

**MINUTES**

Chairman Schwass called the January 28, 2019 meeting of the Mason County Road Commission held in their office at 510 E State Street, Scottville, MI to order at 10:00 a.m.

Members present: Robidoux, Schwass and Ingison, Secretary Braginton, County Highway Engineer Nelson, Superintendent Moody. Absent: Manager/Director Samuels.

Visitors: Jim Gallie - Amber Twp, Dick Alway - Amber Twp.

**Approval of Agenda**

Motion by Robidoux seconded by Ingison to approve the agenda as presented. Ayes all. Motion carried. Conflicts: None

**Approval of Minutes**

The minutes of the January 10, 2019 regular meeting were discussed. Motion by Robidoux seconded by Ingison to approve the minutes as read. Ayes all. Motion carried.

**Approval of Payments**

The Board took the following action after reviewing the accounts payable and payroll. Motion by Schwass, seconded by Ingison to approve Accounts Payable #2 for January 28, 2019 for ck#77413 thru ck #77463 for \$123,475.65 and approve Payroll #2 for January 24, 2019 for \$81,200.60. Ayes all. Motion carried.

At 10:17 am the Board looked over the contingent liability and revenue/fund balances. Braginton advised that Reith Riley had adjusted disputed invoice but are still showing \$10,710 owing. Board would like representative to attend board meeting to discuss.

**Public Comment**

Gallie/Amber Twp - inquired about 2019 brine price. Nelson indicated it was approximately 16.5 cents per gallon. Gallie also advised that Amber Twp is meeting tonight to discuss road projects. Also inquired about what the Road Commissions building plans are. Board indicated that MCRC will need a new building soon, but planning has not begun yet.

Alway/Amber Twp - Received resident complaint about lilac bushes being cut by brush crew. Ditching on Johnson Rd turned out good.

**Superintendent's Report**

Crews have been busy with winter maintenance. Have also done some limbing and cutting dead trees. Doing Excavator work on Johnson Rd. Keeping trucks washed. Still have some road guys helping out in the shop.

**Shop Supervisor's Report**

Opened bids for a Cab & Chassis and Freightliner of Grand Rapids had the low bid of \$109,806 with a delivery estimate of September 2019. Will also need to order the sander soon due to extended lead times. Have received prices for a couple of different models for \$28,388. Have

done some checking on prices for a skid steer loader and found that leasing is not a very big cost savings, so I feel it would be better to purchase the unit. Board would like to see comparison quotes. Also need to purchase a Harley rake attachment for the skid steer. Received a quote for that unit for \$8809. We will also need to replace a Ford F250 pickup with 280,000 miles. Board requested that Shop Supervisor Woirol get an estimate for two (2) ¾ ton 4x4 pickups.

### Engineering

- **2019 Hawley Road Bridge:** Davis started work on Tuesday, January 15<sup>th</sup> and has completed the clearing and bridge deck removal. 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. Drafted a letter for Mary to send as a served order to remove encroachments (drafted by the attorney) to the two property owners stating that they respond within 30 days and move any fence or propane tank from the public access by May 1, 2019. We met with Branch Township/MCRC and discussed making 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** – Small Urban Funding typically funds 1 project per Urban which is City of Ludington & MCRC. If additional funding is available, Small Urban Funds grant up to 2 projects for \$375,000 every 2-year cycle. Ludington gets 1 and MCRC gets 1. Switched 2020 Funding from Hansen Road from east of Meyer Road easterly to Dennis Road to Rasmussen Road from Jebavy Drive easterly 0.6 miles for 2020. Project will be combined with PM Township Sanitary Sewer Project. Project cost is estimated at \$1,000,005; STP \$375,000, MCRC \$400,000, PM TWSP \$230,000. Submitted application for Hansen Road from east of Meyer Road to Dennis for 2022. Project cost is estimated at \$820,000; STP \$375,000, MCRC \$445,000. Submitted Jebavy Drive from US-10 to Rasmussen as a backup for 2022. Project cost is estimated at \$600,000; STP \$375,000, MCRC \$225,000.
- **Rural Task Force** – MCRC will have 2 projects on Hansen Road combined into 1 larger project in 2020. Hansen Road from Stiles to Amber and Hansen Road from east of LaSalle to US-31. Project cost is estimated at \$1,300,000. MDOT Funds \$1,058,000, MCRC \$242,000.
- **2018 Hansen Rd, W. of Gordon Rd to 0.8 mi W of US-31:** Final quantities have been completed and waiting on C&D Hughes to verify with subcontractors. Josh & I will be working on MDOT files. Record Drawings have been completed. (C & D Hughes, Inc.: \$657,725.79. 80% Federal STP, 20% State D. Final cost of construction is approximately \$675,186.55.
- **2020 Rasmussen Rd Design:** Josh & I need to verify the survey and adjust the points to the correct elevations. I have received record drawing plans from P.M. Township for the existing water and partial sanitary sewer. I need to get other utility drawings for gas, electric, cable, etc. Josh is working on SHPO & DEQ permitting. Soil borings have already been completed by Nordlund & Associates.

- **2020 Hansen Road Design:** Josh & I need to verify the survey and adjust the points to the correct elevations. I have received record drawing plans from P.M. Township for the existing water and partial sanitary sewer. I need to get other utility drawings for gas, electric, cable, etc. Josh is working on SHPO & DEQ permitting. Hansen Road from Stiles to Amber & east of LaSalle easterly to US-31 will be bid as 1 project thru MDOT with State, STP, & local funding. I will check with Soils & Structures to see if I can extend the soil boring unit pricing for Hansen.
- **2019 County Wide Primary Pavement Marking:** Josh has finished up the specifications and submitted to MDOT for the primary roads (80% MDOT 20% MCRC). The project will be bid thru MDOT in the June 7, 2019 bid letting. Josh is verifying with Michigan Pavement Marking to extend the 2018-unit prices of \$0.039 for the local pavement marking in 2019.
- **Darr Road Bridges** – OHM requested approximately \$45,000 additional engineering fees since the project ran over. I am looking for the original Engineering Proposal to verify Engineering Fees as bid.
- **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 HMA Paving & Chip Seal** – Waiting for remaining Townships to respond to put together bid specifications.
- **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 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-2020 Tuttle Road Bridge** – N. of Freesoil Road Construction Estimate is \$348,000. Need to send a RFP for Engineering Services. I would like to combine Tuttle Road & Fountain Road into 1 project.
- **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**

- Continue working with the township updating mileage on brine contracts. Most of the townships will be meeting early in February to make a final decision on the projects they would like completed in 2019. A reminder was sent to each township.
- Met with MDOT on Thursday the 24<sup>th</sup> to discuss the changes made to the certification maps and how to proceed with the additions and deletions. Ted will present a list of roads to decertify in February.

- Work continues on the office renovation. The painting has been completed and the floors are done. Still waiting on a date when the furniture can be expected. The Board Room chairs are in and are waiting on a delivery date for those as well.
- Met with Consumers (Ludington Pumped Storage Plant) last Tuesday to discuss future repairs with Lakeshore Drive. They expect to be completing their renovation sometime in 2020 to 2021. We will start to gather information to proceed with the Lakeshore Drive upgrade after they are done.
- Attended the EOC Activation drill on January 17<sup>th</sup> at 7 am. The purpose of the meeting was to check out equipment and do an exercise on the Web EOC. It was very informative.
- Received the 2019-2020 Budget from MDOT that shows an increase over last year of \$44,500.00. Depending on how the rest of the winter goes, they expect to have some revenue left to complete a couple of projects this summer.
- I rounded up the notebooks and had J Bader update them with the GPS System, Road Soft and e-mail accounts. For these to function in the field, I will be adding internet service to each of their phones at a cost of \$27 per month per phone. I have ordered mounting brackets to install in the pickups. We will meet as a group to do some training with these programs.  
There was a list serve posted on how many county road commissions supplied notebooks or laptops for their board members. Fifteen out of twenty do not supply notebooks or e-mail addresses. Only one county provided a small stipend for internet service.

**Under unfinished business the following was discussed**

1. Braginton presented the following list of road projects for approval:

**Branch Township 2019**

**Brine:** Two (2) Double Applications. 5000 gallons per mile. Applied in two courses. 14.6 miles.

Twp Cost-----	\$ 5,968.00
MCRC Cost-----	\$ 2,984.00
Total Cost-----	\$ 8,952.00

**Victory Township 2019**

**Brine:** One (1) Double Application. 5000 gallons per mile. Applied in two courses. 49.67 miles.

Twp Cost-----	\$20,302.92
MCRC Cost-----	\$10,151.00
Total Cost-----	\$30,453.92

**Pere Marquette Township 2019**

**Brine:** One (1) Double Application. 5000 gallons per mile. Applied in two courses. 0.5 miles.

Twp Cost-----	\$ 204.00
MCRC Cost-----	\$ 102.00
Total Cost-----	\$ 306.00

**Conrad Road - PM Highway to Meyers Rd: Place HMA Overlay @ 165 psy (1½").**  
 1,125 Ton. 1.03 miles. Total Cost: \$73,125.00

**Kinney Road - PM Highway to Brye Rd: Selected Wedging, cross culvert, seal cot, fog seal.** 1.02 miles. Total Cost: \$75,839.49

**Orchard Avenue - N. Lakeshore Drive to N. Terri Court: Place HMA Overlay @ 165 psy (1½").** 182 Ton. 0.14 miles. Total Cost: \$18,800.00

**Palmer Blvd & W Snead Drive - Chauvez Road to Snead, End to End on Snead: Place HMA Overlay @ 165 psy (1½").** 498 Ton. 0.41 miles. Total Cost: \$39,840.00

**Russell Street - Washington Ave. to Gary Street: Place HMA Overlay @ 165 psy (1½").** 205 Ton. 0.421 miles. Total Cost: \$16,400.00

**Gary Street - Bryant Road to Russell Street: Place HMA Overlay @ 165 psy (1½").** 124 Ton. 0.13 miles. Total Cost: \$12,400.00

**Ellis Street - Russell Street to Eli Street: Place HMA Overlay @ 165 psy (1½").** 295 Ton. 0.30 miles. Total Cost: \$23,600.00

**Lendale, Eli, Lunette - Lendale from Lunette to Ivanhoe, Eli from Ellis to Cul-de-sac, Lunette from Ellis to Lendale: Place HMA Surface @ 165 psy (1½").** 480 Ton. 0.5 miles. Total Cost: \$38,400.00

**S. Brunson Drive - Hesslund to Chauvez Road: Place Chip seal with Fog seal.** 0.78 miles. Total Cost: \$24,167.00

**Sherman Township 2019**

**Brine: Three (3) Single Applications. 2500 gallons per mile. Applied in two courses.** 36.29 miles.

Twp Cost-----	\$44,501.00
MCRC Cost-----	\$ 0.00
Total Cost-----	\$44,501.00

**Riverton Township 2019**

**Brine: One (1) Double Application at 5000 gallons per mile and Two (2) Single Applications at 2500 gallons per mile. Applied in two courses.** 37.82 miles.

Twp Cost-----	\$54,106.00
MCRC Cost-----	\$ 7,729.47
Total Cost-----	\$61,835.47

**Sheridan Township 2019**

**Brine: One (1) Double Application at 5000 gallons per mile and Two (2) Single Applications at 2500 gallons per mile. Applied in two courses.** 32.81 miles.

Twp Cost-----	\$46,938.00
---------------	-------------

MCRC Cost-----	\$ 6,706.00
Total Cost-----	\$53,644.00

**Freesoil Township 2019**

**Brine:** One (1) Application. Part single at 2500 gallons per mile (18.51 miles). Part double at 5000 gallons per mile (17.27 miles). Applied in two courses.

Twp Cost-----	\$18,154.00
MCRC Cost-----	\$ 3,530.00
Total Cost-----	\$21,684.00

2. Braginton presented corrections to budget as discussed at 12/28/18 budget hearing.
3. Reviewed pricing for gym memberships at WSCC for the wellness program. Board would like to discuss further at next meeting when Manager Samuels is present.

**Under new business the following was discussed**

1. Braginton presented a ballot for the CRA Board of Directors open position.
2. Braginton provided a revised version of the Five-Year Plan as discussed at the 1/10/19 board meeting, drafted by Manager Samuels.
3. Paul Bunyan meeting will be held on February 21<sup>st</sup>. Will be attended by Schwass, Robidoux, Ingison, Samuels and Nelson.
4. Braginton presented quotes for painting and having the floors cleaned in the breakroom area.

**Items Requiring Board Action:**

Motion made by Robidoux to accept Cab & Chassis bid from Freightliner of Grand Rapids in the amount of \$109,806.00. Supported by Ingison. Ayes-all. Motion carried.

Motion made by Robidoux to approve township road projects as presented. Supported by Ingison. Ayes-all. Motion carried. Motion made by Robidoux and supported by Ingison to enter into contract with the various Townships as presented and to authorize the Manager/Director and the Clerk to sign on behalf of the board. Ayes all. Motion carried.

Motion made by Robidoux to vote for Larry Orcutt for the CRA Board of Directors. Supported by Ingison. Ayes all. Motion carried.

Motion made by Ingison to approve the improvements to the breakroom area as proposed. Supported by Robidoux. Ayes all. Motion carried.

**The next regular meeting is scheduled for Wednesday February 13, 2019 at 10:00 a.m.**

**There being no further business the meeting was adjourned at 12:32 p.m.**

  
Heather Braginton - Secretary

  
Bill Schwass - Chairman