

**WASHTENAW COUNTY ROAD COMMISSION**  
**Bi-Monthly Meeting of the Board of County Road Commissioners**

**February 19, 2019 – 1:00 p.m.**

Washtenaw County Road Commission Boardroom ♦ 555 N. Zeeb Road ♦ Ann Arbor, Michigan 48103

**AGENDA**

**I. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

**II. APPROVAL OF AGENDA**

**III. ACCEPTANCE OF MINUTES ..... Page 1-6**  
A. Board Meeting Minutes of February 5, 2019

**IV. 25 YEAR ANNIVERSARY RECOGNITION – Aaron Clavier**

**V. PUBLIC COMMENT**

*This is the time set aside on the agenda to receive comments from the public. This is not intended to be a period for dialogue or questions and answers. Each person will be allotted (3) minutes to address the Board.*

A. Public Comment

B. Written Communications..... **Page 7-8**

**VI. NEW BUSINESS**

**A. Consent Agenda ..... Page 9-27**

1. Carpenter Road – Final Plan Approval
2. 2019 CMAQ Projects – Final Plan Approval
3. Huron Waterloo Loop Phase 1B – Construction Engineering
4. Huron Waterloo Loop Phase 1B – Agency Resolution
5. Huron Waterloo Loop Phase 1B – Final Plan Approval
6. Chubb Road & Five Mile Road – Wetland Mitigation Township Agreement
7. Chubb Road & Five Mile Road – Tree Removal Township Agreement
8. Saline-Milan Road Bridge – Final Plan Approval
9. 2019-2021 State Trunkline Mowing Services Bid
10. Payroll & Bills February 6, 2019

**B. Action Item**

1. Hewitt Road Permit Application #14345 Board Waiver Request
2. Tuition Reimbursement Policy and Membership and Professional Fees Policy Update

**VII. REPORTS ..... Page 28-31**

A. County Commissioner’s Report

B. Road Commissioners’ Report

C. Managing Director’s Report

1. Staff Report of 1-28 to 2-10-19

**VIII. ADJOURNMENT**

**WASHTENAW COUNTY BOARD OF ROAD COMMISSIONERS**

555 North Zeeb Road, Ann Arbor, MI 48103

***Minutes of February 5, 2019***

Board Present: Road Commissioners Douglas Fuller, Barbara Fuller, Rodrick Green

Staff Present: J. Harmon, B. Schlack, D. Ackerman, T. Lobbestael

Others Present: R. Jammick

The meeting was called to order at 1:00 p.m. by Douglas E. Fuller, Chair. The Pledge of Allegiance was recited.

**APPROVAL OF AGENDA**

RC19-021 R. Green moved, B. Fuller seconded to approve the agenda as presented as amended. Voice Vote: YEAS: 3 NAYS: 0 ABSENT: 0 ABSTAIN: 0 Motion Carried.

**ACCEPTANCE OF THE MINUTES**

RC19-022 B. Fuller moved, R. Green seconded, the Board hereby approves the Board Meeting Minutes of January 15, 2019 as presented. Voice Vote: YEAS: 3 NAYS: 0 ABSENT: 0 ABSTAIN: 0 Motion Carried.

RC19-023 R. Green moved, B. Fuller seconded, the Board hereby approves the Board Working Session Minutes of January 15, 2019 as presented. Voice Vote: YEAS: 3 NAYS: 0 ABSENT: 0 ABSTAIN: 0 Motion Carried.

**PUBLIC COMMENT**

**Julian Huff – Ridge Road and Hack Project**

Mr. Huff asked that the Road Commission reconsider the design of the Ridge Road and Hack Road project. Mr. Huff stated that the current plans for this project will bring the road about 10 feet closer to his home in the nearest corner. Mr. Huff addressed the Board about two years ago regarding this matter. With the current plans to repave and pitch the curve, Mr. Huff feels any cars accidentally coming off the road will direct them right towards his house. Mr. Huff is asking the Road Commission to reconsider the plans to take into account the increase of vehicles on the road and the speed increase. Mr. Huff asked if we can push the centerline into the intersection, he is concerned for his family's safety. Commissioner Doug Fuller stated that staff will consider and discuss Mr. Huff's request regarding this project.

**WRITTEN COMMUNICATIONS**

**RECEIVED:** January 28, 2019  
**FROM:** Henry Baier  
**WHY:** Thank you to crews for winter road maintenance/laying sand on the road where he lives

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**ISSUED:** January 14, 2019  
**WHERE:** Macon Road between Braun Road and Willow Road  
**TOWNSHIP:** Saline  
**WHY:** Completion of Road Improvement Project – Macon Road re-opened  
**WHEN:** Thursday, December 27, 2018  
**CONTACT:** Aaron Berkholz, Senior Project Manager

**CONSENT AGENDA**

The items approved on the Consent Agenda are as follows:

RC19-024 B. Fuller moved, R. Green seconded the approval of the Consent Agenda for February 5, 2019 as presented. Voice Vote: YEAS: 3 NAYS: 0 ABSENT: 0 ABSTAIN: 0 Motion Carried

**Huron Waterloo Loop, Ph 1A – Construction Engineering Inspection – Amendment 2**

RC19-025 B. Fuller moved, R. Green seconded that upon the recommendation of the County Highway Engineer and the concurrence of the Managing Director, the Board hereby authorizes the Managing Director to amend the existing Purchase Order for construction engineering inspection services for the Huron Waterloo Loop, Phase 1A in Section 1 of Sylvan Township and Sections 27, 34, 35, and 36 of Lyndon Township increasing the total by \$85,000. The revised not to exceed Purchase Order amount for the project will be \$379,293. Voice Vote: YEAS: 3 NAYS: 0 ABSENT: 0 ABSTAIN: 0 Motion Carried.

**Border-to-Border Segment D3 Huron River Trail Agreement**

RC19-026 B. Fuller moved, R. Green seconded that upon the recommendation of the County Highway Engineer and the concurrence of the Managing Director, the Board hereby approves the Agreement with Washtenaw County Parks and Recreation Commission for the Border-to-Border Segment D3 Huron River Trail project located in Scio Township and authorizes the Chair and the Managing Director to sign said Agreement. Voice Vote: YEAS: 3 NAYS: 0 ABSENT: 0 ABSTAIN: 0 Motion Carried.

**Resolution Establishing Authorized Signatories for MERS Contracts and Service Credit**

RC19-027 B. Fuller moved, R. Green seconded that upon the recommendation of the Director of Finance and IT and the concurrence of the Managing Director, the Board hereby approves the MERS Contract resolution. Voice Vote: YEAS: 3 NAYS: 0 ABSENT: 0 ABSTAIN: 0 Motion Carried.

**Payroll & Bills for December 26, 2018**

RC19-028 B. Fuller moved, R. Green seconded the Board hereby approves Voucher 10334 totaling \$322,601.13 for payroll of January 23, 2019, and Voucher 10335 totaling \$2,217,498.41 in payment of bills for January 23, 2019. Voice Vote: YEAS: 3 NAYS: 0 ABSENT: 0 ABSTAIN: 0 Motion Carried.

**ACTION ITEM****CRA Board of Directors Ballot**

RC19-029 D. Fuller moved, R. Green seconded. The Board hereby votes for Barry S. Lamberg to serve on the CRA Board of Directors for a three-year term. Voice Vote: YEAS: 3 NAYS: 0 ABSENT: 0 ABSTAIN: 0 Motion Carried.

**REPORTS****COUNTY COMMISSIONER REPORT**

Commissioner Jamnick commented on the federal government shutdown. Commissioner Jamnick thanked the Board for the Scully Road Abandonment process stating that she received a few calls regarding the difference that this would make. She also thanked the board for their patience as she was re-appointed as the Road Commission Liaison.

**ROAD COMMISSIONER REPORTS****Commissioner Rod Green**

Commissioner Green attended the SEMCOG meeting on January 25th. There was a thoughtful discussion about the 25-year projections with no surprise that Michigan is at the bottom of the list for road funding due to it relying solely on the gas tax as the principal source of funding for roads where neighboring states have a large range of sources for funding. Commissioner Doug Fuller asked if there was discussion at SEMCOG about the Governor's task force addressing road funding. Commissioner Green responded that they're giving the Governor a chance to get her team together on that issue.

**Commissioner Barb Fuller**

Commissioner Barb Fuller attended the following meetings:

- 1/22 Martin Luther King Luncheon at Eastern Michigan University. Commissioner Fuller noted that the speaker provided an inadequate speech in terms of length and she will present a suggestion on how to improve this for future luncheons.
- 2/4 A2Y Chamber luncheon with Commissioner Rod Green. Congresswoman Debbie Dingle presented her state of the union remarks.

Commissioner Fuller complimented the crews for keeping up with the snow and ice storms we experienced the last week of January noting there was only one accident in the area by her home. She commended the crews for doing everything they could in terms of sanding, salting, and plowing. She kept encouraging people to stay off the roads as much as possible.

**Commissioner Doug Fuller**

Commissioner Doug Fuller attended the SE Council Meeting on February 4th in Lenawee County. Commissioner Fuller was appointed to the Commissioners Committee and Public Relations Committee for another term. Commissioner Fuller noted some administrative changes that will be made for future SE Council meetings on submitting reports in writing prior to the meeting date. Commissioner Fuller also stated that Mike Klock, legal counsel, has provided legal opinion on the recent state legalization of recreational marijuana and how this could affect Road Commissions.

**MANAGING DIRECTOR'S REPORT****OPERATIONS REPORT****Jim Harmon, Director of Operations**

- Mr. Harmon updated the Board on salt usage and shared the correlation as a comparable metric of winter maintenance expenditures for labor, equipment, and fuel. Mr. Harmon stated that winter maintenance expenditures are tracking according to budget. Mr. Harmon reported a solicitation is anticipated later in February from the State of Michigan MiDeal administrators for placing the salt order for next season. Mr. Harmon also described the deployment plan for the forecasted winter weather to occur the evening of February 5th through the morning of February 6th.

## **ENGINEERING REPORT**

### **Brent Schlack, Assistant Director of Engineering**

- Brent Schlack reported that staff is working through the Sharon Valley Bridge project and looking to have the back walls in place hopefully next week. This project is slowly moving forward. Engineering is planning projects for the upcoming season. Brent provided the Board with the 2019 project map. Commissioner Barb Fuller suggested providing the County Board of Commissioners copies of this map at their next sub-committee meeting on February 21st. Commissioner Doug Fuller stated he had received communication between Sylvan Township and the Engineering Department regarding the utility relocation on Cavanaugh Lake Road in Sylvan Township. Brent responded that there was a meeting last week with Sylvan Township regarding the relocation and that Sylvan Township would be preparing plans to relocate the watermain and they were aware of our schedule. The bidding for this project is in the May 2019 MDOT Bid Meeting. The construction of the aluminum box culvert will not begin until July due to the requirements of the DEQ Permit. All necessary permits have been obtained. Brent Schlack reported that the Textile Road project is projected to resume this spring 2019 with an anticipated completion in July 2019.

## **FINANCE & IT REPORT**

### **Dan Ackerman, Director of Finance & IT**

#### **Finance Report**

- The December 2018 MTF was down 1% from December 2017. Dan stated that our conservative approach to budgeting used \$26 million for the anticipated Michigan Transportation funds and we ended up with \$26.5 million so we received more than we budgeted for. Dan noted the fluctuation/discussion in errors at the State in reporting gas tax revenue and hoped that WRA will pay closer attention to this.
- We have received the second installment of the \$3.3 million road funding allocated by the state (PA 207).
- We are on day two of the annual audit with Plant Moran and staff is prepared for any additional questions from the auditors. The audit is going very well so far. The Heavy Trucks budgeted for in 2018 were not received until 2019, so there will be a carryover for the budget.
- The low winter material and fuel usage in the end of 2018 resulted in some savings.
- WCRC staff will receive proof of health insurance tax form (1095B) with their second pay stub in February that will need to be kept for their own personal records. The employee W2's were distributed.

**IT Report**

- The laptops for the foremen were received and distributed. Training and set up by Chris Quinter, Systems Administrator, was handled and received well. Dan stressed the importance of the foremen informing IT of any issues that may occur, so the computers continue working well and be used as a great tool. The IT Department is working on tweaking the digital sign board to assist in effective communication within the organization. The goal is to have them at all the yards purchased through the CMAQ Grant, with the current test board running at the Southeast Service Center. We continue to tweak this to make it an effective tool.

**ADJOURNMENT**

RC19-030 R Green moved, B. Fuller seconded to adjourn the February 5, 2019 meeting at 1:50p.m. Voice Vote: YEAS: 3 NAYS: 0 ABSENT: 0 ABSTAIN: 0 Motion Carried.

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Douglas E. Fuller, Chair

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Sheryl Soderholm Siddall, Deputy Clerk

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

DRAFT

COMMISSIONERS  
DOUGLAS E. FULLER  
CHAIR  
BARBARA RYAN FULLER  
VICE-CHAIR  
RODRICK K. GREEN  
MEMBER

**WASHTENAW COUNTY**  
**BOARD OF COUNTY ROAD COMMISSIONERS**  
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SHERYL SODERHOLM SIDDALL, P.E.  
MANAGING DIRECTOR

MATTHEW F. MACDONELL, P.E.  
DIRECTOR OF ENGINEERING  
COUNTY HIGHWAY ENGINEER

JAMES D. HARMON, P.E.  
DIRECTOR OF OPERATIONS

DANIEL D. ACKERMAN  
DIRECTOR OF FINANCE & IT

**TO:** Washtenaw County Board of Road Commissioners  
**FROM:** Sheryl Soderholm Siddall, Managing Director  
**DATE:** February 19, 2019  
**SUBJECT:** **Written Communications for February 19, 2019 Board Meeting**

**WRITTEN COMMUNICATIONS**

**ISSUED:** February 1, 2019  
**WHERE:** Platt Road between Stony Creek Road and Begole Road  
**TOWNSHIP:** York  
**WHY:** Guardrail installation  
**WHEN:** Monday, February 4, 2019  
**CONTACT:** Brent Schlack, Assistant Director of Engineering

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**Washtenaw County Road Commission**  
555 N. Zeeb Road  
Ann Arbor, Michigan 48103

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## **ROAD CLOSURE ADVISORY**

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- WHEN:** Starting Monday, February 4, 2019
- WHERE:** Platt Road between Stony Creek Road and Begole Road in York Township
- WHY:** Guardrail installation
- BACKGROUND:** On Monday, February 4, 2019, the Washtenaw County Road Commission (WCRC) and its contractor will close Platt Road between Stony Creek Road and Begole Road in York Township to install guardrail at the Sugar Creek just north of Stony Creek Road.
- The closure is expected to last approximately 5 days. However, all dates are tentative and subject to change due to weather conditions.
- DETOUR:** The posted detour for this closure is Stony Creek Road, Carpenter Road and Willis Road.
- CONTACT:** If you have any questions concerning this work, please contact Brent Schlack, assistant director of engineering, (734) 327-6670, or via email at [schlackb@wcroads.org](mailto:schlackb@wcroads.org)
- For more information about WCRC road closures visit [wcroads.org/news/media-advisories](http://wcroads.org/news/media-advisories).
- ISSUE DATE:** 02/01/19

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COMMISSIONERS  
DOUGLAS E. FULLER  
CHAIR  
BARBARA RYAN FULLER  
VICE-CHAIR  
RODRICK K. GREEN  
MEMBER

**WASHTENAW COUNTY  
BOARD OF COUNTY ROAD COMMISSIONERS**  
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SHERYL SODERHOLM SIDDALL, P.E.  
MANAGING DIRECTOR  
MATTHEW F. MACDONELL, P.E.  
DIRECTOR OF ENGINEERING  
COUNTY HIGHWAY ENGINEER  
JAMES D. HARMON, P.E.  
DIRECTOR OF OPERATIONS  
DANIEL D. ACKERMAN  
DIRECTOR OF FINANCE & IT

**MEMO TO:** Washtenaw County Board of County Road Commissioners  
**THROUGH:** Sheryl Soderholm Siddall, P.E.  
Managing Director  
**DATE:** February 19, 2019  
**SUBJECT:** **NEW BUSINESS ITEMS FOR FEBRUARY 5, 2019 BOARD MEETING**

**A. CONSENT ITEMS**

**1. Carpenter Road – Final Plan Approval**

Staff is requesting the Board approve the Carpenter Road project final plans and specifications. The project includes the reconstruction and cold milling and HMA paving of Carpenter Road between Ellsworth Road and Packard Road. The intersections of Carpenter Road / Ellsworth Road and Carpenter Road / Center Valley Drive, as well as the south leg of the Carpenter Road / Packard Road intersection, will be reconstructed in concrete pavement. Coordination efforts with the WCWRC prompted the inclusion of a rain garden, with related work funded by the WCWRC. The project construction cost is estimated at \$1,675,000, including Construction Engineering. Funding for the project is comprised of Federal STP-Urban; Economic Development, Category F; National Highway Performance Program; and Michigan Transportation Funds (local match). FTC&H has prepared the engineering plans and specifications for this project on behalf of WCRC. The project plans and specifications have been completed pursuant to WCRC and MDOT policies and procedures.

**PROPOSED MOTION:** that upon the recommendation of the County Highway Engineer and the concurrence of the Managing Director, the Board hereby approves the final plans and specifications for the Carpenter Road project located in Sections 11 and 12 of Pittsfield Township.

**2. 2019 CMAQ Projects – Final Plan Approval**

Staff has prepared final engineering plans for two projects which will be utilizing federal transportation funding under the Congestion, Mitigation and Air Quality (CMAQ) program. As part of this process, the Board is required to approve the plans and enter into a contract with MDOT establishing the roles of both parties and specifically the federal-aid percentage. The MDOT Agreement will be forthcoming at a subsequent Board meeting. The federal-aid percentage for participating costs associated with the project is 100 percent federal funds.

### Countywide Interconnect System Upgrade and Expansion Project

Staff has prepared final engineering plans for the Countywide Interconnect System Upgrade and Expansion Project. It includes upgrades to equipment, infrastructure, and software of the existing traffic management system. The system will be expanded through additional communication links which will provide redundancy and increase communication reliability. IT upgrades will be implemented as part of this project to enable sharing data between agencies. The estimated cost of construction is \$939,445 and this project has been included in the 2019 budget.

### Huron Interconnect Project

Staff has prepared final engineering plans for the Signal Interconnect Project. The work will consist of signal optimization, modernization, and actuation for 13 traffic signals along Huron Street, Whittaker Road, Textile Road, Bridge Road, and Grove Road in Section 14, 16, and 21-24 of Ypsilanti Township. The estimated cost of construction is \$484,646 and this project has been included in the 2019 budget.

Total construction cost for both projects is \$1,424,091.

**PROPOSED MOTION: that upon the recommendation of the County Highway Engineer, and the concurrence of the Managing Director, the Board hereby approves the final plans, specifications, and estimate for the Countywide Interconnect System Upgrade and Expansion Project and the Huron Interconnect Project and authorizes the County Highway Engineer to sign the title sheet.**

### **3. Huron Waterloo Loop Phase 1B – Construction Engineering**

Staff is requesting the Board authorize the Managing Director to sign a Purchase Order to FTC&H for the Construction Engineering of the Huron Waterloo Loop Phase 1B Trail. The Huron Waterloo Loop Phase 1B Trail project is a non-motorized HMA trail approximately 2.2 miles in length running roughly parallel to M-52 from the MDNR Green Lake Campground driveway on M-52 to North Territorial Road. The Board previously approved the Huron Waterloo Loop Phase 1 Trail Agreement with Washtenaw County Parks and Recreation Commission (WCPARC) at its May 16, 2017 meeting (RC17-210) which outlines roles and responsibilities for the project. In accordance with the Agreement, WCPARC shall reimburse the Road Commission for all costs incurred for the project including the Construction Engineering.

**PROPOSED MOTION: that upon the recommendation of the County Highway Engineer and the concurrence of the Managing Director, the Board hereby authorizes the Managing Director to sign a Purchase Order to FTC&H for the Construction Engineering of the Huron Waterloo Loop Phase 1B Trail project located in Lyndon Township, at a cost not to exceed \$316,600.**

#### **4. Huron Waterloo Loop Phase 1B – Agency Resolution**

Staff is requesting the Board pass the Agency Resolution required for the Huron Waterloo Loop Phase 1B Trail project. The Huron Waterloo Loop Phase 1B Trail project is a non-motorized HMA trail approximately 2.2 miles in length running roughly parallel to M-52 from the MDNR Green Lake Campground driveway on M-52 to North Territorial Road. This phase of the project is a continuation of the trail constructed this past summer. Funding for the project is coming from Federal Transportation Alternatives Programs (TAP) grant with matching funds from the Washtenaw County Parks and Recreation Commission (WCPARC). The Board previously approved the Huron Waterloo Loop Phase 1 Trail Agreement at its May 16, 2017 meeting (RC17-210). The following resolution is required to receive the TAP grant funds for the project.

#### **PROPOSED MOTION:**

**WHEREAS, the Huron Waterloo Loop Trail Phase 1B project is a non-motorized HMA trail approximately 2.2 miles in length running roughly parallel to M-52 from the MDNR Green Lake Campground driveway to North Territorial Road (the “Project”); and**

**WHEREAS, the Washtenaw County Road Commission (“WCRC”) in cooperation with the Washtenaw County Parks and Recreation Commission (“WCPARC”) was awarded Transportation Alternatives Program (“TAP”) grant of approximately \$809,900 for the Project; and**

**WHEREAS, WCRC entered into the Huron Waterloo Loop Phase 1 Trail Agreement with WCPARC (the “Agreement”) at its May 16, 2017 meeting (RC17-210) that acknowledges WCPARC shall pay for all construction and construction engineering costs in excess of the TAP grant funds and that the local match funds are in place with the WCPARC; and**

**WHEREAS, WCRC acknowledges that WCPARC has agreed to own, operate, maintain, and repair the Huron Waterloo Loop Trail in accordance with the Agreement and the Easement to Construct and Maintain Recreational Trailway between WCPARC and the Michigan Department of Natural Resources for the Project; and**

**WHEREAS, WCRC recognizes that, as an Act 51 Agency, it is required by the Federal Highway Administration and MDOT to be the recipient of such TAP grant funds for the Project on behalf of WCPARC.**

**NOW, THEREFORE, BE IT RESOLVED that WCRC agrees and authorizes WCRC staff to administer the Huron Waterloo Loop Trail Phase 1B project located in Lyndon Township.**

**5. Huron Waterloo Loop Phase 1B – Final Plan Approval**

Staff is requesting the Board approve the Huron Waterloo Loop Phase 1B Trail project final plans and specifications. The Huron Waterloo Loop Phase 1B Trail project is a non-motorized HMA trail approximately 2.2 miles in length running roughly parallel to M-52 from the MDNR Green Lake Campground driveway on M-52 to North Territorial Road. The Board previously approved the Huron Waterloo Loop Phase 1 Trail Agreement with Washtenaw County Parks and Recreation Commission (WCPARC) at its May 16, 2017 meeting (RC17-210) which outlines roles and responsibilities for the project. Stantec has prepared the engineering plans and specifications for the project on behalf of WCPARC and WCRC. The project plans and specifications have been completed pursuant to WCRC and MDOT policies and procedures.

**PROPOSED MOTION: that upon the recommendation of the County Highway Engineer and the concurrence of the Managing Director, the Board hereby approves the final plans and specifications for the Huron Waterloo Loop Phase 1B Trail project located in Lyndon Township, and authorizes the County Highway Engineer to sign the title sheet.**

**6. Chubb Road & Five Mile Road – Wetland Mitigation Township Agreement**

Chubb Road between Five Mile and Six Mile Roads, and Five Mile Road between Chubb Road and 1,800 feet west of Napier Road are local, gravel roads located in Salem Township. Salem Township approached the Road Commission with the desire to convert these roads to paved all-season roadways due to high volumes of commercial truck traffic and to eliminate dust issues. WCRC entered into an agreement with Salem Township in September 2016, where the Township agreed to pay Bergmann Associates for preliminary engineering services and WCRC administration costs associated with the all-season roadway design. Staff is ready to meet obligations as defined in the MDEQ wetland permit to mitigate wetlands impacted from this project. This agreement will secure reimbursement from Salem Township to pay for the purchase of wetland mitigation credits. The cost to purchase credits from the River Raisin Watershed Wetland Mitigation Bank is \$42,000.

**PROPOSED MOTION: that upon the recommendation of the Director of Engineering / County Highway Engineer and the concurrence of the Managing Director, the Board approves an agreement with Salem Township for Salem Township to pay for all costs associated with the purchase of wetland mitigation credits to pave Chubb Road between Five Mile and Six Mile Roads, and Five Mile Road from Chubb Road to Napier Road.**

**7. Chubb Road & Five Mile Road – Tree Removal Township Agreement**

Chubb Road between Five Mile and Six Mile Roads, and Five Mile Road between Chubb Road and 1,800 feet west of Napier Road are local, gravel roads located in Salem Township. Salem Township approached the Road Commission with the desire to convert these roads to paved all-season roadways due to high volumes of commercial truck traffic and to eliminate dust issues. WCRC entered into an agreement with Salem Township in September 2016, where the Township agreed to pay Bergmann Associates for preliminary engineering services and WCRC administration costs associated with the all-season roadway design. Staff is ready to have trees removed that are impacted in the project limits. The as-read low bidder for the project was Treemendous Forestry, LLC out of South Lyon with a bid of \$35,988. Tree removal will commence in March.

**PROPOSED MOTION: that upon the recommendation of the Director of Engineering / County Highway Engineer and the concurrence of the Managing Director, the Board approves an agreement with Salem Township for Salem Township to pay for all costs associated with tree removals to pave Chubb Road between Five Mile and Six Mile Roads, and Five Mile Road from Chubb Road to Napier Road.**

**8. Saline-Milan Road Bridge – Final Plan Approval**

The Saline-Milan Road Bridge over the Koch Warner Drain is in the City of Saline. The work will consist of the full replacement of the bridge, approaches and guardrail. The project is funded through the Local Bridge Program at 95% for construction costs. The 5% local match for the construction costs will be the responsibility of the WCRC. The total construction costs are estimated to be \$1,000,000. The project has been completed pursuant to MDOT policies and procedures.

**PROPOSED MOTION: that upon the recommendation of the County Highway Engineer and the concurrence of the Managing Director, the Board hereby approves the final plans, specifications and estimate for the bridge replacement at Saline-Milan Road over the Koch Warner Drain in the City of Saline and authorizes the County Highway Engineer to sign the title sheet.**

**9. 2019-2021 State Trunkline Mowing Services Bid**

An electronic bid opening was administered through BidExpress.com on February 6, 2019 for state trunkline mowing services for a contract term of 3 years (2019 through 2021). This contract will require litter removal/disposal, mowing, clear vision area mowing, and related activities on state trunklines at the expense of MDOT in fulfillment of our state trunkline maintenance contract. One contractor responded to this invitation to bid, KBK Landscaping of Saline, Michigan. A bid tabulation is attached for reference. It is recommended that the Board of County Road Commissioners accept the qualified bid from KBK Landscaping.

**PROPOSED MOTION:** that upon the recommendation of the Director of Operations and the concurrence of the Managing Director, the Board accepts the qualified bid for 2019-2021 requirements of State Trunkline Mowing Services throughout Washtenaw County from KBK Landscaping Inc., 9685 West Michigan Avenue, Saline, MI 48176 in the total bid amount of \$471,957.00.

**10. Payroll & Bills for February 6, 2019**

Staff is requesting the Board to approve the payment of payroll and bills for February 6, 2019.

**PROPOSED MOTION:** the Board hereby approves Voucher 10336 totaling \$462,214.22 for payroll of February 6, 2019, and Voucher 10337 totaling \$943,616.65 in payment of bills for February 5, 2019.

**B. ACTION ITEM**

**1. Hewitt Road Permit Application #14345 Waiver Request**

Midwestern Consulting, on behalf of property owner Rahul Naik, is requesting a sight distance waiver for a residential driveway located at 271 N. Hewitt Road in Ypsilanti Township. Matthew MacDonell, County Highway Engineer, denied the previous waiver request on January 31, 2019. Additionally, a similar waiver request was denied by the WCRC Board on April 22, 2004 (RC04-142). These documents and the sight distance review have been included in the Board packet for your review and consideration.

**PROPOSED MOTION:** that upon the recommendation of the County Highway Engineer and the concurrence of the Managing Director, the Board hereby denies a sight distance waiver, as requested by Midwestern Consulting on behalf of the property owner Rahul Naik, for a residential driveway located at 271 N. Hewitt Road in Ypsilanti Township.

**2. Tuition Reimbursement Policy and Membership and Professional Fees Policy Update**

To assure that the Washtenaw County Road Commission continues to encourage continual learning, educational development and to encourage the professional participation, growth and advancement of its employees, the Human Resources Manager is proposing to update the Tuition Reimbursement Policy and the Membership and Professional Fees Policy.

**PROPOSED MOTION:** that upon the recommendation of the Human Resources Manager, and with the concurrence of the Managing Director, the Board hereby approves the Tuition Reimbursement Policy and the Membership and Professional Fees Policy.

**CHUBB ROAD AND FIVE MILE ROAD  
WETLAND MITIGATION AGREEMENT  
BETWEEN SALEM TOWNSHIP AND  
THE WASHTENAW COUNTY ROAD COMMISSION**

This Agreement ("Agreement"), is entered into as of the \_\_\_ day of \_\_\_\_\_, 2019, by and between by the Board of County Road Commissioners of the County of Washtenaw, a public body corporate, with offices at 555 Zeeb Road, Ann Arbor, Michigan 48103 ("**WCRC**") and Salem Township, a public body corporate, with offices at 9600 Six Mile Road, Salem, MI 48175 (the "**TOWNSHIP**").

WHEREAS, The TOWNSHIP desires for Chubb Road between Five Mile Road and Six Mile Road, and Five Mile Road between Chubb Road and Napier Road, to be paved roadways (the "**PROJECT**"), and

WHEREAS, The PROJECT is impacting a total of 0.35 acres of wetland along Chubb and Five Mile Roads, and

WHEREAS, WCRC must obtain a permit from the Michigan Department of Environmental Quality ("**MDEQ**") to construct the PROJECT, and

WHEREAS, Per Part 303 of the of the Michigan Natural Resources and Environmental Protection Act, any impacts to wetland features must be mitigated at a one to one ratio to construct the PROJECT, and

WHEREAS, In lieu of constructing new wetlands, MDEQ will allow WCRC to purchase wetland credits from the River Raisin Watershed Wetland Mitigation Bank ("**CREDITS**") as a condition of permit to build the PROJECT, and

WHEREAS, the cost to purchase CREDITS for the PROJECT is \$42,000.

IT IS NOW THEREFORE AGREED the TOWNSHIP will be responsible for all costs associated with the purchase of the above described CREDITS to construct the PROJECT and

IT IS FURTHER AGREED that WCRC has previously agreed to administer the PROJECT in accordance with current Michigan Department of Transportation and MDEQ practices, and

IT IS FURTHER AGREED that WCRC shall enter to a contract with Haley Farm, LLC to purchase CREDITS to build the PROJECT upon execution of this agreement. A copy of the Wetland Mitigation Credit Sales Agreement is attached to the agreement, and

IT IS FURTHER AGREED that WCRC will issue an invoice to the TOWNSHIP for payment of \$42,000 for the purchase of CREDITS to build the PROJECT upon the execution of this agreement, and



IT IS FURTHER AGREED that the TOWNSHIP shall make payment to WCRC within 30 days of receipt of invoice to pay for CREDIT costs.

**IN WITNESS WHEREOF**, the parties have set their hands to this Agreement the day and year here written.

**SALEM TOWNSHIP**

Dated: \_\_\_\_\_, 2019

\_\_\_\_\_  
By: Gary Whittaker, Salem Township  
Its: Supervisor

**BOARD OF COUNTY ROAD COMMISSIONERS OF THE  
COUNTY OF WASHTENAW**

Dated: \_\_\_\_\_, 2019

\_\_\_\_\_  
By: Sheryl Soderholm Siddall  
Its: Managing Director

Dated: \_\_\_\_\_, 2019

\_\_\_\_\_  
By: Douglas E. Fuller  
Its: Board Chair

**CHUBB ROAD AND FIVE MILE ROAD**

**TREE REMOVAL AGREEMENT**

**BETWEEN SALEM TOWNSHIP AND**

**THE WASHTENAW COUNTY ROAD COMMISSION**

This Agreement ("Agreement"), is entered into as of the \_\_\_ day of \_\_\_\_\_, 2019, by and between by the Board of County Road Commissioners of the County of Washtenaw, a public body corporate, with offices at 555 Zeeb Road, Ann Arbor, Michigan 48103 ("**WCRC**") and Salem Township, a public body corporate, with offices at 9600 Six Mile Road, Salem, MI 48175 (the "**TOWNSHIP**").

WHEREAS, The TOWNSHIP desires for Chubb Road between Five Mile Road and Six Mile Road, and Five Mile Road between Chubb Road and Napier Road, to be paved roadways (the "**PROJECT**"), and

WHEREAS, earthwork, as part of the PROJECT to meet WCRC design requirements, will impact an estimated 317 trees for removal, and

WHEREAS, per U.S. Fish and Wildlife regulations, all impacted trees associated with the PROJECT must be removed between the dates of November 1 and March 31, and

WHEREAS, WCRC must enter into a contract with a qualified forester so all impacted trees are removed from the PROJECT limits no later than March 31, 2019,

WHEREAS, the low bid as read to remove trees for the PROJECT was from Treemendous Forestry, LLC out of South Lyon at \$35,988.00.

IT IS NOW THEREFORE AGREED, the TOWNSHIP will be responsible for all costs associated with the removal of trees incurred to construct the PROJECT, and

IT IS FURTHER AGREED that WCRC will oversee the PROJECT, and

IT IS FURTHER AGREED that WCRC will enter into a contract ("**CONTRACT**") with the lowest qualified bidder to remove trees upon the execution of this agreement, and

IT IS FURTHER AGREED that WCRC will invoice the TOWNSHIP for all actual costs associated with the CONTRACT, whereas such cost may be more or less than the bid amount, and

IT IS FURTHER AGREED that the TOWNSHIP shall make payment to WCRC within 30 days of receipt of invoice to pay for CONTRACT costs.

**IN WITNESS WHEREOF**, the parties have set their hands to this Agreement the day and year here written.

**SALEM TOWNSHIP**

Dated: \_\_\_\_\_, 2019

\_\_\_\_\_  
By: Gary Whittaker, Salem Township  
Its: Supervisor

**BOARD OF COUNTY ROAD COMMISSIONERS OF THE  
COUNTY OF WASHTENAW**

Dated: \_\_\_\_\_, 2019

\_\_\_\_\_  
By: Sheryl Soderholm Siddall  
Its: Managing Director

Dated: \_\_\_\_\_, 2019

\_\_\_\_\_  
By: Douglas E. Fuller  
Its: Board Chair

KBK Landscaping				
Item	Quantity	Price	Extension	
<b>Bid Sheet</b>				
2019 Mowing Season - First Mowing - Acres	906.6	\$100.00	\$90,660.00	
2019 Mowing Season - Optional Second Mowing - Acres	906.6	\$60.00	\$54,396.00	
2019 Mowing Season - Optional Clear Vision Mowing As Directed - Acre	1.0	\$150.00	\$150.00	
2020 Mowing Season - First Mowing - Acres	906.6	\$105.00	\$95,193.00	
2020 Mowing Season - Optional Second Mowing - Acres	906.6	\$70.00	\$63,462.00	
2020 Mowing Season - Optional Clear Vision Mowing As Directed - Acre	1.0	\$175.00	\$175.00	
2021 Mowing Season - First Mowing - Acres	906.6	\$110.00	\$99,726.00	
2021 Mowing Season - Optional Second Mowing - Acres	906.6	\$75.00	\$67,995.00	
2021 Mowing Season - Optional Clear Vision Mowing As Directed - Acre	1.0	\$200.00	\$200.00	
<b>9 Items</b>	<b>Totals</b>		<b>\$471,957.00</b>	
Bid Bond of 5% Bond ID - smi19672947				
Exemptions or Remarks: If only M-Routes are mowed a second time the rate per acre will be \$125 per acre				

VOUCHER #

10336

WASHTENAW COUNTY  
BOARD OF ROAD COMMISSIONERS  
ANN ARBOR, MICHIGAN

DATE February 5, 2019

WARRANT # \_\_\_\_\_

AMOUNT \$ 462,214.22

ACCT. CODE 20

TO: WASHTENAW COUNTY ROAD COMMISSION

ITEMS	DISCOUNT	CLASSIFICATION	GROSS AMT.
20104600.800000			
PAYROLL FOR February 6, 2019			\$ 462,214.22
GROSS PAYROLL \$ 465,542.31			
<u>A.C.H.</u>			
Payroll Direct Deposit \$ 310,828.41			
Deferred Comp \$ 8,941.00			

It is hereby certified that the above account is true and correct and that no part of it has been paid.

To the County Clerk:

The within account has been carefully checked and audited. You are hereby directed to draw your warrant upon the County Treasurer for the above amount payable from the County Road Fund.

\_\_\_\_\_  
CONTROLLER

The above account approved by:

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
MEMBER

\_\_\_\_\_  
MANAGING - DIRECTOR & DEPUTY CLERK OF THE BOARD

\_\_\_\_\_  
BOARD OF COUNTY ROAD COMMISSIONERS

VOUCHER # 10337

WASHTENAW COUNTY  
BOARD OF ROAD COMMISSIONERS

ANN ARBOR, MICHIGAN

DATE February 5, 2019

WARRANT # \_\_\_\_\_

AMOUNT \$943,616.65

ACCT. CODE 20

TO: WASHTENAW COUNTY ROAD COMMISSION

ITEMS	DISCOUNT	CLASSIFICATION	GROSS AMT.
20104600.800000			\$ 908,907.69
FICA/MEDICARE			\$ 34,708.96
ACCOUNTS PAYABLE FOR February 6, 2019			

It is hereby certified that the above account is true and correct and that no part of it has been paid.

To the County Clerk:

The within account has been carefully checked and audited. You are hereby directed to draw your warrant upon the County Treasurer for the above amount payable from the County Road Fund.

\_\_\_\_\_  
CONTROLLER

\_\_\_\_\_  
CHAIRMAN

The above account approved by:

\_\_\_\_\_  
MEMBER

\_\_\_\_\_  
MANAGING - DIRECTOR & DEPUTY CLERK OF BOARD

\_\_\_\_\_  
BOARD OF COUNTY ROAD COMMISSIONERS

Date 02/05/2019  
Time 07:48:33

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Number	Date	Number	Name	Amount
78870	02/06/2019	AARBER	AARON BERKHOLZ	150.00
78871	02/06/2019	AGGIND	AGGREGATE INDUSTRIES, MGMT INC	11,000.05
78872	02/06/2019	AISCON	AIS CONSTRUCTION EQUIPMENT	571.03
78873	02/06/2019	ALLIED	ALLIED INC	2,529.38
78874	02/06/2019	AMDHYD	AM-DYN-IC FLUID POWER INC	5,203.18
78875	02/06/2019	ANDCOP	ANDREW COPPERNOLL	73.50
78876	02/06/2019	ANNBAN	ANN ARBOR STATE BANK	14,951.83
78877	02/06/2019	AAWELD	ANN ARBOR WELDING SUPPLY	97.05
78878	02/06/2019	ANTKAR	ANTHONY KARVER	150.00
78879	02/06/2019	BACORN	BACH ORNAMENTAL AND	3,250.00
78880	02/06/2019	BLUECR	BLUE CROSS BLUE SHIELD OF MI	262,126.00
78881	02/06/2019	CADCUL	CADILLAC CULVERT, INC.	16,990.70
78882	02/06/2019	CHESTA	CHELSEA STATE BANK	55,011.86
78883	02/06/2019	CHRSTI	CHRISTOPHER STINES	130.55
78884	02/06/2019	COMCAS	COMCAST	1,336.85
78885	02/06/2019	CONMCK	CONLIN, MCKENNEY & PHILBRICK	6,844.50
78886	02/06/2019	CONENG	CONSUMERS ENERGY	1,152.71
78887	02/06/2019	CONTRA	CONTRACTORS CONNECTION INC	368.20
78888	02/06/2019	CTTMTU	CTT/MTU	540.00
78889	02/06/2019	CUMMIC	CUMMINS BRIDGEWAY LLC	310.55
78890	02/06/2019	DKTRUC	D & K TRUCK COMPANY	1,076.00
78891	02/06/2019	DANEXC	DAN'S EXCAVATING INC	5,355.79
78892	02/06/2019	DETSAL	DETROIT SALT COMPANY LLC	47,206.79
78893	02/06/2019	DORSIG	DORNBOS SIGN & SAFETY INC	6,367.00
78894	02/06/2019	DTEENE	DTE ENERGY	2,057.28
78895	02/06/2019	DUOSEC	DUO SECURITY	4,480.00
78896	02/06/2019	EMEHEA	EMERGENT HEALTH PARTNERS	885.00
78897	02/06/2019	ENZCLE	ENZO'S CLEANING SOLUTIONS	1,655.00
78898	02/06/2019	FLEPRI	FLEET PRIDE	Void
78899	02/06/2019	FLEPRI	FLEET PRIDE	Void
78900	02/06/2019	FLEPRI	FLEET PRIDE	3,767.04
78901	02/06/2019	FOSBLU	FOSTER BLUE WATER OIL	533.67
78902	02/06/2019	GRAING	GRAINGER INC	980.55
78903	02/06/2019	GROUP0	GROUP 31 SUPPLY	844.39
78904	02/06/2019	HEAEQU	HEALTH EQUITY	11,578.98
78905	02/06/2019	INDTEC	INDUSTRIAL TECTONICS INC	2,425.00
78906	02/06/2019	JSTREE	J'S TREE TRIMMING & REMOVAL IN	1,500.00
78907	02/06/2019	JACTRU	JACKSON TRUCK SERVICE INC	1,019.37
78908	02/06/2019	JARPOW	JARED POWERS	127.00
78909	02/06/2019	JOHPOS	JOHN POSEGAY	127.00
78910	02/06/2019	KATSPA	KATHY SPAIN	60.00
78911	02/06/2019	LARPLE	LARRY PLESIEWICZ	108.00
78912	02/06/2019	LAWPRO	LAWSON PRODUCTS INC	878.78
78913	02/06/2019	LENFUE	LENAWEE FUELS INC	52,200.27
78914	02/06/2019	MKTRUC	M & K TRUCK CENTERS	378.45
78915	02/06/2019	MADELE	MADISON ELECTRIC CO	61.56
78916	02/06/2019	KLETRU	MANCHESTER TRUE VALUE	2.99
78917	02/06/2019	0MARCO	MARCO	241.47
78918	02/06/2019	MCNMCK	MCNAUGHTON-MCKAY ELECTRIC	147.53

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Number	Date	Number	Name	Amount
78919	02/06/2019	MENINC	MENARD INC	71.00
78920	02/06/2019	MICKLU	MICHAEL R KLUCK & ASSOCIATES	2,754.69
78921	02/06/2019	MICCAT	MICHIGAN CAT	1,073.21
78922	02/06/2019	MISTAT	MICHIGAN STATE POLICE	95.00
78923	02/06/2019	MERS00	MUNICIPAL EMPLOYEES RETIREMENT	179,239.20
78924	02/06/2019	NAPAUT	NAPA AUTOPARTS	238.08
78925	02/06/2019	NAPLAW	NAPOLEON LAWN & LEISURE INC.	361.52
78926	02/06/2019	NICVAN	NICOLE PETERSON	20.00
78927	02/06/2019	OCCHEA	OCCUPATIONAL HEALTH CENTERS OF	298.50
78928	02/06/2019	OFFDEP	OFFICE DEPOT INC	17.54
78929	02/06/2019	OPIS00	OPIS	390.00
78930	02/06/2019	ORIDIA	ORIGIN DIAGNOSTICS LLC	167.00
78931	02/06/2019	OSBASS	OSBURN ASSOCIATES INC	4,209.75
78932	02/06/2019	PARPED	PARTS PEDDLER	22.17
78933	02/06/2019	PETBUI	PETERS BUILDING COMPANY	2,187.17
78934	02/06/2019	WCRC--	PETTY CASH	234.34
78935	02/06/2019	PREAER	PREMIER AERIAL AND	5,306.84
78936	02/06/2019	PRITEC	PRINT-TECH INC	1,042.33
78937	02/06/2019	QUAFIR	QUALITY FIRST AID	303.90
78938	02/06/2019	RECYCL	RECYCLE ANN ARBOR	655.00
78939	02/06/2019	RICROB	RICH-ROB DEVELOPMENT LLC	200.00
78940	02/06/2019	RICOH0	RICOH USA, INC	1,302.96
78941	02/06/2019	RMDHOL	RMD HOLDINGS LTD	3,577.14
78942	02/06/2019	OAKCOU	ROAD COMMISSION FOR OAKLAND CO	203.99
78943	02/06/2019	ROWDIN	ROWERDINK INC.	497.78
78944	02/06/2019	RSENGI	RS ENGINEERING, LLC	6,192.95
78945	02/06/2019	SAFKLE	SAFETY KLEEN CORPORATION	622.06
78946	02/06/2019	SALTRU	SALENBIEN TRUCKING	101,255.00
78947	02/06/2019	SEECLI	SEECCLICKFIX	17,235.00
78948	02/06/2019	SHERRI	SHERRILL TREE INC	119.47
78949	02/06/2019	STAHAR	STADIUM HARDWARE	25.20
78950	02/06/2019	STAINS	STANDARD INSURANCE COMPANY	9,017.12
78951	02/06/2019	STOMIC	STONECO OF MICHIGAN	653.95
78952	02/06/2019	SUBCHE	SUBURBAN CHEVROLET	750.86
78953	02/06/2019	TAPCO0	TAPCO	180.45
78954	02/06/2019	TLSCON	TLS CONSTRUCTION LLC	2,437.50
78955	02/06/2019	TRASUP	TRACTOR SUPPLY CO	157.99
78956	02/06/2019	TRASOL	TRANSOFT SOLUTIONS INC	810.00
78957	02/06/2019	TRETIR	TREDROC TIRE	1,228.50
78958	02/06/2019	TRITRU	TRI-COUNTY INTERNATIONAL	595.64
78959	02/06/2019	TRUSPE	TRUCK & TRAILER SPECIALTIES	3,881.92
78960	02/06/2019	TUVRHE	TUV RHEINLAND INDUSTRIAL	717.70
78961	02/06/2019	ARRUNI	UNIFIRST	407.35
78962	02/06/2019	UNOFMI	UNIVERSITY OF MICHIGAN	2,425.00
78963	02/06/2019	URBINV	URBAN INVESTMENT CO. LLC	200.00
78964	02/06/2019	VARPRO	VARIPRO	14,220.54
78965	02/06/2019	VARFOR	VARSITY FORD SALES INC	48.19
78966	02/06/2019	VERWIR	VERIZON WIRELESS	481.15
78967	02/06/2019	VERMIC	VERMEER OF MICHIGAN INC	318.22




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Number	Date	Number	Name	Amount
78968	02/06/2019	WWWILL	W W WILLIAMS COMPANY LLC	246.40
78969	02/06/2019	WADTRI	WADE-TRIM	10,844.40
78970	02/06/2019	WEINGA	WEINGARTZ	36.00
78971	02/06/2019	WELTRU	WELLER TRUCK PARTS LLC	477.17
Report Total				908,907.69

 <b>ORGANIZATIONAL POLICY</b>	<b>GENERAL ADMINISTRATION APPLICATION: Non-Union Employees</b>				
	<b>TITLE: Tuition Reimbursement</b>	<b>RESOLUTION NUMBER</b> RC19-	<b>SUPERCEDE RC84-052... ...RC16-045</b>	<b>EFFECTIVE DATE</b> 02/19/2019	<b>SUPERCEDE 02/07/1984... 01/19/2016...</b>

**INTENT**

It is the intent of the Washtenaw County Board of Road Commissioners to encourage continual learning and educational development by providing a tuition reimbursement program.

**GENERAL PROVISIONS**

The Human Resources Department will coordinate the tuition reimbursement program and will evaluate and approve tuition reimbursement applications in conjunction with the employee's immediate supervisor and department head. Disagreements concerning the eligibility of tuition reimbursement may be appealed to the Managing Director.

**EMPLOYEE ELIGIBILITY**

All regular full-time employees are eligible for tuition reimbursement.

**COURSE ELIGIBILITY**


A course must meet the following criteria in order to be eligible for reimbursement:

1. The course must be taken through an accredited college, university or technical school; and
2. The course must directly relate to the employees current position/duties, or be in preparation for a future position/duties within the organization; and
3. The course is required in a curriculum program leading to a degree or certification or is a preparatory course for a professional certification.

**REIMBURSEMENT PROVISIONS**

- A. Employees will be reimbursed 100% of the cost of tuition, with the exception of preparatory courses, which will be a maximum of \$1,000 per course. This does not include books, supplies, transportation and other costs related to attending the course(s).
- B. Employees are required to receive a "C" or better grade in the course(s). If grades are not given, the employee must provide the Human Resources Department with a certification of successful (pass) completion of the course requirements.

- C. Employees are required to continue employment with the WCRC for at least one (1) year following completion of the course(s) for which they received reimbursement, or will be responsible for reimbursement to the WCRC for any payment made for course work completed within the year prior to termination.
- D. Conventions, seminars and employee training workshops are not eligible for reimbursement under the provisions of this policy.

	<b>ORGANIZATIONAL POLICY</b>		<b>GENERAL ADMINISTRATION APPLICATION: All Employees</b>		
	<b>TITLE:</b> <b>Membership and Professional Fees</b>	RESOLUTION NUMBER RC19-	SUPERCEDE RC86-063, RC16-467	EFFECTIVE DATE 02/19/2019	SUPERCEDE 02/04/1986, 12/20/2016

**INTENT**

It is the intent of the Board of Washtenaw County Road Commissioners to encourage the professional participation, growth and advancement of its employees by providing a membership and professional fee reimbursement program.

**GENERAL PROVISIONS**

The Human Resources Manager will coordinate the membership and professional fee reimbursement program and will evaluate and approve reimbursement applications in conjunction with the employee's immediate supervisor and department head. Disagreements concerning the eligibility of reimbursement may be appealed to the Managing Director.

**EMPLOYEE ELIGIBILITY**

All regular full-time employees are eligible for tuition reimbursement.

**PROFESSIONAL FEE & ORGANIZATION MEMBERSHIP ELIGIBILITY**

A fee or organization must meet the following criteria in order to be eligible for reimbursement:

1. Must directly relate to the employees current position/duties.
2. Must be in the best interest of the WCRC.

**REIMBURSEMENT PROVISIONS**

- A. Professional fees will be reimbursed at 100%.
- B. Membership fees will be reimbursed at 100% for the three memberships, up to a maximum of \$300 each.
- C. Costs such as examination fees to obtain the initial certification, late payment penalties, discretionary membership fees, or other related professional costs will not be reimbursed.
- D. Any employee who receives reimbursement within ninety (90) days of retirement or resignation of employment shall return the reimbursement received on a pro rata basis. Repayment will be automatically deducted from the employee's final pay.



## WASHTENAW COUNTY ROAD COMMISSION

### TOWNSHIP/STAFF REPORT – February 19, 2019

For the period of January 28 thru February 10, 2019

## TOWNSHIP REPORT

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### OPERATIONS REPORT

#### MAINTENANCE

Scraping of gravel roads and patching of paved roads were performed throughout the county. In addition, the following maintenance activities were performed in individual townships:

#### ANN ARBOR TOWNSHIP

- Stump Removal – Warren Road

#### BRIDGEWATER TOWNSHIP

- Fallen Tree – Sheridan Road
- Limestone Patch – Arkona Road, Burmeister Road, Eisman Road, Hack Road, Klager Road, Neblo Road, Wilbur Road: 58 tons

#### DEXTER TOWNSHIP

- Boom Mow – Hankerd Road
- Fallen Trees – N Dancer Road, Dexter-Pinckney Road
- Limestone Patch – Wylie Road: 10 tons
- Stump Removal – Dexter Townhall Road

#### FREEDOM TOWNSHIP

- Fallen Trees – Schmitz Road, Waters Road
- Limestone Patch – Waters Road: 35 tons

#### LIMA TOWNSHIP

- Fallen Tree – N Dancer Road, S Dancer Road, N Fletcher Road, Gross Road, Liberty Road, Trinkle Road
- Limestone Patch – S Dancer Road, Trinkle Road: 33 tons
- Stump Removal – Jerusalem Road

#### LYNDON TOWNSHIP

- Fallen Trees – Beeman Road
- Limestone Patch – Bush Road, Loveland Road: 22 tons

#### MANCHESTER TOWNSHIP

- Drainage and Backslopes – Burtless Road
- Fallen Trees – Burtless Road, Mull Road, Wellwood Road
- Limestone Patch – Hudson Road, Mahrle Road, Van Tuyle Road: 41 tons

#### NORTHFIELD TOWNSHIP

- Boom Mow – Service Road
- Fallen Trees – N Territorial Road, N Maple Road, Pontiac Trail, Seven Mile Road, Spencer Road, Sutton Road
- Limestone Patch – Jennings Road, Rushton Road: 34 tons

#### PITTSFIELD TOWNSHIP

- Fallen Tree – Ellsworth Road
- Limestone Patch – Carlton Street, Crystal Drive, Hawks Road, E Morgan Road, Oakdale Drive, Seminole Street: 42 tons
- Repair Sinkhole – Oak Valley Drive
- Roadside Debris – E Morgan Road, Stone School Road

#### SALEM TOWNSHIP

- Fallen Trees – Curtis Road, Pontiac Trail
- Limestone Patch – Brookville Road, Gotfredson Road: 10 tons

#### SALINE TOWNSHIP

- Limestone Patch – Parker Road: 16 tons

#### SCIO TOWNSHIP

- Boom Mow – Huron River Drive

#### SHARON TOWNSHIP

- Fallen Tree – Peckins Road
- Gravel Patch – Bethel Church Road, Sharon Hollow Road, Struthers Road: 54 tons
- Limestone Patch – Sharon Hollow Road, Struthers Road: 26 tons

#### SUPERIOR TOWNSHIP

- Boom Mow – Warren Road
- Fallen Trees – Geddes Road, N Harris Road, Short Street
- Limestone Patch – Gale Road, Gotfredson Road, Vreeland Road: 34 tons

#### WEBSTER TOWNSHIP

- Limestone Patch – Gregory Road, Huron River Drive, Joy Road, Scully Road, Strawberry Lake Road, Zeeb Road: 60 tons

#### YPSILANTI TOWNSHIP

- Fallen Trees – Brooktree Court

## WINTER MAINTENANCE

- Crews Responded – 7 times
- Total Salt Used – 2,577 tons
- Total Abrasives Used – 547 tons
- Total Brine Used – 10,925 gallons

## NESC REPORT

Warranty work and additional equipment installation by contractors is on-going.

## SHOP REPORT

### Shop Repairs

- Tires Repaired – 5 tires
- Vehicles Serviced – 6
- Vehicles Serviced by Suburban Chevrolet – 1
- Work Orders Completed – 47

### Equipment Repair

Note: Prepped and placed 3 new heavy trucks into service. Performed several hydraulic and electrical repairs and adjusted the swing pressures on several scrapers.

- Truck 204 – Replaced the tire crane pump motor
- Truck 345 – Replaced the starter
- Truck 348 – Replaced a cab mount, 2 shocks and the wiper motor
- Truck 374 – Replaced 2 injectors and cleaned out the fuel tank
- Truck 379 – Replaced the power steering pump, removed, cleaned and installed the steer axle spring pins
- Truck 386 – Cleaned the EGR tubes and recalibrated sensors
- Truck 378 and 383 – Replaced radiators

## BUILDING & GROUNDS REPORT

### Yard One

- Plumbing repairs
- Repaired lights
- Winter maintenance
- Janitorial and Recycling
- Administration Building furnace maintenance
- Repaired south gate

### Yard Two

- Replaced high bay lights with LED
- Retrofitted lights with LED
- Repaired shop furnace
- Fuel system maintenance
- Repaired north gate
- Repaired power washer

#### Yard Four

- Furnace repairs
- Replaced air hose on hose reel

#### **MEETINGS**

02/10 A. Lape and T. Lobbestael administered the 2019-2021 STL Mowing Bid Opening