

REGULAR MEETING MINUTES**Mason County Road Commission
JANUARY 9, 2020****A. Call to Order**

Strategic Planning Workshop was called to order at 8:00 am and adjourned at 8:55 am.

Manager/Director Samuels called the January 9, 2020 meeting of the Mason County Road Commission held in their office at 510 E State Street, Scottville, MI to order at 9:00 am.

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

Visitors: Jim Gallie - Amber Twp., Dick Alway - Amber Twp., John Bergh - Resident, Allen Nicholson - Resident, Tad Larson - Resident

1. Pledge of Allegiance**2. Establish Board Positions and Board Meeting Dates**

Motion made by Robidoux to nominate Schwass to continue as Chairman. Supported by Ingison. Ayes all. Motion carried.

Motion made by Schwass to nominate Robidoux to continue as Vice-Chair. Supported by Ingison. Ayes all. Motion carried.

Meeting dates established

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 23, 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 January 9, 2020 Ck #78802 thru ck#78852 for \$88,629.68 and approve Payroll #1 for January 9, 2020 for \$81,334.84. 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

John Bergh - Repairs needed on Jebavy drive bridge. Requesting that some road debris be cleaned up on his property on Rasmussen Rd. Provided photos. Property in question is in the Lincoln river basin. Discussion was held regarding DEQ permits that would be required to do work in such close proximity to the river and the possible damage that could be done, causing danger of erosion.

Ted - Requested grading on Townline Rd.

Gallie/Amber Twp - getting Amber twp road list ready to turn in.

G. Superintendent's Report

Having issues with water saturation in the roads.

Proposing hiring out tree removal to professional loggers. Income from the sale of logs would offset the cost of the removal. Samuels inquired when he wants to start. Response was February 2020 at the latest.

Updated board on status of road materials supply.
Updated board on current road repair activities.

Adding a 2nd truck to state highway plow routes. This will enable us to stay on top of the snow accumulations faster and more efficiently.

Found a potential asphalt roller. Looking at it today to see if it will work for us.

Located a set of gravel trains. Going to look at them.

H. County Highway Engineers Report

2020 Rasmussen Road – Progressing on auto cad drafting and starting design work. I am currently working on the drafting of existing topography & underground utilities with the new survey information, soil borings existing underground information.

2020 Gravel Bids –Schultz Excavating & All Aggregates have signed contracts for production of 45,000 tons of 22A and 15,000 tons of 2NS out of Kirschner Pit. Dan Hallack has reviewed draft agreement for extraction of Gravel and Sand from Hallack Pit in Riverton Township. Dan Hallack is thinking about how he wants to word long term agreement if he wants to sell pit, etc. Dan is in agreement with the proposed royalties and he will be getting back with me.

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

Webinars & Classes – Will be attending a 2-day class for excel in GR next week.

2020 Pavement Marking Project – MDOT has accepted the submitted material and will be working on preparing this project for bidding.

2020 Hansen Road LaSalle to US-31 – Prein & Newhof is working on this for an anticipated MDOT bid letting in June 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 should be getting pricing back within a week.

Permits & Surveying – Josh & I have been working on surveying and permitting for 2020 culvert repairs. Also, survey work on various township projects.

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.

We are using the Snow Paths software but still working on the plow routes. There is also some updating of the map that needs to be done.

Working on Township Contracts. Most of the townships have submitted requests for estimates. All the brine contracts have been sent out. I have scheduled a meeting with the Supervisors on January 22 at 6 pm. This will be an informational meeting with discussions on the 2020 project year.

Received a summons and complaint regarding an accident involving our equipment and a county resident. The MCRC Insurance Attorney has been contacted. There have not been any updates given yet.

Received a request to discuss a ground lease for Cellular towers. This request was to purchase current leases that are already in place so will not pursue.

Working on transferring the power for the Custer property into to the MCRC's name. The previous owner had it turned off in February 2019. I was notified that it may have been turned back on illegally. We are required to have an inspection before Consumers Energy will turn the account over to the road commission. I have requested the inspection.

The Road Commission was without power on Tuesday from 11:30 am until 3:25 pm due to a faulty wire just west of Scottville.

We are implementing the Request for Service Forms to keep track of calls coming in that require a road repair. We will keep these on file for reference.

J. Unfinished Business

K. New Business

Schwass would like to investigate creating a road behind the shop n save before the school construction completes and causes more congestion.

Schwass would like to put some funds back into our building fund.

1. Schedule meeting with County Board for Annual Report - JUNE 2020

Samuels will set up meeting for June.

2. Approve annual payment to PM Township for First St -\$9,100.00

Robidoux suggested offering them a settlement and paying off the debt. Motion made by Ingison to approve payment of \$9,100.00. Supported by Robidoux. Ayes all. Motion carried. May revisit the idea of the settlement offer at a later date.

3. January MCTOA meeting is scheduled for the 16th at PM Town hall - 7:30 pm

4. Potential Logging Revenue

Loeser would like to propose a timber sale for some of the wooded areas in our pits. Trees need to be removed to access road materials underneath. This would generate additional revenue for us as well.

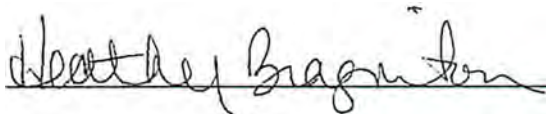
L. Extended Public Comment

M. Next Meeting: **Thursday, January 23, 2020 @ 10:00 am (9:00 am workshop)**

The next regular meeting is scheduled for Thursday, January 23, 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 11:12 am.

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

Heather Braginton – Secretary

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

Bill Schwass - Chairman

Attendees will be Schwass, Robidoux, Ingison, Samuels, Nelson and Former Commissioner Mataish as a guest attendee.

2. Vote for CRA Board of Directors open position

Motion made by Robidoux to vote for Burt Thompson for the open position on the County Road Association Board of Directors. Supported by Ingison. Ayes all. Motion carried.

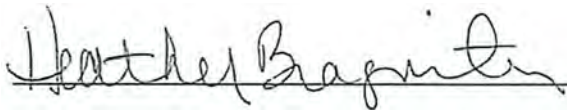
L. Extended Public Comment

M. Next Meeting: **Thursday, February 13, 2020 @ 10:00 am (9:00 am workshop)**

The next regular meeting is scheduled for Thursday, February 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 11:25 am.



Heather Braginton – Secretary



Bill Schwass - Chairman

- Met with Township Supervisors on Wednesday.
- **N/C** Received a summons and complaint regarding an accident involving our equipment and a county resident. The MCRC Insurance Attorney has been contacted. There have not been any updates given yet.
- The letter to the owner of the cattle has been sent out requesting they are to be removed no later than April 1, 2020.
- J Loeser and I will be attending the next ICS-400 Training on Saturday February 22nd and Sunday February 23rd. This is advanced training for complex incidents.
- E Nelson, J Loeser and I attended the Eden Township Board meeting to discuss their road issues. It was a very productive meeting.

J. Unfinished Business

1. Approve 2030 Strategic Plan

Motion made by Robidoux to adopt the 2030 Strategic Plan as presented. Supported by Ingison. Ayes all. Motion carried.

2. Approve correction to 11/27/2019 Meeting Minutes

Approve typographical error in Item J.4 for November 27, 2019 Meeting Minutes approving the lease of three Kenworth Trucks, not two.

Motion made by Robidoux to approve correction to November 27, 2019 meeting minutes. There was a typographical error that stated two trucks were to be purchased. It should have stated three trucks were to be purchased. Supported by Ingison. Ayes all. Motion carried.

K. New Business

1. Paul Bunyan Meeting - February 20th @ 9:00 am

proposed centerline grades so they can work on the sanitary sewer design.

- 2020 Township Projects – Continue reviewing estimates for Township projects for 2020.
- Webinars & Classes – Josh, Heather & I attended a 2-day class for excel in GR next last week. It was a great seminar on reviewing the basics and advanced features in excel.
- 2020 Pavement Marking Project – MDOT has accepted the submitted material and will be working on preparing this project for bidding. I have the title page for the 2020 pavement marking project for the Board to sign and be submitted to MDOT. Project is anticipated to be bid thru MDOT on March 6, 2020.
- 2020 Hansen Road LaSalle to US-31 – Prein & Newhof is working on this for an anticipated MDOT bid letting in June 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.
- Fountain & Tuttle Road – Scott Civil Engineering will be working on the bridge designs for these two crossings. Anticipate bidding thru MDOT in January of 2021 for construction in 2021.
- Reid Road – Josh & I have been working on existing centerline and design of proposed centerline. Josh is staking the proposed centerline and the MCRC will be writing a description for the 66' right-of-way.
- Permits & Surveying – Josh & I have been working on surveying and permitting for 2020 culvert repairs. Also, survey work on various township projects.
- Hamlin Township – Kent Companies & the MCRC should be proceeding with the work on the sheeting reinforcement at the south bayou.

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.
- **N/C** We are using the Snow Paths software but still working on the plow routes. There is also some updating of the map that needs to be done.

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

Motion made by Robidoux to approve Accounts Payable voucher for January 23, 2020 ck#78856 thru ck#78899 and ck#78926 thru ck#78953 for \$194,484.03 and approve Payroll #2 for January 23, 2020 for \$87,725.63. Supported by Ingison. Ayes all. Motion carried.

E. Review Accounts Receivable and Contingent Liabilities

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

F. Public Comment

Nick Mataish/Former Road Commissioner: Expressed concern about the STP funding calculation cutting Mason County short.

G. Superintendent's Report

New Drivers adjusting to plow routes well.

Adjustments made to freeway plowing practices has been very successful.

Adding a left-hand wing to the state highway plow truck.

Have been enforcing the shift policy which prohibits employees from working longer than a sixteen-hour shift.

Estimates are in progress for logging. Currently accepting bids.

Would like to set up brine storage tanks at the property in Custer this year to minimize congestion in the yard.

H. County Highway Engineers Report

- 2020 Rasmussen Road – Progressing on auto cad drafting and design work. I am currently working on the drafting of existing topography & underground utilities with the new survey information, soil borings existing underground information & storm sewer design. I have sent Nordlund & Associates the preliminary design with

REGULAR MEETING MINUTES**MASON COUNTY ROAD COMMISSION
JANUARY 23, 2020****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 January 23, 2020 meeting of the Mason County Road Commission held in their office at 510 E State Street, Scottville, MI to order at 10:00 am.

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

Visitors: Jesse Petersen, Nick Mataish

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 January 9, 2020 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

REGULAR MEETING MINUTES**MASON COUNTY ROAD COMMISSION
FEBRUARY 12, 2020****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 February 12, 2020 meeting of the Mason County Road Commission held in their office at 510 E State Street, Scottville, MI to order at 10:00 am.

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

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.

1. Conflicts of Interest

Conflicts: None

C. Approval of Meeting Minutes

The minutes of the January 23, 2020 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

To approve Accounts Payable vouchers for February 13, 2020 Ck #78959 thru ck#79033 for \$654,134.97 and Payroll #3 for February 6, 2020 and pre-approve payroll #4 for February 20, 2020.

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

Motion made by Robidoux to approve Accounts Payable vouchers for February 13, 2020 Ck #78959 thru ck#79033 for \$654,134.97 and Payroll #3 for February 6, 2020 and pre-approve payroll #4 for February 20, 2020. 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/Amber - First Street between Gordon and Amber was paved four years ago. The top of the hill is looking as if it going to break up. We will need to look at it in the spring to see what can be done with it. Also, need to have some intersection corners repaired.

G. Superintendent's Report

Safety Committee is meeting monthly on the second Tuesday. Winter maintenance going well. Road material supply is still good. Ride-alongs with Township supervisors are complete. Estimates are in progress. Bids have been submitted for logging and need to be approved today. We made an offer for the used set of gravel trains and it has been accepted. Work is in progress on the culvert replacement in Hamlin Twp for S. Bayou St.

H. County Highway Engineers Report

- **NC 2020 Rasmussen Road** – Progressing on auto cad drafting and design work. I am currently working on the drafting of existing topography & underground utilities with the new survey information, soil borings existing underground information & storm sewer design. I have sent Nordlund & Associates the preliminary

design with proposed centerline grades so they can work on the sanitary sewer design.

- **2020 Township Projects** – Continue reviewing estimates for Township projects for 2020.
- **Webinars & Classes** – Eric and I attended the County Engineers Workshop last week in Manistee.
- **2020 Pavement Marking Project** – MDOT has accepted the submitted material and will be working on preparing this project for bidding. The title page has been submitted to MDOT. Project is anticipated to be bid thru MDOT on March 6, 2020.
- **NC 2020 Hansen Road LaSalle to US-31** – Prein & Newhof is working on this for an anticipated MDOT bid letting in June 2020.
- **NC 2021 West Forest Trail** – Requested pricing from Prein & Newhof for design of 2.5 miles of West Forest Trail from Quarterline to Morton Road.
- **NC Fountain & Tuttle Road** – Scott Civil Engineering will be working on the bridge designs for these two crossings. Anticipate bidding thru MDOT in January of 2021 for construction in 2021.
- **Reid Road** – Eric and I have completed the design of the proposed centerline. Ted is drafting a description for the proposed 66' right-of-way.
- **Permits & Surveying** – Josh & I have been working on surveying and permitting for 2020 culvert repairs. Also, survey work on various township projects.

I. Manager/Director Report

- Weaver Road-The settlement conference is scheduled for February 20, 2020 at 1:30 pm. If no settlement can be reached the non-jury trial is scheduled for March 23 & 24, 2020 at 9 am each day.
- Sent the updated plow route maps but they are not in the correct format for the program. They are working on making changes.
- **N/C** Received a summons and complaint regarding an accident involving our equipment and a county resident. The MCRC Insurance Attorney has been contacted. There have not been any updates given yet.
- Received a request to participate in the 1st Annual Western Michigan Touch a Truck in support of Autism. The event will be held on April 18 from 10 am to 2 pm. We would take a truck or

road grader for the kids to see and climb into if they choose. There are several ways to donate to help finance this event.

- Received a sample and quote for the new logo to be placed on our trucks and equipment.
- All but a couple of the townships have received their road project estimates.
- Request for material bids has been advertised. Bids will be opened on February 20 at 11:00 am.
- The 2018 Trunk line Audit has been completed. We will receive an adjustment of \$2,424.00.

J. Unfinished Business

1. Resolution to approve sale of N US-31 Property

Resolution presented to approve sale of US-31 property. Motion made by Robidoux to approve as presented. Supported by Ingison. Ayes all. Motion carried.

2. Approve logging bids

Motion made by Robidoux to accept bid as presented for logging from PCA/Sean Sobaski. Supported by Ingison. Ayes all. Motion carried. Ingison requested that Loeser find out what the timeline will be for the work to be completed.

3. Approve purchase of gravel trains

Motion made by Robidoux to approve purchase of used gravel trains for \$48,500.00. Supported by Ingison. Ayes all. Motion carried.

K. New Business

1. Requesting approval to hire Prein & Newhof for West Forest Trail

Motion made by Ingison to approve hiring Prein & Newhof for engineering, surveying, soil borings & design up to \$20,500 for the MDOT bid letting for West Forest Trail. Supported by Robidoux. Ayes all. Motion carried.

2. Approve and authorize to sign MDOT Contract for 2020
Line Painting

Motion made by Ingison and supported by Robidoux to enter into a contract with MDOT for the pavement marking installation work and authorize Chairman Schwass and Manager Director Samuels to sign on behalf of the Mason County Road Commission.

Part A – STL 53141: JOB #130488CON; 1900(955) - Pavement marking installation work along various federal-aid routes countywide; and all together with necessary related work.

Part A – STL 53141: JOB #130497CON; 1900(237) - Pavement marking installation work along various federal-aid routes countywide; and all together with necessary related work.

Estimated cost is \$95,400.00. Federal Funds \$95,400.00. MCRC Share \$0.00.

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

3. Approve township contracts

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

4. Approve purchase for new truck decals

Board has already approved this purchase.

5. Approve sale of Federal Aid Monies of \$1M for 80%

Motion made by Ingison to approve the sale of Federal Aid monies of One (1) million dollars for 80% of the value. Supported by Robidoux. Ayes all. Motion carried.

6. MTF Funding

Braginton provided information on extra MTF funding that will be available now. Discussion held on what can be restored to the budget with the additional revenue. Ingison requested that Braginton present a few options as a written proposal at the March 16th board meeting.

7. FY 2019 Financial Audit

2019 Fiscal Year financial audit is scheduled to begin on March 30th.

L. Extended Public Comment

M. Next Meeting: **Thursday, February 27, 2020 @ 10:00 am (9:00 am workshop)**

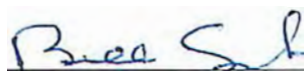
The next regular meeting is scheduled for Thursday, February 27, 2019 at 10:00 a.m. with a policy review workshop planned immediately prior at 9:00 am.

N. Adjournment

There being no further business the meeting was adjourned at 11:40 am.



Heather Braginton – Secretary



Bill Schwass - Chairman

APPENDIX A

Township Projects Approved on February 12, 2020

JOB #	TWP	ROAD NAME	LOCATION	LENGTH	DESCRIPTION	PROJECT COST
010	SUMMIT	DUST CONTROL	Township Wide	2.36	One Single Application. 8,400 gallons	\$ 1,373.40
011	SUMMIT	PARK ST	Lakeshore to Cala & around corner	820'	Apply 2" HMA (LVSP) overlay 20' wide. 204 to	\$ 23,038.92
012	SUMMIT	MONTGOMERY BLV	Sunset Lane South to turnaround	0.56	Chipseal with Fog. 6,954 yds.	\$ 17,524.08
013	SUMMIT	DEREN RD	Lakeshore Dr to PM Hwy	2.00	Chipseal with Fog. 25,518 yds.	\$ 58,691.40
014	SUMMIT	CALA RD	Lakeshore Dr to Lennox	0.10	Chipseal with Fog. 1,323 yds.	\$ 3,042.90
015	SUMMIT	MACK RD	N of North Ave to turn-around.	0.22	Wedge 3 areas, then Chipseal with Fog. 35 tc	\$ 12,911.00
016	SUMMIT	LENOX AVE	South of Cala Rd	0.19	Cross culvert, ditch, slag, construct turn-arou	\$ 9,544.38
017	SUMMIT	RUNYAN RD	South of Deren Rd	0.22	Slag 19' wide x 3" deep (compacted). 354 tc	\$ 8,482.39
018	SUMMIT	SUNSET LN	Two areas	n/a	Selected ditching	\$ 1,092.61
019	SUMMIT	BENEDICT RD	Start 1900' S of Hawley to end of cel	1900'	Clear trees, grade, slag 20'w x 4" d, construct	\$ 8,811.63
020	RIVERTON	DUST CONTROL	Township Wide	37.82	One Double and Two Single Applications. 37:	\$ 61,835.70
030	EDEN	DUST CONTROL	Township Wide (#1-6/8-12. #2 - 6/22-	29.62	1 Double Application. 114,750 gallons	\$ 18,761.64
050	PERE MARQUETTE	DUST CONTROL	Township Wide	0.50	One Double Application. 2,500 gallons	\$ 408.76
051	PERE MARQUETTE	VIRNETTA DR	Washington Ave to Rath	0.52	1-1/2" HMA Overlay 21' wide. Install grate & c	\$ 46,900.15
052	PERE MARQUETTE	HILLSIDE RD	Jebavy to Cul-de-sac	0.55	1-1/2" HMA Overlay 21' - 26' wide. 702 ton. In	\$ 62,599.50
053	PERE MARQUETTE	LAKE AVE	M-116 to Beech Ave	0.06	1-1/2" HMA Overlay (LVSP) 18' wide. 57 ton. tr	\$ 8,875.50
054	PERE MARQUETTE	BEECH AVE	Lake Ave S to end of road	0.16	1-1/2" HMA Overlay (LVSP) 19' wide. 149 ton.	\$ 17,041.00
055	PERE MARQUETTE	TERRI CT	Juanita to Orchard Ave	0.06	1-1/2" HMA Overlay (LVSP) 16' wide. 42 ton.	\$ 6,300.00
056	PERE MARQUETTE	JUANITA AVE	Beech Ave to the end of existing pc	0.10	1-1/2" HMA Overlay (LVSP) 20' wide. 120 ton.	\$ 14,176.50
057	PERE MARQUETTE	PLEASANT RIDGE RD	Sherman St to Riverview Dr	0.35	1-1/2" HMA Overlay 22' wide. 430 ton. Install:	\$ 40,850.00
058	PERE MARQUETTE	W JOHNSON RD	S Jebavy to end of cul-de-sac	0.24	1-1/2" HMA Overlay 19' wide. 290 ton.	\$ 27,550.00
059	PERE MARQUETTE	CURTWOOD RD	N Lendale to N Sherman	0.20	1-1/2" HMA Overlay 20' wide. 180 ton.	\$ 19,800.00
160	PERE MARQUETTE	W HAZELWOOD RD	S Jebavy to Oakwood	0.20	1-1/2" HMA Overlay 19-22' wide. 215 ton.	\$ 23,650.00
060	AMBER	DUST CONTROL	Township Wide	10.60	One Double Application. 53,000 gallons	\$ 8,665.00
061	AMBER	JOHNSON RD	West of Amber Rd	0.48	Ditching. Compacted slag 22'w x 4"d. 1155 tc	\$ 37,358.08
062	AMBER	CONRAD RD	E of Victory Corner Rd to the elk farm	n/a	Apply wedging in select areas. 91 Ton	\$ 6,185.27
063	AMBER	W FIRST ST	W of Brye Rd to turn-around.	0.26	Slag 22' w x 5-1/2" d. 858 Ton	\$ 17,622.36
080	BRANCH	DUST CONTROL	Township Wide	14.60	One Double Application. 73,000 gallons	\$ 11,936.00
081	BRANCH	BAROTHY RD	East of Walhalla Rd past barothy loc	1.20	1" HMA Overlay 22' wide. 830 ton	\$ 70,550.00
082	BRANCH	GOFF RD	S of Bockstanz Rd	300'	Remove two trees. Shape, apply compact c	\$ 5,096.19
083	BRANCH	WEAVER RD	East of US-10 to Campbell Rd	0.60	36 ton gravel on N shoulder. Wedge N lane.	\$ 32,369.56
100	VICTORY	DUST CONTROL	Township Wide	49.67	One Double Application. 248,350 gallons	\$ 40,605.24
110	SHERMAN	DUST CONTROL	Township Wide	36.29	Three Single Applications. 272,175 gallons	\$ 44,500.61
120	SHERIDAN	DUST CONTROL	Township Wide	32.81	One Single, One Double, One Single. 328,100	\$ 53,644.35
140	FREESOIL	DUST CONTROL	Township Wide	35.78	1 Application (Single-18.51 ml./Double-17.27	\$ 21,684.00

REGULAR MEETING MINUTES
MASON COUNTY ROAD COMMISSION
FEBRUARY 27, 2020

A. Call to Order

Policy Review Workshop was called to order at 9:00 am and adjourned at 9:55 am.

Chairman Schwass called the February 27, 2020 meeting of the Mason County Road Commission held in their office at 510 E State Street, Scottville, MI to order at 10:00 am.

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

Visitors: Jim Gallie - Amber Twp., Dick Alway - Amber Twp., Daniel Novak - AIS Construction Equipment, Jess Peterson - Peterson & Sons LLC, Deb Del Zappo - Resident.

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 February 12, 2020 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 Ingison to approve Accounts Payable vouchers for February 27, 2020 Ck #79035 thru ck#79102 for \$310,244.90 and pre-approve payroll #5 for March 5, 2020. Supported by Robidoux. Ayes all. Motion carried.

E. Review Accounts Receivable and Contingent Liabilities

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

F. Public Comment

Gallie/Amber Twp - asked question about how township divide mileage on township border line roads.

G. Shop Supervisor Report

1. CAT Lease Options

Ingison requested that Woirol explore the options available for future equipment needs and present to the board for review at next meeting.

2. Engine loss on #44

Engine has gone out of one of our front line blade trucks. Discussion held regarding replacing the motor or replacing the cab and chassis. The truck will not be vital during the summer months, so we have time to explore our options and see what cab and chassis options are available out there.

H. Superintendent's Report

Adding additional Strobes on Equipment.

Brush cutting on highway is going well.

Screen plant repairs are 80% complete and super train is 95% ready.

Township Projects that currently in progress are on hold due to weather.

I. County Highway Engineers Report

- **2020 Township Projects** – Continue reviewing estimates for Township projects for 2020.
- **2020 Pavement Marking Project** –Project will be bid on March 6, 2020 thru the MDOT bid letting.
- **Reid Road** – Eric and I have completed the design of the proposed centerline. Ted is drafting a description for the proposed 66' right-of-way.
- **MCRC Pits** – Josh has been working on getting information and staking our pits that are being logged. Ted had survey information on our pits in a file. Josh is finding the property irons, verifying the distances and bearing in AutoCAD and staking the property lines. Quarterline was staked & cleared by the loggers. Currently working on the Taylor Road pit, then the Deren Road pit.
- **Permits & Surveying** – Josh & I have been working on surveying and permitting for 2020 culvert repairs. Also, survey work on various township projects.
- **Ludington Area Schools** – Traffic Study determined that a light will be required at Bryant & Jebavy.
 - A round-a-bout was considered but is not warranted with the primary traffic going North & South
 - (1) Peak School Traffic will be 1 to 2 hours in the morning & evenings in a 24-hour period
 - (2) LAS will pay for the design & installation of the light
 - (3) MCRC would assume all future maintenance
 - Discussed adding a right turn lane at SB Jebavy at Johnson Road.
 - (1) I will be discussing possible cost share with Jason Kennedy – Superintendent of LAS

- **Mac Road Pit** – Schultz started moving equipment yesterday & will have all equipment needed by Monday morning.
- **Mason County Drain Commission** – Looking at improvements to Ross Drain 2020/2021. Per the drain code the MCRC is a participant to a percentage of the cost.
- **Weaver Road** – Mary & I sat in on the preliminary court hearing on Weaver Road. Each Attorney presented their side and the Honorable Judge Sniegowski is reviewing the information and will decide.
- **2020 Rasmussen Road** – Progressing on auto cad drafting and design work. I anticipate the project being bid in late summer or fall with a spring of 2021 start. The construction project should take about 10 weeks.
- **NC 2020 Hansen Road LaSalle to US-31** – Prein & Newhof is working on this for an anticipated MDOT bid letting in June 2020.
- **NC 2021 West Forest Trail** – Requested pricing from Prein & Newhof for design of 2.5 miles of West Forest Trail from Quarterline to Morton Road.
- **NC Fountain & Tuttle Road** – Scott Civil Engineering will be working on the bridge designs for these two crossings. Anticipate bidding thru MDOT in January of 2021 for construction in 2021.

J. Manager/Director Report

- Weaver Road-Attended the settlement conference on February 20, 2020 at 1:30 pm. The judge needed more time to review so no decision was entered. There will not be a trial. The next Settlement Conference will be held on May 6, 2020 at 1:30 pm.
- No changes on the Snow Path software.
- **N/C** Received a summons and complaint regarding an accident involving our equipment and a county resident. The MCRC Insurance Attorney has been contacted. There have not been any updates given yet.

- The new logo decals have been received and are being placed on all trucks and equipment.
- Continue to work on estimates. Signed contracts continue to be received.
- Weight restrictions will be imposed on March 2, 2020 at 7 am.
- Met with Ludington Daily News on Wednesday. There will be a story on our mowing project on the state trunk line.
- The call log list has been implemented and we are using it to track calls.
Working very well. Thanks to Jody and Heather for setting this up.

K. Unfinished Business

1. Approve Township Projects

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

2. Approve Material Bids for 2020

Motion made by Ingison to approve all material bids submitted for 2020 as presented. Supported by Robidoux. Ayes all. Motion carried.

Motion made by Robidoux to approve all equipment rental rates submitted for 2020 as presented. Supported by Ingison. Ayes all. Motion carried.

3. Approve sweeping bids for 2020

Sweeping bids reviewed. Decision will be tabled until discussion held with MDOT.

L. New Business

1. Remote monitoring & management system - DMC

DMC Unlimited is offering security monitoring service and we would like to implement this for our cybersecurity needs. Motion made by Ingison to approve. Supported by Robidoux. Ayes all. Motion carried.

2. Discussion on Lease for CAT Grader #702, JD Grader #703 & CAT 950 Loader #732

3. Request from City of Scottville to purchase diesel

Ingison made a motion to deny the request based on the age of our equipment and a lack of tracking mechanisms. Supported by Robidoux. Ayes all. Motion carried.

M. Extended Public Comment

N. Next Meeting: **Monday March 16, 2020 @ 10:00 am (9:00 am workshop)**

The next regular meeting is scheduled for Monday, March 16, 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 11:52 am.


Heather Braginton – Secretary


Bill Schwass - Chairman

REGULAR MEETING MINUTES
MASON COUNTY ROAD COMMISSION
MARCH 16, 2020

A. Call to Order

Policy Review Workshop was cancelled.

Chairman Schwass called the March 16, 2020 meeting of the Mason County Road Commission held in their office at 510 E State Street, Scottville, MI to order at 10:00 am.

Members Present: Schwass and Ingison, Manager/Director Samuels, Secretary/Finance Director Braginton, County Highway Engineer Nelson, Superintendent Loeser. Present via telephone: Robidoux

Visitors: None

1. Pledge of Allegiance

B. Approval of Agenda

Motion made by Ingison to approve the agenda as presented.
Supported by Robidoux. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

1. Conflicts of Interest

Conflicts: None

C. Approval of Meeting Minutes

The minutes of the February 27, 2020 regular meeting were reviewed.
Motion made by Ingison to approve the minutes as presented.
Supported by Robidoux. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

D. Approval of Accounts Payable & Payroll

Motion made by Ingison to approve Accounts Payable vouchers for March 12, 2020 Ck #79105 thru ck#79159 for \$109,158.22 and approve Accounts Payable Voucher for March 17, 2020 Ck #79160 in the amount of \$280,196.69 and pre-approve payroll #6 for March 19, 2020. Also pre-approved Payroll # 7 for April 2, 2020 and #8 for April 16, 2020 as well as Accounts Payable for March 26, 2020 and April 9, 2020 due to uncertainty of meetings with COVID-19 quarantines impending. Supported by Robidoux. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

E. Review Accounts Receivable and Contingent Liabilities

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

F. Public Comment

Meeting was available to the public but none were in attendance.

G. Superintendent's Report

In response to Corona Virus pandemic – management discussed the situation as a group. We are sanitizing surfaces and working on an alternative work schedule to reduce employee contact.

High water table and spring runoff is making it necessary to close some roads.

20-30 culverts need immediate replacement.

Starting to screen material this week.

Shoulder and edging work on US-31 is complete.

Potentially creating live snow fence on the express way by planting evergreen trees.

Blading and shoulder pulling on township roads as well as edging, ditching and filling water holes.

H. County Highway Engineers Report

- **2020 HMA Paving** – Josh & I will be working on putting together the list of HMA paving projects for 2020. There are still a few Townships that have not returned their contracts. Rieth-Riley will be holding last years prices for this work.
- **2020 Chip Seal** – Josh & I will be working on putting together the list of Chip Seal projects for 2020. There are still a few Townships that have not returned their contracts. Highway Maintenance will be holding last year's prices for this work.
- **2020 Pavement Marking Project** –Project was bid on March 6, 2020 thru the MDOT bid letting. Michigan Pavement Marking was the confirmed low bidder at \$94,887.50 for marking all the primary roads (North & South). Engineers Estimate was \$95,489.94. All Primary Roads will me marked before July 1, 2020. If we want to repaint our local roads the cost would be approximately \$20,000 for North (last painted in 2018) & \$20,000 for South (last painted in 2019).
- **2020 Rasmussen Road** – Progressing on AutoCAD drafting and design work. I hope to have 80% complete plans and specifications to submit to MDOT by the end of April. I anticipate the project being bid in late summer or fall with a spring of 2021 start. The construction project should take about 10 weeks.
- **2020 Hansen Road - LaSalle to US-31** – Grade Inspection was held at the MCRC on March 6th. Preliminary Plans & Specifications were reviewed by MDOT. A few minor changes necessary to be able to submit final plans for bid letting in July 2020. MDOT Funding was changed to \$408,551 STP & \$191,449 State D to eliminate MCRC participation (\$120,000). Project will start after Labor Day with a November 1, 2020 completion.
- **2020 Township Projects** – Continue reviewing estimates for Township projects for 2020.
- **2021 West Forest Trail** – Sent contract to Prein & Newhof for not to exceed \$20,500 for design of 2.5 miles of West Forest Trial from Quarterline to Morton Road. USFS Grant is for approximately \$625,000 plus 20% MCRC participation, total cost of construction \$750,000.
- **2021 Fountain & Tuttle Road** – Scott Civil Engineering is working on the bridge designs for these two crossings. The MCRC will need to

survey and mark ROW of Tuttle Road north of the Bridge. The MCRC crews will need to make road improvements to Tuttle Road from north of the bridge to Beyer road in 2020. Anticipate bidding thru MDOT in January of 2021 for construction in 2021.

- **2021 MDOT Funding** – Oakland County is interested in purchasing our 2021 Federal Funding for 80%. We have approximately \$780,000 in Federal funding for sale in 2021 (80% will net \$624,000)
- **2022 MDOT Category F Grant** – I spoke to Alex Nikoloff at the CRA Road Show to inquire about 2018 & 2019 applications for Jebavy Drive for 2020 and 2021. Received a call on Friday to discuss the past applications. The 2019 application ranked 12th of 40+ applications. MDOT funded 9 applicants. It looks very promising for 2022 Category F grant for \$375,000 for Jebavy Drive. A minimum 20% match is required. Applications are due May 1, 2020.
- **2022 Funding** - The U.S. Department of Transportation (DOT) has published a Notice of Funding Opportunity (NOFO) to apply for \$1 billion in Fiscal Year (FY) 2020 discretionary grant funding through the Better Utilizing Investments to Leverage Development (BUILD) Transportation Discretionary Grants program. The deadline to apply is May 18, 2020 at 5pm Eastern. For this round of BUILD Transportation grants, the maximum grant award is \$25 million, and no more than \$100 million can be awarded to a single State, as specified in the appropriations act. More research is required to determine eligibility for the MCRC.
- **2023 Local Bridge Program** – Applications are Due May 1, 2020. Ryan Worden & Robert Lothschultz from Scott Civil Engineering will be submitting the bridge applications again for the following bridges. Bridge Engineer's recommendation would be to reapply for the two replacements (6685 & 6671), the Preventative Maintenance (PM) group with the two Walhalla Road bridges (6656 & 6666), the PM group with the Scottville and Custer Road bridges (6662 & 6665), and a new PM application for Jebavy Road (6658).
- **Reid Road** – Josh and I have completed the design of the proposed centerline. Ted has drafted the descriptions for the proposed 66' right-of-way. Josh is working on obtaining the necessary easements.
- **MCRC Pits** – Josh has been working on getting information and staking our pits that are being logged. Quarterline Pit, Taylor Road

Pit have been staked. Josh is working on Deren Pit. Ted will draw up surveys of each of the pits surveyed for final records.

- **Ludington Area Schools** – Terra Contracting from Muskegon was the low bidder for the LAS Elementary Project. The MCRC has not received a schedule for the roadwork on Jebavy & Bryant Road. Anticipate the road work on Jebavy Drive & Brant Road to be completed in 2021.
- **Mac Road Pit** – Schultz has moved equipment to the pit. It is anticipated that Schultz will begin excavating material for gravel processing in the next few weeks.
- **Permits & Surveying** – Josh & I continue working on surveying and permitting for 2020 culvert repairs. Also, survey work on various township projects.
- **Jebavy Drive South of US-10** – I am still in discussions with Dan Merrill from Spartan Nash Companies regarding the proposed all season road from South Jebavy Drive to PM Highway.

NC-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.

- **NC-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.
- **NC-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.
- **NC-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.

- **NC-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.
- **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 whalers 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 next Settlement Conference will be held on May 6, 2020 at 1:30 pm.
- No changes on the Snow Path software.
- We have one more contract to complete for Hamlin Township and they will be complete. Continue to receive approved contracts.
- Weight restrictions still enforced.
- The call log list is working very well and is being used every day.
- Have received lots of information regarding the Coronavirus. We may need to consider closing the walk-in traffic to our office.
- Attended the 2020 Highway Conference. It was well attended.
- Oakland County has agreed to buy our available Federal Aid in the amount of approximately \$780,000 for 0.80 on the dollar. They will contact us as soon as they have the resolution and contract ready.

J. Unfinished Business

1. Approve purchase of 2015 Cat Road Grader for \$200,000 and financing.

We have a lease due on a CAT loader in June and we have the option of buying our current unit instead of trading it in or leasing a new unit. Board is interested in purchasing the current unit with an additional 2 years of warranty. Motion made by Ingison to approve purchase of currently leased loader and request bids for financing. Supported by Robidoux. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

Bids submitted by two banks to finance the purchase of a used Caterpillar Grader. Low bidder was Westshore Bank. Motion made by Ingison to approve purchase with an inquiry to see if we could have a seven year term instead of five for the same rate. Supported by Robidoux. Roll Call Vote: Schwass - Abstain, Robidoux - Aye, Ingison - Aye. Motion carried.

Discussion held on future equipment needs.

2. Discussion on soil borings for Custer Property

Would like do some preliminary soil borings to see what soils we have to work with. Board supports.

3. Approve sweeping bids

Motion made by Ingison to award sweeping bid for state trunkline routes to Sani-sweep and to award bid for County routes to Tri-us. Supported by Robidoux. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

4. Budget Options

Informational data provided to the commissioners by Finance Director Braginton for review. Due to uncertainty of future revenues at this time, no budgetary changes will be made.

K. New Business

1. Approve township projects

Motion by Ingison to enter into the contracts listed in Appendix A with the specified Townships and to authorize the Manager/Director

and the Clerk to sign on behalf of the board. Supported by Robidoux. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

2. Approve additions and deletions to the county road system and to authorize the chairman to sign the corrected certification maps.

Motion made by Ingison to approve additions and deletions to the county road system and to authorize the chairman to sign the corrected Certification maps. Supported by Robidoux. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

3. Approve Furnace Replacement Expense

Two out of our six furnaces are functioning at this point. This problem will need to be addressed before fall. A quote was submitted in the amount of \$6504. No decision made at this time.

4. COVID-19 Response

Discussion held regarding COVID-19 response. Motion made by Ingison to pre-approve payroll and expenditures for the next two cycles - pre-approved Payroll # 7 for April 2, 2020 and #8 for April 16, 2020 as well as Accounts Payable for March 26, 2020 and April 9, 2020 due to uncertainty of meetings with COVID-19 quarantines impending. Supported by Robidoux. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

L. Extended Public Comment

None.

M. Next Meeting: **Thursday, March 26, 2020 @ 10:00 am (9:00 am workshop)**

The next regular meeting is scheduled for Thursday, March 26, 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: 30 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

APPENDIX A

Township Projects Approved on March 16, 2020

JOB #	TWP	ROAD NAME	LOCATION	LENGTH	DESCRIPTION	PROJECT COST
133	GRANT	MORTON RD	S OF GURNEY CREEK - TOP OF HILL	300'	Install 2 culverts, remove trees, gravel	\$ 6,079.20
134	GRANT	COUNTY LINE RD	E OF ANDERSON	.85 MILES	Ditching, 3 culverts	\$ 28,476.65

MEETING MINUTES**MASON COUNTY ROAD COMMISSION
MARCH 26, 2020****A. Call to Order**

Policy Review Workshop was cancelled.

Chairman Schwass called the March 26, 2020 meeting of the Mason County Road Commission held in their office at 510 E State Street, Scottville, MI to order at 10:00 am.

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

Visitors: None

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

Motion made by Robidoux to approve the agenda as presented. Supported by Schwass. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

1. Conflicts of Interest

Conflicts: None

C. Approval of Meeting Minutes

The minutes of the March 16, 2020 regular meeting were reviewed. Motion made by Robidoux to approve the minutes as presented. Supported by Ingison. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

D. Approval of Accounts Payable & Payroll

To approve Accounts Payable vouchers for March 26, 2020 Ck #79163 thru ck#79210 for \$213,624.68 and pre-approve payroll #7 for April 2, 2020

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

Motion made by Robidoux to approve Accounts Payable vouchers for March 26, 2020 Ck #79163 thru ck#79210 for \$213,624.68. Supported by Ingison. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

E. Review Accounts Receivable and Contingent Liabilities

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

F. Public Comment

G. Superintendent's Report

Biggest concern at this time is safety with the COVID-19 outbreak. We have the safety recommendations and are following them. We have found that the PPE is not available and we only have approximately two days worth. We have implemented a maintenance plan to follow during this time.

We have a limited road material supply at this time. Conserving as much as possible to make things last.

Limiting MDOT work to maintenance only.

Some employees have been sent home indefinitely due to underlying health conditions that put them at a greater risk. Discussion regarding employee concerns and MCRC's plan going forward.

H. County Highway Engineers Report

- **Jebavy Drive South of US-10** – I am still in discussions with Dan Merrill from Spartan Nash Companies regarding the proposed all season road from South Jebavy Drive to PM Highway. Dan responded with a \$25,000 per acre price for 3 acres of land. I responded with the cost of the all-season roadway at 100%

MCRC to see if there would be mutual benefit. Dan will review and get back to me.

- **Budzynski Road Bridge** - Budzynski Road Bridge was closed to all traffic due to very poor condition. Budzynski is a one lane dead end local roadway south of Fountain Road in Sheridan Township. There is one house located on the south side of the bridge. The bridge is over the North Branch of the Lincoln River. The house is currently used as a part time residence. Preliminary estimates for a one-lane bridge will be between \$60,000 to \$100,000 for timber or a reinforced soil foundation (RSF) with concrete beams/hollow core panels. I am still working on firming up prices.
- **2023 Local Bridge Program** – Applications are Due May 1, 2020. Ryan Worden & Robert Lothschultz from Scott Civil Engineering will be submitting the bridge applications again for the following bridges. Bridge Engineer's recommendation would be to reapply for the two replacements (6685 & 6671), the Preventative Maintenance (PM) group with the two Walhalla Road bridges (6656 & 6666), the PM group with the Scottville and Custer Road bridges (6662 & 6665), and a new PM application for Jebavy Road (6658). If the MCRC increases our local match the bridges are given more positive points. I need to know if the Board want to increase the local match from 5% to 10% for the bridge applications.
- **2020 Pavement Marking Project** – If we want to repaint our local roads the cost would be approximately \$20,000 for North (last painted in 2018) & \$20,000 for South (last painted in 2019).
- **MCRC Pits** – Josh is working on staking Deren Pit. Ted will draw up surveys of each of the pits surveyed for final records.
- **2020 Rasmussen Road** – Progressing on AutoCAD drafting and design work. I hope to have 80% complete plans and specifications to submit to MDOT by the end of April. I anticipate the project being bid in late summer or fall with a spring of 2021 start. The construction project should take about 10 weeks.
- **Hallack Gravel Pit** – Dan Hallack is agreeable to draft agreement for the MCRC to process gravel from the Hallack Pit just north of the MCRC Deren Pit. I need to add additional wording for the owner of the pit.
- **NC-2020 Township Projects** – Continue reviewing estimates for Township projects for 2020.
- **NC -2020 HMA Paving** – Josh & I will be working on putting together the list of HMA paving projects for 2020. There are still a few Townships that have not returned their contracts.

- **NC-2020 Chip Seal** – Josh & I will be working on putting together the list of Chip Seal projects for 2020. There are still a few Townships that have not returned their contracts. Highway Maintenance will be holding last year's prices for this work.
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- **NC-2021 Fountain & Tuttle Road** – Scott Civil Engineering is working on the bridge designs for these two crossings. The MCRC will need to survey and mark ROW of Tuttle Road north of the Bridge. The MCRC crews will need to make road improvements to Tuttle Road from north of the bridge to Beyer road in 2020. Anticipate bidding thru MDOT in January of 2021 for construction in 2021.
- **NC-2021 MDOT Funding** – Oakland County is interested in purchasing our 2021 Federal Funding for 80%. We have approximately \$780,000 in Federal funding for sale in 2021 (80% will net \$624,000)
- **NC-2022 MDOT Category F Grant** – I spoke to Alex Nikoloff at the CRA Road Show to inquire about 2018 & 2019 applications for Jebavy Drive for 2020 and 2021. Received a call on Friday to discuss the past applications. The 2019 application ranked 12th of 40+ applications. MDOT funded 9 applicants. It looks very promising for 2022 Category F grant for \$375,000 for Jebavy Drive. A minimum 20% match is required. Applications are due May 1, 2020.
- **NC-Reid Road** – Josh and I have completed the design of the proposed centerline. Ted has drafted the descriptions for the proposed 66' right-of-way. Josh is working on obtaining the necessary easements.
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Bryant Road. Anticipate the road work on Jebavy Drive & Brant Road to be completed in 2021.

- **NC-Mac Road Pit** – Schultz has moved equipment to the pit. It is anticipated that Schultz will begin excavating material for gravel processing in the next few weeks.
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- **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 whalers 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

- **N/C Weaver Road**- The next Settlement Conference will be held on May 6, 2020 at 1:30 pm
- Continue to receive approved Township contracts.
- Weight restrictions will be lifted on March 30, 2020 at 6 am.

- The crew has been placed on call-in status due to the COVID-19.
- Superintendent and foremen report to work everyday to monitor the roads.
- Some staff members are working at home and others are available to answer the phone. This status will remain in effect for three weeks.
- Spoke with the owner of the cattle that are on the Custer property. They have started to remove them from the property and expect to have them gone by April 1, 2020.
- The April 16, 2020 Township Officer's Meeting has been cancelled. Meade Township will host the next meeting scheduled for Thursday July 16, 2020 at 7:30 pm at the Meade Township Hall.

J. Unfinished Business

1. Approve resolution and contract to sell federal aid

Motion by Ingison to approve resolution and contract to sell federal aid. Supported by Robidoux. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

2. Approve certification maps and chair to sign

Motion made by Robidoux to approve certification maps and authorize the chairman to sign. Supported by Ingison. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

3. Approve buyout of 950M loader financing with Shelby State Bank

Approval requested for purchase of 950M loader and financing provided by Shelby State Bank. The term would be for 7 years at 1.85% interest. There would be no prepayment penalties and \$0 down payment. Motion to approve made by Ingison. Supported by Robidoux. Roll Call Vote: Schwass - Abstain, Robidoux - Aye, Ingison - Aye. Motion carried.

4. Authorize Bill & Heather to sign Installment Purchase Agreement for 2015 CAT Grader from Elmer's

Motion made by Robidoux to authorize Chairman Schwass and Secretary/Finance Director Braginton to sign all documents related to the transaction as presented with authority to make minor, non-substantive changes in the documents if necessary and approved by legal counsel. Supported by Ingison. Roll Call Vote: Schwass - abstain, Robidoux - Aye, Ingison - Aye. Motion carried.

5. Audit Plans

FY 2019 Financial Audit was scheduled for March 30 - April 2 and had to be canceled due to mandatory statewide lockdown. Finance Director Braginton will work with auditor to do as much of the work remotely as possible and the onsite portion will need to be rescheduled. This will delay availability of Audited Financial Statements.

K. New Business

Robidoux requested approval to run for CRASIF board again. Schwass supports. Ingison supports.

1. Board approval for local bridge application FY2023

Motion made by Ingison to approve local bridge application as presented. Supported by Robidoux. Roll call vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

2. Discussion on New Volvo Track Excavator

Table decision for two weeks and explore the options for used units as well.

3. Budzynski Road Bridge - South of Fountain Road, Sheridan Township

Motion made by Ingison to move forward with temporary repairs on Budzynski road bridge as required. Supported by Robidoux. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

4. Pavement Marking on local roads? \$20,000 North & \$20,000 South

Motion made by Ingison to approve pavement markings for North half of local roads at an approximate cost of \$20,000. Supported by Robidoux. Roll call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

5. Approve township projects

Motion by Robidoux to enter into the contracts listed in Appendix A with the specified Townships and to authorize the Manager/Director and the Clerk to sign on behalf of the board. Supported by Ingison. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

L. Extended Public Comment

M. Next Meeting: **Thursday, April 9, 2020 @ 10:00 am**

The next regular meeting is scheduled for Thursday, April 9, 2019 at 10:00 a.m.

N. Adjournment

There being no further business the meeting was adjourned at 11:38 am.


Heather Braginton – Secretary


Bill Schwass - Chairman

APPENDIX A

Township Projects Approved on March 26, 2020

JOB #	TWP	ROAD NAME	LOCATION	LENGTH	DESCRIPTION	PROJECT COST
121	SHERIDAN	REID RD	Thunder Lake N. to township line	1.25	Grade, shape, add compacted gravel	\$ 75,558.09
101	VICTORY	FISHER RD	W of Peterson Rd to township line	1.00	Ditching on both sides of road	\$ 32,583.02
102	VICTORY	MILLERTON RD	W of US-31 to end (1,590')	0.30	Selected ditching and 3" x 22' compacted grc	\$ 22,403.76
31	EDEN	KINNEY RD	W of Custer Rd for 1,980'	0.37	Repair bad areas, 150 ton compacted gravel.	\$ 5,050.42
32	EDEN	SIPPY RD	at stream crossing between curves. 1	0.24	4" x 22' compacted gravel	\$ 13,336.32
33	EDEN	SIPPY RD	West of two line for 1,712'	0.32	4" x 22' compacted gravel	\$ 18,464.20

REGULAR MEETING MINUTES**MASON COUNTY ROAD COMMISSION****APRIL 9, 2020****A. Call to Order**

Chairman Schwass called the April 9, 2020 meeting of the Mason County Road Commission held in their office at 510 E State Street, Scottville, MI to order at 10:00 am.

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

Visitors: None

B. Approval of Agenda

Motion made by Robidoux to approve the agenda as presented. Supported by Ingison. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

1. Conflicts of Interest

Conflicts: None

C. Approval of Meeting Minutes

The minutes of the March 26, 2020 regular meeting were reviewed. Motion made by Ingison to approve the minutes as presented. Supported by Robidoux. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

D. Approval of Accounts Payable & Payroll

To approve Accounts Payable vouchers for April 9, 2020 Ck #79213 thru ck#79255 for \$73,960.91 and pre-approve payroll #8 for April 16, 2020.

Motion made by Robidoux to approve Accounts Payable vouchers for April 9, 2020 Ck #79213 thru ck#79255 for \$73,960.91 and pre-approve payroll #8 for April 16, 2020. Supported by Ingison. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

E. Review Accounts Receivable and Contingent Liabilities

At 10:15 am the Board looked over the Contingent Liabilities and Revenue/Fund Balances.

F. Public Comment

G. Superintendent's Report

We need a plan to move forward with our work policy while dealing with the corona virus.

We are making and using pit run gravel continually to compensate for the lack of material. Schultz is making some materials for us now.

Logging is complete at Taylor rd pit and we are cleaning it up so that we can access our materials. Amber Rd pit will finished with logging next week.

Township Projects started this spring are complete. The rest of the township projects are on hold until we contact the townships to confirm their participation.

H. County Highway Engineers Report

Budzynski Road Bridge - Budzynski Road Bridge is closed to all traffic due to very poor condition. Budzynski is a one lane dead end local roadway south of Fountain Road in Sheridan Township. There is one house located on the south side of the bridge. The bridge is over the North Branch of the Lincoln River. The MCRC will be installing 12" x 24' long hardwood crane mats across this structure for "temporary" access. The

bridge will be rated at 20 tons which will be adequate for propane trucks and access for the property owner. The cost for the temporary repairs will be about \$8,000.

2023 Local Bridge Program – Applications were extended to June 1, 2020. Ryan Worden & Robert Lothschultz from Scott Civil Engineering are ready to submit the bridge applications for 2 replacements and 5 preventative maintenance. If the MCRC increases our local match the bridges are given more positive points. It is recommended to increase the match to 10% for the Fisher Road replacement and the (5) preventative maintenance bridges. Board approval and a resolution is required to submit the application.

2020 Pavement Marking Project – A preconstruction meeting will be held as soon as MDOT awards the project. MDOT is operating with limited staff.

MCRC Pits –The 3 pits that are being logged have been staked. Ted will draw up surveys of each of the pits surveyed for final records once he returns to work.

2020 Rasmussen Road – Progressing on AutoCAD drafting and design work. I hope to have 80% complete plans and specifications to submit to MDOT by the end of April. I anticipate the project being bid in late summer or fall with a spring of 2021 start. The construction project should take about 10 weeks.

Hallack Gravel Pit – Dan Hallack signed agreement for the MCRC to process gravel from the Hallack Pit just north of the MCRC Deren Pit. I have hired soils & structures to conduct soil borings at an anticipated cost of \$7,000, split 50/50 with Hallack Contracting. If the soil borings show good results for gravel, then the MCRC will need to draw up a site plan for County approval.

2020 HMA Paving – Josh has put together the list of HMA paving projects and maps for 2020. I need to review the prices and send to Rieth-Riley for approval.

2020 Hansen Road - LaSalle to US-31 – Final Plans are completed and submitted. Waiting on SHPO clearance so MDOT can proceed for bid a projected letting in July 2020. Project will start after Labor Day with a November 1, 2020 completion.

Mac Road Pit – Schultz has moved all equipment to the pit. It is anticipated that Schultz will begin excavating material for gravel processing next week.

Crushed Concrete – Schultz Excavating is crushing concrete for the MCRC. Approximately 1,000 tons produced and will continue to crush another 4,000 tons in the next week or two.

Future Gravel Pit Lake County USFS – I contacted Scott Peedle regarding mining gravel on USFS property. Jeff & I met with Dave from Halliday Sand & Gravel on our Mac Road pit & the USFS property. There may be additional gravel on our Mac road pit. The 40-acre USFS parcel that the MCRC mined gravel in years past does not appear to be a good option. The gravel vein was mined to the edge of the USFS property. I will propose gravel mining on USFS property east of our Mac Road pit.

MDOT 2020 HMA Maintenance Project – I am putting together specifications for bidding mill & fill on US-10 from Scottville Road easterly to east of Bean Road & shoulder repair on US-31 south. The MCRC will retain the millings from US-10.

2020 Chip Seal – Josh & I will be working on putting together the list of Chip Seal projects for 2020. There are still a few Townships that have not returned their contracts. Highway Maintenance will be holding last year's prices for this work.

I. Manager/Director Report

N/C Weaver Road- The next Settlement Conference will be held on May 6, 2020 at 1:30 pm.

Continue to receive approved Township contracts.

Continue to receive information from CRA and Governor's office on updates regarding COVID-19. We have brought most of our employees back to work grading the roads, pulling shoulders and culvert replacements. We tentatively plan to have everyone return to work on Monday for a regular 4-10-hour day schedule. There will be safeguards put in place. Everyone is assigned to a truck or piece of heavy equipment and will be the only one allowed to operate it. There will be no congregating or work completed without the mandatory 6-foot

distancing requirement. We will continue to monitor our employee and make any changes deemed necessary to provide for a safe working environment.

Spoke with the owner of the cattle that are on the Custer property. They have the fencing up on their property and are ready to move the cattle home.

MDOT has stated that they will not be opening the seasonal rest areas during the stay-at-home order. They anticipate these facilities to be opening once the order is removed.

Starting to receive contract-future pricing and Market pricing for transport loads of fuel from Crystal Flash.

Working on Policies.

J. Unfinished Business

Motion made by Ingison to finance a track excavator with a \$20,000 down payment. Supported by Robidoux. Roll Call Vote: Schwass - Abstain, Robidoux - Aye, Ingison - Aye. Motion carried.

1. Board Approval for Local Bridge Applications FY 2023

Motion made by Ingison to approve the application for local bridge funding for the 2023 fiscal year. Supported by Robidoux. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

2. Staff Wages Discussion

Schwass, Robidoux, Ingison, and Samuels then entered closed session to discuss staff wages. Closed session was ended at 12:45 pm.

Motion was made by Robidoux to approve staff salaries as discussed. Supported by Ingison. Roll call vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

Motion made by Robidoux to approve manager salary as discussed. Supported by Ingison. Roll call vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

3. Employee Work Schedule update Discussion

Would like to bring employees back in Monday for a 4 - 10 hour day schedule. They would be assigned a specific piece of equipment and would not be allowed to access anyone else's equipment. For those with childcare issues, they would need to use two weeks of vacation and then the FMLA would begin and they would be eligible to be off with 2/3 of their pay for up to 10 weeks.

4. Approve Township Projects

Motion by Ingison to enter into the contracts listed in Appendix A with the specified Townships with the understanding that with the late submittal that it will be last priority and only completed if time allows, and to authorize the Manager/Director and the Clerk to sign on behalf of the board. Supported by Robidoux. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

K. New Business

Motion made by Ingison to approve addendum to contract for sale of Federal Aid Funds. Supported by Robidoux. Roll call vote: Schwass - Aye. Robidoux - Aye, Ingison - Aye. motion carried.

L. Extended Public Comment

M. Next Meeting: Thursday, April 23, 2020 @ 10:00 am

The next regular meeting is scheduled for Thursday, April 23, 2019 at 10:00 a.m.

N. Adjournment

There being no further business the meeting was adjourned at 12:50 p.m.


Heather Braginton – Secretary

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

Bill Schwass - Chairman

APPENDIX A**Township Projects Approved on April 9, 2020**

JOB #	TWP	ROAD NAME	LOCATION	LENGTH	DESCRIPTION	PROJECT COST
040	LOGAN	Dust Control	Township Wide (50% cost share)	16.25	One Double and One Single Application	\$ 19,493.30
112	SHERMAN	STEPHENS RD	Between Millerton and Beyere	1.97	Remove berm & shape. Apply compacted gr	\$ 38,264.85
113	SHERMAN	STEPHENS RD	Between Sugargrove and Dewey	1.02	Remove berm & shape. Apply compacted gr	\$ 18,167.36
141	FREESOIL	REEK, OTTAWA, MEE	Hill on Reek to hill on Ottawa, S to Mee nah ga		valley gutter, 4" gravel, 2" HMA, cross culvert &	\$ 59,755.92
150	MEADE	DUST CONTROL	Township Wide	6.82	One Double - 5000 gallons per mile	\$ 5,576.00

REGULAR MEETING MINUTES**MASON COUNTY ROAD COMMISSION
APRIL 23, 2020****A. Call to Order**

Chairman Schwass called the April 23, 2020 meeting of the Mason County Road Commission held in their office at 510 E State Street, Scottville, MI to order at 10:00 am.

Members Present: Chairman Schwass, Vice-Chair Robidoux (Remote), Manager/Director Samuels, Secretary/Finance Director Braginton (Remote), County Highway Engineer Nelson, Superintendent Loeser (Remote).

Members Absent: Member Ingison

Visitors: None

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

Motion made by Robidoux to approve the agenda as presented. Supported by Schwass. Roll Call Vote: Schwass - Aye, Robidoux - Aye. Motion carried.

1. Conflicts of Interest

Conflicts: None

C. Approval of Meeting Minutes

Approval of April 9, 2020 regular meeting minutes.

The minutes of the April 9, 2020 regular meeting were reviewed. Motion made by Robidoux to approve the minutes as presented. Supported by Schwass. Roll Call Vote: Schwass - Aye, Robidoux - Aye. Motion carried.

D. Approval of Accounts Payable & Payroll

To approve Accounts Payable vouchers for April 23, 2020 Ck #79257 thru ck#79298 for \$229,974.58 and pre-approve payroll #9 for April 30, 2020.

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

Motion made by Robidoux to approve Accounts Payable vouchers for April 23, 2020 Ck #79257 thru ck#79298 for \$229,974.58 and pre-approve payroll #9 for April 30, 2020. Supported by Schwass. Roll Call Vote: Schwass - Aye, Robidoux - Aye. Motion carried.

E. Review Accounts Receivable and Contingent Liabilities

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

Discussion regarding gravel materials not being produced as quickly as we need it. Nelson suggested having All Aggregate produce gravel in the Deren Rd pit. Motion made by Robidoux to move forward with that processing. Supported by Schwass. Roll Call Vote: Schwass - Aye, Robidoux - Aye. Motion carried.

F. Public Comment

None.

G. Superintendent's Report

Safety - Weekly safety meetings are on hold. Rescheduled the quarterly safety meeting for April 28th. Employees are still practicing six foot distancing and strictly one employee per truck.

Township Projects - We have full crews on the Reid Rd project - clearing/stumping/earth work

Materials/Pits - Screening aggregate in Deren Rd pit. Ready to crush and make gravel. 5000 ton crushed concrete in the East yard.

Shoulder pulling - Custer Twp is 2/3 complete. Eden Twp is complete. Riverton is 50% complete. Total to date is 15 miles south of US-10 and 8 miles north of US-10.

New Volvo track excavator is in use.

H. County Highway Engineers Report

Budzynski Road Bridge - The MCRC will be installing 12" x 24' long hardwood crane mats across this structure for "temporary" access. The bridge will be rated at 20 tons which will be adequate for propane trucks and access for the property owner. The cost for the temporary repairs will be about \$8,000. Work should be within the next 2 weeks.

2023 Local Bridge Program – Bridge Applications will be submitted by May 1, 2020.

2020 Pavement Marking Project – A preconstruction meeting will be held next Tuesday.

2020 Rasmussen Road – Work is progressing very well the last 3 weeks on AutoCAD drafting and design work. I hope to have 90% complete plans and specifications to submit to MDOT before the end of April. I anticipate the project being bid in late summer or fall with a spring of 2021 start. The construction project should take about 10 weeks.

Hallack Gravel Pit – Soil borings are scheduled for next week to determine if gravel mining is feasible on this property.

2020 HMA Paving – HMA paving projects and maps for 2020 with pricing submitted to Rieth-Riley for review. Randy from Rieth-Riley will be getting back to me with final for approval. HMA plant is anticipated to open next week Wednesday +/-.

2020 Hansen Road - LaSalle to US-31 – MDOT approved the final plans. MDOT is discussing how to handle the SHPO clearance so MDOT can proceed for bid a projected letting in July 2020. Project will start after Labor Day with a November 1, 2020 completion.

2020 MDOT HMA Maintenance Project – Bids are due April 30th for mill & fill on US-10 from Scottville Road easterly to east of Bean Road & shoulder repair on US-31 south. The MCRC will retain the millings from US-10. Project is 100% MDOT funds.

2020 Chip Seal – I have put together the list of anticipated Chip Seal projects for 2020. There are still 2 Townships that have not returned their

contracts. Highway Maintenance is reviewing the work & prices and plan on doing the work in mid-June early July.

Mac Road Pit – Schultz has moved all equipment to the pit. It is anticipated that Schultz will begin excavating material for gravel processing next week.

Deren Road Pit – MCRC crews have stockpiled about 8,000 cyds of material that can be processed into 22A. I will be meeting with Alan Leman from All Aggregate to discuss cost for crushing & processing

2022 MDOT Category F Grant – Applying for Jebavy Drive for 2022 Category F grant for \$375,000 for Jebavy Drive. A minimum 20% match is required. Applications are due May 1, 2020.

2021 Fountain & Tuttle Road – I suggested that MDOT pay for the gravel on Tuttle Road north of the bridge since it is a dead-end road and there is no access for emergency responders. Ryan thought this was a great idea and will be checking with MDOT to verify 95% MDOT participation for the placement of the gravel. The MCRC will need to survey and mark ROW of Tuttle Road north of the Bridge. The MCRC crews will need to make road improvements to Tuttle Road from north of the bridge to Beyer road in 2020. Anticipate bidding thru MDOT in January of 2021 for construction in 2021

MDOT US-31 Detour for 2021/2022 – MDOT is looking to rebuild US-31 north of the Manistee/Mason County line south to Hoague Road. MDOT proposed a detour using Maple Island, Countyline, Quarterline, Hoague for 3 months in the summer 2022. I responded that the MCRC roads would need an HMA overlay before being able to use for the detour traffic. It was estimated that MDOT would need to pay \$350,000 to overlay the 4.2 miles in Mason County in order to use this as a detour. MDOT will review and get back to me.

I. Manager/Director Report

N/C Weaver Road- The next Settlement Conference will be held on May 6, 2020 at 1:30 pm

Waiting on one more contract due to a revision.
The crew has been back to work now for almost two weeks. Everything is going well, and no problems have been reported. We will be having a

crew meeting today to update everyone, go over the distancing protocol and answer any questions.

Still moving the cattle out. May need to consider a different approach.

No changes on opening the rest area. Mowing on the trunk line has been suspended until the litter pickup has been done. Likely will be the end of June.

Futures pricing on fuel is at \$1.34

Working on the buyout for the CAT 950 Loader. We may need to consider Cat Financial due to the terms of the lease purchase agreement. I am waiting to receive some options.

Spoke with T Noechel from Oakland County regarding the Federal Aid Buyout for 2021. He will look over the contract that was sent to them and advise if any changes are needed.

J. Unfinished Business

1. Approve installment agreement for VOLVO Excavator and authorize Chair, Manager and designating officer to sign

Motion made by Robidoux to approve a resolution to authorize the Installment Purchase Agreement with Shelby State Bank for the purchase of a 2020 Volvo Track Excavator and authorize the Manager and Chair to sign the documents. Supported by Schwass. Roll Call Vote: Schwass - Aye, Robidoux - Aye. Motion carried.

2. Approve Resolution to lease real property and authorize designating officer to sign

Motion made by Robidoux to approve leasing of property on US-10 for the purpose of farming. Lease will be for one year with option to renew annually and authorize Eric Nelson to sign the documents. Supported by Schwass. Roll Call Vote: Schwass - Aye, Robidoux - Aye. Motion carried.

3. Approve Township Projects

Motion by Robidoux to enter into the contracts listed in Appendix A with the specified Townships and to authorize the Manager/Director and the Clerk to sign on behalf of the board, subject to availability of labor and materials. Supported by Schwass. Roll Call Vote: Schwass - Aye, Robidoux - Aye. Motion carried.

K. New Business

1. Discussion on OPEB Funds (Retiree Healthcare)

Braginton discussed the need to move our OPEB Fund (Retiree Healthcare Savings) to a protected trust as advised by our auditor. Board requested that Braginton discuss with the County Treasurer and report back at next meeting. Tabled until next meeting.

2. Approve adding Administrative Assistant to bank accounts

Motion made by Schwass to approve the addition of the Administrative Assistant to the bank account to allow for more options for check signers. Supported by Robidoux. Roll call vote: Schwass - Aye, Robidoux - Aye. Motion carried.

3. Approve USFS Agreement Modification

Approval of modification #05 to the agreement between MCRC and Huron-Manistee National Forests

Motion made by Robidoux to approve the modification #05 to the agreement between MCRC and Huron-Manistee National Forests increasing the funding for Nurnberg Road gravel by an additional \$7,500. Supported by Schwass. Roll call vote: Schwass - Aye, Robidoux - Aye. Motion carried.

L. Extended Public Comment

M. Next Meeting: **Thursday, May 14, 2020 @ 10:00 am**

The next regular meeting is scheduled for Thursday, May 14, 2019 at 10:00 a.m.

N. Adjournment

There being no further business the meeting was adjourned at 11:05 am.

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

APPENDIX A

Township Projects Approved on April 23, 2020

<u>TWP</u>	<u>ROAD NAME</u>	<u>LOCATION</u>	<u>LENGTH</u>	<u>DESCRIPTION</u>	<u>COST</u>
RIVERTON	APPLETON RD	Kinney to Hawley	1.00	Grade, ditch, gravel	\$38,423.29
RIVERTON	APPLETON RD	Chauvez to Kinney	1.00	Grade, ditch, gravel.	\$39,929.24
RIVERTON	LISTER RD	North of Chauvez	0.66	Grade, shoulders, gravel	\$24,900.01

REGULAR MEETING MINUTES**MASON COUNTY ROAD COMMISSION
MAY 14, 2020****A. Call to Order**

Chairman Schwass called the May 14, 2020 meeting of the Mason County Road Commission held in their office at 510 E State Street, Scottville, MI to order at 10:00 am.

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

Visitors: None

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

Motion made by Robidoux to approve the agenda as presented. Supported by Ingison. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

1. Conflicts of Interest

Conflicts: None

C. Approval of Meeting Minutes

The minutes of the April 23, 2020 regular meeting were reviewed. Motion made by Robidoux to approve the minutes as presented. Supported by Ingison. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

D. Approval of Accounts Payable & Payroll

To approve Accounts Payable vouchers for May 14, 2020 Ck #79302 thru ck#79368 for \$315,798.67 and approve payroll #10 for May 14, 2020.

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

Motion made by Robidoux to approve Accounts Payable vouchers for May 14, 2020 Ck #79302 thru ck#79368 for \$315,798.67 approve payroll #10 for May 14, 2020 in the amount of \$76,603.29. Supported by Ingison. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

E. Review Accounts Receivable and Contingent Liabilities

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

F. Public Comment

G. Superintendent's Report

Safety: Crew is still practicing safe distancing protocol. Using sanitizers and face masks when necessary. Safety Policy handbook almost complete.

Township Projects: Stumping and clearing is complete on Reid Rd. Earthwork is 50% complete. First st needs to be seeded. Morton Rd is complete. Starting Anderson county line drainage 5/18. Sass Rd will be started as soon as possible. Hamlin South Bayou will be mobilized in the next week

Brining has begun. Riverton Twp is complete. Sherman Twp is being brined today and Custer Twp tomorrow.

Shoulder pulling is going well. Have met or exceeded goal in Riverton, Custer and Sherman. Partially complete in Victory, Grant, and Meade.

4 miles of ditching completed.

16 failed culverts replaced

30 miles of edging completed

H. County Highway Engineers Report

Budzynski Road Bridge - The MCRC installed 12" x 24' long hardwood crane mats across this structure for "temporary" access. The bridge will be rated at 20 tons which will be adequate for propane trucks and access for the property owner. The MCRC needs to install the guardrail and post the bridge for the 20 tons weight limit. Remaining work should be within the next 2 weeks.

2023 Local Bridge Program – Bridge Applications were submitted to MDOT for FY 2022

2020 Pavement Marking Project – Michigan Pavement Marking is scheduled to start painting pavement markings next week.

2020 Rasmussen Road – Preliminary plans (90% complete) and specifications were submitted to MDOT and found acceptable before the end of April. I anticipate the project being bid in late summer or fall with a spring of 2021 start. The construction project should take about 10 weeks.

Hallack Gravel Pit – Soil borings are completed, only 1 boring out of 7 showed gravel. Gravel mining may not be beneficial on this property.

2020 HMA Paving – Final pricing was agreed, and Rieth-Riley started paving this week on a couple of overlays in PM Township.

2020 Hansen Road - LaSalle to US-31 – SHPO letter was received & MDOT has completed the final proposal for bidding. Hansen Road will be bid on July 10, 2020, start on or after September 8, 2020 with a final completion of November 15, 2020.

2020 MDOT HMA Maintenance Project – Two bids were received on April 30th for mill & fill on US-10 from Scottville Road easterly to east of Bean Road & shoulder repair on US-31 south. Engineers Estimate was \$235,956.25. Rieth-Riley was \$266,962.85. Elmer's was \$362,560.75. With the reduction in MDOT funding MDOT not sure if additional funding will be available except for the \$100,000 already allocated. Discussing options with Rieth-Riley and MDOT.

2020 Chip Seal – Highway Maintenance has agreed to 2019 prices after reviewing the work & and plan on doing the work in mid-July. I will need to put together the final list of anticipated Chip Seal projects in June based on the Township Contracts returned at that time.

Mac Road Pit – Schultz started excavating & stockpiling materials for gravel processing last week. I anticipate that Schultz has about 3 weeks of work to pile the 40,000 cyds for processing.

Deren Road Pit – All Aggregate has moved into the Deren Road pit to begin processing 22A gravel. Should finish set up by Thursday and start processing on Friday. I anticipate about 5 to 6 days to process the 12,000 to 15,000 tons of gravel.

2022 MDOJ Category F Grant – Applying for Jebavy Drive for 2022 Category F grant for \$375,000 for Jebavy Drive. A minimum 20% match is required. Applications were extended and are due June 1, 2020.

2021 Fountain & Tuttle Road – Scott Civil Engineering took bids for soil borings and soils borings were awarded to Soils and Structures of Muskegon. Anticipate bidding in January of 2021 with construction in summer of 2021.

2019 Hawley Road Bridge: Davis is scheduled to start on Monday May 18th to fix the bump and finish punch list. Anticipate the work will take 2 to 3 weeks. There will be no additional cost to the MCRC for the repairs. Davis will have \$5,200 in liquidated damages on this project.

I. Manager/Director Report

Weaver Road- The Settlement Conference was held on May 6, 2020 at 1:30 pm., with attorneys only. The Judge postponed the meeting after everyone was in attendance stating that due to the backlog they are experiencing due to the COVID-19 they were only hearing cases with high priority. This has been pushed back to much later in the year or into 2021. I have discussed this with the township, and we have made an offer in hopes to finalize this case. There will be more information as it becomes available.

All the township contracts have been received, but due to the decline in shared revenue to the townships some have pulled their contracts.

The crew continues to work following the COVID-19 Preparedness and Response Plan that is in place. There have not been any issues to date.

The cattle have been removed from the Custer property.

We are accepting bids for operation of the Ludington Rest Area-R328 until May 19, 2020 at 10:00 am. A pre-bid meeting was held on May 12, 2020.

Working on the buyout for the CAT 950 Loader. Our attorney and the bank are working on the details. The payment is due by July 21, 2020.

Working on the Operational Goals input and Safety Program for 2020.

Have begun the process to have the electricity put in the road commission's name for the Custer property. An inspection is required first.

J. Unfinished Business

1. Youth Crew Discussion

Plan to hire six youth crew workers for the summer.

2. Discussion on OPEB Funds

Braginton discussed OPEB Funds options with the County treasurer and the county recommends investing the funds with MERS in a dedicated trust as is required by state law.

Motion made Ingison to approve moving OPEB funds to a MERS trust account. Supported by Robidoux. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

3. Approve Township Projects

Motion by Robidoux to enter into the contracts listed in Appendix A with the specified Townships and to authorize the Manager/Director and the Clerk to sign on behalf of the board. Supported by Ingison. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

4. Approve bid for property rental

Motion by Ingison to enter to approve the lease of Custer property for farming to the high bidder - 9 Acres: Sam Bucher, 14.59 Acres: Charles Schade. Supported by Robidoux. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

5. Approve COVID-19 Preparedness and Response Plan

COVID-19 Preparedness and Response Plan presented by Samuels for review. Motion by Ingison to enter to approve to approve adoption of the plan as presented. Supported by Robidoux. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

6. Quarterly Operational Goals Update

7. Approve Resolution for additions and deletions to County Local Road System for 2019

Resolution for additions and deletions to the County Road System for 2019 was presented. Motion by Robidoux to enter to approve to approve adoption of the resolution as presented. Supported by Ingison. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

8. Accept Retirement Letter from Marcia Cory Effective May 16, 2020

Letter announcing intent to retire was presented to the board from Marcia Corey. Motion by Robidoux to accept the letter and approve retirement request. Supported by Ingison. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

K. New Business

Nurnberg Rd residents have been complaining about people parking on the road. Forest Service would like to build a 50 car parking lot. A parking lot of that size will not accommodate the need as there are many more people there on a daily basis. Residents would like the road commission to post no parking signs on the road. Board does not feel that it would be appropriate to post no parking signs and limit access to public land.

1. Approve request for engineering reimbursement

Braginton presented request for reimbursement of engineering expenses to be approved for submission to the State of Michigan. Motion by Ingison to approve. Supported by Robidoux. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

2. Approve renewal of MCRC Cafeteria Plan effective 5/1/2020

Samuels presented renewal of cafeteria plan for effective May 1, 2020. Motion by Ingison to approve. Supported by Robidoux. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

L. Extended Public Comment

M. Next Meeting: **Thursday, May 28, 2020 @ 10:00 am**

The next regular meeting is scheduled for Thursday, May 28, 2020 at 10:00 a.m.


N. Adjournment

There being no further business the meeting was adjourned at 11:40 am.


Heather Braginton – Secretary


Bill Schwass – Chairman

APPENDIX A**Township Projects Approved on May 14, 2020**

 Job #	TWP	ROAD NAME	LOCATION	LENGTH	DESCRIPTION	PROJECT COST
100	VICTORY	DUST CONTROL	Township Wide	49.67	Additional Single application	\$ 20,302.61

REGULAR MEETING MINUTES
MASON COUNTY ROAD COMMISSION
MAY 28, 2020

A. Call to Order

Chairman Schwass called the May 28, 2020 meeting of the Mason County Road Commission held in their office at 510 E State Street, Scottville, MI to order at 10:22 am.

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

Visitors: None

1. Pledge of Allegiance

B. Approval of Agenda

Motion made by Robidoux to approve the agenda as presented. Supported by Ingison. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

1. Conflicts of Interest

Conflicts: None

C. Approval of Meeting Minutes

The minutes of the May 14, 2020 regular meeting were reviewed. Motion made by Robidoux to approve the minutes as presented. Supported by Ingison. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

D. Approval of Accounts Payable & Payroll

Approve Accounts Payable vouchers for May 28, 2020 Ck #79370 thru ck#79418 for \$273,737.28 approve payroll #11 for May 28, 2020 in the amount of \$99,436.07

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

Motion made by Ingison to approve Accounts Payable vouchers for May 28, 2020 Ck #79370 thru ck#79418 for \$273,737.28 approve payroll #11 for May 28, 2020 in the amount of \$99,436.07. Supported by Robidoux. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

E. Review Accounts Receivable and Contingent Liabilities

At 10:30 am the Board looked over the Contingent Liabilities and Revenue/Fund Balances.

F. Public Comment

G. Superintendent's Report

H. County Highway Engineers Report

2019 Hawley Road Bridge: Davis started making repairs to the bridge approach last week. Concrete approach & curb & gutter was poured. HMA paving on Wednesday. Need to reinstall guardrail, pavement markings and restoration. The bridge should reopen by June 6th. There will be no additional cost to the MCRC for the repairs. Davis will have \$5,200 in liquidated damages on this project.

2020 Pavement Marking Project – Michigan Pavement Marking has started painting pavement markings on the southern primary roads this week.

2020 HMA Paving – Rieth-Riley's Ludington Plant had a gas leak and had an explosion on Tuesday. Rieth-Riley will be hauling HMA from BR until the Ludington Plant is fixed.

2020 MDOT HMA Maintenance Project –Discussing options with Rieth-Riley and MDOT.

2020 Chip Seal –I am working on the final list of anticipated Chip Seal projects based on the Township Contracts returned to date. Chip sealing should start in mid to late June.

Mac Road Pit – Schultz excavating & stockpiling materials for gravel processing.

Deren Road Pit – All Aggregate has moved into the Deren Road pit to begin processing 22A gravel. Started to produce gravel but needs a different screen. Ordered screen but it will be 7 to 10 days before up and running again.

2022 MDOT Category F Grant – Application was submitted for Jebavy Drive for 2022 Category F grant for \$375,000 for Jebavy Drive. Local match was \$275,000 for a total project cost of \$650,000. A minimum 20% match was required. Applications were due June 1, 2020.

2021 Rasmussen Road – Working on easements. Preliminary plans (90% complete) and specifications were submitted to MDOT and found acceptable before the end of April. I anticipate the project being bid in late summer or fall with a spring of 2021 start. The construction project should take about 10 weeks.

Engineering Tech – Josh updated the Culvert Ratings, working on Permits and staking culverts. Also staking ROW for Reid Road, Hansen Road, Tuttle Road.

2021 Hansen Road Stiles to Amber – Josh has started the survey work for this 1 mile section of road. With selling out federal aid this roadway will be bid thru the MCRC with construction scheduled for the summer of 2021.

NC-2021 Fountain & Tuttle Road – Scott Civil Engineering took bids for soil borings and soils borings were awarded to Soils and Structures of Muskegon. Anticipate bidding in January of 2021 with construction in summer of 2021.

NC-2020 Hansen Road - LaSalle to US-31 – Hansen Road will be bid on July 10, 2020, start on or after September 8, 2020 with a final completion of November 15, 2020.

I. Manager/Director Report

- **N/C Weaver Road-** The Settlement Conference was held on May 6, 2020 at 1:30 pm., with attorneys only. The Judge postponed the meeting after everyone was in attendance stating that due to the backlog, they are experiencing due to

the COVID-19 they were only hearing cases with high priority. This has been pushed back to much later in the year or into 2021. I have discussed this with the township, and we have made an offer in hopes to finalize this case. There will be more information as it becomes available.

- No new changes on township contracts.
- The crew continues to work following the COVID-19 Preparedness and Response Plan that is in place. There have not been any issues to date.
- We have received the contract and check to farm the 14 acres on the Custer property. Still waiting on the hay contract.
- Bids were opened for operation of the Ludington Rest Area-R328 on May 19, 2020 at 10:00 am. The low bid was received from Northern Michigan Commercial Cleaning Service. The rest area was open for the holiday weekend.
- Working on the buyout for the CAT 950 Loader. We now have two options: (1) approach Michigan Cat about buying the vehicle from the Road Commission (for the payoff amount), and then have Michigan Cat sell the equipment back to us via an installment purchase agreement with the Bank, or (2) the Road Commission pays the balloon payment to Cat Financial from available funds. The payment is due by July 21, 2020.
- Interviewing for summer help. We are planning to have them start on Monday June 1, 2020.
- Still waiting on the inspection to be completed to have the electric turned on at the Custer property.

J. Unfinished Business

1. Approve Rest Area Maintenance Bids

Bids for Rest Area maintenance were accepted. Low bid was \$41,075. Motion made by Ingison to award bid to the low bidder, Northern Michigan Commercial Cleaning Service. Supported by Robidoux. Roll call vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

K. New Business

1. Approve Safety Policy Handbook

Draft of safety policy handbook was reviewed. Motion made by Ingison to approve draft. Supported by Robidoux. Roll call vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

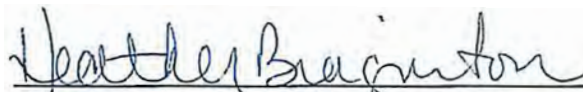
L. Extended Public Comment

M. Next Meeting: **Thursday, June 11, 2020 @ 10:00 am**


The next regular meeting is scheduled for Thursday, June 11, 2020 at 10:00 a.m.

N. Adjournment

There being no further business the meeting was adjourned at 11:15 am.



Heather Braginton - Secretary



Bill Schwass - Chairman

REGULAR MEETING MINUTES

MASON COUNTY ROAD COMMISSION JUNE 11, 2020

A. Call to Order

Chairman Schwass called the June 11, 2020 meeting of the Mason County Road Commission held in their office at 510 E State Street, Scottville, MI to order at 10:00 am.

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

Visitors: Jim Gallie - Amber Twp, Daniel Novak – AIS Construction Equipment

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 May 28, 2020 regular meeting were reviewed. Motion made by Ingison to approve the minutes with amendment.

G. Superintendents report omitted. Should have read: Safety Policy Handbook review is complete. Reid Rd project is in process. First Street project is complete. Drainage complete on Anders/Counbtyline, Morton Rd. Starting LaSalle and Sass rd projects on 6-1-2020. First brining is complete in Riverton, Custer, Sheridan, and Sherman. Logan, Hamlin, and Victory are next week. Shoulder pulling is ongoing.

K: Approved Safety Policy handbook draft as interim guidance until completed.

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 vouchers for June 11, 2020 Ck #79421 thru ck#79481 for \$229,133.72 and approve payroll #12 for June 11, 2020 in the amount of \$79,231.65.

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

Social Distancing still in practice as well as sanitizing and masks when needed. Equipment is not going home anymore.

Sass Rd 50% complete - waiting for utilities to be relocated.

Fountain Rd culvert is in progress. Currently backfilling.

LaSalle Rd culvert is complete. The new excavator helped a lot.

Victory Corners project has been seeded and is now complete.

Johnson & Gordon project has been seeded and is now complete.

The first round of brine is complete in the following townships: Amber, Victory, Riverton, Sherman, Freesoil, Summit, Hamlin, Custer, Sheridan, Logan and Branch.

Ditching / Culvert replacements are ongoing. 9 additional culverts replaced in last two weeks.

20,000 ton of 22A gravel available at Alexander pit.

G. Superintendent's Report

H. County Highway Engineers Report

- **2019 Hawley Road Bridge:** Davis has made the repairs to the bridge approach and the bridge was open to traffic on Friday June 5th. There will be no additional cost to the MCRC for the repairs. Davis will have \$5,200 in liquidated damages on this project.
- **2020 Pavement Marking Project** – Michigan Pavement Marking has completed the pavement markings on all primary roads and the north local roads on Saturday. They will come back later after the chip seals are completed to paint PM Highway and Jebavy Drive from Decker to Angling.
- **2020 HMA Paving** – Rieth-Riley paved 4 roads for PM Township, Darr Road & Scottville Road north of Scottville. Plan on paving more roads this Friday.
- **2020 MDOT HMA Maintenance Project** – MDOT approved the cold-milling and HMA on US-10 between Scottville Road and High Street. The work is repairing the worst areas not a complete mill & fill.
- **2020 Chip Seal** – I am working on the final list of anticipated Chip Seal projects based on the Township Contracts returned to date. Chip sealing should start in late June or early July.
- **2021 Rasmussen Road** – Working on easements. A team meeting Grade Inspection was held on Wednesday June 3rd. MDOT had marked up the set of plans and specifications for the meeting. Working on making changes and hope to have final set to MDOT by late July early August. I anticipate the project being bid in October of 2020 with an April 2021 start date. The construction project should take about 12 weeks.
- **Engineering Tech** – Josh has been working on staking projects and keeping track of pavement marking project. Also, doing survey work on the next section of Hansen Road from Stile to Amber.

- **2021 Fountain & Tuttle Road** – Soil borings are in progress for the 2 bridge projects. Anticipate bidding in January of 2021 with construction in summer of 2021.
- **2020 Hansen Road - LaSalle to US-31** – Hansen Road will be bid on July 10, 2020, start on or after September 8, 2020 with a final completion of November 15, 2020.

I. Manager/Director Report

- **N/C Weaver Road**
- The crew continues to work following the COVID-19 Preparedness and Response Plan that is in place. There have not been any issues to date. We will be discussing a date to open to the public and everyone is reporting to work at the road commission. Trucks and equipment will continue to be parked outside.
- Both contracts and payments have been received for rental of the Custer property.
- The Strategic Plan for the road commission has been delivered to all townships.
- Working on the buyout for the CAT 950 Loader. I have requested that Michigan Cat buyout our lease from Cat Financial and then sell back to us. I am waiting on a response. The payment is due by July 21, 2020.
- Completed interviews for summer help and have all but one working. They are all doing a very good job and will be starting the crack sealing process.
- Waiting on the inspection to be completed to have the electricity turned on at the Custer property. The inspector is backlogged due to the COVID-19.
- Cleanup of the back offices has been started and are making progress.
- Our report to the county board has been indefinitely placed on hold but have requested that our report be sent to the County Administrator to be given to the Board of County Commissioners to review.

J. Unfinished Business

1. Approve Safety Policy Handbook

Ingison made motion to approve safety policy handbook with minor changes as discussed. Supported by Robidoux. Ayes all. Motion carried.

K. New Business

1. Life & STD Renewal

Motion by Ingison to approve change for Life Insurance and Short term Disability to Principle. Supported by Robidoux. Ayes all. Motion carried.

2. Ballot for MCRC SIP Board of Trustees

Motion by Ingison to vote for Geoff Moffat and Brett Laughlin for the At-Large Representatives positions for the MCRC SIP Board of Trustees. Supported by Robidoux. Ayes all. Motion carried.

Motion by Ingison to vote for Alan Cooper and Brian Gutowski for the Northern Representatives positions for the MCRC SIP Board of Trustees. Supported by Robidoux. Ayes all. Motion carried.

3. Approve Resolution for Hansen Rd

Motion made by Ingison to enter into a contract with MDOT for the following work and authorize Chairman Schwass and Vice Chair Robidoux to sign on behalf of the Mason County Road Commission:

Hot mix asphalt base crushing, shaping and resurfacing work along Hansen Road from east of LaSalle road easterly to Highway US-31; including profile improvement, culvert replacement, and ditching work; and all together with necessary related work.

Job No. 206245CON Contract No. 20-5263

Estimated cost is - \$585,000

Federal Funds - \$397,800

State D Funds - \$187,200

MCRC Share - \$0

Supported by Robidoux. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

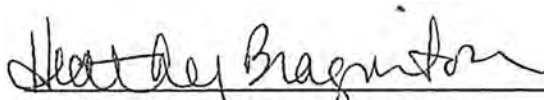
L. Extended Public Comment

M. Next Meeting: **Thursday, June 25, 2020 @ 10:00 am**

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

N. Adjournment

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


Heather Braginton – Secretary


Bill Schwass – Chairman

REGULAR MEETING MINUTES
MASON COUNTY ROAD COMMISSION
JUNE 25, 2020

A. Call to Order

Vice-Chair Robidoux called the June 25, 2020 meeting of the Mason County Road Commission held in their office at 510 E State Street, Scottville, MI to order at 10:00 am.

Members Present: Vice-Chair Robidoux and Member Ingison, Manager/Director Samuels, Secretary/Finance Director Braginton, Superintendent Loeser.

Members Absent: Chairman Schwass, County Highway Engineer Nelson

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.

1. Conflicts of Interest

Conflicts: None

C. Approval of Meeting Minutes

The minutes of the June 11, 2020 regular meeting were reviewed. Correction requested by Robidoux that all attendees were physically present and did not attend remotely. Motion made by Ingison to approve the minutes with amendment. 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 vouchers for June 25, 2020 Ck #79483 thru ck#79532 for \$263,977.05 and approve payroll #13 for June 25, 2020 in the amount of \$80,708.66. Supported by Robidoux. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

E. Review Accounts Receivable and Contingent Liabilities

At 10:13 am the Board looked over the Contingent Liabilities and Revenue/Fund Balances.

F. Public Comment

Theresa Rehde, Amber Twp Clerk, discussed concern about dangerous curve on S. Gordon. We are currently waiting for state police to finish conducting a speed study.

Jim Gallie, Amber Twp Supervisor, commented that the roads are looking very good. The township plans to concentrate on the currently paved roads. Provided some locations that road maintenance is needed.

G. Superintendent's Report

Safety:

Crews are back to normal operations now, but continuing the sanitizing and taking precautions as necessary.

Township Projects:

Continuing work on Reid Rd. Starting gravel placement next week.

Just started drainage repair project on Ottawa/Reek/Meenahga

50% complete on widening project on Weaver Rd.

98% complete on culvert replacement on Lasalle Rd

99% complete on County line project, Sass Rd project, and Park St project.

95% complete on Fountain Rd culvert replacement and Beaune Rd wedging

100% complete on US-10 repair (bump by Meijer), Morton Rd, Johnson Rd, Victory Corners Rd, Beach/Juanita/Lake Ave/Terri Ct, Pleasant Ridge, Curtwood, and First St.

90% complete on Johnson Rd project.

Mowing:

50% complete on first round of mowing

Pits:

Deren - Making Gravel

Amber - Using our screen to screen topsoil

Mac Rd - No progress

Alexander - Gravel is complete - approx. 45,000 ton

Equipment:

Thumb being installed on new excavator today.

Mower decks are falling apart - badly in need of new ones. We also need a new mowing tractor.

Brine:

First round of brining is complete

H. Engineer Report

- **2020 HMA Paving** – Rieth-Riley paved 5 roads for PM Township, Hill Side Dr, Juanita Ave, Lake Ave, Terri Ct. and Beech Ave. They also completed Conrad Rd wedging (Amber Twp), Mack Rd, Park St (Summit) and wedging on PM Hwy. Yesterday they paved Morton Rd (Grant Twp), LaSalle Rd (Grant Twp) and Baune Rd (Hamlin Twp). US-10/31 patch was also completed in front of Meijer.

I. Manager/Director Report

- **N/C Weaver Road**
- The crew continues to work following the COVID-19 Preparedness and Response Plan that is in place. There have not been any issues to date. We will be opening to the public on June 29, 2020 with restrictions.
- We are moving forward on the buyout for the CAT 950 Loader. Michigan Cat has agreed to buyout our lease from Cat Financial and then sell the 950 Cat Loader to us. The payment is due by July 21, 2020.
- Our youth crew will consist of 5 workers this summer.

- N/C Waiting on the inspection to be completed to have the electricity turned on at the Custer property. The inspector is backlogged due to the COVID-19.
- Continue to work on cleanup of the back offices re organizing and painting. Making great progress.
- Our report to the county board has been sent to the County Administrator to include in the County Board Packets. Our meeting in person has been placed on an indefinite hold due to COVID-19

J. Unfinished Business

1. Motion to authorize the sale of the 950M Cat Wheel Loader to Michigan Cat

Motion made by Ingison to authorize the sale of the 950M Cat Wheel Loader to Michigan Cat. Supported by Robidoux. Ayes all. Motion carried.

2. Resolution to authorize the acquisition and financing of the Loader including the warranty package from Michigan Cat with Shelby State Bank using an installment purchase agreement.

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

K. New Business

1. Approve Grant Twp Projects

Motion by Ingison to enter into the contracts listed in Appendix A with the specified Townships and to authorize the Manager/Director and the Clerk to sign on behalf of the board. Supported by Robidoux. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

2. Approve 2019 ACT 51 Report

Approval of 2019 ACT 51 report tabled until next meeting to allow more time for review.

L. Commissioners Privilege

Chairman Schwass called in remotely and discussed a citizen request that he had to install a four way stop at the intersection of Scottville Rd and Chauvez Rd. There have been fatalities there in the past and it is a dangerous intersection. Manager Samuels will pursue the question with the state police.

Ingison requested that we schedule an update from the safety committee at the July 9th meeting and a mid-year budget amendment and a quarterly goal review at our July 27th meeting.

Robidoux would like to continue updating our job descriptions and have a compensation study completed.

M. Extended Public Comment

N. Next Meeting: **Thursday, July 9, 2020 @ 10:00 am**

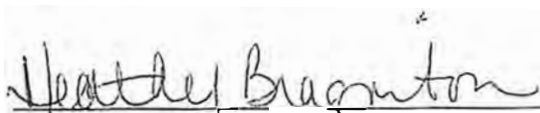
The next regular meeting is scheduled for Thursday, July 9, 2020 at 10:00 a.m.

O. Executive Session

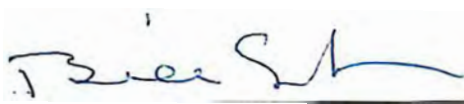
Executive session will be moved to following meeting when all board members are present.

P. Adjournment

There being no further business the meeting was adjourned at 11:33 am.



Heather Braginton – Secretary



Bill Schwass - Chairman

APPENDIX A**Township Projects Approved on June 25, 2020**

JOB #	TWP	ROAD NAME	LOCATION	LENGTH	DESCRIPTION	PROJECT COST
130	GRANT	Dust Control	Township Wide	32.34	1 Single Application. 80,850 gallons	\$ 13,218.98
135	GRANT	LASALLE RD	From Hoague Rd North to US-31	0.12	Selected overlay 1-1/2" x 18'w x 630' L. 124 Ton	\$ 11,780.00

REGULAR MEETING MINUTES
MASON COUNTY ROAD COMMISSION
JULY 9, 2020

A. Call to Order

Chairman Schwass called the July 9, 2020 meeting of the Mason County Road Commission held in their office at 510 E State Street, Scottville, MI to order at 10:00 am.

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

Visitors: None

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 June 25, 2020 regular meeting were reviewed. Correction to show that Chairman Schwass was not present and that Amber Township Clerk Rhode was present. Motion made by Ingison to approve the minutes with corrections. 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 vouchers for July 9, 2020 Ck #79534 thru ck#79597 for \$237,629.89 and approve payroll #14 for July 9, 2020 in the amount of \$80,379.40. Supported by Ingison. Ayes all. Motion carried.

E. Review Accounts Receivable and Contingent Liabilities

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

F. Public Comment

G. Shop Foreman Report - #44 Engine Replacement

Truck # 44 has lost an engine and is in need of a replacement engine. It is a costly repair, but it is one of our front line trucks and we cannot afford to go without it in the winter and we are not able to replace it at this time.

Mechanics are also working on fabricating a ditch bank mower.

H. Superintendent's Report

Safety: Crew will resume weekly safety meetings the week of July 13, 2020.

Township Projects: Started placing gravel on Reid Rd today.

Brine: We are working on the second round, but rain would help the first application to reactivate.

Paving Projects: Cleanup and Restoration is caught up. Reith and Riley's plant is reopening next week.

Ditching/Culverts: We are working on drainage for several closed roads due to high water.

Pits/Gravel: We are making topsoil at Amber pit. There are approximately 48,000 ton available at Amber pit.

I. County Highway Engineers Report

NC-2020 Chip Seal – Crack Sealing is done on Township & Primary Roads. Chip sealing should start the week of July 20th. Village of Fountain requested crack seal & chip seal on 2.5 miles of Village Streets. MCRC will crack seal and chip seal and bill the Village of Fountain with an estimated cost of about \$65,000.

2021 Rasmussen Road – Working on easements & final plans. Working on making changes and hope to have final set to MDOT by late July early August. I anticipate the project being bid in October of 2020 with an April 2021 start date. The construction project should take about 12 weeks.

2021 Fountain & Tuttle Road – Soil borings have been completed. The TSL (type, size location) plans have been submitted to MDOT. MDOT will be meeting with MCRC & Scott Civil Engineering in August or September to go over preliminary plans. Anticipate bidding in January of 2021 with construction in summer of 2021.

2020 Hansen Road - LaSalle to US-31 – Hansen Road will be bid on July 10, 2020, start on or after September 8, 2020 with a final completion of November 15, 2020

Gravel - Halliday Sand & Gravel made 48,800 tons of 22A for the MCRC at the Alexander Pit. This gravel is available for use on our projects. Also produced 15,000 tons of 2NS sand for ice control

Deren Road about 50% of the material has been screened in preparation for making gravel. All Aggregates purchased another screen to capture more of the mid-size rocks (6" to 12") to be able to make more 22A. All Aggregate will have the additional equipment delivered to the pit next week.

Bridge Inspections - MCRC has 14 bridge inspections that are due in the next 3 months. I have assigned the bridges to Ryan Worden from Scott Civil Engineering in MIBRIDGE. Ryan will be completing the inspections in the upcoming month(s).

Ludington Area Schools – Met with GMB & Christman regarding the driveway entrance off Jebavy Drive. They are proposing moving the location about 100 to 150 feet further south to avoid a conflict with the brine & gas lines.

Ted has been working on scanning our easements and placing the locations on our certification maps. This will be a big asset for us in the future with projects.

J. Manager/Director Report

- **N/C Weaver Road**
- We are now open to the public. Will continue to monitor the COVID-19 situation and continue to practice safety measures still in place.
- A closing date of July 14, 2020 is scheduled for the sale and acquisition of the 950M Cat Loader.
- Staff met on the Custer property to discuss a site plan and to move forward with a Topo and then soil borings.
- The electric was turned on at the Custer property on June 29th. There are three boxes that have all been serviced and all the lights work.
- Met with Consumers Energy to discuss a safety plan to have in place when we work on the Penstock Bridge Area. They gave us information on whom to contact when we have work to do in the future. There was discussion about the need for better service in that area and The Consumers Rep suggested we may be allowed to place a repeater on their tower. We will continue to move forward with that option.
- I contacted Northern Michigan Real Estate Consultants to request an appraisal for our offices at 510 E State Street. The gentleman I spoke with is a member of the Michigan Appraisal Institute and is considered the best of the appraisers for commercial property. The estimated cost to complete an appraisal of our property is \$3,450.00.
- Received an estimate from Waste Reduction for two rear load 8 yd containers-1 lift per week. No Administrative Fees or Environmental Recovery Fees. Total per month is \$498.00. We currently pay Republic Services over \$700.00 per month.
- The Mason County Township Officer's Association Meeting scheduled for July 19, 2020 has been cancelled due to COVID-19 but has been rescheduled for October 15, 2020 at 7:30 pm. Meade Township will be hosting the meeting.
- Pickup #517 has been repaired at the original estimated amount. The final bill was sent to the insurance company.
- Contacted Sgt. Allan Avery regarding placement of a 4-way stop at the intersection of Scottville Road and Chauvez Road.

He said it would need to qualify under the mmuted guidelines, require double signs and flashing overhead red light. We are currently working on traffic counts for this intersection. Speed studies are still suspended for the State Police due to the COVID-19. I also asked him to determine if we could place STOP signs at the railroad bridge on Gordon Road. He will need to do some research.

- Received notification that the MCRC SIP 2020 Annual meeting will be 100% Virtual. The date is July 23 starting at 9:30 am. Invitations will be sent out soon.
- I have been working with Brian from Snow paths to get our plow routes on our site and updating the equipment we need to track. They prefer an ARC GIS format for mapping but said they will work on the ones we provided several months ago and are quite sure they can make them work. Updating of icons will be a little later this year.

K. Report from Safety Committee

Report from safety committee will be tabled until the next meeting.

L. Unfinished Business

1. Finalize Loan for Loader

Schwass and Samuels signed loan documents with Shelby State Bank for purchase of 2015 CAT loader.

2. Approve Act 51 Report

Motion made by Robidoux to approve ACT 51 Report. Supported by Ingison. Ayes all. Motion carried.

M. New Business

2019 Audited Financial Statements presented by Tom Smith of Smith and Klackiewicz.

1. Tom Smith (Smith & Klackiewicz) - 2019 Financial Statements

N. Commissioners Privilege

O. Extended Public Comment

P. Next Meeting: **Monday, July 27, 2020 @ 10:00 am**

The next regular meeting is scheduled for Monday, July 27, 2020 at 10:00 a.m.

Q. Adjournment

There being no further business the meeting was adjourned at 12:02 pm.



Heather Braginton – Secretary



Bill Schwass - Chairman

REGULAR MEETING MINUTES**MASON COUNTY ROAD COMMISSION****JULY 27, 2020****AMBER TOWNSHIP HALL****A. Call to Order**

Chairman Schwass called the July 27, 2020 meeting of the Mason County Road Commission held at the Amber Township Hall at 193 South Gordon Road, Scottville, MI to order at 10:00 am.

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

Visitors: Jim Gallie- Amber Twp, Theresa Rohde- Amber Twp, Nancy Vandervest- Hamlin Twp, Dan Rohde- 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 July 9, 2020 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 vouchers for July 23, 2020 Ck #79599 thru ck#79649 for \$474,497.96 and approve payroll #15 for July 23, 2020 in the amount of \$81,038.66. Supported by Robidoux. Ayes all. Motion carried.

E. Review Accounts Receivable and Contingent Liabilities

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

F. Public Comment

Theresa and Dan Rohde requested an update on the traffic study progress for Gordon Road. Still waiting for state police to do it.

G. Superintendent's Report

Safety: Started taking temperature checks of crew last week. Continuing sanitizing and distancing.

Township Projects: Placing gravel on Reid Rd in Meade today. S. Bayou is starting today. Sippy Rd was started last week. There is more work to be done, is ongoing, Kinney Rd and Tuttle Rd are ongoing.

Forest Service: Met with Forest Service in regard to Logging Rd improvements (Modjeska, Morton, and E. Chauvez).

Paving / Chip Seal: Vernetta is being paved today. Chipseal will be done 7/24 through 7/31.

Brine: Second round of brine almost complete.

H. County Highway Engineers Report

2020 Chip Seal – Chip sealing starting Friday July 24th thru Friday July 31st. A fog seal will be placed about two weeks later.

2021 Rasmussen Road – Working on easements & final plans. Working on making changes and hope to have final set to MDOT by next week.

2020 Hansen Road - LaSalle to US-31 – Hansen Road was bid on July 10th 2020. J & N Construction (DJ McQuestion) was the confirmed low

bidder of \$537,707.45. The Project is anticipated to start about September 8th with a final completion of November 15, 2020.

Salt Inventory – Josh & I shot the salt inventory and reported the amounts to Mary & Heather for MDOT reporting.

Mac Road Pit – Schultz excavating & stockpiling materials for gravel processing.

Deren Road Pit – All Aggregate has moved into the Deren Road pit to begin processing 22A gravel.

Alexander Pit – New Owner of the pit used the MCRC loader for about 6.5 hours without permission. The loader was low on fuel and needed repairs on Monday. Invited the new Owner, Jerry Perry to the Board meeting to discuss the issues.

2020 HMA Paving – Almost all the Township projects have been paved. Virnetta Drive in Pm Township was postponed to install storm sewer but is now ready for HMA paving. Sugar Grove Drive east of US- 31 to Tuttle Road is anticipated to be paved in September or early October. Rieth-Riley has offered to pave additional roads this year and make payments if it would help the Townships and County to pave additional roads this year.

I. Manager/Director Report

The Annual Employee Appreciation Picnic is scheduled for August 20, 2020.

The closing date of July 14, 2020 for the sale and acquisition of the 950M Cat Loader went well and has been completed. If the board approves the purchase of the 14M Caterpillar Grader #702, we will seek financing in the same manner as the Cat Loader.

Bob Budreau of Greenridge Realty has prepared an estimate for the value of the road commission property. Attached in Board Pack. Our contract with Republic services automatically renews every three years. The last renewal was in April of 2019 and will be up for renewal in April of 2022. The cost is currently \$552.50 per month with an additional fuel recovery fee of \$158.63 plus an admin fee. Waste reduction is a flat \$498.00 per month.

The CRA has cancelled the 2020 NMARC Conference which was set for September 15-18 in Traverse City due to the COVID-19 concerns.

Watched the MCRC SIP Board of Directors Annual Meeting. They will be issuing a \$3 Million refund to participating counties. The next annual meeting will be held at the Soaring Eagle Casino on July 21 & 22 in 2021.

Brian Dudek has left Snow Paths so we will be dealing with Tom Minto the Chief Operating Officer. He said they are working on a tool that will reformat any route maps we send for updates so the process will go much more smoothly. This will be taking another two weeks to complete. Tom will keep us informed.

The August Paul Bunyan meeting has been cancelled due to COVID-19. The November meeting has not yet been determined.

We are looking into a new lease with Xerox to replace our Sharp Copier that is no longer efficient. The cost will be the same as we are currently paying.

The successful bidder for the 20-ton trailer backed out and the next high bid was for \$550.00. That has not yet been awarded.

J. Unfinished Business

1. Compensation Study Proposal

Samuels provided quotes for compensation study. Consensus was not to move forward at this time due to prohibitive cost.

K. New Business

1. Quarterly Goal Report

Reports were unavailable. Samuels will email them for review.

2. Mid-Year Budget Amendment

Mid-Year budget amendment presented by Braginton. Motion to approve amendment made by Ingison and supported by Robidoux. Ayes all. Motion carried.

3. Purchase of CAT Road Grader due in October

Samuels requested authorization to get bids for financing purchase of road grader. Board supports but would like to investigate the future cost of repairs.

4. Approve Resolution to decertify Shanks Road-Hamlin Township

Samuels presented a resolution to decertify Shanks Road in Hamlin Township. Motion made by Ingison to decertify with agreement from Hamlin Township. Supported by Robidoux. Ayes all. Motion carried.

5. Alexander Pit

Discussion held regarding the owner of Alexander pit using our equipment and causing damage to equipment. Ingison recommended filing a report with the sheriff dept. Schwass recommended sending an invoice to land owner for the fuel used and the repair costs for the damage.

6. CRASIF Trustee Ballot

Braginton presented ballot for CRASIF board of trustees. Motion made by Ingison to vote for all candidates. Supported by Schwass. Roll Call Vote: Schwass - Aye, Robidoux - Abstained, Ingison - Aye. Motion carried.

7. Approve Township Project Amendment

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

L. Commissioners Privilege

M. Extended Public Comment

Discussion held with Gallie regarding future congestion at Jebavy and US-10 intersection.

N. Executive Session

Cancelled - will move to next meeting.

O. Next Meeting: **Thursday, August 13, 2020 @ 10:00 am**

The next regular meeting is scheduled for Thursday, August 13, 2020 at 10:00 a.m.

P. Adjournment

There being no further business the meeting was adjourned at 11:51 am.



Heather Braginton - Secretary



Bill Schwass - Chairman

MASON COUNTY ROAD COMMISSION
GENERAL OPERATING FUND
STATEMENT OF REVENUES-ADOPTED
For year ending December 31, 2020

REVENUES	2019 Amended Budget 12/31/2019	2020 Adopted Budget 1/1/2020	2020 Amended Budget 6/30/2020	Adjustment
FEDERAL SOURCES:				
Federal STP Funds	0	988,000	501,551	(486,449)
Federal Bridge Funds	887,600	0	0	0
Federal Safety Grant	0	0	0	0
Federal Forestry Grants (USFS)	0	0	0	0
STATE SOURCES				
Engineer	10,000	10,000	10,000	0
Snow Removal	181,175	181,175	181,175	0
Mileage Transfer			183,156	183,156
Michigan Transportation Fund	5,774,463	5,774,463	5,858,874	84,411
Other State Contributions	0	0	0	0
Local Bridge Funds	166,400	0	0	0
Rural Funds - D	0	0	191,449	191,449
Forest Road - E	48,298	48,298	48,298	0
CONTRIBUTIONS FROM OTHERS				
Township Contributions	1,210,304	1,395,000	1,079,385	(315,615)
Permits	25,075	20,000	18,100	(1,900)
Other Contributions	26,900	24,000	2,475	(21,525)
CHARGES FOR SERVICES				
State Trunkline Maintenance	716,657	742,795	756,906	14,111
State Trunkline Non-Maintenance	661,804	0	100,905	100,905
Services for Others			0	0
OTHER				
Interest Earned	76,511	50,000	64,186	14,186
Rents	0	0	2,873	2,873
Salvage Sales	6,022	5,000	3,125	(1,875)
Reimbursements			35,235	35,235
Sundry Refunds			2,693	2,693
Handling Charges			0	0
Gain On Sale of Property	18,200	0	139,788	139,788
Gain On Disposal of Equipment	272,669	460,145	954,356	494,211
Gain On Sale of Inventory			0	0
OTHER FINANCING SOURCES:				
Installment Purchase Proceeds	0	0	748,041	748,041
Lease Purchase Proceeds	262,640	1,843,500	688,414	(1,155,086)
TOTAL REVENUES	10,344,718	11,542,376	11,570,985	28,609
FUND BALANCE BEGINNING	4,935,135	4,378,279	4,046,063	
TOTAL	15,279,853	15,920,655	15,617,048	

* Fund Balance Restated

MASON COUNTY ROAD COMMISSION
GENERAL OPERATING FUND
STATEMENT OF EXPENDITURES-AMENDED
For year ending December 31, 2020

EXPENDITURES	2019 Amended Budget 12/31/2019	2020 Adopted Budget 1/1/2020	2020 Amended Budget 6/30/2020	Adjustment
<u>PRIMARY ROAD FUNDS</u>				
Heavy Maintenance	2,749,681	2,474,306	1,643,363	(830,942)
Routine Maintenance	1,314,577	1,421,000	1,684,448	263,448
<u>LOCAL ROAD FUNDS</u>				
Heavy Maintenance	1,416,696	1,430,000	1,382,928	(47,072)
Routine Maintenance	2,026,512	2,040,000	2,249,625	209,625
State Trunkline Maintenance	710,862	737,000	756,906	19,906
State Trunkline Non-Maintenance	661,804	0	100,905	100,905
<u>EQUIPMENT EXPENSE</u>				
Direct (A510 - equipment repairs)	1,384,197	1,373,000	1,563,615	190,615
Indirect (A511 - shop expense)	632,743	635,000	758,519	123,519
Operating (A512 - fuels, oils, parts)	328,448	330,000	279,303	(50,697)
Equipment Rental	(1,588,264)	(1,600,000)	(1,663,732)	(63,732)
Total Equipment (Net)	757,124	738,000	937,705	199,705
ADMINISTRATIVE EXPENSE (NET)	440,545	458,000	519,650	61,650
CAPITOL OUTLAY EXPENSE (NET)	419,522	1,823,070	856,424	(966,646)
DEBT SERVICE (NET)	404,250	421,000	1,123,600	702,600
TOTAL EXPENDITURES	10,901,574	11,542,376	11,255,554	(286,822)
CHANGE IN FUND BALANCE	(556,856)	0	315,431	
FUND BALANCE ENDING	4,378,279	4,378,279	4,361,494	
TOTAL BUDGET	14,722,997	15,920,655	15,932,479	

REGULAR MEETING MINUTES**MASON COUNTY ROAD COMMISSION****AUGUST 13, 2020****A. Call to Order**

Chairman Schwass called the August 13, 2020 meeting of the Mason County Road Commission held at the Amber Township Hall at 193 South Gordon Road, Scottville, MI to order at 10:01 am.

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

Visitors: Jim Gallie- Amber Twp, Stan Raspotnik- MCRC Safety Committee

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.

C. County Highway Engineers Report

2020 Chip Seal – Chip sealing has been completed and fog sealing is about 75% complete.

2021 Rasmussen Road – Final plans have been submitted to MDOT. Easement have been obtained for John Berg & Wayne Gort. Request signatures on Title Sheet by Board members. Project anticipated to be bid in October or November 2020 with construction in April thru June of 2021.

2020 Hansen Road - LaSalle to US-31 – Hansen Road preconstruction meeting was yesterday. J & N Construction (DJ McQuestion) was the confirmed low bidder of \$537,707.45. The Project is anticipated to start about September 8th with a final completion of November 15, 2020.

Mac Road Pit – Schultz excavating & stockpiling materials for gravel processing. All Aggregates will be moving in next week to start making 22A-Modified gravel.

Deren Road Pit – All Aggregate has produced about 5,900 tons of 22A-Modified and 3,000 tons of sand at the Deren Road pit.

Alexander Pit – Checked on the remaining cameras and there has been no additional activity by pit owner regarding MCRC equipment or materials.

2020 HMA Paving – All the Township projects have been paved. Sugar Grove Drive east of US-31 to Tuttle Road is anticipated to be paved in September or early October. Requesting additional paving on Fountain & Angling Roads from Stiles Road to Angling Road. The estimated cost is between \$335,000 to \$355,000 for an HMA overlay. If we chip seal Angling Road from Jebavy to Beaune it would save about \$20,000. However, the chip seal would not be completed until 2021, Rieth-Riley has offered to pave additional roads this year and make payments until August 31, 2021.

2021 Hansen Road – Stiles Road to east of Amber Road. This project will be constructed using MDOT Federal funds that we are selling to Oakland County. The MCRC is selling approximately \$780,000 in federal funding at 80% leaving about \$624,000. The survey work is about 10% complete. Soil borings have been completed. Project will be bid thru the MCRC. Anticipate bidding project in February or March of 2021.

2021 West Forest Trail – USFS Flap Grant for 80% funding of this roadway. There is about 2.5 miles of West Forest Trail that is scheduled for reconstruction from Quarterline Road westerly to Morton Road. The preliminary estimated project cost is about \$750,000 with MCRC portion about \$150,000. Prein & Newhof has been working on this design. SHPO, NEPA, soil borings and preliminary survey work has been completed. The GI plans need to be submitted to MDOT by mid-December to early-January.

2021 Fountain Road & Tuttle Road Structures – Scott Civil Engineering have submitted TSL (Type, Size, Location) plans to MDOT. Soil Borings have been completed.

2020 Asset Management Plan – MCRC asset Management Plan is due October 1, 2020. We are about 75% completed to date.

WMSRDC (West Michigan Shoreline Regional Development Commission)

– This committee is part of the Rural Task force that oversees MDOT project funding for the Counties, Villages and Mass Transit Authority. Due to COVID-19 the Primary Paser Rating for 2020 have been canceled. The WMSRDC has authorized \$2,200 to be reimbursed for our local roads. The ratings need to be completed by September 15th, 2020.

Jebavy Drive South of US-10 – I am still in discussions with Dan Merrill from Spartan Nash Companies regarding the proposed all season road from South Jebavy Drive to PM Highway. I sent sketches and the proposed route to MDOT for concurrence, MDOT agreed this was a good idea. I offered \$12,500 per acre for 3 acres which is ½ of the price originally requested. Dan will review and get back to me.

1. Conflicts of Interest

Conflicts: None

D. Approval of Meeting Minutes

The minutes of the July 27, 2020 regular meeting were reviewed. Motion made by Robidoux to approve the minutes as presented. Supported by Ingison. Ayes all. Motion carried.

E. Approval of Accounts Payable & Payroll

Approve Accounts Payable vouchers for August 13, 2020 Ck #79652 thru ck#79718 for \$586,772.17 and approve payroll #16 for August 6, 2020 in the amount of \$83,075.86 and pre-approve payroll #17 for August 20, 2020.

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

Motion made by Ingison to approve Accounts Payable vouchers for August 13, 2020 Ck #79652 thru ck#79718 for \$586,772.17 and approve payroll #16 for August 6, 2020 in the amount of \$83,075.86 and pre-approve payroll #17 for August 20, 2020. Supported by Robidoux. Ayes all. Motion carried.

F. Review Accounts Receivable and Contingent Liabilities

Reviewed Contingent Liabilities and Revenue/Fund Balances. Several township project invoices have been sent out and brine invoices will be sent next week.

G. Public Comment

H. Superintendent's Report

Safety - following Covid protocol. Beginning crew meetings next monday in truck barn. Doing temperature checks every morning. Masks have been provided for when they are needed.

Township Projects - Reid Rd - 99% Complete, S. Bayou Culvert - 75% complete, Sippy Rd (#33) 50% complete, Sippy Rd (#32) 25% complete, Kinney Rd complete, Tuttle Rd 80% complete, Groth Rd 5% complete, Millerton Rd 5% complete.

General Maintenance - Placing gravel, filling washouts from heavy rains, tree trimming, edging, filling potholes.

Mowing - 2/3 through second round

MDOT - Ditching and culvert cleanout at US-10 and Reek, US-31 to re-open near end of month (bypass - sugargrove).

Paving/Chipseal - Paving is caught up and chipseal 2020 is complete.

Culverts/Ditching - Mostly new culvert install for enhanced drainage on township projects, starting culvert replacements end of august, starting major ditching project on Hawley & Schwass next week, MDOT ditching as requested.

I. Manager/Director Report

The Annual Employee Appreciation Picnic is scheduled for August 20, 2020 @ 6 pm at the Scottville Riverside Park.

Interest rates were requested for the purchase of the 14 Caterpillar Grader #702, WSB submitted an interest rate of 1.60%, Shelby first submitted a rate of 1.85% then came back with a fixed rate of 1.55%. The lease is due in October.

Waiting on approval from Hamlin Township to de-certify Shanks Road.

Our contract with Republic services automatically renews every three years. The last renewal was in April of 2019 and will be up for renewal in April of 2022.

The cost is currently \$552.50 per month with an additional fuel recovery fee of \$158.63 plus an admin fee for a total of \$711.13 per month. They have offered to reduce the cost down to \$527.62 per month and have sent a contract. Waste reduction is a flat \$498.00 per month.

CRA held a Public Relations meeting via Zoom on August 12 at 10:00 am. Topics of discussion were the Road Warrior recruiting campaign and CRA videos currently in production. Also spoke about a new brochure they are working on regarding Political signs in the ROW.

The update for our plow routes on the Snow Paths Program is near completion.

The August Paul Bunyan meeting will be happening via Zoom on August 20, 2020 at 9:30 am. The November meeting has not yet been determined.

A meeting has been scheduled to meet with the Township Supervisors on August 26th and will be held at the Scottville Riverside Park to meet with the COVID-19 guidelines. I have asked Michigan Chloride to attend to discuss brine application.

The new Xerox Copier is expected later next week.

The operational goals for brush clearing on the trunk line, ROW tree maintenance and shoulder pulling are on track as planned. Calls taken and completed are at 85% to date. Our paving projects have been completed but we are considering a few more. Chip and fog seal are done as the budget allowed. We have replaced 26 of the 43 failed culverts to date and will be working on those again in September. Township gravel projects should be completed by the end of August and work will begin placing slag.

J. Unfinished Business

1. Board Members Sign Cover Sheet for Rasmussen Road Project

Motion made Ingison to approve Rasmussen Road project. Supported by Robidoux. Ayes all. Motion carried.

2. Safety Committee Report - Stan Raspotnik IV

Stan Raspotnik addressed board to provide an update on the activities of the Safety Committee.

3. Approval to finance the 14M Cat Grader

Discussion held regarding the purchase of a CAT grader versus a John Deere Grader.

Motion made by Ingison to approve financing for purchase of CAT Grader and award contract to Westshore Bank for \$245,000 at 1.6% interest per initial bid. Supported by Robidoux. Ayes all. Motion carried.

K. New Business

1. 1. Request Board Approval for HMA overlay on Fountain & Angling Road from Stiles to Jebavy

Motion made by Ingison to approve paving project on Fountain Rd/Angling from Stiles Rd to Jebavy. Supported by Robidoux. Ayes all. Motion carried.

a. Estimated Cost \$350,000 to \$360,000 payment in full by August 31, 2021

2. Approve Township Projects

Motion by Robidoux, supported by Ingison to enter into the contracts listed in Appendix A with the specified Townships and to authorize

the Manager/Director and the Clerk to sign on behalf of the board.
Ayes all. Motion carried.

3. Approve Resolution for MERS Retiree Health Funding Vehicle (RHFV)

Motion made by Ingison to approve resolution to adopt Retiree Health Funding Vehicle with MERS of Michigan to hold funds in trust for retiree healthcare benefits and authorize the Manager Director and Finance Director to sign on behalf of the Mason County Road Commission. Supported by Robidoux. Ayes all. Motion carried.

L. Commissioners Privilege

M. Extended Public Comment

N. Next Meeting: **Thursday, August 27, 2020 @ 10:00 am**

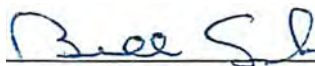
The next regular meeting is scheduled for Thursday, August 27, 2020 at 10:00 a.m.

O. Executive Session

P. Adjournment

There being no further business the meeting was adjourned at 11:31 am.


Heather Braginton – Secretary


Bill Schwass - Chairman

APPENDIX A**Township Projects Approved on August 13, 2020**

<u>JOB #</u>	<u>TWP</u>	<u>ROAD NAME</u>	<u>LOCATION</u>	<u>LENGTH</u>	<u>DESCRIPTION</u>	<u>PROJECT COST</u>
065	AMBER	DENNIS RD	North of Hansen Rd.	732'	Apply gravel, HMA w/ valley gutters/spillways	\$ 34,887.95

REGULAR MEETING MINUTES
MASON COUNTY ROAD COMMISSION
AUGUST 27, 2020

A. Call to Order

Chairman Schwass called the August 27, 2020 meeting of the Mason County Road Commission held at the Amber Township Hall at 193 South Gordon Road, Scottville, MI to order at 10:00 am.

Members Present: Chairman Schwass, Vice-Chair Robidoux and Member Ingison, Manager/Director Samuels, County Highway Engineer Nelson, Superintendent Loeser.

Members Absent: Secretary/Finance Director Braginton

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.

1. Conflicts of Interest

Conflicts: None

C. Approval of Meeting Minutes

The minutes of the August 13, 2020 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 Ingison to approve Accounts Payable vouchers for August 27, 2020 Ck #79720 thru ck#79766 for \$218,426.76 and pre-approve payroll #18 for September 3, 2020. Supported by Robidoux. Ayes all. Motion carried.

E. Review Accounts Receivable and Contingent Liabilities

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

F. Public Comment

G. Superintendent's Report

- 1 - SAFETY: Covid protocol still in place
- 2 - PROJECTS - Tuttle/Beyer Complete, Reid Rd restoration next week, Sippy Rd complete, Need easements for Groth, Millerton starting today, Starting Sugargrove (31 - Tuttle) next week.
- 3 - General Maintenance continues
- 4 - US-31 opened back up
- 5 - Paving, chipseal and striping almost complete
- 6 - MCRC Paver - 90% complete. Fred is building bit curb wings for paver.

H. County Highway Engineers Report

- **2020 Chip Seal** – Chip sealing has been completed and fog sealing is completed. PM Highway & Jebavy Drive have been painted with white edge line & yellow centerline.
- **2021 Rasmussen Road** – Final plans were submitted to MDOT in late July. Signature page was submitted last week. MDOT has approved forwarded final plans for bidding. There was not enough financial obligation in August, so the project is on the list to obligated in mid-September. Project anticipated to be bid in November 2020 with construction in April thru June of 2021.
- **2020 Hansen Road - LaSalle to US-31** –The Project is anticipated to start about September 8th with a final completion of November 15, 2020. Josh & I need to stake the project next week. J & N Construction (DJ McQuestion) was the confirmed low bidder of \$537,707.45.

- **Mac Road Pit** – Schultz has about 20,000 cyds of material stockpiles. All Aggregates will be moving in next week to start screening and making 22A-Modified gravel.
- **2020 HMA Paving** – All the Township projects have been paved. Sugar Grove Drive east of US-31 to Tuttle Road is anticipated to be paved in September or early October. Starting Fountain Road overlay tomorrow or next week. Requested pricing for HMA wedging on roads that were on the plan to be wedged this year. Would like to review pricing and decide what we feel comfortable doing this year.
- **WMSRDC (West Michigan Shoreline Regional Development Commission)** – Josh & Jay completed the 2020 Paser Ratings on Local Roads. We will get reimbursed about \$2,150 thru WMSEDC. We need to submit the ratings and billing by September 15th, 2020.
- **2021 Hansen Road** – Received Contract from Oakland County for selling Federal Funds. Stiles Road to east of Amber Road. The MCRC is selling approximately \$774,000 in federal funds at 80% leaving about \$620,000. The survey work is about 10% complete. Soil borings have been completed. Project will be bid thru the MCRC. Anticipate bidding project in February or March of 2021.
- **Jebavy Drive South of US-10** – I am still in discussions with Dan Merrill from Spartan Nash Companies regarding the proposed all season road from South Jebavy Drive to PM Highway. Dan had called back and with a counteroffer of \$15,000 per acre for 3 acres (\$45,000). I sent the written offer and sketches back to Dan Merrill for final approval from their board of directors.
- **2021 LAS** – Met with Henry Rasmussen and Mrs. Rasch regarding the easement for the traffic light @ Bryant & Jebavy Drive. Both are requesting \$10,000 plus \$1000 for each tree that is removed. I sent the information to Jason Kennedy (LAS), the Construction Manager & Engineer for the project.
- **NC- 2021 West Forest Trail** – USFS Flap Grant for 80% funding of this roadway. There is about 2.5 miles of West Forest Trail that is scheduled for reconstruction from Quarterline Road westerly to Morton Road. The preliminary estimated project cost is about \$750,000 with MCRC portion about \$150,000. Prein & Newhof has been working on this design. SHPO, NEPA, soil borings and

preliminary survey work has been completed. The GI plans need to be submitted to MDOT by mid-December to early-January.

- **NC-2021 Fountain Road & Tuttle Road Structures** – Scott Civil Engineering have submitted TSL (Type, Size, Location) plans to MDOT. Soil Borings have been completed.
- **NC-2020 Asset Management Plan** – MCRC asset Management Plan is due October 1, 2020. We are about 75% completed to date.

I. Manager/Director Report

- The Annual Employee Appreciation Picnic held on August 20, 2020 @ 6 pm at the Scottville Riverside Park was well attended.
- The 14M Caterpillar Grader #702 financing was awarded to WSB and the paperwork is in progress.
- Hamlin Township Board takes no stance on de-certifying Shanks Road a Seasonal Road, If the Board agrees we will move forward with the process.
- The update for our plow routes on the Snow Paths Program has been completed. We are in the process of reviewing the changes.
- Attended the August Paul Bunyan meeting via Zoom on August 20, 2020 at 9:30 am. The meeting was well attended and went very well. Most of the information given were updates from Director Denise Donahue.
- Jeff, Eric, Josh, Joe and I met with the Township Supervisors last evening at the Scottville Riverside Park to discuss the work that has been completed this summer along with what to expect for the rest of the year. Representatives from Michigan Chloride attended to talk about the brining season and how to get the most out of their product.
- Received a letter from Peterson Environmental requesting a letter of permission to allow them to apply for permits to place rip rap and stone for shoreline protection at our road end at Juanita Avenue for their client that lives at 31 South Beach

Road. This property has experienced a great amount erosion in the past year, and this would insure their house on top of the dune is protected. We have plans with PM Township to make repairs to this road end due to erosion.

- We will be advertising for the replacement of the three Kenworth Trucks as the lease is due in January. The replacements would need to be ordered in October for a January 2021 delivery.

J. Unfinished Business

1. Approval to decertify Shanks Rd in Hamlin Township

Motion made by Robidoux to approve decertification of Shanks Rd in Hamlin Township. Supported by Ingison. Ayes all. Motion carried.

2. Approval to decertify E Manales Road in Sherman Township

Discussion held regarding abandonment. No action taken.

3. Approval to replace engine in truck #44 for \$25,000.

Discussion held regarding the replacement of engine in truck #44 for \$25,000. Motion made by Robidoux to move forward with replacement. Supported by Ingison. Ayes all. Motion carried.

4. Approve Township Projects

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

5. Approval of contract to sell Federal Aid Funds to Oakland County

Motion made by Ingison to approve sale of Federal Aid funds to Oakland County. Supported by Robidoux. Ayes all. Motion carried.

K. New Business

1. Approval to request bids to sell excess oversize stone in Deren Pit

Motion made by Ingison to approve sale of excess stone in Deren Pit. Supported by Robidoux. Ayes all. Motion carried.

2. Approval to allow Peterson Environmental LLC to apply for permits to place stone and rip rap on our road end in PM Township

Board supports. No motion required.

3. Approval to replace 3 road tractors for 2021 with Michigan Kenworth based on the MIDEAL contract price.

Motion made by Robidoux to approve purchase of three new road tractors from Michigan Kenworth based on the MIDEAL contract price. Supported by Ingison. Ayes all. Motion carried.

L. Commissioners Privilege

Will go back to MCRC Board Room for future meetings.

Motion made by Ingison to approve additional wedging on County Primary roads. Supported by Robidoux. Ayes all. Motion carried.

M. Extended Public Comment

Gallie will discuss with Townships about requesting an additional one or two cent county wide gas tax.

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

The next regular meeting is scheduled for Thursday, September 10, 2020 at 10:00 a.m.

O. Adjournment

There being no further business the meeting was adjourned at 12:02 pm.


Heather Braginton - Secretary


Bill Schwass - Chairman

APPENDIX A**Township Projects Approved on August 27, 2020**

<u>JOB #</u>	<u>TWP</u>	<u>ROAD NAME</u>	<u>LOCATION</u>	<u>LENGTH</u>	<u>DESCRIPTION</u>	PROJECT COST
072	CUSTER	WILSON RD	West of Stephens Rd 650' on both sides	650'	Wedging	\$ 16,800.00

APPENDIX A**Township Projects Approved on September 10, 2020**

JOB #	TWP	ROAD NAME	LOCATION	LENGTH	DESCRIPTION	PROJECT COST
066	AMBER	FIRST ST	Brye to Stiles	1.93	Replace culvert at 3100, regrade, compact/prep. 2" HMA 2760 ton.	\$ 204,997.05
127	SHERIDAN	FOUNTAIN RD	Benson to Larson	1.40	Replace culvert at 1+99 then HMA over	\$ 114,433.24
128	SHERIDAN	BENSON RD	Millerton Rd to Ford Lake	0.50	13A HMA overlay 1-1/2" deep 540 tons	\$ 48,482.30
152	MEADE	REID RD	South of existing blacktop 1.25 miles	1.25	REVISION - Change from 6" TO 4" gravel	\$ 43,532.16

3. Approve PA51-18j Annual Certification of Employee Related Conditions

Motion by Schwass to approve annual certification of employee related conditions. Supported by Ingison. Ayes all. Motion carried.

L. Commissioners Privilege

M. Extended Public Comment

N. Next Meeting: **Thursday, September 24, 2020 @ 10:00 am**

The next regular meeting is scheduled for Thursday, September 24, 2020 at 10:00 a.m.

O. Adjournment

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


Heather Braginton – Secretary


Bill Schwass – Chairman

Received a request from Terry to replace two natural gas heaters for the shop.
(Agenda Item)

Received revised documents for the COVID-19 Preparedness and Response Plan to adopt and a copy of the Families First Coronavirus Response Act (FFCRA) which applies until December 31, 2020. (No action required). Motion by Ingison to approve revised COVID-19 preparedness and response plan. Supported by Robidoux. Ayes all. Motion carried.

J. Unfinished Business

1. Approval of Order for removal of encroachments

Board supports issuing letter to resident. No action required.

2. Replace heaters in shop area - estimate \$5,787.00

Board supports replacement of furnaces. No action required.

3. Approve Township Projects

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

4. Approve Snow Paths Service Agreement

Board would like to test the system before we sign a contract. Tabled until next meeting.

K. New Business

Loeser would like to consider getting a radial stacker to stack sand in the yard to improve efficiency.

1. Repair Estimate for VOLVO Truck #633

Discussion held. Table decision until next meeting.

2. Amendment to MCRC SIP By-Laws

Motion by Schwass to vote no on the ballot to amend the MCRC SIP by-laws. Supported by Ingison. Ayes all. Motion carried.

2020 Pavement Marking - Josh is working on putting together a list & map of remaining roads that need to be painted that were chip sealed or paved with HMA.

2021 Hansen Road – The survey work is about 10% complete. Soil borings have been completed. Josh & I need to finish the survey work before winter. Project will be bid thru the MCRC. Anticipate bidding project in February or March of 2021.

2021 LAS – Meeting with Jason Kennedy (LAS), the Construction Manager & Engineer for the project next week regarding the traffic light and easements.

MDOT Bridge Inspections QA/QC Audit – An MDOT consultant had selected a few of our MDOT regulated bridges for review of our files. The MCRC was marked "fair" but greatly improved from their last audit. The MCRC needs to scan & upload all bridge plans that are available into MiBridge. Any load ratings need to be uploaded. Any bridges that do not have load ratings or plans will need to have ratings completed and sketches uploaded into MiBridge.

Township Projects & MCRC Projects – Working on survey work, design work, easements & construction staking on Hawley Road, Groth Road, Etc.

Weaver Road - Created timeline of events advocating that Weaver Road is a public road under the jurisdiction of the MCRC. Reviewed Attorney paperwork and signed our response to questions. Paperwork was notarized and returned to our Attorney.

Josh & I will be going back to 5 days a week starting this week. Anticipate that Josh will be working 45 to 55 hours a week for the next 6 to 8 weeks.

I. Manager/Director Report

Working on two abandonment requests. Need to look at an increase to the charge to complete these.

The 14M Caterpillar Grader #702 financing is in progress.

Received a Liability Refund from MCRCSIP for \$24,717.00

The update for our plow routes on the Snow Paths Program has been completed. The routes have all been added and we received a contract to approve. (Agenda Item)

Completed a survey for CRA on Best Practices with Chloride.

At 10:13 am the Board looked over the Contingent Liabilities and Revenue/Fund Balances.

F. Public Comment

G. Superintendent's Report

Safety - Continuing Covid protocol.

Township Projects - Reid Rd almost complete, Sippy Rd complete, Kinney complete, Tuttle complete, Groth & Millerton on hold until we obtain easements, Appleton in process, Dennis Rd is prepped for paving.

General Maintenance continues.

MDOT brush cutting started again on September 9th.

Starting Sugargrove E of US-31 next week.

H. County Highway Engineers Report

2021 Rasmussen Road – Financial obligation was confirmed by MDOT, so the project is on the list to be obligated in mid-September. Project anticipated to be bid in November 2020 with construction in April thru June of 2021.

2020 Hansen Road - LaSalle to US-31 –The Project is anticipated to start the week of September 14th with a final completion of November 15, 2020. Letters were sent to the residences within the construction area on Hansen Road. I will be sending out notices to Mascon County Press, Emergency Responders, etc. later today. Josh & I will be staking the project this afternoon and tomorrow. Daily inspection and MDOT recordkeeping is required when the Contractor is working for the next 4 to 6 weeks.

2020 HMA Paving – A few Township projects have been added for HMA paving. HMA wedging has been completed on Stiles, Scottville, Morrison & Hawley. Stiles Road still has areas that have cross slope steeper than 2%. Fountain Road is scheduled for paving in the next 2 weeks. Was postponed this week due to rain. The MCRC will start trenching on Sugar Grove east of US-31 in preparation for widening with aggregate & HMA wedge. Sugar Grove would then be overlaid with 1.5" of HMA.

2020 MDOT HMA Maintenance Project – Cold-milling and HMA paving was completed on US-10 between Scottville Road and High Street. Traffic Loops need to be marked out and will be installed on Monday next week.

REGULAR MEETING MINUTES**MASON COUNTY ROAD COMMISSION
SEPTEMBER 10, 2020****A. Call to Order**

Vice-Chair Robidoux called the September 10, 2020 meeting of the Mason County Road Commission held at the Mason County Road Commission, 510 E. State St., Scottville, MI to order at 10:00 am.

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

Visitors: None

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 August 27, 2020 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

To approve Accounts Payable vouchers for September 10, 2020 Ck #79767 thru ck#79827 for \$524,176.67 and pre-approve Payroll #19 for September 17, 2020.

Motion made by Ingison to approve Accounts Payable vouchers for September 10, 2020 Ck #79767 thru ck#79827 for \$524,176.67 and pre-approve Payroll #19 for September 17, 2020.

E. Review Accounts Receivable and Contingent Liabilities

REGULAR MEETING MINUTES**MASON COUNTY ROAD COMMISSION
SEPTEMBER 24, 2020****A. Call to Order**

Chairman Schwass called the September 24, 2020 meeting of the Mason County Road Commission held at the Mason County Road Commission at 510 E. State St., Scottville, MI to order at 10:00 am.

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

Visitors: Jim Gallie- Amber Twp, Jim Mazur- Victory Twp.

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

Motion made by Ingison to approve the agenda with the elimination of Agenda item E. Supported by Robidoux. Ayes all. Motion carried.

1. Conflicts of Interest

Conflicts: None

C. Approval of Meeting Minutes

The minutes of the September 10, 2020 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

to approve Accounts Payable vouchers for September 24, 2020 Ck #79829 thru ck#79874 for \$226,752.86 and pre-approve Payroll #20 for October 1, 2020.

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

Motion made by Ingison to approve Accounts Payable vouchers for September 24, 2020 Ck #79829 thru ck#79874 for \$226,752.86 and pre-approve Payroll #20 for October 1, 2020. Supported by Robidoux. Ayes all. Motion carried.

E. Review Accounts Receivable and Contingent Liabilities

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

F. Public Comment

Jim Gallie, Amber Twp - Thanked the Road Commission for the work being done on First St and Dennis Rd. First St between Amber & Gordon Rd could use wedging. Reiterated idea that Mason County should adopt a county gas tax for funding roads.

Jim Mazur, Victory Twp - Complaint on Fountain Rd culvert replacement for lack of communication and unexpected billing of approximately \$28k. Consensus is that the communication fell through the cracks and the road commission will take responsibility for that cost. Motion made by Robidoux to absolve Victory Township of the invoice for the project. Supported by Schwass. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Abstain. Motion carried.

G. Superintendent's Report

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

H. County Highway Engineers Report

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

I. Manager/Director Report

Samuels updated board on current administrative issues.

J. Unfinished Business

Samuels presented Snow Path contract for approval. Motion made by Robidoux to approve Snow Path contract contingent on a successful test run. Supported by Ingison. Ayes all. Motion carried.

1. Discussion on Volvo Truck Repair

After looking into additional options, it was decided to do the repairs in house.

2. Discussion on Refund money from MCRC SIP

Refund will be deposited to the building fund.

K. New Business

1. Approve sale of 2015 14M Caterpillar Motor Grader

Motion made by Ingison to approve sale of 2015 14M Caterpillar Motor Grader to Michigan CAT for \$245,000.00. Supported by Robidoux. Ayes all. Motion carried.

2. Resolution to approve Installment Purchase Agreement for purchase of 2015 14M Caterpillar Motor Grader

Motion made by Ingison to pass Resolution to approve Installment Purchase Agreement for purchase of 2015 14M Caterpillar Motor Grader for \$245,000.00 and authorize Manager Samuels and Chairman Schwass to sign on the behalf of the board. Supported by Robidoux. Ayes all. Motion carried.

3. Approve MERS Defined Benefit Adoption Agreement Addendums

Motion made by Ingison to approve MERS Defined Benefit Adoption Agreement Addendums. Supported by Robidoux. Ayes all. Motion carried.

4. Approve Township Projects

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

5. Approve Surplus Equipment Bids

Motion made by Ingison to approve surplus equipment bids as presented. Supported by Robidoux. Item struck from the agenda as it does not meet the dollar threshold for board approval.

L. Commissioners Privilege

Robidoux provided update from CRA board meeting.


M. Extended Public Comment

N. Next Meeting: **Thursday, October 8, 2020 @ 10:00 am**

The next regular meeting is scheduled for Thursday, October 8, 2020 at 10:00 a.m.

O. Adjournment

There being no further business the meeting was adjourned at 12:18 pm.


Heather Braginton – Secretary.


Bill Schwass - Chairman

APPENDIX A

Township Projects Approved on September 24, 2020

JOB #	TWP	ROAD NAME	LOCATION	DESCRIPTION	PROJECT COST
084	BRANCH	SHOSHONE/CHICKASAW	Chickasaw between Navajo & Shoshone, 342' on Shoshone	Full wedge on Shoshone, Outside corner wedge on Chickasaw	\$ 21,943.70
085	BRANCH	WEAVER RD	East of US-10 to Campbell Rd	Wedging on South Side of Road	\$ 21,474.98

REGULAR MEETING MINUTES
MASON COUNTY ROAD COMMISSION
OCTOBER 8, 2020

A. Call to Order

Chairman Schwass called the October 8, 2020 meeting of the Mason County Road Commission held at the Mason County Road Commission at 510 E. State St., Scottville, MI to order at 10:00 am.

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

Visitors: Jim Gallie- Amber Twp

1. Pledge of Allegiance

B. Approval of Agenda

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

1. Conflicts of Interest

Conflicts: None

C. Approval of Meeting Minutes

The minutes of the September 24, 2020 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 8, 2020 Ck #79877 thru ck#79932 for \$166,656.82 and pre-approve payroll #21 for October 15, 2020. 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

Jim Gallie, Amber Twp - Discussed damaged to a road that was caused while Reith & Riley were hauling material to another project. Asked if there was anything that could be done to avoid this issue in the future.

G. Superintendent's report

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

H. County Highway Engineers report

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

I. Manager/Director report

Samuels updated board on current administrative issues.

J. Unfinished Business

1. Approve bid for oversized stone from Deren pit

Nelson provided bids for sale of oversized stone at Deren Pit. Motion made by Ingison to award the bid to Reith & Riley as the high bidder. Supported by Robidoux. Ayes all. Motion carried.

K. New Business

1. Approve township projects

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

2. Approve meeting date change

Conflicts with November 25th meeting discussed. Cancellation may be necessary. Will revisit at November 12th meeting.

3. Approve purchase of work boots for employees

Board is in agreement but feels this is a manager level decision and advised Samuels to move forward as she sees fit.

L. Commissioners Privilege

M. Extended Public Comment

N. Next Meeting: **Thursday, October 22, 2020 @ 10:00 am**

The next regular meeting is scheduled for Thursday, November 12, 2020 at 10:00 a.m.

O. Adjournment

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


Heather Braginton – Secretary
Bill Schwass - Chairman

APPENDIX A

Township Projects Approved on October 8, 2020

JOB #	TWP	ROAD NAME	LOCATION	DESCRIPTION	PROJECT COST
136	GRANT	COUNTY LINE RD	West of Quarterline to end of HMA	Selected Wedging	\$ 36,376.76

REGULAR MEETING MINUTES**MASON COUNTY ROAD COMMISSION
OCTOBER 22, 2020****A. Call to Order**

Vice-Chair Robidoux called the October 22, 2020 meeting of the Mason County Road Commission held at the Mason County Road Commission at 510 E. State St., Scottville, MI to order at 10:00 am.

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

Members Absent: Chairman Schwass

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. Roll Call Vote: Robidoux - Aye, Ingison - Aye. Motion carried.

1. Conflicts of Interest

Conflicts: None

C. Approval of Meeting Minutes

The minutes of the October 8, 2020 regular meeting were reviewed. Motion made by Ingison to approve the minutes as presented. Supported by Robidoux. Roll Call Vote: Robidoux - Aye, Ingison - Aye. Motion carried.

D. Approval of Accounts Payable & Payroll

Motion made by Ingison to approve Accounts Payable vouchers for October 22, 2020 Ck #79939 thru ck#79983 for \$412,864.57 and pre-approve payroll #22 for October 29, 2020. Supported by Robidoux. Roll Call Vote: Robidoux - Aye, Ingison - Aye. Motion carried.

E. Review Accounts Receivable and Contingent Liabilities

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

F. Public Comment

Jim Gallie, Amber Twp - Still has concerns about S. Stiles Rd. Asked if MCRC has a plan to address the water issue yet. Discussion was held regarding options available.

G. Superintendent's Report

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

H. County Highway Engineers Report

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

I. Manager/Director Report

Samuels updated board on current administrative issues.

J. Unfinished Business

1. Quarterly Metrics Update

K. New Business

1. New Hire - Darwin Maidens

Samuels requested board approval to hire current temporary employee, Darwin Maidens.

Motion made by Ingison to increase crew size by 1. Supported by Robidoux. Roll Call Vote: Robidoux - Aye, Ingison - Aye. Motion carried.

L. Commissioners Privilege

Robidoux provided an update from recent CRA meeting.

M. Extended Public Comment

N. Next Meeting: **Thursday, November 12, 2020 @ 10:00 am**

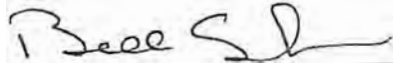
The next regular meeting is scheduled for Thursday, November 12, 2020 at 10:00 a.m.

O. Adjournment

There being no further business the meeting was adjourned at 11:07 am.

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

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

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

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

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

Motion made by Robidoux to approve the agenda as presented. Supported by Ingison. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

1. Conflicts of Interest

Conflicts: None

C. Approval of Meeting Minutes

The minutes of the October 22, 2020 regular meeting were reviewed. Motion made by Ingison to approve the minutes as presented with a correction that Robidoux and Ingison did not attend via zoom. Supported by Robidoux. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

D. Approval of Accounts Payable & Payroll

To approve Accounts Payable vouchers for November 12, 2020 Ck #79988 thru ck#80062 for \$267,535.67 and approve payroll #23 for November 12, 2020 in the amount of \$81,205.59.

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

E. Review Accounts Receivable and Contingent Liabilities

Financial Reports reviewed.

F. Public Comment

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

G. Superintendent's Report

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

H. County Highway Engineers Report

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

I. Manager/Director Report

Samuels updated board on current administrative issues.

J. Unfinished Business

1. November 25th Meeting

November 25th meeting will continue as originally scheduled.

K. New Business

1. Approve Township Projects

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

2. Discussion on preliminary Long-Term Budget

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

3. Discussion on 2021 Capital Outlay Budget

2021 Capital Outlay budget provided by Braginton. Board reviewed.

4. Suggest change on Mailbox Replacement

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

5. Property Rental for 2020-Renewal

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

6. Discussion on winter help

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

7. 2021 Local Road Policy

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

L. Commissioners Privilege

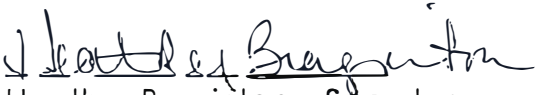
M. Extended Public Comment

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

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

O. Adjournment

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


Heather Braginton – Secretary


Bill Schwass - Chairman

APPENDIX A

Township Projects Approved on November 12, 2020

JOB #	TWP	ROAD NAME	LOCATION	DESCRIPTION	PROJECT COST
092	HAMLIN	DUNVIEW	East of Lakeshore Dr - up hill 250' on N side of rd	Add Bit-curb/spillway	\$ 2,502.85

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

Chairman Schwass called the November 25, 2020 meeting of the Mason County Road Commission held at the Mason County Road Commission at 510 E. State St., Scottville, MI to order at 10:00 am.

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

Members Absent: Secretary/Finance Director Braginton

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

Motion made by Robidoux to approve the agenda as presented. Supported by Ingison. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

1. Conflicts of Interest

Conflicts: None

C. Approval of Meeting Minutes

The minutes of the November 12, 2020 regular meeting were reviewed. Motion made by Ingison to approve the minutes as presented. Supported by Robidoux. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

D. Approval of Accounts Payable & Payroll

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

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

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

E. Review Accounts Receivable and Contingent Liabilities

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

F. Public Comment

None

G. Superintendent's Report

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

2. Township Projects -

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

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

3. Primary work - Miscellaneous shoulder work.

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

5. Forest Service Work - completing as weather allows:

Hamlin Boat Launch Access Rd - 100%

Nurnberg Rd Turnaround Trailhead - 100%

Maple Leaf Access Rd - 60%

Green Rd - 0%

Indian Bridge Access - 0%

Logmark River Access - 0%

6. Winter Maintenance - Ongoing

H. County Highway Engineers Report

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

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

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

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

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

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

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

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

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

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

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

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

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

I. Manager/Director Report

The natural gas pressure washer has been delivered and installed

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

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

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

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

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

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

Attended Paul Bunyan Meeting via ZOOM.

J. Unfinished Business

1. 2021 Local Road Policy

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

K. New Business

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

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

2. COVID-19 Preparedness and Response Plan

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

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

L. Commissioners Privilege

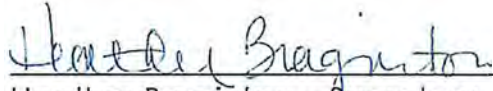
M. Extended Public Comment

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

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

O. Adjournment

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


Heather Braginton – Secretary


Bill Schwass - Chairman

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

Chairman Schwass called the December 11, 2020 meeting of the Mason County Road Commission held at the Mason County Road Commission at 510 E. State St., Scottville, MI to order at 10:00 am.

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

Visitors: Jim Gallie, Amber Twp.

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

Motion made by Robidoux to approve the agenda as presented. Supported by Ingison. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

1. Conflicts of Interest

Conflicts: None

C. Approval of Meeting Minutes

The minutes of the November 25, 2020 regular meeting were reviewed. Motion made by Ingison to approve the minutes as presented. Supported by Robidoux. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

D. Approval of Accounts Payable & Payroll

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

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

Ingison. Roll Call Vote: Schwass - Aye, Robidoux - Aye, Ingison - Aye. Motion carried.

E. Review Accounts Receivable and Contingent Liabilities

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

F. Public Comment

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

G. Superintendent's Report

1. Safety

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

2. Township Projects

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

3. Primary Work

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

4. Culvert Replacement

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

5. Forest Service Work

- 100% Maple Leaf/Taylor Road S. of US-10
- 100% Green Road (Nurnberg to Federal Park Road)
- 100% Indian Bridge Boat Launch
- 100% Log Mark Road Access
- 100% Hamlin Lake Access Roads/Parking Lot Nurnberg Trail Head
- 100% Walhalla PM River Access Boat Launch
- 60% Chauvez Road East of Walhalla (2 miles)
- In Process: Aspen (Walhalla to Poplar)

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

H. County Highway Engineers Report

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

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

2021 Chip Seal – We will be working on selecting roads, estimates & budgets for 2021.

2021 HMA Paving – We will be working on selecting roads, estimates & budgets for 2021.

2021 Pavement Marking – Josh will be working on MDOT documents for the 2021 pavement marking project.

2021 West Forest Trail – Prein & Newhof has submitted the materials required for the GI. MDOT, USFS & MCRC will review the documents. A grade inspection zoom meeting is scheduled for December 17th. USFS Grant is for approximately \$600,000 plus \$150,000 MCRC participation, total cost of construction \$750,000. Based on the MDOT planning guide the project would be bid in May of 2021.

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

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

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

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

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

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

I. Manager/Director Report

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

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

J. Unfinished Business

1. Local Road Policy

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

2. Hurst Mechanical Estimate for Truck Barn Ventilation

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

3. Brine Bids

Table decision on brine bids until next meeting.

4. Shop Foreman New Hire

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

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

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

K. New Business

1. Traffic Signal Replacement Chauvez Rd & PM Highway

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

2. 2020 Amended Budget

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

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

3. Dorothy Pohl Letter

L. Commissioners Privilege

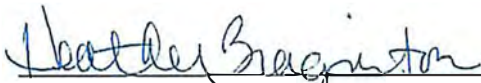
M. Extended Public Comment

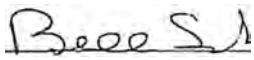
N. Next Meeting: **Wednesday, December 23, 2020 @ 10:00 am**

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

O. Adjournment

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


Heather Braginton – Secretary


Bill Schwass - Chairman

MASON COUNTY ROAD COMMISSION
GENERAL OPERATING FUND
STATEMENT OF REVENUES-AMENDED
For year ending December 31, 2020

REVENUES	2019 Amended Budget 12/31/2019	2020 Adopted Budget 1/1/2020	2020 Amended Budget 6/30/2020	2020 Amended Budget 12/31/2020	Adjustment
FEDERAL SOURCES:					
Federal STP Funds	0	988,000	501,551	381,764	(606,236)
Federal Bridge Funds	887,600	0	0	0	0
Federal Safety Grant	0	0	0	0	0
Federal Forestry Grants (USFS)	0	0	0	0	0
STATE SOURCES					
Engineer	10,000	10,000	10,000	10,000	0
Snow Removal	181,175	181,175	181,175	192,160	10,985
Mileage Transfer			183,156	199,215	199,215
Michigan Transportation Fund	5,774,463	5,774,463	5,858,874	5,874,602	100,139
Other State Contributions	0	0	0	0	0
Local Bridge Funds	166,400	0	0	0	0
Rural Funds - D	0	0	191,449	137,730	137,730
Forest Road - E	48,298	48,298	48,298	48,297	(1)
CONTRIBUTIONS FROM OTHERS					
Township Contributions	1,210,304	1,395,000	1,079,385	1,501,836	106,836
Permits	25,075	20,000	18,100	14,700	(5,300)
Other Contributions	26,900	24,000	2,475	5,068	(18,932)
CHARGES FOR SERVICES					
State Trunkline Maintenance	716,657	742,795	756,906	600,979	(141,816)
State Trunkline Non-Maintenance	661,804	0	100,905	89,758	89,758
Services for Others			0	0	0
OTHER					
Interest Earned	76,511	50,000	64,186	43,365	(6,635)
Rents	0	0	2,873	3,173	3,173
Salvage Sales	6,022	5,000	3,125	2,205	(2,795)
Reimbursements			35,235	60,589	60,589
Sundry Refunds			2,693	2,693	2,693
Handling Charges			0	0	0
Gain On Sale of Property	18,200	0	139,788	139,788	139,788
Gain On Disposal of Equipment	272,669	460,145	954,356	966,621	506,476
Gain On Sale of Inventory			0	0	0
OTHER FINANCING SOURCES:					
Installment Purchase Proceeds	0	0	748,041	748,041	748,041
Lease Purchase Proceeds	262,640	1,843,500	688,414	688,414	(1,155,086)
TOTAL REVENUES	10,344,718	11,542,376	11,570,985	11,710,998	168,622
FUND BALANCE BEGINNING	4,935,135	4,378,279	* 4,046,063	4,046,063	
TOTAL	15,279,853	15,920,655	15,617,048	15,757,061	

* Fund Balance Restated

MASON COUNTY ROAD COMMISSION
GENERAL OPERATING FUND
STATEMENT OF EXPENDITURES-AMENDED
For year ending December 31, 2020

EXPENDITURES	2019 Amended Budget 12/31/2019	2020 Adopted Budget 1/1/2020	2020 Amended Budget 6/30/2020	2020 Amended Budget 12/31/2020	Adjustment
<u>PRIMARY ROAD FUNDS</u>					
Heavy Maintenance	2,749,681	2,474,306	1,643,363	1,954,351	(519,954)
Routine Maintenance	1,314,577	1,421,000	1,684,448	1,527,128	106,128
<u>LOCAL ROAD FUNDS</u>					
Heavy Maintenance	1,416,696	1,430,000	1,382,928	1,764,698	334,698
Routine Maintenance	2,026,512	2,040,000	2,249,625	2,558,816	518,816
State Trunkline Maintenance	710,862	737,000	756,906	597,478	(139,522)
State Trunkline Non-Maintenance	661,804	0	100,905	89,758	89,758
<u>EQUIPMENT EXPENSE</u>					
Direct (A510 - equipment repairs)	1,384,197	1,373,000	1,563,615	1,484,041	111,041
Indirect (A511 - shop expense)	632,743	635,000	758,519	765,706	130,706
Operating (A512 - fuels, oils, parts)	328,448	330,000	279,303	232,900	(97,100)
Equipment Rental	<u>(1,588,264)</u>	<u>(1,600,000)</u>	<u>(1,663,732)</u>	<u>(1,781,240)</u>	<u>(181,240)</u>
Total Equipment (Net)	757,124	738,000	937,705	701,406	(36,594)
ADMINISTRATIVE EXPENSE (NET)	440,545	458,000	519,650	506,914	48,914
CAPITOL OUTLAY EXPENSE (NET)	419,522	1,823,070	856,424	861,832	(961,238)
DEBT SERVICE (NET)	404,250	421,000	1,123,600	1,135,215	714,215
TOTAL EXPENDITURES	10,901,574	11,542,376	11,255,554	11,697,597	155,221
CHANGE IN FUND BALANCE	(556,856)	0	315,431	13,402	
FUND BALANCE ENDING	4,378,279	4,378,279	4,361,494	4,059,464	
TOTAL BUDGET	14,722,997	15,920,655	15,932,479	15,770,463	

MEETING MINUTES

MASON COUNTY ROAD COMMISSION DECEMBER 23, 2020

A. **9:30 a.m. Public Hearing for review of FY 2021 Budget**

2021 Fiscal Year Budget Hearing was called to order at 9:30 am. Motion made by Robidoux to adjourn public hearing at 9:55 am. Supported by Ingison. Ayes all. Motion carried.

B. Call to Order

Chairman Schwass called the December 23, 2020 meeting of the Mason County Road Commission held at the Amber Township Hall at 171 S. Amber Rd., Scottville, MI to order at 10:00 am.

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

Visitors: Jim Gallie - Amber Twp., Nick Mataish - Former Road Commissioner, Senator Curt Vanderwall - Michigan Senate

1. Pledge of Allegiance

C. 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

D. Approval of Meeting Minutes

The minutes of the December 11, 2020 regular meeting were reviewed. Motion made by Ingison to approve the minutes as presented. Supported by Robidoux. Ayes all. Motion carried.

E. Approval of Accounts Payable & Payroll

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

Motion made by Robidoux to approve Accounts Payable vouchers for December 23, 2020 Ck #80214 thru ck#80269 for \$177,536.19 and approve payroll #26 for December 24, 2020 in the amount of \$91,663.64. Supported by Ingison. Ayes all. Motion carried.

F. Review Accounts Receivable and Contingent Liabilities

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

G. Public Comment

Senator Curt Vanderwall presented a Resolution from the State of Michigan to Commissioner Doug Robidoux thanking him for 18 years of dedicated service to the Mason County Road Commission and the County Road Association, County Road Association Self Insurance Fund, and the State of Michigan.

H. Superintendent's Report

1. Safety

Covid Protocol
Mask
Limit Gatherings (6' Distance)
Call in Duties
Sanitize All (Trucks/Equipment) Facilities

2. Township Projects

On Hold: Jackson Road
Start: S. Bayou (On Hold Due to Weather Forecast)

3. Primary Work

Edging When Possible

4. Culvert Replacements

Start Today: Gun Lake Easement Discharge (Pipe 24")

5. P.T Work

90% Deren Road (Clearing Complete, Removing Stumps, Burning Brush, Strip Topsoil & Over Burden)

6. Winter Maintenance

Haul in Winter Sand to Yard from Alexander Pit

I. County Highway Engineers Report

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

2021 Chip Seal – We are working on selecting roads, estimates & budgets for 2021.

2021 HMA Paving – We are working on selecting roads, estimates & budgets for 2021.

2021 Pavement Marking – Josh is working on MDOT documents for the 2021 pavement marking project.

2021 West Forest Trail – MDOT, USFS & MCRC reviewed the documents during the grade inspection zoom meeting held on December 17th. Prein & Newhof will be working on the suggestions as discussed during the GI. Based on the MDOT planning guide the project would be bid in April or May of 2021. USFS Grant is for approximately \$600,000 plus \$150,000 MCRC participation, total cost of construction \$750,000.

2021 Hansen Road – Letters were sent out to the residences with information regarding the upcoming project. We will be staking the ROW in the upcoming weeks for clearing to the ROW by MCRC. I am working on the design and any required grading easements. Project will be bid thru the MCRC. Anticipate bidding project in February or March of 2021.

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

2021 Fountain & Tuttle Road – Engineer is working on GI plans for Fountain & Tuttle Road. Anticipate bidding in the fall of 2021 with construction in spring & summer of 2022.

Jebavy Drive South of US-10 – Contacted Steve Jones & Joel Lipps of Oxichem regarding the permanent easement or purchasing 7' from Oxichem. According to Steve from Oxichem, the easement or purchase will take several months.

Chauvez Road – MCRC has cleared about 2.0 miles between Walhalla Road & Taylor Road. Engineering was contacted during the clearing process to lower a couple of survey markers. USFS has requested additional clearing between Taylor and Masten. Josh is at this time doing survey work for the entire 3 miles of roadway and will be staking the 66-foot ROW. We have discussed upgrading this section of seasonal road to a local road. The clearing and new road will be placed on the section line between Walhalla and Masten Road.

Bridge Inspections – Scott Civil Engineering has completed 33 of the 39 bridge inspections. The other 6 bridge inspections are not due currently. The bridge inspections were completed on time with work recommendations and pictures sent to the MCRC. Scott Civil Engineering did a great job with our bridge inspections...very professional.

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

J. Manager/Director Report

Mailed out packets to all township requesting a list of projects for 2021.

COVID-19 mandates have been extended through January 15, 2021. We will continue to cover all protocol as required.

The exhaust fan for the truck barn should be here to install in the next week.

The shop foreman position has been accepted by Mike Keating. He will start employment at the MCRC on January 4, 2021.

The flashing signal light on the corner of PM Highway and Chauvez Road will be completed today.

Have received several applications for temporary snowplow drivers. J Loeser is going over the applications.

Registered everyone holding a CDL with the Drug & Alcohol Clearing House. This is now required by the Federal Motor Carrier Safety Administration and is an online data base that will give employers and other authorized users real-time information about CDL holders drug and alcohol program violations, thus, improving safety on our Nation's roadways.

Updating the anticipated 5 year plan.

K. Unfinished Business

1. Approve FY 2021 Adopted Budget

Motion made by Robidoux to approve FY 2021 Adopted Budget as presented. Supported by Ingison. Ayes all. Motion carried.

2. Approve Bid for Brine

Motion made by Ingison to award 2021 bid for brine material to Michigan Chloride. Supported by Robidoux. Ayes all. Motion carried.

3. Purchasing Policy

Informational only - no action taken.

4. Use of Road Commission Vehicles

Informational only - no action taken.

5. Subdivision Policy - Typical for approval

Revision to Subdivision Policy presented for approval. Decision tabled until next meeting to allow time for review of changes and any further necessary revisions.

L. New Business

1. CRA Highway Conference - March 9-11, 2021

Commissioners will plan to attend at this time. Will revisit and evaluate situation as it gets closer.

M. Commissioners Privilege

Motion made by Ingison to approve Resolution thanking Robidoux for 18 years of service to the Mason County Road Commission. Supported by Schwass. Ayes all. Motion carried.

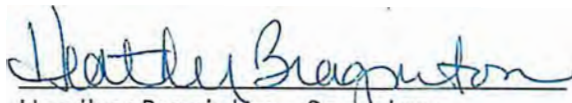
N. Extended Public Comment

O. Next Meeting: **Thursday, January 14, 2021 @ 10:00 am**

The next regular meeting is scheduled for Thursday, January 14, 2021 at 10:00 a.m.

P. Adjournment

There being no further business the meeting was adjourned at 11:54 pm.



Heather Braginton – Secretary



Bill Schwass – Chairman

MASON COUNTY ROAD COMMISSION
GENERAL OPERATING FUND
STATEMENT OF REVENUES-ADOPTED
For year ending December 31, 2021

REVENUES	2020 Amended Budget 12/31/2020	2021 Adopted Budget 1/1/2021
FEDERAL SOURCES:		
Federal STP Funds	381,764	423,000
Federal Bridge Funds	0	0
Federal Safety Grant	0	0
Federal Forestry Grants (USFS)	0	600,000
STATE SOURCES		
Engineer	10,000	10,000
Snow Removal	192,160	192,160
Mileage Transfer	199,215	199,215
Michigan Transportation Fund	5,874,602	6,466,894
Other State Contributions	0	0
Local Bridge Funds	0	0
Rural Funds - D	137,730	0
Forest Road - E	48,297	48,297
CONTRIBUTIONS FROM OTHERS		
Township Contributions	1,501,836	1,035,000
Permits	14,700	15,000
Other Contributions	5,068	619,174
CHARGES FOR SERVICES		
State Trunkline Maintenance	600,979	600,000
State Trunkline Non-Maintenance	89,758	0
Services for Others	0	0
OTHER		
Interest Earned	43,365	45,000
Rents	3,173	0
Salvage Sales	2,205	2,200
Reimbursements	60,589	0
Sundry Refunds	2,693	0
Handling Charges	0	0
Gain On Sale of Property	139,788	0
Gain On Disposal of Equipment	966,621	415,000
Gain On Sale of Inventory	0	0
OTHER FINANCING SOURCES:		
Installment Purchase Proceeds	748,041	0
Lease Purchase Proceeds	688,414	415,000
TOTAL REVENUES	11,710,998	11,085,940
FUND BALANCE BEGINNING	4,046,063	4,059,464 *
TOTAL	15,757,061	15,145,404

* Fund Balance Restated

MASON COUNTY ROAD COMMISSION
GENERAL OPERATING FUND
STATEMENT OF EXPENDITURES-AMENDED
For year ending December 31, 2021

EXPENDITURES	2020 Amended Budget 12/31/2020	2021 Adopted Budget 1/1/2021
<u>PRIMARY ROAD FUNDS</u>		
Heavy Maintenance	1,954,351	3,073,000
Routine Maintenance	1,527,128	1,320,000
<u>LOCAL ROAD FUNDS</u>		
Heavy Maintenance	1,764,698	1,200,000
Routine Maintenance	2,558,816	2,680,000
State Trunkline Maintenance	597,478	600,000
State Trunkline Non-Maintenance	89,758	0
<u>EQUIPMENT EXPENSE</u>		
Direct (A510 - equipment repairs)	1,484,041	1,553,000
Indirect (A511 - shop expense)	765,706	759,000
Operating (A512 - fuels, oils, parts)	232,900	235,000
Equipment Rental	(1,781,240)	(1,780,000)
Total Equipment (Net)	701,407	767,000
ADMINISTRATIVE EXPENSE (NET)	506,914	530,000
CAPITOL OUTLAY EXPENSE (NET)	861,832	275,000
DEBT SERVICE (NET)	1,135,215	619,000
<u>TOTAL EXPENDITURES</u>	<u>11,697,597</u>	<u>11,064,000</u>
CHANGE IN FUND BALANCE	13,401	21,940
FUND BALANCE ENDING	4,059,464	4,081,404
TOTAL BUDGET	15,770,462	15,167,344