

REGULAR MEETING MINUTES
MASON COUNTY ROAD COMMISSION
APRIL 9, 2020

A. Call to Order

Chairman Schwass called the April 9, 2020 meeting of the Mason County Road Commission held in their office at 510 E State Street, Scottville, MI to order at 10:00 am.

Members Present: Chairman Schwass, Vice-Chair Robidoux (remote) and Member Ingison (remote), Manager/Director Samuels, Secretary/Finance Director Braginton (remote), County Highway Engineer Nelson, Superintendent Loeser (remote)

Visitors: None

B. Approval of Agenda

Motion made by Robidoux to approve the agenda as presented. Supported by Ingison. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

1. Conflicts of Interest

Conflicts: None

C. Approval of Meeting Minutes

The minutes of the March 26, 2020 regular meeting were reviewed. Motion made by Ingison to approve the minutes as presented. Supported by Robidoux. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

D. Approval of Accounts Payable & Payroll

To approve Accounts Payable vouchers for April 9, 2020 Ck #79213 thru ck#79255 for \$73,960.91 and pre-approve payroll #8 for April 16, 2020.

Motion made by Robidoux to approve Accounts Payable vouchers for April 9, 2020 Ck #79213 thru ck#79255 for \$73,960.91 and pre-approve payroll #8 for April 16, 2020. Supported by Ingison. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

E. Review Accounts Receivable and Contingent Liabilities

At 10:15 am the Board looked over the Contingent Liabilities and Revenue/Fund Balances.

F. Public Comment

G. Superintendent's Report

We need a plan to move forward with our work policy while dealing with the corona virus.

We are making and using pit run gravel continually to compensate for the lack of material. Schultz is making some materials for us now.

Logging is complete at Taylor rd pit and we are cleaning it up so that we can access our materials. Amber Rd pit will finished with logging next week.

Township Projects started this spring are complete. The rest of the township projects are on hold until we contact the townships to confirm their participation.

H. County Highway Engineers Report

Budzynski Road Bridge - Budzynski Road Bridge is closed to all traffic due to very poor condition. Budzynski is a one lane dead end local roadway south of Fountain Road in Sheridan Township. There is one house located on the south side of the bridge. The bridge is over the North Branch of the Lincoln River. The MCRC will be installing 12" x 24' long hardwood crane mats across this structure for "temporary" access. The

bridge will be rated at 20 tons which will be adequate for propane trucks and access for the property owner. The cost for the temporary repairs will be about \$8,000.

2023 Local Bridge Program – Applications were extended to June 1, 2020. Ryan Worden & Robert Lothschultz from Scott Civil Engineering are ready to submit the bridge applications for 2 replacements and 5 preventative maintenance. If the MCRC increases our local match the bridges are given more positive points. It is recommended to increase the match to 10% for the Fisher Road replacement and the (5) preventative maintenance bridges. Board approval and a resolution is required to submit the application.

2020 Pavement Marking Project – A preconstruction meeting will be held as soon as MDOT awards the project. MDOT is operating with limited staff.

MCRC Pits – The 3 pits that are being logged have been staked. Ted will draw up surveys of each of the pits surveyed for final records once he returns to work.

2020 Rasmussen Road – Progressing on AutoCAD drafting and design work. I hope to have 80% complete plans and specifications to submit to MDOT by the end of April. I anticipate the project being bid in late summer or fall with a spring of 2021 start. The construction project should take about 10 weeks.

Hallack Gravel Pit – Dan Hallack signed agreement for the MCRC to process gravel from the Hallack Pit just north of the MCRC Deren Pit. I have hired soils & structures to conduct soil borings at an anticipated cost of \$7,000, split 50/50 with Hallack Contracting. If the soil borings show good results for gravel, then the MCRC will need to draw up a site plan for County approval.

2020 HMA Paving – Josh has put together the list of HMA paving projects and maps for 2020. I need to review the prices and send to Rieth-Riley for approval.

2020 Hansen Road - LaSalle to US-31 – Final Plans are completed and submitted. Waiting on SHPO clearance so MDOT can proceed for bid a projected letting in July 2020. Project will start after Labor Day with a November 1, 2020 completion.

Mac Road Pit – Schultz has moved all equipment to the pit. It is anticipated that Schultz will begin excavating material for gravel processing next week.

Crushed Concrete – Schultz Excavating is crushing concrete for the MCRC. Approximately 1,000 tons produced and will continue to crush another 4,000 tons in the next week or two.

Future Gravel Pit Lake County USFS – I contacted Scott Peedle regarding mining gravel on USFS property. Jeff & I met with Dave from Halliday Sand & Gravel on our Mac Road pit & the USFS property. There may be additional gravel on our Mac road pit. The 40-acre USFS parcel that the MCRC mined gravel in years past does not appear to be a good option. The gravel vein was mined to the edge of the USFS property. I will propose gravel mining on USFS property east of our Mac Road pit.

MDOT 2020 HMA Maintenance Project – I am putting together specifications for bidding mill & fill on US-10 from Scottville Road easterly to east of Bean Road & shoulder repair on US-31 south. The MCRC will retain the millings from US-10.

2020 Chip Seal – Josh & I will be working on putting together the list of Chip Seal projects for 2020. There are still a few Townships that have not returned their contracts. Highway Maintenance will be holding last year's prices for this work.

I. Manager/Director Report

N/C Weaver Road- The next Settlement Conference will be held on May 6, 2020 at 1:30 pm.

Continue to receive approved Township contracts.

Continue to receive information from CRA and Governor's office on updates regarding COVID-19. We have brought most of our employees back to work grading the roads, pulling shoulders and culvert replacements. We tentatively plan to have everyone return to work on Monday for a regular 4-10-hour day schedule. There will be safeguards put in place. Everyone is assigned to a truck or piece of heavy equipment and will be the only one allowed to operate it. There will be no congregating or work completed without the mandatory 6-foot

distancing requirement. We will continue to monitor our employee and make any changes deemed necessary to provide for a safe working environment.

Spoke with the owner of the cattle that are on the Custer property. They have the fencing up on their property and are ready to move the cattle home.

MDOT has stated that they will not be opening the seasonal rest areas during the stay-at-home order. They anticipate these facilities to be opening once the order is removed.

Starting to receive contract-future pricing and Market pricing for transport loads of fuel from Crystal Flash.

Working on Policies.

J. Unfinished Business

Motion made by Ingison to finance a track excavator with a \$20,000 down payment. Supported by Robidoux. Roll Call Vote: Schwass - Abstain, Robidoux - Aye, Ingison - Aye. Motion carried.

1. Board Approval for Local Bridge Applications FY 2023

Motion made by Ingison to approve the application for local bridge funding for the 2023 fiscal year. Supported by Robidoux. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

2. Staff Wages Discussion

Schwass, Robidoux, Ingison, and Samuels then entered closed session to discuss staff wages. Closed session was ended at 12:45 pm.

Motion was made by Robidoux to approve staff salaries as discussed. Supported by Ingison. Roll call vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

Motion made by Robidoux to approve manager salary as discussed. Supported by Ingison. Roll call vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

3. Employee Work Schedule update Discussion

Would like to bring employees back in Monday for a 4 - 10 hour day schedule. They would be assigned a specific piece of equipment and would not be allowed to access anyone else's equipment. For those with childcare issues, they would need to use two weeks of vacation and then the FMLA would begin and they would be eligible to be off with 2/3 of their pay for up to 10 weeks.

4. Approve Township Projects

Motion by Ingison to enter into the contracts listed in Appendix A with the specified Townships with the understanding that with the late submittal that it will be last priority and only completed if time allows, and to authorize the Manager/Director and the Clerk to sign on behalf of the board. Supported by Robidoux. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

K. New Business

Motion made by Ingison to approve addendum to contract for sale of Federal Aid Funds. Supported by Robidoux. Roll call vote: Schwass - Aye. Robidoux - Aye, Ingison - Aye. motion carried.

L. Extended Public Comment

M. Next Meeting: Thursday, April 23, 2020 @ 10:00 am

The next regular meeting is scheduled for Thursday, April 23, 2019 at 10:00 a.m.

N. Adjournment

There being no further business the meeting was adjourned at 12:50 p.m.


 Heather Braginton – Secretary

Bill Schwass
Bill Schwass - Chairman



APPENDIX A**Township Projects Approved on April 9, 2020**

JOB #	TWP	ROAD NAME	LOCATION	LENGTH	DESCRIPTION	PROJECT COST
040	LOGAN	Dust Control	Township Wide (50% cost share)	16.25	One Double and One Single Application	\$ 19,493.30
112	SHERMAN	STEPHENS RD	Between Millerton and Beyere	1.97	Remove berm & shape. Apply compacted grt	\$ 38,264.85
113	SHERMAN	STEPHENS RD	Between Sugargrove and Dewey	1.02	Remove berm & shape. Apply compacted grt	\$ 18,167.36
141	FREESOIL	REEK, OTTAWA, MEE	Hill on Reek to hill on Ottawa, S to Mee nah ga		valley gutter, 4" gravel, 2" HMA, cross culvert &	\$ 59,755.92
150	MEADE	DUST CONTROL	Township Wide	6.82	One Double - 5000 gallons per mile	\$ 5,576.00