WASHTENAW COUNTY BOARD OF ROAD COMMISSIONERS
555 North Zeeb Road, Ann Arbor, MI  48103

Minutes of December 3, 2019

Board Present:  Road Commissioners Doug Fuller, Barbara Fuller, Rod Green

Staff Present:  S. Siddall, J. Harmon, M. MacDonell, D. Ackerman, C. Ryan, E. Kizer

Others Present:  U. Huff, L. Moutinho, S. Shink

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

APPROVAL OF AGENDA

RC19-395 R. Green moved, B. Fuller seconded to approve the agenda as presented.  Voice Vote:  YEAS:  3   NAYS: 0   ABSENT: 0   ABSTAIN: 0   Motion Carried.

PUBLIC HEARING – ROAD COMMISSION 2020 BUDGET

Commissioner Doug Fuller opened the floor for the Public Hearing.

Commissioner Doug Fuller closed the floor for the Public Hearing.

ACCEPTANCE OF THE MINUTES

RC19-396 B. Fuller moved, R. Green seconded to approve the Board Meeting Minutes of November 19, 2019 as presented. Voice Vote:  YEAS:  3   NAYS: 0   ABSENT: 0   ABSTAIN: 0   Motion Carried.

RC19-397 B. Fuller moved, R. Green seconded to approve the Working Session Minutes of November 19, 2019 as presented. Voice Vote:  YEAS:  3   NAYS: 0   ABSENT: 0   ABSTAIN: 0   Motion Carried.

PUBLIC COMMENT

No public comment.
WRITTEN COMMUNICATIONS

ISSUED: November 22, 2019
WHY: Public Meeting - Review planned improvements to US-12 and M-17
WHERE: New Covenant Missionary Baptist Church, 2345 Tyler Road, Ypsilanti
TOWNSHIP: Ypsilanti
WHEN: Monday, December 16, 2019 @ 6:30 p.m.
CONTACT: Michele Ford, Project Manager

RECEIVED: November 21, 2019
FROM: Charles Derry
WHY: Thank you for the excellent work on Merkel Road resurfacing

RECEIVED: November 15, 2019
FROM: Chuck Tellas, York Township Supervisor and Helen Neil, York Township Clerk
WHY: Thank you to the road crews for the excellent job clearing roads in York Township during the November 11th snowstorm event.

ISSUED: November 15, 2019
WHY: Completion of Saline-Milan Road Bridge project
WHERE: Saline-Milan Road between Judd Road and Willis Road
TOWNSHIP: York
WHEN: Road re-opened Friday, November 15th
CONTACT: Nate Murphy, Bridge Engineer

ISSUED: November 14, 2019
WHY: Public Information Meeting – Dixboro Road Trail Phase II
WHERE: Dixboro United Methodist Church, 5221 Church Road, Ann Arbor
TOWNSHIP: Ann Arbor
WHEN: Thursday, December 5, 2019 from 7:00 – 8:00 a.m.
CONTACT: Michele Ford, Project Manager

COMMISSIONER AND STAFF FOLLOW UP TO PUBLIC COMMENT
No public comment received.

CONSENT AGENDA
The items approved on the Consent Agenda are as follows:

RC19-398 R. Green moved, B. Fuller seconded the approval of the Consent Agenda for December 3, 2019 as presented. Voice Vote: YEAS: 3 NAYS: 0 ABSENT: 0 ABSTAIN: 0 Motion Carried.
**Road Commission – 2019 Final Budget Amendments**

RC19-399  R. Green moved, B. Fuller seconded that upon the recommendation of the Director of Finance and IT and the concurrence of the Managing Director, the Board hereby approves the 2019 year-end budget as presented. Voice Vote: YEAS: 3 NAYS: 0 ABSENT: 0 ABSTAIN: 0 Motion Carried.

**Old US-12 Culvert over Letts Creek – Construction Bid**

RC19-400  R. Green moved, B. Fuller seconded that upon the recommendation of the Director of Engineering/County Highway Engineer and the concurrence of the Managing Director, the Board hereby accepts the low bid and authorizes the Managing Director to sign the contract with Salenbien Trucking and Excavating to complete the replacement of the Old US-12 Culvert over Letts Creek in Section 22 of Sylvan Township. Voice Vote: YEAS: 3 NAYS: 0 ABSENT: 0 ABSTAIN: 0 Motion Carried.

**Miller Road at Wagner Road Roundabout Project – Parcel R-1, Scio Hills Subdivision Association, Right of Way Acquisition**

RC19-401  R. Green moved, B. Fuller seconded that upon the recommendation of the County Highway Engineer/Director of Engineering and concurrence of the Managing Director, the Board hereby approves the acquisition of a 0.198 acre public road easement and a 0.031 acre grading permit from the owners, being the Scio Hills Subdivision Association, upon a parcel of property commonly known as the southwest corner of Miller Road at Wagner Road and referred to as Tax Parcel Number H-08-14-480-800, in the amount of Eight Thousand Four Hundred Thirty ($8,430.00) Dollars and further directs the Chair and Managing Director to execute the Good Faith Offer of Just Compensation, as presented. Voice Vote: YEAS: 3 NAYS: 0 ABSENT: 0 ABSTAIN: 0 Motion Carried.

**Payroll & Bills for November 27, 2019**

RC19-402  R. Green moved, B. Fuller seconded the Board hereby approves Voucher 10378 totaling $301,209.40 for payroll of November 27, 2019, and Voucher 10379 totaling $2,505,261.34 in payment of bills for November 27, 2019. Voice Vote: YEAS: 3 NAYS: 0 ABSENT: 0 ABSTAIN: 0 Motion Carried.

**ACTION ITEM**

**Road Commission 2020 Annual Budget**

RC19-403  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 Road Commission 2020 Annual Budget as presented. It is understood that the proposed 2020 budget supports 134 full-time equivalent positions. Voice Vote: YEAS: 3 NAYS: 0 ABSENT: 0 ABSTAIN: 0 Motion Carried.
REPORTS

COUNTY COMMISSIONER REPORT
Not present.

ROAD COMMISSIONER REPORTS

Commissioner Barb Fuller:
Commissioner Barb Fuller expressed concern with Operations being down eight truck drivers currently and the affect this could have on winter road maintenance.

Commissioner Rod Green:
No report.

Commissioner Doug Fuller:
Commissioner Doug Fuller suggested considering offering Road Commission budget training for township officials to be implement by mid-year 2020.

Commissioner Fuller asked about the meeting the Human Resources Manager had at Washtenaw Community College for attracting veteran employees.

MANAGING DIRECTOR’S REPORT
Sheryl Siddall, Managing Director

WCRC Business Card Design
- Commissioner Barb Fuller has offered a suggestion on WCRC Business Card design. Sheryl shared business card examples with the Board.
- Commissioner Barb Fuller congratulated Jim Harmon for his interview with WEMU regarding winter maintenance during the November 11th snowstorm event.
- Commissioner Barb Fuller asked about the Comcast outage at the SE Service Center that has been resolved.

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

Finance Report
- Michigan Transportation Fund Receipts (MTF) – Dan Ackerman reported that the October MTF numbers came in with a 7% reduction compared to October 2018. Dan called the State of Michigan Act 51 Unit for clarification on this. Dan explained that the October 2018 MTF numbers were overstated due to a $40 million error by the Michigan Treasury Department. This error was corrected in December 2018. This will lead to discrepancies when comparing MTF on a monthly comparison. Overall, MTF is where staff expects it to be.
OPERATIONS REPORT

Jim Harmon, Director of Operations

- Jim Harmon provided an overview of annual salt usage demonstrated on salt usage charts.
- Crews have completed placement of the last limestone for the year. There was a total of 182,550 tons of gravel & limestone used this year.
- The last of this year’s contract work will be finishing this week.
- Jim provided an update on the Operations truck driver vacancies.

ENGINEERING REPORT

Matt MacDonell, Director of Engineering

- Engineering is finalizing 2019 projects.
- Miller Road Improvements and Pontiac Trail/Seven Mile Road Roundabout projects – staff is working with property owners.
- There will be a Public Information Meeting on December 5th from 7:00 to 8:00 p.m. at the Dixboro United Methodist Church regarding the Dixboro Road Trail Phase II project.
- There will be a Stakeholders Meeting on December 9th @ 1:00 p.m. at Ypsilanti Township Hall for the US-12 Improvement Project.
- There will also be a Public Information Meeting on December 16th for the US-12 project.
- Engineering staff is starting planning work for the 2021 program.

WCRC/Washtenaw County – Memo of Understanding Resolution

Sheryl Siddall provided a review of the proposed resolution between the Road Commission and the BOC.

EXECUTIVE SESSION

Pontiac Trail at Seven Mile Road, Salem Township – Parcel 5, Chestnut Development Right of Way Acquisition

RC19-404 R. Green moved, B. Fuller seconded to enter Executive Session at approximately 2:05 p.m. to discuss Pontiac Trail at Seven Mile Road, Salem Township – Parcel 5, Chestnut Development Right of Way Acquisition.

ROLL CALL VOTE:
YEAS: D. Fuller, B. Fuller, R. Green
NAYS: None
ABSENT: None
ABSTAIN: None
Motion Carried.
RC19-405  B. Fuller moved, R. Green seconded to exit Executive Session at approximately 2:32 p.m.

ROLL CALL VOTE:
YEAS:   D. Fuller, B. Fuller, R. Green
NAYS:   None
ABSENT: None
ABSTAIN: None

Motion Carried.

ADJOURNMENT
RC19-406  R. Green moved, B. Fuller seconded to adjourn the December 3, 2019 meeting at 2:33 p.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 H. Schenck Siddall, Deputy Clerk

Minutes Approved: ___________________________