Van Buren County Board of Road Commissioners

October 20, 2016
Regular Meeting - Administrative Office, Lawrence, Michigan

BE IT REMEMBERED: That on the 20th day of October, 2016 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

GUESTS: Jody Williford, Community Member
John Vargo

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

No additions/deletions to the Agenda.

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

AYES: 5
NAYS: 0
MOTION CARRIED.

Moved by Kinney and seconded by Boze to approve the minutes of the October 6, 2016 meeting as presented by Board Secretary Pardike.

AYES: 5
NAYS: 0
MOTION CARRIED.

The Chairman opened the meeting to public comment. Jody Williford, a resident on 40th Street in Waverly Township, had questions regarding the upcoming road closure. Because he has three small children, he has several drop-offs daily. He asked several questions regarding the meaning of "road closed to through traffic". He also asked questions regarding the estimated start time for project work. Pipe delivery next week, then contractor will begin shortly thereafter.

John Vargo questioned who owns the right of way, the Road Commission or property owner? The property owner owns up to the centerline on the majority of roads in the Road Commission system and the Road Commission has use by right of way easement. He has concerns regarding a truck parking over storm drain tile.

Budget review and line item changes discussed by Pardike for the Board and all present. Motion by Svilpe, seconded by Boze to approve the following line item changes:

Revenue

	Current	Revised
Insurance Recovery	$2,000.00	$23,000.00
Gain/Loss on Equip. Sold	$60,464.00	$80,464.00
Charges for Services	$1,000.00	$3,000.00

Expenditures

Maintenance - Primary Rds		
General Maintenance	$500,000.00	$538,000.00
Structures	$5,000.00	$8,000.00
Maintenance - Local Rds		
Structures	$10,000.00	$12,000.00

AYES: 5
NAYS: 0
MOTION CARRIED.

Motion by Boze, seconded by Ray to approve the following Road Commission Vouchers:

Voucher #1935	$100,312.62
Voucher #1936	$277,085.06

AYES: 5
NAYS: 0
MOTION CARRIED.

Attorney Page reviewed several outstanding issues. Attorney Stewart sent letters last week. One has since paid and another has come to the office to discuss options.

Engineer-Manager presented to the Board Antwerp Township's request to undertake the letting of local road projects for bid through the township. The Board instructed Engineer-Manager Hummel to send a letter to the Township requesting that the Township send a detailed request, in writing, to the Board containing what they want to do, why, how, and the statutory authority to do so. Then the Board will refer to Attorney Page for a legal opinion and future action by the Board. Motion by Svilpe, seconded by Ray.

AYES: 5
NAYS: 0
MOTION CARRIED.

Engineer-Manager Hummel reviewed the Electronic Transactions Policy with the Board and the proposed amendments. Motion by Boze, seconded by Kinney to adopt the revised Electronic Transactions Policy as follows:

Electronic Transactions Policy - Policy No. 2016-06

WHEREAS Public Act 738 of 2002 was signed by the Governor with immediate effect on December 30, 2002; and

WHEREAS P.A. 738 requires that the Board of County Road Commissioners adopt a resolution containing certain conditions to lawfully conduct electronic financial transactions such as payments and receipts (Automated Clearing House - ACH).

NOW THEREFORE BE IT RESOLVED that the Van Buren County Road Commission **Accountant/Board Secretary** is hereby appointed the Electronic Transactions Officer (ETO) and is responsible for ACH agreements including payment approval, accounting, reporting and generally overseeing compliance with the Electronic Transactions Policy.

BE IT FURTHER RESOLVED that documentation is to be prepared and retained, that may be contained within the computerized accounting system, for ACH transactions detailing the goods or services purchased, related costs, date of payment, and cost accounting classification.

BE IT FURTHER RESOLVED that the ETO will implement a system of internal accounting controls to monitor the use of ACH transactions.

BE IT FURTHER RESOLVED that approval of ACH invoices is required before payment.

BE IT FURTHER RESOLVED THAT additional requirements may be required as determined by the ETO.

AYES: 5
NAYS: 0
POLICY ADOPTED.

The Board reviewed the proposed Capital Asset Determination Policy. Upon a motion by Svilpe, seconded by Ray, the Policy was adopted as follows:

Capital Asset Determination Policy - Policy No. 2016-07

Definitions:

Capital Assets. Equipment items and furnishings with a purchase price greater than $1,500 AND a useful life greater than five (5) years and ALL EQUIPMENT ITEMS (regardless of purchase price or useful life) that have a Schedule C code and rate.

Depreciation. The allocation of the cost of a capital asset over its estimated economic life.

Capital Asset Control, No. 900. The Capital Asset Control is not a fund because it does not account for available financial resources or governmental obligations. The Capital Asset Control may include a variety of capital assets such as land, land improvements, buildings, equipment, vehicles and infrastructure assets.

Policy:

It is the policy of the Van Buren County Road Commission to follow generally accepted governmental accounting practices. The Uniform Accounting Procedures Manual for Michigan County Road Commissions (State of Michigan, Department of Treasury) requires that certain types of purchases be capitalized and depreciated, rather than expensed at the time of purchase. It is the purpose of this policy to set the parameters to define when purchases should be expensed and when they should be capitalized and depreciated and to define the necessary record keeping requirements.

All depreciable assets must be entered in the Inventory and Insurance Log or the current computer system Capital Asset Program and the Capital Asset Control. Depreciation expense must be calculated manually or through the monthly program in the current computer system for Schedule C assets and recorded in the operating accounts.

AYES: 5
NAYS: 0
POLICY ADOPTED.

The proposed Budget Appropriation Act Policy was reviewed by the Engineer-Manager with the Board. Upon a motion by Svilpe, seconded by Boze the Budget Appropriation Act Policy was adopted as follows:

Budget Appropriation Act Policy - Policy No. 2016-08

The Board of County Road Commissioners of Van Buren County will comply with Public Act 2 of 1968, as amended, and adopt a General Appropriations Act budget annually and designate the Engineer-Manager and Chief Fiscal Officer for the year, along with allowances for the transfer of budget line-items.

AYES: 5
NAYS: 0
POLICY ADOPTED.

On a motion made by Svilpe, seconded by Boze, the following Resolutions were adopted:

RESOLUTION

WHEREAS: On November 20, 2016, Cindra Bishop will complete her service as the Supervisor of Bangor Township, Van Buren County, Michigan; and,

WHEREAS: During her service as the Supervisor of Bangor Township, Cindra Bishop worked cooperatively with the Van Buren County Road Commission to improve and construct the public road systems throughout Bangor Township; and,

WHEREAS: The residents have been served well by the efforts of Cindra Bishop in her capacity as the Supervisor of Bangor Township.

NOW, THEREFORE, BE IT RESOLVED: That the Board of County Road Commissioners of Van Buren County hereby adopts this Resolution as a tribute to Cindra Bishop for her dedication and contributions to local government and the county-wide transportation network.

IT IS FURTHER RESOLVED: That the Board of County Road Commissioners of Van Buren County extends its best wishes to Cindra Bishop in her future endeavors.

RESOLUTION

WHEREAS: On November 20, 2016 Larry Burgett will complete his service as the Supervisor of Columbia Township, Van Buren County, Michigan; and,

WHEREAS: Throughout his years of service as the Supervisor of Columbia Township, Larry Burgett has made many improvements to the road and bridge network in Columbia Township, including the passage of a road millage in difficult economic times; and,

WHEREAS: Columbia Township and its residents have been well served through the earnest endeavors of Supervisor Burgett, and his dedication to local government and the township-wide transportation network; and,

WHEREAS: The Board of County Road Commissioners of Van Buren County deems it to be fitting and proper that Larry Burgett be commended for his service to Columbia Township.

NOW, THEREFORE, BE IT RESOLVED: That the Board of County Road Commissioners of Van Buren County hereby adopts this Resolution as a tribute to Larry Burgett for his many contributions to Columbia Township and its residents, and extends its best wishes to him in his future endeavors.

RESOLUTION

WHEREAS: On November 20, 2016, David L. Richardson will retire from his position as the Supervisor of Paw Paw Township, Van Buren County, Michigan; and,

WHEREAS: David Richardson has dedicated 16 years of public service in Paw Paw Township, including 13 years as Sewer Supervisor, nine years on the Board of Review, and two years on the Cemetery Board; and,

WHEREAS: David Richardson has worked in cooperation with two Engineer-Managers at the Van Buren County Road Commission, and nine Road Commissioners to improve and construct the public road and bridge network in and throughout Paw Paw Township; and,

WHEREAS: Throughout the length of his tenure, David Richardson constantly sought to make the greatest impact on the infrastructure in Paw Paw Township through financial decisions made in the best interest of Paw Paw Township; and

WHEREAS: David Richardson has always taken enormous pride in assisting the citizens of Paw Paw Township, and they have been served well by his public service efforts in Paw Paw Township.

NOW, THEREFORE, BE IT RESOLVED: That the Board of County Road Commissioners of Van Buren County hereby adopts this Resolution as a tribute to David Richardson for his dedication and contributions to local government and the certified road and bridge network in and throughout Paw Paw Township.

FURTHER RESOLVED: That the Board of County Road Commissioners of Van Buren County recognizes the distinguished municipal career of David Richardson and extends to him its best wishes for many happy retirement years.

RESOLUTION

WHEREAS: On November 20, 2016 Barbara Rose will complete her service as the Supervisor of Covert Township, Van Buren County, Michigan; and,

WHEREAS: Throughout her eight years of service as the Supervisor of Covert Township, Barbara Rose has worked in cooperation with the Van Buren County Road Commission to improve and construct Covert Township's road and bridge network; and,

WHEREAS: Covert Township and its citizens have been served well by the efforts of Barbara Rose in her capacity as the Supervisor of Covert Township; and,

WHEREAS: In recognition of her service, it is fitting and proper that Barbara Rose be commended.

NOW, THEREFORE, BE IT RESOLVED: That the Board of County Road Commissioners of Van Buren County hereby adopts this Resolution as a tribute to Barbara Rose for her dedication and contributions to local government and the township network of roads and bridges.

IT IS FURTHER RESOLVED: That the Board of County Road Commissioners of Van Buren County honors Barbara Rose, and extends its best wishes to her in her future endeavors.

AYES: 5
NAYS: 0
RESOLUTIONS ADOPTED.

The Board discussed The Dalton's proposal to extend 2016 pricing for roadside brush spraying. Options were discussed and obligations for fiduciary responsibility to taxpayers. The Board requested that staff put this out to bid for the 2017 season or beyond. This will be done as quickly as possible.

Kenneth Smith, Inc.'s proposal to extend pricing for MDOT 25A Slag to be delivered to various locations in Van Buren County in 2017 for the price of $17.99 per ton was accepted upon a motion by Boze, seconded by Kinney.

AYES: 5
NAYS: 0
MOTION CARRIED.

The Board reviewed Geneva Township's Resolution Funding CR380 Reconstruction - 2017. The Board of County Road Commissioners wishes that it be noted it is grateful for the proposal; however, due to continued funding uncertainties, the project will be recorded as the first received and given priority according to the Road Commission's Policy on Requests for Improvements on Primary Road System.

Road Commissioner's Township Meeting Attendance Report

From October 6th to present:

Askew: Covert Township, asked the status of Dune Lake speed warning signs. Staff will provide update. Geneva Township, asked about status of being first on the list for primary funding of heavy maintenance on CR380. Also asked about the status of the tree trimming service request on 62nd Street. Staff will review. Bangor Township, asked about the status of CR376. South Haven Township asked about the status of Evergreen Bluff.

Boze: Hamilton Township, going well. Discussion on Lake of the Woods boat access site. Lawrence Township, going well. Hartford Township, supervisor is requesting information from Anttila.

Kinney: Paw Paw Township, compliments on 60th Avenue project. Supervisor received a letter of thanks from a resident. Decatur Township, discussion/question on continuation of CR352 East by public. Arlington Township, statement from Pugsley about Red Arrow Highway chip seal in Antwerp Township.

Ray: Pine Grove Township, discussed mowing, pavement markings and tree trimming. A resident of North Lake asked about a pipe "coming up out of the road" around East side of the lake. Staff will review.

Svilpe: Antwerp Township, wants to start work this winter on 30th Street. Almena Township, claimed still has yet to receive 30th Street plans, estimates, etc. and had issues with billing statement. Staff responded to Commissioner Svilpe's request to answer this question. All issues have been addressed multiple times and township has signed program sheet. Porter Township, asked about status of pavement markings. Staff addressed.

Highway Engineer Barry Anttila reported on the following:

- CR687, Keeler Township, paving underway now. Hope to have top course by early next week.
- 30th Street, Almena Township, bids to be opened at the next board meeting.

- 40th Street, Waverly Township, pipe should be completed next week. Waiting on a delivery confirmation. Hope to have completion in two to three weeks upon final schedule from contractor.
- Many driveway permits coming in. Many commercial permit applications.

Engineer-Manager Update(s):

- 100th Anniversary Open House, November 3rd, 3-7 PM (prior to next Board Meeting).

On motion by Svilpe, seconded by Kinney the Call of the Chair was adjourned at 8:47 PM.

AYES: 5
NAYS: 0
MOTION CARRIED.

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Secretary Chairman