

Washtenaw County Board of County Road Commissioners

555 North Zeeb Road, Ann Arbor, MI 48103

Virtual Board Meeting Minutes of February 16, 2021

- Board Present: Road Commissioners Barbara Fuller – Chair, Rodrick Green – Vice Chair, Douglas Fuller, Gloria Llamas, Jo Ann McCollum
- Staff Present: D. Ackerman, C. Brochue, J. Harmon, E. Kizer, M. MacDonell, N. Peterson, C. Quinter, C. Ryan, S. Siddall
- Others Present: C. Sanders –County Commissioner, District 4; S. Shink – County Commissioner, District 2; P. Brown

The meeting was called to order at 1 p.m. by Barbara Fuller, Chair.

Roll Call of Attendance:

Barbara Fuller, Chair – remote from Sharon Township, Washtenaw County, Michigan
Rodrick Green, Vice Chair – remote from Superior Township, Washtenaw County, Michigan
Douglas Fuller, Member – remote from Scio Township, Washtenaw County, Michigan
Gloria Llamas, Member – absent during roll call
Jo Ann McCollum, Member – remote from Ypsilanti Township, Washtenaw County, Michigan
Sheryl Siddall, Managing Director
Matt MacDonell, Director of Engineering/County Highway Engineer
Jim Harmon, Director of Operations
Dan Ackerman, Director of Finance & IT

MOMENT OF SILENCE

Chair Fuller asked that we observe a moment of silence out of respect for the countless essential workers who continue to serve and for those 481,000 Americans, including nearly 16,108 Michiganders, who have perished because of the COVID-19 virus.

APPROVAL OF AGENDA

Commissioner Gloria Llamas, remote from Pittsfield Township, Washtenaw County, Michigan joined the meeting at 1:03 p.m.

RC21-132 J. McCollum moved; R. Green seconded to approve the agenda as presented.

Roll Call Vote:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

ACCEPTANCE OF MINUTES

RC21-133 R. Green moved; G. Llamas seconded to approve the Board Meeting Minutes of February 2, 2021, as presented.

Roll Call Vote:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

PUBLIC COMMENT

Petula Brown, President of the Property Owners Association for Ford Lake Village, extended an invitation to the Board to attend the association's next virtual membership meeting to be held Wednesday, March 10 at 7 p.m.

WRITTEN COMMUNICATIONS

Permit work – fiber installation

- Monday, January 18, 2021 – Ann Arbor Saline Road between Oak Valley Drive and Lohr Road in Pittsfield Township

Public Meeting Notices

- Monday, February 22, 2021 @ 11 a.m. – virtual project information meeting to discuss the Wagner Road Safety Projects, Lodi & Scio Townships.
- Tuesday, February 23, 2021 @ noon – virtual project information meeting to discuss the Dennison Road Bridge Replacement Project, York Township.
- Thursday, February 25, 2021 @ noon – virtual project information meeting to discuss the Geddes Road Bridge Replacement Project, Superior Township.

COMMISSIONER AND STAFF FOLLOW-UP TO PUBLIC COMMENT

Commissioner McCollum thanked Petula Brown for the invitation to attend the next virtual Ford Lake Village Association meeting on March 10.

CONSENT AGENDA

The items approved on the Consent Agenda are as follows:

RC21-134 R. Green moved; J. McCollum seconded the approval of the Consent Agenda for February 16, 2021, as presented.

Roll Call Vote:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

2021 Bridge and Culvert Inspections – Engineering Services

RC21-135 R. Green moved; J. McCollum seconded that upon the recommendation of the Director of Engineering/County Highway Engineer and the concurrence of the Managing Director, the Board hereby approves the purchase order for engineering services with Great Lakes Engineering Group, LLC for the countywide 2021 bridge and culvert inspections for an amount not to exceed \$55,000.

Roll Call Vote:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

2021 Bridge Projects – MDOT Contract No. 20-5558

RC21-136 R. Green moved; J. McCollum 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. 20-5558 for the 2021 Bridge projects.

Roll Call Vote:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

2021 Preventative Maintenance (Ford Road and Bemis Road) – MDOT Contract No. 20-5540

RC21-137 R. Green moved; J. McCollum 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. 20-5540 for Ford Road between Plymouth-Ann Arbor Road to M-153 and Bemis Road between Platt Road to Carpenter Road resurfacing project.

Roll Call Vote:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

Dixboro Road Shared Use Trail, Phase 2 and Dixboro Road/ Plymouth Road Right Turn Lane Projects – MDOT Contract No. 20-5539

RC21-138 R. Green moved; J. McCollum 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. 20-5539 for the Dixboro Road Shared Use Trail, Phase 2 project.

Roll Call Vote:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

Onandaga Avenue Traffic Calming Project – Ypsilanti Township

RC21-139 R. Green moved; J. McCollum seconded that upon the final approval from the Ypsilanti Township Board with 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 Ypsilanti Township agreement for the design and administration of the construction of one (1) speed hump on Onandaga Avenue between east of Eugene Avenue at the estimated cost of \$9,912.

Roll Call Vote:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

Payroll & Bills for February 3, 2021

RC21-140 R. Green moved; J. McCollum seconded the Board hereby approves Voucher 10440 totaling \$336,940.80 for payroll of February 3, 2021, and Voucher 10441 totaling \$1,403,026.69 in payment of bills for February 3, 2021.

Roll Call Vote:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

Platt Road Greenway Phase II – Construction Engineering

RC21-141 R. Green moved; J. McCollum seconded that upon the recommendation of the Director of Engineering /County Highway Engineer and the concurrence of the Managing Director, the Board hereby authorizes a Purchase Order to Wade Trim Associates, Inc. for the construction engineering of the Platt Road Greenway Phase II project located in Pittsfield Township at a cost not to exceed \$238,736.

Roll Call Vote:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

Rosedale Road Traffic Calming Project – Ypsilanti Township

RC21-142 R. Green moved; J. McCollum seconded that upon the final approval from the Ypsilanti Township Board with 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 Ypsilanti Township agreement for the design and administration of the construction of three (3) speed humps on Rosedale Road between Washtenaw Avenue and Packard Road at the estimated cost of \$24,862.

Roll Call Vote:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

ACTION ITEMS

ASMCRA Board of Directors Election

RC21-143 D. Fuller moved; J. McCollum seconded, the Board hereby votes for Ken Harris, Washtenaw County; Mark Worden, Kalamazoo County; Jason Latham, Berrien County and Larry Brown, Allegan County to serve on the ASMCRA Board of Directors.

Roll Call Vote:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

Ann Arbor-Saline Road/Oak Valley Drive Intersection Improvement, Parcel 2, Pittsfield Township – Right of Way Acquisition

RC21-144 G. Llamas moved; J. McCollum seconded that upon the recommendation of the Director of Engineering/ County Highway Engineer and concurrence of the Managing Director, the Board hereby approves the acquisition of a 129 square foot or 0.003 acre public road easement and a 170 square foot grading permit from the owner, AA Saline LLC, upon a parcel of property commonly known as 3155 Ann Arbor-Saline Road, Pittsfield Township, Michigan, and referred to as Tax Parcel Number L-12-07-120-005, in the amount of \$2,415.

Roll Call Vote:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

Tree Policy

RC21-145 D. Fuller moved; R. Green seconded

WHEREAS, the Washtenaw County Road Commission (WCRC) has a statutory duty to maintain roads under its jurisdiction in reasonable repair so as to be reasonably safe and convenient for public travel, and

WHEREAS, the Washtenaw County Board of County Road Commissioners (the Board) recognizes that trees are an important asset to the people who live, work and travel in Washtenaw County, and

WHEREAS, the Board desires to establish a tree policy to provide guidance to WCRC staff on tree trimming and tree removal activities that balances this statutory duty with the importance of trees to the Washtenaw County community.

THEREFORE, BE IT RESOLVED that the Board adopts the attached Tree Policy, and

BE IT FURTHER RESOLVED that the Board directs staff to develop and update procedures and training programs that reflect best environmental practices for roadside vegetation control, tree trimming and/or tree removal as well as community engagement.

Roll Call Vote:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

REPORTS

COUNTY COMMISSIONER REPORTS

County Commissioner Caroline Sanders

No report.

County Commissioner Sue Shink

County Commissioner Shink thanked the Road Commission crews for working on clearing roads after the snowstorm event on Monday night. Commissioner Shink thanked the Road Commission staff for all their hard work developing the Tree Policy and willingness to hearing public comments.

Commissioner Shink reported that the COVID vaccine supplies for Washtenaw County are very limited at this time.

ROAD COMMISSIONER REPORTS

Commissioner Doug Fuller

2/17 Commissioner D. Fuller will be attending virtually the WATS Policy meeting and the MCRCSIP Board Meeting.

Commissioner Barb Fuller

2/10 Commissioner B. Fuller attended the Chat with the Road Commission session, there was one resident present for this chat.

Commissioner Rod Green

2/17 Commissioner Green will be attending the Chat with the Road Commission Session in place of Commission Doug Fuller who is attending other meetings on that day.

2/24 Commissioner Green will attend his regularly scheduled Chat with the Road Commission Session.

Commissioner Jo Ann McCollum

2/9 Commissioner McCollum attended the Parks and Recreation Commission Meeting and provided the following updates from that meeting:

Pedestrian Crossing over I-94 – after at least 20 years of discussion and planning, funding has been secured to build a safe pedestrian crossing over I-94 at Huron Street in Ypsilanti by the end of 2022.

The project will establish a paved, shared-use, non-motorized pathway including physical barriers separating cars from pedestrians and cyclists, along a heavily traveled intersection where pedestrians have currently worn their own paths along the side of the road.

Border to Border Trail – WCPARC staff hosted a public hearing regarding a proposed statue of a native American woman, no objections were raised.

Commissioner Gloria Llamas

2/22 Commissioner Llamas will be attending virtually the New Commissioners Workshop hosted by the County Road Association.

MANAGING DIRECTOR'S REPORT

Sheryl Siddall, Managing Director

- Sheryl offered her thanks to the Board for their support of staff on the Tree Policy that was just adopted.
- Sheryl thanked Commissioner Green for stepping in for Commissioner D. Fuller for the next Chat with the Road Commission on February 17 as well as his regularly scheduled date of February 24 .Sheryl commented that it is nice when there are public participants in these chat sessions.
- Sheryl reminded the Board she will be on vacation starting Wednesday, February 17, returning to work on Monday, March 1.

OPERATIONS REPORT – Jim Harmon, Director of Operations

The road crews have been performing heavy winter maintenance during the snow event within the last 24 hours. Jim offered his recognition to all Operations staff on all their talent and hard work. Jim provided a review of the snow event that occurred last night. Operations is monitoring the forecast for more winter snow events thru this coming weekend. Jim stated there is ongoing challenges with motorists parking on the streets and garbage cans and recycling cans in the street. Jim stated there has also been some problems with residents and commercial locations plowing snow back into the roadway.

OTHER DISCUSSION TOPICS

Property Owner Project Notifications

Emily Kizer, Communications Manager, explained that project notifications to property owners are based on information obtained through the County GIS system. From this information addresses are chosen to mail notifications to residents that would be directly impacted by a project or road closure. Staff also reaches out to various Homeowners Associations to distribute notifications within subdivisions that would be directly impacted by a project. The portable changeable message boards are also utilized for project notifications. Residents can subscribe to receive email project updates through the WCRC Website.

Expression of Condolences – Road Commission Employees

Commissioner Green thanked the Managing Director and Communications Manager for sending out expressions of condolences for any Road Commission that has lost a worker due to a work-related accidental death.

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

- Dan reported that the 2020 actual numbers compared to the budget are trending favorably. With a projected deficit spending amount of a little over \$5 million, Dan stated the Road Commission will have an actual deficit spending of about \$500,000.
- The MDOT 2018 audit adjustment of \$446,000 was recently received.
- Staff is working on 1095 tax forms which is required to provide to all employees and retirees aged 65 and under. This form is documentation of proof of health insurance and should be filed with all tax information.
- The IT Department is working on cell phone upgrades and scheduled PC replacements.

ENGINEERING REPORT – Matt MacDonell, Director of Engineering/County Highway Engineer

- Staff is preparing for 2021 projects. Bid results have been received from MDOT.
- Staff is working on local projects. The Zeeb Road, Phase 2 project is in design.
- US 12/M-17 project – staff is working with MDOT and the township. Plans are being finalized to submit to MDOT. This project will be advertised towards the end of February with a bid opening in early April 2021.
- Several engineering staff were speakers at the virtual County Engineers Workshop last week. Emily Kizer, also presented.

ADJOURNMENT

RC21-146 J. McCollum moved; G. Llamas seconded to adjourn the February 16, 2021, meeting at 2:03 p.m.

Roll Call Vote:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

Barbara Ryan Fuller, Chair

Sheryl Soderholm Siddall, Deputy Clerk

Minutes Approved: _____