

# GENESEE COUNTY ROAD COMMISSION

## BOARD MEETING

January 23, 2024

### MINUTES

#### CALL TO ORDER

Chairperson Elkins called the meeting of the Genesee County Board of Road Commissioners to order at 10:01 a.m. The meeting was held at the Willard P. Harris Auditorium, Genesee County Administration Building – Third Floor, 1101 Beach Street, Flint, MI 48502.

#### ROLL CALL

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

Others Present: Randy Dellaposta, Eric Johnston, Alex Patsy, Donna Poplar, Kendra Love-Brezzell, Mike Lewis (Genesee County Road Commission Staff), Karyn Miller, Fred Poplar, Linda Kossak, Secretary of the Board of Road Commissioners

#### PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chairperson Elkins

#### APPROVAL OF AGENDA

January 23, 2024 – Agenda

Chairperson Elkins noted that the memorandum for Discussion Item IX. A-3 - Local Road Agreement for Roadway Rehabilitation for Apple Hill Estates has been revised to provide a more extensive funding breakdown for the board. Copies were distributed to the board members.

**ACTION TAKEN** – Motion by Ms. Lane, seconded by Mr. Massey, to approve the agenda for January 23, 2024.

#### VOTE ON MOTION:

Yes: Lane, Smith, Massey, Gehringer, Elkins

No: None.

Absent: None

**MOTION CARRIED.**

**APPROVAL OF MINUTE(S)**

January 09, 2024 – Board Meeting Minutes

**ACTION TAKEN** – Motion by Mr. Gehringer, seconded by Ms. Lane, to approve the January 09, 2024, board meeting minutes.

**VOTE ON MOTION:**

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

**MOTION CARRIED.**

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

Tuesday, February 06, 2024  
10:00 a.m. – Board Meeting

**PUBLIC ADDRESS THE BOARD**

Ms. Karyn Miller, Flint Township Supervisor addressed the board to thank the Managing Director, Deputy Managing Director, Engineering Director, and staff for assisting the townships in getting road improvement work and Special Assessment District (SAD) projects done in the county.

**CORRESPONDENCE**

**INCOMING**

None.

**OUTGOING**

None.

**INTERNAL**

None.

**INFORMATION**

None.

**BOARD OF ROAD COMMISSIONERS’ DECISIONS**

**DISCUSSION**

MDOT Contract 23-5495 – Linden Road Rehabilitation from Vienna Road (M-57) S’ly approximately 2,375 ft., Vienna Charter Township - In a memorandum dated January 10, 2024, staff requested the Board approve the roadway rehabilitation of Linden Road from Vienna Road (M-57) S’ly approximately 2,375 ft. in Vienna Charter Township. Funds are available in fiscal year 2023/2024 budget, department 91. (Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Ms. Lane, seconded by Mr. Massey, to approve MDOT Contract 23-5495 for the Roadway Rehabilitation of Linden Road from Vienna Road (M-57) S’y approximately 2,375 ft., located in Vienna Charter Township. Funds are available in department 91.

Surface Transportation Program Funds	\$193,656.00
GCRC Local Share	<u>\$ 48,415.00</u>
Total Project Cost	\$242,071.00

**VOTE ON MOTION:**

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

**MOTION CARRIED.**

MDOT Contract No. 23-5497 – South Saginaw Road Rehabilitation from the Genesee County Line to McCandlish Road, Grand Blanc Charter Township – In a memorandum dated January 10, 2024, staff requested the Board approve MDOT Contract 23-5497 for the road rehabilitation on S. Saginaw Road from the Genesee County line to McCandlish Road, Grand Blanc Charter Township. (Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Ms. Lane, seconded by Mr. Smith, to approve MDOT Contract No. 23-5497 for roadway rehabilitation of S. Saginaw Road from the Genesee County line to McCandlish Road, located in Grand Blanc Charter Township and further, direct two board members to electronically sign the contract for and on behalf of the Board of County Road Commissioners. Funds are available in fiscal year 2023/2024 department 91.

Surface Transportation Program Funds	\$1,304,707.00
GCRC Local Share	<u>\$ 289,316.00</u>
Total Project Cost	\$1,594,023.00

**VOTE ON MOTION:**

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

**MOTION CARRIED.**

Local Road Agreement for Roadway Rehabilitation to the Apple Hill Estates Subdivision, Flushing Charter Township – In a memorandum dated January 23, 2024, staff requested the Board approve the local road agreement for roadway rehabilitation of the Apple Hill Estates Subdivision in Flushing Charter Township. (Copy filed with official minutes.)

An amended memorandum was distributed to the board members, showing the cost sharing for this project.

**ACTION TAKEN** – Motion by Mr. Smith, seconded by Ms. Lane, to approve the local road agreement and amended memorandum for the roadway rehabilitation of the Apple Hill Estates Subdivision in Flushing Charter Township and further, authorize both the Chairperson and Vice Chairperson to sign the construction agreement on behalf of the Board of County Road Commissioners. Funds are available in the fiscal year 2023/2024 budget in Department 91.

Flushing Charter Twp SAD (Construction)	\$1,192,000
Flushing Charter Twp (Construction)	\$ 149,000
GCRC (Subdivision Allocation Match)	\$ 149,000
GCRC (Engineering & Inspection)	<u>\$ 372,000</u>
Total Project Cost	\$1,862,000

**VOTE ON MOTION:**

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

**MOTION CARRIED.**

Selection of Consultant for Design Services for Apple Hill Estates Subdivision, Flushing Charter Township – In a memorandum dated January 12, 2024, staff requested the board approve assignment of OHM Advisors (a consultant in Group ‘C’ category) to prepare construction plans for Apple Hill Estates Subdivision. (Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Massey, seconded by Ms. Lane, to approve the assignment of OHM Advisors (a consultant in Group ‘C’ category) to prepare construction plans for Apple Hill Estates Subdivision in Flushing Charter Township and further, authorize the Chairperson to sign the Consultant Agreement when it is returned.

**VOTE ON MOTION:**

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

**MOTION CARRIED.**

Addendum to Purchase Order for Tree Removal – 2024 Construction Project Location - In a memorandum dated January 12, 2024, staff requested the board approve the amendment of Purchase Order #86337 to Ronalds Tree Service for tree removal. (Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Ms. Lane, seconded by Mr. Massey, to approve the amendment of Purchase Order #86337 to Ronald’s Tree Service for tree removal in the amount of \$121,000 raising the total amount to \$371,000. This increase is due to environmental requirements for this year’s 2024 GCRC construction projects. Funds are available in the 2023/2024 road construction budget in department 91.

Mr. Smith asked what drove this increase in cost. Mr. Johnston replied that it was due to

environmental factors; we are prohibited from cutting the trees during certain periods of time when the bats are nesting in the trees.

**VOTE ON MOTION**

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

**MOTION CARRIED.**

Construction Inspection Services – 2024 Consultant Selection – In a memorandum dated January 16, 2024, staff requested the board accept cost proposals from consultants for construction inspection services for 2024. (Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Massey, seconded by Mr. Gehringer, to accept the cost proposals from Rowe Professional Services, Spalding DeDecker Associates, Fleis & VandenBrink, OHM Advisors, GPI, and Wade Trim to perform construction inspection services for the 2024 calendar year and that those services will be utilized to the best advantage of the Genesee County Road Commission.

**VOTE ON MOTION:**

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

**MOTION CARRIED.**

Construction Surveying & Staking Services – 2024 Consultant Selection – In a memorandum dated January 16, 2024, staff requested the board accept the cost proposals from Wade Trim, Rowe Professional Services Company, OHM Advisors, Fleis & Vandenbrink and Spalding DeDecker Associates to perform construction surveying and staking services for 2024. (Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Massey, seconded by Mr. Gehringer, to accept cost proposals from Wade Trim, Rowe Professional Services Company, OHM Advisors, Fleis & Vandenbrink and Spalding DeDecker Associates to perform construction surveying and staking services for the 2024 calendar year and that those services will be utilized to the best advantage of the GCRC.

**VOTE ON MOTION:**

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

**MOTION CARRIED.**

Material Testing Services – 2024/2025 Bi-Yearly Contract Consultant Selection – In a memorandum dated January 16, 2024, staff requested the board accept pricing from PSI, SMAC and SSI, to

perform construction testing services on an as needed basis throughout the 2024 and 2025 calendar year. (Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Smith, seconded by Ms. Lane, to accept pricing from PSI, SMAC, and SSI, to perform construction testing services on an as needed basis throughout the 2024 and 2025 calendar year and that these services will be utilized to the best advantage of the GCRC.

VOTE ON MOTION:

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

**MOTION CARRIED.**

Fabrication Inspection Services – 2024 Consultant Selection – In a memorandum dated January 16, 2024, staff requested the board accept pricing from SME and Integrated Inspection to perform fabrication inspection services on an as needed basis throughout the 2024 calendar year. (Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Smith, seconded by Ms. Lane, to accept pricing from SME and Integrated Inspection to perform fabrication inspection services on an as needed basis throughout the 2024 calendar year and that these services will be utilized to the best advantage of the GCRC.

VOTE ON MOTION:

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

**MOTION CARRIED.**

Issuance of a Purchase Order for Item #126 to Great Lakes Elevator for a Submersible Hydraulic Pump Power Unit Replacement – In a memorandum dated January 04, 2024, staff requested the board approve the issuance of a Purchase Order to Great Lakes Elevator for a submersible hydraulic power unit replacement. (Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Massey, seconded by Mr. Gehringer, to approve the issuance of a Purchase Order for Item #126 – Submersible Hydraulic Power Unit Replacement to Great Lakes Elevator in the amount of \$19,900. Funds are available in Department 30, for fiscal year 2023-2024 Capital Outlay – Flint Building account.

VOTE ON MOTION:

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

**MOTION CARRIED.**

Ratification of Voucher Nos. 40998 and 40999 totaling \$753,659.73 – (Copies filed with official minutes.)

**ACTION TAKEN** – Motion by Ms. Lane, seconded by Mr. Massey, to ratify the following Vouchers totaling \$753,659.73:

Voucher #40998 in the amount of \$520,292.91  
Voucher #40999 in the amount of \$233,366.82

**VOTE ON MOTION:**

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

**MOTION CARRIED.**

**CONSENT**

Work Request(s) for Aggregate Resurfacing in Clayton Township on Nichols Road from McEnrue Road to Lennon Road – In a memorandum dated January 04, 2024, staff requested the board approve the aggregate resurfacing project requested by Clayton Township on Nichols Road from McEnrue Road to Lennon Road. (Copy filed with official minutes.)

**ACTION TAKEN** - Motion by Mr. Massey, seconded by Ms. Lane to approve the aggregate resurfacing project requested by Clayton Township on Nichols Road from McEnrue Road to Lennon Road with the funding as follows:

Clayton Township	\$10,568.53
GCRC	<u>\$10,568.53</u>
Total project cost	\$21,137.06

**VOTE ON MOTION:**

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

**MOTION CARRIED.**

Work Request for Aggregate Resurfacing in Clayton Township on Nichols Road from Bristol Road to Miller Road – In a memorandum dated January 04, 2024, staff requested the board approve the work request for aggregate resurfacing requested by Clayton Township on Nichols Road from Bristol Road to Miller Road. (Copy filed with official minutes.)

**ACTION TAKEN** - Motion by Mr. Massey, seconded by Ms. Lane, to approve the aggregate resurfacing project requested by Clayton Township on Nichols Road from Bristol Road to Miller Road with the funding as follows:

Clayton Township	\$18,037.17
GCRC	<u>\$18,037.16</u>
Total project cost	\$36,074.33

VOTE ON MOTION:

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

**MOTION CARRIED.**

Work Request for Aggregate Resurfacing on Van Vleet Road from Corunna Road to Calkins Road, Clayton Township – In a memorandum dated January 04, 2024, staff requested the board approve the aggregate resurfacing project requested by Clayton Township on Van Vleet Road from Corunna Road to Calkins Road. (Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Massey, seconded by Mr. Smith, to approve the aggregate resurfacing project on Van Vleet Road from Corunna Road to Calkins Roads in Clayton Township, with the funding as follows:

Clayton Township	\$26,603.02
GCRC	<u>\$26,603.02</u>
Total project cost	\$53,206.04

VOTE ON MOTION:

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

**MOTION CARRIED.**

Work request for Aggregate Resurfacing on Calkins Road from Seymour Road to Van Vleet Road, Clayton Township – In a memorandum dated January 04, 2024, staff requested the board approve the work request for aggregate resurfacing on Calkins Road between Seymour Road and Van Vleet Road in Clayton Township. (Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Smith, seconded by Mr. Massey, to approve the work request for aggregate resurfacing on Calkins Road between Seymour Road and Van Vleet Road in Clayton Township with the funding as follows:

Clayton Township	\$22,806.54
GCRC	<u>\$22,806.54</u>
Total project cost	\$45,613.08

VOTE ON MOTION:

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



Absent: None

**MOTION CARRIED.**

**MANAGING DIRECTOR'S REPORT**

Managing Director Dellaposta briefed the board on the Department Director's reports:

Finance Department – The fiscal year ending September 30, 2023, audit field work is complete, and the auditors will be finalizing their report by January 26. Auditors will present a draft of the financial statements for the Managing Director to review and then will give a presentation to the board at the February 20 board meeting.

Commissioner Massey asked to be excused and left the meeting at 10:29 a.m.

Human Resource Department – As of January 17, Human Resources has completed auditing of the ADP data to insure the 1095's are accurate for individuals who enroll in a qualified health plan for the past 12 months. In addition, Human Resources continuously provides benefit and retiree information for all employees.

Fleet Maintenance Department – Metro garage contractor continued placement of concrete footings at the Metro garage. Pre-engineered building frame was delivered yesterday, and placement will commence once the concrete stem walls have sufficient strength.

Engineering Department – Friday, January 12 through Monday, January 14, trunklines as well as the districts worked long shifts all weekend to clean up after the two snowstorms that occurred in the county.

Road project updates:

Green Road Phase I has been advertised, goes to bid in January.  
Saginaw Street resurfacing project in Grand Blanc Township  
Linden Road resurfacing project came in under engineers estimate.  
Hill Road Resurfacing project, Mundy Township  
Maple Road Bridge project update.

District Garage Visits – The Managing Director and Deputy Managing Director have been visiting the district garages to discuss the 2024 vision with staff/employees and communicating what their goals are as a team. They hope to continue these visits on a quarterly basis.

Salt Usage Report – We have spent approximately \$260,000 on salt usage during this winter maintenance season compared to last year's \$290,000 usage at this time. Dependent on the February and March weather, our usage is still down from last years' season.

**COMMISSIONER’S CONCERNS**

Chairperson Elkins handed out a proposed ‘Public address the board’ wordage for the board to consider at the next meeting.

Flint Township Supervisor – Commissioner Gehringer thanked Ms. Karyn Miller, Flint Township Supervisor, for attending this morning’s board meeting and speaking to the board. Mr. Elkins added that Ms. Miller does a great deal for the Flint Township community and their strategic road improvement planning.

Metro District Garage Construction – Mr. Gehringer commented that there have been overages with the Metro Garage build and added we would like to keep the board informed about these overages. Mr. Elkins suggested Mr. Gehringer present these numbers to the board since he and Mr. Gehringer are on the committee. Mr. Gehringer concurred that he would like to do this moving forward.

**ADJOURNMENT**

Chairperson Elkins adjourned the meeting at 10:42 a.m.

Domonique Clemons  
Clerk/Register

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Linda B. Kossak, Secretary of the  
Board of County Road Commissioners  
lbk – 1/23/2024