

MINUTES

Strategic Planning Workshop was called to order at 9:00 am and adjourned at 9:55 am.

Chairman Schwass called the **March 18, 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, John Bergh - Mason County Resident, Randy Misener - Reith & Riley.

Approval of Agenda

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

Approval of Minutes

The minutes of the February 28, 2019 regular meeting were discussed. Motion made by Robidoux to approve the minutes. Supported by Ingison. Ayes all. Motion carried.

Approval of Payments

The Board took the following action after reviewing the accounts payable and payroll: Motion made by Robidoux to approve Accounts Payable #5 for March 18, 2019 for ck#77575 thru ck #77646 for \$244,107.97 and approve Payroll #5 for March 7, 2019 for \$83,389.92. Supported by Ingison. Ayes all. Motion carried.

At 10:08 am the Board looked over the Contingent Liabilities and Revenue/Fund Balances.

Public Comment

John Bergh/Mason County Resident - expressed concerns about the design of the interchange coming off from US-31 to Pere Marquette Hwy. Would like to see MCRC bring the issue to MDOT and push for a correction to the problem. Bergh also mentioned that there are some areas with increasing congestion that MCRC should be planning to alleviate in the future. Those locations are Jebavy/US-10 and Pere Marquette Hwy/US-10. He also feels that we do not have enough bridge access crossing the Pere Marquette River which also contributes to congestion and thinks a good location for another crossing over the Pere Marquette river is Stiles Rd.

Superintendent's Report

Superintendent Moody reported on current activities of road crews. Mostly winter

maintenance as well as water/drainage issues. The frost has been leaving some of the roads and creating muddy gravels and potholes. We have had three patch crews out working on filling potholes.

Engineering

- **2019 Hawley Road Bridge:** Davis has completed the cofferdam, rip rap, batter piles and poured the tremie. Davis is working 6 days per week to get the project completed ahead of schedule. 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.
- **2022 Bridge Applications** – Are due May 1, 2019. We are working with Scott Engineering to apply for 5 bridge projects. Scott Civil Engineering has assisted the MCRC the past few years with this bridge application process.
- **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 have submitted 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.
- **2018 HMA Paving** – Randy Meisner from Rieth-Riley will be discussing the paving price on Kinney Road.
- **2019 Detour Stiles, Sugar Grove & Scottville Road** – The MDEQ permit for replacement of the culvert between Amber and Stiles has been approved by MDEQ. I need to get easements and order the culvert.
- **2019 HMA Paving** – Bids were received on Friday March 8th. The bid tabs are included as a separate PDF. Rieth-Riley Construction was the low bidder at \$1,667,527.46. Elmer's was \$1,823,250.75. The cold in-place recycling was bid as an alternate but was \$427,327.50 compared to \$313,885.50 for crushing & shaping with HMA.
- **2019 Chip Seal** – Chip seal advertisement for bids have been sent to 4 contractors and have also placed on the MCRC website for bids on March 27, 2019 @ 11:00AM.
- **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.
- **Conferences** – I attended the Contract Management Conference in Howell and the County Highway Conference in Lansing. A lot of good information was reviewed at each conference that should assist on future projects.
- **NC-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 has confirmed with Michigan Pavement Marking to extend the 2018-unit prices of \$0.039 for the local pavement marking in 2019.

- **NC-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.
- **NC-2020 Hansen Road Design:** I met with MDOT Local Agency Workshop in GR and discussed the project with Gregg Zack. Gregg did not feel that constructing both the MDOT & MCRC projects at the same time would be a problem. 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. Soils & Structures agreed to extend the soil boring unit pricing from 2018 bids for 2019 season.
- **NC-Darr Road Bridges** – OHM has revised the request to \$28,650 for 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 will have worked a total of 19 weeks to complete. 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. The beam & railing inspections were not part of the scope and inspection cost from TUV were \$9,470. OHM had \$3,224 in time during the lockout.
- **NC-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 an 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

- The certification maps are complete and ready for approval.
- A second meeting is scheduled with Scott Merrick and the owner from Gourmet Mushroom on March 20 to discuss the purchase of the 20 acres where the brine pond is located.
- Weight Restrictions were placed on March 13 at 7:00 am.

- I have been working with rural development and Studio Architects regarding a new road commission facility. I would like to continue to pursue this so when we are ready to proceed, the funding and design are ready.
- Attended the CRA Annual Meeting. Many of the other road commissions use Face Book for social media. Most of the comments were positive about keeping the public current on road conditions and work scheduled. Some negative comments but most were manageable. This is something we should consider. Other areas to look at is updating our GPS system and training for staff on Road Soft. We will be scheduling a walk-through of Cadillac Culvert soon have requested Representative Jack O'Malley to visit our road commission in the near future.

Unfinished Business

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

Summit Township 2019

Olmstead Rd – E. of Lakeshore Dr: HMA Overlay 2". 0.04 miles. Total Cost: \$10,289.27

Amber Township 2019

Brine: One (1) Double Application. 5000 gallons per mile. Applied in two courses. 10.6 miles.

Twp Cost————	\$	4,333.00
MCRC Cost————	\$	2,166.00
Total Cost————	\$	6,499.00

Cedar Lane – North of Hansen: Chip seal & Fog seal. 0.25 miles. Total Cost: \$13,677.00

First St – Brye Rd West to Turn-around: Ditch & Shape, apply 5" gravel. .26 miles. Total Cost: \$25,405.91

First St – Gordon to Amber: Chip seal & Fog seal. 0.5 miles. Total Cost: \$16,732.00

Johnson Rd – Gordon Rd West of Bridge: Apply 5" gravel, then apply HMA at 2". .27 miles. Total Cost: \$52,848.43

Johnson Rd – West of bridge to Amber Rd: Apply 4" slag, ditch & driveway culvert. 0.24 miles. Total Cost: \$17,575.87

Conrad Rd – Meyers Rd East to just past Elk Valley Farms: Wedge selected areas, install valley gutter. 2.5 miles. Total Cost: \$45,920.71

Johnson Rd – E of Stiles to E of cemetery: Tree removal & apply 4" slag. 0.25 miles. Total Cost: \$14,795.96

Riverton Township 2019

Hogenson/Bradshaw – Chauvez Rd to new HMA: Place HMA leveling course @ 1-1/2". 0.68 miles. Total Cost: \$50,400.00

Morton Rd – Hawley to Meisenheimer: Single layer seal coat and fog seal. 1.05 miles. Total Cost: \$38,718.00

Riggle Rd – Chauvez Rd N to Bradshaw: Apply gravel 3", select ditching, replace box culvert. 0.5 miles. Total Cost: \$12,782.88

Riggle Rd – Bradshaw to Wilson: Apply gravel 3", select ditching. .5 miles. Total Cost: \$12,782.88

Victory Township 2019

Peterson Rd – Fisher to Dewey: Apply gravel 3", select ditching. 1.02 miles. Total Cost: \$39,703.26

N Victory Corners Rd – Lincoln River South Branch to North Branch: Apply gravel 4", select ditching. 0.82 miles. Total Cost: \$34,713.79

Hamlin Township 2019

Brine: One (1) Double and One (1) Single Application. 5000/2500 gallons per mile respectively. Applied in two courses. 14.29 miles.

Twp Cost————	\$ 11,682.60
MCRC Cost———	\$ 2,920.00
Total Cost————	\$ 14,602.60

Nurnberg Rd – Additional Brine: One (1) Single Application. 2500 gallons per mile. Applied in one course. 7.67 miles. \$3,135.00

Rath Rd – Decker to Sugar Grove: Place slag @ 4". 1.00 miles. Total Cost: \$36,000.00

Lakeshore Dr – South Bayou Culvert: Reinforcement & repairs. 228 LFT. Total Cost: \$80,000.00

Piney Ridge Rd – M-116 north 1.5 miles: Select wedging. 1.5 miles. Total Cost: \$20,900.00

Golfwood and Lincolnwood – M-166 to M-166: Single seal coat with fog. 0.6 miles. Total Cost: \$16,007.04

Larch, Mag-a-mae and Dennis – Piney Ridge East over all three roads: Apply slag @ 4". 0.4 miles. Total Cost: \$15,364.82

Alliene Rd – NW from Shagway .18 miles: Apply 4" slag. 0.18 miles. Total Cost: \$7,620.08

Illinois Rd – Neil east to end of blacktop. Single coat with fog. 0.33 miles. Total Cost: \$8,250.48

Rath Rd – Jagger to Decker: Cut down hill & Apply slag @ 4". 0.51 miles. Total Cost: \$20,398.36

2. Randy Misener of Reith-Riley addressed the board regarding an outstanding billing discrepancy. He explained his rationale for the billed amount. After some discussion, the board agreed that the increased cost was due to a mistake made by MCRC and we should pay the bill. Braginton will issue payment at next board meeting.
3. Nelson presented bid tabulations from HMA bids and recommended that we accept the bids from Reith-Riley as the low bidder overall.
4. Samuels requested approval of 2018 changes to the Certification Maps
5. Samuels plans to hire two seasonal employees for the summer to inventory culverts throughout the county. We are required to have this completed by 2020, so the additional help is essential to ensure that we meet this deadline.
6. Samuels asked if the board was ready to make a decision on staff wage increases. Board requested that Samuels provide proposed numbers again and they will review and make a decision at the next meeting on March 28, 2019.
7. Reviewed performance review forms provided by Ingison. Everyone agreed that it is a good format and would like to implement it for the next round of staff evaluations.
8. Workshop for strategic planning scheduled for **March 28th @ 9:00 am.**

New Business

1. Samuels presented a resolution for vacation of 9th street and water street at Hamlin Lake Resort.

Items Requiring Board Action:

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 approve 2018 changes to the Certification Maps. Supported by Ingison. Ayes all. Motion carried.

Resolution To Approve The Vacation Of The Portions Of 9th And Water Streets In The Amended Plat Of Hamlin Lake Resort

Whereas, the Road Commission is a plaintiff in a certain civil action (Sunny Birch Land Company, LLC, et al v State of Michigan, et al, Mason Co. Circuit Court file no. 18-20-CZ) seeking to vacate certain platted but unopened streets in the Hamlin Lake Resort subdivision in Hamlin Township pursuant to the Land Division Act; and,

Whereas, the platted streets described below are not now and have never been "county roads" certified by the Mason County Road Commission under Act 51 of the Public Acts of 1951; and,

Whereas, the Manager reports that she has viewed the streets in question and the proposed amended plat and that the platted streets are not needed as public streets and the public interest will be served by allowing them to be vacated;

Now therefore, motion by Robidoux and supported by Ingison to approve the resolution to vacation of the portion of Water Street lying between the North line of Lot Five (5), Block Fifty-eight (58) and Lot Five (5), Block Fifty-nine (59) and the South line of Lot Four (4), Block Fifty-six and Lot Four (4), Block Fifty-seven (57) in the Plat of Hamlin Lake Resort and the portion of 9th Street lying between the west line of the confirmed right of way for Lakeshore Road and the water's edge of Hamlin Lake in the Plat of Hamlin Lake Resort and the amendment of the plat of Hamlin Lake Resort to reflect the same. The Road Commission relinquishes any jurisdiction it may have in the portion of 9th Street and Water Street described above, to the Township of Hamlin.

Ayes: Schwass, Robidoux and Ingison.

Nays: None. Motion carried.

2. Samuels discussed the findings from the architect regarding g the possibility of constructing a new building on our existing site. They have determined that we will have enough room should we decide to pursue that avenue. Discussed the process required to obtain a mortgage. The first step in the process would be obtaining approval from the Mason County Board of Commissioners.

Extended Public Comment

None.

The next regular meeting is scheduled for Thursday March 28, 2019 at 10:00 a.m. with a workshop planned immediately prior at 9:00 am.

There being no further business the meeting was adjourned at 12:22 p.m.


Heather Braginton - Secretary


Bill Schwass - Chairman