

## Van Buren County Board of Road Commissioners

June 1, 2022 - Regular Meeting

BE IT REMEMBERED: That on the 1<sup>st</sup> day of June 2022 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 and Kinney  
Managing Director Dan Bishop  
Highway Engineer Barry Anttila  
Finance and Human Resources Director Linnea Rader  
Operations Director Greg Brucks  
Administrative Assistant-Board Secretary Jill Brien

### GUESTS PRESENT:

Kurt Doroh, County Commissioner  
Daniel Ruzick, Antwerp Township Supervisor  
Derek Hall, Michigan Department of Treasury

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

Boze requested that agenda item 9A - Audit and Compliance Review FY2021, Derek Hall, MI Department of Treasury - be moved to item 4A on the agenda.

Motion by Boze seconded by Burleson to approve the revised Agenda.

AYES: 4  
NAYS: 0  
MOTION CARRIED.

Bishop relayed Varnum's explanation of the Board's organization given the recent resignation of Chairman Hackenberg. In the absence of the elected Chairman, the Vice-Chairman assumes the role of the Chairman until the County appoints a new Road Commissioner. At that time, the Board would restructure. If the Vice-Chairman is absent from a meeting prior to the restructure, a Chairman Pro-Tem should be appointed by the Board. This is also what took place in 2003 when the Chairman passed away suddenly, so it is also in line with past practice. Some additional discussion was held by the Board.

Derek Hall of the MI Department of Treasury reviewed highlights of the 2021 Audit for the Board and those present. He reviewed the escalating cost of road materials specifically as it related to the higher dollar amounts in inventory. Federal Aid was discussed, together with MTF funds. The fund balance was also discussed and recommendations were made by Mr. Hall relating to the Board's comfort level in this regard. Pension liability and net OPEB liability were also discussed. Questions were asked by the Board and responded to by Derek Hall. Mr. Hall exited the meeting at 5:23 PM.

Motion by Boze, seconded by Askew to approve the minutes of the May 7, 2022 Regular Meeting as presented by the Board Secretary.

AYES: 4  
NAYS: 0  
MOTION CARRIED.

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

Managing Director Bishop presented Staff Reports as follows:

#### STAFF REPORT June 1, 2022

1. I have included a letter from the governor's office regarding the funding available under for infrastructure under the IJA (Infrastructure Investment Jobs Act). These funds may be available for

federal aid eligible roads and on a competitive grant basis. The CRA is telling us not to expect much as the program has many strings attached.

2. We will be visiting some newer road commission buildings to see if there are features we like as well as give us an opportunity to talk with the people who operate in these newer buildings.
3. We held our spring kick off with all RME's on May 19. We went over all our projects and held some safety/training sessions as well. This gives our employees an opportunity to learn what we are doing the next season and ask questions. It is a very popular exercise.
4. Antwerp Township has submitted a request to discuss the location of a satellite garage in Antwerp Township. When Kingscott reviewed the growth patterns in the county for the past 50 years, and our operations and current facility positioning, they came to the conclusion that our current positioning was fine and did not recommend additional garages. I have included the correspondence from Antwerp in your packet.

Antwerp Township Supervisor Daniel Ruzick outlined his vision for a satellite garage in Antwerp Township, with the support of Porter Township. He discussed the proposed location for "better service". Deficiencies were not discussed, rather what Supervisor Ruzick referred to as "enhancements for service" that could be made. Questions were asked by the Board regarding service, costs to build, etc. Bishop also provided logistical information for the Board regarding staggered staff start-times which has all plow truck blades "hitting the ground" at virtually the same time regardless of location. In addition, Bishop also discussed the Facility Study performed by Kingscott for the Road Commission in 2021 which did not recommend any location changes/additions. The Board thanked Supervisor Ruzick for providing the presented information.

A Voucher update was presented by Managing Director Bishop as follows:

Voucher #2252	\$154,937.51	Payroll
Voucher #2253	\$473,815.57	Accounts Payable
Voucher #2254	\$268,810.40	Accounts Payable
Voucher #2255	\$160,956.06	Payroll
Voucher #2256	\$877,675.45	Accounts Payable

Motion by Boze, seconded by Burleson to approve the Vouchers, as presented.

AYES: 4  
NAYS: 0  
MOTION CARRIED.

Motion by Boze, seconded by Askew to approve the Act 51 Report FY2021 and authorize the Vice-Chairman to sign the Attestation Page.

AYES: 4  
NAYS: 0  
MOTION CARRIED.

Anttila discussed the project on CR215 from the Village of Breedsville South to M43, Columbia/Arlington Townships which is in the VBCRC's 2022 budget and Asset Management Plan. The Asset Management Plan also contains a 2024 project on Red Arrow Highway from the Village of Lawrence to CR681, Lawrence Township. Upon Anttila's review of the condition of Red Arrow Highway it is his recommendation that the 2022 project on CR215 be switched with the project on Red Arrow Highway. The Finance and HR Director has confirmed that the 2022 Budget currently allows for this change, and that she will bring a budget adjustment to the Board at the July meeting to reflect this change, if approved by the Board tonight. Motion by Boze, seconded by Askew to switch the 2022 project on CR215 in Columbia/Arlington Townships with the project on Red Arrow Highway from the Village of Lawrence West to CR681, Lawrence Township, in the best interest of the Van Buren County Road Commission.

AYES: 4  
NAYS: 0  
MOTION CARRIED.

Bishop introduced the new Commissioner's Handbook from the County Road Association of Michigan, which was last updated in 2017. Each Commissioner was provided a copy and encouraged to attend the free online webinar on June 20 at 10:00 AM.

Bishop described the concept of a Strategic Plan, and spoke to the outline draft provided to the Board. Once the outline is approved by the Board, final work will commence to add pictures/graphics to make the Plan visually interesting, and to illustrate important information. Motion by Boze, seconded by Kinney to approve the 2022 Strategic Plan Outline to be brought back to the Board for final approval after staff completes the addition of pictures, graphics, etc.

AYES: 4  
NAYS: 0  
MOTION CARRIED.

#### Commissioner Updates and Reports:

- Greg Kinney - May 26<sup>th</sup>, Township Supervisor's Meeting; May 25<sup>th</sup>, KATS; May 18<sup>th</sup>, Arlington Township; May 12<sup>th</sup>, Decatur Township; May 5, Waverly Township.
- Doug Burleson - May 9<sup>th</sup>, Southwest Council Meeting; May 18<sup>th</sup>, Bloomingdale Township, discussion of resident's water problem and dissatisfaction of ability to spot treat of dust control.
- Rick Boze - May 10<sup>th</sup>, Hamilton Township; May 12<sup>th</sup>, Lawrence Township; May 17, Lawrence Township Special Session; May 12<sup>th</sup>, Hartford Township.
- W.C. Askew, Sr. - May 26<sup>th</sup>, Township Supervisor's Meeting; also attended Covert Township, Geneva Township, Bangor Township, and South Haven Township meetings.

Bishop pointed out that at the Township Supervisor's Meeting roads were a "big topic". Based upon some of the questions that stemmed from the meeting, Bishop contacted the Insurance Pool and they agreed to have their attorney, Bill Henn, present at the next Supervisor's Meeting on August 25<sup>th</sup> at 7 PM to present information and answer questions.

The Board asked questions, which were responded to by Brucks, regarding encroachment letters.

A discussion was then held regarding cross-pipes that have failed on local roads that are 36" or larger when townships do not sign a program sheet to fund the project; especially in the instance of a public safety issue. Upon further review and discussion, the Board requested that a draft policy be developed for review at the next regular meeting that provides for the Road Commission to use the township's county-wide millage allocation to fund the township's 50% portion of the cross-pipe replacement.

The Vice-Chairman opened the meeting to second public comment. County Commissioner Kurt Doroh discussed water backing up on Bangor-Covert Road at the "old school", which was brought to his attention by Barbara Rose.

Antwerp Supervisor Ruzick inquired as to the ditching on Red Arrow Highway, as it has currently come to a halt. Road Commission staff advised that utilities were not properly marked and no additional work can occur until lines and cables have been flagged. A pipe under Red Arrow Highway at the location where the current ditching stopped was also discussed.

Motion by Burleson to adjourn the Call of the Chair at 6:23 PM.

AYES: 4  
NAYS: 0  
MOTION CARRIED.

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Board Secretary

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Board Vice-Chairman