



WASHTENAW COUNTY ROAD COMMISSION

TOWNSHIP/STAFF REPORT – January 7, 2020

For the period of December 9, 2019 thru December 29, 2019

TOWNSHIP REPORT

OPERATIONS REPORT

MAINTENANCE

Scraping of gravel roads and patching of paved roads were performed throughout the county. In addition, the following maintenance activities were performed in individual townships:

ANN ARBOR TOWNSHIP

- Cut Trees – Warren Road
- Drainage and Backslopes – Clark Road, Ford Road, Warren Road
- Fallen Trees – Huron River Drive
- Limestone Patch – Gleaner Hall Road: 17 tons

AUGUSTA TOWNSHIP

- Drainage and Backslopes – Crane Road, Liss Road, Pitman Road
- Limestone Patch – Judd Road, Liss Road, Macey Road, Rawsonville Road, Torrey Road, Tuttle Hill Road, Whittaker Road, Willis Road, Willow Road: 178 tons
- Limestone Patch Shoulders – Willow Road: 5 tons

BRIDGEWATER TOWNSHIP

- Drainage and Backslopes – Fisk Road, McCollum Road, Schellenberger Road, Wallace Road
- Gravel Patch – Bethel Church Road, Ellsworth Road, Schellenberger Road, Spies Road, Steinbach Road: 57 tons
- Limestone Patch – Allen Road, Fisk Road, Hoelzer Road, Kies Road, Lima Center Road, Schellenberger Road, Sheridan Road, Wilbur Road, Willow Road: 88 tons

DEXTER TOWNSHIP

- Boom Mow – Glenbrook Road, Hankerd Road, N Territorial Road
- Cut Bleeders – Madden Road, Riker Road, Waterloo Road
- Fallen Trees – Dexter-Pinckney Road
- Gravel Patch – Noah Road: 18 tons
- Limestone Patch – N Dancer Road, Fleming Road, Lima Center Road, North Lake Road: 75 tons

FREEDOM TOWNSHIP

- Cut Trees – Waters Road
- Drainage and Backslopes – Bethel Church Road
- Gravel Patch – Boettner Road, Ellsworth Road, Haab Road, Lima Center Road, Parker Road, Rentz Road, Saline Waterworks Road, Schneider Road, Waters Road: 41 tons
- Limestone Patch – Lima Center Road: 10 tons

LIMA TOWNSHIP

- Cut Trees – Dexter-Chelsea Road
- Fallen Trees – Old US-12 Road
- Gravel Patch – Dancer Road, McKinley Road: 8 tons
- Limestone Patch – Dancer Road, Lima Center Road: 38 tons

LODI TOWNSHIP

- Drainage and Backslopes – Wagner Road
- Limestone Patch – Zeeb Road: 15 tons

LYNDON TOWNSHIP

- Boom Mow – Stofer Road
- Cut Trees – Joslin Lake Road, Osius Road
- Drainage and Backslopes – Guinan Drive
- Fallen Trees – Cassidy Road, Joslin Lake Road, Waterloo Road
- Gravel Patch – Beeman Road, Boyce Road, Leeke Road, North Lake Road, Waterloo Road: 68 tons
- Limestone Patch – Island Lake Road: 12 tons

MANCHESTER TOWNSHIP

- Boom Mow – Henzie Road
- Fallen Trees – Scully Road
- Gravel Patch – Bowens Road: 10 tons
- Limestone Patch – Hudson Road, Schleweis Road: 28 tons
- Limestone Patch Shoulders – Austin Road: 2 tons

NORTHFIELD TOWNSHIP

- Drainage and Backslopes – E Shore Drive, Hellner Road, Kearney Road
- Limestone Patch – Earhart Road, Five Mile Road, Garfield Drive, Hellner Road, Jennings Road, Joy Road, Kearney Road, Lakeview Drive, Nollar Road, Northfield Church Road, Six Mile Road: 353 tons

PITTSFIELD TOWNSHIP

- Fallen Trees – Payeur Road
- Limestone Patch – Morgan Road: 21 tons

SALEM TOWNSHIP

- Boom Mow – Eight Mile Road, Gotfredson Road, Pontiac Trail
- Cut Trees – Six Mile Road
- Fallen Trees – Brookville Road
- Limestone Patch – Five Mile Road, Gotfredson Road, Joy Road, Napier Road, Salem Road, Tower Road: 138 tons
- Limestone Patch Shoulders – Eight Mile Road, Pontiac Trail: 31 tons
- Roadside Debris – Currie Road

SALINE TOWNSHIP

- Limestone Patch – Arkona Road, Braun Road, Mohart Road, Mooreville Road: 100 tons
- Limestone Patch Shoulders – Macon Road: 4 tons

SCIO TOWNSHIP

- Repair Sinkhole – Park Road

SHARON TOWNSHIP

- Cut Trees – Hashley Road, Lehman Road
- Drainage and Backslopes – Bethel Church Road, Smythe Road, Trolz Road, Washburne Road, Wingate Road
- Gravel Patch – Bethel Church Road, Lamb Road, Lehman Road, Meyers Road, Sharon Hollow Road, Sharon Valley Road, Smythe Road, Sylvan Road, Washburne Road: 56 tons
- Limestone Patch – Washburne Road: 8 tons
- Repaired Guardrail – Sharon Valley Road

SUPERIOR TOWNSHIP

- Boom Mow – Gotfredson Road
- Limestone Patch – Frains Lake Road, Vreeland Road: 32 tons
- Limestone Patch Shoulders – Cherry Hill Road, Clark Road, Short Street: 14 tons
- Repair Washout – Clark Road

SYLVAN TOWNSHIP

- Boom Mow – Brown Drive, Jerusalem Road, N Territorial Road, Sager Road, Sylvan Road
- Fallen Trees – Kalmbach Road, Old US-12 Road
- Limestone Patch – McKinley Road: 15 tons

WEBSTER TOWNSHIP

- Boom Mow – Huron River Court, Huron River Drive, Strawberry Lake Road
- Cut Trees – Dexter-Pinckney Road, Island Lake Road
- Limestone Patch – Base Lake Drive, Walsh Road: 13 tons

YORK TOWNSHIP

- Drainage and Backslopes – Crane Road
- Limestone Patch – Arkona Road: 40 tons
- Limestone Patch Shoulders – Platt Road, Willis Road, Willow Road, Yorkshire Drive: 39 tons

YPSILANTI TOWNSHIP

- Berming – Ellis Road, Textile Road
- Boom Mow – Bemis Road
- Brush Removal – Dupont Street, Rice Street
- Culvert Replacement – Martz Road
- Drainage and Backslopes – Ellis Road
- Fallen Trees – Georgina Drive
- Limestone Patch – Bemis Road, Clark Road, Ellis Road, Forest Avenue, Martz Road, McCartney Avenue, Merritt Road, Midway Street, Munger Road, Rawsonville Road, Textile Road: 168 tons
- Limestone Patch Shoulders – Rawsonville Road, Ridge Road: 62 tons
- Repaired Washout – Bemis Road
- Roadside Debris – Bemis Road, George Avenue, Jay Avenue

STATE TRUNKLINE REPORT

- Guardrail Repair – I-94
- Cablerail Repair – I-94
- Pothole Patching – I-94, M-14, US-23

WINTER MAINTENANCE

- Crews Responded – 5 times
- Total Salt Used – 1,360 tons
- Total Abrasives Used – 37 tons
- Total Brine Used – 2,435 gallons

SHOP REPORT

Shop Repairs

- New Tire Installation – 14 tires
- Tires Repaired – 4 tires
- Vehicles Serviced – 7
- Vehicles Serviced by Suburban Chevrolet – 1

Equipment Repair

- Calibrated Dickie-John spreader controls for new trucks
- Truck 303 – repaired center bearing and hydraulic line
- Truck 312 – replaced Attachment 712 spinner wheel
- Truck 330 – removed motor for rebuild
- Truck 372 – repaired air valve
- Truck 390 – removed transmission
- Truck 464 – restored mold board and center table
- Truck 876 – replaced accelerator pedal

BUILDING & GROUNDS REPORT

Yard One

- Janitorial Cleaning
- Repaired WCRC Front Building Sign and Converted to LED
- Repaired Parking Garage Service Door & Garage Door
- Secured New Press to Floor in Mechanic's Garage
- Installed Overhead Cabinet in Foreman's Office
- Repaired Broken Water Line in Parking Garage
- Repaired Quick Disconnect at Fuel Island
- Removed Office Furniture in Basement
- Assisted in Tire Pile Removal
- Winter Maintenance
- Conducted Monthly Checks

Yard Two

- Repaired Emergency Lighting in Parking Garage & Cold Storage Barn
- Installed Additional Electrical Outlets in Mechanic's Shop
- Cleaned Out Electrical room/Shop Mezzanine
- Adjusted Entry Gates
- Removed Debris in Yard
- Conducted Monthly Checks

Yard Three

- Replaced Hose Bib
- Conducted Monthly Checks

Yard Four

- Installed Base for Card Reader
- Brine Well Maintenance
- Conducted monthly checks

Yard Six

- Conducted Monthly Checks

HR REPORT

Staff/Hiring Update

- Kyle Love started as a Heavy Truck Driver on State Trunkline December 16th.
- Staff is recruiting for heavy truck drivers and seasonal heavy truck drivers.
- Staff began recruitment planning for summer engineering interns.

Misc. HR

- There are two TPOAM employees off on short-term disability.
- Nicole Peterson and Alicia Held attended the Michigan Public Employer Labor Relations Association meeting on December 6th.
- An HR intern from the summer will be returning to assist over holiday break.

FINANCE REPORT

FEDERAL AID

- Federal aid information and final accountings were processed.

SAD

- Numerous questions were answered regarding SAD payoffs.
- Various SAD payoffs were received.

BUDGET

- Monitoring the 2019 actual to budget numbers.

MISCELLANEOUS MONTH END ACCOUNTING

- The November outstanding check listing, cash and bank reconciliation was prepared.
- The books were closed for November.

STATE TRUNKLINE

- Set up a new signal the Road Commission will be maintaining for MDOT.

MISCELLANEOUS INVOICING

- An invoice was prepared to; Frontier for costs on Saline Milan, DEQ for the SAW request #10, YCUA for costs on Grove Road, various township final billings.

MISCELLANEOUS

- Staff continues to increase the number of payments to vendors electronically.
- Setup Health Equity to receive ACH payments. They are our flexible spending vendor and this will increase the turnaround of funding.
- Some of the requested improvements to the accounts payable ACH programs were completed.
- Continued to work on the 2018 OPEB report.
- Staff is asking for all 2019 invoices in order to prepare for the annual audit.
- Staff has received all 2019 tax forms.
- A memo was distributed to all employees with regards to a December 9th cutoff for any new purchases.
- Worked with Operations and Engineering Department with regards to the timing of year-end inventory counts.

IT REPORT

Help Desk

- Staff received 63 new tickets and closed 63.

Computer Replacements

- The goal is to have a consistent number of updates on an annual basis. The budget will be able to support this. Within a few years, computers will be replaced shortly after the 3-year warranty is expired.
- The 2020 PC replacement program was created.

Phone System work

- Investigating adding Skype calling feature as a potential replacement for the Avaya One-C app.
- Ordered a conference room 200 phone license.

Traffic & Safety Network Upgrade

- SQL license was purchased and the installer provided to Kimley Horn.
- Work is progressing with Integral Blue.
- Avaya VOIP license for room 200 was applied to the system.
- Waiting on training for staff to use the technology in room 200 and 234.

Outside Yards

- Looking into getting a card reader and an automatic gate installed at Manchester.
- Looking into a new printer for the NESC.
- Visited SESC and checked over the kiosks and digital signage.

Disaster Recovery

- The current backup server is running out of space and will need to be replaced in order to have adequate retainage of data.
- In the event there is an issue at the main yard, a replica server needs to be in place at the SESC. This is something that IT and the management team will be discussing.

Miscellaneous

- The Systems Administrator continues to develop a master document of all software and hardware. This includes how to troubleshoot as well as install and remove programs
- Looking at adding new badge readers at the main yard.
- Looking into the best way to display emergency messaging.
- Looking at training options for staff.
- Created a holiday theme for the Digital Signage boards.
- Working on issues with the main yard firewall.
- Worked with our vendor to adjust the radar for a wider view on the Digital Signage board.
- Looking at reorganizing the cables in the switch room.
- Staff provided a Helpdesk report with average time to close a ticket. The IT Department is averaging less than a day to close in 2019.

MEETINGS ATTENDED

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| 12/16 | J. Harmon and A. Lape attended the quarterly Superintendent Association of Michigan's Board Meeting held at the Saginaw County Road Commission |
| 12/17 | J. Mann attended the 800 MHz Radio Consortium training held at the Saline Police Department |
| 12/19 | Monthly Safety Committee meeting was held in the assembly room |
| 12/20 | Monthly Supervisors meeting was held in the assembly room |