

**GENESEE COUNTY ROAD COMMISSION**

**BOARD MEETING**

**May 03, 2022**

**MINUTES**

**CALL TO ORDER**

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

Absent: John Mandelaris, Commissioner (excused)

Others Present: Fred Peivandi, Eric Johnston, Randy Dellaposta, Anthony Branch, Tracy Khan, Stephanie Jaeger, Kylie Dontje, Genesee County Road Commission Staff; Marilyn Arceo, Linda Kossak, Secretary of the Board of Road Commissioners

Commissioner Arceo introduced his daughter-in-law, Ms. Marilyn Arceo who is attending this morning's board meeting.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Chairperson Elkins

**APPROVAL OF AGENDA**

May 03, 2022 – Agenda

**ACTION TAKEN** – Motion by Mr. Dickerson, seconded by Mr. Arceo, to approve the May 03, 2022 agenda presented.

**VOTE ON MOTION**

Yes: Lane, Arceo, Dickerson, Elkins

No: None.

**MOTION CARRIED.**

**APPROVAL OF MINUTES**

April 19, 2022 – Board Meeting Minutes

Chairperson Elkins asked that the meeting minutes be approved as amended.

**ACTION TAKEN** – Motion by Ms. Lane, seconded by Mr. Dickerson, to approve the amended minutes of the April 19, 2022 Board Meeting.

**VOTE ON MOTION**

Yes: Arceo, Dickerson, Elkins, Lane

No: None.

**MOTION CARRIED.**

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

Tuesday, May 17, 2022

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

10:00 a.m. – Board Meeting

**PUBLIC ADDRESS THE BOARD**

None.

**CORRESPONDENCE**

**INCOMING**

None.

**OUTGOING**

Letter Correspondence to Genesee County Commissioner Domonique Clemons, Chairperson, regarding the Premium Pay for Road Commission Employees – In a letter dated April 13, 2022, Managing Director Peivandi thanked the Genesee County Board of Commissioners for approving the premium pay for Genesee County Road Commission employees. (Copy filed with official minutes.)

Chairperson Elkins and Vice Chairperson Lane commented that they appreciated the Managing Director for sending a thank you letter to the County Board of Commissioners regarding the premium pay for Road Commission employees.

**INTERNAL**

None.

## **INFORMATION**

None.

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

### **DISCUSSION**

Michigan Department of Transportation Contract No. 22-5195 - Morrish Road/Lennon Road Intersection Roundabout Contract for use of Federal Funds on Preliminary Engineering, Clayton Township – In a memorandum dated April 26, 2022, staff requested the Board approve the Michigan Department of Transportation Contract No. 22-5195 for acceptance of preliminary engineering funds associated with the design of the Morrish/Lennon Road intersection roundabout project, Clayton Township. (Copy filed with official minutes.)

Vice Chairperson Lane asked staff if this project would take a year and a half before we see the finished project. Staff stated that is correct because this is the design engineering stage of the project.

**ACTION TAKEN** – Motion by Mr. Dickerson, seconded by Mr. Arceo, to approve the Michigan Department of Transportation Contract No. 22-5195 for acceptance of preliminary engineering funds associated with the design of the Morrish/Lennon Road intersection roundabout project in Clayton Township and further, authorize two board members to electronically sign the contract for and on behalf of the Board of County Road Commissioners.

### **VOTE ON MOTION**

Yes: Dickerson, Elkins, Lane, Arceo

No: None.

### **MOTION CARRIED.**

Selection of Consultant for Temporary CAD Technician Services – In a memorandum dated April 27, 2022, staff requested the Board approve assignment of Fleis & Vandenbrink to supply temporary CAD Technician Services due to their designated representative being the most experienced working with the Genesee County Road Commission systems and policies. (Copy filed with official minutes.)

Commissioner Lane said in reviewing this proposal, she understands why we are outsourcing this [due to an open position at the Road Commission]. Ms. Lane asked, “Are we looking at hiring employees’ successors before they leave the road commission or promote within the commission?” Eric Johnston stated that we typically do not replace a person until they are gone and employees that retire are required to give at least 30 days’ notice before they leave so there is not a lot of overlap. Once they announce their retirement, we can post the position, and the posting requires 2 - 3 weeks of time. Additionally if someone is hired, normally they require a notice of leave at their old position that adds an additional 2 weeks to the timeline. With this position Mr. Johnston added, we are not only looking for a CAD person, but we are

looking for someone that can train the other staff members to do CAD. This will allow us to 1) meet the requirements to allow the additional staff to move up to higher levels and 2) give us an individual who is very confident to perform CAD at the Road Commission.

**ACTION TAKEN** – Motion by Mr. Dickerson, seconded by Ms. Lane, to approve assignment of Fleis & Vandenbrink to supply temporary CAD Technician Services due to their designated representative being most experienced with the Genesee County Road Commission systems and policies and will not require additional orientation. Furthermore, the Board of County Road Commissioners authorize the Chairperson to sign the agreement on behalf of the Board of County Road Commissioners.

**VOTE ON MOTION**

Yes: Elkins, Lane, Arceo, Dickerson

No: None.

**MOTION CARRIED.**

Selection of Consultant for Design Services, Fiscal Year 2021/2022 State/Local Funded Roundabout Design Projects – In a memorandum dated April 25, 2022, staff requested the Board approve assignment of OHM Advisors, (a consultant in Group ‘A’ category) to prepare construction plans for the proposed fiscal year 2021/2022 Federal/State/Local funded road design projects. (Copy filed with official minutes.)

Commissioner Arceo said these particular project locations, N. Morrish Road as well as Lennon Road are areas that need to be addressed. How many years did they go back to study the accidents and safety issues before they decided on these two intersections? Eric Johnston stated that Metropolitan Planning goes back three years and if there is a fatality, they go back five years for the study.

**ACTION TAKEN** – Motion by Ms. Lane, seconded by Mr. Dickerson, to approve the assignment of OHM Advisors, (a consultant in Group ‘A’ category) to prepare construction plans for the proposed fiscal year 2021/2022 federal/state/local funded road design projects and further, authorize the Chairperson to sign the Consultant Agreement on behalf of the Board of County Road Commissioners when returned.

**VOTE ON MOTION**

Yes: Lane, Arceo, Dickerson, Elkins

No: None.

**MOTION CARRIED.**

Selection of Consultant for Design Services – Bridge Deck Epoxy Overlay, Various Locations – In a memorandum dated April 27, 2022, staff requested the Board approve assignment of Wade Trim, (a consultant in Group ‘B’ category) to prepare construction plans for the proposed bridge deck epoxy overlay projects. (Copy of memorandum filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Dickerson, seconded by Ms. Lane, to approve the assignment of Wade Trim, (a consultant in Group ‘B’ category) to prepare construction plans for the proposed bridge deck epoxy overlay projects at various locations in the county and further, to authorize the Chairperson to sign the agreement on behalf of the Board of County Road Commissioners.

**VOTE ON MOTION**

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

**MOTION CARRIED.**

Approval of Consultant for Construction Inspection and Staking, Misty Meadows Roadway Rehabilitation, Grand Blanc Township – In a memorandum dated April 25, 2022, staff requested the Board approve the issuance of a blanket Purchase Order to Wade Trim for Construction Inspection and Staking for the Misty Meadows Roadway Rehabilitation project, Grand Blanc Charter Township. (Copy filed with official minutes.)

Vice Chairperson Lane asked if this was part of the Special Assessment District. Staff stated that yes, it is part of the Special Assessment District.

**ACTION TAKEN** – Motion by Mr. Dickerson, seconded by Mr. Arceo, to approve the issuance of a blanket Purchase Order to Wade Trim for Construction Inspection and Staking in an amount of \$23,250.00 for the Misty Meadows Roadway Rehabilitation project, Grand Blanc Charter Township.

**VOTE ON MOTION:**

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

**MOTION CARRIED**

Issuance of a Purchase Order to Michigan CAT for three (3) Hydraulic Angle Brooms – In a memorandum dated April 12, 2022, staff requested the Board approve the issuance of a Purchase Order to Michigan CAT for three (3) hydraulic angle brooms. (Copy filed with official minutes.)

2022 CAT BA30 24V Hydraulic Angle Broom Fusion	\$19,193.93 (each)
Total for three (3) Hydraulic Angle Brooms	\$57,581.79

**ACTION TAKEN** – Motion by Mr. Dickerson, seconded by Ms. Lane, to approve the issuance of a Purchase Order to Macallister Machinery Company d/b/a Michigan CAT for three (3) hydraulic angle brooms in an amount of \$57,581.79.

**VOTE ON MOTION:**

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

**MOTION CARRIED.**

Administrative Services Contract Blue Cross Blue Shield of Michigan – In a memorandum dated April 21, 2022, staff requested the Board approve the Blue Cross Blue Shield quarterly settlement report for the period covering December 2021 to February 2022. (Copy filed with official minutes.)

Vice Chairperson Lane commented that she understands that this report is based on the health care provided to employees and she noticed this increased from the last quarterly settlement. Finance Director Tracy Khan stated that it is based on previous activity (claims) for the last 12-month period.

**ACTION TAKEN** – Motion by Mr. Dickerson, seconded by Ms. Lane, to approve the Blue Cross Blue Shield of Michigan quarterly settlement report for the period covering December 2021 to February 2022 and further, authorize the wire transfer of funds to Blue Cross Blue Shield of Michigan in the amount of \$329,328 each, prior to the first day of June, July and August 2022.

**VOTE ON MOTION:**

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

**MOTION CARRIED.**

Ratification of Voucher Nos. 40795, 40796, 40797, 40798 and 40799 totaling \$3,599,651.02 – (Copies filed with official minutes.)

**ACTION TAKEN** – Motion by Ms. Lane, seconded by Mr. Arceo, to ratify the following Vouchers totaling \$3,599,651.02:

Voucher #40795 in the amount of \$520,332.40  
Voucher #40796 in the amount of \$40,664.26  
Voucher #40797 in the amount of \$348,765.69  
Voucher #40798 in the amount of \$2,173,572.93  
Voucher #40799 in the amount of \$516,315.74

**VOTE ON MOTION:**

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

**MOTION CARRIED.**

**CONSENT**

Work Request for Aggregate Resurfacing on Henderson Road from Coolidge Road to Hegel Road, Atlas Township – In a memorandum dated April 25, 2022, staff requested the Board

approve the aggregate resurfacing work on Henderson Road from Coolidge Road to Hegel Road, Atlas Township with the funding as follows:

Atlas Township	\$32,521.29
GCRC	<u>\$32,521.30</u>
Total Project Cost	\$65,042.59

(Copy filed with official minutes.)

Chairperson Elkins asked for an explanation of the discrepancy in the dollar amount. Staff stated that there are two separate estimates that must be added together to get the total cost.

**ACTION TAKEN** – Motion by Mr. Dickerson, seconded by Ms. Lane, to approve the work request for aggregate resurfacing on Henderson Road from Coolidge Road to Hegel Road, Atlas Township.

VOTE ON MOTION:

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

**MOTION CARRIED**

Work Request for Aggregate Resurfacing Henderson Road from Hegel Road to Green Road, Atlas Township – In a memorandum dated April 25, 2022, staff requested the Board approve the aggregate resurfacing work on Henderson Road from Hegel Road to Green Road requested by Atlas Township, with the funding as follows:

Atlas Township	\$35,006.65
GCRC	<u>\$35,006.66</u>
Total Project Cost	\$70,013.31

(Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Dickerson, seconded by Mr. Arceo, to approve the work request for aggregate resurfacing on Henderson Road from Hegel Road to Green Road, Atlas Township.

VOTE ON MOTION:

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

**MOTION CARRIED**

Work Request for Aggregate Resurfacing on Henderson Road from Green Road to Kipp Road, Atlas Township – In memorandum dated April 25, 2022, staff requested the Board approve the aggregate resurfacing work on Henderson Road from Green Road to Kipp Road, Atlas Township, with the funding as follows:

Atlas Township	\$38,515.80
GCRC	<u>\$38,515.80</u>
Total Project Cost	\$77,031.60

(Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Arceo, seconded by Ms. Lane, to approve the work request for aggregate resurfacing on Henderson Road to Green Road to Kipp Road, Atlas Township.

**VOTE ON MOTION:**

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

**MOTION CARRIED**

Work Request for Aggregate Resurfacing Green Road from Washburn Road to Henderson Road, Atlas Township – In memorandum dated April 25, 2022, staff requested the Board approve the aggregate resurfacing work on Green Road from Washburn Road to Henderson Road, Atlas Township, with the funding as follows:

Atlas Township	\$36,943.65
GCRC	<u>\$36,943.66</u>
Total Project Cost	\$73,887.31

(Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Dickerson, seconded by Ms. Lane, to approve the work request for aggregate resurfacing on Green Road from Washburn Road to Henderson Road, Atlas Township.

**VOTE ON MOTION:**

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

**MOTION CARRIED**

Work Request for Milling and Paving on Bowles Drive from North Long Lake S’ly to end of pavement, Fenton Township – In a memorandum dated April 11, 2022, staff requested the Board approve the aggregate resurfacing work on Bowles Drive from North Long Lake S’ly to end of pavement, requested by Fenton Township, with the funding as follows:

Fenton Township	\$55,000.00
GCRC	<u>\$ 0.00</u>
Total Project Cost	\$55,000.00

(Copy filed with official minutes.)



**ACTION TAKEN** – Motion by Mr. Dickerson, seconded by Mr. Arceo, to approve the work request for milling and paving on Bowles Drive from North Long Lake S'ly to end of pavement, Fenton Township.

VOTE ON MOTION:

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

**MOTION CARRIED**

Work Request for Aggregate Resurfacing on Cook Road from Morrish Road to Seymour Road, Gaines Township – In a memorandum dated April 25, 2022, staff requested the Board approve the work request for aggregate resurfacing on Cook Road from Morrish Road to Seymour Road, Gaines Township with the funding as follows:

Gaines Township	\$29,579.22
GCRC	<u>\$29,579.23</u>
Total Project Cost	\$59,158.45

(Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Arceo, seconded by Ms. Lane, to approve the work request for aggregate resurfacing on Cook Road from Morrish Road to Seymour Road, Gaines Township.

VOTE ON MOTION:

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

**MOTION CARRIED**

Work Request for Aggregate Resurfacing on Baldwin Road from Van Vleet Road to Duffield Road, Gaines Township - In a memorandum dated April 25, 2022, staff requested the Board approve the work request for aggregate resurfacing on Baldwin Road from Van Vleet Road to Duffield Road, Gaines Township with the funding as follows:

Gaines Township	\$ 57,163.11
GCRC	<u>\$ 57,163.12</u>
Total Project Cost	\$114,326.23

(Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Dickerson, seconded by Ms. Lane, to approve the work request for aggregate resurfacing on Baldwin Road from Van Vleet Road to Duffield Road, Gaines Township.

VOTE ON MOTION:

Yes: Arceo, Elkins, Dickerson, Lane

No: None

**MOTION CARRIED**

Work Request for Aggregate Resurfacing on Hill Road from Duffield Road to County Line, Gaines Township - In a memorandum dated April 25, 2022, staff requested the Board approve the work request for aggregate resurfacing work on Hill Road from Duffield Road to County Line, Gaines Township with the funding as follows:

Gaines Township	\$29,579.22
GCRC	<u>\$29,579.23</u>
Total Project Cost	\$59,158.45

(Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Ms. Lane, seconded by Mr. Arceo to approve the work request for aggregate resurfacing on Hill Road from Duffield Road to county line, Gaines Township.

**VOTE ON MOTION:**

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

**MOTION CARRIED**

Work Request for Pavement Repair, Chip Seal and Fog Seal on Sharp Road from Grand Blanc Road to Reid Road, Mundy Township – In a memorandum dated April 27, 2022, staff requested the Board approve the pavement repair, chip seal and fog seal work request for Sharp Road from Grand Blanc Road to Reid Road, Mundy Township, with the funding as follows:

Mundy Township	\$45,000.00
GCRC	<u>\$45,000.00</u>
Total Project Cost	\$90,000.00

(Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Dickerson, seconded by Ms. Lane, to approve the work request for pavement repair, chip seal and fog seal on Sharp Road from Grand Blanc Road to Reid Road, Mundy Township.

**VOTE ON MOTION:**

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

**MOTION CARRIED**

Work Request for Cross Culvert Replacement on Brookview Drain between 6380 and 6390 Meadowwood Lane, Grand Blanc Charter Township – In a memorandum dated April 21,

2022, staff requested the Board approve the work request for cross culvert replacement on Brookview Drain between 6380 and 6390 Meadowwood Lane, Grand Blanc Charter Township with the funding as follows:

Grand Blanc Charter Township	\$11,420.85
GCRC	<u>\$11,420.86</u>
Total Project Cost	\$22,841.71

(Copy filed with official minutes.)

Vice Chairperson Lane asked if this was a Special Assessment District project. Staff stated no, this is just a cross culvert replacement.

**ACTION TAKEN** – Motion by Mr. Arceo, seconded by Ms. Lane, to approve the work request for cross culvert replacement on Brookview Drain between 6380 and 6390 Meadowwood Lane, Grand Blanc Charter Township.

VOTE ON MOTION:

Yes: Dickerson, Lane, Arceo, Elkins

No: None

### **MOTION CARRIED**

Vice Chairperson Lane asked staff which district garages are performing these work requests. Staff stated #1 is Atlas District Garage, #2 is Linden District Garage, #3 is Swartz Creek District Garage, #4 is Linden District Garage and #5 is Atlas District Garage.

### **MANAGING DIRECTOR REPORT**

Managing Director Peivandi said that pavement repairs began on May 02 and we have numerous projects we will be working on until the end of the fiscal year.

### **COMMISSIONER'S CONCERNS**

Vice Chairperson Lane said that in addition to our hard working employees in the maintenance department, she wanted to recognize those individuals that help clean up the county by picking up debris on our roadways and stated she appreciates their hard work.

## **ADJOURNMENT**

Chairperson Elkins, without objection, adjourned the meeting at 10:43 a.m.

**JOHN J. GLEASON**

Clerk/Register

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Linda B. Kossak, Secretary of the  
Board of County Road Commissioners  
/lbk 05/03/22