

**Washtenaw County Board of County Road Commissioners**

555 North Zeeb Road, Ann Arbor, MI 48103

**Virtual Board Meeting Minutes of May 18, 2021**

- Board Present: Road Commissioners Barbara Fuller – Chair, Douglas Fuller, Gloria Llamas, Jo Ann McCollum
- Board Absent: Rodrick Green – Vice Chair
- Staff Present: D. Ackerman, C. Brochue, J. Harmon, E. Kizer, T. Lobbestael, M. MacDonell, M. McCulloch, N. Peterson, C. Quinter, C. Ryan, B. Schlack, S. Siddall
- Others Present: County Commissioner C. Sanders

The meeting was called to order at 1:01 p.m. by Barbara Fuller, Chair.

Roll Call of Attendance:

Barbara Fuller, Chair – remote from Scio Township, Washtenaw County, Michigan  
Rodrick Green, Vice Chair – absent  
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 those 586,000 Americans, including nearly 19,812 Michiganders, who have perished because of the COVID-19 virus.

While the trend in confirmed cases and deaths is improving, the only way to stop the virus is to achieve herd immunity with a 70% vaccination rate. To date 38.6% of Michiganders have been fully vaccinated. We're about half-way there! Thank you to everyone who has gotten themselves vaccinated.

**APPROVAL OF AGENDA**

RC21-244 J. McCollum moved; G. Llamas seconded to approve the agenda as presented.

Roll Call Vote:

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

NAYS: None

ABSENT: R. Green

ABSTAIN: None

Motion Carried.

## ACCEPTANCE OF MINUTES

RC21-245 G. Llamas moved; J. McCollum seconded to approve the Board Meeting Minutes of May 4, 2021 as presented.

Roll Call Vote:

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

NAYS: None

ABSENT: R. Green

ABSTAIN: None

Motion Carried.

RC21-246 J. McCollum moved; G. Llamas seconded to approve the Closed Session Minutes of May 4, 2021 as presented.

Roll Call Vote:

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

NAYS: None

ABSENT: R. Green

ABSTAIN: None

Motion Carried.

## PUBLIC COMMENT

The board members and staff complimented Carrie on her 15 years of service and wished her all the best in her retirement.

## WRITTEN COMMUNICATIONS

### Bridge Maintenance

- Monday, May 3, 2021 – The Mast Road bridge over the Huron River on the border of Webster Township and the City of Dexter

### Completion of Project – Road Opening

- Friday, May 7, 2021 – Geddes Road between N. Dixboro Road and Superior Road in Ann Arbor and Superior Townships

### Forestry Work

- Monday, May 10, 2021 – Scully Road between Gregory Road and Walsh Road in Webster Township

### Preventative Maintenance – Chip Seal

- Monday, May 10, 2021 – Herman Road between Watkins Road and Sharon Hollow Road in Manchester Township
- Tuesday, May 11, 2021 – Austin Road between M-52 and US-12 in Bridgewater and Saline Townships

**2021 Lima Township Agreement**

RC21-249 D. Fuller moved; G. Llamas 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 Lima Township Agreement with the Township estimated share being \$180,965.76.

Roll Call Vote:

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

NAYS: None

ABSENT: R. Green

ABSTAIN: None

Motion Carried.

**2021 Lodi Township Second Agreement**

RC21-250 D. Fuller moved; G. Llamas 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 Lodi Township Second Agreement with the Township estimated share being \$876,381.87.

Roll Call Vote:

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

NAYS: None

ABSENT: R. Green

ABSTAIN: None

Motion Carried.

**2021 Scio Township Agreement**

RC21-251 D. Fuller moved; G. Llamas 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 Scio Township Agreement with the Township estimated share being \$17,554.32.

Roll Call Vote:

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

NAYS: None

ABSENT: R. Green

ABSTAIN: None

Motion Carried.

**2021 Sylvan Township Second Agreement**

RC21-252 D. Fuller moved; G. Llamas 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 Sylvan Township Second Agreement with the Township estimated share being \$81,893.50.

### **Project Announcement**

- Tuesday, May 11, 2021 – Pontiac Trail and N. Territorial Road Roundabout

### **Road Resurfacing**

- Monday, May 10, 2021 – Packard Road between Carpenter Road and Golfside Road in Pittsfield Township
- Monday, May 10, 2021 – Judd Road between Saline-Milan Road and Moon Road in York Township

### **Storm Sewer Installation**

- Thursday, May 6, 2021 – Dixboro Road between the entrance to U of M's Matthaei Botanical Gardens and Plymouth Road in Ann Arbor Township

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### **Other Communications**

TO: Sheryl Siddall, Managing Director  
FROM: Richard C. Bremmer  
SUBJECT: Tubbs Road

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

No public comment.

### **CONSENT AGENDA**

RC21-247 D. Fuller moved; G. Llamas seconded to approve the consent agenda as presented.

Roll Call Vote:

YEAS: D. Fuller, G. Llamas, J. McCollum, B. Fuller  
NAYS: None  
ABSENT: R. Green  
ABSTAIN: None

Motion Carried.

### **2021 Augusta Township Second Agreement**

RC21-248 D. Fuller moved; G. Llamas 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 Augusta Township Second Agreement with the Township estimated share being \$59,800.00.

Roll Call Vote:

YEAS: D. Fuller, G. Llamas, J. McCollum, B. Fuller  
NAYS: None  
ABSENT: R. Green  
ABSTAIN: None

Motion Carried.

Roll Call Vote:

YEAS: D. Fuller, G. Llamas, J. McCollum, B. Fuller  
NAYS: None  
ABSENT: R. Green  
ABSTAIN: None  
Motion Carried.

**2021 Village of Manchester Agreement**

RC21-253 D. Fuller moved; G. Llamas 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 Village of Manchester Agreement with the Village estimated cost being \$957.09.

Roll Call Vote:

YEAS: D. Fuller, G. Llamas, J. McCollum, B. Fuller  
NAYS: None  
ABSENT: R. Green  
ABSTAIN: None  
Motion Carried.

**2021 York Township Third Agreement**

RC21-254 D. Fuller moved; G. Llamas 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 York Township Third Agreement with the Township estimated share being \$32,500.00.

Roll Call Vote:

YEAS: D. Fuller, G. Llamas, J. McCollum, B. Fuller  
NAYS: None  
ABSENT: R. Green  
ABSTAIN: None  
Motion Carried.

**IHA Health Services Corp., Old US-12 – Road Improvement Agreement**

RC21-255 D. Fuller moved; G. Llamas seconded; that upon the recommendation of the Director of Engineering / County Highway Engineer and concurrence of the Managing Director, the Board hereby approves and authorizes the Managing Director to sign the Road Improvement Agreement between the Washtenaw County Road Commission and IHA Health Services Corporation in connection with the development of a medical facility located on Old US-12 in the City of Chelsea.

Roll Call Vote:

YEAS: D. Fuller, G. Llamas, J. McCollum, B. Fuller  
NAYS: None  
ABSENT: R. Green  
ABSTAIN: None

Motion Carried.

**Installation of Heat Tape and Repair of Roof Insulation at SESC**

RC21-256 D. Fuller moved; G. Llamas seconded; that upon the recommendation of the Director of Operations, and the concurrence of the Managing Director, the Board acknowledges that no bids were received for the Installation of Heat Tape and Repair of Roof Insulation at SESC.

Roll Call Vote:

YEAS: D. Fuller, G. Llamas, J. McCollum, B. Fuller  
NAYS: None  
ABSENT: R. Green  
ABSTAIN: None

Motion Carried.

**Payroll & Bills for May 12, 2021**

RC21-257 D. Fuller moved; G. Llamas seconded; the Board hereby approves Voucher 10454 totaling \$317,129.85 for payroll of May 12, 2021, and Voucher 10455 totaling \$885,069.81 in payment of bills for May 12, 2021.

Roll Call Vote:

YEAS: D. Fuller, G. Llamas, J. McCollum, B. Fuller  
NAYS: None  
ABSENT: R. Green  
ABSTAIN: None

Motion Carried.

**Retirement Resolution of Public Service – Carrie Ryan**

RC21-258 D. Fuller moved; G. Llamas seconded;

WHEREAS Carrie E. Ryan has served as a valuable, full-time employee of the Washtenaw County Road Commission starting on May 11, 2006 through May 28, 2021, when she has elected to retire to enjoy time with her family and friends; and

WHEREAS Carrie E. Ryan has provided 15 years of knowledge and experience as board secretary, which has greatly benefited WCRC, the Board of County Road Commissioners, the citizens of Washtenaw County and the traveling public; and

WHEREAS, in having provided 15 years of faithful and valuable service to the Washtenaw County Road Commission and the Board in particular, her experience and knowledge will be greatly missed.

NOW THEREFORE BE IT RESOLVED that we, the Washtenaw County Board of County Road Commissioners, thank, acknowledge, and commend Carrie E. Ryan for her dedicated service, and wish her continued good health, happiness and success in all her future endeavors.

Roll Call Vote:

YEAS: D. Fuller, G. Llamas, J. McCollum, B. Fuller  
NAYS: None  
ABSENT: R. Green  
ABSTAIN: None

Motion Carried.

## **ACTION ITEMS**

### **Permit & Administrative Fee Schedule**

RC21-259 G. Llamas moved, J. McCollum seconded;

WHEREAS, MCLA §247.325 and §224.19b provide that the Board of County Road Commissioners of the County of Washtenaw may adopt its own fee schedule for the administration of permits after a public hearing, and

WHEREAS, after the required public notice was published, a public hearing was held virtually over the internet via Zoom on March 23, 2021, and

WHEREAS, this Board hereby determines that the proposed permit fee schedule as promulgated prescribe reasonable rates to cover staff costs to receive, review and issue permits, and

WHEREAS, from the findings of the Board it is deemed appropriate to adopt the aforementioned permit and administrative fee schedule.

NOW, THEREFORE, BE IT RESOLVED that upon the recommendation of the County Highway Engineer / Director of Engineering and the concurrence of the Managing Director, the Board approves the revised permit and administrative fee schedule to take effect June 1, 2021 and superseded all other previous permit fee schedules adopted by the Board.

Roll Call Vote:

YEAS: D. Fuller, G. Llamas, J. McCollum, B. Fuller  
NAYS: None  
ABSENT: R. Green  
ABSTAIN: None

Motion Carried.

**Procedures and Regulations for Permit Activities**

RC21-260 D. Fuller moved, G. Llamas seconded;

WHEREAS, MCLA §247.325 and §224.19b provide that the Board of County Road Commissioners of the County of Washtenaw may adopt its own rules and permit requirements necessary for the administration of permits after a public hearing, and

WHEREAS, the Board of County Road Commissioners of the County of Washtenaw promulgated rules entitled "Procedures and Regulations for Permit Activities" for administration of aforesaid act, and

WHEREAS, after the required public notice was published, a public hearing was held virtually over the internet via Zoom on March 23, 2021, and

WHEREAS, this Board hereby determines that the procedures and regulations as promulgated prescribe reasonable standards for the regulation of permit activities in the public right-of-way under the jurisdiction of this Board, and

WHEREAS, from the findings of the Board it is deemed appropriate to adopt the aforementioned procedures and regulations so as to regulate permit activities with public safety and with management of public right-of-way.

NOW, THEREFORE, BE IT RESOLVED that:

The revised "Procedures and Regulations for Permit Activities" are hereby adopted.

All prior procedures and regulations conflicting with this resolution are hereby repealed.

The effective date of aforesaid "Procedures and Regulations for Permit Activities" shall be June 1, 2021.

Roll Call Vote:

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

NAYS: None

ABSENT: R. Green

ABSTAIN: None

Motion Carried.



**Zeeb Rd – Ph 2, Liberty Rd/Zeeb Rd & Bemis Rd/Carpenter Rd – Bid Award**

RC21-261 J. McCollum moved; G. Llamas seconded; that upon the recommendation of the County Highway Engineer / Director of Engineering and the concurrence of the Managing Director, the Board hereby accepts the low bid of \$3,295,512.23 and authorizes the Managing Director to sign a contract with Miller Brothers Construction, Inc to construct the Zeeb Road Improvements Phase 2, the Liberty Road at Zeeb Road Roundabout and the Bemis Road at Carpenter Road Intersection improvements.

Roll Call Vote:

YEAS: D. Fuller, G. Llamas, J. McCollum, B. Fuller  
NAYS: None  
ABSENT: R. Green  
ABSTAIN: None

Motion Carried.

**Zeeb Road – Ph 2, Parcel 16 – Right of Way Acquisition**

RC21-262 D. Fuller moved, G. Llamas 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 a 113 square foot or 0.003 acre public road easement, more particularly described in Attachment A, and a 6,510 square foot grading permit from the owner, Beth K, Hansemann, upon a parcel of property commonly known as 5476 Pleasant Lake Road, Lodi Township, Michigan, referred to as Tax Parcel Number M-13-15-300-006 in the amount of One Thousand & NO/100 (\$1,000.00) Dollars.

Roll Call Vote:

YEAS: D. Fuller, G. Llamas, J. McCollum, B. Fuller  
NAYS: None  
ABSENT: R. Green  
ABSTAIN: None

Motion Carried.

**REPORTS**

**COUNTY COMMISSIONER REPORTS**

No report.

**ROAD COMMISSIONER REPORTS**

**Commissioner Barb Fuller**

5/6 Commissioner Barb Fuller attended the virtual 2021 construction season kick-off meeting.

**Commissioner Doug Fuller**

On several occasions last week Commissioner Doug Fuller made trips over Herman & Austin Roads, both prior to and after our crew chip sealed them. Commissioner Fuller is pleased to report that both roads are everything that one could expect. As Mr. Harmon has informed us, chip sealing, for us is part of a process that includes fog sealing, and application of lane markings, which will come later. The crew is doing us proud.

Last week Commissioner Fuller attended the regularly scheduled meeting of the Board of MCRCSIP, (liability insurance,) to listen to the annual reports by the fund managers of the firms that invest our funds. The reports, as you might expect, were favorable. Also covered, were some ground of regular information provided by Staff. The newest Board member, Tony Casali, was also welcomed. Tony is the Managing Director of the Isabella County Road Commission. Tony replaced the now retired Alan Cooper of Wexford CRC.

**Commissioner Rod Green**

Absent.

**Commissioner Jo Ann McCollum**

5/11 Commissioner McCollum attended the Washtenaw County Parks and Recreation Commission. The proposed Eastside Washtenaw Recreation Center project was discussed. It was recommended that the Washtenaw County Parks and Recreation Commission authorize staff to work with project partners and legal counsel to draft a Memorandum of Understanding (MOU) outlining the terms and conditions of the Eastside Washtenaw Recreation Center project and contingent upon a successfully executed MOU, make a financial commitment of \$3,500,000 towards the project. Although Commissioner McCollum sees this as a generous commitment, she feels that there needs to be a higher financial commitment because of the high need of this project. This recommendation was passed, and she hopes that in the future there will be a determination that an additional financial commitment can be made.

**Commissioner Gloria Llamas**

No report.

**MANAGING DIRECTOR'S REPORT**

**Sheryl Siddall, Managing Director**

- Sheryl noted that management and herself have been paying close attention to the changes coming with face masks and will be keeping the face mask protocol in place until we receive further guidance from MIOSHA. There may be some relaxation from MIOSHA based on vaccination status, but management is waiting to see what that will look like.
- Management is looking at the remote work requirement expiring on Monday and bringing staff back to the office and working on a plan for when we open the lobby to the public and how that will look. There are a lot of upcoming changes that we expect to take place.

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

- Matt MacDonell thanked the board for adopting the permit fee schedule and the procedures and regulations for permit activities and appreciates the Board's support and all the conversations revolving around those documents. Staff looks forward to implementing on June 1<sup>st</sup>.
- Bemis Road is open to traffic between Platt Road and Carpenter Road.
- The Miller Road HMA paving is scheduled for Friday.
- Engineering is coordinating with Operations on the other Miller Road projects that are starting this week.
- Dennison Road bridge project has a scheduled beam delivery this week.
- Mast Road bridge deck patching is scheduled to finish in the next week or two and then crews will work on the east side.
- Contractors and bridge crew will start work on the Bridge Road structure in Ypsilanti Township.

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

- Jim Harmon noted that the Operations Department has been very busy and thanked the Board for approval of a variety of agreements with our township partners including a lesser agreement with the Village of Manchester for an application of brine within the Village limits.
- Judd Road is an asphalt resurfacing project between Saline-Milan Road and Moon Road. Staff completed limestone resurfacing on Parker Road and has moved onto Mooreville Road between Ridge Road and Macon Road.
- Staff completed Geddes Road, and is working on Platt Road mill and resurface between Willis Road and Judd Road which is a primary road that York Township elected to fund entirely.

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

**FINANCE REPORT**

- Finance staff is working diligently on a large amount of job numbers as agreements continue to be approved.
- Dan noted that he has been busy supporting the staffing changes in Finance and that payroll clerk, Tracy Balkwell, is extremely dedicated and takes payroll very seriously and has already made process improvements.
- Finance is still working on the STL audit and the 2020 OPEB report.
- Dan has submitted and received approval for the 2020 qualifying statement. This is due each year to the State of Michigan.

**IT REPORT**

- Dan reported that 5 interns have started recently, and everything has been set up in a timely manner.
- Josh is on the next level of his cellphone job and doing a great job with it.

**ADJOURNMENT**

RC21-263 G. Llamas moved; J. McCollum seconded to adjourn the May 18, 2021 meeting at 1:46 p.m.

Roll Call Vote:

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

NAYS: None

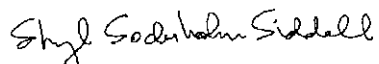
ABSENT: R. Green

ABSTAIN: None

Motion Carried.

For:

  
\_\_\_\_\_  
Barbara Ryan Fuller, Chair

 Sheryl Soderholm Siddall  
Jun 2 2021 9:35 AM  
\_\_\_\_\_  
Sheryl Soderholm Siddall, Deputy Clerk

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