

REGULAR MEETING MINUTES
MASON COUNTY ROAD COMMISSION
MAY 14, 2020

A. Call to Order

Chairman Schwass called the May 14, 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, County Highway Engineer Nelson, Superintendent Loeser (remote)

Visitors: None

1. Pledge of Allegiance

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 April 23, 2020 regular meeting were reviewed. Motion made by Robidoux to approve the minutes as presented. Supported by Ingison. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

D. Approval of Accounts Payable & Payroll

To approve Accounts Payable vouchers for May 14, 2020 Ck #79302 thru ck#79368 for \$315,798.67 and approve payroll #10 for May 14, 2020.

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

Motion made by Robidoux to approve Accounts Payable vouchers for May 14, 2020 Ck #79302 thru ck#79368 for \$315,798.67 approve payroll #10 for May 14, 2020 in the amount of \$76,603.29. Supported by Ingison. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

E. Review Accounts Receivable and Contingent Liabilities

At 10:07 am the Board looked over the Contingent Liabilities and Revenue/Fund Balances.

F. Public Comment

G. Superintendent's Report

Safety: Crew is still practicing safe distancing protocol. Using sanitizers and face masks when necessary. Safety Policy handbook almost complete.

Township Projects: Stumping and clearing is complete on Reid Rd. Earthwork is 50% complete. First st needs to be seeded. Morton Rd is complete. Starting Anderson county line drainage 5/18. Sass Rd will be started as soon as possible. Hamlin South Bayou will be mobilized in the next week

Brining has begun. Riverton Twp is complete. Sherman Twp is being brined today and Custer Twp tomorrow.

Shoulder pulling is going well. Have met or exceeded goal in Riverton, Custer and Sherman. Partially complete in Victory, Grant, and Meade.

4 miles of ditching completed.

16 failed culverts replaced

30 miles of edging completed

H. County Highway Engineers Report

Budzynski Road Bridge - The MCRC installed 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 MCRC needs to install the guardrail and post the bridge for the 20 tons weight limit. Remaining work should be within the next 2 weeks.

2023 Local Bridge Program – Bridge Applications were submitted to MDOT for FY 2022

2020 Pavement Marking Project – Michigan Pavement Marking is scheduled to start painting pavement markings next week.

2020 Rasmussen Road – Preliminary plans (90% complete) and specifications were submitted to MDOT and found acceptable before 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 – Soil borings are completed, only 1 boring out of 7 showed gravel. Gravel mining may not be beneficial on this property.

2020 HMA Paving – Final pricing was agreed, and Rieth-Riley started paving this week on a couple of overlays in PM Township.

2020 Hansen Road - LaSalle to US-31 – SHPO letter was received & MDOT has completed the final proposal for bidding. Hansen Road will be bid on July 10, 2020, start on or after September 8, 2020 with a final completion of November 15, 2020.

2020 MDOT HMA Maintenance Project – Two bids were received on April 30th for mill & fill on US-10 from Scottville Road easterly to east of Bean Road & shoulder repair on US-31 south. Engineers Estimate was \$235,956.25. Rieth-Riley was \$266,962.85. Elmer's was \$362,560.75. With the reduction in MDOT funding MDOT not sure if additional funding will be available except for the \$100,000 already allocated. Discussing options with Rieth-Riley and MDOT.

2020 Chip Seal – Highway Maintenance has agreed to 2019 prices after reviewing the work & and plan on doing the work in mid-July. I will need to put together the final list of anticipated Chip Seal projects in June based on the Township Contracts returned at that time.

Mac Road Pit – Schultz started excavating & stockpiling materials for gravel processing last week. I anticipate that Schultz has about 3 weeks of work to pile the 40,000 cyds for processing.

Deren Road Pit – All Aggregate has moved into the Deren Road pit to begin processing 22A gravel. Should finish set up by Thursday and start processing on Friday. I anticipate about 5 to 6 days to process the 12,000 to 15,000 tons of gravel.

2022 MDOT Category F Grant – Applying for Jebavy Drive for 2022 Category F grant for \$375,000 for Jebavy Drive. A minimum 20% match is required. Applications were extended and are due June 1, 2020.

2021 Fountain & Tuttle Road – Scott Civil Engineering took bids for soil borings and soils borings were awarded to Soils and Structures of Muskegon. Anticipate bidding in January of 2021 with construction in summer of 2021.

2019 Hawley Road Bridge: Davis is scheduled to start on Monday May 18th to fix the bump and finish punch list. Anticipate the work will take 2 to 3 weeks. There will be no additional cost to the MCRC for the repairs. Davis will have \$5,200 in liquidated damages on this project.

I. Manager/Director Report

Weaver Road- The Settlement Conference was held on May 6, 2020 at 1:30 pm., with attorneys only. The Judge postponed the meeting after everyone was in attendance stating that due to the backlog they are experiencing due to the COVID-19 they were only hearing cases with high priority. This has been pushed back to much later in the year or into 2021. I have discussed this with the township, and we have made an offer in hopes to finalize this case. There will be more information as it becomes available.

All the township contracts have been received, but due to the decline in shared revenue to the townships some have pulled their contracts.

The crew continues to work following the COVID-19 Preparedness and Response Plan that is in place. There have not been any issues to date.

The cattle have been removed from the Custer property.

We are accepting bids for operation of the Ludington Rest Area-R328 until May 19, 2020 at 10:00 am. A pre-bid meeting was held on May 12, 2020.

Working on the buyout for the CAT 950 Loader. Our attorney and the bank are working on the details. The payment is due by July 21, 2020.

Working on the Operational Goals input and Safety Program for 2020.

Have begun the process to have the electricity put in the road commission's name for the Custer property. An inspection is required first.

J. Unfinished Business

1. Youth Crew Discussion

Plan to hire six youth crew workers for the summer.

2. Discussion on OPEB Funds

Braginton discussed OPEB Funds options with the County treasurer and the county recommends investing the funds with MERS in a dedicated trust as is required by state law.

Motion made Ingison to approve moving OPEB funds to a MERS trust account. Supported by Robidoux. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

3. Approve Township Projects

Motion by Robidoux to enter into the contracts listed in Appendix A with the specified Townships and to authorize the Manager/Director and the Clerk to sign on behalf of the board. Supported by Ingison. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

4. Approve bid for property rental

Motion by Ingison to enter to approve the lease of Custer property for farming to the high bidder - 9 Acres: Sam Bucher, 14.59 Acres: Charles Schade. Supported by Robidoux. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

5. Approve COVID-19 Preparedness and Response Plan

COVID-19 Preparedness and Response Plan presented by Samuels for review. Motion by Ingison to enter to approve to approve adoption of the plan as presented. Supported by Robidoux. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

6. Quarterly Operational Goals Update

7. Approve Resolution for additions and deletions to County Local Road System for 2019

Resolution for additions and deletions to the County Road System for 2019 was presented. Motion by Robidoux to enter to approve to approve adoption of the resolution as presented. Supported by Ingison. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

8. Accept Retirement Letter from Marcia Cory Effective May 16, 2020

Letter announcing intent to retire was presented to the board from Marcia Corey. Motion by Robidoux to accept the letter and approve retirement request. Supported by Ingison. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

K. New Business

Nurnberg Rd residents have been complaining about people parking on the road. Forest Service would like to build a 50 car parking lot. A parking lot of that size will not accommodate the need as there are many more people there on a daily basis. Residents would like the road commission to post no parking signs on the road. Board does not feel that it would be appropriate to post no parking signs and limit access to public land.

1. Approve request for engineering reimbursement

Braginton presented request for reimbursement of engineering expenses to be approved for submission to the State of Michigan. Motion by Ingison to approve. Supported by Robidoux. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

2. Approve renewal of MCRC Cafeteria Plan effective 5/1/2020

Samuels presented renewal of cafeteria plan for effective May 1, 2020. Motion by Ingison to approve. Supported by Robidoux. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

L. Extended Public Comment

M. Next Meeting: **Thursday, May 28, 2020 @ 10:00 am**

The next regular meeting is scheduled for Thursday, May 28, 2020 at 10:00 a.m.

N. Adjournment

There being no further business the meeting was adjourned at 11:40 am.


Heather Braginton - Secretary


Bill Schwass - Chairman

APPENDIX A

Township Projects Approved on May 14, 2020

Job #	TWP	ROAD NAME	LOCATION	LENGTH	DESCRIPTION	PROJECT COST
100	VICTORY	DUST CONTROL	Township Wide	49.67	Additional Single application	\$ 20,302.61