

**GENESEE COUNTY ROAD COMMISSION**

**BOARD MEETING MINUTES**

**October 16, 2018**

**CALL TO ORDER**

Chairperson Kautman-Jones called the meeting of the Genesee County Board of Road Commissioners to order at 10:00 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: Shirley Kautman-Jones, Chairperson  
John Mandelaris, Vice-Chairperson  
Robert Johnson, Commissioner  
David Arceo, Commissioner  
Cloyce Dickerson, Commissioner

Others Present: Fred Peivandi, Anthony Branch, Eric Johnston, Randy Dellaposta, Coetta Adams, Donna Poplar, Stephanie Jaeger, (Genesee County Road Commission Staff), Devin Sullivan (GCRC Attorney), Mary Ann Price, Brian Saad, Chris Gehringer, Larry Green, Joe Rizk, Karyn Miller, Mark Emmendorfer, Steven Fuhr, Fred Thorsby, Scott Bennett, Keith Pyles, Tim Elkins, (Township Supervisors), Bryant Nolden (County Commissioner), Margaret Perry, Arthur Woodson, Tujunana Reaves, John Reaves (Genesee County residents), Linda Kossak, Secretary of the Board of Road Commissioners.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Chairperson Kautman-Jones.

Chairperson Kautman-Jones would like to amend the agenda as presented, and move VIII. Internal Correspondence Item C-1 - Manager-Director Agreement and C-2 - Operation Manager Job Description to IX. Discussion Item A-14 and A-15.

**ACTION TAKEN** – Motion by Mr. Mandelaris, seconded by Mr. Arceo, to amend the agenda for October 16, 2018, by moving VIII. Internal Correspondence Item C-1 and C-2 to IX. Discussion Item A-14 and A-15.

**MOTION CARRIED.**

## **APPROVAL OF AGENDA**

**ACTION TAKEN** – Motion by Mr. Johnson, seconded by Mr. Dickerson to approve the agenda for October 16, 2018, as amended.

Commissioner Dickerson questioned why the exempt employees (Directors) are not included in VIII. Internal Correspondence Item C-3– One Time Stipend for Salaried At-Will employees. Human Resource Director Donna Poplar added some background information regarding the one-time stipend offered to employees in the past. Ms. Poplar stated that stipends are offered to boost the morale of employees. Ms. Poplar believes stipends should be offered to all employees including Directors. Commissioner Dickerson echoed this belief. Manager-Director Peivandi stated that the Board may decide to give the Directors the one time stipend but he does not recommend this.

Chairperson Kautman-Jones requested Human Resource Director, Donna Poplar, and Finance Director, Coetta Adams, compile a report for the Board to review regarding salary information including step increases, in a spreadsheet form, so the Board can review this information at the next meeting.

Commissioner Johnson requested VIII. Internal Correspondence Item No. C-3 - One Time Stipend for Salary At-Will employees be moved to IX. Discussion Item A-16.

Commissioner Johnson and Commissioner Dickerson would like to rescind the motion to approve the Agenda as amended, and move Correspondence Item C-3 to Discussion Item A-16. .

**ACTION TAKEN** – Motion by Mr. Johnson, seconded by Mr. Dickerson to approve the Agenda as amended, with the moving of Internal Correspondence Items C-1, C-2 and C-3 to IX- Discussion Items A-14, A-15 and A-16.

**MOTION CARRIED.**

## **APPROVAL OF MINUTES**

September 12, 2018 – Special Board Meeting

**ACTION TAKEN** – Motion by Mr. Johnson, seconded by Mr. Arceo, to approve the minutes for September 12, 2018, as printed and presented.

**MOTION CARRIED.**

September 18, 2018 –Board Meeting

**ACTION TAKEN** – Motion by Mr. Dickerson, seconded by Mr. Johnson, to approve the minutes for September 18, 2018, as printed and presented.

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

Tuesday, October 22, 2018

GCRC closed (non-essential operations) in observance of Veteran’s Day.

Tuesday, November 06, 2018

10:00 a.m. – Board Meeting

**PUBLIC ADDRESS THE BOARD**

County Commissioner, Bryant Nolden, addressed the Board this morning regarding the Operation Manager position that the Road Commission has on the agenda this morning. He asked that he be provided a copy of the job description. Chairperson Kautman-Jones stated she would see that Commissioner Nolden receives a copy of the job description.

Mr. Arthur Woodson, Flint resident, addressed the Board this morning regarding the wages of the former Manager-Director, the wages of the current Manager-Director and the job description for the Operations Manager. Mr. Woodson expressed his concern about the taxpayer’s money being spent on these positions.

**CORRESPONDENCE**

**INCOMING**

(None.)

**OUTGOING**

(None)

**INTERNAL**

(None.)

**INFORMATION**

Letter of Understanding with the Michigan Department of Transportation covering the conditions under which the activity of highway maintenance patrol will performed during the 2018/2019 contract year – In a memorandum dated October 10, 2018, the Michigan Department of Transportation provided the Genesee County Road Commission a Letter of Understanding covering the conditions under which the activity of highway maintenance patrol will be performed during the 2018/2019 contract year. The highway maintenance patrol will be operative from approximately November 19, 2018 to April 13, 2019 on a regular basis. (Copy filed with official minutes.)

Maintenance Department Schedule – In a memorandum dated October 16, 2018, staff provided the Board with the Maintenance Department winter schedule effective November 05, 2018. (Copy filed with official minutes.)

Request to Approve Correspondence:

**ACTION TAKEN** - Motion by Mr. Mandelaris, seconded by Mr. Arceo, to receive and file the presented correspondence as amended.

**MOTION CARRIED.**

## **BOARD OF ROAD COMMISSIONERS' DECISIONS**

### **DISCUSSION**

Road Agreement for the Proposed Road Improvements to Ashlawn Drive, Judd Road, Old Carriage Road and Brookgate Drive, Flint Township – In a memorandum dated October 08, 2018, staff requested the Board approve the Road Agreement for the proposed road improvements to Ashlawn Drive, Judd Road, Old Carriage Road and Brookgate Drive in Flint Township. (Copy of memorandum and agreement filed with official minutes.)

**ACTION TAKEN** - Motion by Mr. Dickerson, seconded by Mr. Johnson, to approve the Road Agreement for the proposed road improvements to Ashlawn Drive, Judd Road, Old Carriage Road and Brookgate Drive in Flint Township. All road improvements will be 100% funded by Flint Township to 1.5 miles of local subdivision streets in section 25 and 36. With the agreement to be reviewed by ZAC Law Firm.

**MOTION CARRIED.**

Road Agreement for the Proposed Road Improvements to Northshore Drive from Owen Road South to end, Section 33, Fenton Township - In a memorandum dated September 12, 2018, staff requested the Board approve the Road Agreement for the proposed road improvements to Northshore Drive as administered by Fenton Township. (Copy of memorandum and agreement filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Dickerson, seconded by Mr. Arceo, to approve the Road Agreement for the proposed road improvements to Northshore Drive from Owen Road South to end, in section 33. (0.31 miles on a local subdivision street). All road improvements will be 100% funded by Fenton Township. Agreement to be reviewed by the ZAC Law Firm.

**MOTION CARRIED**

Selection of Rowe Professional Services to perform Bridge Inspection, Genesee County at Large – In a memorandum dated October 08, 2018, staff requested the Board approve the proposal submitted by Rowe Professional Services for performing the fiscal year 2018/2019 bridge inspection program for Genesee County at Large. (Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Dickerson, seconded by Mr. Johnson, to approve the proposal submitted by Rowe Professional Services for performing the fiscal year 2018/2019 bridge inspection program for Genesee County at Large.

**MOTION CARRIED.**

Authorization to change Signers on all Road Commission Bank Accounts – In a memorandum dated September 27, 2018, staff requested the Board authorize an additional signer on all GCRC bank accounts and secondly, remove the Chairperson as signer on all GCRC bank accounts. (Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Arceo, seconded by Mr. Johnson, to authorize Manager-Director Fred Peivandi, as an additional signer on all Genesee County Road Commission bank accounts and secondly, to authorize Chairperson Shirley Kautman-Jones be removed as signer on all Genesee County Road Commissions bank accounts.

**MOTION CARRIED**

County Road Association of Michigan 2018/2019 Membership Service Charges – In a memorandum dated September 28, 2018, staff requested the Board authorize the payment to the County Road Association of Michigan for the 2018/2019 membership service charges. (Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Johnson, seconded by Mr. Dickerson, to authorize the payment of \$26,789.21 to the County Road Association of Michigan for the 2018/2019 membership service charges.

**MOTION CARRIED.**

Issuance of a Purchase Order to Verizon Connect NWF for GPS Monitoring – In a memorandum dated October 03, 2018, staff requested the Board approve the issuance of a Purchase Order to Verizon Connect NWF for GPS Monitoring. (Copy filed with official minutes.)

Vice-Chairperson Mandelaris noted that Fleet Maintenance and Equipment Director, Mr. Randy Dellaposta has already signed the approval form to order the product which was necessary to receive a Verizon discount. Vice-Chairperson Mandelaris suggested the Board ratify Mr. Dellaposta's actions in the motion.

**ACTION TAKEN** – Motion by Ms. Kautman-Jones, seconded by Mr. Mandelaris, to ratify the decision made by Fleet Maintenance and Equipment Director, Mr. Randy Dellaposta, to order the product (Verizon Connect NWF for GPS Monitoring), which is under Mr. Dellaposta's allowable amount to order products and further, to approve the authorization to enter into a contract and issuance of a Purchase Order to Verizon Connect NWT for GPS Monitoring in an amount of \$36,838.80 – Verizon Connect No. NWF-GSA# GS-07F-5559R.

**MOTION CARRIED.**

Board approval of the Purchase of a 2019 Freightliner 6x4 Cummins ISL-9 Chassis w/Vactor Model 2115i824-100A – In a memorandum dated October 02, 2018, staff requested the Board approve the acquisition of one (1) 2019 Freightliner 6x4 Cummins ISL-9 Chassis w/Vactor Model 2115i824-100A and secondly, authorize the Finance Director and Fleet Maintenance Director to secure and present funding. (Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Arceo, seconded by Mr. Mandelaris, to approve the acquisition of one (1) 2019 Freightliner 6x4 Cummins ISL-9 Chassis w/Vactor Model 2115i824-100A from Jack Doheny Companies, in an amount of \$424,712.00 and secondly authorize the Finance Director and Fleet Maintenance and Equipment Director, to secure and present funding to the Board prior to delivery of the vehicle.

**MOTION CARRIED.**

Issuance of a Purchase Order to Signature Ford for one (1) 2019 Ford F350 4x4 Chassis and 9’ Service Body – In a memorandum dated September 26, 2018, staff requested the Board approve the issuance of a Purchase Order to Signature Ford for the purchase of one (1) 2019 Ford F350 4x4 Chassis and 9’ Service Body with options. (Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Dickerson, seconded by Mr. Mandelaris, to approve the issuance of a Purchase Order to Signature Ford for the purchase of one (1) 2019 Ford F350 4x4 Chassis and 9’ Service Body with Options in an amount of \$62,224.14.

**MOTION CARRIED.**

Issuance of a Purchase Order to Todd Wenzel Buick GMC, Inc. for seven (7) 2019 GMC, Sierra 1500 4WD Trucks and three (3) GMC Sierra 2500 2WD Trucks – In a memorandum dated September 26, 2018, staff requested the Board approve the issuance of a Purchase Order to Todd Wenzel Buick GMC, Inc. for seven (7) 2019 GMC, Sierra 1500 4WD Trucks and three (3) GMC Sierra 2500 2WD Trucks. (Copy filed with official minutes.)

2019 GMC Sierra 1500 4WD Double Cab w/6.5 Bed	\$ 28,498.00 (each)
Option – 4WD Shifter on Dash	\$ 210.00 (each)
Total	\$ 29,708.00 (each)
<b>Total for seven 2019 GMC Sierra 1500 4WD Trucks</b>	<b>\$ 207,956.00</b>

2019 GMC Sierra 2500 2WD Double Cab w/8’ Bed	\$ 29,294.00
<b>Total for three (3) 2019 GMC 2500 2WD Trucks</b>	<b>\$ 87,882.00</b>

**ACTION TAKEN**- Motion by Mr. Dickerson, seconded by Mr. Johnson, to approve the issuance of a Purchase Order to Todd Wenzel Buick GMC, Inc. for seven (7) 2019 GMC Sierra 1500 4WD Trucks and three (3) GMC Sierra 2500 2WD Trucks in an amount of \$295,838.00.

**MOTION CARRIED.**

Issuance of a Purchase Order to Alta Equipment Company for three (3) KMI Asphalt Hotboxes – In a memorandum dated September 27, 2018, staff requested the Board approve the issuance of a Purchase Order to Alta Equipment Company for three (3) KMI Asphalt Hotboxes. (Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Arceo, seconded by Mr. Dickerson, to approve the issuance of a Purchase Order to Alta Equipment Company for three (3) KMI Asphalt Hotboxes in an amount of \$83,655.00.

**MOTION CARRIED.**

Issuance of a Purchase Order to D&K Truck Company for four (4) 2019 Western Star 4900 Trucks – In a memorandum dated September 26, 2018, staff requested the Board approve the issuance of a Purchase Order to D&K Truck Company for four (4) Western Star Trucks. (Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Dickerson, seconded by Mr. Johnson, to approve the issuance of a Purchase Order to D&K Truck Company for four (4) Western Star Trucks in an amount of \$521,773.00.

**MOTION CARRIED.**

Renewal Purchase Order to Modern Industries for Redi-Mix Concrete – In a memorandum dated October 03, 2018, staff requested the Board approve the issuance of a renewal purchase order to be issued to Modern Industries for Redi-Mix Concrete. (Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Mandelaris, seconded by Mr. Dickerson, to approve the issuance of a renewal Purchase Order to be issued to Modern Industries for Redi-Mix Concrete on an as needed basis in an amount of \$111,000.00.

**MOTION CARRIED.**

Ratification of Vouchers totaling \$983,910.20 – (Copies filed with official minutes.)

Voucher #V-40404

**ACTION TAKEN** – Motion by Mr. Dickerson seconded by Mr. Johnson, to ratify Voucher #40404 in the amount of \$300,592.00.

**VOTE ON MOTION:**

Yes: Arceo, Dickerson, Johnson, Mandelaris, Kautman-Jones

No: None

**MOTION CARRIED.**

Voucher #V-40405

**ACTION TAKEN** – Motion by Mr. Dickerson, seconded by Mr. Johnson, to ratify Voucher #40405 in the amount of \$80,372.82.

**VOTE ON MOTION:**

Yes: Arceo, Dickerson, Johnson, Mandelaris, Kautman-Jones

No: None

**MOTION CARRIED.**

Voucher #V-40406

**ACTION TAKEN** – Motion by Mr. Dickerson, seconded by Mr. Johnson, to ratify Voucher #40406 in the amount of \$146,002.75.

**VOTE ON MOTION:**

Yes: Arceo, Dickerson, Johnson, Mandelaris, Kautman-Jones

No: None

**MOTION CARRIED.**

Voucher #V-40407

**ACTION TAKEN** – Motion by Mr. Dickerson, seconded by Mr. Johnson, to ratify Voucher #40407 in the amount of \$456,942.63.

**VOTE ON MOTION:**

Yes: Arceo, Dickerson, Johnson, Mandelaris, Kautman-Jones

No: None

**MOTION CARRIED.**

Manager-Director Terms of Employment Agreement – In a memorandum dated October 05, 2018, Manager-Director Fred Peivandi, requested his Terms of Employment Agreement be approved by the Board of County Road Commissioners. (Copy filed with official minutes.)

Vice-Chairperson Mandelaris stated that this Terms of Employment Agreement is really a memorandum of understanding. Mr. Mandelaris stated that this document presented does not contain a ‘Just Cause Provision’ nor an ‘Arbitration Clause’.

**ACTION TAKEN** – Motion by Ms. Kautman-Jones, seconded by Mr. Arceo to approve the Terms of Employment Agreement for Manager-Director Fred Peivandi.

**MOTION CARRIED.**

Job Description for Operation Manager – Included in the Board Packet was a job description for the Operation Manager position. Manager-Director Fred Peivandi recommends the Board make this a two-part motion. The first motion to approve the Operation Manager position and the second motion to on-board this person for this position.

Commissioner Dickerson raised some questions regarding this position. Mr. Dickerson stated that he feels many of the job functions of this position should be performed by the Manager-Director position. Mr. Dickerson stated that the money spent on this position could be better spent on road repairs on the county roads.

Shirley Kautman-Jones supports this position to benefit the Road Commission overall and feels it is a great opportunity for the Road Commission to move forward.

Donna Poplar said she had discussed this position with Manager-Director, Fred Peivandi. She felt that many of the job functions in the description overlapped with the Manager-Director position.



Ms. Poplar also stated that this position has no employees reporting to them. Ms. Poplar stated that she did make some suggestions regarding changes she would like made to the job description.

Vice-Chairperson Mandelaris suggested that Manager-Director Fred Peivandi, and Human Resource Director, Donna Poplar, revise the job description together to avoid any overlap with the Manager-Director position.

**ACTION TAKEN** – Motion by Mr. Mandelaris, seconded by Mr. Dickerson to approve the job description for the Operation Manager and further, to on-board this person for this position. (Copy filed with official minutes.)

**VOTE ON MOTION:**

Yes: Arceo (yes), Mandelaris (yes), Kautman-Jones (yes)

No: Johnson (no), Dickerson (no)

**MOTION CARRIED**

Chairperson Kautman-Jones stated that the majority of the Board has approved the job description and the on-boarding of the Operation Manager position. The final job description will be fine-tuned between the Manager-Director, Human Resource Director and legal counsel to review so there is not any overlap of job functions between the Manager-Director and the Operation Manager positions.

**One Time Stipend for Salaried At-Will Employees** – In a memorandum dated October 10, 2018, Manager-Director Fred Peivandi requested Salaried At-Will Employees who were employed with the Genesee County Road Commission on October 01, 2018, receive a one-time stipend of \$1,000.00 – attached. (Copy of memorandum filed with official minutes.)

Human Resource Director, Donna Poplar, stated that the purpose of the stipend is to increase employee morale and that every employee, including exempt employees at the Road Commission should be given a stipend regardless of their position or salary.

Commissioner Dickerson feels that this stipend should be fair and given to all employees. Chairperson Kautman-Jones requested that the Human Resource department provide the Board with salary history and step increases for the exempt employees (Directors) by the next Board meeting to consider the issuance of a stipend to exempt employees.

**ACTION TAKEN** – Motion by Mr. Dickerson, seconded by Mr. Arceo, to approve the \$1,000.00 stipend for Salaried At-Will Employees who were employed with the Genesee County Road Commission on October 01, 2018,

**VOTE ON MOTION:**

Yes: Arceo, Dickerson, Johnson, Mandelaris, Kautman-Jones

No: None

**MOTION CARRIED.**

**CONSENT**

Equipment Item No. 2172 Oki Color Copier to be sold on the Government Internet Auction website – In a memorandum dated October 01, 2018, staff requested the Board authorize the sale of Equipment Item No. 2172 be sold on the Government Internet Auction website. (Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Johnson, seconded by Mr. Arceo, to authorize the sale of Equipment Item No. 2172, Oki Color Copier to be sold on the Government Internet Auction website.

**MOTION CARRIED.**

Equipment Item No. 2649 - 1997 Sullivan Air Compressor to be sold on the Government Internet Auction website – In a memorandum dated October 08, 2018, staff requested the Board authorize the sale of Equipment Item No. 2649 be sold on the Government Internet Auction website. (Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Johnson, seconded by Mr. Arceo, to authorize the sale of Equipment Item No. 2649 - 1997 Sullivan Air Compressor to be sold on the Government Internet Auction website.

**MOTION CARRIED.**

**MANAGER-DIRECTOR REPORT**

Kipp Road Tower Agreement - Fleet Maintenance & Facilities Director, Randy Dellaposta, updated the Board on the ongoing negotiations with the Kipp Road tower lease agreement with Goodrich Tower LLC. Mr. Dellaposta, Fred Peivandi and GCRC Attorney Chuck McKone, had a phone conference with the Goodrich Tower president and their legal counsel yesterday to discuss a longer lease agreement. Goodrich Tower asked if they could acquire the property on Kipp Road for \$85,000. Mr. Dellaposta advised against this offer as the Kipp Road tower sits on 30 acres, and the property value is worth much more than that. Mr. Dellaposta recommends a 10 year lease with Goodrich Tower LLC, with a performance bond of \$500,000. Mr. Dellaposta, along with Mr. Peivandi and GCRC Attorney Chuck McKone will continue to work on the negotiations with Goodrich Tower LLC and keep the Board updated.

Ms. Donna Poplar requested a meeting with some of the Board members as well as Manager-Director Fred Peivandi, to get a clearer understanding of her role as the Human Resource Director under the new leadership. Mr. Mandelaris and Mr. Dickerson concur that there should be a meeting with some Board members to discuss the role and responsibility of the Human Resource Director.

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## **COMMISSIONERS CONCERNS**

Food Bank Food Drive Competition - Chairperson Kautman-Jones stated that she spoke with the Food Bank and they do have two organizations that would be willing to compete with the Road Commission for a food drive competition. The Food Bank will contact these organizations and let Chairperson Kautman-Jones know if there is any interest.

## **ADJOURNMENT**

With no objections, Chairperson Kautman-Jones adjourned the meeting at 11:32 a.m.

JOHN J. GLEASON

Clerk/Register

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

lbk  
10/16/18