

## MINUTES

Chairman Matiash called the April 27, 2017 meeting of the Mason County Road Commission held in their office at 510 E State Street, Scottville, MI to order at 10:00 am.

Members present: Matiash, Robidoux and Schwass, Manager/Director Schoonover, Secretary Samuels and Superintendent Moody. Absent: None

Visitors: Ken Talsma of Anderson, Tackman & Company, PLC to present the 2016 Audit to the Board. Josh Buchanan from Michigan Cat and Daniel Novak from AIS Construction Equipment regarding the Motor Grader Bids.

Approval of Agenda: Motion by Robidoux seconded by Schwass to approve the agenda as presented. Ayes all. Motion carried.

Conflicts: None

The minutes of the April 13, 2017 regular meeting were discussed:

Motion by Schwass seconded by Robidoux to approve the minutes as presented.  
Ayes all. Motion carried.

The Board took the following action after reviewing the accounts payable and payroll.

Motion by Robidoux seconded by Schwass to approve accounts payable for ck #75275 thru ck#75307 for \$36,509.08, and pre-approve Payroll #9 for May 4, 2017.

At 10:04 am the Board looked over the contingent liability and revenue sheet.

### Audit Report

Mr. Ken Talsma of Anderson Tackman & Company PLC presented the December 31, 2016 Basic Financial Statement to the Board. There were no issues. Good report-See Motion.

**Superintendent's Report:** Blading everything was completed last week and have been doing some touchups. Will be starting a project in Victory Township next week. The tree crew has been removing standing dead trees and still cleaning up after the wind storms. Some aggregate patching and bit edging. Extra help in the shop. The brush cutter has been out. Have been out pulling shoulders. Will not be as aggressive as a program as last year due to the weather. The sweeper has been out everyday. The Cat Excavator is out working on ditching projects and a few culverts. There was a shoulder cave in on Stiles Road due to a culvert that had failed. Will be repaired next week pending DEQ approval. The rest area was opened on Monday April 24, 2017. The 4-10 hour work days will start May 1, 2017.

**Shop Foreman Report:** Request from Lake County Road Commission to purchase our Case MX100 tractor boom mower along with boom assembly, Units #274, #256 and #288 for \$10,000.00. See Board approval. Also discussed Motor Grader Bids. See Board Approval.

## Manager/Director Report:

### Engineering

- On-going File Reviews - Neil Road Culvert is awaiting fabrication items from the box culvert manufacturer and Rasmussen Rd has had no changes:
- Hansen Rd, Dennis Rd to Stiles Rd: Contractor is progressing with grade adjustments and ditching. Monday morning resident complaint lead to a grading easement agreement and to remove a substantial tree row of tall pines and backslope adjustment that will be accounted for in a contract modification . (C&D Hughes Bid: \$808,709.98. 80% Federal STP, 20% State D. Progress Clause: Completion date of on or before June 23, 2017)
- Hansen Rd, W. of Gordon Rd to 0.8 mi W of US-31: Revised funding was requested and approved by RTF 14 on Monday (\$485K STP, \$300K State D). The plans, estimate and Program Application were submitted to MDOT for GI.
- 2017 Pavement Marking: South end of County – **No change in status.** Submitted to MDOT for GI.
- Sass Rd, Grant Twp: **No change in status.** Preliminary plans have been submitted to the Twp and they have expressed their desire to increase the limits to the east. (Estimated at \$60,000)
- Stephens Rd over Big Sauble Bridge: **No change in status.** Final Plans have been submitted, reviewed and approved by the MDOT consultant firm to be submitted for processing to MDOT. Anticipate a May 5<sup>th</sup> Letting. (Estimate: \$812,100)
- Decker/Stephens Rds over S Br Lincoln River/Frog Paradise Drain: **No change in status.** Final Plans have been submitted, reviewed and approved by the MDOT consultant firm to be submitted for processing to MDOT. Anticipate a May 5<sup>th</sup> Letting. (Estimate: \$637,500)

### Informational Items

- Facilities, Site and Environmental Assessment: Hobbs+Black, has submitted a Proposal/Agreement for Facility Condition Assessment and Space Utilization Evaluation.
- Brine Pond Update: Conference call with Gourmet Mushroom and Legal Counsels has everyone on the same page with intent, understandings of liability, and overall fruition contingent upon DEQ approvals. Our counsel highly recommends retaining an outside engineering firm to review and assess the integrity of the lagoon, liner, loading/dispensing areas, pit containment areas and provide necessary pit operation and operator training as necessary.
- 14 of 15 Townships have submitted Brine Request Worksheets and 12 of 15 Township Project Lists.
- US-31 Traffic Control Order for increased speed limit from S Oceana Co Line N to US-10.
- 2017 Transportation Asset Management Spring Conference announced: May 25<sup>th</sup>, Mt. Pleasant.
- LCM (survey company sub to KPM Engineering) has begun surveying the Custer Rd/Black Creek stream crossing as part of the SOGL Grant to the Mason-Lake Conservation District
- Beginning 4-10's Monday, May 1<sup>st</sup>.
- J. Bader – Graduation from Ferris State University with Associate of Applied Science (AAS) in Civil Engineering Technology and Bachelor of Science in Construction Management.

**Under unfinished business the following was discussed**

1. Approve Township Projects-See Motion
2. Approve 6<sup>th</sup> Street Overlay-See Motion
3. Advertise for staff position-The Board instructed Manager/Director Schoonover to move forward with advertising for a Civil Engineer.
4. Approve Act 50 & 51 Report-See Motion
5. Approve transfer of funds from Primary to Local-See Motion
6. Award Motor Grader Bid-See Motion
7. Fleet GPS-See Motion.

**Under new business the following was discussed**

1. Local Bridge Program Application-See Motion
2. Approve purchase of two 2018 Michigan Kenworth T800-See Motion
3. Approve PACCAR Financial Agreement-See Motion
4. Paul Bunyan Meeting is scheduled for May 18, 2017. Wayne and Doug to attend.
5. STOP Control Request for Hogenson Road and Appleton Roads in Riverton Township-See Motion
6. Facilities, site and Environmental Assessment-See Motion.

**Items Requiring Board Action****Approve Township Projects 04-27-2017**

**Motion by Schwass seconded by Robidoux to enter into the following contracts with the various Townships and to authorize the Manager Director and the Clerk to sign on behalf of the board. Ayes all. Motion carried.**

**Summit Township 2017**

**Township Wide Dust Control** for 2.36 miles. One single mineral brine application .  
Total Cost \$965.00.

**Olmstead Road** from Pere Marquette Hwy Westerly to turn around for .51 miles. Minor ditching then place seal coat with fog seal. Total cost \$12,000.00.

**Brye Road** from Washington Road to Marrison Road for 1.0 mile. Chip seal coat with fog seal.  
Total cost \$27,350.00.

**Schlick Road** from Pere Marquette Hwy Westerly to turn around for .45 mile. Place 66' diameter circle HMA , crack seal and place chip seal with fog seal.  
Total cost \$16,700.00.

**Sunset Lane** from Lakeshore Drive westerly to Montgomery Blvd for .37 miles. Minor ditching, HMA wedge, crack seal and place chip seal with fog seal.  
Total cost \$19,850.00.

**Thiele and Mack Avenues** from Lakeshore Drive Northerly to North Avenue for .20 miles. Ditching and place HMA overlay. Total cost \$14,850.00.

**Meade Township 2017**

**Reid Road** from Free Soil Rd Southerly to turn-around for .84 miles. Crack seal, place seal coat and fog seal. Total cost \$21,150.00.

**2016 Audit Review by Anderson Tackman and Company, PLC**

Motion by Schwass seconded by Robidoux to accept the 2016 Audit Report from Anderson Tackman and Company, PLC presented by Ken Talsma and to place on file. Ayes all. Motion carried.

**Act 50 & 51 Report**

Motion by Schwass seconded by Robidoux that the Board approve the Act 51 & Act 50 Financial data for the 2016 fiscal year, and further that Chairman Matiash be authorized to sign the various documents.

Ayes: Matiash, Robidoux and Schwass. Nays: None Motion carried.

**Transfer Funds from Primary to Local**

Motion by Robidoux seconded by Schwass to authorize a transfer of \$500,000.00 (50%) from the Primary Road Fund to the Local Road Fund.

Ayes: Matiash, Robidoux and Schwass. Nays: None Motion carried.

**Approve Sixth Street Overlay Cost Share with Pere Marquette Township**

Motion by Schwass seconded by Robidoux to approve an agreement between Pere Marquette Township and the Mason County Road Commission for an HMA Overlay on Sixth Street from PM Hwy to Meyers Rod for 1.1 miles with a 50/50 cost share pending the Townships Approval. Estimated total project cost is \$87,000.00. Ayes all. Motion carried.

**Award Motor Grader Bid**

Motion by Matiash seconded by Robidoux to award the bid for a new Motor Grader to replace Michigan Cat Grader #701 to Michigan Cat for a 140M3AWD for a purchase price of \$293,500.00 with a 5 year, 8000 hour lease for either \$3,239.81 monthly or 5 annual payments of \$36,558.34. Ayes all. Motion carried.

**Local Bridge Program Priority List Approval**

Motion by Matiash seconded by Schwass to support the Local Bridge Program Applications for the following structures:

1. SN 6683 Tuttle Rd – Replacement
2. SN 6671 Wilson Rd – Replacement
3. SN 6679 Tyndall Rd – Replacement
4. SN 6666 Walhalla Rd – Preventative Maintenance.

Ayes: Matiash, Robidoux and Schwass. Nays: None. Motion carried.

**Approve Purchase of Two 2018 Kenworth Model T800 Semi-Tractors**

Motion by Schwass seconded by Robidoux to approve the purchase of two (2) new 2018 Kenworth T800 Tractors in the amount of \$127,022.00 each for one (1) year with interest in the amount of \$14,863.65 for a total rental payment of \$268,907.65 As an expression of good faith at the sole option of the Mason County Road Commission, Michigan Kenworth agrees to provide an option to buy back both units for the original price twelve (12) months after the original in-service date of each respective truck. Ayes all. Motion carried.

**Approve PACCAR Financial State and Municipal Lease/Purchase Agreement**

Motion by Schwass seconded by Robidoux to Approve the PACCAR Financial State and Municipal Master Lease/Purchase agreement and Clerk's Certificate, authorizing the Manager and Clerk to execute and deliver the same and rescinding all prior resolutions in conflict Herewith for the two 2018 Michigan Kenworth Semi-Tractors. Ayes all. Motion carried.

**Upgrade Yield to Stop Control Signs in Riverton Township**

Motion by Robidoux seconded by Schwass to upgrade the existing Yield to Stop Control at the T-intersections of Hogenson Road at Meisenheimer Road and Appleton Road at Meisenheimer Road in Riverton Township. Ayes all. Motion carried.

**Facilities, Site and Environmental Assessment**

Motion by Schwass seconded by Robidoux to move forward with Hobbs and Black Architects for a Facilities Condition Assessment and space Utilization Evaluation of the MCRC facilities for an estimated cost of \$9,275.00. Ayes all. Motion carried.

**Approve Fleet GPS**

Motion by Schwass seconded by Robidoux to approve purchase of Fleet GPS from Verizon Network Fleet with an annual GSA cost of \$13,072.80. Ayes all. Motion carried.

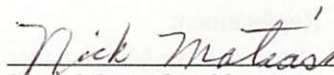
**Approve offer from Lake County Road Commission to purchase MX100 Tractor**

Motion by Robidoux, seconded by Schwass to approve the request from Lake County Road Commission to purchase our Case MX100 tractor boom mower along with boom assembly, Units #274, #256 and #288 for \$10,000.00. Ayes all. Motion carried.

**The next regular meeting is scheduled for May 11, 2017 at 10:00 am.**

**There being no further business the meeting was adjourned at 12:48 pm.**

  
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 Mary Samuels Secretary

  
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 Nick Matiash Chairman