

**GENESEE COUNTY ROAD COMMISSION**

**BOARD MEETING**

**April 17, 2018**

**MINUTES**

**CALL TO ORDER**

Chairperson Kautman-Jones called the meeting of the Genesee County Board of Road Commissioners to order at 1:01 p.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: Shirley Kautman-Jones, Chairperson  
Robert Johnson, Commissioner  
David Arceo, Commissioner

Absent: John Mandelaris, Vice-Chairperson (excused)  
Cloyce Dickerson, Commissioner (excused)

Others Present: Fred Peivandi, Anthony Branch, Coetta Adams, Randy Dellaposta, Donna Poplar, Stephanie Jaeger (Genesee County Road Commission Staff) Dave Guigear, Mundy Township Supervisor, Kay Doer, Mundy Township Trustee, Dan Gould, Mundy Township Resident, Linda Kossak, Secretary of the Board of Road Commissioners

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Chairperson Kautman-Jones.

**APPROVAL OF AGENDA**

Chairperson Kautman-Jones would like to add Discussion Item A-8 – Issuance of a Purchase Order in the amount not to exceed \$25,000 to the Michigan Society of Association Executives (MSAE) to the agenda.

April 17, 2018 – Agenda

**ACTION TAKEN** – Motion by Mr. Arceo, seconded by Mr. Johnson, to approve the agenda for April 17, 2018, with the addition of Discussion Item A-8 – Issuance of a Purchase Order to Michigan Society of Association Executives (MSAE).

**MOTION CARRIED.**

## **APPROVAL OF MINUTES**

February 15, 2018 – Special Board Meeting – Customer Service Workshop - Township Supervisors

March 20, 2018 – Board Meeting

**ACTION TAKEN** – Motion by Mr. Arceo, seconded by Mr. Johnson, to approve the minutes for February 15, 2018 and March 20, 2018, as printed and presented.

**MOTION CARRIED.**

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

Thursday, April 19, 2018

9:00 a.m. – Special Board Meeting – Executive Search Study Session with Ms. Cheryl Ronk, Michigan Society of Association Executives (MSAE).

Wednesday, April 25, 2018

9:00 a.m. – Commissioner’s Workshop/Study Session with Ms. Cheryl Ronk, Michigan Society of Association Executives, Grand Blanc Township Hall, 5371 S. Saginaw, Grand Blanc, MI

Tuesday, May 01, 2018

10:00 a.m. – Board Meeting

## **PUBLIC ADDRESS THE BOARD**

Mr. Dave Guigear, Mundy Township Supervisor, commended the Road Commission for the recent repairs they did on the Grand Blanc Road Bridge. He thanked the Road Commission for the timely repairs and the excellent job performed on the Grand Blanc Road Bridge.

Secondly, Supervisor Dave Guigear and Mundy Township Trustee, Ms. Kay Doer spoke to the Board about the truck traffic on Maple Avenue and how it is a disruption to the lives of the residents that live there. Supervisor Dave Guigear stated that Maple Avenue was resurfaced to be an all-weather road but there were no plans to widen Maple Avenue. His concern is that 200 or more trucks travel down this road every day and Supervisor Guigear and Trustee Ms. Doer expressed their concerns regarding the safety of residents with the increase in truck traffic on Maple Avenue.

Mundy Township resident Mr. Dan Gould, also expressed his concerns regarding the truck traffic on Maple Avenue. Mr. Gould provided photos he has taken of the truck traffic on Maple Avenue. He stated the semi-trucks are having difficulties negotiating the corner when they turn from north bound Linden Road onto Maple Avenue, and the semi-trucks run over the grass and curb to make the turn. He thanked the Board for letting him speak this morning.

Commissioner Arceo commented that when the Industrial Park was first planned, the traffic was to be directed to Linden Creek Parkway. When another facility/building was built in the Industrial Park, there were additional curb cuts made onto Maple Ave. He agrees with Supervisor Guigear that the additional truck traffic on Maple Avenue needs to be addressed.

## **CORRESPONDENCE**

### **INCOMING**

Letter Correspondence from Mr. Derek Bradshaw, Director-Coordinator, Genesee County Metropolitan Planning Commission – In correspondence dated March 28, 2018, Mr. Derek Bradshaw, Director-Coordinator, Genesee County Metropolitan Planning Commission invited Mr. Fred Peivandi, to be part of a steering committee to develop a County-wide planning document, Genesee: Our County, Our Future. The Plan will focus on areas including transportation, community development, environment, and land use. (Copy filed with official minutes.)

Text Message from Mr. Dave Guigear, Supervisor, Mundy Charter Township – re: Grand Blanc Road Bridge over the Swartz Creek - In a phone text message dated April 09, 2018, Mr. Dave Guigear, Supervisor, Mundy Charter Township thanked the Road Commission and Contractor for the quick turnaround of repairs on the Grand Blanc Road Bridge over the Swartz Creek., Mundy Township. (Copy of text message filed with official minutes.)

County of Ingham, Jackson and Calhoun v The Michigan County Road Commission Self-Insurance Pool (MCRCSIP) signed Amicus Brief prepared by Attorney William Henn, Henn Lesperance PLC – Included in the Board Packet was a copy of the signed Amicus Brief prepared by Attorney William Henn, Henn Lesperance PLC, regarding the The County of Ingham, Jackson and Calhoun v The Michigan County Road Commission Self-Insurance Pool. (Copy filed with official minutes.)

### **OUTGOING**

Letter Correspondence to State Senator Jim Ananich and State Representative Phil Phelps – re: Funding received from the Roads and Risks Reserve (RRR) Fund from the State – In a letter dated March 28, 2018, Co-Interim Manager Director & County Highway Engineer, Mr. Fred Peivandi, P.E., requested State Senator Jim Ananich and State Representative Phil Phelps provide a letter of support to MDOT Director Kirk Steudle, to use the remainder of the Roads and Risks Reserve funding sources to finance a critical large culvert under Mt. Morris Road over Central Drain, just east of Elms Road intersection. (Copy filed with official minutes.)

Letter Correspondence to State Representative Joseph Graves, 51st District – re: The Itemized Expenditures for the Dort Highway Extension Project to Date – In correspondence dated April 05, 2018, Mr. Fred Peivandi, Co-Interim Manager Director & County Highway Engineer responded and provided to State Representative Joseph Graves, 51<sup>st</sup> District request for the to-date expenditures for the Dort Highway Extension through February 2018. (Copy filed with official minutes.)

## **INTERNAL**

Quarterly Summary Statement of Investments – In correspondence dated April 10, 2018, Ms. Coetta Adams, Finance Director, provided a copy of the Quarterly Summary Statement of Investments in the Board Packet. (Copy filed with official minutes.)

## **INFORMATION**

Letter Correspondence from MCRCSIP regarding – Renewal Packet and Invoice for the 2018-2019 Policy Year – Included in the Board Packet was a letter dated April 01, 2018, from Ms. Gayle Cummings, Administrator MCRCSIP regarding the renewal packet and 2018-2019 Policy Year – (Copy filed with official minutes.)

Posting of Load Restrictions for Nine Bridges located in Various Townships – In a memorandum dated March 28, 2018, staff has provided the load restrictions for bridge structures located in various townships of Genesee County with load limits noted. (Copy filed with official minutes.)

Request to Approve Correspondence:

**ACTION TAKEN** - Motion by Mr. Johnson, seconded by Mr. Arceo, to receive and file the presented correspondence.

**MOTION CARRIED.**

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

### **DISCUSSION**

Local Road Agreement for Crack Sealing, Fenton Charter Township – In a memorandum dated April 06, 2018, staff requested the Board approves and signs the Local Road Agreement with Fenton Charter Township for the crack sealing in 2018. (Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Johnson, seconded by Mr. Arceo, to approve and sign the duplicate originals of the Local Road Agreement with Fenton Charter Township for the crack sealing of over 2.41 miles of local roadway in 2018.

**MOTION CARRIED.**

Resolution of Support, Fiscal Year 2021 Local Bridge Funding Applications, County Wide – In a memorandum dated April 06, 2018, staff requested the Board approve the Resolution of Support to MDOT for the Fiscal Year 2021 Local Bridge Funding. (Copy of memorandum and Resolution filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Johnson, seconded by Mr. Arceo, to approve the Resolution of Support to the Michigan Department of Transportation for Fiscal Year 2021

Local Bridge Funding.  
**MOTION CARRIED.**

ACT 51 Financial Report – In a memorandum dated April 09, 2018, staff requested the Board approve the ACT 51 Financial Report and sign the attest form. (Copy of memorandum and ACT 51 Report filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Arceo, seconded by Mr. Johnson, to approve the ACT 51 Financial Report and further, to sign the attest form so the Finance Director may submit the report to the State of Michigan.

**MOTION CARRIED.**

Michigan County Road Commission Self-Insurance Pool (MCRCSIP) Annual 2018 Renewal Invoice – In a memorandum dated April 05, 2018, staff has requested the Board approve payment to MCRCSIP for the annual payment for general, auto and liability insurance. (Copy of memorandum and invoice filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Johnson, seconded by Mr. Arceo, to approve the one single payment to MCRCSIP in the amount of \$604,093.00, prior to the May 01, 2018 due date, The annual payment is due for general, auto and trunkline liability insurance for policy year beginning April 01, 2018.

**MOTION CARRIED.**

Issuance of a Purchase Order to National Highway Maintenance System for Mastic One Asphalt Patch Material – In a memorandum dated April 02, 2018, staff has requested the Board approve the issuance of a purchase order to National Highway Maintenance System for Mastic One Asphalt Patch Material. (Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Johnson, seconded by Mr. Arceo, to approve the issuance of a purchase order to National Highway Maintenance System in an amount of \$38,025.00 for Mastic One Asphalt Patch Material.

**MOTION CARRIED.**

Board Approval of the Extension of Salt Bid Contract and Issuance of a Purchase Order for Item No. 32 – Bulk Rock Salt to Detroit Salt Company - In a memorandum dated April 05, 2018, staff has requested the Board approve the extension of the salt bid contract and issuance of a purchase order to Detroit Salt Company for Item No. 32 - Bulk Rock Salt. (Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Johnson, seconded by Mr. Arceo, to approve the extension of the salt bid contract at a unit price of \$54.409/ton and issuance of a purchase order for item No. 32 – Bulk Rock Salt to Detroit Salt Company in an amount of \$1,600,000.00 for the 2018/2019 winter season.

**MOTION CARRIED.**

Ratification of Vouchers totaling \$1,798,961.18 – (Copies filed with official minutes.)

Voucher #V-40351

**ACTION TAKEN** – Motion by Mr. Johnson, seconded by Mr. Arceo, to ratify Voucher #40351 in the amount of \$86,095.87.

VOTE ON MOTION:

Yes: Johnson, Arceo, Kautman-Jones

No: None

**MOTION CARRIED.**

Voucher #V-40352

**ACTION TAKEN** – Motion by Mr. Johnson, seconded by Mr. Arceo, to ratify Voucher #40352 in the amount of \$12,341.12.

VOTE ON MOTION:

Yes: Johnson, Arceo, Kautman-Jones

No: None

**MOTION CARRIED.**

Voucher #V-40353

**ACTION TAKEN** – Motion by Mr. Johnson, seconded by Mr. Arceo, to ratify Voucher #40353 in the amount of \$221,514.21.

VOTE ON MOTION:

Yes: Johnson, Arceo, Kautman-Jones

No: None

**MOTION CARRIED.**

Voucher #V-40354

**ACTION TAKEN** – Motion by Mr. Johnson, seconded by Mr. Arceo, to ratify Voucher #40354 in the amount of \$409,416.89.

VOTE ON MOTION:

Yes: Johnson, Arceo, Kautman-Jones

No: None

**MOTION CARRIED.**

Voucher #V-40355

**ACTION TAKEN** – Motion by Mr. Johnson, seconded by Mr. Arceo, to ratify Voucher #40355 in the amount of \$100,000.00.

VOTE ON MOTION:

Yes: Johnson, Arceo, Kautman-Jones

No: None

**MOTION CARRIED.**

Voucher #V-40356

**ACTION TAKEN** – Motion by Mr. Johnson, seconded by Mr. Arceo, to ratify Voucher #40356 in the amount of \$969,593.09.

VOTE ON MOTION:

Yes: Johnson, Arceo, Kautman-Jones

No: None

**MOTION CARRIED.**

Issuance of a Purchase Order to Michigan Society of Executives (MSAE) for the Executive Search of a Manager-Director - Board approval of the issuance of a purchase order to the Michigan Society of Executives for the Executive Search of the GCRC Manager-Director position.

**ACTION TAKEN** – Motion by Mr. Arceo, seconded by Mr. Johnson, to approve the issuance of a purchase order to the Michigan Society of Executives in the amount of \$25,000, with the deposit of \$6,000 due no later than April 20, 2018, for payment for the executive search for the GCRC Manager-Director position.

Human Resource Director, Ms. Donna Poplar, stated that MSAE will need to have an approved EEO Plan on file before the purchase order and payment is issued.

**MOTION CARRIED.**

**CONSENT**

Work Request for Aggregate Resurfacing in Fenton Township from Old Linden Road from Thompson Road to the Dead End – In a memorandum dated March 28, 2018, staff has requested the Board approve the work request for aggregate resurfacing for Old Linden Road from Thompson Road to the Dead End.

**ACTION TAKEN** – Motion by Mr. Johnson, seconded by Mr. Arceo, to approve the work request for aggregate resurfacing on Old Linden Road from Thompson Road to the Dead End in Fenton Township. The Township will be using their available matching allocation funds. The

Township is paying \$\$6,648.94 and the Road Commission will be paying \$6,648.94 for a total project cost of \$13,297.88.

**MOTION CARRIED.**

Work Request for Aggregate Resurfacing in Fenton Township from Hogan Road between Rolston Road and Lahring Road – In a memorandum dated March 28, 2018, staff has requested the Board approve the work request for aggregate resurfacing for Hogan Road between Rolston Road and Lahring Road, Fenton Township. (Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Johnson, seconded by Mr. Arceo, to approve the work request for aggregate resurfacing on Hogan Road between Rolston Road and Lahring Road in Fenton Township. The Township will be using their available matching allocation funds. The Township is paying \$24,255.14 and the Road Commission will be paying \$24,255.14 for a total project cost of \$48,510.28.

**MOTION CARRIED.**

Work Request for Aggregate Resurfacing in Fenton Township from Whitaker Road between Lobdell Road going north to the pavement – In a memorandum dated March 28, 2018, staff has requested the Board approve the work request for aggregate resurfacing for Whitaker Road between Lobdell Road going north to the pavement, Fenton Township. (Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Johnson, seconded by Mr. Arceo, to approve the work request for aggregate resurfacing on Whitaker Road between Lobdell Road going north to the pavement in Fenton Township. The Township will be using their available matching allocation funds. The Township is paying \$7,701.40 and the Road Commission will be paying \$7,701.40 for a total project cost of \$15,402.79.

**MOTION CARRIED.**

Work Request for Aggregate Resurfacing in Fenton Township from Fairbanks Road between Lahring Road and Thompson Road – In a memorandum dated March 28, 2018, staff has requested the Board approve the work request for aggregate resurfacing for Fairbanks Road between Lahring Road and Thompson Road, Fenton Township. (Copy filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Johnson, seconded by Mr. Arceo, to approve the work request for aggregate resurfacing for Fenton Township on Fairbanks Road between Lahring Road and Thompson Road. The Township will be paying 100% of the \$11,182.78 project cost.

**MOTION CARRIED.**

Board approval of Equipment Nos. 612 and 2980 to be sold on the Government Internet Auction Website – In a memorandum dated April 06, 2018, staff has requested the Board approve Equipment Item Nos. 612 and 2980 be sold on the Government Internet Auction

Website. (Copy of memorandum filed with official minutes.)

**ACTION TAKEN** – Motion by Mr. Johnson, seconded by Mr. Arceo, to approve Equipment No. 612 - 2006/GMC Sierra ¾ ton Pick-up and Equipment No. 2980 - 2001/Jamar distance meter (on Pick-up No. 612) be sold on the Government Internet Auction website.

**MOTION CARRIED.**

### **MANAGER-DIRECTOR REPORT**

310 W. Oakley Street, Flint, MI Building - Fleet Maintenance & Facilities Director, Mr. Randy Dellaposta stated that he did show the property at 310 W. Oakley Street, to an individual and two of her staff members last week. The building was too large for their needs but they might explore other options. During the showing, Mr. Dellaposta noticed the roof of the building was in worse shape than he originally thought, so Mr. Dellaposta asked Trim-Co, a company that did the past roof inspection for the school, to give the Road Commission an estimate of the cost of repairs. Chairperson Kautman-Jones asked Mr. Dellaposta about the standard procedures we would need to take to sell the building and Mr. Dellaposta suggested we could send out Request for Proposals (RFP's) to render the services of a commercial realtor. Chairperson Kautman-Jones stated she would like the staff and Board to decide whether we will retain the property or sell the property in the near future. Mr. Dellaposta stated that he will get a preliminary feasibility study together for the Board to review at a future Board meeting.

Co-Interim Manager-Director/Maintenance Director Anthony Branch, stated that Director Dellaposta did mention that we already have the plans to replace the administration building at 211 W. Oakley Street. The plans called for the new building to be placed behind the existing building and once built, the existing building would be demolished for the parking lot. The Board should consider the option that either we build a new administration building at 211 W. Oakley Street, and demolish this building or we will build a new administration building at 310 W. Oakley Street and demolish both 211 W. Oakley and 310 W. Oakley Street buildings. Financially, Mr. Branch does not see a need for an RFP and feasibility study for the 310 W. Oakley Street facility. If we build at the 310 W. Oakley address, we will need to demolish two buildings. If we sell the 310 W. Oakley building, we will only need to demolish one building when we eventually build a new administration building.

### **COMMISSIONERS CONCERNS**

Request for Estimate from Michael R. Kluck and Associates to Review, Revise and Create Policies for GCRC - Chairperson Kautman-Jones stated that the Law Firm of Michael R. Kluck and Associates is willing to write and update policies for the Road Commission for a nominal fee. She would like to get an estimate from Attorney Tom Derderian (Michael R. Kluck & Associates) on what the cost would be to update the Road Commission policies. Human Resource Director, Ms. Donna Poplar stated that the Human Resource department has traditionally been the creator of policies for the Road Commission and Ms. Poplar stated she would like the policies to be written internally rather than outsourced.

Chairperson Kautman-Jones stated that the Board wants written policies to be made a priority this year with staff and the Board of Road Commissioners.

With no objections, Chairperson Kautman-Jones adjourned the meeting at 2:45 p.m.

JOHN J. GLEASON  
Clerk/Register

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Linda B. Kossak, Secretary of the  
Board of Road Commissioners

lbk

4/17/18