

**MEETING MINUTES****MASON COUNTY ROAD COMMISSION  
NOVEMBER 12, 2020****A. Call to Order**

Chairman Schwass called the November 12, 2020 meeting of the Mason County Road Commission held at the Mason County Road Commission at 510 E. State St., Scottville, MI to order at 10:00 am.

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

**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 October 22, 2020 regular meeting were reviewed. Motion made by Ingison to approve the minutes as presented with a correction that Robidoux and Ingison did not attend via zoom. 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 November 12, 2020 Ck #79988 thru ck#80062 for \$267,535.67 and approve payroll #23 for November 12, 2020 in the amount of \$81,205.59.

Motion made by Ingison To approve Accounts Payable vouchers for November 12, 2020 Ck #79988 thru ck#80062 for \$267,535.67 and approve payroll #23 for November 12, 2020 in the amount of \$81,205.59. Supported by Robidoux. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

#### E. Review Accounts Receivable and Contingent Liabilities

Financial Reports reviewed.

#### F. Public Comment

State Representative O'Malley attended via zoom to hear an update on Road Commission activities and concerns. Provided an update to the board on priorities for the transportation committee.

#### G. Superintendent's Report

Loeser provided board with updates on maintenance crew activities, progress on projects, status of pit materials, and shop and equipment concerns.

#### H. County Highway Engineers Report

Nelson updated board on engineering dept activities and project planning status.

#### I. Manager/Director Report

Samuels updated board on current administrative issues.

## J. Unfinished Business

### 1. November 25th Meeting

November 25th meeting will continue as originally scheduled.

## K. New Business

### 1. Approve Township Projects

Motion by Ingison to enter into the contracts listed in Appendix A with the specified Townships and to authorize the Manager/Director and the Finance Director to sign on behalf of the board. Supported by Robidoux. Ayes all. Motion carried.

### 2. Discussion on preliminary Long-Term Budget

Preliminary long term budget plan presented by Braginton. Board reviewed.

### 3. Discussion on 2021 Capital Outlay Budget

2021 Capital Outlay budget provided by Braginton. Board reviewed.

### 4. Suggest change on Mailbox Replacement

Change to Mailbox policy suggested by Samuels. This change would allow to provide resident with a \$30 reimbursement for the cost of a mailbox in lieu of giving them a physical mailbox. Motion by Ingison to approve the change. Supported by Robidoux. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

### 5. Property Rental for 2020-Renewal

Samuels would like to renew property rental agreements for 2021. Board supports as long it does not interfere with any work or progress planned for the new facility in the coming year.

### 6. Discussion on winter help

Samuels plans to hire at least 4 temporary drivers for the winter season.

7. 2021 Local Road Policy

Reviewed and discussed draft of 2021 Local Road Policy. Table until next meeting.

L. Commissioners Privilege

M. Extended Public Comment

N. Next Meeting: **Wednesday, November 25, 2020 @ 10:00 am**

The next regular meeting is scheduled for Wednesday, November 25, 2020 at 10:00 a.m.

O. Adjournment

There being no further business the meeting was adjourned at 11:47 am.

  
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Heather Braginton – Secretary

  
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Bill Schwass - Chairman

APPENDIX A

Township Projects Approved on November 12, 2020

JOB #	TWP	ROAD NAME	LOCATION	DESCRIPTION	PROJECT COST
092	HAMLIN	DUNEVIEW	East of Lakeshore Dr - up hill 250' on N side of rd	Add Bit-curb/spillway	\$ 2,302.85