

**WASHTENAW COUNTY BOARD OF COUNTY ROAD COMMISSIONERS
VIRTUAL WORKING SESSION MINUTES OF
February 16, 2021**

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, M. McCulloch, N. Peterson, C. Quinter, C. Ryan, S. Siddall

Others Present: C. Sanders, County Commissioner, District 4; S. Shink – County Commissioner, District 2

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

PUBLIC PARTICIPATION

No public comment.

DRAFT RESPONSIBLE CONTRACTOR POLICY

Sheryl Siddall, Managing Director, stated that staff has reviewed the Procurement Policy in its entirety. The previous policy was quite broad and referenced state law and the uniform accounting manual for Road Commissions. Based on the Board's feedback at the December 2020 working session, staff developed an updated Procurement Policy and Procedure and there was discussion on these draft documents. Emily Kizer, Communications Manager, also provided a review of how to find Procurement on the WCRC website.

10 MINUTE BREAK

WCRC PERMIT RULES & REGULATIONS

Sheryl Siddall, Managing Director, stated that permits is one of the very basic functions the Road Commission performs. We have had permit rules and regulations in place for a long time, but these rules need to be updated periodically. The Permit Procedures and Regulations Policy is adopted by the Board and any changes need to be approved by the Board.

Mark McCulloch, Senior Project Manager for Permits, provided an introduction of the Permits Section staff and their roles at the Road Commission. The updated WCRC Permit Procedures and Regulations Policy will be adopted by the Board at a future board meeting. Mark provided a presentation on what the Permits Section does, and the different types of right-of-way permits the Road Commission issues such as residential, commercial, utility and misc. permits as well as transportation permits. Mark provided an overview of how the Permits Section looks on the WCRC website and how to use the information. Mark also provided a review of the Oxcart Permit Systems, a website used by WCRC and many other road commissions to process to transportation permit applications and the Adopt-a-County-Road program which is also administered by the Permits Section.

Procedures and Regulations Policy Document

Mark McCulloch provided a review of changes being made to the Procedures and Regulations Policy Document which include some legal changes. New subsections have been added to include non-motorized facilities and low-volume local roads (specifically regarding driveway sight distance). Mark provided a review of the Permits Fee Schedule, including proposed changes to the fee schedule and explained how these fees are processed.

Next steps: there will be a public comment period between March 1 and April 2, 2021, during this period comments can be submitted online or mail or email. Staff will process this feedback and incorporate any applicable changes. A public hearing will be held in late-March 2021.

ADJOURNMENT

J. McCollum moved; G. Llamas seconded to adjourn the February 16, 2021, Working Session at 10:45 a.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
Washtenaw County Board of Road Commissioners

Sheryl Soderholm Siddall, Deputy Clerk
Washtenaw County Board of Road Commissioners