

GENESEE COUNTY ROAD COMMISSION

BOARD MEETING

APRIL 02, 2019

MINUTES

CALL TO ORDER

Chairperson Mandelaris 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, Flint, Michigan 48503-3995.

ROLL CALL

Present: John Mandelaris, Chairperson
 Robert Johnson, Vice Chairperson
 David M. Arceo, Commissioner
 Cloyce Dickerson, Commissioner
 Shirley Kautman-Jones, Commissioner

Others Present: Fred Peivandi, Coetta Adams, Eric Johnston, Donna Poplar, Anthony Branch, Randy Dellaposta, Stephanie Jaeger, Genesee County Road Commission Staff; Margaret Perry, (Mt. Morris Township resident), Linda Kossak, Secretary of the Board of Road Commissioners

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chairperson Mandelaris.

APPROVAL OF AGENDA

April 02, 2019 – Agenda

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Johnson, to approve the agenda for April 02, 2019, as presented.

MOTION CARRIED.

APPROVAL OF MINUTES

March 05, 2019 – Board Meeting

ACTION TAKEN – Motion by Mr. Arceo, seconded by Mr. Dickerson, to approve the minutes of the March 05, 2019 Board Meeting.

MOTION CARRIED.

MEETINGS, PRESENTATIONS, HEARINGS, AND INFORMATION

Tuesday, April 16, 2019

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

10:00 a.m. – Board Meeting

PUBLIC ADDRESS THE BOARD

In the procedures for Public Address the Board, Chairperson Mandelaris asked if persons requesting assistance needed 72 hours to request assistance to attend the Board meeting. Could we change that requirement to 24 hours' notice? Commissioner Kautman-Jones stated that the difficulty is if you have an individual with a specific impairment and we do not have the equipment on hand to assist the individual you need enough time to gather the equipment before the meeting.

CORRESPONDENCE

INCOMING

Letter Correspondence re: Condition of Willard Road, Montrose Township – In letter correspondence dated March 20, 2019, Al and Evelyn Marks, 12151 Willard Road, Burt, Michigan, complained about the condition of Willard Road. (Correspondence filed with official minutes.)

Commissioner Arceo thanked staff for including a photo of the condition of Willard Road.

Letter Correspondence from Fenton Township re: Old Linden Road – In letter correspondence dated February 25, 2019, Bonnie Mathis, Fenton Township Supervisor, made formal request to permanently close the approximately 200' section of Old Linden Road located southwest of the Linden Road and Ray Road intersection in Fenton Township. (Correspondence filed with official minutes.)

Letter Correspondence from Mundy Township re: Old Linden Road – In letter correspondence dated March 12, 2019, Chad Young, Mundy Township Manager, concurred with Fenton Township's desire to close Old Linden Road located at the intersection of W. Ray Road and Linden Road. (Correspondence filed with official minutes.)

OUTGOING

Letter Correspondence to Al and Evelyn Marks re: Willard Road, Montrose Township – In letter correspondence dated March 26, 2019, Managing Director Fred Peivandi responded to Al and Evelyn Marks that Willard Road from M-13 to Budd Road is under the jurisdiction of Saginaw County Road Commission and offered options to consider. (Correspondence filed with official minutes.)

Letter Correspondence to Fenton and Mundy Townships re: Old Linden Road – In letter correspondence dated March 15, 2019, Managing Director Fred Peivandi informed Bonnie Mathis, Fenton Township Supervisor, and Chad Young, Mundy Township Manager, that GCRC will consider closing Old Linden Road once pending drainage modifications are identified and implemented. (Correspondence filed with official minutes.)

INTERNAL

Local Government Retirement System Annual Report – In email correspondence dated March 25, 2019, Michigan Department of Treasury, Local Retirement Reporting Team confirmed receipt of GCRC’s Retirement System Annual Report Form 5572. (Correspondence filed with official minutes.)

INFORMATION

Board Advisement re: Notice to Impacted Parties of Corrective Action, 1135 N. Ballenger Hwy. – In a memorandum dated March 22, 2019, staff advised the Board that as directed by MDEQ, Premcor Refining Group, Inc. has informed GCRC of a petroleum product or other regulated substance that was released from an underground storage tank at the gas station located at 1135 N. Ballenger Highway, Flint, Michigan. (Copy of memorandum filed with official minutes.)

Posting of Load Restriction for Genesee Road Bridge over Flint River, Genesee Township – In a memorandum dated March 26, 2019, staff advised the Board that deterioration of the bridge superstructure on Genesee Road over the Flint River was noted during a recent detailed inspection. The load restriction for the bridge with load limit signage denoting maximum truckload is now “GROSS LOAD 10 TON”. (Copy of memorandum 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

Resolution of Support for FY-2022 Local Bridge Funding Applications, County Wide – In a memorandum dated March 25, 2019, staff requested Board approval of a Resolution of Support to MDOT for FY-2022 Local Bridge Funding applications for the following bridges:

- Hogan Road over Shiawassee River, Fenton Township
- Torrey Road over Swartz Creek, Mundy Township
- Genesee Road over Flint River, Genesee Township
- Bristol Road over W. Br. Swartz Creek, Flint Township
- Various Bridges at 14 locations, County Wide

(Copy of memorandum and resolution filed with official minutes.)

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Arceo, to approve the Resolution of Support to MDOT for FY 2022 Local Bridge Funding of the listed bridges.

MOTION CARRIED.

Prequalification of Consultant for Bridge Projects, Preliminary Engineering – In a memorandum dated March 25, 2019, staff requested Board approval of the addition of OHM Advisors to the Group B list of consultants to perform preliminary engineering services for bridge projects to be assigned at a future date. (Copy of memorandum filed with official minutes.)

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Johnson, to approve the addition of OHM Advisors to the Group B list of consultants to perform preliminary engineering services for bridge projects.

MOTION CARRIED.

Selection of Consultant for Design Services re: Grand Blanc Road Bridge (Gaines Township) and Mt. Morris Road Bridge (Flushing Township) – In a memorandum dated March 25, 2019, staff requested Board approval for assignment of OHM Advisors to prepare bridge replacement construction plans for the following bridges:

- Grand Blanc Road over Cargill Drain (Str. 2708), Gaines Township, GCRC No. 460-65-W50221
- Mt. Morris Road over Freeman Drain (Brent Creek) (Str. 2727), Flushing Township, GCRC No. 460-85-W50222

(Copy of memorandum and agreement filed with official minutes.)

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Johnson, to approve assignment of OHM Advisors to prepare construction plans for the proposed Bridge

Replacement project covering both bridges referenced above; and furthermore, to direct the Chairperson of the Board to sign the consultant agreement when returned

MOTION CARRIED.

Amendment to Purchase Order #82572 to CHOP for Tree Removal – In a memorandum dated March 19, 2019, staff requested Board approval for the amendment to Purchase Order #82572 to CHOP in the amount of \$150,000 to cover the cost of trees that need removal due to environmental requirements for Federal Aid projects. (Copy of memorandum filed with official minutes.)

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Arceo, to approve amendment of Purchase Order #82572 to CHOP reflecting an increase of \$150,000, raising the total amount not to exceed \$400,000.00.

MOTION CARRIED.

Amendment to Purchase Order #82646 for Stainless Steel Automotive Parts – In a memorandum dated March 22, 2019, staff requested Board approval for the amendment to Purchase Order #82646 to SnoDepot for Stainless Steel Automotive Parts in the amount of \$20,000 for additional equipment repairs. (Copy of memorandum filed with official minutes.)

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Johnson, to approve amendment of Purchase Order #82646 to SnoDepot reflecting an increase of \$20,000, raising the total amount not to exceed \$35,000.00.

MOTION CARRIED.

Disposal of Surplus Equipment and Personal Property Policy – In a memorandum dated March 26, 2019, staff requested Board approval and adoption of the proposed Disposal of Surplus Equipment and Personal Property Policy. (Copy of memorandum and policy filed with official minutes.)

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Johnson, to approve and adopt the proposed Disposal of Surplus Equipment and Personal Property Policy.

MOTION CARRIED.

Ratification of Vouchers totaling \$1,326,501.00 – (Copies filed with official minutes.)

Voucher #V-40454

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Johnson, to ratify Voucher #40454 in the amount of \$516,549.82.

VOTE ON MOTION:

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

No: None

MOTION CARRIED.

Voucher #V-40455

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Johnson, to ratify Voucher #40455 in the amount of \$176,588.20.

VOTE ON MOTION:

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

No: None

MOTION CARRIED.

Voucher #V-40456

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Johnson, to ratify Voucher #40456 in the amount of \$462,698.26.

VOTE ON MOTION:

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

No: None

MOTION CARRIED.

Voucher #V-40457

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Johnson, to ratify Voucher #40457 in the amount of \$170,664.72.

VOTE ON MOTION:

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

No: None

MOTION CARRIED.

CONSENT

I.T. Equipment Items to be sold on Government Internet Auction Website – In a memorandum dated March 21, 2019, staff requested approval of the following items to be sold on the Government Internet Auction website:

<u>Equip.</u>	<u>Description</u>
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2167	HP Printer CM1415fnw
2187	HP Printer CM1415fnw
2189	HP Printer CM1415fnw
2190	HP Printer CM1415fnw
2192	HP Printer CM1415fnw
2196	HP Printer CM1415fnw
2197	HP Printer CM1415fnw
2198	HP Printer CM1415fnw
2199	HP Printer CM1415fnw
2200	HP Printer CM1415fnw
2201	HP Printer CM1415fnw
2202	HP Printer CM1415fnw
2203	HP Printer CM1415fnw
2205	HP Printer CM1415fnw
2285	HP Printer M425dn
2287	HP Printer M425dn
1680	HP Printer 8510dn

(Copy of memorandum filed with official minutes.)

ACTION TAKEN – Motion by Mr. Johnson, seconded by Mr. Dickerson, to approve the IT Department to place the listed items in the Government Internet Auction.

MOTION CARRIED.

Cost Agreement re: Embury Road at Grand Blanc Road (T389), Grand Blanc Township – In a memorandum dated March 22, 2019, staff requested Board authorization for the Managing Director to sign the Cost Agreement with Grand Blanc Township for a new Traffic Signal to be placed at Embury Road and Grand Blanc Road, T389, in Grand Blanc Township. (Copy of memorandum and agreement filed with official minutes.)

ACTION TAKEN – Motion by Mr. Johnson, seconded by Mr. Dickerson, to authorize the Managing Director to sign the Cost Agreement for a new Traffic Signal to be placed at Embury Road and Grand Blanc Road.

MOTION CARRIED.

Work Request – Paving Overlay on Vassar Road from McCandlish Road going south to the gravel portion, Atlas Township – In a memorandum dated March 13, 2019, staff requested Board approval to perform paving overlay on Vassar Road from McCandlish Road going south to the gravel portion in Atlas Township. (Copy of memorandum and cost estimate form filed with official minutes.)

ACTION TAKEN – Motion by Mr. Johnson, seconded by Mr. Dickerson, to authorize the Road Commission to perform paving overlay on Vassar Road from McCandlish Road going south to

the gravel portion in Atlas Township with the funding as follows:

Atlas Township	\$ 50,338.57
GCRC (Atlas Twp. Allocation Funds)	<u>\$ 50,338.58</u>
Total Project Cost	\$100,677.15

MOTION CARRIED.

Work Request – Pavement Repair Chip Seal on Lennon Road between Morrish Road and Van Vleet Road, Clayton Township – In a memorandum dated March 12, 2019, staff requested Board approval to perform pavement repair chip seal on Lennon Road between Morrish Road and Van Vleet Road in Clayton Township. (Copy of memorandum and cost estimate form filed with official minutes.)

ACTION TAKEN – Motion by Mr. Johnson, seconded by Mr. Dickerson, to authorize the Road Commission to perform pavement repair chip seal on Lennon Road between Morrish Road and Van Vleet Road in Clayton Township with the funding as follows:

Clayton Township	\$ 97,797.20
GCRC (Clayton Twp. Allocation Funds)	<u>\$ 43,549.43</u>
Total Project Cost	\$141,346.63

MOTION CARRIED.

Work Request – Pavement Repair Chip Seal on Van Vleet Road between Lennon Road and Corunna Road (M-21), Clayton Township – In a memorandum dated March 12, 2019, staff requested Board approval to perform pavement repair chip seal on Van Vleet Road between Lennon Road and Corunna Road (M-21) in Clayton Township. (Copy of memorandum and cost estimate form filed with official minutes.)

ACTION TAKEN – Motion by Mr. Johnson, seconded by Mr. Dickerson, to authorize the Road Commission to perform pavement repair chip seal on Van Vleet Road between Lennon Road and Corunna Road (M-21) in Clayton Township with the funding as follows:

Clayton Township	\$43,200.20
GCRC (Clayton Twp. Allocation Funds)	<u>\$43,200.20</u>
Total Project Cost	\$86,400.40

MOTION CARRIED.

Work Request – Pavement Repair Chip Seal on Bristol Road between Morrish Road and Seymour Road, Clayton Township – In a memorandum dated March 12, 2019, staff requested Board approval to perform pavement repair chip seal on Bristol Road between Morrish Road and Seymour Road in Clayton Township. (Copy of memorandum and cost estimate form filed with official minutes.)

ACTION TAKEN – Motion by Mr. Johnson, seconded by Mr. Dickerson, to authorize the Road Commission to perform pavement repair chip seal on Bristol Road between Morrish Road and Seymour Road in Clayton Township with the funding as follows:

Clayton Township	\$40,480.87
GCRC (Clayton Twp. Allocation Funds)	<u>\$40,480.88</u>
Total Project Cost	\$80,961.75

MOTION CARRIED.

Work Request – Crack Sealing on Jennings Road between Lahring Road and Thompson Road, Fenton Township – In a memorandum dated March 13, 2019, staff requested Board approval to perform crack sealing on Jennings Road between Lahring Road and Thompson Road in Fenton Township. (Copy of memorandum and cost estimate form filed with official minutes.)

ACTION TAKEN – Motion by Mr. Johnson, seconded by Mr. Dickerson, to authorize the Road Commission to perform crack sealing on Jennings Road between Lahring Road and Thompson Road in Fenton Township with the funding as follows:

Fenton Township	\$11,570.41
GCRC	<u>\$ 0.00</u>
Total Project Cost	\$11,570.41

MOTION CARRIED.

Work Request – Crack Sealing in Silver Landings Subdivision, Wenwood Drive and S. Lake Valley Drive, Fenton Township – In a memorandum dated March 13, 2019, staff requested Board approval to perform crack sealing in Silver Landings Subdivision, Wenwood Drive and S. Lake Valley Drive in Fenton Township. (Copy of memorandum and cost estimate form filed with official minutes.)

ACTION TAKEN – Motion by Mr. Johnson, seconded by Mr. Dickerson, to authorize the Road Commission to perform crack sealing in Silver Landings Subdivision, Wenwood Drive and S. Lake Valley Drive in Fenton Township with the funding as follows:

Fenton Township	\$13,763.56
GCRC	<u>\$ 0.00</u>
Total Project Cost	\$13,763.56

MOTION CARRIED.

Work Request – Aggregate Resurfacing on Odell Road and Thompson Road, west of Linden Road, Fenton Township – In a memorandum dated March 15, 2019, staff requested Board approval to perform aggregate resurfacing on Odell Road and Thompson Road, west of Linden Road, in Fenton Township. (Copy of memorandum and cost estimate form filed with official minutes.)

ACTION TAKEN – Motion by Mr. Johnson, seconded by Mr. Dickerson, to authorize the Road Commission to perform aggregate resurfacing on Odell Road and Thompson Road, west of Linden Road, in Fenton Township with the funding as follows:

Fenton Township	\$11,136.41
GCRC (Fenton Twp. Allocation Funds)	<u>\$11,136.42</u>
Total Project Cost	\$22,272.83

MOTION CARRIED.

Work Request – Paving Overlay on Kurtz Avenue, Genesee Township – In a memorandum dated March 13, 2019, staff requested Board approval to perform paving overlay on Kurtz Avenue from Saginaw Street to the concrete section in Genesee Township. (Copy of memorandum and cost estimate form filed with official minutes.)

ACTION TAKEN – Motion by Mr. Johnson, seconded by Mr. Dickerson, to authorize the Road Commission to perform paving overlay on Kurtz Avenue from Saginaw Street to the concrete section in Genesee Township with the funding as follows:

Genesee Township	\$60,042.75
GCRC (Genesee Twp. Allocation Funds)	\$ 0.00
Total Project Cost	\$60,042.75

MOTION CARRIED.

Work Request – Paving Overlay on Lewis Road from M-54 to Frances Road, Genesee Township – In a memorandum dated March 13, 2019, staff requested Board approval to perform paving overlay on Lewis Road from M-54 to Frances Road in Genesee Township. (Copy of memorandum and cost estimate form filed with official minutes.)

ACTION TAKEN – Motion by Mr. Johnson, seconded by Mr. Dickerson, to authorize the Road Commission to perform paving overlay on Lewis Road from M-54 to Frances Road in Genesee Township with the funding as follows:

Genesee Township	\$46,284.23
GCRC (Genesee Twp. Allocation Funds)	<u>\$46,284.24</u>
Total Project Cost	\$92,568.47

MOTION CARRIED.

Work Request – Paving Overlay on Lewis Road from Stanley Road to Mt. Morris Road, Genesee Township – In a memorandum dated March 13, 2019, staff requested Board approval to perform paving overlay on Lewis Road from Stanley Road to Mt. Morris Road in Genesee Township. (Copy of memorandum and cost estimate form filed with official minutes.)

ACTION TAKEN – Motion by Mr. Johnson, seconded by Mr. Dickerson, to authorize the Road Commission to perform paving overlay on Lewis Road from Stanley Road to Mt. Morris Road in Genesee Township with the funding as follows:

Genesee Township	\$ 76,572.08
GCRC (Genesee Twp. Allocation Funds)	<u>\$ 76,572.09</u>
Total Project Cost	\$153,144.17

MOTION CARRIED.

Work Request – Paving Overlay, Walter Street from Alexandrine Street to Burns Street, Genesee Township – In a memorandum dated March 13, 2019, staff requested Board approval to perform paving overlay on Walter Street from Alexandrine Street to Burns Street in Genesee Township. (Copy of memorandum and cost estimate form filed with official minutes.)

ACTION TAKEN – Motion by Mr. Johnson, seconded by Mr. Dickerson, to authorize the Road Commission to perform paving overlay on Walter Street from Alexandrine Street to Burns Street in Genesee Township with the funding as follows:

Genesee Township	\$76,521.32
GCRC (Genesee Twp. Allocation Funds)	<u>\$ 0.00</u>
Total Project Cost	\$76,521.32

MOTION CARRIED.

Work Request – Paving Overlay, Jennings Road from Coldwater Road to Stanley Road, Mt. Morris Township – In a memorandum dated March 15, 2019, staff requested Board approval to perform paving overlay on Jennings Road from Coldwater Road to Stanley Road in Mt. Morris Township. (Copy of memorandum and cost estimate form filed with official minutes.)

ACTION TAKEN – Motion by Mr. Johnson, seconded by Mr. Dickerson, to authorize the Road Commission to perform paving overlay on Jennings Road from Coldwater Road to Stanley Road in Mt. Morris Township with the funding as follows:

Mt. Morris Township	\$44,008.57
GCRC (Mt. Morris Twp. Allocation Funds)	<u>\$44,008.58</u>
Total Project Cost	\$88,017.15

MOTION CARRIED.

MANAGING DIRECTOR REPORT

Managing Director, Mr. Fred Peivandi acknowledged the retirement of GCRC employee Daniel Thorpe, for his 25 years of service to the Road Commission.

Mr. Peivandi stated that Finance Director, Ms. Coetta Adams would be retiring after more than 26 years' of service to the Road Commission. Her retirement date will be effective May 04, 2019 and last day worked will be May 03, 2019. The Board thanked Ms. Adams for her years of service and the excellent job she has done in the Finance Department. Mr. Peivandi stated Coetta Adams has done an outstanding job as Finance Director and that he will ask Dianna Robertson to fill in as interim until a permanent replacement can be found.

Chairperson Mandelaris stated that Ms. Adams' has a key position in this organization and she will be very hard to replace.

2019 NACE Conference in Wichita, Kansas - April 14 thru April 18, 2019 - Managing Director Fred Peivandi, stated that he would be attending the 2019 NACE Conference in Wichita, Kansas the week of April 14 through April 18, 2019 and will be absent from the next Board meeting. The Board approved his attendance at this conference at the March 05, 2019 Board Meeting.

Sage Group HR Consultants - Human Resource Director, Ms. Donna Poplar gave the Board an update on the Sage Group HR consultants. Staff met with the consultants three weeks ago and it was a very productive meeting. Staff will be meeting with them again on Thursday, April 04, 2019. This will be a working meeting where they will actually begin the process of auditing the HR Department and begin to look at salary, wages and HR record retention procedures. Sage Group will be finished with their consultant work in mid-June.

Disclosure Statement for Director of Engineering – Donna Poplar stated that the Human Resource Department completed a disclosure statement with Eric Johnston, Director of Engineering as it relates to his previous employment with Rowe Engineering. It was determined that there is no conflict of interest with Rowe Engineering. The disclosure statement is required to clarify and insure we are protected as an employer.

ACTION TAKEN - Motion by Mr. Johnson, seconded by Mr. Kautman-Jones, to accept the Manager Director's report.

MOTION CARRIED.

COMMISSIONER'S CONCERNS

Commissioner Dickerson thanked Ms. Coetta Adams for the work she has done at the Road Commission and stated it will be hard to replace her after her retirement.

Commissioner Kautman-Jones acknowledged the retirement of employee Daniel Thorpe and upcoming retirement of Coetta Adams and thanked both of them for their years of service at the Road Commission.

Chairperson Mandelaris requested more information from Human Resource Director Donna Poplar, regarding the Sage Group HR Consultants. Ms. Poplar responded that GCRC would benefit from their expertise in wages, salary and HR audit and record retention requirements. Commissioner Kautman-Jones agreed that record retention for a human resource department is

much different than the needs for a financial department.

Chairperson Mandelaris asked if there was anything further we could do to help residents, Al and Evelyn Marks., regarding the poor condition of their road. Managing Director Peivandi stated that this is a private road, as well as in the jurisdiction of Saginaw County Road Commission, which is why he gave them options to explore in his response to them.

ADJOURNMENT

Chairperson Mandelaris, without objection, adjourned the meeting at 10:36 a.m.

JOHN J. GLEASON
Clerk/Register

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

/lbk

04/02/19