

GENESEE COUNTY ROAD COMMISSION

BOARD MEETING

JANUARY 9, 2024

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 Willard P. Harris Auditorium, Genesee County Administration Building – Third Floor, 1101 Beach Street, Flint, MI 48502.

ROLL CALL

Present: Tim Elkins, Chairperson
Cathy Lane, Vice Chairperson
Reggie Smith, Commissioner
Joe Massey, Commissioner
Chris Gehringer, Commissioner

Others Present: Randy Dellaposta, Eric Johnston, Tracy Khan, Alex Patsy, Kendra Love-Brezzell, Donna Poplar, Mike Lewis, Kylie Dontje (Genesee County Road Commission Staff), Attorney William Henn (Henn Lesperance PLC), Fred Poplar (Genesee County Resident), Donna Arden, Secretary of the Board of Road Commissioners

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chairperson Elkins.

APPROVAL OF AGENDA

January 9, 2024 – Agenda

ACTION TAKEN – Motion by Mr. Gehringer, seconded by Mr. Massey, to approve the agenda for January 9, 2024.

VOTE ON MOTION:

Yes: Gehringer, Smith, Elkins, Lane, Massey
No: None

MOTION CARRIED.

APPROVAL OF MINUTES

December 20, 2023 Board Meeting

ACTION TAKEN – Motion by Ms. Lane, seconded by Mr. Gehringer, to approve the minutes of the December 20, 2023 Board Meeting.

VOTE ON MOTION:

Yes: Smith, Elkins, Lane, Massey, Gehringer
No: None

MOTION CARRIED.

MEETINGS, PRESENTATIONS, HEARINGS, AND INFORMATION

- A. Monday, January 15, 2024
GCRC closed (non-essential operations) in observance of Martin Luther King Day
- B. Tuesday, January 23, 2024
9:00 a.m. – Roads & Bridges Advisory Committee Meeting
10:00 a.m. – Board Meeting

APPOINTMENTS – GENESEE COUNTY ROAD COMMISSION

Election of Chairperson

ACTION TAKEN – Motion by Ms. Lane, seconded by Mr. Gehringer, to nominate Mr. Elkins as Chairperson of the Board of County Road Commissioners.

Mr. Massey asked if the current Chairperson is allowed to facilitate the elections for Chairperson and Vice Chairperson. Chairperson Elkins replied that yes, as current Chairperson he will be facilitating the election.

VOTE ON MOTION:

Yes: Gehringer, Elkins, Lane
No: Smith, Massey

MOTION CARRIED.

Election of Vice Chairperson

ACTION TAKEN – Motion by Mr. Elkins, seconded by Mr. Gehringer, to nominate Ms. Lane as Vice Chairperson of the Board of County Road Commissioners.

VOTE ON MOTION:

Yes: Gehringer, Elkins, Lane

No: Massey, Smith

MOTION CARRIED.

Appointments to Parks and Recreation Commission Board, Retirement Commission, Transportation Advisory Committee (TAC), Water and Waste Committee, and Genesee-Lapeer-Shiawassee Region V Planning & Development Commission – Chairperson Elkins recommended certain appointments be made for representation by the Board on the Parks and Recreation Commission, Retirement Commission, Transportation Advisory Committee (TAC), Water and Waste Committee, and Genesee-Lapeer-Shiawassee Region V Planning & Development Commission.

Chairperson Elkins to appoint Vice Chairperson Lane to sit on the Parks and Recreation Commission Board, Chairperson Elkins to sit on the Retirement Commission Board, Commissioner Smith to sit on the Transportation Advisory Committee (TAC) Board, Commissioner Gehringer to sit on the Water & Waste Committee Board and Commissioner Massey to sit on the Genesee-Lapeer-Shiawassee Region V Planning and Development Commission.

ACTION TAKEN – Motion by Ms. Lane, seconded by Mr. Gehringer, to appoint Vice Chairperson Lane to sit on the Parks and Recreation Commission Board, Chairperson Elkins to sit on the Retirement Commission Board, Commissioner Smith to sit on the Transportation Advisory Committee (TAC) Board, Commissioner Gehringer to sit on the Water & Waste Committee Board and Commissioner Massey to sit on the Genesee-Lapeer-Shiawassee Region V Planning and Development Commission.

VOTE ON MOTION:

Yes: Gehringer, Smith, Elkins, Lane, Massey
No: None

MOTION CARRIED.

PUBLIC ADDRESS THE BOARD

None.

Vice Chairperson Lane would like to see the language changed in the instructions used by the public for addressing the Board which has been discussed in a previous Board meeting. She would like to add that the comments by the public be made in a respectful professional manner. Commissioner Massey questioned if the public could be suppressed in this manner. Chairperson Elkins stated that each Board member should review the current instructions listed under the agenda item: Public Address the Board and review the language at the next Board meeting. Attorney Henn added both Vice Chairperson Lane and Commissioner Massey are correct in that the public needs to be able to speak their mind, but also do it with respect. Attorney Henn also added it wouldn't be inappropriate for the GCRC Board to at least set the expectation that public comment be dignified, respectful to the Board but also not limiting the content of what the

person is stating. Vice Chairperson Lane added in a previous Board meeting a member of the public spoke for their three minutes using nothing, but foul language and she felt it was disrespectful to not only the Board but also the ladies and ministers in the meeting.

CORRESPONDENCE

INCOMING

Letter correspondence from Ms. Louise Dawson, 5020 Green Meadows Road, Grand Blanc, MI -
In a letter dated December 8, 2023, Ms. Louise Dawson thanked the GCRC for the completed repaving project on South Saginaw Road between McCandlish Road and Charing Cross Road, Grand Blanc Township.
(Copy of letter filed with official minutes.)

OUTGOING

None.

INTERNAL

Advisory to the Board – GCRC Social Media, Outreach and Education Report
(Copy of report filed with official minutes.)

INFORMATION

None.

BOARD OF ROAD COMMISSIONERS’ DECISIONS

DISCUSSION

Board Approval and issuance of a Purchase Order for Item #94 – Desktop Computers from Unistar-Sparco Computers – In a memorandum dated December 19, 2023, staff requested the Board approves the issuance of a Purchase Order to Unistar-Sparco Computers for Item #94 – Desktop Computers in the amount of \$15,194.48.
(Copy filed with official minutes.)

(11) Dell OptiPlex 7010	\$ 7,728.05
(06) Dell OptiPlex 7010 Plus	\$ 5,803.32
(17) Acer 27” Monitor	\$ 1,663.11
Shipping	\$ 0.00
Total	\$15,194.48

ACTION TAKEN – Motion by Mr. Gehringer, seconded by Mr. Smith, to approve the issuance of a Purchase Order to Unistar-Sparco Computers for Item #94 – Desktop Computers in the amount of \$15,194.48. Funds are available in Department 81.

Mr. Massey asked who would be receiving these new computers. Managing Director Dellaposta stated they will replace outdated computers within the organization. Mr. Massey then asked what happens to the outdated computers. Mr. Dellaposta replied that the computers are cleared of information and then put on the government auction site, GovDeals. Commissioner Gehringer asked if or can these outdated computers be donated to other nonprofit organizations. Mr. Dellaposta replied that there is language in the policy to allow for donating and can be discussed with future outdated computers. Mr. Gehringer added that he knows of some places that refurbish donated computers and then give them to nonprofit organizations. Ms. Lane added there are also places that refurbish and donate to school districts in need.

Chairperson Elkins stated the Board members will receive a copy of the current policy to review and to discuss updating if needed to allow donating of outdated equipment to other organizations.

VOTE ON MOTION:

Yes: Elkins, Lane, Massey, Gehringer, Smith
No: None

MOTION CARRIED.

Approval of Amendment to Purchase Order #86524 to Respectful Removal for deer carcass removal – In a memorandum dated December 19, 2023, staff requested the Board approve the amendment of Purchase Order #86524 to Respectful Removal reflecting an increase of \$50,000.00, raising the total amount of this Purchase Order to \$90,000.00. (Copy filed with official minutes.)

ACTION TAKEN – Motion by Mr. Gehringer, seconded by Ms. Lane, to approve the amendment to Purchase Order #86524 to Respectful Removal for deer carcass removal reflecting an increase of \$50,000.00, raising the total amount of this Purchase Order to \$90,000.00. Funds are available in Department 20.

Commissioner Smith asked if there have been a lot of carcasses picked up by Respectful Removal. Deputy Managing Director Johnston stated the maintenance department receives notifications of a carcass, RC staff will then go out and see if it can easily be moved. If it cannot be moved by staff, Respectful Removal is then contacted to go and pick up the carcass to properly dispose of it.

There is also a new policy being reviewed by legal counsel addressing deer carcass removal which will be brought to the Board in a future meeting.

VOTE ON MOTION:

Yes: Massey, Gehringer, Smith, Elkins, Lane
No: None

MOTION CARRIED.

Approval of Bid Results and Award of Contract for Ridge Road – Lakeshore Drive N’ly to End of Pavement, Tree Removal and Ditch Digging in Atlas Township – In a memorandum dated December 29, 2023, staff requested the Board approve the low bid of \$427,962.03 for the Ridge Road – Lakeshore Drive N’ly to End of Pavement, Tree Removal and Ditch Digging in Atlas Township.
(Copy filed with official minutes.)

ACTION TAKEN – Motion by Ms. Lane, seconded by Mr. Smith, to approve the Bid Results and Award Contract for Ridge Road – Lakeshore Drive N’ly to End of Pavement, Tree Removal and Ditch Digging in Atlas Township in the amount of \$427,962.03. Funds are available in Department 91.

Ms. Lane asked the approximate roadway length of this project. Mr. Patsy replied it is .5 mile in length. The trees are being removed because they are in the right-of-way and are obstructing drainage in that area.

VOTE ON MOTION:

Yes: Gehringer, Smith, Elkins, Lane, Massey
No: None

Board Authorization to Enter a Contract with Troy & Banks for a One-Time Utility and Telecommunications Audit – In a memorandum dated December 21, 2023, staff requested the Board approve entering a contract with Troy & banks for a one-time utility bill audit.
(Copy filed with official minutes.)

ACTION TAKEN – Motion by Ms. Lane, seconded by Mr. Massey, to approve entering a contract with Troy & Banks for a one-time utility bill audit.

Ms. Lane asked that in future references to this organization, it could be noted that it is Troy & Banks of Buffalo, NY since it could be confused with Troy, MI. She also asked if there was a similar company in Genesee County or in Michigan that could do the same audit for the Road Commission. Ms. Khan replied that she is not aware of any and if another company is utilized, it would have to go out through the bidding process. This company was also utilized by other municipalities, so the legwork has already been completed for the Road Commission.

Mr. Gehringer asked if the results would impact other Genesee County government agencies such as the Townships with regards to streetlights. Mr. Dellaposta replied that this audit may not impact other agencies as it will be looking at the invoices charged to the Road Commission, looking for inappropriate charges, double payments, meter readings and items of this nature. This will also include telecommunications.

Mr. Elkins added that from his experience, these companies can also audit street lighting costs. Mr. Elkins added street lighting should also be added to this audit. Troy & Banks will not only audit the billings, but also make suggestions on cost-saving changes that could save the Road Commission on utility costs. Mr. Gehringer also suggested the legal counsel review the contract with Troy & Banks.

VOTE ON MOTION:

Yes: Lane, Massey, Gehringer, Smith, Elkins
No: None

Board Approval and issuance of a Purchase Order to Berger Chevrolet for one (1) 2024 GMC Sierra 2500 HD Double Cab 4x2 Pickup Truck – In a memorandum dated December 22, 2023, staff requested the Board approves the issuance of a Purchase Order to Berger Chevrolet for one (1) 2024 GMC Sierra 2500 HD Double Cab 4x2 Pickup Truck in the amount of \$43,316.00. (Copy filed with official minutes.)

ACTION TAKEN – Motion by Mr. Massey, seconded by Mr. Smith, to approve the issuance of a Purchase Order to Berger Chevrolet in the amount of \$43,316.00. Funds are available in Department 30.

Mr. Gehringer asked why the Road Commission would purchase a 2-wheel drive truck. Ms. Love-Brezzell responded that this truck will not be used for plowing and will be utilized with the mowing crews. The added cost is roughly \$7,000 to add 4-wheel drive for a new pickup truck. The 4-wheel drive pickup trucks in the fleet are utilized by supervisors and for everyday usage.

VOTE ON MOTION:

Yes: Smith, Elkins, Lane, Massey, Gehringer
No: None

Ratification of Vouchers Totaling \$1,324,842.00
(Copies filed with official minutes.)

ACTION TAKEN – Motion by Ms. Lane, seconded by Mr. Gehringer, to ratify the following Vouchers totaling \$1,324,842.00:

ADP #26 in the amount of \$519,268.42
Voucher #40994 in the amount of \$140,305.42
Voucher #40995 in the amount of \$138,630.26
Voucher #40996 in the amount of \$152,165.78
Voucher #40997 in the amount of \$374,472.12

VOTE ON MOTION:

Yes: Elkins, Lane, Massey, Gehringer, Smith
No: None

MOTION CARRIED.

CONSENT

Removal of Equipment – Asset Tag #02027 from Genesee County Road Commission Records (deemed unrepairable) – In a memorandum dated December 27, 2023, staff requested the Board authorize the removal of sold and unrepairable equipment from all Genesee County Road

Commission Records.
(Copy filed with official minutes)

ACTION TAKEN – Motion by Mr. Gehringer, seconded by Ms. Lane, to approve removal of Equipment – Asset Tag #02027 from Genesee County Road Commission Records (deemed unrepairable).

VOTE ON MOTION:

Yes: Massey, Gehringer, Smith, Elkins, Lane
No: None

MOTION CARRIED.

Removal of Equipment Item #5664 from Genesee County Road Commission Records (deemed unrepairable) – In a memorandum dated December 13, 2023, staff requested the Board authorize the removal of sold and unrepairable equipment from all Genesee County Road Commission Records.

(Copy filed with official minutes)

ACTION TAKEN – Motion by Ms. Lane, seconded by Mr. Gehringer, to approve removal of Equipment Item #5664 from Genesee County Road Commission Records (deemed unrepairable).

Mr. Massey asked if there is a state requirement for audit of these items. Ms. Khan replied there is not a state requirement, however these items are looked at during the yearly audit by a third-party company.

VOTE ON MOTION:

Yes: Gehringer, Smith, Elkins, Lane, Massey
No: None

MOTION CARRIED.

MANAGING DIRECTOR REPORT

Mr. Dellaposta informed the Board most of the 2023 audit field work has been completed and the auditors will be wrapping up their results by January 12th. The next step will be to prepare a draft of our final financial statements and there are no concerns found within the audit thus far.

90% of the Act 51 data has been calculated and a copy of the new fringe and overhead rates for fiscal year 2024 is now available.

The Human Resources Department is currently auditing the W2 1095C annual reports to ensure current Road Commission employees have accurate 1095C forms. They are also working on defining recruiting goals for the Road Commission and developing a strategic recruiting plan.

The Fleet Maintenance Department has received \$5,054.76 incentive checks from Consumers

Energy Business Efficiency Program. The program is to give incentive to businesses to purchase energy efficient equipment to help reduce energy usage in Michigan. Chris Anspach, stockroom/facilities supervisor, has been instrumental in working with the Road Commission Representative to ensure that when upgrading and replacing light fixtures and equipment, they are replaced with energy efficient options. It is a very time-consuming project but can be rewarding for the Road Commission.

Metro Garage construction is progressing with footings now in place for the buildings.

The new GIS based complaint system will be implemented this week. This feature will be located on our website which will enable feedback to be sent to the resident when they submit an issue through this system.

The Road Commission has made employment offers to six potential equipment operators for first and third shift Trunkline Maintenance to fill vacancies.

The salt report that was distributed to the Board shows that the Road Commission had savings of \$71,000 for the month of November and a \$199,418 savings for the month of December as compared to the same period last year. It is noted that Genesee County has had minimal snow events this year as compared to the same period last year. Ms. Lane asked if there are savings, can these savings be directed to the best benefit to the Road Commission, the employees, and retirees if possible. Mr. Dellaposta will look at all of these options if the savings remain at the end of the year.

Ms. Dontje gave a brief overview of the Social Media, Outreach & Education Report that she provided highlighting the Road Commissions engagement with the community.

Mr. Dellaposta reminded the Board of the upcoming Highway Conference in March in Lansing. More information will be available at the next Board meeting.

COMMISSIONERS' CONCERNS

Chairperson Elkins let the Board know that the Road Commission is looking at getting tablets or laptops for each of the Board Members in an effort to become more electronic. Future Board Agenda packets will be emailed instead of sending overnighting packets to members. Mr. Dellaposta added the hope is to have software available by the end of January that can offer the items needed by the members of the Board. If a hard copy of an item is requested, that will also be provided.

Ms. Lane commented that she looks forward to a bright 2024.

Mr. Massey commented that going forward he would like to see more transparency within the Board.

Mr. Gehringer congratulated Chairperson Elkins and Vice Chairperson Lane on their remaining in their position on the Board. He also added that he voted the way that he did because he

believes Chairperson Elkins has started a lot of initiatives and should have a chance to complete them as Chairperson. He also believes transparency is key and comes from the top downward.

Mr. Smith looks forward to an exciting 2024. He also said he is still getting to know his colleagues and still learning about the Road Commission. He also congratulated Mr. Elkins and Ms. Lane.

ADJOURNMENT

Chairperson Elkins, without objection, adjourned the meeting at 11:08 a.m.

DOMONIQUE CLEMONS
Clerk/Register

Donna Arden, Secretary of the
Board of County Road Commissioners

/da

1/9/2024