

MINUTES OF THE BOARD OF COUNTY ROAD COMMISSIONERS - MONROE, MICHIGAN

July 24, 2023

1 At a Regular Meeting of the Board of County Road Commissioners at their offices located at the Monroe County Road Commission (MCRC) 840 S. Telegraph Road, Monroe, Michigan, the meeting was called to order by Chairman Stewart at 5:30pm

2 **ROLL CALL** by the Deputy Clerk as follows:

Danny Minton	Present
Jack Thayer	Present
William Kipf	Present
James Jacobs	Present
Greg Stewart	Present

A quorum being present, the Board proceeded to transact business.

3 **The PLEDGE OF ALLEGIANCE** was lead by Chairman Stewart.

4 **AN OPENING MOMENT OF SILENCE OR PRAYER** was lead by Chairman Stewart.

5 **REGULAR MEETING AGENDA APPROVAL**

Moved by Commissioner: Minton Supported by Commissioner: Kipf
to approve the agenda as presented.

Vote: Ayes: 5 Nays 0 Excused: 0 Motion Carried

6 **PUBLIC COMMENT** - None

7 **CONSENT AGENDA** (with immediate effect)

7.1 Approval of Minutes: Regular Meeting July 10, 2023

7.2 Journal Entries

Entry No.	Date	Description	Transfer Amount
490	7/12/2023	Vendor Checks 80823 - 80868	\$ 504,077.03
		Bank Service Fee June 2023	
508	7/19/2023	Payroll Checks 66837 - 66854	\$ 344,017.03
		Advices 35825 - 35921	
509	7/19/2023	Vendor Checks 80869 - 80898	\$ 1,763,398.90

7.3 Approve the agreement with Hennessey Engineers, Inc. in the amount of \$35,500.00 for design engineering services for Calkins Road at Little Swan Creek and authorize the Managing Director to sign all documents on behalf of the Board.

7.4 Township Contracts

Township	Project #	Road	Location	Work Type
Berlin	504.003.230317	Haggerman	Labo to Sigler	Cross Tile Repl.
City of Luna Pier	505.000.232205	Gaynier	Harold to I-75	Single Chip Seal
LaSalle	504.009.230906	First	C. Street	Cross Tile Repl.
London	504.010.231007	Zieman	Grames to Allison	Cross Tile Repl.

Moved by Commissioner: Thayer Supported by Commissioner: Jacobs
to approve the consent agenda with a correction of the City of Luna Pier Contract which should state all payment from the City of Luna Pier.

Vote: Ayes: 5 Nays: 0 Excused: 0 Motion Carried

8 UNFINISHED BUSINESS

8.1 MCRC Property - Samaria Road in Whiteford Township

Mr. Leach stated no further information has been brought to us from Mr. Birkey or Mr. Whitman. Commissioner Stewart requested to place the topic on the agenda again once we have heard back from the conversancy. Commissioner Thayer asked for the status of the drone flyover of the property. Mr. Leach reported he has not heard back from the sheriff's department.

9 NEW BUSINESS

9.1 MCRC Monroe Campus Building Expansion

Mr. Leach provided a report/presentation on the proposed MCRC Monroe Campus Facility Expansion project.

In 2019, the MCRC sold the Petersburg facility for a sum of \$3,200,000.00 which resulted in moving the West District employees and equipment to the main Monroe campus. The Monroe campus was not designed to function with this volume of employees or equipment. At the time of the sale, the space issue was addressed and it was planned to use a portion of the sale funds to build a similar facility on the Monroe campus. Additionally, the current Monroe campus maintenance building would be expanded to include supervisors' offices, a training area, break room, kiosk area, etc.

Currently, we have a shortage of space for employees in all areas from offices, locker rooms, break rooms, lunch rooms, training facilities, and meeting spaces. Equipment of great value has been stored outside leaving it exposed to the elements.

Mr. Leach detailed the project progression from 2019 - 2023. A budget placeholder in the amount of \$600,000.00 remains in the current budget for the beginning stages of conceptual design. Commissioner Jacobs volunteered his compensation-free time and services to assist in the beginning stages of design.

At the Board's request, a tour of the MCRC facilities was completed in the beginning of 2023. The tour held the opportunity to evaluate our property and assets with commissioners and staff. The following items were noted:

The administration building is in good condition with adequate office space. The deficiency noted is the basement area which is currently utilized for the storage of records. This space needs to be cleared of all storage documents and its use abandoned. With the facility expansion, a room will be dedicated for the storage of documents. It is undetermined if this room will be placed in the current yellow maintenance building or the proposed building.

The Sign Shop, Blacksmith Shop, Drainage Crew, and Survey Crew buildings have significant facility deficiencies which are beyond reasonable repair. The facility holding these shops/crews is noted as beyond its usual life expectancy. The operations within this facility require more space than what is available for safe and efficient operations. The cost associated to upgrade the facility to adequate work conditions exceeds the expense of the demolition and reconstruction of the facility.

The Yellow Maintenance Building is in serviceable condition. Some updates are needed however they are currently being scheduled through the Capital Improvement Plan budget.

With the continued assistance from Commissioner Jacobs, on a volunteer/compensation free basis, a solid plan and drawing has been created for consideration from the Board. At this time, Commissioner Jacobs has taken us as far as he can and we would not be to this stage of the project without his donated time. Commissioner Jacob's efforts are very appreciated by all.

Mr. Leach provided managements recommendation on the project.

What started off as a replacement facility with replenished office space for the West District has expanded into the need to build for the future, protect our assets, and invest in our employees'. The developed design is a facility constructed in a similar fashion to our current yellow maintenance building including the following features: supervisor/crew Leader office space. Drainage Crew office space, storage area, workstations, and kiosk. Sign Shop office space with mezzanine and storage area. Survey Crew office and storage area. Blacksmith Shop. Maintenance crew storage area. Large mobile equipment storage. Employee restrooms, lockers, lunch room, and training facility.

It is the recommendation from Management to move forward into the next phase of this project which includes the writing of a Request for Proposals for the next design firm to begin work on the project.

Mr. Leach reported on the cost and funding of the project. The facility expansion is estimated to cost between six and eight million dollars. This estimate is based off of other known projects which are similar in conceptual design and features. One million of funding was allocated to this building from the sale of the Petersburg facility; \$600,00.00 of that has been budgeted. An option located to fund this project would be from a Bond. The MCRC has a 2017 bond for road maintenance which has a final payment due in August 2024 in the amount of \$750,000.00. This would free up funds needed to move forward on the project. Mr. Leach did not recommend pulling from the general fund because that funding is needed for unknown expenses.

Mr. Leach requested discussion from the Board on funding options as well as on proceeding to the next phase of the facility expansion project with a decision/directive on proceeding with a request for proposals.

Commissioner Thayer asked what the payout period is for the sale of the Petersburg facility. Mr. Leach reported he would follow up with a definite answer but it was believed final payment would be collected soon. There was a five year commitment for MDOT's portion of use. Commissioner Thayer stated we should be able to utilize those funds. Mr. Leach reported at the time of the property sale, it was noted as a Board directive to invest one million to OPEB, one million towards the facilities, and placement of the remaining one point two million could not be recalled but was thought to have been general fund and/or towards the new building.

Commissioner Minton thanked Commissioner Jacobs for investing his time to this project. Commissioner Minton reported the project sat dormant during the pandemic and he is excited to see the progression and forward movement. Commissioner Minton confirmed the Board discussion of funds from the Petersburg facility sale with one million towards OPEB, one million towards capital improvements and he believed the remaining one point two million was placed in the general fund for upcoming collective bargaining. Commissioner Minton stated he felt we are on the right track with the project in regards to discussions of bonds as we do not want to take out of what we have. The project holds large savings with equipment preservation. Commissioner Minton reported he feels we are on the right track and he is excited to see the progress of the project and to keep our commitment to our employees.

Commissioner Jacobs stated the current budget of \$600,000.00 would allow for the next planning phase of the project. When looking at the last payments of the current bond due in August 2024, there is the potential to align us with the position of beginning construction. The time which will be taken to put all project pieces together will take us right into 2024; At the same time the current bond would be up and a new bond issued to cover construction costs.

Commissioner Stewart requested Mr. Leach bring back to the board confirmation of the Petersburg facility payments, how the funds received were applied/distributed, and confirmation of the current bond payoff date.

Commissioner Jacobs reported the estimated project cost has a two million dollar spread to account for any unknowns within the project. Unknowns for example could be demolition costs and complexities with other items such as drainage. This number will continue to be refined as we move along and finalize items with other agencies which have not yet been approached. Right now the figures are broad but are reasonable when comparing to other projects.

Commissioner Minton asked for clarification if management was looking for the Board to take action in order to move forward with the request for proposal process. Mr. Leach confirmed.

Commissioner Jacobs provided two examples of how the project could move forward with the request for proposal process. The first option is to put a request together for professional services only. The second approach would be to make the professional services part of the build package. The package would be along the lines to not exceed a certain dollar amount and not necessarily a known cost upfront. This option puts more trust in building the team upfront but could be a competitive process. With some of the unknowns in funding, Commissioner Jacobs felt it may be more appropriate to move forward slower with a request for proposals for professional design services only.

Moved by Commissioner: Minton Supported by Commissioner: Thayer
to proceed with the request for proposals for design professional services.

James Jacobs	<u> Yes </u>
William Kipf	<u> Yes </u>
Jack Thayer	<u> Yes </u>
Danny Minton	<u> Yes </u>
Greg Stewart	<u> Yes </u>

Vote: Ayes: 5 Nays 0 Excused: 0 Motion Carried

10 REPORT OF OFFICERS

David Leach (Interim Managing Director/Superintendent of Maintenance) -

Mr. Leach thanked the Board for their support in moving forward with the facility expansion.

Mr. Leach reported a 2023 John Deere tractor with boom arm mower was located and will be out to rent by a contractor. It will have approximately 300 hours on it when the rental is up towards the beginning of the next budget year. It is the intention to purchase the mower for under \$150,000.00. The mower will be held for us pending the adoption of the 2024 budget.

Ms. LaRocca is on a much needed vacation this week. We have been reviewing the 2023 budget and prepping for the 2024 budget. We are very happy with the progress and are in very good shape.

At the last meeting during public comment, it was mentioned that we do not post stub street signs. It was stated that two people live on these streets. In clarification, there are no homes on this road stated and the status on the request for road name signs remains with the same response; The MCRC does not sign roads with road names which have residential home addresses on the road.

A situation has developed on Sterns road in Whiteford township. We met with David Arthur on July 13, 2023 who then completed a bit of research on our drainage system in the area. A separated tile was located in the currently closed section of road. The current closure is due to a intersection project. A 36" cross tile has a separation on the shoulder. In the time frame, the contractor is ahead of schedule with opening the road. At this point in time, we do not want to open the road and then close it back down if we proceeded with a sealed bid process. Mr. Leach stated he felt this is an emergency situation and we will be able to remain under the \$50,000 limit as long as there is no objections from the Board. Mr. Leach stated he will proceed with the process of obtaining three quotes for the emergency repair. Commissioner Stewart stated his opinion there is a policy, but the policy is not being broken which results in no action needed. No further comment was held on the emergency repair.

Commissioner Stewart stated, in regards to public comment regarding Lewis Ave at the last meeting, he is in favor of having statistics. When a person is speaking of safety at that intersection, data is what proves what is going on. Mr. Leach reported there were minor accidents such as rear-end collision. Commissioner Stewart stated in regards to the stub street name signs, the address for the homes are not on the stub street. Mr. Leach stated this particular stub street is a small section containing 125 feet of certified road that most likely exists with the thought of expanding the plat sometime in the future.

Jim Morgan (Assistant Superintendent of Maintenance) -

Mr. Morgan reported we are on the last week of dust control for the first round and should be wrapped up by end of week. Additionally, we are in the final stretch of chip seal projects. Mr. Morgan reported we have one employee who is getting ready to retire. The position has been put up for bid in order to begin the training process now while the retiree is still here. We are stepping employees up early enough to get training wrapped up by October as there will be a trickle down effect with employees shifting in their roles and other training needed.

Kim LaRocca (Director of Finance) - Excused

Matthew Snell (Director of Engineering/County Highway Engineer) -

Mr. Snell reported the federal aid micro surfacing projects in Erie and Frenchtown Township later this week. Mr. Snell reported a preview of our fair booth is on display in the back of the Board room. Mr. Snell reported, like everything at the Road Commission, it was a group effort with many people putting a lot of time and effort into it.

Commissioner Jacobs reported he noticed on Fairway and Hollywood Golfcrest roads, some signs and utilities were covered up. Some neighbors were asking about the project and wondered if it was pulled from project list. When looking at the website, it appeared that Vivian Road was going to be resurfaced. Mr. Leach reported we did some chip sealing in Frenchtown, those roads were not part of the project limits to be chip sealed. The area was miss-signed in a slight communication gap between our sign shop and maintenance division.

Camden Regis (Director of Human Resources) -

Ms. Regis reported we were supposed to participate in a touch-a-truck event in Milan Township; however, it was rained out and had to be rescheduled for August 17th. Our fair team is also getting ready for the fair

Philip Costello (Legal Counsel) -

Mr. Costello reported on an incident which occurred two years ago this past June. On Fay Road, a tree fell during a storm coming to rest on a vehicle resulting in fatal injuries. We were recently made aware of a lawsuit which arose from the incident. We are not named as a defendant in the lawsuit. The defendant listed is the property owner where the tree was growing, the County of Monroe, Jane Doe and John Doe as Employees who failed to respond to complaints about the tree. The filing is significant because the accident occurred more than two years ago and we have a two year statute of limitations. Normally, we would have had to of been named a defendant within two years. We are not directly involved in the suit at this time, we were just made aware by the County of Monroe attorney. We are currently in the process of searching for all of the records.

11 PUBLIC COMMENT - None

12 COMMISSIONERS COMMENT

Commissioner Jacobs (Member) -

Commissioner Jacobs stated he is glad to see we are moving forward to the next steps with facility expansion. It has been a pleasure working with staff, they know exactly what is needed now and going into the future. It is a good direction for the commission.

Commissioner Kipf (Member) -

Commissioner Kipf thanked Commissioner Jacobs for his volunteer efforts and his role with getting this project going. Commissioner Kipf reported he heard it discussed many times and getting expensive equipment under cover is a good long term solution.

Commissioner Thayer (Member) -

Commissioner Thayer echoed other commissioners comments. Commissioner Thayer stated appreciation goes to Commissioner Jacobs for donating his time to get it going. The project is way past due but good to have moving forward.

Commissioner Minton (Vice Chairman) -

Commissioner Minton requested to be excused from first Board meeting in August. Commissioner Minton stated he heard something in here tonight that he would like to point out. Mr. Snell stated "like everything here at the Road Commission, these projects had everyone's involvement". Commissioner Minton stated it is great to recognize everyone and give credit where it is due. The comment is appreciated.

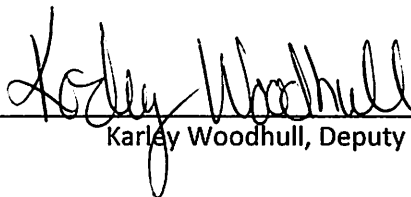
Commissioner Stewart (Chairman) -

Commissioner Stewart echoed the other commissioners comments. Commissioner Stewart thanked Commissioner Jacobs for his efforts and stated what he likes is seeing progress, accomplishments, and moving forward while working together.

13 ADJOURNMENT

Chairman Stewart adjourned the meeting with no further objection.

Adjournment at: 6:06 PM



Karley Woodhull, Deputy Clerk

August 14, 2023

Date