

GENESEE COUNTY ROAD COMMISSION

BOARD MEETING

JULY 6, 2022

MINUTES

CALL TO ORDER

Chairperson Elkins called the meeting of the Genesee County Board of Road Commissioners to order at 10:02 a.m. The meeting was held in the Board Room of the Genesee County Road Commission, 211 W. Oakley Street, Flint, Michigan 48503-3995.

ROLL CALL

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

Others Present: Fred Peivandi, Randy Dellaposta, Tracy Khan, Donna Poplar, Anthony Branch, Kylie Dontje, Gerrad Godley (Genesee County Road Commission Staff), Paul Arceo, Donna Arden, Secretary of the Board of Road Commissioners

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chairperson Elkins.

APPROVAL OF AGENDA

July 6, 2022 – Agenda

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Ms. Lane, to approve the agenda for July 6, 2022, as presented.

VOTE ON MOTION:

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

MOTION CARRIED.

APPROVAL OF MINUTES

June 21, 2022 Board Meeting

ACTION TAKEN – Motion by Ms. Lane, seconded by Mr. Dickerson, to approve the minutes of the June 21, 2022 Board Meeting as amended.

VOTE ON MOTION:

Yes: Mandelaris, Elkins, Lane, Arceo, Dickerson

No: None

MOTION CARRIED.

MEETINGS, PRESENTATIONS, HEARINGS, AND INFORMATION

A. Tuesday, July 19, 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

None.

INTERNAL

Board Advisement – Webster & Garner Blanket Purchase Order increase. To meet the immediate fuel needs of the Road Commission, the blanket purchase order has been increased up to and including 10% for a new total of \$880,000. This action is consistent with the GCRC Purchasing Policy, which allows increases up to 10% of the original approved amount. (No Board action required.)

INFORMATION

None.

BOARD OF ROAD COMMISSIONERS' DECISIONS

DISCUSSION

Approval of Consultant for Construction Inspection and Staking, Irish Road and Lippincott Boulevard Intersection Widening, Davison Township – In a memorandum dated June 21, 2022, staff requested the Board approve the issuance of a blanket purchase order for Construction Inspection and Staking for the Irish Road and Lippincott Boulevard Intersection Widening project in the amount of \$101,441.71 (8.86% of construction bid).
(Copy of memorandum and contract filed with official minutes.)

ACTION TAKEN – Motion by Ms. Lane, seconded by Mr. Dickerson, to approve the issuance of a blanket purchase order to Rowe Professional Service Company as Consultant for Construction Inspection and Staking for the Irish Road and Lippincott Boulevard Intersection widening project.

VOTE ON MOTION:

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

Ms. Lane inquired about the term blanket purchase order. Mr. Dellaposta explained that most of our purchase orders are in the form of a blanket purchase order in that the department is able to draw against the blanket purchase order multiple times instead of more of a single use purchase order. Mr. Peivandi also added that this alleviates staff having to come back to the Board for every single purchase, instead utilize a blanket amount.

Ms. Lane also asked if Rowe has enough staff to handle all of the projects that the Road Commission has awarded them. Mr. Godley stated that Rowe is one of the largest surveying and staking firms in the area and are able to handle all of our projects. Also, surveying and staking has been completed on Dort Highway and is almost complete on the Bristol Road Bridge project.

Mr. Elkins asked when the project would be starting. Mr. Godley stated that he had just talked to the contractor for the project and it will be starting around July 23, 2022.

MOTION CARRIED.

Approval of Amendment to Existing Consultant Inspection and Staking Purchase Order, Misty Meadows Roadway Rehabilitation, Grand Blanc Charter Township – In a memorandum dated June 27, 2022, staff requested the Board approve an amendment to the existing blanket Purchase Order (No. 85229) in an increase of \$12,250.00, bringing the new total amount for the Purchase Order to \$35,500.00. Grand Blanc Charter Township.
(Copy of memorandum and contract filed with official minutes.)

ACTION TAKEN – Motion by Ms. Lane, seconded by Mr. Arceo, to approve the amendment to the existing blanket Purchase Order to Wade Trim for Construction Inspection and Staking in the amount of \$12,250.00, bringing the new amount to \$35,500.00 for the Misty Meadows

Roadway Rehabilitation project.

VOTE ON MOTION:

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

Ms. Lane asked if the Misty Meadows project will be completed this year. Mr. Godley said that it will be completed as the contractor has finished and Ace Asphalt (contracted by the contractor) is working on the completion of the paving of the project.

Mr. Mandelaris asked the reason for the increase. Mr. Godley said the reason for the increase was due to the contractor for the project (Asphalt & Concrete). There have been numerous issues with the contractor who have been in liquidated damages since May 25, 2022. Mr. Peivandi added that the Road Commission will be recovering some of the additional costs through the liquidated damages with the contractor.

MOTION CARRIED.

Approval of Selection of Consultant for Design Services, Peninsular Drive (County Line Road N'y to End), Argentine Township – In a memorandum dated June 27, 2022, staff requested the Board approve the assignment of Fleis & Vandenbrink to prepare plans for Peninsular Drive (County Line Road N'y to End) in the amount of \$28,000.00. Furthermore; staff also requests the Chairperson sign the Consultant Agreement on behalf of the Genesee County Road Commission.

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

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Ms. Lane, to approve assignment of Fleis & Vandenbrink to prepare construction plans for Peninsular Drive (County Line Road N'y to End) and furthermore; authorize the Chairperson to sign the Consultant Agreement on behalf of the Board of County Road Commissioners.

VOTE ON MOTION:

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

MOTION CARRIED.

Approval of Consultant for Construction Staking, Flushing Road Rehabilitation, Eldorado Drive to Ballenger Highway, Flint Township – In a memorandum dated June 27, 2022, staff requested the Board approve the issuance of a blanket Purchase Order to Fleis & Vandenbrink for Construction Staking for the Flushing Road Rehabilitation (Eldorado Drive to Ballenger Highway) in an amount of \$23,000.00 (1.97% of construction bid).

(Copy of memorandum filed with official minutes.)

ACTION TAKEN – Motion by Ms. Lane, seconded by Mr. Arceo, to approve the issuance of a blanket Purchase Order to Fleis & Vandenbrink for Construction Staking in an amount of

\$23,000.00 for the Flushing Road Rehabilitation (Eldorado Drive to Ballenger Highway) project.

VOTE ON MOTION:

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

MOTION CARRIED.

Amendment to the Blanket Purchase Order (No. 84658) to Super-Flite for Oil & Lubricants – In a memorandum dated June 29, 2022, staff requested the Board authorize the amendment of Blanket Purchase Order (No. 84658) to Super-Flite for Oil & Lubricants in the amount of \$15,000.00 raising the total amount to \$60,000.00.
(Copy of memorandum filed with official minutes.)

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Ms. Lane, to authorize the amendment of Blanket Purchase Order (No. 84658) to Super-Flite for Oil & Lubricants reflecting an increase of \$15,000.00; raising the total amount to \$60,000.00.

VOTE ON MOTION:

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

MOTION CARRIED.

Authorization to enter into a Master Service Agreement with ADP – In a memorandum dated June 27, 2022, staff requested the Board to enter into a Master Service Agreement with ADP to utilize the Workforce Now HRMS. The focus of pursuing a new HRMS is to reduce administrative and processing cost, increasing efficiencies and to provide analytics.

ADP Workforce Now	\$49,332.26 Annually
	\$10,975.00 One-time implementation fee
	\$ 3,500.00 One-time data conversion fee

(Copy of memorandum filed with official minutes.)

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Ms. Lane, to enter into a Master Service Agreement with ADP to utilize the Workforce Now HRMS with an annual subscription cost of \$49,332.26 and one-time start-up fees of \$14,475.00.

VOTE ON MOTION:

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

Ms. Lane thanked the committee that worked on finding a solution to benefit the needs of the Finance and Human Resources Departments.

Mr. Mandelaris asked if the Master Service Agreement had been reviewed by the Road Commission attorney. Mr. Dellaposta stated that Attorney Henn reviewed and approved the

agreement between ADP and the Road Commission. Mr. Dellaposta added that all agreements will be reviewed by the Road Commission attorney before approval.

MOTION CARRIED.

Ratification of Vouchers Nos. 40815, 40816, 40817, 40818, 40819, and 40820 totaling \$3,507,469.48 – (Copies filed with official minutes.)

ACTION TAKEN – Motion by Ms. Lane, seconded by Mr. Mandelaris, to ratify the following Vouchers totaling \$3,507,469.48:

- Voucher #40815 in the amount of \$214,619.81
- Voucher #40816 in the amount of \$1,476,158.95
- Voucher #40817 in the amount of \$568,480.17
- Voucher #40818 in the amount of \$1,076.50
- Voucher #40819 in the amount of \$429,898.28
- Voucher #40820 in the amount of \$817,235.77

VOTE ON MOTION:

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

MOTION CARRIED.

CONSENT

Work Request for Aggregate Resurfacing on Farrand Road from M15 (State Road) to Gale Road, Forest Township – In a memorandum dated June 22, 2022, staff requested approval for aggregate resurfacing requested by Forest Township. Aggregate resurfacing work will be done on Farrand Road from M15 (State Road) to Gale Road. Furthermore; staff requests the Chairperson to sign the estimate on behalf of the Board of County Road Commission. (Copy filed with official minutes)

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Ms. Lane, to approve work requested by Forest Township. Aggregate resurfacing work will be done on Farrand Road from M15 (State Road) to Gale Road, using their available matching allocation funds. The Township is paying \$14,259.30 and the Road Commission is paying \$14,259.30. The total cost of this project will be \$28,518.60.

VOTE ON MOTION:

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

Ms. Lane asked what type of material aggregate means. Mr. Peivandi stated that it is limestone on this application. Mr. Branch added that aggregate could be limestone or gravel, but in this

case (stated on the cost estimate) it is limestone.

Ms. Lane also asked about what high friction surface means. Mr. Peivandi said that is the material that is applied to a road to roughen the surface allowing vehicles to maintain a better grip on the roadway. It is utilized on curves in excessive crash areas. The most recent application was on Ballenger Highway just south of Miller Road. Those projects are usually safety funded projects through the Federal Government.

MOTION CARRIED.

Work Request for Aggregate Resurfacing on Van Vleet Road from Cook Road to Baldwin Road, Gaines Township – In a memorandum dated June 22, 2022, staff requested approval for aggregate resurfacing requested by Gaines Township. Aggregate resurfacing work will be done on Van Vleet Road from Cook Road to Baldwin Road. Furthermore; staff requests the Chairperson to sign the estimate on behalf of the Board of County Road Commission.

(Copy filed with official minutes)

ACTION TAKEN – Motion by Mr. Dickerson, seconded by Ms. Lane, to approve work requested by Gaines Township. Aggregate resurfacing work will be done on Van Vleet Road from Cook Road to Baldwin Road, using available matching allocation funds. The Township is paying \$27,901.66 and the Road Commission is paying \$27,901.66. The total cost of this project will be \$55,803.32.

VOTE ON MOTION:

Yes: Mandelaris, Elkins, Lane, Arceo, Dickerson

No: None

MOTION CARRIED.

MANAGING DIRECTOR REPORT

None.

COMMISSIONERS' CONCERNS

Mr. Mandelaris stated that looking at the County Road Association Working Legislative Priorities for 2023 and suggested it for reading by all those that received the publication. Mr. Mandelaris asked about how the Road Commission disposes of dead deer in Genesee County. Mr. Dellaposta stated that BODA (Bodies Of Dead Animals) Act of 1982 outlines specific ways to remove animals. In the past, the animals were removed and disposed of at a landfill or any other means. There is a lot of discussion between Road Commissions, DNR and EGLE as to how to appropriately dispose of these dead animals since landfills are not wanting to accept them anymore. As for now the Road Commission follows the BODA Act of 1982 as to how to dispose of these animals which includes incinerate them, take them to a landfill, or bury them in a proper manner. Mr. Dellaposta stated the issue is the cost to the Road Commission associated with the removal of dead animals.

ADJOURNMENT

Chairperson Elkins, without objection, adjourned the meeting at 10:29 a.m.

JOHN J. GLEASON
Clerk/Register

Donna Arden, Secretary of the
Board of County Road Commissioners

/da

07/06/2022