

GENESEE COUNTY ROAD COMMISSION

BOARD MEETING

March 16, 2021

MINUTES

CALL TO ORDER

Chairperson Dickerson 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: Cloyce Dickerson, Chairperson
John Mandelaris, Vice Chairperson
David Arceo, Commissioner
Timothy Elkins, Commissioner
Cathy Lane, Commissioner

Absent: None

Others Present: Fred Peivandi, Eric Johnston, Randy Dellaposta, Donna Poplar, Tracy Khan, Anthony Branch (Genesee County Road Commission Staff), Karyn Miller, Flint Township Supervisor (remotely), Shirley Kautman-Jones, Atlas Township Supervisor (remotely), Linda Kossak, Secretary of the Board of Road Commissioners

Chairperson Dickerson commented that former Road Commissioner, Robert Johnson had surgery and said he is doing well and recuperating at home.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chairperson Dickerson.

APPROVAL OF AGENDA

March 16, 2021 – Agenda

ACTION TAKEN – Motion by Ms. Lane, seconded by Mr. Mandelaris, to approve the March 16, 2021 agenda as presented.

VOTE ON MOTION:

Yes: Mandelaris, Arceo, Lane, Elkins, Dickerson
No: None

MOTION CARRIED.

APPROVAL OF MINUTES

February 09, 2021 Special Board Meeting minutes

ACTION TAKEN – Motion by Mr. Arceo, seconded by Ms. Lane, to approve the February 09, 2021 special board meeting minutes as presented.

VOTE ON MOTION:

Yes: Arceo, Lane, Elkins, Dickerson, Mandelaris
No: None

MOTION CARRIED.

February 16, 2021 Board Meeting Minutes

ACTION TAKEN – Motion by Mr. Arceo, seconded by Ms. Lane, to approve the February 16, 2021 board meeting minutes as presented.

VOTE ON MOTION:

Yes: Arceo, Lane, Elkins, Dickerson, Mandelaris
No: None

MOTION CARRIED.

MEETINGS, PRESENTATIONS, HEARINGS, AND INFORMATION

Friday, April 02, 2021

GCRC closed (non-essential operations) in observance of the Good Friday holiday.

Tuesday, April 06, 2021

10:00 a.m. – Board Meeting

PUBLIC ADDRESS THE BOARD

None.

PRESENTATION

CORRESPONDENCE

INCOMING

None.

OUTGOING

None.

INTERNAL

Retirement System Annual Report – 2020 – In a memorandum dated March 03, 2021, staff provided the Retirement System Annual Report (form 5572) for the year 2020. Form 5572 calculates the funding value of the pension and OPEB plans using a uniform set of assumptions set by the State of Michigan. (Copy filed with official minutes.)

INFORMATION

Fiscal Year 2023 Federal Safety Project Applications – In a memorandum dated March 08, 2021, was a copy of the fiscal year 2023 federal safety project applications submitted to the Michigan Department of Transportation for 12 projects. These projects were chosen using Michigan Department of Transportation selection criteria of fatal or serious incapacitating injury locations, high roadway crash and congestion conditions. (Copy filed with official minutes.)

ACTION TAKEN – Motion by Mr. Mandelaris, seconded by Ms. Lane, to receive and file the correspondence as presented.

VOTE ON MOTION:

Yes: Elkins, Dickerson, Mandelaris, Arceo, Lane

No: None

MOTION CARRIED.

BOARD OF ROAD COMMISSIONERS’ DECISIONS

DISCUSSION

Agreement with the Genesee County Parks & Recreation Commission for Rehabilitation of Gale Road Bridge over the Flint River, Richfield Park in Richfield Township – In a memorandum dated March 08, 2021, staff requested the Board approve the agreement with the Genesee County Parks & Recreation Commission for the cost participation in the bridge rehabilitation of the Gale Road Bridge over the Flint River, Richfield Park in Richfield Township. (Copy of memorandum and agreement filed with official minutes.)

Commissioner Lane asked if the paperwork regarding the engineering & inspection costs totaling \$11,000 could be clarified on who would be paying for this work. Mr. Johnston said that Genesee County Parks & Recreation pays for this portion and it specifies this in the agreement.

ACTION TAKEN – Motion by Mr. Mandelaris, seconded by Mr. Arceo, to approve and sign the duplicate originals of the agreement with the Genesee County Parks & Recreation Commission for the cost participation in the bridge rehabilitation of the Gale Road Bridge over the Flint River, Richfield Park in Richfield Township.

VOTE ON MOTION:

Yes: Lane, Elkins, Dickerson, Mandelaris

No: None

MOTION CARRIED.

Local Road Agreement for Roadway Rehabilitation, Meadows of Grand Blanc Subdivision, Grand Blanc Charter Township - In a memorandum dated March 08, 2021, staff requested the Board approve the Local Road Agreement with Grand Blanc Township for the roadway rehabilitation of the Meadows of Grand Blanc, Grand Blanc Charter Township. (Copy filed with official minutes.)

Commissioner Lane stated that the date on Item #9 on page #2, when the township took the action, was not filled in. She asked that this please be filled in.

ACTION TAKEN – Motion by Mr. Elkins, seconded by Ms. Lane, to approve and sign the duplicate originals of the Local Road Agreement with Grand Blanc Charter Township for the roadway rehabilitation of the Meadows of Grand Blanc Subdivision in Grand Blanc Charter Township.

VOTE ON MOTION:

Yes: Mandelaris, Arceo, Lane, Elkins, Dickerson

No: None

MOTION CARRIED.

Selection of Consultant for Design Services, Meadows of Grand Blanc Subdivision, Grand Blanc Charter Township – In a memorandum dated March 08, 2021, staff requested the Board approve assignment of Wade Trim (a consultant in Group ‘C’ category) to prepare construction plans for Meadows of Grand Blanc Subdivision, Grand Blanc Charter Township. (Copy filed with official minutes.)

ACTION TAKEN – Motion by Ms. Lane, seconded by Mr. Elkins, to approve assignment of Wade Trim (a consultant in Group ‘C’ category) to prepare construction plans for Meadows of Grand Blanc Subdivision, Grand Blanc Charter Township and further, to direct the Chairperson to sign the Consultant Agreement when it is returned.

VOTE ON MOTION:

Yes: Arceo, Lane, Elkins, Dickerson, Mandelaris

No: None

MOTION CARRIED.

Selection of Consultant for Design Services – Primary Culvert Replacement – In a memorandum dated March 03, 2021, staff requested the Board approve assignment of Kraft Engineering (a consultant in Group ‘B’ category) to prepare construction plans for the proposed bridge replacement projects:

- Seymour Road over Goyer Drain (Clayton Twp)
- McKinley Road over unnamed watercourse (Flushing Township)
- Linden Road over Cattail Swamp Drain (Mt. Morris Township)
- Grand Blanc Road over Howland Drain (Mundy Township)
- Grand Blanc Road over Lum Drain (Mundy Township)
- Torrey Road over Branch of Dawe Drain (Mundy Township)

(Copy of memorandum filed with official minutes)

ACTION TAKEN – Motion by Mr. Elkins, seconded by Ms. Lane, to approve assignment of Kraft Engineering (a consultant in Group ‘B’ category) to prepare construction plans for the proposed bridge replacement projects and further, to ratify the Chairperson’s signature on this agreement.

VOTE ON MOTION:

Yes: Lane, Elkins, Dickerson, Mandelaris, Arceo
No: None

MOTION CARRIED

Mt. Morris Road Culvert at the Freeman Drain, Contract Modification #003 – In a memorandum dated March 01, 2021, staff requested the Board approve Contract Modification #003 for the increased work associated with Mt. Morris Road Culvert at the Freeman Drain project, Flushing Township. (Copy of memorandum and contract modification filed with official minutes.)

Commissioner Elkins asked if the additional milling was part of the original project. Mr. Johnston said that the GCRC was replacing the asphalt and discovered the roadway was in poorer condition than we originally anticipated and because it involved only a small portion of roadway, GCRC decided to perform additional milling and paving adjacent to the newly replaced culvert.

ACTION TAKEN – Motion by Mr. Arceo, seconded by Ms. Lane, to approve Contract Modification #003 for the increased work, performed by Wonsley Tree Service Inc., to replace the Mt. Morris Road Culvert at the Freeman Drain in Flushing Township and further, to approve the Director of Engineering to sign Contract Modification #003. (Copy filed with official minutes.)

VOTE ON MOTION:

Yes: Elkins, Dickerson, Mandelaris, Arceo, Lane
No: None

MOTION CARRIED.

Fixed Asset & Capitalization Policy and Resolution – In a memorandum dated March 03, 2021, staff requested the Board approve the Fixed Asset and Capitalization Policy and adopt the Resolution. (Copy of memorandum, policy and resolution filed with official minutes.)

Commissioner Elkins asked if GCRC had consulted with Plante Moran before developing this policy. Finance Director Tracy Khan stated that yes, Plante Moran was consulted.

ACTION TAKEN – Motion by Mr. Elkins, seconded by Mr. Arceo, to approve the Fixed Asset and Capitalization Policy and adoption of the Resolution.

VOTE ON MOTION

Yes: Dickerson, Mandelaris, Arceo, Lane, Elkins

No: None

MOTION CARRIED.

Fund Balance Policy Resolution – In a memorandum dated March 03, 2021, staff requested the Board approve the Fund Balance Policy and Resolution. (Copy of memorandum, policy and resolution filed with official minutes.)

Commissioner Lane said, based on the report the Board received, could this be changed to three months of funds. Finance Director Tracy Khan stated that typically we exceed 3 months of funds in fund balance so 16% should be sufficient.

ACTION TAKEN – Motion by Mr. Arceo, seconded by Mr. Elkins, to approve the Fund Balance Policy and adopt the Resolution which has been developed to define the minimum fund balance requirement, use of fund balance and the measures to be taken should the fund balance fall below the desired minimum.

VOTE ON MOTION

Yes: Mandelaris, Arceo, Lane, Elkins, Dickerson

No: None

MOTION CARRIED.

Ratification of Vouchers totaling \$1,580,989.82 – (Copies filed with official minutes.)

Voucher #V-40663

ACTION TAKEN – Motion by Arceo, seconded by Ms. Lane, to ratify Voucher #40663 in the amount of \$31,096.54.

VOTE ON MOTION:

Yes: Arceo, Lane, Elkins, Dickerson, Mandelaris

No: None

MOTION CARRIED.

Voucher #V-40664

ACTION TAKEN – Motion by Mr. Arceo, seconded by Ms. Lane, to ratify Voucher #40664 in the amount of \$583,140.03.

VOTE ON MOTION:

Yes: Arceo, Lane, Elkins, Dickerson, Mandelaris

No: None

MOTION CARRIED.

Voucher #V-40665

ACTION TAKEN – Motion by Mr. Mandelaris, seconded by Mr. Elkins, to ratify Voucher #40665 in the amount of \$676,621.62.

VOTE ON MOTION:

Yes: Arceo, Lane, Elkins, Dickerson, Mandelaris

No: None

MOTION CARRIED.

Voucher #V-40666

ACTION TAKEN – Motion by Mr. Mandelaris, seconded by Mr. Elkins, to ratify Voucher #40666 in the amount of \$290,131.63.

VOTE ON MOTION:

Yes: Arceo, Lane, Elkins, Dickerson, Mandelaris

No: None

MOTION CARRIED.

CONSENT

Work Request for Aggregate Road Improvements on Cemetery Road from Wilson Road going south towards Dodge Road, Village of Otisville – In a memorandum dated March 08, 2021, staff requested the Board approve the work request for aggregate road improvements on Cemetery Road from Wilson Road going south towards Dodge Road with the funding as follows:

Village of Otisville	\$12,399.20
GCRC	\$ 0.00
Total	\$12,399.20

(Copy filed with official minutes.)

ACTION TAKEN – Motion by Ms. Lane, seconded by Mr. Mandelaris, to approve the work request for aggregate road improvements on Cemetery Road from Wilson Road going south towards Dodge Road in the Village of Otisville.

VOTE ON MOTION:

Yes: Lane, Elkins, Dickerson, Mandelaris, Arceo
No: None

MOTION CARRIED.

Work Request for Mowing at various locations in Montrose Township – In a memorandum dated March 04, 2021, staff requested the Board approve the work request for mowing work in Montrose Township at various locations with the funding as follows:

Montrose Township	\$24,417.24
GCRC	\$ 0.00
Total	\$24,417.24

(Copy filed with official minutes.)

ACTION TAKEN – Motion by Ms. Lane, seconded by Mr. Mandelaris, to approve the work request for mowing work at various locations in Montrose Township.

Commissioner Lane commented that Grand Blanc Township has been mowing the interchange at I-475 and asked what is the policy of the Road Commission at these areas. Maintenance Director Anthony Branch stated that along the expressways we mow according to Michigan Department of Transportation guidelines and perform the mowing when they contract us to mow. Mr. Branch added that if a township wants more areas mowed by the expressways beyond what we maintain, they can get a permit from the Michigan Department of Transportation and pay for the mowing themselves with an outside contractor. In addition, Mr. Branch added if the township wants additional areas mowed outside the road right of way area, the township can pay the Road Commission to have it mowed as Montrose Township did.

VOTE ON MOTION:

Yes: Lane, Elkins, Dickerson, Mandelaris, Arceo
No: None

MOTION CARRIED

MANAGING DIRECTOR REPORT

COVID-19 Update – Human Resource Director Ms. Donna Poplar updated the Board on the current COVID-19 cases at the GCRC. Currently she said we have had fourteen employees testing positive with the virus. Of those fourteen, three employees are out on quarantine and one employee is working remotely. Ms. Poplar added, as of last week, thirty-two employees signed up for the vaccine and twenty-seven received their first shot. Commissioner Lane asked if any employees have had a reaction to the vaccine and Ms. Poplar replied they have not had any serious reactions to her knowledge.

COMMISSIONERS' CONCERNS

Commissioner Arceo thanked everyone for his or her prayers while he was undergoing heart surgery two weeks ago at University of Michigan Hospital.

Code of Conduct for Board Members - Commissioner Lane stated that she has sent out several drafts over the last couple of weeks regarding the Code of Conduct to the Board members, upon the recommendation of the state. She is providing the latest draft, dated the March 16, 2021 and thinks it would be a positive step forward for the Road Commission to adopt this policy. Commissioner Lane thanked all the members for their input regarding the Code of Conduct.

Vice Chairperson Mandelaris said one of the things he objects to is if someone wants to abstain from a motion if you have a cause. He said it ties our hands, limits our ability and is not necessary. Vice Chairperson Mandelaris said that he did talk to our attorney and the attorney said it was not necessary to have our own Code of Conduct. In addition, Mr. Mandelaris wanted to clarify that this request did not come from the state it was a request made by the County Road Association.

Vice Chairperson Mandelaris said that many of these items in this draft copy of the Code of Conduct are covered in the Elliot-Larsen Civil Rights Act and they do not need to be duplicated. Chairperson Mandelaris asked Ms. Poplar what her opinion is on this matter.

Human Resource Director Donna Poplar stated that many of these items are already covered in Road Commission policies as well as the Elliot-Larsen Act. Ms. Poplar said what you need to ask yourself is, "What is missing from our current policies".

Commissioner Arceo stated that he has had many conversations with Commissioner Lane regarding this matter and he is in favor of this Code of Conduct and said that now is the time to adopt this and move forward.

Chairperson Dickerson said he is not in favor of the Code of Conduct because we already have one that was written by County Road Association. Chairperson Dickerson also added that he would like Attorney Tom Derderian to speak to the Board before we adopt this Code of Conduct and give us his opinion.

Commissioner Elkins stated that this Code of Conduct policy is for the Board members not the organization as a whole. The majority of this was created by the County Road Association, said Commissioner Elkins, and attorney Wendy Hardt (Michael Kluck & Associates) wrote the County Road Association Code of Conduct draft.

Vice Chairperson Mandelaris stated that if we are going to adopt this Code of Conduct, we need to do it right and get the correct language put into the document. In addition, Vice Chairperson Mandelaris said that if the Board members sign this document, we would have to present it again, whenever the board members change.

ADJOURNMENT

Chairperson Dickerson, without objection, adjourned the meeting at 10:50 a.m.

JOHN J. GLEASON
Clerk/Register

Linda B. Kossak, Secretary of the
Board of County Road Commissioners
3/16/2021