

MEETING MINUTES**MASON COUNTY ROAD COMMISSION
JANUARY 13, 2022****A. Call to Order**

Manager Samuels called the January 13, 2022 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 Ingison, Member Conklin, Manager/Director Samuels, Secretary/Finance Director Braginton, County Highway Engineer Nelson, Superintendent Loeser (via Zoom)

Visitors: None

1. Pledge of Allegiance**2. Establish Board Positions**

Motion made by Conklin to nominate Schwass to continue as Chairman. Supported by Ingison. Schwass accepted nomination. Ayes all. Motion carried.

Motion made by Schwass to nominate Ingison for Vice-Chair. Supported by Conklin. Ingison accepted nomination. Ayes all. Motion carried.

3. Establish Meeting Dates

Motion made by Ingison to approve the 2021 Meeting dates as presented. Supported by Schwass. Ayes all. Motion carried.

B. Approval of Agenda

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

1. Conflicts of Interest

Conflicts: None

C. Approval of December 23rd 2021 Meeting Minutes

The minutes of the December 23, 2021 regular meeting were reviewed. Motion made by Ingison to approve the minutes as presented. Supported by Conklin. Ayes all. Motion carried.

D. Approval of Accounts Payable & Payroll

To approve Accounts Payable vouchers for January 13, 2022 Ck #81821 thru ck#81879 for \$548,803.92 and pre-approve payroll #2 for January 20, 2022

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

Motion made by Conklin to approve Accounts Payable vouchers for January 13, 2022 Ck #81821 thru ck#81879 for \$548,803.92 and pre-approve payroll #2 for January 20, 2022. Supported by Ingison. Ayes all. 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

SAFETY - Continuing with Covid protocol even though the restrictions having been relaxed.

MAINTENANCE - Plowing snow and dealing with the freeze thaw cycles. Ordered our backup salt already.

USFS - we have been issued permits for timber sales.

H. County Highway Engineers Report

2023 Jebavy Drive, Category F Grant – A Coordination Meeting is scheduled via zoom on February 7th, 2022. MCRC received a Category F Grant that I applied for in April of 2021. The MCRC will receive \$375,000 for Jebavy Drive from US-10 north to just north of Bryant Road. The project will include adding a right turn lane at SB Jebavy Drive at Johnson Road, extending the left turn lane on NB Jebavy Drive at Bryant, HMA Cold-milling and repaving with HMA. The project is funded for FY 2023. The estimated cost of Construction is \$647,500.

2022 Township Estimates – Josh Bader has been working on Township Estimates for 2022 projects. I am reviewing them and looking at a few of the projects when Josh has questions. Josh will be done with all the requested Township estimates that have HMA or Chip Seal by January 14th, 2022. Josh will work on the other Township estimates; gravel, ditching, clearing next week.

2025+/- Access Road PM Highway to S. Jebavy Drive – Dave Bennett Engineering has completed the Phase II Environmental drilling and water sampling. I should get the results in the next 2 weeks. Still working on correspondence regarding the Market Development Agreement, ALTA Survey and Oxy easement. MCRC has 5 years to build the road per the agreement. Charley has updated the topographical drawing with the easements and known utilities on the property.

2021 Culvert Inventory Data – Engineering received the list of all the culverts that were replaced in 2021 between April through October on January 5th, 2022. We will need to drive to each culvert and log the location, size, depth, length, and material type in the spring after the snow melts. This data is needed to update our culvert inventory as required by MDOT & TAMC.

2022 Hansen Road – Stiles to Amber – I continue to make progress on grading easements, final design, plans, estimates and bidding documents. Project will be bid thru the MCRC. Project will be bid in February of 2022. MCRC sold our 2021 RTF funds, \$619,000 are allocated toward this project.

2022 Fountain & Tuttle Road Structures – Final Documents have been submitted to MDOT. MDOT funding is now \$600,000 for Tuttle Road and \$1,085,000 for Fountain Road; total of \$1,685,000. The Fountain & Tuttle Road project is anticipated to be bid thru the MDOT Bid Letting in March of 2022. The Contractor will have 12 weeks to construct each structure between the months of April thru November 15, 2022. It is anticipated that the project will be constructed between the months of July and November of 2022 due to acquiring the materials for the timber bridge & concrete arch culvert.

2022 Hansen Road (MDOT Funds)– Meyers to Dennis – Project was submitted to MDOT on December 8th for scheduling the GI. MDOT has hired out the GI review to a consultant on December 16th due to budget and staffing. The Consultant has finally scheduled the GI for February 4th, 2022. Preliminary revised estimate is \$680,000. MDOT will participate \$426,204 with MCRC match of \$223,796. Project is now anticipated to be bid in the May or June MDOT Bid Letting due to the delay in scheduling the GI. Project will be constructed between July 5th and September 3rd, 2022.

2022 Hoague & Darr Road (MDOT funds) – KPM has the preliminary GI log plans, estimate and specifications have been submitted to MDOT. Preliminary Estimate is \$950,000. MDOT funding MDOT participation to \$794,534 with a balance of

\$155,466 for the MCRC. An informal GI was conducted via e-mail and phone calls. Final documents have been submitted to MDOT. The project is anticipated to be bid in the March Bid Letting. Project will be constructed between April 15th and July 3rd, 2022.

2022 HMA Surfacing Program – Engineering will be working on the bidding specifications for the 2022 HMA Surfacing Program in early February after the January 31st due date for Township Projects. We have our primary road list picked out for 2022. Anticipate bidding in late February or early March of 2022. I would like all HMA wedging completed by June 15th, 2022 for any road that will be chip sealed. Seasonal Limitations are May 15th to November 1st for HMA paving projects.

2022 Chip & Fog Seal Program – Engineering will be working on the bidding specifications for the 2022 Chip and Fog seal Program in early February after the January 31st due date for Township Projects. We have our primary road list picked out for 2022. Anticipate bidding in late February or early March of 2022. I would like to have all crack sealing completed by July 4th, 2022. The Contractor would have until August 31st, 2022 to complete the chip & fog seal projects. Seasonal Limitations are May 15th to September 1st for Chip & Fog Seal Projects.

2023 Fisher Road Bridge – I sent out a request for proposal (RFP) to 3 Engineering Firms for the design of the Fisher Road Bridge; Scott Civil Engineering, Frank Brechting Engineer & Prein & Newhof. I am waiting for the RFP from Brechting Engineering. I anticipate making a recommendation in our January 27th 2022 board meeting.

I. Manager/Director Report

The Forest Service is issuing us a permit for the north and south sections of Morton Road in Grant Township. The cost for the permits is \$1,604.70. There will be three bids requested for the logging of the trees. After the trees have been logged out, we will remove the stumps.

We received the deed for the Nurnberg Road Property from the County. We will move forward with logging this property the same time as Morton Road so there will be three bids requested for logging on this parcel as well.

The Highway Conference is scheduled for March 8-10, 2022. We should make reservations soon.

Received a quote from North Woods Signs for a billboard to place at the Custer property. Estimated cost was \$14,995.00. Attached FYI. To rent has also been attached.

The claims adjuster was here on Wednesday to assess the fire damage on our Tractor Unit#222.

Waiting on an estimate from Action Traffic to fix the guardrail on Jebavy Drive that was damaged in an accident on 12/18/21. There was extensive damage done to the complete section of guardrail. I have contacted the driver's insurance company and we have been added to the claim.

Attended the County Commissioners Meeting on Tuesday to thank them for processing the Quit Claim Deed to the Numberg Road Property so quickly and to let them know that we are in the process of starting our Site Plan for the Custer Road Property with the intention of placing a cold storage building sometime in 2022.

Ted is currently working on updating our Certification Maps and continues scanning the past permits into the computer while also locating them on the map. Ted has been a real asset to the MCRC with all that he accomplished in 2021.

Ran the required annual query in the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse. This is to be sure there have not been any unreported offenses.

One more week and the new Truck #612 should be up and running.

I have the Snow Path Program all updated again. You will see new Icons this year. Jody has been sending callers to the website, so it is getting much more recognition. It has been working great.

Attached is a memo regarding the Open Meetings Act. All Board members must be physically present at a meeting of a public body to be counted for purposes of establishing a quorum and voting, except for members absent due to military duty.

Attached you will also see CRA's response to federal infrastructure bill and impact to Michigan county road funding. This was not what we were hoping for.

I have been in contact with a gentleman to discuss Grants. Not much to go on yet but we will be looking into a couple of possibilities.

The funding has been wired into our account for the three Kenworth Trucks. The payment will be wired to PACCAR today.

I listened in on a ZOOM meeting on the Final Rules for ARPA Funds. The Municipalities can claim the funds under the Standard Allocation and are

allowed to spend them on anything that is a lawful expenditure of township funds. This does include roads.

Received Fiscal Year 2019 Trunkline Audit back from the State and we will be receiving a refund of \$100,276.

J. Unfinished Business

K. New Business

1. Request to purchase mower attachment for new tractor

Board does not feel that we should commit to a purchase another mower until after we find out what is happening with the insurance claim on the tractor that burned up. We should have the new tractor prepped for it though in case we need to purchase one later.

2. 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 Conklin. Ayes all. Motion carried.

3. Approve 4-way Stop at Intersection of Wilson & Tuttle Rds

Motion made by Ingison to approve four way stop at the intersection of Wilson Rd and Tuttle Rd due to limited sight distance. Supported by Conklin. Ayes all. Motion carried.

4. Approve Resolution to change S. Jebavy Drive from Local Road System to Primary Road System

Motion made by Conklin to approve resolution to change South Jebavy Drive from a Local Road to a Primary Road. Supported by Ingison. Ayes all. Motion carried.

L. Commissioners Privilege

M. Extended Public Comment

N. Next Meeting: **Thursday, January 27, 2022 @ 10:00 am**

The next regular meeting is scheduled for Thursday, January 27, 2022 at 10:00 a.m. Immediately preceding the board meeting will be a facility planning workshop at 9:00 a.m.

O. Adjournment

Manager Samuels requested to go into closed session with the board at 12:15 p.m.

Closed Session ended at 1:28 p.m.

There being no further business the meeting was adjourned at 1:28 p.m.


Heather Braginton - Secretary


Bill Schwass - Chairman

APPENDIX A

Township Projects Approved on January 13, 2022

| JOB # | TWP | ROAD NAME | LOCATION | LENGTH | DESCRIPTION | PROJECT COST |
|-------|---------|-------------------|--|--------|---|--------------|
| 100 | VICTORY | DUST CONTROL | Township Wide | 49.67 | One Double Application. 248,350 gallons (Before Mer | \$ 43,088.73 |
| 102 | VICTORY | VICTORY CORNER RD | Start 105' N of Dewey - South for 1,150' | 0.22 | Select wedge & chip seal with fog (no chipseal on b | \$ 19,722.20 |
| 104 | VICTORY | DEWEY RD | Stiles to Amber | 0.98 | Select wedge & chip seal with fog | \$ 49,780.00 |