

MEETING MINUTES**MASON COUNTY ROAD COMMISSION
NOVEMBER 25, 2020****A. Call to Order**

Chairman Schwass called the November 25, 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, County Highway Engineer Nelson, Superintendent Loeser.

Members Absent: Secretary/Finance Director Braginton

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 November 12, 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 November 25, 2020 Ck #80065 thru ck#80113 for \$564,754.17 and approve payroll #24 and STL Payout in the amount of \$48,325.02.

Motion made by Robidoux to approve Accounts Payable vouchers for November 25, 2020 Ck #80065 thru ck#80113 for \$564,754.17 and approve

payroll #24 for November 25, 2020 in the amount of \$80,823.76 and STL Payout in the amount of \$48,325.02. Supported by Ingison. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

E. Review Accounts Receivable and Contingent Liabilities

The Board reviewed the Contingent Liabilities and Revenue/Fund Balances.

F. Public Comment

None

G. Superintendent's Report

1. Safety - Maintaining all protocols for Covid-19, wearing masks, no congregating in groups, limiting kiosk use, calling duties to employees via phone.

2. Township Projects -

Jackson Rd easement issues in progress. May have to push project to the spring.

Millerton is 60% complete - need easement to finish. May need to push until spring.

3. Primary work - Miscellaneous shoulder work.

4. Culvert Replacement - Ongoing. Five (5) more failed culverts to replace this year due to weather caused issues. Miss Digs have been called in.

5. Forest Service Work - completing as weather allows:

- Hamlin Boat Launch Access Rd - 100%
- Nurnberg Rd Turnaround Trailhead - 100%
- Maple Leaf Access Rd - 60%
- Green Rd - 0%
- Indian Bridge Access - 0%
- Logmark River Access - 0%

6. Winter Maintenance - Ongoing

H. County Highway Engineers Report

2020 Hansen Road - LaSalle to US-31 – Project was completed on Saturday November 7th. Josh has completed the survey work for the as builds and is working on final quantities. We will be working on the final paperwork required

by MDOT. The project looks and rides very good. Completion was November 15, 2020.

2020 HMA Paving – One Township project that was added in Grant Township will not be completed this year. All other Township project and Primary projects are completed. Stiles road was milled at 2% slope week. This section is scheduled for a chip seal in the summer of 2021.

- **2021 Chip Seal** – We will be working on selecting roads, estimates & budgets for 2021.
- **2021 HMA Paving** – We will be working on selecting roads, estimates & budgets for 2021.
- **2021 Pavement Marking** – Josh will be working on MDOT documents for the 2021 pavement marking project.

2021 LAS – Easements are signed by the property Owners. I received an updated deed from Mrs. Rasch so the easements will need to be recorded.

2021 West Forest Trail – Prein & Newhof has submitted the materials required for the GI. MDOT, USFS & MCRC will review the documents. A grade inspection zoom meeting is anticipated in the next 4 to 6 weeks. USFS Grant is for approximately \$600,000 plus \$150,000 MCRC participation, total cost of construction \$750,000.

Mac Road Pfl – All Aggregate has produced about 20,000 tons 22A aggregate. Testing shows that the 22A material is meeting MCRC specifications. All Aggregates will invoice after December 31, 2020.

2021 Hansen Road – The survey work is about 95% complete. I am working on the design and any required grading easements. Project will be bid thru the MCRC. I will be sending out letters to the residences in the next few weeks to inform them of the upcoming project. Anticipate bidding project in February or March of 2021.

Jebavy Drive South of US-10 – Contacted Prein & Newhof for completing the survey required to purchase the property. Prein & Newhoff quoted \$5,200 for this work.

Asset Management Plan – Getting a price from P&N to complete the asset management plan. Ours was due on October 2020. MDOT will not be enforcing the plan requirement until 2024.

NC-2021 Rasmussen Road – Project is bid in December 2020 (Item #25) with construction in April thru June of 2021. I will be sending the residences letters to inform them of the upcoming project.

NC-2021 Fountain & Tuttle Road – Soil borings have been completed. The project was anticipated to be large culverts but soil borings may not support this type of structure. Engineer is considering the options and may need to design a bridge. Anticipate bidding may be delayed with construction in summer of 2022.

NC-Freesoil Township – Reek, Ottawa & Mee-Nah-Ga HMA paving. Confirmed with DEQ that a permit is not required for storm outlet & riprap above the high-water table at Gun Lake. Estimate will need to be reworked and sent to township for approval.

I. Manager/Director Report

The natural gas pressure washer has been delivered and installed

Waiting on the estimate for the truck barn ventilation system. The vendor is searching all options.

Continuing to follow the latest COVID-19 Preparedness and Response Plan now requiring that a mask be worn by everyone while in the building. Continue daily screening. The crew has been limited now to reporting to their equipment and receiving daily assignments via text or phone calls. Only allow five at a time in the building to enter time on the kiosk. The office staff is working from home on a rotation to have one on the lower level and 1 upstairs per the CDC. This is in place until December 8.

The shop foreman position has been advertised and we are accepting applications until November 30, 2020. Only one received to date.

One person in quarantine due to a COVID-19 exposure is back to work.

Pricing of a complete built tandem plow truck is approximately \$230,000.00.

Sent out a request for 2021 Brine Material Bids due on December 9, 2020.

Attended Paul Bunyan Meeting via ZOOM.

J. Unfinished Business

1. 2021 Local Road Policy

Board would like Samuels to request input from the Townships before approving.

K. New Business

1. Approve purchase of (3) 2021 Kenworth Extended Cab tractors.

Samuels presented for approval the agreement to purchase three (3) 2021 Kenworth model T880 extended cab tractors for the purchase price of \$128,250.00 each. Funding in arrears is to be provided by PACCAR Financial. Michigan Kenworth agrees to provide an option to buy back all three units for the original purchase price twelve (12) months after the original in-service date of each respective truck. Mileage is limited to 25,000 miles per unit. Motion made by Ingison to approve purchase as presented. Supported by Robidoux. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

2. COVID-19 Preparedness and Response Plan

Approve the latest COVID-19 Preparedness and Response Plan and to authorize the Manager to approve and authorize any subsequent changes and/or revisions mandated by MIOSHA, MDHHS, MCRC SIP, and/or MCRC attorney that he determines to be in the best interest of the Road Commission. Said changes and/or revisions in MCRC's COVID-19 Preparedness and Response Plan will be brought forth to the Board at the next regularly scheduled Board meeting.

Samuels presented another revision to the COVID-10 Preparedness and Response Plan and requested authorization to approve any subsequent revisions as the manager/director. Motion made by Ingison to approve revision and request for authorization for Manager Director approve subsequent revisions. Supported by Robidoux. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

L. Commissioners Privilege

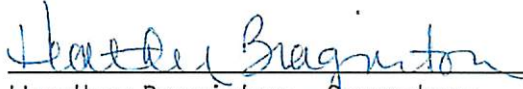
M. Extended Public Comment

N. Next Meeting: **Thursday, December 10, 2020 @ 10:00 am**

The next regular meeting is changed to Friday, December 11, 2020 at 10:00 a.m.

O. Adjournment

There being no further business the meeting was adjourned at 11:17 a.m.



Heather Braginton - Secretary



Bill Schwass - Chairman