

## WASHTENAW COUNTY ROAD COMMISSION

**TO:** Washtenaw County Board of Road Commissioners

**FROM:** Roy D. Townsend, P.E.  
Managing Director

**SUBJECT:** Staff Report – December 12, 2011 to December 25, 2011

**DATE:** January 3, 2012

### 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.

#### ANN ARBOR TOWNSHIP

- Limestone Patch – Warren Road, Wayside Drive, Danbury Lane, Chalmers Drive: 63 tons of limestone
- Cut Bleeders – Earhart Road, Gleaner Hall Road, Ford Road, Maple Road

#### AUGUSTA TOWNSHIP

- Limestone Patch – Rosbolt Road, Torrey Road, McCrone Road, Judd Road, Butler Road: 125 tons of limestone
- Install Driveway Culvert – Pitman Road
- Cut Bleeders – Stony Creek Road, Whittaker Road, Willis Road, Willow Road

#### BRIDGEWATER TOWNSHIP

- Limestone Patch – Lima Center Road, Willow Road, Fisk Road: 41 tons of limestone
- Gravel Patch – Kaiser Road, Burmeister Road, Schellenberger Road, Klager Road: 54 tons of gravel
- Pick Up Fallen Tree – Austin Road

#### DEXTER TOWNSHIP

- Limestone Patch Shoulders – Dexter-Pinckney Road: 12 tons of limestone
- Limestone Patch – Island Lake Road: 9 tons of limestone
- Brush Removal – Stinchfield Woods Road

#### FREEDOM TOWNSHIP

- Limestone Patch – Hieber Road, Eisman Road: 25 tons of limestone
- Gravel Patch – Ellsworth Road, Eisman Road, Schmitz Road, Waters Road: 46 tons of gravel
- Cut Bleeders – Ellsworth Road, Kothe Road, Ernst Road
- Pick Up Fallen Trees – Fletcher Road, Steinbach Road

LIMA TOWNSHIP

- Gravel Patch Shoulders – Dexter-Chelsea Road: 4 tons of gravel
- Limestone Patch – Fletcher Road, Trinkle Road: 50 tons of limestone
- Gravel Patch – Easton Road: 18 tons of gravel
- Boom Mower – Jerusalem Road

LODI TOWNSHIP

- Limestone Patch – Bethel Church Road, Noble Road, Waters Road, Textile Road, Saline-Waterworks Road, Alber Road, Weber Road, Tessmer Road: 242 tons of limestone
- Gravel Patch – Weber Road, Textile Road, Bethel Church Road, Saline-Waterworks Road, Tessmer Road: 90 tons of gravel

LYNDON TOWNSHIP

- Ditching – Guinan Drive
- Boom Mower – Roe Road, Cassidy Road
- Roadside Clean Up – Waterloo Road
- Pick Up Fallen Trees – Loveland Road
- Brush Removal – Guinan Drive

MANCHESTER TOWNSHIP

- Limestone Patch – Wolff Road: 15 tons of limestone
- Cut Bleeders – Hudson Road, Kirk Road, Van Tuyle Road
- Pick Up Fallen Trees – Burtless Road, Ely Road, Wellwood Road, Bowens Road, Noggles Road

NORTHFIELD TOWNSHIP

- Limestone Patch Shoulders – North Territorial Road: 3 tons of limestone
- Limestone Patch – Butternut Avenue, Jennings Road, Phlox Avenue, Jay R Street, Elizabeth Avenue, Six Mile Road, Sutton Road, Rushton Road, Walnut Road, Maple Road, Five Mile Road, Kearney Road, Hellner Road, Spencer Road, Joy Road, Northfield Church Road: 362 tons of limestone
- Cut Bleeders – Earhart Road, Hellner Road, Kearney Road, Northfield Church Road
- Pick Up Fallen Trees – Nollar Road, Hellner Road, Spencer Road, Joy Road

PITTSFIELD TOWNSHIP

- Scrape & Limestone Patch Shoulders – State Road: 23 tons of limestone
- Limestone Patch – Crane Road: 35 tons of limestone
- Cut Dead Trees – Textile Road west of Platt Road

SALEM TOWNSHIP

- Limestone Patch Shoulders – North Territorial Road, Currie Road, Pontiac Trail: 25 tons of limestone
- Limestone Patch – Five Mile Road, Joy Road, Dixboro Road, Tower Road, Chubb Road, Salem Road, Eight Mile Road, Five Mile Road: 115 tons of limestone
- Cut Bleeders – Five Mile Road, Chubb Road, Salem Road, Tower Road, Vorhies Road
- Clean Culvert – Seven Mile Road

- Repair Washout – Joy Road
- Pick Up Fallen Trees – Joy Road, Seven Mile Road

#### SALINE TOWNSHIP

- Limestone Patch – Willow Road, Arkona Road: 55 tons of limestone
- Clean Culverts – Schill Road, Macon Road
- Cut Bleeders – Johnson Road, Macon Road, Marion Road, Mooreville Road, Willow Road

#### SCIO TOWNSHIP

- Scrape Shoulders – Scio Church Road
- Limestone Patch Shoulders – Scio Church Road, Parker Road: 6 tons of limestone
- Limestone Patch – Knight Road, Bandera Road: 25 tons of limestone
- Ditching – Liberty Road
- Clean Culverts – Park Road, Zeeb Road
- Grind Stumps – East Delhi Road

#### SHARON TOWNSHIP

- Limestone Patch – Bethel Church Road, Waldo Road: 24 tons of limestone
- Cut Bleeders – Sharon Valley Road, Trolz Road, Sharon Hollow Road

#### SUPERIOR TOWNSHIP

- Limestone Patch – Gotfredson Road, Frains Lake Road, Cherry Hill Road, Warren Road: 60 tons of limestone
- Clean Catch Basins – Dawn Avenue, Arlington Drive, Panama Avenue
- Cut Bleeders – Berry Road, Cherry Hill Road, Gotfredson Road, Vorhies Road, Vreeland Road
- Pick Up Fallen Trees – Plymouth Road, Warren Road, Frains Lake Road

#### SYLVAN TOWNSHIP

- Gravel Patch Shoulders – Old US-12: 11 tons of gravel
- Roadside Clean Up – Garvey Road

#### WEBSTER TOWNSHIP

- Limestone Patch – Walsh Road, Valentine Road, Merrill Road, Webster Church Road, Chamberlin Road, Huron River Drive, Gregory Road: 195 tons of limestone
- Gravel Patch – Farrell Road, Scully Road, Merkel Road: 54 tons of gravel
- Cut Bleeders – Donovan Road, Jennings Road, Merrill Road, Northfield Church Road
- Roadside Clean Up – Jennings Road
- Grind Stumps – Donovan Road, Mast Road

#### YORK TOWNSHIP

- Limestone Patch – Maple Road, Mooreville Road, Arkona Road: 75 tons of limestone
- Ditching – Mooreville Road
- Clean Culverts – Moon Road, Mooreville Road
- Boom Mower – Platt Road, Mooreville Road

YPSILANTI TOWNSHIP

- Scrape & Limestone Patch Shoulders – Rawsonville Road, Whittaker Road, Textile Road: 24 tons of limestone
- Limestone Patch – Morgan Road, Bemis Road, Munger Road: 120 tons of limestone
- Clean Catch Basins – Shelly Avenue
- Ditching – Bemis Road, Textile Road, Clubview Drive, Harris Road
- Cut Dead Trees – Coleman Street
- Weld Manholes – Grove Road, Harris Road, Bemis Road, Whittaker Road
- Close Roads (Install Guardrail) – Margery Avenue, Nancy Street

TREE CREW

- Dexter Township – Fleming Road at Dexter-Pinckney Road

WINTER MAINTENANCE

Crews responded four times to winter weather using 333 tons of salt and 28 tons of sand

STATE TRUNKLINE

- Patrol Patching – I-94, US-23, US-12, M-52, M-14
- Roadside Pick Up – I-94, M-52, US-12, M-14, US-12 Bypass, US-23
- Guardrail Repair – US-23, M-14
- Repair Washouts – US-23
- Shoulder Maintenance – US-23: 12 tons of limestone
- Check Drains – I-94, US-23
- Cut Dead Trees – US-23
- Paint Over Graffiti – I-94, M-14
- Traffic Control for Accident – US-23

**B. Project Development**

Staff began preparing the Capital Improvement Plan Annual Report booklet for distribution to all stakeholders. Staff completed the permit application process for the Sugar Creek Extension Drain project located in York and Augusta Townships. Staff continued working on processing and filing of all of the 2011 Remonumentation grant work. Staff met with Village of Dexter representatives to agree upon a final design concept for the Dexter-Pinckney/Island Lake path project and began developing the plans and construction documents for said plan. Staff closed on the property necessary to construct and widen the Willis Road Bridge over the west branch of the Paint Creek, located west of Whittaker Road, in Augusta Township. Staff began preparing closing documents for the remaining property necessary to construct the ADA compliant ramps at the intersection of Washtenaw and Golfside Roads in Ypsilanti Township. Staff contacted legal counsel to discuss a proposed oil and gas lease on a property owned by the road commission. Staff informed a property owner of encroachments limiting sight distance at the intersection of Willis Road at Crane Road in York Township and informed the owner of WCRC's removal process. Staff received a service request of a drainage encroachment on Bunton Road in Ypsilanti Township and initiated an investigation.

Staff received a service request regarding a non-permitted driveway along Dexter-Pinckney Road in Webster Township. Staff completed the topographic survey of Park Road in Scio Township and developed existing conditions plans for use in the design. Staff began developing the vertical surface model for the State and Ellsworth intersection project. Staff continues to collect topographic data for the North Territorial and Whitmore Lake Road intersection improvement project.

### **C. Permits & Construction**

Staff received 24 new right-of-way permit applications during this period and logged nine plans for review. At this time there are 75 pending right-of-way permits (applied for but not issued); 21 residential, 26 commercial, 14 utility, and 14 miscellaneous permits. Staff completed 18 plan reviews, nine sight distance studies, issued one stop work order, and completed 35 final inspections. Currently there are 521 active right-of-way permits (issued & awaiting completion); 193 residential, 49 commercial, 197 utility, and 82 miscellaneous permits. Staff issued eight residential driveway, 16 utility, three miscellaneous, 19 transportation permits and receipted approximately \$7,100 in permit fees and surety during this period.

### **Major Project Construction Activities & Status:**

#### COUNTY WIDE

AARA 2010 Urban, JN 107463A: Awaiting information from the Contractor to process the last contract modification, process final pay estimate and working to complete contractor evaluations. 1120 form (field inspection) completed and need 1386 form.

AARA 2010 Rural, JN 107606A: Completed contractor evaluations and working to process final pay estimate and send out final document package to MDOT. 1120 form completed and received 1386 form.

AARA 2010 Paving, JN 109109A: Final contract modification mailed to Contractor, working to process final pay estimate, and complete contractor evaluations. 1120 form completed and received 1386 form.

Preventative Maintenance HMA, JN 109576A: Processing final contract modification, pay estimates and complete contractor evaluations

Preventative Maintenance Chip Seal & Crack Seal, JN 111316A: Final contract modification approved by MDOT, processing final pay estimate and complete contractor evaluations.

#### DEXTER TOWNSHIP

Dexter-Pinckney Road Bridge, JN 89888A: Staff is working to process final estimate and complete contractor evaluations.

#### PITTSFIELD TOWNSHIP

Oak Valley Drive, JN 109423A: Awaiting information from the Contractor, working to process contract modification, process pay estimates and complete contractor evaluations. 1120 form completed and 1386 form needed.

## SUPERIOR TOWNSHIP

Geddes Rd Non-motorized Pathway JN 108678A: Working to process final pay estimate and contractor evaluations were completed. 1120 form completed and 1386 form needed.

## SCIO TOWNSHIP

Baker Road & Jackson Road Concrete Repairs JN 110855A: Final quantities pending contractor's approval and working to process contract modification.

Jackson Rd Phase III, JN 100819A: Need to resolve restoration issues, working to process contract modification, process pay estimates and complete contractor evaluations.

## WEBSTER TOWNSHIP

Mast Road Bridge: Final contract modifications pending MDOT approval and complete contractor evaluations.

## YPSILANTI TOWNSHIP

Holmes Road Phase III: Final quantities pending contractor's approval, process contract modifications, pay estimates and complete contractor evaluations.

James L Hart Parkway & Textile Road: Pending final quantities, process contract modification, pay estimates and complete contractor evaluations.

Rawsonville Road at Bemis Road Intersection Improvements, JN 105068A: Working to process final pay estimate and contractor evaluations were completed. 1120 form completed and received 1386 form.

Stony Creek at Whittaker Road Roundabout, JN 106811A: Contractor evaluations were completed and processing final pay estimate. 1120 form completed and 1386 form needed.

**ADDITIONAL STAFF REPORTS****D. Building & Grounds**

The Building and Grounds Crew performed routine maintenance at Yard One including janitorial duties as needed, hauling trash, tires, scrap steel, winter maintenance and recycling office paper. Various rooms were set up for meetings and the monthly fire extinguisher check was completed. Water was drained from the brine area and a new valve was installed on the spray bar. Lights were repaired in the office, garage, fuel island and the shop. Fuel system tests were conducted at Zeeb Road, Southeast Service Center and Manchester. At the Manchester Yard, a new valve was placed on the spray bar. At the Salem Yard, the east wall of the equipment pole barn was framed for siding.

**E. Finance**

Various federal aid paperwork was processed. Staff continued working on setting up all time card kiosk master files. Kiosk installation and training on individual computers continued during this period. All shop employees are now using the kiosk. The 2012 budget work papers were updated. Meetings continued to be held with representatives of the Engineering and Operations Department to discuss the 2011 and 2012 budgets. A request was submitted to program new electronic signatures for the check signer that is utilized for payroll and accounts payable checks. November journal entries were prepared and posted. The books were closed through November 2011. The November outstanding check listing was prepared. All monthly, quarterly and annual payroll reports were prepared and reconciled. All payroll files were archived and set up for the New Year. Staff continues to work on various year-end procedures.

**G. Human Resources**

Interviews were held on November 30, 2011 for the Managing Director position, resulting in the appointment of Roy D. Townsend as the new Managing Director for the Washtenaw County Road Commission effective December 28, 2011. Sheryl Siddall was promoted to Director of Engineering, effective December 28, 2011. The Equipment Maintenance Supervisor position was filled internally effective December 15, 2011. The Shop Group Leader position was filled internally. The District 3 Group Leader position was filled internally effective December 15, 2011. Staff attended the CRAM Southern Association Annual Meeting held December 5-7, 2011. Negotiations were held with AFSCME on November 30th and December 14th. Currently there are five employees off work on Workers Compensation and one employee on short term disability.

**H. Information Systems**

No report available.

**I. Shop**

The Shop performed services on 21 work orders, five vehicles received routine service, four service calls were made, four tires were repaired, and three new tires were installed. The transmission on Pickup 204 was replaced, the rebuilt transmission for Loader 865 was returned to the Shop, and Sweeper 1010 was placed back into service upon completion of the hopper being rebuilt. The clutch was replaced and the scraper rebuilt on Truck 351, proper auger motors were installed and remounted on Trucks 383 and 386.

**J. Traffic & Safety**

No report available.

**MEETINGS****K. Meetings Attended**

- 12/12 Commissioner Schwartz, Commissioner Veigel, as well as S. Puuri, J. Harmon, E. Reed, A. Berkholz, M. Bernbeck, M. Mastie, J. Schulz attended a public information meeting with residents and township officials regarding the Maple Road project.
- 12/12 J. Harmon attended State Trunkline Maintenance Contract Negotiations in Dimondale, Michigan.
- 12/13 J. Harris and M. Bernbeck met with prospective contractors for a pre-bid walk through for security upgrades at the Main Yard and Southeast Service Center.
- 12/13 J. Harmon, A. Berkholz, D. Hall, B. Berger and M. Mastie attended a Southeast Council Superintendent's Association of Michigan meeting held at the Jackson County Road Commission.
- 12/13 S. Puuri and J. Harmon testified at the Senate Transportation Committee meeting regarding House Bills 5125 and 5126.
- 12/14 J. Harmon and A. Berkholz attended the meeting at the Washtenaw County Criminal Justice Association to discuss winter maintenance and emergency response.
- 12/15 The monthly Safety Committee meeting was held.
- 12/16 The monthly Supervisor's meeting was held.