

## REGULAR MEETING MINUTES

### MASON COUNTY ROAD COMMISSION NOVEMBER 13, 2019

#### In Attendance

Bill Schwass, Chair

Doug Robidoux, Vice-Chair

Mike Ingison, Member

Mary Samuels, Manager/Director

Heather Braginton, Secretary/Finance Director

Eric Nelson, County Highway Engineer

Jeff Loeser, Superintendent

#### A. Call to Order

*Strategic Planning Workshop was called to order at 9:00 am and adjourned at 10:15 am.*

Chairman Schwass called the November 13, 2019 meeting of the Mason County Road Commission held in their office at 510 E State Street, Scottville, MI to order at 10:15 am.

Visitors: Jim Gallie - Amber Twp.

##### 1. Pledge of Allegiance

#### B. Approval of Agenda

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

##### 1. Conflicts of Interest

Conflicts: None

#### C. Approval of Meeting Minutes

The minutes of the October 28, 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

The Board took the following action after reviewing the Accounts Payable and Payroll:

Motion made by Ingison to approve Accounts Payable voucher for November 5, 2019 Ck #78560 thru ck#78560 for \$240,241.17 and approve Accounts Payable vouchers for November 14, 2019 Ck #78561 thru ck#78622 for \$668,597.74 and approve Payroll #23 for November 14, 2019 for \$79,380.34. 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

#### G. Superintendent's Report

Kiosks are fully operational and accurate. Darr Rd paving was not completed. Appleton Rd project is on hold due to weather. Sass Rd is on hold. Victory Corners Rd project is partially on hold. Restoration will be completed when weather cooperates. Gravel producer scheduled to produce in Kirschner pit cannot complete the work now. We plan to re-bid for 2020. County wide gravel road conditions are 10% poor due to excess water. Shop crew has winter trucks 90% operational. Safety Program is in planning stage. Planning to have program in place by January.

#### H. County Highway Engineers Report

- 2019 Hawley Road Bridge: Meeting scheduled with P&N and Davis on November 20<sup>th</sup> to work out the schedule for repairing the bump at the bridge in the spring of 2020.
- 2019 HMA Paving – Paving is suspended for the remaining work in 2019 on Township & Primary Roads. There is about 1,156 tons of Township Projects and 4,680 tons remaining on Primary Projects. Rieth-Riley has verbally agreed to hold unit prices into 2020 and have all Townships projects completed by June 1<sup>st</sup> and the Primary completed by June 15<sup>th</sup>, 2020. I have recently sent Rieth-Riley a

written agreement holding unit prices. Randy has reviewed it and will sign it and return it.

- 2020 Pavement Marking Project – Josh has finished up the MDOT 2020 Pavement Marking Project. I need to review and submit to MDOT for bidding. It is intended to paint all primary roads in Mason County in the spring of 2020 with MDOT funds. The project should be bid by March of 2020.
- 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 Stiles to Amber will most likely be built in 2021.
- Fountain Road & Tuttle Road – RFP have been sent out to prospective Engineering Firms for cost for design and construction oversight for these 2 crossings. I am reviewing the 5 proposals that were received and will make a recommendation at our next meeting. The projects are anticipated to be bid in January of 2021 with construction in the summer of 2021.
- NC-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.
- NC-Township Projects – Reviewing estimates for Township projects for 2020.
- NC-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-Nothing new to report. .

- Ready to order folded county maps. Deciding on quantity.
- A second shift mechanic has been hired and will start on November 18 and a truck driver starting on November 14.
- The closing on the US-10 property located in the Village of Custer took place on November 5. The purchase has been completed.
- Working with Verizon to get the Snow paths software up and running.
- Updated the mileage and revenues for the 2020 Local Road Match.
- The Office Manager position has been advertised. Received 22 applications. Interviews will be scheduled for next week.

#### J. Unfinished Business

##### 1. Building Memorandum of Understanding with County Board

The County Board of Commissioners would like to have a signed contract before they commence with any further action. The contract is still being reviewed by the Road Commission board.

##### 2. New Hires

#### K. New Business

##### 1. Local Road Policy

Table the Revision of the Local Road Policy until next meeting to allow for review of changes.

##### 2. Approval to bid Janitorial Services for Rest Area

Motion made by Ingison to advertise for bids for janitorial services for the rest area maintenance. Supported by Robidoux. Ayes all. Motion carried.

##### 3. Adopt wireless permit to work within a county right of way

Syrewicze presented a policy for permitting towers in the right of way. The policy was researched and put together by the County Road Association of Michigan. Would like to adopt the policy for Mason County. Motion made by Robidoux to implement policy. Supported by Ingison. Ayes all. Motion carried.

4. New logo for MCRC

Tabled until next meeting.

5. Certification maps redesign

Working on a redesign of certification maps.


L. Extended Public Comment

M. Next Meeting: Wednesday, November 27, 2019 @ 10:00 am  
(9:00 am workshop)

The next regular meeting is scheduled for Wednesday November 27, 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 12:00 pm.

  
Heather Braginton – Secretary

  
Bill Schwass - Chairman