

MINUTES

Chairman Schwass called the February 13, 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, Manager/Director Samuels, Secretary Braginton, County Highway Engineer Nelson, Superintendent Moody.

Visitors: Jim Gallie - Amber Twp, Jim Mazur – Victory Twp, Andy Mazur – Envigor

Approval of Agenda

Motion by Ingison seconded by Robidoux 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 #3 for February 14, 2019 for ck#77464 thru ck #77522 for \$558,088.24 and approve Payroll #3 for February 14, 2019 for \$89,581.80. Ayes all. Motion carried.

At 10:09 am the Board looked over the contingent liability and revenue/fund balances.

Public Comment

Mazur/Victory Twp – inquired whether we have been contacted regarding water line installation on US-31 in Victory Twp. Engineering firm is holding public meeting at the township hall on March 4th at 6:00 pm.

Superintendent's Report

Superintendent Moody reported on current activities of road crews. Majority of work has been dedicated to winter maintenance. Two temps have been hired and are currently being trained. Also had to close two roads due to washouts – Bradshaw and Washington.

Engineering

- **County Engineer Workshop:** Josh & I attended the CEW in Sault Saint Marie Tuesday thru Thursday. Several topics were discussed, MDOT updates, MDEQ updates, and what other Counties are doing and have done for road maintenance to improve the road system.
- **2019 Hawley Road Bridge:** Davis has completed the clearing, bridge removal, and starting to install the cofferdam. Submitted an EOT for 9 days due to weather (5 x 1.75). I discussed with MDOT and 1 day was granted. Contract Amount is \$1,048,000 with a revised open to traffic date of June 15, 2019 with

final acceptance of restoration of July 20, 2019. Prein & Newhof is doing the onsite inspection, surveying, and office tech work. I am the Project Engineer that reviews and signs all pay estimates, contract modifications, etc.

- **Weaver Road** – Mary is trying to get the letters served to the property owners thru a processor. The seasonal residents are not home. 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.
- **2018 Hansen Rd, W. of Gordon Rd to 0.8 mi W of US-31**: Final quantities have been completed and agreed to by the Contractor. I will submit the pay estimate to MDOT for payment. Josh & I will be working on finalizing MDOT files. Record Drawings have been completed. (C & D Hughes, Inc.: As bid amount \$657,725.79. 80% Federal STP, 20% State D. Final cost of construction is approximately \$675,186.55. The Original Engineers Estimate was \$751,355.00.
- **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**: In discussions with Keith Campbell of MDOT there may be an issue with constructing this section in 2020 due to MDOT reconstructing US-31. I will get with MDOT to confirm. 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 looked thru the original contract and estimated times & cost for inspection, surveying, office work, etc. to verify Engineering Fees as bid. The project was anticipated to take 16 weeks, the contractor has taken 18 weeks to date with about 1 week to complete in the spring for a total of 19 weeks. The Engineering contract was based on a not to exceed cost of \$175,000 for both bridges. The additional inspection time with support staff would be approximately \$15,956.
- **2019 Detour Stiles, Sugar Grove & Scottville Road** – I am working on bidding specifications for improving the detour route for US-31 bypass road. Josh has submitting the MDEQ permit for replacement of the culvert between Amber and Stiles. I am including the project in our 2019 HMA paving program.

- **2019 HMA Paving & Chip Seal** – I am working on the 2019 HMA paving specifications. We have only received contracts from PM Township for HMA paving projects & chip seal projects. I am hoping to get a response from the other Townships within the next week so I can finish the quantities and advertise the project for bidding. MCRC is not planning on chip sealing any primary roads this year. Chip seal projects may only be Townships projects.
- **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.
- **2019 Sass Road:** Survey work completed and working on the preliminary design for Grant Township. I need to send Al Bufka a preliminary cost estimate to see if Grant Township wants to proceed with final design.
- **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

- Have received most of the requests for projects. Will be preparing to request bids for Asphalt and Chip seal.
- Ted has submitted a proposed list of roads to decertify for your review. Would like to approve the list at the February 28th meeting.
- The office furniture is scheduled to be placed Thursday and Friday.
- The tablets have been updated for the foreman to use and they have received the jet packs to allow for internet service out in the field. I have requested an update from them to know how well they are working.
- Material Bids will be opened on February 26, 2019 to be approved at the February 28th meeting.
- The county has approved an agreement between the MCCNAB and the Mason County Road Commission for access to the BS&A Assessing Program via Terminal Services for a one-time configuration charge of \$450.00 and an annual user fee equal to one half the annual per user Network Assessment (1/2 of \$900.00 for 2019. Or \$450.00). I would like to move forward with this program as it will give us access to aerial photos, property numbers and descriptions. This will be a very helpful tool for abandonment requests.
- Attended the Managers Meeting at the Roscommon Road Commission on Monday to discuss the ongoing issue with loggers. Sounds like SB396 will be brought up again.
- Spoke with Verizon regarding implementing "One Talk "which is a Voice Override (IP) Internet Protocol. This would allow calls coming in to go directly to either the

desk phones or to a cell phone. This would give the caller immediate attention without having to leave a voice mail, but that option would still be available. We would be required to get new desk phones that would be at no charge except for the receptionist's phone that would be about \$60.00. Our current monthly cost (with Charter) for the phones is just under \$200.00 per month. The monthly cost for the Verizon Phone System would be just under \$350.00.

- Will start advertising for applicants for a youth crew before month end.

Under unfinished business the following was discussed

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

Summit Township 2019

Brine: One (1) Single Application. 2500 gallons per mile. Applied in two courses. 2.36 miles.

Twp Cost-----	\$	965.00
MCRC Cost-----	\$	0.00
Total Cost-----	\$	965.00

Kinney Rd. - PM Highway to Brye Rd: Place HMA Wedging, cross culvert and sealcoat. 152 Ton. 1.02 miles. Total Cost: \$75,839.49

Twp Cost-----	\$	50,559.66
MCRC Cost-----	\$	25,279.83
Total Cost-----	\$	75,839.49

Third Ave. – East of Lakeshore Drive: Place 4" Slag – 18' wide (no tree removal). 220 yards slag. 0.16 miles. Total Cost: \$8,094.83

Harbor Dr & Birch Lake – West of PM Highway: Selected Ditching, seal coat and fog seal. 16,192 yards chip and fogseal. 1.26 miles. Total Cost: \$46,002.30

2. Andy Mazur from Envigor discussed the upcoming website update. Advised board that an upgrade is necessary due to changing requirements to make websites ADA friendly and mobile friendly as well. Proposed hiring Lake Effects Media to take professional photos for the site. Board felt that the cost was not reasonable and would like to explore other options.
3. Reviewed pricing for gym memberships at WSCC for the wellness program. Board is willing to try it for two months and then revisit to see if there has been adequate usage.
4. Samuels provided board with site plans for our current site and proposed rebuilding our facilities in our current location in a multi stage improvement program, starting with a new truck barn. Board agreed that we should explore our options for doing so and advised that she start communications with an architect and the Isabella County Road Commission manager who is currently constructing a new facility.
5. Samuels provided pricing for I-pads/tablets for commissioners.
6. Braginton presented a resolution to adopt for the creation of a MERS surplus

division to deposit additional contributions to the retirement fund.

Under new business the following was discussed

1. Samuels presented a list of roads for abandonment. Will have a public hearing at next meeting to allow for public comment regarding abandonments.
2. Samuels provided board with a summary of staff evaluations and proposed raises.
3. IT support has recommended replacing our aging server. He is currently working on a quote.

Items Requiring Board Action:

Motion made by Robidoux to approve participation in the BS&A program and the costs associated with it as presented by Samuels. 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.

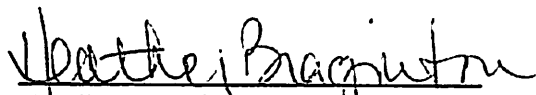
Motion made by Ingison to approve wellness program for two months. Supported by Robidoux. Ayes all. Motion carried.

Motion made by Robidoux to approve purchase of I-pads/tablets. Supported by Ingison. Ayes all. Motion carried.

Motion made by Robidoux to accept MERS resolution to adopt a surplus division as presented. Supported by Ingison. Ayes all. Motion carried.

The next regular meeting is scheduled for Wednesday February 28, 2019 at 10:00 a.m.

There being no further business the meeting was adjourned at 12:43 p.m.


Heather Braginton - Secretary


Bill Schwass - Chairman