

## WASHTENAW COUNTY ROAD COMMISSION

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

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

**SUBJECT:** Staff Report – 12-28-16 to 1-10-16

**DATE:** January 19, 2016

### TOWNSHIP REPORTS

#### A. Maintenance

The following maintenance activities were performed in individual townships:

#### ANN ARBOR TOWNSHIP

- Pick-up Fallen Trees/Limbs – Dixboro Road, Stein Road

#### AUGUSTA TOWNSHIP

- Ditching – McCrone Road
- Limestone Patch – McCrone Road, McKean Road: 27 tons
- Pick-up Fallen Trees/Limbs – Talladay Road
- Roadside Trash Removal – Judd Road

#### BRIDGEWATER TOWNSHIP

- Pick-up Fallen Trees/Limbs – Burmeister Road, Fisk Road, Lima Center Road, Logan Road, Schwab Road, Willow Road
- Roadside Trash Removal – Sheridan Road

#### DEXTER TOWNSHIP

- Cut Trees/Limbs – Donner Road, Island Lake Road, Madden Road, Riker Road
- Pick-up Fallen Trees/Limbs – Waterloo Road
- Roadside Trash Removal – Fleming Road

#### FREEDOM TOWNSHIP

- Cut Trees/Limbs – Bemis Road, Pleasant Lake Road
- Ditching – Pleasant Lake Road
- Limestone Patch – Bemis Road: 14 tons
- Pick-up Fallen Trees/Limbs – Loeffler Road, Pleasant Lake Road, Saline Waterworks Road

#### LIMA TOWNSHIP

- Cut Trees/Limbs – Freer Road, Jerusalem Road, Lima Center Road, Trinkle Road
- Roadside Trash Removal – Guenther Road, Steinbach Road

#### LODI TOWNSHIP

- Limestone Patch – Diable Road, Gensley Road, Saline Waterworks Road, Zeeb Road: 160 tons

LYNDON TOWNSHIP

- Limestone Patch – Dell Road: 15 tons

MANCHESTER TOWNSHIP

- Gravel Patch – Bowens Road, Burtless Road, Buss Road, Noggles Road, Sharon Hollow Road: 84 tons
- Limestone Patch – Herman Road, Noggles Road: 22 tons
- Pick-up Fallen Trees/Limbs – Buss Road, Henzie Road, Mull Road, Mulvaney Road, Sharon Hollow Road, Wellwood Road

NORTHFIELD TOWNSHIP

- Limestone Patch – Earhart Road, Joy Road, Nollar Road, Spencer Road: 90 tons
- Pick-up Fallen Trees/Limbs – Northfield Church Road, Rushton Road, Seven Mile Road, Whitmore Lake Road

PITTSFIELD TOWNSHIP

- Clean Drains – Carpenter Road, Packard Road
- Cut Brush – Ann Arbor-Saline Road
- Pick-up Fallen Trees/Limbs – Bemis Road, Crane Road, State Street
- Roadside Trash Removal – Ellsworth Road

SALEM TOWNSHIP

- Berming – Angle Road, Seven Mile Road
- Culvert Replacement – Seven Mile Road
- Guardrail Repair – Salem Road
- Limestone Patch – Dixboro Road, Gotfredson Road: 54 tons
- Pick-up Fallen Trees/Limbs – Vorhies Road

SALINE TOWNSHIP

- Culvert Replacement – James Drive
- Cut Trees/Limbs – Hack Road
- Limestone Patch – Braun Road, Dell Road, Feldkamp Road, Schill Road: 184 tons

SCIO TOWNSHIP

- Cut Trees/Limbs – Railroad Street, Riverbend Drive, Wagner Road, W. Delhi Road
- Gravel Patch – Tubbs Road: 10 tons
- Guardrail Repair – Dexter-Ann Arbor Road, Liberty Road
- Limestone Patch – E. Delhi Road, Liberty Road, Joy Road, Marshall Road, Park Road, Railroad Street, Strieter Road, W. Delhi Road: 89 tons
- Pick-up Fallen Trees/Limbs – Parker Road
- Roadside Trash Removal – Staebler Road

SHARON TOWNSHIP

- Pick-up Fallen Trees/Limbs – Easudes Road, Grass Lake Road, Jacob Road, Smyth Road, Struthers Road, Sylvan Road, Washburne Road

SUPERIOR TOWNSHIP

- Boom Mow – Berry Road
- Limestone Patch – Gotfredson Road: 18 tons
- Pick-up Fallen Trees/Limbs – Ford Road, Leforge Road

SYLVAN TOWNSHIP

- Boom Mow – Old US-12 Road
- Guardrail Repair – Old US-12 Road
- Pick-up Fallen Trees/Limbs – Bush Road
- Roadside Trash Removal – Old US-12 Road

WEBSTER TOWNSHIP

- Limestone Patch – Barker Road, Chamberlin Road, Daly Road, Huron River Drive, Jennings Road, Scully Road, Strawberry Lake Road, Walsh Road, Webster Church Road: 147 tons

YORK TOWNSHIP

- Limestone Patch – Judd Road, Maple Road: 140 tons
- Pick-up Fallen Trees/Limbs – Willis Road
- Roadside Trash Removal – Judd Road

YPSILANTI TOWNSHIP

- Clean Drains – Crittendon Avenue, Golfside Road, Woodglen Avenue
- Gravel Patch Shoulders – Bemis Road: 56 tons
- Limestone Patch – Bemis Road, Merritt Road, Munger Road: 90 tons
- Limestone Patch Shoulders – Congress Street, Rawsonville Road, Textile Road: 64 tons
- Pick-up Fallen Trees/Limbs – Chevrolet Avenue, Ellis Road, Textile Road

STATE TRUNKLINE

- Patrol Patching – US-23
- Roadside Trash Removal – US-12, I-94
- Pick-up Fallen Trees/Limbs – US-23
- Clean Drains – I-94

WINTER MAINTENANCE

- Crews Responded – 3 times
- Total Salt Used – 2,693 tons
- Total Abrasives Used – 63 tons
- Total Brine Used – 5,907 gallons

## **B. Project Development**

### DEXTER TOWNSHIP

McGregor Road – Staff began developing bid documents for the 2016 resurfacing project from Dexter-Pinckney Road to Yankee Lane (Township Line).

### LODI TOWNSHIP

Textile at Ann Arbor-Saline Road– Staff secured right-of-way from the southeast corner land owner. A grade inspection plan was submitted to MDOT Local Agency Program.

Scio Church Road at Wagner Road – Staff continued to conduct a field survey for the upcoming 2017 intersection project.

Textile Road– A grade inspection plan was submitted to MDOT Local Agency Program for the portion between Ann Arbor-Saline Road to Maple Road.

### SALINE TOWNSHIP

Hack Road Bridge - Staff worked with property owners to cut down trees for the upcoming bridge removal project.

### SUPERIOR TOWNSHIP

Plymouth Road – Staff began developing bid documents for the 2016 resurfacing project from Curtis Road to Gotfredson Road.

### WEBSTER TOWNSHIP

Whitmore Lake Road – Staff began developing bid documents for the 2016 resurfacing project from North Territorial Road to Five Mile Road.

### YORK TOWNSHIP

Dennison Road - Staff began developing bid documents for the 2016 resurfacing project from Mooreville Road to Hack Road.

### OTHER:

Staff continued work on the remonumentation program. Public Act 345 of 1991 established the State Survey and Remonumentation Law. This Act provides for the remonumentation of all public land survey corners in the State of Michigan within a 30-year timeframe. The State funds the Survey and Remonumentation Program to assist counties to more accurately represent survey corners within local jurisdictions.

### **C. Permits**

Staff received 31 new right-of-way permit applications and 23 plans during this period for review. At this time there are 200 pending right-of-way permits (applied for but not issued); 38 residential, 58 commercial, 91 utility, and 13 miscellaneous permits. Currently there are 735 active right-of-way permits (issued & awaiting completion); 334 residential, 47 commercial, 273 utility, and 81 miscellaneous permits. Staff issued five residential driveway permits, four commercial driveway permits, 15 utility permits, two miscellaneous permit, & 21 transportation permits and receipted approximately \$33,875 in permit fees and surety during this period.

### **D. Construction**

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

#### **2015 Projects**

The following construction projects are substantially completed and in the process of being closed out:

- Austin Road Bridges
- Dixboro, North Territorial & Zeeb Road Bridges
- Haul Route Improvements (Zeeb, Pleasant Lake, Ann Arbor-Saline)
- Hewitt Road & Huron River Drive
- North Delhi Road
- Old US-12
- SAD Projects
- Saline-Milan Road
- Six Mile Road
- Textile Road Roundabouts

#### **2016 Projects**

2016 3R and PM Projects – Staff has been evaluating options to include in the 2016 3R/PM program for the various funding sources available.

Huron Street/Whittaker Road and Prospect Road – These projects are currently in the design phase. Final plans will be submitted to MDOT in February 2016.

McGregor Road Bridge over Portage Lake Outlet – This project had an MDOT bid opening on January 8<sup>th</sup>. The confirmed low bidder was Davis Construction. Utility relocation coordination efforts are ongoing.

Mooreville, Jerusalem and Maple Road Bridges – This project had an MDOT bid opening on January 8<sup>th</sup>. The confirmed low bidder was CA Hull.

Wiard Road Bridge over Tyler Road – This project is scheduled for a March 2016 MDOT bid letting.

Willis Road – This project is currently in the design phase. Final plans will be submitted to MDOT the week of January 11<sup>th</sup>.

Austin Road Short Span Structure – This project is currently in the design phase. Hydraulic flow information was requested from the MDEQ, some utility information has been received and the survey has been completed.

Bunton Road Short Span Structure – Staff is in the process of evaluating temporary options to reopen the road. A funding agreement will be necessary with Augusta Township for this project to move forward.

Burmeister Road Short Span Structure - This project is currently in the design phase. Staff is in the process of evaluation various alternatives. The MDEQ and WCWRC permit applications are in the process of being prepared.

Cherry Hill Road Short Span Structure - Hydraulic flow information was requested from the MDEQ and some utility information was received. A funding agreement will be necessary with Superior Township for this project to move forward.

Hack Road over Middle Branch of Macon Creek – This project is currently in the design phase. A four party funding agreement has been approved between the WCRC, Lenawee County Road Commission, Macon Township and Saline Township. A contract was awarded to Contech Engineered Solutions for the aluminum box culvert. Trees were removed the week of January 4<sup>th</sup>.

Strawberry Lake Road over Arms Creek – This project is currently in the design phase. A funding agreement was executed with Webster Township. The MDEQ permit will be submitted in the near future for a timber bridge alternative.

Willow Road Short Span Structure - This project is currently in the design phase. Hydraulic flow information was requested from the MDEQ, some utility information has been received and the survey has been completed. Staff is evaluating a timber bridge superstructure option.

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

The Building and Grounds Crew performed routine maintenance at Yard One including hauling trash, scrap steel, tires, recycling office paper, sweeping garage and parking lots, and performing monthly fire extinguisher check.

**F. Finance**

Various federal aid information was processed. Various federal aid final accountings were processed. Numerous questions were answered related to special assessment payoffs. Various special assessment payoffs were received. Health insurance information will need to be gathered and submitted to the IRS. Each employee and early retiree will receive a new IRS Form 1095-B along with their W2s for calendar year 2015. Staff has decided to partner with Health Decisions in order to fully comply with the new Affordable Care Act requirements. Precision Computer Solutions has created a report from payroll and this was provided to Health Decisions. Health Decisions will need payroll information on a monthly basis in order to fully satisfy the IRS requirements for the new reporting forms. The December payroll file was submitted to Health Decisions. The federal government has given a one month extension to all agencies to provide more time to submit the forms. Health Decisions is recommending that we use the extension in order to ensure the accuracy and full compliance of the forms. Staff continues to process all eligible Non-union, AFSCME and Teamster Health Care Savings Program (HCSP) documents. Staff is in the process of reviewing and revising current WCRC policies. The latest PA 283 project cost information was compiled and submitted for review. Two PA 283 warrants, one for the City of Ann Arbor and one for the City of Ypsilanti were submitted to the county. Staff continues to work through the logistic issues with regards to the Employee Computer Purchase Program with Dell. The year-end physical inventory counts took place during this timeframe. All counts were entered into the financial system, reviewed and updated. The auditors were onsite for their annual inventory observation. Staff continues to prepare all files for year-end. All payroll 2015 monthly, quarterly and annual reports were reconciled. The payroll system was rolled over for 2016. This included archiving all 2015 information and clearing all relevant files for 2016. All 2016 payroll deduction updates were entered and verified. The 2016 Schedule C Equipment rates were downloaded, reviewed and updated into the financial software. Staff assisted with the 2016 system rollover of the Service Request and Permits modules. A memo was distributed to all employees detailing the 2016 travel rates. The 2015 W2 and 1099 tax forms were ordered. A copy of a cancelled check was provided to the Engineering Department.

### **G. Human Resources**

Michael Regentik started as the new mechanic on January 5th. Staff is continuing review of Human Resources procedures and policies. Staff is continuing file maintenance on Human Resources records. Staff is recruiting for Heavy Truck Driver for the Heavy Equipment Crew, Assistant Buildings and Grounds Maintenance Person and Surveyor. There are two employees off on short-term disability and two employees off on Worker's Compensation.

### **H. Information Systems**

Staff completed software updates on both Firewalls (main yard and SESC) as well as updated the Global Protect VPN software version. Regular maintenance and security health checks, were performed on all Network Servers. A Policy Analysis of Internet Routing was completed with a new policy created for I.T. for future troubleshooting of Internet routing and policy complications. Staff created a new reservation for mobile.wcroads.org in the DNS Server to force internal connections. Unused computer connections to the Symantec License Manager were removed to address an overage issue. I.T. assisted Precision in access to the Enterprise Server for required upgrades. Work on the remaining punch list items with the VoIP system continue; staff troubleshot several miscellaneous user issues with the new VoIP system. Staff also reviewed AT&T recommended upgrades and Quotes with current cost structure as it relates to overall improvements offered through VoIP. I.T. configured and set up two new tablets for use in Operations and configuration of several more. An existing desktop was reformatted and configured for Kiosk use in Chelsea; staff also assisted this yard with router connections and phone testing and configuration with the Avaya system. I.T. set up a current user in Operations with network access as well as an agency email. Staff ordered cell phone upgrades for users in Engineering and Administration and upgraded cell phone features for staff in Operations. Research was performed on several road name questions requested by Engineering staff. Staff assisted with the agency's annual inventory count, reviewed and processed remaining invoicing through I.T., performed a granular restoration of the Pavement Marking database for Traffic & Safety, and assisted HR with questions and suggestions on policies. I.T. also provided staff with current monthly Professional Development opportunities. Website maintenance continues; I.T. assisted Communications with updates, weight restrictions, and changes to winter maintenance access. I.T. also reviewed and corrected DNS changes blocking internal connection to the website.

### **I. Shop**

The Shop repaired four tires. There were 63 work orders completed. Suburban Chevrolet serviced one vehicle during this time period. There were miscellaneous wiring and hydraulic repairs on several vehicles. The tailgate cylinder was replaced on Truck #344. Fabricated new floors for two compartments on Truck #241. Replaced the clutch brake, shifter and starter on Truck #320. Replaced the starter and batteries on Truck #351. The batteries were also replaced on Truck #456.



## **J. Traffic & Safety**

Traffic and Safety staff reviewed and spoke with several citizens regarding concerns or complaints.

### **Sign Shop**

The Sign Shop completed 111 work orders during this period and currently has 424 outstanding work orders (see on projects below). The crew during this period installed seven new signs and four posts; repaired, replaced and/or relocated 74 signs and 42 posts; and removed 19 signs and 19 posts.

Sign Replacement Projects:

- Parker Road (District 1) – hasn't started.
- Textile Road (District 2) – 90% completed, waiting for road name order.
- Waterloo Road (District 3) – hasn't started.
- Austin Road (District 4) – 90% completed, waiting for road names order.
- Willow Road (District 5) – hasn't started.
- Prospect Road (District 6) – 45% completed.

Service Requests:

- 3 Closed
- 13 Active

### **Signal Shop**

The Signal Shop investigated and repaired 10 trouble calls, and performed electrical inspection and/or traffic signal inspection assistance at the following location:

- Huron Signal Interconnect Project

The Signal shop is troubleshooting and implementing options for improved signal operations at the following intersections:

- Jackson at Menards
- Ellsworth at Golfside
- Ann Arbor-Saline at Oak Valley

**Neighborhood Traffic Management Program**

The follow locations are active and are at different stages of our program:

1. Allen, Jerome and Lamay between Michigan Avenue and Forest – Ypsilanti Twp.
2. Allen Avenue – Ypsilanti Twp
3. Nash Avenue – Ypsilanti Twp
4. Paint Creek Drive – Ypsilanti Twp
5. Rue Deauville Boulevard – Ypsilanti Twp
6. Washtenaw Heights Subdivision – Pittsfield Twp
7. Dayton Drive (south of Central) – Pittsfield Twp
8. Glenmoore Drive – Scio Township
9. Birkdale Drive – Scio Township

**Construction Projects**

Countywide Guardrail Safety Project – Final design is being prepared for submittal for the April 2016 bid letting.

Countywide Traffic Signal Back Plate Safety Project – Final design is being prepared for submittal for the April 2016 bid letting.

Plymouth Road Signal Interconnect Project – Project design is continuing with an expected bid letting for July 2016.

**MEETINGS**

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| 1/6 | A Red Cross blood Drive was held in the Assembly Room.  |
| 1/5 | K. Doyle, S. Siddall, B. Schlack, A. Squire attended meeting at Washtenaw County for a review of their County GIS system. |
| 1/7 | K. Doyle attended DLT/ImaginIT meeting regarding licensing issues.  |