

**MEETING MINUTES****MASON COUNTY ROAD COMMISSION  
DECEMBER 11, 2020****A. Call to Order**

Chairman Schwass called the December 11, 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 (Via Zoom), County Highway Engineer Nelson, Superintendent Loeser.

Visitors: Jim Gallie, Amber Twp.

**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 25, 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**

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

Motion made by Robidoux To approve Accounts Payable vouchers for December 11, 2020 Ck #80176 thru ck#80174 for \$163,234.49 and approve payroll #25 for December 10, 2020 in the amount of \$85,941.10. 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

Gallie inquired about putting up a double stop sign with reflectors at Dennis and Johnson as there have been multiple fatalities at the intersection.

#### G. Superintendent's Report

##### 1. Safety

- Covid Protocol
- Masks
- No Gathering
- Call in Duties

##### 2. Township Projects

- On hold: Jackson Road
- Next week: S. Bayou (Weather Providing)

##### 3. Primary Work

- Free Soil Road (Rip Rap Sauble Road)
- Chauvez Road (Rip Rap & Ditching)
- Misc. Shoulder Work (Edging)

##### 4. Culvert Replacement

- Culvert Replacement
- Kava Road (2 each)
- Anthony Road East of Custer
- Meisenhiemer W. of Hogenson Road
- Lister N. of Chauvez Road

##### 5. Forest Service Work

- 100% Maple Leaf/Taylor Road S. of US-10
- 100% Green Road (Nurnberg to Federal Park Road)
- 100% Indian Bridge Boat Launch
- 100% Log Mark Road Access
- 100% Hamlin Lake Access Roads/Parking Lot Nurnberg Trail

##### Head

- 100% Walhalla PM River Access Boat Launch
- 60% Chauvez Road East of Walhalla (2 miles)
- In Process: Aspen (Walhalla to Poplar)

6. Winter Maintenance
  - On Going
7. Routine Maintenance
  - General Roads
    - Taylor Road
    - Darr S. of Townline Road
    - Stiles S. of Countyline Road
    - Custer N. of Hogue Road
    - Campbell S. of Free Soil Road (Including Freeman Road)
    - Masten N. of Ehler Road
    - Manales Between Masten & Kava Road
    - Kava Between Masten & Manales Road
8. Ditching
  - Kava Road (Select Ditching, Add Culverts)
  - Chauvez Road W. of Brye Road (South Side)
9. Bridge Repair
  - In Progress: Quarterline/Sable River

#### H. County Highway Engineers Report

2020 Hansen Road - LaSalle to US-31 – Josh is working on final quantities and the as builds. We will continue to work on the final paperwork required by MDOT. This will be ongoing for the next 2 to 4 months.

2020 HMA Paving – I checked with both Randy Meisner (Ludington Manager) and Chad Waldo (Area Manager) regarding a discount for payment in full before the end of the year. Chad replied "These jobs were all bid and built on very thin profit margins. They have already hit our books based on the income that we bid them at. To change anything now we would be taking a hit to our bottom line and it'd be during the winter months. The intent when we put this offer out wasn't ever geared towards a discount."

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 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 scheduled for December 17th. USFS Grant is for approximately \$600,000 plus \$150,000 MCRC participation, total cost of construction \$750,000. Based on the MDOT planning guide the project would be bid in May of 2021.

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 & Newhof quoted \$5,200 for this work. It was discovered that Oxicem owns a strip of land 40' wide (excluding the 33' road row) from US-10 to the Rail-Road tracks. The MCRC will need to get a permanent easement or purchase 7' from Oxicem.

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

2021 Rasmussen Road – Project was bid on December 4th, 2020 (Item #25). Hallack Contracting was the low confirmed bidder at \$997,760.10. Letters were sent to the residences along Rasmussen Road to give them a general idea of what to expect.

2021 Fountain & Tuttle Road – The project was anticipated to be large culverts but soil borings on Tuttle Road may not support this type of structure. Engineer is considering a wooden bridge for Tuttle Road. The Engineer will be working on this in the next 2 months. Anticipate bidding in the fall of 2021 with construction in spring & summer of 2022.

2023 Fisher Road Bridge over the Lincoln River – Mason County Road Commission was selected to receive MDOT funding for the Fisher Road bridge in Victory Township. Estimated cost of construction is \$1,132,000 with 90% MDOT participation & 10% MCRC. MCRC will be responsible for design and construction engineering estimated at \$150,000.

#### I. Manager/Director Report

- a) Requested input from all townships regarding our Local Road Policy.
- b) Will start on Township Brine Contracts after the Bid has been approved.

- c) COVID-19 mandates have been extended for an additional twelve days. We will continue to cover all protocol as required.
- d) Received an estimate for the truck barn exhaust fan. Attached.
- e) Five of the six applicants for the shop foreman position were interviewed last week. More discussion to follow.
- f) Inquired about setting up an Oxcart Account. This service is free to us and just requires an online registration including a copy of our permit applications and a list of our fees. Oxcart is only set up to process Transportation Permits at this time and not driveway permits. They are working on those. When they receive an application, it is processed with a payment and then we would be notified to review the application. They would send a statement by the 10<sup>th</sup> of each month with a payment.
- g) The flashing signal light needs to be replaced on the corner of PM Highway and Chauvez Road. I have attached two estimates.
- h) Received one application for temporary snowplow drivers and have a list of three potential drivers.
- i) The two new Kenworth trucks are in and ready for pickup in January at the end of the current contract.
- j) J Conklin has been appointed to the County Board of Road Commissioners for a six-year term beginning January 1, 2021.

## J. Unfinished Business

### 1. Local Road Policy

Samuels presented the final revision of the 2021 Local Road Policy for approval. Motion by Ingison to approve as presented. Supported by Robidoux. Roll Call Vote: Schwass: Aye, Robidoux: Aye, Ingison: Aye. Motion carried.

### 2. Hurst Mechanical Estimate for Truck Barn Ventilation

Ingison made a motion to approve and accept bid from Hurst Mechanical to replace and/or repair ventilation system in truck barn due to immediate safety concerns, according to presented bid. Supported by Robidoux. Roll Call Vote: Schwass: Aye, Robidoux: Aye, Ingison: Aye. Motion carried.

### 3. Brine Bids

Table decision on brine bids until next meeting.

### 4. Shop Foreman New Hire

Manager Samuels has made a hiring decision for replacement of Shop Foreman and will be offering the position to Mike Keating to start the beginning of 2021. Salary to start will be in the range of \$52k - \$55k annually.

### 5. Approve Rasmussen Road Contract with MDOT and authorize Board to sign.

Motion made by Ingison to approve Resolution for Rasmussen Road contract with MDOT and authorize the board to sign on the behalf of Mason County Road Commission. Supported by Robidoux. Roll Call Vote: Schwass: Aye, Robidoux: Aye, Ingison: Aye. Motion carried.

## K. New Business

### 1. Traffic Signal Replacement Chauvez Rd & PM Highway

Samuels informed the Board that we will need to replace the traffic light at the intersection of Chauvez Rd and Pere Marquette Highway at a cost of \$6,590.00.

### 2. 2020 Amended Budget

2020 Amended budget presented by Finance Director Braginton. Motion made by Ingison to approve amendment as presented. Supported by Robidoux. Roll Call Vote: Schwass: Aye, Robidoux: Aye, Ingison: Aye. Motion carried.

Preliminary 2021 budget reviewed. Will be presented for approval at December 23, 2020 board meeting after 9:30 am Public Hearing.

### 3. Dorothy Pohl Letter

## L. Commissioners Privilege

## M. Extended Public Comment

N. Next Meeting: **Wednesday, December 23, 2020 @ 10:00 am**

The next regular meeting is scheduled for Wednesday, December 23, 2020 at 10:00 a.m. Public Hearing to approve 2021 Fiscal Year Budget will be immediately prior at 9:30 a.m.

O. Adjournment

There being no further business the meeting was adjourned at 12:38 pm.

  
\_\_\_\_\_  
Heather Braginton - Secretary

  
\_\_\_\_\_  
Bill Schwass - Chairman

MASON COUNTY ROAD COMMISSION  
GENERAL OPERATING FUND  
STATEMENT OF REVENUES-AMENDED  
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	2020 Amended Budget 12/31/2020	Adjustment
<b>FEDERAL SOURCES:</b>					
Federal STP Funds	0	988,000	501,551	381,764	(606,236)
Federal Bridge Funds	887,600	0	0	0	0
Federal Safety Grant	0	0	0	0	0
Federal Forestry Grants (USFS)	0	0	0	0	0
<b>STATE SOURCES</b>					
Engineer	10,000	10,000	10,000	10,000	0
Snow Removal	181,175	181,175	181,175	192,160	10,985
Mileage Transfer			183,156	199,215	199,215
Michigan Transportation Fund	5,774,463	5,774,463	5,858,874	5,874,602	100,139
Other State Contributions	0	0	0	0	0
Local Bridge Funds	166,400	0	0	0	0
Rural Funds - D	0	0	191,449	137,730	137,730
Forest Road - E	48,298	48,298	48,298	48,297	(1)
<b>CONTRIBUTIONS FROM OTHERS</b>					
Township Contributions	1,210,304	1,395,000	1,079,385	1,501,836	106,836
Permits	25,075	20,000	18,100	14,700	(5,300)
Other Contributions	26,900	24,000	2,475	5,068	(18,932)
<b>CHARGES FOR SERVICES</b>					
State Trunkline Maintenance	716,657	742,795	756,906	600,979	(141,816)
State Trunkline Non-Maintenance	661,804	0	100,905	89,758	89,758
Services for Others			0	0	0
<b>OTHER</b>					
Interest Earned	76,511	50,000	64,186	43,365	(6,635)
Rents	0	0	2,873	3,173	3,173
Salvage Sales	6,022	5,000	3,125	2,205	(2,795)
Reimbursements			35,235	60,589	60,589
Sundry Refunds			2,693	2,693	2,693
Handling Charges			0	0	0
Gain On Sale of Property	18,200	0	139,788	139,788	139,788
Gain On Disposal of Equipment	272,669	460,145	954,356	966,621	506,476
Gain On Sale of Inventory			0	0	0
<b>OTHER FINANCING SOURCES:</b>					
Installment Purchase Proceeds	0	0	748,041	748,041	748,041
Lease Purchase Proceeds	262,640	1,843,500	688,414	688,414	(1,155,086)
<b>TOTAL REVENUES</b>	<b>10,344,718</b>	<b>11,542,376</b>	<b>11,570,985</b>	<b>11,710,998</b>	<b>168,622</b>
<b>FUND BALANCE BEGINNING</b>	<b>4,935,135</b>	<b>4,378,279</b>	<b>* 4,046,063</b>	<b>4,046,063</b>	
<b>TOTAL</b>	<b>15,279,853</b>	<b>15,920,655</b>	<b>15,617,048</b>	<b>15,757,061</b>	

\* 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	2020 Amended Budget 12/31/2020	Adjustment
<b><u>PRIMARY ROAD FUNDS</u></b>					
Heavy Maintenance	2,749,681	2,474,306	1,643,363	1,954,351	(519,954)
Routine Maintenance	1,314,577	1,421,000	1,684,448	1,527,128	106,128
<b><u>LOCAL ROAD FUNDS</u></b>					
Heavy Maintenance	1,416,696	1,430,000	1,382,928	1,764,698	334,698
Routine Maintenance	2,026,512	2,040,000	2,249,625	2,558,816	518,816
State Trunkline Maintenance	710,862	737,000	756,906	597,478	(139,522)
State Trunkline Non-Maintenance	661,804	0	100,905	89,758	89,758
<b><u>EQUIPMENT EXPENSE</u></b>					
Direct (A510 - equipment repairs)	1,384,197	1,373,000	1,563,615	1,484,041	111,041
Indirect (A511 - shop expense)	632,743	635,000	758,519	765,706	130,706
Operating (A512 - fuels, oils, parts)	328,448	330,000	279,303	232,900	(97,100)
Equipment Rental	(1,588,264)	(1,600,000)	(1,663,732)	(1,781,240)	(181,240)
Total Equipment (Net)	757,124	738,000	937,705	701,406	(36,594)
<b>ADMINISTRATIVE EXPENSE (NET)</b>	440,545	458,000	519,650	506,914	48,914
<b>CAPITOL OUTLAY EXPENSE (NET)</b>	419,522	1,823,070	856,424	861,832	(961,238)
<b>DEBT SERVICE (NET)</b>	404,250	421,000	1,123,600	1,135,215	714,215
<b>TOTAL EXPENDITURES</b>	<b>10,901,574</b>	<b>11,542,376</b>	<b>11,255,554</b>	<b>11,697,597</b>	<b>155,221</b>
CHANGE IN FUND BALANCE	(556,856)	0	315,431	13,402	
<b>FUND BALANCE ENDING</b>	<b>4,378,279</b>	<b>4,378,279</b>	<b>4,361,494</b>	<b>4,059,464</b>	
TOTAL BUDGET	14,722,997	15,920,655	15,932,479	15,770,463	