

## Van Buren County Board of Road Commissioners

November 19, 2020

Regular Meeting - Administrative Office, Lawrence, Michigan

BE IT REMEMBERED: That on the 19th day of November, 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 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, Kinney, and Moffat  
Managing Director Dan Bishop  
Finance Director Linnea Rader  
Highway Engineer Barry Anttila  
Operations Director Greg Brucks  
Administrative Assistant-Board Secretary Jill Brien

### GUESTS PRESENT VIA TELECONFERENCE:

Linda Norton, Columbia Township Supervisor  
Ken Speicher, Columbia Township Supervisor Elect  
Steven Rogusta, Village of Breedsville President

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

Askew: ABSENT  
Boze: ABSENT (arrived at 5:08 PM)  
Burleson: ABSENT (arrived at 5:03 PM)  
Moffat: PRESENT  
Kinney: PRESENT

Chairman Kinney 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.

Motion by Askew seconded by Moffat to approve the Agenda.

Roll call vote:

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

Motion by Moffat, seconded by Askew to approve the Minutes of the November 5, 2020 meeting as presented by the Board Secretary.

Roll call vote:

Askew: AYE  
Boze: ABSENT  
Burleson: ABSTAIN (Did not hear enough of discussion to vote)  
Moffat: AYE  
Kinney: AYE  
MOTION CARRIED.

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

Staff Reports by Managing Director:

- 1) I met (via zoom) with Linda Norton and Ken Speicher, the new Supervisor of Columbia Township.

- 2) Greg and I reviewed the sealcoat work with the Managing Director and engineer of Cass County. They are happy with the work. Cass wanted to see our big wood chipper in action. They went out to the site and unfortunately, the Chipper broke down right before they arrived.
- 3) Reminder, the office will be closed for Thanksgiving ,Thursday and Friday. Our next scheduled meeting would be Dec 3.
- 4) We have a resident on 52<sup>nd</sup> Ave, Antwerp Township, that wants us to lower the speed limit because kids are speeding down the road. I explained how speed limits require a traffic study performed by the MSP and we do not set them. That was not good enough for him. I told him I would contact the Sheriffs Office for some speed enforcement and he said they ignore him. I explained to him we do not do speed enforcement. I did contact Sheriff Abbott and he is familiar with the resident. He sent out a speed enforcement car the next day(11/5) at the time our resident said the speeding occurs. The Deputy found no speeding. On November 9 the resident called me again complaining the mailman was speeding. I suggested he call the postmaster and he said he did and they ignore him. He started yelling and insulting me and I asked him to talk to me like I was a human being. He continued to yell and insult me so I hung up on him.
- 5) Enclosed is a map I'm working on to show roads with more than 2,000 vehicles per day as well as traffic counts. I am trying to figure out how to add PASER ratings as well.

The Board and staff discussed Roadsoft's limited graphics. Staff will investigate more user friendly formats to present long-term road project planning information.

Bishop updated the Board regarding the following Vouchers and provided details regarding larger payment items.

Voucher #2173	\$135,972.50
Voucher #2174	\$418,541.20

Bishop provided discussion regarding township use of its county-wide road millage allocation. Historically the Board has approved townships' use of its millage allocation to cover up to 33% of the total cost of contract gravel resurfacing, and up to 50% of the total cost of surface treatment projects. In support of Chairman Kinney's idea, the Managing Director recommended the following changes to be effective in 2021 so as to better assist the Township Partners: Townships may elect to use millage funds to cover up to 100% of the total cost of contract gravel resurfacing; and up to 100% of the total cost of a surface treatment project, including but not limited to sealcoat, fog seal, cape seal, chip seal, slurry seal, micro layers, crackseal, etc., as approved by the VBCRC Highway Engineer. Motion by Moffat, seconded by Boze to approve the Managing Director's recommendation.

Roll call vote:

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

Managing Director Bishop lead discussion regarding proposals received for the Master Facility Plan. Contact was made by Bishop to both low bidding contractors and all questions and/or concerns have been satisfactorily addressed. Bishop recommended award of the proposal to the low bidding contractor, Kingscott, at a price not to exceed \$22,560.00. Motion by Boze, seconded by Moffat to accept the proposal submitted by Kingscott for a Master Facility Plan at a cost not to exceed \$22,560.00 and to authorize the Managing Director to sign the contract for services upon review and approval by counsel. Further discussion was held regarding the seriousness of the recommendations of the report, the timing of the report, and the high level of importance that needs to be placed on improving the roads in Van Buren County.

Roll call vote:

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

Highway Engineer Anttila discussed the November 11<sup>th</sup> public bid opening of the heavy maintenance project on 30<sup>th</sup> Street in Alma Township to include clearing, trenching, widening, drainage improvements, HMA crush and shape, and repaving from 48<sup>th</sup> Avenue to CR653. Lounsbury Excavating is the low bidding contractor at \$789,014.51. Discussion held regarding the status of Alma Township's approval of the project. Motion by Moffat, seconded by Kinney to award to Lounsbury Excavating, in the best interest of the Van Buren County Road Commission and Alma Township contingent upon approval by Alma Township.

Roll call vote:

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

Finance and HR Director Rader provided a 2020 Budget update. Several comments and questions were asked, which were responded to by Rader.

Burleson left the meeting at approximately 5:33 PM due to technical difficulties.

Rader presented a proposed Remote Work Policy due to the COVID-19 pandemic. An Executive Order from the Governor requires that any work that is capable of being performed remotely should be performed remotely. The proposed Policy accomplishes that, and goes beyond the timeframe of the pandemic. Motion by Boze, seconded by Askew to adopt Policy 2020-06, as presented. Clarification was provided by Rader regarding staff requirements contained in the draft Policy, and those staff requirements as contained in the Road Commission's COVID-19 Preparedness and Response Plan.

## **VAN BUREN COUNTY ROAD COMMISSION**

### **EMPLOYEE REMOTE WORK POLICY**

Policy No. 2020-06

#### **Overview**

The Van Buren County Road Commission ("VBCRC") Employee Remote Work Policy outlines those staff members eligible to work from a location other than the VBCRC office along with the guidelines to be observed. This policy is in place to ensure that both staff members and VBCRC will benefit from these arrangements.

#### **Scope**

This policy applies to eligible administrative staff members – defined as those staff members whose primary work tasks and functions may be successfully executed in a location other than the VBCRC office.

#### **Policy Elements**

Remote working is a temporary agreement between staff members and the Finance & Human Resources Director to work from a non-office location until the arrangement proves to be non-effective, as determined by the Finance & Human Resources Director.

#### **Remote Working Arrangements**

Eligible staff members may work remotely on a temporary basis as agreed upon by both the staff member and the Finance & Human Resources Director. *NOTE: Until MIOSHA's Emergency Rules for Coronavirus Disease 2019 (COVID-19) Rule 5, Section 8 has been lifted, in-person work is prohibited for those employees whose work activities can feasibly be completed remotely.*

## **Successful Remote Working**

To ensure that job performance and execution of tasks will not suffer in remote work arrangements, remote staff members are advised to:

- Choose a quiet and distraction-free working space.
- Have an internet connection that's adequate for their job.
- Dedicate their full attention to their job duties during working hours.
- Attend all virtual meetings as scheduled by the Finance & Human Resources Director.
- Adhere to break and attendance schedules agreed upon with the Finance & Human Resources Director.
- Ensure schedules overlap with other staff members for as long as necessary to successfully execute job duties or collaborative tasks/projects.

## **Compliance with Policies**

Staff members working remotely must adhere to all applicable VBCRC policies such as:

- Rules of Conduct
- Fraud Policy
- Non-Union Personnel Policy
- Sick Leave
- Vacation

Violations of this Policy, or other applicable VBCRC policies may result in disciplinary action up to and including termination.

## **Compensation and Benefits**

Compensation is determined by job role. Health insurance, sick and vacation accumulation and other individual or group benefits are not altered by a remote working arrangement.

## **Equipment**

VBCRC will provide remote staff members with equipment that is essential to their job duties, such as laptops, printers, and office supplies. Additional needs may be discussed with the Finance & Human Resources Director.

Equipment that VBCRC provides is company property. Staff members must keep it safe and avoid any misuse. Specifically, staff members must:

- Keep their equipment password protected.
- Store equipment in a safe and clean space when not in use.
- Refrain from downloading suspicious, unauthorized or illegal software.

Burleson arrived back to the teleconference at approximately 5:37 PM.

Roll call vote:

Askew: AYE

Boze: AYE

Burleson: ABSTAIN (did not hear enough of discussion to vote)

Moffat: AYE

Kinney: AYE

POLICY ADOPTED.

Rader discussed the proposed Pre/Post Trip Inspection Policy as provided by the Michigan County Road Commission Self-Insurance Pool. Staff Procedures will follow with more detailed instructions. Questions were asked by the Board regarding the effective date, forms to be utilized by staff, and timing regarding implementation.

Motion by Boze, seconded by Moffat to adopt Policy 2020-07 with notification to staff that the Policy will be strictly enforced after January 1, 2021.

## **VAN BUREN COUNTY ROAD COMMISSION**

### **PRE/POST TRIP INSPECTION POLICY**

Policy No. 2020-07

#### **Overview**

Vehicles and equipment are important assets of the Van Buren County Road Commission. The purchase and maintenance of these assets is very costly and important to the operation of this organization. They allow staff to adequately maintain roadways for the traveling public of Van Buren County. In an effort to keep vehicles and equipment in optimal working condition, and prevent unnecessary damages, the Pre/Post Trip Inspection Policy has been created in conjunction with recommendations from the Michigan County Road Commission Self Insurance Pool.

#### **Scope**

Van Buren County Road Commission Road Maintenance Employees shall complete a visual pre and post-trip inspection of heavy duty vehicles (class 3 and up) and equipment they use throughout the day, including the trailer being pulled, if applicable. The inspection shall be documented with the written Driver Vehicle Inspection Report (“DVIR”), both pre and post-trip. Reputable and commercially available DVIR sheets include essential components to be inspected. The inspections must include, at a minimum, a check of: brake/air system, coupling equipment, steering components, emergency equipment, tires, wheels/rims, windshield & wipers, dashboard warning & exterior lights, and seats/seatbelts.

#### **Pre-Trip Inspection**

At the beginning of each day (or when switching equipment), the operator shall review the most recently completed DVIR, perform a thorough visual inspection, and complete the pre-trip DVIR. The original copy of the DVIR will be turned into the Fleet Superintendent, or his designee, so the completed DVIR’s can be filed appropriately. Any pre-trip DVIR that has a defect recorded must be reviewed by the Fleet Superintendent, or his designee, upon the completion of the inspection for corrective action to be taken on the items noted. Any pre-trip DVIR which lists defects must state that the defect has been repaired or that repair is unnecessary before the vehicle is allowed out on the road.

#### **Post-Trip Inspection**

At the end of each day the operator will perform a thorough visual inspection and complete the post-trip DVIR. The original copy of the inspection book will be turned into the Fleet Superintendent, or their designee, so the completed DVIR’s can be filed appropriately. Any post-trip DVIR that has a defect recorded must be delivered to the Fleet Superintendent, or their designee, upon completion of the inspection so that corrective action can be taken. Any post-trip DVIR which lists defects must state that the defect has been repaired or that the repair is unnecessary before the vehicle is allowed out on the road. If performing a post-trip inspection is not possible, the operator must note on the DVIR that a complete post-trip inspection was not completed along with the justification for this.

#### **Repairs**

The Fleet Superintendent, or their designee, should be made aware of any DVIRs needing repairs as quickly as possible. Dash lights noted on the DVIR should be identified using an onboard diagnostic software scanner and necessary repairs should be scheduled and

performed as quickly as possible. If a unit cannot be repaired or requires outside service, the unit will be pulled from service and tagged out until the repairs can be completed.

- Once the repairs are completed, the Fleet Superintendent, or their designee, will sign off on the DVIR form and leave it on the driver's seat to verify that the repair has been made;
- After repairs are complete and certified by the Fleet Superintendent, or their designee, the operator must conduct a pre-trip inspection before going out onto the road.

### **Vehicle Inspection Process and Training**

During an inspection, a driver will perform a circle check of the vehicle, checking the various exterior, interior, and under hood components listed on the DVIR form supplied by VBCRC. The Safety Coordinator along with the mechanic staff will develop and provide training on all aspects of the inspections, paperwork completion, and distribution of DVIR forms.

### **Corrective Action**

The Van Buren County Road Commission will take appropriate corrective action up to and including discharge to remedy all violations of this Policy.

Roll call vote:

Askew: AYE  
Boze: AYE  
Burlson: AYE  
Moffat: AYE  
Kinney: AYE  
POLICY ADOPTED.

Bishop proposed a 2021 Regular Board Meeting Schedule which was reviewed by Board. Discussions were held and revisions were made to the proposed Schedule to include two meetings per month over the months of Summer Hours. Motion by Moffat, seconded by Burlson to adopt the following 2021 Regular Board Meeting Schedule, with all meetings beginning at 5:00 PM, unless otherwise noticed:

January 7 and 21  
February 4 and 18  
March 4 and 18  
April 8 and 22  
May 5 and 19  
June 2 and 16  
July 7 and 21  
August 4 and 18  
September 1 and 15  
October 7 and 21  
November 4 and 18  
December 2 and 16

Roll call vote:

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

Rader discussed the proposed 2021 county-wide road millage allocations to the townships. She recommended that the millage allocation formula be left as is for 2021, and increase the total amount of the allocations to \$1,029,000.00. Rader will present options to the Board next year for the 2022 allocation as the new census data will then be available. Motion by Askew, seconded by Moffat to approve the following township millage allocations in 2021:

<b>Township</b>	<b>2021 Allocation</b>
Almena	\$73,679.70
Antwerp	\$91,640.38
Arlington	\$51,833.68
Bangor	\$56,735.76
Bloomington	\$56,397.41
Columbia	\$58,366.95
Covert	\$54,793.55
Decatur	\$48,089.80
Geneva	\$59,779.62
Hamilton	\$41,468.15
Hartford	\$54,998.34
Keeler	\$52,371.94
Lawrence	\$51,058.67
Paw Paw	\$63,297.67
Pine Grove	\$56,742.71
Porter	\$52,147.78
South Haven	\$50,684.89
Waverly	\$54,913.00
<b>TOTAL</b>	<b>\$1,029,000.00</b>

Roll call vote:

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

Commissioner Updates and Reports:

W.C. Askew, Sr. - Attended the virtual Southwest Council Meeting on November 9<sup>th</sup>. Met with Covert Township. Kudos were given to Dan Bishop and Greg Brucks. Met with Geneva Township. Discussions were held regarding a couple of issues. Met with Bangor Township. A proposed road project was discussed.

Rick Boze - Attended the virtual Southwest Council Meeting on November 9<sup>th</sup>. Met with Hamilton Township. Met with Keeler Township and presented Supervisor Kays with the Board's Resolution. Met with Lawrence Township and Hartford Township.

Doug Burleson - Met with Pine Grove Township on 10/13, and Bloomington Township on 10/21. Relayed information to Anttila regarding conversation with Bloomington Phone Company.

Greg Kinney - Attended the virtual KATS meeting.

Geoff Moffat - Antwerp Township has its first in-house COVID-19 case. Reported on Alma Township's proposed 2021 road program.

The Chairman opened the meeting to Second Public Comment. Steven Rogusta thanked the Road Commission for the patch work accomplished in the Village of Breedsville and stated that he is looking forward to the Road Commission accomplishing winter maintenance again this season for the Village.

Linda Norton, Columbia Township Supervisor, thanked the Road Commission for working with her and for the Resolution that had been presented to her.

Motion by Boze, seconded by Burleson to adjourn the Call of the Chair at 6:06 PM.

Roll call vote:

Askew: AYE

Boze: AYE

Burleson: AYE

Moffat: AYE

Kinney: AYE

MOTION CARRIED.

*Jill Brien*

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Board Secretary

*Gregory H. Kinney*

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Board Chairman