

Van Buren County Board of Road Commissioners

December 16, 2021 - Regular Meeting

BE IT REMEMBERED: That on the 16th day of December, 2021 at 5:00 PM, E.D.T., the Board of County Road Commissioners for the County of Van Buren met in regular session in person and via teleconference pursuant to the local state of emergency declared by the Van Buren County Board of Commissioners on January 26, 2021 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:

Road Commissioners Askew, Boze, Burleson, Hackenberg and Kinney
Managing Director Dan Bishop
Highway Engineer Barry Anttila
Finance and Human Resources Director Linnea Rader
Operations Director Greg Brucks
Safety Coordinator Kristina Longcore
Administrative Assistant-Board Secretary Jill Brien

GUESTS PRESENT:

County Commissioner Chappell

Chairman Burleson called the meeting to order at 5:03 PM. Roll call:

Askew: PRESENT - Attending remotely from South Haven Township, Van Buren County, MI.
Boze: PRESENT - Attending in person.
Hackenberg: PRESENT - Attending in person.
Kinney: PRESENT - Attending remotely from the Village of Decatur, Van Buren County, MI.
Burleson: PRESENT - Attending in person.

Chairman Burleson 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. Any participant or listener may record the meeting.

Bishop requested that the Agenda be amended to delete item 10P, Managing Director's Review, and to add item 10K(2) Road Commissioner Salary.

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

Roll call vote:

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

Motion by Askew, seconded by Boze to approve the Minutes of the November 4, 2021 meeting as presented by the Board Secretary.

Roll call vote:

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

The Chairman opened the Public Hearing on the 2022 proposed Budget at 5:06 PM. Rader reviewed road projects, routine maintenance and special maintenance projects proposed in the preliminary budget, together with county-wide millage allocations, and capital expenditures. The Board asked questions regarding proposed projects, to which staff responded. Additional questions were brought by the Board regarding Covert-Bangor Road (CR378), traffic counts, funding criteria, and the potential to help move a project up on the list via township participation per Policy on Request for Improvements to Primary Roads. The Public Hearing was closed at 5:23 PM.

The Chairman opened the meeting to first public comment. County Commissioner Chappell presented an award to the VBCRC from the Southwest MI Planning Commission for its collaboration and partnership in the Paw Paw River Water Trail.

Bishop presented a Staff Report as follows:

1. This will be our last “virtual” meeting as the County proclamation expires December 31, 2021. Currently there is no legal authority to extend virtual meetings so Road Commissioners will have to be present to vote on agenda items. We do plan on extending the “virtual” meetings for the public. If the law changes and “virtual” meetings are allowed, we will adapt accordingly.
2. We have had a rash of COVID contacts and flu illnesses. We continue our safety procedures of isolation when possible and cleaning daily. We held a booster shot clinic for employees.
3. Our 2 RFP for architectural services went out December 8th. We broke them down to one RFP for the Bangor facility as a new construction, and one for the Lawrence facility as a renovation. The **tentative** schedule is as follows:

Deadline to submit proposals	February 7, 2022, at 11:00 AM (Bids opened)
Interviews for selected firms	February 21-25, 2022
Anticipated recommendation to Board	March 3, 2022

4. Our trucks are ready for winter. We had some “trial” runs so our new employees could get use to their truck and route. Our scraper blade inventory is full and our early delivery salt stored.

Bishop also reported on the restructuring of the Operations Department and the details of what the restructure means for the VBCRC. The Board asked questions regarding the process utilized to appoint the Superintendents and the duties to be performed, and Bishop provided responses. Rader stated that the Union feedback was “very supportive”. The Board raised concerns regarding a Superintendent appointment which were responded to by Bishop.

Bishop presented the 2021 Annual Summary for the Board as follows:

Annual Summary

The 2021 year at the Road Commission was a great success. High points of the year are as follows:

- An estimated \$7,743,000 worth of HEAVY maintenance expenditures. 71% of these expenditures on the primary road system. Some highlights of projects are:
 - CR 388 from the Village of Bloomingdale to the CR 384 intersection reconstruction. This highly anticipated project extends improvements of CR 388 all the way from the City of South Haven jurisdiction line through the Village of Bloomingdale.
 - CR 380 from the Village of Breedsville to the Bloomingdale Township Line. This project completes the construction work of CR 380 all the way from M-43.
 - CR 374 from Red Arrow Highway to 45th Street. This long-standing project has now been base paved with top course asphalt coming in 2022. This project has caused stress for all involved over the years and we are happy to have asphalt on the roadway again.
 - Additional projects on:
 - CR 215 from CR 384 to CR 388
 - CR 689 from M-43 to 8th Avenue
 - CR 652 from Red Arrow Highway to CR 375
 - CR 652 from French Road to Red Arrow Highway
 - CR 657 from Red Arrow Highway to CR 358
 - Red Arrow Highway from 70th Street to the City of Hartford
 - CR 668 from the Village of Decatur to CR 669
 - CR 681 from CR 352 to M-51 (Trees)

- CR 687 from 90th Ave to 94th Ave (Trees)
 - The heavy maintenance projects budgeted, managed, and executed by this agency this year are exceptional and make great strides for an improved road network throughout the County.
- The purchase of land for a new Bangor facility provides the opportunity for improvement of the agency. The facility assessment provided insight to ensure operations are being addressed appropriately and highlights necessary improvements and changes. The process of obtaining architectural work for the Bangor facility and modifications to the Administrative Building are ongoing.
- New Employee Training and Competency Program Training. The training programs developed within this agency have been mirrored and borrowed by many other road agencies. Our staff has developed a comprehensive plan to develop our Road Maintenance Employees individually to become a highly trained group. The positive impacts of these programs have helped improve efficiency, productivity and morale within the organization.
- Website, Social Media, Weekly Updates. Our outreach and education programs for our Township Partners have been improved upon over the year to provide additional information at all levels. We are working more to celebrate employee and agency successes.
- Township Annual Meeting. This year's meeting encompassed many more staff members sharing ideas and presenting. Township Partner attendance was positive and the reviews of the meeting were also positive.
- Union Contract Negotiations and Non-Union Personnel Policy. This agency can be very proud of the work by all parties on these projects. The resulting agreements are comprehensive, easier to understand, and provide employees the opportunity to be compensated appropriately for their efforts. Union representatives (including their representative from the council) have expressed gratitude for allowing the contract to be re-opened early and for the relationships built to allow for the highly positive negotiation process.
- The Asset Management Plan as approved places importance on four different areas impacting the road to prioritize improvements. The comprehensive and aggressive plan is logical and drives the Road Commission towards further success.

There were no questions or comments from the Board.

Managing Director Bishop provided a Voucher update as follows:

Voucher #2227	\$1,413,721.88
Voucher #2228	\$138,822.86
Voucher #2228-A	\$126.27
Voucher #2229	\$520,968.57
Voucher #2230	\$142,452.27
Voucher #2231	\$212,672.07

The Board then circled back to voice concerns regarding the restructuring of the Operations Department. Comments were heard regarding the Superintendent appointments having occurred without prior notice to the Board. Other comments heard were that the Board knew of the restructuring, but that the appointments were the duty of the Managing Director. Bishop responded that he will attempt to communicate better in the future.

Bishop provided details regarding the bid letting for a Snow Retention System on the Lawrence Storage-Maintenance Facility. Bids were publicly opened and read on December 8, 2021. Motion by Boze, seconded by Askew to award the bid to Lakeside Commercial Roofing in the lump sum bid amount of \$19,200.00, in the best interest of the Van Buren County Road Commission, contingent upon the receipt of required documents.

Roll call vote:

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

Bishop discussed bids received for Lubricants and Fluids, which were publicly opened and read on December 8, 2021. Motion by Hackenberg, seconded by Boze to award the bid for Lubricants and Fluids to all bidding vendors with Pri Mar Petroleum as primary supplier for all petroleum-based products, and Major Brands Oil Co. As primary supplier for all

water-based products, in the best interest of the Van Buren County Road Commission.

Roll call vote:

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

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

RESOLUTION 2021-59

WHEREAS: The provisions of the rules and regulations of the Michigan Department of Treasury requires that the Van Buren County Board of Road Commissioners and the Michigan Department of Transportation annually determine uniform equipment rental rates, referred to as "Schedule C", representing charges to be made by the Road Commission for the use of County Road Commission equipment against force account construction and maintenance projects; and,

WHEREAS: The Michigan Department of Treasury has provided that individual County Road Commissions may adjust the published rates in "Schedule C" to reflect either the increase or decrease in equipment costs in their particular county; and,

WHEREAS: In the opinion of the Van Buren County Board of Road Commissioners, the rental rates as set forth in "Schedule C" are insufficient to meet actual equipment expense.

NOW, THEREFORE BE IT RESOLVED: That the equipment rental rate charged by the Board of County Road Commissioners of the County of Van Buren, Michigan, for the equipment owned by said Road Commission shall be set at 110% of the published rates as shown on "Schedule C" for the year 2022.

Roll call vote:

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

Motion by Hackenberg, seconded by Askew to adopt the proposed 2022 Regular Meeting Schedule as follows. Meetings will be held at 5:00 PM at the office of the Road Commission, 325 West James Street, Lawrence, MI, unless noticed otherwise.

January 6
February 3
March 3
April 7
May 4
June 1
July 13
August 3
September 7
October 6
November 3
December 15

Roll call vote:

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

Rader relayed that she has been unable to obtain updated estimates of anticipated 2022 millage revenues from the County. Additionally, the census information is not yet available broken down by unincorporated township. Without this information, it is her recommendation that the township millage allocation formulation for 2022 remain the same as 2021, with updates only for mileage changes, and to maintain the total amount of allocation at \$1,029,000.00. Motion by Boze, seconded by Hackenberg to adopt the following County-Wide Millage Allocation Schedule:

<u>Township</u>	<u>2022 Allocation</u>
Almena	\$74,164.75
Antwerp	\$92,001.78
Arlington	\$51,731.08
Bangor	\$56,747.30
Bloomington	\$56,407.91
Columbia	\$58,164.56
Covert	\$54,172.42
Decatur	\$48,442.33
Geneva	\$59,789.60
Hamilton	\$41,475.82
Hartford	\$55,007.29
Keeler	\$52,381.97
Lawrence	\$51,068.10
Paw Paw	\$63,336.93
Pine Grove	\$56,702.43
Porter	\$52,157.33
South Haven	\$50,617.87
Waverly	\$54,630.53
TOTAL	\$1,029,000.00

Roll call vote:

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

Rader presented the 2021 proposed budget adjustment which provides a more accurate depiction of revenues and expenditures expected in 2021. Motion by Boze, seconded by Hackenberg to adopt the 2021 Budget Adjustments as follows:

Revenue			
	December 16, 2021	November 4, 2021	Difference
AOF - January 1st, 2021	\$ 10,762,570.41	\$ 10,762,570.41	\$ -
Michigan Transportation Fund (MTF)			
Engineering	\$ 10,000.00	\$ 10,000.00	\$ -
Primary	\$ 6,350,000.00	\$ 6,360,000.00	\$ (10,000.00)
Local	\$ 3,940,000.00	\$ 3,950,000.00	\$ (10,000.00)
Primary Urban	\$ 475,000.00	\$ 480,000.00	\$ (5,000.00)
Local Urban	\$ 195,000.00	\$ 200,000.00	\$ (5,000.00)
Total MTF	\$ 10,970,000.00	\$ 11,000,000.00	\$ (30,000.00)
Other State Revenue			
State Aid - Snow Funds	\$ 88,349.82	\$ 80,000.00	\$ 8,349.82
State Aid - Economic Development	\$ -	\$ -	\$ -
State Aid - Bridges	\$ 7,200.00	\$ 7,200.00	\$ -
State Aid - Supplemental Road Funding	\$ -	\$ -	\$ -
State Aid - Other (Safety, Grants, etc)	\$ 58,700.00	\$ 58,700.00	\$ -
Total Other State Funding	\$ 154,249.82	\$ 145,900.00	\$ 8,349.82
Federal Funds			
Federal Aid - Secondary	\$ -	\$ -	\$ -
Federal Aid - Safety HRRR	\$ -	\$ -	\$ -
Federal Aid - Bridges	\$ -	\$ -	\$ -
Federal Aid - STP	\$ 439,781.00	\$ 531,300.00	\$ (91,519.00)
Federal Aid - CMAQ/Other	\$ -	\$ -	\$ -
Total Federal Aid	\$ 439,781.00	\$ 531,300.00	\$ (91,519.00)
Property Taxes			
County Wide Millage	\$ 2,650,000.00	\$ 2,650,000.00	\$ -
County Appropriation	\$ -	\$ -	\$ -
Township Contributions	\$ 3,900,000.00	\$ 4,000,000.00	\$ (100,000.00)
Other Revenues (Interest, Gain on Equip, etc.)	\$ 335,000.00	\$ 350,000.00	\$ (15,000.00)
Expenditure			
	December 16, 2021	November 4, 2021	Difference
Heavy Maintenance			
Primary Roads	\$ 5,500,000.00	\$ 5,900,000.00	\$ (400,000.00)
Primary Structures	\$ 30,000.00	\$ 24,000.00	\$ 6,000.00
Local Roads	\$ 2,200,000.00	\$ 2,300,000.00	\$ (100,000.00)
Local Structures	\$ 13,000.00	\$ 11,000.00	\$ 2,000.00
Total Heavy Maintenance	\$ 7,743,000.00	\$ 8,235,000.00	\$ (492,000.00)
Maintenance			
Primary Roads			
General Maintenance	\$ 900,000.00	\$ 900,000.00	\$ -
Traffic Services	\$ 55,000.00	\$ 60,000.00	\$ (5,000.00)
Snow & Ice Control	\$ 600,000.00	\$ 700,000.00	\$ (100,000.00)
Special Maintenance Projects	\$ 950,000.00	\$ 1,000,000.00	\$ (50,000.00)
Routine Structure Maintenance	\$ 5,000.00	\$ 5,000.00	\$ -
Local Roads			\$ -
General Maintenance	\$ 1,500,000.00	\$ 1,500,000.00	\$ -
Traffic Services	\$ 100,000.00	\$ 100,000.00	\$ -
Snow & Ice Control	\$ 950,000.00	\$ 1,100,000.00	\$ (150,000.00)
Special Maintenance Projects	\$ 3,150,000.00	\$ 3,300,000.00	\$ (150,000.00)
Routine Structure Maintenance	\$ 10,000.00	\$ 10,000.00	\$ -
Disaster Contingency	\$ 5,000.00	\$ 5,000.00	\$ -
Total Maintenance	\$ 8,225,000.00	\$ 8,680,000.00	\$ (455,000.00)

Other Expenses				
Administration	\$	950,000.00	\$	950,000.00 \$ -
Interest Expense	\$	3,749.45	\$	3,749.45 \$ -
Long-Term Debt Payments	\$	410,000.00	\$	410,000.00 \$ -
Net Capital Outlay	\$	485,364.00	\$	485,364.00 \$ -
Net Equipment Expense	\$	200,000.00	\$	200,000.00 \$ -
Distributive Expense	\$	3,100,000.00	\$	3,000,000.00 \$ 100,000.00
Adjustments to Fund Balance	\$	-	\$	- \$ -
Total Other Expenses	\$	5,149,113.45	\$	5,049,113.45 \$ 100,000.00
Total Expenditures	\$	21,117,113.45	\$	21,964,113.45 \$ (847,000.00)
Operating Fund Balance	\$	8,094,487.78	\$	7,475,656.96 \$ 618,830.82
Total Expenditures & Fund Balance	\$	29,211,601.23	\$	29,439,770.41 \$ (228,169.18)

Roll call vote:

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

Rader presented the proposed 2022 Preliminary Budget. No additional questions were asked. Motion by Hackenberg, seconded by Boze to adopt the 2022 Preliminary Budget as follows:

Revenue				
		January 1, 2022	December 16, 2021	Difference
AOF - January 1, 2022	\$	8,094,487.78	\$	10,762,570.41 \$ (2,668,082.63)
Michigan Transportation Fund (MTF)				
Engineering	\$	10,000.00	\$	10,000.00 \$ -
Primary	\$	6,400,000.00	\$	6,350,000.00 \$ 50,000.00
Local	\$	4,095,000.00	\$	3,940,000.00 \$ 155,000.00
Primary Urban	\$	490,000.00	\$	475,000.00 \$ 15,000.00
Local Urban	\$	220,000.00	\$	195,000.00 \$ 25,000.00
Total MTF	\$	11,215,000.00	\$	10,970,000.00 \$ 245,000.00
Other State Revenue				
State Aid - Snow Funds	\$	80,000.00	\$	88,349.82 \$ (8,349.82)
State Aid - Economic Development	\$	-	\$	- \$ -
State Aid - Bridges	\$	182,444.00	\$	7,200.00 \$ 175,244.00
State Aid - Supplemental Road Funding	\$	-	\$	- \$ -
State Aid - Other (Safety, Grants, etc)	\$	-	\$	58,700.00 \$ (58,700.00)
Total Other State Funding	\$	262,444.00	\$	154,249.82 \$ 108,194.18
Federal Funds				
Federal Aid - Secondary	\$	-	\$	- \$ -
Federal Aid - Safety HRRR	\$	-	\$	- \$ -
Federal Aid - Bridges	\$	-	\$	- \$ -
Federal Aid - STP	\$	314,000.00	\$	439,781.00 \$ (125,781.00)
Federal Aid - CMAQ/Other	\$	-	\$	- \$ -
Total Federal Aid	\$	314,000.00	\$	439,781.00 \$ (125,781.00)
Property Taxes				
County Wide Millage	\$	2,650,000.00	\$	2,650,000.00 \$ -
County Appropriation	\$	-	\$	- \$ -
Township Contributions	\$	3,543,805.50	\$	3,900,000.00 \$ (356,194.50)

Other Revenues (Interest, Gain on Equip, etc.)	\$ 375,000.00	\$ 335,000.00	\$ 40,000.00
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Total Revenue including AOF	<u>\$ 26,454,737.28</u>	<u>\$ 29,211,601.23</u>	<u>\$ (2,756,863.95)</u>
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Expenditure

	January 1, 2022	December 16, 2021	Difference
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Heavy Maintenance

Primary Roads	\$ 4,371,211.00	\$ 5,500,000.00	\$ (1,128,789.00)
Primary Structures	\$ 248,055.00	\$ 30,000.00	\$ 218,055.00
Local Roads	\$ 2,100,000.00	\$ 2,200,000.00	\$ (100,000.00)
Local Structures	\$ -	\$ 13,000.00	\$ (13,000.00)
Total Heavy Maintenance	<u>\$ 6,719,266.00</u>	<u>\$ 7,743,000.00</u>	<u>\$ (1,023,734.00)</u>

Maintenance

Primary Roads			
General Maintenance	\$ 900,000.00	\$ 900,000.00	\$ -
Traffic Services	\$ 100,000.00	\$ 55,000.00	\$ 45,000.00
Snow & Ice Control	\$ 700,000.00	\$ 600,000.00	\$ 100,000.00
Special Maintenance Projects	\$ 2,530,000.00	\$ 950,000.00	\$ 1,580,000.00
Routine Structure Maintenance	\$ 5,000.00	\$ 5,000.00	\$ -
Local Roads			\$ -
General Maintenance	\$ 1,500,000.00	\$ 1,500,000.00	\$ -
Traffic Services	\$ 100,000.00	\$ 100,000.00	\$ -
Snow & Ice Control	\$ 1,100,000.00	\$ 950,000.00	\$ 150,000.00
Special Maintenance Projects	\$ 2,550,000.00	\$ 3,150,000.00	\$ (600,000.00)
Routine Structure Maintenance	\$ 10,000.00	\$ 10,000.00	\$ -
Disaster Contingency	\$ 5,000.00	\$ 5,000.00	\$ -
Total Maintenance	<u>\$ 9,500,000.00</u>	<u>\$ 8,225,000.00</u>	<u>\$ 1,275,000.00</u>

Other Expenses

Administration	\$ 950,000.00	\$ 950,000.00	\$ -
Interest Expense	\$ -	\$ 3,749.45	\$ (3,749.45)
Long-Term Debt Payments	\$ -	\$ 410,000.00	\$ (410,000.00)
Net Capital Outlay	\$ 1,386,000.00	\$ 485,364.00	\$ 900,636.00
Net Equipment Expense	\$ 200,000.00	\$ 200,000.00	\$ -
Distributive Expense	\$ 3,000,000.00	\$ 3,100,000.00	\$ (100,000.00)
Adjustments to Fund Balance	\$ -	\$ -	\$ -
Total Other Expenses	<u>\$ 5,536,000.00</u>	<u>\$ 5,149,113.45</u>	<u>\$ 386,886.55</u>

Total Expenditures	\$ 21,755,266.00	\$ 21,117,113.45	\$ 638,152.55
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Operating Fund Balance	\$ 4,699,471.28	\$ 8,094,487.78	\$ (3,395,016.50)
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Total Expenditures & Fund Balance	<u>\$ 26,454,737.28</u>	<u>\$ 29,211,601.23</u>	<u>\$ (2,756,863.95)</u>
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Roll call vote:

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

The Kalamazoo Area Transportation Study Contributed Services Agreement FY2023 was reviewed by Bishop. Motion by Boze, seconded by Hackenberg to authorize Bishop to sign the *Third Party In-Kind Contributions Notification and Assurances FY2023 Unified Planning Work Program on behalf of the Van Buren County Road Commission.

Roll call vote:

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

*Note: The Agreement can be reviewed by contacting the Administrative Office of the Road Commission at 269-674-8011.

Motion by Hackenberg, seconded by Boze to recess the Regular Meeting at 5:56 PM to open a Closed Session for the purpose of strategizing in connection with the negotiation of a collective bargaining agreement.

Roll call vote:

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

County Commissioner Chappell exited the meeting.

Motion by Boze, seconded by Askew to reconvene the Regular Meeting at 6:20 PM with all Members present.

Roll call vote:

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

Motion by Boze, seconded by Askew to approve the *Agreement between the Board of County Road Commissioners of Van Buren County and the American Federation of State, County and Municipal Employees, AFL-CIO Local 2901, Council 25, effective January 1, 2022 through December 31, 2025 as presented by Finance and Human Resources Director Rader.

Roll call vote:

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

*Note: A copy of the Agreement is on file at the Administrative Office of the Road Commission and is available for inspection by calling 269-674-8011.

Bishop presented the proposed Non-Union wage adjustment consisting of a Cost of Living Adjustment (COLA) and base wage adjustment. Bishop conveyed the importance of recruiting and retaining highly effective personnel. Wage data from surveys and other Road Commissions was reviewed and considered in this proposed adjustment, as well as comparing to the now newly adopted Union Agreement.

Bishop then discussed the Road Commissioners' salary. Historically the Commissioners have received the same COLA as non-union staff. Bishop presented information from other Road Commissions relating to their Road Commissioners' salary.

Motion by Boze to approve the *2022 Non-Union Personnel Compensation Scale as presented by Bishop. The Motion was seconded by Hackenberg.

Roll call vote:

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

*The Compensation Scale is available for inspection by contacting the Administrative Office at 269-674-8011. It is also available on the VBCRC's website at www.vbcrc.org.

Motion by Boze, seconded by Askew to approve a 5.9% COLA increase for the Road Commissioners.

Roll call vote:

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

Bishop discussed proposed revisions to the Non-Union Personnel Policy. Most of the revisions being proposed mirror the Union Contract. Questions were asked by the Board regarding retirees' health insurance and short-term disability. Motion by Boze, seconded by Hackenberg to adopt the amended *Non-Union Personnel Policy, as presented.

Roll call vote:

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

*The Non-Union Personnel Policy is available for inspection upon contacting the VBCRC Administrative office at 269-674-8011.

Bishop provided details regarding the proposed certification of Geneva Street in the Village of Irvington, Geneva Township. The roadway does not meet current Road Commission standards; however, the Road Commission has *inadvertently* maintained it in the past. If certified by the Board, all special/preventative maintenance, improvements, upgrades, etc. would be borne by the Township. Motion by Askew, seconded by Boze to adopt the following Resolution:

RESOLUTION CERTIFYING GENEVA STREET

2021-60

At a regular meeting of the Board of County Road Commissioners for the County of Van Buren, Michigan, held on Thursday, December 16, 2021 it was moved by Commissioner Askew and seconded by Commissioner Boze to adopt the following Resolution:

WHEREAS, Geneva Street is situated in the Village of Irvington, Geneva Township, Van Buren County, Michigan beginning at Michigan Avenue and continuing South for approximately 0.07 mi. (350'); and,

WHEREAS, Geneva Township has provided the Road Commission with a Resolution dated November 9, 2021 supporting the certification of Geneva Street as a County Local Road; and,

WHEREAS, it is the opinion of the Managing Director that it is in the best interest of the residents of Geneva Township, the motoring public and the Van Buren County Road Commission to certify Geneva Street, as set forth herein.

NOW, THEREFORE, BE IT RESOLVED that Geneva Street from Michigan Avenue South for 350' (0.07 mi.) is hereby certified as a county local road.

IT IS FURTHER RESOLVED that a copy of this Resolution shall be recorded in the office of the Register of Deeds for the County of Van Buren.

IT IS FURTHER RESOLVED that a copy of this Resolution shall be published once each week for three (3) successive weeks in the *Kalamazoo Gazette*, a newspaper printed and circulated in the County, and the Affidavit of Publication shall be filed with the Clerk of Van Buren County and the Supervisor of Geneva Township.

Roll call vote:

Askew: AYE
Boze: AYE
Hackenberg: AYE
Kinney: AYE
Burlison: AYE

RESOLUTION ADOPTED.

The Board's Fee Schedule Policy was discussed in relation to the certification of Geneva Street, which would require the Township to pay Permit Fees of \$150.00, plus expenses (publication and recording fees). The Board discussed its recent decision to waive fees and costs in another situation in Keeler Township; however, in that particular situation there were two lots deeded to the VBCRC and it was the Board's consensus that the decision to waive fees/costs in that instance was due to the value in the land given. Motion by Hackenberg, seconded by Boze to require Geneva Township to pay Fees, plus expenses, as per Board Policy.

Roll call vote:

Askew: AYE
Boze: AYE
Hackenberg: AYE
Kinney: AYE
Burlison: AYE

MOTION CARRIED.

Further discussions were held regarding roads that have inadvertently been maintained by the Road Commission, and the certification process as set forth by statute.

The proposed 2022 Special Maintenance Pricing Schedule was reviewed by the Board as presented by Rader. Motion by Hackenberg, seconded by Boze to adopt the 2022 Special Maintenance Pricing Schedule as follows:

2022 Seal Coat Pricing

	<u>2021</u>	<u>2022</u>
Local Road $\frac{3}{4}$ of a mile or less	\$18,750	\$18,750
Local Road greater than $\frac{3}{4}$ of a mile	\$17,500	\$17,500
Local Road Continuous segment greater than 2 miles	\$16,500	\$16,500
Local Road Poly with Trap $\frac{3}{4}$ of a mile or less	\$22,500	\$26,500
Local Road Poly with Trap greater than $\frac{3}{4}$ of a mile	\$21,250	\$24,500
Local Road Poly with Trap Continuous segment greater than 2 miles	\$20,250	\$23,500

	<u>2021</u>	<u>2022</u>
Primary Road ¾ of a mile or less	\$23,500	\$23,500
Primary Road greater than ¾ of a mile	\$22,000	\$21,000
Primary Road Continuous segment greater than 2 miles	\$21,000	\$20,000
Primary Road Poly with Trap ¾ of a mile or less	\$27,000	\$27,000
Primary Road Poly with Trap greater than ¾ of a mile	\$25,500	\$25,500
Primary Road Poly with Trap Continuous segment greater than 2 miles	\$24,500	\$24,500
Primary Fog Seal per mile	\$6,100	\$5,500
Local Fog Seal greater than 1 mile	\$4,800	\$5,100
Primary or Local Fog Seal less than 1 mile	\$7,250	\$7,000

2022 DeBerming Pricing

Local roads per mile	\$3,600	\$3,400
Primary roads per mile	\$5,500	\$4,000

2022 Gravel Spreading Cost

Per ton	\$1.80	\$1.95
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Roll call vote:

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

Discussion by Bishop regarding the proposed Amended Rules for Conducting Meetings of the Board of County Road Commissioners, and Acting in the Capacity of the Board of Public Works, and the Board of County Park Trustees for Van Buren County. The current Policy conflicts with MCL 123.733 as the Board of Public Works must elect officers at its annual meeting which must be held “during the month of January”. Currently the annual meeting is held at the first meeting which is held in March. Motion by Boze, seconded by Hackenberg to adopt Amended Policy 2012-01 as follows:

**RULES FOR CONDUCTING MEETINGS OF THE
BOARD OF COUNTY ROAD COMMISSIONERS, AND ACTING IN THE CAPACITY
OF THE BOARD OF PUBLIC WORKS, AND THE
BOARD OF COUNTY PARK TRUSTEES FOR VAN BUREN COUNTY**

Policy No. 2012-01

I. Meetings.

The business which the Board of County Road Commissioners may perform in its capacity, and/or in the capacity of the Board of Public Works and the Board of County Park Trustees for Van Buren County (the “Board”) shall be conducted at a public meeting held in compliance with the Michigan Open Meetings Act, Act No. 267 of the Public Acts of 1976.

Each respective Board may meet in a closed session only as set forth in Section 15.268, Closed Sessions; permissible purposes, of the Open Meetings Act, Act 267 of 1976.

A. Board of County Road Commissioners.

1. Except as otherwise required by law, regular meetings of the Board shall be held on the first ~~and third~~ Thursdays of each month at 5:00 PM, or as otherwise noticed.
2. All regular meetings of the Board shall be held in the Board of County Road Commissioners' Room at 325 West James Street, Lawrence, MI, unless otherwise specified.
3. The Board shall hold an annual meeting on the first Thursday of January, or as otherwise noticed, to nominate and elect a Chairperson, Vice-Chairperson, Chief Fiscal Officer, Board Secretary, and Board Attorney.

B. The Board of County Road Commissioners, acting in its capacity as the County Board of Public Works under the provisions of Act 185 of the Public Acts of 1957, as amended.

1. Except as otherwise required by law, regular meetings of the Board of Public Works shall be held on the first Thursday of ~~March, June, September and December~~ **January, April, July and October** at 5:00 PM, or as otherwise noticed.
2. The Board shall hold an annual meeting on the first Thursday of ~~March~~ **January**, or as otherwise noticed.

C. The Board of County Road Commissioners, acting in its capacity as the County Board of Park Trustees.

1. There is currently no county park/open space property being managed by Parks – only Buildings and Grounds Department.
2. The Board of Park Trustees shall meet as necessary, and as required by the Open Meetings Act.

II. Order of Business for Regular Meetings.

The order of business will generally follow Robert's Rules of Order, order by rule. Each agenda will be reviewed, revised as necessary, and approved at the beginning of each Board meeting.

III. Rules for General Conduct and Procedure.

A. All meetings shall be conducted in accordance with Robert's Rules of Order; specifically as set forth in "Procedure in Small Boards", which state: In a board meeting where there are not more than about a dozen members present, some of the formality that is necessary in a large assembly would hinder business. The rules governing such meetings are different from the rules that hold in other assemblies, in the following respects:

- Members may raise a hand instead of standing when seeking to obtain the floor, and may remain seated while making motions or speaking.
- Motions need not be seconded.
- There is no limit to the number of times a member can speak to a debatable question. *Appeals, however, are

debatable under the regular rules – that is, each member (except the chair) can speak only once in debate on them, while the chair may speak twice.

- Informal discussion of a subject is permitted while no motion is pending.
- When a proposal is perfectly clear to all present, a vote can be taken without a motion's having been introduced. Unless agreed to by unanimous consent, however, all proposed actions must be approved by vote under the same rules as in larger meetings, except that a vote can be taken initially by a show of hands, which is often a better method in small meetings.
- The chairman need not rise while putting questions to a vote.
- If the chairman is a member, he may, without leaving the chair, speak in informal discussions and in debate, and vote on all questions.**
- Allow all members to vote on any issue, even if a member was not present during the discussion of said issue at a previous meeting.

* However, motions to close or limit debate, including motions to limit the number of times a member can speak to a question, are in order even in meetings of a small board (but not in meetings of a committee) although occasions where they are necessary or appropriate may be rarer than in larger assemblies.

** Informal discussions may be initiated by the chairman himself, which, in effect, enables the chairman to submit his own proposals without formally making a motion (although he has the right to make a motion if he wishes).

B. Citizen Participation.

1. Any citizen may comment upon agenda items prior to the taking of a vote thereon, or during Public Comment.
2. Speakers other than Commissioners shall limit their presentation to three (3) minutes; or, if an individual is representing a group, to no more than five (5) minutes of speaking time.
3. Any Commissioner is authorized to require individuals to identify themselves if they wish to speak at a meeting.
4. These rules limiting the period of Public Comment may not be applied in a manner that denies a person the right to address the Board, such as by limiting all Public Comment to a half-hour period.
5. The Chairman is authorized to encourage groups to designate one or more individuals to speak on their behalf to avoid cumulative comment.
6. No one may be required to register or otherwise provide their name or other information, or otherwise fulfill a condition precedent to attend a public meeting.
7. No one may be excluded from a meeting otherwise open to the public except for a breach of the peace actually committed at the meeting.

Roll call vote:

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

Commissioner Updates and Reports:

- Askew: Attended South Haven Township; Attended Covert Township; Attended Bangor Township; Attended Geneva Township.
- Boze: Attended Keeler Township on 12/7; Attended Lawrence Township and Hartford Township on 12/9; Attended Hamilton Township on 12/14.
- Hackenberg: Attended Almena Township last night. Spoke with Antwerp Township Supervisor Ruzick. Spoke with Porter Township Supervisor Oxley. Hackenberg relayed Supervisor Oxley's concerns with sealcoat operations moving to Cass County before finishing in Van Buren County. Hackenberg agrees that Van Buren County should be first priority.
- Kinney: Attended Waverly Township 12/2; Attended Decatur Township 12/9; Remote attended KATS 12/15.
- Burleson: No report.

The Chairman opened the meeting to Second Public Comment. None was heard.

Motion by Boze, seconded by Hackenberg to recess the regular meeting to open a regular meeting of the Board of Public Works at 7:02 PM.

Roll call vote:

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

Motion by Hackenberg, seconded by Boze to reconvene the Regular Meeting of the Board of County Road Commissioners at 7:06 PM with all Members being present.

Roll call vote:

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

Motion by Hackenberg, seconded by Boze to adjourn the Call of the Chair at 7:06 PM.

Roll call vote:

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