

REGULAR MEETING MINUTES**MASON COUNTY ROAD COMMISSION****JULY 27, 2020****AMBER TOWNSHIP HALL****A. Call to Order**

Chairman Schwass called the July 27, 2020 meeting of the Mason County Road Commission held at the Amber Township Hall at 193 South Gordon Road, Scottville, MI to order at 10:00 am.

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

Visitors: Jim Gallie- Amber Twp, Theresa Rohde- Amber Twp, Nancy Vandervest- Hamlin Twp, Dan Rohde- 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 July 9, 2020 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 vouchers for July 23, 2020 Ck #79599 thru ck#79649 for \$474,497.96 and approve payroll #15 for July 23, 2020 in the amount of \$81,038.66. Supported by Robidoux. Ayes all. Motion carried.

E. Review Accounts Receivable and Contingent Liabilities

At 10:08 am the Board looked over the Contingent Liabilities and Revenue/Fund Balances.

F. Public Comment

Theresa and Dan Rohde requested an update on the traffic study progress for Gordon Road. Still waiting for state police to do it.

G. Superintendent's Report

Safety: Started taking temperature checks of crew last week. Continuing sanitizing and distancing.

Township Projects: Placing gravel on Reid Rd in Meade today. S. Bayou is starting today. Sippy Rd was started last week. There is more work to be done, is ongoing, Kinney Rd and Tuttle Rd are ongoing.

Forest Service: Met with Forest Service in regard to Logging Rd improvements (Modjeska, Morton, and E. Chauvez).

Paving / Chip Seal: Vernetta is being paved today. Chipseal will be done 7/24 through 7/31.

Brine: Second round of brine almost complete.

H. County Highway Engineers Report

2020 Chip Seal – Chip sealing starting Friday July 24th thru Friday July 31st. A fog seal will be placed about two weeks later.

2021 Rasmussen Road – Working on easements & final plans. Working on making changes and hope to have final set to MDOT by next week.

2020 Hansen Road - LaSalle to US-31 – Hansen Road was bid on July 10th 2020. J & N Construction (DJ McQuestion) was the confirmed low

bidder of \$537,707.45. The Project is anticipated to start about September 8th with a final completion of November 15, 2020.

Salt Inventory – Josh & I shot the salt inventory and reported the amounts to Mary & Heather for MDOT reporting.

Mac Road Pit – Schultz excavating & stockpiling materials for gravel processing.

Deren Road Pit – All Aggregate has moved into the Deren Road pit to begin processing 22A gravel.

Alexander Pit – New Owner of the pit used the MCRC loader for about 6.5 hours without permission. The loader was low on fuel and needed repairs on Monday. Invited the new Owner, Jerry Perry to the Board meeting to discuss the issues.

2020 HMA Paving – Almost all the Township projects have been paved. Virnetta Drive in Pm Township was postponed to install storm sewer but is now ready for HMA paving. Sugar Grove Drive east of US- 31 to Tuttle Road is anticipated to be paved in September or early October. Rieth-Riley has offered to pave additional roads this year and make payments if it would help the Townships and County to pave additional roads this year.

I. Manager/Director Report

The Annual Employee Appreciation Picnic is scheduled for August 20, 2020.

The closing date of July 14, 2020 for the sale and acquisition of the 950M Cat Loader went well and has been completed. If the board approves the purchase of the 14M Caterpillar Grader #702, we will seek financing in the same manner as the Cat Loader.

Bob Budreau of Greenridge Realty has prepared an estimate for the value of the road commission property. Attached in Board Pack. Our contract with Republic services automatically renews every three years. The last renewal was in April of 2019 and will be up for renewal in April of 2022. The cost is currently \$552.50 per month with an additional fuel recovery fee of \$158.63 plus an admin fee. Waste reduction is a flat \$498.00 per month.

The CRA has cancelled the 2020 NMARC Conference which was set for September 15-18 in Traverse City due to the COVID-19 concerns.

Watched the MCRC SIP Board of Directors Annual Meeting. They will be issuing a \$3 Million refund to participating counties. The next annual meeting will be held at the Soaring Eagle Casino on July 21 & 22 in 2021.

Brian Dudek has left Snow Paths so we will be dealing with Tom Minto the Chief Operating Officer. He said they are working on a tool that will reformat any route maps we send for updates so the process will go much more smoothly. This will be taking another two weeks to complete. Tom will keep us informed.

The August Paul Bunyan meeting has been cancelled due to COVID-19. The November meeting has not yet been determined.

We are looking into a new lease with Xerox to replace our Sharp Copier that is no longer efficient. The cost will be the same as we are currently paying.

The successful bidder for the 20-ton trailer backed out and the next high bid was for \$550.00. That has not yet been awarded.

J. Unfinished Business

1. Compensation Study Proposal

Samuels provided quotes for compensation study. Consensus was not to move forward at this time due to prohibitive cost.

K. New Business

1. Quarterly Goal Report

Reports were unavailable. Samuels will email them for review.

2. Mid-Year Budget Amendment

Mid-Year budget amendment presented by Braginton. Motion to approve amendment made by Ingison and supported by Robidoux. Ayes all. Motion carried.

3. Purchase of CAT Road Grader due in October

Samuels requested authorization to get bids for financing purchase of road grader. Board supports but would like to investigate the future cost of repairs.

4. Approve Resolution to decertify Shanks Road-Hamlin Township

Samuels presented a resolution to decertify Shanks Road in Hamlin Township. Motion made by Ingison to decertify with agreement from Hamlin Township. Supported by Robidoux. Ayes all. Motion carried.

5. Alexander Pit

Discussion held regarding the owner of Alexander pit using our equipment and causing damage to equipment. Ingison recommended filing a report with the sheriff dept. Schwass recommended sending an invoice to land owner for the fuel used and the repair costs for the damage.

6. CRASIF Trustee Ballot

Braginton presented ballot for CRASIF board of trustees. Motion made by Ingison to vote for all candidates. Supported by Schwass. Roll Call Vote: Schwass - Aye, Robidoux - Abstained, Ingison - Aye. Motion carried.

7. Approve Township Project Amendment

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. Ayes all. Motion carried.

L. Commissioners Privilege

M. Extended Public Comment

Discussion held with Gallie regarding future congestion at Jebavy and US-10 intersection.

N. Executive Session


Cancelled - will move to next meeting.

O. Next Meeting: **Thursday, August 13, 2020 @ 10:00 am**

The next regular meeting is scheduled for Thursday, August 13, 2020 at 10:00 a.m.

P. Adjournment

There being no further business the meeting was adjourned at 11:51 am.



Heather Braginton - Secretary



Bill Schwass - Chairman

MASON COUNTY ROAD COMMISSION
 GENERAL OPERATING FUND
 STATEMENT OF REVENUES-ADOPTED
 For year ending December 31, 2020

REVENUES	2019 Amended Budget 12/31/2019	2020 Adopted Budget 1/1/2020	2020 Amended Budget 6/30/2020	Adjustment
FEDERAL SOURCES:				
Federal STP Funds	0	988,000	501,551	(486,449)
Federal Bridge Funds	887,600	0	0	0
Federal Safety Grant	0	0	0	0
Federal Forestry Grants (USFS)	0	0	0	0
STATE SOURCES				
Engineer	10,000	10,000	10,000	0
Snow Removal	181,175	181,175	181,175	0
Mileage Transfer			183,156	183,156
Michigan Transportation Fund	5,774,463	5,774,463	5,858,874	84,411
Other State Contributions	0	0	0	0
Local Bridge Funds	166,400	0	0	0
Rural Funds - D	0	0	191,449	191,449
Forest Road - E	48,298	48,298	48,298	0
CONTRIBUTIONS FROM OTHERS				
Township Contributions	1,210,304	1,395,000	1,079,385	(315,615)
Permits	25,075	20,000	18,100	(1,900)
Other Contributions	26,900	24,000	2,475	(21,525)
CHARGES FOR SERVICES				
State Trunkline Maintenance	716,657	742,795	756,906	14,111
State Trunkline Non-Maintenance	661,804	0	100,905	100,905
Services for Others			0	0
OTHER				
Interest Earned	76,511	50,000	64,186	14,186
Rents	0	0	2,873	2,873
Salvage Sales	6,022	5,000	3,125	(1,875)
Reimbursements			35,235	35,235
Sundry Refunds			2,693	2,693
Handling Charges			0	0
Gain On Sale of Property	18,200	0	139,788	139,788
Gain On Disposal of Equipment	272,669	460,145	954,356	494,211
Gain On Sale of Inventory			0	0
OTHER FINANCING SOURCES:				
Installment Purchase Proceeds	0	0	748,041	748,041
Lease Purchase Proceeds	262,640	1,843,500	688,414	(1,155,086)
TOTAL REVENUES	10,344,718	11,542,376	11,570,985	28,609
FUND BALANCE BEGINNING	4,935,135	4,378,279	* 4,046,063	
TOTAL	15,279,853	15,920,655	15,617,048	

* Fund Balance Restated

MASON COUNTY ROAD COMMISSION
GENERAL OPERATING FUND
STATEMENT OF EXPENDITURES-AMENDED
For year ending December 31, 2020

EXPENDITURES	2019 Amended Budget 12/31/2019	2020 Adopted Budget 1/1/2020	2020 Amended Budget 6/30/2020	Adjustment
<u>PRIMARY ROAD FUNDS</u>				
Heavy Maintenance	2,749,681	2,474,306	1,643,363	(830,942)
Routine Maintenance	1,314,577	1,421,000	1,684,448	263,448
<u>LOCAL ROAD FUNDS</u>				
Heavy Maintenance	1,416,696	1,430,000	1,382,928	(47,072)
Routine Maintenance	2,026,512	2,040,000	2,249,625	209,625
State Trunkline Maintenance	710,862	737,000	756,906	19,906
State Trunkline Non-Maintenance	661,804	0	100,905	100,905
<u>EQUIPMENT EXPENSE</u>				
Direct (A510 - equipment repairs)	1,384,197	1,373,000	1,563,615	190,615
Indirect (A511 - shop expense)	632,743	635,000	758,519	123,519
Operating (A512 - fuels, oils, parts)	328,448	330,000	279,303	(50,697)
Equipment Rental	(1,588,264)	(1,600,000)	(1,663,732)	(63,732)
Total Equipment (Net)	757,124	738,000	937,705	199,705
ADMINISTRATIVE EXPENSE (NET)	440,545	458,000	519,650	61,650
CAPITOL OUTLAY EXPENSE (NET)	419,522	1,823,070	856,424	(966,646)
DEBT SERVICE (NET)	404,250	421,000	1,123,600	702,600
TOTAL EXPENDITURES	10,901,574	11,542,376	11,255,554	(286,822)
CHANGE IN FUND BALANCE	(556,856)	0	315,431	
FUND BALANCE ENDING	4,378,279	4,378,279	4,361,494	
TOTAL BUDGET	14,722,997	15,920,655	15,932,479	