

GENESEE COUNTY ROAD COMMISSION

BOARD MEETING MINUTES

July 09, 2019

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 St., Flint, Michigan 48503-3995.

ROLL CALL

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

Absent: Shirley Kautman-Jones, Commissioner (excused)

Others Present: Fred Peivandi, Eric Johnston, Anthony, Branch, Donna Poplar, Randy Dellaposta, Tracy Kahn, Stephanie Jaeger, Bill DiLorenzo, Corey Jarbeau, Bonnie Wood, Herb Herrick, (Genesee County Road Commission Staff), Attorney Bill Henn (Henn Lesperance, PLC), Gayle Cummings (MCRCSIP), Margaret Perry, Bob Slattery (City of Burton – DPW), Mark Adas, (City of Flint), Andrew Dixon, (LCRC), Dr. Kenneth Wolfe, Destain Gingell (Incident Management Team), Linda Kossak, Secretary of the Board of Road Commissioners.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chairperson Mandelaris.

APPROVAL OF AGENDA

ACTION TAKEN – Motion by Mr. Johnson, seconded by Mr. Arceo, to approve the agenda for July 09, 2019

MOTION CARRIED.

APPROVAL OF MINUTES

ACTION TAKEN - Motion by Mr. Dickerson, seconded by Mr. Arceo, to approve the minutes for the June 04, 2019 Board meeting.

Chairperson Mandelaris stated that during the last meeting, Commissioner Kautman-Jones requested that the Managing Director evaluations be conducted every year as opposed to every 2 years. Chairperson Mandelaris requested the Board members present consider whether the Board should conduct these evaluations every year or every 2 years.

The Board members present unanimously said they wished to keep the evaluations every 2 years. Chairperson Mandelaris stated the Managing Director evaluations would be kept at 2 years.

MOTION CARRIED.

MEETINGS, HEARINGS, PRESENTATIONS, AND INFORMATION

Tuesday, July 09, 2019

10:00 a.m. - Board Meeting

10:05 a.m. – Attorney Bill Henn, Henn Lesperance (MCRCSIP) – Presentation in Developments in Wired and Wireless Permits.

10:35 a.m. – Dr. Kenneth Wolfe, Incident Management Team – Presentation on Workplace Violence Prevention.

Tuesday, July 23, 2019

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

10:00 a.m. – Board Meeting

10:05 a.m. – Sage Solutions Group – Presentation on the findings regarding the review of salary and job responsibilities of Road Commission employees.

PUBLIC ADDRESS THE BOARD

None.

PRESENTATIONS

Wired and Wireless Permits - Attorney Bill Henn (Henn Lesperance PLC), representing the Michigan County Road Commission Self-Insurance Pool, gave a presentation to the Board regarding the recent developments in wired and wireless permits. Attorney Henn outlined recent changes made in the Michigan legislature as it pertains to road agencies and municipalities in the state of Michigan and fielded questions from staff members.

Workplace Violence Prevention and Training - Dr. Kenneth Wolfe, Incident Management Team gave a presentation on Workplace Violence Prevention and an overview of the training his firm will be providing to the employees of the Genesee County Road Commission. Mr. Wolfe presented a summation of his firm and the different organizations they have worked with in the past. Mr. Wolfe outlined how they can help organizations handle their workplace violence prevention program.

CORRESPONDENCE

INCOMING

Letter correspondence from Mr. Joshua Freeman, Board & Capital Projects Coordinator, Genesee County Board of Commissioners - re: Base Annual Salaries of the Genesee County Road Commissioners – In a memorandum dated May 28, 2019, Mr. Joshua Freeman, Board & Capital Projects Coordinator, Genesee County Board of Commissioners, provided a copy of County Resolution 2019-242 authorizing the adjustment of pay for the Genesee County Road Commissioners, stating that members should receive \$9,000 annually and the Chairman should receive \$11,000 annually. (Copy of memorandum and resolution filed with official minutes.)

Letter Correspondence from the Marine Corps Reserve - Toys for Tots Program – Included in the Board packet, was correspondence from the Marine Corps Reserve Toys for Tots regarding recent changes in the annual toy collection box procedures. The letter stated that beginning the Fall of 2019, businesses will be responsible for collecting and returning their toy collection boxes. (Copy filed with official minutes.)

OUTGOING

2020 Local Road Allocation Funds – In a memorandum dated June 21, 2019, Managing Director Fred Peivandi announced the increase in the Road Commission 50/50 allocation funding for the upcoming 2020 fiscal year beginning October 01, 2019. Also included was a breakdown of the monies to be allocated to each Township. (Copy filed with official minutes.)

INTERNAL

None.

INFORMATION

Informational Brochure regarding State Transportation Funding for Construction and Repairing Roads – Included in the Board Packet was an informational brochure provided by State of Michigan Representative, Mike Mueller, 51st District, explaining the state transportation funding for construction and repairing roads disbursement through Public Act 51 of 1951. (Copy filed with official minutes.)

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

Local Road Agreement for Roadway Rehabilitation and HMA Resurfacing of Gale Road – from Black Creek Culvert to Davison Road, Davison Township – In a memorandum dated June 24, 2019, staff requested the Board approves and signs the local road agreement with Davison Township for the resurfacing of Gale Road in Davison Township. (Copy of memorandum and agreement filed with official minutes.)

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Arceo, to approve and sign the duplicate original local road agreements for Roadway Rehabilitation and HMA Resurfacing of Gale Road from Black Creek Culvert to Davison Road in Davison Township with the funding as follows:

Davison Township	\$ 45,000.00
GCRC (50/50 Allocation) Construction	\$ 45,500.00
GCRC (Engineering & Inspection)	<u>\$ 10,000.00</u>
Total Project Cost	\$101,000.00

MOTION CARRIED.

Right of Way Acquisition Costs, Dort Highway Extension Right-of-Way Contract, Grand Blanc Charter Township – In a memorandum dated July 01, 2019, staff requested the Board approve the payments for the Dort Highway Right of Way Acquisition costs in Grand Blanc Charter Township (Copy of memorandum and settlement copies filed with official minutes.)

ACTION CARRIED – Motion by Mr. Dickerson, seconded by Mr. Johnson, to approve the payments for Parcel No. 2 for the Dort Highway Extension Right-of-Way Acquisition Costs and further, directs the Finance Department to draft one (1) check for the total amount on behalf of the Board of County Road Commissioners. Check shall be made payable to the following and drawn from account 201-451-67-B50128-802.002-91:

Parcel No. 2: Joan Zito R/W Acquisition
 Rights of Way Acquisition Cost = \$110,000.00
 Payable to: Joan Zito

MOTION CARRIED.

Ray Road Culvert over the Kimball Drain, Local Road Agreement for construction, Mundy and Fenton Charter Townships – In a memorandum dated June 24, 2019, staff requested the Board of County Road Commissioners approve and sign the local road agreement with both Mundy and Fenton Charter Townships for the replacement of the Ray Road Culvert over the Kimball Drain. (Copy of memorandum and local road agreement filed with official minutes.)

ACTION TAKEN – Motion by Mr. Arceo, seconded by Mr. Dickerson, to approve and sign the duplicate originals of the local road agreement with both Mundy Charter Township and Fenton Charter Township for the replacement of the Ray Road Culvert over the Kimball Drain with the funding as follows:

Genesee County Road Commission	\$112,500.00
Mundy Charter Township	\$ 18,750.00
Fenton Charter Township	<u>\$ 18,750.00</u>
Total Project Cost	\$150,000.00

MOTION CARRIED.

Issuance of a Purchase Order for the Engineering Department, Construction Survey and Staking – Multiple Bridge Contracts in Davison, Gaines, Genesee, Flint and Mundy Township(s) - In a memorandum dated July 01, 2019, staff requested the Board approve the Purchase Order to Rowe Professional Services Company for Construction Survey and Staking Services for multiple bridge contracts in Davison, Gaines, Genesee, Flint and Mundy Township(s). (Copy of memorandum and blanket purchase order filed with official minutes.)

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Arceo, to approve the issuance of a Purchase Order to Rowe Professional Services Company for the Engineering Department Construction and Surveying and Staking Services for a total amount not to exceed \$25,000 in Davison, Gaines, Genesee, Flint and Mundy Township(s).

MOTION CARRIED.

Issuance of a Purchase Order to Incident Management Team for Workplace Violence Prevention – In a memorandum dated June 21, 2019, staff requested the Board approve the issuance of a Purchase Order to Incident Management Team for a Workplace Violence Prevention Training System. (Copy of memorandum and cost proposal filed with official minutes.)

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Johnson, to approve the issuance of a Purchase Order to Incident Management Team in an amount of \$17,000 for Workplace Violence Prevention Training System.

MOTION CARRIED.

Issuance of a Purchase Order to Michigan CAT for the purchase of a Widener Shoulder Machine with Accessories – In a memorandum dated June 21, 2019, staff requested the Board approve the issuance of a Purchase Order to Michigan CAT for one (1) 2019 Road Widener FH-R Shoulder Machine with Accessories. (Copy of memorandum and sales agreement filed with official minutes.)

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Johnson, to approve the issuance of a Purchase Order to Michigan CAT for one (1) 2019 Road Widener FH-R Shoulder Machine with Accessories in the amount of \$59,037.06.

MOTION CARRIED.

Issuance of a Purchase Order to National Highway Maintenance System for Polymer Sealant Material – In a memorandum dated June 12, 2019, staff requested the Board approve the issuance of a Purchase Order to National Highway Maintenance System for the purchase of Polymer Sealant Material. (Copy of memorandum and proposal filed with official minutes.)

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Johnson, to approve the issuance of a Purchase Order to National Highway Maintenance System in an amount of \$46,040.00 for Polymer Sealant Material.

MOTION CARRIED.

Ratification of Vouchers totaling \$3,936,034.36 – (Copies filed with official minutes.)

Voucher #V-40481

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Johnson, to ratify Voucher #40481 in the amount of \$501,379.38.

VOTE ON MOTION:

Yes: Mandelaris, Johnson, Arceo, Dickerson

No: None

MOTION CARRIED.

Voucher #V-40482

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Johnson, to ratify Voucher #40482 in the amount of \$378,915.83.

VOTE ON MOTION:

Yes: Mandelaris, Johnson, Arceo, Dickerson

No: None

MOTION CARRIED.

Voucher #V-40483

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Johnson, to ratify Voucher #40483 in the amount of \$2,331,319.11.

VOTE ON MOTION:

Yes: Mandelaris, Johnson, Arceo, Dickerson

No: None

MOTION CARRIED.

Voucher #V-40484

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Johnson, to ratify Voucher #40484 in the amount of \$546,024.80.

VOTE ON MOTION:

Yes: Mandelaris, Johnson, Arceo, Dickerson

No: None

MOTION CARRIED

Voucher #V-40485

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Mr. Johnson, to ratify Voucher #40485 in the amount of \$178,395.24.

VOTE ON MOTION:

Yes: Mandelaris, Johnson, Arceo, Dickerson

No: None

MOTION CARRIED.

CONSENT

Work Request for Asphalt Repair on Seymour Road, north of Farrand Road to Lake Road and Lake Road, west of Seymour Road to Nichols Road, Montrose Township – In a memorandum dated June 20, 2019, staff requested the Board approve the work request for asphalt repair on Seymour Road, north of Farrand Road to Lake Road and Lake Road, west of Seymour Road to Nichols Road, Montrose Township. (Copy of memorandum filed with official minutes.)

ACTION TAKEN – Motion by Mr. Johnson, seconded by Mr. Arceo, to authorize the work request for asphalt repair Seymour Road, north of Farrand Road to Lake Road and, Lake Road, west of Seymour Road to Nichols Road, Montrose Township with the funding as follows:

Montrose Township	\$8,840.00
GCRC	<u>\$ 0.00</u>
Total	\$8,840.00

MOTION CARRIED.

Work Request for Aggregate Resurfacing on Baxter Road between Mt. Morris Road and Sanders Road and Sanders Road between Baxter Road and the Dead End, Fenton Township - In a memorandum dated June 24, 2019, staff requested the Board approve the work request for aggregate resurfacing on Baxter Road between Mt. Morris Road and Sanders Road, and Sanders Road between Baxter Road and the dead end, Fenton 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 Baxter Road between Mt. Morris Road and Sanders Road, and Sanders Road between Baxter Road and the dead end, Fenton Township with the funding as follows:

Fenton Township	\$19,327.22
GCRC	<u>\$19,327.22</u>
Project Total	\$38,654.45

MOTION CARRIED.

Work Request for Crack Sealing in Centennial Oaks Subdivision, Vienna Township – In a memorandum dated June 19, 2019, staff requested the Board approve the work request for crack sealing in Centennial Oaks Subdivision, Vienna Township. (Copy of memorandum and cost sheet(s) filed with official minutes.)

ACTION TAKEN – Motion by Mr. Johnson, seconded by Mr. Arceo, to approve the work request for crack sealing in Centennial Oaks Subdivision, Vienna Township, with the funding as follows:

Vienna Township	\$2,251.19
GCRC	\$ 0.00
Total	\$2,251.19

MOTION CARRIED.

MANAGING DIRECTOR REPORT

Dort Highway Extension Project - Director of Engineering, Mr. Eric Johnston updated the Board on the status of the Dort Highway Extension project. Mr. Johnston stated we are down to the final three property acquisitions, which are Old Cook Road, the Genesys property and the section through Consumers Energy right-of-way under the high-tension lines.

Mr. Johnston said there have been some hold ups in the progress of the project. The Michigan Department of Transportation (MDOT) in Lansing wants to review the permit process and there have been some environmental concerns (possible snake habitat). He stated that usually the permit review process is performed at the TSC level (Davison TSC) but due to the scope of the project, MDOT is treating this as a regular MDOT project and furthermore, although this was an ideal habitat area for snakes, no snakes were found.

Mr. Johnston said the Road Commission plans to split the project into 2 phases; Cook Road north to the Interchange to be completed this fall and south between Baldwin Road to Cook Road should begin in the spring of 2020.

COMMISSISONER’S CONCERNS

Commissioner Dickerson addressed the un-signed letter that the Board members received last week regarding the GPS information. He stated that if someone has concerns they should come to the Board meeting and address the Board members directly.

Human Resource Director, Ms. Donna Poplar requested that due to the specific information contained in that letter (GPS information), an employee must have written this letter. She would like to request that Operations Director, Randy Dellaposta investigate who looked up this GPS information in order to see who wrote this letter. Mr. Dellaposta stated that, with the Board and Managing Director’s approval, he would call the company today (Verizon) and find out who queried this information.

Managing Director Evaluations - Chairperson Mandelaris received the Managing Director's evaluations from the Board members. Mr. Mandelaris stated that his role at this point is to compile the information and make a composite of the evaluations. Chairperson Mandelaris stated that if the members wish to discuss their evaluation with the Managing Director, they could meet with him individually.

County Board Resolution – Chairperson Mandelaris stated that the letter we received from the County Board regarding Resolution 2019-242, which is in today's Board packet, VIII Correspondence Item A-1, had an error. Chairperson Mandelaris contacted the County and had the Resolution corrected to read 2019-266, which he presented this morning, to be filed with the official minutes and for staff files.

Michigan CAT Shoulder Widening Machine - Commissioner Arceo asked Operations Director, Randy Dellaposta if Michigan CAT will be providing training to use the Shoulder Widening Machine and if we have sufficient storage capabilities for this machine. Mr. Dellaposta stated that Michigan CAT provided training during the demonstration and training is included in the purchase price. Mr. Dellaposta also stated that the machine would be stored in a GCRC building and money was available in the 2018-2019 budget to purchase this equipment.

ADJOURNMENT

With no objections, Chairperson Mandelaris adjourned the meeting at 11:50 a.m.

JOHN J. GLEASON
Clerk/Register

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

lbk

7/09/19