

MINUTES

Manager/Director Samuels called the January 10, 2019 meeting of the Mason County Road Commission held in their office at 510 E State Street, Scottville, MI to order at 10:07 a.m.

Members present: Robidoux, Schwass and Ingison, Manager/Director Samuels, Secretary Braginton, County Highway Engineer Nelson, Superintendent Moody. Absent: None.

Visitors: None.

Establishing Board Positions & Meeting Dates

Motion made by Robidoux nominating Schwass as Chairman for 2019-2020. Schwass accepted. Ayes all. Motion carried.

Motion made by Schwass nominating Robidoux as Vice-Chair for 2019-2020. Robidoux accepted. Ayes all. Motion carried.

Braginton presented list of meeting dates and changes were made to accommodate conflicts. Revised list will be posted.

Approval of Agenda

Motion by Robidoux seconded by Schwass to approve the agenda as presented with amendments. Schwass requested to the topic of ipads under new business. Ayes all. Motion carried. Conflicts: None

Approval of Minutes

The minutes of the December 27, 2018 regular meeting were discussed. Motion by Robidoux seconded by Schwass to approve the minutes as read except for one amendment. *Chairman Robidoux turned December 27th meeting over to Mataish to Chair for final meeting before retiring.* Ayes all. Motion carried.

Approval of Payments

The Board took the following action after reviewing the accounts payable and payroll. Motion by Ingison, seconded by Robidoux to approve Accounts Payable #1 for January 10, 2019 for ck#77363 thru ck #77412 for \$131,344.09 and approve Payroll #1 for January 10, 2019 for \$77,897.96. Ayes all. Motion carried.

At 10:21 am the Board looked over the contingent liability and revenue/fund balances.

Public Comment

None.

Superintendent's Report

Winter maintenance has been minimal. Graders have been scraping ice. Have had 1-2 crews cold patching. Using CAT excavator for culvert cleanout. May do some ditching if we get some nice days. Limbing on seasonal roads and tree cutting. 2-3 road guys helping out in the shop. Have

been cleaning up trucks. Signing at Victory Corner & Fischer. Have taken chipper to Morbark for an estimate. Sending Tree truck to get certification renewed.

Engineering

- **2018/2019 Anthony Rd Design:** Hallack Contracting has completed the ditching on Anthony Road. Hallack will need to install the driveway culverts but anticipate doing them in the spring. They will have the work completed by May 18th, 2019. Rieth-Riley will then complete the crushing & shaping and paving with a completion date of June 15, 2019. Liquidated damages will be assessed in the amount of \$900 per day for any work after June 15, 2019. Approximately \$700,000 of work remains to be completed.
- **2019 Hawley Road Bridge:** Davis will start work on Tuesday, January 15th with the clearing and bridge removal. Public notice was sent out last week. The 20-ton bridge located approximately 0.5 mile to the east was incorrectly posted since 2005. The MCRC hired L&S Engineering to look at the structure to verify that the 20 tons posting could be removed. It was verified and the 20-ton limit sign was removed. P&N will be doing the surveying, inspection, materials testing and office tech work on this project. I will be the Project Engineer and will be monitoring the construction and signing the pay estimates, work orders, etc.
- **Weaver Road** – Josh & I completed a topographical survey of the Weaver Road access to long lake. Based on the drawings from KA-GE-MOG Resort and the Fair Oaks Estates the MCRC has a 41' access to long lake. The MCRC will need to send a certified letter (drafted by the attorney) to the two property owners requesting that they move any fence or propane tank from the public access within 30 days. Additional time would be allowed due to winter conditions if they are agreeable. I would recommend that Branch Township/MCRC to make improvements to the access to long lake. Remove any fences & trees and widen the access as much as possible, gravel and possibly HMA.
- **Small Urban Task Force Meeting on 1-11-19** – Hansen Road from east of Meyer Road easterly to Dennis Road is scheduled for 2020. We will try to add Rasmussen Road from Jebavy Drive easterly 0.6 miles for 2020. If we cannot add this section of Rasmussen Road with the Hansen Road section, we will switch the funding from Hansen to Rasmussen Road.
- **2018 Hansen Rd, W. of Gordon Rd to 0.8 mi W of US-31:** Final quantities are being worked on along with MDOT files and As-Built plans. (C & D Hughes, Inc.: \$657,725.79. 80% Federal STP, 20% State D. Progress schedule: Open to traffic on or before July 14, 2018 with completion date of November 3, 2018.) Final cost of construction is approximately \$675,000.
- **NC-2019 Detour Stiles, Sugar Grove & Scottville Road** – I will need to prepare bidding specifications for improving the detour route for US-31 bypass road. Josh will be submitting the MDEQ permit for replacement of the culvert between Amber and Stiles. I should be able to include in our 2019 HMA paving program.
- **NC-2019 Sugar Grove Road east of US-31:** MDEQ permit was received for replacing this culvert. I will need to get pricing for the culvert, easements and plan on replacing the culvert in the spring of 2019. The culvert is failing at the shoulder and needs to be replaced.

- **NC-2019 County Wide Primary Pavement Marking:** Josh is finishing up the specifications to submit to MDOT for the primary roads (80% MDOT 20% MCRC. Michigan Pavement Marking would like to extend the 2018-unit prices of \$0.039 for the local pavement marking in 2019. I would recommend extending the unit pricing for 2019 for local roads.
- **NC-2019 Sass Road:** Survey work completed and working on the design for Grant Township
- **NC-2019 Sheeting Repair Hamlin Township** – I will be putting together specifications to be completed in the spring of 2019.
- **NC-2019 HMA Paving & Chip Seal** – Waiting for remaining Townships to respond to put together bid specifications.
- **NC-2020 Rasmussen Rd Design:** The MCRC has not received the call for projects yet for 2020. We currently have Hansen Road from Meyer to Dennis on the 2020 Small Urban Program schedule. I would like to request Rasmussen Road for 2020 and combine these 2 projects into 1 project.
- **NC-2020 Hansen Road Design:** I will be working on the design of Hansen Road from Stiles to Amber & east of LaSalle easterly to US-31. This will be bid as 1 project thru MDOT with State, STP, & local funding
- **NC-2020 Tuttle Road Bridge** – N. of Freesoil Road Construction Estimate is \$348,000. Need to send a RFP for Engineering Services.
- **NC-2021 Fountain Road** – Received letter from MDOT stating that the Fountain Road “bridge” has been approved for funding in the amount of \$869,000. Box culverts can be built with bridge funding. I will need to check with the MDEQ, and box manufactures to verify constructability.

Manager/Director Report

Informational Items

- Received Brine Contract from Victory Township. Sherman, PM, and Riverton will be submitting contract requests next week
- The Certification Maps will be ready for review by the end of next week and expect to be ready to submit to the State by March 1, 2019.
- Work continues on the office renovation. The contractor will be in today to start cleaning the floors and will finish this weekend. Some of the furniture will be delivered around the 25th of January.
- A Local Urban Task Force meeting is scheduled for Friday the 11th. E Nelson and I will be attending.
- Working on updating the Staff Evaluation Forms.
- A meeting is scheduled with Consumers (Ludington Pumped Storage Plant) next Tuesday to discuss future repairs with Lakeshore Drive.
- Will be attending a Managers meeting in Cadillac on Monday.
- A Local Emergency Planning Committee is scheduled for 4:00 on Tuesday.
- EOC Activation Drill is scheduled on January 17th between 7 am and 7 pm do review the program.
- MDOT will be here on the 22nd to go over the 2019-2020 Budget and another Emergency Management Meeting is scheduled at 10:00 am at the MCRC.

- The second installment of the \$300 million has been received. \$334,672.
- Have received several requests from our employees to activate employee participation for the Wellness Center at WSCC. We will find out what kind of a company plan they offer and make a request to the board for approval.

Under unfinished business the following was discussed

1. Samuels requested to update the website to a more user-friendly format. Ingison noted that he found the current website difficult to navigate. Board would like to see an example of what the changes will be. Samuels will see if web designer can attend a meeting to discuss.
2. Exempt vs. Non-Exempt is still under review by attorney.
3. Samuels – we need to begin making additional payments to MERS. An additional \$38,000 per month would achieve 100% funding in 10 years. Board feels we should contribute \$20,000 per month for now and have MERS complete an analysis to see how quickly that will get us funded.
4. Samuels/Nelson – Wever Rd discussed. Attorney concluded that it is our right of way and recommended that we require adjacent property owners to remove items that are currently in our right of way. Samuels and Nelson will meet with Township officials first to determine if they are in support.

Under new business the following was discussed

1. There is a Township Officers meeting January 17th – 7:30 pm at the Freesoil school gym.
2. Samuels presented a draft of the Five-Year Plan. Ingison suggested revising the headings to ‘anticipated projects’ by year, rather than ‘priorities’ by year.
3. Samuels requested board approval to issue 2019 payment to Pere Marquette Twp for \$9,100.
4. Township projects have started coming in. Will need to review for approval at next meeting.
5. Schwass – would like to look into getting ipads for commissioners to use for board meeting materials. Perhaps we could purchase them together with the county and get a better price.

Items Requiring Board Action:

Motion made by Robidoux to issue payment to Pere Marquette Township for \$9,100. Supported by Schwass. Ayes-all. Motion carried.

Motion made by Robidoux to pay an additional \$20,000 per month toward MERS unfunded liability. Supported by Ingison. Ayes-all. Motion carried.

The next regular meeting is scheduled for Monday January 28, 2019 at 10:00 a.m.

There being no further business the meeting was adjourned at 12:52 p.m.


Heather Braginton - Secretary


Doug Robidoux - Chairman

MINUTES

Chairman Schwass called the January 28, 2019 meeting of the Mason County Road Commission held in their office at 510 E State Street, Scottville, MI to order at 10:00 a.m.

Members present: Robidoux, Schwass and Ingison, Secretary Braginton, County Highway Engineer Nelson, Superintendent Moody. Absent: Manager/Director Samuels.

Visitors: Jim Gallie - Amber Twp, Dick Alway – Amber Twp.

Approval of Agenda

Motion by Robidoux seconded by Ingison to approve the agenda as presented. Ayes all. Motion carried. Conflicts: None

Approval of Minutes

The minutes of the January 10, 2019 regular meeting were discussed. Motion by Robidoux seconded by Ingison to approve the minutes as read. Ayes all. Motion carried.

Approval of Payments

The Board took the following action after reviewing the accounts payable and payroll. Motion by Schwass, seconded by Ingison to approve Accounts Payable #2 for January 28, 2019 for ck#77413 thru ck #77463 for \$123,475.65 and approve Payroll #2 for January 24, 2019 for \$81,200.60. Ayes all. Motion carried.

At 10:17 am the Board looked over the contingent liability and revenue/fund balances. Braginton advised that Reith Riley had adjusted disputed invoice but are still showing \$10,710 owing. Board would like representative to attend board meeting to discuss.

Public Comment

Gallie/Amber Twp – inquired about 2019 brine price. Nelson indicated it was approximately 16.5 cents per gallon. Gallie also advised that Amber Twp is meeting tonight to discuss road projects. Also inquired about what the Road Commissions building plans are. Board indicated that MCRC will need a new building soon, but planning has not begun yet.

Alway/Amber Twp – Received resident complaint about lilac bushes being cut by brush crew. Ditching on Johnson Rd turned out good.

Superintendent's Report

Crews have been busy with winter maintenance. Have also done some limbing and cutting dead trees. Doing Excavator work on Johnson Rd. Keeping trucks washed. Still have some road guys helping out in the shop.

Shop Supervisor's Report

Opened bids for a Cab & Chassis and Freightliner of Grand Rapids had the low bid of \$109,806 with a delivery estimate of September 2019. Will also need to order the sander soon due to extended lead times. Have received prices for a couple of different models for \$28,388. Have

done some checking on prices for a skid steer loader and found that leasing is not a very big cost savings, so I feel it would be better to purchase the unit. Board would like to see comparison quotes. Also need to purchase a Harley rake attachment for the skid steer. Received a quote for that unit for \$8809. We will also need to replace a Ford F250 pickup with 280,000 miles. Board requested that Shop Supervisor Woirol get an estimate for two (2) ¾ ton 4x4 pickups.

Engineering

- **2019 Hawley Road Bridge:** Davis started work on Tuesday, January 15th and has completed the clearing and bridge deck removal. P&N will be doing the surveying, inspection, materials testing and office tech work on this project. I will be the Project Engineer and will be monitoring the construction and signing the pay estimates, work orders, etc.
- **Weaver Road** – Josh & I completed a topographical survey of the Weaver Road access to long lake. Based on the drawings from KA-GE-MOG Resort and the Fair Oaks Estates the MCRC has a 41' access to long lake. Drafted a letter for Mary to send as a served order to remove encroachments (drafted by the attorney) to the two property owners stating that they respond within 30 days and move any fence or propane tank from the public access by May 1, 2019. We met with Branch Township/MCRC and discussed making improvements to the access to long lake. Remove any fences & trees and widen the access as much as possible, gravel and possibly HMA.
- **Small Urban Task Force Meeting on 1-11-19** – Small Urban Funding typically funds 1 project per Urban which is City of Ludington & MCRC. If additional funding is available, Small Urban Funds grant up to 2 projects for \$375,000 every 2-year cycle. Ludington gets 1 and MCRC gets 1. Switched 2020 Funding from Hansen Road from east of Meyer Road easterly to Dennis Road to Rasmussen Road from Jebavy Drive easterly 0.6 miles for 2020. Project will be combined with PM Township Sanitary Sewer Project. Project cost is estimated at \$1,000,005; STP \$375,000, MCRC \$400,000, PM TWSP \$230,000. Submitted application for Hansen Road from east of Meyer Road to Dennis for 2022. Project cost is estimated at \$820,000; STP \$375,000, MCRC \$445,000. Submitted Jebavy Drive from US-10 to Rasmussen as a backup for 2022. Project cost is estimated at \$600,000; STP \$375,000, MCRC \$225,000.
- **Rural Task Force** – MCRC will have 2 projects on Hansen Road combined into 1 larger project in 2020. Hansen Road from Stiles to Amber and Hansen Road from east of LaSalle to US-31. Project cost is estimated at \$1,300,000. MDOT Funds \$1,058,000, MCRC \$242,000.
- **2018 Hansen Rd, W. of Gordon Rd to 0.8 mi W of US-31:** Final quantities have been completed and waiting on C&D Hughes to verify with subcontractors. Josh & I will be working on MDOT files. Record Drawings have been completed. (C & D Hughes, Inc.: \$657,725.79. 80% Federal STP, 20% State D. Final cost of construction is approximately \$675,186.55.
- **2020 Rasmussen Rd Design:** Josh & I need to verify the survey and adjust the points to the correct elevations. I have received record drawing plans from P.M. Township for the existing water and partial sanitary sewer. I need to get other utility drawings for gas, electric, cable, etc. Josh is working on SHPO & DEQ permitting. Soil borings have already been completed by Nordlund & Associates.

- **2020 Hansen Road Design:** Josh & I need to verify the survey and adjust the points to the correct elevations. I have received record drawing plans from P.M. Township for the existing water and partial sanitary sewer. I need to get other utility drawings for gas, electric, cable, etc. Josh is working on SHPO & DEQ permitting. Hansen Road from Stiles to Amber & east of LaSalle easterly to US-31 will be bid as 1 project thru MDOT with State, STP, & local funding. I will check with Soils & Structures to see if I can extend the soil boring unit pricing for Hansen.
- **2019 County Wide Primary Pavement Marking:** Josh has finished up the specifications and submitted to MDOT for the primary roads (80% MDOT 20% MCRC). The project will be bid thru MDOT in the June 7, 2019 bid letting. Josh is verifying with Michigan Pavement Marking to extend the 2018-unit prices of \$0.039 for the local pavement marking in 2019.
- **Darr Road Bridges** – OHM requested approximately \$45,000 additional engineering fees since the project ran over. I am looking for the original Engineering Proposal to verify Engineering Fees as bid.
- **NC-2019 Detour Stiles, Sugar Grove & Scottville Road** – I will need to prepare bidding specifications for improving the detour route for US-31 bypass road. Josh will be submitting the MDEQ permit for replacement of the culvert between Amber and Stiles. I should be able to include in our 2019 HMA paving program.
- **NC-2019 HMA Paving & Chip Seal** – Waiting for remaining Townships to respond to put together bid specifications.
- **NC-2019 Sugar Grove Road east of US-31:** MDEQ permit was received for replacing this culvert. I will need to get pricing for the culvert, easements and plan on replacing the culvert in the spring of 2019. The culvert is failing at the shoulder and needs to be replaced.
- **NC-2019 Sass Road:** Survey work completed and working on the design for Grant Township
- **NC-2019 Sheeting Repair Hamlin Township** – I will be putting together specifications to be completed in the spring of 2019.
- **NC-2020 Tuttle Road Bridge** – N. of Freesoil Road Construction Estimate is \$348,000. Need to send a RFP for Engineering Services. I would like to combine Tuttle Road & Fountain Road into 1 project.
- **NC-2021 Fountain Road** – Received letter from MDOT stating that the Fountain Road “bridge” has been approved for funding in the amount of \$869,000. Box culverts can be built with bridge funding. I will need to check with the MDEQ and box manufactures to verify constructability.

Manager/Director Report

Informational Items

- Continue working with the township updating mileage on brine contracts. Most of the townships will be meeting early in February to make a final decision on the projects they would like completed in 2019. A reminder was sent to each township.
- Met with MDOT on Thursday the 24th to discuss the changes made to the certification maps and how to proceed with the additions and deletions. Ted will present a list of roads to decertify in February.

- Work continues on the office renovation. The painting has been completed and the floors are done. Still waiting on a date when the furniture can be expected. The Board Room chairs are in and are waiting on a delivery date for those as well.
 - Met with Consumers (Ludington Pumped Storage Plant) last Tuesday to discuss future repairs with Lakeshore Drive. They expect to be completing their renovation sometime in 2020 to 2021. We will start to gather information to proceed with the Lakeshore Drive upgrade after they are done.
 - Attended the EOC Activation drill on January 17th at 7 am. The purpose of the meeting was to check out equipment and do an exercise on the Web EOC. It was very informative.
 - Received the 2019-2020 Budget from MDOT that shows an increase over last year of \$44,500.00. Depending on how the rest of the winter goes, they expect to have some revenue left to complete a couple of projects this summer.
 - I rounded up the notebooks and had J Bader update them with the GPS System, Road Soft and e-mail accounts. For these to function in the field, I will be adding internet service to each of their phones at a cost of \$27 per month per phone. I have ordered mounting brackets to install in the pickups. We will meet as a group to do some training with these programs.
- There was a list serve posted on how many county road commissions supplied notebooks or laptops for their board members. Fifteen out of twenty do not supply notebooks or e-mail addresses. Only one county provided a small stipend for internet service.

Under unfinished business the following was discussed

1. Braginton presented the following list of road projects for approval:

Branch Township 2019

Brine: Two (2) Double Applications. 5000 gallons per mile. Applied in two courses. 14.6 miles.

Twp Cost-----	\$ 5,968.00
<u>MCRC Cost-----</u>	<u>\$ 2,984.00</u>
Total Cost-----	\$ 8,952.00

Victory Township 2019

Brine: One (1) Double Application. 5000 gallons per mile. Applied in two courses. 49.67 miles.

Twp Cost-----	\$20,302.92
<u>MCRC Cost-----</u>	<u>\$10,151.00</u>
Total Cost-----	\$30,453.92

Pere Marquette Township 2019

Brine: One (1) Double Application. 5000 gallons per mile. Applied in two courses. 0.5 miles.

Twp Cost-----	\$ 204.00
<u>MCRC Cost-----</u>	<u>\$ 102.00</u>
Total Cost-----	\$ 306.00

Conrad Road - PM Highway to Meyers Rd: Place HMA Overlay @ 165 psy (1½").
1,125 Ton. 1.03 miles. Total Cost: \$73,125.00

Kinney Road - PM Highway to Brye Rd: Selected Wedging, cross culvert, seal cot, fog seal. 1.02 miles. Total Cost: \$75,839.49

Orchard Avenue - N. Lakeshore Drive to N. Terri Court: Place HMA Overlay @ 165 psy (1½"). 182 Ton. 0.14 miles. Total Cost: \$18,800.00

Palmer Blvd & W Snead Drive - Chauvez Road to Snead, End to End on Snead: Place HMA Overlay @ 165 psy (1½"). 498 Ton. 0.41 miles. Total Cost: \$39,840.00

Russell Street - Washington Ave. to Gary Street: Place HMA Overlay @ 165 psy (1½"). 205 Ton. 0.421 miles. Total Cost: \$16,400.00

Gary Street - Bryant Road to Russell Street: Place HMA Overlay @ 165 psy (1½"). 124 Ton. 0.13 miles. Total Cost: \$12,400.00

Ellis Street - Russell Street to Eli Street: Place HMA Overlay @ 165 psy (1½"). 295 Ton. 0.30 miles. Total Cost: \$23,600.00

Lendale, Eli, Lunette - Lendale from Lunette to Ivanhoe, Eli from Ellis to Cul-de-sac, Lunette from Ellis to Lendale: Place HMA Surface @ 165 psy (1½"). 480 Ton. 0.5 miles. Total Cost: \$38,400.00

S. Brunson Drive - Hesslund to Chauvez Road: Place Chip seal with Fog seal. 0.78 miles. Total Cost: \$24,167.00

Sherman Township 2019

Brine: Three (3) Single Applications. 2500 gallons per mile. Applied in two courses. 36.29 miles.

Twp Cost-----	\$44,501.00
MCRC Cost-----	\$ 0.00
Total Cost-----	\$44,501.00

Riverton Township 2019

Brine: One (1) Double Application at 5000 gallons per mile and Two (2) Single Applications at 2500 gallons per mile. Applied in two courses. 37.82 miles.

Twp Cost-----	\$54,106.00
MCRC Cost-----	\$ 7,729.47
Total Cost-----	\$61,835.47

Sheridan Township 2019

Brine: One (1) Double Application at 5000 gallons per mile and Two (2) Single Applications at 2500 gallons per mile. Applied in two courses. 32.81 miles.

Twp Cost-----	\$46,938.00
---------------	-------------

MCRC Cost-----	\$ 6,706.00
Total Cost-----	\$53,644.00

Freesoil Township 2019

Brine: One (1) Application. Part single at 2500 gallons per mile (18.51 miles). Part double at 5000 gallons per mile (17.27 miles). Applied in two courses.

Twp Cost-----	\$18,154.00
MCRC Cost-----	\$ 3,530.00
Total Cost-----	\$21,684.00

2. Braginton presented corrections to budget as discussed at 12/28/18 budget hearing.
3. Reviewed pricing for gym memberships at WSCC for the wellness program. Board would like to discuss further at next meeting when Manager Samuels is present.

Under new business the following was discussed

1. Braginton presented a ballot for the CRA Board of Directors open position.
2. Braginton provided a revised version of the Five-Year Plan as discussed at the 1/10/19 board meeting, drafted by Manager Samuels.
3. Paul Bunyan meeting will be held on February 21st. Will be attended by Schwass, Robidoux, Ingison, Samuels and Nelson.
4. Braginton presented quotes for painting and having the floors cleaned in the breakroom area.

Items Requiring Board Action:

Motion made by Robidoux to accept Cab & Chassis bid from Freightliner of Grand Rapids in the amount of \$109,806.00. Supported by Ingison. Ayes-all. Motion carried.

Motion made by Robidoux to approve township road projects as presented. Supported by Ingison. Ayes-all. Motion carried. Motion made by Robidoux and supported by Ingison to enter into contract with the various Townships as presented and to authorize the Manager/Director and the Clerk to sign on behalf of the board. Ayes all. Motion carried.

Motion made by Robidoux to vote for Larry Orcutt for the CRA Board of Directors. Supported by Ingison. Ayes all. Motion carried.

Motion made by Ingison to approve the improvements to the breakroom area as proposed. Supported by Robidoux. Ayes all. Motion carried.

The next regular meeting is scheduled for Wednesday February 13, 2019 at 10:00 a.m.

There being no further business the meeting was adjourned at 12:32 p.m.


Heather Braginton - Secretary


Bill Schwass - Chairman

MINUTES

Chairman Schwass called the February 13, 2019 meeting of the Mason County Road Commission held in their office at 510 E State Street, Scottville, MI to order at 10:00 a.m.

Members present: Robidoux, Schwass and Ingison, Manager/Director Samuels, Secretary Braginton, County Highway Engineer Nelson, Superintendent Moody.

Visitors: Jim Gallie - Amber Twp, Jim Mazur – Victory Twp, Andy Mazur – Envigor

Approval of Agenda

Motion by Ingison seconded by Robidoux to approve the agenda as presented. Ayes all. Motion carried. Conflicts: None

Approval of Minutes

The minutes of the January 10, 2019 regular meeting were discussed. Motion by Robidoux seconded by Ingison to approve the minutes as read. Ayes all. Motion carried.

Approval of Payments

The Board took the following action after reviewing the accounts payable and payroll. Motion by Schwass, seconded by Ingison to approve Accounts Payable #3 for February 14, 2019 for ck#77464 thru ck #77522 for \$558,088.24 and approve Payroll #3 for February 14, 2019 for \$89,581.80. Ayes all. Motion carried.

At 10:09 am the Board looked over the contingent liability and revenue/fund balances.

Public Comment

Mazur/Victory Twp – inquired whether we have been contacted regarding water line installation on US-31 in Victory Twp. Engineering firm is holding public meeting at the township hall on March 4th at 6:00 pm.

Superintendent's Report

Superintendent Moody reported on current activities of road crews. Majority of work has been dedicated to winter maintenance. Two temps have been hired and are currently being trained. Also had to close two roads due to washouts – Bradshaw and Washington.

Engineering

- **County Engineer Workshop:** Josh & I attended the CEW in Sault Saint Marie Tuesday thru Thursday. Several topics were discussed, MDOT updates, MDEQ updates, and what other Counties are doing and have done for road maintenance to improve the road system.
- **2019 Hawley Road Bridge:** Davis has completed the clearing, bridge removal, and starting to install the cofferdam. Submitted an EOT for 9 days due to weather (5 x 1.75). I discussed with MDOT and 1 day was granted. Contract Amount is \$1,048,000 with a revised open to traffic date of June 15, 2019 with

final acceptance of restoration of July 20, 2019. Prein & Newhof is doing the onsite inspection, surveying, and office tech work. I am the Project Engineer that reviews and signs all pay estimates, contract modifications, etc.

- **Weaver Road**– Mary is trying to get the letters served to the property owners thru a processor. The seasonal residents are not home. Drafted a letter for Mary to send as a served order to remove encroachments (drafted by the attorney) to the two property owners stating that they respond within 30 days and move any fence or propane tank from the public access by May 1, 2019.
- **2018 Hansen Rd, W. of Gordon Rd to 0.8 mi W of US-31:** Final quantities have been completed and agreed to by the Contractor. I will submit the pay estimate to MDOT for payment. Josh & I will be working on finalizing MDOT files. Record Drawings have been completed. (C & D Hughes, Inc.: As bid amount \$657,725.79. 80% Federal STP, 20% State D. Final cost of construction is approximately \$675,186.55. The Original Engineers Estimate was \$751,355.00.
- **2020 Rasmussen Rd Design:** Josh & I need to verify the survey and adjust the points to the correct elevations. I have received record drawing plans from P.M. Township for the existing water and partial sanitary sewer. I need to get other utility drawings for gas, electric, cable, etc. Josh is working on SHPO & DEQ permitting. Soil borings have already been completed by Nordlund & Associates.
- **2020 Hansen Road Design:** In discussions with Keith Campbell of MDOT there may be an issue with constructing this section in 2020 due to MDOT reconstructing US-31. I will get with MDOT to confirm. Josh & I need to verify the survey and adjust the points to the correct elevations. I have received record drawing plans from P.M. Township for the existing water and partial sanitary sewer. I need to get other utility drawings for gas, electric, cable, etc. Josh is working on SHPO & DEQ permitting. Hansen Road from Stiles to Amber & east of LaSalle easterly to US-31 will be bid as 1 project thru MDOT with State, STP, & local funding. I will check with Soils & Structures to see if I can extend the soil boring unit pricing for Hansen.
- **2019 County Wide Primary Pavement Marking:** Josh has finished up the specifications and submitted to MDOT for the primary roads (80% MDOT 20% MCRC). The project will be bid thru MDOT in the June 7, 2019 bid letting. Josh is verifying with Michigan Pavement Marking to extend the 2018-unit prices of \$0.039 for the local pavement marking in 2019.
- **Darr Road Bridges** – OHM requested approximately \$45,000 additional engineering fees since the project ran over. I looked thru the original contract and estimated times & cost for inspection, surveying, office work, etc. to verify Engineering Fees as bid. The project was anticipated to take 16 weeks, the contractor has taken 18 weeks to date with about 1 week to complete in the spring for a total of 19 weeks. The Engineering contract was based on a not to exceed cost of \$175,000 for both bridges. The additional inspection time with support staff would be approximately \$15,956.
- **2019 Detour Stiles, Sugar Grove & Scottville Road** – I am working on bidding specifications for improving the detour route for US-31 bypass road. Josh has submitting the MDEQ permit for replacement of the culvert between Amber and Stiles. I am including the project in our 2019 HMA paving program.

- **2019 HMA Paving & Chip Seal** – I am working on the 2019 HMA paving specifications. We have only received contracts from PM Township for HMA paving projects & chip seal projects. I am hoping to get a response from the other Townships within the next week so I can finish the quantities and advertise the project for bidding. MCRC is not planning on chip sealing any primary roads this year. Chip seal projects may only be Townships projects.
- **2019 Sugar Grove Road east of US-31**: MDEQ permit was received for replacing this culvert. I will need to get pricing for the culvert, easements and plan on replacing the culvert in the spring of 2019. The culvert is failing at the shoulder and needs to be replaced.
- **2019 Sass Road**: Survey work completed and working on the preliminary design for Grant Township. I need to send Al Bufka a preliminary cost estimate to see if Grant Township wants to proceed with final design.
- **NC-2019 Sheeting Repair Hamlin Township** – I will be putting together specifications to be completed in the spring of 2019.
- **NC-2020 Tuttle Road Bridge** – N. of Freesoil Road Construction Estimate is \$348,000. Need to send a RFP for Engineering Services. I would like to combine Tuttle Road & Fountain Road into 1 project.
NC-2021 Fountain Road – Received letter from MDOT stating that the Fountain Road "bridge" has been approved for funding in the amount of \$869,000. Box culverts can be built with bridge funding. I will need to check with the MDEQ and box manufactures to verify constructability.

Manager/Director Report

- Have received most of the requests for projects. Will be preparing to request bids for Asphalt and Chip seal.
- Ted has submitted a proposed list of roads to decertify for your review. Would like to approve the list at the February 28th meeting.
- The office furniture is scheduled to be placed Thursday and Friday.
- The tablets have been updated for the foreman to use and they have received the jet packs to allow for internet service out in the field. I have requested an update from them to know how well they are working.
- Material Bids will be opened on February 26, 2019 to be approved at the February 28th meeting.
- The county has approved an agreement between the MCCNAB and the Mason County Road Commission for access to the BS&A Assessing Program via Terminal Services for a one-time configuration charge of \$450.00 and an annual user fee equal to one half the annual per user Network Assessment (1/2 of \$900.00 for 2019. Or \$450.00). I would like to move forward with this program as it will give us access to aerial photos, property numbers and descriptions. This will be a very helpful tool for abandonment requests.
- Attended the Managers Meeting at the Roscommon Road Commission on Monday to discuss the ongoing issue with loggers. Sounds like SB396 will be brought up again.
- Spoke with Verizon regarding implementing "One Talk "which is a Voice Override (IP) Internet Protocol. This would allow calls coming in to go directly to either the

desk phones or to a cell phone. This would give the caller immediate attention without having to leave a voice mail, but that option would still be available. We would be required to get new desk phones that would be at no charge except for the receptionist's phone that would be about \$60.00. Our current monthly cost (with Charter) for the phones is just under \$200.00 per month. The monthly cost for the Verizon Phone System would be just under \$350.00.

- Will start advertising for applicants for a youth crew before month end.

Under unfinished business the following was discussed

1. Braginton presented the following list of road projects for approval:

Summit Township 2019

Brine: One (1) Single Application. 2500 gallons per mile. Applied in two courses. 2.36 miles.

Twp Cost——	\$	965.00
MCRC Cost——	\$	0.00
Total Cost——	\$	965.00

Kinney Rd. - PM Highway to Brye Rd: Place HMA Wedging, cross culvert and sealcoat. 152 Ton. 1.02 miles. Total Cost: \$75,839.49

Twp Cost——	\$	50,559.66
MCRC Cost——	\$	25,279.83
Total Cost——	\$	75,839.49

Third Ave. – East of Lakeshore Drive: Place 4" Slag – 18' wide (no tree removal). 220 yards slag. 0.16 miles. Total Cost: \$8,094.83

Harbor Dr & Birch Lake – West of PM Highway: Selected Ditching, seal coat and fog seal. 16,192 yards chip and fogseal. 1.26 miles. Total Cost: \$46,002.30

2. Andy Mazur from Envigor discussed the upcoming website update. Advised board that an upgrade is necessary due to changing requirements to make websites ADA friendly and mobile friendly as well. Proposed hiring Lake Effects Media to take professional photos for the site. Board felt that the cost was not reasonable and would like to explore other options.
3. Reviewed pricing for gym memberships at WSCC for the wellness program. Board is willing to try it for two months and then revisit to see if there has been adequate usage.
4. Samuels provided board with site plans for our current site and proposed rebuilding our facilities in our current location in a multi stage improvement program, starting with a new truck barn. Board agreed that we should explore our options for doing so and advised that she start communications with an architect and the Isabella County Road Commission manager who is currently constructing a new facility.
5. Samuels provided pricing for I-pads/tablets for commissioners.
6. Braginton presented a resolution to adopt for the creation of a MERS surplus

division to deposit additional contributions to the retirement fund.

Under new business the following was discussed

1. Samuels presented a list of roads for abandonment. Will have a public hearing at next meeting to allow for public comment regarding abandonments.
2. Samuels provided board with a summary of staff evaluations and proposed raises.
3. IT support has recommended replacing our aging server. He is currently working on a quote.

Items Requiring Board Action:

Motion made by Robidoux to approve participation in the BS&A program and the costs associated with it as presented by Samuels. Supported by Ingison. Ayes all. Motion carried.

Motion made by Robidoux and supported by Ingison to enter into contract with the various Townships as presented and to authorize the Manager/Director and the Clerk to sign on behalf of the board. Ayes all. Motion carried.

Motion made by Ingison to approve wellness program for two months. Supported by Robidoux. Ayes all. Motion carried.

Motion made by Robidoux to approve purchase of I-pads/tablets. Supported by Ingison. Ayes all. Motion carried.

Motion made by Robidoux to accept MERS resolution to adopt a surplus division as presented. Supported by Ingison. Ayes all. Motion carried.

The next regular meeting is scheduled for Wednesday February 28, 2019 at 10:00 a.m.

There being no further business the meeting was adjourned at 12:43 p.m.


Heather Braginton - Secretary


Bill Schwass - Chairman

MINUTES

Public Hearing called to order at 9:30 a.m.

The purpose of the Public Hearing was to discuss planned road abandonments for the following locations:

- Annis Road in Branch Township, a paper street west of the portion of Annis Street that is certified by the Mason County Road Commission, Village of Tallman Lots 5 & 6 in Block 4.
- Lake Street in Hamlin Township for 162ft between, Lots 5 and 6 in Block 10, Plat of Weimer and Lots 1,2 and 3 in Block 11, Plat of Weimer.
- Carter Avenue, lying between Eleventh Avenue and Fourteenth Ave, Twelfth Avenue, lying between Helling Avenue and the waters of Hamlin Lake and Thirteenth Avenue, lying between Helling Avenue and the waters of Hamlin Lake in the first Addition to Piney Ridge in Hamlin Township.

Opportunity was offered to the public for questions and concerns. No questions or comments were made by the public.

Motion by Ingison supported by Robidoux to close the Public Hearing at 9:52 a.m.
Ayes all. Motion carried.

Chairman Schwass called the **February 28, 2019** meeting of the Mason County Road Commission held in their office at 510 E State Street, Scottville, MI to order at 10:00 a.m.

Members present: Robidoux, Schwass and Ingison, Manager/Director Samuels, Secretary Braginton, County Highway Engineer Nelson, Superintendent Moody.

Visitors: Jim Gallie - Amber Twp, Dick Alway – Amber Twp, Jonathan Meeks – USDA Forest Service, Karen Middleton – USDA Forest Service, Jake Lubera – USDA Forest Service.

Approval of Agenda

Motion by Robidoux seconded by Ingison to approve the agenda as presented with the following corrections: Commissioner Ingison added the following items to Unfinished Business – i) Performance reports – formulation j) Schedule workshops for Strategic Planning. Ayes all. Motion carried. Conflicts: None

Approval of Minutes

The minutes of the January 28, 2019 regular meeting were discussed. Day for next meeting was incorrect – printed as Wednesday and it should have been Thursday. Motion by Robidoux seconded by Ingison to approve the minutes as read with correction of date of next meeting. Ayes all. Motion carried.

Approval of Payments

The Board took the following action after reviewing the accounts payable and payroll. Motion by Schwass, seconded by Ingison to approve Accounts Payable #4 for February 28, 2019 for ck#77523 thru ck #77574 for \$256,631.06 and approve Payroll #4 for February 28, 2019 for \$84,107.63. Ayes all. Motion carried.

At 10:13 am the Board looked over the contingent liability and revenue/fund balances.

Public Comment

Galley/Amber Twp – provided local road contracts to Samuels.

Superintendent's Report

Superintendent Moody reported on current activities of road crews. Mostly winter maintenance and some overtime on the weekends. Had a winter storm with high winds which brought down a lot of trees.

Engineering

- **2019 Hawley Road Bridge:** Davis has completed the clearing, bridge removal, and cofferdam. Davis has installed heavy rip-rap and installing the piles. Contract Amount is \$1,048,000 with a revised open to traffic date of June 15, 2019 with final acceptance of restoration of July 20, 2019. Prein & Newhof is doing the onsite inspection, surveying, and office tech work. I am the Project Engineer that reviews and signs all pay estimates, contract modifications, etc.
- **Weaver Road** – Mary will update the Board.
- **2022 Bridge Applications** – Are due May 1, 2019. I will need to look at our bridge ratings and go over the list with Mary to pick a few candidates to apply for Bridge Funding.
- **2018 Hansen Rd, W. of Gordon Rd to 0.8 mi W of US-31:** Final quantities have been completed and agreed to by the Contractor. I have submitted the pay estimate to MDOT for payment. Josh & I will be working on finalizing MDOT files. Record Drawings have been completed. (C & D Hughes, Inc.: As bid amount \$657,725.79. 80% Federal STP, 20% State D. Final cost of construction is approximately \$675,186.55. The Original Engineers Estimate was \$751,355.00.
- **2020 Rasmussen Rd Design:** Josh & I need to verify the survey and adjust the points to the correct elevations. I have received record drawing plans from P.M. Township for the existing water and partial sanitary sewer. I need to get other utility drawings for gas, electric, cable, etc. Josh is working on SHPO & DEQ permitting. Soil borings have already been completed by Nordlund & Associates.
- **2020 Hansen Road Design:** I met with MDOT Local Agency Workshop in GR and discussed the project with Gregg Zack. Gregg did not feel that constructing both the MDOT & MCRC projects at the same time would be a problem. Josh & I need to verify the survey and adjust the points to the correct elevations. I have

received record drawing plans from P.M. Township for the existing water and partial sanitary sewer. I need to get other utility drawings for gas, electric, cable, etc. Josh is working on SHPO & DEQ permitting. Hansen Road from Stiles to Amber & east of LaSalle easterly to US-31 will be bid as 1 project thru MDOT with State, STP, & local funding. Soils & Structures agreed to extend the soil boring unit pricing from 2018 bids for 2019 season.

- **Darr Road Bridges** – OHM has revised the request to \$28,650 for additional engineering fees since the project ran over. I looked thru the original contract and estimated times & cost for inspection, surveying, office work, etc. to verify Engineering Fees as bid. The project was anticipated to take 16 weeks, the contractor will have worked a total of 19 weeks to complete. The Engineering contract was based on a not to exceed cost of \$175,000 for both bridges. The additional inspection time with support staff would be approximately \$15,956. The beam & railing inspections were not part of the scope and inspection cost from TUV were \$9,470. OHM had \$3,224 in time during the lockout.
- **2018 HMA Paving** – I invited Randy Meisner from Rieth-Riley to discuss the paving price on Kistler Road. Randy would like to attend the next board meeting on March 18th. He has bids that are due and other commitments.
- **2019 Detour Stiles, Sugar Grove & Scottville Road** – Josh has submitted the MDEQ permit for replacement of the culvert between Amber and Stiles. I have included the project in our 2019 HMA paving program. The HMA paving bids are due on Friday March 8, 2019 @ 2:00PM
- **2019 HMA Paving** – Specifications, quantities and map locations have been completed and the project is advertised for bids on Friday March 8th, 2019 @ 2:00PM. The bidding documents were e-mailed to several contractors that have worked in Mason County and the documents have also been posted on our website.
- **2019 Chip Seal** – I am working on the 2019 chip seal specifications. We have received some Township agreements for chip seal projects. I am hoping to get a final bidding documents completed by the end of next week. Chip seal projects may primarily be Townships projects. I might try to add a few miles of primary roads for the MCRC depending on budget.
- **2019 County Wide Primary Pavement Marking**: Josh has finished up the specifications and submitted to MDOT for the primary roads (80% MDOT 20% MCRC). The project will be bid thru MDOT in the June 7, 2019 bid letting. Josh has confirmed with Michigan Pavement Marking to extend the 2018-unit prices of \$0.039 for the local pavement marking in 2019.
- **NC-2019 Sugar Grove Road east of US-31**: MDEQ permit was received for replacing this culvert. I will need to get pricing for the culvert, easements and plan on replacing the culvert in the spring of 2019. The culvert is failing at the shoulder and needs to be replaced.
- **NC-2019 Sass Road**: Survey work completed and working on the preliminary design for Grant Township. I need to send Al Bufka a preliminary cost estimate to see if Grant Township wants to proceed with final design.
- **NC-2019 Sheet Piling Repair Hamlin Township** – I will be putting together specifications to be completed in the spring of 2019.

- **NC-2020 Tuttle Road Bridge** – N. of Freesoil Road Construction Estimate is \$348,000. Need to send an RFP for Engineering Services. *I would like to combine Tuttle Road & Fountain Road into 1 project.*
- **NC-2021 Fountain Road** – Received letter from MDOT stating that the Fountain Road "bridge" has been approved for funding in the amount of \$869,000. Box culverts can be built with bridge funding. I will need to check with the MDEQ and box manufactures to verify constructability.

Manager/Director Report

- The office renovation has been completed
- Ted has submitted 10.52 miles of roads to decertify for your review. As soon as they are approved, he will complete the certification maps.
- Met with Scott Merrick from Gourmet Mushroom. Waiting on a reply regarding the purchase of the 20 acres where the brine pond is located. We have asked for a decision one way or the other if they are willing to sell the property and for how much. A decision will be made soon.
- T Woirol and I met with Patrick Glowacki of Studio (Intrigue) Architects and his civil engineer to look at our building site to determine if it is feasible to construct a new facility on our same site. They will put together a preliminary site plan and let us know when it will be ready to discuss. I have also spoken with a USDA Loan Specialist and have received the application packet from him. Once it has been determined that we have enough space we will all get together and discuss the next steps.
- Material Bids were opened on February 26, 2019. Attached.
- Have placed an advertisement for applicants for a youth crew. Looking for 6 candidates.
- Culvert inventory needs to be on Road Soft by 2020.
- Weight Restriction Update-According to the Engineer Module we follow, there are no changes for a at least 7 days but we will revisit in 5 days to check.

Unfinished Business

1. Braginton presented the following list of road projects for approval:

Meade Township 2019

Brine: One (1) Double Application. 5000 gallons per mile. Applied in two courses. 6.82 miles.

Twp Cost———	\$ 2,788.00
<u>MCRC Cost———</u>	<u>\$ 1,394.00</u>
Total Cost———	\$ 4,182.00

Sheridan Township 2019

Fountain Rd – Larson to Schoenher: HMA Overlay 1.5". 0.99 miles. Total Cost: \$77,693.35

Reid Rd – Thunder Lake to Twp Line: (Phase 1) Remove trees, stumps and general grubbing. 1.25 miles. Total Cost: \$34,923.32

Freesoil Twp/Sherman Twp Cost Share 2019

Townline Rd - US-31 East to Tuttle Rd: Ditching, shaping, place aggregate 3" deep and 24' wide. 2.00 miles.

Sherman Twp Cost——	\$ 25,630.44
Freesoil Twp Cost——	\$ 25,630.44
Total Cost——	\$ 51,260.88

Custer Township 2019

Brine: One (1) Single - 2500 gallons per mile and One (1) Double - 5000 gallons per mile. Applied in two courses. 35.85 miles.

Twp Cost——	\$ 29,307.38
MCRC Cost——	\$ 7,326.85
Total Cost——	\$ 36,634.23

Conrad Rd. – West of 206 Conrad: Place HMA -142 Ton. 550 ft. Total Cost: \$14,387.14

Wilson Rd. – West of 1145 Wilson: Chip seal and fog for 1100 ft. 0.21 miles. Total Cost: \$6,778.80

Wilson Rd. – West of 2888 Wilson: HMA Wedge for 520' – 30 Ton. Total Cost: \$6,030.00

2. Samuels presented a list of roads to be removed from our certification. The removal will reduce our MTF funds by approximately \$10,000 per year.
3. Samuels requested that a decision be made regarding the question of exempt vs. non-exempt. Board agrees that we should legally be paying overtime for two foreman and two engineer techs.
4. Samuels requested motion to approve road abandonments as discussed during public hearing.
5. Samuels provided bid tabulations for materials and trucks.
6. Samuels requested approval of Five-Year Plan.
7. Samuels provided estimate of \$19,883.56 to replace servers.
8. Performance reports- Formulation – will add to agenda for discussion at next meeting.
9. Workshop for strategic planning scheduled for **March 18th @ 9:00 am.**

New Business

1. USFS District Ranger Jake Lubera addressed the board requesting support for a grant application for improving Forest Trail. Also, would like to provide maintenance budget of 25,000 for forest service roads as well as an extra 5,000- 7,000 for adding gravel to Numberg Road. USFS is also rerouting snowmobile trail through Lake County which will go into Mason County a very short distance.

Items Requiring Board Action:

Motion made by Robidoux and supported by Ingison to enter into contract with the

various Townships as presented and to authorize the Manager/Director and the Clerk to sign on behalf of the board. Ayes all. Motion carried.

Motion made by Robidoux to allow foremen and engineer tech to be paid overtime for overtime worked. Supported by Ingison. Ayes all. Motion carried.

Motion made by Ingison to approve road abandonments as presented during public hearing. Supported by Robidoux. Ayes all. Motion carried.

Motion made by Robidoux to approve all bids for 2019 oil, fuel, and culverts. Supported by Ingison. Ayes all. Motion carried.

Motion made by Ingison to approve all bids for 2019 cold patch material, HMA, and equipment rental. Supported by Robidoux. Ayes all. Motion carried.

Motion made by Ingison to approve bid for two (2) ¾ ton pickup trucks from Betten Baker Ford of Ludington in the amount of \$57,616.00. Supported by Robidoux. Ayes all. Motion carried.

Motion made by Robidoux to approve Five-Year Plan. Supported by Ingison. Ayes all. Motion carried.

Motion made by Ingison to approve server replacement. Supported by Robidoux. Ayes all. Motion carried.

At the regular meeting of the Mason County Board of County Road Commissioners a resolution to approve Additions and Deletions to the County Local Road System during Calendar Year 2018 for the following Roads was Approved, with a motion by Ingison, seconded by Robidoux, and to authorize the Chairman to sign the 2018 Corrected Certification Maps.

Sheet 1, Section 25, Summit Township, Schlick Road due to correction in length from Pere Marquette Highway West to Newly constructed Cul-de-Sac end from 0.70 miles to 0.42 miles. (-0.28 miles).

Sheet 3, Section 26, Summit Township, Second Avenue. This is a platted Right of Way, but never constructed Road, therefore Road does not exist. Remove from certification map. Decertify Local Road System (-264 feet). (-0.05 miles).

Sheet 8, Logan Township, Addition mistake on past certification sheets, 2017 Total Local Mileage was 41.28 miles re added 2018 is 41.88 miles. (+0.60 miles)

Sheet 9, Pere Marquette Township, Section 13, On 12-27, 2007 Commerce Drive, was accepted in to Local Road system in error should have been Primary Road System Both Local Primary and Urban Primary Systems. Road was constructed to All Season Standards. Local Road System (-0.36miles), Local Primary Road System (+0.36 miles),

Urban Primary Road System (+0.36 miles)

Sheet 9, Pere Marquette Township, Section 24, Progress Drive, was accepted in to Local Road system in error should have been Primary Road System Both Local Primary and Urban Primary Systems. Road was constructed to All Season Standards. Local Road System (-0.37miles), Local Primary Road System (+0.37 miles), Urban Primary Road System (+0.37 miles)

Sheet 9, Pere Marquette Township, Sections 22 & 27, Remeasured Lake Shore Drive from Iris Road North to Pere Marquette Shrine, 1.54 miles, old was 2.33 miles. Decertify Local Road System (- 0.79 miles)

Sheet 9, Pere Marquette Township, Section 2, un-named Road, West of Brunson Road does not exist. Was removed when the Consumers Power Pump Storage project was constructed, and the new 31 Expressway was Constructed. Decertify Local Road System (-0.12 miles)

Sheet 9, Pere Marquette Township, Section 31, re-measured Hesslund Road from Cul-de-Sac East to End 0.27 miles, 2017 was 0.61 miles. Decertify Local Road System (-0.34 miles).

Sheet 9, Pere Marquette Township, Section 36, placed Hesslund Road on Map in proper location. From Pere Marquette Highway, East to Cul-de-Sac. Local Road System (+0.46 miles).

Sheet 9, Pere Marquette Township, Section 23, removed Distance on Sherman Street. (-0.30 miles) and placed on Sheet 20 (+0.30 Miles).

Sheet 11, Pere Marquette Township, Section 11, remeasured River View Drive and Pleasant Ridge Drive. River View Drive, Old measurement 4150 feet, New measurement is 4219 feet (+69 feet), Pleasant Ridge Drive, Old measurement was 2600 feet, New measurement is 2604 feet. (+4.0 feet) Total change this sheet (+73 feet) or (0.01 miles)

Sheet 19, Pere Marquette Township, Section 2 added Lake Shore Drive to the Sheet that was removed from Sheet 9. Local Road System (+0.53 miles) and Sheet 11 Urban System, Local Urban Road System (+0.02 miles).

Sheet 20, Pere Marquette Township, removed a platted Alley that was never constructed or used as an Alley. Just a Driveway between Second and Third Streets Decertify Local Road System (-310 feet), (-0.06 Miles) and Urban Local Road System,

Sheet 4, (-310 feet), (-0.06 Miles)

Sheet 20, Amber Township, Section 18, changed Meyers Road from Local Road System to Primary Road System. This Road was reconstructed to all Season Roadway, during the construction of Walmart, Local Road System, (-0.24 miles), Primary Road System, (+0.24 miles), Sheet 15 Urban Primary System (+0.24 miles)

Sheet 20, Amber Township, Sections 17 & 18 Brye Road, North to Meijer's Store, this Roadway was reconstructed to All Season Standards during Construction of the Meijer Store, and never had its designation changed. Local Road System (-0.15 miles), Primary Road System (+0.15 miles), Sheet 15 Urban Primary Road System (+0.15 miles) Sheet 20, Amber Township, Brye Road, South to Hardman Construction was reconstructed to All Season Standards to Hardman Construction, Local Road System (-0.33 miles), Primary Road System (+0.33 miles) and Sheet 15 Urban Primary Road System (+0.33 miles).

Sheet 26, Custer Township, Section 25 & 26, Removed abandoned portion of Reek Road as per Road abandonment. Local Road System (-0.39 miles). See attached resolution. Sheet 27 and 30, Branch Township, Section 15, Removed Maple Road mileage from Sheet 27 to Sheet 30 for clarification. Local Road System, Sheet 27, (-0.62 miles), Local Road System Sheet 30 (+0.62 miles).

Sheet 32, Hamlin Township, Section 34, added newly accepted road "Juliana Drive", to Local Road System (+0.23 miles). See attached resolution.

Sheet 32 and 33, Hamlin Township, Section 2, removed Alliene Road mileage from Sheet 32 to Sheet 33 for clarification, Local Road System Sheet 32, (-0.18 miles), Local Road System, Sheet 33, (+0.18 miles).

Sheet 32 and Sheet 34, Hamlin Township, Section 3, removed the following road mileage, from Sheet 32, (Ridgeview Court, Marilyn Avenue and Abrahamson Road and added them to Sheet 34, for clarification. Sheet 32, Local Road System (-7181 feet, = -1.36 miles), Sheet 34, Local Road System, (+7181 feet, =+1.36 miles).

Sheet 35, Hamlin Township, Section 15, remeasured Duneview Drive, 2017 measurement was 317 feet, 2018 measurement is 453 feet. Certify Local Road System (+136 feet), (+0.03 miles).

Sheet 35, Hamlin Township, Section 15, Decertify the following Roads as no Roadbeds exist or they have become Driveways to single family residents. Birch Street from Lake Shore Drive West to end (-528 feet), (-0.10 miles), Beech Street, From Lake Shore Drive, West to end. (-634 feet), (-0.12 miles). Pine Street from Lake Shore Drive, West to end, (-529 feet), (-0.10 miles). Victory Drive, from Lake Shore Drive West to end, (-739 feet), (-0.14 miles). Total to Decertify (-0.46 miles)

Sheet 36, Hamlin Township, Section 22, Decertify Front Street is a platted Right of Way that became a Driveway to a single-family residence. Decertify (-528 feet), (-0.10 miles).

Sheet 37, Hamlin Township, Section 27, Decertify Weimer Street from Lake Shore West to end platted Right of Way that is a driveway to a single-family residence. Decertify (-163 feet), (-0.03 miles). Lake Street from Lake Shore Drive West to end, platted Right of Way that is a driveway to a single-family residence. Decertify (-162 feet), (-0.03 miles).

Total decertification (-0.06 miles).

Sheet 41, Victory Township, Section 13, removed abandoned Meyers Road. Local Road System (-0.49 miles). See attached Resolution.

Sheet 41, Victory Township, Sections 21 & 28, remeasured Anderson Road from Groth Road to Victory Drive, 2017 distance was 1.50 miles. There is no Bridge crossing the North Branch of the Lincoln River, thus creating two sections of Road Way, North Section 0.31 miles and South Section 0.92 miles. Therefore, a total 2018 measured distance of 1.23 miles. Decertify Local Road System, (-0.27 miles)

Sheet 41, Victory Township, Section 26, remeasured Gordon Road, 2017 measurement was 1.00 miles, 2018 measurement is 0.43 miles. The North 2017 miles of 0.57 miles does not exist there is no sign of a road bed for that area. Therefore, decertify Local Road System (-0.57 miles).

Sheet 44, Sherman Township, Sections 17, 18, 19 & 20, removed abandoned part of Darr Road, from 0.25 miles South of Fountain Road to Mavis Road. Local Road System (-1.25 miles). See attached resolution.

Sheet 46, Sheridan Township, Section 19, decertify Mavis Road, no road exists or any sign of a road bed Decertify Local Road System (-0.26 miles).

Sheet 46, Sheridan Township, Section 11 & 14, remeasured Burley Road, 2016 distance was 1.65 miles, 2018 measured distance is 1.30 miles. Decertify Local Road System (-0.35 miles).

Sheet 54, Free Soil Township, Section 1 & 2, No Name Road from Rybicki Road to East Township Line. Road does not exist. Decertify Local Road System (-1.79 miles).

Sheet 54, Free Soil Township, Section 2, Trufant Road from Hoague Road to County Line Road, does not exist. Decertify Local Road System (-1.72 miles).

Sheet 54, Free Soil Township, Section 14, Trufant Road from Hasen Bank Road to Koenig Road, does not exist. Decertify Local Road System (-0.99 miles).

Sheet 54, Free Soil Township, Section 1 & 2, Wolf Trail, from Ribicki Road to Hoague Road, we have been maintaining this section of road, but, was never placed on our Maps. It is marked and signed as a Seasonal Road. Certify Local Road System (+0.96 miles)

Sheet 54, Free Soil Township, Section 2, Trufant Road, from Hoague Road to Wolf Trail, this section of Road is marked and signed as a Seasonal Road. Local Road System (+0.48 miles).

Sheet 56, Meade Township, Section 21, Northern part of Bennett Road from Bennett Road to Campbell Road, no road bed exists. Decertify Local Road System (-0.71 miles).

miles).

Sheet 56, Meade Township, 7 & 18, Schoenherr Road, from Hazenbank Road to 0.25 miles South of Stark Road. No Road Exists. Decertify (-0.65 miles).

Ayes: Schwass, Robidoux and Ingison.

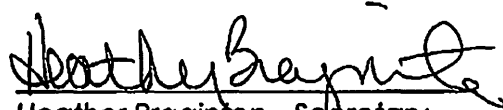
Nays: None. Motion Carried.

Extended Public Comment

None.

The next regular meeting is scheduled for Monday March 18, 2019 at 10:00 a.m. with a workshop planned immediately prior at 9:00 am.

There being no further business the meeting was adjourned at 12:30 p.m.



Heather Braginton - Secretary



Bill Schwass - Chairman

MINUTES

Strategic Planning Workshop was called to order at 9:00 am and adjourned at 9:55 am.

Chairman Schwass called the **March 18, 2019** meeting of the Mason County Road Commission held in their office at 510 E State Street, Scottville, MI to order at 10:00 a.m.

Members present: Robidoux, Schwass and Ingison, Manager/Director Samuels, Secretary Braginton, County Highway Engineer Nelson, Superintendent Moody.

Visitors: Jim Gallie - Amber Twp, John Bergh – Mason County Resident, Randy Misener – Reith & Riley.

Approval of Agenda

Motion made by Ingison to approve the agenda as presented. Supported by Robidoux. Ayes all. Motion carried. Conflicts: None

Approval of Minutes

The minutes of the February 28, 2019 regular meeting were discussed. Motion made by Robidoux to approve the minutes. Supported by Ingison. Ayes all. Motion carried.

Approval of Payments

The Board took the following action after reviewing the accounts payable and payroll: Motion made by Robidoux to approve Accounts Payable #5 for March 18, 2019 for ck#77575 thru ck #77646 for \$244,107.97 and approve Payroll #5 for March 7, 2019 for \$83,389.92. Supported by Ingison. Ayes all. Motion carried.

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

Public Comment

John Bergh/Mason County Resident – expressed concerns about the design of the interchange coming off from US-31 to Pere Marquette Hwy. Would like to see MCRC bring the issue to MDOT and push for a correction to the problem. Bergh also mentioned that there are some areas with increasing congestion that MCRC should be planning to alleviate in the future. Those locations are Jebavy/US-10 and Pere Marquette Hwy/US-10. He also feels that we do not have enough bridge access crossing the Pere Marquette River which also contributes to congestion and thinks a good location for another crossing over the Pere Marquette river is Stiles Rd.

Superintendent's Report

Superintendent Moody reported on current activities of road crews. Mostly winter

maintenance as well as water/drainage issues. The frost has been leaving some of the roads and creating muddy gravels and potholes. We have had three patch crews out working on filling potholes.

Engineering

- **2019 Hawley Road Bridge:** Davis has completed the cofferdam, rip rap, batter piles and poured the tremie. Davis is working 6 days per week to get the project completed ahead of schedule. Contract Amount is \$1,048,000 with a revised open to traffic date of June 15, 2019 with final acceptance of restoration of July 20, 2019. Prein & Newhof is doing the onsite inspection, surveying, and office tech work. I am the Project Engineer that reviews and signs all pay estimates, contract modifications, etc.
- **2022 Bridge Applications** – Are due May 1, 2019. We are working with Scott Engineering to apply for 5 bridge projects. Scott Civil Engineering has assisted the MCRC the past few years with this bridge application process.
- **2018 Hansen Rd, W. of Gordon Rd to 0.8 mi W of US-31:** Final quantities have been completed and agreed to by the Contractor. I have submitted the pay estimate to MDOT for payment. Josh & I will be working on finalizing MDOT files. Record Drawings have been completed. (C & D Hughes, Inc.: As bid amount \$657,725.79. 80% Federal STP, 20% State D. Final cost of construction is approximately \$675,186.55. The Original Engineers Estimate was \$751,355.00.
- **2018 HMA Paving** – Randy Meisner from Rieth-Riley will be discussing the paving price on Kinney Road.
- **2019 Detour Stiles, Sugar Grove & Scottville Road** – The MDEQ permit for replacement of the culvert between Amber and Stiles has been approved by MDEQ. I need to get easements and order the culvert.
- **2019 HMA Paving** – Bids were received on Friday March 8th. The bid tabs are included as a separate PDF. Rieth-Riley Construction was the low bidder at \$1,667,527.46. Elmer's was \$1,823,250.75. The cold in-place recycling was bid as an alternate but was \$427,327.50 compared to \$313,885.50 for crushing & shaping with HMA.
- **2019 Chip Seal** – Chip seal advertisement for bids have been sent to 4 contractors and have also placed on the MCRC website for bids on March 27, 2019 @ 11:00AM.
- **2019 Sugar Grove Road east of US-31:** MDEQ permit was received for replacing this culvert. I will need to get pricing for the culvert, easements and plan on replacing the culvert in the spring of 2019. The culvert is failing at the shoulder and needs to be replaced.
- **Conferences** – I attended the Contract Management Conference in Howell and the County Highway Conference in Lansing. A lot of good information was reviewed at each conference that should assist on future projects.
- **NC-2019 County Wide Primary Pavement Marking:** Josh has finished up the specifications and submitted to MDOT for the primary roads (80% MDOT 20% MCRC). The project will be bid thru MDOT in the June 7, 2019 bid letting. Josh has confirmed with Michigan Pavement Marking to extend the 2018-unit prices of \$0.039 for the local pavement marking in 2019.

- **NC-2020 Rasmussen Rd Design:** Josh & I need to verify the survey and adjust the points to the correct elevations. I have received record drawing plans from P.M. Township for the existing water and partial sanitary sewer. I need to get other utility drawings for gas, electric, cable, etc. Josh is working on SHPO & DEQ permitting. Soil borings have already been completed by Nordlund & Associates.
- **NC-2020 Hansen Road Design:** I met with MDOT Local Agency Workshop in GR and discussed the project with Gregg Zack. Gregg did not feel that constructing both the MDOT & MCRC projects at the same time would be a problem. Josh & I need to verify the survey and adjust the points to the correct elevations. I have received record drawing plans from P.M. Township for the existing water and partial sanitary sewer. I need to get other utility drawings for gas, electric, cable, etc. Josh is working on SHPO & DEQ permitting. Hansen Road from Stiles to Amber & east of LaSalle easterly to US-31 will be bid as 1 project thru MDOT with State, STP, & local funding. Soils & Structures agreed to extend the soil boring unit pricing from 2018 bids for 2019 season.
- **NC-Darr Road Bridges** – OHM has revised the request to \$28,650 for additional engineering fees since the project ran over. I looked thru the original contract and estimated times & cost for inspection, surveying, office work, etc. to verify Engineering Fees as bid. The project was anticipated to take 16 weeks, the contractor will have worked a total of 19 weeks to complete. The Engineering contract was based on a not to exceed cost of \$175,000 for both bridges. The additional inspection time with support staff would be approximately \$15,956. The beam & railing inspections were not part of the scope and inspection cost from TUV were \$9,470. OHM had \$3,224 in time during the lockout.
- **NC-2019 Sags Road:** Survey work completed and working on the preliminary design for Grant Township. I need to send Al Bufka a preliminary cost estimate to see if Grant Township wants to proceed with final design.
- **NC-2019 Sheet Piling Repair Hamlin Township** – I will be putting together specifications to be completed in the spring of 2019.
- **NC-2020 Tuttle Road Bridge** – N. of Freesoil Road Construction Estimate is \$348,000. Need to send an RFP for Engineering Services. *I would like to combine Tuttle Road & Fountain Road into 1 project.*
- **NC-2021 Fountain Road** – Received letter from MDOT stating that the Fountain Road "bridge" has been approved for funding in the amount of \$869,000. Box culverts can be built with bridge funding. I will need to check with the MDEQ, and box manufactures to verify constructability.

Manager/Director Report

- The certification maps are complete and ready for approval.
- A second meeting is scheduled with Scott Merrick and the owner from Gourmet Mushroom on March 20 to discuss the purchase of the 20 acres where the brine pond is located.
- Weight Restrictions were placed on March 13 at 7:00 am.

- I have been working with rural development and Studio Architects regarding a new road commission facility. I would like to continue to pursue this so when we are ready to proceed, the funding and design are ready.
- Attended the CRA Annual Meeting. Many of the other road commissions use Face Book for social media. Most of the comments were positive about keeping the public current on road conditions and work scheduled. Some negative comments but most were manageable. This is something we should consider. Other areas to look at is updating our GPS system and training for staff on Road Soft. We will be scheduling a walk-through of Cadillac Culvert soon have requested Representative Jack O'Malley to visit our road commission in the near future.

Unfinished Business

1. Braginton presented the following list of road projects for approval:

Summit Township 2019

Olmstead Rd – E. of Lakeshore Dr: HMA Overlay 2". 0.04 miles. Total Cost: \$10,289.27

Amber Township 2019

Brine: One (1) Double Application. 5000 gallons per mile. Applied in two courses. 10.6 miles.

Twp Cost———	\$	4,333.00
MCRC Cost———	\$	2,166.00
Total Cost———	\$	6,499.00

Cedar Lane – North of Hansen: Chip seal & Fog seal. 0.25 miles. Total Cost: \$13,677.00

First St – Brye Rd West to Turn-around: Ditch & Shape, apply 5" gravel. .26 miles. Total Cost: \$25,405.91

First St – Gordon to Amber: Chip seal & Fog seal. 0.5 miles. Total Cost: \$16,732.00

Johnson Rd – Gordon Rd West of Bridge: Apply 5" gravel, then apply HMA at 2". .27 miles. Total Cost: \$52,848.43

Johnson Rd – West of bridge to Amber Rd: Apply 4" slag, ditch & driveway culvert. 0.24 miles. Total Cost: \$17,575.87

Conrad Rd – Meyers Rd East to just past Elk Valley Farms: Wedge selected areas, install valley gutter. 2.5 miles. Total Cost: \$45,920.71

Johnson Rd – E of Stiles to E of cemetery: Tree removal & apply 4" slag. 0.25 miles. Total Cost: \$14,795.96

Riverton Township 2019

Hogenson/Bradshaw – Chauvez Rd to new HMA: Place HMA leveling course @ 1-1/2". 0.68 miles. Total Cost: \$50,400.00

Morton Rd – Hawley to Meisenheimer: Single layer seal coat and fog seal. 1.05 miles. Total Cost: \$38,718.00

Riggle Rd – Chauvez Rd N to Bradshaw: Apply gravel 3", select ditching, replace box culvert. 0.5 miles. Total Cost: \$12,782.88

Riggle Rd – Bradshaw to Wilson: Apply gravel 3", select ditching. .5 miles. Total Cost: \$12,782.88

Victory Township 2019

Peterson Rd – Fisher to Dewey: Apply gravel 3", select ditching. 1.02 miles. Total Cost: \$39,703.26

N Victory Corners Rd – Lincoln River South Branch to North Branch: Apply gravel 4", select ditching. 0.82 miles. Total Cost: \$34,713.79

Hamlin Township 2019

Brine: One (1) Double and One (1) Single Application. 5000/2500 gallons per mile respectively. Applied in two courses. 14.29 miles.

Twp Cost-----	\$ 11,682.60
MCRC Cost-----	\$ 2,920.00
Total Cost-----	\$ 14,602.60

Nurnberg Rd – Additional Brine: One (1) Single Application. 2500 gallons per mile. Applied in one course. 7.67 miles. \$3,135.00

Rath Rd – Decker to Sugar Grove: Place slag @ 4". 1.00 miles. Total Cost: \$36,000.00

Lakeshore Dr – South Bayou Culvert: Reinforcement & repairs. 228 LFT. Total Cost: \$80,000.00

Piney Ridge Rd – M-116 north 1.5 miles: Select wedging. 1.5 miles. Total Cost: \$20,900.00

Golfwood and Lincolnwood – M-166 to M-166: Single seal coat with fog. 0.6 miles. Total Cost: \$16,007.04

Larch, Mag-a-mae and Dennis – Piney Ridge East over all three roads: Apply slag @ 4". 0.4 miles. Total Cost: \$15,364.82

Alliene Rd – NW from Shagway .18 miles: Apply 4" slag. 0.18 miles. Total Cost: \$7,620.08

Illinois Rd – Neil east to end of blacktop. Single coat with fog. 0.33 miles. Total Cost: \$8,250.48

Rath Rd – Jagger to Decker: Cut down hill & Apply slag @ 4". 0.51 miles. Total Cost: \$20,398.36

2. Randy Misener of Reith-Riley addressed the board regarding an outstanding billing discrepancy. He explained his rationale for the billed amount. After some discussion, the board agreed that the increased cost was due to a mistake made by MCRC and we should pay the bill. Braginton will issue payment at next board meeting.
3. Nelson presented bid tabulations from HMA bids and recommended that we accept the bids from Reith-Riley as the low bidder overall.
4. Samuels requested approval of 2018 changes to the Certification Maps
5. Samuels plans to hire two seasonal employees for the summer to inventory culverts throughout the county. We are required to have this completed by 2020, so the additional help is essential to ensure that we meet this deadline.
6. Samuels asked if the board was ready to make a decision on staff wage increases. Board requested that Samuels provide proposed numbers again and they will review and make a decision at the next meeting on March 28, 2019.
7. Reviewed performance review forms provided by Ingison. Everyone agreed that it is a good format and would like to implement it for the next round of staff evaluations.
8. Workshop for strategic planning scheduled for **March 28th @ 9:00 am.**

New Business

1. Samuels presented a resolution for vacation of 9th street and water street at Hamlin Lake Resort.

Items Requiring Board Action:

Motion made by Robidoux and supported by Ingison to enter into contract with the various Townships as presented and to authorize the Manager/Director and the Clerk to sign on behalf of the board. Ayes all. Motion carried.

Motion made by Robidoux to approve 2018 changes to the Certification Maps. Supported by Ingison. Ayes all. Motion carried.

Resolution To Approve The Vacation Of The Portions Of 9th And Water Streets In The Amended Plat Of Hamlin Lake Resort

Whereas, the Road Commission is a plaintiff in a certain civil action (Sunny Birch Land Company, LLC, et al v State of Michigan, et al, Mason Co. Circuit Court file no. 18-20-CZ) seeking to vacate certain platted but unopened streets in the Hamlin Lake Resort subdivision in Hamlin Township pursuant to the Land Division Act; and,

Whereas, the platted streets described below are not now and have never been "county roads" certified by the Mason County Road Commission under Act 51 of the Public Acts of 1951; and,

Whereas, the Manager reports that she has viewed the streets in question and the proposed amended plat and that the platted streets are not needed as public streets and the public interest will be served by allowing them to be vacated;

Now therefore, motion by Robidoux and supported by Ingison to approve the resolution to vacation of the portion of Water Street lying between the North line of Lot Five (5), Block Fifty-eight (58) and Lot Five (5), Block Fifty-nine (59) and the South line of Lot Four (4), Block Fifty-six and Lot Four (4), Block Fifty-seven (57) in the Plat of Hamlin Lake Resort and the portion of 9th Street lying between the west line of the confirmed right of way for Lakeshore Road and the water's edge of Hamlin Lake in the Plat of Hamlin Lake Resort and the amendment of the plat of Hamlin Lake Resort to reflect the same. The Road Commission relinquishes any jurisdiction it may have in the portion of 9th Street and Water Street described above, to the Township of Hamlin.

Ayes: Schwass, Robidoux and Ingison.

Nays: None. Motion carried.

2. Samuels discussed the findings from the architect regarding g the possibility of constructing a new building on our existing site. They have determined that we will have enough room should we decide to pursue that avenue. Discussed the process required to obtain a mortgage. The first step in the process would be obtaining approval from the Mason County Board of Commissioners.

Extended Public Comment

None.

The next regular meeting is scheduled for Thursday March 28, 2019 at 10:00 a.m. with a workshop planned immediately prior at 9:00 am.

There being no further business the meeting was adjourned at 12:22 p.m.


Heather Braginton - Secretary


Bill Schwass - Chairman

MINUTES

Strategic Planning Workshop was called to order at 9:00 am and adjourned at 9:55 am.

Vice Chairman Robidoux called the **March 28, 2019** meeting of the Mason County Road Commission held in their office at 510 E State Street, Scottville, MI to order at 10:00 a.m.

Members present: Robidoux and Ingison, Manager/Director Samuels, County Highway Engineer Nelson, Superintendent Moody. Absent: Chairman Schwass and Secretary Braginton

Visitors: Josh Buchanan, Michigan Cat and Lucas Porath, OHM Advisors.

Approval of Agenda

Motion made by Ingison to approve the agenda as presented. Supported by Robidoux. Ayes all. Motion carried. Conflicts: None

Approval of Minutes

The minutes of the March 18, 2019 regular meeting were discussed. Motion made by Ingison to approve the minutes. Supported by Robidoux. Ayes all. Motion carried.

Approval of Payments

The Board took the following action after reviewing the accounts payable and payroll: Motion made by Ingison to approve Accounts Payable #6 for March 28, 2019 for ck#77647 thru ck #77689 for \$125,475.52, approve Payroll #6 for March 21, 2019 for \$79,531.87 and pre-approve payroll #7 for April 4, 2019. Supported by Robidoux. Ayes all. Motion carried.

At 10:09 am the Board looked over the Contingent Liabilities and Revenue/Fund Balances.

Public Comment

None

Superintendent's Report

Superintendent Moody reported on current activities of road crews, blading, aggregate patching and culvert replacements. The roads that were closed for flooding have all been reopened. The tree crew has been out, and we have had three patch crews out working on filling potholes. Doing some edge fills, extra help in the shop and washing sanders.

Shop Foreman

Bids were presented by T Woirol for the lease/ purchase of a compact track loader. Low bidders were Ginop Sales and Michigan Cat. The board agreed that a lease would not be the best way to proceed so will buy the machine out right. A formal vote will be taken at the next meeting.

Discussion was held on the Volvo rubber-tired backhoe. The lease will expire in January 2020. It was suggested that we buy out the lease and take bids on a new lease. No decisions were made. This will be discussed at the next meeting.

Engineering

- **2019 Hawley Road Bridge:** Davis continues to work on the bridge and is making good progress. Contract Amount is \$1,048,000 with a revised open to traffic date of June 15, 2019 with final acceptance of restoration of July 20, 2019. Prein & Newhof is doing the onsite inspection, surveying, and office tech work. I am the Project Engineer that reviews and signs all pay estimates, contract modifications, etc.
- **2022 Bridge Applications** – Are due May 1, 2019. Scott Engineering to apply for 5 bridge projects. See the attached list of proposed bridge locations.
- **2019 Detour Stiles, Sugar Grove & Scottville Road** – The MDEQ permit for replacement of the culvert between Amber and Stiles has been approved by MDEQ. I need to get easements and order the culvert.
- **2019 HMA Paving** – I am meeting with Randy Meisner next week to go over the anticipated schedule for paving.
- **2019 Chip Seal** – Chip bids were received from 3 bidders. Highway Maintenance & Construction from Romulus was the low bidder at \$352,466.97. Highway Maintenance also submitted an alternate bid for 25A slag with a saving of about \$20,000. I need to do a little checking past performance of this Contractor and also on this alternate material before I can make a recommendation.
- **Conferences** – Josh & I attended the County Phaser Training in Kalamazoo. Each County needs to attend training each year. Phaser ratings are required each year on Primary and recommended every 3 years on local.
- **2020 Tuttle Road Bridge** – N. of Fountain Road Construction Estimate is \$348,000. Need to send an RFP for Engineering Services. I confirmed with Keith Cooper that combining the 2 bridge projects is best for overall construction and pricing. We can combine both bridges in either 2020 or 2021.
- **2021 Fountain Road** – Received letter from MDOT stating that the Fountain Road "bridge" has been approved for funding in the amount of \$869,000. Box culverts can be built with bridge funding. I am meeting with Luke Golden from the MDEQ this afternoon on these crossings and 3 other crossings in Mason County.
- **Weaver Road Access to Long Lake** – The MCRC has received a response from Glenn Lindsey who is helping Kline. Glen requested a copy of some of the documents to verify the width between the fences. The Kline's had purchased 10' for access to the lake. They do not have any issue moving the fence as long

as they are able to maintain the 10' width as purchased. We have not got any response from Ferguson, the property owner to the North to date.

- **Sand, Salt, Aggregate** – Josh & I will be surveying our sand, salt, and aggregate piles as requested for verification of the amounts available.
- **Darr Road Bridges** – OHM has revised the request to \$28,650 for additional engineering fees since the project ran over. I looked thru the original contract and estimated times & cost for inspection, surveying, office work, etc. to verify Engineering Fees as bid. The project was anticipated to take 16 weeks, the contractor will have worked a total of 19 weeks to complete. The Engineering contract was based on a not to exceed cost of \$175,000 for both bridges. The additional inspection time with support staff would be approximately \$15,956. The beam & railing inspections were not part of the scope and inspection cost from TUV were \$9,470. OHM had \$3,224 in additional time during the lockout.
- **NC-2019 County Wide Primary Pavement Marking**: Josh has finished up the specifications and submitted to MDOT for the primary roads (80% MDOT 20% MCRC). The project will be bid thru MDOT in the June 7, 2019 bid letting. Josh has confirmed with Michigan Pavement Marking to extend the 2018-unit prices of \$0.039 for the local pavement marking in 2019.
- **NC-2019 Sass Road**: Survey work completed and working on the preliminary design for Grant Township. I need to send Al Bufka a preliminary cost estimate to see if Grant Township wants to proceed with final design.
- **NC-2019 Sheeling Repair Hamlin Township** – I will be putting together specifications to be completed in the spring of 2019.
- **NC-2019 Sugar Grove Road east of US-31**: MDEQ permit was received for replacing this culvert. I will need to get pricing for the culvert, easements and plan on replacing the culvert in the spring of 2019. The culvert is failing at the shoulder and needs to be replaced.
- **NC-2020 Rasmussen Rd Design**: Josh & I need to verify the survey and adjust the points to the correct elevations. I have received record drawing plans from P.M. Township for the existing water and partial sanitary sewer. I need to get other utility drawings for gas, electric, cable, etc. Josh is working on SHPO & DEQ permitting. Soil borings have already been completed by Nordlund & Associates.
- **NC-2020 Hansen Road Design**: I met with MDOT Local Agency Workshop in GR and discussed the project with Gregg Zack. Gregg did not feel that constructing both the MDOT & MCRC projects at the same time would be a problem. Josh & I need to verify the survey and adjust the points to the correct elevations. I have received record drawing plans from P.M. Township for the existing water and partial sanitary sewer. I need to get other utility drawings for gas, electric, cable, etc. Josh is working on SHPO & DEQ permitting. Hansen Road from Stiles to Amber & east of LaSalle easterly to US-31 will be bid as 1 project thru MDOT with State, STP, & local funding. Soils & Structures agreed to extend the soil boring unit pricing from 2018 bids for 2019 season.
- **NC-2018 Hansen Rd, W. of Gordon Rd to 0.8 mi W of US-31**: Josh & I will be working on finalizing MDOT files. Record Drawings have been completed. (C & D Hughes, Inc.: As bid amount \$657,725.79. 80% Federal STP, 20% State D. Final

cost of construction is approximately \$675,186.55. The Original Engineers Estimate was \$751,355.00.

Manager/Director Report

- The certification maps have been sent in to MDOT.
- We had a second meeting with Scott Merrick and the owner from Gourmet Mushroom on March 20 to discuss the purchase of the 20 acres where the brine pond is located. The property is used as collateral for their current mortgage, but the owner agreed to see if they could have it removed. If that is possible, they will begin discussions on a sale of the property.
- Weight Restrictions were placed on March 13 at 7:00 am. No trouble to report so far.
- We met with the County Administrator to discuss a potential plan for a new road commission building and what would be the proper way to pursue this. He suggested it would be best for him to meet with the counties bond council before any further steps can be taken.
- The County Register of Deeds was in last week to set us up with the County BS&A program. This allows us access to all the properties in Mason County with names, property numbers and addresses. This will be a very valuable tool.
- Requested bids for the 2019 Sweeping for the State Trunkline and Mason County Roads. Bids are due on April 10, to be awarded at the April 11, 2019 meeting.

Unfinished Business

1. Samuels presented the following list of road projects for approval:

Eden Township 2019

Brine: One (1) Double Application. 2500 gallons per mile. Applied in two courses. 29.62 miles then 16.28 miles.

Twp Cost-----	\$ 15,557.12
MCRC Cost-----	3,353.68
Total Cost-----	\$ 18,910.80

Logan Township 2019

Brine: One (1) Double Application at 5000 gallons per mile for 16.25 miles then second ½ for 15.72 miles. One (1) single application. 2500 gallons per mile for 15.72 miles.

Twp Cost-----	\$ 16,280.52
MCRC Cost-----	3,212.78
Total Cost-----	\$ 19,493.30

Meade Township 2019

Reid Road-South of existing blacktop: Phase 1: Tree & Stump Removal. 1.25 miles. Total Cost: \$20,816.54.

Reid Road – South of existing blacktop: Phase 2: Grading, Ditching, Seed & Mulch. 1.25 miles. Total Cost: \$11,377.57

2. Approval of Bids for Chip Seal-Postponed until the next meeting
3. Staff Wage Evaluations will be on hold until the next meeting.

New Business

1. Additional billing from OHM for the Darr Road Bridges-Discussion
2. Resolution for Uniform Definition for Small Wireless Communications Facilities Deployment Act-Hold until next meeting.
3. Resolution to adopt Permit Fees for Small Wireless Communications. -Hold until next meeting.
4. Approve Permit Policy for safely allowing utilities access within the County right of Ways. -Hold until next meeting.

Items Requiring Board Action:

Motion made by Ingison and seconded by Robidoux to enter into contracts with the various Townships as presented and to authorize the Manager/Director and the Clerk to sign on behalf of the board. Ayes all. Motion carried.

Motion made by Ingison and seconded by Robidoux to approve the extra costs incurred for the Darr Road Bridges for OHM in the amount of \$28,650.00 contingent on them completing the bridge inspections as part of the agreement. Ayes all. Motion carried.

Extended Public Comment

None.

The next regular meeting is scheduled for Thursday April 11, 2019 at 10:00 a.m. with a workshop planned immediately prior at 9:00 am.

There being no further business the meeting was adjourned at 12:03 p.m.


Mary Samuels – Manager/Director


Doug Robidoux – Vice-Chairman

MINUTES

Strategic Planning Workshop was called to order at 9:00 am and adjourned at 9:58 am.

Chairman Schwass called the **April 11, 2019** meeting of the Mason County Road Commission held in their office at 510 E State Street, Scottville, MI to order at 10:00 a.m.

Members present: Schwass, Robidoux and Ingison, Manager/Director Samuels, Secretary/Finance Director Braginton, County Highway Engineer Nelson, Superintendent Moody

Visitors: Resident - Wayne Anderson, Hamlin Twp Residents (Nurnberg Rd) – Gregg Jaques, Bruce Gruber, Paula Gruber, George Buley, Tara Westhouse, Michael Maki, Steven Dailey, Marcie Dailey, Jim McCrie.

Approval of Agenda

Motion made by Ingison to approve the agenda as presented. Supported by Robidoux. Ayes all. Motion carried. Conflicts: None

Approval of Minutes

The minutes of the March 28, 2019 regular meeting were discussed. Motion made by Ingison to approve the minutes. Supported by Robidoux. Ayes all. Motion carried.

Approval of Payments

The Board took the following action after reviewing the accounts payable and payroll: Motion made by Robidoux to approve Accounts Payable #7 for April 11, 2019 for ck#77690 thru ck #77746 for \$257,861.37 and pre-approve payroll #8 for April 18, 2019. Supported by Ingison. Ayes all. Motion carried.

At 10:11 am the Board looked over the Contingent Liabilities and Revenue/Fund Balances.

Public Comment

Group of attendees regarding Nurnberg Road addressed the board about the condition of the road. Wanted to discuss possibilities of future improvements. Moody addressed the group and explained that everything possible is being done for maintenance. The problem is that the road needs to be reconstructed, which would be costly and there are not funds available to do that kind of project at this time. Ideas for possible funding options were discussed.

Wayne Anderson – had some roads concerns regarding Dennis Rd, Fountain Rd. and Dune view Rd. Moody will look into concerns and determine what needs to be done.

Superintendent's Report

Superintendent Moody reported on current activities of road crews, blading, aggregate patching and culvert replacements. The tree crew has been out, and we have had three patch crews out working on filling potholes.

Started sweeping and had an accident with the broom being hit by a semi on the highway. There were no injuries, but we decided to add extra lights and flashing arrow to make the broom more visible and safer.

Crack sealing and rest area cleanup will be coming up in the next few weeks.

Shop Foreman

The lease will be up on the wheeled excavator in January. The MI-Deal lease purchase payment for a replacement would be approximately \$3350 monthly. Would like to get the new machine ordered so that it is here by the time the prior lease is done in January.

Truck #505 lost a motor, putting us down one more pickup when we are already short on pickups. Received prices for two Ford pickups: FORD F250 Crew Cab-\$33,100 & Ford F250 Single Cab-\$30,300. We actually need 2-3 more pickups to have enough to meet all of our needs.

#13 – the pickup with the flashing area is also getting close to the end of its life and will need to be replaced soon.

Ingison suggested that we develop a fleet management policy to prevent finding ourselves in this situation in the future.

Engineering

- **2019 Hawley Road Bridge:** Davis continues to work on the bridge and is making good progress. Abutments are poured and they are asking about weight restrictions so they can schedule delivery of concrete beams. Contract Amount is \$1,048,000 with a revised open to traffic date of June 15, 2019 with final acceptance of restoration of July 20, 2019. Prein & Newhof is doing the onsite inspection, surveying, and office tech work. I am the Project Engineer that reviews and signs all pay estimates, contract modifications, etc.
- **2022 Bridge Applications** – Are due May 1, 2019. Scott Engineering is Applying for 5 bridge projects. See the attached list of proposed bridge locations.
- **Bridge Inspections** – Jim Nordlund from Nordlund & Associates has been doing our MDOT required bridge inspections for numerous years. I believe about 15 to 20 years. Currently the cost is \$250 to \$300 per bridge for approximately 39 bridges in Mason County. For the past 4 months I have been getting repeated e-mails from MDOT regarding the beige inspections. There have been numerous deficiencies and there is an ongoing problem with timely inspections. This can jeopardize our future MDOT funding on Bridges. I am scheduling a

meeting next with Jim, Mary & Jay to go over the ongoing issues. I think its time to look for another Consultant to do our bridge inspections even if the cost is significantly more money.

- **2019 HMA Paving** – I met with Randy Meisner & Hallack Contracting to go over HMA paving schedule. Anticipate starting on crushing & shaping projects the week of April 29th. Tentative schedule is Lakeshore Drive, Anthony Road, Reek Road, Sugar Grove. Josh Peters & I looked at another culvert on Sugar Grove that needs to be replaced approximately ¼ mile west of Tuttle. I will need to get a DEQ permit, easements & the new culvert installed before C&S and HMA paving this section.
- **2019 Chip Seal** – Chip bids were received from 3 bidders. Highway Maintenance & Construction from Romulus was the low bidder at \$352,466.97. Highway Maintenance also submitted an alternate bid for 25A slag with a saving of about \$20,000. I confirmed with 4 County Road Commissions that have used Highway Maintenance with good results. It is my recommendation to award the 2019 Chip Seal bid to Highway Maintenance.
- **Sand, Salt, Aggregate** – Josh surveyed our 2NS sand piles as requested for verification of the amounts available.
- **Sugar Grove Culverts & Scour at Quarterline Road Bridge (Sauble River)** – We have a wooden abutment undermining on Quarterline that needs Rip-Rap under a bridge. The Sugar Grove Culverts are larger culverts and due to workload, we may need to consider hiring Contractors to help with this work.
- **2020 Tuttle Road Bridge** – Met with the DEQ to determine stream width for new structures. Tuttle Road is a good candidate for either a wooden bridge or a concrete arch structure. A structure similar to Darr Road Bridges is also a good candidate. N. of Freesoil Road Construction Estimate is \$348,000. Need to send an RFP for Engineering Services. I confirmed with Keith Cooper that combining the 2 bridge projects is best for overall construction and pricing. We can combine both bridges in either 2020 or 2021.
- **2021 Fountain Road** – Met with DEQ and Luke Golden was agreeable to a large concrete arch. Received letter from MDOT stating that the Fountain Road "bridge" has been approved for funding in the amount of \$869,000. Box culverts can be built with bridge funding. I am meeting with Luke Golden from the MDEQ this afternoon on these crossings and 3 other crossings in Mason County.
- **Weaver Road Access to Long Lake** – The MCRC has received a response from Glenn Lindsey who is helping Kline. Glen requested a copy of some of the documents to verify the width between the fences. The Kline's had purchased 10' for access to the lake. They do not have any issue moving the fence as long as they are able to maintain the 10' width as purchased. We have not got any response from Ferguson, the property owner to the North to date.
- **NC- Darr Road Bridges** – OHM has revised the request to \$28,650 for additional engineering fees since the project ran over. I looked thru the original contract and estimated times & cost for inspection, surveying, office work, etc. to verify Engineering Fees as bid. The project was anticipated to take 16 weeks, the contractor will have worked a total of 19 weeks to complete. The Engineering contract was based on a not to exceed cost of \$175,000 for both bridges. The

additional inspection time with support staff would be approximately \$15,956. The beam & railing inspections were not part of the scope and inspection cost from TUV were \$9,470. OHM had \$3,224 in additional time during the lockout.

- **NC-2019 Detour Stiles, Sugar Grove & Scottville Road** – The MDEQ permit for replacement of the culvert between Amber and Stiles has been approved by MDEQ. I need to get easements and order the culvert.
- **NC-2019 County Wide Primary Pavement Marking:** Josh has finished up the specifications and submitted to MDOT for the primary roads (80% MDOT 20% MCRC). The project will be bid thru MDOT in the June 7, 2019 bid letting. Josh has confirmed with Michigan Pavement Marking to extend the 2018-unit prices of \$0.039 for the local pavement marking in 2019.
- **NC-2019 Sass Road:** Survey work completed and working on the preliminary design for Grant Township. I need to send Al Bufka a preliminary cost estimate to see if Grant Township wants to proceed with final design.

Manager/Director Report

- Still waiting on final adjustments for the County Maps.
- No changes regarding the Brine Pond Property.
- Weight Restrictions are still in place. Will discuss next week.
- Nothing new to report from County Administrator Knizacky regarding funding for a new RC facility.
- Sweeping bids were opened on April 10th.
- Renewal contracts have been sent out for Catch Basin Repairs and Cleaning on US-10 & US-31.
- Continue to advertise for summer help. Anticipate hiring 5 or 6 people.
- There was an accident last week involving our sweeper and a semi. The semi nicked the hydraulic drive motor on the left side of the broom and tore it off. No one was injured. This is the second incident we have had with our broom in two years. This has become a safety issue that needs to be addressed. We are in the process of making some changes by adding more lights, so the tractor is more visible and also adding a water tank to help keep the dust down.
- The 4-10-hour days will start on April 22, 2019.
- I sent a letter to MDOT after the last meeting in March and asked that the PM Highway off ramp safety issue be addressed. The letter was forwarded to Tim Terry from MDOT then forwarded from there to Sheriff Cole. This issue will be addressed at a Mason County Traffic Safety meeting on Wednesday May 1, 2019 at 9:00 am at the Sheriff Department.
- Received a letter from residents on South Gordon Road regarding the speed limit. They would like a reduction in the currently posted speed limit. I will send this on to Trooper Davis and request a speed study be done.

Unfinished Business

Approval of Township Projects

Sherman Township 2019

Fountain Road – from sawmill driveway East to Schoenherr Rd: Place 1-1/2" HMA

overlay. 0.54 miles. Total Cost: \$39,900.00

Reviewed proposed staff wage increases as proposed by Manager Samuels. Proposal was discussed and adjustments were made.

Resolution for Uniform Definition for Small Wireless Communications Facilities Deployment Act- Hold until a later date.

Resolution to adopt Permit Fees for Small Wireless Communications. - Hold until a later date.

Approve Permit Policy for safely allowing utilities access within the County right of Ways. -Hold until a later date.

Nelson provided bid tabulations for 2019 chip seal bids. The three bids were from Highway Maintenance & Construction Co., Pavement Maintenance Systems, LLC and Fahrner Asphalt Sealers, LLC. Recommended awarding the bid to Highway Maintenance & Construction Co. as the confirmed low bidder.

Discussed equipment purchases for Cat Skidsteer and Harley Rake.

New Business

Sweeping bids were received and the low bidder was Sani-Sweep.

Braginton provided board members with copies of proposed changes to CRA By-laws. Will review and vote at next meeting.

Items Requiring Board Action:

Motion made by Robidoux and seconded by Ingison to enter into contracts with the various Townships as presented and to authorize the Manager/Director and the Clerk to sign on behalf of the board. Ayes all. Motion carried.

Motion made by Robidoux to approve the lease purchase of wheeled excavator as presented by Woirol. Supported by Ingison. Ayes all. Motion carried.

Motion made by Robidoux to approve the purchase of two new pickups as presented by Woirol. Supported by Ingison. Ayes all. Motion carried.

Motion made by Robidoux to approve the lease purchase of Cat Skidsteer as presented by Woirol. Supported by Ingison. Ayes all. Motion carried.

Motion made by Robidoux to approve the purchase of Harley Rake as presented by Woirol. Supported by Ingison. Ayes all. Motion carried.

Motion made by Robidoux to approve the staff wage increases as revised. Supported

by Ingison. Ayes all. Motion carried.

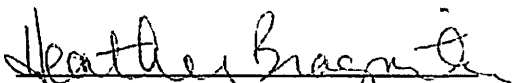
Motion made by Ingison to approve bid award for 2019 sweeping to Sani-sweep.
Supported by Robidoux. Ayes all. Motion carried.

Extended Public Comment

None.

The next regular meeting is scheduled for Thursday April 25, 2019 at 10:00 a.m. with a workshop planned immediately prior at 9:00 am.

There being no further business the meeting was adjourned at 1:39 p.m.


Heather Braginton – Secretary


Bill Schwass – Chairman

MINUTES

Strategic Planning Workshop was called to order at 9:00 am and adjourned at 9:58 am.

Vice-Chair Robidoux called the **April 25, 2019** meeting of the Mason County Road Commission held in their office at 510 E State Street, Scottville, MI to order at 10:00 a.m.

Members present: Robidoux and Ingison, Manager/Director Samuels, Secretary/Finance Director Braginton, County Highway Engineer Nelson, Superintendent Moody. Absent: Schwass.

Visitors: Resident – Paul Keson/Pere Marquette Twp, Dick Alway/Amber Twp, Jim Gallie/Amber Twp, Tara Westhouse/Nurnberg Rd.

Approval of Agenda

Motion made by Ingison to approve the agenda as presented. Supported by Robidoux. Ayes all. Motion carried. Conflicts: None

Approval of Minutes

The minutes of the April 11, 2019 regular meeting were discussed. Motion made by Ingison to approve the minutes. Supported by Robidoux. Ayes all. Motion carried.

Approval of Payments

The Board took the following action after reviewing the accounts payable and payroll: Motion made by Ingison to approve Accounts Payable #8 for April 25, 2019 for ck#77747 thru ck #77802 for \$293,902.53 and pre-approve payroll #9 for May 2, 2019. Supported by Robidoux. Ayes all. Motion carried.

At 10:06 am the Board looked over the Contingent Liabilities and Revenue/Fund Balances.

Public Comment

Tara Westhouse addressed the board regarding Nurnberg Road. Inquired when the last traffic count was done and whether we could do one soon. Also requested to have signs returned that were removed from the right-of-way.

Superintendent's Report

Superintendent Moody reported on current activities of road crews including progress in township projects. Crews have been working on slagging, tree removal, aggregate patching on local roads. Also replaced a undersized culvert at Larsen and Decker which is already helping immensely with the water issue there.

Shop Foreman

None.

Engineering

- **2019 Hawley Road Bridge:** Davis continues to work on the bridge and is making good progress. Abutments are poured. They are backfilling the abutments, hauling away spoils and importing sand for the roadway. The beams are scheduled for May 6th. Davis is anticipating completion by June 1st, 2019. Contract Amount is \$1,048,000 with a revised open to traffic date of June 15, 2019 with final acceptance of restoration of July 20, 2019. Prein & Newhof is doing the onsite inspection, surveying, and office tech work. I am the Project Engineer that reviews and signs all pay estimates, contract modifications, etc.
- **2022 Bridge Applications** – Are due May 1, 2019. Scott Engineering is Applying for 5 bridge projects. See the attached list of proposed bridge locations. Board resolution needed for submitting application.
- **Bridge Inspections** – Mary, Jay & I met with Jim Nordlund from Nordlund & Associates about the bridge inspections. Jim stated that the bridge assignments need to be updated by the MCRC with MDOT, so he has access to the files. I need to check with Allie from MDOT to discuss how this process works. I still think it is time to look for another Consultant to do our bridge inspections even if the cost is significantly more money.
- **2019 HMA Paving** – Anticipate starting on crushing & shaping Lakeshore Drive project this week and HMA paving the week of April 29th. Tentative schedule is Lakeshore Drive, Anthony Road, Reek Road, Sugar Grove. Josh Peters & I looked at another culvert on Sugar Grove that needs to be replaced approximately ¼ mile west of Tuttle. I will need to get a DEQ permit, easements & the new culvert installed before C&S and HMA paving this section. Prepared final list of roads for HMA paving after receiving additions/deletions from the Townships.
- **2019 Chip Seal** – Working on the updated list of Township projects checking additions/deletions for the contractor.
- **Reid Road** – Josh and Mark Wahr are staking the ROW on Reid Road and getting existing centerline. Josh & I will be working on a new centerline alignment to smooth out the numerous curves.
- **Hansen Road 2018** – Josh & I are working on MDOT file for final review. MDOT final review is anticipated in early to mid-May.
- **Anthony Road** – Josh set construction stakes for Anthony Road, sand lift area and staked super elevations. Hallack Contracting has placed the crushed concrete & pulverized the road. Installed the sand lift and installed 2 cross culverts. Anticipate HMA paving in the next 2 weeks. I would like to get a pricing to furnish & install 2' to 3' wide limestone gravel shoulders with a road widener. Anticipated cost is \$25,000 to \$30,000. Otherwise there will be topsoil shoulders that is not per our standard typical for an all-season roadway. The MCRC should prepare the slopes with the skid steer and Harley rake after the gravel shoulders are installed. Final restoration of slopes would be approximately \$25,000 to

\$30,000 if Contracted or \$10,000 for materials & 1 week with 2 MCRC workers & the hydro-seeder.

- **Culvert Inventory** – Josh has the laptop set up and we have the equipment ready for Mark W. & summer helper to start on Culvert Inventory. Summer helper should be starting in Mid-May.
- **Hansen Road 2022** – After several e-mails and phone calls we have received confirmation that the MCRC was granted small urban funding for Hansen Road from east of Meyer to Dennis Road. MDOT will pay \$375,000 towards this project.
- **Category F** – MDOT funding application is due by May 1, 2019. Considering applying for Category F small urban (due May 1, 2019) for another \$375,00 toward the total estimated cost of \$820,000. Also considering south Jebavy Drive & other primary roads in the Urban Area of the City of Ludington.
- **Weaver Road access to Long Lake** – Property owner to the south has moved his fence to the required 8' south of the E/W ¼ line of Weaver Road per the court ruling of 1969. The property owner to the north has contacted an attorney and is so far contesting moving his fence. We sent the attorney and property owner to the north our documents showing ownership of the 33' north of the E/W ¼ line of Weaver Road. The attorney & property owner are reviewing the documents and will get back to us.
- **Sugar Grove Culverts & Scour at Quarterline Road Bridge (Sauble River)** – Josh Peters & I looked at the bridge and determined that we need to consider hiring Contractors to help with this work. The roadway has been patched several times due to undermining on the south abutment. It will need about 80 tons of needs Rip-Rap under the bridge at the south abutment. The Sugar Grove Culverts are larger culverts and due to workload, we need to hire Contractors to help with this work.
- **Potential DEQ Permits Required** – Conrad east of Meyer, Quarterline Bridge, Hamlin Township Sewall Repairs, Rasmussen Road & Hansen Road 2020.
- **Permanent & Grading Easements Required** – Sugar Grove Road culverts (6 required)
- **Additional Survey Work needed** – Rasmussen Road - Jebavy to Gulley, Hansen – Stiles to Amber, Hansen LaSalle to US-31, Conrad Culvert, Sugar Grove Culvert, Hamlin Township Seawall
- **RFP** – Need to request for engineering proposal for design and possibly construction inspection for Tuttle Road/Fountain Road Structures – realistically 2021 construction.
- **Darr Road Bridges** – Sent Hardman a notice that season suspension period is ending on May 1, 2019. Hardman needs to complete the restoration & concrete sealing prior to May 1, 2019 or LD's will resume.

Manager/Director Report

- Requested a price to provide each of the townships with a 24"x 36 "map of their township. Cost for all 15 townships will be \$590.00. Three sets of 44"x59" laminated maps will be \$733.00.
- No changes regarding the Brine Pond Property.

- Weight Restrictions were lifted on Monday April 22nd at 7:00 am.
- Met with the County Finance Committee. They suggested we discuss our desire for a new road commission facility at the June County Board Meeting after we present our annual report. It was suggested to submit a letter to the board explaining our financing needs.
- Have hired a youth crew for summer help.
- The sweeper has been repaired and is back on the road with more lights and a water tank.
- The 4-10-hour days started on April 22, 2019.
- The Mason County Traffic Safety meeting is scheduled for Wednesday May 1, 2019 at 9:00 am at the Sheriff Department.
- Attended the Mason County Township Officers Meeting. Liz Reimink talked about the New Code Red Program implemented by the County. I passed the information along to the RC employees to set up on their phones. They will be able to receive notifications of emergency and weather alerts.
- We purchased a used Hydro Seeder for \$4,500.00. T Woilol is getting it ready for use.
- I have contacted Trooper Davis to get started on the speed studies we discussed last fall.
- Sand and Gravel bids will be opened on May 1, 2019 at 11:00 am.
- Received a Gift Card from CRA for being the winner of the Silent Auction held at the CRA Highway Conference.
- A request has been made to abandon property the MCRC owns on Lakeshore Drive. I plan to deny this request as it is a direct access to Hamlin Lake. (Photo Provided).
- R Rolston Will be retiring on June 28, 2019. Last day of work is May 24. We will be advertising for an additional employee.
- Jeff Loeser will be starting on May 13, 2109.
- Still working with Sheridan and Branch Townships on road contracts.
- Working on a price on equipment to make our own signs. Est cost \$8,000.00. Will allow us a faster turnaround on sign replacements and ability to provide specialty signs.
- We will be putting a list of monument box repairs and replacements needed and bid it out. We have had requests pending since 2016.

Unfinished Business

Braginton requested a vote on the proposed changes to CRA By-laws. All members voted yes. Ayes all. Motion carried.

New Business

Nelson requested to purchase a box insert for engineering supplies and equipment. Board approves if it is under \$10,000 threshold.

Braginton presented Resolution for 2019 Bridge Applications.

Nelson requested clarification on bidding procedures. Suggested that we adopt a policy for bidding.

ACT 51 was presented for review. Approval requested.

Items Requiring Board Action:

Motion made by Ingison to adopt resolution to submit 2019 bridge applications. Supported by Robidoux. Ayes all. Motion carried.


Motion made by Ingison to approve the 2018 ACT 51 report as presented. Supported by Robidoux. Ayes all. Motion carried.

Extended Public Comment

Tara Westhouse – asked if it would be possible to get Nurnberg Road re-classified as a primary road.

The next regular meeting is scheduled for Tuesday May 14, 2019 at 10:00 a.m. with a workshop planned immediately prior at 9:00 am.

There being no further business the meeting was adjourned at 11:28 a.m.


Heather Braginton – Secretary


Bill Schwass – Chairman

MINUTES

Strategic Planning Workshop was called to order at 9:00 am and adjourned at 9:58 am.

Vice-Chair Robidoux called the **May 14, 2019** meeting of the Mason County Road Commission held in their office at 510 E State Street, Scottville, MI to order at 10:00 a.m.

Members present: Robidoux and Ingison, Manager/Director Samuels, Secretary/Finance Director Braginton, County Highway Engineer Nelson, Superintendent Moody. Members absent – Schwass.

Visitors: Jane Hathaway/Whispering Surf Campground, Fred Bates/Victory Twp.

Approval of Agenda

Motion made by Robidoux to approve the agenda as presented. Supported by Ingison. Ayes all. Motion carried. Conflicts: None

Approval of Minutes

The minutes of the April 25, 2019 regular meeting were discussed. Motion made by Robidoux to approve the minutes. Supported by Ingison. Ayes all. Motion carried.

Approval of Payments

The Board took the following action after reviewing the accounts payable and payroll: Motion made by Ingison to approve Accounts Payable #9 for May 14, 2019 for ck#77803 thru ck #77874 for \$313,959.39 and approve payroll #10 for May 16, 2019 for \$73,361.53. Supported by Robidoux. Ayes all. Motion carried.

At 10:07 am the Board looked over the Contingent Liabilities and Revenue/Fund Balances.

Public Comment

Jane Hathaway from Whispering Surf Campground addresses board regarding condition of Lakeshore Drive and asked when repairs are scheduled for. Samuels indicated that we have plans to do some paving repairs to the bad areas in the road early in the summer.

Fred Bates from Victory Township addressed the board regarding the logs that are remaining on Fischer Rd. Also stated that he feels we need to do some ditching on Peterson north of Dewey.

Superintendent's Report

Superintendent Moody reported on current activities of road crews including progress in township projects. Slagging has gone very well. Crews have been cracksealing,

replacing culverts, and brining. Pulled in 10 miles of shoulders and completed some aggregate patching. Open motor grader position has been filled.

Shop Foreman

None.

Engineering

- **2019 Hawley Road Bridge:** Davis continues to work on the bridge and are making good progress. The beams have been set. They will be forming the deck and pouring the deck in the next few weeks. They will be working on the earthwork for the approach slab and roadway. I visited the site last week to determine a solution to the underground springs on the West side of the bridge. I sent the anticipated solution to MDOT for approval. The additional work was sent to Davis for pricing, estimated at \$20,000. Davis is anticipating completion by June 15th, 2019. Contract Amount is \$1,048,000 with a revised open to traffic date of June 15, 2019 with final acceptance of restoration of July 20, 2019. Prein & Newhof is doing the onsite inspection, surveying, and office tech work. The Consultant cost is slightly over budget. Total cost of Engineering is anticipated to be about \$80,000 and increase of about \$15,000. I am the Project Engineer that reviews and signs all pay estimates, contract modifications; etc.
- **2019 HMA Paving** – Lakeshore Drive has been paved. MCRC will be adding aggregate to the driveways and restoring the edges of the HMA.
- **2019 Chip Seal** – Working on the updated list of Township projects checking additions/deletions for the contractor.
- **Hansen Road 2018** – Josh & I are working on MDOT file for final review. MDOT final review is anticipated in late May or early June.
- **Anthony Road** – The first layer of HMA was placed on Anthony Road on Friday & Saturday May 3rd & 4th. Hired Hallack equipment to grade the shoulders and place additional embankment with the road widener. There was a soft spot in the grade in from of Mary's house. The HMA & gravel was removed to approximately 12" deep. The underlying material was hard sandy material. Instructed Hallack to place 6" of open graded limestone 6" thick and place geotextile then 6" of crushed concrete. After the north lane was fixed the south lane had water pumping thru the HMA. This will be removed, 6" of open graded aggregate and 6" of crushed concrete. Additional ditching will be completed in this area. I would like to get a pricing to furnish & install 2' to 3' wide limestone gravel shoulders with a road widener. Anticipated cost is \$25,000 to \$30,000. Final restoration of slopes would be approximately \$25,000 to \$30,000. Is it required to bid this additional work?
- **Culvert Inventory** – Mark Wahr & Lucas Weinert have started the doing Culvert Inventory. It is anticipated to take all summer and part of next year to complete.
- **Weaver Road access to Long Lake** – Attorney Richard Wilson requested a copy of old McNitt records. These are records from 1930 to 1935 where the Townships turn over jurisdiction of the Road to the MCRC. The section of Weaver Road to

Long Lake was turned over to the MCRC in the McNitt Records. Ted was able to find the old documents in our files. I scanned and send the required McNitt documents to Richard Wilson. Hopefully this will convince the Ferguson Attorney and the Ferguson's to agree to move the fence back to 33' North of the E/W ¼ line. We are waiting to hear back from Richard Wilson.

- **Soil Borings** – Soils & Structures will be completing additional soil borings on Rasmussen, Hansen & Hoague Road in June. The soil borings are required for the design of these MDOT funded projects.
- **Permanent & Grading Easements Required** – Sugar Grove Road culverts (6 required), Ted is working on the permanent easements for these crossings.
- **Darr Road Bridges** – Hardman completed the final restoration & concrete sealing. They are working on the final punch list today.
- **Bridge Inspections** – I requested pricing for completing the bridge inspections for the MCRC from Scott Civil Engineering (L&S Engineering). Scott Civil Engineering also does the bridge inspections for Manistee & Muskegon County.

Manager/Director Report

- Just received the county maps to proof yesterday. There are a few minor changes needed then will be ready to print.
- No changes regarding the Brine Pond Property.
- The Mason County Traffic Safety meeting was held on Wednesday May 1, 2019 at the Sheriff Department. MDOT has agreed to place new traffic signs at the US-31 off ramp and Pere Marquette on both sides of the road in both directions with additional reflective tape.
- First monthly meeting with the Supervisors is scheduled for May 15, 2019 at 4:00 pm at the road commission.
- Nancy Ward from Butler Appraisal Service will be doing appraisals on several of our pit properties. Hope to have the results by the next board meeting.
- Continue to work with Nurnberg Road Residents. Completed a traffic count and will do another sometime in June. They are looking for Grant monies and would appreciate any data we can supply.
- Working on a cost for the new sign shop equipment that would allow us to make our own signs.
- Opened Gravel bids on May 1. Did not receive any viable bids so will not accept and will re-bid.

Unfinished Business

Nelson requested clarification of the bidding requirements for projects. The policy currently states that anything over \$20,000 must be bid, however the State of Michigan only requires us to bid if the project is over \$100,000. It would save time and money to be able to hire a subcontractor to do work when needed without the constraints involved in the bidding process. Board agrees that current policy is outdated and the threshold needs to be raised. Policy will be revisited, but for the interim, Board will allow a temporary increase to \$50,000 for the current Anthony Rd project only.

New Business

Samuels presented Lease Agreement for Approval for (8) Frac Tanks with Michigan Chloride.

Samuels presented Resolution to adopt Uniform Definition for Small wireless Communications Facilities Deployment Act

Samuels presented Resolution to adopt Permit Fees for Small Wireless Communications.

Samuels presented Permit Policy for approval for safely allowing utilities access within the County Road Right of Ways.

Braginton presented the following Township Projects for approval:

Hamlin Township 2019

Rath Road – from Jagger Rd (from end of HMA North 800'): Place 2" HMA overlay. 0.15 miles. Total Cost: \$20,520.00

Branch Township 2019

Campbell Road – between Johnson and Hansen Rd – East Lane: Place HMA wedge over bad area. 0.3 miles. Total Cost: \$10,260.00

Comanche Pass Road – from Shoshone to Navajo: Place 1-1/2" HMA overlay. 0.23 miles. Total Cost: \$20,900.00

East Filburn Road – from Taylor to Dunbar: Place HMA wedge over selected areas. 0.27 miles. Total Cost: \$11,200.00

Dunbar Road – from E. Filburn to Hansen: Place 1-1/2" HMA overlay. 0.5 miles. Total Cost: \$46,800.00

Items Requiring Board Action:

Motion made by Ingison to approve a temporary minimum bid requirement increase to \$50,000 for the current Anthony Rd project only. Supported by Robidoux. Ayes all. Motion carried.

Motion made by Ingison to approve Lease Agreement with Michigan Chloride for eight (8) Frac Tanks. Supported by Robidoux. Ayes all. Motion carried.

Motion made by Robidoux to Resolution to adopt Uniform Definition for Small wireless Communications Facilities Deployment Act. Supported by Ingison. Ayes all. Motion carried.

Motion made by Robidoux to Resolution to adopt Permit Fees for Small Wireless Communications. Supported by Ingison. Ayes all. Motion carried.

Motion made by Ingison to Approve Permit Policy for safely allowing utilities access within the County Road Right of Ways. Supported by Robidoux. Ayes all. Motion carried.

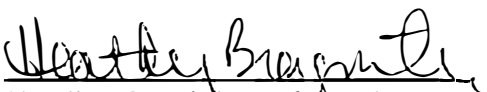
Motion by Ingison seconded by Robidoux to enter into contracts with the various Townships as presented and to authorize the Manager/Director and the Clerk to sign on behalf of the board. Ayes all. Motion carried.

Extended Public Comment

None

The next regular meeting is scheduled for Thursday May 23, 2019 at 10:00 a.m. with a workshop planned immediately prior at 9:00 am.

There being no further business the meeting was adjourned at 11:03 a.m.


Heather Braginton – Secretary


Bill Schwass – Chairman

MINUTES

Strategic Planning Workshop was called to order at 9:00 am and adjourned at 9:55 am.

Vice-Chair Robidoux called the **May 23, 2019** meeting of the Mason County Road Commission held in their office at 510 E State Street, Scottville, MI to order at 10:00 a.m.

Members present: Commissioner Robidoux, Commissioner Ingison, Manager/Director Samuels, Secretary/Finance Director Braginton, County Highway Engineer Nelson, Superintendent Moody. Members Absent, Chairman Schwass

Visitors: Jim Gallie, Amber Township

Approval of Agenda

Motion made by Ingison to approve the agenda as presented. Supported by Robidoux. Ayes all. Motion carried. Conflicts: None

Approval of Minutes

The minutes of the May 14, 2019 regular meeting were discussed. Motion made by Robidoux to approve the minutes. Supported by Ingison. Ayes all. Motion carried.

Approval of Payments

The Board took the following action after reviewing the accounts payable and payroll: Motion made by Ingison to approve Accounts Payable #10 for May 23, 2019 for ck#77876 thru ck #77917 for \$411,026.01 and approve payroll #11 for May 30, 2019. Supported by Robidoux. Ayes all. Motion carried.

At 10:12 am the Board looked over the Contingent Liabilities and Revenue/Fund Balances.

Public Comment

Jim Gallie from Amber Township stated that he is happy with the current road conditions in Amber Township. Is also interested in planning a future project to pave First Street from Stiles Road to the bridge.

Superintendent's Report

Superintendent Moody reported on current activities of road crews including progress in township projects – Schwass Rd, Lakeshore Dr, Townline Rd, and Ried Rd. Rain has been causing delays for crack sealing. Crews have been working on aggregate patching, cold patching, sweeping, and blading. Had some trees down during heavy wind storm. Summer crew has been planting flowers at rest area. New Sign Tech has been working the retiring sign tech. Robidoux mentioned complaint received on Chauvez Rd – Moddy is addressing the rough road problem, but waiting for the road to dry up

enough to fix it.

Shop Foreman

None.

Engineering

- **2019 Hawley Road Bridge:** Davis continues to work on the bridge and are making good progress. Finishing this week placing the traditional decking and fascia forms. Davis has no operators on site until next week. Rip rap operations have been completed at abutments and site was re-worked for SESC compliance. West grade road work is scheduled to begin next Wednesday / Thursday. Contractor has pavement removed now on West approach. Road work has been staked. As of yesterday, Davis said they had prices for the additional work we requested waiting for Mark D. approval.
- Davis is anticipating completion by June 15th, 2019. Contract Amount is \$1,048,000 with a revised open to traffic date of June 15, 2019 with final acceptance of restoration of July 20, 2019. Prein & Newhof is doing the onsite inspection, surveying, and office tech work. The Consultant cost is slightly over budget. Total cost of Engineering is anticipated to be about \$80,000 and increase of about \$15,000. I am the Project Engineer that reviews and signs all pay estimates, contract modifications, etc.
- **2019 HMA Paving** – Lakeshore Drive has been paved, gravel drives completed, and topsoil along the edges. The Hydro-Mulcher should be ready to use next week, plan on hydroseeding the topsoil edges on Lakeshore.
 - 1) MCRC will be adding gravel to Reek Road (2018 project) on Tuesday & Wednesday. Hallack planning to crush & shape Thursday & Friday with HMA scheduled for Saturday.
- **2019 Chip Seal** – Working on the updated list of Township projects checking additions/deletions for the contractor. Waiting to hear back from Amber Township before sending it to the Contractor.
- **Hansen Road 2018** – Josh & I are working on MDOT file for final review. MDOT final review is Scheduled for May 30th.
- **Anthony Road** – HMA paving is completed. Since the project is under budget it was decided to increase the thickness of the surface course. The HMA thickness was increased from a total of 3" to approximately 3.5". Hallack Contracting will be installing the gravel shoulders 2' wide on Friday. Hallack will be completing the final restoration next week.
- **Culvert Inventory** – Mark Whar & Lucas Weinert continue to work on the Culvert Inventory. They have completed Custer, Branch & Logan Townships. Currently working on Eden Township.
- **Weaver Road access to Long Lake** – Attorney Richard Wilson requested a copy of old McNitt records. These are records from 1930 to 1935 where the Townships turn over jurisdiction of the Road to the MCRC. The section of Weaver Road to Long Lake was turned over to the MCRC in the McNitt Records. Ted was able to find the old documents in our files. I scanned and send the required McNitt

documents to Richard Wilson. Hopefully this will convince the Ferguson Attorney and the Ferguson's to agree to move the fence back to 33' North of the E/W ¼ line. We are waiting to hear back from Richard Wilson.

- **Soil Borings** – Soils & Structures will be completing additional soil borings on Rasmussen, Hansen & Hoague Road in June. The soil borings are required for the design of these MDOT funded projects.
- **Permanent & Grading Easements Required** – Sugar Grove Road culverts (6 required), Ted is working on the permanent easements for these crossings. The easements should be completed next week. I will need to meet with the property owners and get the signed easements and notarize for recording at the Court House.
- **Darr Road Bridges** – Project is complete & final punch has been completed. The Federal Highway Administration picked the Darr Road bridges for a Federal review. OHM needs to add additional information to Project Wise as required by the FHWA. OHM is doing this work by T&M.
- **Bridge Inspections** – Scott Civil Engineering (L&S Engineering) has submitted pricing for completing the annual bridge inspections for 2019 & 2020. Scott Civil Engineering also does the bridge inspections for Manistee & Muskegon County.

Manager/Director Report

- No changes regarding the Brine Pond Property.
- The update for the main server has been completed. Everything went well with just a few issues to resolve.
- First monthly meeting with the Supervisors held on May 15, 2019 at 4:00 pm went very well. Eleven Townships were represented. There was discussion on cost sharing, questions on their current contracts and the process for pothole repairing. The next meeting will be scheduled for some time in July.
- Nancy Ward from Butler Appraisal Service will be doing appraisals on several of our pit properties. Hope to have the results within the next couple of weeks.
- Continue to work with Nurnberg Road Residents. We will be completing a traffic count over Memorial Day Weekend.
- The new equipment for the sign shop has been ordered and will be delivered and set up on May 31, 2019.
- The MCRC is eligible to outsource the rest area maintenance. We would advertise via newspaper/internet. There would be a Prebid meeting with award based on low bid, then the normal 0426 process.
- Attended the Local Planning Team Meeting and Local Emergency Planning Committee Meeting on Tuesday. Grant updates were presented, Hazard Mitigation Updates and for Code Red.
- The North Country Cooperative Invasive Species Management Area will be treating an invasive plant, wild parsnip near the intersection of Tyndall Road and 64th Road in Mason County starting 5/28/2019 and continue until 7/3/2019.
- MDOT has placed the new signs on PM Highway (BR-31) near the US-31 off ramp.

Unfinished Business

Discussion regarding bidding policy. Will get samples to review and draft a new policy to bring to the next board meeting.

New Business

Discussion of brine cost share with townships. Some townships would like more flexibility in how they use their cost share funds.

Items Requiring Board Action:

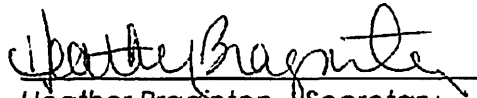
None.

Extended Public Comment

None.

The next regular meeting is scheduled for Thursday June 13, 2019 at 10:00 a.m. with a workshop planned immediately prior at 9:00 am.

There being no further business the meeting was adjourned at 11:32 a.m.


Heather Braginton – Secretary


Bill Schwass – Chairman

MINUTES

Strategic Planning Workshop was called to order at 9:00 am and adjourned at 9:55 am.

Vice-Chair Robidoux called the **June 13, 2019** meeting of the Mason County Road Commission held in their office at 510 E State Street, Scottville, MI to order at 10:00 a.m.

Members present: Commissioner Schwass, Commissioner Robidoux, Commissioner Ingison, Manager/Director Samuels, Secretary/Finance Director Braginton, County Highway Engineer Nelson, Superintendent Moody.

Visitors: Jim Gallie – Amber Township, Ken Talsma – Anderson Tackman, Betty Mackey – Resident.

Approval of Agenda

Motion made by Robidoux to approve the agenda as presented. Supported by Robidoux. Ayes all. Motion carried. Conflicts: None

Approval of Minutes

The minutes of the May 23, 2019 regular meeting were discussed. Motion made by Ingison to approve the minutes. Supported by Robidoux. Ayes all. Motion carried.

Approval of Payments

The Board took the following action after reviewing the accounts payable and payroll: Motion made by Ingison to approve Accounts Payable #11 for June 13, 2019 for ck#77918 thru ck #77995 for \$311,353.85 and approve payroll #12 for June 13, 2019 for \$81,715.42. Supported by Robidoux. Ayes all. Motion carried.

At 10:04 am the Board looked over the Contingent Liabilities and Revenue/Fund Balances.

Public Comment

Betty Mackey presented a petition for Townline Rd west of US-31. Says that crews have been doing a good job on maintenance this spring. There is a lot of heavy traffic traveling the road now and the road was not built to hold up to that kind of weight. The road needs to be redone. Samuels let her know that we are planning to repair the road this year.

Superintendent's Report

Superintendent Moody reported on current activities of road crews including progress in township projects – Schwass Rd, Lakeshore Dr, Riggle Rd, Fountain Rd, Larson Rd, and Ried Rd. Four townships have been brined, but the rain is slowing progress. All blacktops have been mowed east of US-31. Tree crews have been busy cleaning up downed

trees. Crews have also been cold patching, blading, aggregate patching and helping in the shop.

Shop Foreman

None.

Engineering

- **2019 Hawley Road Bridge:** Davis continues to work on the bridge. Taylor Road from Anthony Road to Hawley Road was damaged by the Contractor's trucking company (Schultz Excavating) while hauling sand to the Bridge on Friday May 31st. The MCRC constructed a gravel turn-a-round at the intersection of Taylor & Hawley so the Contractor could turn the trucks around at the intersection. Schultz used the turn-a-round for a while and then continued to use Taylor Road on Monday & Tuesday. I requested that the Contractor make repairs on Taylor Road and they did not agree. I closed this section of Taylor Road to everyone except residents and emergency responders and posted the roadway at a 15-ton limit on Thursday June 6th. I have been in discussions with Davis Construction and MDOT and will be sending a letter ordering Davis to make repairs at the Contractor's expense. Davis is anticipating completion by July 2nd, 2019. Contract Amount is \$1,048,000 with a revised open to traffic date of June 14, 2019 with final acceptance of restoration of July 20, 2019. Prein & Newhof is doing the onsite inspection, surveying, and office tech work. The Consultant cost is over budget due to additional surveying & inspection. Total cost of Engineering is now anticipated to be about \$110,000 and increase of about \$40,000. I am the Project Engineer that reviews and signs all pay estimates, contract modifications, etc.
- **2019 HMA Paving** – Lakeshore Drive shoulders and restoration has been completed with MCRC forces. The hydro mulcher worked very well. Reek Road was paved Monday. The MCRC has completed the gravel shoulders and topsoil work. The MCRC will need to final grade the gravel shoulders, prepare the topsoil & hydro seed.
- **2019 Chip Seal** – I am working on the updated list of Township projects checking additions/deletions for the contractor.
- **2019 Pavement Marking Project** – The final plans, estimate & special provisions were submitted to Dale Spencley MDOT by e-mail on January 17th, 2019 for an anticipated MDOT bid letting of June 7, 2019. MDOT required the MCRC to submit the project in a shared file system called Project Wise. MDOT set up a folder on Project Wise and Josh submitted the documents in Project Wise on January 18th, 2019. The confirmation e-mail did not go to Dale Spencley on January 18th, 2019 so Dale did not review the documents in January. At this time the project would not get bid until August at the soonest thru MDOT. The pavement marking contractor would not be able to start until mid-September. I recommend that the MCRC paint the primary roads using Michigan Pavement Marking at an estimated cost of \$40,000. MPM will complete the markings at 0.038/foot and will be able to do this in late June or early July. We will combine

our 2019 & 2020 pavement marking project for the spring/early summer of 2020. I called Bruce Kadzban, Manager of the Local Agency Programs and confirmed that the MCRC could do this to utilize our 2019 & 2020 MDOT funds. I am requesting board approval.

- **Dewey Road east of Morris** – This road was closed on Monday May 27th due to a culvert/structure failure. I sent a sketch for repairs to our new bridge Engineer (Ryan from Scott Civil Engineering) for review. The MCRC will be repairing the structure with our forces. Ryan reviewed the sketch and made a few modifications. Anticipated cost is about \$12,000. The repair should be adequate for many years and the road will not be restricted.
- **Anthony Road** – HMA paving, gravel shoulders & final restoration has been completed. The MCRC will have Michigan Pavement Marking paint this road in the next few weeks.
- **Hansen Road 2018** – MDOT performed the final review. There are a few things that Josh & I need to provide for the files to have this project 100% complete.
- **Culvert Inventory** – Mark Wahr & Lucas Weinert continue to work on the Culvert Inventory. They have completed Custer, Branch & Logan, Eden, Riverton. Currently working on Meade Township.
- **Rasmussen Road** – I have been working on preliminary survey information and getting information for Josh to be able to complete additional survey work.
- **Sass Road** – I am working on a rough design & estimate for Sass Road to complete earthwork and slag from Morton Road westerly approximately 1500 linear feet.
- **Permanent & Grading Easements Required** – Sugar Grove Road culverts (6 required), Ted has completed the drawings for the permanent easements for these crossings. I need to write up the easements and meet with the property owners to get the signed easements and notarize for recording at the Court House.
- **Bridge Inspections** – An e-mail was sent to Jim Nordlund by Mary thanking him for his many years of service. Scott Civil Engineering has been hired to complete our bridge inspections and reporting from this time forward.
- **Quarterline Road** – Will be closed between Nurnberg and Freeman starting Monday June 17th for a week for the MCRC to make repairs to the south abutment of the bridge. The road has been settling at this location for years.

Manager/Director Report

- Nancy Ward from Butler Appraisal Service has completed the appraisals on several of our pit properties. I have sent a copy to everyone.
- Continue to work with Nurnberg Road Residents. Completed a traffic count over Memorial Day Weekend and submitted to Tara Westhouse. She is looking into any grants that may be available.
- The new equipment for the sign shop has been delivered and the sign Tech has received training. We will now be able to make most of our signs and with the new design they will be more secure. We are also looking into new laser traffic counters.

- Received a request for a highway easement release for Hoague Road and US-31 on the southwest corner. This easement was granted in April of 1924 to the County of Mason, not to the road commission so I have sent the information on to the county to grant the release. We would maintain the right of way and MDOT would want to maintain a clear vision corner like the other three corners.
- A FOIA request was received regarding the Weaver Road issue. The documents were sent, and we are waiting to hear what the outcome will be. There should be an answer given soon so we will then know how to proceed.
- Planning a company picnic on August 15 after work at the Summit Township Park
- Received an abandonment request for Birch Street in Hamlin Township.
- Had a discussion with Scott Merrick from Gourmet Mushroom regarding the brine pond property.
- We are currently taking applications for Heavy Truck Drivers.
- Met with the County Board for the Annual Report and discussed our need for a new building.

Unfinished Business

Samuels presented policy for outside services for approval.

Samuels presented policy for purchasing for approval.

New Business

Ken Talsma from Anderson Tackman presented 2018 financial statements.

Braginton presented ballot for MCRC SIP board member.

Braginton presented application for engineering reimbursement to be signed by the board before submission to the State of Michigan. Board members signed.

Braginton presented quote for Boardpaq software and explained the benefits of utilizing this software. The cost is \$2,196 annually and will streamline the communication process between staff and commissioners.

Braginton presented quote for Cogitate payroll kiosk hardware and software and explained the benefits of utilizing this system. The cost is \$14,796 initially and an additional \$1,000 annually for software renewal and support. Utilizing this system will greatly reduce the staff workload and provide more real-time data for management when budgeting or managing operational costs.

Discussion was held regarding single person positions and cross training.

Ingison requested a mid-year budget amendment. Braginton will present in July.

Items Requiring Board Action:

Motion made by Robidoux to approve policy for outside services as presented. Supported by Ingison. Ayes all. Motion carried.

Motion made by Ingison to approve policy for purchasing as presented. Supported by Robidoux. Ayes all. Motion carried.

Motion made by Schwass to vote for Dorothy Pohl for the MCRC SIP board member position opening. Supported by Ingison. Ayes all. Motion carried.

Motion made by Robidoux to approve the purchase of the Boardpaq software. Supported by Ingison. Ayes all. Motion carried.

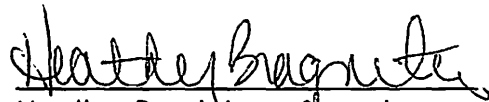
Motion made by Robidoux to approve the purchase of the Cogitate Payroll Kiosk software and hardware. Supported by Ingison. Ayes all. Motion carried.

Extended Public Comment

None.

The next regular meeting is scheduled for Thursday June 27, 2019 at 10:00 a.m. with a workshop planned immediately prior at 9:00 am.

There being no further business the meeting was adjourned at 12:34 p.m.


Heather Braginton – Secretary


Bill Schwass – Chairman

MEETING MINUTES**Mason County Road Commission Board Meeting****Thursday, June 27, 2019****10:00 am - 12:12 pm**

Strategic Planning Workshop was called to order at 9:00 am and adjourned at 9:55 am.

In Attendance:

Bill Schwass, Chair; Doug Robidoux, Vice-Chair; Eric Nelson, County Highway Engineer; Heather Braginton, Secretary/Finance Director; Mary Samuels, Manager/Director; Mike Ingison, Member; Eric Moody, Superintendent

A. Call to Order

Chairman Schwass called the **June 27, 2019** meeting of the Mason County Road Commission held in their office at 510 E State Street, Scottville, MI to order at 10:00 a.m.

Members present: Commissioner Schwass, Commissioner Robidoux, Commissioner Ingison, Manager/Director Samuels, Secretary/Finance Director Braginton, County Highway Engineer Nelson, Superintendent Moody.

Visitors: Jim Gallie - Amber Twp., Dick Alway - Amber Twp.

1. Pledge of Allegiance**2. Conflicts of Interest****B. Approval of Agenda**

Motion made by Robidoux to approve the agenda as presented with the following revisions. Add Lease Agreement to Unfinished Business. Supported by Robidoux. Ayes all. Motion carried. Conflicts: None

C. Approval of Meeting Minutes

The minutes of the June 13, 2019 regular meeting were discussed. Motion made by Ingison to approve the minutes with a correction to the Call to Order paragraph. The meeting was called to order by Chairman Schwass. Supported by Robidoux. Ayes all. Motion carried.

D. Approval of Accounts Payable & Payroll

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

Motion made by Robidoux to approve Accounts Payable #12 for June 27, 2019 for ck#77998 thru ck #78046 for \$820,879.15 and approve payroll #13 for June 27, 2019 for \$79,145.59. Supported by Ingison. Ayes all. Motion carried.

E. Review Accounts Receivable and Contingent Liabilities

At 10:04 am the Board looked over the Contingent Liabilities and Revenue/Fund Balances.

F. Public Comment

Gallie - Amber Township: Looking for a time frame for when projects are scheduled to be completed. Nelson provided details.

G. Superintendent's Report

Moody reported on the maintenance activities and the progress on township projects. Attempting to do some brining when the rain stops. Finished up some township gravel jobs - Schwass, Riggle Rd, and prepping for paving on Larson Rd. Making progress on Dewey Rd bridge project. Crews have also been blading, aggregate patching, ditching, tree cutting, cold patching and bit edging. On schedule with mowing. Summer crew has been fantastic this year. They are almost completed with crack sealing.

H. Shop Foreman Report

None.

I. County Highway Engineers Report

Engineering

2019 Hawley Road Bridge: Davis continues to work on the bridge. Concrete curb & gutter is scheduled for this week. HMA paving & guardrail is scheduled for next week. Pavement Markings will be either late next week or the week after. Anticipated open to traffic date is the

week of July 8th. The MCRC & MDOT had a meeting onsite on 6-20-2019 to discuss progress and the pending extension of time for subgrade undercutting. The revised open to traffic date is June 26, 2019. Final completion of restoration and acceptance of restoration is July 31, 2019. Davis will be submitting another EOT for weather delays in June. MDOT sent me a memorandum regarding the damage caused to Taylor Road. The Attorney General has ruled in the past that the Contractor is not responsible for any damage to any local roads caused by his equipment if the equipment and/or trucks are legal loads. The MCRC will need to make repairs on Taylor Road after the Contractor has completed the work.

- **2019 HMA Paving** – Rieth-Riley is paving on Fountain Road & Larson Road. They are wedging on Quarterline Road & Townline Road. The MCRC will be preparing the topsoil and hydroseeding Reek Road this week. Larry Randel was upset about the gravel placed in his driveway. Jay & I had met with him the day after Reek Road was paved. Jay & I agreed to pave about a 30' x 16' approach leading to his storage building. We told Larry that Rieth-Riley would pave the driveway, but it may be several weeks. Larry has called 2 times since then, also contacting Bill & Mary.
- **2019 Pavement Marking Project** – Contacted Michigan Pavement Marking about painting our local & primary roads in the South half of Mason County. MPM should start pavement marking right after the 4th of July holiday and have the markings completed by the end of July. MPM will need to return in late September or early October to place pavement markings on the roads that will be chip sealed & overlaid with HMA.
- **Dewey Road east of Morris** – The MCRC has poured the sleeper slab and will pour the deck on Monday next week. The deck will need to cure for about 7 days before we place the gravel and HMA. The roadway should be open to traffic by July 12th. Anticipated cost is about \$12,000. The repair should be adequate for many years and the road will not be restricted.
- **Quarterline Road** – Will was closed between Nurnberg and Freeman on Monday June 17th so the MCRC to make repairs to the south abutment of the bridge. The road was reopened on Wednesday June 19th at 7:30AM. The MCRC did all the work including the HMA patching. The crew did an excellent job with the repairs.
- **Anthony Road** – I am waiting for a final bill from Hallack for the time & material work of placing gravel shoulders and final restoration. Michigan Pavement Marking will paint this road in the next few weeks.

- **Culvert Inventory** – Mark Whar & Lucas Weinert continue to work on the Culvert Inventory. They have completed Custer, Branch & Logan, Eden, Riverton, Meade, Freesoil, Grant. Currently working on Sheridan Township. The ratings are 1-3 failed; 4-5 poor, 6-7 fair, 8-10 good. Approximately, 1139 culverts have been inspected. There are 210 culverts that are rated a 3 or less (failed) that need replacement. 18% are failed, 24% poor, 37% fair, 18% good & 3% not rated. They have completed 8 of the 15 Townships to date.
- **Rasmussen Road** – I have been working on preliminary survey information and getting information for Josh to be able to complete additional survey work.
- **Sass Road** – I prepared a rough estimate as if a Contractor was going to do approximately 1300 LFT of Sass Road. The estimated cost was about \$48,000. The MCRC submitted a cost of approximately \$35,500 to do the work inhouse. Grant Township signed the agreement for the MCRC to complete the work on 1300 LFT of Sass Road.
- **Sugar Grove Road** – There are 4 culverts that will need to be replaced between Stiles road and Tuttle Road. The MCRC has 3 of the 4 MDEQ permits. Josh is submitting the 4th DEQ permit. The MCRC will order the culverts and get pricing from 2 to 3 Contractors to install the culverts. CIS has not responded so Josh Peters met with Hallack Contracting & Jesse Peterson for pricing. The cost to replace the 4 culverts is between \$60,000 and \$80,000. I anticipate ordering the culverts this week.
- **Permanent & Grading Easements Required** – Sugar Grove Road culverts (6 required), Ted has completed the drawings for the permanent easements for these crossings. I need to write up the easements and meet with the property owners to get the signed easements and notarize for recording at the Court House.
- **Hamlin Township Sheeting Repair** – I met with Jeff Loeser to look at the sheeting repair. Jeff was very comfortable making the repairs with MCRC forces. I met with 1 of the 2 adjacent property owners. This work is anticipated to take place in November of 2019.
- **Bridge Inspections** – The MCRC will get any remaining paperwork from Nordlund & Associates for the past bridge inspections. Jim stated that he has some of the cross sections. There are cross sections reporting that will need to be completed and submitted to MDOT for 35 of our 39 bridges prior to September 1, 2019.

- **NC-2019 Chip Seal** – I am working on the updated list of Township projects checking additions/deletions for the contractor.
- **NC-Hansen Road 2018 – MDOT** performed the final review. There are a few things that Josh & I need to provide for the files to have this project 100% complete.

J. Manager/Director Report

Informational Items

- Met with Traffic and Safety Engineers from MDOT to do a field review in specific areas in Mason County particularly on Jebavy Drive. The study was from 2013 thru 2017. MDOT has grant monies available for safety projects that need to be submitted by August 5. Currently gathering data.
- Continue to work with Nurnberg Road Residents. Plan to start hauling gravel and grade the road with the Forest Service Funds in the next few weeks.
- NC/Received a request for a highway easement release for Hoague Road and US-31 on the southwest corner. This easement was granted in April of 1924 to the County of Mason, not to the road commission so I have sent the information on to the county to grant the release. We would maintain the right of way and MDOT would want to maintain a clear vision corner like the other three corners. MDOT is working with the county on this request.
- Weaver Road-G Fergusons Attorney contacted Attorney R Wilson stating that he is quite confused about the issue and may suggest Fergusons go to another attorney. Attorney Wilson told him this would not delay things. We need to decide how we want to move forward with this issue.
- Working on the lease with the Gourmet Mushroom Plant. Hope to have something by the next meeting.
- Have scheduled interviews for the truck driver/operator position on Monday July 1, 2019 beginning at 8 am.
- Meeting with Studio Architects, Scottville DPW and the Drain Commissioner on Tuesday July 2 to discuss the building project.
- CRA is doing a survey on which counties are interested in committing to sell their federal aid to MDOT for five years and asking what the availability of aggregate is in the county.

- Jeff Loeser will be taking over the position of Superintendent upon E Moody's retirement.

Scottville City Manager requested a price for upgrading Bean St. and if we would be willing to cost share.

K. Unfinished Business

Lease Agreement topic added by Schwass - Mushroom factory has provided a lease contract, but the verbiage needs some revision before we can agree to the contract. Samuels will follow up.

Ingison - please add to agenda for 2nd meeting in July: Budget amendment, training software, and Skyhawk data collection for trucks and equipment.

L. New Business

Estimate for tilt deck trailer for hauling the Skidsteer for \$8495.00.

1. Radar Recorders for Traffic Counts \$16,873.00

Estimate for new traffic counters for \$16,873.00. These units provide much better data than the current traffic counters and require less labor hours to operate.

2. Approve Township Projects

Motion made by Ingison to approve township projects as presented. Supported by Robidoux. Ayes All. Motion carried.

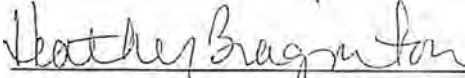
M. Extended Public Comment

N. Next Meeting: Thursday, July 11, 2019 @ 10:00 am (9:00 am workshop)

The next regular meeting is scheduled for Thursday July 11, 2019 at 10:00 a.m. with a workshop planned immediately prior at 9:00 am.

O. Adjournment

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


Heather Braginton – Secretary


Bill Schwass – Chairman

MINUTES**Mason County Road Commission
Board Meeting
August 1, 2019****A. Call to Order**

Strategic Planning Workshop was called to order at 9:00 am and adjourned at 9:55 am.

Chairman Schwass called the **August 1, 2019** meeting of the Mason County Road Commission held in their office at 510 E State Street, Scottville, MI to order at 10:00 a.m.

Visitors: Jim Gallie - Amber Twp., Stan Peterson – Stan Peterson Farms, Patrick Glowacki – Studio Intrigue, Al Deering.

1. Pledge of Allegiance**B. Approval of Agenda**

Motion made by Ingison to approve the agenda as presented. Supported by Robidoux. Ayes all. Motion carried. Conflicts: None

1. Conflicts of Interest**C. Approval of Meeting Minutes**

The minutes of the July 11, 2019 regular meeting were discussed. **Motion made by Ingison to approve the minutes as presented. Supported by Robidoux. Ayes all. Motion carried.**

D. Approval of Accounts Payable & Payroll

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

Motion made by Robidoux to approve Accounts Payable #14 for July 25, 2019 for ck#78099 thru ck #78162 for \$555,106.97 and approve payroll #15

for July 25, 2019 for \$83,214.44. Supported by Ingison. Ayes all. Motion carried.

E. Review Accounts Receivable and Contingent Liabilities

At 10:06 am the Board looked over the Contingent Liabilities and Revenue/Fund Balances.

F. Public Comment

Gallie/Amber Twp - Resident has complained that ditching on Decker road has created a water drainage issue. Moody explained that we did some cleaning out by the culvert, but the water table is very high there and there is not a lot that can be done. Loeser - we will take some elevation shots and verify whether there are any options for improvement.

G. Superintendent's Report

Loeser - taking over for Moody as Superintendent. Township work - doing shoulders and paving. Tree cleanup on Johnson and Amber - had to put project on hold when the storm came in. Restored shoulders on Custer Rd after paving.

Storm caused significant damage to roads. We had 35 roads closed. Caused major damage to culvert and grade on Quarterline. Us-31 North was closed after storm due to culvert damage. MDOT was notified. There was a culvert that had to be replaced immediately to open the road back up. Skid steers allowed repairs to be done much quicker. Used up road materials and had to purchase some additional gravel to get us through the remainder of the year.

Would like to get an asphalt paver. It would greatly help with the pavement repairs and would allow us to do some wedging on our own. Will be brining again next week.

Topsoil is a safety and expense issue. We are using ditch dirt and the chunks and debris are causing damage to trucks. I propose that we screen it before we use it. Also planning to implement weekly safety meetings with the crew.

H. Shop Foreman Report

Looking for direction from Board on building maintenance. Most urgent issues are some roof repairs and an overhead door in the garage. Board advised to get the repairs made to get us through the next 5 years with the plan of being into a new facility by that time.

Equipment needs - We need a paver and a double drum roller. **Motion made by Robidoux to authorize Shop Foreman to purchase a paver and roller up to \$50,000. Supported by Ingison. Ayes All. Motion carried.**

Also, would like to trade in current excavator and get a small track excavator with a trailer because it would increase our response time and allow us to do more in less time. Board advised to get pricing and bring it back to them.

I. County Highway Engineers Report

2019 Hawley Road Bridge: Davis has completed the bridge. I preliminary final inspection was completed last Thursday with Prein & Newhof, MDOT, Davis & the MCRC. The west approach to the bridge rides very poor. Keith Campbell & I agreed to have Gregg Zack look at this project before we send a list of corrections to the Contractor. I asked Prein & Newhof to take survey shots on the west portion of the bridge & approach to determine if this is a design error, staking error or construction error.

2019 HMA Paving – The Operators Union went on strike against Rieth-Riley as of 7-31-2019. All 13 Rieth-Riley asphalt plants in Michigan have ceased operations. I have contacted API in Muskegon so we can get asphalt materials for patching roads. There is approximately 11,986 tons remaining to be paved on our primary roads; Sugar Grove (Stiles to US-31 & US-31 to Tuttle), Custer Road, Scottville Road (Johnson to US-31), US-31 NB & SB (near Beyer & Townline). There is approximately 1,741 tons remaining on 12 Township Projects.

2019 Pavement Marking Project – MPM has painted the local and primary roads. They are working on rumble strips, RR crossings, etc. with the hand crew. MPM will need to return in late September or early October to place pavement markings on the roads that will be chip sealed & overlaid with HMA.

Dewey Road east of Morris – The MCRC has completed this poured the concrete work, Rieth-Riley has paved and wedged the road. Action

Traffic will be reinstalling the guardrail. The roadway is open to traffic with barrels along the edge of road where the guardrail needs to be installed.

Anthony Road – Hallack submitted the T&M billing and MPM has painted the roadway. The project should be complete.

Sugar Grove Road – There are 4 culverts that will need to be replaced between Stiles road and Tuttle Road. I have order the culverts for Sugar Grove for a cost of approximately \$47,000. The MCRC has received 3 of the 4 MDEQ permits. The 4th DEQ permit should be received tomorrow. We still need to get several grading easements to install the 4 culverts. We received 4 bids from Contractors to install the 4 culverts ranging from \$66,600 to \$102,000. I am requesting that the Manager, Staff & Board make final decision on the Contractor. Due to close friendship and family relationship to the low bidder I will remain neutral.

Monument Box Rehabilitation – Bids were received by 3 bidders. I recommend award to Nordlund & Associates, Inc. for \$11,380. The bids are for coring & installing monument boxes that have been paved over in past years. Hamlin Township initiated the request. There are several monument boxes in the County that need to be reestablished

Bridge Inspections – The MCRC will need to inspect our 4 bridges that are scour critical and add the information to MIBridge (MDOT).

Aggregate – Due to the storm event we so not have enough natural gravel to finish our projects this year. I contacted Tim Fisher from Fisher Sand & Gravel to purchase a pile of 22A aggregate in the Alexander pit. I have secured the 5,550 tons of 22A for \$4.90 per ton. Tim said that is the current price to replace the 5,550-ton pile. Our 2018 gravel pile was \$4.25 per ton.

2019 Chip Seal – All the roads that were scheduled to be chip sealed have been tared, stoned and rolled. The fog seal takes place with 1 to 2 weeks after placing the stone. Highway Maintenance is scheduled to fog seal next week.

2020 Rasmussen Road – I have been working on preliminary survey information, soil borings and getting information for Josh to be able to complete additional survey work.

2022 Forest Trail – The MCRC will be receiving about \$650,000 in funding from a FLAP grant from the Forest Service for phase 1. This application

was submitted by Wayne Schoonover in December of 2016. I will update you as I know more.

Rain Event on July 20, 2019 – The NE portion of Mason County recieved 12 to 14" of rain on Saturday July 20th. There were approximately 34 roads that were closed due to damage and/or standing water. All roads have been repaired so that all roads are open to traffic again. Our crews did an outstanding job and worked Saturday, Sunday and thru the following weeks to open the roads.

HMA Paver – I was able to locate a 1999 Leeboy HMA paver for \$24,900 in Illinois that will be perfect for HMA patches and wedging for the MCRC. I would fully support the purchase of this equipment and recommend that Tim Leonard go with to look at the paver to make sure it is in good working order.

J. Manager/Director Report

- Weaver Road-Notified our attorney to file suit. The township has agreed to cost share with the fees.
- Received a request from T & J Hall on North Ordway, a seasonal road, requesting the road be changed to a local county road as they have become full time residents. The township has no issue having this changed but would not be able to upgrade the road until next year. This would require a resolution from the board to add into our road system.
- Submitted bid requests for Monument Box Rehabilitation in Hamlin Township. Approximately 21 boxes to set or repair. Staff is recommending the bid to be awarded to Nordlund & Associates.
- Nothing new on funding for a new road commission building.
- Have been working with the Ludington State Park to have a sign placed routing traffic to the State Park and away from Piney Ridge Road. The State Park is looking into placing a sign out of the right of way. They will keep us posted. No progress yet due to the events of the past three weeks.
- Have completed the inventory count on the culverts and road striping. The guardrail inventory will be completed soon. All inventory items are being added to the Road Soft Program.

- The map project is completed for the county maps, but I have asked that all roads from the certification maps be added to the individual township maps, so the townships have a complete list of their roads.
- A meeting was held with the township supervisors on Wednesday the 31st. We discussed road projects, upcoming brine contracts to complete, the 10-year plan and asked that they start putting together a list for next year's projects. Very well attended. Next meeting will be end of September.
- Washington Road culvert failure repair in Oceana County has been approved by DEQ. They will be placing a 17' single span aluminum pipe arch structure. The board approved at their July 31 meeting. Repair will be made as soon as the structure is received.

K. Unfinished Business

1. Studio Intrigue Architects

Patrick Glowacki attended from Studio Architects and addressed the board regarding building and site design. Board would like to wait before approving design until we have our property secured.

2. Leslie Blenner Abandonment Request 3737 N Lakeshore Dr Public Access

Ms. Blenner owns property adjacent to our right of way and would like us to abandon it. Hamlin Township has indicated that people use that property to access the lake. Board does not feel that it would be in the best interest of the public to relinquish ownership or make repairs to sea wall.

3. Roof repairs and garage door replacement

4. Approve bid for culvert placements on Sugar Grove Road

Bids were received on July 19th for culvert replacement on Sugargrove Rd. **Motion made by Ingison to award bid to Hallack Contracting. Supported by Ingison. Ayes all. Motion carried.**

5. Approve Mon Box Repair/Replacement Bids

Bids received to repair monument boxes in the county. **Motion made by Ingison to award job to lower bidder Nordland and Associates contingent on agreement to meet deadline. Supported by Ingison. Ayes all. Motion carried.**

6. Approve Purchase of New Radar Recording Equipment

Board advised Samuels to make purchase under her authority.

7. Mid-Year Budget Amendment

Mid-Year Amended Budget presented by Braginton. **Motion made by Robidoux to approve amended budget as presented. Supported by Ingison. Ayes All. Motion carried.**

L. New Business

1. NMARC/ASMCRA Conference

2. Place Request to sell our Federal Aid on List Serv

3. Request from S Peterson to purchase property on S Brunson Road

Mr. Peterson addressed the board regarding 4.75 acres of property that we own on S. Bronson Rd. He would like to purchase the property at fair market value so that he can use the property for farming. Samuels will check with legal counsel to find out what is required to sell property.

4. Approval of Township Projects

Motion made by Ingison to approve township project for Eden Township as presented, based on if time will allow due to late receipt of contract. Supported by Robidoux. Ayes All. Motion carried.

5. Training Software

Discussion held regarding training program implementation. Board recommends inquiring with other road commissions to see if anybody has a training program in place that we could model ours after.

6. Skyhawk Data Collection

Ingison would like to investigate the Skyhawk Data Collection system. Would like to have the rep come in and do a presentation for appropriate personnel and see if it could help us.

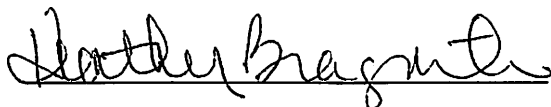
M. Extended Public Comment

N. Next Meeting: **Thursday, August 8, 2019 @ 10:00 am (9:00 am workshop)**

The next regular meeting is scheduled for Thursday August 8, 2019 at 10:00 a.m. with a workshop planned immediately prior at 9:00 am.

O. Adjournment

There being no further business the meeting was adjourned at 1:00 pm



Heather Braginton – Secretary



Bill Schwass – Chairman

MEETING MINUTES

**Mason County Road Commission
REGULAR BOARD MEETING
Thursday, August 8, 2019
10:00 a.m. – 11:45 a.m.**

A. Call to Order

Strategic Planning Workshop was called to order at 9:00 am and adjourned at 9:55 am.

Public hearing held at 9:30 am to discuss the abandonment of public road right of way at Birch St. There were no attendees. The public hearing was adjourned at 9:45 am.

Chairman Schwass called the **August 8, 2019** meeting of the Mason County Road Commission held in their office at 510 E State Street, Scottville, MI to order at 10:00 a.m.

Visitors: Jim Gallie - Amber Twp.

1. Pledge of Allegiance**B. Approval of Agenda**

Motion made by Ingison to approve the agenda as presented. Supported by Robidoux. Ayes all. Motion carried. Conflicts: None

1. Conflicts of Interest**C. Approval of Meeting Minutes**

The minutes of the August 1, 2019 regular meeting were discussed. Correction needed to Section K, 4 & 5. The record should show that Ingison made the motion and Robidoux supported. Motion made by Robidoux to approve the minutes as presented with corrections. Supported by Ingison. Ayes all. Motion carried.

D. Approval of Accounts Payable & Payroll

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

Motion made by Robidoux to approve Accounts Payable #15 for August 8, 2019 for ck#78163 thru ck #78218 for \$282,124.54 and approve payroll #16 for August 8, 2019 for \$85,311.19. Supported by Ingison. Ayes all. Motion carried.

E. Review Accounts Receivable and Contingent Liabilities

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

F. Public Comment

Gallie inquired about the Rieth-Riley strike and how this would affect project schedule. Mentioned that he had talked to ITC about helping with repairs on west first street. Will continue to work on that.

G. Superintendent's Report

Still completing storm repairs. Have used significant amount of gravel materials for storm response. Several culverts still need to be replaced. Brine is going well and still on schedule. Mowing is complete south of US-10. Cold patch is ongoing. Testing a stronger brine on Townline Rd. Will monitor this on a weekly basis and see how it holds in comparison to the regular brine. Safety meetings have started and will continue on a weekly basis. Positive response from employees.

H. Shop Foreman Report

I. County Highway Engineers Report

- **2019 Hawley Road Bridge:** Davis has completed the bridge as was open to traffic on July 12, 2019. To date there will be \$10,800 back charged for liquidated damages to the Contractor for not completing on time. Prein & Newhof took survey shots on the west portion of the bridge & approach to determine if the project was built per plans. There is about 100-120' of roadway that was not built per plans. MDOT is evaluating the survey information & pictures.

Prein & Newhof is taking full responsibility for the error. I will update as I get more information.

- **2019 HMA Paving** – The Operators Union went on strike against Rieth-Riley as of 7-31-2019. The Rieth-Riley in Big Rapids has pieced together a crew and starting paving as of yesterday in Newaygo County. The Ludington plant is still not running to date. The MCRC can get HMA from API in Muskegon, Rieth-Riley in Big Rapids and Molon Asphalt in Interlochen.
- **2019 Pavement Marking Project** – MPM has painted the local and primary roads. They are working on rumble strips, RR crossings, etc. with the hand crew. MPM will need to return in late September or early October to place pavement markings on the roads that will be chip sealed & overlaid with HMA.
- **Anthony Road** – I am working on final billing for Anthony Road with Hallack Contracting. The amount remaining should be about \$50,000.
- **Sugar Grove Road** – The MCRC should be getting the culverts delivered next week. I am still working on the grading easements.
 - i) Soils and structures completed the soil borings on Sugar Grove between US-31 and Tuttle Road. I should get the soil boring logs in the next week or two.
- **Monument Box Rehabilitation** – Nordlund & Associates agreed to complete the Monument Box Rehabilitation within 6 weeks as requested. The MCRC received the monument boxes yesterday so Nordlund & Associates can start.
- **Bridge Inspections** – The MCRC will need to inspect our 4 bridges that are scour critical and add the information to MI Bridge (MDOT).
- **Aggregate** – We are still working with Ken Adams for producing about 25,000 tons of 22A and 10,000 cyds of 2NS for next construction season. If we are not able to get a commitment, we will need to rebid the 22A gravel and 2NS.
- **2019 Chip Seal** – Highway Maintenance should have the fog seal completed this week.

- **2020 Rasmussen Road** – I have been working on preliminary survey information, soil borings and getting information for Josh to be able to complete additional survey work.
- **2022 Forest Trail** – The MCRC will be receiving about \$650,000 in funding from a FLAP grant from the Forest Service for phase 1. This application was submitted by Wayne Schoonover in December of 2016. I will update you as I know more.
- **HMA Paver** – The 1999 Leeboy HMA paver for \$24,900 in Illinois was not in good working order. We are still actively looking for a smaller used paver.

J. Manager/Director Report

- Weaver Road- Our attorney has filed suit regarding the Weaver Road Issue. Nothing new to report.
- Working on a resolution to add N Ordway Road, a Seasonal Road, back into our Local Road System.
- Received a Building Memorandum of Understanding from the County Board for discussion.
- Continue to work on the guardrail inventory. Five Townships completed.
- Nothing new on the townships map project. Waiting for Scott to return from vacation.
- Brine Pond-There would not be any additional liability fees charged for a brine pond only additional costs for the equipment.
- Contacted the Forest Service regarding land swaps. They are willing but is a very lengthy process.
- Inquired about where the DTE Gas lines end leading north out of Scottville. They end less than one mile from E Johnson Road, but the lines run all the way to Custer on US-10.
- The approximate cost so far for the MCRC for the July 20, 2019 storm is \$150,000.00. There are still a few washouts we are working on. We were allowed to submit damages along with Lake County for our Federal Aid

Eligible Roads. There were two roads, Quarterline for a cost of \$10,519.18 and Millerton Road for \$16,5012.19. Total submitted was \$27,021.37.

- T Woirol will be setting up a demonstration for our current GPS Equipment to make sure we have it running to its total capabilities.

K. Unfinished Business

Motion made by Robidoux to approve abandonment of Birch Street in Hamlin Township. Supported by Ingison. Ayes all. Motion carried.

1. Approve Policy on Sale of Excess Lands

Table discussion of sale of excess lands to August 22nd meeting.

L. New Business

None.

1. Request for Assistance with Building Loan

Discussion held. Samuels will send email to County with response.

2. Rating our Gravel Roads

Discussion held regarding gravel road ratings.

3. CRASIF Ballot

Motion made by Ingison to vote for all three candidates on the ballot. Supported by Robidoux. Ayes all. Motion carried.

M. Extended Public Comment

None.

N. Next Meeting: **Thursday, August 22, 2019 @ 10:00 am (9:00 am workshop)**

The next regular meeting is scheduled for Thursday August 22, 2019 at 10:00 a.m. with a workshop planned immediately prior at 9:00 am.

O. Adjournment

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

Respectfully,

A handwritten signature in cursive script, appearing to read "Heather Braginton", written over a horizontal line.

Heather Braginton – Secretary

A handwritten signature in cursive script, appearing to read "Bill Schwass", written over a horizontal line.

Bill Schwass – Chairman

MINUTES**MASON COUNTY ROAD COMMISSION
BOARD MEETING
AUGUST 22, 2019****A. Call to Order**

Strategic Planning Workshop was called to order at 9:00 am and adjourned at 9:55 am.

Chairman Schwass called the **August 22, 2019** meeting of the Mason County Road Commission held in their office at 510 E State Street, Scottville, MI to order at 10:00 a.m.

Visitors: Jim Gallie - Amber Twp., Wayne Anderson - Hamlin Lake Preservation Society

1. Pledge of Allegiance**B. Approval of Agenda**

Motion made by Ingison to approve the agenda as presented.
Supported by Robidoux. Ayes all. Motion carried. Conflicts: None

1. Conflicts of Interest**C. Approval of Meeting Minutes**

The minutes of the August 8, 2019 regular meeting were discussed.
Motion made by Robidoux to approve the minutes as presented.
Supported by Ingison. Ayes all. Motion carried.

D. Approval of Accounts Payable & Payroll

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

Motion made by Robidoux to approve Accounts Payable #16 for August 22, 2019 for ck#78219 thru ck #78280 for \$292,422.49 and approve payroll

#17 for August 22, 2019 for \$118,145.43 and Pre-approve Payroll #18 for September 5, 2019. Supported by Ingison. Ayes all. Motion carried.

E. Review Accounts Receivable and Contingent Liabilities

F. Public Comment

Gallie - There are some washouts on Dennis Road that need to be addressed. Loeser will address the repairs. Receiving complaints about trucking company hauling waste on Conrad Road. Jagger Road off of Stiles is coming apart due to additional traffic.

Anderson - Victory Corner Road by Fountain Road has a deep washout on the East Side. Hamlin Lake Watershed partnered with MCRC last year to put up signs. One of the signs has been destroyed. Requested that we use one of the extra signs in inventory to replace it. Quarterline Road damage from the storm has created a blockage in the stream. Samuels is currently working with USDA to figure out a solution for this situation.

G. Superintendent's Report

Loeser - Caught up on Township Brine. Sherman Township is fully complete. Bit edging in Custer -Township is complete. Culvert replacement on Culvert Road is complete. Will need to be paved in the future. Starting Olmstead Road project today. Ditching on Townline is complete. Cold patching is still going on everyday. Mowing is in progress - should be finished in about a week and half. Still ongoing with storm recovery. Sugargrove road culvert replacements are going very well.

H. Shop Foreman Report

I. County Highway Engineers Report

- **2019 Hawley Road Bridge:** Davis has completed the bridge as was open to traffic on July 12, 2019. We have sent the Contractor the list of corrections for the bridge. The Contractor is reviewing the items that need to be corrected and will get back to us with a schedule. The Contractor still must agree to the proposed cost for correcting the bump at the west end of the bridge. Survey shots

showed that there is about 100' on the west side of the bridge that was not built to plan grade that caused the bump.

- **2019 HMA Paving** – The Operators Union went on strike against Rieth-Riley as of 7-31-2019. The workers are still on strike. Rieth-Riley in Big Rapids has pieced together a crews and is paving. The crew is paving in both Big Rapids and Ludington. Rieth-Riley did pave 2 miles on Custer Road since the strike. The Ludington plant is still not running to date. The MCRC can get HMA from API in Muskegon, Rieth-Riley in Big Rapids and Molon Asphalt in Interlochen.
- **2019 Pavement Marking Project** – MPM has painted the local and primary roads. They also have completed the rumble strips, RR crossings, etc. with the hand crew. MPM will need to return in late September or early October to place pavement markings on the roads that will be chip sealed & overlaid with HMA.
- **Anthony Road** – I am working on final billing for Anthony Road with Hallack Contracting. The amount remaining should be about \$50,000.
- **Sugar Grove Road** – Hallack Contracting has installed 1 culvert on Sugar Grove between Stiles and Amber. Hallack is currently working on the 2nd culvert on Sugar Grove that is located between Tuttle and Darr Road. The 3rd culvert has been delivered today. All 4 culverts should be delivered and installed in the next 2 weeks.
 - i) Soils and structures completed the soil borings on Sugar Grove between US-31 and Tuttle Road. I am reviewing the soil boring logs.
- **Monument Box Rehabilitation** – Nordlund & Associates is starting the Monument Box Rehabilitation.
- **Aggregate** – We are still working with Ken Adams for producing about 25,000 tons of 22A and 10,000 cyds of 2NS for next construction season. We needed to purchase an additional 4,500 tons of 22A from Fisher Corporation at the Alexander pit. WE did not have enough 22A road gravel to finish our Township projects and Towline Road from US-31 to Quarterline.

- **2019 Chip Seal** – Highway Maintenance have completed the fog seal, so all chip seal roads have been completed.
- **2020 Rasmussen Road** – I have been working on preliminary survey information, soil borings existing underground information. Josh has started additional survey work on Rasmussen road and will have it completed by next week.
- **HMA Paver** – We purchased a 2007 LeeBoy 7000 paver for \$25,000. It appears to be in good working order and will be a great addition to our equipment. We still need to buy a 3 ton asphalt roller and a tack buggy if we are going to do wedging with our own forces.
- **Fountain Road & Tuttle Road**
- **NC -2022 Forest Trail** – The MCRC will be receiving about \$650,000 in funding from a FLAP grant from the Forest Service for phase 1. This application was submitted by Wayne Schoonover in December of 2016. I will update you as I know more.
- **NC-Bridge Inspections** – The MCRC will need to inspect our 4 bridges that are scour critical and add the information to MIBridge (MDOT).

J. Manager/Director Report

- Weaver Road- Our attorney has filed suit regarding the Weaver Road Issue. There is a 28-day response time we are waiting on.
- Continue to work on the guardrail inventory. Four Townships left to complete.
- The township maps are near completion. We are adding all the certified roads.
- Attended a Local Emergency Planning Committee Meeting. There is a Mass Causality Exercise planned for September 7.
- Still waiting on the appraisal for Brunson Road.
- The approximate cost so far for the MCRC for the July 20, 2019 storm is \$150,000.00. There are still repairs needed.

- Will be scheduling National Incident Management System (NIMS) training for all the new employees for emergency management. This should be completed in October. The ICS-300 will be scheduled for October 25th thru October 27. J Loeser, J Peters, J Fiers and I are required to take this class.
- Updating Seasonal Road Policy.

K. Unfinished Business

1. Sale of excess lands - Brunson Rd

Appraiser has not completed the appraisal on the Brunson Road property yet. Board would like to wait to make a decision until the appraisal comes in. Ingison made a motion to authorize Samuels to agree to the sale of property at appraised value or \$3500 per acre, whichever is greater. Supported by Robidoux. Ayes all. Motion carried.

2. Superintendent Salary

Motion made by Robidoux to set Superintendent salary at \$63,000 annually. Supported by Ingison. Ayes all. Motion carried.

L. New Business

Motion made by Ingison to authorize purchase of a screen not to exceed \$50,000. Supported by Ingison. Ayes all. Motion carried.

1. Invasive Species along the roadside

Mason Lake Conversation District inquired about whether we would like to support them again this year regarding the invasive species growing along the roadsides. It would require a donation of \$500 which would be beneficial to our maintenance efforts. Board supports.

2. Snow Path Tracking App for GPS

Had a demonstration of GPS capabilities and learned about more advanced aspects of the software that we can utilize.

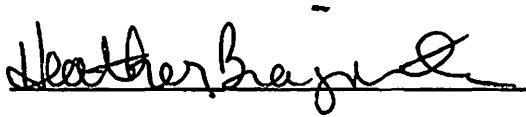
M. Extended Public Comment

N. Next Meeting: **Thursday, September 12, 2019 @ 10:00 am (9:00 am workshop)**

The next regular meeting is scheduled for Thursday September 12, 2019 at 10:00 a.m. with a workshop planned immediately prior at 9:00 am.

O. Adjournment

There being no further business the meeting was adjourned at 12:08 am

A handwritten signature in black ink, appearing to read "Heather Braginton", written over a horizontal line.

Heather Braginton – Secretary

A handwritten signature in black ink, appearing to read "Bill Schwass", written over a horizontal line.

Bill Schwass – Chairman

REGULAR MEETING MINUTES**MASON COUNTY ROAD COMMISSION
SEPTEMBER 5, 2019**In Attendance

Doug Robidoux, Vice-Chair; Eric Nelson, County Highway Engineer; Heather Braginton, Secretary/Finance Director; Mary Samuels, Manager/Director; Mike Ingison, Member

Not In Attendance

Bill Schwass, Chair

A. Call to Order

Strategic Planning Workshop was called to order at 9:00 am and adjourned at 9:55 am.

Vice-Chair Robidoux called the **September 5, 2019** meeting of the Mason County Road Commission held in their office at 510 E State Street, Scottville, MI to order at 10:00 a.m.

Visitors: Jim Gallie - Amber Twp., Al Laaksonen

1. Pledge of Allegiance**B. Approval of Agenda**

Motion made by Ingison to approve the agenda as presented.
Supported by Robidoux. Ayes all. Motion carried. Conflicts: None

1. Conflicts of Interest**C. Approval of Meeting Minutes**

The minutes of the August 22, 2019 regular meeting were discussed.
Motion made by Ingison to approve the minutes as presented.
Supported by Robidoux. Ayes all. Motion carried.

D. Approval of Accounts Payable & Payroll

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

Motion made by Ingison to approve Accounts Payable #17 for September 5, 2019 for ck#78281 thru ck #78337 for \$573,247.58 and Pre-approve Payroll #19 for September 19, 2019. Supported by Robidoux. Ayes all. Motion carried.

E. Review Accounts Receivable and Contingent Liabilities

At 10:06 am the Board looked over the Contingent Liabilities and Revenue/Fund Balances.

F. Public Comment

Al Laakson attended the meeting to discuss property for sale by the road commission.

Jim Gallie provided Amber Township's five year plan for their local road improvements.

G. Superintendent's Report

Loeser reported on road maintenance and crew activities. Township brining is complete. Conrad Road project will be complete today. Weekly safety meetings with crew has been very beneficial. Purchased enough gravel to complete township projects, but will be depleted after that. Hoping to have gravel processed out of the Mac Road pit this fall. Paving is slow due to Reith & Riley strike, but we are progressing slowly and feel confident that we will get all planned paving projects for the year completed. Will need some additional personnel to run the screening equipment.

H. Shop Foreman Report

I. County Highway Engineers Report

- **2019 Hawley Road Bridge:** Davis has completed the bridge as was open to traffic on July 12, 2019. We have sent the Contractor the list of corrections for the bridge. The Contractor is reviewing the items that need to be corrected and will get back to us with a schedule.

- **2019 HMA Paving** – The Operators Union went on strike against Rieth-Riley as of 7-31-2019. The workers are still on strike. Rieth-Riley has paved most of the Township Projects and several the Primary Projects. Sugar Grove Road and US-31 still needs to be paved. Working with MDOT & Rieth-Riley to add milling & HMA paving on US-10 from Scottville Road to Bean Road.
- **2020 Pavement Marking Project** – Josh has been working on the MDOT 2020 Pavement Marking Project. It is intended to paint all primary roads in Mason County in the spring of 2020 with MDOT funds.
- **Anthony Road** – I am working on final billing for Anthony Road with Hallack Contracting. The amount remaining should be about \$50,000.
- **Sugar Grove Road** – Hallack Contracting has installed all 4 culverts on Sugar Grove between Stiles and Tuttle.
- **Monument Box Rehabilitation** – Nordlund & Associates has completed about 70% of the Monument Box Rehabilitation.
- **Aggregate** – We will be out of 22A gravel after completing the Township Projects and Townline Road. Any additional gravel will need to be purchased from Ken Adams or from the Rieth-Riley dock.
- **2020 Rasmussen Road** – I have been working on preliminary survey information, soil borings existing underground information. Josh has started additional survey work on Rasmussen road and should have it completed by next week.
- **2020 Hansen Road** – The MCRC is considering selling our Federal Aid funding and constructing this section by bidding thru the MCRC instead of MDOT. This worked well on Anthony Road for getting the project completed more efficiently. We will need to complete some additional survey work on this section of roadway. Stiles to Amber & LaSalle to US-31.
- **Fountain Road & Tuttle Road** – I need to send out a RFP for engineering for these 2 structures.
- **NC -2022 Forest Trail** – The MCRC will be receiving about \$650,000 in funding from a FLAP grant from the Forest Service for phase 1. This application was submitted by Wayne Schoonover in December of 2016. I will update you as I know more.

J. Manager/Director Report

- Weaver Road- The deadline for a response is September 9.

- Continue to work on the guardrail inventory. Two Townships left to complete.
- The township maps are near completion. The certified roads have been added and we are tweaking the layouts of each map. Will submit new pictures and should be ready for print within the next week.
- Received the appraisal for Brunson Road Property with a value of \$22,000.00
- Scheduled National Incident Management System (NIMS) training for all the new employees for emergency management for October 14 and 15. There are 9 employees attending
- Resume winter schedule on October 14. Continue 4-10's with a start time of 7 am and finish at 5:30 pm.
- Received a request to take over the service drive at the NW corner of US-10 and Jebavy Drive near the building site for the new Chemical Bank.
- Pere Marquette Township has offered to cost share on a mill and fill for Iris Road.
We will be waiting another year until Consumers has completed their heavy hauls.
- Received a potential request for a road abandonment at the end of west Kinney Road. This road is adjacent to the Elkhorn Subdivision on Hopkins Lake and is dedicated to the use of the public. I have sent letters to Pere Marquette Township and Summit Township requesting input from their boards.

K. Unfinished Business

1. Sale of excess land and policy approval

Motion made by Robidoux to adopt policy on sale of excess lands as presented. Supported by Ingison pending the addition of a 'to be reviewed on' date. Ayes all. Motion carried.

Sale of Brunson Rd property discussed. Board requested that Samuels contact both interested parties and request that any offers be submitted by Monday, September 23rd and the board will review offers at the next board meeting on Thursday, September 26th.

L. New Business

1. Cost share with City of Ludington - Jackson Rd

City of Ludington is considering an improvement on Jackson Road which is a bordering road with our jurisdiction. They are asking if we would consider a cost share on the project which would be a 50/50 split of approximately \$66,000.

2. Shoe truck - December 12, 2019

Shoe truck is coming on December 12 for work boots for employees. Motion made by Robidoux to approve up to \$150 per employee for the cost of work boots. Supported by Ingison. Ayes all. Motion carried.

3. MCRC SIP Refund

MCRC SIP refund for 2019 was \$67,954. Board would like the refund to be deposited to the building fund.

M. Extended Public Comment

N. Next Meeting: Thursday, September 26, 2019 @ 10:00 am (9:00 am workshop)

The next regular meeting is scheduled for Thursday September 26, 2019 at 10:00 a.m. with a workshop planned immediately prior at 9:00 am.

O. Adjournment

There being no further business the meeting was adjourned at 11:25 am.


Heather Braginton - Secretary



Bill Schwass – Chairman

SPECIAL MEETING MINUTES
MASON COUNTY ROAD COMMISSION
SEPTEMBER 10, 2019

Chairman Schwass called the September 10, 2019 special meeting of the Mason County Road Commission held in their office at 510 E State Street, Scottville, MI to order at 7:00 am.

Members present: Schwass, Robidoux and Ingison, Manager/Director Samuels and Superintendent Loeser. Absent: None. Also, in attendance was Al Deering.

The purpose of the special meeting was to discuss an opportunity to purchase property.

Went into executive session at 7:05 am

Reconvened regular session at 7:50 am.


A motion was made by Ingison and seconded by Robidoux to pursue the purchase of an 82-acre parcel located on US-10 for \$225,000.00 with an option to go to \$250,000.00. The purchase is contingent upon 30 days allowed for due diligence. The road commission will seek results from soil borings, research on a water well, MDOT Access, sewer access and statutory requirements.

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

There being no further business the meeting was adjourned at 8:20 am.



Mary Samuels, Manager/Director



Bill Schwass, Chairman

SPECIAL MEETING MINUTES

MASON COUNTY ROAD COMMISSION SEPTEMBER 19, 2019

Chairman Schwass called the September 19, 2019 special meeting of the Mason County Road Commission held in their office at 510 E State Street, Scottville, MI to order at 7:00 am.

Members present: Schwass, Robidoux and Ingison, Manager/Director Samuels, Finance Director Braginton, County Highway Engineer Nelson and Superintendent Loeser. Absent: None. Also, in attendance was Al Deering, Pat Glowacki, and Joe White.

The purpose of the special meeting was to discuss an opportunity to property purchase for the purpose of constructing new road commission facilities.

Motion made by Ingison to approve special meeting agenda as presented. Supported by Robidoux. Ayes all. Motion carried.

Public Comment: None

Unfinished Business: None

New Business:

A purchase agreement has been signed on 82 acres of property on US-10 in Custer Township. Discussion was held regarding the next steps in determining the feasibility of building on the site. Project Manager will meet with Village of Custer officials to discuss details and bring findings to next board meeting. Board would also like to engage the services of a financial specialist for the project. Samuels will follow up.

Samuels met with the US Forest Service regarding Sippy Road. This is a dual ownership road with USFS and no longer needs to be part of our certification as we have not been maintaining it and do not intend to. Motion made by Ingison to begin decertification process. Supported by Robidoux. Ayes all. Motion carried.


USFS is also planning a large logging project in the Nurnberg Road/Forest Trail area and intends to do some significant improvements to those roads in preparation for the heavy traffic from the logging trucks. They have asked us to partner with them on the improvement as a 20% share

partner. Motion made by Ingison to agree to partnership with USFS and commit to 20% cost share. Supported by Robidoux. Ayes all. Motion carried.

Samuels notified board of intention to spend approximately \$2000 to get the GPS upgraded to a more user-friendly setup which would provide a monitor location in the Managers office and in the Superintendents office.

Samuels presented a resolution in support of House Bill 4476. HB 4476 supports increasing the MDOT \$100,000 per project threshold to a \$500,000 per project threshold, provided the Local Agency demonstrates work can be performed using 6 percent fewer federal dollars than if the work was performed through competitive bidding. Motion to approve resolution made by Robidoux. Supported by Ingison. Ayes all. Motion carried.

There being no further business the meeting was adjourned at 11:34 am.


~~Heather Braginton, Secretary~~
 BILL SCHWASS, CHAIRMAN


~~Bill Schwass, Chairman~~
 HEATHER BRAGINTON, SECRETARY

REGULAR MEETING MINUTES
MASON COUNTY ROAD COMMISSION
SEPTEMBER 26, 2019

A. Call to Order

Strategic Planning Workshop was called to order at 9:00 am and adjourned at 10:04 am.

Chairman Schwass called the September 26, 2019 meeting of the Mason County Road Commission held in their office at 510 E State Street, Scottville, MI to order at 10:04 am.

Visitors: Jim Gallie - Amber Twp., Al Deering, Stan McCumber, Lyle Reese, Bob Thorne, Jim Hewett

1. Pledge of Allegiance

B. Approval of Agenda

Motion made by Robidoux to approve the agenda as presented.
Supported by Ingison. Ayes all. Motion carried. Conflicts: None.

C. Approval of Meeting Minutes

Approval of September 5, 2019 regular meeting minutes, September 10, 2019 special meeting minutes and September 19, 2019 special meeting minutes.

The minutes of the September 5, 2019 regular meeting were reviewed.
Motion made by Robidoux to approve the minutes as presented.
Supported by Ingison. Ayes all. Motion carried.

The minutes of the September 10, 2019 special meeting were reviewed.
Motion made by Robidoux to approve the minutes as presented.
Supported by Ingison. Ayes all. Motion carried.

The minutes of the September 19, 2019 special meeting were reviewed.
Motion made by Robidoux to approve the minutes as presented.
Supported by Ingison. Ayes all. Motion carried.

D. Approval of Accounts Payable & Payroll

To approve Accounts Payable vouchers for September 26, 2019 Ck #78338 thru ck#78416 for \$711,753.02 and Pre-approve Payroll #20 for October 3, 2019

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

Motion made by Robidoux to approve Accounts Payable #18 for September 26, 2019 for ck#78338 thru ck #78416 for \$711,753.02 and Pre-approve Payroll #20 for October 3, 2019. Supported by Ingison. Ayes all. Motion carried.

E. Review Accounts Receivable and Contingent Liabilities

At 10:11 am the Board looked over the Contingent Liabilities and Revenue/Fund Balances.

F. Public Comment

Resident addressed board concerning drainage issue on Hansen Rd. Loeser will follow up and explore options to address the issue.

Gallie provided board with summary of township supervisors meeting. Discussed plans for First St preparation.

G. Superintendent's Report

Sugargrove Road is in progress and should be paving next week. Darr Rd is ready to pave. Culvert patching is complete. Johnson and Gordon roads ready to pave. Culvert failed on Pleasant Ridge road and needs to be repaired. Behind schedule of road grading due to weather and other project needs. Currently working on getting that caught up. Will be doing soil borings next week on potential pit property. Yard cleanup is ongoing.

Terry Woirol addressed the board to discuss the need to get tractor trucks ordered for next year. Motion made by Robidoux to place an order for two tractor trucks through Michigan Kenworth. Supported by Ingison. Ayes all. Motion carried. The new freightliner that we ordered is in and will be here next week. Expressed concerns about the lack of staff in the garage to maintain equipment and prepare equipment for winter. Recommendation is to hire another full time mechanic. Board supports.

H. County Highway Engineers Report

- 2019 Hawley Road Bridge: It is likely that the repairs will not be made until next spring.
- 2019 HMA Paving – Rieth-Riley has paved most of the Township Projects and several the Primary Projects. Sugar Grove Road and Scottville Road still need to be paved.
- 2020 Pavement Marking Project – Josh has been working on the MDOT 2020 Pavement Marking Project. It is intended to paint all primary roads in Mason County in the spring of 2020 with MDOT funds.
- Sugar Grove Road – Paving is scheduled on Sugar Grove between Stiles and US-31 late next week. There are about 4 days of paving on this section.
- Monument Box Rehabilitation – Nordlund & Associates has completed 100% of the Monument Box Rehabilitation. They are working on the LCRC paperwork that is recorded at the courthouse.
- 2020 Rasmussen Road – I have been working on preliminary survey information, soil borings existing underground information. Josh has completed the survey work on Rasmussen Road. The survey iron at Jebavy & Rasmussen was lost and needed to be reinstalled with a monument box. Josh will now be able to survey this iron so I can start on the design.
- 2020 Hansen Road – The MCRC is considering selling approximately \$800,000+ of our Federal Aid funding and constructing this section by bidding thru the MCRC instead of MDOT. The MCRC will need to complete some additional survey work on this section of roadway. Stiles to Amber & LaSalle to US-31.
- Fountain Road & Tuttle Road – I need to send out an RFP for engineering for these 2 structures.

I. Manager/Director Report

- Weaver Road- The response was received with a counterclaim against the road commission. Our attorney has responded with answers. Nothing more to report at this time.
- Guardrail inventory has been completed. Now working on estimates to replace the culverts with a poor rating.
- The township maps are near completion. Waiting on confirmation for a couple of additional changes.
- N/C Scheduled National Incident Management System (NIMS) training for all the new employees for emergency management for October 14 and 15. There are 9 employees attending
- N/C Resume winter schedule on October 14. Continue 4-10's with a start time of 7 am and finish at 5:30 pm.
- Received a potential request for a road abandonment at the end of west Kinney Road. This road is adjacent to the Elk horn Subdivision on Hopkins Lake and is dedicated to the use of the public. Per Attorney Wilson this has been established as a county road. I have responded to the requesting party that we will not be abandoning this road.
- Met with a resident on Jagger Road regarding a spillway that was constructed when Jagger Road was upgraded years ago. The water runs through his yard damaging the grass and pond area. He has asked for several years to have this fixed. We are looking into a better way to re-route the runoff from the road.
- Submitted Highway-Railroad grade crossing surface improvement projects.
- Met the County Administrator to discuss future plans.
- Completed the 10-year plan for equipment.

J. Unfinished Business

1. Sale of excess land bids for Brunson Rd property

One bid submitted for the sale of property on Brunson Road in the amount of \$18,200. Motion made by Robidoux to accept bid and sell the parcel of property. Supported by Ingison. Ayes all. Motion carried.

2. MERS Funding Projection

MERS funding projection presented by Braginton to show effect on unfunded liability with increased contributions. Board supports increasing contributions by \$20,000 per month beginning in January 2020.

K. New Business

Motion made by Ingison to drill test well at property in Custer to determine feasibility for water supply. Supported by Robidoux. Ayes all
Motion carried.

L. Extended Public Comment

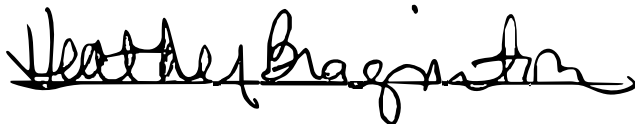
None.

M. Next Meeting: Thursday, October 10, 2019 @ 10:00 am (9:00 am workshop)

The next regular meeting is scheduled for Thursday October 10, 2019 at 10:00 a.m. with a workshop planned immediately prior at 9:00 am.

N. Adjournment

There being no further business the meeting was adjourned at 12:31 pm.

A handwritten signature in black ink, appearing to read "Heather Braginton", written over a horizontal line.

Heather Braginton – Secretary

A handwritten signature in black ink, appearing to read "Bill Schwass", written over a horizontal line.

Bill Schwass - Chairman

REGULAR MEETING MINUTES**MASON COUNTY ROAD COMMISSION
OCTOBER 28, 2019****A. Call to Order**

Strategic Planning Workshop was called to order at 9:00 am and adjourned at 9:55 am.

Chairman Schwass called the October 28, 2019 meeting of the Mason County Road Commission held in their office at 510 E State Street, Scottville, MI to order at 10:00 am.

Visitors: Jim Gallie - Amber Twp., Dick Alway, Amber Twp.

1. Pledge of Allegiance**B. Approval of Agenda**

Motion made by Ingison to approve the agenda as presented. Supported by Robidoux. Ayes all. Motion carried.

1. Conflicts of Interest Conflicts: None**C. Approval of Meeting Minutes**

The minutes of the October 10, 2019 regular meeting were reviewed. Motion made by Ingison to approve the minutes as presented. Supported by Robidoux. Ayes all. Motion carried.

D. Approval of Accounts Payable & Payroll

Motion made by Robidoux to approve Accounts Payable vouchers for October 28, 2019 Ck #78488 thru ck#78559 for \$402,737.71 and Pre-approve Payroll #22 for October 31, 2019. Supported by Ingison. Ayes all. Motion carried.

E. Review Accounts Receivable and Contingent Liabilities

At 10:06 am the Board looked over the Contingent Liabilities and Revenue/Fund Balances.

F. Public Comment

Gallie indicated that he is working with MDOT regarding getting additional road painting and signage to help direct traffic and improve safety. Shared information with board regarding Manistee County Road Commission building.

Dick Alway, Amber Twp. - us-31 paving is wavy.

G. Superintendent's Report

Kiosk system is going very well. Updated board on status of township projects. We currently have just enough gravel to complete the township road projects. County wide county grading complete on Saturday. FEMA 300 class complete. Shop is on track with preparing equipment for winter. The winter route schedule is complete. Would like to start working on an active shooter plan to keep employees safe.

H. County Highway Engineers Report

- **2019 Hawley Road Bridge:** P&N and Davis still trying to work out the schedule for repairing the bump at the bridge.
- **2019 HMA Paving** – Rieth-Riley – Sugar Grove Road from Stiles to 0.5 miles west of US-31 has been Paved. There is about 1,550 tons of Township Projects and 870 tons remaining on Primary Projects. Sugar Grove Road east of US-31 was mutually agreed to hold unit prices and pave next year. Approximately 480 tons of wedging on Township Projects will be postponed until 2020.
- **2020 Pavement Marking Project** – Josh has been finishing up the MDOT 2020 Pavement Marking Project. It is intended to paint all primary roads in Mason County in the spring of 2020 with MDOT funds.
- **2020 Rasmussen Road** – I have been working on preliminary design with the survey information, soil borings existing underground information.
- **2020 Hansen Road** – I have hired Prein & Newhof to complete plans for the section of Hansen Road from LaSalle easterly to US-31. The section of Hansen Road from Stiles to Amber will most likely be built in 2021. The MCRC has a tentative agreement with Lake County to swap \$408,000 in MDOT funding from 2020 to 2021.
- **Fountain Road & Tuttle Road** – RFP have been sent out to prospective Engineering Firms for cost for design and construction oversight for these 2 crossings. The projects are anticipated to be bid in January of 2021 with construction in the summer of 2021.
- **West Forest Trail** – The MCRC will be receiving up to \$625,000 in a "FLAP" grant in 2021 for West Forest Trail between Quarterline Road west 2.5 miles to Morton Road. The MCRC will be responsible for 20% match \$125,000 and all related design and construction Engineering. The MCRC will be working with the USFS to coordinate this project with MDOT.
- **Township Projects** – Reviewing estimates for Township projects for 2020.
- **2020 HMA Paving & 2020 Chip Seal** – I will be working on field review of the roads for the 2020 HMA & chip seal projects. Anticipated bidding the projects in February of 2020.

I. Manager/Director Report

- Weaver Road-waiting to hear from the court what schedule we are on for filing the motion for a summary disposition. The attorney will advise us when a date is scheduled.
- The pictures are in place for the maps and I have ordered the individual maps for each township.
- Met with a resident on Jagger Road regarding a spillway that was constructed when Jagger Road was upgraded years ago. The water runs through his yard damaging the grass and pond area. He has asked for several years to have this fixed. We are looking into a better way to re-route the runoff from the road. The underground lines have all been marked so we will discuss a solution for this problem.
- Met with the Township Supervisors on Wednesday October 23. There were 8 townships represented. Lots of discussion. No issues to report other than the rough roads from all the rain. We talked about 2020 projects and that we will be scheduling ride arounds for each township in the next few weeks. M Ingison reminded the townships to please submit their 10-year plan as soon as possible.
- A second shift mechanic has been hired and will start on November 18.
- Received the property description so we will plan to close this week.
- We are considering bidding out the rest area care and maintenance for next year.
- J Loeser, J Peters and I attended the ICS 300 class this past weekend. The next class is scheduled in February 2020.
- The Office Manager position has been advertised.

J. Unfinished Business

1. US-10 Property

Property Description is complete and the resolution is ready.

2. Skyhawk GPS System pricing

Skyhawk pricing has come back. The initial set up costs are quite costly. It would be much less expensive to upgrade to current verizon service to include snowpath tracking. Motion made by Ingison to move forward with snowpath. Supported by Robidoux. Ayes all. Motion carried.

K. New Business

Salary Ranges - Municipal consulting services will analyze job descriptions and tell you what you should be paying for those positions.

1. Paul Bunyan Council Meeting November 21, 2019

Paul Bunyan meeting coming up on November 21.

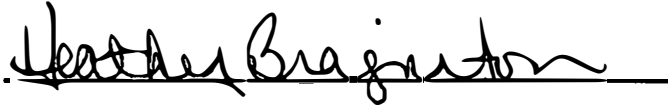
L. Extended Public Comment

M. Next Meeting: Wednesday, November 13, 2019 @ 10:00 am (9:00 am workshop)

The next regular meeting is scheduled for Wednesday November 13, 2019 at 10:00 a.m. with a workshop planned immediately prior at 9:00 am.

N. Adjournment

There being no further business the meeting was adjourned at 12:21 pm.

A handwritten signature in cursive script, reading "Heather Braginton", written over a horizontal line.

Heather Braginton – Secretary

A handwritten signature in cursive script, reading "Bill Schwass", written over a horizontal line.

Bill Schwass - Chairman

REGULAR MEETING MINUTES
MASON COUNTY ROAD COMMISSION
NOVEMBER 13, 2019

In Attendance

Bill Schwass, Chair

Doug Robidoux, Vice-Chair

Mike Ingison, Member

Mary Samuels, Manager/Director

Heather Braginton, Secretary/Finance Director

Eric Nelson, County Highway Engineer

Jeff Loeser, Superintendent

A. Call to Order

Strategic Planning Workshop was called to order at 9:00 am and adjourned at 10:15 am.

Chairman Schwass called the November 13, 2019 meeting of the Mason County Road Commission held in their office at 510 E State Street, Scottville, MI to order at 10:15 am.

Visitors: Jim Gallie - Amber Twp.

1. Pledge of Allegiance

B. Approval of Agenda

Motion made by Robidoux to approve the agenda as presented.
Supported by Ingison. Ayes all. Motion carried.

1. Conflicts of Interest

Conflicts: None

C. Approval of Meeting Minutes

The minutes of the October 28, 2019 regular meeting were reviewed.
Motion made by Ingison to approve the minutes as presented.
Supported by Robidoux. Ayes all. Motion carried.

D. Approval of Accounts Payable & Payroll

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

Motion made by Ingison to approve Accounts Payable voucher for November 5, 2019 Ck #78560 thru ck#78560 for \$240,241.17 and approve Accounts Payable vouchers for November 14, 2019 Ck #78561 thru ck#78622 for \$668,597.74 and approve Payroll #23 for November 14, 2019 for \$79,380.34. Supported by Ingison. Ayes all. Motion Carried.

E. Review Accounts Receivable and Contingent Liabilities

At 10:06 am the Board looked over the Contingent Liabilities and Revenue/Fund Balances.

F. Public Comment

G. Superintendent's Report

Kiosks are fully operational and accurate. Darr Rd paving was not completed. Appleton Rd project is on hold due to weather. Sass Rd is on hold. Victory Corners Rd project is partially on hold. Restoration will be completed when weather cooperates. Gravel producer scheduled to produce in Kirschner pit cannot complete the work now. We plan to re-bid for 2020. County wide gravel road conditions are 10% poor due to excess water. Shop crew has winter trucks 90% operational. Safety Program is in planning stage. Planning to have program in place by January.

H. County Highway Engineers Report

- 2019 Hawley Road Bridge: Meeting scheduled with P&N and Davis on November 20th to work out the schedule for repairing the bump at the bridge in the spring of 2020.
- 2019 HMA Paving – Paving is suspended for the remaining work in 2019 on Township & Primary Roads. There is about 1,156 tons of Township Projects and 4,680 tons remaining on Primary Projects. Rieth-Riley has verbally agreed to hold unit prices into 2020 and have all Townships projects completed by June 1st and the Primary completed by June 15th, 2020. I have recently sent Rieth-Riley a

written agreement holding unit prices. Randy has reviewed it and will sign it and return it.

- 2020 Pavement Marking Project – Josh has finished up the MDOT 2020 Pavement Marking Project. I need to review and submit to MDOT for bidding. It is intended to paint all primary roads in Mason County in the spring of 2020 with MDOT funds. The project should be bid by March of 2020.
- 2020 Rasmussen Road – I have been working on preliminary design with the survey information, soil borings existing underground information.
- 2020 Hansen Road – I have hired Prein & Newhof to complete plans for the section of Hansen Road from LaSalle easterly to US-31. The section of Hansen Road from Stiles to Amber will most likely be built in 2021.
- Fountain Road & Tuttle Road – RFP have been sent out to prospective Engineering Firms for cost for design and construction oversite for these 2 crossings. I am reviewing the 5 proposals that were received and will make a recommendation at our next meeting. The projects are anticipated to be bid in January of 2021 with construction in the summer of 2021.
- NC-West Forest Trail – The MCRC will be receiving up to \$625,000 in a "FLAP" grant in 2021 for West Forest Trail between Quarterline Road west 2.5 miles to Morton Road. The MCRC will be responsible for 20% match \$125,000 and all related design and construction Engineering. The MCRC will be working with the USFS to coordinate this project with MDOT.
- NC-Township Projects – Reviewing estimates for Township projects for 2020.
- NC-2020 HMA Paving & 2020 Chip Seal – I will be working on field review of the roads for the 2020 HMA & chip seal projects. Anticipated bidding the projects in February of 2020.

I. Manager/Director Report

- Weaver Road-Nothing new to report. .

- Ready to order folded county maps. Deciding on quantity.
- A second shift mechanic has been hired and will start on November 18 and a truck driver starting on November 14.
- The closing on the US-10 property located in the Village of Custer took place on November 5. The purchase has been completed.
- Working with Verizon to get the Snow paths software up and running.
- Updated the mileage and revenues for the 2020 Local Road Match.
- The Office Manager position has been advertised. Received 22 applications. Interviews will be scheduled for next week.

J. Unfinished Business

1. Building Memorandum of Understanding with County Board

The County Board of Commissioners would like to have a signed contract before they commence with any further action. The contract is still being reviewed by the Road Commission board.

2. New Hires

K. New Business

1. Local Road Policy

Table the Revision of the Local Road Policy until next meeting to allow for review of changes.

2. Approval to bid Janitorial Services for Rest Area

Motion made by Ingison to advertise for bids for janitorial services for the rest area maintenance. Supported by Robidoux. Ayes all. Motion carried.

3. Adopt wireless permit to work within a county right of way

Syrewicze presented a policy for permitting towers in the right of way. The policy was researched and put together by the County Road Association of Michigan. Would like to adopt the policy for Mason County. Motion made by Robidoux to implement policy. Supported by Ingison. Ayes all. Motion carried.

4. New logo for MCRC

Tabled until next meeting.

5. Certification maps redesign

Working on a redesign of certification maps.

L. Extended Public Comment

M. Next Meeting: Wednesday, November 27, 2019 @ 10:00 am
(9:00 am workshop)

The next regular meeting is scheduled for Wednesday November 27, 2019 at 10:00 a.m. with a workshop planned immediately prior at 9:00 am.

N. Adjournment

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


Heather Braginton – Secretary


Bill Schwass – Chairman

**REGULAR MEETING MINUTES
MASON COUNTY ROAD COMMISSION
NOVEMBER 27, 2019**

In Attendance:

Bill Schwass, Chair
Doug Robidoux, Vice-Chair
Mike Ingison, Member
Mary Samuels, Manager/Director
Heather Braginton, Secretary/Finance Director
Eric Nelson, County Highway Engineer
Jeff Loeser, Superintendent

A. Call to Order

Strategic Planning Workshop was called to order at 9:00 am and adjourned at 9:55 am.

Chairman Schwass called the November 27, 2019 meeting of the Mason County Road

Commission held in their office at 510 E State Street, Scottville, MI to order at 10:00 am.

Visitors: Jim Gallie - Amber Twp.

1. Pledge of Allegiance

B. Approval of Agenda

Motion made by Robidoux to approve the agenda as presented.
Supported by Ingison. Ayes all. Motion carried.

1. Conflicts of Interest

Conflicts: None

C. Approval of Meeting Minutes

The minutes of the November 13, 2019 regular meeting were reviewed. Motion made by Ingison

to approve the minutes as presented. Supported by Robidoux. Ayes all. Motion carried.

D. Approval of Accounts Payable & Payroll

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

Motion made by Robidoux to approve Accounts Payable voucher for November 27, 2019 Ck #78624 thru ck#78675 for \$165,582.05 and approve Payroll #24 for November 27, 2019 for \$84,571.74 and approve Short Term Leave Payment in the amount of \$50,675.43. Supported by Ingison. Ayes All. Motion Carried.

E. Review Accounts Receivable and Contingent Liabilities

At 10:06 am the Board looked over the Contingent Liabilities and Revenue/Fund Balances.

F. Public Comment

Gallie submitted local project requests for the 2020 season. Shared Mason County Town Tax Report.

G. Superintendent's Report

Held a safety committee meeting and two new members - Heather Braginton and Josh Bader.

Road conditions are wet with a lot of potholes and washouts. Trying to get them cleaned up before they freeze.

Black Creek obstruction has been cleaned up.

We had a slope slide issue on Fountain Rd by Angling and have stabilized it for the winter.

We are having a water drainage issue on lakeshore Dr by the bridge. We will have to contract the repair at a cost of \$10,500.

H. County Highway Engineers Report

2019 Hawley Road Bridge: Met with P&N and Davis on November 20th to discuss repair of the bump at the bridge in the spring of 2020. It was discussed to have the repairs completed in May of 2020. P&N and Davis are still working out the required work, cost & final schedule. There will be no additional cost to the MCRC for the repairs. Davis will have \$5,200 in liquidated damages on this project.

2019 HMA Paving– Rieth-Riley has agreed in writing to hold unit prices into 2020 and have all Townships projects completed by June 1st and the

Primary completed by June 15th, 2020. There is about 1,156 tons of Township Projects and 4,680 tons remaining on Primary Projects.

2020 Pavement Marking Project – I have reviewed the Pavement Marking Project and it has been submitted to MDOT for final review. The project will paint all primary roads in Mason County by July 1, 2020 with MDOT funds. The project should be bid by March of 2020.

2020 Rasmussen Road – I have been working on preliminary design with the survey information, soil borings, existing underground information.

2020 Hansen Road – Prein & Newhof is working on plans for the section of Hansen Road from LaSalle easterly to US-31.

2021 Fountain Road & Tu-le Road – Received 5 proposals for design and construction engineering. I am recommending that we hire Scott Civil Engineering for the design not to exceed \$53,790. Constructing Engineering will be re-evaluated with Scott Civil Engineering once the type of structures has been determined.

The projects are anticipated to be bid in January of 2021 with construction in the summer of 2021.

Weaver Road – Addition information was sent to the Attorney.

Hamlin Township Sheeting Repair – Jeff & I are making progress for sheeting repair. We will be subcontracting Kent Companies to install the helical & manta ray anchors. The remaining work of installing the whalers and misc. repairs will be completed by MCRC forces.

Township Projects – Reviewing estimates for Township projects for 2020.

2020 Chip Seal – Josh and I will be working on field review of the roads for the 2020 chip seal projects. Once the list of chip seal projects has been determined, I will check with Highway Maintenance to see if they are willing to hold 2019-unit prices for the 2020 season per the contract. If they do not wish to hold unit prices, anticipated bidding the chip seal projects in February of 2020.

2020 HMA Project - Josh and I will be working on field review of the roads for the 2020 HMA projects. Anticipate bidding the HMA projects in February of 2020.

2020 MDOT Funding– Mason County has traded \$412,518 of 2020 Federal Funding to Lake County. This will be repaid by Lake County in 2021. Mason County should have about \$920,000 in Federal Funding for 2021 projects.

I would like to explore selling our Federal Aid in 2021 to allow more flexibility with our projects.

US-31 Detour-Sugar Grove Road– I checked with Marc Fredrickson with MDOT to see if MDOT would contribute additional funding to the final cost of the Sugar Grove between Stiles & US-31. The original estimate of \$412,000 was based on widening the 22' wide road to 24' with HMA wedging & HMA overlay. This section of Sugar Grove is heavily traveled and is a primary road. Our MCRC standards call for 28' of HMA. In discussions with staff and the Manager it was decided to construct the road to 28'. One culvert on Sugar Grove and one culvert on Scottville Road was replaced. The approximate cost of the work on Stiles, Sugar Grove & Scottville Road is \$520,000. MDOT is currently contributing about \$270,000.

Future Gravel Pit Lake County USFS– Exploring trading our 120 acres on Taylor-Johnson for 120 acres in Lake County for a new gravel pit.

NC-2021 West Forest Trail – The MCRC will be receiving up to \$625,000 in a "FLAP" grant in 2021 for West Forest Trail between Quarterline Road west 2.5 miles to Morton Road. The MCRC will be responsible for 20% match \$125,000 and all related design and construction Engineering. The MCRC will be working with the USFS to coordinate this project with MDOT.

I. Manager/Director Report

Weaver Road-The settlement conference is scheduled for February 12, 2020 at 1:30 pm. Our Attorney will be attending. If no settlement can be reached the non-jury trial is scheduled for March 23 & 24, 2020 at 9 am each day.

County Maps and Township Maps have been delivered.

All the new hires have started. Everything is going well.

Working with Verizon to get the Snow paths software up and running.

There were 6 applicants interviewed for the Office Manager position on Wednesday November 20. We have narrowed it down to 3 choices.

Representative Jack O'Malley was in Scottville at the Scottville Area Senior Center on Tuesday November 26.

We had 22 children from MMCHE tour the road commission on Friday November 22. Ages ranged from 3 ½ to 16. They were interested in learning about snow plowing.

There is a new program out with the USDOT requiring all agencies to subscribe to the Drug and Alcohol Clearing House. This is a secure online database that will give employers real time information about commercial driver's license (CDL) holders drug and alcohol program violations.

The cows will be removed from the property within the next two weeks. The owner asked if we would consider leasing the property to him for an extended period. I told him I would speak with the board and let him know.

Have contacted the Forest Service to begin discussion on a possible land swap.

Working on Township Contracts.

J. Unfinished Business

1. Building Memorandum of Understanding with County Board

The Road Commission board is continuing to review the memorandum.

2. Office Manager Position

Interviewed six applicants for the office manager position. We have narrowed the candidates down to two. Board recommends that the Manager make a hiring decision an offer to the selected candidate.

3. Local Road Policy - Approval

Changes to Local Road Policy reviewed and discussed. Motion made by Ingison to approve Local Road Policy with changes as discussed. Supported by Robidoux. Ayes all. Motion carried.

4. Approve the lease purchase of (3) Tractor Trucks

Motion made by Robidoux to approve the lease purchase of ~~two~~ ^{THREE} Tractor Trucks. Supported by Ingison. Ayes all. Motion carried.

5. New Logo Design

Motion made by Robidoux to adopt new MCRC logo as presented. Supported by Ingison. Ayes all. Motion carried.

K. New Business

1. Approve abandonment for First Street between Stearns Ave and vacated Culver St in Hamlin Lake Resort

Abandonment request was submitted by adjacent property owners. Township is in agreement. Manager recommends approving abandonment. Motion made by Ingison to approve. Supported by Robidoux. Ayes All. Motion carried.

2. Approve addition to County Local Road System

We have been maintaining Decker Rd in Section 31 of Victory Township for many years, it has recently come to light that it is not currently in our certification. Manager is recommending that we add the road to our certified road systems. Board recommends getting Township approval before making a decision.

3. Repairs to Lakeshore Dr Bridge - \$27,000

Discussion held and Samuels will look into further.

4. Approve RFP for Engineering Services on Fountain & Tuttle Rds.

Motion made by Robidoux to approve proposal from Scott Engineering. Supported by Ingison. Ayes all. Motion carried.

L. Extended Public Comment

M. Next Meeting: Thursday, December 12, 2019 @ 10:00 am(9:00 amworkshop)

The next regular meeting is scheduled for Wednesday November 27, 2019 at 10:00 a.m. with a workshop planned immediately prior at 9:00 am.

Change meeting scheduled for December 26th to December 23rd at 10:00 am.

N. Adjournment

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



Heather Braginton – Secretary



Bill Schwass - Chairman

REGULAR MEETING MINUTES**MASON COUNTY ROAD COMMISSION
DECEMBER 12, 2019****A. Call to Order**

Strategic Planning Workshop was called to order at 9:00 am and adjourned at 9:55 am.

Chairman Schwass called the December 13, 2019 meeting of the Mason County Road Commission held in their office at 510 E State Street, Scottville, MI to order at 10:00 am.

Visitors:

- Jim Gallie, Amber Twp.
- Residents of Whiskey Creek Subdivision and condos: Curt Beenen, Chad Vining, Ellen Tomasovich, Pam Blakely, Bruce Wagner, Tim Qualls
- Wayne Anderson, Hamlin Lake Preservation

- Deborah Wilsey

1. Pledge of Allegiance**B. Approval of Agenda**

Motion made by Robidoux to approve the agenda as presented. Supported by Ingison. Ayes all. Motion carried.

1. Conflicts of Interest

Conflicts: None

C. Approval of Meeting Minutes

The minutes of the November 27, 2019 regular meeting were reviewed. Motion made by Robidoux to approve the minutes as presented. Supported by Ingison. Ayes all. Motion carried.

D. Approval of Accounts Payable & Payroll

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

Motion made by Robidoux to approve Accounts Payable voucher for December 12, 2019 Ck #78677 thru ck#78735 for \$540,669.15 and approve Payroll #25 for December 12, 2019 for \$91,331.55. Supported by Ingison. Ayes all. Motion carried.

E. Review Accounts Receivable and Contingent Liabilities

At 10:06 am the Board looked over the Contingent Liabilities and Revenue/Fund Balances.

F. Public Comment

Whiskey Creek/Eden Twp Residents: Presented petition regarding the condition of Sippy Rd. Loeser acknowledged that the road is in need of improvement. The road needs ditching and drainage improvements and MCRC is making these repairs a priority. Residents would like to see gravel added, which would require participation from the township.

Wayne Anderson: Complimented work done on Dennis Creek hill. Inquired about the North end of Dennis Rd and what we can do about the sediment issue. Loeser addressed plans to take care of the issue in the spring.

Deborah Wilsey: Inquired about snow plowing practices.

G. Superintendent's Report

We have had a policy change regarding safety procedures. We will now have two people together at all times when doing chainsaw work.

Working on Lakeshore Dr/Consumers Energy pump storage bridge next week.

Starting project at Hamlin Bayou next week as well.

Updated board on road materials situation.

Will be doing some ditching to help with draining issues on Freesoil Rd and Scottville Rd.

Cold patching is ongoing when weather allows.

H. County Highway Engineers Report

2019 HMA Paving – Rieth-Riley is willing to hold unit prices on 2020 HMA paving projects using 2019 prices as bid. Is the board interested in this option? If so, I would ask the Townships if they were interested in this option. If not, we would proceed with preparing bidding documents for the HMA for 2020.

- **2020 Pavement Marking Project** – MDOT is reviewing the project and will get back to MCRC with any comments. The project should be bid by March of 2020.

- **2020 Rasmussen Road** – Progress has been very slow on design work with other work assignments. I will be working on the design with the new survey information, soil borings existing underground information in the next few weeks.

- **2021 Fountain Road & Tuttle Road** – Contract with Scott Civil Engineering for the design not to exceed \$53,790 has been issued and signed. The projects are anticipated to be bid in January of 2021 with construction in the summer of 2021.

- **Township Projects** – Continue reviewing estimates for Township projects for 2020.

- **US-31 Detour-Sugar Grove Road** – MDOT has agreed to contribute an additional \$47,849.72 in funding to the final cost of the Sugar Grove between Stile & US-31. MDOT is revising the TWA to \$295,469.72. The cost to the MCRC was about \$225,000.
- **Future Gravel Pit Lake County USFS** – Continued correspondence with the USFS regarding gravel pit on USFS land. Heather from the USFS is not interested in trading our 120 acres on Taylor-Johnson for 120 acres in Lake County for a new gravel pit. Heather from USFS stated that if any questions contact Scott Peedle. Scott is being promoted to District Ranger for Cadillac-Manistee USFS in January. I contacted Scott Peedle to discuss the need for gravel for the MCRC. Scott was very willing to work with the MCRC to extract gravel from the 40-acre parcel that the MCRC mined gravel in years past. Scott will be getting back to me in mid-January after he takes the new position.
- **2020 Road Budget** – Worked on compiling costs for carry over work and proposed work for 2020 to develop preliminary budget for 2020 work. Developed preliminary list of road projects for 2020 to discuss at staff meeting next week.
- **2020 Gravel Bids** – E-mailed request for gravel bids to 10 producers & posted bid request on the MCRC website. Took gravel bids on 12-11-19 and received 5 bids. MCRC will purchase gravel as needed as deemed in the best interest of the MCRC.
- **NC-2020 Chip Seal** – Josh and I will be working on field review of the roads for the 2020 chip seal projects. Once the list of chip seal projects has been determined, I will check with Highway Maintenance to see if they are willing to hold 2019-unit prices for the 2020 season per the contract. If they do not wish to hold unit prices, anticipated bidding the chip seal projects in February of 2020.
- **NC-2020 HMA Project** – Josh and I will be working on field review of the roads for the 2020 HMA projects. Anticipate bidding the HMA projects in February of 2020.
- **NC-2020 MDOT Funding** – Mason County has traded \$412,518 of 2020 Federal Funding to Lake County. This will be repaid by Lake County in 2021. Mason County should have about \$920,000 in Federal Funding for 2021 projects. I would like to explore selling our Federal Aid in 2021 to allow more flexibility with our projects.
- **NC-Weaver Road** – Addition information was sent to the Attorney.
- **NC-Hamlin Township Sheeting Repair** – Jeff & I are making progress for sheeting repair. We will be subcontracting Kent Companies to install the helical & manta ray anchors. The remaining work of installing the walers and misc. repairs will be completed by MCRC forces.
- **NC-2019 Hawley Road Bridge** – Met with P&N and Davis on November 20th to discuss repair of the bump at the bridge in the spring of 2020. It was discussed to have the repairs completed in May of 2020. P&N and Davis are still working out the required work, cost & final schedule. There will be no additional cost to the MCRC for the repairs. Davis will have \$5,200 in liquidated damages on this project.
- **NC-2020 Hansen Road** – Prein & Newhof is working on plans for the section of Hansen Road from LaSalle easterly to US-31.
- **NC-2021 West Forest Trail** – The MCRC will be receiving up to \$625,000 in a “FLAP” grant in 2021 for West Forest Trail between Quarterline Road west 2.5 miles to Morton Road. The MCRC will be responsible for 20% match \$125,000 and all related design and construction Engineering. The MCRC will be working with the USFS to coordinate this project with MDOT.

I. Manager/Director Report

Weaver Road-The settlement conference is scheduled for February 12, 2020 at 1:30 pm. Our attorney will be attending. If no settlement can be reached the non-jury trial is scheduled for March 23 & 24, 2020 at 9 am each day.

We have hired an Administrative Assistant that will start on January 6, 2020.

Working on the Snow paths software. There was more to the set up than anticipated but will be up and running soon.

Working on Township Contracts.

Discussion with Victory Township Supervisor about the addition of West Decker Road into the local road system. They have no issue with this addition.

J. Unfinished Business

1. Gravel Discussion

Nelson is working on a few different potential gravel sources. Prices have gone up substantially for 2020, which will increase project costs.

Motion made by Robidoux to approve all gravel production bid from Halliday Gravel. Supported by Ingison. Ayes all. Motion carried.

2. Approve addition to local road system

Motion made by Ingison to add W. Decker Rd to county road certification system with written agreement from property owner. Supported by Robidoux. Ayes all. Motion carried.

K. New Business

1. Safety Awards

Board supports.

2. Approve proposal for 2019 Audit

Cost savings. Rob -Ing.

3. Budget Amendment

Reviewed preliminary 2019 budget amendment.

4. 2020 Budget

Reviewed preliminary 2020 proposed budget.


L. Extended Public Comment

M. Next Meeting: **Thursday, December 26, 2019 @ 10:00 am (9:00 am workshop)**

The next regular meeting is changed to **Monday, December 23, 2019 at 10:00 am**. There will be a public hearing scheduled for the 2020 FY Budget at 9:30 am.

N. Adjournment

There being no further business the meeting was adjourned at 1:15 pm.

A handwritten signature in cursive script, appearing to read "Heather Braginton", written over a horizontal line.

Heather Braginton – Secretary

A handwritten signature in cursive script, appearing to read "Bill Schwass", written over a horizontal line.

Bill Schwass - Chairman

REGULAR MEETING MINUTES
MASON COUNTY ROAD COMMISSION
DECEMBER 23, 2019

A. Call to Order

2020 Fiscal Year Budget Hearing was called to order at 9:30 am and adjourned at 11:05 am.

Chairman Schwass called the **December 23, 2019** meeting of the Mason County Road Commission held in their office at 510 E State Street, Scottville, MI to order at 11:05 am.

1. Pledge of Allegiance

B. Approval of Agenda

Motion made by Ingison to approve the agenda as presented.
Supported by Robidoux. Ayes all. Motion carried.

1. Conflicts of Interest

Conflicts: None

C. Approval of Meeting Minutes

The minutes of the December 12, 2019 regular meeting were reviewed.
Motion made by Robidoux to approve the minutes as presented.
Supported by Ingison. Ayes all. Motion carried.

D. Approval of Accounts Payable & Payroll

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

Motion made by Robidoux to approve Accounts Payable voucher for December 26, 2019 Ck #78740 thru ck#78800 for \$161,295.90 and pre-approve Payroll #26 for December 26, 2019. Supported by Ingison. Ayes all. Motion Carried.

E. Review Accounts Receivable and Contingent Liabilities

At 11:11 am the Board looked over the Contingent Liabilities and Revenue/Fund Balances.

F. Public Comment

Gallie/Amber Twp - plan to present to Amber Twp board the possibility of doing a road millage.

G. Superintendent's Report

Road work is currently focusing on patching, ditching, cold patching, and tree work.

Project on Lakeshore Dr Bridge is complete.

Hamlin Bayou project is on hold until after Jan 1st due to contractor delay.

N Dennis Rd is in progress. Ditching is complete.

Beginning ditching on Scottville and Conrad Roads.

Freesoil Road is complete.

Working on cleaning up the yard and pits.

H. County Highway Engineers Report

2019 HMA Paving – Rieth-Riley is willing to hold unit prices on 2020 HMA paving projects using 2019 prices as bid. Is the board interested in this option? If so, I would ask the Townships if they were interested in this option. If not, we would proceed with preparing bidding documents for the HMA for 2020.

2020 Rasmussen Road – Progress has been very slow on design work with other work assignments. I am currently working on the design with the new survey information, soil borings existing underground information.

2020 Gravel Bids – Approved bid for Halliday Sand & Gravel for 20,000 tons of 22A and 15,000 tons of 2NS in Irons area. Wrote contracts for Schultz Excavating & All Aggregate for production of 45,000 tons of 22A and 15,000 tons of 2NS out of Kirschner Pit. Approved 10,000 tons of Crushed Concrete from Schultz Excavating; 10,000 to 15,000 tons of 22A slag from Rieth-Riley; 5,000 cyds of 22A from Ken Adams. Wrote a draft agreement for extraction of Gravel and Sand from Hallack Pit in Riverton Township. Dan Hallack will review and get back to me.

2020 Township Projects – Continue reviewing estimates for Township projects for 2020.

Webinars & Classes – Compliance webinar for Asset Management. Have attended 2 classes and 3 webinars for Pavement Asset, Bridge Asset & Compliance Plan for our 2020 Asset Management Plan that is due in October of 2020.

2021 West Forest Trail – Requested pricing from Prein & Newhof for design of 2.5 miles of West Forest Trail from Quarterline to Morton Road.

I. Manager/Director Report

N/C Weaver Road-The settlement conference is scheduled for February 12, 2020 at 1:30 pm. Our Attorney will be attending. If no settlement can be reached the non-jury trial is scheduled for March 23 & 24, 2020 at 9 am each day.

Continue Working on the Snow paths software.

Working on Township Contracts.

Received a summons and complaint regarding an accident involving our equipment and a county resident. The MCRC Insurance Attorney has been contacted.

Received a request to discuss a ground lease for Cellular towers.

J. Unfinished Business

1. FY 2019 Amended Budget

Motion made by Robidoux to approve 2019 amended budget as presented. Supported by Ingison. Ayes all. Motion carried.

2. FY 2020 Proposed Budget

Motion made by Ingison to approve 2020 proposed budget as presented. Supported by Robidoux. Ayes all. Motion carried.

3. Rescinded request for county financing

Board supports submitting letter to County Administrator.

K. New Business

1. Ground lease for cellular towers

Received an inquiry for leasing road commission property for cellular towers. Board asked Samuels to investigate further.

2. Summons & complaint

Road Commission's insurance company is working on this issue.

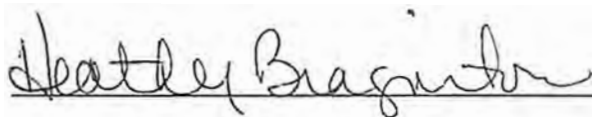
L. Extended Public Comment

M. Next Meeting: **Thursday, January 9, 2020 @ 10:00 am (9:00 am workshop)**

The next regular meeting is scheduled for Thursday, January 9, 2019 at 10:00 a.m. with a workshop planned immediately prior at 9:00 am.

N. Adjournment

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

A handwritten signature in black ink, reading "Heather Braginton", written over a horizontal line.

Heather Braginton – Secretary

A handwritten signature in blue ink, reading "Bill Schwass", written over a horizontal line.

Bill Schwass - Chairman