

Van Buren County Board of Road Commissioners
Summary of Proposed Minutes

November 2, 2023 - Regular Meeting

BE IT REMEMBERED: That on the 2nd day of November, 2023 at 5:00 PM, E.D.T., the Board of County Road Commissioners for the County of Van Buren met in regular session at the Road Commission Administrative Office in Lawrence, Michigan.

PRESENT:

Road Commissioners Askew, Boze, Burleson, Kinney and Nelson (remote)
Managing Director Bret Witkowski
Highway Engineer Barry Anttila
Finance and Human Resources Director Linnea Rader
Operations Director Greg Brucks
Administrative Assistant-Board Secretary Jill Brien

ABSENT:

None

GUESTS PRESENT:

Mike Chappell, County Commissioner
James W. Abshagen, former Decatur Township Treasurer

Vice-Chairman Askew called the meeting to order at 5:00 PM.

The Pledge of Allegiance was recited.

Commissioner Nelson requested an accommodation pursuant to the Americans with Disabilities Act to attend tonight's meeting remote and with full quorum and voting rights as he has a disability being that he is currently testing positive for COVID. Motion by Boze seconded by Burleson to grant Commissioner Nelson's request. Commissioner Kinney moved to amend the motion to include his request for an accommodation under the Americans with Disabilities Act to attend future meetings in a remote capacity and with full quorum and voting rights because he has a serious back issue. Further conversation was held to clarify the Open Meetings Act relating to remote attendance. It was determined by general consensus that because Commissioner Kinney's back issues are of a more long-term nature that it was appropriate to include his request in a motion to be decided by the Board without the need to make his request at every meeting he attended remotely as a result of this disability. Commissioner Kinney's motion to amend the previous motion was seconded by Commissioner Boze.

YES: 5

NO: 0

MOTION CARRIED.

Motion by Boze seconded by Burleson to approve the Agenda.

YES: 5
NO: 0
MOTION CARRIED.

Motion by Boze, seconded by Bureson to approve the Minutes of the October 11, 2023 Regular Meeting as presented by the Board Secretary.

YES: 5
NO: 0
MOTION CARRIED.

The Vice-Chairman opened the meeting to first public comment. James Abshagen introduced himself to the Board as the former Decatur Township Treasurer. Abshagen voiced his appreciation for the thank-you note he received from the Road Commission's Managing Director for attending the township annual meeting.

The Board and those present watched a news video from Wood TV 8, "Cost Concerns on Alternatives to Road Salt", featuring an interview with Operations Director Greg Brucks.

Department Updates were provided as follows:

Finance and HR Department:

Rader reported as follows:

Our three new Road Maintenance Employees started Monday, October 30, 2023. We are excited to have them on board. They are working with our trainers to get them acclimated to Road Commission operations.

1. We have made an offer of employment to an individual for the Right-of-Way Superintendent position. Due to previous commitments to his current employer, he is not scheduled to begin working until late November.
2. The Road Commission's open enrollment period is now complete for 2024. With a few minor plan design changes we were able to keep the overall insurance costs for employees to a 7% increase. We were also able to negotiate with the current retiree health insurance provider for a DECREASE of approximately 33% in insurance costs.
3. The draft 2024 budget was distributed at the October board meeting. We will have our budget hearing in December.
4. All of our employees will be participating in a day long "Mental Health First Aid" training program in November. The program comes highly recommended as a great tool for our employees to ensure their mental health is considered.
5. We had 7 employees attend the APWA Road Scholar program last week. Training topics included live wire electrical safety, mower and tractor safety, winter operations, team membership, choice theory, trenching and shoring, traffic incident management, and many more. The reviews from our staff were outstanding. This program is a three-year program and three of our employees graduated from it this year, Brian Burrows, Jesse Harris, and Zachary Overacker.

6. The Operating Budget is attached. This is run as of 10/31/2023 as noted.

Motion by Boze to bring resolutions to the next meeting to honor those graduating staff from APWA Road Scholar Program. The Motion was seconded by Burleson.

YES: 5
NO: 0
MOTION CARRIED.

Operations Department:

Brucks reported as follows:

- Extra width mowing, boom mowing and patching continues county-wide.
- Cross-pipe replacements continue around the county.
- Graders began shaping and compacting all gravel roads around the county this week.
- We had three employees graduate from the 3-year Road Scholar Program last Thursday evening. This 3-year course is designed for front line personnel looking to advance their skill set and their career.

Additional discussions were held regarding CR215 at the “floating” bridge in Hamilton Township. The engineering department has reviewed crash history, signage and road surface conditions and no additional changes were recommended at this time.

Engineering Department:

- Work continues on CR689, South Haven Township, and CR388, Pine Grove Township. Weather hasn't been cooperating.

Managing Director Witkowski:

1. I continue to meet with townships as needed and requested; I had a meeting at Bloomingdale Township on October 25th, we had a ribbon cutting on 30th in Alma Township on October 23rd, and I did my monthly presentation to the Van Buren County Commissioners on October 24th.
2. Staff have been working and meeting on our facilities, you have in front of you bids to redo the roofs in Lawrence and Bloomingdale, we also met with a contractor, on the old building in the back and remodel of the office and bathrooms at Western facility.
3. The superintendent's conference was October 4-6, and the Commissioner's is October 22-23. Both were very good conferences and allowed me to grow in my knowledge and relationships.
4. Greg, Bobby, Alyssa, and I met with Kalamazoo County about their seal coat and fog seal programs; both us and them have great programs and serve their residents well. The most significant difference is that they hire out some of the work. In 2022, Kalamazoo averaged \$27,614.03 per mile for chip seal and \$6101.33 per mile for fog seal. During this same period, we averaged \$19,804.54 for trap rock seal coat (slightly less for slag) and \$4,291.05 for fog seal. If we were to use the same process of renting additional distributors and operators, it would cost the VBCRC

an extra \$1,442,965.50, based on 150 miles per year. Additionally, they only do a few, or if any, service calls during this time unless it is a rainy date; they are using around 20,000 to 25,000 gallons of CRS-2M a day for seal coating, while the VBCRC can put down approximately 33,000 to 37,000 gallons a day. We will be making it our goal to be done with all the main roads by August 31st and other streets by September 15th. We will also look at fog sealing sooner on main roads so the lines can get painted quicker. The timeline in 2024 would be **from June 1st through September 15th**.

Review of Vouchers:

Voucher #2331	\$	795,682.55	Accounts Payable
Voucher #2332	\$	169,457.63	Payroll
Voucher #2333	\$	781,297.12	Accounts Payable
TOTAL	\$	1,746,437.30	

Motion by Nelson, seconded by Boze to approve the Vouchers totaling \$1,746,437.30.

YES: 5
 NO: 0
 MOTION CARRIED.

Rader provided background regarding the implementation by the County Commission of the Guidelines for Road Commissioner Effective Communications in 2018, and the Road Commission’s Guidelines for Attendance/Communication (Policy 2020-04). Witkowski explained the proposed revisions to the Road Commission’s Policy 2020-04. The County’s Guidelines continue to be effective relative to the Road Commission and no changes were recommended. Motion by Nelson, seconded by Boze to authorize the Managing Director to send a letter to the County Commission stating that the County’s Guidelines continue to be effective and to amend Policy 2020-04, Guidelines for Attendance/Communication, as recommended.

VAN BUREN COUNTY ROAD COMMISSION
Policy No. 2020-04
Guidelines for Attendance/Communication

The Van Buren County Road Commission (“Road Commission”), and the Road Commissioners of Van Buren County (“Commissioners”) should remain in close contact throughout the year with its Partners in Transportation so as to improve the quality and safety of our roads. Partners in Transportation include, but are not limited to:

- Road Commissioners of Van Buren County**
- Van Buren County Road Commission Staff**
- Van Buren County Board of Commissioners**
- Van Buren County Township Officials**
- Residents and the Motoring Public of Van Buren County**

Each partner plays a distinct role to improve communications, and more effectively serve each other as set forth herein.

Road Commissioners' Role as an Ambassador

The Road Commissioners' role to the Township Board is to serve as an Ambassador or Liaison representing the Road Commission. The definition of Liaison is a "**person who establishes communication between multiple groups**"; in this instance, one who helps facilitate cooperation between the Road Commission, the Township, and its residents. Specifically, a Road Commissioner Liaison's duties are to:

- Communicate important Board action to the Township/Residents.
- Share Road Commission resources that are available for Township/Resident assistance.
- Cultivate constructive relationships with the Township Board and its residents
- Promote learning.
- Serve as a bridge between the Township Board and its residents.

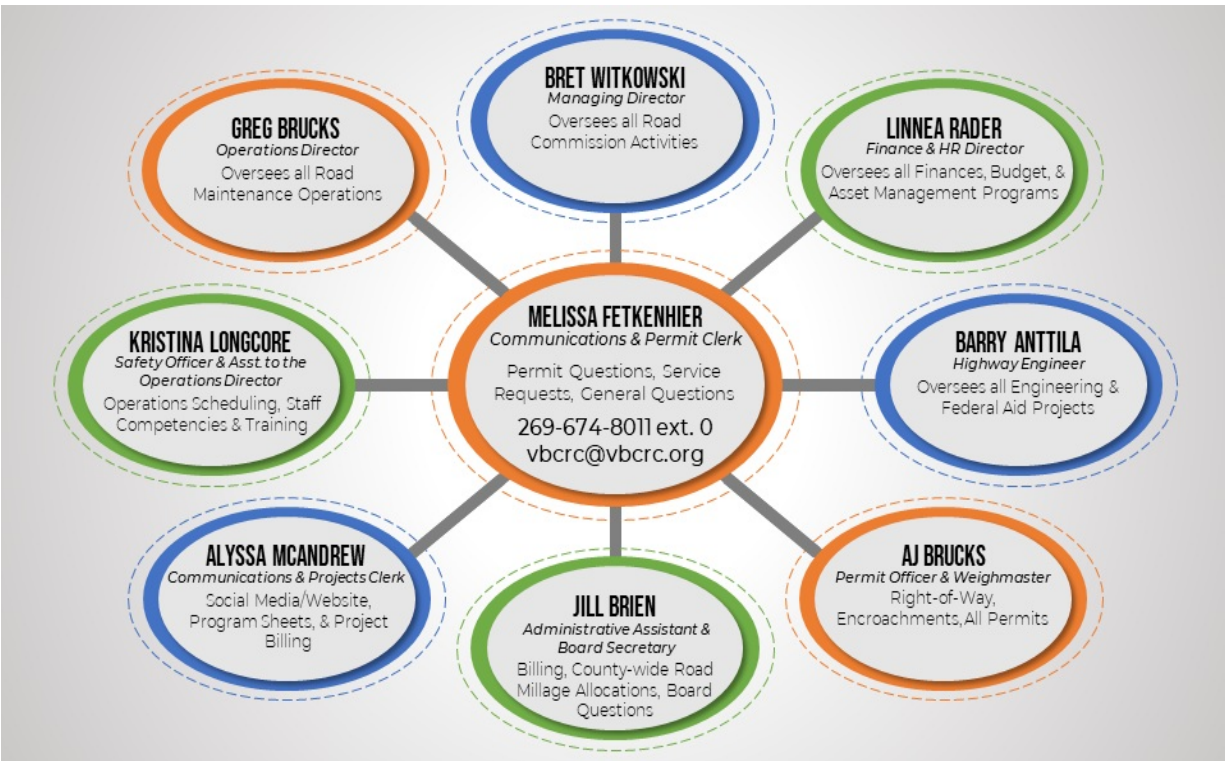
If questions arise during a township board meeting either from a Township Board Member or from a member of the audience about the day-to-day operations of the Road Commission, as a key player in bringing everyone together and supporting the Road Agency itself, a Road Commissioner will:

- Admit to not knowing the answer.
- Connect the individual(s) with VBCRC Administration.
- Continue to facilitate and foster those township or intergovernmental relationships.
- Advocate for their Road Commission.

By building this understanding, the Road Commissioner will help the Township Board and the public to understand his or her role as part of a collaborative board, listening to resident concerns, linking them with the appropriate staff, and sharing their vision for roads and right of way in Van Buren County.

Road Commission Staff

Road Commission Staff ("Staff") are responsible for the day-to-day maintenance operations, special maintenance, road and bridge projects, service requests and other road-related responsibilities. Townships and the Public should contact the Van Buren County Road Commission as a **first source** of communication to ensure proper tracking of their request. Staff are available to provide information, take complaints and requests for service, answer questions relating to projects as follows:



Township Officials and the Public

The Township Officials play an intricate role in communications with Staff and Commissioners. Their role is two-fold in that the Public will, at times, contact them for service requests, project concerns, maintenance issues, etc. In addition, the Township must communicate their own maintenance and project needs and concerns to the Road Commission.

As stated herein, the most effective means of communication regarding administrative, project, service requests, or other such communications are **directly with Staff**, as set forth in the Communication Flow Chart. This is so that delays and mis-information regarding locations, and other concerns can be avoided.

In addition, Staff and Commissioners provide many other opportunities for communication throughout the year, such as:

- Weekly Operations Update.
- Road Rating and Asset Management data.
- News Releases.
- Transportation Partners Booklet, which includes information regarding Road Commission operations, policies and procedures.
- Board Meeting Minutes.
- Various booklets and handouts and information packets from the County Road Association of Michigan.
- Notification or invitation to various seminars and workshops, such as Traffic Safety Workshops, RoadSoft Training by Michigan LTAP, and Asset Management / Road Rating.
- Information, news, updates, and more via the Road Commission's website (www.vbcrc.org).

- News, information, project updates, and more through social media outlets, such as Facebook, Twitter and Instagram.
- Strategic Plan development.

Attendance

In addition to the communications as set forth herein, Staff and Commissioners have many opportunities to meet with their Township Partners and the Public throughout the year.

A. Specifically, Commissioners will make every reasonable effort to:

- Attend Township Board Meetings; both as encouraged by County Commission, and as may be requested by Township officials.
- Attend Annual Township Meetings in the fall, either individually, or as a group.
- Attend special meetings with Township and Public over specific issues.
- Attend Township Supervisors' Association meetings annually, or as otherwise requested.

B. Specifically, Staff will make every reasonable effort to:

~~• Hold a minimum of three (3) Township Liaison Meetings (opposite the Township Supervisors' Meetings) at the Road Commission Offices, prior to a regularly scheduled Road Commission Meeting, to provide an update regarding county-wide projects and maintenance, to plan ahead for future work, and so as to allow a general dialog between the Township and the Road Commission.~~

- Hold Annual Township Meetings, either individually or as a group, in October/November for the purpose of:
 - Planning the Township's following year Call for Projects.
 - Discussing ongoing or upcoming issues to better build the Township/Road Commission partnership.

This Annual Meeting is open to all Township Officials, Road Committee Members, and County Board Officials.

- Attend annual spring road tour for the purpose of identifying current road needs, and assisting with planning future road work.
- Attend special meetings with Township and Public over specific issues.
- Attend Township Board Meeting at the Township's specific request.
- Provide newly elected Township officials an orientation packet and/or provide orientation, at official's request, for the purpose of education.
- Attend Township Supervisors' Association meetings annually, or as otherwise requested.

The Commissioners, and the Staff believe that delays and mis-information are less likely to occur through these Guidelines, thus providing the means for enhanced and more effective communications with the Township and Public.

Townships can provide the following form to residents to gather information for service requests. Anyone utilizing this form can then submit their request to the Road Commission per the instructions on the form.

VAN BUREN COUNTY ROAD COMMISSION SERVICE REQUEST

For the most prompt and efficient service, please have the Resident contact VBCRC directly at (269) 674-8011 ext. 0 with the information as set below. The request can also be sent via facsimile at (269) 674-3770 or via email to vbcrc@vbcrc.org.

1. **Fill out completely. Incomplete requests cannot be processed properly.**
2. **Be sure to get correct spelling of first and last name.**

DATE _____

FIRST NAME _____ LAST NAME _____

ADDRESS _____

PHONE _____ EMAIL _____

REQUEST FOR SERVICE _____

LOCATION _____ TOWNSHIP _____

If the request is to remove a tree, does the homeowner want the wood? _____



Scan the QR code with your phone camera for a link to See Click Fix

YES: 5
NO: 0
MOTION CARRIED.

Motion by Boze, seconded by Burluson to amend the Equal Employment Opportunity Policy as follows:

**Equal Employment Opportunity Policy
2016-10**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Road Commission will be based on merit, qualifications, and abilities. This Policy governs all aspects of employment including selection, job assignment, compensation, discipline, termination, and access to benefits and training. Except where required, or permitted by law, employment practices will not be influenced

or affected by an applicant's or employee's religion, race, color, national origin, age, sex (including gender identity, sexual orientation, and pregnancy), height, weight, marital status, genetic information, or disability.

The Road Commission will make reasonable accommodations for qualified individuals with known disabilities, unless doing so would result in an undue hardship. **Any employee who believes he/she needs a reasonable accommodation must submit a written request for that accommodation to the Road Commission within 182 days after the date the employee knew or reasonably should have known that an accommodation was needed.** Failure to do so will prevent the employee from alleging that the Road Commission failed to accommodate him/her in violation of the Michigan Persons with Disabilities Civil Rights Act.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the Managing Director. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action up to, and including termination of employment.

YES: 5
NO: 0
MOTION CARRIED.

Motion by Burleson, seconded by Boze to amend Policy 2018-01, Policy for the Prohibition of Unlawful Retaliation in the Workplace as follows:

POLICY FOR THE PROHIBITION OF UNLAWFUL RETALIATION IN THE WORKPLACE

Policy No. 2018-01

The Van Buren County Road Commission takes unlawful retaliation very seriously and is committed to a policy prohibiting its occurrence. Unlawful retaliation will not be tolerated. Any complaint of unlawful retaliation will result in an investigation and appropriate corrective action. Any employee found in violation of this policy will be subject to disciplinary action which may include termination.

It shall be a violation of this policy for any Road Commission employee to ridicule, threaten, discipline or otherwise discriminate or retaliate against another Road Commission employee because that employee has:

1. Opposed a discriminatory practice by the Road Commission; or,
2. Made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing with respect to a discriminatory practice by the Road Commission.

A discriminatory practice is one in which the employee alleges that the Road Commission has treated an employee differently from other similarly situated employees, and/or harassed an employee, on the basis of race, age, color, sex, religion, national origin, marital status, height, weight, or qualifying disability.

The Road Commission prohibits unlawful retaliation by the Road Commission, its supervisors, managers, and employees. Retaliatory conduct includes any conduct or communication which has the purpose or effect of substantially interfering with an individual's job performance or creates an intimidating, hostile, or offensive working environment. The purpose of this policy is not, however, to insulate employees from warranted discipline. Any employee whose conduct legitimately warrants discipline will still be subject to such discipline, even if the employee tries to prevent same by making a complaint of discrimination.

All employees should know, and are herewith placed on notice, that the Road Commission will not tolerate or permit unlawful retaliation to occur in the work place. **Employees who are found to be in violation of this Policy will be considered to have violated a serious Road Commission Policy and will be subject to a variety of discipline measures up to and including discharge.**

Under this Policy, it is the Road Commission's position that responsible personnel will take affirmative action or actions, as may be necessary and appropriate, to prevent unlawful retaliation from occurring in the workplace and to investigate all reported incidents in a fair, objective, impartial manner and within a reasonable time frame. In those instances where a violation of the Policy is verified through investigation, action or actions will be taken to discipline those involved where appropriate and to prevent reoccurrence of the unlawful retaliation.

Under the Policy, the Road Commission's management is responsible to objectively investigate reports of any unlawful retaliation by or between employees of the Road Commission. Incidents of retaliation shall be reported to the **Managing Director Engineer-Manager**. If the complaint is against the **Managing Director Engineer-Manager**, the employee shall register his/her complaint with the Board Secretary, who shall promptly notify the Chairperson of the Board. The Chairperson shall designate appropriate personnel to investigate the complaint. All retaliation complaints should be reduced to writing and include all appropriate information in order to facilitate investigation of the complaint. Specifically, the complaint should contain:

1. The full name and address of the person filing;
2. The full name and address (if known) of the person against whom the charge is being made; and,
3. A short summary of the alleged retaliatory action or conduct.

The recipient of the complaint and/or an appropriate designee shall conduct an independent investigation and evaluation of the validity of the complaint. Investigations and evaluations shall be completed in a timely fashion. Anonymous complaints will not be pursued. Complaints will be resolved in the best interest of both the complainant and the Road Commission.

This Policy is intended to facilitate the elimination of unlawful retaliation against employees in the workplace. Employees who believe they have been subjected to unlawful retaliation are encouraged to report same in order that all employees may have a fair and objective environment in which to work. This Policy, however, does not supersede existing statutes and should not be construed to preclude any employee's alternative course of action for redress of unlawful retaliation.

YES: 5
NO: 0
MOTION CARRIED.

Motion by Boze, seconded by Burleson to adopt the 2024 Regular Meeting Schedule of the Board of County Road Commissioners and the Board of Public Works, as proposed:

Board of County Road Commissioners

***Board of Public Works**

January 18
February 15
March 7
April 4
May 1
June 5
July 10
August 7
September 11
October 3
November 7
December 12

January 18
April 4
July 10
October 3

Regular meetings are held at 5:00 PM at 325 W. James St., Lawrence, MI unless otherwise posted.

YES: 5
NO: 0
MOTION CARRIED.

Motion by Boze, seconded by Burleson to award the bid for the project on CR360 between CR215 and 55th Street, Hamilton Township, to the as-read low bidding contractor, Scott Pavlak Excavating, LLC, in the amount of \$60,601.63, in the best interest of the Van Buren County Road Commission.

YES: 5
NO: 0
MOTION CARRIED.

Motion by Boze, seconded by Nelson to award the bid for the project on Howard Drive in Lawrence Township to the as-read low bidding contractor, Rieth-Riley Construction Co., in the amount of \$298,200.00, contingent upon approval by Lawrence Township, in the best interest of the Van Buren County Road Commission and Lawrence Township.

YES: 5
NO: 0
MOTION CARRIED.

Motion by Boze, seconded by Nelson to award the bid for the Shingle Roof Replacement projects as recommended, in the best interest of the Van Buren County Road Commission.

Bloomington Salt Dome	Future Construction	\$47,000.00
Lawrence Salt Barn	Lyster Exteriors	\$58,100.00
Lawrence Administration Building	Lyster Exteriors	\$36,670.00
TOTAL		\$141,770.00

YES: 5
 NO: 0
 MOTION CARRIED.

Motion by Nelson, seconded by Boze to disqualify the bid for the Shingle Roof Replacement projects received from Lakeside Commercial Roofing as it was delivered to the Road Commission via email contrary to bidding requirements, and it was missing the required bid bond.

YES: 5
 NO: 0
 MOTION CARRIED.

Rader and Witkowski discussed proposed 2024 wage adjustments, and reviewed with the Board the data used to prepare the recommended 4.32% cost-of-living adjustment for 2024 which used an average of Social Security Administration, Michigan Transportation Fund, Midwest CPI, and Van Buren Taxable Value. Motion by Boze, seconded by Burleson to approve the 2024 wage scale as presented by Finance and HR Director Rader.

YES: 5
 NO: 0
 MOTION CARRIED.

Rader discussed the year-end evaluation for Managing Director Witkowski. Rader requested that the Board complete the Performance Review and return it to her or Chair Nelson prior to December 1st.

Rader discussed the proposed Budget Adjustment which includes updates to revenues and expenditures. Motion by Nelson, seconded by Boze to approve the November 2023 Operating Budget Adjustment as presented by Finance and HR Director Rader.

**Van Buren County Road Commission
 2023 Operating Budget
 2023 November Budget**

Revenue	November 2, 2023	July 12, 2023	Difference
AOF - January 1, 2023	\$ 9,248,546.54	\$ 9,248,546.54	\$ -
Michigan Transportation Fund (MTF)			
Engineering	\$ 10,000.00	\$ 10,000.00	\$ -
Primary	\$ 6,882,338.94	\$ 6,725,000.00	\$ 157,338.94

Local	\$ 4,311,555.80	\$ 4,205,000.00	\$ 106,555.80
Primary Urban	\$ 533,764.67	\$ 508,000.00	\$ 25,764.67
Local Urban	\$ 227,137.39	\$ 230,250.00	\$ (3,112.61)
Total MTF	\$ 11,964,796.80	\$ 11,678,250.00	\$ 286,546.80
Other State Revenue			
State Aid - Snow Funds	\$ 90,000.00	\$ 80,000.00	\$ 10,000.00
State Aid - Economic Development	\$ -	\$ -	\$ -
State Aid - Bridges	\$ -	\$ -	\$ -
State Aid - State D Funds	\$ 126,820.00	\$ 126,820.00	\$ -
State Aid - Other (Safety, Grants, etc)	\$ 111,938.00	\$ 111,938.00	\$ -
Total Other State Funding	\$ 328,758.00	\$ 318,758.00	\$ 10,000.00
Federal Funds			
Federal Aid - Secondary	\$ 314,000.00	\$ 314,000.00	\$ -
Federal Aid - Safety HRRR	\$ -	\$ -	\$ -
Federal Aid - Bridges	\$ -	\$ -	\$ -
Federal Aid - STP	\$ 1,290,409.36	\$ 1,629,461.00	\$ (339,051.64)
Federal Aid - CMAQ/Other	\$ -	\$ -	\$ -
Total Federal Aid	\$ 1,604,409.36	\$ 1,943,461.00	\$ (339,051.64)
Property Taxes			
County Wide Millage	\$ 2,604,052.95	\$ 2,780,000.00	\$ (175,947.05)
County Appropriation	\$ -	\$ -	\$ -
Township Contributions	\$ 7,164,000.00	\$ 6,420,000.00	\$ 744,000.00
Other Revenues (Interest, Gain on Equip, etc.)	\$ 330,000.00	\$ 300,000.00	\$ 30,000.00
Total Revenue including AOF	\$ 33,244,563.65	\$ 32,689,015.54	\$ 555,548.11

Van Buren County Road Commission
2023 Operating Budget
2023 November Budget

Expenditure

	November 2, 2023	July 12, 2023	Difference
Heavy Maintenance			
Primary Roads	\$ 5,647,712.54	\$ 6,706,772.20	\$ (1,059,059.66)
Primary Structures	\$ 5,500.00	\$ 5,500.00	\$ -

Local Roads	\$ 4,100,000.00	\$ 4,200,000.00	\$ (100,000.00)
Local Structures	\$ -	\$ -	\$ -
Total Heavy Maintenance	\$ 9,753,212.54	\$ 10,912,272.20	\$ (1,159,059.66)
Maintenance			
Primary Roads			
General Maintenance	\$ 1,100,000.00	\$ 900,000.00	\$ 200,000.00
Traffic Services	\$ 60,000.00	\$ 100,000.00	\$ (40,000.00)
Snow & Ice Control	\$ 700,000.00	\$ 700,000.00	\$ -
Special Maintenance Projects	\$ 2,255,000.00	\$ 2,405,000.00	\$ (150,000.00)
Routine Structure Maintenance	\$ 5,000.00	\$ 5,000.00	\$ -
Local Roads			\$ -
General Maintenance	\$ 1,700,000.00	\$ 1,500,000.00	\$ 200,000.00
Traffic Services	\$ 75,000.00	\$ 100,000.00	\$ (25,000.00)
Snow & Ice Control	\$ 1,100,000.00	\$ 1,100,000.00	\$ -
Special Maintenance Projects	\$ 4,000,000.00	\$ 3,400,000.00	\$ 600,000.00
Routine Structure Maintenance	\$ 10,000.00	\$ 10,000.00	\$ -
Disaster Contingency	\$ 5,000.00	\$ 5,000.00	\$ -
Total Maintenance	\$ 11,010,000.00	\$ 10,225,000.00	\$ 785,000.00
Other Expenses			
Administration	\$ 1,400,000.00	\$ 1,050,000.00	\$ 350,000.00
Interest Expense	\$ -	\$ -	\$ -
Long-Term Debt Payments	\$ -	\$ -	\$ -
Net Capital Outlay	\$ 1,378,704.00	\$ 1,417,754.00	\$ (39,050.00)
Net Equipment Expense	\$ 500,000.00	\$ 500,000.00	\$ -
Distributive Expense	\$ 3,350,000.00	\$ 3,300,000.00	\$ 50,000.00
Adjustments to Fund Balance	\$ -	\$ -	\$ -
Total Other Expenses	\$ 6,628,704.00	\$ 6,267,754.00	\$ 360,950.00
Total Expenditures	\$ 27,391,916.54	\$ 27,405,026.20	\$ (13,109.66)
Operating Fund Balance	\$ 5,852,647.11	\$ 5,283,989.34	\$ 568,657.77
Total Expenditures & Fund Balance	\$ 33,244,563.65	\$ 32,689,015.54	\$ 555,548.11

YES: 5
 NO: 0
 MOTION CARRIED.

Commissioner Updates and Reports:

Rick Boze

No meetings.

Doug Burleson

Attended Pine Grove Township's board meeting last night. Attended Township Annual Meeting on October 18th.

Greg Kinney

Attended the Township Annual Meeting on October 17th. Attended KATS Policy Committee Meeting on October 25th.

Wayne Nelson

Attended the Township Annual Meeting on October 17th. Attended the CRA Commissioners' Conference with Bret on October 22-23.

W.C. Askew, Sr.

Attended South Haven Township's board meeting.

The Vice-Chairman opened the meeting to second public comment. Commissioner Nelson thanked Vice-Chairman Askew for stepping into the Chair position due to his remote attendance as he felt it would be difficult to Chair the meeting remotely.

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

YES: 5
NO: 0
MOTION CARRIED.