

**GENESEE COUNTY ROAD COMMISSION**

**BOARD MEETING MINUTES**

**February 05, 2019**

**CALL TO ORDER**

Chairperson Mandelaris called the meeting of the Genesee County Board of Road Commissioners to order at 10:01 a.m. The meeting was held in the Board Room of the Genesee County Road Commission, 211 W. Oakley St., Flint, Michigan 48503-3995.

**ROLL CALL**

Present:                                 John Mandelaris, Chairperson  
   Robert Johnson, Vice Chairperson  
   David Arceo, Commissioner  
   Cloyce Dickerson, Commissioner

Absent:                                     Shirley Kautman-Jones, Commissioner (excused)

Others Present: Fred Peivandi, Anthony Branch, Randy Dellaposta, Coetta Adams, Donna Poplar, Stephanie Jaeger, (Genesee County Road Commission Staff), Ted Henry, Kim Courts, (County Board of Commissioners), Joshua Freeman (County Board Coordinator), Karyn Miller (Flint Township Supervisor), John Gleason (Genesee County Clerk/Register), Linda Kossak, Secretary of the Board of Road Commissioners.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Chairperson Mandelaris.

**OATH OF OFFICE AND SWEARING IN CEREMONY**

County Clerk John Gleason swore in newly appointed Commissioner David Arceo.

Commissioner Arceo thanked Genesee County Clerk, John Gleason, Chairperson Ted Henry and Commissioner Kim Courts, 4<sup>th</sup> District, (County Board of Commissioners) as well as County Board Coordinator Joshua Freeman and Flint Township Supervisor, Karyn Miller for attending this morning’s meeting.

**APPROVAL OF AGENDA**

**ACTION TAKEN** – Motion by Mr. Johnson, seconded by Mr. Arceo, to approve the agenda for February 05, 2019.

**MOTION CARRIED.**

**APPROVAL OF MINUTES**

January 08, 2019 – Board Meeting Minutes

**ACTION TAKEN** – Motion by Mr. Arceo, seconded by Mr. Dickerson, to approve the minutes for the January 08, 2019 Board Meeting.

**MOTION CARRIED.**

**MEETINGS, HEARINGS, PRESENTATIONS, AND INFORMATION**

Monday, February 18, 2019

GCRC closed (non-essential operations) in observance of President’s day.

Tuesday, February 19, 2019

9:00 a.m. - Roads & Bridges Advisory Committee Meeting

10:00 a.m. – Board Meeting

**PUBLIC ADDRESS THE BOARD**

(None)

**CORRESPONDENCE**

**INCOMING**

Letter Correspondence from Ms. Virginia Carrothers, 3164 Moody Court, Mt. Morris Township – In a letter dated January 18, 2019, Ms. Virginia Carrothers addressed her concerns to staff, regarding snow removal operations being performed in Pasadena Park, a platted subdivision, Mt. Morris Township. (Copy filed with official minutes.)

**OUTGOING**

Letter correspondence from Managing Director, Fred Peivandi to resident Ms. Virginia Carrothers, 3164 Moody Ct., Mt. Morris Township – In a letter dated January 30, 2019, Managing Director Fred Peivandi explained to Genesee County resident, Ms. Virginia Carrothers, the order in which snow removal crews typically address roadways in Genesee County. (Copy filed with official minutes.)

**INTERNAL**

(None.)

**INFORMATION**

Revision to Local Road Agreement for Roadway Rehabilitation on Court Street – Burton City Limits E’ly 0.72 miles (3-Lane Section), Davison Township – In a memorandum dated January 21, 2019, staff informed the Board of a Revision to Local Road Agreement for Roadway Rehabilitation, Court Street – Burton City Limits E’ly 0.72 miles (3-Lane Section), Davison Township. (Copy filed with official minutes.)

Request to Approve Correspondence:

**ACTION TAKEN** - Motion by Mr. Johnson, seconded by Mr. Dickerson, to receive and file the presented correspondence.

**MOTION CARRIED.**

## **BOARD OF ROAD COMMISSIONERS’ DECISIONS**

### **DISCUSSION**

Genesee County Board of Road Commissioner By-Laws – In a memorandum dated January 25, 2019, staff requested the Board approve and adopt the Genesee County Board of Road Commissioners amended By-Laws. (Copy of memorandum and By-Laws filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Arceo, seconded by Mr. Dickerson, to approve and adopt the amended Genesee County Board of Road Commissioners By-Laws as presented.

**MOTION CARRIED**

Genesee County Road Commission Travel Regulations Policy – In a memorandum dated January 25, 2019, staff requested the Board approve the Genesee County Road Commission proposed Travel Regulations Policy. (Copy of memorandum and policy filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Johnson, seconded by Mr. Dickerson, to approve the Genesee County Road Commission Travel Regulations Policy.

Human Resource Director, Donna Poplar stated that she has not seen this proposed policy and she would like to review the policy before the Board adopts it. Vice-Chairperson Johnson and Commissioner Dickerson withdrew their motion so staff can review this policy.

Chairperson Mandelaris stated the motion to approve has been withdrawn and he would like to postpone the approval and adoption of the Travel Regulations Policy until the next Board meeting so staff can review this policy.

**MOTION WITHDRAWN.**

Resolution Certifying Local Match for use of Federal Aid Small Area Urban funds on Gale Road in Atlas Township – In a memorandum dated February 05, 2019, staff requested the Board adopt the Resolution certifying that the Board of County Road Commissioners will commit \$95,000 for the rehabilitation of Gale Road from Green Road to McCandlish Road in Atlas Township. (Copy of memorandum and Resolution filed with official minutes.)

Federal Aid Small Urban STP Funds	\$ 375,000.00
Genesee County Road Commission	<u>\$ 95,000.00</u>
Total Project Cost	\$ 470,000.00

**ACTION TAKEN** - Motion by Mr. Johnson, seconded by Mr. Arceo, to adopt the Resolution certifying that the Board of County Road Commissioners will commit \$95,000 for the rehabilitation of Gale Road from Green Road to McCandlish Road in Atlas Township.

**MOTION CARRIED.**

Amendment to the Local Road Agreement for Construction, Reid Road Bridge over the Swartz Creek, Mundy Charter Township – In a memorandum dated January 23, 2019, staff requested the Board approve the amended local road agreement for construction with Mundy Charter Township for the rehabilitation of the Reid Road Bridge in Mundy Charter Township. (Copy filed with official minutes.)

Genesee County Road Commission	\$ 375,000.00
Mundy Charter Township	<u>\$ 125,000.00</u>
Total Project Cost	\$ 500,000.00

**ACTION TAKEN** – Motion by Mr. Johnson, seconded by Mr. Dickerson, to approve and sign the duplicate originals of the amended local road agreement for construction with Mundy Charter Township for the rehabilitation of the Reid Road Bridge over the Swartz Creek.

**MOTION CARRIED.**

Michigan Department of Transportation Contract No. 19-5005 for Torrey Road (Crane Road to Lahring Road) High Friction Surface, Fenton Charter Township – In a memorandum dated January 29, 2019, staff requested the Board approve the MDOT Contract #19-5005, for partial PE reimbursement (HFS) installation to Torrey Road (Crane Road to Lahring Road), Fenton Charter Township. (Copy filed with official minutes.)

Federal HSIP (PE)	\$ 10,600.00
GCRC Local Share (PE)	<u>\$ 10,600.00</u>
Total PE Cost	\$ 21,200.00

**ACTION TAKEN** – Motion by Mr. Johnson, seconded by Mr. Dickerson, to approve the MDOT Contract #19-5005, for partial PE reimbursement (HFS) installation to Torrey Road (Crane Road to Lahring Road), Fenton Charter Township and further, directs both the Chairperson and Vice-Chairperson to sign the duplicate original contracts for and on behalf of the Board of County Road Commissioners.

**MOTION CARRIED.**

Michigan Department of Transportation Contract #19-5006 for County-wide Back-plate Installation at 14 Intersections – In a memorandum dated January 29, 2019, staff requested the Board of County Road Commissioners approve the MDOT Contract No. 19-5006 for partial PE reimbursement for its 2019 Federal HSIP County-Wide Back Plate Installation Project, Grand Blanc, Flint, Fenton, Davison, Mt. Morris and Genesee Charter Townships. (Copy filed with official minutes.)

Federal HSIP (PE)	\$4,600.00
GCRC Local Share (PE)	<u>\$4,600.00</u>
Total PE Cost	\$9,200.00

**ACTION TAKEN** – Motion by Mr. Dickerson, seconded by Mr. Johnson, to approve MDOT Contract No. 19-5006 for partial PE reimbursement for its 2019 Federal HSIP County-Wide Back Plate Installation Project, in Grand Blanc, Flint, Fenton, Davison, Mt. Morris and Genesee Charter Townships and further, directs both the Chairperson and Vice-Chairperson to sign the duplicate original contracts for and on behalf of the Board of County Road Commissioners.

**MOTION CARRIED.**

Michigan Department of Transportation Contract No. 19-5011, Extension of Flint River Trail from Vassar Road to Irish Road, Genesee Charter Township – In a memorandum dated January 23, 2019, staff requested the Board approve MDOT Contract No. 19-5011 for the construction of the extension of Flint River Trail from Vassar Road to Irish Road, Genesee Charter Township. (Copy filed with official minutes.)

Federal TAP	\$1,019,494.00
Genesee County Parks	\$ 254,906.00
Genesee County Road Commission	<u>\$ 0.00</u>
Total Project Cost	\$1,274,400.00

**ACTION TAKEN** – Motion by Mr. Arceo, seconded by Mr. Johnson, to approve MDOT Contract No. 19-5011, for the construction of the extension of Flint River Trail from Vassar Road to Irish Road, and further, to direct the Chairperson and Vice-Chairperson to sign the duplicate original contracts for and on behalf of the Board of County Road Commissioners.

**MOTION CARRIED.**

Michigan Department of Transportation Contract No. 18-5535 for Hill Road – Fenton Road to Dort Highway, Grand Blanc Charter Township – In a memorandum dated January 25, 2019, staff requested the Board approve MDOT Contract No. 18-5535, for resurfacing of Hill Road, from Fenton Road to Dort Highway, in Grand Blanc Charter Township. (Copy filed with official minutes.)

Federal STP/Fed TED	\$3,842,100.00
GCRC Local Share	<u>\$ 851,964.56</u>
Total Project Cost	\$4,694,064.56

**ACTION TAKEN** – Motion by Mr. Dickerson, seconded by Mr. Johnson to approve MDOT Contract No. 18-5535, for resurfacing of Hill Road, from Fenton Road to Dort Highway in Grand Blanc Charter Township and further, directs the Chairperson and Vice-Chairperson to sign the duplicate original contracts for and on behalf of the Board of County Road Commissioners.

**MOTION CARRIED.**

**McWain Road Culvert over Eames Drain, Local Road Agreement for Construction, Grand Blanc Charter Township** – In a memorandum dated January 29, 2019, staff requested the Board approve and sign the duplicate originals of the Local Road Agreement with Grand Blanc Charter Township for the replacement of McWain Road Culvert over Eames Drain. (Copy filed with official minutes.)

Genesee County Road Commission	\$21,000.00
Grand Blanc Charter Township	<u>\$ 7,000.00</u>
Total Project Cost	\$28,000.00

**ACTION TAKEN** – Motion by Mr. Dickerson, seconded by Mr. Johnson, to approve and sign the duplicate originals of the Local Road Agreement with Grand Blanc Charter Township for the replacement of McWain Road Culvert over Eames Drain.

**MOTION CARRIED.**

**Authorization to pay Precision Computer Solutions, Inc. for Annual Maintenance Fees** – In a memorandum dated January 24, 2019, staff requested the Board authorize the payment of annual maintenance fees to Precision Computer Solutions, Inc. (Copy of memorandum and invoice filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Arceo, seconded by Mr. Dickerson, to authorize the payment of annual maintenance fees in the amount of \$17,651.00 to Precision Computer Solutions, Inc.

**MOTION CARRIED.**

**Issuance of a Purchase Order to Pierce & Pitt Trucking for 23A Gravel** – In a memorandum dated January 16, 2019, staff requested the Board approve the issuance of a Purchase Order to Pierce & Pitt Trucking for 23A Gravel. (Copy of memorandum and bid sheet filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Johnson, seconded by Mr. Dickerson, to approve the issuance of a Purchase Order to Pierce & Pitt Trucking for 23A Gravel on an as needed basis in an amount of \$200,000.

**MOTION CARRIED.**

Ratification of Vouchers totaling \$1,053,889.70 – (Copies filed with official minutes.)

Voucher #V-40440

**ACTION TAKEN** – Motion by Mr. Johnson, seconded by Mr. Dickerson, to ratify Voucher #40440 in the amount of \$101,711.27.

**VOTE ON MOTION:**

Yes: Dickerson, Arceo, Johnson, Mandelaris

No: None

**MOTION CARRIED.**

Voucher #V-40441

**ACTION TAKEN** – Motion by Mr. Johnson, seconded by Mr. Dickerson, to ratify Voucher #40441 in the amount of \$474,546.75.

**VOTE ON MOTION:**

Yes: Dickerson, Arceo, Johnson, Mandelaris

No: None

**MOTION CARRIED.**

Voucher #V-40442

**ACTION TAKEN** – Motion by Mr. Johnson, seconded by Mr. Dickerson, to ratify Voucher #40442 in the amount of \$477,631.68.

**VOTE ON MOTION:**

Yes: Dickerson, Arceo, Johnson, Mandelaris

No: None

**MOTION CARRIED.**

**CONSENT**

Work request for Aggregate Resurfacing on Oak Road between Potter Road and Richfield Road in Richfield Township – In a memorandum dated January 16, 2019, staff requested the Board approve the aggregate resurfacing on Oak Road between Potter Road and Richfield Road in Richfield Township. (Copy of memorandum and cost sheet filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Johnson, seconded by Mr. Arceo, to approve the work request for aggregate resurfacing on Oak Road between Potter Road and Richfield Road in Richfield Township. The Township will be using available matching allocation funds.

Genesee County Road Commission	\$26,407.51
Richfield Township	<u>\$26,407.51</u>
Total Project cost	\$52,815.02

**MOTION CARRIED.**

Work Request for Aggregate Resurfacing on Washburn Road between Potter Road and Richfield Road in Richfield Township – In a memorandum dated January 14, 2019, staff requested the Board approve the work request for aggregate resurfacing on Washburn Road between Potter Road and Richfield Road in Richfield Township. (Copy of memorandum and cost sheet filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Johnson, seconded by Mr. Arceo, to approve the work request for aggregate resurfacing on Washburn Road between Potter Road and Richfield Road in Richfield Township. The Township will be using available matching allocation funds.

Genesee County Road Commission	\$27,431.26
Richfield Township	<u>\$27,431.26</u>
Total Project cost	\$54,862.52

**MOTION CARRIED.**

12321 Kipp Road Tower Lease Agreement, Atlas Township – In a memorandum dated January 11, 2019, staff requested the Board approve the Kipp Road Tower Tenant Estoppel to be executed by the U of M for 12321 Kipp Road Tower, Lease Termination and Mutual Release with Central Michigan University and Goodrich Tower and the Amended Land Lease Agreement with 911 Consortium Commission. (Copy of memorandum, Tenant Estoppel Certificate, Lease Termination and Release, and Lease Agreement filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Dickerson, seconded by Mr. Johnson, to approve the Kipp Road Tower Agreement and,

1. That the Board approves and signs the Lease Termination and Mutual Release with Central Michigan University (CMU) and Goodrich Tower, LLC for the 12321 Kipp Road Tower located in the Township of Atlas; and,
2. That the Board approves and signs the amended Land Lease Agreement with 911 Consortium Commission for the 12321 Kipp Road Tower located in the Township of Atlas; and,
3. Tenant Estoppel Certificate to be executed by the U of M for 12321 Kipp Road Tower located in the Township of Atlas. (No Board action required.)

**MOTION CARRIED.**



## **MANAGING DIRECTOR REPORT**

Quarterly Financial Statements - Finance Director, Ms. Coetta Adams, stated the Quarterly Financial Statements are finished and she placed a copy on the Commissioners' desks for review.

## **COMMISSIONERS CONCERNS**

Human Resource Assistant Position – Commissioner Dickerson inquired about the progress of the hiring of the Human Resource Assistant position. Human Resource Director, Ms. Donna Poplar, stated that last week interviews were held, but she has not extended an offer to the candidate as the Managing Director does not want to pay the position \$25.00 per hour.

Commissioner Dickerson said that the Board voted to pay this position \$25.00 per hour. Managing Director Peivandi stated he cannot support this amount of money for this position.

Chairperson Mandelaris asked if this amount includes fringe benefits and staff stated no, this is a temporary, part-time position so they will not be entitled to fringe benefits. Chairperson Mandelaris stated that the Managing Director does have the right to hire and fire employees. However, in the approved minutes of the January 08, 2019 Board meeting, the Board did approve the salary for this 1,040 hour a year position at \$26,000 per year, which equates to \$25.00 per hour.

Ms. Poplar stated that this is a Human Resource Assistant, which is above the position of Office Clerk. This position will be based on a yearly 1,040-hour position at \$26,000 per year.

Commissioner Dickerson stated that the Board is not trying to micro-manage the Road Commission but said this salary amount was approved at the January 08, 2019 Board meeting.

Commissioner Johnson stated that this position's salary has been set and this is the maximum amount that can be spent.

Chairperson Mandelaris stated he would like to end this discussion of the salary of the part time Human Resource Assistant today. This has been an on-going discussion for two years and we do [as a board] have an oversight of the Road Commission, the statutes require this. Chairperson Mandelaris stated that the position is not a clerk position; it is more than a clerk position. This person has specialized skills and Ms. Poplar needs an assistant. Chairperson Mandelaris stated that there was a motion made at the last Board meeting approving the \$25.00 per hour salary for this position and it passed by a 3 to 2 vote. Chairperson Mandelaris wants this matter closed today.

Commissioner Dickerson stated that Ms. Poplar wanted to meet with the Commissioners and Managing Director, Fred Peivandi. Chairperson Mandelaris stated that this is not possible, due to Open Meetings Act requirements.

Vice-Chairperson Johnson stated he may miss two Board meetings due to his upcoming surgery. Chairperson Mandelaris said that these absences will be excused by the Board.

Chairperson Mandelaris wanted to commend the staff for providing the color maps with all the memorandums in the Board packets and said he appreciates staff members for all the exceptional work that they do every day.

**ADJOURNMENT**

With no objections, Chairperson Mandelaris adjourned the meeting at 12:08 p.m.

JOHN J. GLEASON  
Clerk/Register

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Linda B. Kossak, Secretary of the  
Board of Road Commissioners

lbk  
2/05/19