

**Van Buren County Board of Road Commissioners**  
Summary of Proposed Minutes

Wednesday, May 17, 2017  
Regular Meeting - Administrative Office, Lawrence, Michigan

BE IT REMEMBERED: That on the 17<sup>th</sup> day of May, 2017 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, Boze, Kinney, Ray, and Svilpe  
Engineer-Manager Lawrence B. Hummel, P.E.  
Accountant Gregory M. Pardike  
Highway Engineer Barry Anttila  
Accounting Clerk Linnea Rader

GUESTS: John Vargo  
State Representative Beth Griffin

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

No additions/deletions to the Agenda.

Motion by Boze, seconded by Svilpe to approve the Agenda.

AYES: 5  
NAYS: 0  
MOTION CARRIED.

Moved by Kinney and seconded by Svilpe to approve the minutes of the May 3, 2017 meeting as presented by Board Secretary Pardike.

AYES: 5  
NAYS: 0  
MOTION CARRIED.

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

A review of the operating budgets and operating fund was provided by Pardike, Rader and Hummel. Not much activity in the operating fund. Update on Arbor Financial direct deposit, etc. Gravel resurfacing is wrapping up. All bills are before the Board. Have not booked any federal aid since last board meeting. Beginning to receive some township project deposits. Some primary heavy maintenance work is on-going. Over 900 tons of hot mix over the last week; approximately \$40,000. \$4,000,000 in expenditures year-to-date.

Motion by Ray, seconded by Boze the approve the revised Budget as follows:

**REVENUE**

		<b>ADJUSTMENT</b>	<b>REVISED</b>
A.O.F. - January 1st	\$6,668,654		\$6,668,654
Michigan Transportation Fund			
Engineering	10,000		10,000
Primary	3,852,000	420,000	4,272,000
Local	2,566,000	280,000	2,846,000
Primary Urban	300,000		300,000
Local Urban	120,000		120,000
Total Transportation Funds	<u>\$6,848,000</u>	<u>\$700,000</u>	<u>\$7,548,000</u>
Other State Revenue			
Snow Funds	52,000		52,000
State Aid - Roads	0		0
State Critical Bridge Funds	0		0
State T/L Maint. Revenue	0		0
Other State-Safety, BSF, Grants			0
Other State Aid-Special Winter Maintenance	0		0
PRIP Priority Roads	0		0
Total Other State	<u>\$52,000</u>	<u>\$0</u>	<u>\$52,000</u>
Federal Funds			
Federal Aid Roads	2,081,480		2,081,480
F.A. Bridges	0		0
Federal Aid - Other	0		0
Total Federal Aid	<u>\$2,081,480</u>	<u>\$0</u>	<u>\$2,081,480</u>
Property Taxes	\$2,400,000		\$2,400,000
County Appropriation	\$0	\$0	0
Township Contributions	\$3,075,000	-\$75,000	\$3,000,000
Other Revenues: Int. Earned, Gain on Equip.	\$70,000		\$70,000
<b>TOTAL REVENUES &amp; BALANCES</b>	<b>\$21,195,134</b>	<b>\$625,000</b>	<b>\$21,820,134</b>

**EXPENDITURES**

		<b>ADJUSTMENT</b>	<b>REVISED</b>
Heavy Maintenance			
Primary Roads	4,598,055	100,000	4,698,055
Primary Structures	15,000		15,000
Local Roads	1,271,399	-520,000	751,399
Local Structures	15,000		15,000
Total Heavy Maintenance	<u>\$5,899,454</u>	<u>-\$420,000</u>	<u>\$5,479,454</u>
Maintenance			
Primary Roads			
General Maintenance	600,000		600,000
Traffic Services	230,000		230,000

Snow & Ice Control	700,000		700,000
Special Maintenance Projects	433,000	295,000	728,000
Routine Structure Maintenance	5,000		5,000
State Trunkline Maintenance	0		0
State Trunkline Non-Routine	0		0
Local Roads			
General Maintenance	850,000		850,000
Traffic Services	450,000		450,000
Snow & Ice Control	1,100,000		1,100,000
Special Township Maintenance	2,524,000	350,000	2,874,000
Routine Structure Maintenance	10,000		10,000
Disaster Contingency	5,000		5,000
Total Maintenance	<u>\$6,907,000</u>	<u>\$645,000</u>	<u>\$7,552,000</u>
			0
Administration	650,000		650,000
Interest Expense	35,000		35,000
Long Term Debt Payments	370,000		370,000
Net Capital Outlay	357,500	245,000	602,500
Net Equipment Expense	100,000		100,000
Distributive Expense	2,100,000	70,000	2,170,000
Adjustments to Fund Balance	0		0
Total	<u>\$3,612,500</u>	<u>\$315,000</u>	<u>\$3,927,500</u>
			0
Total Expenditures	\$16,418,954	\$540,000	\$16,958,954
			0
Operating Fund Balance	\$4,776,180	\$85,000	\$4,861,180
			0
Total Expenditures & Fund Balances	\$21,195,134	\$625,000	\$21,820,134

AYES: 5  
NAYS: 0  
MOTION CARRIED.

Moved by Boze, seconded by Svilpe to approve the following Road Commission Vouchers:

Voucher #1969	\$101,364.01
Voucher #1970	\$18,194.11
Voucher #1971	\$899,569.12

AYES: 5  
NAYS: 0  
MOTION CARRIED.

Engineer-Manager updated the Board on the award of the Lubricants bid to all bidders for this season with Kamp Oil as primary supplier, and PriMar Petroleum as secondary supplier, in the best interest of the Van Buren County Road Commission.

State Representative Beth Griffin presented a Tribute from the Michigan Legislature (Governor Rick Snyder, Lt. Governor Brian Calley, State Representative Beth Griffin, and State Senator Tonya Schuitmaker) on behalf of the people of Van Buren County to Gregory Pardike, Board Secretary-Accountant, in recognition of 42 years of dedicated service to the Van Buren County Road Commission.

Motion by Svilpe, seconded by Ray to adopt the Purchasing Policy after a brief discussion/explanation by staff as follows:

**Van Buren County Road Commission  
Purchasing Policy  
Policy 2017-02**

**Purpose:** To ensure staff follows the procedures to procure goods and services in compliance with recommendations set forth in the Michigan Department of Treasury's Uniform Accounting Procedures Manual for County Road Commissions.

**Policy:** All purchasing functions shall comply with good purchasing practices, applicable local ordinances, state and federal laws, and procedures as set forth.

1. All requests for prices and/or services, and all purchases shall be made without regard to race, religion, color, national origin, ancestry, sex, age, disability and in accordance with this policy.
2. Purchases shall adhere to the Ethical Standards and Standards of Conduct Policy (2005-01).
3. All qualified bidders shall be afforded equal opportunities to quote and shall be compared on equal terms.
4. **Purchases over \$500**, require a purchase order to be completed at time of purchase/quote.
5. **Purchases greater than \$500 but less than \$2,500**, must be approved by an Authorized Purchaser as set forth below, or their designee. Prices in the form of telephone/email quotations, catalogue comparisons and other similar means may be obtained as is practical. Exceptions may be approved for sole source items, vendors that require diagnosis for repair and authorized vendors/dealers for manufacturer specific work.
6. **Purchases greater than \$2,500 and less than \$15,000**, must be approved by an Authorized Purchaser as set forth below, or their designee. Price quotes are to be obtained from two or more sources. Verbal quotes may be obtained provided all pertinent information is properly documented. Proper documentation includes: item description; date and time of quotation; company name; quoted unit and extended price; and name of authorized purchaser providing the quotation. Exceptions may be approved for sole source items, vendors that require diagnosis for repair and authorized vendors/dealers for manufacturer specific work.
7. **Purchases over \$15,000** require a formal invitation for Bid or Request for Proposal (RFP) be issued. All bids or RFP's must be advertised as required by law. The Van Buren County Road Commission follows all procedures for competitive sealed bidding.

8. **In the event of an emergency;** Noncompetitive procurement may only be used in the event of a public emergency such that the urgency will not permit a delay beyond the time needed to employ one or the other procurement methods, such as to protect the health and welfare of the public. In the event of an emergency, supplies, services or construction may be purchased up to \$50,000 by an Authorized Purchaser as set forth below, or their designee. The Engineer-Manager shall keep the Board of County Road Commissioners informed to the extent of the emergency purchases necessary.
9. Nothing in this policy shall prevent the use of competitive sealed bidding in procurements under the Van Buren County Road Commission limits if deemed appropriate.
10. All requests for payment must be processed by the Accountant (or designee) and are subject to review by the Engineer-Manager prior to review and approval by the Board of County Road Commissioners.
11. Purchasers have the responsibility to ensure that all goods, services or construction purchased are properly inspected and conform to the purchase order, contract and/or specifications. Any decision concerning an attempt to cancel a contract or an attempt to resolve a dispute regarding defective products or unacceptable services shall be made by the Purchasing Officer, Engineer-Manager or Accountant. The Engineer-Manager will determine if the decision needs to be approved by the Board.

The following people (or their designee) are considered authorized purchasers as outlined in this policy:

Purchasing Officer	Parts, Road Materials, Equipment Repairs, Services
Highway Engineer	Road Materials, Road Projects, Services
Road Superintendents	Road Materials, Road Maintenance Services
Equipment Superintendent	Parts, Equipment, Equipment Repairs, Services
Traffic Services Tech	Signs, Traffic Counters, Services
Accountant	Office Supplies, Computers, Computer Repairs, Services
Engineer-Manager	All

Employees who have been assigned purchasing duties have the following responsibilities:

- Comply with and enforce the purchasing policy and purchasing procedures.
- Determine the most efficient and economical means of securing goods and services without sacrificing necessary control and good purchasing practice.
- Verify that vendor invoices reflect the County's sales tax exemption.
- Where applicable, purchase recycled materials and products.
- Assist in the development of standardized specifications for commodities and services.
- Prepare and process purchase requisitions and related documents as necessary.
- Follow inventory procedures and property control measures.
- Dispose of surplus property after obtaining necessary approvals.
- Generate and maintain all files necessary to evidence compliance with the Road Commission's purchasing requirements.
- Obtain Safety Data Sheets (SDS) for necessary items.

**Enforcement:** Failure to comply with this policy/procedure may result in Disciplinary action.

AYES: 5  
NAYS: 0  
POLICY ADOPTED.

Motion by Ray, seconded by Svilpe to accept D&K Truck Co. proposal for the purchase of five (5) cab and chassis through MIDeal; one for delivery as soon as possible in 2017, and four (4) for delivery in 2018.

AYES: 5  
NAYS: 0  
MOTION CARRIED.

Motion by Ray, seconded by Boze to approve Linnea Rader as an authorized signer on Franklin Templeton, Semetra, MERS, and all authorized deferred compensation accounts.

AYES: 5  
NAYS: 0  
MOTION CARRIED.

OPEB liability discussion presented by staff. Funding began in 2016. Annual contributions will provide for a more consistent long-term funding arrangement.

The Board reviewed and discussed Decatur Township's request to withhold a portion of payment on project until after January 1, 2018. Motion by Ray, seconded by Svilpe to reject the Township's request. Staff will provide options to the township.

AYES: 4  
NAYS: 1  
MOTION CARRIED.

Motion by Svilpe and seconded by Boze to adopt the following Resolution:

### **RESOLUTION**

WHEREAS: On May 31, 2017 David "Dave" Arndt will retire from his position as a Road Maintenance Employee for the Van Buren County Road Commission where he has worked as a dedicated member of the Road Commission staff since February 1, 1993; and,

WHEREAS: As a Road Maintenance Employee, Dave was routinely in the field performing a variety of tasks on a seasonal basis, including snow plowing, truck driving, pothole patching and tree trimming/removal; and,

WHEREAS: Dave often encountered adverse conditions while performing his many duties, especially during the harsh winter months; and,

WHEREAS: Dave exhibited personal dedication and performed extraordinary efforts to safeguard the motoring public throughout Van Buren County. He accomplished his tasks with pride, demonstrating competence and commitment in his work in the best interest of the citizens of Van Buren County, and the Van Buren County Road Commission.

NOW THEREFORE BE IT RESOLVED: That the Board of County Road Commissioners of Van Buren County hereby publicly declares its gratitude to Dave Arndt his 24 plus years of service to the citizens and motoring public in Van Buren County. Further, they wish Dave and his wife, Heidi, the very best in his retirement years.

AYES: 5

NAYS: 0

RESOLUTION ADOPTED.

### **Road Commissioner's Township Meeting Attendance Report**

From May 7, 2017 to present:

Askew: Covert Township, things are going well. Geneva Township, pleased with the work underway. Bangor Township, CR378 complaints on "lack of patching". Commissioner Askew drove the routes and did not find any issues. South Haven Township, things are good. Southwestern Road Commission Council Meeting.

Boze: Southwestern Road Commission Council Meeting. Hamilton Township, things are good. Keeler Township, working on right of way to allow work for drainage along Oak Street. Discussed Economic Development funding possibilities for daily operations. Lawrence Township, complaints about cross pipe installation. Due to utilities? Dug a hole and left it? Hartford Township, things are good.

Kinney: Southwestern Road Commission Council Meeting. Waverly Township, CR665 South of M43, requested work be done. Township might be interested in assisting with work for improvement. Decatur Township, questions on summer hours. Approved road projects.

Ray: Southwestern Road Commission Council Meeting. Amish have let him know that CR388 is in need of work. Very rough. CR653 from CR388 to Fish Lake needs attention.

Svilpe: Antwerp Township, discussion on Powell Custom Homes development status. Almena Township, discussion on Powell Custom Homes development status. Porter Township, beaver issue was discussed.

Highway Engineer Barry Anttila reported on the following:

- CR380, Geneva Township, trenching complete. Schedule for crushing to start on Friday.

- CR653, Pine Grove Township, failing pipe, working on cost estimates. Early indications that cost will be approximately \$100,000. Still need MDEQ approval.
- 24<sup>th</sup> Avenue, Bloomingdale Township, bids will be opened at next meeting.
- VanKal/24<sup>th</sup> Street, Almena Township, approved by township. Working on documents for bid letting.
- 30<sup>th</sup> Street at 48<sup>th</sup> Avenue, Almena Township, approved by Township. Working on bid paperwork. Scheduled for 2018.
- Summer Engineering Technicians are working on a long list of segments to be surveyed (topo) and basic plans in an attempt to prepare for future.

Engineer-Manager Update(s):

- Working with Keeler Township and Burnette Foods for a possible Economic Development funding application.
- Pullman Industries site cleanup has begun, CR388 East of Bloomingdale.
- Van Buren County Supervisors meeting, May 25, 2017 at Van Buren Conference Center.
- Staff updates.

Engineer-Manager updated the Board regarding meeting with Attorney Page regarding the Easement with the Village of Lawrence (non-motorized trail), and Pullman Industries (hauling operations agreement). Also updated the Board regarding the status of the Road Commission CAP.

Motion by Svilpe, seconded by Kinney to adjourn the Call of the Chair at 8:38 PM.

AYES: 5  
 NAYS: 0  
 MOTION CARRIED.