

## Van Buren County Board of Road Commissioners

Wednesday, May 2, 2018  
Regular Meeting - Administrative Office, Lawrence, Michigan

BE IT REMEMBERED: That on the 2<sup>nd</sup> day of May, 2018 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, and Svilpe  
Engineer-Manager Lawrence B. Hummel, P.E.  
Board Secretary-Finance Director Linnea Rader  
Highway Engineer Barry Anttila  
Operations Director Greg Brucks  
Administrative Assistant Jill Brien

ABSENT: Road Commissioner Brown

GUESTS: County Commissioner Kurt Doroh

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

No additions/deletions to the Agenda.

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

AYES: 4  
NAYS: 0  
ABSENT: 1  
MOTION CARRIED.

Moved by Kinney and seconded by Boze to approve the minutes of the April 19, 2018 meeting as presented by Board Secretary Rader.

AYES: 4  
NAYS: 0  
ABSENT: 1  
MOTION CARRIED.

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

Finance Director's Update provided by Rader.

- Attended a meeting with representatives of Arbor Financial Credit Union and, based upon interest rates, service charges, and customer service all Road Commission funds will be moved to Arbor. Arbor provides insurance for more funds, and offers direct deposit for vendor checks, as well.
- The audit came out very well/clean. Act 51 report was submitted to the State. We are now waiting for the MD&A and Audit Report from the State. Derek will come to a board meeting in June to present the official statement to the Board then.
- We recently switched agent of record for employee benefits to Rose Street.

The current Strategic Plan was distributed to the Commissioners and discussed by Rader. It was recommended by Lew Bender, following the April 19<sup>th</sup> session with the Board, that the Plan be reviewed and re-developed as many goals and objectives had been met. An exercise was accomplished with staff to begin the development of new goals and objectives. The same exercise will be accomplished with the Board at a future meeting. In addition, we will be inviting input from townships and the county commission; not regarding projects, but specifically regarding the operations of the Road Commission. Dates and times were discussed, as well as those who should be invited to attend.

Hummel discussed with the Board that a PAC needs to exist for the upcoming road millage. Attorney Page has provided assistance in the past, but there has never been a committee. Hummel believes that a steering committee is needed, and requested the Board begin inviting upstanding people in the community to be a member. The committee should be formed by early June, if possible.

The Operating Budget was reviewed by Rader through the end of April; expenses are to-date. Rader reviewed the MTF and while funds are currently up 14% from last year, she was conservatively optimistic that the trend would continue and was not willing to change the budget based on the current trend.

Budget adjustments were discussed by Rader. Additional \$500,000 in Available Operating Fund is the “audited approved number”. Revenues were adjusted based on Federal Funds received for CR687 south of Burnett Foods, Evergreen Bluff, and additional allocation by the Legislature. Expenditures were adjusted due to additional primary and local road work for the Road Commission’s portion of funds for culvert failures due to the February weather event. Capital Outlay adjustment for the purchase of a grader through Federal Surplus, two dump trucks, additional pick-ups, and an adjustment for higher quotes being received for tractor and boom mower, which was already in the budget. Primary Road work discussed included requests from Supervisor Kusmack, Decatur Township, for work on CR352 and CR668. Discussion held regarding condition of CR668 compared to other primary roads that are on the list to crush and shape. Hummel and Rader requested that the Board make a decision based on where to best spend the available funds given that the cost to crush, shape and base pave CR668 would be approximately \$425,000, and an additional \$325,000 for completing the top coarse paving and shoulders without a contribution from the township. CR352 is nowhere close to being a candidate for paving at this time because additional reconstruction must first take place and the cost is far too great. Hummel and Rader discussed preliminary recommendations for crush and shape of approximately 5½ miles as follows: CR376 in Arlington Township, CR380 at Jephtha Lake, CR388 in Bloomingdale Township, CR374 in Lawrence Township, and CR390 in Bloomingdale Township. Additional or alternate locations will be finalized for the Board as soon as possible. Commissioner Kinney asked that Decatur Township be contacted to request consideration for a contribution of 50% funding for work on CR668 before finalizing the sections of roadways to be crushed. If Decatur Township does not desire to contribute 50% of the cost of the project on CR668, the Board agreed that the funds would be best spent to crush other worse sections of roadway in the County as provided by Hummel and Rader. Motion by Boze, seconded by Askew to approve the budget adjustments, with contact to be made to Decatur Township.

## REVENUE

	January 2018	Adjustment	Revised
A.O.F. - January 1st	\$7,100,000	\$506,992	\$7,606,992
Michigan Transportation Fund			
Engineering	10,000		10,000
Primary	4,792,800		4,792,800
Local	3,193,200		3,193,200
Primary Urban	360,000		360,000
Local Urban	144,000		144,000
Total Transportation Funds	\$8,500,000	\$0	\$8,500,000
Other State Revenue			
Snow Funds	55,000		55,000
State Aid - Roads	0	94,807	94,807
State Critical Bridge Funds	0		0
Supplemental State Funding	0	668,157	668,157
Other State-Safety, BSF, Grants	375,000	356,274	731,274
Other State Aid-Special Winter Maintenance	0		0
PRIP Priority Roads	0		0
Total Other State	\$430,000	\$1,119,238	\$1,549,238
Federal Funds			
Federal Aid Roads	1,741,207	134,915	1,876,122
F.A. Bridges	0		0
Federal Aid - Other	0		0
Total Federal Aid	\$1,741,207	\$134,915	\$1,876,122
Property Taxes	\$2,400,000		\$2,400,000
County Appropriation	\$0	\$0	0
Township Contributions	\$3,000,000	\$40,000	\$3,040,000

Other Revenues: Int. Earned, Gain on Equip.	\$80,000		\$80,000
<b>TOTAL REVENUES &amp; BALANCES</b>	<b>\$23,251,207</b>	<b>\$1,801,145</b>	<b>\$25,052,352</b>
<b>EXPENDITURES</b>	<b>January 2018</b>	<b>Adjustment</b>	<b>Revised</b>
Heavy Maintenance			
Primary Roads	3,341,375	900,000	4,241,375
Primary Structures	220,000		220,000
Local Roads	1,032,409		1,032,409
Local Structures	0		0
Total Heavy Maintenance	<u>\$4,593,784</u>	<u>\$900,000</u>	<u>\$5,493,784</u>
Maintenance			
Primary Roads			
General Maintenance	600,000		600,000
Traffic Services	230,000		230,000
Snow & Ice Control	700,000		700,000
Special Maintenance Projects	976,600	225,000	1,201,600
Routine Structure Maintenance	5,000		5,000
State Trunkline Maintenance	0		0
State Trunkline Non-Routine	0		0
Local Roads			
General Maintenance	1,100,000		1,100,000
Traffic Services	450,000		450,000
Snow & Ice Control	1,100,000		1,100,000
Special Township Maintenance	3,109,000	300,000	3,409,000
Routine Structure Maintenance	10,000		10,000
Disaster Contingency	5,000		5,000
Total Maintenance	<u>\$8,285,600</u>	<u>\$525,000</u>	<u>\$8,810,600</u>
			0
Administration	680,000		680,000
Interest Expense	27,000		27,000
Long Term Debt Payments	385,000		385,000
Net Capital Outlay	552,321	176,600	728,921
Net Equipment Expense	200,000		200,000
Non-Road Improvement ( Evergreen Bluff )	735,000		735,000
Distributive Expense	2,500,000		2,500,000
Adjustments to Fund Balance	0		0
Total	<u>\$5,079,321</u>	<u>\$176,600</u>	<u>\$5,255,921</u>
			0
Total Expenditures	\$17,958,705	\$1,601,600	\$19,560,305
			0
Operating Fund Balance	\$5,292,502	\$199,545	\$5,492,047
			0
Total Expenditures & Fund Balances	\$23,251,207	\$1,801,145	\$25,052,352

AYES: 4  
 NAYS: 0  
 ABSENT: 1  
 MOTION CARRIED.

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

Voucher #2027	\$17,550.00	
Voucher #2028	\$107,440.06	
Voucher #2029	<del>\$276,386.04</del>	\$276,486.04 (revised voucher amount approved at 5/17/18 meeting) jb

AYES: 4  
 NAYS: 0  
 ABSENT: 1  
 MOTION CARRIED.

Engineer-Manager discussed the award of the Lubricants bid to all bidding vendors, with Great Lakes Lubricants as primary supplier, in the best interest of the Van Buren County Road Commission. PriMar Petroleum was low bidding vendor; however, based upon requests made to them for additional product information that went unanswered and problems in the past with rate changes, staff recommended that Great Lakes be awarded as primary supplier. With all bidding vendors having been accepted, staff could still utilize PriMar Petroleum should the need arise.

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

From April 19<sup>th</sup> to present:

Askew: No report.

Boze: Keeler Township meeting yesterday. Reported on four 10-hour days, as well as two projects on CR687. Boze asked that staff look at reconstructed portion of CR681 as there is a “crack” in the eastbound lane approximately 250' long and the pavement is “dropping”. Also potholes along the section South of 71<sup>st</sup>. Boze reported that he gave Operations Director Brucks more information on 95<sup>th</sup> Street in Keeler Township. What was reported as a “washout” was actually a couple of “decent size” potholes.

Kinney: No report.

Svilpe: No report.

Operations Director Report by Brucks:

- Hoping we are “out of the woods” with snow and ice.
- HMA patching started.
- Contract gravel underway.
- Pulverized primary roads have been graded and dust control was applied.
- Pipe work continues
- Storm damage repairs continue.
- Ditching work to begin soon.

Kinney asked if there was anything that could be done regarding CR352 flooding between 59<sup>th</sup> Street and 60<sup>th</sup> Street, such as ditching? Discussion held regarding farming practices that have caused this situation, and process to request a drain district.

### **Construction Update**

Highway Engineer Barry Anttila reported on the following:

- Local bridges have been submitted for funding.
- CR687 started this week with the pipe work
- Ditching has been completed on 2<sup>nd</sup> Avenue and 5<sup>th</sup> Avenue in Pine Grove Township. Seeding is accomplished. Email update sent to the Supervisor.
- Evergreen Bluff project is ongoing. Additional survey work had to be accomplished as a lot more of the bluff had fallen.
- A small pipe needs to be replaced in South Haven Township on Baseline Road between 70<sup>th</sup> and 71<sup>st</sup>. Heavy maintenance estimate due to depth of the pipe, which is approximately 22'.
- Covert Township estimates have been signed and returned by the township.
- Hope to begin letting culvert projects for bid soon due to local bridge submissions being complete. Will attempt to let as “bundles” to get better prices.

Rader reported that interviews were conducted this past week for seasonal-summer staff.

Engineer-Manager Update(s):

- Service Request Monthly Activity Report for the month of April.
- 2018 Culvert Inventory pilot project discussed.
- Discussed Kinney’s letter sent to area legislators.

Anttila reported that everything is now ready in the Powell subdivision for submission to our

Board at the next meeting.

Hummel reported on status of VBCRC vs. Kincaid.

Motion by Boze, seconded by Askew to adjourn the Call of the Chair at 8:44 PM.

AYES: 4  
NAYS: 0  
ABSENT: 1  
MOTION CARRIED.

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Secretary

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Chairman