

MINUTES

Chairman Robidoux called the November 21, 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/Secretary Samuels, County Highway Engineer Nelson and Superintendent Moody. Absent: None.

Visitors: Jim Gallie from Amber Township to wish the board a Happy Holiday. Jeff Cormany and Doug Damkoehler to discuss some Sheridan Township Road Issues. The Bridge on Morris Road needs to be fixed and they would like to know what the DEQ would require to replace the bridge. They can't do any road work until the bridge has been replaced. They requested a list of the road projects not completed in 2018. J Syrewicze will contact Jeff and set up a time to get together to do a ride around to discuss what roads the township would like to have contracts for.

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 November 7, 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 for November 21, 2018 for ck#77181 thru ck #77226 for \$167,499.14, approve short Term Leave checks for \$43,095.08 and pre-approve Payroll #24 for November 30, 2018. Ayes all. Motion carried.

At 10:07 am the Board looked over the contingent liability and revenue sheet.

Superintendent's Report: Will be working on a 2018 project for Victory Township on Fisher Road doing selective tree and stump removal. Darr Road, a Sherman Township project will be completed in 2019. There needs to be a sand lift added to the contract cost. The township will be notified. Extra help in the shop every day. One to two cold patch crews out most days. The tree crew is working on removing dead trees. Some blading and aggregate patching as weather allows. The Cat Excavator is working on drainage projects and in Logan Township on Tyndall Road. The brush cutters have been out and a couple of sanders.

Shop Foreman Report- None

County Highway Engineers Report

- **2018 HMA paving:** Rieth-Riley has signed an agreement to for the 2018 uncompleted work and extend the HMA paving into 2019 using 2018-unit prices. Anthony, Lakeshore, Darr & Reek Roads need to be completed in 2019. Liquidated damages will be assessed in the amount of \$900 per day for any work after June 15, 2019.

- **Darr Rd Bridges over the North and South Branch of Lincoln River:** The North Bridge & South Bridge road was officially open to traffic on November 14, 2018. Final restoration and concrete seal will be completed in the spring of 2019. Project is considered under seasonal suspension from November 15, 2018 to April 15, 2019. Hardman Construction will return in the spring to finish the restoration and concrete sealing. Hardman will be fixing erosion control silt fence and placing straw mulch this week for SESC measures. Current contract completion date is September 28th, 2018.
- **Anthony Rd Design:** I received a bid from Hallack Contracting in the amount of \$89,485 for installing culverts, ditching, placing gravel, placing embankment, and the sand lift on Anthony road. They will have the work completed by May 18th, 2019. Rieth-Riley will then complete the crushing & shaping and paving with a completion date of June 15, 2019. Liquidated damages will be assessed in the amount of \$900 per day for any work after June 15, 2019.
- **Hawley Road Bridge:** Preconstruction meeting is scheduled for December 4, 2018. Prein & Newhof will be attending the pre-construction meeting. P&N will be doing the surveying, inspection, materials testing and office tech work on this project. I will be the Project Engineer and will be monitoring the construction and signing the pay estimates, work orders, etc.
- **Hansen Rd, W. of Gordon Rd to 0.8 mi W of US-31:** Final quantities are being worked on along with MDOT files and As-Built plans. (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.)
- **2017 Hansen Road & Pavement Marking** – MCRC paperwork was found to be complete and the final paperwork will be being signed by MDOT, etc.
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- **2018 County Wide Pavement Marking:** MPM completed the final painting last week.
- **2021 Fountain Road** – Received letter from MDOT stating that the Fountain Road “bridge” has been approved for funding in the amount of \$869,000. I sent an e-mail to Keith Cooper of MDOT to inquire about constructing a box culvert or arch culvert in lieu of a bridge. Box culverts can be built with bridge funding. I will need to check with the MDEQ and box manufacturers to verify constructability.
- **Weaver Road** – Information was compiled and sent to Richard Wilson and a chain of title was requested to determine the actual width of the public owned ROW. Richard is working on the chain of title and will report back to the MCRC.
- **2019 Stiles, Sugar Grove & Scottville Road** – I will need to prepare bidding specifications for improving the detour route for US-31 bypass road. I may be able to include in our 2019 HMA paving program – need to check with MDOT.
- **2020 Rasmussen Rd Design:** The MCRC has not received the call for projects yet for 2020. We currently have Hansen Road from Meyer to Dennis on the 2020 Small Urban Program schedule. I would like to request Rasmussen Road for 2020 and combine these 2 projects into 1 project.
- **Sugar Grove Road east of US-31:** MDEQ permit was received for replacing this culvert. I will need to get pricing for the culvert, easements and plan on replacing the culvert in the spring of 2019. The culvert is failing at the shoulder and needs to be replaced.
- Still have several projects that need surveying and design work that need to be completed such as Rasmussen Road, Hansen Road, Sass Road, Hamlin Twp, Lakeshore Dr. South Bayou Sheeting.
- **2019 Pavement Marking** - Josh will be starting to put together the 2019 Pavement Marking project.
- **2019 Chip Seal** – I will be working with Mary & Eric Moody to develop a list for the 2019 Chip Seal
- **2019 HMA Paving** - I will be working with Mary & Eric Moody to develop a list for the 2019 HMA Paving

Manager/Director Report

Informational Items

- The new Finance Director Heather Braginton will be starting on Monday November 26, 2018
- The Union Contract has been printed and delivered to the Union Members.
- Ted continues working on updating the Certification Maps. He has completed all but three Townships.
- Continue working on speed studies and traffic counts. We will submit the traffic studies that have been completed and request TCO's if there are no issues. Rick will continue to gather information as soon as he has the counter repaired.
- Great support from the crew for the Aglow on the Avenue Parade on November 24.
- The Darr Road Abandonment ad in the paper will be completed on the 23rd. So far there has been no public input regarding the Abandonment. If there is no opposition the Abandonment process will be completed the following week.
- The information for Weaver Road has been sent off to Attorney Richard Wilson and he has requested a Title Search be completed.
- Total cost for repairs to the fuel system so far for 2018 is \$7,845.83.
- Approximate acres owned by MyCopia LLC was presented for discussion.

Under unfinished business the following was discussed

1. 2019 Local Road Policy-See Motion
2. Approval to update Signature Cards for WSB-See Motion
3. Approve First Amendment to Regional Wetland Bank Agreement-See Motion
4. Salary Discussion regarding Exempt and Non exempt employees-will discuss at the next meeting.

Under new business the following was discussed

1. Approval to add On Line Service from the Register of Deed Office to look up Deeds and other Items of interest to the road commission-See Motion.
2. Approval of modification #04 to Agreement 17-RO-11090400-025 between the MCRC and Huron - Manistee National Forests-See Motion

Items Requiring Board Action:

Approve Local Road Policy for 2019

Motion by Matiash seconded by Schwass to approve the Local Road Policy for 2019 as amended increasing the cost share amount to \$350,000.00 and to increase the road commissions participation in a double brine to 50% of the second application of material. The cost participation will be for TWO double brines based on availability of product. Ayes all. Motion carried.

Approval to Update Signature Cards with West Shore Bank

Motion by Schwass seconded by Matiash to approve updating the signatures at West Shore Bank for the Accounts Payable Checking Account, Payroll Checking Account and the Health Reimbursement Account. Signatures will be updated for Manager/Director Mary Samuels, Finance Director Heather Braginton, Commissioners William Schwass and Douglas Robidoux. Ayes all. Motion carried.

Approval of first Amendment to the Regional Wetland Bank Agreement

Motion by Matiash seconded by Schwass to enter into the First Amendment to the Regional Wetland Bank Agreement for reimbursement of GTCRC for unpaid costs and expenses in the event that the GTCRC is not reimbursed for costs and expenses incurred in connection with the Regional Wetland Bank through Michigan Wetland Board. The GTCRC shall invoice, and Member shall pay to GTCRC an amount equal to its percentage share of the unreimbursed amount based on the number of Participating Road Commissions, including the GTCRC. All other terms and conditions of the Agreement shall be and remain the same. Ayes all. Motion carried.

On line Service for Register of Deeds

Motion by Schwass seconded by Matiash to accept an agreement with the Mason County Register of Deeds for online access to real Estates Records. The cost of the plan is \$75.00/month for 0-250 minutes. Overage charge would be .25 per minute. The MCRC would supply an initial payment of at least two months plan charge, then begin to receive a monthly invoice. Either party, upon reconciliation of any money owed, may terminate the agreement. Ayes all. Motion carried.

Approval of Modification #04 to Agreement 17-RO-11090400-025

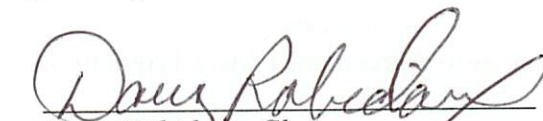
Motion by Matiash seconded by Schwass to enter into an agreement with the Huron-Manistee National Forests of Modification #04 to Agreement 17-RO-11090400-025 between the MCRC and the Huron Manistee National Forests for a change in funding to commit additional funding in the amount of \$10,000.00 for reimbursement to Cooperator for FY 2019 and to authorize the Manager/Director to Sign. Ayes all. Motion carried.

The next regular meeting is scheduled for Thursday December 13, 2018 at 10:00 am.

There being no further business the meeting was adjourned at 11:55 am.



 Mary Samuels Secretary



 Doug Robidoux Chairman