

Washtenaw County Board of Road Commissioners

555 North Zeeb Road, Ann Arbor, MI 48103

Virtual Board Meeting Minutes of July 7, 2020

Board Present: Road Commissioners Douglas Fuller, Barbara Fuller, Rodrick Green, Gloria Llamas, Jo Ann McCollum

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

Others Present: Ruth Ann Jamnick, County Commissioner – District 5; Sue Shink, County Commissioner – District 2; J. Hagen

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

Roll Call of Attendance

Doug Fuller, Chair

Barb Fuller, Vice Chair

Rod Green, Member

Gloria Llamas, Member

Jo Ann McCollum, Member

Sheryl Siddall, Managing Director

Matt MacDonell, Director of Engineering/County Highway Engineer

Jim Harmon, Director of Operations

Dan Ackerman, Director of Finance & IT

A moment of silence was recognized to honor all the first responders battling the Coronavirus and people who have lost their lives to this virus.

RC20-179 B. Fuller moved, G. Llamas seconded to add to the agenda under Action Items, discussion of the appointment of a Road Commissioner to the Washtenaw County Parks & Recreation Commission.

Roll Call Vote:

YEAS: B. Fuller, R. Green, D. Fuller, G. Llamas, J. McCollum

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

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APPROVAL OF AGENDA

RC20-180 R. Green moved, J. McCollum seconded to approve the agenda as presented with the addition of one action item.

Roll Call Vote:

YEAS: B. Fuller, R. Green, D. Fuller, G. Llamas, J. McCollum

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

ACCEPTANCE OF THE MINUTES

RC20-181 B. Fuller moved, G. Llamas seconded to approve the Board Meeting Minutes of June 16, 2020 as presented.

Roll Call Vote:

YEAS: B. Fuller, R. Green, D. Fuller, G. Llamas, J. McCollum

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

RC20-182 J. McCollum moved, R. Green seconded to approve the Board Working Session Minutes of June 16, 2020 as presented.

Roll Call Vote:

YEAS: B. Fuller, R. Green, D. Fuller, G. Llamas, J. McCollum

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

PUBLIC COMMENT

Jean Hagen, Scio Township resident, addressed the Board asking what the process is for designating Elizabeth Road off Wagner Road as No Parking.

July 7, 2020

WRITTEN COMMUNICATONS

RECEIVED: 06/30/20
FROM: City of Dexter
WHY: Resolution of Support for Millage for Road & Non-Motorized Transportation Improvements

ISSUE DATE: 07/01/20
WHEN: Starting Wednesday, July 8, 2020
WHERE: Cavanaugh Lake Road between Deerfield Court and Campolina Street
TOWNSHIP: Sylvan
WHY: **Road Closure** - Bridge replacement
CONTACT: Nate Murphy, project manager and bridge engineer, (734) 327-6647, murphyn@wcroads.org.

ISSUE DATE: 06/30/20
WHEN: Starting Wednesday, July 1, 2020
WHERE: **Zeeb Road** between Ellsworth Road and Waters Road, **Scio Church Road** between S. Wagner Road and I-94 AND **Scio Ridge Road** between Scio Church Road and W. Liberty Road
TOWNSHIP: Lodi and Scio
WHY: Preventative maintenance – fog seal
CONTACT: Ken Harris, superintendent of maintenance, (734) 327-6696, harrisk@wcroads.org.

ISSUE DATE: 06/29/20
WHEN: Tuesday June 30, 2020
WHERE: **Pratt Road** between Zeeb Road and Dexter-Ann Arbor Road, **Wing Drive** between Zeeb Road and Pratt Road AND **Harold Circle**, off Wing Drive
TOWNSHIP: Scio
WHY: Preventative maintenance – fog seal
CONTACT: Ken Harris, superintendent of maintenance, (734) 327-6696, harrisk@wcroads.org.

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ISSUE DATE: 06/25/20
WHEN: Starting Thursday, June 25, 2020
WHERE: **N. Territorial Road** between Donovan Road and Webster Church Road AND **Webster Church Road** between Joy Road and N. Territorial Road
TOWNSHIP: Webster
WHY: Preventative maintenance – fog seal
CONTACT: Ken Harris, superintendent of maintenance, (734) 327-6696, harrisk@wcroads.org.

ISSUE DATE: 06/25/20
WHEN: Thursday, June 25, 2020
WHERE: Miller Road, just west of Wagner Road closed
TOWNSHIP: Scio
WHY: AT&T relocate facilities
CONTACT: Nate Murphy, project manager and bridge engineer, (734) 327-6647, murphyn@wcroads.org

ISSUE DATE: 06/24/20
WHEN: Starting Monday, June 22, 2020
WHERE: Intersection of Textile Road and Woodland Drive
TOWNSHIP: Border of Pittsfield Township and the City of Saline
WHY: Roundabout construction
CONTACT: Michele Ford, project manager, (734) 327-6652, fordm@wcroads.org

ISSUE DATE: 06/24/20
WHEN: Starting Wednesday, June 24, 2020
WHERE: Huron River Drive between Zeeb Road and the City of Ann Arbor limits
WHY: Preventative maintenance – fog seal
CONTACT: Ken Harris, superintendent of maintenance, (734) 327-6696 or via email at harrisk@wcroads.org.

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ISSUE DATE: 06/22/20
WHEN: Starting Tuesday, June 23, 2020
WHERE: Old US-12 between Kernwood/Fieldstone Drive and M-52
TOWNSHIP: Sylvan Township and the City of Chelsea
WHY: Road resurfacing
CONTACT: James Hui, project manager, (734) 327-6660, huij@wcroads.org

ISSUE DATE: 06/22/20
WHEN: Starting Saturday, June 27, 2020
WHERE: Plymouth Road between just east of the bridge over US-23 and Whitehall Road
TOWNSHIP: Ann Arbor
WHY: Road Resurfacing
CONTACT: James Hui, (734) 327-6660, huij@wcroads.org

ISSUE DATE: 06/18/20
WHEN: Starting Monday, June 22, 2020
WHERE: Whitmore Lake Road between Barton Drive and North Territorial Road
TOWNSHIP: Ann Arbor and Northfield
WHY: Preventative maintenance – fog seal
CONTACT: Ken Harris, superintendent of maintenance, (734) 327-6696 or via email at harris@wcroads.org

ISSUE DATE: 6/15/20
WHEN: Tuesday, June 16, 2020
WHERE: **Zeeb Road** between Ellsworth Road and just north of Waters Road in Lodi Township, **Scio Church Road** between Wagner Road and I-94, **Upland Drive** between Scio Church Road and Scio Ridge Road AND **Scio Ridge Road** between Upland Road and Liberty Road
TOWNSHIP: Scio
WHY: Preventative maintenance – chip seal
CONTACT: Ken Harris, superintendent of maintenance, (734) 327-6696 or via email at harris@wcroads.org

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ISSUE DATE: 06/11/20
WHEN: Starting Monday, June 15, 2020
WHERE: Jackson Road between Fletcher Road and Steinbach Road
TOWNSHIP: Lima
WHY: Road resurfacing
CONTACT: James Hui, project manager, (734) 327-6660, or via email at huij@wcroads.org

ISSUE DATE: 06/11/20
WHEN: Starting Monday, June 15, 2020
WHERE: Prospect Road between Geddes Road and E. Vreeland Road
TOWNSHIP: Superior
WHY: Road resurfacing
CONTACT: James Hui, project manager, (734) 327-6660, or via email at huij@wcroads.org

ISSUE DATE: 06/11/20
WHEN: Monday, June 15, 2020
WHERE: **Zeeb Road** between Stonygate Road and Huron River Drive AND **Pratt Road** between Zeeb Road and Dexter-Ann Arbor Road
TOWNSHIP: Scio Township
WHY: Preventative maintenance – chip seal
CONTACT: Ken Harris, superintendent of maintenance, (734) 327-6696 or via email at harris@wcroads.org.

COMMISSIONER AND STAFF FOLLOW-UP TO PUBLIC COMMENT

The managing director will contact Jean Hagen for further information on her request on the process for designating Elizabeth Road off Wagner Road as No Parking.

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CONSENT AGENDA

The items approved on the Consent Agenda are as follows:

RC20-183 R. Green moved, B. Fuller seconded the approval of the Consent Agenda for July 7, 2020 as presented.

Roll Call Vote:

YEAS: B. Fuller, R. Green, G. Llamas, J. McCollum, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

2020 Dexter Township Fourth Agreement

RC20-184 R. Green moved, B. Fuller 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 Dexter Township Fourth Agreement with the Township's estimated share being \$13,250.00.

Roll Call Vote:

YEAS: B. Fuller, R. Green, G. Llamas, J. McCollum, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried

2020 Webster Township Second Agreement

RC20-185 R. Green moved, B. Fuller 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 Webster Township Second Agreement with the Township's estimated share being \$13,250.00.

Roll Call Vote:

YEAS: B. Fuller, R. Green, G. Llamas, J. McCollum, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

Petersburg Road Structure Replacement – York Township Agreement

RC20-186 R. Green moved, B. Fuller seconded that upon the recommendation of the County Highway Engineer/Director of Engineering, and the concurrence of the Managing Director, the Board hereby approves and authorizes the Managing Director and Chair to sign the cost sharing agreement between the Washtenaw County Road Commission and York Township, for the replacement of the Petersburg Road structure in Section 34 of York Township.

Roll Call Vote:

YEAS: B. Fuller, R. Green, G. Llamas, J. McCollum, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

Waterloo Road Structure Replacement – Dexter Township Agreement

RC20-187 R. Green moved, B. Fuller seconded that upon the recommendation of the County Highway Engineer/Director of Engineering, and the concurrence of the Managing Director, the Board hereby approves and authorizes the Managing Director and Chair to sign the cost sharing agreement between the Washtenaw County Road Commission and Dexter Township, for the replacement of the Waterloo Road structure in Section 32 of Dexter Township.

Roll Call Vote:

YEAS: B. Fuller, R. Green, G. Llamas, J. McCollum, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

Miller Road Project – Construction Materials Testing Services

RC20-188 R. Green moved, B. Fuller seconded that upon the recommendation of the County Highway Engineer and the concurrence of the Managing Director, the Board hereby approves the purchase order for construction materials testing services with SME for the structure replacement of Miller Road over Honey Creek and the Miller Rd/Wagner Rd Roundabout intersection in Section 7 of Scio Township for a not to exceed cost of \$55,900.

Roll Call Vote:

YEAS: B. Fuller, R. Green, G. Llamas, J. McCollum, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

Harris Road – Special Permit

RC20-189 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 special permit and proposed consent judgment regarding the structure at 1396 E. Forest Avenue in Section 3 of Ypsilanti Township remain subject to the terms and conditions of the special permit and consent judgment.

Roll Call Vote:

YEAS: B. Fuller, R. Green, G. Llamas, J. McCollum, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

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Kirko Ventures, LLC (Wacker), State Road/Avis Drive – Road Improvement Agreement

RC20-190 R. Green moved, B. Fuller seconded that upon the recommendation of the Director of Engineering / County Highway Engineer and concurrence of the Managing Director, the Board hereby approves and authorizes the Managing Director to sign the Road Improvement Agreement between the Washtenaw County Road Commission and Kirko Ventures, LLC in connection with the development of Wacker headquarters located on the northwest corner of State Road and Avis Drive, Section 16 of Pittsfield Township. The agreement will provide a protected left-turn signal for northbound and southbound State Road as well as various improvements to Avis Drive.

Roll Call Vote:

YEAS: B. Fuller, R. Green, G. Llamas, J. McCollum, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

Payroll & Bills for June 10, 2020

RC20-191 R. Green moved, B. Fuller seconded that the Board hereby approves Voucher 10408 totaling \$303,736.10 for payroll of June 24, 2020, and Voucher 10409 totaling \$1,536,400.19 for payment of bills for June 24, 2020.

Roll Call Vote:

YEAS: B. Fuller, R. Green, G. Llamas, J. McCollum, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

ACTION ITEMS

Right of Way Acquisition, Parcel 1 – Wagner Road South Safety Project

RC20-192 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 the acquisition of a 0.046 acre or 1,995 square foot public road easement and a 0.021 acre or 931 square foot grading permit from the owners, Seungkeun Cha and Kimberly Cha, upon a parcel of property commonly known as Vacant Wagner Road, Lodi Township, MI, being on the west side of Wagner Road south of Waters Road and referred to as Tax Parcel Number M-13-11-100-015, in the amount of One Thousand Four Hundred Twenty-Five (\$1,425.00) Dollars and installation of a field access drive, and further directs the Chair and Managing Director to execute the counter offer to the Good Faith Offer of Just Compensation, as presented.

Roll Call Vote:

YEAS: B. Fuller, R. Green, G. Llamas, J. McCollum, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

Right of Way Acquisition, Parcel 2 – Wagner Road South Safety Project

RC20-193 G. Llamas 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 the acquisition of a 0.036 acre or 1,569 square foot public road easement and a 0.029 acre or 1,245 square foot grading permit from the owners, Seungkeun Cha and Jackie Cha, upon a parcel of property commonly known as Vacant SWC Wagner Road at Waters Road, Lodi Township, MI, and referred to as Tax Parcel Number M-13-11-100-014, in the amount of Three Thousand Three Hundred Eighty Seven (\$3,387.00) Dollars, and further directs the Chair and Managing Director to execute the counter offer to the Good Faith Offer of Just Compensation, as presented.

Roll Call Vote:

YEAS: B. Fuller, R. Green, G. Llamas, J. McCollum, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

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Washtenaw County Parks & Recreation Appointment

RC20-194 B. Fuller moved, R. Green seconded to hereby nominate Commissioner Jo Ann McCollum to serve as the representative to the County Parks Commission upon Commissioner Barb Fuller stepping down from this position effective July 7, 2020.

Roll Call Vote:

YEAS: B. Fuller, R. Green, G. Llamas, J. McCollum, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

REPORTS

COUNTY COMMISSIONERS REPORTS

County Commissioner Sue Shink

County Commissioner Sue Shink stated that she has enjoyed working with Barb Fuller on the County Parks and Recreation Commission and has appreciated her service and welcomed Commissioner Jo Ann McCollum as the new County Parks and Recreation Representative.

County Commissioner Ruth Ann Pennick

No comment.

ROAD COMMISSIONER REPORTS

Commissioner Doug Fuller

No report.

Commissioner Barb Fuller

No report.

Commissioner Rod Green

Commissioner Rod Green attended the Roads Funding Subcommittee meeting on June 18.

Commissioner Jo Ann McCollum

6/25 – Viewed the virtual Roads and Non-motorized millage education meeting.

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Commissioner Gloria Llamas

6/24 – Met with Brent Schlack, Assistant Director of Engineering

6/30 – Met with Jim Harmon, Director of Operations

Commissioner Llamas has been observing various road projects within Washtenaw County and stated that the projects are looking very good.

MANAGING DIRECTOR'S REPORT

Sheryl Siddall, Managing Director

Staff has continued working to educate the community on the millage efforts. Sheryl made a presentation on the Roads and Non-Motorized Millage to the Saline City County last night. The second and final virtual public meeting on the Roads and Non-motorized Millage will be on July 14th.

The Road Commission has reopened our lobby by appointment only effective July 6, 2020. We have pick up and drop off options available and our online services are also continuing.

ENGINEERING REPORT – Matt MacDonell, Director of Engineering

- Carpenter Road is substantially complete with some rain garden details to finish.
- Textile Road/Woodland Drive with City of Saline – this project is underway.
- Pontiac Trail/Seven Mile Road Roundabout – this project is also underway.
- Miller Road/Wagner Road Roundabout – this project is slightly delayed due to AT&T finishing relocation efforts. Work on this project will begin next Monday.
- County-wide paving work is continuing. Paving on Plymouth Road between US 23 and East Medical Center at US 101M is complete. Paving is ongoing for Old US-12 in the City of Chelsea.
- Cavanaugh Lake Road Culvert – work will begin tomorrow.

Federal Local Safety Program

Brent Schlack, Assistant Director of Engineering, provided a presentation on the Federal Local Safety Program and 2022 grant applications.

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FY 2022 Safety Applications

- Pleasant Lake Road – Freedom Township
- Dexter-Pinckney Road – Dexter Township
- North Territorial Road/Webster Church Road – Webster Township
- Carpenter Road/Bemis Road – Pittsfield & York Townships

OPERATIONS REPORT – Jim Harmon, Director of Operations

- Fog Sealing – approaching conclusion for the first phase of this program. Crews are currently working on Zeeb Road in front of the Road Commission building today.
- Sealcoat Program – Phase 2 & 3 will begin next Monday consisting of approximately 55 miles in the Chelsea and Manchester district.
- Drainage Work – is continuing county-wide.
- Limestone Resurfacing Program – will be completed today.
- Hot Mix Asphalt resurfacing – county-wide program is continuing.
- State Road resurfacing project between Ellsworth Road and Old State – crews are preparing for this project. The Contractor will put out portable changeable message boards the week of July 20th for this project which will begin the end of July continuing into mid-August.
- MDOT State Trunkline maintenance work continues.
- Jim provided his compliments to the shop and stock room on all their service and repairs to keep the equipment operational.
- The Buildings & Grounds crew is doing a lot of WCRC property work.
- Jim provided a review of work zone safety after an incident with some of our crew workers.

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

- Michigan Transportation Fund Receipts – The May 2020 MTF compared to May 2019 was down 31%. Year to date the MTF is down about 4.5%. MDOT provided some MTF projections by county. Dan is comfortable with our budgeted numbers at this time.
- Public Act 202 – All municipalities in the state of Michigan are required to report on their OPEB and pension costs. The state then determines which municipalities are underfunded. Dan provided a review of the OPEB where we are no longer considered underfunded. For pension, the state of Michigan requires municipalities to be more than 60% funded. We are considered underfunded currently for our pension plan and will be requesting a waiver. Dan Ackerman explained the criteria used which considers WCRC as a non-primary unit.
- Dan will be meeting with departments to review adjustments for the Second Quarter Budget.

Commissioner Doug Fuller suggested considering having a two-hour meeting with the Finance Director and the two new commissioners and other commissioners if they want to, to review the process for how WCRC pays bills.

ADJOURNMENT

RC20-195 B. Fuller moved, J. McCollum seconded to adjourn the July 7, 2020 meeting at 2:36 p.m.

Roll Call Vote:

YEAS: B. Fuller, R. Green, G. Llamas, J. McCollum, D. Fuller

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried

Douglas E. Fuller, Chair

Sheryl Soderholm Siddall, Deputy Clerk

Minutes Approved: _____