

**Van Buren County Board of Road Commissioners**

August 3, 2016

Regular Meeting - Administrative Office, Lawrence, Michigan

BE IT REMEMBERED: That on the 3<sup>rd</sup> day of August, 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: County Commissioner Richard Freestone  
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 Boze and seconded by Kinney to approve the minutes of the July 20, 2016 meeting as presented by Board Secretary Pardike.

AYES: 5  
NAYS: 0  
MOTION CARRIED.

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

The Board Secretary-Accountant provided a review of the operating budgets and operating fund. Sealcoat liquid, State Federal Aid match, and heavy maintenance projects make up nearly 80% of the bills today. MTF funds for August are up about \$10,000 over last year and approximately \$117,000 over last year (approx 3.5%). Township contributions are coming in for work completed and final deposits for work to come yet this year. Sold four out of five pieces of equipment that was advertised. Most items on expenditures is around 50-60% to-date.

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

Voucher #1924	\$110,283.40
Voucher #1925	\$1,044,269.33

AYES: 5  
NAYS: 0  
MOTION CARRIED.

The following bids were received at 7:30 PM for Grader and Underbody Blades:

*Shults	\$77.10 each	\$12.85 per foot	Bucyrus Blades
•Michigan CAT	\$85.05 each	No Bid per foot	Caterpillar
†Winter Equipment	\$91.96 each	\$15.33 per foot	Black Cat
+St. Regis Culvert	\$87.90 each	\$14.65 per foot	Valley Blades Limited
Valk	\$88.74 each	\$14.79 per foot	Valk
Underground Pipe & Valve, Inc.	\$128.34 each	\$21.39 per foot	Valley

\*Prices firm for 30 days.

•All blades standard highway punched with 5/8" bolt holes. Do not meet the spec "holes 1.625" from top. 8 holes per blade" - our blades are at 2" from the top and we have 15 holes due to 6" centers and 12" as requested. Cannot guarantee delivery on dates listed. Delivery based on availability when order is placed. For truckload orders there is typically a two-three month lead time. Prices will hold with order before 12/31/16.

Potential to extend pricing based upon supplier price increases. Delivery based on availability when order is placed.

†Quoting double bevel edge as our alternative. Please review drawing prior to ordering.

+Firm for 30 days from bid date.

Motion by Ray, seconded by Boze to authorize the Engineer-Manager to award, in the best interest of the Van Buren County Road Commission, upon review of bids and tabulation by staff.

AYES: 5  
NAYS: 0  
MOTION CARRIED.

Engineer-Manager discussed Policy 2008-01, Snow Plowing Policy. On a motion by Ray, seconded by Svilpe, the Policy was affirmed, as written.

AYES: 5  
NAYS: 0  
MOTION CARRIED.

Motion by Ray, seconded by Boze to adopt Policy 2016-01 as follows:

**Van Buren County Road Commission  
Building Code/Environmental Compliance Policy**

Policy No. 2016-01

The purpose of this Policy is to provide proper guidelines to ensure Federal, State and local environmental requirements are met.

1. Regarding the design, construction, demolition or maintenance of any Road Commission facility, the Van Buren County Road Commission's Engineer-Manager, his designee, or its contractor will comply with federal, state and local codes and laws as required. These include but are not limited to building, plumbing, electrical, mechanical, Americans with Disabilities Act, fire & life, safety and environmental.
2. Facilities constructed prior to current laws and/or codes will be upgraded as appropriate and feasible.
3. Road Commission employees, and its contractors, will be good stewards for the environment. Practices that will positively affect the environment during design, construction, expansion, demolition and/or maintenance are encouraged.

AYES: 5  
NAYS: 0  
POLICY ADOPTED.

Motion by Svilpe, seconded by Boze to adopt Policy 2016-02 as follows:

**Van Buren County Road Commission  
Facility Security Policy**

Policy No. 2016-02

The purpose of this Policy is to provide proper guidelines to ensure a safe and secure workplace for staff and visitors, and to protect the facilities, equipment and materials.

1. The following personnel shall be designated as Key Employees responsible for securing their respective area(s):

Greg Pardike*	Administrative Office
Gary Rohacs*	Equipment Storage/Maintenance Facility
Lynn Boitnott*	Bloomington and Bangor Facilities
Brian Cornish*	Equipment Storage/Maintenance Facility - Breakroom

\* or Staff on Duty

2. Exterior doors to buildings and yard gates will be locked after normal business hours (including weekend and holidays) by the Key Employee so designated above,
3. Visitors (including vendors, contractors and sales representatives) shall report to the Administrative Office to check in for access to facilities; or to make arrangements; or receive authorization for access to other sites. The back door to the Administrative office shall remain locked with key code pad entry for employees only.
4. Any suspicious activity, or individuals acting in a suspicious manner, should be immediately reported to a Key Employee or the Van Buren County Sheriff Department.
5. Current security measures are appropriate for the Van Buren County Road Commission at the present time. This procedure shall be reviewed at such time additional security is required or as necessary.

AYES: 5  
NAYS: 0  
POLICY ADOPTED.

Motion by Boze, seconded by Svilpe to mark the official Ballot for the Election of Directors for the Association of Southern Michigan Road Commissions as follows: David Solmes, Barry County, and Ken Oscarson, Kalamazoo County.

AYES: 5  
NAYS: 0  
MOTION CARRIED.

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

RESOLUTION SUPPORTING TAP GRANT APPLICATION

WHEREAS, the Van Buren County Road Commission is seeking a Transportation Alternatives Program (TAP) Grant for the non-motorized shoulder widening project on Blue Star Highway; and,

WHEREAS, if funded, this grant would cover 60% of the non-motorized shoulder widening project cost as a connector to the Kal-Haven Trail State Park; and,

WHEREAS, in addition to the non-motorized shoulder widening project, the Van Buren County Road Commission is resurfacing that same section of Blue Star Highway regardless of whether or not this grant gets funded; and,

WHEREAS, this additional segment to be resurfaced is approximately 1.10 miles in length and will complete the link of non-motorized shared use shoulder widening from the Berrien County line north to the Allegan County line providing close to 14 miles of improvements for the non-motorized community in Van Buren County, as well as connections to multiple local park and recreational facilities and to the Kal-Haven and Van Buren Trail State Parks, respectively; and,

WHEREAS, if funded, the combined project is estimated at \$750,000 investment in the infrastructure of Van Buren County.

NOW, THEREFORE, BE IT RESOLVED that the Board of County Road Commissioners of Van Buren County hereby expresses its support of the application for the TAP Grant for the non-motorized shoulder widening project on Blue Star Highway from Phoenix Street to Baseline Road.

ALSO BE IT FURTHER RESOLVED THAT the Board of County Road Commissioners of Van Buren County hereby has the ability to fund or match funding for the non-motorized shoulder widening project as described herein as its commitment to this collaborative effort.

AYES: 5  
NAYS: 0  
RESOLUTION ADOPTED.

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

From July 20<sup>th</sup> to present:

Askew: No meetings.

Boze: July 9, Lawrence Township, 52<sup>nd</sup> Street washboarding at end of pavement. July 9, Hartford Township, July 14, Hamilton Township.

Kinney: No meetings.

Ray: No meetings.

Svilpe: No meetings.

### **Construction Update**

Highway Engineer Barry Anttila reported on the following:

- 66<sup>th</sup> Avenue from CR652 to Van Kal, paving complete. Restoration still to do. Minor repairs to be completed due to washout. Had a report of a complaint of dust and access during construction.
- 68<sup>th</sup> Street, Bangor Township, paving is done. Restoration yet to be completed.
- 39<sup>th</sup> Street from Burgess Road to 72<sup>nd</sup> Avenue, trimming done. Waiting to pave.
- CR380 from M43 to 67<sup>th</sup> Street, work beginning yet this week.
- 56<sup>th</sup> Street, Hamilton Township, pipe replacement completed.
- 60<sup>th</sup> Avenue from Paw Paw Road to CR665, project was to be completed by July 30<sup>th</sup>. Utility issues on other projects has delayed contractor.
- Sand Pines Subdivision, Antwerp Township, paving complete. Restoration still to be completed.
- CR653, Almena Township, pipe installed and outlet cleaned. Paving contractor still to finalize schedule.
- 40<sup>th</sup> Street, School Section Lake Drain, Drain Commission has cleaned the outlet to the lake. Provided an estimate to the Township to cut out and lift with fabric and install new pipe.

Engineer-Manager Update(s):

- Van Buren Supervisors' Meeting, August 25, 2016.
- Asphalt Restoration, Inc., band crackfilling at Lawrence facility.
- Second plow truck from Western Star with build-up by Truck & Trailer Specialties; not pursuing option to cancel.
- Truck #110 and #114, cross member frame failures. Units are out of service until repairs can be completed. Estimated to be 45 days due to parts availability.
- Moving forward with generator for the Western facility. Commissioner Ray wanted to ensure it utilizes gas as its fuel supply.
- Discussion on health insurance changes. Third party provider, etc. Pardike provided additional details on status.
- Reminder of Southwest Council meeting on Monday, August 8<sup>th</sup>.

### **Legal Issues.**

Engineer-Manager spoke earlier with Attorney Page regarding Frontier Communications judgments and how to collect on them.

A motion was made by Svilpe and seconded by Boze to adjourn the Call of the Chair at 8:19 PM.

AYES: 5  
NAYS: 0  
MOTION CARRIED.

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Secretary

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Chairman