

**MINUTES**

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

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

Visitors: Jim Gallie – Amber Township, Ken Talsma – Anderson Tackman, Betty Mackey – Resident.

**Approval of Agenda**

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

**Approval of Minutes**

The minutes of the May 23, 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 #11 for June 13, 2019 for ck#77918 thru ck #77995 for \$311,353.85 and approve payroll #12 for June 13, 2019 for \$81,715.42. Supported by Robidoux. Ayes all. Motion carried.

At 10:04 am the Board looked over the Contingent Liabilities and Revenue/Fund Balances.

**Public Comment**

Betty Mackey presented a petition for Townline Rd west of US-31. Says that crews have been doing a good job on maintenance this spring. There is a lot of heavy traffic traveling the road now and the road was not built to hold up to that kind of weight. The road needs to be redone. Samuels let her know that we are planning to repair the road this year.

**Superintendent's Report**

Superintendent Moody reported on current activities of road crews including progress in township projects – Schwass Rd, Lakeshore Dr, Riggle Rd, Fountain Rd, Larson Rd, and Ried Rd. Four townships have been brined, but the rain is slowing progress. All blacktops have been mowed east of US-31. Tree crews have been busy cleaning up downed

trees. Crews have also been cold patching, blading, aggregate patching and helping in the shop.

### Shop Foreman

None.

### Engineering

- **2019 Hawley Road Bridge:** Davis continues to work on the bridge. Taylor Road from Anthony Road to Hawley Road was damaged by the Contractor's trucking company (Schultz Excavating) while hauling sand to the Bridge on Friday May 31st. The MCRC constructed a gravel turn-a-round at the intersection of Taylor & Hawley so the Contractor could turn the trucks around at the intersection. Schultz used the turn-a-round for a while and then continued to use Taylor Road on Monday & Tuesday. I requested that the Contractor make repairs on Taylor Road and they did not agree. I closed this section of Taylor Road to everyone except residents and emergency responders and posted the roadway at a 15-ton limit on Thursday June 6th. I have been in discussions with Davis Construction and MDOT and will be sending a letter ordering Davis to make repairs at the Contractor's expense. Davis is anticipating completion by July 2<sup>nd</sup>, 2019. Contract Amount is \$1,048,000 with a revised open to traffic date of June 14, 2019 with final acceptance of restoration of July 20, 2019. Prein & Newhof is doing the onsite inspection, surveying, and office tech work. The Consultant cost is over budget due to additional surveying & inspection. Total cost of Engineering is now anticipated to be about \$110,000 and increase of about \$40,000. I am the Project Engineer that reviews and signs all pay estimates, contract modifications, etc.
- **2019 HMA Paving** – Lakeshore Drive shoulders and restoration has been completed with MCRC forces. The hydro mulcher worked very well. Reek Road was paved Monday. The MCRC has completed the gravel shoulders and topsoil work. The MCRC will need to final grade the gravel shoulders, prepare the topsoil & hydro seed.
- **2019 Chip Seal** – I am working on the updated list of Township projects checking additions/deletions for the contractor.
- **2019 Pavement Marking Project** – The final plans, estimate & special provisions were submitted to Dale Spencley MDOT by e-mail on January 17<sup>th</sup>, 2019 for an anticipated MDOT bid letting of June 7, 2019. MDOT required the MCRC to submit the project in a shared file system called Project Wise. MDOT set up a folder on Project Wise and Josh submitted the documents in Project Wise on January 18<sup>th</sup>, 2019. The confirmation e-mail did not go to Dale Spencley on January 18<sup>th</sup>, 2019 so Dale did not review the documents in January. At this time the project would not get bid until August at the soonest thru MDOT. The pavement marking contractor would not be able to start until mid-September. I recommend that the MCRC paint the primary roads using Michigan Pavement Marking at an estimated cost of \$40,000. MPM will complete the markings at 0.038/foot and will be able to do this in late June or early July. We will combine

our 2019 & 2020 pavement marking project for the spring/early summer of 2020. I called Bruce Kadzban, Manager of the Local Agency Programs and confirmed that the MCRC could do this to utilize our 2019 & 2020 MDOT funds. I am requesting board approval.

- **Dewey Road east of Morris** – This road was closed on Monday May 27<sup>th</sup> due to a culvert/structure failure. I sent a sketch for repairs to our new bridge Engineer (Ryan from Scott Civil Engineering) for review. The MCRC will be repairing the structure with our forces. Ryan reviewed the sketch and made a few modifications. Anticipated cost is about \$12,000. The repair should be adequate for many years and the road will not be restricted.
- **Anthony Road** – HMA paving, gravel shoulders & final restoration has been completed. The MCRC will have Michigan Pavement Marking paint this road in the next few weeks.
- **Hansen Road 2018** – MDOT performed the final review. There are a few things that Josh & I need to provide for the files to have this project 100% complete.
- **Culvert Inventory** – Mark Wahr & Lucas Weinert continue to work on the Culvert Inventory. They have completed Custer, Branch & Logan, Eden, Riverton. Currently working on Meade Township.
- **Rasmussen Road** – I have been working on preliminary survey information and getting information for Josh to be able to complete additional survey work.
- **Sass Road** – I am working on a rough design & estimate for Sass Road to complete earthwork and slag from Morton Road westerly approximately 1500 linear feet.
- **Permanent & Grading Easements Required** – Sugar Grove Road culverts (6 required), Ted has completed the drawings for the permanent easements for these crossings. I need to write up the easements and meet with the property owners to get the signed easements and notarize for recording at the Court House.
- **Bridge Inspections** – An e-mail was sent to Jim Nordlund by Mary thanking him for his many years of service. Scott Civil Engineering has been hired to complete our bridge inspections and reporting from this time forward.
- **Quarterline Road** – Will be closed between Nurnberg and Freeman starting Monday June 17<sup>th</sup> for a week for the MCRC to make repairs to the south abutment of the bridge. The road has been settling at this location for years.

### **Manager/Director Report**

- Nancy Ward from Butler Appraisal Service has completed the appraisals on several of our pit properties. I have sent a copy to everyone.
- Continue to work with Nurnberg Road Residents. Completed a traffic count over Memorial Day Weekend and submitted to Tara Westhouse. She is looking into any grants that may be available.
- The new equipment for the sign shop has been delivered and the sign Tech has received training. We will now be able to make most of our signs and with the new design they will be more secure. We are also looking into new laser traffic counters.

- Received a request for a highway easement release for Hoague Road and US-31 on the southwest corner. This easement was granted in April of 1924 to the County of Mason, not to the road commission so I have sent the information on to the county to grant the release. We would maintain the right of way and MDOT would want to maintain a clear vision corner like the other three corners.
- A FOIA request was received regarding the Weaver Road issue. The documents were sent, and we are waiting to hear what the outcome will be. There should be an answer given soon so we will then know how to proceed.
- Planning a company picnic on August 15 after work at the Summit Township Park
- Received an abandonment request for Birch Street in Hamlin Township.
- Had a discussion with Scott Merrick from Gourmet Mushroom regarding the brine pond property.
- We are currently taking applications for Heavy Truck Drivers.
- Met with the County Board for the Annual Report and discussed our need for a new building.

### **Unfinished Business**

Samuels presented policy for outside services for approval.

Samuels presented policy for purchasing for approval.

### **New Business**

Ken Talsma from Anderson Tackman presented 2018 financial statements.

Braginton presented ballot for MCRCSIP board member.

Braginton presented application for engineering reimbursement to be signed by the board before submission to the State of Michigan. Board members signed.

Braginton presented quote for Boardpaq software and explained the benefits of utilizing this software. The cost is \$2,196 annually and will streamline the communication process between staff and commissioners.

Braginton presented quote for Cogitate payroll kiosk hardware and software and explained the benefits of utilizing this system. The cost is \$14,796 initially and an additional \$1,000 annually for software renewal and support. Utilizing this system will greatly reduce the staff workload and provide more real-time data for management when budgeting or managing operational costs.

Discussion was held regarding single person positions and cross training.

Ingison requested a mid-year budget amendment. Braginton will present in July.

### **Items Requiring Board Action:**

Motion made by Robidoux to approve policy for outside services as presented. Supported by Ingison. Ayes all. Motion carried.

Motion made by Ingison to approve policy for purchasing as presented. Supported by Robidoux. Ayes all. Motion carried.

Motion made by Schwass to vote for Dorothy Pohl for the MCRCSIP board member position opening. Supported by Ingison. Ayes all. Motion carried.

Motion made by Robidoux to approve the purchase of the Boardpaq software. Supported by Ingison. Ayes all. Motion carried.


Motion made by Robidoux to approve the purchase of the Cogitate Payroll Kiosk software and hardware. Supported by Ingison. Ayes all. Motion carried.

**Extended Public Comment**

None.

The next regular meeting is scheduled for Thursday June 27, 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 12:34 p.m.

  
Heather Braginton – Secretary

  
Bill Schwass – Chairman