

## MINUTES

Manager Director Gary Dittmer called the January 11, 2013 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: Matiash, Robidoux and Schwass, Mgr/Dir. Dittmer, Secretary Samuels and Superintendent Moody. Absent: None

The first order of business was to establish Board Positions and Board Meeting Dates. See Motion.

Visitors: Janet Anderson new County Commissioner to observe. Had met with G Dittmer the day before and discussed issues with various roads. Dick Alway and Jim Gallie of Amber Township asking when the widening and paving will be done on Hansen Road.

The minutes of the December 27, 2012 regular meeting were discussed:

Motion by Schwass seconded by Matiash to approve the minutes as amended.

Ayes all. Motion carried.

The board took the following action after reviewing the accounts payable.

Motion by Matiash seconded by Schwass to approve accounts payable for January 10, 2013 for check #69910 through check #69955 for \$96,726.62 and pre-approve payroll #2 for January 17, 2013.

Ayes all. Motion carried.

At 10:07 am the board looked over the contingent liability and revenue sheet.

Superintendent's Report: Sanding and scraping blacktops and gravel roads. The tree crew has been out removing overhanging limbs. Have been de-icing spillways. Cold patching and some washout repairs. MDOT has been doing some brush cutting on the freeway. Burning some stumps in the Tubbs pit and hauling scrap tubes. Graders out scraping and opening water courses. Steam cleaning sanders and extra help in the shop.

G Dittmer gave his report as follows:

**1. Work progress during the past two weeks**

**A. Routine Maintenance**

**1. County Wide**

1. Winter Items
2. Blading/Patching

**2. State Trunkline-MDOT**

1. G Dittmer met with Rick Liptack and Regional Maintenance Engineer Bill Whal to review and discuss the maintenance contract. They discussed the differences in each region. Also, discussed possible minor maintenance construction projects for 2013.

**B. Heavy Maintenance****1. Primary System**

1. A Rural Task Force meeting is scheduled for January 15, 2013 at 10:00 am at the Mass Transit Office in Ludington.

**2. Local System**

1. A meeting with the township supervisors is being planned for January 16, 2013 at 7:00 pm at the MCRC to discuss the Local Road Program.

**3. Equipment Status during this period**

1. Repairs as needed.
2. T Woirol went to Manistee County Road Commission to check out the Glider Kits for their Western Star Trucks. Has also started to look at tractors. Will request bids soon.

**4. Permits**

1. Nothing new to report.

**5. Personal Items**

1. Night mechanics helper Rob Ellis will be starting sometime in January.
2. Received a notice of retirement from Jim Durfee effective January 31, 2013.

**Under unfinished business the following was discussed**

1. Plummer Case-Nothing New
2. Staff Evaluations-Discussed.
3. Consumers Memo of Understanding-Waiting on final document. There are no issues. A change was made to allow the MCRC to make improvements through the 2015 construction year. Consumers also stated that there would be no guarantee on the quality of the aggregate material left in the pit. Expect the final document by the next meeting.
4. Contract Negotiations-Waiting for Attorney Lang to send the final copy.

**Policies**

1. Reviewed section #900 and #1000. Will make changes. That completes all the sections.

**Under new business the following was discussed**

1. Township Officer's meeting is scheduled for January 17, 2013 at 7:30 pm and hosted by Riverton Township.
2. The meeting with G Hansen was postponed and will be rescheduled.
3. G Dittmer will prepare a draft to update the 5-year plan.
4. The next regular meeting will be changed from Thursday the 24<sup>th</sup> to Friday the 25<sup>th</sup> due to a conflict,

**Correspondence**

1. None

**Items Requiring Board Action****Establish Board Meeting Dates**

A motion was made by Schwass seconded by Robidoux to set the Board Meeting dates for the second and fourth Thursdays each month at 10:00 am. Ayes: Robidoux and Schwass. Nays: Matiash. Motion carried.

**Establish Board Positions**

Motion by Matiash, seconded by Schwass to appoint Doug Robidoux as the Chairman of the MCRC Board of Commissioners, and motion by Matiash, seconded by Robidoux to appoint Bill Schwass as the Vice-Chairman. Ayes all. Motions carried.

**Approve Annual Payment to PM Township**

Motion by Schwass seconded by Matiash to approve the annual payment (#3) to Pere Marquette Township in the amount of \$9,100.00 for the MCRC's share for the construction of First Street and Commerce Drive. Ayes all. Motion carried.

**Funds for Local Road Program.**

Motion by Matiash, seconded by Schwass to allocate \$200,000.00 to the Local Road Program for 2013. Ayes all. Motion carried.

Went in to closed session at 12:00 p.m. to discuss G Dittmer performance appraisal.  
Came out of closed session at 12:54 p.m.

**G Dittmer Performance Appraisal**

Motion by Robidoux seconded by Matiash to include additional comments into G Dittmer performance appraisal and to place on file in his personal file. Ayes all. Motion carried.

There being no further business the meeting was adjourned at 1:05 pm.

  
Mary Samuels Secretary

  
Doug Robidoux Chairman

## MINUTES

Chairman Douglas Robidoux called the January 25, 2013 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: Robidoux, Schwass and Matiash, Mgr/Dir. Dittmer, Secretary Samuels and Superintendent Moody. Absent: None

Visitors: Al Deering and James Bernier to discuss the Lake Winds Energy Park Road Use Close Out Agreement. See Motion. Mr. Deering and Mr. Bernier both thanked the MCRC for their cooperation throughout the Lake Winds Energy Park Construction.

The minutes of the January 11, 2013 regular meeting were discussed:

Motion by Schwass seconded by Matiash to approve the minutes as presented.

Ayes all. Motion carried.

The board took the following action after reviewing the accounts payable.

Motion by Matiash seconded by Robidoux to approve accounts payable for January 24, 2013 for check #69956 through check #70000 for \$156,167.98 and pre-approve payroll #3 for January 31, 2013. Ayes all. Motion carried.

At 10:05 am the board looked over the contingent liability and revenue sheet.

Superintendent's Report: Most of the last two weeks have been spent on winter maintenance. The tree and limb crew have been out taking care of trimming over hanging limbs as weather permits. Some brush cutting and have been burning brush at the Tubbs pit. Some cold patching. Extra help in the shop and have been washing trucks. Work on the Trunkline with the hydro cutter will start again next week as weather allows.

G Dittmer gave his report as follows:

**1. Work progress during the past two weeks**

**A. Routine Maintenance**

**1. County Wide**

1. Winter Items
2. Blading/Patching

**2. State Trunkline-MDOT**

1. Nothing new to report at this time.

**B. Heavy Maintenance**

**1. Primary System**

1. Finishing projects. MDOT is ready to review the seal coat projects and Lakeshore Drive Project.
2. G Dittmer spoke with Randy from Rieth Riley regarding the 2012 paving issues including the quality of the material that was placed and the workmanship.

**2. Local System**

1. Project lists from the townships are starting to come in.

**3. Equipment Status during this period**

1. Repairs as needed.
2. Bids have been requested for two cab and chassis and a tractor for mowing. Bids are due by February 20, 2013.

**4. Permits**

1. Nothing new to report.

**5. Personal Items**

1. One employee is on Workers Comp. Will see doctor again on February 11, 2013.
2. Temporary employee J Clark started today.
3. Retirement celebration for J Durfee is planned for Thursday, January 31, 2013 at 3:00 p.m.

**Under unfinished business the following was discussed**

1. Plummer Case-A new survey has been requested and are waiting for the results.
2. Township Officers Mtg.-Well attended. G Dittmer spoke with the new County Commissioners.

**Policies**

1. G Dittmer presented the changes for the first nine policies. They will be discussed at the next meeting and approved when a full board is present. The next set of changes will be given at the next meeting.

**Under new business the following was discussed**

1. 5-year plan-G Dittmer is in the process of updating the plan and will present when it becomes available.
2. Local Road Policy for 2013-After discussion with the townships it may be determined that there will not be any changes necessary from the 2012 policy.
3. The next Paul Bunyan meeting is scheduled for February 21<sup>st</sup> in Cadillac.

**Correspondence**

1. None

**Items Requiring Board Action**

**Consumers Memo of Understanding**

Motion by Matiash seconded by Schwass to approve the Lake Winds Energy Park Road Use Close Out Agreement, release Consumers Energy Company of their two (2) year obligation to retain insurance coverage, to release JP Morgan Chase Bank of their obligation for Letter of Credit No. CPCS-288044 and to authorize the Chairman and Vice-Chairman to sign. Roll Call Vote: Ayes: Robidoux, Schwass and Matiash. Nays: None. Motion carried.

The board thanked G Dittmer for his participation in the Lake Winds Energy Park Construction and the good job that was done.

**Parks and Recreation Committee**

Motion by Robidoux seconded by Schwass to appoint N Matiash to continue to represent the MCRC on the Parks and Recreation Board. Ayes: Robidoux and Schwass. Abstain: Matiash. Motion carried.

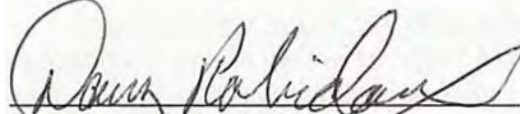
**Staff Wages****The following wages were set for Staff employees for 2013:**

Mary Samuels	Clerk	48,492.00	23.32 per hour
Marcia Cory	Asst. Clerk	32,990.00	15.86 per hour
Jeff Conklin	Asst to Eng	42,184.00	20.28 per hour
Eric Moody	Supt	52,160.00	25.08 per hour
Ron Duggan	Foreman	45,312.00	21.79 per hour
Steve Stickney	Foreman	43,392.00	20.87 per hour
Terry Woirol	Shop Foreman	49,352.00	23.73 per hour
Gary Dittmer	Manager/Director	65,998.40	31.73 per hour

There being no further business the meeting was adjourned at 1:10 pm.



Mary Samuels Secretary



Douglas Robidoux Chairman

## MINUTES

Vice-Chairman Bill Schwass called the February 14, 2013 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: Schwass and Matiash, Secretary Samuels and Superintendent Moody.

Absent: Chairman Robidoux and Manager/Director Dittmer.

Visitors: Jim Gallie and Dick Alway to talk about road projects and when would estimates be completed. They also stated that Amber Township was in favor of helping to fund an extra road patrol officer for the Scottville and Custer Area.

The minutes of the January 25, 2013 regular meeting were discussed:

Motion by Matiash seconded by Schwass to approve the minutes as presented.

Ayes all. Motion carried.

The board took the following action after reviewing the accounts payable.

Motion by Schwass seconded by Matiash to approve accounts payable for February 14, 2013 for check #70001 through check #70057 for \$277,535.69 and approve payroll #4 for February 14, 2013 in the amount of \$79,017.95. Ayes all. Motion carried.

At 10:04 am the board looked over the contingent liability and revenue sheet.

Superintendent's Report: Have been doing mostly winter maintenance for the past two weeks. Some drainage work due to the rain and the melting of snow needed for the ditches, spillways and catch basins. Some washout repairs due to some flooding. There were a couple of road closures over night due to the flooding. Reek Road was closed a little longer but everything is open now. Have been cold patching mostly on the five lane, Jebavy Drive and in Hamlin area. Will be working on Scottville Road today. The pot holes are just starting to show up but expect a lot of them due to the winter weather. Have had some extra help in the shop.

G Dittmer's report was given by M Samuels:

**1. Work progress during the past two weeks**

**A. Routine Maintenance**

**1. County Wide**

1. Winter Items
2. Blading/Patching

**2. State Trunkline-MDOT**

1. Nothing new to report at this time.

**B. Heavy Maintenance**

**1. Primary System**

1. Plans have been submitted for Pavement Marking
2. Plans are in development for the Custer Road Culvert Replacement, Stiles Road Reconstruction and the Hanson Road Construction.

**2. Local System**

1. Working with Townships on proposed projects.



**3. Equipment Status during this period**

1. Repairs as needed.
2. Bids have been requested for two cab and chassis and a tractor for mowing. Bids are due by February 20, 2013.

**4. Permits**

1. Nothing new to report.

**5. Personal Items**

1. One employee is on Workers Comp. Will see doctor again on February 21, 2013 scheduled by ASU.
2. Night Mechanic is off due to an injury at home.

**Under unfinished business the following was discussed**

1. Plummer Case-Negotiations thru Attorney Wilson. The deck has been moved to outer edge of right of way.

**Policies**

1. Review changes made in first nine policies. In progress. Will submit next set prior to the meeting of February 28, 2013.

**Under new business the following was discussed**

1. 5-year plan-G Dittmer is in the process of updating the plan and will present when it becomes available.
2. Goals and Objectives are in development.
3. The next Paul Bunyan meeting is scheduled for February 21<sup>st</sup> in Cadillac. All members will attend.
4. Opening of bids on seasonal items is scheduled for March 12, 2013. Will discuss at February 28<sup>th</sup> mtg.
5. T Zick was in last week to do the 2012 Audit. Everything went well. No issues to report.
6. The Regional Rural Task Force Meeting was held on 2/5/2012 in Muskegon. G Dittmer & J Conklin attended.
7. Winter Backup Salt has been ordered for the State and the MCRC. Will be delivered today.

**Correspondence**

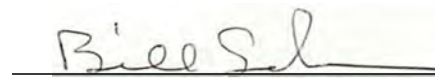
1. CRSIF Connection

**Items Requiring Board Action**

None

There being no further business the meeting was adjourned at 10:59 am.

  
 Mary Samuels Secretary

  
 Bill Schwass Vice- Chairman



## MINUTES

Chairman Doug Robidoux called the February 28, 2013 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: Robidoux, Schwass and Matiash, Manager/Director Dittmer, Secretary Samuels and Superintendent Moody.

Absent: None

Visitors: Suzanne Townsend and Margaret Palma of Maple Road to thank the MCRC for a good job plowing and sanding the roads.

The minutes of the February 14, 2013 regular meeting were discussed:

Motion by Matiash seconded by Schwass to approve the minutes as amended.

Ayes all. Motion carried.

The board took the following action after reviewing the accounts payable.

Motion by Schwass seconded by Matiash to approve accounts payable for February 28, 2013 for check #70058 through check #70106 for \$133,435.57 and approve payroll #5 for February 28, 2013 in the amount of \$72,846.25. Ayes all. Motion carried.

At 10:04 am the board looked over the contingent liability and revenue sheet.

Superintendent's Report: Mainly winter maintenance. Have had the Drott out opening ditches. Cold patching on the State Trunkline and a couple of days spent on Primary Roads. Some extra help in shop as time allows.

G Dittmer gave his report as follows:

**1. Work progress during the past two weeks**

**A. Routine Maintenance**

**1. County Wide**

1. Winter Items
2. Blading/Patching

**2. State Trunkline-MDOT**

1. G Dittmer and J McInnis PM Twp Supervisor attend a meeting in Cadillac for elected official to discuss MDOT's five year plan.

**B. Heavy Maintenance**

**1. Primary System**

1. Plans have been submitted for initial review with MDOT for Pavement Marking.
2. Plans are in development for the Custer Road Culvert Replacement, Stiles Road Reconstruction and the Hanson Road Construction.

**2. Local System**

1. Working with Townships on proposed projects. Will start preparing estimates.
2. Received a letter from C&C Contracting requesting that prices be extended for this year. Slag material may not be readily available again this season so may have to

- change bid specification to 25A instead of 29A.
- 3. Hansen Road-May need to do more maintenance on Hansen Road due to the activity in and out of the Amber Pit.
- 3. **Equipment Status during this period**
  - 1. Repairs as needed.
  - 2. Bids were opened on February 20, 2013 for a cab & chassis and tractor. See Motion.
  - 3. Freightliners-Have been approved to lease two Freightliners again this year.
  - 4. Staff Vehicle-Will be taking bids on a ½ ton 4wd double cab truck. The Ford Expedition has been valued at \$21,500. Will be traded in or sold out right.
- 4. **Permits**
  - 1. Nothing new to report.
- 5. **Personal Items**
  - 1. One employee on Workers Comp returned to work today.
  - 2. Night Mechanic is off due to an injury at home.
  - 3. Labor agreement has been signed and returned. See Motion.
  - 4. The Union has filed a grievance regarding the Stock Clerks position. Management is not obligated to fill this position.

**Under unfinished business the following was discussed**

- 1. Plummer Case-Negotiations thru Attorney Wilson. The deck has been moved to outer edge of right of way. Are waiting for them to submit a stipulated order stating they agree to put the deck to grade with railings.
- 2. Paul Bunyan Meeting-All counties were present.
- 3. PM Township Sherman/Ivanhoe Road-G Dittmer, J Conklin and PM Township supervisor Jim McInnis met to discuss a drainage issue. It was determined they will need to place new leeching basins.
- 4. Consumers Letter of Understanding-There is still an issue regarding the location of the original Letter of Credit. Expect to be resolved within the next week.

Meeting recessed at 12:09 pm.

Regular meeting reconvened at 1:28 pm.

**Policies**

- 1. Reviewed changes made in policies one through twenty one.

**Under new business the following was discussed**

- 1. 5-year plan-G Dittmer has prepared a preliminary plan and presented it to the board. Will discuss at the next meeting.
- 2. Goals and Objectives -G Dittmer presented preliminary suggestions. The board will review and discuss at the March 28<sup>th</sup> meeting.
- 3. Opening of bids on seasonal items is scheduled for March 12, 2013.
- 4. CRAM Board of Directors Ballot: See Motion

**Correspondence**

- 1. Letter form Hamlin Township stating they will cost share on resurfacing of Dewey Road.
- 2. Will be presenting the MCRC annual report to the County some time in May.

Went into closed session at 3:04 pm.  
Reconvened regular meeting at 3:25 pm

**Items Requiring Board Action**

**Addition to Local Road Contract**

Motion by Matiash, seconded by Schwass that the MCRC participate 25% on a piggy back brine application. to any township that requests it. Ayes all. Motion carried.

**Approval and Signage of Local Bargaining Agreement**

Motion by Matiash seconded by Schwass to approve the final Teamsters State, County and Municipal Workers Local 214 Bargaining Agreement effective 1/1/2103 to 12/31/2015 and authorize the Mason County Board of Road Commissioners to sign. Ayes all. Motion carried.

**G Dittmer Letter of Understanding**

Motion by Schwass, seconded by Matiash to approve the letter of understanding for G Dittmer and to approve signatures by all board members. Roll Call Vote: Chairman Robidoux: Yes Vice-Chairman Schwass: Yes Member Matiash: Yes Nays: None. Motion Carried.

**CRAM Board of Directors Ballot**

Motion by Matiash seconded by Robidoux to place a write in vote for Larry Orcutt from Alpena County for the CRAM Board of Directors position. Ayes: Robidoux and Matiash. Abstain: Schwass. Nays: None. Motion carried.



**Purchase Two Cab and Chassis Powered Gliders**

Motion by Schwass seconded by Matiash to purchase two Cab and Chassis Powered Gliders from Grand Travers Diesel in the amount of \$81,072.00 each. Ayes all. Motion carried.

**Tractor**

Will do more research on tractors before a decision is made.

There being no further business the meeting was adjourned at 3:30 pm.

 <hr style="width: 100%;"/> Mary Samuels Secretary	 <hr style="width: 100%;"/> Doug Robidoux Chairman
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## MINUTES

Chairman Doug Robidoux called the March 14, 2013 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: Robidoux, Schwass and Matiash, Manager/Director Dittmer, Secretary Samuels and Superintendent Moody.

Absent: None

Visitors: County Commissioner Janet Anderson to discuss the current conditions of the roads and to pass along the need to have repairs made on Dennis Road at Dennis Creek. G Dittmer said that funding had been applied for on three different occasions and was turned down each time. J Anderson requested that the road commissioners attend the next township meeting to explain the funding issues for this project.

Jim Gallie and Dick Alway of Amber Township to discuss road projects for 2013. They received contract from G Dittmer and will be deciding which ones they can approve as their funds allow. There was discussion on seal coating material. Will be using 25A instead of 29A as it will not be available. Bruce Burke Logan Township Supervisor to mention they will be placing ½ mile of Tyndall Road on their project list. Brian Schultz of Schultz's Excavating to observe and to talk about the gravel bids.

Approval of Agenda: Motion by Matiash seconded by Schwass to approve the agenda as presented. Ayes all. Motion carried.

The minutes of the February 28, 2013 regular meeting were discussed:

Motion by Schwass seconded by Matiash to approve the minutes as presented.

Ayes all. Motion carried.

The board took the following action after reviewing the accounts payable.

Motion by Matiash seconded by Schwass to approve accounts payable for March 14, 2013 for check #70107 through check #70158 for \$153,843.21 and approve payroll #6 for March 14, 2013 in the amount of \$62,077.90. Ayes all. Motion carried.

At 10:05 am the board looked over the contingent liability and revenue sheet.

Superintendent's Report: Some winter maintenance. Blading, patching and drainage issues. Repairing washouts and have had two crews out cold patching. There are lots of pot holes and will continue to develop for at least another month. Plowed the Rest Area to allow a maintenance crew to get in to do some well work. Have been burning brush in the Amber pit. The limb crew has been out working in plow areas to cut back hanging limbs. Have been cleaning off bridge deck overpasses and washing trucks. Some extra help in shop as time allows.

G Dittmer gave his report as follows:

1. **Work progress during the past two weeks**
  - A. **Routine Maintenance**
    1. **County Wide**
      1. Winter Items

- 2. Blading/Patching
- 2. **State Trunkline-MDOT**
  - 1. MDOT wants to stop the weekend patrol and limit the night patrol. We will be staying on schedule until the end of March.
- B. **Heavy Maintenance**
  - 1. **Primary System**
    - 1. Plans have been submitted for initial review with MDOT for Pavement Marking. Received notice that changes need to be made in grading requirements. Ongoing.
    - 2. Plans are in development for the Custer Road Culvert Replacement, Stiles Road Reconstruction and the Hanson Road Construction.
  - 2. **Local System**
    - 1. Working with Townships on proposed projects. Have prepared estimates for Amber Township and are working on contracts for Branch and Victory.
    - 2. Piggy back brining has been offered to the townships and will be added to the Local Road Program. The road commission will participate 25% of the cost for material for the piggy back brine and will as conditions allow apply the brine within 14 days of the previous brine.
  - 3. **Equipment Status during this period**
    - 1. Repairs as needed.
    - 2. Gathering parts for the two glider kits on order.
    - 3. Three truck engines are in the shop for repairs.
  - 4. **Permits**
    - 1. Nothing new to report.
  - 5. **Personal Items**
    - 1. One employee is back to work from workers comp injury.
    - 2. J Conklin will be taking MDOT classes next week in Lansing.
    - 3. Have ordered safety equipment and are looking at purchasing reflective t-shirts and sweatshirts for the employees. Will also be looking into offering a stipend for safety shoes.
    - 4. L Tyndall has notified the MCRC that he will be retiring.

**Under unfinished business the following was discussed**

- 1. Plummer Case-Negotiations thru Attorney Wilson. The deck has been moved to outer edge of right of way. Are waiting for them to submit a stipulated order stating they agree to put the deck to grade with no railings. When this has been completed the case will be closed.
- 2. Consumers Letter of Understanding-There is still an issue regarding the location of the original Letter of Credit between Consumers Energy and JP Morgan. It was proposed that the MCRC hold \$100,000.00 in escrow until the termination date of the Letter of Credit on 12/31/2014. More discussion to follow.
- 3. CRAM Meeting Re-Cap-All of the Legislators are aware of the need for more money to the road commissions to get the roads repaired.

Recess for lunch at 12:50 p.m.

Reconvene meeting at 2:15 p.m.



**Policies**

1. Reviewed changes made in policies one through twenty one. The next section up for review is twenty two through thirty four. Will also adopt the Administrative Policies at the next meeting.

**Under new business the following was discussed**

1. 5-year plan-G Dittmer has prepared a preliminary plan and presented it to the board. Modifications will be made to the years 2013 and 2014. Will be reviewing the five year plan annually.
2. Goals and Objectives -G Dittmer presented preliminary suggestions. He will contact Al Deering and ask him to meet with the board for consultation.
3. Seasonal bid Items were opened on March 12, 2013. See Motion.
4. MCRCSIP has a Board Position open for one at large position. N Matiash will make some inquiries and get back to the board at the next meeting if he is interested in running for the position. Deadline to apply is 4/15/2013.
5. G Dittmer will put a list together of possible Consulting Engineers.

**Correspondence**

1. Pool Cue-Discussed changes being made in Permits.

**Items Requiring Board Action****Award Material Bids**

**Motion by Matiash and seconded by Schwass to award material bids as recommended by the staff to the following vendors:**

**Motor Oil and Hydraulic Oil** to all bidders, Lyden Oil, Blarney Castle, J & H Oil Company and North Central Co-op.

**Gasoline and Diesel** to all bidders, Brenner Oil, J& H Oil Company, Petroleum Traders, North Central C op, Scotland Oil Company Inc., Blarney Castle Oil Company and RKA Petroleum Companies Inc.

**Corrugated Metal Culverts** to Cadillac Culvert.

**Guard Rail & Posts** to Jensen Bridge.

**Cold Patch Material** to Rieth Riley.

**Processed Aggregate (Gravel) Material** to Schultz Excavating, 12,500 ton of crushed recycled material at \$8.45 per ton. Natural gravel will be awarded at a later date.

**HMA Surfacing-Patching** to Rieth Riley.

**Brine** to all bidders Michigan Chloride Sales, Beckman Production Services and White Truck Line LLC.

2013 Equipment Rental Rates will be placed on file. Bidders included:

CIS Snow Plowing and Excavating Inc

Ken Adams Excavating Inc.

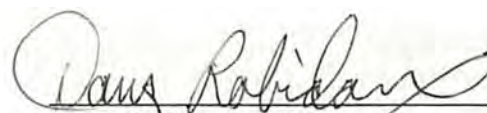
Schultz Excavating

Ayes all. Motion carried to award the bids for materials.

See attached Material Bids:

There being no further business the meeting was adjourned at 3:54 pm.

  
Mary Samuels Secretary

  
Doug Robidoux Chairman

## MINUTES

Chairman Doug Robidoux called the March 28, 2013 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: Robidoux and Matiash, Manager/Director Dittmer, Secretary Samuels and Superintendent Moody.

Absent: Schwass

Visitors: Roger Nash of Eden Township asked about needed repairs on Hawley Road from Darr to Scottville Rd. This road is federal aid eligible and will get completed when monies become available. Greg Surina from Free Soil Twp wondering when Free Soil Road would be completed from the hill to the Village. This has been an ongoing project. He also asked about the Stevens Road Bridge. This bridge is eligible for Critical Bridge Funding and will be added to the list this year. Ron Lundberg of Riverton Township to thank the MCRC for the work that has been done on the roads due to the spring thawing. Questioned the newly posted weight limit on the Swan Creek Bridge. Plans are being made to replace the bridge as soon as possible. Jim Gallie from Amber Township to observe and let the board know that Tom Alway will be serving as their new Trustee to the board. County Commissioner Janet Anderson to report calls she has received on road conditions and to remind the board that Victory Townships meeting time was changed to 6:00 pm and to make sure someone from the MCRC would be present to discuss the Dennis Creek issue.

Approval of Agenda: Motion by Matiash seconded by Robidoux to approve the agenda as presented. Ayes all. Motion carried.

The minutes of the March 14, 2013 regular meeting were discussed:

Motion by Matiash seconded by Robidoux to approve the minutes as amended.

Ayes all. Motion carried.

The board took the following action after reviewing the accounts payable.

Motion by Matiash seconded by Robidoux to approve accounts payable for March 28, 2013 for check #70159 through check #70205 for \$69,857.41 and approve payroll #7 for March 28, 2013 in the amount of \$66,206.29. Ayes all. Motion carried.

At 10:04 am the board looked over the contingent liability and revenue sheet.

Superintendent's Report: Some winter maintenance. Blading and patching as weather allows. Drainage issues from ditches blocked with snow. Two crews have been out cold patching. The limb crew was out for a couple of days. Some extra help in shop and washing equipment.

G Dittmer gave his report as follows:

1. **Work progress during the past two weeks**
  - A. **Routine Maintenance**
    1. **County Wide**
      1. Winter/Spring Items
      2. Blading/Patching



**2. State Trunkline-MDOT**

1. Night patrol will be ending on March 29, 2013.

**B. Heavy Maintenance**

**1. Primary System**

1. Plans have been submitted for initial review with MDOT for Pavement Marking. Received notice that changes need to be made in grading requirements. Ongoing.
2. Swan Creek Bridge-This bridge is now on a six month inspection cycle. G Dittmer has requested engineering proposals to replace the bridge. Because of the urgency to replace the bridge it will not be placed on the critical bridge list as it will take at least three years to be approved. Will instead be using Surface Transportation Funds (STP) at 80% participation. This project will be on a fast track and expect the work to commence around this time next year.
3. Force Account Projects-Have asked Ted Weinert and Gary Cartnen to help do the design work for Hansen and Custer Roads.

**2. Local System**

1. Working with Townships on proposed projects. Have prepared estimates for Amber, Branch and Victory townships.

**3. Equipment Status during this period**

1. Repairs as needed. Tractor retriever disk is in and the boom mower has been placed on unit #271.
2. Pickups/Staff Vehicle-Bids were received for one ½ ton 4wd crew cab and one ½ ton 4wd regular cab. Were offered \$18,000.00 for the trade in. Will ask if there would be a better deal if both vehicles were purchased from the same dealer.  
T. Woirol will report back at the next meeting.
3. The Glider Kits are expected sometime in July.
4. Tractor Bids-See Motion

**4. Permits**

1. Nothing new to report.

**5. Personal Items**

1. Employee Update-Will be advertising for truck driver positions.
2. Grievance Update-Information has been passed on to our attorney for review.
3. One employee off due to any injury at home.
4. One employee has resigned to take a position with another company.

**Under unfinished business the following was discussed**

1. Plummer Case-Negotiations thru Attorney Wilson. Received a stipulated order signed by all parties.
2. Consumers Letter of Understanding- Consumers Energy will hold \$100,000.00 in escrow until the termination date of the Letter of Credit on 01/01/2015. A commitment was made by Consumers Energy for a settlement in the amount of \$980,000.00. They will be presenting a check to the MCRC on April 25, 2013 in the amount of \$880,000.00. \$150,000.00 is planned for reconstruction of Anthony Road, reimbursement of attorney fees and the balance to make road repairs in Riverton and Summit Townships. G Dittmer will meet with the townships to determine what roads that were in the construction area they want to repair.

**Policies**

1. Reviewed changes made in policies one through thirty four. See Motion The next section up for review is 101-110 Finance.

**Under new business the following was discussed**

1. 5-year plan-G Dittmer had prepared a preliminary plan and presented it to the board. It was decided to put together a 3 year plan instead and set priorities. Will present at the next meeting.
2. Goals and Objectives -G Dittmer presented preliminary suggestions. Will be setting up a meeting with Al Deering and the board to help get started. G Dittmer suggested an Efficiency Committee be made up of Dittmer, Samuels, one of the Foremen, Union personnel and Township Supervisors. After the initial set up is completed it was suggested this board will meet quarterly.
3. Oxy-Chem Proposal-Gary Matthews of Oxy-Chem has suggested that brine may be available to the MCRC at 5 cents per gallon. More discussion to follow.
4. CRAM Board-D Robidoux was instructed to designate an alternate for the General Policy Committee on the CRAM Board. N Matiash agreed to be the alternate.
5. Adopt a Roadway-Program similar to Adopt a Highway. The MCRC will provide bags and vests and pickup the trash bags along the road side. There will be no charge for permits and the MCRC will make the signs. See Motion.

**Correspondence**

1. CRASIF Refund-A refund was received from CRASIF in the amount of \$33,761.87 for Workers Comp. These funds will be placed in the Safety Fund.
2. Roscommon County Weekly

**Items Requiring Board Action****Approve ACT 51 Maps**

Motion by Matiash seconded by Robidoux to approve the ACT 51 Maps and authorize the Chairman to sign. Ayes all. Motion carried.

**Approve Administrative Policies**

Motion by Matiash seconded by Robidoux to approve the Administrative Policies one through thirty four as reviewed. Ayes all. Motion carried.

**Adopt a Roadway Policy**

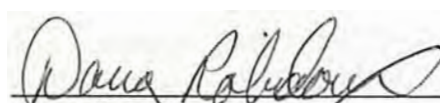
Motion by Robidoux seconded by Matiash to adopt the Adopt a Roadway Policy and add it to the policy book. Ayes all. Motion carried.

**Approve Tractor Lease**

Motion by Matiash seconded by Robidoux to authorize a three year lease with Bader & Sons for a John Deer 6115M tractor for 3 annual payments of \$11,870.27 and purchase option at end of lease of \$32,376.94. Ayes all. Motion carried.

There being no further business the meeting was adjourned at 12:25 pm.

  
Mary Samuels Secretary

  
Doug Robidoux Chairman

## MINUTES

Chairman Doug Robidoux called the April 11, 2013 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: Robidoux, Schwass and Matiash, Manager/Director Dittmer, Secretary Samuels and Superintendent Moody.

Absent: None

Visitors: Dick Alway and Jim Gallie of Amber Township to say they have decided on 7 projects to complete this year. One being a 50/50 cost share with PM Township for Meyers Road. They also inquired about the differences in a single seal coat versus a double. Mentioned that there is a lot of cracking on Johnson Road by the rumble strips. Wondered if a seal coat would be necessary in three years instead of five. Floyd Britten of Sheridan Township was in to observe for a class he is taking at the college and to request a copy of the agenda and minutes of which he was given. James Bernier of JMB Associates and contact for Consumers Energy to present the final Close Out Agreement for the Road Use Policy for signatures. See Motion.

Approval of Agenda: Motion by Schwass seconded by Matiash to approve the agenda as presented.  
Ayes all. Motion carried.

The minutes of the March 28, 2013 regular meeting were discussed:

Motion by Schwass seconded by Matiash to approve the minutes as corrected.  
Ayes all. Motion carried.

The board took the following action after reviewing the accounts payable.

Motion by Schwass seconded by Matiash to approve accounts payable for April 11, 2013 for check #70206 through check #70260 for \$125,283.63 and approve payroll #8 for April 11, 2013 in the amount of \$60,066.85. Ayes all. Motion carried.

At 10:07 am the board looked over the contingent liability and revenue sheet.

Superintendent's Report: Blading and patching roads using pit run gravel and recycled concrete. The roads are starting to dry up pretty well. The recycled concrete is working well for edging and mud holes. Culvert failure in Victory Township was repaired. Working on cleaning winter sand out of spillways. There has been two cold patch crews out working on pot holes. The tree crew has been out taking down dead limbs and low hanging limbs. Have started sweeping intersections cleaning out winter sand. Some bit edging using the crushed concrete. Some extra help in shop as time allows. Cleaning at the rest area and will open on April 22, 2013. Weight restrictions are tentatively set to go off on April 22, 2013

G Dittmer gave his report as follows:

1. **Work progress during the past two weeks**
  - A. **Routine Maintenance**
    1. **County Wide**
      1. Winter/Spring Items
      2. Blading/Patching

**2. State Trunkline-MDOT**

1. Rest Area will be opening on April 22, 2013 and the crew will start on the 4-10 hour days at that time. Same schedule as last year for the rest area.

**B. Heavy Maintenance**

**1. Primary System**

1. Plans have been submitted for initial review with MDOT for Pavement Marking. Have not received any information from MDOT to date.
2. Swan Creek Bridge-Opened bids for Engineering Services It was suggested that we contact Geoff Hansen and Ray Franz to help speed up the process with MDOT to expedite the construction of this bridge due to the urgency of the need to be replaced.

**2. Local System**

1. Working with Townships on proposed projects.

**3. Equipment Status during this period**

1. Repairs as needed-Rebuilding the engine on the 950 Cat Loader for \$13,800.00, Truck #637 is in for repairs to the turbo charger in the amount of \$19,000.00. Are renting a broom from Grand Equipment for winter clean-up.
2. Pickups/Staff Vehicle-See Motion
3. Freightliners-See Motion
4. Fuel System Licensing-It is now required that there be a certified operator for the underground fueling system. This will require T Woirol to attend a class in Lansing to become certified. A quarterly report is required effective January 2013. This requires a class A certification. It was suggested to hire MERCER to do the quarterly inspection at a cost to the MCRC of \$250.00. That would allow T Woirol to only need to be classified with a B certification and any other persons fueling trucks would be required to have a C certification. T Woirol to follow up on the training.
5. Tractor-The low bidder for the new tractor was not able to provide the MCRC with a tractor to lease so the award was given to the next bidder being Voelkers Equipment. The new tractor will be available the first of June.

**4. Permits**

1. Nothing new to report.

**5. Personal Items**

1. Employee Update-One employee still off from an injury at home.
2. Grievance Update-On Hold
3. Additional Engineering Assistant-T Weinert has been hired on a part time basis
4. Applications for employment at the MCRC has been advertised. Received lots interest. Will be working with Michigan Works to choose the most qualified candidates.

**Under unfinished business the following was discussed**

1. Plummer Case-M Riley from Zoning has sent Plummer's a letter stating that they have not satisfied zoning or DNR issues. The railing have not yet been removed. Will continue to monitor activity.
2. Gravel Bids-Some issues have arose. G Dittmer will get more information and discuss at the next meeting.

**Policies**

1. Reviewed changes made in the Financial Section numbers 101 through 111.

**Under new business the following was discussed**

1. 5-year plan-G Dittmer has suggested that the plan be changed to a three year period and priorities set. Revisions to follow.
2. Goals and Objectives -G Dittmer met with Al Deering. Mr. Deering said he would be available sometime in May to meet with the board and discuss his ideas for Goals and Objectives.
3. Open Engineering Bids for Swan Creek-Bids were received from the following Engineering Firms: Nordlund & Associates for a total cost of \$16,500.00, Brechting Bridge for a total cost of \$18,900.00, Abanmarche for a total of \$45,000.00 and Gosling Czubeck for a total of \$27,890.00. G Dittmer will compare the bids, ask the bidders for a time commitment and notify the commissioners with his recommendation.
4. CRAM Annual Membership Charge-Ok to pay in the amount of \$6,566.00.
5. The next Township Officers Meeting is scheduled for April 18, 2013 and hosted by Sheridan Township.
6. G Dittmer and D Robidoux attended the Victory Township Meeting. It was a good meeting with lots of questions.

**Correspondence**

1. Letter from Attorney Jack Clary from Kent County offering his services.
2. Barry Matthew from Hamlin Township has asked to have Jebavy Drive closed at the bridge sometime in September for a rally to support public transportation. No action taken.

**Items Requiring Board Action****Sign Closeout Agreement for Road Use Agreement with Consumers Energy**

Motion by Matiash seconded by Robidoux to approve the final Road Use Agreement Close Out and to Authorize the Chairman and Vice-Chairman to sign. Ayes all. Motion carried.

**Staff Vehicle/Pickup Award**

Motion by Matiash seconded by Schwass to award the bid for two pickups to Watson's in the amount of \$23,306.00 for the Crew Cab, 21,723.00 for the regular cab with a trade in of #024 in the amount of \$18,000.00 for a total cost for both vehicles of \$27,029.00. Ayes all. Motion carried.

**Seal Coat Bid Extension**

Motion by Matiash seconded by Robidoux to honor the bid from C&C Contracting for last years prices for seal coating for the 2013 season. Ayes all. Motion carried.



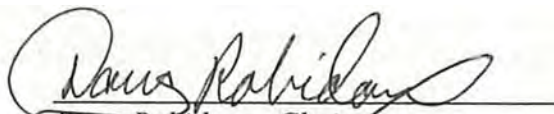
**2-2014 Freightliner Proposal**

Motion by Robidoux, seconded by Schwass to accept a proposal from Freightliner of Grand Rapids that reads as follows: The unit would be set up with 1 yearly payment financing in arrears. Freightliner of Grand Rapids would commit to repurchase of both units at the end of the 1-year period for the original purchase less \$10,000.00, which is \$216,652.00. They would limit the mileage to 30,000 for the 1-year time frame for this offer. They would pay the repurchase amount and interest to Mercedes-Benz Financial Services USA LLC (\$226,652.00) and the County will pay the interest amount to Freightliner. The cost to the county would be the interest charge of \$3,700.00 plus \$5,000.00 fee for #622 and \$3,700.00 plus \$5,000.00 fee for #623 for a total of \$17,400.00 Pricing: 2014 Freightliner CA125DC Serial No. 1FUJGEBG4ELFN5963 for \$113,326.00 and 2014 Freightliner CA125DC Serial No. 1FUJGEBG8ELFN8123 for \$113,326.00. Total \$226,652.00.00 and also authorize G Dittmer to sign the contract.

Ayes all. Motion carried.

There being no further business the meeting was adjourned at 12:55 am.

  
Mary Samuels Secretary

  
Doug Robidoux Chairman

## MINUTES

Chairman Doug Robidoux called the April 25, 2013 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: Robidoux, Schwass and Matiash, Manager/Director Dittmer, Secretary Samuels and Superintendent Moody.

Absent: None

Visitors: Dennis Marvin and Jim Bernier of Consumers Energy to present the check for the Road Use Agreement. Rita Johnson, Kathy Schade, Ron Lundberg of Riverton Township and Nancy Estola, Mary Bedker and Terry Woirol of Summit Township to receive the check from Consumers Energy for road repairs in both townships. Ron Alexander from Alexander Gravel and Mark Carrick Trucking to discuss processing road gravel. Holly Mulhern from Nordlund & Associates to discuss the plans for the Swan Creek Bridge. Jim Gallie and Dick Alway from Amber Township asking what could be done about a mud hole on Conrad Road going into Gordon Road. The response was that the roads needs ditching and removal of the maple trees. Mike Shoup of Branch Township wondering when the gravel projects would be started in the township. Would like to have them started ASAP. Bruce Burke of Logan Township wondering if the MCRC had purchased a crack seal machine. The MCRC rents a machine. Ron Lundberg of Riverton asked about pulling shoulders and hoped it would be soon due to the weather conditions.

G Surma of Free Soil Township was asking about the priority of the Primary Road Projects. That information has not yet been decided.

Other observers were Peg Dittmer and Ted Weinert.

Brian Mulhern from the Ludington Daily News was present to take pictures of the check presentation from Consumers Energy to the MCRC and Township Officers. Dennis Marvin representing Consumers Energy along with Jim Bernier the Land Owners Management consultant thanked the MCRC for their cooperation during the wind farm project and was happy to present a check in the amount of \$880,000.00 to close out the road use agreement. The total amount that will be received will be \$980,000.00. \$800,000.00 will be spent in Riverton and Summit township for the 16 miles of needed road repairs, \$30,000.00 will go to the MCRC to cover the legal fees incurred getting the project going and \$150,000.00 to match with Federal Aid funds to reconstruct Anthony Road. D Robidoux spoke on behalf of the board and thanked Consumers Energy for the opportunity to work with them on this wind farm project.

Approval of Agenda: Motion by Schwass seconded by Matiash to approve the agenda as changed. Ayes all. Motion carried.

The minutes of the April 11, 2013 regular meeting were discussed:

Motion by Schwass seconded by Matiash to approve the minutes as corrected.

Ayes all. Motion carried.

The board took the following action after reviewing the accounts payable.

Motion by Schwass seconded by Matiash to approve accounts payable for April 25, 2013 for check #70261 through check #70295 for \$363,418.96 and approve payroll #9 for April 25, 2013 in the amount of \$52,566.88. Ayes all. Motion carried.



At 10:16 am the board looked over the contingent liability and revenue sheet.

Superintendent's Report: Blading roads and aggregate patching. Drainage work continues and the cold patch crews have been out every day as weather permits. The tree and limb crew have been out. Started sweeping on the State Highways and will start working on the county system. Some bit edging is being done and are working on cleaning out spillways and unplugging culverts. The rest area was opened on April 22, 2013 and the weight restrictions were lifted on April 18, 2013. Plan to start pulling shoulders next week.

G Dittmer gave his report as follows:

**1. Work progress during the past two weeks**

**A. Routine Maintenance**

**1. County Wide**

1. Winter/Spring Items
2. Blading/Patching

**2. State Trunkline-MDOT**

1. The annual ride around with MDOT is scheduled for next week. There are not many projects planned for 2013. There will be some paving on US-10 in Custer and a mill and fill on the freeway.

**B. Heavy Maintenance**

**1. Primary System**

1. Plans have been submitted for initial review with MDOT for Pavement Marking. Have not received any information from MDOT to date and no GI has been scheduled.
2. Swan Creek Bridge-Opened bids for Engineering Services It was suggested that we contact Geoff Hansen and Ray Franz to help speed up the process with MDOT to expedite the construction of this bridge due to the urgency of the need to be replaced. Holly Mulhern was in to discuss the timeline for the engineering and MDOT approval. It was impressed on Ms Mulhern to expedite their work to get this project design completed ASAP. She estimated there could be a letting by November 1, 2013 and approval from MDOT by December 3, 2013. See Motion.

**2. Local System**

1. Working with Townships on proposed projects and receiving signed contracts.

**3. Equipment Status during this period**

1. Repairs as needed-The engine in one of the loaders is being replaced.
2. The two new Freightliners are being delivered this week.
3. The rental tractor has been delivered and are attaching the shoulder retriever to it. Will start pulling shoulders as soon as weather permits.

**4. Permits**

1. Nothing new to report.

**5. Personal Items**

1. Employee Update-One employee still off from an injury at home and one employee is on restricted duty from his doctor and is not working. Considering retiring.

2. Grievance Update-On Hold
3. Additional Engineering Assistant-T Weinert has been hired to fill this temporary position. KPM Engineering has been retained to design the Chauvez Road Project.
4. Applications for employment at the MCRC has been advertised. Received lots of interest. Will be working with Michigan Works to choose the most qualified candidates. Applications will be accepted until April 26, 2013.

**Under unfinished business the following was discussed**

1. D Robidoux commended N Matiash for a job well done in putting together the Commissioners Seminar.
2. Gravel Bids-See Motion.
3. Township Officers Meeting was held on April 18, 2013 at Sheridan Townhall. The meeting was well attended.

**Policies**

1. Will review changes in the next set of policies at the next meeting.

**Under new business the following was discussed**

1. 5-year plan-G Dittmer has suggested that the plan be changed to a three year period and priorities set. Revisions to follow.
2. Goals and Objectives -Consultant will be available on May 23<sup>rd</sup> to meet with the board and discuss ideas for Goals and Objectives.
3. Act 51 Financial Report-See Motion.
4. Richard Wilson-On May 1, 2013 the Law offices of Gockerman, Wilson, Saylor & Hesslin, P.C. will be combining with the Law office of Mika, Meyers, Beckett & Jones, PLC.

**Correspondence**

1. Letter from Gayle & Rosie Wright regarding the condition of S Schwass Road.
2. USDA Lawsuit Information regarding USFS and Land Use in the National Forest.

**Items Requiring Board Action**

**Transfer Funds from Primary to Local**

Motion by Robidoux seconded by Matiash to authorize a transfer of \$1,066,279.00 (50%) from the Primary Road Fund to the Local Road Fund.

Ayes: Robidoux, Schwass and Matiash. Nays: None Motion carried.

**Act 50 & 51 Report**

Motion by Matiash seconded by Schwass that the Board approve the Act 51 & Act 50 Financial data for the 2012 fiscal year, and further that Chairman Robidoux be authorized to sign the various documents.

Ayes: Robidoux, Schwass and Matiash. Nays: None Motion carried.

**Approve Gravel Bid** \$4.50 per yard 25,000 yards

Motion by Schwass seconded by Matiash to award the bid for processing gravel to low bidder Alexander Sand & Gravel. The material will be processed by Carrick Trucking Inc. and the pit will be gated and locked. West Michigan Testing will be contracted to provide the materials testing.

Ayes all. Motion carried.

**Award Engineering Services for the Swan Creek Bridge**

Motion by Matiash seconded by Schwass to award the contract for Engineering Services for construction of the Swan Creek Bridge to low bidder Nordlund & Associates in the amount of \$16,500.00 contingent on ability to fast track this project. Ayes all. Motion carried.

There being no further business the meeting was adjourned at 11:37 am.

  
 Mary Samuels Secretary

  
 Doug Robidoux Chairman

## MINUTES

Chairman Doug Robidoux called the May 9, 2013 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: Robidoux, Schwass and Matiash, Manager/Director Dittmer, Secretary Samuels.

Absent: Superintendent Moody.

Visitors: Jim Gallie from Amber Township wondering when the projects would get started. Richard Baxter and Don Sauser from Riverton Township to ask that Hogenson Road be graveled and seal coated as part of the Road Use Agreement funds due to the amount of traffic there was on the road during the wind farm project. This will be up to the township board to decide. Jim Hissong from E Bockstanz Road to talk about brining on his road and why the road commission will not brine the whole road.

Tom Zick to present the Audit Report for 2012.

Approval of Agenda: Motion by Schwass seconded by Robidoux to approve the agenda as changed. Ayes all. Motion carried.

The minutes of the April 25, 2013 regular meeting were discussed:

Motion by Matiash seconded by Schwass to approve the minutes as presented.

Ayes all. Motion carried.

The board took the following action after reviewing the accounts payable.

Motion by Schwass seconded by Matiash to approve accounts payable for May 9, 2013 for check #70296 through check #70334 for \$201,710.01 and approve payroll #10 for May 9, 2013 in the amount of \$51,637.30. Ayes all. Motion carried.

At 10:05 am the board looked over the contingent liability and revenue sheet.

Superintendent's Report given by G Dittmer: Blading Roads and aggregate patching. Two crews out pulling shoulders on about 45 miles of roads. Have been brining for medicals and also the slag roads. Cold patching and also bit edging using crushed concrete material. The Cat Excavator is out on drainage work. The State sweeping has been completed but the contractor will be back to so some sweeping for the MCRC. Have also been sweeping with the rental broom. Extra help in the shop.

G Dittmer gave his report as follows:

1. **Work progress during the past two weeks**
  - A. **Routine Maintenance**
    1. **County Wide**
      1. Winter/Spring Items
      2. Blading/Patching/Pulling Shoulders
    2. **State Trunkline-MDOT**
      1. Nothing new to report.
  - B. **Heavy Maintenance**
    1. **Primary System**

1. Plans were submitted for initial review with MDOT for Pavement Marking and have been returned with only minor changes needed. Have been re-submitted again for review.
2. Swan Creek Bridge-Borings and surveys have been completed. On going.
- 2. Local System**
  1. Working with Townships on proposed projects and receiving signed contracts. Plan to start solid brining in the next two weeks.
  2. Special Meeting-G Dittmer to set a special meeting with Riverton and Summit Townships and the Board to discuss projects using the \$800,000.00 from the Road Use Agreement with Consumers Energy.
- 3. Equipment Status during this period**
  1. Repairs as needed
- 4. Permits**
  1. Nothing new to report.
- 5. Personal Items**
  1. Employee Update-The night mechanic is on short term leave and have hired a temporary mechanic.
  2. Safety Meeting was held today.
  3. Application Update-Received about 80 applications at the MCRC and also through the Michigan Works Office. G Dittmer has given the application to Michigan Works to review and give recommendations.

### **Appointments**

**Tom Zick** CPA presented the Basic Financial Statements of the Mason County Road Commission year ended December 31, 2012. The Assets and Liabilities were gone over in great detail. There was discussion on the Statement of Net Assets and the Balance Sheet. GASB 25 Information regarding the Pension and other Post Employment Benefits were discussed. The MCRC received a good report.

### **Under unfinished business the following was discussed**

1. Nothing to report.

### **Policies**

1. Policy review will be put on hold until the fall.

### **Under new business the following was discussed**

1. 5-year plan-G Dittmer has suggested that the plan be changed to a three year period and priorities set. Revisions to follow.
2. Goals and Objectives -Consultant will be available on May 23<sup>rd</sup> to meet with the board and discuss ideas for Goals and Objectives.
3. CRAM Update-D Robidoux reported activity by the CRAM Board. There has been evaluations of the CRAM Staff and Committee Appointments have been made.
4. G Dittmer and D Robidoux will be attending a Legislative Meeting in Lansing on May 14, 2013.

**Correspondence**

1. Letter from MCRCSIP regarding voting-See Motion.

**Items Requiring Board Action****Voting Delegate for MCRCSIP Annual Meeting**

Motion by Schwass, seconded by Robidoux to name N Matiash as the Voting Delegate to the Michigan County Road Commission Self-Insurance Pool's Annual Business Meeting to be held on July 25, 2013 and to name G Dittmer as the Alternate Voting Delegate. Ayes all. Motion carried.

**Cap Employee Benefit Fund**

Motion by Matiash, seconded by Robidoux to cap the Employee Benefit Contribution Fund at \$182,219.75 and to deposit the \$3,000.00 monthly allowance into the Equipment Fund. Ayes all. Motion Carried.

**Road Use Agreement Funds**

Motion by Matiash, seconded by Robidoux to separate the total of the \$980,000.00 received through the Road Use Agreement with Consumers Energy as follows: \$800,000.00 to be allocated for road improvements in Riverton and Summit Township. \$150,000.00 to be used for reconstruction of Anthony Road from Pere Marquette Hwy to Stiles Road. \$30,000.00 for reimbursement to the MCRC for Legal Fees incurred throughout the process of the Lake Winds Energy Project. Ayes all. Motion carried.

There being no further business the meeting was adjourned at 1:11 pm.

  
Mary Samuels Secretary

  
Doug Robidoux Chairman



## MINUTES

Chairman Doug Robidoux called the May 23, 2013 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: Robidoux, Schwass and Matiash, Manager/Director Dittmer, Secretary Samuels and Superintendent Moody.

Absent: None

Visitors: Mike Shoup of Branch Township requesting a contract for wedging and discussion regarding Barothy Road. Jerry Jensen of Sherman Township to discuss an issue with a resident regarding brining on Reek Road. Also there was a complaint about too much gravel being in the ditches and wondered if the shoulders could be pulled.

Approval of Agenda: Motion by Schwass seconded by Matiash to approve the agenda as presented. Ayes all. Motion carried.

The minutes of the May 9, 2013 regular meeting were discussed:

Motion by Schwass seconded by Matiash to approve the minutes as presented.

Ayes all. Motion carried.

The board took the following action after reviewing the accounts payable.

Motion by Matiash seconded by Schwass to approve accounts payable for May 23, 2013 for check #70335 through check #70373 for \$107,188.91, approve payroll #11 for

May 23, 2013 in the amount of \$51,744.26 and pre-approve payroll #12 for June 6, 2013.

Ayes all. Motion carried.

At 10:05 am the board looked over the contingent liability and revenue sheet.

Superintendent's Report : Blading and brining township road projects Have completed Logan, Riverton, Hamlin and most of Amber. Will do Sheridan and Sherman tomorrow if weather allows. Some aggregate patching and bit edging on Dewey Road in Hamlin Township. Barnhart Road has been paved. One or two crews have been out everyday cold patching. The Cat Excavator is out on drainage work and a couple of cross culverts. Prepping mowers to start next week. Some tree work has been done do to the high winds. Sweeping has been completed. Completed 50 to 60 miles pulling shoulders. Have started hauling raw brine from Oxi Chemical Company. The analysis of the material varies from 28% to 30% at a cost of .05 per gallon. The brine is working well.

G Dittmer gave his report as follows:

1. **Work progress during the past two weeks**
  - A. **Routine Maintenance**
    1. **County Wide**
      1. Spring/Summer Items
      2. Blading/Patching
      3. Brine



2. **State Trunkline-MDOT**
  1. Nothing new to report.
- B. **Heavy Maintenance**
  1. **Primary System**
    1. Pavement Marking Project-See Motion
    2. Swan Creek Bridge-Borings and surveys have been completed. Project is on schedule.
  2. **Local System**
    1. Working with Townships on proposed projects and receiving signed contracts. Slag aggregate is expected this week.
  3. **Equipment Status during this period**
    1. Repairs as needed
    2. The new tractor is in at Voelkers waiting for delivery.
  4. **Permits**
    1. Nothing new to report.
  5. **Personal Items**
    1. Employee update-Two employees are on short term leave.
    2. Hi-Visibility T-shirts and jackets have been received but are waiting on several back orders before handing them out.
    3. Application Update-Applications have been narrowed down to ten. Will begin background checks and schedule interviews when the background checks have been completed.

**Under unfinished business the following was discussed**

1. Legislative meeting from May 14, 2013-Re-cap-G Dittmer and D Robidoux attended. CRAM made some good points with the Legislators.
2. Paul Bunyan Meeting-Re-cap-9 counties were present. New CRAM President was there. MDOT is scheduled to meet with CRAM to discuss their relationship and changes that can be made. The next meeting is scheduled for August 15, 2013.

**Policies**

1. Policy review will be put on hold until the fall.

**Under new business the following was discussed**

1. 3-year plan-G Dittmer has suggested that the plan be changed to a three year period and priorities set. Revisions to follow.
2. Goals and Objectives -Met with a consultant for lunch for a work session.
3. The next meeting date will be changed from June 13 to June 5, 2013 at 10:00 am.

**Correspondence**

1. CRASIF-Changes in By-Laws. Will discuss at the next meeting.
2. Letter from Hamlin Township thanking the MCRC for the good job on Decker Road.
3. Letter from CRAM regarding G Dittmer's participation on the General Policy Committee.

**Items Requiring Board Action****Voting Delegate for CRASIF Annual Meeting**

Motion by Robidoux, seconded by Schwass to name N Matiash as the Voting Delegate to the County Road Association Self Insurance Fund Annual Business Meeting to be held on July 24, 2013 and to name G Dittmer as the Alternate Voting Delegate. Ayes all. Motion carried.

**Approve Plans for Pavement Marking Project**

Motion by Matiash seconded by Schwass to approve the plans for the Pavement Marking Project at a cost of \$45,000.00 that will be paid by STP Funds and to authorize the Board to sign. Will be a July letting. Ayes all. Motion carried.

There being no further business the meeting was adjourned at 11:50 am.

  
\_\_\_\_\_  
Mary Samuels Secretary

  
\_\_\_\_\_  
Doug Robidoux Chairman

## MINUTES

Chairman Doug Robidoux called the June 5, 2013 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: Robidoux, Schwass and Matiash, Manager/Director Dittmer, Secretary Samuels and Superintendent Moody.

Absent: None

Visitors: Chuck Lang to ask for some help with a driveway culvert that needs to be replaced. More information is needed before a decision can be made. Jim Gallie and Dick Alway of Amber Township to talk about brining and when the First Street Project will get started.

Approval of Agenda: Motion by Schwass seconded by Matiash to approve the agenda as presented. Ayes all. Motion carried.

The minutes of the May 23, 2013 regular meeting were discussed:

Motion by Matiash seconded by Schwass to approve the minutes as presented.

Ayes all. Motion carried.

The board took the following action after reviewing the accounts payable.

Motion by Schwass seconded by Matiash to approve accounts payable for June 6, 2013 for check #70374 through check #70417 for \$119,671.02, and pre-approve payroll #13 for June 20, 2013.

Ayes all. Motion carried.

At 10:05 am the board looked over the contingent liability and revenue sheet.

Superintendent's Report : Working on township brining projects but have had some delays due to all the rain. There are four more townships left to do. Cold patching. Working on several township projects: Paving on Barnhart Road and several slag projects. Have been mowing on Primary and Local black tops. The Cat Excavator has been out on drainage projects but is currently broke down. Are working on getting it fixed. Aggregate patching, bit edging and the tree crew has been out for a couple of days. Extra help in the shop on rain days. Flowers have been planted at the rest area.

G Dittmer gave his report as follows:

**1. Work progress during the past two weeks**

**A. Routine Maintenance**

**1. County Wide**

1. Spring/Summer Items
2. Blading/Patching
3. Brine

**2. State Trunkline-MDOT**

1. Doing some work in Custer. Joint repair on US-31 North and plan an overlay parts of the US-31 Freeway.

**B. Heavy Maintenance****1. Primary System**

1. Pavement Marking Project is being advertised now with a July letting planned.
2. Swan Creek Bridge-Plans are progressing. Will submit to DEQ soon and the preliminary plans will be sent to MDOT soon.

**2. Local System**

1. Working with Townships on proposed projects and receiving signed contracts. Slag aggregate projects have been started.

**3. Equipment Status during this period**

1. Repairs as needed-Glider kits are coming along
2. The new tractor has been delivered and the new 2013 Dodge Ram Staff Vehicle will be delivered today.

**4. Permits**

1. Nothing new to report.

**5. Personal Items**

1. Employee update-Grader training is scheduled for next week.
2. Hi-Visibility T-shirts and jackets have been received but are waiting on back orders before handing them out.
3. Application Update-Background checks are in progress and interviews will begin next week.

**Under unfinished business the following was discussed**

1. Riverton Twp Meeting-G. Dittmer & B Schwass attended. There was discussion on which projects to do that will be funded by the RUA funds received. The township board agreed to do Meisenheimer Road from Stiles Road to Scottville Road. Contracts were signed. Total estimated cost was \$462,662.00.

**Policies**

1. Policy review will be put on hold until the fall.

**Under new business the following was discussed**

1. 3-year plan-G Dittmer has suggested that the plan be changed to a three year period and priorities set. Revisions to follow.
2. Goals and Objectives -Will be meeting with the consultant again next week

**Correspondence**

1. MCRCSIP Proposals for the annual meeting.

**Items Requiring Board Action****Engineering Reimbursement**

Motion by Matias seconded by Robidoux to request a reimbursement of \$10,000.00 for payments made during the period of 07-01-12 through 06-30-13 to retain a licensed professional engineer employed by the MCRC and to authorize the Board to sign. Ayes all. Motion carried.

**Approve Township Projects**

**Motion by Robidoux, seconded by Schwass to enter into the following contracts with the various Townships from the list dated 2013 and to authorize the Manager Director and the Clerk to sign on behalf of the board. Ayes all. Motion carried.**

**Branch Township 2013**

**Young Road** from Landon Road to Tyndall Road. Aggregate Base and double seal coat surface for .50 miles. Total cost \$43,000.00.

**Hansen Road** from Campbell Road to Dunbar Road for .7 miles. Removal of scattered trees and placement of aggregate surface. Total cost \$20,400.00.

**Hansen Road #2** from Campbell Road West to past driveways for .4 miles. Removal of scattered trees and placement of aggregate surface. Total cost \$10,800.00.

**Riverton Township 2013**

**Township Wide Dust Control** for 47 miles. One application of mineral brine as directed by township and a piggy-back application of mineral brine to be completed within two weeks of first application. Total cost \$28,200.00.

**Bradshaw Road** from Scottville Road West to match existing hard surface for 1.10 miles. Clearing and removing trees, drainage, grading and aggregate surface. Total cost \$66,000.00.

**Meisenheimer Road Section 2** from Stiles Road to Hogenson Road for 1.5 miles. Aggregate Base and HMA surface. Total Cost \$186,900.00.

**Meisenheimer Road Section 3** from Hogenson Road to Scottville Road for 1.5 miles. Aggregate Base, HMA surface and sand lift. Total Cost \$275,762.00.

**Amber Township 2013**

**Township Wide Dust Control** for 13 miles. Total cost \$8,000.00.

**Brye Road** from US-10/31 to north of Meijer's north entrance drive for .3 miles. Crack seal and seal coat surface. Total cost \$7,000.00.

**Gordon, Osborn, Roads and Crystal View Drive Road** from Hansen Road to North of Crystal Lake for 1.50 miles. Crack seal and seal coat surface. Total cost \$36,000.00.

**Amber Road** from US-10/31 to North to Hansen for 1.5 miles, Crack seal and place a seal coat surface. Total Cost \$36,000.00.

**First Street** from Amber Road to Gordon Road for .05 miles. Place aggregate base material of 800 cyd and place HMA material of 650 ton. Total cost \$56,250.00.

**Meyers Road** from US-10/31 North to Gate for .5 miles. HMA and placement of a seal coat and fog seal coat. Cost share with PM Township. Total cost to each township of \$17,500.00

**Sherman Township 2013**

**Township Wide Dust Control** for 41 miles. One application of mineral brine as directed by township and a piggy-back application of mineral brine to be completed within two weeks of first application. Total cost \$24,600.00.

**One application of mineral brine** for 41 miles. Total cost per application \$14,500.00.

**Reek, Beyer and Poplar Roads** from Fountain Village Limits to Townline Road for 2.08 miles. Crack s

and place a seal coat surface including fog seal covering. Total cost \$50,000.00.

**Dewey Road** from US-31 East to end for .5 miles. Minor tree removal, shoulder pull and place 3 inches of aggregate material. Total cost \$14,000.00.

**Millerton Road** from US-31 East to end for .5 miles. Minor tree removal, shoulder pull and place 3 inches of aggregate material. Total cost \$12,000.00.

### **Custer Township 2013**

**Township Wide Dust Control** for 36 miles. One application of mineral brine as directed by township and a piggy-back application of mineral brine to be completed within two weeks of first application. Total cost \$22,000.00.

**Single Spot Brine** for 36 miles. Billing to be by the gallon. Total cost per application \$9,000.00.

**One application of mineral brine** for 36 miles. Total cost per application \$13,000.00.

**Wilson Road** from Custer Road to Stephens for 1.0 miles. Crack seal and place a single seal coat surface and fog seal . Total cost \$24,000.00.

**Reek Road** from Conrad Road South to end for .41 miles. Grading, culvert replacements and ditching. Place 3 in of slag gravel. Total cost \$14,000.00.

**Powers Road** from Custer Road east to the end for .50 miles. Grading, culvert replacements and ditching. Place 3 in of slag gravel. Total cost \$15,500.00.

### **Hamlin Township 2013**

**Township Wide Dust Control** for 16 miles. One application of mineral brine as directed by township and a piggy-back application of mineral brine to be completed within two weeks of first application. Total cost \$9,600.00.

Total cost \$5,600.00 per application.

**Travis Drive** from that gravel portion at the end of the existing certification for 350 feet. Tree removal, grading and aggregate and HMA. Total cost \$11,290.00.

**Travis Drive** from Pere Marquette Drive to end of existing pavement for .40 miles.

Place a leveling course of HMA material and HMA top course. Total Cost \$22,700.00.

**Grace Avenue** from Shagway Rd to Lincoln Road for .49 miles. Place a leveling course of HMA material and a HMA top course. Total cost \$27,600.00.

**Rath Road** from Jagger Road to Decker Road for .54miles. Minor grading and placement of slag aggregate 3 inches deep. Total cost 16,200.00.

**Barnhart Road** from Sherman Road to end for 1.19 miles. Place HMA surface course. Total cost 66,000.00.

**Decker Road** from the end of the existing hard surface to the township line for .25 miles. Minor grading and placement of slag gravel. Total cost \$12,000.00.

**George Lane and Robert Street** from Lakeshore Drive to end for .14 miles. Crack seal and then place a seal coat surface. Total cost \$7,600.00.

**Grand Avenue** from Sherman Road to end. Leveling course of HMA and then place a top course. Total cost \$25,000.00.

**Lakeshore Drive** from South Bayou to Middle Bayou for .86 miles. Leveling course of HMA and then place a top course. Total cost \$58,500.00.

**Pere Marquette & Ohio Streets** from Lakeshore Drive to the end for .17 miles. Leveling course of HMA



and then place a top course. Total cost \$10,400.00.

**Presidential Estates Subdivision** includes all streets within the subdivision at the corner of Lincoln and Decker Roads for .82 miles. HMA leveling course, crack seal, seal coat and fog seal. Total cost \$27,500.00.

#### **Victory Township 2013**

**Township Wide Dust Control** for 48 miles. Apply mineral brine as directed by the township. Total cost \$29,000.00 per application.

**Fisher Road** from Stiles Road to just past Peterson Road for 2.1 miles. Crack Seal and place a seal coat surface. Total Cost \$50,400.00.

**Dewey Road** from Stiles Road to Amber Road for 1.0 miles. Crack seal and place a seal coat surface. Total Cost \$24,000.00.

#### **Eden Township 2013**

**Township Wide Dust Control** for 40 miles. One application of mineral brine as directed by township and a piggy-back application of mineral brine to be completed within two weeks of first application. Total cost \$24,000.00.

**Meisenheimer Road** from Scottville Rd to Darr Road for .97 miles. Grading and placement of aggregate material. Total Cost \$18,000.00.

#### **Logan Township 2013**

**Township Wide Dust Control** for 15 miles. One application of mineral brine as directed by township and a piggy-back application of mineral brine to be completed within two weeks of first application. Total cost \$9,000.00.

**Taylor Road** from Anthony Road South to match existing HMA Surface for .55 miles. Grading, replace culvert, aggregate base material then HMA surface. Total cost of \$58,000.00.

#### **Summit Township 2013**

**Township Wide Dust Control** for 4 miles. Apply mineral brine as directed by the township. Cost per application \$1,400.00.

**Schlick Road** from PM Hwy to Cul da sac for .4 miles. Tree removal, grading and aggregate material. Total cost \$25,650.00.

#### **Meade Township 2013**

**Township Wide Dust Control** for 3.75 miles. . One application of mineral brine as directed by township and a piggy-back application of mineral brine to be completed within two weeks of first application. Total cost \$2,300.00.

**Schoenherr Road** from Free Soil Road to Hasenbank Road for 1.14 miles.

Crack seal, place a seal coat surface and fog seal. Cost share with Free Soil Twp. Total cost for each township \$14,000.00.

#### **Pere Marquette Township 2013**

**Meyers Road** from US-10/31 North to Gate for .5 miles. HMA and placement of a seal coat and fog seal coat. Cost share with Amber Township. Total cost to each township of \$17,500.00

**Lawndale Street** from Lakeshore Drive to end for .26 miles. Crack Seal, seal coat surface and fog seal. Total cost \$6,500.00.

**Speer Drive** from Patterson Drive to end for .2 miles. Crack Seal, seal coat surface and fog seal. Total cost \$6,000.00.

**Sherman Street** from First Street to Sixth Street for .3 miles. Adjust seven drainage structures prior to placement of HMA top course. Total cost \$26,000.00.



**Sherman Road** from North Curtwood in Low Area. Place two new leaching basins in the vicinity of existing leaching basins. No cost to the township. They will furnish the equipment and labor to install. MCRC to furnish the materials.

**Free Soil Township 2013**

**Township Wide Dust Control** for 33 miles. Place mineral brine as directed by township. Cost per application \$12,000.00.

**Township Wide Dust Control** for 33 miles. One application of mineral brine as directed by township and a piggy-back application of mineral brine to be completed within two weeks of first application. Total cost \$20,000.00.

**Freeman Road** from US-31 to Darr Road for 1.0 miles. Crack seal, seal coat and fog seal. Total cost 24,000.00.

**Stephens Road** from Free Soil Road to Trembl Road for 1.0 miles. Crack seal, seal coat and fog seal. Total cost \$24,000.00.

**Schoenherr Road** from Free Soil Road to Hasenbank Road for 1.14 miles.

Crack seal, place a seal coat surface and fog seal. Cost share with Meade Twp. Total cost for each township \$14,000.00.

**Grant Township 2013**

**Township wide Dust Control** for 28 miles. Apply mineral brine as directed by the township. Total cost \$10,000.00 per application.

**Countyline Road** from Quarterline Road to just past Red Apple Road for 1.25 miles. Crack Seal, HMA wedging then place a seal coat surface. Total cost \$35,000.00.

**Morton Road** from Countyline Road to Gurney Creek for 1.25 miles. Place leveling course of HMA material. Crack seal, seal coat and fog seal. Total cost \$41,000.00.

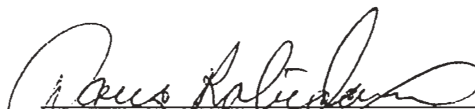
**Sass Road** from Morton Road to Anderson Road for .5 miles. Grading, pull shoulder and place aggregate material. Total cost \$9,000.00.

**Sass road** from Morton Road to First Curve for 1.01 miles. Grading, pull shoulder and place aggregate material. Total cost \$18,000.00.

**Free Soil Road** from US-31 West to just prior to LaSalle Road for .75 miles. Crack seal, seal coat and fog seal. Total cost \$19,000.00.

There being no further business the meeting was adjourned at 11:55 am.

  
Mary Samuels Secretary

  
Doug Robidoux Chairman

## MINUTES

Chairman Doug Robidoux called the June 27, 2013 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: Robidoux, Schwass and Matiash, Manager/Director Dittmer, Secretary Samuels and Foreman Stickney.

Absent: Superintendent Moody.

Visitors: Jim Gallie of Amber Township to request that Conrad Rd at Gordon where it curves to west needs some grading and to look at repairing existing asphalt at the intersection of First and Gordon. Greg Surma of Free Soil Township to ask about seal coating prices and to ask if the MCRC would carry the cost of their road project until their CD comes due this fall. Evelyn Bergalia was in to ask about a culvert that may have been damaged on the corner of Anthony and Brye Roads during the wind farm construction. G Dittmer will contact R Lundberg to discuss this issue.

Approval of Agenda: Motion by Matiash seconded by Robidoux to approve the agenda as changed. Ayes all. Motion carried.

The minutes of the June 5, 2013 regular meeting were discussed:

Motion by Schwass seconded by Matiash to approve the minutes as presented.

Ayes all. Motion carried.

The board took the following action after reviewing the accounts payable.

Motion by Schwass seconded by Matiash to approve accounts payable for June 20, 2013 and June 27, 2013 for check #70418 through check #70485 for \$510,032.58, and pre-approve payroll #14 for July 3, 2013. Ayes all. Motion carried.

At 10:06 am the board looked over the contingent liability and revenue sheet.

Superintendent's Report given by Foreman S Stickney: Will be brining all of the gravel primaries before July 4th. Victory piggy back brining will be completed today. Have clayed Barothy Road and completed patching on Major Road. The ditch on Dewey E of Tuttle Road will be completed after the corn crop has been harvested. Johnson Road, Powell Road and Reek Road projects have been completed. Millerton East of 31 is almost done. Need to do some tree work yet. Working on Hansen Road taking out trees and ditching. Decker Road west of Peterson is Done. Ready to start gravel projects after July 4<sup>th</sup> to get ready for paving.

G Dittmer gave his report as follows:

**1. Work progress during the past two weeks**

**A. Routine Maintenance**

**1. County Wide**

1. Summer Items

2. Blading/Patching

3. Brine

4. Will start crack sealing after July 4th. About 25 miles in total. 18 Local.

**2. State Trunkline-MDOT**

1. Doing some work in Custer. Joint repair on US-31 North and have started the overlay on parts of the US-31 Freeway.

**B. Heavy Maintenance**

**1. Primary System**

1. Pavement Marking Project-See Motion. Out for bid. July letting.
2. Swan Creek Bridge-Preliminary Plans have been submitted.
3. T Weinert is working on plans for Hansen Road from Jebavy east to US-31.

**2. Local System**

1. Township Projects have been started and some completed.
2. Nordlund have been testing the gravel being processed. Good results.
3. Seal coating will start the middle of August.

**3. Equipment Status during this period**

1. Repairs as needed
2. Western Star 2014 Powered Gliders will be here in a couple of weeks.

**4. Permits**

1. Nothing new to report.

**5. Personal Items**

1. Employee update-Two employees still on short term leave.
2. Hi-Visibility T-shirts and jackets were issued to all employees. The shoe truck is scheduled for July 16.
3. Application Update-Interviews have been completed and jobs have been offered to Rob Ellis, Robert Hilton, Sam Horton, Gary Henion and Scott Tyndall. Rob Ellis has already started. Will have two start next week and two the week after.
4. LTAP was in for a two day grader training program. Went well with other counties present. Will work to develop a testing program for operators in house.

**Under unfinished business the following was discussed**

1. Working on road abandonment's.

**Policies**

1. Policy review will be put on hold until the fall.

**Under new business the following was discussed**

1. 3-year plan-G Dittmer has suggested that the plan be changed to a three year period and priorities set. Revisions to follow.
2. CRAM Update given by D Robidoux-Close to an agreement with MDOT to hire a staff engineer but may wait until a new director is hired to replace retiring Director John Niemela on October 31, 2013. Will be meeting again at the July Conference.
3. HMA Bids-See motion.

**Correspondence**

1. Lake Improvement Board for Ford Lake.
2. Letter from Hilliard Lyons, Public Finance Banker regarding Road Commission Funding.

**Items Requiring Board Action****Approve Pavement Marking Contract with MDOT**

Motion by Robidoux seconded by Matiash to enter into an agreement with the Michigan Department of Transportation, Contract #13-5298, Control Section: STL 53105. Job # 119748, Project STP1353(007), Federal Item No. JJ 4988 for approximately 80 miles of pavement marking work along various federal-aid routes countywide; and all together with necessary related work and to authorize Chairman Robidoux and Vice Chairman Schwass to sign. Total estimated cost of \$45,300.00. MCRC share \$ -0-.

Ayes all. Motion carried.

**Approve HMA Bids**

Motion by Matiash seconded by Schwass to award the bid for Hot Mix Asphalt (HMA) in the amount of approximately 10,000 ton to Rieth Riley. Ayes all. Motion carried.

**Award Bid for Stabilization on Meisenheimer Road**

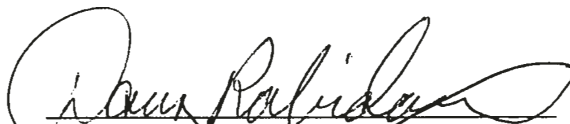
Motion by Schwass seconded by Matiash to award the bid for stabilization for Meisenheimer Road from Scottville Road west for 1.5 miles to Wadel Stabilization for 19,360 sy @ \$4.59 per sy for a total of \$88,862.40. Ayes all. Motion carried.

Went into closed session at 11:50 am.

Reconvened regular session at 12:43 pm.

There being no further business the meeting was adjourned at 12:44 pm.

  
Mary Samuels Secretary

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Doug Robidoux Chairman

## MINUTES

Chairman Doug Robidoux called the July 11, 2013 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: Robidoux, Schwass and Matiash, Manager/Director Dittmer, Secretary Samuels and Superintendent Moody.

Absent: None

Visitors: Jim Gallie and Dick Alway from Amber township to observe and Fred Bates from Victory Township to discuss the need for maintenance on Peterson Road and the ditching that was done on Peterson Road North of Dewey.

Approval of Agenda: Motion by Schwass seconded by Matiash to approve the agenda as presented. Ayes all. Motion carried.

The minutes of the June 27, 2013 regular meeting were discussed:

Motion by Matiash seconded by Schwass to approve the minutes as presented.

Ayes all. Motion carried.

The board took the following action after reviewing the accounts payable.

Motion by Schwass seconded by Matiash to approve accounts payable for July 11, 2013 for check #70486 through check #70542 for \$222,641.81, and pre-approve payroll #15 for July 18, 2013. Ayes all. Motion carried.

At 10:04 am the board looked over the contingent liability and revenue sheet.

Superintendent's Report: Working with the new hires. Have had them out cold patching, some tree work and working at the rest area. Will start their regular duties next week. Blading Eden Township in preparation for their second brine and also preparing Riverton for their 3<sup>rd</sup> brining. Gravel, ditching and tree removal on Millerton Road. Should be completed next week. Hansen Road East of Campbell is in progress. Will be ready for gravel next week. Tallman Lake Road graveling has been completed and will be ready to pave next week. Finish graveling Young Road today and will be ready for a double seal coat. Mowing on the primary and local asphalts is complete. Working on gravels this week. The State Highways have been done except for the freeway and will start there on Monday. Doing some gravel patching and blading. Some tree cleanup due to the wind over the last weekend. Did some sweeping before the 4<sup>th</sup>. Cold patching and a couple of days bit edging around drop-offs. Cat Excavator working on township project ditching.

G Dittmer gave his report as follows:

1. **Work progress during the past two weeks**
  - A. **Routine Maintenance**
    1. **County Wide**
      1. Summer Items
      2. Blading/Patching
      3. Brine

**2. State Trunkline-MDOT**

1. Doing some work in Custer on US-10 next week. Joint repair on US-31 North has been completed and have completed the overlay on parts of the US-31 Freeway.

**B. Heavy Maintenance**

**1. Primary System**

1. Pavement Marking Project-Open bids on July 12, 2013.
2. Swan Creek Bridge-Preliminary Plans have been submitted.

**2. Local System**

1. Township Projects -Have received almost all of the contracts.
2. Meisenheimer Road pre-construction meeting was held. Wadel Stabilization will start work on August 19. Will take about two days to complete from Scottville Road to Hogenson Road.

**3. Equipment Status during this period**

1. Repairs as needed
2. Trucks should be here within the next two weeks.
3. The new Dodge pickup has been delivered.

**4. Permits**

1. Nothing new to report.

**5. Personal Items**

1. Employee update-Two employees still on short term leave.
2. The shoe truck is scheduled for July 16. Will be here from Noon to 4 pm.
3. New employees-Five new employees have started.

**Under unfinished business the following was discussed**

1. Working on nine road abandonment's.
2. Riverton Twp Meeting-Discussion on the Anthony Road culvert repair and the progress being made on Meisenheimer Road. There was more discussion on what the next step will be for the township to take after Meisenheimer Road has been completed.
3. Anthony Road Repairs were completed on July 3, 2013. The culvert was extended and some material placed. Will continue to monitor.

**Policies**

1. Policy review will be put on hold until the fall.

**Under new business the following was discussed**

1. 3-year plan-Will submit a draft at the next meeting
2. County Board Presentation-G Dittmer and D Robidoux attended the July 9, 2013 County Commissioner Meeting and presented a summery of the accomplishments made by the MCRC for the last year. The presentation went well and received feed back from the County Commissioners.
3. The next Township Officers Meeting will be held on July 18, 2013 at the Sherman Twp Hall at 7:30 p
4. MCRCSIP/CRASIF Annual Meeting is scheduled for July 24 and 25. D Robidoux and N Matiash to attend.



5. Meeting Date Change-Due to the MCRC SIP/CRASIF Annual meeting the next regular board meeting will be changed from Thursday July 25 to Monday July 22, 2013 at 10:00 am.

**Correspondence**

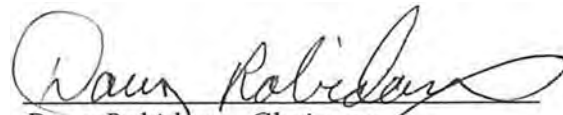
1. Discussion on the cost of the MCRC brining for the Townships in comparison to having contractors. According to the data presented by G Dittmer it was determined that it is more economical to have contractors brine for the Townships.

**Items Requiring Board Action**

None

There being no further business the meeting was adjourned at 11:45 am.

  
Mary Samuels Secretary

  
Doug Robidoux Chairman

## MINUTES

Chairman Doug Robidoux called the July 22, 2013 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: Robidoux, Schwass and Matiash, Manager/Director Dittmer, Secretary Samuels and Superintendent Moody.

Absent: None

Visitors: Jim Gallie, Amber Township Supervisor asking G Dittmer to make an appointment with Wal-Mart to discuss the Meyers Road Project. Will contact Mr. Gallie when the arrangements have been made. Carol Kowalski of Victory Township to discuss her concerns about the way the road is being maintained at the south west corner of Beyer and Quarterline Roads. G Dittmer and a board member will take a look at it.

Approval of Agenda: Motion by Schwass seconded by Matiash to approve the agenda as presented. Ayes all. Motion carried.

The minutes of the July 11, 2013 regular meeting were discussed:

Motion by Matiash seconded by Schwass to approve the minutes as presented.

Ayes all. Motion carried.

The board took the following action after reviewing the accounts payable.

Motion by Matiash seconded by Schwass to approve accounts payable for July 22, 2013 for check #70543 through check #70585 for \$82,255.82, and pre-approve payroll #16 for August 1, 2013. Ayes all. Motion carried.

At 10:04 am the board looked over the contingent liability and revenue sheet.

Superintendent's Report: The new hires are working out very well. Training on cold patching, blading and crack sealing. Working on Township Projects. Millerton east of US-31 is done. Young Road in Branch Township has been prepped and is ready for paving. Hansen Road east and west of Campbell Road is in progress. Aggregate surfacing Meisenheimer Road in Eden Township. Finished placing aggregate on First Street in Amber Township and is ready for paving. Finished brining Riverton and Eden Township. Will do the piggy back brining for Riverton soon. Maintenance work on local and primary roads and mowing local gravel roads. Freeway mowing has been completed. Some gravel patching, blading and cold patching. Work on the State Highway at Johnson Road with the Cat Excavator by the by pass doing some clearing for the clear vision area. The grader has been pulling shoulders on primary roads using the retriever. Started crack sealing on the local roads last week.

G Dittmer gave his report as follows:

1. **Work progress during the past two weeks**
  - A. **Routine Maintenance**
    1. **County Wide**
      1. Summer Items
      2. Blading/Patching

**2. State Trunkline-MDOT**

1. Village of Custer mill and fill is almost complete.

**B. Heavy Maintenance**

**1. Primary System**

1. Pavement Marking Project-Project was awarded to low bidder, Michigan Pavement Markings, LLC in the amount of \$32,892.56. A pre-construction meeting is scheduled for Thursday July 25, 2013.
2. Swan Creek Bridge-MDOT accepted the TS&L. Will start the detailed plan preparation.

**2. Local System**

1. Township Projects -Going well and are on schedule. Will start seal coating mid August.

**3. Equipment Status during this period**

1. Repairs as needed
2. The Cat Grader may be going to Grand Rapids for transmission repairs.
3. Still waiting on replacement trucks.
4. Requested bids for blades. May decide to go with all carbide blades. Schultz Equipment out of Ithaca was low bidder. No action taken at this time.

**4. Permits**

1. Nothing new to report.

**5. Personal Items**

1. Employee update-Two employees still on short term leave. One will be returning soon. A mechanic that was off due to an injury at home is back to work.
2. The shoe truck arrived on July 16. Was here from Noon to 4 pm. The group picture taken will be sent to the media and to MCRCSIP.

**Under unfinished business the following was discussed**

1. Working on nine road abandonment's.
2. Township Officers Meeting-Inquiries were made about the status of the township projects. Good Meeting.
3. CRASIF-MCRCSIP Mtg-D Robidoux and N Matias to attend.

**Policies**

1. Policy review will be put on hold until the fall.

**Under new business the following was discussed**

1. 3-year plan-A Draft Copy of the MCRC Mission and Goals and a Priority List of Projects was handed to the Board. Discussion to follow at the next meeting.
2. A Draft Copy of a Request For Services Forms was discussed. This form would be for phone calls received to allow for tracking of the requests and when these requests have been addressed. Will need to adopt a policy on this. On-going.

**Correspondence**

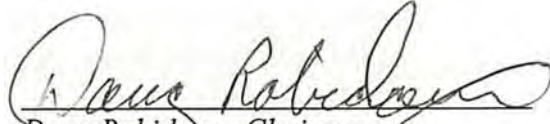
1. None

**Items Requiring Board Action**

None

There being no further business the meeting was adjourned at 11:10 am.

  
\_\_\_\_\_  
Mary Samuels Secretary

  
\_\_\_\_\_  
Doug Robidoux Chairman

## MINUTES

Chairman Doug Robidoux called the August 8, 2013 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: Robidoux and Matiash, Manager/Director Dittmer, Secretary Samuels and Superintendent Moody.

Absent: Schwass

Visitors: Jim Gallie and Dick Alway of Amber Township to report an area on LaSalle Road North of Hansen that needs some gravel. Discussed when Amber Township projects will get started. Jim Hissong of Bockstanz Road to request a meeting with each of the commissioners separately to discuss maintenance of Bockstanz Road. Fred Bates of Victory Township to discuss the slag project on Fisher Road from Peterson to Hamlin Township line. Requested that 750 yards of slag be placed rather than the estimated amount of 500 yards.

Approval of Agenda: Motion by Matiash seconded by Robidoux to approve the agenda as amended. Ayes all. Motion carried.

The minutes of the July 22, 2013 regular meeting were discussed:

Motion by Matiash seconded by Robidoux to approve the minutes as presented.

Ayes all. Motion carried.

The board took the following action after reviewing the accounts payable.

Motion by Matiash seconded by Robidoux to approve accounts payable for August 8, 2013 for check #70586 through check #70635 for \$194,432.77, and pre-approve payroll #17 for August 15, 2013.

Ayes all. Motion carried.

At 10:04 am the board looked over the contingent liability and revenue sheet.

Superintendent's Report: Tallman Lake Road has been paved. Have been crack sealing in preparation for seal coating. Grading Taylor Road. Paving First Street tomorrow in Amber Township. Gravel on Hansen Road has been completed and placing slag on Fisher Road in Hamlin Township. Will start graveling Meisenheimer Road next week. Some blading and patching and medical brining. Cat Excavator out on ditching projects in Logan Township. Tree crew working on 50 sites from the last storm. Cold patching and mowing gravel roads. Edge fill with grader and retriever.

G Dittmer gave his report as follows:

1. **Work progress during the past two weeks**
  - A. **Routine Maintenance**
    1. **County Wide**
      1. Summer Items
      2. Blading/Patching

**2. State Trunkline-MDOT**

1. US-31 Scoping for 2019. A Mill and Fill is planned to Manistee. The work in Custer has been completed.

**B. Heavy Maintenance**

**1. Primary System**

1. Pavement Marking Project-Project was awarded to low bidder, Michigan Pavement Markings, LLC in the amount of \$32,892.56. A pre-construction meeting was held on Thursday July 25, 2013. Plan to start the middle of the month.
2. Swan Creek Bridge-Public Hearing was held at the Regional Task Force Meeting held on August 6, 2013.
3. A meeting has been set for G Dittmer and G Cartenan Consultant, to meet with Hackert Farms to discuss a mill and fill on Chauvez Road and also talk about placing curb and gutter.

**2. Local System**

1. Township Projects -Going well and are on schedule. Will start seal coating mid August. An updated copy of completed projects was requested by the Commissioners.

**3. Equipment Status during this period**

1. Repairs as needed
2. The Cat Grader went to Grand Rapids for transmission repairs. Will take two to three weeks.
3. Replacement Trucks-One truck has been delivered. The other one is expected the end of the week.

**4. Permits**

1. Nothing new to report.

**5. Personal Items**

1. Employee update-Two loaders are up for bid.
2. Heavy Equipment Operator Testing update-An employee was awarded the grader operator position and there was also a grievance filed. A copy was sent to the labor attorney for review.

**Under unfinished business the following was discussed**

1. Request for Services Form draft copy was presented at the last meeting. They have been sent to the printer for processing.
2. CRASIF-MCRC SIP Mtg-D Robidoux and N Matiash attended. Joining the two meetings went well but there was discussion about them being held at the casino.

**Policies**

1. Policy review will be put on hold until the fall.

**Under new business the following was discussed**

1. 3-year plan-A Draft Copy of the MCRC Mission and Goals and a Priority List of Projects was handed to the Board at the last meeting. Discussion to follow at the next meeting when Vice Chair Schwass is in attendance.
2. Paul Bunyan Meeting is scheduled for August 15, 2013.



3. The Planning Commission will be meeting on August 14, 2013 at the Summit Township Hall to review the results of the sound study completed on the wind turbines.
4. G Dittmer has been talking to Michigan Chloride Sales about what they could do for our brining program. They would like to demonstrate an area to show how effective they would be. More discussion will follow.
5. Hazardous Waste Collection day is scheduled for August 17, 2013 at the MCRC.

**Correspondence**

1. None

**Items Requiring Board Action**

**NMARC Annual Meeting Voter Authorization**

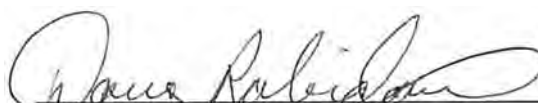
Motion by Matiash seconded by Robidoux to name Doug Robidoux as Voting Delegate and to name Gary Dittmer as Alternate Voting Delegate authorized to vote on all matter on behalf of the commission at the NMARC Annual Meeting on Friday September 6<sup>th</sup>, 2013. Ayes All. Motion carried.

Robidoux made a motion to go into closed session at 11:39 am.

Reconvened regular session at 12:18 pm.

There being no further business the meeting was adjourned at 12:19 pm.

  
 Mary Samuels Secretary

  
 Doug Robidoux Chairman

## MINUTES

Chairman Doug Robidoux called the August 22, 2013 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: Robidoux, Schwass and Matiash, Manager/Director Dittmer, Secretary Samuels and Superintendent Moody.

Absent: None

Visitors: Fred Bates of Victory Township to thank the board for grading his road and mention that the trees along Fisher Road need to be removed. Annie L Hooghart and Bill Eckhardt Commissioners from Manistee County Road Commission to ask the board to consider sharing a manager between the two road commissions. The board will consider their request and discuss at a later date. They were also interested in gathering information to take back to their board.

Approval of Agenda: Motion by Schwass seconded by Matiash to approve the agenda as amended.  
Ayes all. Motion carried.

The minutes of the August 8, 2013 regular meeting were discussed:

Motion by Schwass seconded by Matiash to approve the minutes as amended.

Ayes all. Motion carried.

The board took the following action after reviewing the accounts payable.

Motion by Schwass seconded by Matiash to approve accounts payable for August 22, 2013 for check #70636 through check #70679 for \$68,455.64, and pre-approve payroll #18 for August 29, 2013.

Ayes all. Motion carried.

At 10:04 am the board looked over the contingent liability and revenue sheet.

Superintendent's Report: Tallman Lake Road project is complete except for seeding. Taylor Road gravel project is done and are working on shoulders and placing topsoil on First Street. Meisenheimer Road project is in process and will begin stabilization today. Seal coating was started yesterday on Young Road and Stolberg Road. Completed brining in Custer and Riverton Townships last week. Blading and patching as necessary. Grader with the retriever is working on fixing edge drops on black tops. Cat Excavator has been on Custer Road replacing a failed culvert. Tree crew has been out removing downed trees from last night's storm. Continue cold patching and crack sealing. Will be mowing gravel roads for another week.

G Dittmer gave his report as follows:

1. **Work progress during the past two weeks**
  - A. **Routine Maintenance**
    1. **County Wide**
      1. Summer Items
      2. Blading/Patching

**2. State Trunkline-MDOT**

1. Lynn Zuiderveen from MDOT wants to schedule a meeting to discuss winter maintenance and the weekend shifts. Will meet after Labor Day.

**B. Heavy Maintenance**

**1. Primary System**

1. Pavement Marking Project-Ready to get started but will wait until the seal coating has been completed.
2. Swan Creek Bridge-Moving ahead. Received SHIPO request. It was determined this is not a historical monument and may be eligible for special funding.
3. Chauvez Road Project-This is a mill and fill project and will be a spring bid. MCRC will retain millings.

**2. Local System**

1. Township Projects -Going well and are on schedule. Seal coating started yesterday.

**3. Equipment Status during this period**

1. Repairs as needed
2. The Cat Grader went to Grand Rapids for transmission repairs. It is expected back today and was under full warranty for the repairs.
3. Replacement Trucks-In progress.

**4. Permits**

1. Nothing new to report.

**5. Personal Items**

1. Employee update-Mechanic is still off and has filed a workers comp claim with the MCRC. Information has been sent to our claims personnel.
2. G Dittmer and M Samuels attended a meeting regarding the Affordable Care Act that was sponsored by Lenz and Associates and the Ludington and Scottville Chamber of Commerce. We were informed that a letter had to be sent to all employees regarding the New Health Insurance Marketplace Coverage Options and their Health Coverage by October 1, 2013. The letter will go out next week.

**Under unfinished business the following was discussed**

1. Hazardous Waste Collection Day-Went very well without issues. Less material received than last year.

**Policies**

1. Policy review will be put on hold until the fall.

**Under new business the following was discussed**

1. 3-year plan-A Draft Copy of the MCRC Mission and Goals and a Priority List of Projects was discussed. G Dittmer will make some of the suggested changes in priorities and update the plan. More discussion to follow.
2. The next meeting of September 12, 2013 will begin at 9:00 am instead of 10:00 am.
3. Seal Coating of Primary Roads will move forward.
4. Northern Meeting-All board members will be attending.
5. MCRC SIP Refund-Discussion on moving the refund that has been received to the equipment fund in the amount of \$94,218.00.
6. Manager/Director Hiring Punch list-Discussion held on the makeup of the interview team. It was decided

that D Robidoux will ask the Chairperson of the County Board and the Chairperson of the Township Supervisors to be part of the interview team to select 3 candidates for the Manager position. The MCKC Board would then make the final choice from those three candidates. A list of questions will be put together and sent to Attorney Lang to review to be used during the interviews.

A salary range was discussed with a minimum offer to be \$62,500, mid range of \$68,000.00 with a maximum salary of \$75,000.00. Hire date would be flexible on or before January 1, 2014.

**Correspondence**

1. Dittmer presented a letter from the Detroit office of the Teamsters to the membership regarding Teamsters protocol for Right To Work Participants. No action necessary or taken.

**Items Requiring Board Action**

None

There being no further business the meeting was adjourned at 12:42 pm.

  
\_\_\_\_\_  
Mary Samuels Secretary

\_\_\_\_\_  
Doug Robidoux Chairman

September 1, 2013.

- Chauvez Rd Reconstruction: *No change in status.* The FHWA approved the obligation of the project on 4/30. This will appear in the July 11<sup>th</sup> Letting. Progress schedule: August 18 to Sept 19, 2014
- Pavement Marking – Primary Roads: This project is advertised as Item 99 in the June 6<sup>th</sup> Letting with a Project Completion date of on or before October 5. Have received and reviewed the Cost Participation Agreement.
- Hansen Rd Reconstruction: ROW is continuing with a scheduled Grade Inspection of June 4th. Program Application revisions for April funding changes has been submitted.
- Custer Road Culvert: The FHWA approved the obligation of the project on 5/2 and we are awaiting Force Account Authorization. Have received and reviewed the Cost Participation Agreement.

#### **Meetings Follow-up and Up-Coming**

- Finance & HR Business Seminar: Generational & Succession Planning session on May 13<sup>th</sup>.
- Foundations of Supervision at West Shore was canceled.
- Local Roads Matter Townhall Meeting: Monday, May 12<sup>th</sup>, 6 pm, Amber Twp Hall.
- Rescheduled date for Intro to Transportation Asset Management: Wednesday 5-21, Summit Twp Hall, 6:30 to 9 pm.
- Leadership and Team Development Process – see Item 10, Unfinished Business.
- EOC Training and Local Emergency Planning Committee (LEPC) on the 20<sup>th</sup>. There is a new user's course being offered on Monday afternoon, July 7<sup>th</sup>.
- GIS Collaboration meeting, May 29<sup>th</sup>, 9 am.
- FEMA Training – ArcGIS for Emergency Managers. (Approval by Head of Sponsoring Organization required.) October 20-23, 2014. Training and travel is covered. Board date conflict.

#### **Informational Items**

- Phone Systems - Update: *No change in status.* Obtained the Johnson Controls subcontractor contact information (performing replacements for the County) and will work to get an additional proposal. Currently have one proposal and need to pursue an initial referred company.
- Gravel Hauling Bid: Bids will be opened Tuesday, May 27<sup>th</sup> at 10am
- MDOT Youth Group Interviews – May 27<sup>th</sup> at 1 pm.
- Open Meetings Act Workshop – Monday June 30<sup>th</sup>, 6-8:30 pm, Traverse City. Cost \$55-\$70.

#### **Correspondence**

- West Deren Rd, Summit Twp –Request for Traffic Study for placement of **35 MPH SPEED LIMIT**.

#### **Under unfinished business the following was discussed**

1. Leadership and Team Development-W Schoonover is scheduling a meeting date with Dr. Lew Bender for June 27, 2014 at 10:00 am. Will ask Amber Township if the Townhall will be available that day. A workshop with Schoonover and the Board will be held that evening after training with the staff.

#### **Policies**

1. Postponed.

**Under new business the following was discussed**

1. Auditor Tom Zick presented the 2013 Audit Report. It was gone over in detail and found to be presented fairly. Tom announced this will be the last audit he will be doing for the MCRC but will still do the accounting and Act 51 report if the board so chooses. He offered to help find a new auditor. Suggested sending Audit Bids out in September or October.  
Tom has audited for the MCRC for over 20 years and the board wishes him well in his retirement.
2. Approve pavement marking contract with MDOT-See Motion.
3. Approve Culvert Replacement Force Account contract-See Motion.
4. Approve Township Project Contracts. See Motion.
5. Meeting Date Change-The June 12<sup>th</sup> regular meeting will be changed to June 5, 2014.
6. CRASIF Board of Trustees Election-See Motion

**Items Requiring Board Action**

**Approve Township Projects**

**Motion by Schwass seconded by Matiash to enter into the following contracts with the various Townships from the list dated 2014 and to authorize the Manager Director and the Clerk to sign on behalf of the board.**

**Branch Township 2014**

**Hansen Road** from West of Campbell Road to Goff Road for .75 miles. Removal of trees and brush and placement of aggregate surface. Total cost \$35,920.00.

**Hamlin Township 2014**

**Township Wide Dust Control** for 16 miles. One application of mineral brine as directed by township and a piggy-back application of mineral brine to be completed within two weeks of first application. Total cost \$9,800.00.

**Abrahamson Road** from M-116 to past Marilyn Street for .5 miles. Place a HMA overlay over entire roadway. Total cost \$32,500.00

**Marilyn Avenue** from M-116 to past Marilyn Street for .22 miles. Place a HMA overlay over entire roadway. Total cost \$16,500.00.

**Duneview Drive** from Lincoln Road to Lakeshore Drive for .99 miles. Place a HMA overlay over entire roadway. Total cost \$60,000.00.

**Lincoln Road** from Decker to Jagger Road for .52 miles. Place a HMA overlay over entire roadway. Total cost \$30,000.00.

**Ariel Drive** from Victory Drive to Duneview Drive for .57 miles. Place HMA overlay over entire roadway. Total cost 30,000.00.

**Dalhke Road** from Lakeshore Drive to end for .52 miles. Place a HMA overlay over entire roadway. Total cost \$12,000.00.

**Jackson Road** from Lakeshore Drive to end for .35 miles. Place a HMA overlay over entire roadway. Total cost \$20,500.00.

**Culver Street** from Dewey Road to tenth Street for .31 miles. Place a HMA overlay over entire roadway. Total cost \$18,000.00.

**Mears Road** from end of existing pavement to Peterson Drive for .2 miles. Minor grading and slag aggregate. Total Cost \$7,000.00.

**Sherman Road** from Mavis Road to Fountain Road for 1.5 miles. Minor grading and slag aggregate. Total Cost \$52,500.00.



**Grand Avenue at the end of the road certification.** Place drainage structure and outlet into Hamlin Lake surface water runoff in accordance with MDEQ permit. Total Cost \$18,250.00

**Amber Township**

**Johnson Road** from US-10 to Gordon Road for 1.0 miles. Clearing, grading, sand lift and aggregate base. Total cost \$102,700.00.

**South Stiles Road** from Conrad Road to the end for .54 miles. Grading, tree removal, ditching and aggregate surface. Total cost \$21,940.00.

**Victory Corners Road** from Intersection South of Conrad Road for .25 miles. Grading tree removal, ditching and aggregate surfacing. Total cost of \$13,070.00

**Johnson Road** from Dennis Road to ½ mile south on Brye Road for 1.0 miles. Crack Seal and place seal coat surface. Total cost \$27,000.00

**Approve Pavement Marking contract with MDOT**

Motion by Matiash seconded by Schwass to enter into a contract with MDOT for approximately 99 miles of pavement marking work along various federal-aid routes countywide and authorize Chairman Robidoux and Vice Chairman Schwass to sign the contract. Control Section STL 53105, Job number 119749A, Project STP 1453(007), Federal Item JJ 5207 and contract number 14-5279. Estimated cost is Federal Funds of \$44,900.00. Ayes all. Motion carried.

**Approve Force Account Culvert Replacement along Custer Road**

Motion by Matiash seconded by Schwass to enter into a contract with MDOT for culvert replacement work along Custer Road approximately 650 feet south of Sugar Grove Road and authorize Chairman Robidoux and Vice Chairman Schwass to sign. Control Section STL 53105, Job Number 119747A, Project STP 1453(009), Federal Item No. RR 8780, Contract No. 14-5293. Total estimated Cost of \$92,987.00, Less Federal Funds \$74,390.00 and Balance (Requesting Party's Share) \$18,597.

Ayes all. Motion carried.

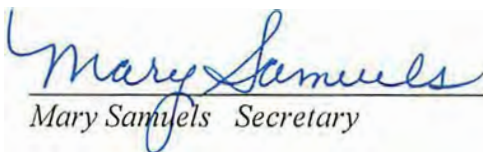
**CRASIF Board of Trustee Election**

Motion by Schwass seconded by Matiash to support D Robidoux as a Board of Trustee Candidate to the CRASIF Board..

Ayes: Schwass and Matiash. Nays: None Abstain: Robidoux. Motion carried.

The next regular meeting is scheduled for June 5, 2014 at 10:00 am.

There being no further business the meeting was adjourned at 12:10 pm.

  
Mary Samuels Secretary

  
Doug Robidoux Chairman

## MINUTES

Chairman Doug Robidoux called the September 12, 2013 meeting of the Mason County Road Commission held in their office at 510 E State Street, Scottville, MI to order at 9:00 am.

Members present: Robidoux, Schwass and Matiash, Manager/Director Dittmer, Secretary Samuels and Superintendent Moody.

Absent: None

Closed session was called at 9:04 am as requested by G Dittmer to discuss his performance evaluation. Regular session reconvened at 9:15 am.

Visitors: Jim Hisson regarding brining of Bockstanz Road. He has a medical for brining in front of his house but would like the MCRC to brine further past his drive way and ask the driver to slow down while applying the brine. He also reported a dip in the road that needs some work and was told that he should approach the township to include it in their project list. Fred Bates reported that people were climbing the hill on Peterson Road before Decker. He would like to find a way to stop them from doing that. Nancy Vandervest, Hamlin Township Supervisor stated that she has heard positive feedback from the public regarding road projects. Larry Crawford, Custer Township Supervisor commented that the recycled gravel used on their projects is working well and has also received positive feedback from the residents on projects. Jim Gallie, Amber Township Supervisor wondered when the striping would be completed and Bruce Burke Logan Township supervisor stated that their projects are going well.

Approval of Agenda: Motion by Matiash seconded by Schwass to approve the agenda as amended. Ayes all. Motion carried.

The minutes of the August 22, 2013 regular meeting were discussed:

Motion by Schwass seconded by Matiash to approve the minutes as presented.

Ayes all. Motion carried.

The board took the following action after reviewing the accounts payable.

Motion by Matiash seconded by Schwass to approve accounts payable for September 12, 2013 for check #70680 through check #70737 for \$503,182.14, and approve payroll #19 for September 12, 2013 for \$57,456.13 Ayes all. Motion carried.

At 10:01 am the board looked over the contingent liability and revenue sheet.

Superintendent's Report: Hansen Road in Branch Township has been completed. The base coat has been completed on Meisenheimer Road from Scottville Road west to Stiles Road. Will work on shoulders next week. Sherman Street in Pere Marquette Township has been completed. Seal coat projects have been completed. First Street in Amber Township has been completed. Started Travis Drive in Hamlin Township, some grading needed and then will be ready for paving. Have started removing trees on Schlick Road in Summit Township. Slag project on Fisher Road in Victory Township has been completed. Taylor Road in Logan Township is being prepped for paving.

Continue to do some blading, cold patching, spot brining and aggregate patching. Tree crew has been out

cleaning up some trees down from the rain storm and working on township projects. Cat Excavator worki on culvert replacements and ditching. Crack sealing has been completed for the township projects and will start working on some primary roads. Gravel Roads have all been mowed and will start on the second round of pavements.

T Woirol report on equipment: Both trucks have been delivered. Will take bids next spring for two dump boxes for the new trucks at an estimated cost of about \$10,000.00 each. Working on getting sanders ready. The grader is back in service. Will try to negotiate a better rental rate for the grader we have been renting while ours was in for repairs. Woirol stated that the mowers have held up well this past summer. A safety inspection was held and are requiring a (GHS) Global Harmonization System Services of placards that will go on chemicals that is a world wide and a Federal Requirement. Training will be scheduled.

G Dittmer gave his report as follows:

**1. Work progress during the past two weeks**

**A. Routine Maintenance**

**1. County Wide**

1. Fall Items
2. Blading/Patching

**2. State Trunkline-MDOT**

1. G Dittmer and E Moody met with MDOT to discuss winter maintenance pat MDOT is looking for ways to cut costs and has proposed that they do not w to pay for winter coverage unless there is an occurrence. They would like to eliminate the weekend patrols and reduce winter patrol down to just 80 hours per week. More discussions will be held.

**B. Heavy Maintenance**

**1. Primary System**

1. Pavement Marking Project-Will start next week and will take about 2 weeks to complete.
2. Swan Creek Bridge-Received approval for a Wild and Scenic River. Continuing to move forward.
3. Chauvez Road Project-Are on the second set of preliminary plans. Plan to bid in January 2014.

**2. Local System**

1. Township Projects -All township seal coating and fog sealing have been completed. Most of the remaining township projects have also been completed. G Dittmer to contact townships for additional local project work.

**3. Equipment Status during this period**

1. Repairs as needed
2. The Cat Grader is back with the transmission repaired and is in service.
3. Replacement Trucks-Both trucks have been delivered.

**4. Permits**

1. Nothing new to report.

**5. Personal Items**

1. Employee update-Continue to put information together for a work comp claim.

**Under unfinished business the following was discussed**

1. Northern Meeting re-cap-Very good meeting. Will be held at Shanty Creek next year. There was a discussion on if there is really a need for all the meetings that are held.

**Policies**

1. Policy review will be put on hold until the fall.

**Under new business the following was discussed**

1. 3-year plan-G Dittmer working on putting together comments.
2. Joint Manager Discussion-Several Township supervisors were present to discuss a request made by Manistee County Road Commission to share a Manager/Director. Some comments received from the Supervisors were: has the MCRC spoken with other road commissions that share a manager, commented that both road commissions should be somewhat alike and close in salaries, would we be as well served, what are the advantages, what would be the benefit and cost savings, what would the cost savings be versus not having a manager around at all time. The general consensus was not in favor of sharing a manager. More discussions to continue.
3. CRAM Strategic Plan- D Robidoux presented a CRAM Board Strategic Planning Survey that he was asked to work on and requested some ideas from the board.
4. Discussion regarding Act 51 and how it has been amended 93 times to date.

**Correspondence**

1. Ballot from CRAM-An amendment to acknowledge the Vacationland Council's action to approve a name change to the East Central Council. The Board is in favor of this amendment.

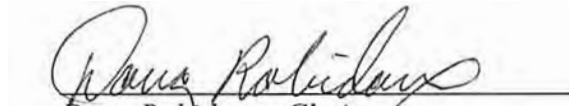
**Items Requiring Board Action**

**G Dittmer Salary Increase**

Motion by Schwass seconded by Robidoux to approve a salary increase of \$5,000.00 retroactive to January 1, 2013 for G Dittmer based on his positive evaluation. He has the option to have the back pay paid out at his own discretion. Ayes all. Motion carried.

There being no further business the meeting was adjourned at 12:00 pm.

  
Mary Samuels Secretary

  
Doug Robidoux Chairman

### Minutes

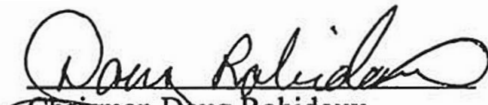
Chairman Robidoux called the September 30, 2013 meeting of the Mason County Road Commission held in their office at 510 E State Street, Scottville, MI to order at 6:00 pm.

Members present: Robidoux, Schwass and Matiash.

Visitors: Charles Lange and Greg Surma.

The Manager/Director interview selection committee interviewed three candidates, evaluated their responses and discussed the next set of interviews scheduled for 10/3/2013.

Meeting was adjourned at 9:20 pm.



Chairman Doug Robidoux

### Minutes

Chairman Robidoux called the October 3, 2013 meeting of the Mason County Road Commission held in their office at 510 E State Street, Scottville, MI to order at 6:00 pm.

Members present: Robidoux, Schwass and Matiash.

Visitors: Charles Lange and Greg Surma.

The Manager/Director interview selection committee interviewed one candidate, discussed the responses from all four candidates and worked on questions for the second round of interviews.

Meeting was adjourned at 9:20 pm.



Chairman Doug Robidoux



## MINUTES

Chairman Doug Robidoux called the October 10, 2013 meeting of the Mason County Road Commission held in their office at 510 E State Street, Scottville, MI to order at 8:00 am.

Members present: Robidoux, Schwass and Matiash, Manager/Director Dittmer, Secretary Samuels and Superintendent Moody.

Absent: None

Visitors: Jim Gallie and Dick Alway of Amber Township to talk about the road projects. Asked what the cost of slag per mile would be and the difference between slag, crushed concrete and gravel. They have received good comments' on the seal coat work.

Approval of Agenda: Motion by Schwass seconded by Robidoux to approve the agenda as presented. Ayes all. Motion carried.

The minutes of the September 26, 2013 regular meeting were discussed:

Motion by Matiash seconded by Schwass to approve the minutes as amended.

Ayes all. Motion carried.

The board took the following action after reviewing the accounts payable.

Motion by Schwass seconded by Matiash to approve accounts payable for October 10, 2013 for check #70798 through check #70850 for \$321,359.60, and approve payroll #21 for October 10, 2013 for \$62,563.66 Ayes all. Motion carried.

At 10:04 am the board looked over the contingent liability and revenue sheet.

Superintendent's Report: Meisenheimer Road has been seeded and mulched. Waiting on top course to be placed. Some minor edge work will be done after the top course is placed. Schlick Road has been graveled and will be finishing up the ditching and drainage. Travis Road, Grace and Grand Avenue have been paved. Have been doing some shoulder work and the Cat Excavator has been out on some drainage projects. Some miscellaneous tree work, second round of mowing is complete and one to two units out brush cutting. Aggregate patching, blading, cold patching and some sweeping. Will start hauling 2ns next week and are getting the sanders ready for winter snow.

G Dittmer gave his report as follows:

**1. Work progress during the past two weeks**

**A. Routine Maintenance**

**1. County Wide**

1. Fall Items-Prep work for winter.
2. Blading/Patching
3. Pavement Marking-Balance of County
4. May still pave ½ mile of Brye Road from Anthony Road to Marrison Road. Ji  
a top course and some shoulder work.

2. **State Trunkline-MDOT**
  1. Prepping for winter.
- B. **Heavy Maintenance**
  1. **Primary System**
    1. Chauvez Road Project-Preliminary plans have been submitted to MDOT. Plan to bid in January 2014.
    2. Swan Creek Bridge-A number has been assigned. Plans are 80% completed. A January 2014 letting is planned. Working to schedule a GI.
    3. Hansen Road Culvert-Will be a bid project.
    4. Custer Road Culvert-South of Sugar Grove will be a Force Account job.
  2. **Local System**
    1. Township Projects -Most of the projects have been completed.
  3. **Equipment Status during this period**
    1. Repairs as needed.
    2. Continue to work on new trucks. May need to put in some overtime to complete before winter weather.
  4. **Permits**
    1. Nothing new to report.
  5. **Personal Items**
    1. Employee update-One employee in hospital, non work related and one will be retiring on December 6, 2013.
    2. Winter Schedule-Plow routes have been set. May have Doc McCumber in to help train the new hires.

**Under unfinished business the following was discussed**

1. None

**Policies**

1. Policy review will be put on hold until the fall.

**Under new business the following was discussed**

1. 3-year plan-Draft was presented. Will review at the next meeting and make final changes.
2. Township Officers Meeting will be hosted by Summit Township on October 17, 2013 at 7:30 pm.
3. PR Workshop-G Dittmer and M Samuels will be attending on November 1, 2013 in Mt Pleasant.
4. The next regular meeting date has been changed from Thursday, October 24 to Wednesday, October 23, at 10:00 am.

**Correspondence**

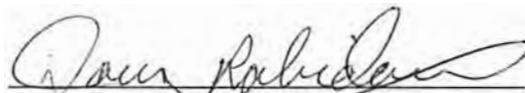
1. Mika-Meyers Invite October 16<sup>th</sup>, Manistee Municipal Law Seminar at the Manistee National Golf Course.

**Items Requiring Board Action**

None

There being no further business the meeting was adjourned at 11:52 am.

  
Mary Samuels Secretary

  
Doug Robidoux Chairman

## MINUTES

Chairman Doug Robidoux called the November 27, 2013 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: Robidoux, Schwass and Matiash, Manager/Director Dittmer, Secretary Samuels and Superintendent Moody.

Absent: None

Visitors: Jim Gallie of Amber Township to present their five year road project plan and to ask about the cost for the brining. Bruce Burke of Logan Township to observe.

Approval of Agenda: Motion by Schwass seconded by Matiash to approve the agenda as amended. Ayes all. Motion carried.

The minutes of the November 13, 2013 regular meeting were discussed:

Motion by Matiash seconded by Schwass to approve the minutes as amended.

Ayes all. Motion carried.

The board took the following action after reviewing the accounts payable.

Motion by Schwass seconded by Robidoux to approve accounts payable for November 27, 2013 for check #70974 through check #71017 for \$455,099.75, approve short Term Leave checks for November 27, 2013 in the amount of \$33,141.21 and pre-approve payroll #25 for December 5, 2013. Ayes all. Motion carried.

At 10:09 am the board looked over the contingent liability and revenue sheet.

Superintendent's Report : Blading and patching as weather allows with gravel and crushed concrete. Cold patching and the brush cutters have been out. The sweeper was out a couple of times and is put away for the winter. The Cat Excavator was out placing a couple of cross tubes. Hauling ice control sand to the yard. Tree and limb crew has been out working on some wind damage. Extra help in the shop working on plow trucks and some winter maintenance. Holding back a couple of tandems if the weather allows to do a little more patching.

G Dittmer gave his report as follows:

1. **Work progress during the past two weeks**
  - A. **Routine Maintenance**
    1. **County Wide**
      1. Fall Items-Prep work for winter. Remove low hanging limbs.
      2. Blading/Patching
    2. **State Trunkline-MDOT**
      1. Night Patrol has started.

**B. Heavy Maintenance****1. Primary System**

1. Chauvez Road Project-Preliminary plans have been submitted to MDOT. Plan to bid in January 2014.
2. Swan Creek Bridge-A number has been assigned. Plans are 80% completed.
3. Hansen Road Culvert-2014 Culvert
4. Custer Road Culvert-South of Sugar Grove will be a Force Account job in 2014.
5. A task force meeting was held to approve the previous listed projects 1-4. \$306,000.00 of previously unavailable Federal D Funds are now available to MCRC. Will use Federal D Funds for the Chauvez Road project through the Task Force. MDOT will not allow these monies to be built up anymore forcing us to do small projects. Cannot carry over more than 5%. Monies will need to be obligated every year.
6. Lake Michigan Drive-An agreement had been made in 2003 to pulverize and pave. An application has been submitted to the Forest Service and MDOT for funding.

**2. Local System**

1. Township Projects -Projects have all been completed except for some work on Meyers Road. Will be holding back \$50,000.00 from Rieth Riley for the paving on Meisenheimer Road.

**3. Equipment Status during this period**

1. Repairs as needed.
2. One new truck is ready for the road and the second will be ready by the end of November. Discussion on purchasing 2 more trucks in 2014.

**4. Permits**

1. Nothing new to report.

**5. Personal Items**

1. Employee update-One employee still off.
2. Ed Chase effective date for retirement is 12-13-2013.
3. There will be two temporary employees for snow plowing.

**Under unfinished business the following was discussed**

1. Paul Bunyan Meeting-N Matiash and M Samuels attended. There was discussion on eliminating some of the meetings. Very well attended.

**Policies**

1. On Hold

**Under new business the following was discussed**

1. Holiday Gift Cards-See Motion
2. Begin Budget Process-A preliminary budget will be presented at the next meeting.
3. Meeting with Sheriff and Ludington Daily News-G Dittmer met with Sheriff Cole and S Benoche to discuss the changes made by MDOT on the amount of hours they will approve for patrolling the roads for winter maintenance. Although the hours have been cut back there will still be someone available during those hours there is no one on patrol. Sheriff Cole said they will partner with the MCRC to make sure there is coverage during those times.
4. The next regular meeting will be held at 9:00 am on December 12, 2013 instead of 10:00 am.
5. Will discuss submitting the Road Use Agreement between Consumers Energy and the MCRC for a

Crammy Award.

Correspondence

1. None

Items Requiring Board Action

**MERS Resolution for Adopting Act No 88**

Motion by Schwass seconded by Matiash to adopt the provisions of Act No. 88, Public Acts of 1961, as amended, and become a reciprocal unit under the Reciprocal Retirement Act. Ayes all. Motion carried.

**Approve Holiday Gift Cards**

Motion by Schwass seconded by Matiash to approve purchasing gift cards for the MCRC employees in the amount of \$25.00 each. Ayes all. Motion carried.

There being no further business the meeting was adjourned at 11:59 am.

  
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Mary Samuels Secretary

  
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Doug Robidoux Chairman

## MINUTES

Chairman Doug Robidoux called the December 12, 2013 meeting of the Mason County Road Commission held in their office at 510 E State Street, Scottville, MI to order at 9:00 am.

Members present: Robidoux, Schwass and Matiash, Manager/Director Dittmer, Secretary Samuels and Superintendent Moody.

Absent: None

Visitors: Jim Hissong to discuss grading and snow plowing of Bockstanz Road. Larry Powers to ask why Jackpine Road isn't getting plowed more regularly. E Moody will check this out and get back to him. Fred Bates would like ditching done on Fisher Road and thank the road commission for a good job snow plowing. Jim Gallie was in to observe. No problems or questions at this time. Bruce Burke to observe and Larry Crawford to discuss an agreement with the MCRC and Little River Band of Ottawa Indians to help with road repairs. G Dittmer will get together with their representative to discuss what funds may be available and put together a project list.

Approval of Agenda: Motion by Matiash seconded by Robidoux to approve the agenda as presented. Ayes all. Motion carried.

The minutes of the November 27, 2013 regular meeting were discussed:

Motion by Matiash seconded by Schwass to approve the minutes as presented.  
Ayes all. Motion carried.

The board took the following action after reviewing the accounts payable.

Motion by Schwass seconded by Matiash to approve accounts payable for December 5, 2013 for check #71018 through check #71020 for \$115,448.11, approve accounts payable vouchers for December 12, 2013 for ck#71021 thru ck#71069 in the amount of \$293,328.63 and pre-approve payroll #26 for December 19, 2013. Ayes all. Motion carried.

At 9:07 am the board looked over the contingent liability and revenue sheet.

Superintendent's Report : Winter Maintenance. A tree and limb crew has been out in plow areas removing low hanging limbs. Two cold patch crews as weather allows. Cat Excavator finishing up ditching and placement of cross tubes. Some patching with pit run gravel and crushed concrete. Hauling in ice control sand into the yard. Pit clean up hauling away scrap culverts and piling up stumps' and trees. The rest area was closed the first of December. Have been training the new employees in their plow areas. All are doing very well.

G Dittmer gave his report as follows:

1. **Work progress during the past two weeks**
  - A. **Routine Maintenance**
    1. **County Wide**
      1. Winter Items



**2. State Trunkline-MDOT**

1. Rest Area has been closed

**B. Heavy Maintenance**

**1. Primary System**

1. Chauvez Road Project-Preliminary plans have been submitted to MDOT. Plan to bid in January 2014. Waiting for a GI to be scheduled.
2. Swan Creek Bridge-Waiting for a GI to be scheduled.
3. Hansen Road Culvert-2014 Culvert
4. Custer Road Culvert-Waiting for a GI to be scheduled.
5. Lake Michigan Drive-An agreement had been made in 2003 to pulverize and pave. An application has been submitted to the Forest Service and MDOT for funding. There will not be a decision made for another month.

**2. Local System**

1. Township Projects -Projects are completed. G Dittmer will be meeting with Free Soil and Sherman Townships to discuss their bill.

**3. Equipment Status during this period**

1. Repairs as needed.
2. Both 2014 Western Stars are now in service.
3. Blades-Discussion on which type of blade to purchase-Will discuss at the next meeting after T Woirol has gotten quotes for carbide and carbon blades.

**4. Permits**

1. Nothing new to report.

**5. Personal Items**

1. Employee update-One employee still off.
2. A temporary employee has started.
3. A potluck luncheon will be held on December 18, 2013 at 12:00 pm for the crew.

**Under unfinished business the following was discussed**

1. Will begin working on road abandonment requests in the first quarter of 2014.

**Policies**

1. Will begin looking at policies again in 2014.

**Under new business the following was discussed**

1. Proposed Budget Discussion-A public Hearing will be held on the proposed Budget on December 30, 2013 at 9:30 am.
2. Staff Evaluations by G Dittmer will be given by the end of the year.
3. The next regular meeting will be held on December 30, 2013 at 9:30 am.

**Correspondence**

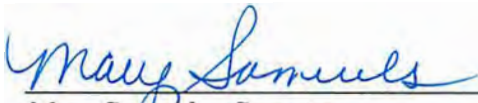
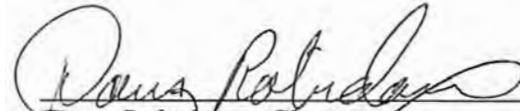
1. Letter from Consumers energy requesting Chauvez Road from PM Highway west to Lakeshore Drive and Lakeshore Drive south to Kistler Road be increased in priority due to the increase in traffic as a result of the upgrades being made to the Ludington Pump Storage Facility for the next 6 years.

**Items Requiring Board Action**

Approve Purchase of Two Dump Boxes

Motion by Schwass seconded by Matiash to approve the purchase of two dump boxes for the two new trucks #604 and #605 in the amount of \$9,740.00 each for a total of \$18,940.00. Ayes all. Motion carried.

There being no further business the meeting was adjourned at 10:44 am.

  
Mary Samuels Secretary  
Doug Robidoux Chairman

## MINUTES

Chairman Doug Robidoux called the December 30, 2013 meeting of the Mason County Road Commission held in their office at 510 E State Street, Scottville, MI to order at 9:30 am.

Members present: Robidoux, Schwass and Matiash, Manager/Director Dittmer, Secretary Samuels and Superintendent Moody.

Absent: None

The Public Hearing was called to order at 9:30 am.

The purpose of the Public Hearing was to discuss the 2014 operating budget and the amendments for the 2013 budget. Both the proposed 2013 amendments and the proposed 2014 budgets were extensively explained and discussed.

The Public Hearing closed at 10:16 am.

The regular meeting was called to order.

Visitors: County Commissioner Janet Anderson to discuss improving communication with the townships. County Commissioner Curt Vander Wall was present to listen to the budget public hearing. Al Deering to congratulate G Dittmer on his years of service to the MCRC and for everything he has done. Fred Bates to talk about ditching Fisher Road in Victory Township. Bruce Burke Logan Township Supervisor to observe

Approval of Agenda: Motion by Schwass seconded by Robidoux to approve the agenda as presented. Ayes all. Motion carried.

The minutes of the December 12, 2013 regular meeting were discussed:

Motion by Schwass seconded by Matiash to approve the minutes as presented.

Ayes all. Motion carried.

The board took the following action after reviewing the accounts payable.

Motion by Schwass seconded by Matiash to approve accounts payable for December 26, 2013 for check #71070 through check #71132 for \$170,595.92, and pre-approve payroll #01 for January 2, 2014. Ayes all. Motion carried.

At 10:35 am the board looked over the contingent liability and revenue sheet.

Superintendent's Report : Winter Maintenance every day. Clearing bridge decks and overpasses with the loader and pushing back banks with the grader wing. Some cold patching on the State Highway. The tree crew was out for one day. Extra help in the shop.

G Dittmer gave his report as follows:

1. **Work progress during the past two weeks**
  - A. **Routine Maintenance**
    1. **County Wide**
      1. Winter Items

2. Backup salt has been ordered
2. **State Trunkline-MDOT**
  1. Backup salt has been ordered.

**B. Heavy Maintenance**

**1. Primary System**

1. Chauvez Road Project-Preliminary plans have been submitted to MDOT. Plan to bid in January or February 2014.
2. Swan Creek Bridge-Waiting for a GI to be scheduled.
3. Hansen Road Culvert-2014 Culvert
4. Custer Road Culvert-Waiting for a GI to be scheduled.
5. Lake Michigan Drive-An agreement had been made in 2003 to pulverize and pave. An application has been submitted to the Forest Service and MDOT for funding. There will not be a decision made for another month.

**2. Local System**

1. Township Projects -G Dittmer will set a meeting with G Surma Supervisor for Free Soil Township to discuss their bill for seal coating.

**3. Equipment Status during this period**

1. Repairs as needed.
2. Discussion on purchasing Glider Kits for 2014.

**4. Permits**

1. Nothing new to report.

**5. Personal Items**

1. Employee update-There has been lots of overtime due to the weather.
2. The two new foreman are working out very well

**Under unfinished business the following was discussed**

1. Will begin working on road abandonment requests in the first quarter of 2014.

**Policies**

1. Will begin looking at policies again in 2014.

**Under new business the following was discussed**

1. Proposed Budget Discussion-See Motion
2. Staff Evaluations will be ready for the next meeting.
3. G Dittmer has prepared a Best Practices Award Application to submit to CRAM for the MCRC Wind Farm Road Use Agreement.

**Correspondence**

1. Letter from Jim Hissong regarding snow plowing of Bockstanz Road.

**Items Requiring Board Action****2013 Amended Budget**

Motion by Schwass seconded by Matiash to approve the 2013 amended budget subject to the final year end audit. (Attached) Ayes all. Motion carried.

**2014 Proposed Budget and Primary Road Projects**

Motion by Matiash, seconded by Schwass to approve the 2014 Budget as presented (Attached) and approve the following Primary Road Projects for 2014:

Custer Road, Hansen Road, Line Painting, Seal Coating, Chauvez Road, Chauvez Road Bridge and West Forest Trail. Total Cost \$2,191,000.00. (Attached). Ayes all. Motion carried.

The Board and Bruce Burke thanked Gary Dittmer for all he has done for the Mason County Road Commission and for his years of service as the Manager/Director.

There being no further business the meeting was adjourned at 11:26 am.

  
Mary Samuels Secretary

  
Doug Robidoux Chairman