

Van Buren County Board of Road Commissioners

November 16, 2017
Regular Meeting - Administrative Office, Lawrence, Michigan

BE IT REMEMBERED: That on the 16th day of November, 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
Engineer-Manager Lawrence B. Hummel, P.E.
Board Secretary-Finance Director Linnea Rader
Highway Engineer Barry Anttila

GUESTS: Doug Burleson, Village of Bloomingdale DPW

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

No additions/deletions to the Agenda.

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

AYES: 5
NAYS: 0
MOTION CARRIED.

Moved by Kinney and seconded by Svilpe to approve the minutes of the November 2, 2017 meeting as presented by Board Secretary Rader.

AYES: 5
NAYS: 0
MOTION CARRIED.

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

Board Secretary-Finance Director Rader provided a review of the operating budgets and operating fund. Discussion on recommended budget adjustments. Budget adjustments relate to adjusted cost of township projects/township contributions and movement of funding between maintenance accounts for fall maintenance. Vouchers this evening quite light with largest being salt and patching materials.

Motion by Ray, seconded by Boze to approve the following revised Line Item Budget Adjustments:

REVENUE			
	November 2017	Adjustment	Revised
Township Contributions	\$3,200,000	-\$258,000	\$2,942,000
TOTAL REVENUES & BALANCES	\$4,389,955	-\$258,000	\$4,131,955
EXPENDITURES			
	November 2017	Adjustment	Revised
Heavy Maintenance			
Local Roads	950,000	-258,000	692,000
Maintenance			
Snow & Ice Control	700,000	-75,000	625,000
Special Maintenance Projects	953,000	-65,000	888,000
Local Roads			
Snow & Ice Control	1,100,000	-75,000	1,025,000
Special Township Maintenance	2,874,000	-200,000	2,674,000
Total Expenditures	\$16,844,455	-\$258,000	\$16,586,455
			0
Total Expenditures & Fund Balances	\$21,680,634	-\$258,000	\$21,422,634

AYES: 5
NAYS: 0
MOTION CARRIED.

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

Voucher #2001	\$90,888.06
Voucher #2002	\$157,370.97

AYES: 5
NAYS: 0
MOTION CARRIED.

The following bids were received at 7:30 PM:

30th Street and 48th Avenue Intersection, Alma Township:

Brad Thomas Excavating	\$146,977.20
Michigan Paving & Materials	\$166,694.00
Krohn Excavating	\$161,145.50

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

AYES: 5
NAYS: 0
MOTION CARRIED.

2nd Avenue and 5th Avenue, clearing and ditching, Pine Grove Township:

Aleksich Excavating	\$37,530.00
Brad Thomas Excavating	\$31,138.00

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

AYES: 5
NAYS: 0
MOTION CARRIED.

Commissioner Svilpe requested discussion of the Purchasing Policy. He wanted to address what he perceives to be an issue regarding purchasing on a day-to-day basis. He questioned at what point and time does the Board get notice of said purchases? He suggests a process to address what he feels is a storage issue. Commissioner Ray wondered if there could be a limit of \$4-\$5,000 for the Board to receive some advanced notification of such purchases. Discussed limitations that would develop for patching materials, equipment repairs, etc. and determined this would not provide the Board with the information they desire and would hinder staff. Commissioner Svilpe wanted to know at any time, and anywhere, what is where at the Road Commission. Commissioner Kinney asked about the law in this regard. Rader informed the Board that the current Purchasing Policy adopted May 17, 2017 was developed based upon Michigan law and the requirements therein. Commissioner Kinney asked what, specifically, the concern was regarding? Commissioner Ray listed several items he felt should be disposed of. Rader shared all surplus acquisitions since 2012 with a breakdown for pick-ups, tractors, mowers, etc. Rader reviewed annual expenditures for surplus property. The Board discussed the desire to put up for sale any excess property that has not been utilized in the last few years, and does not have a designated use. Staff is working to get a sale coordinated with Miedema Auctioneering.

Motion by Ray, seconded by Boze to approve the build up / equipment on four (4) tandem axle trucks by Truck & Trailer Specialties through the MiDeal State Contract.

AYES: 5
NAYS: 0
MOTION CARRIED.

Staff discussed with the Board the offers received from the Village of Bloomingdale, the Village of Lawton, and the Village of Lawrence. The Board:

- Accepted Bloomingdale Village's bid for Unit #191 at \$20,500.00;
- Rejected the Village of Lawton's bid for Unit #193 at \$11,000.00; and,
- Accepted Lawrence Village's bid for Unit #110 at \$15,020.00.

Staff will inform the Village of Lawton of the offer received of \$19,500 for Unit #193. If they want Unit #193 for that price, it will be accepted; otherwise, it will go to the auction sale. Motion by Ray, seconded by Boze.

AYES: 5
NAYS: 0
MOTION CARRIED.

Road Commissioner's Township Meeting Attendance Report

From November 2nd to present:

Askew: Southwest Council Meeting on Monday. South Haven Township, discussed Evergreen Bluff project. Planning to ask for a road millage in 2018. Covert Township, satisfied with Road Commission operations. Geneva Township, satisfied on dust control solution. Passed Resolution for Primary Sealcoat on CR687 and CR384. Bangor Township, Ms. Haight expressed concerns over her feeling that several new signs for horse and buggy be installed. Concerned about Merriman Lake area curves.

Boze: Keeler Township, concern over CR352 near 60th Street. Lawrence Township, things are going well. Hartford Township, discussion of signage for horse and buggy users. Hamilton Township, discussed snow removal guidelines. Discussion of horse and buggy signage.

Kinney: Decatur Township, discussed paving on 78th Avenue, 36th Street tree work, and CR668 re: reconstruction in stages. Southwest Council Meeting. Paw Paw Township, discussion of resident off North Park on the north side of Three Mile Lake. Arlington Township, enthusiastic about trap rock for their sealcoat program.

Ray: Southwest Council meeting. Did road review with Bloomingdale Township Supervisor. Pleased with mowing. Reported many concerns over CR388 west of Bloomingdale 2 miles +/- . Township may possibly put some funds towards an improvement. Also feels there was a mis-communication on what was desired on the wedging and overlay of 24th Avenue.

Svilpe: Porter Township, pleased with discussion on lake endings. Reviewed the monthly service request reporting sheet. Antwerp Township, reviewed the monthly service request reporting sheet. Requested more definition for the monthly report/update for the Board. Staff will work on revised format. Keep an eye out for potholes after last freeze on 56th Avenue. Guardrail at 56th Avenue and CR653 has been hit. Per Barry, it is on list for repair.

Highway Engineer Barry Anttila reported on the following:

- 34th Avenue, Covert Township, coordinating with Drain Commission on pipe sizing.
- 24th Avenue, Covert Township, coordinating with Drain Commission on pipe sizing.
- 36th Avenue, Waverly Township, coordinating with Drain Commission on pipe sizing.
- CR653, Pine Grove Township, culvert replacement completed. Minor work to be done.
- Pine Grove Township ditching projects, will work to get projects moving.
- Working on estimates for townships.

Finance Director's update:

- Interviews all week for truck drivers, engineering technician, and permit officer.
- Payroll Clerk is on maternity leave.
- Draft/preliminary budget at December 7th meeting.
- Township meetings nearly complete.

- “Drama” on the annual media release for snow removal policy. Information is being incorrectly spread. Working to dispel rumors and clarify the policy, which has not changed from previous years.
- Tree crew out and very busy.
- Preparing for winter. Plow route reviews are being finalized.

Engineer-Manager Update(s):

- CR687, Merriman Lake update.
- CRA of MI upcoming workshops (Public Speaking, Successful Administration of Right of Ways and Local Pavement Warranties, and Local Road Agency Budgeting & Financials)

Legal Issues:

Reviewing a permit application for DAS facility installation in the County.

Commissioner Kinney brought up the issue of making a concerted effort to inform the townships of private road signage.

Motion by Svilpe, seconded by Boze to adjourn the Call of the Chair at 9:11 PM.

AYES: 5
NAYS: 0
MOTION CARRIED.

Secretary

Chairman