

Van Buren County Board of Road Commissioners

January 21, 2021

Regular Meeting - Administrative Office, Lawrence, Michigan

BE IT REMEMBERED: That on the 21st day of January, 2021 at 5:00 PM, E.D.T., the Board of County Road Commissioners for the County of Van Buren met in regular session via teleconference pursuant to the Governor's Executive Order in an effort to suppress the spread of COVID-19 and protect the public health and safety of this state and its residents, as well as the Road Commissioners and Road Commission staff.

PRESENT VIA TELECONFERENCE:

Road Commissioners Askew, Boze, Burleson, Kinney, and Moffat
Managing Director Dan Bishop
Finance Director Linnea Rader
Highway Engineer Barry Anttila
Operations Director Greg Brucks
Administrative Assistant-Board Secretary Jill Brien
Permit Officer-County Weighmaster AJ Brucks

GUESTS PRESENT VIA TELECONFERENCE:

Kurt Doroh, County Commissioner
Mike Chappell, County Commissioner

Chairman Kinney called the meeting to order at 5:00 PM. Roll call:

Askew: Technical Difficulties
Boze: PRESENT
Burleson: PRESENT
Moffat: PRESENT
Kinney: PRESENT

Chairman Kinney read the Special Rules for Remote Meeting: All participating Road Commissioners can vote by phone; all votes must be roll call with Chairman always voting last. All people should identify themselves before they speak.

Commissioner Moffat requested additions to the Agenda as follows under New Business: J. Asset Management Plan; K. Lightly Traveled Paved Road Initiative. Motion by Burleson, seconded by Boze.

Roll call vote:

Askew: AYE
Boze: AYE
Burleson: AYE
Moffat: AYE
Kinney: AYE
MOTION CARRIED.

Motion by Boze to approve the amended Agenda.

Roll call vote:

Askew: AYE
Boze: AYE
Burleson: AYE
Moffat: AYE
Kinney: AYE
MOTION CARRIED.

Reorganization of the Board, Appointment of CFO, Appointment of Board Attorney:

Motion by Askew, seconded by Boze to appoint Board Secretary Brien as Acting Chairman of the Board for the purpose of reorganization.

Roll call vote:

Askew: AYE
Boze: AYE
Burleson: AYE
Moffat: AYE
Kinney: AYE
MOTION CARRIED.

Brien requested nominations for the office of Chairman. Kinney nominated Burleson for the office of Chairman for the calendar year 2021, which was seconded by Boze. The nomination for the office of Chairman was accepted by Burleson. There being no further nominations, it was moved by Kinney that nominations for the office of Chairman be closed, and that a unanimous ballot be cast for Burleson.

Roll call vote:

Askew: AYE
Boze: AYE
Burleson: AYE
Moffat: AYE
Kinney: AYE
MOTION CARRIED.

Discussion held regarding additional salary of the Chairman of the Board as authorized by the Board of County Commissioners. In addition, the resignation of Moffat was discussed to be effective January 31, 2021.

Brien asked for nominations for the office of Vice-Chairman. Boze nominated Askew to serve as Vice-Chairperson, which nomination was seconded by Moffat. The nomination for the office of Vice-Chairman was accepted by Askew. There being no further nominations, it was moved by Boze that nominations for the office Vice-Chairman be closed, and that a unanimous ballot be cast for Askew.

Roll call vote:

Askew: AYE
Boze: AYE
Burleson: AYE
Moffat: AYE
Kinney: AYE
MOTION CARRIED.

Brien requested nominations for the appointment of Chief Fiscal Officer for the Van Buren County Road Commission. Nomination by Kinney for Bishop to serve as Chief Fiscal Officer for the Van Buren County Road Commission, which was seconded by Askew.

Roll call vote:

Askew: AYE
Boze: AYE
Burleson: AYE
Moffat: AYE
Kinney: AYE
MOTION CARRIED.

Brien relinquished the Chair to the newly elected Chairman Doug Burleson.

Burleson requested nominations for the appointment of Board Secretary for the Van Buren County Road Commission. Moffat nominated Brien to serve as Board Secretary, which was seconded by Askew. The nomination was accepted by Brien.

Roll call vote:

Askew: AYE
Boze: AYE
Burleson: AYE
Moffat: AYE
Kinney: AYE
MOTION CARRIED.

Burleson stated that the next order of business is the appointment of a Board Attorney for the Van Buren County Road Commission. Moffat nominated Leigh Schultz of Miller, Canfield, Paddock and Stone, which was seconded by Kinney.

Roll call vote:

Askew: AYE
Boze: AYE
Kinney: AYE
Moffat: AYE
Burleson: AYE
MOTION CARRIED.

Motion by Boze, seconded by Moffat to approve the Minutes of the December 17, 2020 meeting as presented by the Board Secretary.

Roll call vote:

Askew: AYE
Boze: AYE
Kinney: AYE
Moffat: AYE
Burleson: AYE
MOTION CARRIED.

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

Staff Reports by Managing Director:

1. Greg and I met with the new Bloomingdale Township Supervisor. We discussed the work we are doing on CR388 this season, and the work the Village is doing on Kalamazoo Street in Bloomingdale (CR388).
2. I have reactivated my CDL license in case we need another driver.
3. We met with the Union to discuss our apprenticeship plan. Everyone had good ideas.
4. Our guys were out on Christmas Day and New Year's Day to plow. We have received several nice comments on our Facebook page regarding their dedication to the traveling public.
5. We are researching two streets that are not certified. Geneva Street (south leg) in Geneva Township was part of the Irvington platted sub platted in 1870. We certified the northern leg that was never constructed, but did not certify the southern leg that was constructed. We recently decertified the northern leg. Also, in Hartford Township there is 60th Ave. All of the houses have a 65th Street address. 60th Avenue is 33 feet wide. In October 1989 the Road Commission asked Hartford Township if they wanted to accept the road into their local road inventory but we have no follow up information on this inquiry.
6. Work on CR380 had more muck than anticipated by Jephtha Lake. He should be done next week. Restoration will occur this spring.
7. February will be the one year anniversary for the Managing Director.
8. We continue our tree clean up/removal on Blue Star Highway and CR352 in Decatur Township.
9. We continue to work on the Asset Management report which is due this October. We included the rough template draft so you can see where we are. We are updating our cost figures for our proposed projects which will have to be done every year.
10. Tree work on 30th Street in Almena Township has begun in anticipation of this summer's work. Some residents from Heritage Glenn have requested signage for

which end of 30th is closed and which direction they should go. We have reassured them when we close an end of the road we let Central Dispatch know so emergency services can get to them.

11. CR374 stump removals begins on Monday.

Questions were asked and responded to by Bishop and Anttila. Bishop provided additional information regarding the Asset Management Plan. Concerns were raised and discussed regarding project completion dates by contractor on CR388 and on CR374.

Bishop updated the Board regarding the following Vouchers and certain vendor payments. Questions were asked which were responded to by Bishop and staff.

Voucher #2179	\$167,577.08
Voucher #2180	\$384,749.50
Voucher #2181	\$137,879.51
Voucher #2182	\$176,089.12
Voucher #2183	\$113,531.78
Voucher #2184	\$157,382.94

Discussion held regarding revising the procedure of voucher review at teleconference meetings. By general consensus it was decided that Board members would ask questions about any item(s) in a voucher, as opposed to Bishop providing an itemized review of each voucher.

Bishop provided details for the Board regarding property owned by the Road Commission in South Haven Township on which AEP (Indiana Michigan Power) is requesting a permanent easement and right of way for electric transmission, distribution, and communication lines for the consideration as set forth in the Easement Payment Schedule. Motion by Moffat to approve a permanent easement to Indiana Michigan Power Company on parcel number 80-17-015-012-00 for the sum of \$8,062.50, plus attorney fees of \$1,082.29 incurred by the Road Commission, and to authorize Daniel Bishop, Managing Director, to execute the Easement and Easement Payment Schedule on behalf of the Board of County Road Commissioners of Van Buren County.

Roll call vote:

Askew: AYE
Boze: AYE
Kinney: AYE
Moffat: AYE
Burleson: AYE
MOTION CARRIED.

Bishop discussed the upcoming CRA Highway Conference which has limited attendance to three persons per road agency due to COVID-19. Boze requested that he be registered to attend.

Motion by Boze, seconded by Moffat to authorize the Managing Director to execute the KATS Third Party In-Kind Contributions Notification and Assurances, FY 2022, on behalf of the Van Buren County Road Commission.

Roll call vote:

Askew: AYE
Boze: AYE
Kinney: AYE
Moffat: AYE
Burleson: AYE
MOTION CARRIED.

Bishop discussed the Board's current appointments to the KATS Policy Committee (Kinney; Moffat). Motion by Moffat, seconded by Askew to appoint Kinney as the Board's representative to the KATS Policy Committee.

Roll call vote:

Askew: AYE
Boze: AYE
Kinney: AYE
Moffat: AYE
Burlison: AYE
MOTION CARRIED.

Motion by Kinney, seconded by Askew to appoint Burlison as the Board's alternate representative to the KATS Policy Committee.

Roll call vote:

Askew: AYE
Boze: AYE
Kinney: AYE
Moffat: AYE
Burlison: AYE
MOTION CARRIED.

Motion by Boze, seconded by Moffat to appoint Barry Anttila as the KATS representative to the Technical Committee, and to appoint Joel Hoort as the KATS alternate representative to the Technical Committee.

Roll call vote:

Askew: AYE
Boze: AYE
Kinney: AYE
Moffat: AYE
Burlison: AYE
MOTION CARRIED.

Bishop discussed the Application for Eligibility to Receive Federal Surplus Property with the Michigan Department of Technology, Management and Budget. Motion by Askew, seconded by Boze to approve the Application, and to authorize the Managing Director to sign the Application on behalf of the Board.

Roll call vote:

Askew: AYE
Boze: AYE
Kinney: AYE
Moffat: AYE
Burlison: AYE
MOTION CARRIED.

Bishop brought discussion regarding MCRCSIP's request to sign an Acknowledgment of Intent to Join the Amicus Brief in Ingham County v. MCRCSIP. If all members of MCRCSIP join, the Van Buren County Road Commission's cost will be \$92.10. As the outcome of the court action will affect the surplus premium refund for the next ten years, Bishop stated that he felt this was a wise investment. Motion by Moffat, seconded by Boze to authorize the Managing Director to sign the Acknowledgment of Intent to Join the Amicus Brief in Ingham County, et al. V. MCRCSIP at a cost not to exceed \$100.00.

Roll call vote:

Askew: AYE
Boze: AYE
Kinney: AYE
Moffat: AYE
Burlison: AYE
MOTION CARRIED.

The County Road Association's Ballot for a three-year term on the Board of Directors was

reviewed and discussed by the Board. On motion by Askew, seconded by Moffat the ballot was marked for Joanna Johnson, Road Commission of Kalamazoo County, to serve a three-year term.

Roll call vote:

Askew: AYE
Boze: AYE
Kinney: AYE
Moffat: AYE
Burlison: AYE
MOTION CARRIED.

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

RESOLUTION 2021-01

WHEREAS: Marvin Winkle of Winkle Communications, Inc. has provided quality analog radio communication services for the Van Buren County Road Commission for approximately **40 years**; and,

WHEREAS: The decision by the Van Buren County Road Commission to migrate from analog to a digital two-way radio system was not one that was easily made, or taken lightly; and,

WHEREAS: Mr. Winkle has played in intricate role in the success and achievements of the Van Buren County Road Commission through his unparallel level of talent, service, and commitment shown throughout his years of service.

NOW, THEREFORE, BE IT RESOLVED: That the Board of County Road Commissioners of Van Buren County, on behalf of itself and all Road Commission Staff, do hereby thank Marvin Winkle of Winkle Communications, Inc. for his many years of service to the Road Commission, and wish Marvin and his wife the very best in the future.

Roll call vote:

Askew: AYE
Boze: AYE
Burlison: AYE
Moffat: AYE
Kinney: AYE
RESOLUTION ADOPTED.

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

RESOLUTION 2021-02

WHEREAS: Public Act 51 of 1951, as amended, provides that the Michigan Department of Transportation shall jointly, with the Board of County Road Commissioners, ascertain and fix the total mileage of County Primary Roads and the total mileage of County Local Roads in each county of the state which have been taken over as County Primary and County Local Roads; and,

WHEREAS: In complying with the provisions of said Act, the Michigan Department of Transportation has requested that this Board certify the mileage and location of such roads required by said Act to be fixed and ascertained.

NOW, THEREFORE, BE IT RESOLVED: That the Board of County Road Commissioners of the County of Van Buren, Michigan, does hereby certify that all of the roads on which lengths have been entered along the road bands of the attached township and enlarged section maps are normally open to automobile traffic during the months of May through October, and are under the jurisdiction of the Van Buren County Road Commission as follows:

Township	Sheet Numbers	Township	Sheet Numbers
Pine Grove	80-1, 1A, 1B, 1C, 1D, 1E, 1F, 1G	Antwerp	80-11, 11B, 11C, 11D, 11E, 11F, 11G, 11H, 11J, 11K, 11L, 11M, 11N, 11P, 11Q, 11R, 11S, 11T, 11U, 11V, 11W, 11X, 11Y, 11Z, 11AA, 11BB, 11CC, 11DD, 11EE, 11FF, 11GG, 11HH, 11JJ, 11KK, 11LL, 11MM, 11NN, 11PP, 11QQ, 11RR, 11SS, 11TT, 11UU, 11VV, 11WW
Bloomington	80-2, 2A, 2B, 2C, 2D, 2E, 2F	Paw Paw	80-12, 12A, 12B, 12C, 12D, 12E, 12F, 12G, 12H, 12J, 12K, 12L, 12M, 12N, 12P
Columbia	80-3, 3B, 3C, 3D, 3E, 3F, 3G, 3H	Lawrence	80-13, 13A, 13B, 13C, 13D
Geneva	80-4, 4A, 4B, 4C, 4E, 4F	Hartford	80-14, 14A, 14B, 14C
South Haven	80-5, 5A, 5B, 5C	Porter	80-15, 15A(1-7), 15B(1-2), 15C(1-4), 15D, 15E, 15F
Almena	80-6, 6A, 6B, 6C, 6D, 6E, 6F, 6G, 6H, 6J, 6K, 6L, 6M, 6N, 6P	Decatur	80-16, 16A,
Waverly	80-7, 7A, 7B, 7C, 7D, 7E, 7F, 7G	Hamilton	80-17, 17A
Arlington	80-8, 8A, 8B, 8C, 8D, 8E	Keeler	80-18, 18A, 18B(1-11), 18C(1-5), 18D, 18E, 18F
Bangor	80-9, 9A, 9B, 9C	Urban	South Haven, Almena, Waverly, Antwerp, Paw Paw, Hartford
Covert	80-10, 10A		

IT IS FURTHER RESOLVED: That Barry Anttila, Highway Engineer, is hereby authorized to electronically sign the Cover Sheet to digitally submit the certification package to the Michigan Department of Transportation.

Roll call vote:

Askew: AYE
Boze: AYE
Kinney: AYE
Moffat: AYE
Burlison: AYE

RESOLUTION ADOPTED.

Discussion led by Moffat regarding the Van Buren County Road Commission's Asset Management Plan which must be provided to the Transportation Asset Management Council (TAMC) prior to October 1st for approval. Moffat suggested that if the engineering department needs any technical support, or additional related software, or outside expertise that they should be encouraged to seek what they need. Moffat and Bishop also provided their insight as to the information that would be contained in the final report, and the intended uses for the information.

Moffat discussed a lightly traveled paved roads initiative by developing a strategy to identify primary and local roads that are in a failed or very poor condition with low traffic counts (50-75 cars/day) and offer an incentive to encourage the township to take the road back to gravel, and possibly allow the township to use their millage allocation.

Commissioner Updates and Reports:

Askew: Attended Covert Township's board meeting; happy with the Road Commission. Attended Geneva Township's board meeting; they were happy that the Road Commission was working on Geneva Street. Attended Bangor

Township; they were happy with the Road Commission. Attended South Haven Township's board meeting.

Boze: Attended board meetings for Keeler Township, Hamilton Township, Lawrence Township and Hartford Township.

Kinney: Attended Arlington Township board meeting. Contacted Paw Paw Township, Waverly Township and Decatur Township. Also spoke with Supervisor Kusmack regarding his concerns about CR668.

Moffat: Offered congratulations to Mike Chappell for his appointment as Vice-Chairman to the Board of County Commissioners. Announced his resignation from the Board of County Road Commissioners and expressed his best wishes in the future to all present.

Burleson: Accepted Moffat's resignation with regret. Made contact with Don Smith, Pine Grove Township Supervisor, happy with Road Commission. Spoke with Jim Lisowski, Bloomingdale Township Supervisor. Has made unsuccessful attempts to contact Ken Speicher, Columbia Township Supervisor.

Kinney also thanked Moffat for his service to the Board.

Second public comment was opened by the Chairman. None was received.

Motion by Askew, seconded by Boze to adjourn the Call of the Chair at 6:21 PM.

Roll call vote:

Askew: AYE
Boze: AYE
Kinney: AYE
Moffat: AYE
Burleson: AYE
MOTION CARRIED.

Board Secretary

Board Chairman