

## **Washtenaw County Board of County Road Commissioners**

555 North Zeeb Road, Ann Arbor, MI 48103

### **Virtual Board Meeting Minutes of March 2, 2021**

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

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

Others Present: Ellie; T. Johnson; J. Martin; C. Sanders –County Commissioner, District 4; S. Shink – County Commissioner, District 2

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 – remote from Pittsfield Township, Washtenaw County, Michigan  
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 513,000 Americans, including nearly 16,500 Michiganders, who have perished because of the COVID-19 virus.

### **APPROVAL OF AGENDA**

RC21-147 J. McCollum moved; G. Llamas seconded to approve the agenda as presented with the addition of one Action Item - Public Hearing Date for Changes to Permit Procedures and Regulations.

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**

RC21-148 R. Green moved; J. McCollum seconded to approve the Board Meeting Minutes of 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.

RC21-149 G. Llamas moved; J. McCollum seconded to approve the Working Session Minutes of 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.

### **PUBLIC COMMENT**

No public comment.

## **WRITTEN COMMUNICATIONS**

### **Seasonal Weight Restrictions**

- Monday, March 1, 2021 – Seasonal Weight Restrictions will go into effect for Washtenaw County.

### **Public Meeting Notices**

- Monday, March 1, 2021 – virtual project information meeting to discuss a single-lane roundabout that will be constructed at the intersection of Zeeb Road and Liberty Road in Scio Township later this summer.
- Monday, March 2, 2021 – virtual project information meeting regarding the Zeeb Road Phase 2 Paving Project planned this summer in Lodi Township.
- Tuesday, March 23, 2021 – virtual project information meeting regarding Phase 2 of the Dixboro Road Shared-Use Pathway and Intersection Improvements in Ann Arbor Township.

### **Permit Work**

- Tuesday, February 23, 2021 – DTE Gas utility project on Ellsworth Road between Clubview Drive and Fairway Trail in Ypsilanti Township.

### **Tree Removals**

- Wednesday, February 24, 2021 – Removal of selected trees at the intersection of Wagner Road and Waters Road in Lodi Township in preparation for intersection improvements which will be completed this summer.

### **Other Communications**

FROM: Douglas Collins

DATE: February 16, 2021

SUBJECT: Thank you to road crews for the excellent job with snow plowing in his subdivision on Wedgewood Drive in Saline.

### **COMMISSIONER AND STAFF FOLLOW-UP TO PUBLIC COMMENT**

No public comment.

## **CONSENT AGENDA**

The items approved on the Consent Agenda are as follows:

RC21-150 J. McCollum moved; R. Green seconded the approval of the Consent Agenda for March 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.

## **2020 Road Mileage Certification**

RC21-151 J. McCollum moved; R. Green 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 to sign the annual road certification for both the county wide and urban area road certification maps as of December 31, 2020.

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 – Construction Engineering**

RC21-152 J. McCollum moved; R. Green 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 Fishbeck for construction engineering services for the Dixboro Road Shared Use Trail, Phase 2 project located in Ann Arbor Township at a cost not to exceed \$207,858.

Roll Call Vote:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

### **Managed Services Provider (MSP) – NetSmart Plus**

RC21-153 J. McCollum moved; R. Green seconded that upon the recommendation of the Director of Finance and IT and the concurrence of the Managing Director, the Board hereby approves a 12-month MSP contract with NetSmart Plus at a cost of \$5,231.99 per month.

Roll Call Vote:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

### **MDOT Signal Maintenance Cost Agreements**

RC21-154 J. McCollum moved; R. Green 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 Managing Director to sign the Michigan Department of Transportation (MDOT) Signal Maintenance Cost Agreements for the following intersections:

- M52 @ Summit St & Pierce Rd
- M52 @ Werkner Rd
- M52 @ Pleasant Lake Rd
- M52 @ M52 (Austin Rd)
- US-12 @ Wiard Rd
- US-12 (WB) @ Ecorse Rd (WB)
- M17 (Washtenaw Ave & Cross St) @ Summit St
- M17 (Washtenaw Ave) @ Ballard St
- M17 (Hamilton St) @ US-12BR (Michigan Ave)
- M17 (Huron St) @ M17 (Cross St)
- M17 (Cross St) @ Hamilton St
- M17 (Washtenaw Ave) @ Mansfield St
- M17 (Cross St) @ College Pl
- M17 (Washtenaw Ave) @ Oakwood St
- M17 (Huron St) @ US-12BR
- M17 (Cross St) @ Ballard St
- M17 (Washtenaw Ave) @ M17 (Hamilton St)
- M17 @ 630 FT East of Oakwood St
- US-12BR (Huron St) @ Harriet St & Spring Sts
- US-12BR (Hamilton St SB) @ Harriet St
- US-12BR (Huron St) @ Catherine St
- M153 @ Ford Rd
- M153 (Ford Rd) @ 200 ft East of Frains Lake Rd
- US-12BR / M17 (Michigan Ave) @ Adams St
- US-12BR / M17 (Michigan Ave) @ Washington St
- US-12BR / M17 (Michigan Ave) @ River St
- US-12BR / M17 (Michigan Ave) @ Park St
- US-12BR (Michigan Ave) @ M17 (Ecorse Rd) / Center St

- US-12BR / M17 (Michigan Ave) @ Prospect St
- US-12BR (Michigan Ave) @ Hawks Ave
- US-12BR, M17 (Michigan Ave) @ 500 ft East of Huron St

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 17, 2021**

RC21-155 J. McCollum moved; R. Green seconded the Board hereby approves Voucher #10442 totaling \$371,278.89 for payroll of February 17, 2021, and Voucher #10443 totaling \$880,614.92 in payment of bills for February 17, 2021.

Roll Call Vote:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

**US-12 & M-17 Improvements – KITS Center-to-Center Emergency Vehicle Preemption**

RC21-156 J. McCollum moved; R. Green 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 Kimley Horn and Associates, Inc. for the design and implementation of the KITS emergency vehicle preemption system for the US-12 & M-17 Improvements project located in Ypsilanti Township, at a cost not to exceed \$479,500.

Roll Call Vote:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

**ACTION ITEM**

**Public Hearing Date for Changes to Permit Procedures and Regulations**

RC21-157 J. McCollum moved; G. Llamas seconded

WHEREAS, on July 18, 2006, this Board did adopt permits and rules for special transportation permits, pursuant to authority set forth in MCL 224.19b and 257.725; and

WHEREAS, on November 29, 2007, this Board did adopt a permit fee schedule, pursuant to statutes stated above; and

WHEREAS, in the opinion of this Board, it is appropriate to revise said policies and regulations to reflect current standards for said permit activities; and to clarify the processes regarding permit activities; and

WHEREAS, in the opinion of this Board, it is appropriate to revise said permit fee schedule as necessary to cover staff costs; and

WHEREAS, said Acts provide that prior to adoption of permit rules and a revision of fee schedule, this Board shall hold a public hearing, after providing notice of said hearing by publication at least twice in a newspaper circulated in the County, not more than 30 days nor less than 7 days prior to said hearing; and

WHEREAS, proposed, revised rules and fees have been prepared containing reasonable permit requirements and fees, which rules are consistent with public safety and which fees cover current daily costs; and

NOW, THEREFORE, BE IT RESOLVED that this Board does set a Public Hearing on the adoption of the proposed rules and fees; said hearing to held virtually via Zoom on Wednesday, March 24, 2021, at 10 a.m.

BE IT FURTHER RESOLVED that the Managing Director shall provide for publication of the above referenced notice of hearing.

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**

No report.

### **ROAD COMMISSIONER REPORTS**

#### **Commissioner Doug Fuller**

- 2/17 Commissioner Doug Fuller attended virtually the MCRCSIP Board of Directors meeting in Lansing. Commissioner Fuller reported that MCRCSIP investments are doing well, and the Board approved the recommendations of the Investment Committee to place more attention to the protection of the potential downside of their investments. Commissioner Fuller reported that MCRCSIP has made efforts to work with the County Road Association (CRA) in a more efficient manner. The MCRCSIP Board presented various legal matters. Various court cases were proceeding.
- 2/17 Commissioner Fuller attended the WATS (Washtenaw Area Transportation Study) Regular meeting. Commissioner Fuller reported that the budgets are in order and progress is on schedule. A presentation was made by the RTA (Rapid Transit Authority) on the progress they are making on the planning for a rail commuter connection from Washtenaw County to Detroit.

#### **Commissioner Barb Fuller**

No report.

#### **Commissioner Rod Green**

No report.

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

- 2/22 Attended virtually the New Commissioners Workshop.
- 2/23 Attended the WCRC Virtual Construction Project Meeting regarding the Dennison Road Bridge Replacement project.
- Attended the Michigan County Road Commission Self-Insurance Pool (MCRCSIP) virtual training.
- 2/25 Attended the WCRC Virtual meeting on the Geddes Road Bridge replacement.



### **Commissioner Gloria Llamas**

2/22 Attended virtually the New Commissioners Workshop.

3/3 Attending the Chat with the Road Commission session.

### **MANAGING DIRECTOR'S REPORT**

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

- Sheryl extended her thanks to staff for keeping things going while she was on vacation the last two weeks.

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

- The crews are busy patching roadways with the recent thawing period.

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

- The 1095 tax forms from the Affordable Care Act showing proof of health insurance were distributed to all employees.
- There will be some upcoming changes in the Finance Department; Lori Hackbarth, Payroll Clerk, who has been with the Road Commission for 20 years will be retiring in April. Tracy Balkwell, the current Finance Clerk will assume the role of Payroll Clerk. Jaclyn Henderson, the current Engineering Support Clerk will assume the role of Finance Clerk. Sheryl Siddall commented that she is proud of the fact that we promote from within the organization.
- The 2020 Audit has been finalized. This has been provided to the County as required.

### **IT REPORT**

The IT Department is working with a vendor on conference room upgrades at the main yard.

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

- Seasonal Weight Restrictions were imposed on Monday, March 1, 2021.
- Engineering has had numerous well-attended virtual meetings for construction projects.
- Engineering will be advertising for the US-12/M-17 project with bids due by April 9<sup>th</sup>.

**ADJOURNMENT**

RC21-158 R. Green moved; G. Llamas seconded to adjourn the March 2, 2021, meeting at 1:28 p.m.

Roll Call Vote:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

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Barbara Ryan Fuller, Chair

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Sheryl Soderholm Siddall, Deputy Clerk

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