

## MINUTES

*Strategic Planning Workshop was called to order at 9:00 am and adjourned at 9:58 am.*

Vice-Chair Robidoux called the **April 25, 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 and Ingison, Manager/Director Samuels, Secretary/Finance Director Braginton, County Highway Engineer Nelson, Superintendent Moody. Absent: Schwass.

Visitors: Resident – Paul Keson/Pere Marquette Twp, Dick Alway/Amber Twp, Jim Gallie/Amber Twp, Tara Westhouse/Nurnberg Rd.

### **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 April 11, 2019 regular meeting were discussed. Motion made by Ingison to approve the minutes. Supported by Robidoux. Ayes all. Motion carried.

### **Approval of Payments**

The Board took the following action after reviewing the accounts payable and payroll: Motion made by Ingison to approve Accounts Payable #8 for April 25, 2019 for ck#77747 thru ck #77802 for \$293,902.53 and pre-approve payroll #9 for May 2, 2019. Supported by Robidoux. Ayes all. Motion carried.

At 10:06 am the Board looked over the Contingent Liabilities and Revenue/Fund Balances.

### **Public Comment**

Tara Westhouse addressed the board regarding Nurnberg Road. Inquired when the last traffic count was done and whether we could do one soon. Also requested to have signs returned that were removed from the right-of-way.

### **Superintendent's Report**

Superintendent Moody reported on current activities of road crews including progress in township projects. Crews have been working on slagging, tree removal, aggregate patching on local roads. Also replaced a undersized culvert at Larsen and Decker which is already helping immensely with the water issue there.

### **Shop Foreman**

None.

### Engineering

- **2019 Hawley Road Bridge:** Davis continues to work on the bridge and is making good progress. Abutments are poured. They are backfilling the abutments, hauling away spoils and importing sand for the roadway. The beams are scheduled for May 6<sup>th</sup>. Davis is anticipating completion by June 1<sup>st</sup>, 2019. 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. Scott Engineering is Applying for 5 bridge projects. See the attached list of proposed bridge locations. Board resolution needed for submitting application.
- **Bridge Inspections** – Mary, Jay & I met with Jim Nordlund from Nordlund & Associates about the bridge inspections. Jim stated that the bridge assignments need to be updated by the MCRC with MDOT, so he has access to the files. I need to check with Allie from MDOT to discuss how this process works. I still think it is time to look for another Consultant to do our bridge inspections even if the cost is significantly more money.
- **2019 HMA Paving** – Anticipate starting on crushing & shaping Lakeshore Drive project this week and HMA paving the week of April 29<sup>th</sup>. Tentative schedule is Lakeshore Drive, Anthony Road, Reek Road, Sugar Grove. Josh Peters & I looked at another culvert on Sugar Grove that needs to be replaced approximately ¼ mile west of Tuttle. I will need to get a DEQ permit, easements & the new culvert installed before C&S and HMA paving this section. Prepared final list of roads for HMA paving after receiving additions/deletions from the Townships.
- **2019 Chip Seal** – Working on the updated list of Township projects checking additions/deletions for the contractor.
- **Reid Road** – Josh and Mark Wahr are staking the ROW on Reid Road and getting existing centerline. Josh & I will be working on a new centerline alignment to smooth out the numerous curves.
- **Hansen Road 2018** – Josh & I are working on MDOT file for final review. MDOT final review is anticipated in early to mid-May.
- **Anthony Road** – Josh set construction stakes for Anthony Road, sand lift area and staked super elevations. Hallack Contracting has placed the crushed concrete & pulverized the road. Installed the sand lift and installed 2 cross culverts. Anticipate HMA paving in the next 2 weeks. I would like to get a pricing to furnish & install 2' to 3' wide limestone gravel shoulders with a road widener. Anticipated cost is \$25,000 to \$30,000. Otherwise there will be topsoil shoulders that is not per our standard typical for an all-season roadway. The MCRC should prepare the slopes with the skid steer and Harley rake after the gravel shoulders are installed. Final restoration of slopes would be approximately \$25,000 to

\$30,000 if Contracted or \$10,000 for materials & 1 week with 2 MCRC workers & the hydro-seeder.

- **Culvert Inventory** – Josh has the laptop set up and we have the equipment ready for Mark W. & summer helper to start on Culvert Inventory. Summer helper should be starting in Mid-May.
- **Hansen Road 2022** – After several e-mails and phone calls we have received confirmation that the MCRC was granted small urban funding for Hansen Road from east of Meyer to Dennis Road. MDOT will pay \$375,000 towards this project.
- **Category F** – MDOT funding application is due by May 1, 2019. Considering applying for Category F small urban (due May 1, 2019) for another \$375,00 toward the total estimated cost of \$820,000. Also considering south Jebavy Drive & other primary roads in the Urban Area of the City of Ludington.
- **Weaver Road access to Long Lake** – Property owner to the south has moved his fence to the required 8' south of the E/W ¼ line of Weaver Road per the court ruling of 1969. The property owner to the north has contacted an attorney and is so far contesting moving his fence. We sent the attorney and property owner to the north our documents showing ownership of the 33' north of the E/W ¼ line of Weaver Road. The attorney & property owner are reviewing the documents and will get back to us.
- **Sugar Grove Culverts & Scour at Quarterline Road Bridge (Sauble River)** – Josh Peters & I looked at the bridge and determined that we need to consider hiring Contractors to help with this work. The roadway has been patched several times due to undermining on the south abutment. It will need about 80 tons of needs Rip-Rap under the bridge at the south abutment. The Sugar Grove Culverts are larger culverts and due to workload, we need to hire Contractors to help with this work.
- **Potential DEQ Permits Required** – Conrad east of Meyer, Quarterline Bridge, Hamlin Township Sewall Repairs, Rasmussen Road & Hansen Road 2020.
- **Permanent & Grading Easements Required** – Sugar Grove Road culverts (6 required)
- **Additional Survey Work needed** – Rasmussen Road - Jebavy to Gulley, Hansen – Stiles to Amber, Hansen LaSalle to US-31, Conrad Culvert, Sugar Grove Culvert, Hamlin Township Seawall
- **RFP** – Need to request for engineering proposal for design and possibly construction inspection for Tuttle Road/Fountain Road Structures – realistically 2021 construction.
- **Darr Road Bridges** – Sent Hardman a notice that season suspension period is ending on May 1, 2019. Hardman needs to complete the restoration & concrete sealing prior to May 1, 2019 or LD's will resume.

### **Manager/Director Report**

- Requested a price to provide each of the townships with a 24"x 36 "map of their township. Cost for all 15 townships will be \$590.00. Three sets of 44"x59" laminated maps will be \$733.00.
- No changes regarding the Brine Pond Property.

- Weight Restrictions were lifted on Monday April 22<sup>nd</sup> at 7:00 am.
- Met with the County Finance Committee. They suggested we discuss our desire for a new road commission facility at the June County Board Meeting after we present our annual report. It was suggested to submit a letter to the board explaining our financing needs.
- Have hired a youth crew for summer help.
- The sweeper has been repaired and is back on the road with more lights and a water tank.
- The 4-10-hour days started on April 22, 2019.
- The Mason County Traffic Safety meeting is scheduled for Wednesday May 1, 2019 at 9:00 am at the Sheriff Department.
- Attended the Mason County Township Officers Meeting. Liz Reimink talked about the New Code Red Program implemented by the County. I passed the information along to the RC employees to set up on their phones. They will be able to receive notifications of emergency and weather alerts.
- We purchased a used Hydro Seeder for \$4,500.00. T Woiril is getting it ready for use.
- I have contacted Trooper Davis to get started on the speed studies we discussed last fall.
- Sand and Gravel bids will be opened on May 1, 2019 at 11:00 am.
- Received a Gift Card from CRA for being the winner of the Silent Auction held at the CRA Highway Conference.
- A request has been made to abandon property the MCRC owns on Lakeshore Drive. I plan to deny this request as it is a direct access to Hamlin Lake. (Photo Provided).
- R Rolston Will be retiring on June 28, 2019. Last day of work is May 24. We will be advertising for an additional employee.
- Jeff Loeser will be starting on May 13, 2109.
- Still working with Sheridan and Branch Townships on road contracts.
- Working on a price on equipment to make our own signs. Est cost \$8,000.00. Will allow us a faster turnaround on sign replacements and ability to provide specialty signs.
- We will be putting a list of monument box repairs and replacements needed and bid it out. We have had requests pending since 2016.

### **Unfinished Business**

Braginton requested a vote on the proposed changes to CRA By-laws. All members voted yes. Ayes all. Motion carried.

### **New Business**

Nelson requested to purchase a box insert for engineering supplies and equipment. Board approves if it is under \$10,000 threshold.

Braginton presented Resolution for 2019 Bridge Applications.

Nelson requested clarification on bidding procedures. Suggested that we adopt a policy for bidding.

ACT 51 was presented for review. Approval requested.

**Items Requiring Board Action:**

Motion made by Ingison to adopt resolution to submit 2019 bridge applications. Supported by Robidoux. Ayes all. Motion carried.


Motion made by Ingison to approve the 2018 ACT 51 report as presented. Supported by Robidoux. Ayes all. Motion carried.

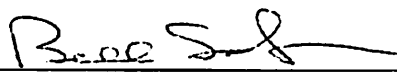
**Extended Public Comment**

Tara Westhouse – asked if it would be possible to get Nurnberg Road re-classified as a primary road.

**The next regular meeting is scheduled for Tuesday May 14, 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 11:28 a.m.**

  
Heather Braginton – Secretary

  
Bill Schwass – Chairman