

Van Buren County Board of Road Commissioners

February 20, 2020

Regular Meeting - Administrative Office, Lawrence, Michigan

BE IT REMEMBERED: That on the 20th day of February, 2020 at 5:00 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, 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

GUESTS: Linda Norton, Columbia Township
Steven Rogusta, Village of Breedsville

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

No additions/deletions to the Agenda.

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

AYES: 5
NAYS: 0
MOTION CARRIED.

Moved by Boze to approve the minutes of the February 6, 2020 meeting as presented by Board Secretary Brien.

AYES: 5
NAYS: 0
MOTION CARRIED.

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

Staff Reports

Managing Director: Reviewed cell tower lease and correspondence. Draft Drug and Alcohol Free Workplace Policy sent to attorneys for legal review. One-on-one meetings with Road Commissioners and Township Supervisors are ongoing. Attended Asset Management workshop at Conference Center and Southwest Council meeting at the Allegan County Road Commission. Continuing research an Emergency Operations Policy/Plan. Second Public Information meeting regarding millage renewal is February 26th at 6 PM.

Finance and Human Resources Director: Advertising for Road Maintenance Employees, a General Mechanic, and a Heavy Equipment Mechanic. Reviewed Retiree Health Care report. Provided an update regarding status of Pension report. By general consensus it was agreed that the actuary would not be required to attend an upcoming meeting. Staff is working on the Act 51 financial report. It is anticipated that the first budget adjustment will be presented to the Board in March.

Fleet and Facilities Superintendent: Update regarding loader purchases provided by Managing Director.

Boze questioned Michigan CAT invoice. Staff will look into freight charges.

Highway Engineer: Update regarding projects on CR653 (tree work is complete), and CR374 (tree work is approximately one-half complete). Staff working on plans for CR380, and CR374.

Motion by Boze to approve the following Vouchers:

Voucher #2137	\$116,445.38
Voucher #2138	\$249,847.92

AYES: 5
NAYS: 0
MOTION CARRIED.

Discussion held regarding Kinney's fax on the Road Commission of Kalamazoo County's roads survey and duplicate name check.

Discussion held regarding proposed Resolutions to de-certify road segments in Columbia Township. Motion by Moffat to postpone consideration until the next regular meeting to allow Columbia Township the opportunity to review the proposed decertifications.

AYES: 5
NAYS: 0
MOTION CARRIED.

Brucks requested clarification from the Board regarding future decertifications. The Board decided by general consensus to notify the Township of a proposed decertification of a road segment in their jurisdiction before bringing to the Board.

The following bids were opened at **5:30 PM**:

22A Contract Gravel Resurfacing: Chairman read Contractor's rates quoted for Paw Paw Township only.

	Yerington	Kalin Construction	Aggregate Industries	Top Grade Aggregates	Roger Smith & Sons
Paw Paw Township	\$7.45	\$10.07	NA	No Bid	\$10.47

Liquid Dustlayer:

Contractor	Type of Product	Gallons Spread Per Mile	Cost Per Gallon (First Application)	Cost Per Gallon (Second Application)	Cost Per Gallon (Third Application)
Inserve, Inc.	Mineral Brine		\$0.54	\$0.54	\$0.54
SW MI Dust Control	Oil Brine	3000	\$0.15	\$0.15	\$0.15
MI Chloride Sales	Mineral Brine	NA	No Bid	No Bid	No Bid
Great Lakes Chloride	38% Liquidow	2000	\$0.6540	\$0.6540	\$0.6540

Motion by Boze, seconded by Moffat to authorize the award of the bids for 22A Contract Gravel Resurfacing, and Liquid Dustlayer by the Managing Director upon review and tabulation by staff, in the best interest of the Van Buren County Road Commission.

AYES: 5
NAYS: 0
MOTION CARRIED.

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

RESOLUTION 2020-02

BE IT RESOLVED: That the Highway Engineer, Barry J. Anttila, and the Finance and Human Resources Director of the Van Buren County Road Commission, Linnea Rader, are hereby authorized to execute M.D.O.T. Contract No. 20-5055, Control Section STUL 80421; Job Number 132931CON:

Hot mix asphalt base crushing, shaping, and resurfacing work along County Road 653 from Red Arrow Highway southerly to Highway I-94; including trenching, aggregate base, drainage improvement, and permanent pavement marking work; and all together with necessary related work.

AYES: 5
NAYS: 0
RESOLUTION ADOPTED.

Recommendation by Rader to approve management executing a contract with HelpNet an Employee Assistance Program at a cost of approximately \$29.88 per employee, per year. Motion by Askew, seconded by Boze.

AYES: 5
NAYS: 0
MOTION CARRIED.

Point of order called by Boze requesting a roll call vote on all Resolutions being considered by the Board. Chairman Kinney submitted the request to the assembly. Motion by Boze, seconded by Askew.

AYES: 5
NAYS: 0
MOTION CARRIED.

Information was provided by Finance Director with recommendation to approve 2020 Special Maintenance Project Pricing. Motion by Boze, seconded by Askew to adopt the following schedule:

2020 Sealcoat Pricing

	<u>2019</u>	<u>2020</u>
Local Road ¾ of a mile or less	\$19,000	\$18,750
Local Road greater than ¾ of a mile	\$18,250	\$17,500
Local Road Continuous segment greater than 2 miles	\$17,500	\$16,500
Primary Road ¾ of a mile or less	\$24,500	\$23,500
Primary Road greater than ¾ of a mile	\$23,750	\$22,000
Primary Road Continuous segment greater than 2 miles	\$23,000	\$21,000
Fog Seal per mile (local/primary)	\$5,200	-
Primary Fog Seal per mile	-	\$6,100
Local Fog Seal greater than 1 mile	-	\$4,600
Primary or Local Fog Seal less than 1 mile	-	\$8,000

2020 Deberming Pricing

Deberming per mile	\$2,100	\$3,000
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2020 Gravel Spreading Cost

Per ton	\$1.80	\$1.80
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AYES: 5
NAYS: 0
MOTION CARRIED.

Bishop provided information regarding his recommendation to amend Policy 2016-06, Electronic Transactions Policy. Discussion ensued regarding roll call vote by Members on Policies, as well as Resolutions. Motion by Boze to amend the previous Motion for a roll call vote on all Resolutions, to also include a roll call vote and on all Policies being considered by the Board.

AYES: 5
NAYS: 0
MOTION CARRIED.

Motion by Moffat, seconded by Boze to amend Policy 2016-06 as follows:

Electronic Transactions Policy Policy No. 2016-06

WHEREAS Public Act 738 of 2002 was signed by the Governor with immediate effect on December 30, 2002; and

WHEREAS P.A. 738 requires that the Board of County Road Commissioners adopt a resolution containing certain conditions to lawfully conduct electronic financial transactions such as payments and receipts (Automated Clearing House - ACH).

NOW THEREFORE BE IT RESOLVED that the Van Buren County Road Commission ~~Accountant/Board Secretary~~ **is Finance Director and/or Managing Director are** hereby appointed the Electronic Transactions Officers (ETO) and ~~is~~ **are** responsible for ACH agreements including payment approval, accounting, reporting and generally overseeing compliance with the Electronic Transactions Policy.

BE IT FURTHER RESOLVED that documentation is to be prepared and retained, that may be contained within the computerized accounting system, for ACH transactions detailing the goods or services purchased, related costs, date of payment, and cost accounting classification.

BE IT FURTHER RESOLVED that the ETO will implement a system of internal accounting controls to monitor the use of ACH transactions.

BE IT FURTHER RESOLVED that approval of ACH invoices is required before payment.

BE IT FURTHER RESOLVED THAT additional requirements may be required as determined by the ETO.

AYES: Askew, Boze, Burleson, Moffat, Kinney
NAYS: 0
POLICY AMENDED.

Bid award update was provided by Anttila as follows:

- 80th Avenue from M40 to 29th Street, Porter Township; Brad Thomas Excavating, as-read low bidding contractor.
- 72nd Avenue from 26th Street to dead-end, Antwerp Township; Michigan Paving & Materials, as-read low bidding contractor.
- 62nd Avenue from M40 to CR657, Antwerp Township; Michigan Paving & Materials, as-read low bidding contractor.
- Drape Road from 63rd Avenue to 66th Avenue, Antwerp Township; Michigan Paving & Materials, as-read low bidding contractor.

- 49th Avenue from 27th Street to 29.50th Street, Antwerp Township; Michigan Paving & Materials, as-read low bidding contractor.

Motion by Boze to adopt the following REVISED Resolution:

REVISED
RESOLUTION 2019-21

BE IT RESOLVED: That the Highway Engineer, Barry J. Anttila, and the Finance and Human Resources Director of the Van Buren County Road Commission, Linnea Rader, are hereby authorized to execute M.D.O.T. Contract No. 19-5394, Control Section STL 80555; CM 80000; Job Number 129837CON; 206204A:

Part A - STL 80555; Job #129837CON; 1900(929); Federal and State Participation: Hot mix asphalt cold milling and resurfacing, trenching, and widening work to accommodate a 3-lane section along Red Arrow Highway from 28th Street easterly for approximately 1,350 feet; including paved shoulder, fabric installation, minor drainage improvement, tree removal, and trimming work; and all together with necessary related work.

Part B - STL 80555; Job #129837CON; 1900(929); No Federal or State Participation: Hot mix asphalt cold milling and resurfacing, trenching, and widening work to accommodate a 3-lane section along Red Arrow Highway from the east end of Part A easterly to 26th Street; including paved shoulder, fabric installation, minor drainage improvement, tree removal, and trimming work; and all together with necessary related work.

Part C - CM 80000; Job #206204A; 1900(859); Federal Participation Only: Shoulder construction work for the Meadow Oak Trail along Red Arrow Highway from 26th Street easterly to 28th Street; and all together with necessary related work.

AYES: Askew, Boze, Burleson, Moffat, Kinney

NAYS: 0

RESOLUTION ADOPTED.

Discussion held regarding Commissioner Moffat's request for reimbursement of \$950 for legal fees he paid to Miller Canfield for preparation Hummel's separation agreement. The legality was discussed. Roll call vote:

AYES: Burleson, Kinney, Moffat

NAYS: Askew, Boze

MOTION CARRIED.

Rader will obtain proof/confirmation of payment from Miller Canfield so as to have an invoice from which to provide reimbursement to Moffat.

Commissioner Updates and Reports:

Askew: No report.

Boze: Attended Hamilton Township board meeting on the 11th. Met with new Managing Director on the 12th. Attended Lawrence and Hartford Township board meetings on the 13th.

Burleson: Attended Pine Grove Township board meeting on the 11th. Attended Columbia Township board meeting on the 18th. Attended Bloomingdale Township board meeting on the 19th. Met with Managing Director.

Kinney: Attended KATS on the 19th. Attended the Southwest Council meeting on the 10th.

Moffat: Attended a Transportation Asset Management training on the 7th. Attended the Southwest Council meeting on the 10th. Attended Antwerp Township board meeting on the 11th. Attended Porter Township board meeting on the 12th. Attended Almena Township board meeting on 2/19.

The Chairman opened the meeting to second public comment. None was heard.

It was noted that both Lawrence Township and Almena Township boards passed resolutions supporting the renewal of the county-wide road millage.

Point of order was called by Kinney requesting that each Road Commissioner scrutinize the maps carefully in their district so as to work together with staff to clean up certification maps.

Motion by Boze, seconded by Moffat to adjourn the Call of the Chair at 6:23 PM.

AYES: 5
NAYS: 0
MOTION CARRIED.

Secretary

Chairman