

## Washtenaw County Board of Road Commissioners

555 North Zeeb Road, Ann Arbor, MI 48103

### Virtual Board Meeting Minutes of April 7, 2020

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

Staff Present: S. Siddall, M. MacDonell, J. Harmon, D. Ackerman C. Ryan, E. Kizer, C. Quinter, B. Houle, N. Peterson

Others Present: Marlene Chockley, Northfield Township Supervisor; Ruth Ann Jamnick, County Commissioner – District 5; Sue Shink, County Commissioner – District 2

The meeting was called to order at 1:00 p.m. by Douglas Fuller, Chair. A moment of silence was recognized to honor all the first responders battling the Coronavirus and people that have lost their lives to this virus.

#### APPROVAL OF AGENDA

RC20-078 B. Fuller moved, R. Green seconded to approve the agenda as presented.

Roll Call Vote:

YEAS: B. Fuller, R. Green, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

#### ACCEPTANCE OF THE MINUTES

RC20-079 R. Green moved, B. Fuller seconded to approve the Board Meeting Minutes of March 17, 2020 as presented.

Roll Call Vote:

YEAS: B. Fuller, R. Green, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

April 7, 2020

## **PUBLIC COMMENT**

Marlene Chockley, Northfield Township Supervisor, stated that she appreciates the flexibility of the Road Commission to delay the Northfield Township Annual Agreement and move forward with seasonal dust control.

## **WRITTEN COMMUNICATONS**

ISSUE DATE: 03/30/20

WHEN: Monday, March 30, 2020

WHERE: Whittaker Road between Greene Farm Drive and Martz Road

TOWNSHIP: Ypsilanti

WHY: Whittaker Road reopened – temporary repairs to failed culvert complete. Road will temporarily close later this week for culvert replacement.

CONTACT: Ken Harris, superintendent of maintenance, (734) 327-6696, or via email at [harrisk@wcroads.org](mailto:harrisk@wcroads.org)

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ISSUE DATE: 03/30/20

WHEN: Monday, March 30, 2020

WHERE: Stamford Road between Dawn Avenue and Wiard Road

TOWNSHIP: Superior

WHY: Eroding road shoulder – Stamford Road closed until further notice between Dawn Avenue and Wiard Road

CONTACT: Matt MacDonnell, director of engineering, (734) 327-6688, [macdonnellm@wcroads.org](mailto:macdonnellm@wcroads.org)

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ISSUE DATE: 03/29/20

WHEN: Saturday, March 28, 2020

WHERE: Liberty Road between Park Road and Zeeb Road

TOWNSHIP: Scio

WHY: Liberty Road closed between Park Road and Zeeb Road due to flooding until further notice

CONTACT: Adam Lape, superintendent of maintenance, (734) 327-6697, or via email at [lapea@wcroads.org](mailto:lapea@wcroads.org)

April 7, 2020

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ISSUE DATE: 03/29/20  
WHEN: Effective March 28, 2020  
WHERE: Whittaker Road between Greene Farm Drive and Martz Road  
Arroyo Drive from Canyon Drive to Skyway Drive  
TOWNSHIP: Ypsilanti  
WHY: Whittaker Road, Martz Road and Arroyo Drive closed due to culvert failures until further notice  
CONTACT: Ken Harris, superintendent of maintenance, (734) 327-6696, or via email at [harrisk@wcroads.org](mailto:harrisk@wcroads.org)

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ISSUE DATE: 03/24/2020  
WHAT: Adopt-a-County-Road Spring Clean-Up CANCELED  
WHEN: Saturday, April 18 and Sunday, April 19, 2020  
WHERE: Countywide  
WHY: In an effort to help prevent the spread of the coronavirus (COVID-19), the Washtenaw County Road Commission has canceled the spring Adopt-A-County-Road pickup previously scheduled for Saturday, April 18 and Sunday, April 19, 2020. The program is currently planned to resume with the summer pickup scheduled for Saturday, July 18 and Sunday, July 19, 2020.  
CONTACT: Lauren Purdy, permit coordinator, (734) 327-6642, [purdyl@wcroads.org](mailto:purdyl@wcroads.org).

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ISSUE DATE: 03/23/20  
WHAT: Email Advisory  
WHY: WCRC Continues to provide "Critical Infrastructure" Services during the Coronavirus outbreak

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ISSUE DATE: 03/19/20  
WHEN: Monday, March 23, 2020  
WHERE: Intersection of Ann Arbor-Saline Road and Wagner Road  
TOWNSHIP: Lodi  
WHY: Intersection improvement project – Ann Arbor-Saline Road and Wagner Road Intersection closed for approximately 3 months  
CONTACT: Michele Ford, project manager, (734) 327-6652, [fordm@wcroads.org](mailto:fordm@wcroads.org)

April 7, 2020

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ISSUE DATE: 03/19/20

WHERE: Lehman Road over Mill Creek Tributary, between Sylvan Road and M-52

TOWNSHIP: Sharon

WHY: Completion of culvert replacement – Lehman Road reopened

CONTACT: Nate Murphy, Bridge Engineer, at (734) 327-6647 or m  
[murphyn@wcroads.org](mailto:murphyn@wcroads.org)

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WHEN: 03/17/20

WHERE: Stony Creek Road Bridge over US-23

TOWNSHIP: York

WHY: Bridge barrier wall failure – Stony Creek Road Bridge closed over US-23 until further notice

CONTACT: Aaron Jenkins, MDOT Office of Communications, 517-243-9075,  
[jenkinsa10@michigan.gov](mailto:jenkinsa10@michigan.gov)

ISSUE DATE: 03/17/20

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ISSUE DATE: 03/17/20

WHEN: Tuesday, March 17, 2020

WHERE: Earhart Road between 7 Mile Road and 8 Mile Road

TOWNSHIP: Northfield

WHY: Completion of culvert replacement – Earhart Road reopened between 7 Mile Road and 8 Mile Road

CONTACT: Ken Harris, superintendent of maintenance, (734) 327-6696, or via email at  
[harrisk@wcroads.org](mailto:harrisk@wcroads.org)

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ISSUE DATE: 03/16/20

WHEN: Monday, March 16, 2020 at 8 a.m.

WHERE: Liberty Road between Park Road and Zeeb Road

TOWNSHIP: Scio

WHY: Liberty Road re-opened - flooding receded

CONTACT: Adam Lape, superintendent of maintenance, (734) 327-6697, or via email at  
[lapea@wcroads.org](mailto:lapea@wcroads.org)

April 7, 2020

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ISSUE DATE: 03/16/20

WHEN: 3/17/20

WHERE: Earhart Road between 7 Mile Road and 8 Mile Road

TOWNSHIP: Northfield

WHY: Culvert replacement – Earhart Road closed

CONTACT: Ken Harris, superintendent of maintenance, (734) 327-6696, or via email at harrisk@wccroads.org

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ISSUE DATE: 3/16/20

WHEN: Monday, March 16, 2020

WHY: WCRC Lobby closed and 3/17 Working Session cancelled due to Coronavirus outbreak

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ISSUE DATE: 03/13/20

WHAT: Seasonal Weight Restrictions – SUSPENDED

WHEN: Effective 6 a.m. on Monday, March 16, 2020

WHERE: Countywide

WHY: The Washtenaw County Road Commission (WCRC) will SUSPEND the Seasonal Weight Restrictions effective 6 a.m. on Monday March 16, 2020.

CONTACT: Mark McCulloch, senior project manager - permits, at (734) 327-6679 or mcculloch@wccroads.org. 03/13/2020

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ISSUE DATE: 03/12/20

WHY: Email Advisory – contact with WCRC remotely during Coronavirus outbreak

### **COMMISSIONER AND STAFF FOLLOW UP TO PUBLIC COMMENT**

No follow up.

**CONSENT AGENDA**

The items approved on the Consent Agenda are as follows:

RC20-080 B. Fuller moved, R. Green seconded the approval of the Consent Agenda for April 7, 2020 as presented.

Roll Call Vote:

YEAS: B. Fuller, R. Green, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

**2020 Ann Arbor Township Agreement**

RC20-081 B. Fuller moved, R. Green seconded that upon the recommendation of the Director of Operations, and the concurrence of the Managing Director, the Board hereby approves and authorizes the Chair and the Managing Director to sign the 2020 Ann Arbor Township Agreement with the Township's estimated share being \$10,453.60.

Roll Call Vote:

YEAS: B. Fuller, R. Green, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried

**2020 Lyndon Township Agreement**

RC20-082 B. Fuller moved, R. Green seconded that upon the recommendation of the Director of Operations, and the concurrence of the Managing Director, the Board hereby approves and authorizes the Chair and the Managing Director to sign the 2020 Lyndon Township Agreement with the Townships estimated share being \$17,484.72.

Roll Call Vote:

YEAS: B. Fuller, R. Green, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

**2020 Pittsfield Township Agreement**

RC20-083 B. Fuller moved, R. Green seconded that upon the recommendation of the Director of Operations, and the concurrence of the Managing Director, the Board hereby approves and authorizes the Chair and the Managing Director to sign the 2020 Pittsfield Township Agreement with the Townships estimated share being \$8,055.00.

Roll Call Vote:

YEAS: B. Fuller, R. Green, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

**2020 Pittsfield Township Agreement – State Road Improvements**

RC20-084 B. Fuller moved, R. Green seconded that upon the recommendation of the Director of Operations, and the concurrence of the Managing Director, the Board hereby approves and authorizes the Chair and the Managing Director to sign the 2020 Pittsfield Township Agreement with the Townships estimated share being \$245,000.00.

Roll Call Vote:

YEAS: B. Fuller, R. Green, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

**2020 Long Line Pavement Marking Program Bid**

RC20-085 B. Fuller moved, R. Green seconded that upon the recommendation of the County Highway Engineer/Director of Engineering and concurrence of the Managing Director, the Board hereby approves and accepts the following qualified bid and an alternate bid for the 2020 Long Line Pavement Marking Program:

1. The qualified bid for Long Line Pavement Markings of \$407,770.85 from JV Contracting, Inc., 7285 S. State Rd, Goodrich, MI, 48438 as submitted on March 11, 2020.

2. The alternate bid Long Line Pavement Markings of \$466,189.82 from P.K. Contracting, Inc., 1965 Barrett Drive, Troy, MI 48084 as submitted on March 11, 2020.

Roll Call Vote:

YEAS: B. Fuller, R. Green, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

### **2020 Special Pavement Marking Program Bid**

RC20-086 B. Fuller moved, R. Green seconded that upon the recommendation of the County Highway Engineer/Director of Engineering and concurrence of the Managing Director, the Board hereby approves and accepts the qualified bid for the 2020 Special Pavement Marking Program:

- The qualified bid for Special Pavement Markings of \$466,189.82 from P.K. Contracting, Inc., 1965 Barrett Drive, Troy, MI, 48084 as submitted on March 11, 2020.

Roll Call Vote:

YEAS: B. Fuller, R. Green, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

### **Ellsworth Road at Lohr Road Intersection Mast Arm Installation – Pittsfield Township Agreement**

RC20-087 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 and authorizes the Chair and Managing Director to sign the Pittsfield Charter Township agreement for the purchase and installation of a traffic signal mast arm at the intersection of Ellsworth Road and Lohr Road at the estimated cost of 147,900.00.

Roll Call Vote:

YEAS: B. Fuller, R. Green, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.



**Oak Valley Drive and Ann Arbor-Saline Road Mast Arms – Pittsfield Township Agreement**

RC20-088 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 and authorizes the Chair and Managing Director to sign the Pittsfield Charter Township agreement for the purchase and installation of traffic signal mast arms to be placed on Oak Valley Drive at Ann Arbor-Saline Road at the estimated cost of \$97,025.00.

Roll Call Vote:

YEAS: B. Fuller, R. Green, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

**Textile Road Traffic Control Device – Ypsilanti Township Agreement**

RC20-089 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 and authorizes the Chair and Managing Director to sign the Ypsilanti Township agreement for the design and administration of the construction of a Rectangular Rapid Flashing Beacon (RRFB) at the entrance to Ford Home Park on Textile Rd and a Traffic Control Device agreement for the maintenance of the device at the estimated cost of \$25,604.87.

Roll Call Vote:

YEAS: B. Fuller, R. Green, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

**TCO No. 2540 Johnson Road West of Macon Road – rescind TCO P 81-106-01**

RC20-090 B. Fuller moved, R. Green seconded Pursuant to 1949 PA 300, as amended, Traffic Control Order No. P 81-106-01 on county road Johnson Road in the Township of Saline in Washtenaw County is rescinded based on the results of engineering and investigation. Therefore, we direct that the official signs erected and maintained pursuant to the order be removed. No Parking at any time within the southernly one-half (1/2) of the right of way of Johnson Road from a point two thousand ninety (2090) feet westerly of Macon Road to Macon Road. This order becomes effective when signs giving notice of the above have been removed.

Roll Call Vote:

YEAS: B. Fuller, R. Green, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

**Payroll & Bills for April 1, 2020**

RC20-091 B. Fuller moved, R. Green seconded The Board hereby approves Voucher 10396 totaling \$282,364.62 for payroll on April 1, 2020, and Voucher 10397 totaling \$2,037,384.84 in payment of bills for April 1, 2020.

Roll Call Vote:

YEAS: B. Fuller, R. Green, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

**REPORTS**

**COUNTY COMMISSIONERS REPORTS**

County Commissioner Sue Shink thanked the Road Commission for all the continued work WCRC is doing out on the roads.

County Commissioner Ruth Ann Jamnick thanked staff for their work in coordinating this virtual board meeting.

**ROAD COMMISSIONER REPORTS**

**Commissioner Barb Fuller:**

No report.

**Commissioner Rod Green:**

No report.

April 7, 2020

### **Commissioner Doug Fuller:**

Commissioner Fuller thanked every employee of the Road Commission for all their efforts with the Coronavirus situation.

## **MANAGING DIRECTOR'S REPORT**

### **Sheryl Siddall, Managing Director**

Sheryl stated that every day for the last three weeks has been COVID-19 virus related. The WCRC staff has been phenomenal in adapting to a constantly changing work situation and some staff working remotely from home. Sheryl gave recognition to our field staff who continues to perform work out on our roadways. The flexibility and dedication from WCRC staff have been outstanding. Sheryl expressed that she is very proud and grateful of all our dedicated workers.

Commissioner Green also expressed appreciation of all the work from WCRC staff.

## **ENGINEERING REPORT**

### **Matt MacDonell, Director of Engineering**

- The Ann Arbor-Saline Road and Wagner Road intersection is closed. The contractor is performing grading, ditching and storm sewer work. The contractor is making good progress.
- The contractor for the Washtenaw Community College Pathway project continues work.
- We are touching base with all contractors for work this year verifying work schedules and confirming things will be progressing. We are in contact with MDOT for guidance on managing contracts during the COVID-19 situation.
- Bids were received for the Pontiac Trail and 7 Mile Road project and Cadillac Asphalt was the read low contractor.
- The Miller Road and Wagner Road roundabout and bridge project is now advertised on MDOT's website and bids will be received the first Friday in May.
- Stamford Road was closed in Superior Township due to a sanitary sewer structure and pipe failure which has caused the road to partially fail at the shoulder making it unsafe for travel. The Township has mobilized a contractor and is working to complete the repair.
- The Chubb Road paving project in Salem Township between Five Mile Road and Six Mile Road is resuming work on site.

April 7, 2020

### **Jim Harmon, Director of Operations**

Sheryl Siddall, Managing Director, commented that Jim Harmon has been doing a wonderful job continuing to work with our Townships during this Coronavirus situation.

- Emergent response and routine road maintenance are ongoing coming out of winter with more dry weather.
- Local road agreement development is ongoing with all 20 of our townships and working out accommodations during the virus outbreak.
- Crews are limiting work to essential tasks and duties. The workforce is stable and healthy with no confirmed COVID-19 cases within the organization. The Operations Department converted to the four 10-hour days early this year.
- Mike Bernbeck has been working with Cadillac Asphalt, our county wide asphalt resurfacing contractor, on project scheduling. Eight Mile Road between Tower Road and Pontiac Trail is planned to be closed for resurfacing beginning April 20, weather permitting. Crews will then move to Willis Road between Rawsonville Road and Bunton Road for resurfacing. Both projects are part of the county millage program.
- WCRC produced 869 tons of fresh cold patch on April 1<sup>st</sup> which will provide adequate summer supply.
- The early delivery and seasonal backfill orders were placed on the MIDEAL bulk purchasing program for next winter.

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

Michigan Transportation Fund (MTF) Receipts– Sheryl Siddall stated that MTF and the First Quarter Budget Review will be discussed at the April 21<sup>st</sup> Working Session.

Dan Ackerman stated that the current Stay Home, Stay Safe Order from Governor Whitmer will have a significant impact on MTF. MTF for February was \$3.1 million, 22% higher than February 2019. The year-to-date MTF is 14% higher than last year. Dan stated that CRA's current projections are to expect a decrease of 5% to 10% each month the Stay Home, Stay Safe order continues. Finance is looking at budget projections. Dan stated that 2019 was a good year when comparing actual numbers to the budget for the WCRC which will help with any financial challenges in 2020. The presentation of the 2019 financials by Plante and Moran as well as the 2020 first quarter budget analysis will be discussed at the April 21<sup>st</sup> Working Session. Dan stated that he is confident the WCRC will be in a sustainable financial shape in 2020 even if the Stay Home, Stay Safe mandate continues for several months.

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**IT REPORT**

Dan Ackerman recognized Chris Quinter, Systems Administrator, for doing an excellent job helping the WCRC coordinate the technology to make remote meetings possible and to keep the WCRC moving forward during this time. Dan thanked the Board for previous approval of IT expenditures to keep the WCRC functioning at its highest technology level.

Sheryl Siddall expressed a huge thank you to Emily Kizer, Communications Manager, for coordinating this first virtual board meeting. Chris Quinter and Emily Kizer worked together to coordinate the video conferencing for this meeting.

**ADJOURNMENT**

RC20-092 R. Green moved, B. Fuller seconded to adjourn the April 7, 2020 meeting at 1:49 p.m.

Roll Call Vote:

YEAS: R. Green, B. Fuller, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

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Douglas E. Fuller, Chair

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Sheryl Soderholm Siddall, Deputy Clerk

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

DRAFT