

## MINUTES

Manager/Director Samuels called the January 10, 2019 meeting of the Mason County Road Commission held in their office at 510 E State Street, Scottville, MI to order at 10:07 a.m.

Members present: Robidoux, Schwass and Ingison, Manager/Director Samuels, Secretary Braginton, County Highway Engineer Nelson, Superintendent Moody. Absent: None.

Visitors: None.

### Establishing Board Positions & Meeting Dates

Motion made by Robidoux nominating Schwass as Chairman for 2019-2020. Schwass accepted. Ayes all. Motion carried.

Motion made by Schwass nominating Robidoux as Vice-Chair for 2019-2020. Robidoux accepted. Ayes all. Motion carried.

Braginton presented list of meeting dates and changes were made to accommodate conflicts. Revised list will be posted.

### Approval of Agenda

Motion by Robidoux seconded by Schwass to approve the agenda as presented with amendments. Schwass requested to the topic of ipads under new business. Ayes all. Motion carried. Conflicts: None

### Approval of Minutes

The minutes of the December 27, 2018 regular meeting were discussed. Motion by Robidoux seconded by Schwass to approve the minutes as read except for one amendment. *Chairman Robidoux turned December 27<sup>th</sup> meeting over to Mataish to Chair for final meeting before retiring.* Ayes all. Motion carried.

### Approval of Payments

The Board took the following action after reviewing the accounts payable and payroll. Motion by Ingison, seconded by Robidoux to approve Accounts Payable #1 for January 10, 2019 for ck#77363 thru ck #77412 for \$131,344.09 and approve Payroll #1 for January 10, 2019 for \$77,897.96. Ayes all. Motion carried.

At 10:21 am the Board looked over the contingent liability and revenue/fund balances.

### Public Comment

None.

### Superintendent's Report

Winter maintenance has been minimal. Graders have been scraping ice. Have had 1-2 crews cold patching. Using CAT excavator for culvert cleanout. May do some ditching if we get some nice days. Limbing on seasonal roads and tree cutting. 2-3 road guys helping out in the shop. Have

been cleaning up trucks. Signing at Victory Corner & Fischer. Have taken chipper to Morbark for an estimate. Sending Tree truck to get certification renewed.

### Engineering

- **2018/2019 Anthony Rd Design:** Hallack Contracting has completed the ditching on Anthony Road. Hallack will need to install the driveway culverts but anticipate doing them in the spring. They will have the work completed by May 18<sup>th</sup>, 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. Approximately \$700,000 of work remains to be completed.
- **2019 Hawley Road Bridge:** Davis will start work on Tuesday, January 15<sup>th</sup> with the clearing and bridge removal. Public notice was sent out last week. The 20-ton bridge located approximately 0.5 mile to the east was incorrectly posted since 2005. The MCRC hired L&S Engineering to look at the structure to verify that the 20 tons posting could be removed. It was verified and the 20-ton limit sign was removed. 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.
- **Weaver Road** – Josh & I completed a topographical survey of the Weaver Road access to long lake. Based on the drawings from KA-GE-MOG Resort and the Fair Oaks Estates the MCRC has a 41' access to long lake. The MCRC will need to send a certified letter (drafted by the attorney) to the two property owners requesting that they move any fence or propane tank from the public access within 30 days. Additional time would be allowed due to winter conditions if they are agreeable. I would recommend that Branch Township/MCRC to make improvements to the access to long lake. Remove any fences & trees and widen the access as much as possible, gravel and possibly HMA.
- **Small Urban Task Force Meeting on 1-11-19** – Hansen Road from east of Meyer Road easterly to Dennis Road is scheduled for 2020. We will try to add Rasmussen Road from Jebavy Drive easterly 0.6 miles for 2020. If we cannot add this section of Rasmussen Road with the Hansen Road section, we will switch the funding from Hansen to Rasmussen Road.
- **2018 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.) Final cost of construction is approximately \$675,000.
- **NC-2019 Detour Stiles, Sugar Grove & Scottville Road** – I will need to prepare bidding specifications for improving the detour route for US-31 bypass road. Josh will be submitting the MDEQ permit for replacement of the culvert between Amber and Stiles. I should be able to include in our 2019 HMA paving program.
- **NC-2019 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.

- **NC-2019 County Wide Primary Pavement Marking:** Josh is finishing up the specifications to submit to MDOT for the primary roads (80% MDOT 20% MCRC. Michigan Pavement Marking would like to extend the 2018-unit prices of \$0.039 for the local pavement marking in 2019. I would recommend extending the unit pricing for 2019 for local roads.
- **NC-2019 Sass Road:** Survey work completed and working on the design for Grant Township
- **NC-2019 Sheeting Repair Hamlin Township** – I will be putting together specifications to be completed in the spring of 2019.
- **NC-2019 HMA Paving & Chip Seal** – Waiting for remaining Townships to respond to put together bid specifications.
- **NC-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.
- **NC-2020 Hansen Road Design:** I will be working on the design of Hansen Road from Stiles to Amber & east of LaSalle easterly to US-31. This will be bid as 1 project thru MDOT with State, STP, & local funding
- **NC-2020 Tuttle Road Bridge** – N. of Freesoil Road Construction Estimate is \$348,000. Need to send a RFP for Engineering Services.
- **NC-2021 Fountain Road** – Received letter from MDOT stating that the Fountain Road “bridge” has been approved for funding in the amount of \$869,000. Box culverts can be built with bridge funding. I will need to check with the MDEQ, and box manufactures to verify constructability.

### **Manager/Director Report**

#### **Informational Items**

- Received Brine Contract from Victory Township. Sherman, PM, and Riverton will be submitting contract requests next week
- The Certification Maps will be ready for review by the end of next week and expect to be ready to submit to the State by March 1, 2019.
- Work continues on the office renovation. The contractor will be in today to start cleaning the floors and will finish this weekend. Some of the furniture will be delivered around the 25<sup>th</sup> of January.
- A Local Urban Task Force meeting is scheduled for Friday the 11<sup>th</sup>. E Nelson and I will be attending.
- Working on updating the Staff Evaluation Forms.
- A meeting is scheduled with Consumers (Ludington Pumped Storage Plant) next Tuesday to discuss future repairs with Lakeshore Drive.
- Will be attending a Managers meeting in Cadillac on Monday.
- A Local Emergency Planning Committee is scheduled for 4:00 on Tuesday.
- EOC Activation Drill is scheduled on January 17<sup>th</sup> between 7 am and 7 pm do review the program.
- MDOT will be here on the 22<sup>nd</sup> to go over the 2019-2020 Budget and another Emergency Management Meeting is scheduled at 10:00 am at the MCRC.

- The second installment of the \$300 million has been received. \$334,672.
- Have received several requests from our employees to activate employee participation for the Wellness Center at WSCC. We will find out what kind of a company plan they offer and make a request to the board for approval.

**Under unfinished business the following was discussed**

1. Samuels requested to update the website to a more user-friendly format. Ingison noted that he found the current website difficult to navigate. Board would like to see an example of what the changes will be. Samuels will see if web designer can attend a meeting to discuss.
2. Exempt vs. Non-Exempt is still under review by attorney.
3. Samuels – we need to begin making additional payments to MERS. An additional \$38,000 per month would achieve 100% funding in 10 years. Board feels we should contribute \$20,000 per month for now and have MERS complete an analysis to see how quickly that will get us funded.
4. Samuels/Nelson – Wever Rd discussed. Attorney concluded that it is our right of way and recommended that we require adjacent property owners to remove items that are currently in our right of way. Samuels and Nelson will meet with Township officials first to determine if they are in support.

**Under new business the following was discussed**

1. There is a Township Officers meeting January 17<sup>th</sup> – 7:30 pm at the Freesoil school gym.
2. Samuels presented a draft of the Five-Year Plan. Ingison suggested revising the headings to ‘anticipated projects’ by year, rather than ‘priorities’ by year.
3. Samuels requested board approval to issue 2019 payment to Pere Marquette Twp for \$9,100.
4. Township projects have started coming in. Will need to review for approval at next meeting.
5. Schwass – would like to look into getting ipads for commissioners to use for board meeting materials. Perhaps we could purchase them together with the county and get a better price.

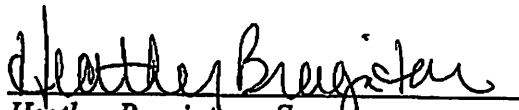
**Items Requiring Board Action:**

Motion made by Robidoux to issue payment to Pere Marquette Township for \$9,100. Supported by Schwass. Ayes-all. Motion carried.

Motion made by Robidoux to pay an additional \$20,000 per month toward MERS unfunded liability. Supported by Ingison. Ayes-all. Motion carried.

**The next regular meeting is scheduled for Monday January 28, 2019 at 10:00 a.m.**

**There being no further business the meeting was adjourned at 12:52 p.m.**

  
Heather Braginton - Secretary

  
Doug Robidoux - Chairman