

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

555 North Zeeb Road, Ann Arbor, MI 48103

### **Virtual Board Meeting Minutes of April 6, 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, S. Burby, M. Fenelon, J. Harmon, E. Kizer, M. MacDonell, N. Peterson, C. Quinter, C. Ryan, B. Schlack, S. Siddall, J. Young

Others Present: M. Kluck, Legal Counsel; C. Swenson

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

#### Roll Call of Attendance:

Barbara Fuller, Chair – remote from Scio 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 those 555,000 Americans, including nearly 17,250 Michiganders, who have perished because of the COVID-19 virus.

## **APPROVAL OF AGENDA**

RC21-170 R. Green moved; G. Llamas 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**

RC21-171 J. McCollum moved; R. Green seconded to approve the Board Meeting Minutes of March 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.

RC21-172 R. Green moved; J. McCollum seconded to approve the Board Working Session Minutes of March 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**

### **DTE-Gas Work**

- Monday, 3/15 – McCartney Ave at Grove Rd in Ypsilanti Township.

### **Flooding**

- Friday, 3/12 – Liberty Road closed between Honey Run Drive and Stags Leap Lane in Scio Township due to flooding.

### **Tree Removals**

- Starting Friday, 3/19 – Geddes Road between Gotfredson Road and Ridge Road in Superior Township.
- Starting Monday, 3/22 – Intersection of Zeeb Road and Liberty Road in Scio Township.
- Starting Wednesday, 3/24 – Zeeb Road between Pleasant Lake Road and Ellsworth Road in Lodi Township AND the intersection of Zeeb Road and Liberty Road in Scio Township.
- Starting Monday, 3/29 – Dixboro Road between the entrance to U of M's Matthaei Botanical Gardens and the Marshall Nature Center in Ann Arbor Township.

### **Seasonal Weight Restrictions**

- Seasonal Weight Restrictions will be suspended on Monday, March 22, 2021 at 6 a.m.

### **New Traffic Signal**

- Thursday, 3/25 – Zeeb Road at entrance to Meijer in Scio Township.

### **Virtual Public Meeting Notice**

- Monday, 4/5 – Geddes Road Resurfacing Project planned this April and May in Ann Arbor and Superior Townships.

### **Culvert Replacement and structure repair**

- Monday, 4/5 – East Shore Drive between Posey Drive and 7 Mile Road in Northfield Township.

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### **Other Communications**

TO: Representative Debbie Dingell

FROM: Sheryl Siddall, managing director

SUBJECT: Letter of Support for the road reconfiguration and pathway development proposed along Zeeb Road near I-94 in Scio Township.

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

No public comment.

## **CONSENT AGENDA**

RC21-173 J. McCollum moved, R. Green seconded to approve the consent 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.

## **2021 Ann Arbor Township First Agreement**

RC21-174 J. McCollum moved; R. Green 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 2021 Ann Arbor Township Agreement with the Township estimated share being \$10,644.48.

Roll Call Vote:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

## **2021 Annual Supply of Sign Materials – Contract Renewal Option**

RC21-175 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 approves the option of extending the bid for prefabricated signs as submitted by Vulcan Aluminum through April 2022.

Roll Call Vote:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

**2021 Annual Supply of Vertical Strips – Contract Renewal Option**

RC21-176 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 approves the option of extending the bid for vertical strips as submitted by Vulcan Aluminum through April 2022.

Roll Call Vote:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

**2021 Capital Equipment Purchase Authorization – 1-Ton Truck Chassis**

RC21-177 J. McCollum 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 purchase from Todd Wenzel Buick GMC of Westland of one (1) new 2021 GMC Sierra 3500HD 60" CA chassis for the total cost of \$36,591.48 through the State of Michigan MIDeal purchasing program.

Roll Call Vote:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

**2021 Capital Equipment Purchase Authorization – GMC 2500HD Duramax Diesel Pickup Truck**

RC21-178 J. McCollum 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 purchase from Todd Wenzel Buick GMC of Westland of one (1) new 2022 GMC Sierra 2500HD 4WD Duramax diesel, double cab pickup truck for the total cost of \$41,327.65 through the State of Michigan MIDeal purchasing program.

Roll Call Vote:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

**2021 Capital Equipment Purchase Authorization – GMC 2500HD Pickup Trucks**

RC21-179 J. McCollum 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 purchase from Todd Wenzel Buick GMC of Westland of three (3) new 2022 GMC Sierra 2500HD 4WD double cab pickup trucks for the total cost of \$95,860.95 through the State of Michigan MIDeal purchasing program.

Roll Call Vote:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

**2021 Countywide Guardrail– Construction Contract**

RC21-180 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 accepts the low bid and authorizes the Managing Director to sign the contract with Action Traffic Maintenance, Inc. to complete work under the 2021 Countywide Guardrail Program.

Roll Call Vote:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

**2021 Longline Paving Markings – Contract Award**

RC21-181 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 accepts the low bid in the amount of \$441,089.14 to complete the 2021 Longline Pavement Markings program and authorizes the Managing Director to sign a contract with JV Contracting.

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 (Jackson Road, Packard Road, Plymouth Road, Whittaker Road) – MDOT Contract No. 20-5585**

RC21-182 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 and Managing Director to sign the MDOT Contract No. 20-5585 for the resurfacing of Jackson Road from Steinbach Road to Parker Road, Packard Road from Carpenter Road to Golfside Road, Plymouth Road from Curtis Road to M-153 and Whittaker Road from Arkona Road to Willow Road.

Roll Call Vote:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

**2021 Special Pavement Markings – Contract Award**

RC21-183 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 accepts the bid in the amount of \$94,170.05 to complete the 2021 Special Pavement Markings program and authorizes the Managing Director to sign a contract with P.K. Contracting.

Roll Call Vote:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

**2021-2023 Countywide Roadside Mowing – Bid**

RC21-184 J. McCollum moved, R. Green seconded; that upon the recommendation of the Director of Operations, and the concurrence of the Managing Director, the Board rejects the bid submitted by KBK Landscaping for 2021-2023 countywide roadside mowing services.

Roll Call Vote:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

**FY 2024 Local Bridge Program Funding Applications**

RC21-185 J. McCollum moved, R. Green seconded; that upon the recommendation of the County Highway Engineer and the concurrence of the Managing Director, the Board hereby approves the submittal of five (5) applications to the Local Bridge Program to seek funding for the following bridges:

Priority	Structure Number	Location	On/Off System	Scope	Funding Match (MDOT/WCRC)
1	11002	Stony Creek Road over Paint Creek	On	Replacement	95% / 5%
2	10972	Tyler Road over Willow Run	Off	Removal	95% / 5%
3	10987	Dexter-Chelsea Road over Letts Creek	On	Superstructure Replacement	80% / 20%
4	<b>Bundle of Preventative Maintenance bridges</b>				
	10990	Sharon Hollow Road over Raisin River	On	Preventative Maintenance	80% / 20%
	11003	Whittaker Road over Stony Creek	On	Preventative Maintenance	80% / 20%
	10983	Plymouth Road over Fleming Creek	On	Preventative Maintenance	80% / 20%
	11004	Whittaker Road over Paint Creek	On	Preventative Maintenance	80% / 20%
	11005	Whittaker Road over Paint Creek	On	Preventative Maintenance	80% / 20%
5	11038	Sharon Valley over River Raisin	Off	Replacement	95% / 5%

Roll Call Vote:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.



**Prospect Pathway – Agency Resolution**

RC21-186 J. McCollum moved, R. Green seconded;

WHEREAS, the Prospect Road Pathway project is a non-motorized hot-mix asphalt trail approximately 0.36 miles in length on the east side of Prospect Road between Berkshire Road and Geddes Road (the “Project”); and

WHEREAS, the Washtenaw County Road Commission (“WCRC”) in cooperation with Superior Township (“Township”) was awarded a Transportation Alternatives Program (“TAP”) grant of \$508,358 for the Project; and

WHEREAS, WCRC entered into the Prospect Road Pathway Agreement with the Township (the “Agreement”) at its September 1, 2020 meeting (RC20-252) which 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 Prospect Road Pathway 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 Michigan Department of Transportation 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 Prospect Road Pathway project located in Superior Township.

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 March 17, 2021**

RC21-187 J. McCollum moved; R. Green seconded the Board hereby approves Voucher 10446 totaling \$282,838.92 for payroll of March 17, 2021, and Voucher 10447 totaling \$993,886.35 in payment of bills for March 17, 2021.

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 March 31, 2021**

RC21-188 J. McCollum moved; R. Green seconded the Board hereby approves Voucher 10448 totaling \$285,298.74 for payroll of March 31, 2021, and Voucher 10449 totaling \$778,710.58 in payment of bills for March 31, 2021.

Roll Call Vote:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

**B. ACTION ITEMS**

**Liberty Road at Zeeb Road, Parcel 1, Scio Township – Right of Way Acquisition**

RC21-189 R. Green moved, D. Fuller 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 800 square foot or 0.018 acre public road easement, more particularly described in Attachment A, from the owners, Michael L. Davis and Vera M. Davis, upon a parcel of property commonly known as 5575 W. Liberty Road, Scio Township, Michigan, and referred to as Tax Parcel Number H-08-33-100-017, in the amount of Nine Thousand & NO/100 (\$9,000.00) Dollars.

Roll Call Vote:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

**Signal Technician Position – Additional Full-Time Equivalent (FTE)**

RC21-190 D. Fuller moved, J. McCollum seconded that upon the recommendation of the Managing Director, the Board hereby approves one additional full-time employee bringing total WCRC staffing levels to 135 full-time equivalents.

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**

No county commissioners present.

### **ROAD COMMISSIONER REPORTS**

#### **Commissioner Doug Fuller**

3/17 Commissioner Doug Fuller attended the March meeting of WATS, chaired by the Honorable Brian Marl of the City of Saline. On the agenda was "Additional Funding and Guidance Request – Discussion". This was a request from the executive director and staff for guidance on how to frame the discussion of the approximately \$2 million additional dollars coming to Washtenaw County from the stimulus package. It was suggested by Pittsfield Township Supervisor Mandy Grewal that the monies be used to facilitate Re-Imagine Washtenaw' goals. Washtenaw County Commissioner Jason Morgan and Councilwoman Briggs of Ann Arbor supported Supervisor Grewal's suggestion.

Commissioner Fuller stated that It has been the policy of WATS in the past to not spend local funds on State Trunklines. Washtenaw Avenue, in the area of being re-imagined, is a state route whose number is M-17. For the Road Commission to support such a change in policy would require action by our Board. We are not being asked to take any action at this point. The Policy Committee did leave clear direction to the WATS staff to continue to engage the Technical Committee in developing any recommendations as to the actual disposition of additional funding.

At the invitation of the WATS executive director, Ben Stupka of the RTA made a third presentation of the ongoing efforts of the RTA staff to further regional transportation. His presentations are available to download from the WATS website. This fall, RTA will be going public with their recommendations.

3/25 Commissioner Fuller attended a special virtual meeting of the MCRCSIP Board. The one item agenda was a request by the chair to give direction to the Pool's Administrator on a procedural issue. Such direction was agreed upon, and the meeting was adjourned.

#### **Commissioner Barb Fuller**

3/17 Commissioner Barb Fuller attended the Chat with The Road Commission Session.

#### **Commissioner Rod Green**

3/31 Commissioner Rod Green attended the Chat with The Road Commission Session.

3/18 Commissioner Rod Green attended the General Assembly of SEMCOG where he reports that 8 projects were selected for the 3.6 million in funding for walking and biking projects in Southeast Michigan, including one in Washtenaw County for new bike lanes connecting EMU with Downtown Ypsilanti and Ypsilanti Township as well as a shared use pathway and green infrastructure in Pittsfield Township.

Commissioner Rod Green also reported that he recently applied for re-appointment to the Transportation Coordinating Council (TCC).

**Commissioner Jo Ann McCollum**

- 3/23 Commissioner McCollum attended the Washtenaw County Parks and Recreation Working Session to discuss the overview of the capital improvement plan, budget and fund balance. Also discussed was the Staebler Farm County Park multi-purpose building, renovation of the farmhouse and potential acquisition of the Michigan Folk School and the Border-to-Border Trail 3-5-year schedule of projects.
- 3/30 Commissioner McCollum attended the Transportation Asset Management for Local Officials Webinar from 9:00AM-12:00PM (ET).

**Commissioner Gloria Llamas**

- 4/1 Commissioner Gloria Llamas attended the Fiscally Ready Communities Financial Best Practice Training put on by the State of Michigan with the cooperation of the Michigan State University extension office.

**MANAGING DIRECTOR'S REPORT**

**Sheryl Siddall, Managing Director**

- COVID-19 Vaccine – Sheryl offered thanks to Jim Harmon, Director of Operations, for his continued efforts to work closely with the county on coordinating COVID vaccines for staff. The Road Commission has been able to coordinate some level of vaccination for everyone who has expressed interest at least through last week. Sheryl stated that employees are being encouraged to also get this vaccine through all sources whenever possible.
- Sheryl announced the retirement of Carrie Ryan, Board Secretary, from the Road Commission with her last day of work being May 28<sup>th</sup>. This will be recognized at the board meeting on May 18<sup>th</sup>.

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

- Jim Harmon thanked the Board for their continued support in approval of the new trucks for the Operations Department.
  - Staff is working steadily with all 20 townships on the yearly township agreements. Ann Arbor Township is the first township to submit their agreement.
  - Jim Harmon and Mike Bernbeck participated in a virtual information meeting on the Geddes Road project between Dixboro Road and the Superior Road Roundabout.
  - The annual chip seal program will begin the first week of May. This includes 100 miles programmed throughout Washtenaw County. Once the chip sealing is finished, crews will come back and apply a fog seal application.
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## **FINANCE & IT REPORT – Dan Ackerman, Director of Finance & IT**

### **FINANCE REPORT**

Finance will present the First Quarter Budget Review and the annual Audit Review at the next working session on April 20<sup>th</sup> with Plant Moran.

Michigan Transportation Funds (MTF) were down 8% in February 2021 compared to February 2020. Dan explained that the February 2020 numbers were pre-COVID pandemic. When comparing February 2020 MTF to February 2019, the 2020 MTF was up 12%. MDOT has stated that gas tax and vehicle registrations were down. To date, MDOT has not stated that they are making any adjustments to their 2021 projections. Dan suggested there may need to be budget adjustments.

The Finance staff has been training new staff transitioning into the Finance Department.

### **IT REPORT**

The conference room technology at the main yard is near completion. Chris Quinter, IT Manager, has been working with our vendor on this.

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

- The Miller Road Roundabout is complete and open. The Miller Road Bridge portion is not yet complete. The asphalt plants will reopen by early May. Engineering is in conversation with the contractor on when they will begin paving work on Miller Road.
- On April 2, another favorable bid came in with Cadillac Asphalt as the low bidder for the Wiard Road project at \$826,600 dollars which was 10% below the Engineer's estimate
- The US 12/M-17 improvements bids are due Friday, April 9.
- Staff is working on locally bid projects for the 2021 season: Zeeb Road, Phase 2; Liberty Road at Zeeb Road Roundabout; and Bemis Road at Carpenter Road traffic signal. These projects will be bid together and advertised by the end of this month.
- Matt thanked the board for their approval of the additional Signal Technician.

### **CLOSED SESSION**

J. McCollum moved; G. Llamas seconded to enter Closed Session at approximately 2:03 p.m. to discuss Collective Bargaining Agreement Negotiation Strategy.

Roll Call Vote:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

D. Fuller moved; R. Green seconded to exit Closed Session at approximately 2:56 p.m.

Roll Call Vote:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

## **ADJOURNMENT**

RC21-191 R. Green moved; J. McCollum seconded to adjourn the April 6, 2021 meeting at 2:56 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: \_\_\_\_\_