

WASHTENAW COUNTY ROAD COMMISSION

TO: Washtenaw County Board of Road Commissioners

FROM: Steven M. Puuri
Managing Director

SUBJECT: Staff Report – February 8, 2010 to February 21, 2010

DATE: March 2, 2010

TOWNSHIP REPORTS

A. Maintenance

Scraping of soft surfaced roads and patching of paved roads took place throughout the County. In addition, the following specific maintenance activities were performed in individual townships.

BRIDGEWATER TOWNSHIP

- Cut Dead Trees – Boettner Road north of Austin Road
- Cassidy Lake Prison Brush Crew – Boettner Road

FREEDOM TOWNSHIP

- Sweep Intersections – Schneider Road
- Roadside Clean Up – Ernst Road
- Cut Dead Trees – Boettner Road south of Saline Waterworks Road
- Cassidy Lake Prison Brush Crew – Boettner Road

LIMA TOWNSHIP

- Limestone Patch – Gross Road: 9 tons of limestone
- Boom Mower – Liberty Road, Scio Church Road

LODI TOWNSHIP

- Cut Dead Trees – Ellsworth Road east of Diuble Road

LYNDON TOWNSHIP

- Boom Mower – Werkner Road
- Cut Dead Trees – Roepke Road between Bowdish Road and Boyce Road

NORTHFIELD TOWNSHIP

- Roadside Clean Up – Kearney Road
- Grind Stumps – North Territorial Road

SALEM TOWNSHIP

- Limestone Patch – Five Mile Road: 30 tons of limestone

SALINE TOWNSHIP

- Limestone Patch – Marion Road: 15 tons of limestone
- Repair Washout – Jordan Road

SCIO TOWNSHIP

- Limestone Patch – Liberty Road: 10 tons of limestone

SHARON TOWNSHIP

- Cut Dead Trees – Grass Lake Road west of M-52
- Grind Stumps – Grass Lake Road

SUPERIOR TOWNSHIP

- Roadside Clean Up – Cherry Hill Road, Gotfredson Road, Vreeland Road

SYLVAN TOWNSHIP

- Boom Mower – Scio Church Road, Werkner Road

WEBSTER TOWNSHIP

- Grind Stumps – Scully Road, Jennings Road, North Territorial Road

YPSILANTI TOWNSHIP

- Brush Removal – Southlawn Avenue, Eastlawn Avenue, Westlawn Avenue, Boston Avenue, Dexter Avenue

TREE CREW

- Webster Township – Scully Road south of North Territorial Road, Zeeb Road north of Joy Road, North Territorial Road west of Chamberlin Road
- Dexter Township – North Territorial Road east of Toma Road
- Lyndon Township – Werkner Road south of Island Lake Road

STATE TRUNKLINE

- Patch – M-52, US-23, US-12, I-94
- Repair Guardrail – M-14, US-23, I-94
- Cut Dead Trees – I-94
- Replace Broken Catch Basin Covers – I-94
- Attenuator Repair – I-94
- Paint over Graffiti on Bridges – US-23, I-94
- Close Ramp for Traffic Control due to Accident – US-23
- Night Patrol Duties

WINTER

Crews were called six times for winter weather and used 1,763 tons of salt and 591 tons of sand. In addition, bridge decks were brined on M-14, I-94 and US-23.

B. Construction

Preliminary scoping and estimating work was initiated in response to potential “Jobs for Main Street” federal funding; this included the detailed review of potential routes. Work related to the finalizing of 2009 projects continued. Construction and Permits staff coordinated the review and approval of final gas main relocation plans on the Rawsonville Road/Bemis Road intersection project. The MDOT delayed the advertisement of the Geddes Road Non-Motorized Trail project due to insufficient federal funding. The MDOT Grade Inspection meeting for Oak Valley Drive has been scheduled for February 25, 2010.

DEXTER TOWNSHIP

Dexter-Pinckney Rd @ Portage Lake Canal - Bridge Reconstruction: A meeting with area public agencies, including emergency services, was held on February 9, 2010. Staff finalized preparations for the final public information meeting, including a frequently asked questions (FAQs) summary. The meeting was held on February 10, 2010 at the Dexter Township Hall, with approximately 40 in attendance. An email was prepared and distributed to the attendees. The planned relocation of utilities was confirmed and email contact information was updated. Revisions were made to the traffic control plan. Staff identified the preferred materials testing consultant based on a review (qualification based selection, QBS) of the consultant proposals submitted. The preconstruction meeting was scheduled, a meeting notice was distributed, and the agenda was prepared. The preconstruction meeting with Dan's Excavating, Inc. was held on February 19, 2010. The relocation of the sanitary sewer force main was discussed with the Portage-Base Sewer Authority. Dexter-Pinckney Road is scheduled to be closed on March 15, 2010.

SCIO TOWNSHIP

Dexter Main St Bridge @ Mill Creek - Bridge Replacement: At the recommendation of the MDOT, the final payment for the remaining rock items was processed. Staff prepared and submitted an invoice to the Village of Dexter.

WEBSTER TOWNSHIP

Mast Rd Bridge @ Huron River - Bridge Maintenance: The type, size and location (TS&L) design package was completed and submitted to the MDOT. The next step will involve the submittal of a grade inspection package.

C. Project Development

DESIGN

Staff continues processing documentation for the "Scio Hills" subdivision special assessment district. Staff continues designing the proposed geometry, profiles, pavement markings, and storm drainage options for the Willis Road/Carpenter Road project in York Township and a utility coordination meeting has been scheduled. Staff completed and submitted final revisions per MDOT comments for the American Recovery and Reinvestment Act of 2009 (ARRA). Staff has developed a program for the tentative "Jobs for Main Street" federal funding program and began preliminary field work and cost estimates. Staff is preparing the preventative maintenance program for the 2010 STP-Urban funding program. Staff is working with the WCRC legal counsel in preparation for the upcoming Bellemeade trial. Staff continues assisting the Construction Section with required MDOT document submittals on the Plymouth Road/Gotfredson Road Safety project, and the Jackson Road, Phase III project and continues project setup for 2010 Federal Aid projects. Staff continues updating and creating digital maps and completing documentation for the 2010 Certification Map process.

RIGHT-OF-WAY ACTIVITIES

Staff met with four property owners to explain road project needs and obtained two grading permits necessary for construction of the Willis Road/Carpenter Road intersection improvements in York Township.

Staff contacted a real estate agent to determine status of a foreclosed property adjacent to the Bethel Church Gravel Pit and was informed the transaction is moving toward closing. Staff considered costs and contracted for both building insurance and snow removal services necessary for parcel 38 of the Jackson Road, Phase III project. Staff also continues to close out remaining invoices and project parcel files. Staff met with property owners to obtain an easement for the Dexter Ann-Arbor Road project. Staff facilitated a MDOT request for a right of entry to work within road commission property as part of the M-52 improvements between Manchester and Chelsea beginning this spring. Staff is continuing to retrieve recorded condominium site plans from the Register of Deeds office. Staff continues to monitor and direct the negotiations for a proposed ITC corridor in Scio Township. Staff met with property owner on the Dexter- Pinckney Bridge project to obtain a tree permit.

SURVEY ACTIVITIES

Staff continues developing storm cut sheets for the Rawsonville Road/Bemis Road project and compiling cross section stakeout sheets. Staff is preparing construction staking data and began setting control in the field for the Dexter-Pinckney Bridge project. Staff is reviewing design cross sections for the Rawsonville Road/Bemis Road Safety project. Staff began compiling construction staking data for the Whittaker Road/Stony Creek Road Roundabout project. Staff continues setting up CADD standards in the recently deployed Civil 3D software and is preparing for conversion over to this software for mapping and construction staking. Staff finalized the 2009 Remonumentation completion report and supporting documentation and distributed research packages for the 2010 Remonumentation program. Staff continues preparing pavement condition maps for use in Township meetings. Staff prepared a proposed alignment and right-of-way drawing for a section of the conceptual realignment of Dexter-Chelsea Road in Lima Township and met with property owners regarding the realignment. A follow-up meeting is to occur in March 2010. Staff met with Operations staff to continue compiling required documentation for the MS4 stormwater permit.

D. Permits & Subdivisions

Staff received 18 new right-of-way permit applications during this period and logged 12 plans for review. At this time there are 76 pending right-of-way permits (applied for but not issued); 11 residential, 30 commercial, 26 utility, and nine miscellaneous permits. Staff completed 10 plan reviews, one sight distance study, one motor carrier enforcement stop, responded to one service request and is also working to complete the annual road certification map update. Currently there are 417 active right-of-way permits (issued & awaiting completion); 144 residential, 42 commercial, 135 utility, and 56 miscellaneous permits. 38 final inspections were performed during this period. Staff issued one residential drive, 13 utility, three miscellaneous and 17 transportation permits and receipted approximately \$3,770 in permit fees and surety.

PITTSFIELD TOWNSHIP

Water Main Improvements, Section 1: The Contractor began work on directional drilling water main.

SCIO TOWNSHIP

Village of Dexter Water System Improvements: The Contractor began installation of water main on Parker Road.

ADDITIONAL STAFF REPORTS

E. Administration

The Operations Department has performed admirably once again as they cleared our way during the last snow event on February 22nd and 23rd. Winter continues to remind us that spring is a few weeks away. The two recent heavy snow storms have returned our salt usage back to normal winter levels. In total, the winter of 2009 – 2010 has cost the WCRC nearly \$2 million so far on winter. In contrast, the winter maintenance costs for last winter were \$3.2 million.

Our Engineering staff is gearing up for an early project that will be performed as an Accelerated Project schedule. The Dexter-Pinckney Bridge will be replaced this spring and summer, and the local buzz appears to be more about boat traffic than about the road closure or long detour route. The Road Commission will begin using a social media site called “Twitter” to advise motorists and boat traffic of the frequent project impacts to travel under the bridge. These “Lake People” take their boat travel seriously. We are looking forward to providing motorists and boat traffic with the most up-to-date status of the bridge progress and canal traffic throughout the duration of the many phases of this project.

F. Building & Grounds

The Building and Grounds Crew performed routine maintenance at Yard One including recycling office paper, hauling trash, sweeping the garage floor, snow removal as needed, and janitorial duties as needed. Various rooms were set up for meetings, lights were repaired as needed, panel heater stands were built, fire dampers were checked in the office and the monthly fire extinguisher check was conducted. Cable was run by staff for the Sign Shop from the roof to room 229, the HVAC was repaired in the office lunchroom, and a wall was patched and painted in the driver’s lunchroom. A hose break-off fitting was replaced at the fuel pump and ladders were picked up for District One and Southeast Service Center. Security upgrades were started at the Administration Building. At the Southeast Service Center, shop furnaces were repaired and a meeting was conducted regarding the emergency generator. At the Salem Yard, the outdoor lights were repaired at the salt barn.

G. Finance

Various federal aid paperwork was processed. Staff finalized all financial records for year-end. Work continued on the 2009 Act 51 report. The 2009 financial audit continued during this period. Various information was provided to Washtenaw County related to the 2009 audit. A final close of the books for 2009 took place during this period. All final balance sheet balances were rolled over for 2010. Spreadsheets for the First Quarter 2010 budget were set up. All inactive equipment was purged off of the financial system. A considerable amount of additional state trunkline information was provided for the 2008 trunkline audit. January journal entries were prepared. The winter seasonal expenditure spreadsheet was modified. All federal and state tax forms were finalized and mailed. All costs associated with the Dexter Main Street Bridge project were updated. The January cash reconciliation was prepared. The 2010 Equipment Specifications and Rentals report was prepared and submitted to MDOT.

H. Human Resources

Reviewing applicants for Light Truck Driver positions authorized to be filled for the Tree Crew by the Board. Assisted Finance Department in hosting Southern CRAM Finance & HR meeting. Receiving training on security software. Currently have 1 employee away from work on workers compensation.

I. Information Systems

An existing workstation has been reformatted and configured for the Security Management System and a user client station is receiving a client install with preliminary user training. Two client stations in Engineering received hardware repair and reconfiguration. DNS Records have been redirected to the new website host server. Staff continued review of ISO procedures specific to the upcoming audit to ascertain proper evidence is in place. Review and updates to the Business Measurement matrix were also completed. The majority of Roadsoft users have been redirected to the new SQL instance of Roadsoft. Updates were completed for reporting on the Fuel System. Revisions continue on the Resource Center Database pertaining to organization forms.

J. Shop

The Shop performed services on 43 work orders, 14 vehicles received routine service, 11 service calls run were made, eight new tires were repaired, and one new tire was installed. Loader 844 was brought to the Shop with a broken hydraulic hose. Wiring issues were addressed on a number of trucks. Air conditioning issues were fixed on Vactor 391 and the fan clutch was rebuilt on Truck 326.

K. Traffic & Safety

Staff is continuing with reviewing and modifying our traffic signal details, adjusted two traffic signal timings and is continuing to prepare the necessary documents for our annual bids (sign material, pavement marking and signal parts). Staff reviewed a few citizen requests. Staff is also preparing traffic signal plans for the Carpenter Road/Willis Road Intersection Improvement project and providing project plan review for other upcoming planned projects. The sign crews are continuing with installing new signs to comply with the retroreflective requirements through our ARRA projects. Additionally, the crews have replaced, repaired and/or relocated 62 signs; removed eight signs; and installed six new signs. The signal shop repaired or responded to eight signals/pedestrian signals with malfunctions. The signal shop continues performing annual routine maintenance on MDOT and WCRC signals.

Carpenter Elementary Safe Routes to School (SR2S): Staff is continuing with meetings to complete the SR2S funding application by March 2010.

Erickson Elementary Safe Routes to School (SR2S): Meetings are taking place to develop strategies to being preparing the SR2S funding application.

Rolling Hills Subdivision Neighborhood Traffic Management Program (NTMP): Staff is waiting to receive the 75% approval petition to move forward with the program.

Arbor Woods Subdivision Neighborhood Traffic Management Program (NTMP): Staff is waiting for confirmation of funds within Phase III to bid the construction of calming devices within this phase.

MEETINGS**K. Meetings Attended**

- 2/8 S. Puuri and R. Townsend met with the Pittsfield Supervisor to discuss changes to the federal aid program.
- 2/9 Commissioner Fuller, Commissioner Veigel, S. Puuri, J. Harmon, E. Reed, K. Wagenhauser attended the York Township/WCRC Annual Meeting held at the York Township Hall.
- 2/10 J. Harmon gave on-the-air telephone interview with Channel 7 WXYZ News regarding winter maintenance operations.
- 2/10 County Commissioner Schwartz and Road Commissioners Fuller and Veigel, as well as R. Townsend, A. Berkholz and C. Brochue and a consultant from DLZ Engineering attended the 2010 Dexter-Pinckney Road Bridge project Public Information Meeting held at the Dexter Township Hall
- 2/11 Commissioner Rutledge, Commissioner Fuller, Commissioner Veigel, S. Puuri, J. Harmon, R. Townsend, E. Reed, K. Wagenhauser attended the Ypsilanti Township/WCRC Annual Meeting held at the Ypsilanti Township Hall.
- 2/16 Commissioner Fuller, Commissioner Veigel, S. Puuri, J. Harmon, R. Townsend, E. Reed, D. Trinkle attended the Dexter Township/WCRC Annual Meeting held at the Dexter Township Hall.
- 2/17 Commissioner Fuller as well as S. Puuri attended the WATS Policy Committee meeting.
- 2/18 The monthly Safety Committee Meeting was held.
- 2/18 J. Harmon, E. Reed, and E. Long participated in a deposition preparation meeting for the Five Mile Road lawsuit.
- 2/19 The monthly Supervisor's Meeting was held.
- 2/19 The monthly Operations Department staff meeting was held.