

Van Buren County Board of Road Commissioners

October 6, 2022 - Regular Meeting

BE IT REMEMBERED: That on the 6th day of October, 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 Boze, Burleson, and Kinney
Managing Director Dan Bishop
Highway Engineer Barry Anttila
Operations Director Greg Brucks
Administrative Assistant-Board Secretary Jill Brien

ABSENT:

Road Commissioner Askew

GUESTS PRESENT:

Wayne Nelson
Cindy Janes, Fishbeck
Kurt Doroh, County Commissioner
Jeff Chick, Fishbeck (arrived 5:21 PM)

Board Secretary Brien called the meeting to order at 5:00 PM.

Motion by Kinney, seconded by Burleson to nominate Boze to serve as Chairman Pro Tem. The nomination was accepted.

AYES: 3
NAYS: 0
ABSENT: 1
MOTION CARRIED.

The Board Secretary turned the meeting over to Chairman Pro Tem Boze.

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

AYES: 3
NAYS: 0
ABSENT: 1
MOTION CARRIED.

Agenda Item #5, Presentation of Final Site and Building Plans by Fishbeck-Bangor Garage Facility, was tentatively placed on hold pending the arrival of Jeff Chick, Project Manager.

Motion by Kinney seconded by Burleson to approve the Minutes of the September 14, 2022 Regular Meeting as presented by the Board Secretary.

AYES: 3
NAYS: 0
ABSENT: 1
MOTION CARRIED.

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

Managing Director Bishop presented Staff Reports as follows:

STAFF REPORT
October 6, 2022

1. The Township Survey is due October 20th. Please remind your townships to complete them ASAP.

2. The Southwest Council meeting has been changed to November 7th to be held in Ottawa County. If you wish to attend please let Jill know ASAP.
3. Our Attorney (Bill Henn) is preparing a response to the farmers regarding mowing. Since two have filed insurance claims, our insurance carrier has requested communications with the press be directed to them for all responses.
4. We are researching some of the suggestions regarding a change to our logo. From some of the comments made at our last meeting, is this something the RC really wants to pursue?

(Jeff Chick of Fishbeck arrived during presentation of the vouchers).

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

Voucher #2273	\$662,773.39	Accounts Payable
Voucher #2274	\$161,570.04	Payroll
Voucher #2275	\$752,607.55	Accounts Payable

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

AYES: 3
 NAYS: 0
 ABSENT: 1
 MOTION CARRIED.

Jeff Chick and Cindy Janes of Fishbeck presented an outline of the Bangor Garage facility project work schedule to date, and the final site and building plans for the proposed facility for the Board and those present. The Board asked questions, which were responded to by Jeff Chick, Cindy Janes, and Managing Director Bishop. The Road Commission's critical success factors were also discussed. Bishop recommended moving on to the next step so as to allow Fishbeck to complete final plans in order to let the project for bid. Motion by Kinney to authorize Fishbeck to proceed to complete final construction bidding documents for costs and permits for the Bangor Garage Facility. Utilities, water, office space needs, and other design concepts were discussed. The motion was seconded by Boze.

AYES: 3
 NAYS: 0
 ABSENT: 1
 MOTION CARRIED.

The Board thanked Janes and Chick for their presentation and they exited the meeting at 5:47 PM. Bishop provided additional discussion regarding options for financing.

Bishop presented the Architectural Design Services Contracts for the Bangor Garage facility with Fishbeck, and the Lawrence Administrative Office remodel with Kingscott to the Board. Both contracts have been negotiated by Attorney Schubkegel of Varnum and outline all labor, materials, equipment and services to complete the architectural design services which were approved by the Board in March. Motion by Boze, seconded by Kinney to authorize the Managing Director to execute the Architectural Design Services Contract with Fishbeck for the Bangor Garage facility, and with Kingscott for the Lawrence Administrative Office remodeling.

AYES: 3
 NAYS: 0
 ABSENT: 1
 MOTION CARRIED.

(Both Contracts are on file and available for inspection by contacting the Administrative Office of the Road Commission at 269-674-8011).

Bishop discussed the Construction Manager Contracts before the Board for all labor, materials, equipment and services to complete the administrative and construction management services necessary for both the Bangor Facility and the Lawrence Administrative Office remodeling. Both contracts have been reviewed, revised and negotiated by Attorney Schubkegel of Varnum. Motion by Kinney, seconded by Burleson

to authorize the Managing Director, Daniel F. Bishop, to execute the Contracts with Fishbeck for Construction Management of the Bangor Facility construction, and the Lawrence Administrative Office remodeling.

AYES: 3
NAYS: 0
ABSENT: 1
MOTION CARRIED.

(The Construction Management Contracts are on file and available for inspection by contacting the Administrative Office of the Road Commission at 269-674-8011).

Managing Director Bishop presented the outline for the process used previously for hiring the Managing Director. Residency requirements were discussed. He requested that ads be placed, and that a Post Office Box be opened in order to begin the hiring process. Motion by Kinney to postpone any discussion or decision on hiring a Managing Director until a full Board is in place. The motion was seconded by Burleson. Further discussion was held regarding timing, advertising, screening process, etc. were held by the Board. Kinney called for the Question.

AYES: 1
NAYS: 2
ABSENT: 1
MOTION NOT CARRIED.

The Board requested that Bishop draft a job description with the residency requirements revised to 60 miles, open a Post Office Box with keys to be provided to the Board, and supply suggested advertising at the next regular meeting of the Board.

The Board reviewed the revised Regular Board Meeting Schedule 2022 approved at the last meeting of the Board. Discussion was held and the schedule remained, as approved.

Ice Control Sand bids received were discussed by the Managing Director. Top Grade Aggregate's bid did not meet the requirements of the bidding process as the bid was emailed on the day of the opening. Motion by Burleson, seconded by Kinney to reject the non-conforming bid from Top Grade Aggregate, and to award the bid to all compliant bidding contractors with Yerington Brothers as primary supplier for their alternate bid of COW Sand, in the best interest of the Van Buren County Road Commission.

AYES: 3
NAYS: 0
ABSENT: 1
MOTION CARRIED.

Commissioner Updates and Reports:

- Greg Kinney - Attended the KATS Policy Meeting on 9/28.
- Doug Burleson - Attended Pine Grove Township's meeting last night.
- Rick Boze - Attended Keeler Township Tuesday night. Several issues were discussed with Managing Director Bishop in follow up to the meeting.

Chairman Pro Tem Boze recessed the Regular Meeting to open a Regular Meeting of the Board of Public Works at 6:21 PM on motion by Boze, seconded by Kinney.

AYES: 3
NAYS: 0
ABSENT: 1
MOTION CARRIED.

Motion by Burleson, seconded by Kinney to reconvene the Regular Meeting at 6:22 PM with all Members present.

AYES: 3
NAYS: 0
ABSENT: 1
MOTION CARRIED.

Chairman Pro Tem opened the meeting to Second Public Comment. None was heard.

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

AYES: 3
NAYS: 0
ABSENT: 1
MOTION CARRIED.

Board Secretary

Board Chairman