

## MINUTES

Chairman Robidoux called the April 12, 2018 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: Robidoux, Schwass and Matiash, Manager/Director Schoonover, Secretary Samuels and Superintendent Moody. Absent: None.

Visitors: County Treasurer Andrew Kmetz .

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

Conflicts: None

The minutes of the March 22, 2018 regular meeting were discussed:

Motion by Matiash seconded by Schwass 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 Schwass seconded by Matiash to approve accounts payable from April 5, 2018 for ck#76394 for \$34,710.00 and ck #76395 thru ck#76459 for \$315,268.18 and approve payroll #7 for April 5, 2018 for \$71,825.25 and pre-approve payroll #8 for April 19, 2018.  
Ayes all. Motion carried.

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

**Superintendents Report;** Some winter maintenance. Blading gravel roads for a couple of days. The Cat Excavator working on culvert replacements. Are done for now until weight restrictions are lifted. The tree and limb crew have been working on First Street in Amber Township. Some blading for a couple of days. The sweeper has been out. Additional help in the shop. Melanie Green from Mackinaw Administrators was in on April 5 to check safety items. Helped to develop an Emergency Action Plan something that MIOSHA will be requiring. There will be a safety meeting held with Mike Phillips on May 10 in the afternoon.

County Treasurer Andrew Kmetz was in to discuss investing road commission funds to receive a higher rate of interest. Most of our funds are currently with West Shore Bank and are earning about .25%. Kmetz suggested the Board allow him to invest with Michigan Class, Chemical Bank and Shelby Bank at an estimated rate of 3%. The Board agreed with his suggestion. See Motion.

**Shop Foreman Report-** Given by Manager/Director Schoonover-Discussion on equipment to purchase. See Motion.

**Manager/Director Report:**  
**Engineering**

- Hansen Rd, Dennis Rd to Stiles Rd: Final completion paperwork from the contractor (subcontractor) is still required. Last of the HMA calculations being reviewed by staff. Final Cost of \$986,771.47, 22.02% over original contract. (C&D Hughes Bid: \$808,709.98.)
- 2017 Pavement Marking: **No change in status.** Continuing to work on obtaining final paperwork from the contractor. Final Cost of \$40,902.45, 25.26% over original contract. (MPM, \$32,653.74. 100% Federal STP.)
- Stephens Rd over Big Sauble Bridge: **No change in status.** A CM was processed for balancing items to date with a cost increase of \$17,862 (2.39%). Seasonal suspension with spring work will include identification plate, concrete surface coating, final restoration and pavement markings. (J.E. Kloote Bid: \$746,162.50. 80% Fed, 15% State, 5% Local.)
- Decker/Stephens Rds over S Br Lincoln River/Frog Paradise Drain: A CM has been processed for balancing items to date with a cost increase of \$28,126 (4.62%). Seasonal suspension with spring work will include HMA paving, concrete surface coating, aggregate shoulders and pavement markings. (Wonsey Tree Service Bid: \$608,783.52. 80% Fed, 15% State, 5% Local.)
- Hansen Rd, W. of Gordon Rd to 0.8 mi W of US-31: MCRC crews have felled trees greater than 3" and cleaned up anything near the roadway. With weight restrictions lifted in the GR area, C&D Hughes started a small job that could start & finish in early April. A revised progress schedule for an April 30<sup>th</sup> start date has been received. Staff is working on the Auto CAD files for GPS construction staking and will be getting some additional control on the project to tighten up the N/S line using the GPS. The project is set up in Project Wise which will be mandatory for Local Agencies for contracts let in October of 2018 forward. Staff will also be sending out a letter to the residents, informing them about the project such as start date, contractor, anticipated work etc. Staking for the detour and temporary signs will be completed next week. (C & D Hughes, Inc.: \$657,725.79. 80% Federal STP, 20% State D. Progress schedule: Open to traffic on or before July 14, 2018 with completion date of November 3, 2018.)
- Custer Rd Bridge over PM River Deck Rehab: Concurrence from USFW for the delayed starting of the demolition of the deck includes daily inspections under the bridge before starting the days work.. Presently the contractor cannot move over-width equipment until State spring weight restrictions are removed. (Milbocker and Sons, Inc: \$852,279.11. 80% Federal STP, 15% State Bridge. Progress schedule: Open to traffic on or before 6-30-18.)
- Darr Rd Bridges over the North and South Branch of Lincoln River: Appearing as Item 057 in the May 4th Letting. Estimates are currently \$424,230.50 for N Br crossing and \$478,748 for the S Br.
- Hawley Rd Bridge: **No change in status.** We will be working on the CAD file for staking with assistance from Leica for importing into the GPS efficiently. The existing 49' steel beam bridge is proposed to be replaced with a 90' span 54" Prestressed I-Beams and composite 9" concrete deck. Current Estimate: \$1,080,341.
- Rasmussen Rd Design: **No change in status.** PM Twp is securing an engineering firm.

Old design needs to be reworked.

- Anthony Rd Design: Soil borings have been completed and GPS coordinate system needs to be aligned. DEQ permits for westerly 4 culverts are required that will include sketches, photos and some surveying. Most of the preliminary design is done with final design anticipated in early to mid-May.
- First St, Meyers Rd E'ly to Cul-de-sac, Amber Twp: Utility coordination is being pursued with the private sanitary force main running close to the roadway and crossing underneath. Tree removal is anticipated to begin soon.

#### **Personnel**

- Potential Dec. retirement of maintenance employee. Current temp. employee status.

#### **Informational Items**

- Bridge Load Reductions: Culvert load ratings were conducted on the following structures due to poor conditions and are being reduced immediately:
  - SN 13633 Fountain Rd over N Br Lincoln River
  - SN 13616 Younkers Rd over Big Sauble River
- Brine Pond / Land Inquiry: *No change in status*. The president has been out-of-country and we are awaiting an update from the manager after their Friday conference call with the president.
- Rest Area Facility ADA and Section 504 Compliance: MDOT has stated they will notify us when training is available.
- MDOT Budget: Winter costs above 5-year average, MDOT is requiring pre-approval before exceeding any line items of the Field Activity Budget. I have requested their direction for #1330, Rest Area Maintenance and #1680, Traffic Signal Energy, both have a \$0 budget.
- Chip Seal Program: Obtaining quantities on routes to complete the list of Primary Roads.
- Statewide Tornado Drill – Participated yesterday with our developing Emergency Preparedness manual.
- MDOT Projects in Mason County:
  - US-10, City of Ludington, Rowe St to Jackson Rd: April 16<sup>th</sup> – May 25<sup>th</sup> , Final Oct 29, 2018
  - US-10, Vlg of Custer E to Co Line: May 14<sup>th</sup> – July 16<sup>th</sup>, Final June 3, 2019
  - US-31 BR, US-31 N to US-10: July 16<sup>th</sup> – Aug 31<sup>st</sup>, Final June 3, 2019
- MDOT Adopt-A-Highway Litter Pickup: Starting April 14, extended for UP and Northern to April 28<sup>th</sup>-May 6.
- MCTOA – Thursday April 19<sup>th</sup>, 7:30 pm, Branch Twp Hall
- Finance & Human Resource Seminar – May 15<sup>th</sup> -17<sup>th</sup>, Mt. Pleasant. Two signed up to attend.
- Commissioners Seminar – April 15<sup>th</sup> – 17<sup>th</sup>, Frankenmuth. Two signed up to attend.
- Seasonal Weight Restrictions update.

#### **Under unfinished business the following was discussed**

1. Policies-See Motion
2. Approve Act 51-See Motion

3. Approve Transfer of Funds from Primary to Local-\$350,000.00. See Motion.

**Under new business the following was discussed**

1. Approve Township Projects-See Motion
2. Award Mineral Well Brine Bid-See Motion
3. The next Township Officers Meeting is scheduled for April 19 at Branch Township.
4. Approve Priority List for Local Bridge Program-See Motion

**Items Requiring Board Action:**

**Approve Township Projects 04-12-2018**

**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.**

**Meade Township 2018**

**Township Wide Dust Control for 6.82 Miles. One double application.  
Total Cost \$3,000.00.**

**Sheridan Township 2018**

**Dewey Road from Campbell Road Westerly to Morse Road for 1.50 miles. Place HMA Wedge.  
Total Cost \$9,100.00.**

**Interlochen/Benson Roads from Interlochen Road E of Benson Rd to Benson Rd, then Benson Road North and South of Interlochen Rd for .18 miles. Place HMA Overlay.  
This was a 2017 project . Total cost \$16,330.00.**

**Approve Recommendation by County Treasurer Kmetz to Invest Funds.**

**Motion by Matiash seconded by Schwass to authorize County Treasurer Kmetz to invest the Mason County Road Commission Funds to receive the best rate of interest available with Michigan Class, Chemical Bank and Shelby Bank. Ayes all. Motion carried.**

**Approve hiring Erik Hallberg to a full time position.**

**Motion by Schwass seconded by Matiash to approve hiring current part time employee Erik Hallberg for a full time position with the MCRC effective April 16, 2018.. Ayes all. Motion carried.**

**Approve Policies for Finance**

**Motion by Schwass seconded by Matiash to accept the Finance Policies as recommended by Manager/Director Schoonover. Ayes all. Motion carried.**

**Act 51 Report**

**Motion by Schwass seconded by Matiash that the Board approve the Act 51 Financial data for the 2017 fiscal year, and further that Chairman Robidoux be authorized to sign the various documents. Ayes: Robidoux, Matiash and Schwass. Nays: None Motion carried.**

**Transfer Funds from Primary to Local**

Motion by Matiash seconded by Schwass to authorize a transfer of \$350,000.00 from the Primary Road Fund to the Local Road Fund.

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

**Local Bridge Program Priority List Approval**

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

**Priority Recommendation:**

1. SN 13633 Fountain Rd over N Br Lincoln River – Replacement
2. SN 13616 Younkers Rd over Big Sauble River – Replacement
3. Combined - Preventative Maintenance
  - a. SN 6666 Walhalla Rd over N Br Pere Marquette River
  - b. SN 6656 Walhalla Rd over S Br Pere Marquette River
4. SN 6665 Custer Rd over Big Sauble River– Preventative Maintenance
5. SN 6685 Fisher Rd over Lincoln River - Replacement

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

**2018 Mineral Well Brine Bid Award**

Motion by Matiash seconded by Schwass to award the bid for Mineral Well Brine as recommended by staff to low bidder Michigan Chloride Sales as follows:

Michigan Chloride Sales, LLC of St. Louis:

1. Furn. & Loaded in storage facilities: Mineral Well Brine (min 26%) \$ 0.1535 per gallon  
% Calcium: 20.8 % Magnesium: 3.3 % Sodium: 5.3 % Total: 30.3
2. Furn. & Loaded in storage facilities: Mineral Well Brine (min 38%) \$ No Bid per gallon  
% Calcium: \_\_\_\_\_ % Magnesium: \_\_\_\_\_ % Sodium: \_\_\_\_\_ % Total: \_\_\_\_\_
3. Furnish Storage Facilities (May 1<sup>st</sup> – Sept 15<sup>th</sup>) \$ 0.00 per unit

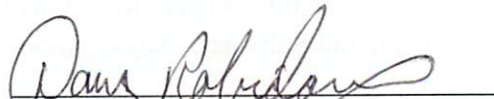
**Approve Purchase of Walk & Roll, two Front Plows and Truck Mounted Directional Arrow Board and One Trailer Mount.**

Motion by Schwass seconded by Matiash to approve the purchase of one Walk & Roll from AIS Equipment in the amount of \$38,700.00. Two Root Ross RR95 Front Plows from Shultz equipment for \$6,450.00 each. One Truck Mounted Directional Arrow Board and One Trailer Mount for approximately \$6,000.00 plus shipping. Ayes all. Motion carried.

The next regular meeting is scheduled for April 26, 2018 at 10:00 am.

There being no further business the meeting was adjourned at 11:51 am.

  
Mary Samuels Secretary

  
Doug Robidoux Chairman