

Van Buren County Board of Road Commissioners
Thursday, May 17, 2018
Regular Meeting - Administrative Office, Lawrence, Michigan

BE IT REMEMBERED: That on the 17th day of May, 2018 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, Brown, Kinney, and Svilpe
Engineer-Manager Lawrence B. Hummel, P.E.
Administrative Assistant Jill Brien

GUESTS: County Commissioners Freestone and Doroh

ABSENT: Road Commissioner Boze

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

No additions/deletions to the Agenda.

Motion by Askew, seconded by Kinney to approve the Agenda.

AYES: 4
NAYS: 0
ABSENT: 1
MOTION CARRIED.

Moved by Askew and seconded by Kinney to approve the minutes of the May 2, 2018 meeting as presented by Engineer-Manager Hummel.

AYES: 4
NAYS: 0
ABSENT: 1
MOTION CARRIED.

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

Motion by Svilpe, seconded by Askew to approved a revised amount for Voucher #2029 (from \$276,386.04 to \$276,486.04) and:

Voucher #2030	\$106,007.32
Voucher #2031	\$453,254.88

AYES: 4
NAYS: 0
ABSENT: 1
MOTION CARRIED.

Motion by Askew, seconded by Kinney to approve the following revisions to the Credit Card Usage Policy:

POLICY NO. 96-01
CREDIT CARD USAGE

1. ~~Board Secretary-Accountant, Gregory M. Pardike,~~ **The Finance Director** is responsible for the issuance, accounting, monitoring and retrieval and generally for overseeing compliance with the Credit Card Usage Policy.
2. Van Buren County Road Commission credit cards may be used only by an officer or employee for the purchase of goods or services for the official business of the Van Buren County Road Commission.
3. A Michigan Sales and Use Tax Exemption Certificate verifying the tax-free status of the Van Buren County Road Commission is to be given to the officer or employee using the credit card, when applicable.
4. The officer or employee using the credit card must submit documentation detailing the goods or services purchased, cost, date of the purchase and the official

business for which purchased.

- 5. The officer or employee issued the card is responsible for its protection and custody and shall immediately notify the local unit if the card is lost or stolen.
- 6. The officer or employee must immediately surrender the card upon termination of his or her employment.
- 7. The ~~accountant~~ **Finance Director** is responsible for a system of internal controls to monitor the use of the credit card, including, but not limited to verification of all receipts/documentation and proper use of the credit card.
- 8. Credit card invoices must be approved before payment is made.
- 9. The balance, including interest due on an extension of credit under the credit card arrangement, shall be paid for within not more than 60 days of the initial statement date. The Van Buren County Road Commission shall comply with this provision of the Credit Card Policy.
- 10. Disciplinary measures shall be consistent with law, current Van Buren County Road Commission Policies and Procedures, and Rules of Conduct for the unauthorized use of a credit card by an officer or employee of the Van Buren County Road Commission.

AYES: 4
NAYS: 0
ABSENT: 1
REVISED POLICY ADOPTED.

Motion by Kinney, seconded by Askew to accept the Act 51 Report as presented by Engineer-Manager Hummel.

AYES: 4
NAYS: 0
ABSENT: 1
MOTION CARRIED.

Update by Engineer-Manager Hummel regarding award of 22A Gravel Resurfacing bid to lowest bidding contractors, in the best interest of the Van Buren County Road Commission as follows:

Township / Garage Location	Price Per Ton	Contractor
Arlington Township	\$7.15	Brusky Construction
Bangor Township	\$7.80	StoneCo.
Columbia Township	\$8.34	StoneCo.
Decatur Township	\$7.08	Kalin Construction
Geneva Township	\$8.25	StoneCo.
Hamilton Township	\$6.70	Kalin Construction
Keeler Township	\$7.12	R. Smith & Sons
Lawrence Township	\$6.42	StoneCo.
Paw Paw Township	\$6.59	Yerrington
Pine Grove Township	\$7.98	R. Smith & Sons
Porter Township	\$7.24	Kalin Construction
VBCRC Boudreau Pit	\$6.07	Yerrington
VBCRC Bangor Garage	\$7.75	StoneCo.
VBCRC Bloomingdale Garage	\$7.55	R. Smith & Sons

Discussion held regarding Michigan County Road Commission Self-Insurance Pool's ballots for election of Board of Directors. Motion by Kinney, seconded by Askew to mark the ballots as follows: Southern Positions, Doug Fuller and Tim Haagsma; At-Large Position, John Rogers.

AYES: 4
NAYS: 0
ABSENT: 1
MOTION CARRIED.

Discussion held on Road Commissioners Code of Conduct document developed by the County Road Association of Michigan Commissioners Committee. The Committee has requested that the document be shared with the commissioners and that it be considered for adoption by the Board. Question raised by Brown relating to County Commission being the appropriate authority to put in place. County Commissioners Doroh and Freestone agreed that could be possible, with input on the development by the Road Commission. Hummel discussed that was one way of looking at the Code of Conduct, with the other way being it was a way for the Road Commissioners to govern each other and, as such, would be adopted by the Board of County Road Commissioners. Svilpe voiced concerns regarding some of the draft language. Kinney questioned whether the language in the draft was already part of the Statute. The Board kept copies of the Committee's Code of Conduct for a possible future discussion.

Hummel discussed the County Road Association's 2018 Education Committee's Survey Question results.

Road Commissioner's Township Meeting Attendance Report

From May 2nd to present:

Askew: Covert Township, happy to hear regarding culverts being let for bid. Bangor Township, CR687 at 36th Avenue drainage, talked to John Chancellor. Southwest Road Commission Council meeting on May 15th.

Brown: No meetings. CR388 in Pine Grove and Bloomingdale Townships needs attention due to potholes.

Kinney: Waverly Township on May 3rd. Bob Reits contacted the Road Commission regarding the removal of an oak tree. Tony Millek does not want to install a bridge on 36th Avenue at the failed culvert. Mr. Millek intends to contact the Drain Commissioner to try to use the Drain Code to do something different. Decatur Township on May 10th, approved projects. Kinney asked the township about participation in the cost of work on CR668 and township confirmed that it was not interested. Southwest Road Commission Council meeting on May 15th.

Discussion by Kurt Doroh regarding Arlington Township's board meeting wherein it was discussed by the township that the project on 50th Street cannot take place until 2019. Hummel explained to those present that the project sheet remains unsigned; however, even if the sheet is signed, the tree removals that cannot take place until after October 1st due to the endangered/threatened bats. Township was originally given the estimate in 2016.

Svilpe: Received an email from Supervisor Ruzick regarding a "blow out" at the Long Grove Subdivision on Red Arrow Highway. Work had already been completed by Aleksich Excavating this past spring. 56th Avenue at CR657 West through the curves, and 60th Avenue at CR657 is a "minefield". CR215 South of Breedsville where culvert was replaced, the new pavement is higher than road and creates a "plateau". Staff will review.

Boze's report read by Engineer-Manager Hummel as follows: 5/8/18 Hamilton Township, they are planning on increasing their parking lot. Linnea gave her presentation on the 3 mil tax proposal on what we are planning to do and why it is needed. Gave report on service request. 5/10/18, Lawrence Township, reported on service calls, spray by water was brought up and Larry answered their questions. They confirmed that they did not want any spray by any water this year. Larry gave the Road Commission view on the 3 mil tax proposal and why it is needed and asked for their support. 5/10/18, Hartford Township, there was a rep from the Paw Paw River Water Trail at their meeting giving a presentation on work they have done and how the trail is being used. He brought up a safety concern

about the roads that go over the river are not marked and people that use the trail have trouble as to their location. Signs on the up stream side of the bridge would help with that. Also the sign at the Paw Paw River and CR687 by the Sportsman's Club is in need of replacement. Hartford asked if we could sell, rent or lease that location to the Township so they could clean it up and make improvements to it. Larry was also at Hartford to talk about the 3 mil tax proposal. On a separate note, I think we should put our name on the newer Bloomingdale Garage building. Respectfully submitted by R. Boze.

Svilpe reported a tall yellow flowered weed at the intersection of 30th and Red Arrow Highway making visibility difficult. Staff will review.

Hummel read Operation Director's report as follows: Mowing, locals to begin about the 23rd of this month. Primarys to begin about the 28th of this month. Dust Control, started today with Bloomingdale. Contract Gravel, continues. Approximately 3/4 of the townships are complete. Pipe work continues. Lost 3 more this week. Total since February is close to 50. Hot mix and seal coat preparation is also ongoing. Sealcoat kick-off approximately second or third week of June.

Engineer-Manager Update(s):

- Board work session with County Commission. County Commissioners Doroh and Freestone will discuss with County Commission with the idea of possibly forming a committee to sit down with the Road Commission to discuss township relations and requirement of Road Commissioners to attend township board meetings.
- Update regarding road millage presentations at township and city/village meetings.
- Safety and Training Day on May 30th.

A motion was made by Svilpe, seconded by Askew to adjourn the Call of the Chair at 8:28 PM.

AYES: 4
NAYS: 0
ABSENT: 1
MOTION CARRIED.

Secretary

Chairman