seconded by Askew to approve the amended 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 January 21, 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.

The Managing Director provided the following Staff Reports:

1. Joel has discovered that the streets in McDonald, MI (Bangor Township) are not where they were platted.
2. Fairbanks Street (Paw Paw Township) is only certified 350 feet past Hillcrest Street. We had been plowing to the end of the street. I informed the Township Supervisor of this discovery and told him we would stop May 1. Jill will send out letters informing the residents of this change.
3. I have been reviewing the final Van Buren County Community Park, Recreation, Open Space and Greenway Plan. I was part of the group that assisted in the creation of the revised plan. Several of the proposed changes are there but are awkwardly placed. One of the more important changes are on Page 10 bottom, it says the VBCRC funded operations and maintenance of the Kal Haven and Van Buren Trails . . . through user fees. Van Buren County leased the trail from the State of Michigan. The user fees went to the County Treasurer and we billed them our actual expenses. It also says we discontinued the user fees in 2011. The MDNR discontinued the user fees in 2011. This is all corrected on page 22. Just to clarify, the VBCRC did NOT charge user fees, the MDNR did. And the MDNR discontinued those fees in 2011. The VBCRC was just a contract maintenance agency.
4. 30th Street (Almena) should be wrapping up the tree removal this week, depending on the weather. We should start the dirt work about April. We will coordinate with the Township to make sure the residents know what is going on.
5. CR374 (Lawrence) work should start again next week, depending on the weather.
6. With the Facilities and Fleet Manager retiring and the Assistant position being eliminated, we have focused on our processes in the shop as well as our purchasing practices. Group Leader Bob Drake has been temporarily shifted over to the Shop. He has discovered several inefficiencies that we are correcting. One is we purchased several hundred carbide grader scraper blades. This is more than we will use in a lifetime. They will sit around and rust or become obsolete. We are going to approach neighboring Road Commissions to see if they will buy them at cost. If they do not, we will turn 200 back in and pay the 15% restocking fee. We also purchased several truck batteries that have lost their charge and we cannot recharge them. We are discussing working with battery suppliers about a possible consignment system. Once we fully understand what we don't know we will create a restructuring plan for the fleet services.
7. Update regarding Bigby Coffee on Red Arrow Highway at CR652.

Questions were asked and responded to by the Managing Director.

Bishop updated the Board regarding the following Vouchers:

Voucher #2185	\$223,625.51
Voucher #2186	\$139,451.28

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

RESOLUTION 2021-03

WHEREAS: Geoff Moffat was appointed to the Board of County Road Commissioners of Van Buren County in 2019; and,

WHEREAS: Road Commissioner Moffat sought to make the greatest impact on the public road system in Van Buren County through transportation planning, asset management, and financial decisions made in the best interest of the Van Buren County Road Commission; and,

WHEREAS: Geoff Moffat has always taken enormous pride in assisting the citizens of Van Buren County, and they have been served well by his efforts.

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

IT IS FURTHER RESOLVED: That the Board of County Road Commissioners of Van Buren County hereby extends its best wishes to Geoff and his wife, Joyce, in the future.

Roll call vote:

Askew: AYE
Boze: AYE
Hackenberg: AYE
Kinney: AYE
Burleson: AYE

RESOLUTION ADOPTED.

Discussion regarding the public bid opening for Motor Fuels on February 4, 2021. Upon recommendation it was moved by Hackenberg and seconded by Askew to award to all bidders, with primary suppliers as follows, in the best interest of the Van Buren County Road Commission:

Lawrence Garage	No Lead Fuel	Ridderman & Sons Oil Co., Inc.
Lawrence Garage	Diesel Fuel	Fleming Brothers Oil
Bloomingtondale Garage	Diesel Fuel	Fleming Brothers Oil
Bloomingtondale Garage	No Lead Fuel	PriMar Petroleum
Bangor Garage	No Lead Fuel	PriMar Petroleum
Bangor Garage	Diesel Fuel	PriMar Petroleum

Roll call vote:

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

Discussion regarding the Three-Year Roadside Mowing Contract for Blue Star Highway. Bids were publicly opened on February 4, 2021. Motion by Boze, seconded by Askew to award to all bidders, with Compton, Inc. as primary contractor, in the best interest of the Van Buren County Road Commission.

Roll call vote:

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

Chairman Burleson explained that he had received all five evaluations of the Managing Director from the Road Commissioners. Bishop reached his one-year employment anniversary on February 3rd. Bishop received a total of 214 points out of 250 total possible points (86%). Comments were presented by Askew who stated that it has been a pleasure working with Bishop, and that he appreciates all of Bishops efforts during the past year. Finance and HR Director Rader explained the process by which to utilize the evaluations to assign a performance based stipend for the Managing Director as follows: Far Exceeds Expectations 6%; Exceeds Expectations 4%; Meets Expectations 2%. Further discussion was held. Motion by Askew, seconded by Boze to approve a Performance Based Stipend to Bishop of 4% based upon the calculation that he exceeded expectations during the past year.

Roll call vote:

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

Bishop stated that once he receives copies of his evaluations from the Chairman that he will review the recommendations of the Commissioners, together with his future goals for the organization, and the goals of the organization to present to the Road Commissioners for Board review and approval.

Discussion held regarding Bishop's eligibility for a 2.5% step pay increase, which was confirmed by Rader as following the Managing Director's Compensation Scale. Motion by Kinney, seconded by Boze to award Bishop the noted 2.5% step pay increase.

Roll call vote:

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

Commissioner Updates and Reports:

Askew: No report.

Boze: Attended Keeler Township's virtual board meeting on Tuesday.

Chairman Burlson welcomed Commissioner Todd Hackenberg to the Board.

Hackenberg: Thanked the Board for the opportunity. Made contact with Chris Oxley, Supervisor of Porter Township.

Kinney: Made contact with Arlington Township, Decatur Township, Waverly Township, and Paw Paw Township.

Burlson: Made contact with Bloomingdale Township Supervisor.

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

Managing Director Bishop advised that he intends to drive around with one of the newer drivers most of the morning tomorrow in Paw Paw Township as we are expecting blowing and drifting snow through the night and into Friday. New staff continue to be trained by experienced drivers regarding winter maintenance operations.

Motion by Boze, seconded by Askew to adjourn the Call of the Chair at 5:37 PM.

Roll call vote:

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

Board Secretary

Board Chairman