

## Van Buren County Board of Road Commissioners

December 17, 2020

Regular Meeting - Administrative Office, Lawrence, Michigan

BE IT REMEMBERED: That on the 17<sup>th</sup> day of December, 2020 at 5:00 PM, E.D.T., the Board of County Road Commissioners for the County of Van Buren met in regular session via teleconference pursuant to the Governor's Executive Order 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 VIA TELECONFERENCE:

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 PRESENT VIA TELECONFERENCE:

County Commissioner Doroh  
County Commissioner Chappell  
Linda Norton, Village of Breedsville  
Steven Rogusta, Village of Breedsville

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

Askew: PRESENT  
Boze: ABSENT (arrived 5:09 PM-excused)  
Burleson: PRESENT  
Moffat: PRESENT  
Kinney: PRESENT

Chairman Kinney 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.

Board Secretary announced for informational purposes that all future regular meetings of the Board will use the same GoToMeeting link/phone number/access code as used for the present meeting; it will no longer change.

Managing Director Bishop requested that Item 10G, Notice of Drainage Board Meeting / "Throwing Your Act 51 Money Down the Drain", be removed from the Agenda as he intends to provide an update during "Staff Reports by Managing Director". Motion by Kinney, seconded by Askew.

Roll call vote:

Askew: AYE  
Boze: ABSENT  
Burleson: AYE  
Moffat: AYE  
Kinney: AYE  
MOTION CARRIED.

Motion by Kinney to revise Item 10D to add "Non-Union Salary Schedule and Road Commissioner Base Salary". Motion was seconded by Moffat.

Roll call vote:

Askew: AYE  
Boze: ABSENT  
Burleson: AYE  
Moffat: AYE  
Kinney: AYE  
MOTION CARRIED.

Bishop provided an introduction to the Public Hearing on the 2021 proposed budget, including an explanation of proposed projects and the aggressive stance staff proposed with regard to preventative maintenance. Motion by Kinney, seconded by Moffat to open the Public Hearing on the proposed 2021 Budget.

Roll call vote:

Askew: AYE  
Boze: ABSENT  
Burleson: AYE  
Moffat: AYE  
Kinney: AYE  
MOTION CARRIED.

Finance and HR Director Rader provided a general outline of the projects being proposed in the 2021 budget, including “exciting” heavy maintenance and special/preventative maintenance programs. Highlights include Federal Aid projects on Red Arrow Highway in Hartford Township, and on CR388 in Bloomingdale Township. Non-Federal Aid projects include base course paving on CR374 in Lawrence/Paw Paw Townships, and on CR380 in Columbia Township, as well as paving on CR352 in Porter Township. Routine and special maintenance has been ramped up to include some sealcoat with trap rock. Capital expenditures were also reviewed in detail. Questions were asked by the Board, which were responded to by staff. Motion by Askew, seconded by Moffat to close the Public Hearing.

Roll call vote:

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

Motion by Moffat, seconded by Burleson to approve the minutes of the December 3, 2020 meeting as presented by the Board Secretary.

Roll call vote:

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

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

Bishop provided the following Staff Reports:

- Update regarding the VBCRC’s Asset Management Plan. Bishop hopes to have a draft ready for a public hearing in January or February 2021.
- Kingscott kick-off meeting was held on Tuesday. We have accumulated all the building and property data we have on hand to make their work smoother and faster.
- Joel and Bishop have communicated with Ted Thar of Van Buren County Land Description. Ted thinks he may be able to print out the map showing

traffic counts and PASER road ratings by manipulating our file. Joel continues to communicate with Michigan Tech.

- CR380 work is still underway. Stump removal is 100% complete. Trenching and widening is 100% complete. Driveway culverts are 100% complete. Machine grading is 60% complete. Cross-culverts are 80% complete. We still have a couple of mucky areas to dig out and backfill.
- A reminder that we will be closed December 24 and 25 for Christmas, and December 31 and January 1, 2021 for New Year's.
- The Permit Department has been very busy.
- The new website is now up and running. It is very impressive and user friendly.
- Article in the *Pool Cue*, Throwing Your Act 51 Money Down the Drain, was discussed, as well as the details of Bishop's conversation with the writer of the article, Attorney Bill Henn. Attorney Henn gave high compliments to Van Buren County for the cooperative work between the Drain Commission and the Road Commission.

Bishop updated the Board regarding the following Vouchers relating to certain vendor payments. Questions were asked which were responded to by Bishop.

Voucher #2177	\$139,327.36
Voucher #2178	\$550,696.56

Rader discussed the proposed 2020 budget adjustments. An additional revision to the proposed adjustment was reviewed under Primary Road Maintenance, Routine Structure Maintenance. Questions were asked and comments were made by the Board, to which staff responded. Motion by Kinney, seconded by Moffat to adopt the 2020 Adjusted Budget as follows:

**Van Buren County Road Commission**  
**2020 Operating Budget**  
**December, 2020 Budget Adjustment**

<b>Revenue</b>	<b>December, 2020</b>	<b>November, 2020</b>	<b>Difference</b>
<b>AOF - January 1st, 2019</b>	\$ 11,570,406.74	\$ 11,570,406.74	\$ -
<b>Michigan Transportation Fund (MTF)</b>			
Engineering	\$ 10,000.00	\$ 10,000.00	\$ -
Primary	\$ 5,750,000.00	\$ 5,800,000.00	\$ (50,000.00)
Local	\$ 3,710,000.00	\$ 3,720,000.00	\$ (10,000.00)
Primary Urban	\$ 435,000.00	\$ 440,000.00	\$ (5,000.00)
Local Urban	\$ 185,000.00	\$ 190,000.00	\$ (5,000.00)
<b>Total MTF</b>	<u>\$ 10,090,000.00</u>	<u>\$ 10,160,000.00</u>	<u>\$ (70,000.00)</u>
<b>Other State Revenue</b>			
State Aid - Snow Funds	\$ 84,000.00	\$ 70,000.00	\$ 14,000.00
State Aid - Economic Development	\$ 108,000.00	\$ 105,000.00	\$ 3,000.00
State Aid - Bridges	\$ 888,850.00	\$ 922,500.00	\$ (33,650.00)
State Aid - Supplemental Road Funding	\$ -	\$ -	\$ -
State Aid - Other (Safety, Grants, etc)	\$ 73,000.00	\$ -	\$ 73,000.00
<b>Total Other State Funding</b>	<u>\$ 1,153,850.00</u>	<u>\$ 1,097,500.00</u>	<u>\$ 56,350.00</u>
<b>Federal Funds</b>			
Federal Aid - Secondary		\$ -	\$ -
Federal Aid - Safety HRRR	\$ -	\$ -	\$ -
Federal Aid - Bridges	\$ -	\$ -	\$ -
Federal Aid - STP	\$ 787,200.00	\$ 848,000.00	\$ (60,800.00)
Federal Aid - CMAQ/Other	\$ 186,200.00	\$ 232,000.00	\$ (45,800.00)
<b>Total Federal Aid</b>	<u>\$ 973,400.00</u>	<u>\$ 1,080,000.00</u>	<u>\$ (106,600.00)</u>
<b>Property Taxes</b>			
County Wide Millage	\$ 2,591,000.00	\$ 2,660,000.00	\$ (69,000.00)
<b>County Appropriation</b>	\$ -	\$ -	\$ -
<b>Township Contributions</b>	\$ 3,950,000.00	\$ 4,189,250.00	\$ (239,250.00)
<b>Other Revenues (Interest, Gain on Equip, etc.)</b>	\$ 650,735.00	\$ 635,000.00	\$ 15,735.00
<b>Total Revenue including AOF</b>	<u><u>\$ 30,979,391.74</u></u>	<u><u>\$ 31,392,156.74</u></u>	<u><u>\$ (412,765.00)</u></u>

**Van Buren County Road Commission**  
**2020 Operating Budget**  
December, 2020 Budget Adjustment

Expenditure	December, 2020	November, 2020	Difference
<b>Heavy Maintenance</b>			
Primary Roads	\$ 4,867,250.00	\$ 5,474,979.13	\$ (607,729.13)
Primary Structures	\$ 450,000.00	\$ 472,000.00	\$ (22,000.00)
Local Roads	\$ 1,800,000.00	\$ 1,816,200.00	\$ (16,200.00)
Local Structures	\$ 630,000.00	\$ 647,000.00	\$ (17,000.00)
<b>Total Heavy Maintenance</b>	<b>\$ 7,747,250.00</b>	<b>\$ 8,410,179.13</b>	<b>\$ (662,929.13)</b>
<b>Maintenance</b>			
Primary Roads			
General Maintenance	\$ 900,000.00	\$ 900,000.00	\$ -
Traffic Services	\$ 50,000.00	\$ 90,000.00	\$ (40,000.00)
Snow & Ice Control	\$ 450,000.00	\$ 700,000.00	\$ (250,000.00)
Special Maintenance Projects	\$ 1,700,000.00	\$ 2,664,000.00	\$ (964,000.00)
Routine Structure Maintenance	\$ 10,500.00	\$ 5,000.00	\$ 5,500.00
Local Roads			
General Maintenance	\$ 1,550,000.00	\$ 1,400,000.00	\$ 150,000.00
Traffic Services	\$ 85,000.00	\$ 100,000.00	\$ (15,000.00)
Snow & Ice Control	\$ 550,000.00	\$ 1,100,000.00	\$ (550,000.00)
Special Maintenance Projects	\$ 3,050,000.00	\$ 2,959,000.00	\$ 91,000.00
Routine Structure Maintenance	\$ 10,000.00	\$ 10,000.00	\$ -
Disaster Contingency	\$ 5,000.00	\$ 5,000.00	\$ -
<b>Total Maintenance</b>	<b>\$ 8,360,500.00</b>	<b>\$ 9,933,000.00</b>	<b>\$ (1,572,500.00)</b>
<b>Other Expenses</b>			
Administration	\$ 750,000.00	\$ 850,000.00	\$ (100,000.00)
Interest Expense	\$ 11,352.20	\$ 12,000.00	\$ (647.80)
Long-Term Debt Payments	\$ 405,000.00	\$ 405,000.00	\$ -
Net Capital Outlay	\$ 1,311,130.86	\$ 1,449,130.86	\$ (138,000.00)
Net Equipment Expense	\$ 200,000.00	\$ 200,000.00	\$ -
Non-Road Improvement (Evergreen Bluff)	\$ -	\$ -	\$ -
Distributive Expense	\$ 3,200,000.00	\$ 3,000,000.00	\$ 200,000.00
Adjustments to Fund Balance	\$ -	\$ -	\$ -
<b>Total Other Expenses</b>	<b>\$ 5,877,483.06</b>	<b>\$ 5,916,130.86</b>	<b>\$ (38,647.80)</b>
<b>Total Expenditures</b>	<b>\$ 21,985,233.06</b>	<b>\$ 24,259,309.99</b>	<b>\$ (2,274,076.93)</b>
<b>Operating Fund Balance</b>	<b>\$ 8,994,158.68</b>	<b>\$ 7,132,846.75</b>	<b>\$ 1,861,311.93</b>
<b>Total Expenditures &amp; Fund Balance</b>	<b>\$ 30,979,391.74</b>	<b>\$ 31,392,156.74</b>	<b>\$ (412,765.00)</b>

Roll call vote:

Askew: AYE  
Boze: AYE  
Burlison: AYE  
Moffat: AYE  
Kinney: AYE  
**MOTION CARRIED.**

The 2021 Preliminary Operating Budget was discussed. Questions were asked by the Board and responded to by Rader. Motion by Askew, seconded by Burlison to approve the 2021 Preliminary Operating Budget as follows:

**Van Buren County Road Commission**  
**2021 Operating Budget**  
**2021 Preliminary Budget**

Revenue	January 1, 2021	December, 2020	Difference
<b>AOF - January 1st, 2021</b>	\$ 8,999,158.68	\$ 11,570,406.74	\$ (2,571,248.06)
<b>Michigan Transportation Fund (MTF)</b>			
Engineering	\$ 10,000.00	\$ 10,000.00	\$ -
Primary	\$ 6,360,000.00	\$ 5,750,000.00	\$ 610,000.00
Local	\$ 3,950,000.00	\$ 3,710,000.00	\$ 240,000.00
Primary Urban	\$ 480,000.00	\$ 435,000.00	\$ 45,000.00
Local Urban	\$ 200,000.00	\$ 185,000.00	\$ 15,000.00
<b>Total MTF</b>	<u>\$ 11,000,000.00</u>	<u>\$ 10,090,000.00</u>	<u>\$ 910,000.00</u>
<b>Other State Revenue</b>			
State Aid - Snow Funds	\$ 80,000.00	\$ 84,000.00	\$ (4,000.00)
State Aid - Economic Development	\$ -	\$ 108,000.00	\$ (108,000.00)
State Aid - Bridges	\$ -	\$ 888,850.00	\$ (888,850.00)
State Aid - Supplemental Road Funding	\$ -	\$ -	\$ -
State Aid - Other (Safety, Grants, etc)	\$ -	\$ 73,000.00	\$ (73,000.00)
<b>Total Other State Funding</b>	<u>\$ 80,000.00</u>	<u>\$ 1,153,850.00</u>	<u>\$ (1,073,850.00)</u>
<b>Federal Funds</b>			
Federal Aid - Secondary	\$ 714,000.00	\$ -	\$ 714,000.00
Federal Aid - Safety HRRR	\$ -	\$ -	\$ -
Federal Aid - Bridges	\$ -	\$ -	\$ -
Federal Aid - STP	\$ 47,500.00	\$ 787,200.00	\$ (739,700.00)
Federal Aid - CMAQ/Other	\$ -	\$ 186,200.00	\$ (186,200.00)
<b>Total Federal Aid</b>	<u>\$ 761,500.00</u>	<u>\$ 973,400.00</u>	<u>\$ (211,900.00)</u>
<b>Property Taxes</b>			
County Wide Millage	\$ 2,650,000.00	\$ 2,591,000.00	\$ 59,000.00
<b>County Appropriation</b>	\$ -	\$ -	\$ -

**Van Buren County Road Commission**  
**2021 Operating Budget**  
**2021 Preliminary Budget**

Expenditure	January 1, 2021	December, 2020	Difference
<b>Heavy Maintenance</b>			
Primary Roads	\$ 5,172,620.00	\$ 4,867,250.00	\$ 305,370.00
Primary Structures	\$ 10,000.00	\$ 450,000.00	\$ (440,000.00)
Local Roads	\$ 2,100,000.00	\$ 1,800,000.00	\$ 300,000.00
Local Structures	\$ -	\$ 630,000.00	\$ (630,000.00)
<b>Total Heavy Maintenance</b>	<u>\$ 7,282,620.00</u>	<u>\$ 7,747,250.00</u>	<u>\$ (464,630.00)</u>
<b>Maintenance</b>			
Primary Roads			
General Maintenance	\$ 900,000.00	\$ 900,000.00	\$ -
Traffic Services	\$ 100,000.00	\$ 50,000.00	\$ 50,000.00
Snow & Ice Control	\$ 700,000.00	\$ 450,000.00	\$ 250,000.00
Special Maintenance Projects	\$ 2,250,000.00	\$ 1,700,000.00	\$ 550,000.00
Routine Structure Maintenance	\$ 5,000.00	\$ 10,500.00	\$ (5,500.00)
Local Roads			
General Maintenance	\$ 1,500,000.00	\$ 1,550,000.00	\$ (50,000.00)
Traffic Services	\$ 100,000.00	\$ 85,000.00	\$ 15,000.00
Snow & Ice Control	\$ 1,100,000.00	\$ 550,000.00	\$ 550,000.00
Special Maintenance Projects	\$ 2,550,000.00	\$ 3,050,000.00	\$ (500,000.00)
Routine Structure Maintenance	\$ 10,000.00	\$ 10,000.00	\$ -
Disaster Contingency	\$ 5,000.00	\$ 5,000.00	\$ -
<b>Total Maintenance</b>	<u>\$ 9,220,000.00</u>	<u>\$ 8,360,500.00</u>	<u>\$ 859,500.00</u>
<b>Other Expenses</b>			
Administration	\$ 850,000.00	\$ 750,000.00	\$ 100,000.00
Interest Expense	\$ 3,813.00	\$ 11,352.20	\$ (7,539.20)
Long-Term Debt Payments	\$ 410,000.00	\$ 405,000.00	\$ 5,000.00
Net Capital Outlay	\$ 1,260,000.00	\$ 1,311,130.86	\$ (51,130.86)
Net Equipment Expense	\$ 200,000.00	\$ 200,000.00	\$ -
Distributive Expense	\$ 2,800,000.00	\$ 3,200,000.00	\$ (400,000.00)
Adjustments to Fund Balance	\$ -	\$ -	\$ -
<b>Total Other Expenses</b>	<u>\$ 5,523,813.00</u>	<u>\$ 5,877,483.06</u>	<u>\$ (353,670.06)</u>
<b>Total Expenditures</b>	\$ 22,026,433.00	\$ 21,985,233.06	\$ 41,199.94
<b>Operating Fund Balance</b>	\$ 5,410,225.68	\$ 8,994,158.68	\$ (3,583,933.00)
<b>Total Expenditures &amp; Fund Balance</b>	<u>\$ 27,436,658.68</u>	<u>\$ 30,979,391.74</u>	<u>\$ (3,542,733.06)</u>

Roll call vote:

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

Motion by Moffat, seconded by Burlison to adopt the following Resolution:

**RESOLUTION 2020-43**

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 2021.

Roll call vote:

Askew: Aye  
Boze: Aye  
Burlison: Aye  
Moffat: Aye  
Kinney: Aye  
RESOLUTION ADOPTED.

Managing Director Bishop discussed the Non-Union and Road Commissioner Base Salary increase for 2021. A survey of surrounding counties was reviewed, as well as information regarding the Midwest CPI. Additional historical information was discussed regarding the Road Commissioners' per diem and salary, as set by the Board of County Commissioners. Motion by Boze, seconded by Askew to approve an inflationary increase for all non-union employees and Road Commissioners' per diem and base salary for fiscal year 2021 of 2.5% effective January 1, 2021.

Roll call vote:

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

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

**RESOLUTION 2020-44**

WHEREAS: On December 31, 2020 Gary Rohacs will retire from his position as Fleet Superintendent for the Van Buren County Road Commission; and,

**WHEREAS:** Throughout his 10 years of employment Gary has been a devoted Road Commission staff member working as Equipment Superintendent, Fleet and Facilities Superintendent, and Fleet Superintendent responsible for implementing and performing proper repair and maintenance programs for the entire Road Commission fleet of heavy equipment, vehicles, and roadside maintenance equipment; and,

**WHEREAS:** Gary not only built positive working relationships with many vendors and suppliers, but also with the staff members at the Van Buren County Road Commission, including the Maintenance Technicians whom he managed through delegation, decisiveness, and leadership; and,

**WHEREAS:** Gary exhibited personal dedication and performed extraordinary efforts to safeguard the motoring public by monitoring fleet health to help ensure snow removal equipment, as well as a variety of other road equipment, was available when needed; and,

**WHEREAS:** Gary performed his many duties and assignments with great pride, in the best interest of the Van Buren County Road Commission and the citizens of Van Buren County.

**NOW, THEREFORE, BE IT RESOLVED:** That the Board of County Road Commissioners of Van Buren County recognizes the dedication of Gary Rohacs, and wishes Gary and his long-time partner and "better half", Deb, the very best in his retirement years.

Roll call vote:

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

Motion by Boze, seconded by Moffat to approve Michigan Pavement Markings' offer to honor the same unit prices from the 2020 season for work to be performed during the 2021 season, in the best interest of the Van Buren County Road Commission.

Roll call vote:

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

Commissioner Updates and Reports:

Askew: Attended Covert Township's board meeting; no issues. Attended South Haven Township's board meeting; no issues. Attended Bangor Township's board meeting; project for next spring was discussed.

Boze: Attended Hamilton Township on the 8<sup>th</sup>. Attended Lawrence and Hartford Township on the 10<sup>th</sup>.

Burleson: Met with Bloomingdale Township's Supervisor on Tuesday. Will meet with him again tomorrow morning with Managing Director and Operations Director. Received compliments for work accomplished this year by the Road Commission.

Kinney: Attended KATS remote Policy Committee meeting yesterday.

Moffat: Spoke with all three of his assigned district Township Supervisors.

The Chairman opened the meeting to second public comment. Brien announced that the new Transportation Partners Booklet had been completed by staff and will be sent out to all partners very soon.



Motion by Boze, seconded by Burleson to adjourn the Call of the Chair at 6:10 PM.

Roll call vote:

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

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Board Secretary

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Board Chairman