

Washtenaw County Board of Road Commissioners

555 North Zeeb Road, Ann Arbor, MI 48103

Virtual Board Meeting Minutes of May 19, 2020

Board Present: Road Commissioners Douglas Fuller, Barbara Fuller, Rodrick Green

Staff Present: S. Siddall, M. MacDonell, J. Harmon, D. Ackerman C. Ryan, E. Kizer,
C. Quinter

Others Present: Ruth Ann Jamnick, County Commissioner – District 5,
Sue Shink, County Commissioner – District 2

The meeting was called to order at 1:00 p.m. by Douglas Fuller, Chair.

Roll Call of Attendance

Doug Fuller, Chair

Barb Fuller, Vice Chair

Rod Green, Member

Sheryl Siddall, Managing Director

Matt MacDonell, Director of Engineering

Jim Harmon, Director of Operations

Dan Ackerman, Director of Finance & IT

A moment of silence was recognized to honor all the first responders battling the Coronavirus and people who have lost their lives to this virus.

APPROVAL OF AGENDA

RC20-132 R. Green moved, B. Fuller seconded to approve the agenda as presented.

Roll Call Vote:

YEAS: B. Fuller, R. Green, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

ACCEPTANCE OF THE MINUTES

RC20-133 B. Fuller moved, R. Green seconded to approve the Board Meeting Minutes of May 5, 2020 as presented.

Roll Call Vote:

YEAS: B. Fuller, R. Green, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

RC20-134 R. Green moved, B. Fuller seconded to approve the Board Working Session Minutes May 5, 2020 as presented.

Roll Call Vote:

YEAS: B. Fuller, R. Green, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

RC20-135 B. Fuller moved, R. Green seconded to approve the Working Session Minutes of May 5, 2020 as presented.

Roll Call Vote:

YEAS: B. Fuller, R. Green, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

PUBLIC COMMENT

No public comment.

WRITTEN COMMUNICATONS

ISSUE DATE: 05/12/20

WHEN: Wednesday, May 13, 2020

WHERE: Platt Road, just north of Textile Road

TOWNSHIP: Pittsfield

WHY: Road resurfacing on Platt Road, just north of Textile Road, milling the Pittsfield Glen subdivision road approach.

CONTACT: Mark McCulloch, senior project manager – permits, (734) 327-6679, or via email at mccullochm@wcroads.org

May 19, 2020

ISSUE DATE: 05/12/20

WHEN: Wednesday, May 13, 2020

WHERE: Ann Arbor-Saline Road between Maple Road and Oak Valley Drive

TOWNSHIP: Pittsfield

WHY: Road resurfacing on Ann Arbor-Saline Road between Maple Road and Oak Valley Drive, milling the road approach into the new development in this area.

CONTACT: Mark McCulloch, senior project manager – permits, (734) 327-6679, or via email at mccullochm@wcroads.org

ISSUE DATE: 05/05/20

WHEN: Starting Wednesday, May 6, 2020

WHERE: Forest Ave between Osband Road and Ford Boulevard

TOWNSHIP Ypsilanti

WHY: Road resurfacing project on Forest Ave between Ypsilanti City Limits (Osband Rd) and Ford Boulevard

CONTACT: James Hui, civil engineer, (734) 327-6660, huij@wcroads.org

ISSUE DATE: 05/04/20

WHEN: Starting Tuesday, May 5, 2020

WHERE: Lohr Circle, off Lohr Road

TOWNSHIP: Pittsfield

WHY: Road resurfacing on Lohr Circle, off Lohr Road.

CONTACT: Mike Bernbeck, (734) 327-6654, or via email at ernbeckm@wcroads.org

ISSUE DATE: 04/29/20

WHEN: Monday, May 4, 2020

WHERE: M-52 each direction just north of the Green Lake Campground between Waterloo Road and North Territorial Road

CITY: Closest City - Chelsea

WHY: Installation of a pedestrian tunnel under M-52

CONTACT: Aaron Jenkins, MDOT Office of Communications, 517-243-9075, JenkinsA10@Michigan.gov

May 19, 2020

ISSUE DATE: 04/29/20

WHEN: Starting Monday, May 4, 2020

WHERE: Carpenter Road between Ellsworth Road and Packard Road

TOWNSHIP: Pittsfield

WHY: Road resurfacing project on Carpenter Road between Ellsworth Road and Packard Road in Pittsfield Township.

CONTACT: Aaron Berkholz, senior project manager, (734) 327-6648, or via email at berkholza@wcroads.org

ISSUE DATE: 04/28/20

WHEN: Starting Thursday, April 30, 2020

WHERE: Ellsworth Road between Hewitt Road and Michigan Avenue

TOWNSHIP Ypsilanti

WHY: Road resurfacing project on Ellsworth Road between Hewitt Road and Michigan Avenue

CONTACT: James Hui, (734) 327-6660, huij@wcroads.org

COMMISSIONER AND STAFF FOLLOW UP TO PUBLIC COMMENT

CONSENT AGENDA

The items approved on the Consent Agenda are as follows:

RC20-136 R. Green moved, B. Fuller seconded the approval of the Consent Agenda for May 19, 2020 as presented.

Roll Call Vote:

YEAS: B. Fuller, R. Green, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

2020 Augusta Township Second Agreement

RC20-137 R. Green moved, B. Fuller seconded that upon the recommendation of the Director of Operations, and the concurrence of the Managing Director, the Board hereby approves and authorizes the Chair and the Managing Director to sign the 2020 Augusta Township Second Agreement with the Township's estimated share being \$265,996.44.

Roll Call Vote:

YEAS: B. Fuller, R. Green, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

2020 Bridgewater Township Agreement

RC20-138 R. Green moved, B. Fuller seconded that upon the recommendation of the Director of Operations, and the concurrence of the Managing Director, the Board hereby approves and authorizes the Chair and the Managing Director to sign the 2020 Bridgewater Township Agreement with the Township's estimated share being \$14,976.93.

Roll Call Vote:

YEAS: B. Fuller, R. Green, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

2020 Lima Township Agreement

RC20-139 R. Green moved, B. Fuller seconded that upon the recommendation of the Director of Operations, and the concurrence of the Managing Director, the Board hereby approves and authorizes the Chair and the Managing Director to sign the 2020 Lima Township Agreement with the Townships estimated share being \$10,680.93.

Roll Call Vote:

YEAS: B. Fuller, R. Green, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

2020 Lodi Township Agreement

RC20-140 R. Green moved, B. Fuller seconded that upon the recommendation of the Director of Operations, and the concurrence of the Managing Director, the Board hereby approves and authorizes the Chair and the Managing Director to sign the 2020 Lodi Township Agreement with the Township's estimated share being \$24,438.87.

Roll Call Vote:

YEAS: B. Fuller, R. Green, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

2020 Lodi Township Second Agreement

RC20-141 R. Green moved, B. Fuller seconded that upon the recommendation of the Director of Operations, and the concurrence of the Managing Director, the Board hereby approves and authorizes the Chair and the Managing Director to sign the 2020 Lodi Township Second Agreement with the Township's estimated share being \$149,196.87.

Roll Call Vote:

YEAS: B. Fuller, R. Green, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

2020 Northfield Township Agreement

RC20-142 R. Green moved, B. Fuller seconded that upon the recommendation of the Director of Operations, and the concurrence of the Managing Director, the Board hereby approves and authorizes the Chair and the Managing Director to sign the 2020 Northfield Township Agreement with the Township's estimated share being \$27,531.99.

Roll Call Vote:

YEAS: B. Fuller, R. Green, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

2020 Northfield Township Second Agreement

RC20-143 R. Green moved, B. Fuller seconded that upon the recommendation of the Director of Operations, and the concurrence of the Managing Director, the Board hereby approves and authorizes the Chair and the Managing Director to sign the 2020 Northfield Township Second Agreement with the Township's estimated share being \$57,916.99.

Roll Call Vote:

YEAS: B. Fuller, R. Green, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

2020 Saline Township Second Agreement

RC20-144 R. Green moved, B. Fuller seconded that upon the recommendation of the Director of Operations, and the concurrence of the Managing Director, the Board hereby approves and authorizes the Chair and the Managing Director to sign the 2020 Saline Township Second Agreement with the Township's estimated share being \$145,953.96.

Roll Call Vote:

YEAS: B. Fuller, R. Green, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

2020 Scio Township Second Agreement

RC20-145 R. Green moved, B. Fuller seconded that upon the recommendation of the Director of Operations, and the concurrence of the Managing Director, the Board hereby approves and authorizes the Chair and the Managing Director to sign the 2020 Scio Township Second Agreement with the Township's estimated share being \$522,724.32.

Roll Call Vote:

YEAS: B. Fuller, R. Green, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

2020 Sylvan Township Agreement

RC20-146 R. Green moved, B. Fuller seconded that upon the recommendation of the Director of Operations, and the concurrence of the Managing Director, the Board hereby approves and authorizes the Chair and the Managing Director to sign the 2020 Sylvan Township Agreement with the Township's estimated share being \$15,546.15.

Roll Call Vote:

YEAS: B. Fuller, R. Green, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

2020 York Township Third Agreement

RC20-147 R. Green moved, B. Fuller seconded that upon the recommendation of the Director of Operations, and the concurrence of the Managing Director, the Board hereby approves and authorizes the Chair and the Managing Director to sign the 2020 York Township Third Agreement with the Township's estimated share being \$286,992.43.

Roll Call Vote:

YEAS: B. Fuller, R. Green, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

2020 Ypsilanti Township Second Agreement

RC20-148 R. Green moved, B. Fuller seconded that upon the recommendation of the Director of Operations, and the concurrence of the Managing Director, the Board hereby approves and authorizes the Chair and the Managing Director to sign the 2020 Ypsilanti Township Second Agreement with the Township's estimated share being \$76,375.00.

Roll Call Vote:

YEAS: B. Fuller, R. Green, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

2020 Saline Township Agreement – Oak Park Estates SAD

RC20-149 R. Green moved, B. Fuller seconded that upon the recommendation of the County Highway Engineer/Director of Engineering and the concurrence of the Managing Director, the Board hereby approves an agreement with Saline Township to rehabilitate the roads internal to Oak Park Estates No. 1-3 as part of a special assessment district project as established by Public Act 188 of 1954.

Roll Call Vote:

YEAS: B. Fuller, R. Green, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

Miller Road at Wagner Road Roundabout AT&T Relocation Invoice

RC20-150 R. Green moved, B. Fuller seconded that upon the recommendation of the County Highway Engineer / Director of Engineering, and the concurrence of the Managing Director, the Board hereby approves the AT&T Contract and authorizes the County Highway Engineer / Director of Engineering to sign the Highway Relocation Cost Estimate for the AT&T Relocation at the Miller Road at Wagner Road Intersection.

Roll Call Vote:

YEAS: B. Fuller, R. Green, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

2020 Sign Material Bids

RC20-151 R. Green moved, B. Fuller seconded that upon the recommendation of the Director of Engineering/County Highway Engineer and the concurrence of the Managing Director, the Board hereby accepts the qualified low bid and the qualified alternate bids for the following qualified low bids and alternate bids for the 2020 Sign Materials Bids:

1. The qualified low bid for Roll Material of \$240.00 from Osburn Associates, Inc., P.O. Box 912, Logan, OH, 43138, and the qualified alternate bid of \$450.00 from Newman Signs, Inc. P.O. Box 1728, Jamestown, ND, 58402, as submitted on May 13, 2020.

2. The qualified low bid for Prefabricated Reflectorized Signs of \$54,238.07 from Osburn Associates, Inc., P.O. Box 912, Logan, OH, 43138, and the qualified alternate bid of \$64,465.28 from Vulcan, Inc., P.O. Box 1850 Foley, AL, 36536-1850, as submitted on May 13, 2020.
3. The qualified low bid for Aluminum Sign Blanks of \$7,200.27 from Osburn Associates, Inc., P.O. Box 912, Logan, OH, 43138, and the qualified alternate bid of \$7,872.25 from Vulcan, Inc., P.O. Box 1850 Foley, AL, 36536-1850, as submitted on May 13, 2020.

Roll Call Vote:

YEAS: B. Fuller, R. Green, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

Hewitt Road Safety Improvement Project – MDOT Contract Number 20-5249

RC20-152 R. Green moved, B. Fuller seconded that upon the recommendation of the Director of Engineering/County Highway Engineer and the concurrence of the Managing Director, the Board hereby approves and authorizes the Chair and Managing Director to sign the MDOT Contract No. 20-5249 for the Hewitt Road Safety Improvement Project.

Roll Call Vote:

YEAS: B. Fuller, R. Green, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

2020 Kiwanis Club 4th of July Parade

RC20-153 R. Green moved, B. Fuller seconded that upon the recommendation of the Director of Engineering/County Highway Engineer and the concurrence of the Managing Director, the Board approves the closure of the following road on Saturday, July 4, 2020 for the annual Kiwanis Club 4th of July Parade from 9:45 a.m. – 12:00 p.m.:

- Barker Road from Timbercrest Lane to Main Street.
- Main Street from Barker Road to 7 Mile Road.

Roll Call Vote:

YEAS: B. Fuller, R. Green, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

2020 Act 51 Request for Reimbursement for Employment of a Professional Engineer

RC20-154 R. Green moved, B. Fuller seconded the Board of County Road Commissioners of Washtenaw County, do hereby request reimbursement in the amount of \$10,000.00 for payments made during the period July 1, 2019 through June 30, 2020 to licensed professional engineers employed or retained by this Commission, in accordance with the following: (Sec. 12(2) of Act 51, as amended) "Each county road commission shall be reimbursed in an amount up to \$10,000.00 per year for the sum paid to a licensed professional engineer employed or retained by the county road commission the previous year. The sum shall be returned to each county road commission certified by the state transportation department as complying with this subsection regarding the employment of an engineer". We further state that if we do not have a licensed professional engineer in our employ, copies of billings are enclosed with the complete form to justify the payment.

Roll Call Vote:

YEAS: B. Fuller, R. Green, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

May 19, 2020

Payroll & Bills for May 13, 2020

RC20-155 R. Green moved, B. Fuller seconded the Board hereby approves Voucher 10402 totaling \$279,152.25 for payroll of May 13, 2020, and Voucher 10403 totaling \$1,942,770.65 in payment of bills for May 13, 2020.

Roll Call Vote:

YEAS: B. Fuller, R. Green, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

ACTION ITEMS

Mooreville Road Culvert Project – Parcel 1 Right of Way Acquisition

RC20-156 B. Fuller moved, R. Green seconded that upon the recommendation of the County Highway Engineer/Director of Engineering and concurrence of the Managing Director, the Board hereby approves the acquisition of an 803 square foot public or 0.018 acre public road easement from the owner, Janice Kanitz, upon a parcel of property commonly known as 1263 Mooreville Road, York Township, MI, and further referred to as Tax Parcel Number S-19-28-362-015, in the amount of One Thousand Five Hundred Fifty (\$1,550.00) Dollars, and further directs the Chair and Managing Director to execute the accepted Good Faith Offer of Just Compensation, as presented.

Roll Call Vote:

YEAS: B. Fuller, R. Green, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

REPORTS

COUNTY COMMISSIONERS REPORTS

County Commissioner Shink

No report.

County Commissioner Ruth Ann Jamnick

No report.

ROAD COMMISSIONER REPORTS

Commissioner Doug Fuller

Commissioner Fuller reported that the Michigan County Road Commission Self Insurance Pool (MCRCSIP) will hold a virtual meeting this Thursday, May 21st and is considering canceling the annual MCRCSIP meeting and the implications if this meeting were cancelled due to the COVID 19 situation.

Commissioner Barb Fuller:

May 6, 2020 Parks & Recreation Virtual Working Session – Staebler Farm County Park
May 12, 2020 Parks & Recreation Regular Virtual Meeting

Staebler Farm

- Multi-Purpose Building – carbon footprint reduction
- Michigan Folk School – suggestion that P&R acquire same

Jack Smiley Nature Preserve – Superior Township

- Southern Michigan Land Conservancy approved allowing a private company to create a for-profit wetland mitigation bank site.
- Washtenaw County Parks & Recreation contributed 51.4% of the purchase price with an interest in maintaining the integrity of the conservation easement which prohibits commercial activity and construction on the property. Parks & Recreation will consult legal counsel about next steps

COVID-19 Impact

- Activity fees represent about 30% of the Parks & Recreation annual revenues
- Water Parks, Rolling Hills & Independence Lake are closed for the season
- County Farm Park is open to passive recreation only
- Pierce Lake Golf Course opened May 1 for walkers. On May 11th golf carts are allowed with strict disinfection protocols
- Summer Day Camps have been cancelled to protect the children from exposure to COVID-19 virus
- All restroom, playgrounds and pavilions are closed to gatherings that exceed the social gathering numbers stated in the Governor's Executive Orders
- Parks & Recreation staff were authorized to modify the policies of park use as needed and allowed
- The Parks & Recreation Administrative Office is scheduled to open June 1st
- Parks & Recreation approved the fee simple purchase of the 17-acre Highland Cemetery in the City of Ypsilanti (south of W. Clark Road and east of N. River Street)

May 14, 2020 Road Millage Virtual Education Session

Commissioner Rod Green:

Commissioner Green along with Commissioner Barb Fuller attended the County Roads and Non-Motorized Millage Virtual meeting on Thursday, 5/14.

MANAGING DIRECTOR'S REPORT

Sheryl Siddall, Managing Director

- Staff has been busy working on the County Roads and Non-Motorized Millage educational efforts and developing educational materials to distribute throughout the County.
- Staff is working on a COVID preparedness, response and moving forward plan.
- Staff is preparing for onboarding of the two new road commissioners to be appointed by the County Board on May 20th.

ENGINEERING REPORT – Matt MacDonell, Director of Engineering

- Ann Arbor-Saline Road/Wagner Road – concrete paving has been completed. Staff is coordinating with the hot mix asphalt paving contractor for paving from Pleasant Lake Road up to Maple Road.
- Carpenter Road Resurfacing – this project is underway.
- Textile Road & Woodland Drive – we are preparing for roundabout work.
- Pontiac Trail & 7-Mile Road Roundabout – there will be a Construction Information Meeting Wednesday, May 20th at 10:00 a.m.
- Chubb Road, Salem Township – crews are completing paving. This project should be complete by end of May, weather dependent.
- Miller Road Roundabout and Wagner Road Bridge – the MDOT bid will be awarded by June 1st.
- Grove Road Project Update – staff has observed some settling of the sidewalk along Grove Road. The retaining wall is holding strong. Matt provided some thoughts on what could be causing the sidewalk to be settling. Crews will address the sidewalk settling issue.

OPERATIONS REPORT – Jim Harmon, Director of Operations

- Jim recognized the partnership we have with the townships and expressed his gratitude for their investments in the primary and local road system of approximately \$5.5 million dollars. Jim stated that a lot of townships expressed concern in reduced revenue with the COVID situation. Jim also acknowledged the foremen and superintendents in their excellent responsiveness working with the townships.

FINANCE & IT REPORT – Dan Ackerman, Director of Finance & IT

IT REPORT

Staff will provide training to all Road Commissioners on new company laptops and company cell phones in the near future.

FINANCE REPORT

- Dan stated we have seen notices from other organizations regarding furloughs for some of their employees. Oakland County could have some layoffs which are more work related rather than budget related. Dan has been monitoring what our peer Road Commissions are doing, he just observed an article from Grand Traverse and Wexford County Road Commissions and they, similar to WCRC, feel they are in a good spot currently. Dan stated 2019 was a very good fiscal year for the road commission. The first quarter 2020 MTF projections were reduced by \$3 million dollars which still left us at 25% of expenditures. The State of Michigan issued a revised MTF estimate showing a 1% reduction which Dan feels is overly optimistic. WCRC used about a 10% MTF reduction. Dan feels the WCRC is in a very good financial position at this time. This Thursday, the County Road Association (CRA) along with some state partners will be hosting a virtual update meeting providing some updates on MTF and other financial projections.
- Dan stated that there is some concern about the stock market as it relates to the pension and OPEB. We have a significant amount of money with MERS for our pension and OPEB and some big fluctuations could have a material impact on us.

MERS had an investment update meeting that Dan attended covering the following points:

- the economy was going very well then there was sudden economic decline with the pandemic
- there was a favorable policy by Federal Government and Congress which helped minimize the financial impacts of the pandemic. MERS feels that the market is now starting to come back. MERS came into 2020 in a defensive position and their number one priority was to make sure all monthly payments were made to all retirees receiving pension payments from them. MERS reported that their first quarter return was negative 12.47%, but the returns for April were up 6% and year-to-date were down only 6.6%.

MERS from an investment standpoint stated that they feel they are performing fairly well.

Sheryl Siddall, Managing Director, stated that she very much appreciates Dan monitoring the financial situation and retirement funds on an ongoing basis.

May 19, 2020

There was general discussion on how virtual meetings from the Road Commission are being received by the public. The overall public reaction for Road Commission virtual meetings has been positive.

ADJOURNMENT

RC20-157 R. Green moved, B. Fuller seconded to adjourn the May 19, 2020 meeting at 1:55 p.m.

Roll Call Vote:

YEAS: B. Fuller, R. Green, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

Douglas E. Fuller, Chair

Sheryl Soderholm Siddall, Deputy Clerk

Minutes Approved: _____