

Van Buren County Board of Road Commissioners

November 5, 2020

Regular Meeting - Administrative Office, Lawrence, Michigan

BE IT REMEMBERED: That on the 5th 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.

PRESENT VIA TELECONFERENCE:

Road Commissioners Askew, Boze, 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
Steven Rogusta, Village of Breedsville President
Ken Speicher, Columbia Township Supervisor Elect
Kurt Doroh, County Commissioner
Mike Chappell, County Commissioner

ABSENT:

Doug Burleson, (absent with regrets)

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

Askew: PRESENT
Boze: PRESENT
Burleson: ABSENT
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 Boze seconded by Askew to approve the Agenda.

Roll call vote:

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

Motion by Askew, seconded by Boze to approve the Minutes of the October 1, 2020 meeting as presented by the Board Secretary.

Roll call vote:

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

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

Bishop provided the following report:

MANAGING DIRECTORS REPORT

November 5, 2020

- 1) CR 352 east of M 40 has been flooded and closed for almost 2 years. We replaced the tube and will build the road up about a foot at the lowest point then transition to about a 6 inch increase.
- 2) CR 690 at Little Crooked Lake boat launch drainage improvement is underway in Keeler TWP.
- 3) Work on CR 380 continues.
- 4) We will open bids for 30th Street in Almena Twp on Nov 11.
- 5) 22nd Ave between 68th Street and 69th Street in Geneva Twp has been top course paved.
- 6) Fog seal will be completed Nov 6.
- 7) Trucks are ready for snow. Salt has been delivered.
- 8) We have redesigned our plow routes to get blades on the roads faster.
- 9) I talked with Aric Nesbitt about grant funding for improvements to CR 681 and Red Arrow Highway. Aric said he would help us if grant funding is available. Barry is reviewing the file to see where we left off. One big problem was we needed additional right of way to put in a traffic circle. We are also researching addition "lit signage" as an alternative.
- 10) We have some electrical problems in the garage. Some of the wires shorted out due to the humidity in the wash bay/garage. The master control has no manual and the contractor is out of business. Gary is working on a permanent solution to our problem.
- 11) We had a training session with Doug Cartland on October 29. One session was management only the other was with all administrative employees.
- 12) After the election, I plan on introducing myself to all the new Township Supervisors. If you know them, I would greatly appreciate an introduction.
- 13) The new radios are being installed in the trucks and equipment.
- 14) We went back to five days a week, 7:00-3:30 on November 2. All employees went back to their respective garages. New employees will be shown their plow routes with a chance to get acclimated. Training will commence ASAP.
- 15) We plan on having all 4 graders on our gravel roads every day, weather permitting.
- 16) We opened our proposals for our Master Plan Feasibility Study:

Byce	\$28,500 + 5% expenses	Missing LOS (level of service) analysis?
Kingscott	22,500	Complete
Wightman	46,700 + ex	Complete
Abonmarche	37,100	Complete
Schley	38,800	Missing LOS analysis?
Tower/Pinkster	30,000+ex	Missing LOS analysis?

I plan on interviewing the two lowest qualified bidders to ensure an understanding of what we expect as well as their time frames. Kingscott proposed a full year analysis while all the others forecasted a 3-4 month time frame.

Various questions were asked by the Board, which were answered by Bishop.

Bishop provided an update for the Board regarding the following Vouchers, including details relating certain vendor payments.

Voucher #2169	\$133,596.90
Voucher #2170	\$303,644.44
Voucher #2171	\$136,087.27
Voucher #2172	\$1,942,182.06

The 2020 proposed budget adjustment was presented by Finance Director Rader. Questions were asked by the Board, and Rader responded. Motion by Boze, seconded by Moffat to approve the following budget adjustment:

Van Buren County Road Commission			
2020 Operating Budget			
November, 2020 Budget Adjustment			
Revenue			
	November, 2020	August, 2020	Difference
AOF - January 1st, 2019	\$ 11,570,406.74	\$ 11,570,406.74	\$ -
Michigan Transportation Fund (MTF)			
Engineering	\$ 10,000.00	\$ 10,000.00	\$ -
Primary	\$ 5,800,000.00	\$ 5,503,217.48	\$ 296,782.52
Local	\$ 3,720,000.00	\$ 3,580,175.10	\$ 139,824.90
Primary Urban	\$ 440,000.00	\$ 426,223.68	\$ 13,776.32
Local Urban	\$ 190,000.00	\$ 180,260.69	\$ 9,739.31
Total MTF	\$ 10,160,000.00	\$ 9,699,876.95	\$ 460,123.05
Other State Revenue			
State Aid - Snow Funds	\$ 70,000.00	\$ 70,000.00	\$ -
State Aid - Economic Development	\$ 105,000.00	\$ 105,000.00	\$ -
State Aid - Bridges	\$ 922,500.00	\$ -	\$ 922,500.00
State Aid - Supplemental Road Funding	\$ -	\$ -	\$ -
State Aid - Other (Safety, Grants, etc)	\$ -	\$ -	\$ -
Total Other State Funding	\$ 1,097,500.00	\$ 175,000.00	\$ 922,500.00
Federal Funds			
Federal Aid - Secondary		\$ -	\$ -
Federal Aid - Safety HRRR	\$ -	\$ -	\$ -
Federal Aid - Bridges	\$ -	\$ 626,054.75	\$ (626,054.75)
Federal Aid - STP	\$ 848,000.00	\$ 898,000.00	\$ (50,000.00)
Federal Aid - CMAQ/Other	\$ 232,000.00	\$ 260,000.00	\$ (28,000.00)
Total Federal Aid	\$ 1,080,000.00	\$ 1,784,054.75	\$ (704,054.75)
Property Taxes			
County Wide Millage	\$ 2,660,000.00	\$ 2,550,000.00	\$ 110,000.00
County Appropriation	\$ -	\$ -	\$ -
Township Contributions	\$ 4,189,250.00	\$ 4,211,938.52	\$ (22,688.52)
Other Revenues (Interest, Gain on Equip, etc.)	\$ 635,000.00	\$ 285,000.00	\$ 350,000.00
Total Revenue including AOF	\$ 31,392,156.74	\$ 30,276,276.96	\$ 1,115,879.78

Van Buren County Road Commission			
2020 Operating Budget			
November, 2020 Budget Adjustment			
Expenditure			
	November, 2020	August, 2020	Difference
Heavy Maintenance			
Primary Roads	\$ 5,474,979.13	\$ 5,839,349.13	\$ (364,370.00)
Primary Structures	\$ 472,000.00	\$ 319,455.00	\$ 152,545.00
Local Roads	\$ 1,816,200.00	\$ 2,606,200.00	\$ (790,000.00)
Local Structures	\$ 647,000.00	\$ 448,550.00	\$ 198,450.00
Total Heavy Maintenance	\$ 8,410,179.13	\$ 9,213,554.13	\$ (803,375.00)
Maintenance			
Primary Roads			
General Maintenance	\$ 900,000.00	\$ 850,000.00	\$ 50,000.00
Traffic Services	\$ 90,000.00	\$ 200,000.00	\$ (110,000.00)
Snow & Ice Control	\$ 700,000.00	\$ 700,000.00	\$ -
Special Maintenance Projects	\$ 2,664,000.00	\$ 2,664,000.00	\$ -
Routine Structure Maintenance	\$ 5,000.00	\$ 5,000.00	\$ -
Local Roads			\$ -
General Maintenance	\$ 1,400,000.00	\$ 1,300,000.00	\$ 100,000.00
Traffic Services	\$ 100,000.00	\$ 200,000.00	\$ (100,000.00)
Snow & Ice Control	\$ 1,100,000.00	\$ 1,100,000.00	\$ -
Special Maintenance Projects	\$ 2,959,000.00	\$ 2,400,000.00	\$ 559,000.00
Routine Structure Maintenance	\$ 10,000.00	\$ 10,000.00	\$ -
Disaster Contingency	\$ 5,000.00	\$ 5,000.00	\$ -
Total Maintenance	\$ 9,933,000.00	\$ 9,434,000.00	\$ 499,000.00
Other Expenses			
Administration	\$ 850,000.00	\$ 850,000.00	\$ -
Interest Expense	\$ 12,000.00	\$ 12,000.00	\$ -
Long-Term Debt Payments	\$ 405,000.00	\$ 405,000.00	\$ -
Net Capital Outlay	\$ 1,449,130.86	\$ 1,542,860.00	\$ (93,729.14)
Net Equipment Expense	\$ 200,000.00	\$ 200,000.00	\$ -
Non-Road Improvement (Evergreen Bluff)	\$ -	\$ -	\$ -
Distributive Expense	\$ 3,000,000.00	\$ 2,900,000.00	\$ 100,000.00
Adjustments to Fund Balance	\$ -	\$ -	\$ -
Total Other Expenses	\$ 5,916,130.86	\$ 5,909,860.00	\$ 6,270.86
Total Expenditures	\$ 24,259,309.99	\$ 24,557,414.13	\$ (298,104.14)
Operating Fund Balance	\$ 7,132,846.75	\$ 5,718,862.83	\$ 1,413,983.92
Total Expenditures & Fund Balance	\$ 31,392,156.74	\$ 30,276,276.96	\$ 1,115,879.78

Roll call vote:

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

Rader presented the 2021 preliminary budget and reviewed the budget summary in detail. A budget hearing is planned for the December 17 regular meeting of the Board. Questions were asked by the Board, which were answered by Bishop, Rader and Brucks.

Motion by Kinney, seconded by Moffat to adopt the following Resolution:

RESOLUTION 2020-38

WHEREAS: In November 2020 Jacque Phillippe will complete her service as the Supervisor of Arlington Township, Van Buren County, Michigan; and,

WHEREAS: Throughout her two terms of service as the Supervisor of Arlington Township, Jacque worked in cooperation with the Van Buren County Road Commission to maintain and improve the public road network throughout Arlington Township; and,

WHEREAS: The residents of Arlington Township have been served well by the actions and efforts of Jacque Phillippe in her capacity as the Supervisor of Arlington Township.

NOW, THEREFORE, BE IT RESOLVED: That the Board of County Road Commissioners of Van Buren County hereby adopts this Resolution as a tribute to Jacque Phillippe for her 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 extends its best wishes to Jacque Phillippe in her future endeavors.

Roll call vote:

Askew: AYE
Boze: AYE
Burleson: ABSENT
Moffat: AYE
Kinney: AYE
RESOLUTION ADOPTED.

Motion by Moffat, seconded by Boze the adopt the following Resolution:

RESOLUTION 2020-39

WHEREAS: In November 2020 Richard (Dicky”) Stone will complete his service as the Supervisor of Bloomingdale Township, Van Buren County, Michigan; and,

WHEREAS: Throughout his four years of service as the Supervisor of Bloomingdale Township, Dicky worked in cooperation with the Van Buren County Road Commission to maintain and improve the public road network throughout Bloomingdale Township; and,

WHEREAS: The residents of Bloomingdale Township have been served well by the actions and efforts of Dicky Stone in his capacity as the Supervisor of Bloomingdale Township.

NOW, THEREFORE, BE IT RESOLVED: That the Board of County Road Commissioners of Van Buren County hereby adopts this Resolution as a tribute to Dicky Stone 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 extends its best wishes for success and happiness to Dicky Stone in his future endeavors.

Roll call vote:

Askew: AYE
Boze: AYE
Burleson: ABSENT
Moffat: AYE
Kinney: AYE
RESOLUTION ADOPTED.

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

RESOLUTION 2020-40

WHEREAS: In November 2020 Linda Norton will complete her service as the Supervisor of Columbia Township, Van Buren County, Michigan; and,

WHEREAS: Throughout her four years of service as the Supervisor of Columbia Township, Linda worked in cooperation with the Van Buren County Road Commission to maintain and improve the public road network throughout Columbia Township; and,

WHEREAS: The residents of Columbia Township have been served well by the actions and efforts of Linda Norton in her capacity as the Supervisor of Columbia Township.

NOW, THEREFORE, BE IT RESOLVED: That the Board of County Road Commissioners of Van Buren County hereby adopts this Resolution as a tribute to Linda Norton for her 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 extends its best wishes for success and happiness to Linda Norton in her future endeavors.

Roll call vote:

Askew: AYE

Boze: AYE

Burleson: ABSENT

Moffat: AYE

Kinney: AYE

RESOLUTION ADOPTED.

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

RESOLUTION 2020-41

WHEREAS: In November 2020 William ("Bill") Kays will complete his service as the Supervisor of Keeler Township, Van Buren County, Michigan; and,

WHEREAS: As the Supervisor of Keeler Township, Bill was responsible for managing and supervising township public improvements, including the public road system throughout Keeler Township; and,

WHEREAS: Throughout his 34 years of service as the Supervisor of Keeler Township, Bill Kays has always worked cooperatively with the Van Buren County Road Commission to accomplish many road improvement projects and special maintenance projects in Keeler Township; and,

WHEREAS: The residents of Keeler Township have been served well by the efforts of Bill Kays to maintain, improve, and reconstruct the certified road network throughout Keeler Township.

NOW, THEREFORE, BE IT RESOLVED: That the Board of County Road Commissioners of Van Buren County hereby adopts this Resolution as a tribute to Bill Kays for his contributions to local government and the county-wide transportation network.

IT IS FURTHER RESOLVED: That the Board of County Road Commissioners of Van Buren County extends its best wishes of happiness, success and enjoyment to Bill Kays and his wife, Holly.

Roll call vote:

Askew: AYE
Boze: AYE
Burleson: ABSENT
Moffat: AYE
Kinney: AYE
RESOLUTION ADOPTED.

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

RESOLUTION 2020-42

WHEREAS: In November 2020 Scott Hess will complete his service as the Supervisor of Pine Grove Township, Van Buren County, Michigan; and,

WHEREAS: Throughout his 12 years of service as the Supervisor of Pine Grove Township, Scott worked in cooperation with the Van Buren County Road Commission to maintain and improve the public road network throughout Pine Grove Township; and,

WHEREAS: The residents of Pine Grove Township have been served well by the actions and efforts of Scott Hess in his capacity as the Supervisor of Pine Grove Township.

NOW, THEREFORE, BE IT RESOLVED: That the Board of County Road Commissioners of Van Buren County hereby adopts this Resolution as a tribute to Scott Hess 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 extends its best wishes for success and happiness to Scott Hess in his future endeavors.

Roll call vote:

Askew: AYE
Boze: AYE
Burleson: ABSENT
Moffat: AYE
Kinney: AYE
RESOLUTION ADOPTED.

Operations Director Brucks presented a proposed bid extension from Asphalt Materials for CM-90, HFRS-2, HFRS-2M, CRPE (fog seal), and CM-150 for the 2021 construction season. Brucks recommended acceptance based upon the steady prices of bituminous materials and a historically great working relationship with Asphalt Materials. Motion by Boze, seconded by Askew to approve Asphalt Materials' offer to extend its bid for liquid emulsions through the 2021 construction season, in the best interest of the Van Buren County Road Commission.

Roll call vote:

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

A new formula for county-wide millage allocations to the townships was presented for discussion. History and information were provided by Rader. The Board asked questions, and provided observations and other proposed formulas. Motion by Moffat, seconded by Boze to postpone a decision for further consideration at the next regular meeting of the Board on November 19th.

Roll call vote:

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

Bishop provided discussion regarding a proposed policy, Final Step Position Employment for Van Buren County Road Commission Non-Union Organizational Structure. Bishop provided additional background regarding the Anti-Nepotism Policy (2018-03) and involvement of the Board in hiring practices. Motion by Kinney to postpone consideration until the next regular meeting of the Board on November 19th, or when Commissioner Burlison can be present to provide further discussion.

Roll call vote:

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

Motion by Boze, seconded by Moffat to correct the May 15, 2019 meeting minutes as follows:

Wednesday, May 15, 2019, ~~2019~~

Roll call vote:

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

Commissioner updates and reports:

Askew: Unable to connect to Covert Township Zoom meeting. Attended Geneva Township and South Haven Township's virtual meetings. South Haven Township expressed its appreciation for the assistance of Operations Director Brucks.

Boze: Attended Lawrence Township on October 8th, and Hartford Township on October 8th. Attended Hamilton Township on October 13th.

Kinney: Contacted Arlington, Decatur, Paw Paw and Waverly Townships with no requests. Waverly Township contacted him earlier this week regarding an issue, which was referred to administration and responded to the same day.

Moffat: Attended Antwerp Township on October 13. Attended Porter Township on October 14th. They were complimentary of Operations Director Brucks. Attended Alma Township on October 21st.

The Chairman opened the meeting to Second Public Comment. Supervisor Norton thanked the Road Commission for working with her. She introduced the Supervisor elect, Ken Speicher, who stated he was looking forward to working together with the Road Commission.

Motion by Askew, seconded by Moffat to adjourn the Call of the Chair at 6:20 PM.

Roll call vote:

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

Jill Brien

Board Secretary

Gregory H. Kinney

Board Chairman