

Van Buren County Board of Road Commissioners

Summary of Proposed Minutes

November 23, 2022 - Regular Meeting

BE IT REMEMBERED: That on the 23rd day of November, 2022 at 5:00 PM, E.D.T., the Board of County Road Commissioners for the County of Van Buren met in regular session at the Road Commission Administrative Office in Lawrence, Michigan.

PRESENT:

Road Commissioners Askew, Boze, Burleson, Kinney and Nelson
Managing Director Dan Bishop
Finance and Human Resources Director Linnea Rader
Administrative Assistant-Board Secretary Jill Brien

ABSENT:

None

GUESTS PRESENT:

Kurt Doroh, County Commissioner
Mike Chappell, County Commissioner

Chairman Nelson called the meeting to order at 5:02 PM.

Motion by Boze seconded by Askew to approve the Agenda.

YES: 5
NO: 0
MOTION CARRIED.

Motion by Burleson to approve the Minutes of the November 3, 2022 Regular Meeting as presented by the Board Secretary. Clarifications were requested by the Board which were responded to by the Board Secretary.

YES: 4
NO: 1 (Kinney)
MOTION CARRIED.

The Chairman opened the meeting to first public comment. County Commissioner Doroh announced that both Commissioner Burleson and Commissioner Boze had been reappointed by the County Commission to serve another 6-year term on the Board of County Road Commissioners.

Commissioner Nelson announced that there was an application for the Managing Director position received in Post Office Box 156, as opposed to Box 157, the correct post office box. After discussion a Motion was made by Kinney to request that the candidate to perfect the application by properly re-submitting to Post Office Box 157.

YES: 1 (Kinney)

NO: 4

MOTION CARRIED.

Motion by Askew to place the application in Post Office Box 157 for storage until the appropriate time.

YES: 4

NO: 1 (Kinney)

MOTION CARRIED.

Managing Director Bishop presented Staff Reports as follows:

1. A reminder, we will be closed Nov 24 and 25 for Thanksgiving. I will be off on Monday, November 28th for my birthday.
2. We continue to meet with Fishbeck and refine our building plans for the Bangor Garage. We are on track to let bids early April.
3. We had our snow plow meeting with all staff to go over the winter plans and expectations.
4. I have discussed with Bill Henn the proper method of addressing requests to accept roads into the public system. Linnea has prepared a simple flyer with the outline of steps involved. We want to make it clear that local roads are not our highest priorities for improvements.

Dan announced that he and Barry will review possible solutions for Tim Redmon's situation on Christie Lake.

In addition, last week's winter storm was discussed. Rader shared with the Board the dedication of road staff, many of whom deferred vacation to help plow during the 4-day storm events.

A Voucher update was presented by Managing Director Bishop as follows:

Voucher #2280	\$159,909.87
Voucher #2281	\$413,497.05
Voucher #2282	\$163,181.88

Motion by Boze, seconded by Askew to approve the Vouchers, as presented.

YES: 5

NO: 0

MOTION CARRIED.

The proposed 2023 Regular Board Meeting Schedule was presented by Bishop. Motion by Boze, seconded by Askew to approve the proposed schedule as follows:

January 12

February 2

March 2

April 13

May 3
June 7
July 12
August 2
September 13
October 5
November 2
December 14

YES: 5
NO: 0
MOTION CARRIED.

The Transportation Asset Management Plan 2023-2027 was presented by Rader. The focus of the updated Plan was to make it easier to read and more understandable. Other points were discussed. The Plan is dependent on funding. Motion by Askew to postpone consideration of the Plan until the next Regular Meeting of the Board on December 1st.

YES: 5
NO: 0
MOTION CARRIED.

Motion by Boze to accept the proposal by Michigan Pavement Markings, LLC, to extend the same unit prices from the 2022 season for the 2023 season, in the best interest of the Van Buren County Road Commission.

YES: 5
NO: 0
MOTION CARRIED.

Proposed revisions to Policy 2022-01, Projects Funded by Townships, were discussed by Rader. Other discussions were held relating to revenue sharing, and regarding census data as the data needed by the Road Commission has still not been made available.

Proposed revisions to Policy 2020-04, Guidelines for Attendance/Communication, were discussed. An additional revision was proposed by the Board.

Rader provided discussion for proposed revisions to the Policy for Requests for Improvements on the Primary Road System (2011-01).

A clarification revision was proposed to the Board's Dust Control Policy (2021-06). The Board debated re-naming "dust control" as a Gravel Road Dust and Binder Maintenance versus focusing efforts on education.

Rader discussed the Road Project Procedure which requires no Board action and is being reviewed only for informational purposes.

Rader provided a review of the proposed Revenue Share Policy. The goal of the Policy is to change the wording of "millage allocation" to a "cost share program" which is more inline with the nomenclature other counties utilize for their revenue sharing programs. The

funding and proposed formula for the cost share program was further reviewed, together with other board ideas.

The Board discussed the proposed revised Township Partnership Guide, which was revised with the intent of making it easier to use. Some revisions were suggested by the Board. The Board also discussed methods of booklet distribution.

Motion by Askew to postpone board decision on Agenda Items 8D - 8J until the next regular meeting of the Board on December 1st.

YES: 5
NO: 0
MOTION CARRIED.

The Board reviewed Managing Director Bishop's self-evaluation for 2022. Further explanation was provided by Rader. Each commissioner shall indicate if they agree/disagree with Bishop's assessment in each category and provide any comments to be discussed at the next regular meeting on December 1st. Rader stressed the importance that goals be outlined for the new Managing Director.

The Board reviewed the proposed Employment Agreement presented by Rader as the Board's preference as a starting point for negotiations with the selected candidate.

The updated Candidate Screening form was reviewed and approved by general consensus of the Board.

The Board also discussed candidate confidentiality and the use of DISC or True Colors personality assessments as part of the candidate selection process. Rader will look into the possibility of providing a personality assessment tool.

Rader left the meeting at the request of the Board.

Proposed candidate interview questions were reviewed by the Board. Discussions were held regarding the sequence of questioning, and who should ask questions of the candidates. By general consensus the Board determined that each member would ask the candidates their questions.

Commissioner Updates and Reports:

- W.C. Askew, Sr. - Attended Geneva Township; the Clerk called to ask questions about the TAMP, and also fielded questions regarding stop signs with lights. Attended South Haven Township; no concerns. Attended Covert Township. Attended Bangor Township.
- Rick Boze - Attended Lawrence Township and Hartford Township on the 10th. Missed Hamilton Township due to a mix-up with dates due to the election.
- Greg Kinney - Attended the Southwestern District Council meeting on November 7th. Attended Decatur Township on November 10th. The KATS Policy meeting on November 30th has been canceled.
- Doug Burluson - Attended Bloomingdale Township.

- Wayne Nelson - Went to Porter Township, Antwerp Township and Almena Township Board meetings. Went smoothly and no complaints. Supervisor Ruzick complimented Operations Director Brucks.

Nelson reviewed the Board's Policy to utilize a portion of a Township's millage allocation to pay for an unpaid bill in the amount of \$327.24. He requested that the Board reverse the charge against the allocation as it could create a sense of "new opportunity" with the Township if the invoice was canceled. Bishop identified the project in Antwerp Township and provided further details for the Board. The Board expressed its thoughts. Nelson requested that an item appear on the next Agenda, "Cancellation of Invoice" for consideration by the Board.

The Chairman opened the meeting to second public comment. Brien announced that the Road Commissioner's framed name board has been updated with the new Member, terms, etc.

Motion by Boze to adjourn the Call of the Chair at 7:27 PM.

YES: 5
NO: 0
MOTION CARRIED.