

**Washtenaw County Board of Road Commissioners**

555 North Zeeb Road, Ann Arbor, MI 48103

**Virtual Board Meeting Minutes of September 1, 2020**

Board Present: Road Commissioners Douglas Fuller, Barbara Fuller, Rodrick Green, Gloria Llamas, Jo Ann McCollum

Staff Present: S. Siddall, M. MacDonell, J. Harmon, D. Ackerman, C. Ryan, E. Kizer, C. Quinter, J. Henderson, J. Nixon, P. Schneider, J. Young, T. Lobbestael, J. Mann, M. McCulloch, B. Schlack, B. Houle, E. Yadykina, A. Lape

Others Present: Sue Shink, County Commissioner – District 2; Ruth Ann Jamnick, County Commissioner – District 5; J. Sampieri, S. Ackerman, Christopher Kochmanski

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

Gloria Llamas, Member

Jo Ann McCollum, Member

Sheryl Siddall, Managing Director

Matt MacDonell, Director of Engineering/County Highway Engineer

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**

RC20-243 B. Fuller moved, R. Green seconded to approve the agenda as presented.

Roll Call Vote:

YEAS: B. Fuller, R. Green, G. Llamas, J. McCollum, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

## **ACCEPTANCE OF THE MINUTES**

RC20-244 B. Fuller moved, R. Green seconded to approve the Board Meeting Minutes of August 18, 2020 as presented.

Roll Call Vote:

YEAS: B. Fuller, R. Green, G. Llamas, J. McCollum, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

RC20-245 J. McCollum moved, G. Llamas seconded to approve the Working Session Minutes of August 18, 2020 as presented.

Roll Call Vote:

YEAS: B. Fuller, R. Green, G. Llamas, J. McCollum, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

## **25 YEAR ANNIVERSARY RECOGNITION – JULIE NIXON**

The Board recognized Julie Nixon for her 25 years of service at the Road Commission.

At the Washtenaw County Road Commission, we realize that our employees are our greatest asset, and we are delighted to honor Julie Nixon's dedicated service and commitment to this organization. Julie started her Road Commission career as a Permit Clerk, swiftly moved to Engineering Technician in Traffic & Safety and grew through the years to currently serve as our Sign Foreman. Julie directs, trains and supervises staff involved in the installation, repair and upkeep of traffic signs to maintain a modern sign system and adhere to mandates. Julie is a valued member of our team and her continued contributions are vital for the Washtenaw County Road Commission to continue to be successful in meeting our stated Mission, Vision and Guiding Principles.

In appreciation for your 25 Years of Service as Sign Foreman, Engineering Technician in Traffic & Safety and Permit Clerk, we present to you, Julie Nixon, this gift to say thank you for your hard work and dedication.

## **PUBLIC COMMENT**

### **Old US-12 Culvert Project**

Joan Sampieri, President of the League of Women Voters of the Ann Arbor area, addressed the board on behalf of this organization regarding concerns of the Old US-12 culvert project being complete prior to the upcoming November election. Ms. Sampieri stated that if this project is not complete by then it could create problems with detours and voters being unable to get to voting locations and locations to drop off absentee ballots

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## **RESPONSE TO PUBLIC COMMENT**

Commissioner Doug Fuller responded that the Board and Road Commission share the concerns stated by Ms. Sampieri and we are doing everything possible to make the necessary repairs on the culvert on Old US-12 in a timely manner and within the permitted timeframe.

Sheryl Siddall, Managing Director, stated that she appreciates the support of the township and the League of Women Voters of the Ann Arbor area. Sheryl stated that the Road Commission is working with contractors to get this project complete as quickly as possible and ensure that detour roads are kept in good shape.

Commissioners Gloria Llamas, Jo Ann McCollum and Rod Green responded that they appreciate the efforts of the League of Women Voters of the Ann Arbor area and stated that staff will do everything they can to get the Old US-12 culvert project complete by election day.

## **WRITTEN COMMUNICATIONS**

### **FOG SEAL PROJECTS**

- Waterloo Road between county line and M-52, Lyndon Township  
Start date: 8/25/20
- Hankerd Road between N. Territorial Road and county line, Dexter Township  
Start date: 8/25/20
- McGregor Road between Dexter-Pinckney Road and the county line, Dexter Township  
Start date: 8/25/20
- Dexter Townhall Road between Island Lake Road and Cedar Drive, Dexter Township  
Start date: 8/24/20
- Dexter-Chelsea Road between Freer Road and Island Lake Road, Lima and Scio Townships  
Start date: 8/24/20

### **CHIP SEAL PROJECTS**

- East Shore Drive between Main Street and the county line, Northfield Township  
Start date: 8/19/20
- Wagner Road between Jackson Road and Miller Road AND Aprill Drive, south of Jackson Road, Scio Township  
Start date: 8/19/20
- Pontiac Trail between US-23 and N. Territorial Road, Ann Arbor, Northfield and Salem Townships  
Start date: 8/17/20
- 6 Mile Road between Pontiac Trail and Chubb Road AND 7 Mile Road between Angle Road and Napier Road, Salem Township  
Start date: 8/13/20

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## **ROAD RESURFACING PROJECTS**

- State Road between Old State Road and Textile Road AND between Morgan Road and Ellsworth Road, Pittsfield Township Start Date: 8/26/20
- Maple Road between Maplewood Drive and Textile Road, Pittsfield Township Start Date: 8/25/20
- Hewitt Road between Washtenaw Avenue and Huron River Drive, Ypsilanti Township Start date: 8/18/20

## **PAVEMENT REPAIRS**

- Intersection of Lohr Road and Ellsworth Road in Pittsfield Township Start Date: 8/19/20

## **CULVERT PROJECTS**

- Webster Church Road between Farrell Road and Gregory Road, Webster Township Start date: 8/19/20, closed – 7 a.m. to 4 p.m.
- Dennison Road over a tributary to the Saline River between Day Road and Mooreville Road, York Township Reopen date: 8/13/20

## **ROUNABOUT PROJECTS**

- Intersection of Textile Road and Woodland Drive, Pittsfield Township Roundabout complete, reopened: 8/17/20

## **OTHER COMMUNICATIONS**

**RECEIVED:** 8/24/20

**FROM:** Stephanie Cochrane

**WHY:** Thank you for doing a great job on the resurfacing of Mooreville and Stony Creek roads.

## **CONSENT AGENDA**

The items approved on the Consent Agenda are as follows:

RC20-246 R. Green moved, J. McCollum seconded the approval of the Consent Agenda for September 1, 2020 as presented.

Roll Call Vote:

YEAS: B. Fuller, R. Green, G. Llamas, J. McCollum, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

**Fuller Road Bridge (STR 11056) over the Sugar Creek Rehabilitation:  
Augusta Township Agreement**

RC20-247 R. Green moved, J. McCollum 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 Maintenance Agreement with Augusta Township to perform rehabilitation of the Fuller Road bridge (STR11056) over the Sugar Creek in Section 33 of Augusta Township, for a total estimated construction cost of \$20,000.

Roll Call Vote:

YEAS: B. Fuller, R. Green, G. Llamas, J. McCollum, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

**Dixboro Road Shared Use Trail, Phase 2 – Final Plans**

RC20-248 R. Green moved, J. McCollum seconded that upon the recommendation of the County Highway Engineer / Director of Engineering and the concurrence of the Managing Director, the Board hereby approves and authorizes the County Highway Engineer / Director of Engineering to sign the title sheet for the final plans and specifications for the Dixboro Road Shared Use Trail, Phase 2 project located in Section 13 of Ann Arbor Township.

Roll Call Vote:

YEAS: B. Fuller, R. Green, G. Llamas, J. McCollum, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

**Dixboro Road Shared Use Trail, Phase 2 – Agency Resolution**

RC20-249 R. Green moved, J. McCollum seconded

WHEREAS, the Dixboro Road Shared Use Trail, Phase 2 project is a non-motorized HMA trail approximately 0.85 miles in length running roughly parallel to Dixboro Road from Matthaei Botanical Gardens on the south and terminating at Marshall Nature Area just north of Plymouth Road (the "Project"); and

WHEREAS, the Washtenaw County Road Commission ("WCRC") in cooperation with Ann Arbor Township ("Township") was awarded a Transportation Alternatives Program ("TAP") grant of approximately \$813,310 for the Project; and

WHEREAS, WCRC entered into the Dixboro Road Shared Use Trail Phase 2 Agreement with the Township (the "Agreement") at its August 4, 2020 meeting (RC20-216) that acknowledges the Township shall pay for all construction and construction engineering costs in excess of the TAP grant funds and that the local match funds are in place with the Township; and

WHEREAS, WCRC acknowledges that the Township has agreed to own, operate, maintain, and repair the Dixboro Road Shared Use Trail, Phase 2 in accordance with the Agreement for the Project; and

WHEREAS, WCRC recognizes that, as an Act 51 Agency, it is required by the Federal Highway Administration and MDOT to be the recipient of such TAP grant funds for the Project on behalf of the Township.

NOW, THEREFORE, BE IT RESOLVED that WCRC agrees and authorizes WCRC staff to administer the Dixboro Road Shared Use Trail, Phase 2 project located in Ann Arbor Township.

Roll Call Vote:

YEAS: B. Fuller, R. Green, G. Llamas, J. McCollum, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

### **Staebler Farm / Plymouth Road Improvement Agreement**

RC20-250 R. Green moved, J. McCollum seconded that upon the recommendation of the County Highway Engineer / Director of Engineering and concurrence of the Managing Director, the Board hereby approves and authorizes the Managing Director to sign the Road Improvement Agreement amendment between the Washtenaw County Road Commission and Washtenaw County Parks & Recreation in connection with their site development in Staebler Farms Park, located on Plymouth Road west of Curtis Road, Sections 4 & 9 of Superior Township.

Roll Call Vote:

YEAS: B. Fuller, R. Green, G. Llamas, J. McCollum, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

**Hitchingham Road Culvert – Augusta Township Agreement**

RC20-251 R. Green moved, J. McCollum seconded that upon the recommendation of the County Highway Engineer / Director of Engineering and the concurrence of the Managing Director, the Board hereby approves and authorizes the Managing Director and Chair to sign the cost sharing agreement between the Washtenaw County Road Commission and Augusta Township, for the costs associated with the replacement of the Hitchingham Road Culvert located in Section 16 of Augusta Township.

Roll Call Vote:

YEAS: B. Fuller, R. Green, G. Llamas, J. McCollum, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

**Prospect Road Pathway Agreement – Superior Township Agreement**

RC20-252 R. Green moved, J. McCollum seconded that upon the recommendation of the County Highway Engineer / Director of Engineering and the concurrence of the Managing Director, the Board hereby approves and authorizes the Managing Director and Chair to sign the agreement between the Washtenaw County Road Commission and Superior Charter Township, for the Prospect Road Pathway project located in Sections 33 and 34 of Superior Charter Township.

Roll Call Vote:

YEAS: B. Fuller, R. Green, G. Llamas, J. McCollum, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

**2020 Manchester Township Second Agreement**

RC20-253 R. Green moved, J. McCollum 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 Manchester Township Second Agreement with the Township's estimated share being \$5,050.00.

Roll Call Vote:

YEAS: B. Fuller, R. Green, G. Llamas, J. McCollum, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

**Natural Beauty Road Petition – Earhart Road**

RC20-254 R. Green moved, J. McCollum seconded that upon the recommendation of the County Highway Engineer / Director of Engineering with the concurrence of the Managing Director, the Board hereby accepts the validity of the petition to establish Earhart Road as a Natural Beauty Road between Warren Road and Joy Road in Ann Arbor Township, and authorizes staff to proceed with establishing a Natural Beauty Road Public Hearing within six (6) months from the date of receipt of the petition for the proposed Natural Beauty Road.

Roll Call Vote:

YEAS: B. Fuller, R. Green, G. Llamas, J. McCollum, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

**Payroll & Bills for August 19, 2020**

RC20-255 R. Green moved, J. McCollum seconded the Board hereby approves Voucher 10416 totaling \$303,828.05 for payroll of August 19, 2020, and Voucher 10417 totaling \$1,308,958.57 in payment of bills for August 19, 2020.

Roll Call Vote:

YEAS: B. Fuller, R. Green, G. Llamas, J. McCollum, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.



## **ACTION ITEMS**

### **2020-2021 Winter Maintenance Guidelines**

Commissioner Barb Fuller expressed concerns of people parking cars on the roads in subdivisions which become obstacles to the Road Commission snowplows. Commissioner Fuller would like to see a provision where communities direct residents to remove their parked cars off the roads during a snow event. Commissioner Doug Fuller agreed with Commissioner Barb Fuller's comments.

Sheryl Siddall, Managing Director, stated that the Road Commission does not have the authority to pass ordinances for winter maintenance activities. We can work with townships on passing and enforcing any township ordinances on removing parked vehicles during winter snow events. Sheryl stated there is a problem with subdivisions that have smaller lots and multiple vehicles per household regarding where they can park their vehicles. We can also work with townships on educating residents about snow removal on subdivision roads.

Jim Harmon, Director of Operations, stated that it is required to have a local unit of government pass any parking ordinances. This issue has been brought to the attention of the townships in the past but there has not been any action from the townships to enforce no parking during a snow event. Jim stated that the Road Commission works closely with Washtenaw County Emergency Management.

Commissioner Rod Green asked if there was anything that can be done regarding senior citizens not physically able to clear the snow from their driveway entrance. Jim Harmon stated WCRC does not have the equipment or human resources to clear out driveways that have been blocked by snow from the snowplows.

RC20-256 B. Fuller moved, R. Green seconded that upon the recommendation of the Director of Operations and the concurrence of the Managing Director, the Board hereby approves the 2020-2021 Winter Maintenance Guidelines.

Roll Call Vote:

YEAS: B. Fuller, R. Green, G. Llamas, J. McCollum, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

## **REPORTS**

### **COUNTY COMMISSIONER REPORTS**

County Commissioner Ruth Ann Jamnick offered the suggestion of the townships posting on their township website an alert to move parked vehicles off the streets when a winter storm event is approaching.

County Commissioner Sue Shink left comments with Emily Kizer that she and Commissioner Maciejewski appreciated the comments from Joan Sampieri, President of the League of Women Voters of the Ann Arbor area, agreeing that there are concerns of the Old US-12 culvert project being complete prior to the November elections.

### **ROAD COMMISSIONER REPORTS**

#### **Commissioner Doug Fuller**

8/26 Commissioner Fuller reported that the Southwest Washtenaw Council of Governments (SWWCOG) meeting was successful, and he appreciated State Senator Lana Theis in attendance at this meeting.

8/27 Commissioner Fuller attended the MCRCSIP Board meeting on Thursday, August 27th. Commissioner Fuller stated most of the functions of the MCRCSIP have been brought in house which provides better customer service and helps reduce expenses.

#### **Commissioner Barb Fuller**

8/26 Attended the virtual Old US-12 culvert replacement Project Meeting.

8/26 Attended the SWWCOG meeting held in the Freedom Township Hall parking lot.

#### **Commissioner Rod Green**

8/20 Attended the Roads Funding Subcommittee meeting.

#### **Commissioner Jo Ann McCollum**

8/25 Attended the Washtenaw County Parks and Recreation Working Session.

8/26 Attended the Introduction to Communications meeting with staff.

8/26 Attended the virtual Old US-12 culvert replacement Project Meeting.

#### **Commissioner Gloria Llamas**

8/26 Attended the Introduction to Communications meeting with staff.

8/26 Attended the Virtual Old US-12 culvert replacement Project Meeting.

## **MANAGING DIRECTOR'S REPORT**

### **Sheryl Siddall, Managing Director**

- Sheryl attended the Roads Funding Subcommittee Meeting. There was not a quorum at this meeting. Sheryl thanked the members of the Subcommittee and County Commissioners present for putting the county wide roads and non-motorized millage on the ballot.
- Sheryl Siddall and Nicole Peterson, Human Resources Manager, met with every district yard and office staff and held an evening meeting for additional staff with any questions on the WCRC moving to Delta Dental as the new dental provider in 2021. There was also a virtual Zoom meeting for retirees providing information on the future switch to Delta Dental.

### **ENGINEERING REPORT – Matt MacDonell, Director of Engineering**

- Cavanaugh Lake Road Culvert Project – is nearing completion. Cavanaugh Lake Road should be open to motorists tomorrow.
- Old US-12 culvert project – work begins September 14<sup>th</sup>. Staff is anticipating this project to be complete by mid-October.
- Miller Road at Wagner Road Roundabout – the contractor is making good progress, they have begun pouring concrete curb and gutter. After the roundabout is complete, the contractor will move to the west replacing the bridge at this location.

### **OPERATIONS REPORT – Jim Harmon, Director of Operations**

- A lot of winter preparations are taking place. There will be salt deliveries within the next few weeks.
- We are processing salt orders now for all yards of approximately 7,400 tons of salt. We will have a supply of slightly over 13,000 tons of salt to begin the season.
- The annual dry run preparations will begin soon. Due to Covid safety concerns, the dry run preparations will take place vehicle-by-vehicle instead of crew-by-crew during an expanded period of time.
- Human Resources is making very good recruiting progress on filling Operations vacancies.
- We will take delivery of four new trucks in a few weeks.
- State Road project – the road paving is complete and State Road is open.
- The chip seal program has been completed. Crews are currently working on fog sealing in the Manchester area, moving into York Township and then progressing to the north.

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

- Michigan Transportation Funds (MTF) – The July 2020 MTF was up 10% compared to 2019. MDOT stated some of this increase is due to people buying more vehicles.
- The annual CRASIF Workers Compensation audit took place this morning and went very well.
- Dan reported on the webinar he attended on strategies for funding pension and OPEB obligations and one of the main speakers was MERS.

**ADJOURNMENT**

RC20-257 B. Fuller moved, J. McCollum seconded to adjourn the September 1, 2020 meeting at 2:22 p.m.

Roll Call Vote:

YEAS: B. Fuller, R. Green, G. Llamas, J. McCollum, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

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Douglas E. Fuller, Chair

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Sheryl Soderholm Siddall, Deputy Clerk

Minutes Approved: \_\_\_\_\_