

REGULAR MEETING MINUTES

MASON COUNTY ROAD COMMISSION
OCTOBER 28, 2019

A. Call to Order

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

Chairman Schwass called the October 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 am.

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

1. Pledge of Allegiance

B. Approval of Agenda

Motion made by Ingison to approve the agenda as presented. Supported by Robidoux. Ayes all. Motion carried.

1. Conflicts of Interest Conflicts: None

C. Approval of Meeting Minutes

The minutes of the October 10, 2019 regular meeting were reviewed. Motion made by Ingison to approve the minutes as presented. Supported by Robidoux. Ayes all. Motion carried.

D. Approval of Accounts Payable & Payroll

Motion made by Robidoux to approve Accounts Payable vouchers for October 28, 2019 Ck #78488 thru ck#78559 for \$402,737.71 and Pre-approve Payroll #22 for October 31, 2019. Supported by Ingison. Ayes all. Motion carried.

E. Review Accounts Receivable and Contingent Liabilities

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

F. Public Comment

Gallie indicated that he is working with MDOT regarding getting additional road painting and signage to help direct traffic and improve safety. Shared information with board regarding Manistee County Road Commission building.

Dick Alway, Amber Twp. - us-31 paving is wavy.

G. Superintendent's Report

Kiosk system is going very well. Updated board on status of township projects. We currently have just enough gravel to complete the township road projects. County wide county grading complete on Saturday. FEMA 300 class complete. Shop is on track with preparing equipment for winter. The winter route schedule is complete. Would like to start working on an active shooter plan to keep employees safe.

H. County Highway Engineers Report

- **2019 Hawley Road Bridge:** P&N and Davis still trying to work out the schedule for repairing the bump at the bridge.
- **2019 HMA Paving** – Rieth-Riley – Sugar Grove Road from Stiles to 0.5 miles west of US-31 has been Paved. There is about 1,550 tons of Township Projects and 870 tons remaining on Primary Projects. Sugar Grove Road east of US-31 was mutually agreed to hold unit prices and pave next year. Approximately 480 tons of wedging on Township Projects will be postponed until 2020.
- **2020 Pavement Marking Project** – Josh has been finishing up the MDOT 2020 Pavement Marking Project. It is intended to paint all primary roads in Mason County in the spring of 2020 with MDOT funds.
- **2020 Rasmussen Road** – I have been working on preliminary design with the survey information, soil borings existing underground information.
- **2020 Hansen Road** – I have hired Prein & Newhof to complete plans for the section of Hansen Road from LaSalle easterly to US-31. The section of Hansen Road from Siles to Amber will most likely be built in 2021. The MCRC has a tentative agreement with Lake County to swap \$408,000 in MDOT funding from 2020 to 2021.
- **Fountain Road & Tu le Road** – RFP have been sent out to prospective Engineering Firms for cost for design and construction oversight for these 2 crossings. The projects are anticipated to be bid in January of 2021 with construction in the summer of 2021.
- **West Forest Trail** – The MCRC will be receiving up to \$625,000 in a "FLAP" grant in 2021 for West Forest Trail between Quarterline Road west 2.5 miles to Morton Road. The MCRC will be responsible for 20% match \$125,000 and all related design and construction Engineering. The MCRC will be working with the USFS to coordinate this project with MDOT.
- **Township Projects** – Reviewing estimates for Township projects for 2020.
- **2020 HMA Paving & 2020 Chip Seal** – I will be working on field review of the roads for the 2020 HMA & chip seal projects. Anticipated bidding the projects in February of 2020.

I. Manager/Director Report

- Weaver Road-waiting to hear from the court what schedule we are on for filing the motion for a summary disposition. The attorney will advise us when a date is scheduled.
- The pictures are in place for the maps and I have ordered the individual maps for each township.
- Met with a resident on Jagger Road regarding a spillway that was constructed when Jagger Road was upgraded years ago. The water runs through his yard damaging the grass and pond area. He has asked for several years to have this fixed. We are looking into a better way to re-route the runoff from the road. The underground lines have all been marked so we will discuss a solution for this problem.
- Met with the Township Supervisors on Wednesday October 23. There were 8 townships represented. Lots of discussion. No issues to report other than the rough roads from all the rain. We talked about 2020 projects and that we will be scheduling ride arounds for each township in the next few weeks. M Ingison reminded the townships to please submit their 10-year plan as soon as possible.
- A second shift mechanic has been hired and will start on November 18.
- Received the property description so we will plan to close this week.
- We are considering bidding out the rest area care and maintenance for next year.
- J Loeser, J Peters and I attended the ICS 300 class this past weekend. The next class is scheduled in February 2020.
- The Office Manager position has been advertised.

J. Unfinished Business

1. US-10 Property

Property Description is complete and the resolution is ready.

2. Skyhawk GPS System pricing

Skyhawk pricing has come back. The initial set up costs are quite costly. It would be much less expensive to upgrade to current verizon service to include snowpath tracking. Motion made by Ingison to move forward with snowpath. Supported by Robidoux. Ayes all. Motion carried.

K. New Business

Salary Ranges - Municipal consulting services will analyze job descriptions and tell you what you should be paying for those positions.

1. Paul Bunyan Council Meeting November 21, 2019

Paul Bunyan meeting coming up on November 21.

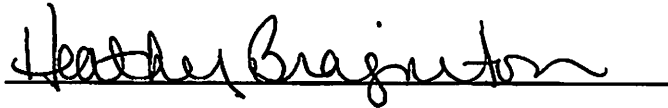
L. Extended Public Comment

M. Next Meeting: Wednesday, November 13, 2019 @ 10:00 am (9:00 am workshop)

The next regular meeting is scheduled for Wednesday November 13, 2019 at 10:00 a.m. with a workshop planned immediately prior at 9:00 am.

N. Adjournment

There being no further business the meeting was adjourned at 12:21 pm.



Handwritten signature of Heather Braginton, written in cursive and underlined.

Heather Braginton – Secretary



Handwritten signature of Bill Schwass, written in cursive and underlined.

Bill Schwass - Chairman