

## Van Buren County Board of Road Commissioners

April 6, 2017

Regular Meeting - Administrative Office, Lawrence, Michigan

BE IT REMEMBERED: That on the 6<sup>th</sup> day of April, 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  
Accountant Gregory M. Pardike  
Highway Engineer Barry Anttila  
Accounting Clerk Linnea Rader

GUESTS: Brian Lee, Fifth Third Bank  
Michael Pavlick, Fifth Third Bank  
John Vargo  
County Commissioner Freestone

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.

Brian Lee and Michael Pavlick of Fifth Third Bank reviewed the Van Buren County Road Commission's Pension Report. A market overview was provided and a discussion held regarding their anticipation for a slight economic growth in 2017 and 2018. Fixed income is stagnant, but consistent, as there is not a lot of opportunity; however, the Plan has quite a bit of bond investments for stability. They reported on the Plan's risk breakdown and that the equity versus fixed income is consistent with the Road Commission's Board policy. They reviewed a redline copy of the proposed changes to the Investment Policy Statement with the Board and those present. Upon recommendation by Brian Lee and Board Secretary-Accountant Pardike, a motion was made by Kinney, seconded by Boze to authorize the Engineer-Manager to sign the Revised Investment Policy Statement, and the Annual Client Investment Policy Acknowledgment. (Copies of both the Revised Investment Policy Statement and the Annual Client Investment Policy Acknowledgment are on file at the offices of the Van Buren County Road Commission and are available for inspection upon notice)

AYES: 5  
NAYS: 0  
MOTION CARRIED.

There was additional discussion with the Board on the performance of the Plan, which was at 5.57% for the year; and a five-year average of 7.39%. Further discussion held about the types of pensions, and funding strategies.

Motion by Boze, seconded by Svilpe to approve the minutes of the March 16, 2017 meeting as presented by Board Secretary Pardike.

AYES: 5  
NAYS: 0  
MOTION CARRIED.

The Chairman opened the meeting to public comment. John Vargo had questions about the drainage area on 64<sup>th</sup> Avenue in Hartford Township at the County Drain. Barry has already contacted the Drain Commission. Mr. Vargo also commented that some "people" in the township are unhappy with the "No Trespassing" signs that have been installed in the county road right of way at the Pinery Road bridge. Staff will review.

The following bids were received at 7:40 PM for Lubricants:

**Oil**

Vendor	Bulk Oil Type 15W-40 - Citgard 600 (Gallon)	Manufacturer
Rowleys	\$5.89	Purus Synthetic Blend
Kamp Oil	\$6.49	Citgo 600
Schaeffer Mfg.	No Bid	
Pri Mar Petroleum	\$6.19	Citgo
Alt Oil	\$8.45	Chevron Delo 400

**Hydraulic Fluid**

Vendor	Citgo Transgard, or Tractor Hydraulic Fluid (Gallon)	Manufacturer
Rowleys	\$4.50	Service Pro Tractor Hydraulic
Kamp Oil	\$4.85	Citgo Tractor Hydraulic
Schaeffer Mfg.	\$14.5546	Schaeffer Mfg.
Pri Mar Petroleum	\$5.19	Citgo
Alt Oil Co.	\$5.95	Chevron 1000 THF

**Transmission Fluid**

Vendor	Synthetic Automatic Transmission Fluid (Gallon)	Multi-Purpose Automatic Transmission Fluid (Gallon)	Transgard HD Transmission Fluid, SAE 30W (Gallon)	Manufacturer
Rowleys	\$11.94	\$4.69	\$5.94	
Kamp Oil	\$21.95	\$4.75	\$7.99	
Schaeffer Mfg.	\$22.7551	No Bid	\$18.4388	Schaeffer Mfg.
Pri Mar Petroleum	\$22.99	\$4.99	\$8.99	Citgo
Alt Oil Co.	\$10.75	\$5.79	\$7.49	

**Grease**

Vendor	Citgo Overdrive HD#2 120 lb drums (Lb/Drum)	Grease Citgo Overdrive HD #2 (Tube)	Grease (Lithium Complex #2-120 lb. Drums) (Lb/Drum)	85-140 Gear Lube 120 lb drum (120 Lb/Drum)	Manufacturer
Rowleys	\$230.40	\$2.16	\$269.46	\$139.06	
Kamp Oil	\$2.50 lb. \$300.00 Drum	\$2.48	\$2.33 lb. \$279.60 Drum	\$182.40	
Schaeffers Mfg.	\$389.94	\$3.83	No Bid	\$456.00	Schaeffer
Pri Mar Petroleum	\$2.99	\$2.99	\$2.99	\$1.79	Citgo
Alt Oil	\$322.80	\$2.69	\$334.80	\$226.80	Chevron

Motion by Ray seconded by Boze to authorize Engineer-Manager to award the bid upon

review, tabulation and recommendation by staff, in the best interest of the Van Buren County Road Commission.

AYES: 5  
NAYS: 0  
MOTION CARRIED.

The Chairman opened the Public Hearing at 7:45 PM for public comments regarding a permit and permit policy for safely allowing limited communication service provider facilities access within the county road right of way, and to review and revise a schedule of fees. Pardike reviewed information provided by MCRCSIP. No public comment was received. The Public Hearing was adjourned at 7:49 PM.

Pardike reviewed the Pension Actuarial Report and discussion was held regarding the rate of return. Pardike recommended keeping funding consistent with last year's employer contribution level. Motion by Ray, seconded by Boze.

AYES: 5  
NAYS: 0  
MOTION CARRIED.

Pardike provided a review of Accounts Payable. Pool's insurance is up 3% from last year, and last year provided a \$95,000 refund; fairly consistent from year to year. MTF funds showed a 23-24% increase in the first month, and an 18% increase in the second month; \$251,000 up from last year. CR380 and CR376 tree work is being paid in the current voucher.

The Act 51 report was reviewed by Pardike and Rader with the Board. Motion by Svilpe, seconded by Ray to approve.

AYES: 5  
NAYS: 0  
MOTION CARRIED.

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

### **RESOLUTION**

WHEREAS: On March 27, 2017, Paul Clift retired from his position as County Weighmaster for the Van Buren County Road Commission; and,

WHEREAS: Paul began his employment with the Road Commission on February 23, 2011 as a well-seasoned Weighmaster from the Michigan State Police, bringing with him a wealth of knowledge and many years of experience; and,

WHEREAS: Paul was dedicated to the enforcement of Federal Motor Carrier Safety Regulations and Michigan Vehicle Code throughout Van Buren County, protecting the roads and structures in Van Buren County from damage, always with great pride and dedication, in the best interest of the citizens of Van Buren County, and the Van Buren County Road Commission; and,

WHEREAS: Paul also provided his valuable expertise through the investigation of traffic crashes and crash data interpretation, the performance of speed studies, investigation of complaints and damage claims throughout Van Buren County; and,

WHEREAS: Paul's assistance in the Permit Department was always accomplished with efficiency and knowledge, through issuing the necessary permits and making contact with many residents and motorists traveling in and through Van Buren County; and,

WHEREAS: Paul has been a dedicated member of the Road Commission team, performing his duties with great pride and dedication, and always 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 recognizes the dedicated service of Paul Clift, and wishes him many fulfilled years of retirement with his wife, Nancy, and on "Grandpa Duty" with Allyson.

AYES: 5  
NAYS: 0  
RESOLUTION ADOPTED.

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

**RESOLUTION**

WHEREAS: On April 30, 2017, Douglas Cultra will step down from his position as Administrator of Van Buren County; and,

WHEREAS: Doug became Van Buren County's first Administrator, where he served from 1987 to 1995. In 2006 Doug became the County's Administrator for a second time. He now retires from Van Buren County having served a total of 19 years as its Administrator; and,

WHEREAS: Doug has always supported the efforts of the Van Buren County Road Commission, and has worked in cooperation with the Road Commission during his career, seeking to make improvements to the road, bridge and trail network in Van Buren County; and,

WHEREAS: The residents of Van Buren County have been well served by the efforts of Doug Cultra through his directing and managing the county's administrative operations, and through the performance of his related duties, always in the best interest of Van Buren County.

NOW THEREFORE BE IT RESOLVED: That the Board of County Road Commissioners of Van Buren County hereby wishes to thank Doug Cultra for his dedication, service, and many contributions to Van Buren County.

FURTHER RESOLVED: That the Board of County Road Commissioners of Van Buren County wishes Doug Cultra continued success in all his endeavors and expresses its hope for many happy retirement years to both Doug and his wife, Mary.

AYES: 5  
NAYS: 0  
RESOLUTION ADOPTED.

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

Voucher #1962	\$97,992.59
Voucher #1963	\$590887.03

AYES: 5  
NAYS: 0  
MOTION CARRIED.

Pardike provided an update for the Board regarding Southwestern Michigan Dust Control.

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

From March 16<sup>th</sup> to present:

Askew: Lawrence Cochran, water issue. Has been given to Superintendent Boitnott. Blue Star Highway, Never Miss Café, willing to do work themselves. Barry and Lynn have a request to review. No meetings.

Boze: Keeler Township, voted on road plan after road tour with Brian. Burnett Foods looking to add on again. Interested in working for another grant to improve more of CR687. Lawrence Township, McDonald Towing permit questions.

Kinney: KATS meeting.

Ray: Columbia Township, road tour with Lynn. Wanted fuel wood permits for Kal-Haven Trail; Jill took care of. Speicher driveway complaint; Chip will go talk to him. Kraig Kincaid called about Scott Lake driveway questions. Looking at ditching questions in Pine Grove; Barry provided estimates. Driveway question with Lynn. Received call from Attorney Page regarding Southwestern Michigan Dust Control letter.

Svilpe: No meetings. Driveway permit on CR374; asked about the status. Concerned about site distance. Commissioner consensus is no change to current determination.

Highway Engineer Barry Anttila reported on the following:

- Geneva, CR380, trees are done. Pay estimate is in voucher.
- Bangor, CR376, trees are done, pay estimate is in voucher.
- Antwerp Township has requested estimates on three projects.
- Almena Township on road tour with Lynn and they had questions about 30<sup>th</sup> Street at 48<sup>th</sup> Avenue intersection project.
- Bridge submittals for 2020 due May 1<sup>st</sup>. Resolutions at next meeting.

Boze had questions regarding CR687 project. Indicated that a few tree trunks by tracks are remaining.

A motion was made by Svilpe and seconded by Ray to adjourn the Call of the Chair at 8:52 PM.

AYES: 5  
NAYS: 0  
MOTION CARRIED.

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Secretary

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Chairman