

## **Washtenaw County Board of Road Commissioners**

555 North Zeeb Road, Ann Arbor, MI 48103

### **Virtual Board Meeting Minutes of August 4, 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, M. McCulloch, C. Brochue

Others Present: None.

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.

#### **APPROVAL OF AGENDA**

RC20-208 R. Green moved, B. Fuller seconded to approve the agenda as presented.

Roll Call Vote:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

**ACCEPTANCE OF THE MINUTES**

RC20-209 B. Fuller moved, J. McCollum seconded to approve the Board Meeting Minutes of July 21, 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.

RC20-210 G. Llamas moved, J. McCollum seconded to approve the Board Working Session Minutes of July 21, 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.

RC20-211 J. McCollum moved, R. Green seconded to approve the Board Closed Session Minutes of July 21, 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.

RC20-212 R. Green moved, G. Llamas seconded to approve the Working Session Closed Session Minutes of July 21, 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.

August 4, 2020

## PUBLIC COMMENT

No public comment.

## WRITTEN COMMUNICATIONS

ISSUE DATE: 07/27/20  
WHEN: Starting Tuesday, July 28, 2020  
WHERE: Ann Arbor-Saline Road between Maple Road and Oak Valley Drive  
TOWNSHIP: Pittsfield  
WHY: Permit work - road resurfacing  
CONTACT: Gary Streight, project manager, (734) 327-6692, [streightg@wcroads.org](mailto:streightg@wcroads.org)

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ISSUE DATE: 07/27/20  
WHEN: Starting Tuesday, July 28, 2020  
WHERE: Clinton Road between Austin Road and the county line  
WHY: Preventative maintenance – chip seal  
CONTACT: Ken Harris, superintendent of maintenance, (734) 327-6696, [harrisk@wcroads.org](mailto:harrisk@wcroads.org).

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ISSUE DATE: 07/23/20  
WHEN: Starting Monday, July 27, 2020  
WHERE: **Watkins Road** between Cash Road and Herman Road AND **Sharon Hollow Road** between Austin Road Sharon Valley Road  
TOWNSHIP: Manchester and Sharon  
WHY: Preventative maintenance – chip seal  
CONTACT: Ken Harris, superintendent of maintenance, (734) 327-6696, [harrisk@wcroads.org](mailto:harrisk@wcroads.org).

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ISSUE DATE: 07/23/20  
WHEN: Starting Monday, July 27, 2020  
WHERE: Waters Road between Gallinger Drive and Oak Valley Drive  
TOWNSHIP: Pittsfield  
WHY: Road resurfacing  
CONTACT: James Hui, project manager, (734) 327-6660, or via email at [huij@wcroads.org](mailto:huij@wcroads.org)

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ISSUE DATE: 07/22/20  
WHEN: Starting Thursday, July 23, 2020  
WHERE: Pleasant Lake Road between M-52 and Schneider Road  
TOWNSHIP: Sharon and Freedom  
WHY: Preventative maintenance – chip seal  
CONTACT: Ken Harris, superintendent of maintenance, (734) 327-6696,  
harrisk@wcroads.org.

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ISSUE DATE: 07/20/20  
WHEN: Starting Tuesday, July 21, 2020  
WHERE: **Whitmore Lake Road** between 5 Mile Road and 6 Mile Road AND **Six Mile Road** between Whitmore Lake Road and the US-23 SB ramp  
TOWNSHIP: Northfield Township  
WHY: Road resurfacing  
CONTACT: James Hui, (734) 327-6660, huij@wcroads.org

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ISSUE DATE: 07/20/20  
WHEN: Starting Tuesday, July 21, 2020  
WHERE: **Kalmbach Road** between I-94 and Cavanaugh Lake Road, **Old US-12** between the county line and Kenwood Drive in Sylvan Township AND **Old US-12** between Freer Road and Jackson Road  
TOWNSHIP: Lima  
WHY: Preventative maintenance – chip seal  
CONTACT: Ken Harris, superintendent of maintenance, (734) 327-6696,  
harrisk@wcroads.org.

ISSUE DATE: 07/20/20  
WHEN: Effective Monday, July 20, 2020  
WHERE: State Road between Morgan Road and Runway Boulevard  
TOWNSHIP: Pittsfield  
WHY: Water main repair – State Road closed until repairs can be made  
CONTACT: Mark McCulloch, senior project manager – permits, (734) 327-6679,  
mccullochm@wcroads.org.

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ISSUE DATE: 07/20/20  
WHEN: Starting Monday, July 27, 2020  
WHERE: State Road between Textile Road and Morgan Road  
TOWNSHIP: Pittsfield  
WHY: Construct center-turn lane and resurface road – State Road closed between Textile Road and Morgan Road  
CONTACT: Mike Bernbeck, project manager, (734) 327-6654, bernbeckm@wccroads.org

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## **CONSENT AGENDA**

The items approved on the Consent Agenda are as follows:

RC20-213 B. Fuller moved, R. Green seconded the approval of the Consent Agenda for August 4, 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 Whitmore Lake High School Homecoming Parade – Road Closure**

RC20-214 B. Fuller moved, R. Green seconded that upon the recommendation of the Director of Engineering/County Highway Engineer and the concurrence of the Managing Director the Board hereby approves the closure of the following road on Friday, September 25, 2020, for the Whitmore Lake High School Homecoming Parade from 3:45 p.m. – 5:45 p.m.:

- Main Street from Barker Road to Seven Mile Road

Roll Call Vote:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

**Pleasant Lake Road Culvert– Box Culvert Fabrication**

RC20-215 B. Fuller moved, R. Green seconded that upon the recommendation of the Director of Engineering/County Highway Engineer and the concurrence of the Managing Director, the Board hereby authorizes the Director of Engineering to sign the quote and issue the purchase order to Northern Concrete Pipe, Inc. to fabricate the precast concrete box culvert for the replacement of the structure at Pleasant Lake Road over a tributary to the Saline River, located in Section 15 of Lodi Township.

Roll Call Vote:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

**Dixboro Shared Use Trail, Phase 2 – Ann Arbor Township Construction Agreement**

RC20-216 B. Fuller moved, R. Green 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 Chair and Managing Director to sign the Ann Arbor Township Agreement for the construction of the Dixboro Shared Use Trail, Phase 2 project located in Section 13 of Ann Arbor Township.

Roll Call Vote:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

**US-12 & M-17 Improvements – Preliminary Engineering**

RC20-217 B. Fuller moved, R. Green seconded that upon the recommendation of the Director of Engineering/County Highway Engineer and the concurrence of the Managing Director, the Board hereby authorizes the Managing Director to issue a purchase order to OHM Advisors for the preliminary engineering of the US-12 & M-17 Improvements project located in Ypsilanti Township, at a cost not to exceed \$511,533.

Roll Call Vote:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

**2020 Second Quarter Budget**

RC20-218 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 2020 Second Quarter Budget amendments as presented.

Roll Call Vote:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

**Debt Service SAD Bond Issues**

RC20-219 B. Fuller moved, R. Green seconded the Board hereby approves Voucher 362-202002 totaling \$9,443.50 for Debt Service SAD Bond Issues.

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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**Payroll & Bills for July 22, 2020**

RC20-220 B. Fuller moved, R. Green seconded the Board hereby approves Voucher 10412 totaling \$298,696.31 for payroll of July 22, 2020, and Voucher 10413 totaling \$1,777,616.86 in payment of bills for July 22, 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 4, Wagner Road South Safety Project**

RC20-221 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 0.010 acre or 420 square foot public road easement and a 0.0284 acre or 1,240 square foot grading permit from the owner, Renz Land Company, L.L.C., upon a parcel of property commonly known as 1210 S. Wagner Road, Scio Township, MI, being on the west side of Wagner Road south of Liberty Road, and referred to as Tax Parcel Number H-08-35-100-001, in the amount of Three Hundred Seventy-Five (\$375.00) 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.



**Right of Way Acquisition - Parcel 8, Wagner Road South Safety Project**

RC20-222 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 0.015 acre or 642 square foot public road easement and a 0.065 acre or 2,815 square foot grading permit from the owner, Orchard Grove Village, L.L.C., upon a parcel of property, referred to as Orchard Grove Mobile Home Park, with a street address of 2835 S. Wagner Road, Lodi Township, MI, being at the northeast corner of Wagner Road at Waters Road, and a corresponding tax parcel number of M-13-01-300-006, in the amount of Three Thousand Six Hundred Thirty (\$3,630.00) Dollars, and further directs the Chair and Managing Director to execute 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.

**REPORTS**

**ROAD COMMISSIONER REPORTS**

**Commissioner Doug Fuller**

Commissioner Doug Fuller reported that MCRCSIP has a requirement in their bylaws to have an annual meeting. This could not be done this year in person, so there was a company pre-recorded meeting which was then played for the attendees. Commissioner Fuller stated it went quite well.

**Commissioner Barb Fuller**

7/31 At the request of the Chair, participated in the Annual Performance Evaluation of the Managing Director.

8/3 Attended a portion of the virtual Southeastern Council Meeting of the County Road Association hosted by Ingham County.

In response to the COVID-19 pandemic and the anticipated remote learning for students of all ages, the Washtenaw County Broadband Task Force is in the process of deploying cellular hot spots to seven rural township halls to provide public WiFi access from their respective parking lots. This is a stop gap measure that is better than no access – but it is not intended to be a long-term solution to the lack of broadband access in rural Washtenaw County.

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### **Commissioner Rod Green**

7/23 Attended the SEMCOG Virtual Executive Committee Meeting – the SEMCOG Director spoke about the Michigan Bonding Program. The SEMCOG Executive Director, Kathleen Lomako, is expected to retire in October 2020 after 40 years of service at SEMCOG.

### **Commissioner Jo Ann McCollum**

7/23 Attended the virtual Introduction to Human Resources meeting

7/28 Attended Washtenaw County Parks & Recreation orientation

7/29 Attended the first Parks & Recreation meeting

### **Commissioner Gloria Llamas**

7/23 Attended the virtual Introduction to Human Resources meeting

7/29 Attended the SEMCOG Webinar on “Taking Federal-Aid Road Projects from TIP to Implementation”

## **MANAGING DIRECTOR’S REPORT**

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

- Sheryl will share results of the millage vote as soon as results are in.
- Sheryl and Nicole Peterson, HR Manager, are meeting with staff and will be holding an evening Zoom information meeting for staff and families regarding the switch to Dental Dental. There will also be a meeting with retirees on this change as well as Nicole has been receiving several phone calls from retirees.
- After the board meeting today, there will be a Teams Meeting with the Road Commissioners to review IT equipment that the Commissioners are using.

### **ENGINEERING REPORT – Matt MacDonell, Director of Engineering**

- The Engineering Department has over \$20 million dollars in work. Matt provided a project list to the Board.
- The Textile Road/Woodland Drive roundabout project is progressing well. It is expected this intersection will reopen within the next two weeks.
- Pontiac Trail/Seven Mile Road roundabout project – this project should be completed with the road reopened within the next two weeks.
- Cavanaugh Lake Road Culvert Replacement – contractor is making good progress.
- Miller Road/Wagner Road Roundabout – this project is just getting underway. The contractors are on site.
- Paving is near completion on Waters Road west of Oak Valley Drive.
- Federal Aid Preventative Maintenance – Whittaker Road work in Ypsilanti and Augusta Townships will start soon; Maple Road will occur after the reopening of Textile Road/Woodland Drive.

**OPERATIONS REPORT – Jim Harmon, Director of Operations**

- State Road Improvements – this is a county millage project between Old State Road and Ellsworth Road. We are working with contractors on the central portion of this project to construct a center, left-turn lane. We entered into an agreement with Pittsfield Township. Jim provided a review of where this project is currently. Later this month, the contractor will return to do asphalt resurfacing on the remaining sections of State Road.
- Chip Seal/Fog Seal Program – over 100 miles of asphalt preservation is ongoing. The crews will be working in the Chelsea area and then moving in a counterclockwise direction around the county.
- Limestone resurfacing projects are continuing.

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

- IT – the fiber line to the administration building is complete. The main network was switched over on Friday. In the near future we will convert the Traffic network and our phone system.
- Finance – Dan appreciated the board approving the Second Quarter Budget at today’s board meeting.
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**Michigan Transportation Funds (MTF)**

The June MTF were flat as of the July report.

**CLOSED SESSION**

RC20-223 B. Fuller moved, J. McCollum seconded to enter Closed Session at approximately 1:54 p.m. for discussion of WCRC v. Chestnut Development (Pontiac Trail/Seven Mile Road).

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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RC20-224 R. Green moved, B. Fuller seconded to exit Closed Session at approximately 2:22 p.m.

Roll Call Vote:

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

NAYS: None

ABSENT: None

ABSTAIN: None

Motion Carried.

## **ADJOURNMENT**

RC20-225 B. Fuller moved, G. Llamas seconded to adjourn the August 4, 2020 meeting at 2:23 p.m.

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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Douglas E. Fuller, Chair

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Sheryl Soderholm Siddall, Deputy Clerk

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