

**REGULAR MEETING MINUTES
MASON COUNTY ROAD COMMISSION
NOVEMBER 27, 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 9:55 am.

Chairman Schwass called the November 27, 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.

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 November 13, 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 Robidoux to approve Accounts Payable voucher for November 27, 2019 Ck #78624 thru ck#78675 for \$165,582.05 and approve Payroll #24 for November 27, 2019 for \$84,571.74 and approve Short Term Leave Payment in the amount of \$50,675.43. 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 submitted local project requests for the 2020 season. Shared Mason County Town Tax Report.

G. Superintendent's Report

Held a safety committee meeting and two new members - Heather Braginton and Josh Bader.

Road conditions are wet with a lot of potholes and washouts. Trying to get them cleaned up before they freeze.

Black Creek obstruction has been cleaned up.

We had a slope slide issue on Fountain Rd by Angling and have stabilized it for the winter.

We are having a water drainage issue on lakeshore Dr by the bridge. We will have to contract the repair at a cost of \$10,500.

H. County Highway Engineers Report

2019 Hawley Road Bridge: Met with P&N and Davis on November 20th to discuss repair of the bump at the bridge in the spring of 2020. It was discussed to have the repairs completed in May of 2020. P&N and Davis are still working out the required work, cost & final schedule. There will be no additional cost to the MCRC for the repairs. Davis will have \$5,200 in liquidated damages on this project.

2019 HMA Paving– Rieth-Riley has agreed in writing to hold unit prices into 2020 and have all Townships projects completed by June 1st and the

Primary completed by June 15th, 2020. There is about 1,156 tons of Township Projects and 4,680 tons remaining on Primary Projects.

2020 Pavement Marking Project – I have reviewed the Pavement Marking Project and it has been submitted to MDOT for final review. The project will paint all primary roads in Mason County by July 1, 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 – Prein & Newhof is working on plans for the section of Hansen Road from LaSalle easterly to US-31.

2021 Fountain Road & Tu-le Road – Received 5 proposals for design and construction engineering. I am recommending that we hire Scott Civil Engineering for the design not to exceed \$53,790. Constructing Engineering will be re-evaluated with Scott Civil Engineering once the type of structures has been determined.

The projects are anticipated to be bid in January of 2021 with construction in the summer of 2021.

Weaver Road – Addition information was sent to the Attorney.

Hamlin Township Sheeting Repair – Jeff & I are making progress for sheeting repair. We will be subcontracting Kent Companies to install the helical & manta ray anchors. The remaining work of installing the whalers and misc. repairs will be completed by MCRC forces.

Township Projects – Reviewing estimates for Township projects for 2020.

2020 Chip Seal – Josh and I will be working on field review of the roads for the 2020 chip seal projects. Once the list of chip seal projects has been determined, I will check with Highway Maintenance to see if they are willing to hold 2019-unit prices for the 2020 season per the contract. If they do not wish to hold unit prices, anticipated bidding the chip seal projects in February of 2020.

2020 HMA Project - Josh and I will be working on field review of the roads for the 2020 HMA projects. Anticipate bidding the HMA projects in February of 2020.

2020 MDOT Funding– Mason County has traded \$412,518 of 2020 Federal Funding to Lake County. This will be repaid by Lake County in 2021. Mason County should have about \$920,000 in Federal Funding for 2021 projects.

I would like to explore selling our Federal Aid in 2021 to allow more flexibility with our projects.

US-31 Detour-Sugar Grove Road– I checked with Marc Fredrickson with MDOT to see if MDOT would contribute additional funding to the final cost of the Sugar Grove between Stiles & US-31. The original estimate of \$412,000 was based on widening the 22' wide road to 24' with HMA wedging & HMA overlay. This section of Sugar Grove is heavily traveled and is a primary road. Our MCRC standards call for 28' of HMA. In discussions with staff and the Manager it was decided to construct the road to 28'. One culvert on Sugar Grove and one culvert on Scottville Road was replaced. The approximate cost of the work on Stiles, Sugar Grove & Scottville Road is \$520,000. MDOT is currently contributing about \$270,000.

Future Gravel Pit Lake County USFS– Exploring trading our 120 acres on Taylor-Johnson for 120 acres in Lake County for a new gravel pit.

NC-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.

I. Manager/Director Report

Weaver Road-The settlement conference is scheduled for February 12, 2020 at 1:30 pm. Our Attorney will be attending. If no settlement can be reached the non-jury trial is scheduled for March 23 & 24, 2020 at 9 am each day.

County Maps and Township Maps have been delivered.

All the new hires have started. Everything is going well.

Working with Verizon to get the Snow paths software up and running.

There were 6 applicants interviewed for the Office Manager position on Wednesday November 20. We have narrowed it down to 3 choices.

Representative Jack O'Malley was in Scottville at the Scottville Area Senior Center on Tuesday November 26.

We had 22 children from MMCHC tour the road commission on Friday November 22. Ages ranged from 3 ½ to 16. They were interested in learning about snow plowing.

There is a new program out with the USDOT requiring all agencies to subscribe to the Drug and Alcohol Clearing House. This is a secure online database that will give employers real time information about commercial driver's license (CDL) holders drug and alcohol program violations.

The cows will be removed from the property within the next two weeks. The owner asked if we would consider leasing the property to him for an extended period. I told him I would speak with the board and let him know.

Have contacted the Forest Service to begin discussion on a possible land swap.

Working on Township Contracts.

J. Unfinished Business

1. Building Memorandum of Understanding with County Board

The Road Commission board is continuing to review the memorandum.

2. Office Manager Position

Interviewed six applicants for the office manager position. We have narrowed the candidates down to two. Board recommends that the Manager make a hiring decision an offer to the selected candidate.

3. Local Road Policy - Approval

Changes to Local Road Policy reviewed and discussed. Motion made by Ingison to approve Local Road Policy with changes as discussed. Supported by Robidoux. Ayes all. Motion carried.

4. Approve the lease purchase of (3) Tractor Trucks

Motion made by Robidoux to approve the lease purchase of ^{THREE (4/6)} ~~two~~ Tractor Trucks. Supported by Ingison. Ayes all. Motion carried.

5. New Logo Design

Motion made by Robidoux to adopt new MCRC logo as presented. Supported by Ingison. Ayes all. Motion carried.

K. New Business

1. Approve abandonment for First Street between Stearns Ave and vacated Culver St in Hamlin Lake Resort

Abandonment request was submitted by adjacent property owners. Township is in agreement. Manager recommends approving abandonment. Motion made by Ingison to approve. Supported by Robidoux. Ayes All. Motion carried.

2. Approve addition to County Local Road System

We have been maintaining Decker Rd in Section 31 of Victory Township for many years, it has recently come to light that it is not currently in our certification. Manager is recommending that we add the road to our certified road systems. Board recommends getting Township approval before making a decision.

3. Repairs to Lakeshore Dr Bridge - \$27,000

Discussion held and Samuels will look into further.

4. Approve RFP for Engineering Services on Fountain & Tuttle Rds.

Motion made by Robidoux to approve proposal from Scott Engineering. Supported by Ingison. Ayes all. Motion carried.

L. Extended Public Comment

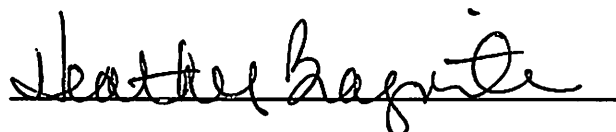
M. Next Meeting: Thursday, December 12, 2019 @ 10:00 am(9:00 amworkshop)

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.

Change meeting scheduled for December 26th to December 23rd at 10:00 am.

N. Adjournment

There being no further business the meeting was adjourned at 12:55 pm.



Heather Braginton – Secretary



Bill Schwass - Chairman