

**Van Buren County Board of Road Commissioners**

April 2, 2020

Regular Meeting - Teleconference

BE IT REMEMBERED: That on the 2<sup>nd</sup> day of April, 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 Governor Whitmer's Executive Order 2020-15.

**PRESENT VIA TELECONFERENCE:**

Road Commissioners Askew (arrived late), 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:**

County Commissioner Mike Chappell

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

No additions/deletions to the Agenda; however, Moffat requested that at the first meeting of the Board of County Road Commissioners following the pandemic crisis that the Board discuss non-certified public roads where the Road Commission has an easement for right of way purposes.

Motion by Boze, seconded by Burleson to approve the Agenda. Roll call vote:

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

Moved by Moffat and seconded by Boze to approve the minutes of the March 19, 2020 meeting as presented by Board Secretary Brien. Roll call vote:

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

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

Chairman Kinney read the Special Rules for Remote Meeting as follows: 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.

**Managing Director's Update:**

- Administrative Office carpet removal and flooring installation: Sealed bids were publically opened on March 10, 2020 following a mandatory pre-bid meeting held on March 3, 2020. Upon review of all submitted bid packages, the bid for carpet removal and combination carpet tile and vinyl flooring installation was awarded by the Managing Director to the low bidding contractor, West Michigan Carpet & Tile of Mattawan, Michigan, in the amount of \$38,989.55, in the best interest of the Van Buren County Road Commission.
- Motor Fuels: Sealed bids were publically opened on March 17, 2020. Upon review of all submitted bids, the award was made by the Managing Director to the as-read low bidding vendors as follows, in the best interest of the Van Buren County Road Commission:

Crystal Flash, Inc. (Tanker Deliveries - Underground Tanks)

<u>Garage</u>	<u>Type</u>	<u>Mark Up/Margin Over Rack Price</u>
Lawrence Garage	No Lead	\$0.0429
Lawrence Garage	Diesel	\$0.0453
Bloomingtondale Garage	Diesel	\$0.0498

Fleming Brothers Oil Co. (Peddle Truck Deliveries - Above-the-Ground Tanks)

<u>Garage</u>	<u>Type</u>	<u>Mark Up/Margin Over Rack Price</u>
Bloomingtondale Garage	No Lead	\$0.08
Bangor Garage	No Lead	\$0.08
Bangor Garage	Diesel	\$0.08

- Bridge Inspections: Quote awarded to Scott Civil Engineering, in the best interest of the Van Buren County Road Commission, at \$225.00 per bridge (70 bridges) for a total of \$15,750 (as needed services: cross-sections \$50.00 per bridge; Load Rating \$90.00/hr., Plan Sketches \$90.00/hr.).
- MDOT 22A Gravel Resurfacing: Bids were opened by the Board at its Regular Meeting on February 20, 2020. Managing Director awarded the bid to all bidding Contractors, with the Primary Supplier being the lowest bidder, as follows:

<b>Township / Garage Location</b>	<b>Price Per Ton</b>	<b>Contractor</b>
ALMENA TOWNSHIP	\$8.66	R. Smith & Sons, Inc.
ARLINGTON TOWNSHIP	\$8.30	Yerington Brothers, Inc.
BANGOR TOWNSHIP	\$8.70	Yerington Brothers, Inc.
BLOOMINGDALE TOWNSHIP	\$8.17	R. Smith & Sons, Inc.
COLUMBIA TOWNSHIP	\$9.06	Yerington Brothers, Inc.
GENEVA TOWNSHIP	\$9.06	Yerington Brothers, Inc.
HAMILTON TOWNSHIP	\$7.45	Yerington Brothers, Inc.
KEELER TOWNSHIP	\$7.98	R. Smith & Sons, Inc.
LAWRENCE TOWNSHIP	\$7.45	Yerington Brothers, Inc.
PAW PAW TOWNSHIP	\$7.45	Yerington Brothers, Inc.
PINE GROVE TOWNSHIP	\$8.15	R. Smith & Sons, Inc.
WAVERLY TOWNSHIP	\$8.28	Yerington Brothers, Inc.
VAN BUREN COUNTY ROAD COMM. (Boudreau Pit)	\$7.00	Yerington Brothers, Inc.
BANGOR (WESTERN) GARAGE	\$8.70	Yerington Brothers, Inc.
BLOOMINGDALE GARAGE	\$8.12	R. Smith & Sons, Inc.

Commissioners were interested in 2019 pricing, which will be provided to them by staff. Also questions raised regarding pit locations which were responded to by staff.

- Voucher Update:
  - #2141 \$124,122.01
  - #2142 \$264,886.31
  - #2143 \$119,105.28

Finance Director's Update:

- Discussion regarding new hires. They remain on-call and available for assignment, together with all staff.
- Worked with the Union to create a hybrid shop/road maintenance position on a trial basis, which was filled by a current staff member.
- Pension Report was discussed, and the economic status given the current situation.

Rader recommended continuing the budgeted contribution of \$275,000.00, which is a bit more than what the actuary recommended, but will assist in any downfall that may result due to any 2020 economic issues. Motion by Moffat to approve the \$275,000 contribution to the Pension Plan fund. Motion seconded by Boze. Roll call vote:

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

- Employee Assistance Program update.
- Meeting with the Union have temporarily been put on hold, but we are working on some very positive changes.
- All front office staff are all working from home and doing a great job. Rader stated that she could not be more pleased with her staff.
- Act 51 Report is complete and ready to send to the Auditor.
- Update regarding Ox Cart on line transportation permit system.

Burleson asked whether we have any information about adjustments to MTF funds due to COVID-19 and Michigan's Stay Home Order. Bishop discussed tentative contingent plans being developed as we don't yet know how this will impact MTF funds received by the Road Commission. Rader discussed a Budget revision to be presented at the next regular meeting for the Board's consideration based upon a best-guess 10% reduction in MTF funds.

Fleet & Facilities Superintendent's Update by Board Secretary Brien:

- Two new trucks could be delivered this week, and possibly two loaders (waiting on the buckets for the loaders which are due to ship on the 10th of April).
- Contacted janitorial supplier to stay supplied as well as we can in these times.

Highway Engineer's Update:

- Engineering staff are in the office only as absolutely necessary.
- Right-of-way has been staked on Red Arrow Highway between 26<sup>th</sup> and 28<sup>th</sup> Streets, Antwerp Township. Project will begin, as scheduled.
- CR 653 from Red Arrow Highway to I-94, bid letting through MDOT is tomorrow.
- Millbocker continues to work on the two bridges on Red Arrow Highway in Hartford Township. Close to finishing. Contractor will then set up detour routes for CR 388 over the Black River, Geneva Township, and 71.5 Street over the Black River, South Haven Township to begin work.

Commissioners Askew and Moffat asked questions regarding projects, which were responded to by Anttila. In addition, Managing Director Bishop provided an update regarding the drainage situation in the Long Grove Subdivision.

Burleson provided information and discussion regarding contractors being stopped by the MSP in Allegan County due to the Stay Home Order, and the need for them to be carrying a letter from the Road Commission. Bishop stated that he has not heard of this in Van Buren County as far as he is aware, but that he appreciated the information.

Operations Director's Update:

- Update provided with Board packets.
- Reiterated that he is very proud of his staff. They have a great attitude, and are appreciative of everything Management and the Board is doing in light of this situation.

Bishop stated that because the Governor's Order allowing teleconference board meetings expires at midnight on April 15, 2020, he recommended moving the April 16<sup>th</sup> Regular Meeting to April 15<sup>th</sup> at 5:00 PM so as to allow the Board to meet via teleconference. Motion by Boze, seconded by Moffat. Roll call vote:

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

The Board decided by general consensus to discuss future meetings at the next Regular Meeting of the Board on April 15, 2020, at which time they hope to have more information from the Governor's office regarding a possible extension of the current Order.

Commissioner Updates and Reports:

W.C. Askew, Sr.

- Met with South Haven Twp on 3/11/20. They had no issues.
- Met with Geneva Twp on 3/10/20. Concerns about 70th Street under water. Phoenix St. east of 68th St. 55th St. no signs. (Note: Staff has provided an update to Askew, Supervisor Whaley, and the Sheriff's Department as the signs were intentionally removed by the Road Commission per the Michigan State Police as there is NO traffic control order for said signs).
- Attended Geneva Township's annual road meeting on 3/18.
- Attended Bangor Township's Board meeting 3/17/20. No issues.
- Covert and South Haven Townships are both holding their meetings electronically.
- Bangor Township will hold their regular meeting but will only allow ten people to be in attendance so as to be in compliance.
- Geneva Township will hold their regular meeting but keep it very short.

Rick Boze

- Lawrence Township has requested that no one come to meetings unless absolutely necessary, and that written reports be submitted instead until further notice.
- 3/11/20 Attended CRA Road Show/Highway Conference.
- 3/12/20 Attended Lawrence Township board meeting. I thanked everyone at the meeting for voting on the millage, and asked that the minutes reflect me thanking the citizens of Lawrence Township for supporting the road millage. No problems reported.
- 3/12/20 Attended Hartford Township board meeting. Also thanked everyone at the meeting for voting on the millage, and asked that the minutes reflect me thanking the citizens of Hartford Township for supporting the road millage. No problems reported.

Doug Burluson

- Attended the CRA Highway Conference on 3/11/20 in Lansing.

Gregory H. Kinney

- Attended County Road Association's Highway Conference on 3/11/20
- Attended (remote) KATS Policy Committee Meeting on 3/25/20

Geoff Moffat

- Attended the CRA Highway Conference on 3/11/20 in Lansing.
- All of his assigned Townships (Porter, Antwerp and Alma) are meeting electronically.

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

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

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

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Board Secretary

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Chairman