

MEETING MINUTES**MASON COUNTY ROAD COMMISSION
JANUARY 14, 2021****A. Call to Order**

Manager Samuels called the January 14, 2021 meeting of the Mason County Road Commission held 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.

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

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

Motion made by Ingison to nominate Schwass to continue as Chairman. Supported by Conklin. 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.

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

1. Conflicts of Interest

Conflicts: None

C. Approval of Meeting Minutes

The minutes of the December 23, 2020 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

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

Motion made by Ingison to approve Accounts Payable vouchers for January 14, 2021 Ck #80270 thru ck#80337 for \$720,315.28 and approve payroll #1 for January 7, 2021 in the amount of \$95,224.00 and pre-approve Payroll #2 for January 21, 2021. Supported by Conklin. Ayes all. Motion carried.

E. Review Accounts Receivable and Contingent Liabilities

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

F. Public Comment

Jim Gallie, Amber Twp - submitted brining contract and potential project list to Samuels.

G. Superintendent's Report

Safety - still following Covid-19 protocol - wearing masks, limiting gathering, calling in duties and sanitizing.

Township Projects - Remaining projects are currently on hold due to weather.

Primary Projects - 70% complete with Hansen Rd project.

Culvert Replacements - on hold

Pit Work - Stumping, brush cleanup, hauling scrap steel (culverts) to padnos next week, stripping topsoil

Winter Maintenance - Cold patching, edging, intersection repairs

Trunkline - Winter patrol, brush cutting - utilizing skidsteer, tractors with brushhead

Forest Service - Starting on Modjeski next week. Coordinating with loggers to do tree removal on E. Chavez. Waiting for permit from Forest Service.

Shop - Equipment Maintenance, Built Root Rake for Dozer, Installing new engine on Truck #44, Setting up new Kenworths 643/644/645, Thumb on excavator 788, Fuel spill clean up coordination with Brenner Oil for their fuel spill. 481 gallons.

H. County Highway Engineers Report

2020 Hansen Road - LaSalle to US-31 – Final quantities have been sent to the contractor for review. Josh continues to work on as builds. We will continue to work on the final paperwork required by MDOT. This will be ongoing for the next 1 to 3 months.

2021 Chip Seal – We have selecting our primary roads and continue to work with Townships on estimates & selecting local roads for 2021.

2021 HMA Paving – We have selected our primary roads and continue to with Townships on estimates and selecting local roads for 2021.

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

2021 West Forest Trail – Onsite meeting to be scheduled in the next week or two to review the clearing. 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 – MCRC crews started clearing ROW to ROW this week. 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 – Project was awarded on January 8th. A preconstruction meeting is scheduled for January 19th. 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.

2025 Mitchel S. Jebavy Drive west to PM Highway – Prein & Newhoff is finishing up the survey description for the purchase of the 3.0 acres+/- of land. Steve Jones & Joel Lipps of Oxichem agree with granting a permanent easement or purchasing 7' from Oxicem for the new roadway. According to Steve from Oxichem, the easement or purchase will take several months.

Jebavy Drive west to Jackson Road – Should the MCRC also pursue negotiations with Consumers Energy & Harsco regarding a possible extension of Mitchel between Jebavy Drive & Jackson?

Chauvez Road – Met with 3 people from the USFS regarding the alignment of Chauvez Road. USFS agreed that placement should be on the survey section

line as staked. The USFS will mark the trees within the right-of-way and send the MCRC a permit to cut wood. The USFS fee for the trees should be a nominal amount of between \$600 - \$1,000. (From prior report) MCRC had 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 & Lucas staked the 2.75 miles of 66' right-of-way. 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.

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.

I. Manager/Director Report

- 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 began employment at the MCRC on January 4, 2021.
- The flashing signal light on the corner of PM Highway and Chauvez Road has been replaced.
- Two temporary snowplow truck drivers have been hired.
- Registered everyone holding a CDL with the Drug & Alcohol Clearing House and I have completed the required annual query. There were no violations reported.
- Updated the anticipated 5-year plan.
- We are on the list this week to receive unused COVID-19 vaccine from the four-day clinics being held this week. If they have any cancellations or no shows, the health department will call individuals from our list. No guarantees. They are tentatively planning on scheduling again in two weeks.

J. Unfinished Business

1. Subdivision Policy

Move to next meeting.

2. 2021 5 Year Plan

Motion made by Ingison to approve 2021 5 year plan as presented.
Supported by Conklin. Ayes all. Motion carried.

K. New Business

1. January Twp officers meeting is cancelled. Next Date is April 15, 2021 hosted by Meade Twp.

Informational.

2. Approve annual payment to PM Twp for First Street - \$9,100

Motion made by Ingison to approve payment to Pere Marquette Township in the amount of \$9,100.00. Supported by Conklin. Ayes all. Motion carried.

3. ATV's on USFS Roads

Board supports USFS decision to open USFS roads to ORV's.

L. Commissioners Privilege

M. Extended Public Comment

N. Next Meeting: **Thursday, January 28, 2021 @ 10:00 am**

Meeting rescheduled for Wednesday, January 27th and 1:00 pm

O. Adjournment

There being no further business the meeting was adjourned at 12:14 pm.



Heather Braginton - Secretary



Bill Schwass - Chairman

MEETING MINUTES
MASON COUNTY ROAD COMMISSION
JANUARY 27, 2021

A. Call to Order

Vice-Chair Ingison called the January 27, 2021 meeting of the Mason County Road Commission held at 510 E. State St., Scottville, MI to order at 1:04 pm.

Members Present: Chairman Schwass (via Zoom @ 1:15 pm), Vice-Chair Ingison and Member Conklin, Manager/Director Samuels, Secretary/Finance Director Braginton, Engineer Tech Bader, Superintendent Loeser, County Highway Engineer Nelson (Via Zoom at 1:28 pm).

Visitors: None

1. Pledge of Allegiance

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 Meeting Minutes

The minutes of the January 14, 2021 regular meeting were reviewed. Motion made by Conklin to approve the minutes as presented. Supported by Ingison. Ayes all. Motion carried.

D. Approval of Accounts Payable & Payroll

Motion made by Conklin to approve Accounts Payable vouchers for January 28, 2021 ck #80338 thru ck #80398 for \$178,939.88 and pre-approve payroll #3 for February 4, 2021. 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

1. Safety – Covid protocol still being followed,
2. Township Projects currently on hold
3. Primary Projects – Hansen Rd clearing complete. Have not started stump removal.
4. Culvert Replacement – On hold
5. Pit Work – working in Amber Pit: Stumping & brush cleanup. Hauling scrap to Padnos as soon as possible
6. Winter Maintenance – Cold Patching and Snow Removal
7. Trunk Line- Winter Patrol, Brush cutting with skidsteer brush head
8. Forest Service – Timber management, Modjeski is in progress, E Chauvez Rd: Loggers moved in 1/26, permit acquired on 1/25

H. County Highway Engineers Report

2020 Hansen Road - LaSalle to US-31 NC – Final quantities have been sent to the contractor for review. Josh continues to work on as builds. We will continue to work on the final paperwork required by MDOT. This will be ongoing for the next 1 to 3 months.

2021 Chip Seal NC– We have selecting our primary roads and continue to work with Townships on estimates & selecting local roads for 2021.

2021 HMA Paving NC – We have selected our primary roads and continue to work with Townships on estimates and selecting local roads for 2021.

2021 Pavement Marking – MDOT submittal folder was created in ProjectWise.

2021 West Forest Trail NC– Onsite meeting to be scheduled in the next week or two to review the clearing. 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 – ROW clearing was completed by the MCRC. Eric is 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 –A preconstruction meeting was held on January 19th. Hallack Contracting is working on submitting their preconstruction documents. The scheduled start date is March 25th with an open to traffic date July 2nd.

2021 Fountain & Tuttle Road NC– Engineer is working on GI plans for Fountain & Tuttle Road. Anticipate bidding in the fall of 2021 with construction in spring & summer of 2022.

2025 Mitchel S. Jebavy Drive west to PM Highway NC – Prein & Newhof is finishing up the survey description for the purchase of the 3.0 acres+/- of land. Steve Jones & Joel Lipps of Oxichem agree with granting a permanent easement or purchasing 7' from Oxichem for the new roadway. According to Steve from Oxichem, the easement or purchase will take several months.

Jebavy Drive west to Jackson Road NC – Should the MCRC also pursue negotiations with Consumers Energy & Harsco regarding a possible extension of Mitchel between Jebavy Drive & Jackson?

Chauvez Road – We received the permit and ready to start clearing the ROW.

2023 Fisher Road Bridge over the Lincoln River NC – 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.

I. Manager/Director Report

Informational Items

- COVID-19 mandates have been extended through February 1, 2021. We will continue to cover all protocol as required.
- The exhaust fan for the truck barn has been delivered and has been installed. See attached picture.

- Have scheduled a Zoom meeting on Thursday for a potential internship for our Engineering Department.
- Several employees have received the COVID-19 Vaccine. The Health Department will continue to call from our list as the vaccine becomes available.
- FYI, I have attached a list of the Mason County Townships that have voted in road millages and the amount of tax dollars the township will receive each year.
- Have mailed Road Contracts to several of the townships for approval. Jay is currently working on estimates for Amber Township.

J. Unfinished Business

1. Truck Cab & Chassis Proposal

Proposals presented for Tandem Blade Truck Cab & Chassis as well as Multi-dump body. Low bid price was recommended by Shop Supervisor Woirol on both bids. Cab & Chassis: Grand Traverse Diesel \$118,000.00. Multi-Purpose Dump Body: Truck & Trailer Specialties: \$36,966.00. Motion by Schwass to accept recommended bids. Supported by Conklin. Ayes all. Motion carried.

Keating also provided a quote for a new sander to put on the military truck. The price was from Heights Machinery for \$10,883.00.

Keating also reported that the Komatsu loader is having overheating issues.

2. Staff Wages

Table until February 11 meeting.

3. Fourth Quarter Operational Goals

Reviewed 2020 operational goal results.

K. New Business

1. Paul Bunyan Zoom Meeting - February 18, 2021

Informational.

2. Update on commuting to and from work (FYI)

Will need to review policy regarding employees taking Road Commission vehicles home.

3. CRA Board of Director's Ballot

Table until February 11th meeting.

L. Commissioners Privilege

Schwass requested that Samuels look at futures pricing for fuel and consider locking in a price through 2022.

Ingison addressed a staff member complaint about inaccuracies in board reports and requested that timely and accurate data be provided to the board.

M. Extended Public Comment

N. Next Meeting: **Thursday, February 11, 2021 @ 10:00 am**

The next regular meeting is scheduled for Thursday, February 11, 2021 at 10:00 a.m.

O. Adjournment

Motion to adjourn made by Conklin. Supported by Ingison. Ayes all. Motion carried. There being no further business the meeting was adjourned at 2:51 pm.


Heather Braginton – Secretary


Bill Schwass – Chairman

MEETING MINUTES**MASON COUNTY ROAD COMMISSION
FEBRUARY 11, 2021****A. Call to Order**

Chairman Schwass called the February 11, 2021 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 and Member Conklin, Manager/Director Samuels, Secretary/Finance Director Braginton, County Highway Engineer Nelson, Superintendent Loeser.

Visitors: Jim Gallie - Amber Twp, Al Bufka - Grant Twp, Zack Clothier & Dexter Dorman - Great Lakes Chloride

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

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

1. Conflicts of Interest

Conflicts: None

C. Approval of Meeting Minutes

The minutes of the January 27, 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

Motion to approve Accounts Payable vouchers for February 11, 2021 Ck #80401 thru ck#80459 for \$700,574.51 and pre-approve Payroll #4 for February 18, 2021.

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

Motion made by Ingison to approve Accounts Payable vouchers for February 11, 2021 Ck #80401 thru ck#80459 for \$700,574.51 and pre-approve Payroll #4 for February 18, 2021. Supported by Conklin. Ayes all. Motion carried.

E. Review Accounts Receivable and Contingent Liabilities

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

F. Public Comment

Great Lakes Chloride - Zack Clothier, Dexter Doman: Following up on bid submitted for brine materials. Looking for clarification on what is deterring us from using them as a supplier.

G. Superintendent's Report

Safety - Covid protocol continuing.

Township Projects - on hold.

Primary work - Hansen Rd project stumps will be done when we get a little warmer weather.

Culvert Replacements - on hold.

Pit Work - Amber Pit - done, Taylor Rd Pit - started burning brush & stumps, Scrapped old culverts to Padnos and brought in excess of \$12,000 in revenue.

Winter Maintenance - Cold patch and Snow and Ice removal on going.

Trunkline - Winter patrol and winter maintenance continues.

Forest Service work - Clearing on Chauvez is in process. Also working on engineering for Modjeski Rd.

Truck #518 - would like to sell and replace with something different for a Foreman truck.

H. County Highway Engineers Report

2021 County Engineers' Workshop – Attended CEW workshop online for updates and CE credits.

Miss Dig – Attended MISS DIG design webinar for new projects. In the past we would contact utility companies and request utility drawings. Most of the time

it took several months and several phone calls and e-mails to get the utility drawings. Sometimes they would not ever respond. The design MISS DIG requires the Utility Companies to respond in 10 days. This will be very useful for future design projects.

Salt Shed – Josh & I surveyed the salt in the barn. Salt on hand was computed at approximately 2,600 tons. MCRC got our order of an additional 2,000 tons this week.

2018-2021 Weaver Road – Reviewed Summary of court document and sent attorney some additional information.

MDOT Grant Applications – Safety Applications FY 2023 are due May 3, 2021. Bridge Applications FY 2024 are due April 5, 2021

USFS Modjeski Road – Jeff, Josh P., Josh B. & I met with the USFS to look at Modjeski Road west of Quarterline Road in Grant Township. Josh B. was surveying the existing property irons and existing trail. Looked at new road alignment and Josh B. completed survey for alignment and designed the new alignment. New alignment is ready to stake once weather improves.

2020 Hansen Road - LaSalle to US-31 NC – Josh is working on the final paperwork required by MDOT. This will be ongoing for the next 1 to 3 months.

2021 MDOT PM Highway Bridge – Attended online preconstruction meeting. Bridge will be closed starting March 1, 2021 thru June 28, 2021. Traffic is detoured on US-10 & US-31. It is anticipated that traffic will increase on First Street for those not wanting to follow the detour.

2021 Chip Seal – Working with Townships on estimates & selecting local roads for 2021.

2021 HMA Paving – Working with Townships on estimates and selecting local roads for 2021.

2021 Pavement Marking – We are close to submitting the GI documents for this project.

2021 West Forest Trail – Correspondence and final reviews for submitting final bidding documents to MDOT. 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 – I continue working on the design and any required grading easements. Project will be bid thru the MCRC. Anticipate bidding project in March or April of 2021.

2021 Rasmussen Road – Review of Contractor submittals and preparing files and survey points for starting in late March. The scheduled start date is March 25th with an open to traffic date July 2nd.

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.

2025 Mitchel S. Jebavy Drive west to PM Highway NC – Our attorney drafted up the purchase agreement to purchase the property. Our attorney suggested that we get a Phase I environmental assessment of the property. MCRC hired Bennett Engineering for this service, LSUM \$2,400. The Phase I Environmental Assessment should be completed in 2 to 3 weeks. I am waiting to hear back from Dan Merrill from Market Development and Steve Jones & Joel Lipps of Oxichem.

2028 Jebavy Drive west to Jackson Road – I have been working with Jerry Bleau from PM Township and contacting persons from Consumers & Harsco regarding this potential project. Received some correspondence but still working on the details.

Miscellaneous – Using Roadsoft to produce maps for combination of Paser Ratings, Culverts, and Average Daily Traffic (ADT) for future maintenance and projects. Mary & I reviewed our 2020 MDOT Category F Grant Application with Alex from MDOT. The MCRC has applied for Jebavy Drive in 2018, 2019 & 2020 but have not received funding. I wanted to see how the project scored and what MDOT saw regarding scoring.

Chauvez Road – Jeff Loeser will update on the status of the clearing.

I. Manager/Director Report

COVID-19 mandates have been extended through March 29, 2021. We will continue to cover all protocol as required. Michigan counties COVID positivity is currently at 4.9% the lowest since mid-October. Several employees have been scheduled this week for the COVID vaccine.

The exhaust fan for the truck barn is working well.

Requested material bids this week that are due on February 24, 2021 and will be read at 11:00 am.

Continue to work on road project contracts for the townships.

The CRA Annual Meeting has been cancelled.

Attended mediation on Wednesday for the Hannah v Mason CRC along with all named parties. It was apparent within the first few minutes that there was not going to be a settlement reached today. The next step will be a case evaluation.

Upon further investigation into the repairs needed for the Komatsu loader after the pump was disassembled, it was found that metal had went through the pump and internal damage was found. The total cost for the repair will now be \$18,041.00.

J. Unfinished Business

1. Update Bid award for Western Star Cab & Chassis

Motion made by Ingison to rescind the motion made on January 27, 2021 to award bid to Grand Traverse Diesel for the 2021 Western Star 4700SB Cab & Chassis and award the bid to D&K Truck Company according to the MI-DEAL contract price. Supported by Conklin. Ayes all. Motion carried.

2. Staff Wages

Motion made by Ingison to approve the following staff raises:

Manager/Samuels: 4%
 County Highway Engineer/Nelson: 5%
 Finance Director/Braginton: 4%
 Superintendent/Loeser: 4% with a \$3,500 Bonus
 Engineer Tech/Syrewicze: 4%
 Engineer Tech/Bader: 4%
 Administrative Assistant/Baunoch: 4%
 Road Foreman/Peters: 4%
 Road Foreman/Fiers: 3%
 Shop Supervisor: Will be evaluated after 6 months on the job

Supported by Conklin. Ayes all. Motion carried.

3. CRA Board of Directors Ballot

Board would like to vote for the sole candidate, Jerry Heim.

4. Time-Lapse Camera

Informational.

K. New Business

1. Approve Township Projects

Motion by Conklin 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. Approval of a Vacation Request - Mika Meyers

Motion made by Ingison to approve vacation request for portions of Fourth, Fifth and Crowley St. Supported by Conklin. Ayes all. Motion carried.

3. Great Lakes Chloride - Brine Discussion

4. Approve Commissioners Code of Conduct

Motion made by Ingison to adopt the 2020 Commissioners Code of Conduct. Supported by Conklin. Ayes all. Motion carried.

5. Sign cover sheet for 2021 Pavement Marking contract

L. Commissioners Privilege

Ingison:

Grader did not have green lights on

Follow up on fuel pricing for 2022

Schedule executive session for Manager's evaluation at next meeting.

M. Extended Public Comment

N. Next Meeting: **Thursday, February 25, 2021 @ 10:00 am**

The next regular meeting is scheduled for Thursday, February 25, 2021 at 10:00 a.m.

O. Adjournment

There being no further business the meeting was adjourned at 1:37 pm.


Heather Braginton - Secretary


Bill Schwass - Chairman

APPENDIX A**Township Projects Approved on February 11, 2021**

JOB #	TWP	ROAD NAME	LOCATION	LENGTH	DESCRIPTION	PROJECT COST
071	CUSTER	WILSON & CONRAD	Selected areas		Selected Wedging in four areas	\$ 9,310.00
072	CUSTER	JOHNSON RD	Scotville City limits to Darr Rd.	0.73	Apply compacted slag 4" x 22' (1797 Tons)	\$ 40,195.48
130	GRANT	DUST CONTROL	Township Wide	32.34	1 Single Application (80,850 Gallons @.1735)	\$ 14,027.48

MEETING MINUTES**MASON COUNTY ROAD COMMISSION
MARCH 1, 2021****A. Call to Order**

Chairman Schwass called the March 1, 2021 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 and Member Conklin, 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 Conklin 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 February 11, 2021 regular meeting were reviewed. Motion made by Conklin 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 February 25, 2021 Ck #80463 thru ck#80514 for \$157,625.76 and pre-approve Payroll #5 for March 4, 2021. Supported by Conklin. Roll Call Vote: Schwass - Aye, Ingison - Aye, Conklin - Aye. Motion carried.

E. Review Accounts Receivable and Contingent Liabilities

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

F. Public Comment

G. Superintendent's Report

Safety: Continuing Covid 19 Protocol - masks, limit gatherings, call in duties, sanitize all trucks, equipment, facilities. Resuming weekly safety meeting in shop where everyone can spread out.

Township Projects: Estimates all complete except Sheridan and Eden. No project list has been received from Eden at this time.

Primary Projects: Will be removing stumps on Hansen Rd project when ground is thawed sufficiently.

Culvert Replacements: Will complete as needed during thaw.

Pit work: Work at Taylor Rd pit is ongoing.

Winter Maintenance: Crews doing clearing of areas with clear vision concerns as well as tree work, Cold patching as needed, Snow and Ice removal.

Trunkline: Winter patrol and Maintenance is ongoing.

Forest Service: Working on Stump removal on Chauvez Rd and staking right of way on Modjeski.

Shop: Kenworth truck prep is almost complete; discussion has been had regarding the use of old superintendent truck as a 2nd service truck for field work.

H. County Highway Engineers Report

2021 MDOT Local Agencies Workshop – Attended MDOT LAP workshop online two ½ days for updates.

2021 Paul Bunyan – Attended the Paul Bunyan online meeting for updates.

2021 MDOT PM Highway Bridge – Notice for Bridge Closure and Map was sent out for Emergency Responders, Schools, Public, and local Contractors.

Grant Township – Gathered information for Al Bufka for questions asked at last board meeting on 2-11-2021.

1. Temporary speed bump for emergency situations – send the information to MDOT for review. MDOT stated that speed bump would need to be tested by MDOT & MSP prior to use. MDOT sent an approved temporary rumble strip that has been tested and approved. Sent this information to Al Bufka.
2. Countyline Road west of Quarterline Road – Al Bufka requested that the MCRC consider changing this from a local to primary. I contacted MDOT and Manistee County Manager to look at this possibility. Red Apple Road in Manistee County is a local road. Manistee CRC do not have any interest in upgrading this road to a primary. MDOT also stated that based on the use of Countyline road and not creating a looped primary system this road is not a good candidate to switch to a primary road. (see attached Map) Countyline road is not a good candidate to upgrade to a primary road since it does not meet the MDOT guidelines.

2021 Chip Seal – Sent estimated quantities to Highway Maintenance for review. Highway Maintenance agreed to hold contract unit prices for the 2021 season. Working with Townships on estimates & selecting local roads for 2021.

2021 HMA Paving – Rieth-Riley agreed to hold contract prices for the 2021 season. Working with Townships on estimates and selecting local roads for 2021.

2021 Pavement Marking – GI documents for this project have been submitted. Anticipate a June or July MDOT bid letting. Anticipate project cost is \$48,000; MDOT \$38,000, MCRC \$10,000

2021 West Forest Trail – Final submittal of bidding documents were sent to MDOT. Anticipate a May or June MDOT bid letting. USFS Grant is for approximately \$600,000 & \$150,000 MCRC (not including cost of construction Engineering) total cost of construction \$750,000.

2021 Quarterline & Hoague Road – MDOT funds would be obligated in June or July 2021 for the US-31 detour route on Quarterline & Hoague. Anticipated cost is \$568,000; \$341,000 MDOT, \$227,000 MCRC.

2025 Mitchell S. Jebavy Drive west to PM Highway – Consumer Power is agreeable to granting a roadway easement. Any relocation of consumers power utilities on the property would need to be paid by the MCRC.

MDOT Bridge Funding – Received e-mail from MDOT Bridge unit stating that the MCRC is required to have all bridge plans and all load ratings (current) uploaded into MiBridge by February 28th, 2021 or risk future bridge funding.

MDOT bridge advisory was sent out in October of 2019 stating that Local Agencies have until October 31, 2021 to complete all load ratings and upload bridge plans. Responded to MDOT questioning the February 28th, 2021 deadline. MDOT replied:

For agencies requesting an extension of their deadline to upload bridge plans and/or load rating documentation in MiBRIDGE, MDOT requires the following provisions:

1. The Agency must review their NBI bridge inventory to determine which structure(s) require collection of field data and/or an updated load rating. Structure(s) where bridge plans and/or load rating documentation exists but has not yet been saved in MiBRIDGE should be listed as well.
2. The Agency must submit a request to MDOT* by 2/28/21 outlining their plan to save all required documents in MiBRIDGE. This plan must include deadlines for completing milestones (such as letting a new contract, completing field work, performing load ratings, etc.), as well as a final completion date. The plan must include quarterly updates (due by 3/31/21, 6/30/21 and 9/30/21) to MDOT detailing the progress made towards the milestones and listing all structure(s) that do not have bridge plans and/or load rating documentation in MiBRIDGE.
3. The proposed plan and deadline will be reviewed by MDOT and a response provided within 10 business days of submittal.

* Email requesting an extension should be sent to Creightyn McMunn (McMunnC@michigan.gov) and Marina Corbi (CorbiM@michigan.gov). Consultants submitting an extension request for their client must include their client on the email.

Spent much of the week locating old bridge plans, scanning into PDF's, compressing PDF's, and labeling PDF's to MDOT format. Uploaded 24 of the 39 bridge plans into MiBridge. Four (4) of the 39 bridge plans had been uploaded previously. The MCRC is missing plans for 11 bridges. Ryan from Scott Civil Engineering will be completing the load ratings for 35 of the 39 bridges. Four (4) of the load ratings are current. Ryan submitted the plan of action on 2-19-2021 to MDOT for review.

Motion made by Ingison to deny request to upgrade County Line Rd west of Quarterline to a primary rd. Supported by Conklin. Ayes all. Motion carried.

I. Manager/Director Report

- Material bids were opened and read on February 24th at 11:00 am. The Bid tabs are attached.
- Continue to work on road project contracts for the townships.
- Received a Working draft Legislative Priorities for 2021 to review. (Attached)
- Attended the February 18th Paul Bunyan Meeting via ZOOM.
- Watched a "What the Heck" webinar sponsored by MCRC SIP with three of their attorneys to discuss some of the cases they have handled with things that could have been handled better. Great tips on how to handle accidents.
- Met with Amber Township a couple of times for project changes.
- Met with Verizon Connect and Verizon Business phone Connect. Verizon Connect supports our Network Fleet. They have a new upgrade called Reveal that offers more for our fleet coverage. I have requested more information.
- Nothing new to report on the settlement for the Quarterline Road Bridge Repairs.

J. Unfinished Business

1. Approval of Material and Equipment Rental Bids

Motion made by Conklin to award the following bids for Materials and Equipment Rental for 2021:

- MOTOR OIL AND HYDRAULIC OIL - The Lyden Oil Company
- GASOLINE AND DIESEL FUEL: All bids accepted and placed on file for 'Spot bid' purposes

- CORRUGATED METAL CULVERTS: Cadillac Culvert
- GUARD RAIL AND POSTS: Jensen Bridge & Supply Company
- BRIDGE MATERIALS: Krenn Timber Bridge Inc.
- COLD PATCH MATERIAL: Unique Paving
- HMA ASPHALT PAVING MATERIAL: Bids accepted from both Reith & Riley and Asphalt Paving
- EQUIPMENT RENTAL RATES: Opened on February 24, 2021 will be placed on file for the lowest responsive Bidder: CIS Snow Plowing and Excavating Inc., Ludington, Petersen & Sons, Pentwater, Hallack Contracting, Hart.

Supported by Ingison. Ayes all. Motion carried.

2. Policies

Revised mailbox policy presented by Samuels for review. No action taken at this time.

3. Fuel Futures Outcome

Samuels received bids for fuel futures pricing for 2022 from two vendors for a quantity of 75,000 gallons. Blarney Castle bid \$2.02 per gallon and Petroleum traders bid \$2.06 per gallon. Motion made by Ingison to award the bid to Blarney Castle as the low bidder. Supported by Conklin. 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 Conklin. Ayes all. Motion carried.

K. New Business

1. Abandonment Request for Groth Road, Hamlin Township

Waiting for approval from Township and easements for utilities before moving forward on this request.

2. Open to the public date

Tentatively planning on April 1st for the date to open the office back up to the public.

3. Surveillance Equipment

Board is in agreement with implementing surveillance equipment and authorizes manager to make the decision on this.

4. Weight Restrictions imposed on March 2, 2021 at 7:00 am

Informational.

L. Commissioners Privilege

Ingison was contacted by CRASIF to apply for Doug's position on their board.

M. Extended Public Comment

N. Next Meeting: **Thursday, March 11, 2021 @ 10:00 am**

The next regular meeting is scheduled for Thursday, March 11, 2021 at 10:00 a.m.

O. Adjournment

There being no further business the meeting was adjourned at 12:24 pm.


Heather Braginton - Secretary


Bill Schwass - Chairman

APPENDIX A

Township Projects Approved on March 1, 2021

JOB #	TWP	ROAD NAME	LOCATION	LENGTH	DESCRIPTION	PROJECT COST
010	SUMMIT	DUST CONTROL	Township Wide	2.49	BRINING	\$ 1,513.80
060	AMBER	DUST CONTROL	Township Wide	7.50	BRINING	\$ 13,012.50
062	AMBER	SIXTH ST	Meyers East to End	0.33	Apply 813 Tons gravel 20' wide, 4 inches deep CIP	\$ 12,390.86
063	AMBER	FIRST ST	Amber to Gordon	0.50	Apply seal coat with fog seal	\$ 15,715.90
064	AMBER	ESTER, WEST, HAROLD	Gordon - around loop - back to Gordon	0.43	Apply seal coat with fog seal	\$ 12,788.00
065	AMBER	JOHNSON RD	Stiles to Brye	2.07	Apply seal coat with fog seal	\$ 61,313.40
066	AMBER	MEYERS RD	Rasmussen Rd South to curve	0.70	HMA flist 1800', then apply chip seal with fog seal	\$ 21,158.00
067	AMBER	FIRST ST	Stiles to Amber	1.02	12 ton Wedge, then apply seal coat with fog seal.	\$ 32,314.50
068	AMBER	CONRAD RD	Stiles - just past Amber	1.10	62 ton Wedge, then apply seal coat with fog seal.	\$ 42,545.50
090	HAMLIN	DUST CONTROL	Township Wide	14.29	BRINING	\$ 18,594.86
091	HAMLIN	DUST CONTROL	Township Wide	7.67	BRINING	\$ 3,326.86
100	VICTORY	DUST CONTROL	Township Wide	49.67	BRINING	\$ 43,088.73
110	SHERMAN	DUST CONTROL	Township Wide	36.29	BRINING	\$ 47,222.36

MEETING MINUTES
MASON COUNTY ROAD COMMISSION
MARCH 25, 2021

A. Call to Order

Chairman Schwass called the March 25, 2021 meeting of the Mason County Road Commission held at the Mason County Airport at 5300 US-10, Ludington, MI to order at 10:00 am.

Members Present: Chairman Schwass, Vice-Chair Ingison and Member Conklin, 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 Conklin 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 March 11, 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

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

Motion made by Conklin to approve Accounts Payable vouchers for March 25, 2021 Ck #80593 thru ck#80644 for \$114,064.33 and pre-approve payroll #7 for April 1, 2021. 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

G. Superintendent's Report

Safety - Continuing Covid protocol, many employees vaccinated, Weekly Safety meetings have resumed, Weekly toolbox talks have resumed.

Township Projects - have completed 13 of 15 Twp supervisor ride alongs, waiting on contracts to come back to get projects scheduled.

Primary Projects - Stumping complete on Hansen Rd between Amber and Stiles.

Culvert Replacements - Miss Digs called in for planned culvert replacements.

Pit Work - we have located approximately 60,000-70,000 tons of gravel in Taylor Pit that can be harvested anytime. Need price on crushing/processing.

Winter Maintenance - Night Patrol ends 3/21. Weekend Shifts ended 3/21.

Trunkline - Brush removal is on hold from 3/1 to 7/21 due to state regulations, We will start ditching on the freeway in April.

Shop - Fire extinguishers to be installed in all trucks, Setting up Brine trailers with hydraulic driven brine pumps, New hydraulic hose building station in progress, Hydraulic stainless pipe flaring tool on order, Security camera system in progress - quotes are in and P.O. has been issued, Having some issues with CAT 259D skid loader - considering trading it in for a 299D/289D to run forestry head for MDOT. Cost would be approximately \$34-36k.

Forest Service Projects - waiting on permits for Modjeski.

H. County Highway Engineers Report

2021 MDOT PM Highway Bridge – Project has been delayed; anticipated start date is unknown at this time.

USFS – Met a second time with representatives from the USFS and Bruce Burke regarding ATV use on USFS/MCRC roads in Branch & Logan Township. USFS would like to rescind the request to restrict ATV use on some of the dual ownership roads.

MCRC agreed to help place stumps to restrict access beyond road with the USFS placing signs to restrict ATV to road use only.

USFS Modjeski Road – Josh & I staked the final ROW for clearing for the new road alignment on USFS Modjeski Road for logging.

Juanita Drive access to Lake Michigan – Mary & I looked at Juanita Drive. A local resident has planted yucca plants in the MCRC to prevent parking. There are "no parking on pavement" signs at this location, but the public would be able to park off the paved road if the yucca plants were removed.

Rural Task Force – Task force meeting was held on March 24, 2021 regarding the additional \$178,000 in COVID-19 relief funds. Ludington Mass Transit will receive \$18,000 and the Mason County Road Commission will receive \$160,000 for road projects. Project must be obligated by 2024.

Small Urban Funding – \$81,000 in COVID-19 relief funding is available to our Small Urban Area (MCRC, Ludington, Mass Transit). A meeting will be scheduled to determine project selection. I contacted Mark from MDOT and funding can be added to an existing project or upcoming small urban project.

2024 Bridge Funds – Request board approval for bridge application for bridges for the FY2024 (see attached list). Bridge applications are due April 5, 2021.

2023 Safety Funds – Reviewed requirements for safety fund grant applications that are due May 3, 2021. Sent the information to Manager, Superintendent, Forman's, and Engineering staff to come up with a list of potential projects for submittal.

2021 Rasmussen Road – Hallack Contracting will be starting the Rasmussen Road project Thursday March 25th, 2021. Josh & I have been staking the ROW, benchmarks, marking tree removals. This project will keep one of us busy most of the day from now until July 2nd.

2021 Chip Seal – Working on final quantities and maps for Highway Maintenance for review. Highway Maintenance agreed to hold contract unit prices for the 2021 season. Working with Townships on estimates & selecting local roads for 2021.

2021 HMA Paving – Working on final quantities and maps for Rieth-Riley. Rieth-Riley has agreed to hold contract prices for the 2021 season. Working with Townships on estimates and selecting local roads for 2021.

2021 Pavement Marking – Final documents for this project have been submitted to MDOT. Anticipate a June or July MDOT bid letting. Anticipate project cost is \$48,000; MDOT \$38,000, MCRC \$10,000

2021 West Forest Trail – Final documents have been submitted to MDOT. MDOT needs to obligate the USFS funds for this project, I will check with Bruce Kazban on the status. Anticipate a June or July MDOT bid letting since the funding has not been obligated. USFS Grant is for approximately \$600,000 & \$150,000 MCRC (not including cost of construction Engineering) total cost of construction \$750,000.

2020 Hansen Road - LaSalle to US-31 – Josh generated the final contract modification to final balance items of work. Waiting on the Contractor for a response.

2021 Hansen Road – I continue working on the design and any required grading easements. Project will be bid thru the MCRC. Anticipate bidding project in April or May of 2021.

I. Manager/Director Report

We will continue to hold our meetings at the airport through April 8th.

Continue to work on road project contracts for the townships. Currently working on contracts for Sheridan and Logan Townships.

We will be updating our Network fleet to the Legacy Platform and adding cameras to our equipment. We are currently working on this change.

I contacted MCRC SIP for an update on the Quarterline Road Bridge Insurance claim. They will be bringing in Attorney Bill Henn for advisement and if necessary, will get him involved to settle this matter.

Attended the Custer Township Board Meeting on March 15. Their only big concern was South Custer Road between Chauvez and Wilson Road. We need to look at wedging this area before the road falls apart. I have discussed this with Jeff and Eric.

Attended the EOC Exercise on March 17th from 9am to 3 pm at the Sheriff department. The title of the exercise was "Statewide Rising Waters". Due to the questions that arose from the participants, Emergency Manager Liz Reimink has scheduled an EOC refresher training on April 7, 2021. There were several new participants.

County Salt has been ordered for the 2021-2022 winter season. MDOT is still working on the contract for State Salt so I will order when it becomes available.

I have asked Emergency Manager Reimink to visit our road commission and offer suggestions for a Fire Safety plan along with severe weather and flooding.

We will be meeting on March 31. She stated that this is part of her job as the Emergency Manager.

Representative O'Malley will be visiting our road commission on April 5, 2021.

We have received three bids to install surveillance cameras around the road commission building. The bid was awarded to Lakeshore Security and Electronics for a total cost installed of \$6,284.44.

As part of our safety protocol, we will be placing fire extinguishers in 24 of our trucks.

J. Unfinished Business

1. Township Projects to be Approved

Motion by Conklin 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. Discuss restricting ATV's on USFS/MCRC shared roads west of Walhalla Road to the PM River in Branch & Logan Townships

After discussion was held with USFS and the Township, USFS has decided to rescind their request.

K. New Business

1. Approve Bridge Project Applications

Motion made by Ingison to approve Resolution to submit bridge applications for FY 2024. Supported by Conklin. Ayes all. Motion carried.

2. Laptops for Commissioners

Quotes provided - Informational.

L. Commissioners Privilege

M. Extended Public Comment

N. Next Meeting: **Thursday, April 8, 2021 @ 10:00 am at the Mason County Airport**

O. Adjournment

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


Heather Braginton – Secretary


Bill Schwass – Chairman

APPENDIX A**Township Projects Approved on March 25, 2021**

JOB #	TWP	ROAD NAME	LOCATION	LENGTH	DESCRIPTION	PROJECT COST
040	LOGAN	DUST CONTROL	Township Wide	16.25	One Single and Two Double Applications	\$ 20,685.54
041	LOGAN	ANTHONY RD	West of Masten	0.25	Cut top of hill down 5', Apply 5" gravel CMP Salvage	\$ 47,387.21
080	BRANCH	DUST CONTROL	Township Wide	14.60	Two Double Application. 73,000 gallons	\$ 25,331.00
081	BRANCH	TAYLOR RD	North of Pit driveway to Filburn Rd	0.22	Remove trees, ditch, two cross culverts	\$ 26,290.12
082	BRANCH	CAMPBELL RD	Hansen to Bockstanz	0.55	Apply 1-1/2" HMA Overlay, gravel edges	\$ 51,890.24
083	BRANCH	TAYLOR RD	From US-10 North to Walhalla Shores driveway	1.10	Selected wedging, seal coat with fog	\$ 59,045.72
084	BRANCH	GOFF ST	Marshall St to Butters	0.12	Apply gravel 20' x 4 inches deep	\$ 4,533.67
085	BRANCH	BUTTERS ST	From Tallman Lake Rd East to Lake St./Goff	0.18	Ditch correction, add cross culvert, apply gravel 20' x 4 inches deep	\$ 12,714.23
086	BRANCH	MAGGIE ST	Butters to Bockstanz to Goff	0.30	Apply gravel 4 inches deep	\$ 11,240.39
095	HAMLIN	EHLER RD	Beaune Rd to Jebavy	0.50	Seal Coat with Fog	\$ 14,225.50
096	HAMLIN	VICTORY DR	Angling to Township Line	0.20	Chip Seal with Fog	\$ 5,651.10
097	HAMLIN	SHERMAN RD	Barnhart Rd to Shagway	0.43	Undercut Clay, then wedge and seal coat with fog	\$ 26,544.92
098	HAMLIN	LINCOLN RD	Dewey Rd to Duneview	1.40	Seal Coat with Fog	\$ 44,061.10
099	HAMLIN	LINCOLN RD	Decker Rd to Dewey Rd	2.00	Seal Coat with Fog	\$ 57,442.50
160	HAMLIN	FOUNTAIN RD	Jebavy to Sherman	0.50	Apply gravel 4 inches deep, compacted in place, 22" thick	\$ 22,586.51
161	HAMLIN	LAKE SHORE DR	South Bayou to middle bayou	0.90	Chip Seal with Fog	\$ 26,031.40
140	FREESOIL	DUST CONTROL	Township Wide	35.78	One Double Application	\$ 31,039.16
141	FREESOIL	STEPHENS RD	Koenig to Stephens	0.37	Ditching, Tree Removal, 2 cross culverts, 4" gravel	\$ 38,131.55
150	MEADE	DUST CONTROL	Township Wide	6.82	One Double - 5000 gallons per mile	\$ 7,000.73
151	MEADE	DUST CONTROL	Bennett Rd	0.35	One Double - 5000 gallons per mile (NO COST SHARE)	\$ 303.63

MEETING MINUTES**MASON COUNTY ROAD COMMISSION
APRIL 8, 2021****A. Call to Order**

Chairman Schwass called the April 8, 2021 meeting of the Mason County Road Commission held at the Mason County Airport at 5300 US-10, Ludington, MI to order at 10:00 am.

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

Visitors: Jim Gallie - Amber Twp, Dick Alway - Amber Twp, Al Bufka - Grant Township

1. Pledge of Allegiance**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 Meeting Minutes

The minutes of the March 25, 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 April 8, 2021 Ck #80646 thru ck#80697 for \$348,275.91 and approve payroll #8 for April 15, 2021

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

Motion made by Ingison to approve Accounts Payable vouchers for April 8, 2021 Ck #80646 thru ck#80697 for \$348,275.91 and approve payroll #8 for April 15, 2021. Supported by Conklin. Ayes all. Motion carried.

E. Review Accounts Receivable and Contingent Liabilities

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

F. Public Comment

Allen Bufka from Grant Township addressed the board to request converting Lasalle Rd from Hoague to US-31 from a local road to a primary road. County Highway Engineer Nelson responded that it does not meet the criteria for a primary road due to its proximity to other primary roads that can also serve as alternate routes for traffic.

G. Superintendent's Report

SAFETY

- Continuing to follow Covid-19 protocol. Crew is having a safety training today on traffic control and work zone safety.
- Colonial Life will be in before the safety meeting to present coverage options available to employees.

TOWNSHIP PROJECTS

- In Progress - Stephens Rd clearing & ditching
- In Progress - S. Bayou Culvert
- Friday - doing earth work on Cable Rd
- Millerton Rd ditching, earthwork, place slag, restoration - 95% complete
- In Progress - Taylor Rd - waiting on utility restoration (Great Lakes)

FOREST SERVICE WORK

- In Progress - Logging on Modjeski
- In Progress - Logging on Chauvez Rd east of Walhalla Rd

STATE TRUNKLINE

- Mostly paving work
- Some ditching to do

DITCHING

- Custer Rd - Tuttle Rd
- Decker Rd - W Forest Trail

CULVERTS (Failed or Damaged)

- Darr Rd
- Tuttle Rd

- W. Forest Trail – 3 each
- Anthony Rd

PITS

- Mac Rd Pit – will start processing soon
- Taylor Rd Pit – Making pit run gravel (2000-4000 cyd)
- Deren Rd Pit – will start processing after Mac Rd pit is complete. (6000-12000 ton)
- East Yard – Re-screening winter sand pile and restacking next week. This material is contaminated with oversized stone.

H. County Highway Engineers Report

Engineer/Tech Position – We will be interviewing two candidates on Monday for this position.

2021 MDOT PM Highway Bridge – Project has been delayed; anticipated start date is unknown at this time.

2024 Bridge Funds – Bridge Applications were submitted for the FY2024 bridge funding.

2023 Safety Funds – Reviewed requirements for safety fund grant applications that are due May 3, 2021. Met with Manager, Superintendent, Forman's, and Engineering staff to come up with a list of potential projects for submittal. I will need to do estimates on the four projects that we are considering for safety funding: Wilson east of Tuttle (sight distance), Kinney Road between Scottville & Schwass (unprotected culvert ending), Masten Road (unprotected culvert ending), Fountain & Quarterline (sight distance).

2021 Rasmussen Road – Clearing and stumps have been completed. Topsoil within the ROW was removed and stockpiled. Existing HMA roadway was pulverized. Sanitary sewer has been installed on west end of project (220'). Josh & I have been staking the ROW, benchmarks, marking tree removals. This project will keep one of us busy most of the day from now until July 2nd. I had a good portion of the week working with Josh on Rasmussen Road. DTE Energy will be upgrading a steel gas main to plastic on the North side of Rasmussen Road. This work is anticipated to start late next week, it will take about 3 days and should not interfere with the Contractor.

2021 MDOT HMA Maintenance Project – Working with MDOT & Rieth-Riley on budget and estimated quantities for approximately 4.0 lane miles of HMA cold-milling and HMA paving on US-31 north of Sugar Grove Road.

Taylor Road Pit – Jeff met with Ken Adams to negotiate pricing for making gravel at the Taylor Road Pit. Jeff & I met with Alan Leman to look at potential gravel at Taylor Road Pit. Alan decided that this was not the right pit for him.

2020 Hansen Road - LaSalle to US-31 – Contractor signed and returned the final contract modification to final balance items of work.

2021 Chip Seal – Working on final quantities and maps for Highway Maintenance for review. Highway Maintenance agreed to hold contract unit prices for the 2021 season. Working with Townships on estimates & selecting local roads for 2021.

2021 HMA Paving – Working on final quantities and maps for Rieth-Riley. Rieth-Riley has agreed to hold contract prices for the 2021 season. Working with Townships on estimates and selecting local roads for 2021.

2018-2021 Weaver Road – Reviewed Summary of court documents and sent attorney sent final summary to the Judge for a decision.

Ludington Area Schools – Attended a post bid interview with Design team and J. Rank Electric regarding the traffic light. J. Rank will be the electrical contractor that installs the Traffic Light. The Road work on Bryant and Jebavy Drive may not start until August of 2021.

NC-2021 Pavement Marking – Anticipate a June or July MDOT bid letting. Anticipate project cost is \$48,000; MDOT \$38,000, MCRC \$10,000

NC-2021 West Forest Trail – Process of transferring of USFS funds to MDOT has started. Anticipate a June or July MDOT bid letting since the funding has not been obligated. USFS Grant is for approximately \$600,000 &

\$150,000 MCRC (not including cost of construction Engineering) total cost of construction \$750,000.

NC-2021 Hansen Road – I continue working on the design and any required grading easements. Project will be bid thru the MCRC. Anticipate bidding project in April or May of 2021.

NC-2023 Fisher Road Bridge over the Lincoln River NC – 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.

I. Manager/Director Report

Informational Items

- We will continue to hold our meetings at the airport through April 22nd.
- Continue to work on road project contracts for the townships. Received contracts from Riverton and Summit Townships.
- We are updating our Network fleet to the Legacy Platform and adding cameras to our equipment. M Keating and I attended a virtual meeting with Verizon to get the process started.
- I contacted MCRC SIP for an update on the Quarterline Road Bridge Insurance claim. They will be bringing in Attorney Bill Henn for advisement and if necessary, will get him involved to settle this matter. No Change.
- Attended the Summit and Riverton Township Board Meeting on April 5. I let Summit Township know about the repairs that will be made to the bridge on PM Highway just south of Anthony Road. This will be a full closure from August to November 5. I explained the brine contract at Riverton's meeting and answered questions on other contracts. I also attended Amber Township's meeting on March 29. They would like an estimate from us to use our summer help for trash pickup along their roadways. And I attended Grant Townships meeting on April 7 to discuss road projects.
- Completed the 2021 MI CIMS quarter 2 exercise. This is provided to give a quick review/refresher of boards on the system.
- A Special Meeting of the RTF was held on March 31 to update the bylaws to permit any or all committee members to participate in a regular or special meeting or to conduct the meeting using any means of communication by which all members participating may simultaneously hear each other during the meeting. The update was approved.
- J Loeser and I met with Emergency Manager L Reimink to work on a Fire Safety plan along with severe weather and flooding. We discussed a preliminary outline and will prepare to have fire drills once the plan is in place.
- Representative Jack O'Malley visited our road commission on April 5, 2021. We discussed how the 2015 Transportation funding has helped our road commission and the process we used to allocate the new funding. We took him on a tour of our facility and pointed out some of the deficiencies. It was a very good meeting and we thanked him for all his hard work as our representative.
- Bids were received and opened on April 6, 2021 at 11 am for Catch Basin Cleaning. Low Bidder was CSB Industries LLC for \$58,951.
- The CRA Live Virtual Awards are being held via the County Road Association of Michigan Website on April 23, 2021 at 2:00 pm.

- I have scheduled a Public Hearing for the Groth Road Abandonment Request for April 22, 2021 at 9:45 am.
- Outside Surveillance to be installed the week of the 12th.

J. Unfinished Business

1. 4 - 10-hour workdays either April 19th or 26th

Will revert to 4 - 10-hour day schedule for the summer on April 19th.

2. Catch Basin Cleaning Bid Award

Motion made by Conklin to award catch basin cleaning bid to CSB Industries as the low bidder. Supported by Ingison. Ayes all. Motion carried.

3. Approve Township Projects

Motion by Conklin 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.

K. New Business

1. Cost for a 299 Cat Skidsteer - \$76,000 None available before July

Discussion held regarding equipment options available. Ingison does not advocate trading in any of our current units. Ingison makes a motion to explore the budgetary options for purchasing a skidsteer and forestry head. Supported by Conklin. Ayes all. Motion carried.

L. Commissioners Privilege

Ingison - We invited Representative O'Malley to visit our facility to show him what we have been doing with the additional funding that we have received.

Schwass - Thanked Samuels for taking the time to attend Township Meetings.

M. Extended Public Comment

Dick Alway - The work done at Amber pit looks great.

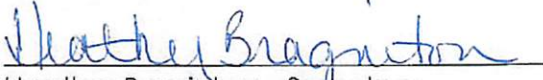
Al Bufka - Complimented the great work that the crews have been doing on Grant Township roads.

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

The next regular meeting is scheduled for Thursday, April 22, 2021 at 10:00 a.m. at the Mason County Airport.

O. Adjournment

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


Heather Braginton – Secretary


Bill Schwass – Chairman

APPENDIX A

Township Projects Approved on April 8, 2021

JOB #	TWP	ROAD NAME	LOCATION	LENGTH	DESCRIPTION	PROJECT COST
011	SUMMIT/RIVERTON	BRYE RD	5803 S Brye continuing South for .2 miles	0.20	Cross culvert, 2 spillways, full lane wedge, valley gutt	\$ 37,333.93
012	SUMMIT	BENEDICT RD	From Hawley South for 1900 feet to turnoff	0.36	Tree removal, apply 4 inches slag and grade	\$ 28,310.16
020	RIVERTON	DUST CONTROL	Township Wide	37.82	One Double Application. 208,010 gallons @ 38%	\$ 66,209.58
022	RIVERTON	SCHWASS RD	Chauvez to Hawley	2.00	Ditching, apply 3" gravel 22 feet wide	\$ 67,774.48
023	RIVERTON	MEISENHEIMER RD	Stiles to Scottville Rd	3.00	Apply Seal Coat with Fog Seal	\$ 89,056.00
024	RIVERTON	SIPPY RD	Appleton Rd west to Hogenson Rd	0.50	Ditching, 6 driveway culverts, 3 inches gravel	\$ 26,394.09
030	EDEN	DUST CONTROL	Township Wide	29.62	1 Double and 1 Single Application. 222,150 gallons	\$ 38,543.02
070	CUSTER	DUST CONTROL	Township Wide	35.85	One Single (2500gl) & Two Double (5000gl) 268,875 g	\$ 46,649.82
111	SHERMAN	STEPHENS RD	Millerton to Manales	0.50	Tree removal, 3 inches gravel compact in place and	\$ 20,326.02
120	SHERIDAN	DUST CONTROL	Township Wide	34.06	One Single, One Double, One Single. 340,600 gallons	\$ 59,094.10

MINUTES**MASON COUNTY ROAD COMMISSION
APRIL 22, 2021****A. PUBLIC HEARING CALLED TO ORDER AT 9:45 AM FOR GROTH ROAD**

At 9:45 a.m. Commissioner Ingison called to order the Public Hearing for the discussion of abandoning a section of Groth Road in Hamlin Township. Manager Samuels explained the reason for the request and expressed her support for approving the request.

There was no public in attendance.

Public Hearing adjourned at 9:55 a.m.

B. Call to Order

Vice-Chair Ingison called the April 22, 2021 meeting of the Mason County Road Commission held at the Mason County Airport at 5300 US-10, Ludington, MI to order at 10:00 a.m.

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

Members Absent: Chairman Schwass

Visitors: Jim Gallie - Amber Township

1. Pledge of Allegiance**C. 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

D. Approval of Meeting Minutes

The minutes of the April 8, 2021 regular meeting were reviewed. Motion made by Conklin to approve the minutes as presented. Supported by Ingison. Ayes all. Motion carried.

E. Approval of Accounts Payable & Payroll

To approve Accounts Payable vouchers for April 22, 2021 Ck #80699 thru ck#80742 for \$99,885.99 and approve payroll #9 for April 29, 2021

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

Motion made by Conklin to approve Accounts Payable vouchers for April 22, 2021 Ck #80699 thru ck#80742 for \$99,885.99 and approve payroll #9 for April 29, 2021. 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

None.

H. Superintendent's Report

1. Safety

- Continuing to follow Covid-19 safety protocol
- Continuing with safety training - have bucket truck training set up.
- Weekly toolbox talks are going well.

2. Training

- Paver training scheduled for 1st & 2nd week of May. We are training 5 crew members to operate the paver.

3. Township Projects

- 40% - Stephens Road (clearing complete)
- 95% - S. Bayou bridge (fence remaining)
- 100% - Cable Road (re-construct/add gravel/tree work)
- 100% - Millerton Road, West of US 31
- On hold - Taylor Road (waiting on utility re-location)
- In Progress - Reek/Conrad/Poplar (mile tree work/ditching/drainage/gravel)
- 100% - Conrad Road (pipe failure 36")
 - Ehler Road, east of Masten Road (gravel/build cul-de-sac)
 - Manales Road, east of Stiles Road (gravel)
 - Tyndall Road (seasonal road-add gravel/fill holes)
 - South Campbell Road (5 corners gravel)
 - Gerber Road, east of Morton Road (gravel)

4. State Trunkline

- Shoulder work/edging

5. Culvert Replacements

- Anthony Road - 100% complete
- Conrad Road - 100% complete
- W. Forest Trail - will be complete in June
- Tuttle Road - will be completed soon

6. Pits/Yard

- Mac Road
- Taylor Road (3000 cyds. pit run stockpiled/setting up screen today to screen out oversize, 1 week of screening)
- Deren Road (Setting up frac tanks for brine)

7. Shoulder Pulling

- Custer (Johnson Road to Stephens Road, 1 mile)
- Custer (1st Street Custer Road to Darr Road, 1.5 miles)
- Logan (Tyndall Road)
- Victory/Hamlin (Fisher Road, Peterson Road to Jebavy Road, 2 miles)
- Riverton (Hogensen- Marrison Road to Meisenheimer Road, 2 miles)

8. Forestry Work

- Modjeski Road (Clearing/stumps removed)
- Chauvez Road (Clearing/stumps removed)

9. Forest Service Work (Logging & Stumps)

- Chauvez Road (Clearing)
- Modjeski Road (Engineering)

10. Equipment - We need to look into adding another rototiller to the fleet to keep up with the shoulder pulling process.

I. County Highway Engineers Report

Engineer/Tech Position – Charley Miszewski, P.S. – has accepted our offer and will start at the Mason County Road Commission on May 3, 2021. Charley is a licensed professional surveyor with 6 years' experience in surveying; including topography, construction staking and AutoCAD. Charley should be a great addition to the Engineering team.

2021 MDOT PM Highway Bridge – Project has been delayed; anticipated start date is Monday April 26, 2021.

2023 Safety Funds – Working on safety fund grant applications that are due May 3, 2021. I will need to do estimates on the four projects that we are considering for safety funding: Wilson east of Tuttle (sight distance), Kinney Road between Scottville & Schwass (unprotected culvert ending), Masten Road (unprotected culvert ending), Fountain & Quarterline (sight distance).

2023 Category F Funding – Working on estimates and grant application that is due on May 3, 2021.

2021 Rasmussen Road – Clearing and stumps have been completed. Topsoil within the ROW was removed and stockpiled. Existing HMA roadway was pulverized. Work continues the Sanitary Sewer and the Storm sewer. The Contractor is having trouble getting the 15" storm sewer pipe, it will not be available until the end of May. Discussed placing 18" pipe in lieu of 15" pipe. Looking at our options. I had a good portion of the week working with Josh on Rasmussen Road. DTE Energy has upgraded a steel gas main to plastic on the North side of Rasmussen Road.

2021 MDOT HMA Maintenance Project – Ken Hildebrand from MDOT called stating that they have another \$50,000 for HMA maintenance (\$250,000 total). MDOT will mark out additional locations for a total of approximately 5.0 to 5.5 lane miles of HMA cold-milling and HMA paving on US-31 north of Sugar Grove Road.

2020 Hansen Road - LaSalle to US-31 – MDOT signed the final contract modification to final balance items of work. Need to process payment and finish up the files for MDOT final review.

2021 Chip Seal – Working on final quantities and maps for Highway Maintenance for review. Highway Maintenance agreed to hold 2019 contract unit prices for the 2021 season. Working with Townships on estimates & selecting local roads for 2021.

2021 HMA Paving – Working on final quantities and maps for Rieth-Riley. Rieth-Riley has agreed to hold 2019 contract prices for the 2021 season. Working with Townships on estimates and selecting local roads for 2021.

2018-2021 Weaver Road – Reviewed additional Summary of court documents and sent attorney sent rebuttal summary to the Judge for a decision.

2021 Pavement Marking – Project will be in the June MDOT bid letting. Anticipate project cost is \$48,000; MDOT \$38,000, MCRC \$10,000

2021 West Forest Trail – Reviewed final proposal and sent approval letter to advertise in June MDOT bid letting. USFS Grant is for approximately \$600,000 & \$150,000 MCRC (not including cost of construction Engineering) total cost of construction \$750,000.

2021 Hansen Road – I continue working on the design and any required grading easements. Project will be bid thru the MCRC. Anticipate bidding project for this year's work depending on Contractors schedules and required utility relocations.

2022 Hoague & Darr Road – Sent out request for soil borings for Hoague Road & Darr Road for our Rural Task Force project.

2022 Hansen Road (Small Urban Funding) – Hansen Road from East of Meyer to Dennis Road.

NC-2023 Fisher Road Bridge over the Lincoln River NC – 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

We are updating our Network fleet to the Legacy Platform and adding cameras to our equipment. I had a ZOOM meeting with the CEO of Snow Paths to discuss this change. He will be working with us on beta testing the new program to assure a smooth update. He stated that they are developing updates to the SnowPaths Software to distinguish between types of trucks and equipment.

I contacted MCRC SIP for an update on the Quarterline Road Bridge Insurance claim. They have brought in Attorney Bill Henn to help move this along. I spoke with him and he stated he would be sending them a letter requesting full payment as billed and will include a draft letter of intent to begin litigation if they do not respond.

Attended the Branch Township Board Meeting on April 8, Meade Township Board Meeting on April 12, PM Township Board Meeting on April 13, and the Hamlin Township Board Meeting on April 15.

Eric and I attended the Region 14 RTF Meeting on April 14 to submit Hoague Road from US-31 to Darr Road as our next corridor Project.

Will renew the rental contract for the Custer property with C Schade for one more year. He will be able to plant after we have completed the soil borings on May 10th.

The CRA Live Virtual Awards are being held via the County Road Association of Michigan Website on April 23, 2021 at 2:00 pm. I will be attending in person.

Outside Surveillance system was installed on April 12th. The project has not yet been completed.

Received an Initial Notice of Intent to Prepare Masterplan from Free Soil Township Planning Commission. They will continue to send updates.

We continue to have T Weinert working on projects in the office. He has completed the following: Updated Certification Maps and the County Map, has downloaded all land corner recordation certificates that include witnesses for all quarter corners and section corners. He has downloaded all Certificates of Surveys for the MCRC to use as reference

for new surveys and Topo's. Has assisted with writing road easements or descriptions. Currently scanning all flat files and old road projects to the server, preserving the old files for reference. He has been invaluable for answering questions regarding the location of files and he has completed the task of adding all the easements and Plats to the township maps. The next project will be to add Utility Site Plans to the township maps. Once this is completed, it will be an ongoing process.

Schedule C Rates for the 299 Cat Skid steer is \$48.29 per hour and the rate for the Forestry Head is \$47.04 per hour.

With the tour of other road commissions behind us now I would like to discuss the formation of a Facility Committee to begin discussions on a new facility for the MCRC.

K. Unfinished Business

1. Approve Groth Road Abandonment

Motion made by Conklin to approve abandonment of Groth Rd. Supported by Conklin. Ayes all. Motion carried.

2. Set meeting location dates

3. Approve Township Projects

Motion by Conklin 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.

L. New Business

1. Request to county for funds due to COVID-19 Loss of Revenue

Finance Director Braginton compiled a summary of expenditures and/or revenue losses incurred by the road commission is FY 2020 due to the Covid-19 pandemic. Samuels is considering asking the county whether any of the covid funds received from the American Rescue Act will be used to assist MCRC in recovering those costs.

M. Commissioners Privilege

Ingison - questioned whether we want to continue the SnowPaths program in the future. Samuels feels that it is beneficial internally as well as to the public, therefore feels that it would be good to continue the use of it.

N. Extended Public Comment

Gallie/Amber - Suggested doing more with the Ludington Daily News because the older generation still reads the news in the newspaper.

O. Next Meeting: **Thursday, May 13, 2021 @ 10:00 am**

The next regular meeting is scheduled for Thursday, May 13, 2021 at 10:00 a.m. at the Mason County Airport. Facility planning committee meeting will take place prior to the board meeting at 9:00 a.m.

P. Adjournment

There being no further business the meeting was adjourned at 11:57 a.m.


Heather Braginton - Secretary


Bill Schwass - Chairman

APPENDIX A**Township Projects Approved on April 22, 2021**

JOB #	TWP	ROAD NAME	LOCATION	LENGTH	DESCRIPTION	PROJECT COST
050	PERE MARQUETTE	DUST CONTROL	Township Wide	0.50	One Double Application. 2,500 gallons	\$ 433.76
051	PERE MARQUETTE	BRADSHAW RD	Lakeshore to Inman	0.49	2 inches HMA overlay	\$ 57,639.76
052	PERE MARQUETTE	JOHN ST	From Jebavy to just west of Emily Kay Ct	0.12	1-1/2 inch HMA overlay	\$ 17,556.28
053	PERE MARQUETTE	RIVERSIDE LANE	East of Hillside Drive	0.28	1-1/2 inch HMA overlay & install risers	\$ 41,421.40
054	PERE MARQUETTE	LAKE SHORE DR	Iris to Buttersville	1.30	1-1/2 inch HMA overlay	\$ 125,709.82
094	HAMLIN	SUGARGROVE RD	East of Lakeshore	0.19	Apply a seal coat with fog seal	\$ 5,271.60
152	MEADE	BUDZYNSKI RD	North of Bennett Rd	0.29	Tree removal, ditching, grade & shape, 4 culverts, 3 li	\$ 21,432.03

MEETING MINUTES**MASON COUNTY ROAD COMMISSION
MAY 13, 2021****A. Call to Order**

Vice-Chair Ingison called the May 13, 2021 meeting of the Mason County Road Commission held at the Mason County Airport at 5300 US-10, Ludington, MI to order at 10:00 am.

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

Members Absent: Chairman Schwass, Secretary/Finance Director Braginton

Visitors: Betty Mackey - Townline Rd resident, Jim Gallie - Amber Twp.

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

Motion made by Conklin to approve the agenda as presented with the addition of a closed session at the end of the meeting. Supported by Ingison. Ayes all. Motion carried.

1. Conflicts of Interest

Conflicts: None

C. Approval of Meeting Minutes

The minutes of the April 22, 2021 regular meeting were reviewed. Motion made by Conklin 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 May 13, 2021 Ck #80743 thru ck#80830 for \$464,019.32 and approve payroll #10 for May 13, 2021. Supported by Conklin. Ayes all. Motion carried.

E. Review Accounts Receivable and Contingent Liabilities

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

F. Public Comment

G. Superintendent's Report

1. Safety
 - Covid 19 Protocol (CDC)
 - Melanie Williams (May 18th-Risk Control)
 - Weekly Toolbox Talk
2. Training
 - Paver training pushed from May to June due to weather
 - Training with Dustin for bucket truck
 - Chainsaw safety moved out to June or July (Scheduling in progress)
3. Township Projects
 - 40%-Stephens Road
 - 25%-Stephens Road
 - Engineering-Anthony Road
 - Done- S. Bayou bridge
 - 80%- Reek Road/Conrad Road/Poplar Road
4. Brine
 - Riverton Township (May 11th & 12th)
 - Sherman Township (May 12th & 13th)
 - Nurnberg Road (May 10th)
5. Failed Culverts
 - List of culverts in progress for DEQ permits.
6. East Yard
 - Storm sewer 180' 15" pipe east side of salt shed
7. Shoulder Pulling
 - Custer- 14 miles

Johnson Road	Reek Road
First Street	Poplar Road

- Tuttle Road Conrad Road
 - Riverton-15 miles
 - Kinney Road
 - Kistler Road
 - Morton Road
 - Victory Township-26 miles

Groth Road	Victory Park
Fischer Road	Fountain Road
Dewey Road	Anderson Road
Vict. Corner	Beyer Road
Dennis Road	Quarterline Road
Peterson Road	Amber Road
Lasalle Road	Dewey Road E. of
Campbell Road	
 - Sheridan Township-8 miles
 - Larsen Road
 - Dewey Road E. of Schoenherr Road
 - N. Campbell Road N. of Millerton Road
- 8. Pits
 - Mac Road Pit-Gravel processing June/July
 - Taylor Pit-Made 5000 ton pit run
 - Deren Pit-Gravel processing June/July
- 9. Forestry Work
 - Modjeski Road/Chauvez Road
 - Woods Trail
 - Potential fire lane contract
- 10. Ditching Drainage
 - Custer Township
 - Decker Road/Custer Road/Tuttle Road
 - Reek Road/Conrad Road/Poplar Road
 - Victory Township
 - Amber Road North of Fountain
 - Branch Township
 - Taylor Road

H. County Highway Engineers Report

Engineer/Tech Position – Charley Miszewski, P.S. – is working out very well. He is very familiar with the GPS & Total Station and Surveying. He has been working with Jay learning the permitting and getting familiar with Township Estimates. He is working on topo surveying a couple of Township Projects and will be helping with descriptions for easements. Charley will make the Engineering team even stronger.

2021 MDOT PM Highway Bridge – The bridge project started Monday April 26th. It is anticipated to be ongoing up to early September (Labor Day), 2021.

2023 Safety Funds – Submitted applications for safety fund grants on Wilson east of Tuttle (sight distance), Jebavy Drive @ Johnson Road (Right Turn Lane),

2023 Category F Funding – Submitted grant application for Jebavy Drive from US-10 to N. of Bryant Road. Full depth milling and repaving with 3.5" of HMA.

2021 Rasmussen Road – Josh has been spending most of his time on Rasmussen Road. Hallack Contracting working on installing storm sewer, sanitary sewer, roadway grading, aggregate base. Anticipate the underground work to be completed in about 3 weeks. Hallack will then construct the concrete curb & gutter, add aggregate base. Anticipate the project being completed before the July 4th holiday.

2021 MDOT HMA Maintenance Project – MDOT has marked out additional locations for a total of approximately 5.0 lane miles of HMA cold-milling and HMA paving on US-31 north of Sugar Grove Road. The MCRC will get approximately 2,500 tons of millings off this job.

2020 Hansen Road - LaSalle to US-31 – Need to process final payment and finish up the files for MDOT final review.

2021 Chip Seal – Working on final quantities and maps for Highway Maintenance for review. Highway Maintenance agreed to hold 2019 contract unit prices for the 2021 season. Working with Townships on estimates & selecting local roads for 2021.

2021 HMA Paving – Working on final quantities and maps for Rieth-Riley. Rieth-Riley has agreed to hold 2019 contract prices for the 2021 season. Working with Townships on estimates and selecting local roads for 2021.

2021 Hansen Road – I continue working on the design and any required grading easements. Project will be bid thru the MCRC. Anticipate bidding project for this year's work depending on Contractors schedules and required utility relocations.

2022 Hoague & Darr Road – Received 3 bids for soil borings for Hoague Road & Darr Road, Iris Road & S. Lakeshore Drive. N&A (\$6,900 with Testing & Engineering Report, \$6,000 for soil borings); E & G Drilling Services (\$6,650 for soil borings, no materials testing or Engineering Report); Soils & Structures (\$11,920 for soils borings and materials testing and Engineering Report, \$8,820 for soil borings). Discussed with Manager and awarded to Nordlund & Associates with a conditional completion date of July 6th and August 1st for Iris Road.

USFS – Discussed MCRC working with the USFS on fire breaks with Scott Peedle. Started communication with Brian Sterns USFS regarding a 5-year contract for working with the USFS on fire breaks. This will be a great opportunity to be able to generate income to purchase forestry head and larger skid steer.

GPS Equipment – Upgrading our data collector (controller) in July or August. Verizon is switching to 4G and the older controller will not support the 4G change using the COOR station. Upgrade was \$3,400 with trade in. Considering a 2nd controller so we will have the capability of surveying with 2 systems. With 3 of us needing the survey equipment and 1 system a 2nd controller would allow for 2 systems (\$8,600).

2021 Pavement Marking – Project will be in the June MDOT bid letting. Anticipate project cost is \$48,000; MDOT \$38,000, MCRC \$10,000

2021 West Forest Trail – Reviewed final proposal and sent approval letter to advertise in June MDOT bid letting. USFS Grant is for approximately \$600,000 & \$150,000 MCRC (not including cost of construction Engineering) total cost of construction \$750,000.

I. Manager/Director Report

The update for our Network Fleet to the Legacy Platform was completed this week with the addition of new GPS units and cameras.

N/C I contacted MCRC SIP for an update on the Quarterline Road Bridge Insurance claim. They have brought in Attorney Bill Henn to help move this along. I spoke with him and he stated he would be sending them a letter requesting full payment as billed and will include a draft letter of intent to begin litigation if they do not respond.

I was in Lansing at the County Road Association Office on the 23rd to accept our Impress Award for Excellence in Communication for our 10-Year Plan.

The staff met on April 27th to discuss township projects and to look at the budget. (Agenda Item). And again, on May 10th to discuss project priorities.

Attended a Zoom meeting with MCRC SIP regarding Insurance and Indemnity Provisions in RC Permits. Received training for our updated GPS System on the 29th Also attended a Zoom meeting regarding Weight Restrictions, a Trunkline Contract Overview, and an RTF Meeting.

Attended the Victory Township Board Meeting on May 3, Logan Township Board Meeting on May 10, and the County Board Meeting on May 11.

Outside Surveillance system was installed on April 12th and has been completed.

Attended the "Managers Retreat" in Gaylord on the 6th and 7th of May. We discussed employee issues, hiring, funding and the political side of road commissions. It was a very good meeting and will attend again next year.

Contacted the Ludington Daily News about doing a series of articles on the MCRC starting with shoulder pulling, culvert replacements, repairing gravel roads and types of gravel being used, and our brining process.

The Virtual Paul Bunyan Meeting is scheduled for Thursday May 20th at 9:30 am.

Had an interview with Mason County Press on Tuesday to talk about road projects.

We have the first three sections of the MCRC Emergency Action Plan and will be setting up a meeting with L Reimink to finalize the plan in the next few weeks.

Eric and I attended an Access Management Meeting yesterday to discuss an existing access at 2835 W US-10. There were no changes needed so the information will be sent to Zoning.

J. Unfinished Business

1. Approve Township Projects

Motion by Conklin 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 Transfer of \$1.5 M from Primary Roads to Local Roads

Motion made by Conklin to approve Transfer of \$1.5 million from the primary road fund to the local road fund. Supported by Ingison. Ayes all. Motion carried.

3. Approve FY 2020 Act 51 Annual Report

Motion made by Conklin to approve the FY 2020 Act 51 Report as presented. Supported by Ingison. Ayes all. Motion carried.

K. New Business

1. Bid to process gravel at the Taylor Rd Pit

Motion made by Conklin to approve bid from Ken Adams Excavating to process gravel at the Taylor Rd pit. Supported by Ingison. Ayes all. Motion carried. Board would like to have a formal contract signed with contractor before the work begins.

2. Approve Engineering Reimbursement Request

Motion made by Conklin to approve the engineering reimbursement request as presented. Supported by Ingison. Ayes all. Motion carried.

L. Commissioners Privilege

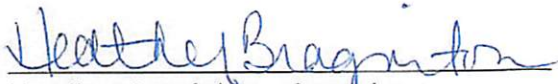
M. Extended Public Comment

N. Next Meeting: Thursday, May 27, 2021 @ 10:00 am

The next regular meeting is scheduled for Thursday, May 27, 2021 at 10:00 a.m. Immediately preceding the board meeting will be a facility planning meeting at 9:00 a.m.

O. Adjournment

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


Heather Braginton – Secretary


Bill Schwass – Chairman

APPENDIX A**Township Projects Approved on May 13, 2021**

JOB #	TWP	ROAD NAME	LOCATION	LENGTH	DESCRIPTION	PROJECT COST
142	FREESOIL	CEMETARY	Freesoil Rd	0.47	Apply slag on cemetery driveway 11 ft wide, 2 Inche	7,334.03
112	SHERMAN	STEPHENS RD	Fountain to Beyer	1.00	Shape and Gravel 3" x 22' compacted in place	\$ 30,631.57
103	VICTORY	FISHER RD	Victory Corner Rd to Peterson Rd	1.30	Seal Coat with Fog Seal	\$ 40,965.30

MEETING MINUTES

MASON COUNTY ROAD COMMISSION MAY 27, 2021

A. Call to Order

Chairman Schwass called the May 27, 2021 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 and Member Conklin, 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 Conklin 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 13, 2021 regular meeting were reviewed. Motion made by Conklin to approve the minutes as presented with an amendment to the location. The meeting was held at the Mason County Road Commission. 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 Conklin to approve Accounts Payable vouchers for May 27, 2021 Ck #80834 thru ck#80886 for \$135,115.77 and approve payroll #11 for May 27, 2021. 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

G. Superintendent's Report

1. Safety - still following covid protocol, having weekly tool box talks, fire extinguishers have been installed in all trucks.
2. Training - training more employees in brine application, paver training in June/July/August, Bucket truck training, Chainsaw safety training
3. Township projects have started - Schwass Rd/Riverton, Stephens Rd/Freesoil, Stephens Rd/Sherman, Budzinski Rd, Anthony Rd
4. Brine - 775,000+ gallons applied to date, we are meeting our schedule
5. Shoulder pulling - 84 lane miles to date
6. Pits - Prepping for gravel processing in Deren Pit
7. Forestry Work - meeting setup for fire lane projects and right of way clearing on forestry roads/shared roads
8. First St - first set of cores complete

H. County Highway Engineers Report

2021 MDOT PM Highway Bridge – It is anticipated to be ongoing up to early September (Labor Day), 2021.

2021 Rasmussen Road – Josh has been spending most of his time on Rasmussen Road. Hallack Contracting working on installing storm sewer (70% complete), sanitary sewer (70% complete), roadway grading, aggregate base. Anticipate the underground work to be completed in about 2 weeks. Hallack will then construct the concrete curb & gutter, add aggregate base. Anticipate the project should be substantially complete by the July 4th holiday.

2021 MDOT HMA Maintenance Project – MDOT has postponed the project. The total cost exceeded the amount allocated for the 3-year maintenance funding. The project will need to be advertised and re-bid. Anticipate the cost of the project increasing 20%+.

2020 Hansen Road - LaSalle to US-31 – Need to process final payment and finish up the files for MDOT final review.

2021 Chip Seal – Sent our estimated quantities and maps to Highway Maintenance and our crews for review. There is approximately 19 miles of local roads (475% increase) and 10 miles of primary roads (25% increase) to be chip & fog sealed this year. Highway Maintenance anticipates starting the chip seal & fog projects after the July 4th Holiday.

2021 HMA Paving – Sent our estimated quantities and maps to Rieth-Riley and our crews for the 2021 work. HMA on local roads about 4,000 tons (decrease 65%) and HMA on primary road about 9,200 tons (40% decrease)

2021 Hansen Road – I continue as time allows to work on the design and any required grading easements. Project will be bid thru the MCRC. Anticipate bidding project for this year's work depending on Contractors schedules and required utility relocations.

USFS – Received maps and preliminary contract for working with USFS on fire breaks. Meeting with Brian from the USFS after June 7th to discuss the work, timeframe and anticipated \$ of contract. This may be a great opportunity to be able to generate income to purchase forestry head and larger skid steer.

GPS Equipment – Will be upgraded our data collector (controller) and ordered a 2nd controller for the GPS (\$8,600). Anticipate receiving the new controller and a second controller in July or August. Verizon is switching to 4G and the older controller will not support the 4G change using the COOR station. Upgraded in December \$ was \$3,400 with trade in. We will soon have the capability of surveying with 2 systems. With 3 of us using the survey equipment a 2nd controller was needed.

2021 Pavement Marking – Project is in the June 4th, 2021 MDOT bid letting (Item #51). Anticipate project cost is \$48,000; MDOT \$38,000, MCRC \$10,000

2021 West Forest Trail – Project is in the June 4th, 2021 MDOT bid letting (Item #35). USFS Grant is for approximately \$600,000 & \$150,000 MCRC (not including cost of construction Engineering) total cost of construction \$750,000.

Future MCRC Property – Soil Borings were completed for future building site for MCRC.

USFS Gravel Pit – Continue to provide additional information to USFS regarding type of drill rig and impacts to the forest for drilling for gravel. Once the USFS agrees, will be hiring 8 to 12 soil borings 40' deep to determine the amount of gravel east of our Mack Road pit.

Traffic Counts – Bob Lee will be completing additional traffic counts on our primary roads that were not completed in 2020, including Townline Road between Quarterline & US-31.

Charley – working on survey and AutoCAD drawings for Anthony Road, Budzynski Road, Popular Road culvert failure (EGLE Permit), Hamlin Lake drainage project. Keeping up on the day to day permits and miscellaneous survey questions.

Ross Drain – Culverts as designed by Spicer did not meet our road requirements for non-guardrail crossings. Increased lengths of culverts to allow for new crossing to be installed without guardrail. Culverts for 3 crossing totaled about \$33,000 for materials.

I. Manager/Director Report

Heather and I attended a meeting in Mt. Pleasant regarding Underfunded Liabilities. This was a very informative meeting put on by the County Road Association.

Attorney Bill Henn has sent a letter to the Central Mutual Insurance Company requesting payment for the damages that were caused by their insured for the damages to the Quarterline Road Bridge. They have 10 days to respond and at such time if they do not a Complaint will be sent to the Mason County Circuit Court to begin proceedings for three times the original amount requested. (Correspondence attached)

Attended the Local Emergency Management Bi-Monthly Meeting.

I have attended the Free-Soil Township Board Meeting on May 17, and also the Eden, Sheridan and Sherman Township Board Meetings on May 18.

J Loeser met with the editor of the Ludington Daily News to do an article for the paper regarding the process of shoulder pulling. It appeared in yesterday's paper. Very good article.

Attended the Virtual Paul Bunyan Meeting Thursday May 20th at 9:30 am. Along with M Ingison and E Nelson.

We have the first three sections of the MCRC Emergency Action Plan and are working with L Reimink on the next section.

Met with the Township Supervisors on Wednesday the 26th at the Custer Townhall to discuss upcoming projects. The meeting was very well attended. The supervisors were advised that we would be bidding out our HMA and Chip Seal next year asked them to get us a list of any projects they are considering for

2022. We also requested the townships to work on a 5-year plan so that we would be able to get plans started in advance. They were given a run-down of all the maintenance work that has been completed and what to expect this summer.

J. Unfinished 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 Conklin. Ayes all. Motion carried.

2. Policy Book Approval

Motion made by Ingison to approve entirety of policy book, as reviewed and presented. Supported by Conklin. Ayes all. Motion carried.

K. New Business

1. FY 2020 Draft Financial Statements

Fiscal Year 2020 Draft Financial Statements provided to the board for review. The auditor will be here for the June 10th board meeting to present final draft.

L. Commissioners Privilege

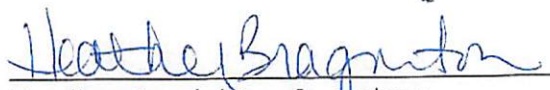
M. Extended Public Comment

N. Next Meeting: Thursday, June 10, 2021 @ 10:00 am

The next regular meeting is scheduled for Thursday, June 10, 2021 at 10:00 a.m. Immediately preceding the board meeting will be a facility planning meeting at 9:00 a.m.

O. Adjournment

There being no further business the meeting was adjourned at 11:22 a.m.


Heather Braginton - Secretary


Bill Schwass - Chairman

APPENDIX A

Township Projects Approved on May 27, 2021

JOB #	TWP	ROAD NAME	LOCATION	LENGTH	DESCRIPTION	PROJECT COST
087	BRANCH	NAVAJO TRAIL	power pole 0218 to just west of comanche	0.20	Apply 1-1/2" HMA Overlay	\$ 24,619.00
088	BRANCH	BOXSTANZE RD	From Campbell Rd east up the hill 200'	0.04	Repair sand hole, add gravel, 2" HMA lip gutter	\$ 11,377.96
089	BRANCH	TAYLOR RD	From US-10 to N Walhalla Shores driveway	1.10	Apply 1" scratch coat over entire roadway	\$ 72,622.00
131	GRANT	LASALLE RD	White Rd to Forest Trail	1.00	Apply gravel 3" deep compact in place 22' wide	\$ 27,849.85
132	GRANT	WHITE RD	Quarterline to Lasalle Rd	1.48	Apply gravel 3" deep compact in place 22' wide	\$ 43,109.48

MEETING MINUTES
MASON COUNTY ROAD COMMISSION
JUNE 10, 2021

A. Call to Order

Facility Planning Meeting was held at 9:00 a.m. and adjourned at 9:55 a.m.

Chairman Schwass called the June 10, 2021 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 and Member Conklin, Manager/Director Samuels (via zoom), 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 Conklin 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 27, 2021 regular meeting were reviewed. Motion made by Conklin 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 Conklin to approve Accounts Payable vouchers for June 10, 2021 Ck #80888 thru ck#80939 for \$316,491.25 and approve payroll #12 for June 10, 2021. 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

Jim Gallie, Amber Twp - State Park has a new sign up at Piney Ridge. Received two calls complimenting the heavier brine.

G. Superintendent's Report

Safety - continuing Covid protocols

Training - Brine application, Traffic Control, Cracksealing

Township Projects - Schwass Rd ditching complete and ready for gravel, White Rd gravel being applied today, Sippy Rd ready for gravel, Stephens Rd/Freesoil being ditched today, Budzinski in engineering phase, Anthony in Engineering phase.

Brine - On schedule

Shoulder pulling - Scottville Rd city limits to Countyline starts Monday - 16 lane miles of primary pavement being ditched, cracksealed, wedged and chip sealed

Pits - Prepping for gravel in Deren Rd pit - Screening stone to supplement processing

USFS/DNR - Woods Trail project - improve drainage and access trails

USFS - Federal Forest Fire department contacted us about a 10 year contract to do fire break maintenance on Forest Service roads.

H. County Highway Engineers Report

2021 MDOT PM Highway Bridge – It is anticipated to be ongoing up to early September (Labor Day), 2021.

2021 Rasmussen Road – Josh has been spending most of his time on Rasmussen Road. Hallack Contracting working on grading and adjusting catch basins for

concrete curb & gutter. Storm sewer & sanitary sewer is completed, and mandrel tested. Roadway grading is 90 % complete. Hallack will need to install a few driveway culverts and a downspout at the east side of the gulley. Concrete Curb & Gutter is scheduled for Friday & Monday. Anticipate the first course of HMA on Monday June 21st. Anticipate the project should be substantially complete by the July 4th holiday.

2021 MDOT HMA Maintenance Project – MDOT has responded to the questions regarding the bid specifications. I will be putting bid documents for the project, advertising and taking bids in the next 2 to 3 weeks.

2020 Hansen Road - LaSalle to US-31 – Need to process final payment and finish up the files for MDOT final review.

2021 Chip Seal – MCRC crews working on crack sealing and roads that need culverts, undercuts and HMA patching. Rieth-Riley will have the wedging completed for any of the chip seal roads in June. Highway Maintenance anticipates starting the chip seal & fog projects after the July 4th Holiday.

2021 HMA Paving – Rieth-Riley has paved a few of our Township projects. Other roads will be paved as the MCRC crews get the preparation work completed.

2021 Hansen Road – I continue as time allows to work on the design and any required grading easements. Project will be bid thru the MCRC. Anticipate bidding project for next year's work depending on Contractors schedules and required utility relocations.

USFS – Met with Brian Stems & another representative from the USFS regarding tree removals to the ROW and fire breaks. There are approximately 295 miles of roads that they want to remove trees to the ROW and 629 acres of fire breaks. Discussed completing this work in a 10-year period. Very preliminary Jeff & I estimated the yearly income to be approximately \$150,000 per year. The MCRC would need to complete about 30 miles of ROW clearing and 60 acres of fire breaks each year. Probably 8 to 10 weeks of work for 2 to 3 guys. This may be a great opportunity to be able to generate income to purchase forestry head and larger skid steer.

2021 Pavement Marking – Project was bid on June 4th, 2021, MDOT bid letting (Item #51). Michigan Pavement Marking was the low bidder at \$49,828.06; Eng. Estimate was \$48,000; MDOT \$38,000, MCRC \$10,000

2021 West Forest Trail – Project was bid on June 4th, 2021, MDOT bid letting (Item #35). Rieth-Riley was low bidder at \$798,468.73. Engineer Estimate was \$823,000.

Small Urban Task Force – Met with members of the Small Urban Task Force to finalize the project for the \$80,000 in additional COVID-19 funding. The additional \$80,000 will be added to the Hansen Road project from east of Meyers to Dennis Road. MDOT funding \$375,000, Additional funding \$80,000, MCRC portion \$400,000. Total project estimated at \$850,000+/-.

Anthony Road – Logan Township – Charley has the survey completed and topo drawn. We need to get an EGLE permit for a culvert crossing and finish the design on the hill cut for sight distance.

Misc. Township Projects – Charley & I continue to work on Hamlin Township Drainage project, Budzynski Road turn-a-round, and EGLE permit crossings. Received 2 ELGE permits and 1 other culvert crossing a permit was not required after completing the survey and determination that work would not impact wetlands.

I. Manager/Director Report

Attorney Bill Henn has received a counteroffer for the damages to the Quarterline Road Bridge.

I attended the Summit and Riverton Township Board Meetings on June 7.

We have the first three sections of the MCRC Emergency Action Plan and are working with L Reimink on the next section. Ongoing.

Adds have been placed to fill an open mechanic's position. Have received one application to date.

Attended the County Board meeting last night to give our annual report along with Commissioner Schwass and Commissioner Ingison. Prepared and sent a letter to Senator Vanderwall and Representative O'Malley urging them to Support FY 2021 and FY 2022 Additional Funding for Local Road Agencies. (Letter attached).

J. Unfinished Business

1. Presentation of FY 2020 Audited Financial Statements

Tom Smith from Smith & Klaczkiwicz attended and presented the FY 2020 Audited Financial Statements to the board.

2. Approve Township Projects

Motion by Conklin 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.

K. New Business

1. Resolution to approve contract for 2021 Pavement Markings

Motion made by Conklin to approve Resolution to enter into a contract with the Michigan Department of Transportation for Pavement Marking work to be completed on various county routes. Supported by Ingison. Ayes all. Motion carried.

2. Resolution to approve contract for West Forest Trail

Motion made by Conklin to approve Resolution to enter into a contract with the Michigan Department of Transportation for Crushing, Shaping and HMA Asphalt Paving to be completed on West Forest Trail. Supported by Ingison. Ayes all. Motion carried.

3. MCRCSIP Ballots

Motion made by Conklin to vote for John Rogers for the At-Large position available on the MCRCSIP Board of Directors. Supported by Ingison. Ayes all. Motion carried.

Motion made by Conklin to vote for Tony Casali for the Northern position available on the MCRCSIP Board of Directors. Supported by Ingison. Ayes all. Motion carried.

4. CRASIF Call for Candidates

There was no interest expressed in running for a position on the CRASIF Board of Directors.

L. Commissioners Privilege

M. Extended Public Comment

N. Next Meeting: Thursday, June 24, 2021 @ 10:00 am


The next regular meeting is scheduled for Thursday, June 24, 2021, at 10:00 a.m. Immediately preceding the board meeting will be a facility planning meeting at 9:00 a.m.

O. Closed Session

Entered Closed session at 12:03 p.m. Closed session adjourned at 12:09 p.m.

P. Adjournment

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



Heather Braginton – Secretary



Bill Schwass – Chairman

APPENDIX A**Township Projects Approved on June 10, 2021**

JOB #	TWP	ROAD NAME	LOCATION	LENGTH	DESCRIPTION	PROJECT COST
031	EDEN	SIPPY RD	Red gate E of Tailquist to Stickney	1.52	Place gravel 22' wide 3 inches thick compacted in p	\$ 61,760.58
032	EDEN	SIPPY RD	Stickney Rd to Custer Rd	0.50	Place gravel 22' wide 3 inches thick compacted in p	\$ 20,349.09
133	GRANT	LASALLE RD	White Rd - S past Freesoli Rd	0.30	Apply a seal coat with fog seal	\$ 11,014.70

MEETING MINUTES

MASON COUNTY ROAD COMMISSION JUNE 24, 2021

A. 9:00 a.m. Facility Planning Workshop

B. Call to Order

Chairman Schwass called the June 24, 2021 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 and Member Conklin, Manager/Director Samuels, Secretary/Finance Director Braginton, County Highway Engineer Nelson, Superintendent Loeser.

Visitors: Jim Gallie, Amber Twp.

1. Pledge of Allegiance

C. Approval of Agenda

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

1. Conflicts of Interest

Conflicts: None

D. Approval of Meeting Minutes

The minutes of the June 10, 2021 regular meeting were reviewed. Motion made by Conklin to approve the minutes as presented. Supported by Ingison. 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 Ingison to approve Accounts Payable vouchers for June 24, 2021 Ck #80943 thru ck#81000 for 227,101.17 and approve payroll #13 for June 24, 2021. Supported by Conklin. Ayes all. Motion carried.

F. Review Accounts Receivable and Contingent Liabilities

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

G. Public Comment

Gallie/Amber Twp - Questioned process for patching potholes, Loeser explained process.

H. Superintendent's Report

Safety: Have withdrawn covid protocols and resumed our usual pre-covid procedures.

Training - Have been cross training some employees in the brining and also graders.

Township Projects - Working on Budzynski, White Rd graveling (complete), Stephens Rd (ready for gravel), and LaSalle graveling is in progress.

Brine: Brining is on schedule.

Shoulder Pulling: Completed 18 lane miles of shoulder pulling on Scottville Rd. Stiles and Marrison North are in progress.

Pits: Stone screened in Deren pit for gravel making process.

Forest Service/DNR: Contracts have been signed with the DNR and working on Timber project on Morton Rd.

Amber/First St: Initial evaluation/boring cores completed, We have isolated 5 areas of concern, Additional cores will be done as soon as possible.

I. County Highway Engineers Report

2021 MDOT PM Highway Bridge – It is anticipated to be ongoing but should be completed by September (Labor Day), 2021.

2021 Rasmussen Road – Josh has been spending most of his time on Rasmussen Road. HMA leveling course was placed on Saturday 6-19-2021 but was not completed due to rain. The HMA leveling course was completed on 6-22-2021. Hallack Contracting is working on backing the C&G, preparing driveways for HMA and placing topsoil. Rieth-Riley is scheduled to pave the drives to the ROW on Thursday 6-24-2021. Hallack will adjust the Sanitary manholes prior to HMA surface. HMA surface course, restoration, guardrail and

pavement markings scheduled for next week. Anticipate the project should be substantially complete by the July 4th holiday.

2021 MDOT HMA Maintenance Project – MDOT has responded to the questions regarding the bid specifications. I will be putting bid documents for the project, advertising and taking bids in the next 2 to 3 weeks.

2021 Chip Seal – Highway Maintenance looked at and measured the roads for chip & fog seal. Anticipate doing this work about the 3rd week in July. MCRC crews working on crack sealing and roads that need culverts, undercuts and HMA patching. Rieth-Riley will have the wedging completed for any of the chip seal roads in the next 2 to 3 weeks. Highway Maintenance anticipates starting the chip seal & fog projects after the July 4th Holiday.

2021 HMA Paving – Rieth-Riley has paved a few of our Township projects. Other roads will be paved as the MCRC crews get the preparation work completed.

2021 Hansen Road – I continue as time allows to work on the design and any required grading easements. Project will be bid thru the MCRC. Anticipate bidding project for next year's work depending on Contractors schedules and required utility relocations.

Anthony Road – Logan Township – Charley has the survey completed and topo drawn. We need to get an EGLE permit for a culvert crossing and finish the design on the hill cut for sight distance. Charley has been working on this as time permits.

Misc. Township Projects – Charley & I continue to work on several misc. projects. Morton Road alignment, Hamlin Township Drainage project, Budzynski Road turn-a-round, and EGLE permit crossings.

USFS Gravel Pit – Received additional correspondence regarding USFS property east of our pit. It sounds very promising that the MCRC will be able to produce gravel on USFS property by 2024 or 2025 assuming that there is not any public controversy.

- Summer 2021 - Receive full exploration proposal from MCRC
- Fall 2021 /Spring 2022 – Forest Service completes resource surveys
- Summer 2022 – FS authorizes MCRC to perform mineral exploration
- Fall 2022 – MCRC requests mining operation permit from FS
- Winter 2022/Spring 2023 – FS scopes project, prepares environmental assessment (with public scoping)
- Summer 2023 – Environmental assessment complete, authorize mining activities

All Aggregates - Alan Leman will be moving into our Deren Road pit next week to make 10,000 to 12,000 tons of 22A/23A gravel. I will be sending him a new

purchase agreement for \$2,000 MOB + \$4.50 per ton for the gravel. The MCRC has already screened about 1,600 tons of stone that will be added to the bank run material for processing.

MCRC Asset Management Plan – Received proposal from P&N for our MDOT required Asset Management Plan. The cost of this plan is \$14,500. I need Board Approval to proceed with P&N for this asset management plan.

Jebavy to PM Highway Access Road – We finally hear back from the attorney for Market Development Co. regarding the purchase agreement. Our Attorney & their attorney are working out the details of the agreement. I have been gathering information as required.

Jebavy Drive & Bryant Road Traffic Light – I have received information regarding the traffic light. I will be reviewing it and working with the Engineer to work out any misc. details.

J. Manager/Director Report

Infrastructure Claims Consulting has accepted our counteroffer for the damages to the Quarterline Road Bridge in the amount of \$22,000.00. The documents have been signed and sent in.

We have received a check from Oakland County for the exchange of Federal Aid Funds in the amount of \$619,174.00.

We have received three applications for the shop mechanic position. Will conduct interviews next week.

I have entered our red truck in the Freedom Festival Parade for July 4th. Banners have been ordered.

Still having a few issues with the Reveal System for the cameras. Once they are all up and running, we will need to decide how many we want to have in operation. They can be turned off and on at any time.

Received what is believed to be our last COVID-19 Advisory Memo.

Will be attending the MCRC SIP Annual Workshop and Membership Meeting on July 21-22. The Public Relations Workshop is scheduled for August 17.

The Western Michigan Fair is scheduled from August 10th to the 14th. This would be a good opportunity to meet county residents and talk about what we do. The application is due asap.

K. Unfinished Business

1. Approve Policy for Adopt-a-Roadway Program

Table decision on this policy until we investigate our liability.

L. New Business

1. Approve proposal from Prein & Newhof to complete Asset Management Plan

Motion made by Conklin to approve proposal from Prein & Newhof to complete Asset Management plan. Supported by Ingison. Ayes all. Motion carried.

M. Commissioners Privilege

Motion made by Ingison to put on the record that if we should receive any covid relief funds from Mason County that we intend to invest those funds in primary road improvement projects. Supported by Conklin. Ayes all. Motion carried.

Schwass suggested that we order red trucks going forward. Board and staff agreed that they look nicer and the paint holds up better in the weather.

N. Extended Public Comment

O. Next Meeting: **Thursday, July 8, 2021 @ 10:00 am**

The next regular meeting is scheduled for Thursday, July 8, 2021 at 10:00 a.m. Immediately preceding the board meeting will be a facility planning meeting at 9:00 a.m.

P. Adjournment

There being no further business the meeting was adjourned at 11:30 a.m.


Heather Braginton - Secretary


Bill Schwass - Chairman

MEETING MINUTES**MASON COUNTY ROAD COMMISSION
JULY 8, 2021****A. 9:00 a.m. Facility Planning Workshop****B. Call to Order**

Chairman Schwass called the July 8, 2021 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 and Member Conklin, Manager/Director Samuels, Secretary/Finance Director Braginton, Engineer Tech Bader, Superintendent Loeser.

Members Absent: County Highway Engineer Nelson

Visitors: Jim Gallie, Amber Twp.

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

Motion made by Conklin to approve the agenda as presented. Supported by Ingison. Ayes all. Motion carried. Manager Samuels requested a closed session at the end of the meeting.

1. Conflicts of Interest

Conflicts: None

D. Approval of Meeting Minutes

The minutes of the June 24, 2021 regular meeting were reviewed. Motion made by Ingison to approve the minutes as presented. Supported by Conklin. Ayes all. Motion carried.

E. Approval of Accounts Payable & Payroll

Motion to approve Accounts Payable vouchers for July 8, 2021 Ck #81004 thru ck#81065 for \$400,710.58 and approve payroll #14 for July 8, 2021.

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

Motion made by Conklin to approve Accounts Payable vouchers for July 8, 2021 Ck #81004 thru ck#81065 for \$400,710.58 and approve payroll #14 for July 8, 2021. 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

Nick Mataish addressed the board regarding incorrect speed limit postings on S. Scottville Road south of the city limit.

Jim Gallie / Amber - We missed a few spots of wedging on First St and would like to have those done before we seal coat. Also need some flashing signs at US-10/Stiles to warn of an oncoming traffic of a signal change.

H. Superintendent's Report

Safety - Changing Toolbox Talks to Tuesdays.

Training - Training various employees on running the sand screen.

Township Projects - working on Budzynski Rd and it is greatly improved. Credit to Meade Twp for initiating that project. Stephens Rd is ready to pave. Stephens Rd almost complete. White Rd is complete. LaSalle Rd is complete. Guernsey Rd is almost complete. Campbell Rd/Bockstanze is ready to pave. Brie - widening is in progress. Bass Lake Road rip-rap is complete.

Failed Culverts - Culvert replacement on Porter Rd is complete.

Shoulder Pulling - on hold until rain stops.

Pits - 22A gravel is all out of Alexander pit and sand is still remaining. Plan to get that out before end of year. Setting up crusher in Deren pit to screen rock. Hauling out of new 22a gravel stockpile at Mac Rd pit. No activity in Taylor Rd pit. Found a good stockpile area at Custer property for 22a to build road for sand hauling in the winter.

Amber/First St - Scheduled to do additional cores next week.

I. County Highway Engineers Report

2021 Rasmussen Road – HMA surface course was completed on Monday 6-28-2021. Nashville Construction installed guardrail on Tuesday 6-29-2021 and restoration was completed by S. Hayes on Wednesday 6-30-2021. Michigan Pavement markings completed the pavement markings and opened the road Thursday 7-1-2021 at 6:00 pm.

2021 HMA Paving – Rieth-Riley has completed three more township projects, two for Pere Marquette Twp and one for Grant Twp.

Surveying/Permits – Charley completed an alignment and ROW staking project for clearing on Morton Rd in Grant Township. Keeping up on the day to day permits and miscellaneous survey questions.

J. Manager/Director Report

Infrastructure Claims Consulting has accepted our counteroffer for the damages to the Quarterline Road Bridge in the amount of \$22,000.00. The documents have been signed and sent in. We have not received a check yet. B Henn will follow up again in two weeks.

Prepared a follow up letter to the County Board regarding the ARA.

The next Township Officers Meeting is scheduled for July 15th, 7:30 pm hosted by Meade Township. Guest speaker to talk about the American Recovery Act.

Received 6 applications for the Mechanic position and interviews are scheduled for next Monday.

The July 4th parade went well. A big thank you to Aaron Vandevoorde for driving the truck, M Keating for ordering the banners, and to the staff and family members that handed out candy.

Working on the 2022-2024 Union Contract. Will be meeting with the new Union BA on July 19 and 26th.

Will be attending the MCRC SIP Annual Workshop and Membership Meeting on July 21-22. The Public Relations Workshop is also scheduled for August 17 and will attend.

The Western Michigan Fair is scheduled from August 10th to the 14th. I have registered us for a booth and outside space for a truck. We will be required to be on site by noon until 10 pm from Tuesday thru Saturday. We are in the process of preparing brochures and any other information of interest to the public. There will be a schedule for volunteers to sign.

I met with Hamlin Township Supervisor Nancy Vandervest, Senator Vanderwall, County Commissioner Jody Hartley and several other Township personnel to discuss the condition of the South Bayou Bridge. We were provided with a boat ride to get a good look at the underside of the structure. Senator Vanderwall will take part in the discussion on how to distribute the 1.5-billion-dollar funding that will be available and is going to recommend the township to be considered to receive a portion of those funds to replace the South Bayou Bridge. I have requested an updated inspection and to also consider a load limit be posted.

K. Unfinished Business

1. Adopt-a-Roadway Policy

Table this topic until next meeting when documents are available.

2. Approve FY 2020 Audited Financial Statements

Motion made by Ingison to approve the Fiscal Year 2020 Audited Financial Statements as presented. Supported by Conklin. Ayes all. Motion carried.

3. Approve Township Projects

Motion by Conklin 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.

L. New Business

1. Approve order for removal of encroachment

Table this topic to wait until Manager Samuels has an opportunity to investigate our role in this decision further.

2. 2021 Commissioners Seminar

Commissioners Ingison and Conklin will attend the 2021 Commissioners Seminar.

M. Commissioners Privilege

N. Extended Public Comment

O. Next Meeting: **Thursday, July 22, 2021 @ 10:00 am**

The next regular meeting is changed to Tuesday, July 27, 2021 at 10:00 a.m. Immediately preceding the board meeting will be a facility planning meeting at 9:00 a.m.

P. Closed Session.

Manager Samuels went into closed session with the board at 11:32 a.m. and came out of closed session at 12:18 p.m.

Q. Adjournment

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


Heather Braginton - Secretary


Bill Schwass - Chairman

APPENDIX A

Township Projects Approved on July 8, 2021

JOB #	TWP	ROAD NAME	LOCATION	LENGTH	DESCRIPTION	PROJECT COST
133	GRANT	LASALLE RD	White Rd - S past Freesoil Rd	0.30	Apply a seal coat with fog seal	\$ 11,014.70
136	GRANT	COUNTY LINE RD	West of Quarterline to end of HMA	1.20	Selected wedging	\$ 40,426.76
143	FREESOIL	REEK/OTTAWA/MEENAH	Top of hill on Reek to top of hill on Ottawa then south 4 in gravel valley gutter, 2 in HMA, manhol, riprap			\$ 73,764.02

MEETING MINUTES**MASON COUNTY ROAD COMMISSION
JULY 27 2021****A. Call to Order**

Chairman Schwass called the July 27, 2021 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 and Member Conklin, Manager/Director Samuels, Secretary/Finance Director Braginton, County Highway Engineer Nelson, Superintendent Loeser.

Visitors: Ken Muzzo, Cindy Muzzo, Steve Wendell

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

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

1. Conflicts of Interest

Conflicts: None

C. Approval of Meeting Minutes

The minutes of the July 8, 2021 regular meeting were reviewed. Motion made by Conklin 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 July 22, 2021 Ck #81067 thru ck#81122 for \$974,228.59 and approve payroll #15 for July 22, 2021 and pre-approve payroll #16 for August 5, 2021. Supported by Conklin. Ayes all. Motion carried.

E. Review Accounts Receivable and Contingent Liabilities

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

F. Public Comment

Ken Ruzzo/ S Bayou - Hamlin Township - Association President: Inquired about status of replacing South Bayou Culvert. Still waiting to see if bridge funding bill is approved by the State House of Representatives and signed by the Governor.

G. Superintendent's Report

Safety - having weekly tool box talks

Training - Paver Training Tomorrow 7/28/2021

Township Projects - Complete: Stephens Rd, White Rd, Lasalle Rd, Sherman Rd.
In Progress: Budzinski, Stephens Rd, First St, Fountain Rd, Campbell/Bockstanz, Brye Rd, Guernsey Rd, Cracksealing.

Failed Culvert Replacements - 16 each to date. 1 each in progress

Shoulder Pulling - On hold until August

Pits - Hauling 22a gravel out of Alexander pit, winter sand remains. Making 22A gravel and screening stone in Deren pit, hauling out stone and sand. Adams is moving crusher into Taylor pit this week, hauling clay out to Deren pit for gravel. Prepping a pad at custer property for winter sand next week.

USFS - Woods trail cut in run off areas in prep for future improvements. Adding gravel to Morton rd north of West Forest Trail to cooper creek road.

MDOT - US 31 ditching, drainage and restoration to start in August for approximately one month.

Paving Projects - edging along all new pavement and wedging in progress.

Cracksealing - 80% complete (weather dependent).

H. County Highway Engineers Report

2021 Rasmussen Road – Josh and Charley will be completing the "as built" survey work in the upcoming weeks. The final as built survey is used for MDOT documentation and justification for final quantities.

2021 MDOT HMA Maintenance Project – Bid specifications have been e-mailed to the HMA Paving Contractors (Elmer's, Rieth-Riley, Asphalt Paving Inc., Molon Excavating & Paving, Michigan Paving and Materials) and will be posted on our MCRC website. Bids are due Tuesday August 3rd @ 11:00AM.

2021 Chip Seal – Additional HMA wedging was completed on S. Scottville Road in preparation for chip & fogseal. MCRC crews are currently crack sealing S. Scottville Road. Highway Maintenance anticipates starting the chip seal & fog projects in early August.

2021 HMA Paving – Rieth-Riley has completed additional wedging on S. Scottville Road, Countyline Road & Sherman Road. S. Lakeshore Drive (PM Township) is tentatively scheduled for later this week, weather permitting. Rieth-Riley also completed aggregate base, fine grading and HMA paving for PM Township on Buttersville Park on S. Lakeshore Drive. Other remaining roads will be paved as the MCRC crews get the preparation work completed.

2021 Hansen Road – I continue as time allows to work on the design and any required grading easements. Project will be bid thru the MCRC. There were budget concerns early this spring, so the project was pushed to spring of 2022. Anticipate bidding project for next year's work depending on Contractors schedules and required utility relocations.

2021 West Forest Trail - Pre-Construction meeting was held last week for this project. Rieth-Riley/J&N Construction anticipate starting the project about September 13th, 2021. The project completion is 4 weeks from the actual start date. The MCRC will need to install 3 cross culverts prior the Contractor starting work.

2021 Mason County Pavement Marking Project – Project has not been awarded by MDOT to date.

2021/2022 Ludington Area Schools – I attended 2 back-to-back pre-construction meetings for the reconstruction of Bryant Road from Jebavy Drive westerly to the UMC driveway & the Traffic Signal at the intersection of Bryant & Jebavy Drive. Traffic Signal work is anticipated to start August 9th, 2021. The signal work should be completed in about 3 to 4 weeks. The Bryant Road reconstruction is anticipated to start in late August or early September.

Anthony Road – Logan Township – Charley & I have completed the design for the hill cut. Waiting for the EGLE (DEQ) permit for the culvert. Charley has staked the ROW & temporary grading easement areas. One easement was mailed to property owner in Illinois and the other given to Jeff/Joe for local resident signature.

Morton Road USFS – Curve realignment survey and drawing, and permanent easement has been completed and sent to the Owner for final review. An easement was required to construct a new curve for proper sight distance for approximately 1200 linear foot of roadway. The old road easements on the owner's property did not fit the actual road about 1 mile + on his property. As part of the condition for the new easement Charley completed the survey work and wrote the corrected easements for about 1 mile + of roadway on his property. I need to meet with the Owner and sign the permanent road easements (maybe this Saturday?).

Misc. Township Projects – Charley & I continue to work on several misc. projects. Hamlin Township Drainage project. This was a MCRC property but was turned back to the adjacent property owners. The MCRC will now need to get permanent easements to complete this project. Budzynski Road turn-a-round easement was mailed to property owner. I spoke to her on Saturday and explained the project. She has not been to the property in about a year since her husband recently passed. Charley sent her pictures and additional google earth pictures to help explain the permanent easement along with by telephone conversation. She seemed very agreeable but wants to look at it in person. She anticipates coming up to the property in a few weeks.

USFS Gravel Pit – Meeting with Soils & Structures and the USFS on Thursday to look at the USFS property and discuss the drilling plan, look at the trees that will need to be removed and the overall requirements for proceeding with the USFS/MCRC aggregate mining agreement. I hope to be able to mine gravel in the USFS property by spring of 2024.

All Aggregates – Working in our Deren Road pit next week to make 10,000 to 15,000 tons of 22A/23A gravel.

I. Manager/Director Report

Infrastructure Claims Consulting accepted our counteroffer for the damages to the Quarterline Road Bridge and have sent a check for \$22,000.00. Attorney fees were \$1,880.00.

Snow Paths is working on updating their site with new icons and colors to distinguish between types of equipment. I have been working with CRA on an article for the Cross Roads Magazine Snow Issue.

Have hired A. Hallberg for the Mechanic/Fabricator position. There are several other applications received that we are interviewing this week. My intention is to hire one more mechanic.

The first meeting for the 2022-2024 Union Contract was held on July 26th. Most of the discussion was housekeeping on the contract. The next meeting is scheduled for August 18th.

Attended the MCRC SIP Annual Workshop and Membership Meeting on July 21-22. This was a very informative meeting. This year, MCRC SIP is distributing \$15,000,000.00 of surplus Pool equity. A check was prepared for MCRC's share of the refund in the amount of \$116,890.00. MDOT's share was \$3,326.00

Continue preparing for the Western Michigan Fair scheduled from August 10th to the 14th. I have registered us for a booth and outside space for a truck. The schedule has been completed.

J. Unfinished Business

1. Benson Road Cable Issue

Motion made by Ingison to send a letter of notice to remove the cable. Supported by Conklin. Ayes all. Motion carried.

2. Adopt-a-Roadway Policy

Motion made by Ingison to approve Adopt-a-Roadway policy as presented. Supported by Conklin. Ayes all. Motion carried.

K. New Business

1. CRASIF Ballot

Motion made by Ingison to vote for all six incumbents. Supported by Conklin. Ayes all. Motion carried.

2. Prepare Fair for Emergency Management

Samuels suggested that we have a display at the Emergency Management 'Prepare Fair'.

3. 2021 Quarter 2 Budget Amendment

Mid-Year budget amendment presented by Braginton. Motion made by Ingison to approve amended budget as presented. Supported by Conklin. Ayes all. Motion carried.

L. Commissioners Privilege

Ingison mentioned that Commissioner Hartley contacted him to ask questions about the brining process.

M. Extended Public Comment

N. Next Meeting: **Thursday, August 12, 2021 @ 10:00 am**

The next regular meeting is scheduled for Thursday, August 12, 2021 at 10:00 a.m. Immediately preceding the board meeting will be a facility planning meeting at 9:00 a.m.

O. Closed Session

Samuels requested closed session. Enter closed session at 11:38 a.m. Ended closed session at 11:55 a.m.

P. Adjournment

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


Heather Braginton – Secretary


Bill Schwass – Chairman

MEETING MINUTES**MASON COUNTY ROAD COMMISSION
AUGUST 12, 2021****A. Call to Order**

Chairman Schwass called the August 12, 2021 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 and Member Conklin, Manager/Director Samuels, Secretary/Finance Director Braginton, County Highway Engineer Nelson, Superintendent Loeser.

Visitors: Jim Gallie/Amber Twp, Wayne Larr

1. Pledge of Allegiance**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 Meeting Minutes

The minutes of the July 27, 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

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

Motion made by Conklin to approve Accounts Payable vouchers for August 12, 2021 Ck #81123 thru ck#81182 for \$469,995.17 and pre-approve payroll #17 for August 19, 2021. 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

Larr requested access to his property through our property in Custer. He also requested that he be granted first right of refusal in case we ever sell the property that he has to cross to access his property. Board requested that Samuels have the paperwork drafted.

Gallie discussed project costs to date for Amber Township.

G. Superintendent's Report

1. Safety - Covid 19 Protocol being followed (CDC)
2. Training - Paver training & Dozer training – training interested employees when the opportunities are available.
3. Township Projects
 - 100% Stephens Road #111, #112, #141
 - 100% Fountain Road #160
 - 100% Undercut 1st Street (Needs Paved)
 - 90% Crack Seal
4. Failed Culverts Replacement - 18 culverts replaced so far this year
5. Pits
 - 100%-Deren Road Pit (Gravel Processing)
 - Mobilized In- Taylor Road Pit (Gravel Processing)
 - Mobilized In- Mac Road Pit
 - 50% Custer Property (Winter Sand Pad)
6. Forestry Work - Meeting with Doug today to coordinate Woods Trail work – starting Tuesday 8/17 and going until end of September
7. MDOT - US-31 ditching to start on August 17, 2021
8. Storm Damage - Roads were clear within 1 day. Will spend the next couple of weeks cleaning up debris.

H. County Highway Engineers Report

2021 Rasmussen Road – Josh and Charley completed the "as built" survey work. The final as built survey is used for MDOT documentation and justification for final quantities.

2021 MDOT HMA Maintenance Project – Bids were opened on August 3rd at 11:00 a.m. Rieth- Riley was the low bidder coming in at \$241,404.75. Rieth-Riley is scheduled to start the project Monday August 16th with a completion date of August 17th.

2021 Chip Seal – Chip Seal is scheduled to start on August 23rd. Highway Service might subcontract some of the work to Pavement Maintenance.

2021 HMA Paving – No paving was completed due to weather.

2021 West Forest Trail – Rieth-Riley/J&N Construction anticipate starting the project September 13th, 2021. The project completion is 4 weeks from the actual start date. The MCRC will need to install 3 cross culverts prior the Contractor starting work.

2021 Mason County Pavement Marking Project – Project has not been awarded by MDOT to date.

2021/2022 Ludington Area Schools – Traffic Signal work started August 9th, 2021. The signal work should be completed in about 3 to 4 weeks. The Bryant Road reconstruction is anticipated to start in late August or early September.

Morton Road USFS – Permanent road easement was signed.

I. Manager/Director Report

Met with Sheriff Cole and J Gallie regarding the Gordon Road Railroad underpass. This is an agenda item.

Snow Paths continues working on updating their site with new icons and colors to distinguish between types of equipment. The CEO will be joining us at the fair on Friday.

Interviews were held last week for the open mechanic's position. An offer was made but was turned down. We will continue to advertise for that position.

The first meeting for the 2022-2024 Union Contract was held on July 26th. I am waiting for an offer from the Union BA. The next meeting has been changed to Wednesday, August 25.

I have been working on a road end issue on Mound Street in Hamlin Township. Based on the law regarding roads that end at the waters edge, I have requested that the person mooring his boat at the road end remove it and the dock as he is in violation of this law.

I registered to road commission to participate in the Prepare Fair being held on September 11 for all emergency response agencies and preparedness non-profits. This is another good opportunity for community outreach.

Attended the Summit Township Board Meeting and Riverton Township Board meeting on August 2nd. I presented a speed study of Lattin Road. The average speed through this area was 30 mph and below showing that there is not an issue with speeding through that area. Discussed brining at Riverton Township. Most of the roads have held up quite well with only a few issues on some areas that need gravel. I provided the board with a list of the areas that need gravel and asked that they consider these as additional projects for this fall or plan to do in 2022.

J. Unfinished Business

1. Jim Gallie regarding First St project from 2020

The cost was discussed and it was agreed that the invoice would be reduced to \$202,000.

2. Gordon Rd Bridge Underpass

Motion made by Ingison to approve the installation of stop signs at the railroad crossing on Gordon Rd. as requested by Sheriff Cole. Supported by Conklin. Ayes all. Motion carried.

3. Approve Township Projects

Motion by Conklin 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. This project submittal was approved based on it being a project request by the road commission.

K. New Business

1. Adopt Resolution for MDOT Maintenance Contract

Motion made by Ingison to Adopt Resolution approving Trunkline Maintenance contract as presented for October 1, 2021 to September 30, 2026. Supported by Conklin. Ayes all. Motion carried.

L. Commissioners Privilege

M. Extended Public Comment

N. Next Meeting: Thursday, August 26, 2020 @ 10:00 am

The next regular meeting is scheduled for Thursday, August 26, 2021 at 10:00 a.m. Immediately preceding the board meeting will be a facility planning workshop at 9:00 a.m.

O. Adjournment

There being no further business the meeting was adjourned at 12:29 p.m.


Heather Braginton - Secretary


Bill Schwass - Chairman

APPENDIX A

Township Projects Approved on August 12, 2021

JOB #	TWP	ROAD NAME	LOCATION	LENGTH	DESCRIPTION	PROJECT COST
121	SHERIDAN	BUDZYNSKI RD	North of Fountain Rd	0.25	Ditching and 3" gravel	\$ 20,332.31

MEETING MINUTES**MASON COUNTY ROAD COMMISSION
AUGUST 26, 2021****A. 9:00 a.m. - Facility Planning Workshop****B. Call to Order**

Chairman Schwass called the August 26, 2021 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 and Member Conklin, Manager/Director Samuels, Secretary/Finance Director Braginton, County Highway Engineer Nelson, Superintendent Loeser.

Visitors: Randy Klifman, Carl Carie, Stephanie Carie

1. Pledge of Allegiance**C. 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

D. Approval of August 12, 2021 Meeting Minutes

The minutes of the August 12, 2021 regular meeting were reviewed. Motion made by Ingison to approve the minutes as presented. Supported by Conklin. Ayes all. Motion carried.

E. Approval of Accounts Payable & Payroll

To approve Accounts Payable vouchers for August 26, 2021 Ck #81201 thru ck#81255 for \$272,549.80 and pre-approve payroll #18 for September 2, 2021

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

Motion made by Conklin to approve Accounts Payable vouchers for August 26, 2021 Ck #81201 thru ck#81255 for \$272,549.80 and pre-approve payroll #18 for September 2, 2021. 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

Randy Klifman addressed board regarding the commercial driveway requirements issued by County Highway Engineer Nelson. He does not feel that it is necessary to build the driveways on county roads to the MDOT highway standards. MDOT standards require curbing and acceleration and deceleration lanes. If he builds curbing it will direct water into his property in a way that will cause erosion issues. Board tabled decision pending research into the issue.

Carl Carie and Stephanie Carie addressed the board regarding safety concerns at Dewey and Lincoln intersection. There have been multiple accidents there because people are not stopping at the stop signs. They are looking for ideas to make the intersection safer. Also mentioned that there is a similar situation at Sherman and Decker.

H. Superintendent's Report

Safety - following Covid protocol

Safety Meetings - having weekly toolbox talks.

Training - working on training guys to run a paver.

Township Projects / Maintenance - still working on storm cleanup, #113 Stephens is complete and Brye Rd paving is 90% complete. Next week will be hauling gravel out of Deren pit for projects south of US-10.

Failed culverts - Have replaced 16 culverts year to date.

Pits - making gravel and screening pit run in Taylor Pit, making gravel in Mac Rd pit, 65% done with winter sand pad at Custer property.

USFS - coordinating with Forest Service fish biologist for funding of failing or failed culvert crossings for 20' or less spans.

MDOT - US-31 ditching put off until August 30th, due to storm damage.

Storm Damage - All roads clear within 48 hours. Delays only occurred with utility conflicts.

I. County Highway Engineers Report

2021 Rasmussen Road – Josh and I will be completing the “as built” drawings, final quantities, contract modifications, etc. in the upcoming weeks. The final as built survey is used for MDOT documentation and justification for final quantities.

2021 MDOT HMA Maintenance Project – HMA cold-milling and HMA paving was completed on August 17th & 18th. The project went very well and the MCRC received about 2500 tons of millings.

2021 Chip Seal – Highway Maintenance started chip sealing on Monday August 23rd. They will have completed 9 miles on S. Scottville Road, 1 mile on Stiles Road and 3 miles on Meisenheimer Road by Thursday night August 26th (weather permitting). Highway Maintenance has subcontracted the remaining chip seal work to Pavement Maintenance Services (PMS). PMS is scheduled to start work on Tuesday September 7th. The remaining work should take about 5 days. The fog seal is typically about 1 to 2 weeks after the chip seal is completed.

2021 HMA Paving – Rieth-Riley has completed additional wedging and patched the culvert crossing on Brye Road. They got rained out before they could finish the project. HMA paving is scheduled for Friday August 27th on Sugar Grove Road from Tuttle to Custer and finish Brye Road.

2021 HMA Paving on Quarterline & Hoague Road – MDOT is reviewing the documentation to be able to start this project. This will be part of the detour route for the upcoming US-31 reconstruction project in Manistee/Mason County in the spring of 2022. In May MDOT was agreeable to do this work under the 2021 HMA paving for the MCRC. Since this project is over \$250,000 in MDOT participation the paperwork needs to be reviewed by the Ad Board in Lansing. Marc Fredrick (MDOT – Muskegon) is not sure if MDOT Lansing will accept the documentation from our 2021 Contract. If not, I will need to put together bid specifications ASAP to get it bid, awarded, and constructed in September/October 2021. I am waiting to hear back from Marc Fredrick (MDOT-Muskegon). Total project cost was estimated at \$570,000 (MDOT \$340,000 & MCRC \$230,000).

2021 West Forest Trail – Charley has staked the 3 culverts that need to be replaced. The MCRC will need to install 3 cross culverts prior the Contractor starting work. Contractor is scheduled to start work on September 13th, 2021. The work is anticipated to take 4 weeks. Josh Bader will be doing the onsite

inspection on this project. Charley, Josh & I will be doing the construction staking.

2021 Mason County Pavement Marking Project – Project was awarded and the preconstruction meeting was held this morning. Pavement Markings should be completed by October 1, 2021.

2021/2022 Ludington Area Schools – Consumers Energy should be energizing the traffic light in the next week or two. I have a meeting with GMB & Christman Companies at 12:00 today regarding the construction of the Jebavy Drive entrance. The turn lane was not built per MCRC specifications.

2022 Hansen Road – Stiles to Amber – I continue as time allows to work on the design and any required grading easements. Project will be bid thru the MCRC. There were budget concerns early this spring, so the project was pushed to spring of 2022. Anticipate bidding project for next year's work depending on Contractors schedules and required utility relocations. HMA wedging was completed on the really bad sections to hold the road together until next spring.

2022 Hansen Road (MDOT Funds)– Meyers to Dennis - Charley is work on the topographical Survey for this 1.5- mile section. I will be requesting outside design services for this project. SHPO and soil borings have been completed.

2022 Hoague & Darr Road (MDOT funds) – Soil Borings will be completed this week. I will be requesting outside design services for this project.

Anthony Road – Logan Township – EGLE (DEQ) permit received, and the culvert delivered. Charley and Mary are working on the permanent easements that require a notary.

S. Lakeshore Drive – Soils & Structures completed the soil boring. Clay was found in the SB lane that is causing the HMA failure on the NB lane. Jerry & I agreed to gap out this area from the HMA paving for 2021.

S. Jebavy Drive to S. Jackson future access road – a local manufacturing Company is in the negotiations of purchasing the Harsco property. PM Township will help secure the 66' ROW for the future roadway. The Company is very willing to provide land for the new access road that would be built to all season standards.

J. Manager/Director Report

Met with the Union on the 25th to discuss the next contract. We discussed Health Insurance and wages. The next meeting is scheduled for September 13, 2021.

We have a potential candidate to fill the open mechanic's position. We are currently negotiating with him.

I have attached information from our attorney about the encroachment on Benson Road, a decertified road.

I have been working on a road end issue on Mound Street in Hamlin Township (Ongoing), paper road right of way issues and a new abandonment request.

Met with staff on Monday to discuss some issues that have been resolved. I requested the Engineer to have the Hansen Road design from Stiles to Amber completed by mid-September and to have the next section of Hansen from E of Meyers Road to Dennis, and The Hoague and Darr Road projects sent out for design by the end of September. These will take about 6 months to complete.

I have requested a quote from Scott Civil Engineering to design the Darr Road Bridge (culvert) replacement that failed last week. The road is currently closed.

The Hazardous Waste collection day was held this past weekend. The collection amount was down a little from last year but had a good turnout.

All contracted township projects will be completed in 2021 with exception of the drainage issue on Jackson Road in Hamlin Township.

An Oxcart Demonstration has been scheduled for Tuesday August 31 at 9 am.

K. Unfinished Business

1. Benson Rd Encroachment

Motion made by Conklin to allow Mary to send a letter to property owner requesting removal of the barricade. Supported by Ingison. Ayes all.
Motion carried.

L. New Business

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

Motion to approve made by Ingison. Supported by Conklin. Ayes all.
Motion carried.

2. NMARC Ballot

Motion by Ingison to vote for all. Supported by Conklin. Ayes all. Motion carried.

M. Commissioners Privilege

N. Extended Public Comment

O. Next Meeting: **Thursday, September 9, 2021 @ 10:00 am**

The next regular meeting is scheduled for Thursday, September 9, 2021 at 10:00 a.m. Immediately preceding the board meeting will be a facility planning workshop at 9:00 a.m.

P. Closed Session

Board went into closed session at 12:27 p.m.

Board went out of closed at 12:59 p.m.

Q. Adjournment

There being no further business the meeting was adjourned at 1:02 p.m.


Heather Braginton – Secretary


Bill Schwass – Chairman

MEETING MINUTES
MASON COUNTY ROAD COMMISSION
SEPTEMBER 9, 2021

A. Call to Order

Chairman Schwass called the September 9, 2021 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 and Member Conklin, Manager/Director Samuels, Secretary/Finance Director Braginton, County Highway Engineer Nelson, Superintendent Loeser.

Chairman Schwass excused himself from the meeting at 11:30 a.m. and Vice-Chair Ingison assumed the leadership of the meeting.

Visitors: Jim Gallie/Amber Twp,

1. Pledge of Allegiance

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 Meeting Minutes

The minutes of the August 26, 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

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

Motion made by Conklin to approve Accounts Payable vouchers for September 9, 2021 Ck #81259 thru ck#81316 for \$525,341.39 and pre-approve

payroll #19 for September 16, 2021. 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

Betty Mackey addressed the board to address concerns about the potholes that form in the gravel on Townline Rd because of the heavy traffic.

G. Superintendent's Report

Safety - Continuing covid protocols, any employee that is ill must work remotely

Training - Paving

Township Projects/Maintenance - Brye Rd widening and paved curb is complete. Schwass Rd graveling is 90% complete. Sippy Rd ditching and graveling is 20% complete.

Failed Culverts - 22 have been completed so far this year.

Pits - Gravel processing in progress at Taylor Rd Pit and at Mac Rd Pit. Sand pad at Custer property is 70% complete.

Forest Service Work - Starting in October.

MDOT - put off until 9/13 due to additional storm damage.

Storm damage - Cleanup is ongoing.

West Forest Trail Culverts - 3 culvert replacements complete.

Sugargrove Rd - widening and paving is 90% complete.

H. County Highway Engineers Report

2021 Rasmussen Road – Josh and I will be completing the "as built" drawings, final quantities, contract modifications, etc. in the upcoming weeks. The final as built survey is used for MDOT documentation and justification for final quantities.

2021 Chip Seal – Highway Maintenance has completed Scottville Road, Stiles Road and Meisenheimer Road. Fog seal is completed, and Pavement Markings

are completed. Highway Maintenance has subcontracted the remaining chip seal work to Pavement Maintenance Services (PMS). PMS is scheduled to start work on Monday September 13th. The remaining work should take about 5 days. The fog seal is typically about 1 to 2 weeks after the chip seal is completed. I am a bit concerned that it is getting late in the year. I will be sending Highway Maintenance another e-mail regarding completion of the work and stressing 1 year warranty since it is past the completion date.

2021 HMA Paving – Rieth-Riley has completed the HMA paving on Sugar Grove Road. Remaining HMA paving that is still pending is Meyer Road from Hansen north & west to the end in Amber & PM Township. Also, surfacecourse on First Street after MCRC/Wolfgang make repairs to the existing HMA.

2021 HMA Paving on Quarterline & Hoague Road – Bids specifications were sent out to HMA bidders and advertised on the MCRC website. The MCRC received 2 bids: Rieth-Riley \$528,003.03 and Elmer's \$574,484.20. I sent all documentation to MDOT for final approval and MDOT participation amount (60%).

2021 West Forest Trail – Charley and Josh have completed the construction staking. The MCRC is installing the 3 culverts that need to be replaced. Contractor is scheduled to start work on September 13th, 2021. The work is anticipated to take 4 weeks. Josh Bader will be doing the onsite inspection on this project. Charley, Josh & I will be doing the construction staking.

2021 Mason County Pavement Marking Project – Michigan Pavement Marking has started pavement marking on several roads. Pavement Markings should be completed by October 1, 2021.

2021/2022 Ludington Area Schools – Consumers Energy should be energizing the traffic light in the next week or two. I met with GMB & Christman Companies regarding the construction of the Jebavy Drive entrance. The turn lane was not built per MCRC specifications. The Contractor will be removing and replacing the Jebavy Turn Lane C&G behind the existing gutter pan and construct a 11' wide HMA turn lane + 2'-6" MDOT B2 modified C&G.

2022 Hansen Road – Stiles to Amber – I continue as time allows to work on the design and any required grading easements as time permits. Project will be bid thru the MCRC. Anticipate final bidding documents completed by the end of January 2022. Project will be bid in February of 2022.

2022 Hansen Road (MDOT Funds) – Meyers to Dennis – I have requested RPF from 3 Engineering Firms for outside design services. Bids are due September 20th, 2021. Charley is working on the topographical Survey for this 1.5-mile section. SHPO and soil borings have been completed.

2022 Hoague & Darr Road (MDOT funds) – I have requested RPF from 3 Engineering Firms for outside design services. Bids are due September 20th, 2021.

Anthony Road – Logan Township – Mary met with one of the property owners that we need a temporary grading easement to cut the hill to meet a 50 MPH design. The property owner was not willing to sign the temporary easement. The project will be constructed next year pending re-design or getting the temporary easement signed.

Custer Road Potential Culvert Failure – A 6' diameter CMP culvert on Custer Road between Townline Road and Gajeski Road will need to be replaced this fall. The Road is currently posted at 15 tons per our Bridge Engineer's recommendation. The MCRC crews will be replacing the culvert. Working with the Mason County Drain Commission and EGLE for permitting. Culvert is ordered and is expected to be delivered in about 2 weeks.

MCRC Bridges under 20' – The MCRC has several structures that are under 20' from abutment to abutment that need to be inspected and load rated. I recommend that we have Scott Civil Engineering inspect these structures this year. Darr Road that is currently closed is one of these old structures that have not been inspected in several years.

I. Manager/Director Report

Met with the Union on the 25th to discuss the next contract. Since then, we have almost reached an agreement with one small issue to resolve. The next meeting is scheduled for September 13, 2021.

We will be participating in the Prepare Fair in Ludington on September 11 from 1 – 4 pm and also at the Scottville Fall Festival from Noon to 5.

The Oxcart Account is set up and will go live on October 1, 2021

All contracted township projects will be completed in 2021 with exception of the drainage issue on Jackson Road in Hamlin Township and the Anthony Road project in Logan Township due to difficulty in acquiring an easement.

In preparation for the bypass behind Shop n Save and reconstruction of S Jebavy Drive we will need to request to have South Jebavy Drive reclassified from a local road to a primary road. This will require a resolution from the board to move forward with this process. Agenda Item.

J. Unfinished Business

1. Randy Klifman - driveway requirements

County Highway Engineer Nelson provided further information regarding permitting of other driveways on the road. We would need an exception to policy request from the property owner to consider issuing a variance.

2. Updated order for removal of encroachment

Motion made by Ingison to approve letter drafted by Manager Samuels. Supported by Conklin. Ayes all. Motion carried.

3. Approve Township Project - Amber Twp/Jagger Rd

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.

4. CRASIF Mask Requirement for meeting next week

K. New Business

1. Approval of bids for Quarterline/Hoague Rd detour

Motion made by Ingison to award bid to Rieth-Riley as the low bidder. Supported by Conklin. Ayes all. Motion carried.

2. Jebavy Dr discussion of reclassification

Motion made by Conklin to reclassify South Jebavy Drive to a primary road. Supported by Ingison. Ayes all. Motion carried.

L. Commissioners Privilege

Conklin - There is a bush located at White and Quarterline that is obstructing vision and would like that removed.

Ingison - offered some suggestions for allocating the MCRC SIP insurance refund.

M. Extended Public Comment

N. Next Meeting: Thursday, September 23, 2021 @ 10:00 am

The next regular meeting is scheduled for Thursday, September 23, 2021 at 10:00 a.m. Immediately preceding the board meeting will be a facility planning workshop at 9:00 a.m.


O. Closed Session

Entered closed session at 11:20 a.m.

Exited closed session at 11:32 a.m.

P. Adjournment

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


Heather Braginton - Secretary


Bill Schwass - Chairman

APPENDIX A**Township Projects Approved on September 9, 2021**

JOB #	TWP	ROAD NAME	LOCATION	LENGTH	DESCRIPTION	PROJECT COST
066	AMBER	JAGGER RD	East from Stiles for 1870'	0.35	Selected Wedging	\$ 5,609.45

MEETING MINUTES**MASON COUNTY ROAD COMMISSION
SEPTEMBER 23, 2021****A. Call to Order**

Chairman Schwass called the September 23, 2021 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 and Member Conklin, Manager/Director Samuels, Secretary/Finance Director Braginton, County Highway Engineer Nelson, Superintendent Loeser.

Visitors: Warren Hasenbank, Warren Hasenbank Jr., Bryant W. Hasenbank, R Rohouse

1. Pledge of Allegiance**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 Meeting Minutes

The minutes of the September 9, 2021 regular meeting were reviewed. Amendment needed to reflect that Gallie was not in attendance. Motion made by Ingison to approve the minutes with amendment. Supported by Conklin. Ayes all. Motion carried.

D. Approval of Accounts Payable & Payroll

To approve Accounts Payable vouchers for September 23, 2021 Ck #81317 thru ck#81379 for \$531,388.81 and pre-approve payroll #20 for September 30, 2021.

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

Motion made by Conklin to approve Accounts Payable vouchers for September 23, 2021 Ck #81317 thru ck#81379 for \$531,388.81 and pre-approve payroll #20 for September 16, 2021. 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

Rich Rohouse addressed board to express concerns about Benson Rd (Sheridan Twp) having terrible washouts all the time and feels that something different needs to be done with the road to prevent this from continuing to happen. Samuels and Loeser indicated that they are planning to work with Sheridan Twp to come up with a plan to address this problem.

Warren Hasenbank/Warren Hasenbank/Bryant Hasenbank - Addressed board regarding order to remove cable on Benson Rd. This issue was addressed with the Road Commission back in 1993 and Al Nicholson had agreed to abandon the road. Abandonment was not followed through with at that time. Samuels needs to do some more research on the issue and will get back with the Hasenbanks to follow up:

G. Superintendent's Report

- 1) Safety - Following Covid protocols and having weekly safety meetings.
- 2) Training - Training some employees in paving, hauling double bottoms, fabricating & building new tandem highway plow truck.
- 3) Township Projects - Brie Rd complete, Sippy Rd complete, Schwass Rd complete, Sugargrove complete, Reek Rd culverts complete, Benedict 90% complete, Budzinski Rd 90% complete.
- 4) Failed Culverts - 25 replaced so far this year.
- 5) Pits - Taylor Rd processing on hold due to break down, Mac Rd processing is on hold due to operator's injury, MCRC continues to process 23A gravel in Taylor Rd pit.
- 6) USFS - October start for Forest Service work.
- 7) MDOT - currently brush mowing the entire freeway.
- 8) Storm Damage - mostly cleaned up now.

9) Custer Property - Road and pad for winter sand complete.

H. County Highway Engineers Report

- 2021 Rasmussen Road – Josh and I are working on the "as built" drawings, final quantities, contract modifications, etc. in the upcoming weeks. The final as built survey is used for MDOT documentation and justification for final quantities.
- 2021 Chip Seal – The Contractor did not show up again on Monday September 13, 2021. I called Jeff Demek from Highway Maintenance and Jeff stated that he was not getting a return phone call from their subcontractor Pavement Maintenance Systems. On Tuesday no word again from the Contractor. Seasonal limitations for Chip Seal are September 1st. The weather is starting to turn cold and rainy. I called Karl Hansen to discuss chip sealing after September 1st. Karl did not hesitate and agreed that mid-September is no time to start chip sealing. I contacted Jeff Demek from Highway Maintenance and told him that we are not going to try to chip seal any more roads in 2021 due to weather and past seasonal limitations. The Contractor completed 13 miles of chip and fog seal on Stiles, Scottville, and Meisenheimer Roads. There is about 16.44 miles on 15 Township Roads that did not get completed. Highway Maintenance Services has agreed to hold prices for 2022 and complete within 30 days of spring seasonal limitations which starts on May 1, 2022 if agreeable with the MCRC Board?

Motion made by Ingison to acknowledge that the expectation for the 2021 chipseal work being completed in 2022 will be cracksealed again by the contractor prior to chipsealing. Supported by Conklin. Ayes all. Motion carried.

- 2021 HMA Paving – Rieth-Riley has completed the HMA paving on Sugar Grove Road. Remaining HMA paving that is still pending is Meyer Road from Hansen north & west to the end in Amber & PM Township. Also, surfacecourse on First Street after MCRC/Wolfgang make repairs to the existing HMA.
- 2021 HMA Paving on Quarterline & Hoague Road – Rieth-Riley has completed the HMA paving on Hoague & Quarterline Road as of Wednesday 9-22-2021. They will be completing the gravel shoulders and final gravel on driveways within the next few days. The centerline and white edge line will be painted as part of the project. The MCRC will be responsible for the edging along the new gravel shoulders and the new HMA on Hoague Road between LaSalle Road and US-31.
- 2021 West Forest Trail – Contractor is scheduled to start work on Thursday September 23th, 2021. The work is anticipated to take 4 weeks. Josh

Bader will be doing the onsite inspection on this project. Charley, Josh & I will be doing the construction staking.

- 2021 Mason County Pavement Marking Project – Michigan Pavement Marking has completed pavement marking on all MODT funded roads. Additional Pavement Markings may be needed as we finish up other projects.
- 2021/2022 Ludington Area Schools – Bryant Road Reconstruction is scheduled to start on Monday September 27th, 2021. The work is anticipated to take about 4 weeks to complete. Terra Contracting is the Contractor for the Ludington Area School Elementary project. MCRC staff will need to do periodic inspections to make sure the project is being built per plans and specifications.
- 2022 Hansen Road – Stiles to Amber – I continue as time allows to work on the design and any required grading easements as time permits. Project will be bid thru the MCRC. Anticipate final bidding documents completed by the end of January 2022. Project will be bid in February of 2022.
- 2022 Hansen Road (MDOT Funds)– Meyers to Dennis – I have RPF's from 3 Engineering Firms for outside design services. Charley is working on the topographical Survey for this 1.5-mile section. SHPO and soil borings have been completed. Recommend awarding to KPM Engineering for a total of \$15,177.40.
- 2022 Hoague & Darr Road (MDOT funds) – I have RPF's from 3 Engineering Firms for outside design services. Recommend awarding to KPM Engineering for a total of \$7,777.40.

Motion made by Conklin to award bid to KPM Engineering for 2022 project Hoague & Darr Rd and 2022 project Hansen Rd from Meyers to Dennis. Supported by Ingison. Ayes all. Motion carried.

- Anthony Road – Logan Township – The project will be constructed next year pending re-design or getting the temporary easement signed.
- Custer Road Potential Culvert Failure – A 6' diameter CMP culvert on Custer Road between Townline Road and Gajeski Road will need to be replaced this fall. The Road is currently posted at 15 tons per our Bridge Engineer's recommendation. The MCRC crews will be replacing the culvert. Charley sent in the permit application to EGLE. Culvert is ordered and is expected to be delivered soon.

I. Manager/Director Report

- Met with the Union on the 13th of September to discuss an agreement to take back to the Union for a vote on September 20. The Union BA and the MCRC Union Representatives were in favor of the proposal.
- Attended the Prepare Fair on September 11. It was well received by those that attended. L Remick Emergency Manager reported back that the Fair went well, and they will consider having this again next year. We were also represented at the Scottville Fall Festival. The festival was a success and J Baunoch and H Braginton greeted many people. The City of Scottville is planning to make this an annual event.
- We have a deed for West Forest Drive off Lincoln Road from back in 2007. The plan was to certify this dead-end road but the final overlay of HMA was not completed so we never did. I would like to offer ownership back to the HOA for this road.
- The Road name sign for Meyers Road at US-10 has been placed.
- The road commission received the 2021 Goose Egg Award from the County Road Association Self Insurance Fund at the annual conference for achieving "0" workers compensation losses during the 2020-2021 coverage year. I would like to have the Fund Administrator Mr. Jim DeSpelder present this to our workers.
- The Board members and I attended the Northern Annual Conference in Traverse City. The conference was very informative with topics that fit our current needs.
- I spoke with Dr. Bos from the Pere Marquette Watershed Council regarding the Indian Bridge issue being too low for boats to pass under. I would like to pursue this issue and get an idea of what the cost and procedure would be to possibly raise the bridge.
- Attended the Mason County Local Planning Team Meeting on Tuesday.
- I have contacted a gentleman that writes grants for government entities. We will be having a discussion coming up on Monday. In the meantime, the staff and I are registered for three webinars on grant writing with the first having been yesterday.
- The following projects will not be completed this year: Jackson Road/Hamlin/Drainage issue and several chip seal projects, Amber Township Chip Seal Projects, Victory Township Chip Seal projects, Grant Township Chip Seal project and the Anthony Road Logan Township

project. The Anthony Road and Jackson Road projects were not completed due to easement issues and the contractor cancelled the chip seal projects due to being too late in the season to be able to guarantee the work.

J. Unfinished Business

1. Union Contract Discussion - Approval

Motion made by Ingison to approve Collective Bargaining Agreement with Teamsters State, County and Municipal Workers Local #214 from January 1, 2022 to December 31, 2024. Supported by Conklin. Ayes all. Motion carried.

2. Township Contracts to Approve

Motion by Conklin 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.

3. Follow up on driveway issue for Randy Klifman

Motion made by Ingison to approve an exception to policy for Mr. Klifman's driveway located at 321 S. Meyers Rd. Curb and gutter installation will not be required in this particular situation. Supported by Conklin. Ayes all. Motion carried.

K. New Business

1. Lakeshore Dr ROW Encroachment - Conditional permit required

Motion made by Ingison to grant a conditional permit for encroachment at 928 S. Lakeshore Drive. Retaining wall has been moved back to a safe distance and while it is still in the right of way, it is agreed that the distance of set-back is sufficient for safe travel and/or maintenance of the road. Condition of permit will be that the property owner will remove retaining wall if it is ever deemed necessary by the Road Commission. Supported by Conklin. Ayes all. Motion carried.

L. Commissioners Privilege

M. Extended Public Comment

N. Next Meeting: Thursday, October 14, 2021 @ 10:00 am

The next regular meeting is scheduled for Thursday, October 14, 2021 at 10:00 a.m. Immediately preceding the board meeting will be a facility planning workshop at 9:00 a.m.

O. Closed Session

Entered closed session at 12:06 p.m.

Left closed session at 12:30 p.m.

P. Adjournment

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


Heather Braginton - Secretary


Bill Schwass - Chairman

APPENDIX A**Township Projects Approved on September 23, 2021**

JOB #	TWP	ROAD NAME	LOCATION	DESCRIPTION	PROJECT COST
056	PERE MARQUETTE	RASSMUSSEN RD	From Jebavy East for 3000'	Sanitary Sewer & related items	\$ 228,630.00
113	SHERMAN	STEPHENS RD	From Beyer North over the Railroad tr Shape and Gravel 3" x 22' compacted in plac	\$ 9,965.27	

MEETING MINUTES**MASON COUNTY ROAD COMMISSION
OCTOBER 14, 2021****A. Call to Order**

Chairman Schwass called the October 14, 2021 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 and Member Conklin, Manager/Director Samuels, Secretary/Finance Director Braginton, County Highway Engineer Nelson, Superintendent Loeser.

Visitors: Jim Gallie-Amber Twp, Dick Always-Amber Twp., Bill Thomas – Meade Twp, Kelly Crochen – Sheridan Twp, Rich Rohorst, Charles Nowak, Lois Krepps – Meade Twp., Nick Mataish.

1. Pledge of Allegiance**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 Meeting Minutes

The minutes of the September 23, 2021 regular meeting were reviewed. Motion made by Conklin 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 October 14, 2021 Ck #81380 thru ck#81459 for \$472,952.92 and approve payroll #21 for October 14, 2021. Supported by Conklin. Ayes all. Motion carried.

E. Review Accounts Receivable and Contingent Liabilities

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

F. Public Comment

Lois Krepps addressed the board regarding the dispute on Benson Rd and stated that the Township's position on the situation is that the road has not been abandoned and that the cable needs to be removed. The Road Commission board informed her that after researching the documents, it has been determined that the road abandonment that was initiated in the past was never completed and therefore the process would need to be started all over if it were to be abandoned in the future. In the meantime, the cable needs to be removed.

Nick Mataish addressed the board regarding Wilwin Lodge, a veterans facility in Eden Twp. They have a beaver problem & are looking for some old culvert pipe to use for fixing the issue. Loeser will check the yard to see what we have and let Mataish know.

Jim Gallie - Amber Twp is having a special meeting to vote on the Meyer Rd paving project.

G. Superintendent's Report

SAFETY - Continuing weekly meetings & covid protocol

TRAINING - Cross training in multiple areas (i.e. Skidsteer, Paver, Gravel Trains)

TWP PROJECTS/MAINTENANCE - Complete - Benedict slag, Budzinski Slag, Johnson Slag, Stiles Rd Culverts, Reek Rd culverts, Fountain/Stiles ditching, S Tyndall Culvert, Conrad W of Scottville Culvert, Wagin Wheel Rd reconstruct, Striker Rd reconstruct, Sippy Rd /Fox Den Culvert, Tuttle Rd Culvert, E Bennett Rd culvert. In Progress - Custer Rd culvert, E 1st St Culvert

FAILED CULVERTS REPLACED - Total Year to date is 31 culverts replaced

PITS - Taylor Pit - Making 23a pit run gravel and using daily, Mac Rd Pit - No progress, Deren Pit - Moving stone from pit to east yard stockpiles.

FOREST SERVICE WORK - Planning to start October 18th weather permitting

MDOT - Mowing on US-31 freeway is complete, US-10 is 90% complete

STORM DAMAGE - ongoing weekly

WINTER SAND HAUL - Delayed due to road construction in Lake County (TBD)

H. County Highway Engineers Report

- **2021 Rasmussen Road** – Josh and I are working on the “as built” drawings, final quantities, contract modifications, etc. in the upcoming weeks. The final as built survey is used for MDOT documentation and justification for final quantities.
- **2021 Chip Seal** – There is about 13.44 miles on 15 Township Roads that did not get completed. Agreement was sent to Highway Maintenance & Construction to hold 2019 prices for 2022, complete the work within 30 days of spring seasonal limitations which starts on May 15, 2022. The work must be completed by Highway Maintenance & Construction and Liquidated damages will be assessed for any uncompleted work at \$600 per day after June 15, 2022. Highway Maintenance & Construction has signed and returned the agreement.
- **2021 HMA Paving** – Rieth-Riley has the following remaining HMA paving for 2021. PM Township has returned the Contract for Johnson Road & ½ of Meyers Road S. of Hansen. Waiting for Amber Township to decide on the other ½ of Meyers Road before final pricing from Rieth-Riley and scheduling the work. Also, a 1" surface course on First Street now that the MCRC/Wolfgang made the repairs to the existing HMA last week.
- **2021 HMA Paving on Quarterline & Hoague Road** – Rieth-Riley has completed the HMA paving on Hoague & Quarterline Road as of Wednesday 9-22-2021. Gravel shoulders and final gravel on driveways were completed on October 12, 2021. The centerline and white edge line will be painted as part of the project. The MCRC will be responsible for the edging along the new gravel shoulders and the new HMA on Hoague Road between LaSalle Road and US-31.
- **2021 West Forest Trail** – HMA paving was completed Tuesday October 12, 2021. The earthwork Sub-contractor should complete gravel shoulders on Thursday. Pavement Marking is scheduled for Monday October 18, 2021. Work started on Thursday September 23, 2021. The work was anticipated to take about 4 weeks. Josh Bader will be doing the onsite inspection on this project. Charley, Josh & I will be doing the construction staking.
- **2021/2022 Ludington Area Schools** – Bryant Road Reconstruction started on Monday September 27th, 2021. HMA paving is completed. Final restoration,

pavement markings, regulatory signs for the school zone and trafficlight, and final restoration in the next couple of weeks. The Contractor will also be working on removal and replacement of the concrete C&G on the right-turn-lanes on Jebavy. MCRC staff has been doing periodic inspections to make sure the project is being built per plans and MCRC specifications.

- **2022 Hansen Road – Stiles to Amber** – I continue as time allows to work on the design and any required grading easements as time permits. Project will be bid thru the MCRC. Anticipate final bidding documents completed by the end of January 2022. Project will be bid in February of 2022.
- **2022 Hansen Road (MDOT Funds)– Meyers to Dennis** – Charley has completed the survey work and sent the information to Patrick Middleton of KPM. I have been sending Patrick required documents for design and MDOT requirements. Correspondence and required paperwork for MDOT projects.
- **2022 Hoague & Darr Road (MDOT funds)** – Soil Borings were completed, and I have been sending Patrick required documents for design and MDOT requirements. Correspondence and required paperwork for MDOT projects.
- **Custer Road Potential Culvert Failure** – The culvert was delivered on October 4th, the EGLE Permit was approved October 5th. The MCRC crews will be replacing the culvert this week.
- **Mac Road Gravel Pit** – All Aggregates plan on moving back to Mac Road the week of October 18th and produce the remaining 20,000+ tons of 22A before winter. Schultz Excavating will be excavating the next portion for gravel during the fall, winter & spring for All Aggregate can produce 22A again in the summer of 2022.
- **Access Road PM Highway to S. Jebavy Drive** – Mary and I met with Steve Jones and Joel Lipps of Oxy Chemical regarding the permanent easement for the access road. The MCRC will need to topo the property for preliminary design purposes so we can write up the permanent easement. Steve & Joel estimated that it will take 6 to 12 months to get the easement signed. Agreement with Market Development is close. MD is still requiring that the access road is built within 5 years of signing the agreement.
- **Surveying & Design Priorities** – We had a staff meeting to discuss survey priorities. With winter approaching it is very important to get the topo surveys done prior to snowfall.

I. Manager/Director Report

- I was able to find the President of the Forest View Commons HOA on West Forest Edge Drive to discuss the deed we hold for the road. Their board will

be meeting the week of the 18th and they will let me know if a decision is made. We have no need to keep this excess property that was donated to us in March of 2007.

- I spoke with Dr. Bos from the Pere Marquette Watershed Council regarding the Indian Bridge Issue being too low for boats to pass under. Scott Civil Engineering had done an estimate about 4 years ago that would now be about \$500k to make the changes needed to allow boat traffic under the bridge. The USFS is currently seeking funding through grants. So far, they do not have any funding available but continue to keep looking.
- The person I had contacted regarding grant writing has declined as this is not the type of grant writing he deals in.
- I discussed the possibility of vacating 17' of right of way on Lakeshore Drive with our attorney and he stated this would be very costly as the plat would need to be rewritten so until this comes up again, we will hold off.
- I have equipped all our trucks and equipment with Roadside Crash Assessment Checklists, so they are aware of what to do in the event they are involved in an accident.
- We were notified by Michigan Kenworth that there would not be any trucks available next year to lease due to no availability. We will need to consider purchasing the three we have as there will not be any available to purchase or no guarantee if we ordered them that they would arrive. The cost would be approximately \$384,750 plus the interest. I have contacted PACCAR for information on financing them.
- We have estimates through MIDEAL for the dual wings and box for the next Western Star cab and chassis that is expected on April 1, 2022. The cost of these is about \$7,100 more than the last ones purchased. We need to order by October 20, 2021, to hold these prices and assure that we can get them by the time the next truck arrives. Base cost for the truck is \$122,000 plus the dual wings \$20,984, Box is \$40,636 for a total of \$183,620 before labor. We will budget at least \$225,000 for this truck in 2022.
- Met with the County Finance, Personnel and Rules Committee on October 12th to discuss logging at the Numberg Road pit. I had asked if they would be interested in deeding that property over to us as that is the only pit we have in the area and have used it for many years. There was no discussion from the board on deeding the property to us, but they asked for the logger's information.
- Attended Custer, Summit and Riverton Board meetings. I gave an update on their local projects. There were no issues reported. We will be scheduling a group Supervisors meeting the first part of November.

- The next Township Officers Meeting is scheduled for October 21 at 6 pm and will be hosted by Riverton Township. Agenda and minutes are attached.
- Time for the Boot Truck. Cost would be \$5,850. That would come from the safety fund.
- The next Paul Bunyan Meeting is scheduled for November 18 at Caberfae Peaks with registration at 9:00 am. Cost is \$25.00 per person.
- The 2022-2024 Teamsters Local 214 Contract was signed by the BA and MCRC Union Representatives and is off to the printers.

J. Unfinished Business

1. Benson Road Right of Way

- Addressed during public comment.

K. New Business

1. Approve purchase of Dual wings and Box through MIDEAL for new truck coming in April 2022.

Motion made by Ingison to secure wings and undercarriage for 2022 plow truck. Supported by Conklin. Ayes all. Motion carried.

L. Commissioners Privilege

Ingison would still like to address a place to use the insurance refund.

M. Extended Public Comment

N. Next Meeting: **Thursday, October 28, 2021 @ 10:00 am**

The next regular meeting is scheduled for Thursday, October 28, 2021 at 10:00 a.m. Immediately preceding the board meeting will be a facility planning workshop at 9:00 a.m.

O. Adjournment

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



Heather Braginton - Secretary



Bill Schwass - Chairman

MEETING MINUTES**MASON COUNTY ROAD COMMISSION
OCTOBER 28, 2021****A. Call to Order**

Chairman Schwass called the October 28, 2021 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 and Member Conklin, Manager/Director Samuels, Secretary/Finance Director Braginton, County Highway Engineer Nelson, Foreman Peters.

Members Absent: Superintendent Loeser.

Visitors: Jim Gallie-Amber Twp

1. Pledge of Allegiance**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 Meeting Minutes

The minutes of the October 14, 2021 regular meeting were reviewed. Motion made by Conklin 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 October 28, 2021 Ck #81462 thru ck#81520 for \$682,875.83 and approve payroll #22 for October 28, 2021.

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

Motion made by Ingison to approve Accounts Payable vouchers for October 28, 2021 Ck #81462 thru ck#81520 for \$682,875.83 and approve payroll #22 for October 28, 2021. Supported by Conklin. Ayes all. Motion carried.

E. Review Accounts Receivable and Contingent Liabilities

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

F. Public Comment

G. Superintendent's Report

SAFETY - Continuing weekly safety meetings and covid protocols.

TRAINING - Doing some snow plowing training for newer employees and also training on hauling gravel trains.

TOWNSHIP PROJECTS/MAINTENANCE - Complete: Mound St, E First St culvert, Budzynski Rd. In Progress: Custer Rd culvert, Tuttle Rd Culvert, Tyndall Rd Culvert, Blading all roads before snow starts, Patching with 23A from Taylor Pit.

FAILED CULVERTS - 31 Total culvert replacements year to date.

PITS - Hauling sand from Alexander pit to Custer property.

USFS PROJECTS - Complete: Chauvez Rd/Taylor Rd. In Progress: Chauvez Rd East of Taylor, Modjeski Rd West of Quarterline, Morton Rd/Cooper Creek Rd Intersection.

MDOT - Mowing is complete on trunkline.

WINTER SAND HAUL - Starting hauling winter sand from Mac Rd pit today.

H. County Highway Engineers Report

2021/2022 Ludington Area Schools – Bryant Road Reconstruction is completed. The pavement markings at Bryant & Jebavy were not correct. The Contractor has made some corrections but the stop bar and turn arrows are located too far away from the intersection. Additional traffic loops will need to be installed and the stop bar & turn arrows removed & replaced before final acceptance. The Contractor has removed and replaced the concrete C&G at the school entrance off Jebavy Drive. The turn lanes and turning radius for the busses will be corrected. The HMA will be milled and resurfaced after patching. MCRC

staff has been involved by doing periodic inspections to make sure the Bryant & Jebavy project is being built per plans and MCRC specifications.

2022 Hansen Road – Stiles to Amber – I continue as time allows to work on the design and any required grading easements as time permits. Project will be bid thru the MCRC. Anticipate final bidding documents completed by the end of January 2022. Project will be bid in February of 2022. MCRC sold our 2021 RTF funds, \$619,000 are allocated toward this project.

2022 Hansen Road (MDOT Funds)– Meyers to Dennis – KPM will be working on this after the Hoague & Darr Road project is submitted to MDOT for the GI. I have been sending Patrick required documents for design and MDOT requirements. Correspondence and required paperwork for MDOT projects. Preliminary estimate is \$600,000. MDOT will participate \$426,204 with MCRC match of \$143,796.

2022 Hoague & Darr Road (MDOT funds) – KPM has the preliminary GI log plans, estimate and specifications ready to submit to MDOT. I have been working with Pat Middleton on correspondence and required paperwork for MDOT design projects. Preliminary Estimate is \$950,000. MDOT funding \$610,000 with balance of \$340,000 MCRC. I am working with Joel Fitzpatrick and Task force to try to increase MDOT funding another \$150,000+ to lessen MCRC balance. There may be \$170,000 +/- in COVID-19 funding available for this project. Rural Task force meeting will be held on November 8th at 10:00AM to discuss.

Meisenheimer Road Potential Culvert Failure – EGLE Permit was revised and resubmitted based on EGLE suggestions. Original was a twin 24" culvert. Twin culvert permits thru EGLE require a 40-day public notice, so it was changed to a 42" x 29" elliptical pipe. Culvert has been ordered based on EGLE approval on October 27th. The MCRC crews will be replacing the culvert sometime in the near future.

Mac Road Gravel Pit – All Aggregates has moved back into the Mac Road to start producing the remaining 20,000 tons of 22A aggregate. Schultz Excavating will be excavating the next portion for gravel during the fall, winter & spring for All Aggregate can produce 22A again in the summer of 2022.

Access Road PM Highway to S. Jebavy Drive – It was discovered that the proposed north property line was too close to the existing HMA private driveway behind shop-n-save. Zoning requires a minimum of 5' from the property line to HMA. The property survey will be revised so we can finalize the purchase of the 2.8 acres for the access road. Agreement with Market Development (MD) is close. MD is still requiring that the access road is built within 5 years of signing the agreement.

2021 HMA Paving – Rieth-Riley paved Meyers and Johnson Road yesterday 10-27-2021. First Street in Amber Road has been resurfaced with 1" of HMA and Jim Gallie is happy with the final HMA paving. All Rieth-Riley HMA paving projects for MCRC & Townships are completed for the 2021 season.

2021 Rasmussen Road – Josh and I are working on the "as built" drawings, final quantities, contract modifications, etc. in the upcoming weeks. The final as built survey is used for MDOT documentation and justification for final quantities. Punchlist has not been completed to date by Hallack Contracting.

2021 HMA Paving on Quarterline & Hoague Road –All work has been completed on this project. Final cost was \$524,171.09. MDOT participation \$341,000 (65%) and the balance of \$183,171.09 MCRC (35%). Original agreement was 60%/40%.

2021 West Forest Trail – All work has been completed. Working on final quantities and MDOT paperwork to final out this project. Project looks and rides very good.

2024 & 2026 Small Urban Funding – Small Urban Task Force Meeting today at 2:00PM for upcoming 2024 and 2026 projects. Funding every 2 years. MDOT will participate a maximum of \$385,000 for projects in the small urban area. Looking at S. Jebavy Drive & access road for 2024 & 6th Street for 2026. Working on preliminary construction estimates.

I. Manager/Director Report

I spoke with the President of the Forest View Commons HOA on West Forest Edge Drive. She asked that we hold on to the deed for them until they can form a road association. This will be for an undetermined amount of time. This road was deeded to the road commission before the project was completed and due to unforeseen issues by the contractor, the road was never completed or brought into our Certified Road System.

Attended the Mason County Township Officers Meeting on October 21st held at the Riverton Townhall. Most units of County Government were represented. The speaker for the evening was Dani McGarry with an overview on this year's Household Hazardous Waste Program. There were 28,000 lbs. collected for a total cost of \$74,000.00. She also discussed invasive species.

The boot truck is scheduled for November 11th.

The next Paul Bunyan Meeting is scheduled for November 18 at Caberfae Peaks with registration at 9:00 am. Cost is \$25.00 per person. I need a count of attendees.

We have contacted Freightliner and asked if there will be any trucks available to continue our lease program for 2022 and they do not. We should discuss the need to purchase the three Kenworth trucks we are currently leasing.

The deadline to receive applications for the Truck Driver positions ends today, the 28th. We have received 15 applications and will start scheduling interviews next week. The goal is to hire two individuals that will bring us back up to full force.

Have purchased a forklift for the shop.

The Mason-Lake Conservation District, West Michigan Cooperative Invasive Species Management and Ottawa Conservation District have identified Hemlock Woolly Adelgid in Summit Township on West Sunset Lane and Montgomery Boulevard. They will be in this area to treat the hemlock trees. This is a devastating invasive species that is now established in Michigan and have been detected in five lakeshore counties.

J. Unfinished Business

1. Discuss Purchase of Kenworth Trucks

Options for purchasing trucks discussed. Will look into used truck prices and revisit at the next meeting.

2. Review 3rd Quarter Operational Goals

Reviewed operational goals progress.

3. Review 3rd quarter budget update

Reviewed quarterly budget update.

4. Discussion regarding insurance refund

Board would like to use the refund to pay off our liability with Pere Marquette Township and deposit the rest of the balance into the MERS retirement fund.

K. New Business

1. Approve Master Road Agreement between MCRC & Forest Service

Motion made by Ingison to approve the new contract with the USFS for maintaining the Forest Service roads. The contract is for 2022 - 2026. Supported by Conklin. Ayes all. Motion carried.

2. Township Projects to be Approved

Motion by Conklin 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.

L. Commissioners Privilege

M. Extended Public Comment

N. Next Meeting: **Thursday, November 11, 2021 @ 10:00 am**

The next regular meeting is scheduled for Thursday, November 11, 2021 at 10:00 a.m. Immediately preceding the board meeting will be a facility planning workshop at 9:00 a.m.

O. Adjournment

There being no further business the meeting was adjourned at 11:39 a.m.


Heather Braginton – Secretary


Bill Schwass – Chairman

APPENDIX A**Township Projects Approved on October 28, 2021**

JOB #	TWP	ROAD NAME	LOCATION	DESCRIPTION	PROJECT COST
057	Pere Marquette	JOHNSON RD	South of Rassmussen Rd	HMA Overlay 1-1/2" , 22' wide	\$ 58,481.50
061	PM/Amber	MEYERS RD	Rassmussen Rd south to Curve	HMA Overlay 1-1/2" , 22' wide	\$ 78,228.50

MEETING MINUTES**MASON COUNTY ROAD COMMISSION****NOVEMBER 11, 2021****A. Call to Order**

Chairman Schwass called the November 11, 2021 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, Manager/Director Samuels, Secretary/Finance Director Braginton, County Highway Engineer Nelson, Superintendent Loeser, Shop Foreman Keating

Absent: Member Conklin

Visitors: Jim Gallie - Amber Twp, Dick Alway - Amber Twp, Charles Nerweir - Sheridan Twp, Rich Rouwhorst - Sheridan Twp.

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

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

1. Conflicts of Interest

Conflicts: None

C. Approval of Meeting Minutes

The minutes of the October 28, 2021 regular meeting were reviewed. Motion made by Ingison to approve the minutes as presented. Supported by Schwass. Ayes all. Motion carried.

D. Approval of Accounts Payable & Payroll

To approve Accounts Payable vouchers for November 11, 2021 Ck #81525 thru ck#81582 for \$537,431.89 and approve payroll #23 for November 11, 2021.

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

Motion made by Ingison to approve Accounts Payable vouchers for November 11, 2021 Ck #81525 thru ck#81582 for \$537,431.89 and approve payroll #23 for November 11, 2021. Supported by Schwass. Ayes all. Motion carried.

E. Review Accounts Receivable and Contingent Liabilities

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

F. Public Comment

Benson Road erosion issue addressed. Superintendent Loeser met with the residents to look at the road issues and discussed a plan to correct the erosion issues. There is a meeting planned with the Sheridan Township officials to discuss a solution for the problem.

Gallie, Amber Twp - asked for deadline for township project requests. Samuels told him we need them by January 31st. Asked if there are any state funds available that could pay for a south stiles road reconstruction.

G. Shop Foreman Report

1. Maschio Tiller-\$9,495

- Took delivery November 10th
- Identical unit to current same model C205
- Standardization of parts.
- Bargained for a complete set of tines for extra \$100.00, dealer cost \$365.00

2. Bush Hog Batwing-\$25,000.00

- 15' Cutter
- Heavy duty 250 hp gear boxes
- Take delivery in February

Motion made by Ingison to purchase Brush Hog for approximately \$25,000.

Supported by Schwass. Ayes all. Motion carried.

3. New Western Star 612

- The build is really moving along – Complete so far:
 - a. Had to relocate DEF tank
 - b. Air Tank
 - c. Fuel Filter
 - d. Air Dryer
 - e. Installed wing mounts & supports
 - f. Underbelly
 - g. Fuel & HYD comb tank
 - h. All the HYD hard lines & ran to back of truck
 - i. Tarp cable run truck side
 - j. Controls mounted in cab
 - k. Sequential valves mounted
 - l. Box now set in place

4. It has been very nice having extra fab guy here. We would not have a 1/4 of this stuff done.

5. Winter Ready

- We have gone through and identified equipment supplies such as underbodies
 - a. 2 rebuilt
 - b. 1 waiting on new hanger board on order
 - c. 1 complete new unit on order
- Having some long delays on plow and salter parts. Already stock piled truck & grader blades. Salter housings & under body parts hard to get. Stocked parts room with extra high usage parts
 - a. Pins
 - b. Bushings
 - c. Swing Cylinder
 - d. Blade Cylinder

6. A510 Account & Labor Bill

- Katmatso-\$18,000, fan control valves
- Leeboy-\$7,500, Screed wings
- Truck 44-Cost?, New engine
- Screen Plant- Lots of bolts, bearing, rollers, screens
- Michigan Cat Graders-Repairs on them, no longer leased equipment
- 3-Walk & Rolls-Rebuilds
- Volvo Truck 633-Top end rebuild
- Brine Trailers-Switch over from gas driven pumps to HYD, plus ran all new SS HYD lines from spray bars, ect.
- 602-DPF filter 4K

H. Superintendent's Report

1. Safety

- Weekly Safety Talks
- Covid Protocol

2. Training

- Gravel Trains
- Snowplow Training (Ride Along)
- Routes (Snow)

3. Township Projects/Maintenance

- 100%-Custer Road Culvert (Pavement)
- 100%-Tuttle Road Culvert/Ditching (Pavement)
- 100%-Tyndall Road Culvert (Pavement)
- 85%-Blading all roads before snow
- 90%-Patching
- 95%-Edging

4. Failed Culvert Replacements

- 31 Total-to-date
- Fountain Road Culvert (Permit needed)

5. Winter Sand Haul-20,000 tons, October 28th-November 12th

- 95%-Alexander Pit to Custer Property
- 95%-Alexander Pit to Yard

6. Forest Service Projects

- 50%-Chauvez Road East of Taylor to Masten

- 95%-Modjeski Clearing/Stump Removal/Earthwork
- 60%-Morton Road/Cooper Creek
- 70%-Grant Township Forest Service Roads
- 60%-Culvert Removal
- 70%-Road Closures with Stumps/Earth
- 25%-Woods Trail Work

7. Pits

- Numberg Pit-Stockpile Stumps to Burn this Winter from Morton Road
- Deren Pit-3000 Ton Gravel Left, Rip Rap
- Taylor Pit-3500 Ton (23A Screened), Adams's processing Gravel
- Mac Road Pit-Leman set up to process gravel
- Quarterline Pit- Sand, Deer Pit, Stockpile concrete to crush
- Alexander Pit-Winter Sand

8. MDOT

- Cold Patch Freeway

I. County Highway Engineers Report

2021/2022 Ludington Area Schools – The Jebavy Road entrance has been corrected. The pavement markings at Bryant & Jebavy were not correct. The Contractor has made some corrections but the stop bar and turn arrows are located too far away from the intersection. Additional traffic loops will need to be installed and the stop bar & turn arrows removed & replaced before final acceptance. MCRC staff has been involved by doing periodic inspections to make sure the Bryant & Jebavy project is being built per plans and MCRC specifications.

2022 Hansen Road – Stiles to Amber – I have been making progress on final the design and required grading easements. Project will be bid thru the MCRC. Anticipate final bidding documents completed by the end of January 2022. Project will be bid in February of 2022. MCRC sold our 2021 RTF funds, \$619,000 are allocated toward this project.

2022 Hansen Road (MDOT Funds)– Meyers to Dennis – KPM will be working on this after the Hoague & Darr Road project is submitted to MDOT for the GI. I have been sending Patrick required documents for design and MDOT requirements. Correspondence and required paperwork for MDOT projects. Preliminary estimate is \$600,000. MDOT will participate \$426,204 with MCRC match of \$143,796.

2022 Hoague & Darr Road (MDOT funds) – KPM has the preliminary GI log plans, estimate and specifications have been submitted to MDOT. I was able to get additional funding through the Rural Task Force for this project. Preliminary Estimate is \$950,000. MDOT funding was \$610,000 with balance of \$340,000 MCRC. There were additional State-D funds and COVID HIP funds available that increased MDOT participation to \$794,534 with a balance of \$155,466 for the MCRC. There was a bit of phone calls and correspondence required to make this adjustment.

Meisenheimer Road Potential Culvert Failure –Culvert has been ordered based on EGLE approval on October 27th. The MCRC crews will be replacing the culvert sometime in the near future.

Fountain Road Culvert – The EGLE permit was received for the culvert on Fountain Road between Meyers Road and Victory Perk Road. The MCRC crews will be replacing the culvert sometime in the near future.

Mac Road Gravel Pit – All Aggregates continuing to produce gravel at the Mac Road pit. Anticipate producing the remaining 20,000 tons of 22A aggregate. Schultz Excavating will be excavating the next portion for gravel during the fall, winter & spring for All Aggregate can produce 22A again in the summer of 2022.

Access Road PM Highway to S. Jebavy Drive – The property survey was revised for the purchase of the 2.78 acres for the access road. Agreement with Market Development (MD) is ready for signatures. MD is still requiring that the access road is built within 5 years of signing the agreement. Charley is working on the topo survey of this parcel. The MCRC will need to write up a permanent easement for Oxichemical for the 7' strip of land just east of

S. Jebavy Drive. Once the topo survey is completed, I may need to have further discussion with ConsumersPower about relocation of power poles and an electrical transformer. It is anticipated that CE has an easement for the power poles and electrical box so the cost of relocation would be by the MCRC.

2021 HMA Paving – Rieth-Riley will be preparing and paving another spillway on Brye Road. There is a bump at the existing/new joint on Quarterline that will be fixed in the next week or two. All Rieth-Riley HMA paving projects for MCRC & Townships are completed for the 2021 season.

2021 Rasmussen Road – Josh and I are working on the "as built" drawings, final quantities, contract modifications, etc. in the upcoming weeks. Punchlist has not been completed to date by Hallack Contracting.

2024 & 2026 Small Urban Funding – Small Urban Task Force Meeting was held on October 28, 2021. MDOT will participate a maximum of \$385,000 for projects in the small urban area. S. Jebavy Drive & access was submitted

for 2026 funding. The City of Ludington submitted a project for 2024 funding.

Rural Task Force – The Local RTF meeting was held at the Ludington Mass Transit on November 8, 2021. LMT submitted for the following RTF funding; 2024 - \$64,000 (Admin. Vehicle, Tire Machine, Plow Truck), 2025 - \$100,000 (Emergency generator & truck hoist), 2026 - \$51,500 (HVAC, Water Heater & Hoist). The MCRC applied for the following RTF funding; 2024 - \$516,650 (Jebavy Drive & Bryant Road HMA Overlay), 2025 - \$493,650 (S. Lakeshore), 2026 - \$550,150 S. Lakeshore Drive. The Countywide RTF meeting will be held in December for final approvals. I would like to review the Paser Ratings & Traffic Counts and have a staff meeting to confirm the final selection of roads for the 2024, 2025 & 2026 funding. The roads were submitted as a placeholder at this time.

J. Manager/Director Report

The North Country CISMA has completed treatment for Wild Parsnip in several areas of the County. The MCRC participates in the cost for this annually in the amount of \$500.00

The Infrastructure Bill was passed by the House of Representatives and the next step will be President Biden signing the bill into law which he has pledged to do. It will take some time to develop these new programs, but some will be realized this year. Hopefully we will receive funding for some of our smaller bridges and culverts.

The boot truck is here today.

The next Paul Bunyan Meeting is scheduled for November 18 at Caberfae Peaks with registration at 9:00 am.

Interviews for the heavy truck driver positions were completed on Tuesday and Wednesday this week. We will be hiring two applicants.

The Mason-Lake Conservation District have asked if the MCRC would be willing to hold the Hazardous Waste Pickup Day on a Thursday from 3 pm to 7 pm rather than a Saturday for 2022. This could cause too much congestion with our equipment coming in at the end of the day. We are working on a solution.

I am scheduling our quarterly meeting with the Township Supervisors for December 2 at the Custer Townhall. We will be discussing the 2021 projects that were completed, the updates for the 2022 Local Road Policy and upcoming projects.

Working on the list of bridges under 20' in the county and will send to Scott Civil Engineering for inspection. There are currently thirteen (13) bridge/culverts that need to be replaced, several within the next two (2) to five (5) years.

Change meeting date for December 9 Board Meeting to possibly the 8th. We have a safety meeting at the Sheriff Department to attend.

K. Unfinished Business

1. Benson Road Encroachment

Manager Samuels sent a letter to property owner ordering removal of the encroachment.

L. New Business

1. Discussion on Overhead Charges for Chip Seal and HMA Projects

2. 2022 Local Road Policy Discussion

Discussion to clarify overhead costs on Township Projects. Samuels suggested leaving cost share amount the same because we are spending a lot more on local routine maintenance.

3. Preliminary 2022 Budget Review

Discussion held regarding in progress budget for 2022.

4. Approval of Order for Removal of Encroachment

Motion made by Ingison to approve order for removal of encroachment on Shu-Shu-Ga Lane. Supported by Schwass. Ayes all. Motion carried.

5. Approval of Resolution regarding decertified Public Roads

Tabled for further review.

6. Sign access agreement with Market Development

Purchase Agreement was signed by Chair Schwass and Manager Samuels.

M. Commissioners Privilege

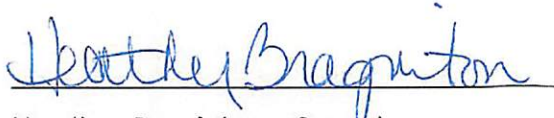
N. Extended Public Comment

O. Next Meeting: **Wednesday, November 24, 2021 @ 10:00 am**

The next regular meeting is scheduled for Wednesday, November 24, 2021 at 10:00 a.m. Immediately preceding the board meeting will be a facility planning workshop at 9:00 a.m.

P. Adjournment

There being no further business the meeting was adjourned at 12:27 p.m.

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

Heather Braginton - Secretary

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

Bill Schwass - Chairman

MEETING MINUTES**MASON COUNTY ROAD COMMISSION
NOVEMBER 24, 2021****A. Call to Order**

Chairman Schwass called the November 24, 2021 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 (via zoom), County Highway Engineer Nelson, Superintendent Loeser

Visitors: Jim Gallie- Amber Twp.

1. Pledge of Allegiance**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 Meeting Minutes

The minutes of the November 11, 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

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

Motion made by Conklin to approve Accounts Payable vouchers for November 24, 2021 Ck #81583 thru ck#81646 for \$753,510.24 and approve payroll #24 for November 24, 2021 and approve STL Payout in the amount of \$48,989.59. 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

G. Superintendent's Report

1. SAFETY - Weekly safety meetings continue, following covid protocol, had a safety training class.
2. TRAINING - Continuing to train various employees on the gravel trains and also snow plow training on our winter routes.
3. TOWNSHIP PROJECTS/MAINTENANCE - Crews have been blading roads continuously, patching and edging.
4. FAILED CULVERTS - 31 total culverts replaced this year. In progress: #32: Meisenheimer east of Scottville Rd, #33: Fountain Rd west of Angling
5. WINTER SAND HAUL - All sand has been moved out of Alexander pit.
6. FOREST SERVICE PROJECTS - 70% Chauvez Rd East of Taylor (in progress), 95% Modjeski / Morton / Cooper Creek (in progress), 95% Grant Twp Forest Service Roads, 100% Culvert removals (4), 90% Forest Service Closures/stump placement, Woods trail in progress.
7. HANSEN RD CULVERT - 48" culvert on Hansen Rd plugged. Road is currently closed.

H. County Highway Engineers Report

- 2021/2022 Ludington Area Schools – The Contractor has made some corrections but the stop bar and turn arrows are located too far away from the intersection. Additional traffic loops will need to be installed and the stop bar & turn arrows removed & replaced before final acceptance. MCRC staff has been involved by doing periodic inspections to make sure the Bryant & Jebavy project is being built per plans and MCRC specifications.
- 2022 Hansen Road – Stiles to Amber – I have been making progress on final the design and required grading easements. Project will be bid thru the MCRC. Anticipate final bidding documents completed by the end

of January 2022. Project will be bid in February of 2022. MCRC sold our 2021 RTF funds, \$619,000 are allocated toward this project.

- 2022 Hansen Road (MDOT Funds)– Meyers to Dennis – KPM and I have been working on this project. I have reviewed the preliminary specifications, plans and engineers estimate, and have sent Patrick my comments. Project is ready to submit to MDOT for scheduling the GI. Preliminary revised estimate is \$680,000. MDOT will participate \$426,204 with MCRC match of \$223,796.
- 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. This funding should be approved at our December 6th RTF meeting.
- Meisenheimer Road Potential Culvert Failure –Culvert has been ordered based on EGLE approval on October 27th. The MCRC crews will be replacing the culvert sometime in the near future.
- Fountain Road Culvert – The EGLE permit was received for the culvert on Fountain Road between Meyers Road and Victory Perk Road. MCRC is trying to get the easement from the property owner on the South side of Fountain Road. The MCRC crews will be replacing the culvert sometime in the near future.
- Morton Road W. Forest Trail to Modjeski - The new alignment for the ROW was staked and ready for the USFS to evaluate the trees for clearing to the 66' wide ROW.
- Mac Road Gravel Pit – All Aggregates continuing to produce gravel at the Mac Road pit. Anticipate producing the remaining 20,000 tons of 22A aggregate. Schultz Excavating will be excavating the next portion for gravel during the fall, winter & spring for All Aggregate can produce 22A again in the summer of 2022.
- Mac Road & USFS Gravel – MCRC submitted the exploration proposal in mid-September. The USFS is completing the resource survey and will request a categorial exclusion so a full environmental analysis should not be required. Hoping to be able to perform soil borings in the next few months to determine the amount of gravel.
- 2021 HMA Paving – There is a bump at the existing/new joint on Quarterline that will be fixed in the next week or two. All Rieth-Riley HMA paving projects for MCRC & Townships are completed for the 2021 season.

- 2021 Rasmussen Road – Josh and I are working on the “as built” drawings, final quantities, contract modifications, etc. in the upcoming weeks. Punchlist has not been completed to date by Hallack Contracting.
- 2022 Primary Roads, Chip Seal & HMA overlays – We have a staff meeting on November 30th to discuss existing pavement conditions and traffic counts to determine the County Primary projects for 2022.
- Access Road PM Highway to S. Jebavy Drive –An old version of the agreement was signed, need signatures on the latest agreement. Charley is working on a topographical survey of the property. MD is still requiring that the access road is built within 5 years of signing the agreement. The MCRC will need to write up a permanent easement for Oxichemical for the 7' strip of land just east of S. Jebavy Drive. Once the topo survey is completed, I may need to have further discussion with Consumers Power about relocation of power poles and an electrical transformer. It is anticipated that CE has an easement for the power poles and electrical box so the cost of relocation would be by the MCRC.

I. Manager/Director Report

- The Infrastructure Bill has been signed into law by President Biden
- Interviews for the heavy truck driver positions have been completed and we have hired two new employees. One will start on January 4 and the other on January 5.
- I am scheduling our quarterly meeting with the Township Supervisors for December 2 at the Custer Townhall. We will be discussing the 2021 projects that were completed, the updates for the 2022 Local Road Policy and upcoming projects.
- I have sent the list of our bridges that do not qualify for MDOT funding to Scott Civil Engineering to complete inspections on sometime next spring or as time allows.
- The December 9th regular board meeting has been rescheduled to December 8 at 10 am.
- I have requested bids to finance the three Michigan Kenworth Trucks. They are Due December 2nd. We will approve on December 8th at the regularly scheduled meeting.
- Received estimates for replacements of the South Bayou Bridge and Darr Road Bridge to get an idea of what the costs will be. I have also contacted Krenn Bridge for an estimate for the Darr Road Bridge that will not be available until after February of 2022.
- Due to the increase in COVID-19 infections (Delta Variant) we have begun a heavier disinfection protocol every day and are limiting everyone to only one vehicle. Because there is not a mandate yet, we are advising all employees to wear a mask in any indoor public settings

- regardless of their vaccination status. We need to be extra cautious to keep our crew healthy to be available for this winter season.
- I attached a copy of the POOLCUE from MCRCSIP for your information. Lots of great information.
 - Aglow on the Avenue Parade is this Saturday at 6 pm.

J. Unfinished Business

1. 2022 Local Road Policy

a. Discussion on Overhead Charges for Chip Seal & HMA Projects

Samuels provided clarification that we are not charging overhead for the materials cost for the HMA and Chipseal portion of township projects.

2. Approval of resolution regarding Decertified Public Roads

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

3. 44 North Health Insurance

An alternative health insurance proposal was presented by 44 North to the union employees on Thursday, November 18th. A vote was held by the Union on Tuesday, November 23rd and the Union voted 23-2 to stay with the Teamster's insurance plan. Although the alternative plan presented was comparable to the current plan and offered potential savings to the employees, it does not result in any cost savings for the road commission, therefore there is no reason to force a change for the employees that they do not want. We will stay with the current health plan with Teamster's for the time being.

4. Re-sign Market Development Agreement

Revised agreement signed by Chairman Schwass and Manager Samuels.

K. New Business

Samuels presented Extract to issue a traffic control order changing the speed limit to 25 miles per hour on Piney Ridge Rd from M-116 to the end of the road,

Hamlin Township. Motion made by Ingison to approve extract. Supported by Conklin. Ayes all. Motion carried.

Samuels presented Extract to issue a traffic control order changing the speed limit to 25 miles per hour on N Lakeshore Dr from the South Bayou to the North Bayou, Hamlin Township. Motion made by Ingison to approve extract. Supported by Conklin. Ayes all. Motion carried.

1. Approve Forest Service Agreement

Motion made by Conklin to approve maintenance agreement with the US Forest Service as presented. Supported by Ingison. Ayes all. Motion carried.

2. Approve Lease Purchase of John Deere Tractor

Motion made by Ingison to approve the lease purchase of a 2021 John Deere 6110M Cab Tractor based on MI-Deal contract pricing. Supported by Conklin. Ayes all. Motion carried.

L. Commissioners Privilege

M. Extended Public Comment

N. Next Meeting: **Wednesday, December 8, 2021 @ 10:00 am**

The next regular meeting is scheduled for Wednesday, December 8, 2021 at 10:00 a.m. Immediately preceding the board meeting will be a facility planning workshop at 9:00 a.m.

O. Adjournment

There being no further business the meeting was adjourned at 11:09 a.m.


Heather Braginton – Secretary


Bill Schwass – Chairman

MEETING MINUTES**MASON COUNTY ROAD COMMISSION
DECEMBER 8, 2021****A. Call to Order**

Vice-Chair Ingison called the December 8, 2021 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 Ingison, Member Conklin, Manager/Director Samuels, Secretary/Finance Director Braginton (via zoom), County Highway Engineer Nelson, Superintendent Loeser

Absent: Chairman Schwass

Visitors: None

1. Pledge of Allegiance**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 Meeting Minutes

The minutes of the November 24, 2021 regular meeting were reviewed. Motion made by Conklin 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 Conklin to approve Accounts Payable vouchers for December 9, 2021 Ck #81651 thru ck#81699 for \$186,932.76 and approve payroll #25 for December 9, 2021. Supported by Ingison. Ayes all. Motion carried.

E. Review Accounts Receivable and Contingent Liabilities

The Board reviewed the Contingent Liabilities and Revenue/Fund Balances. Braginton reported that MTF Fund revenues were low this month because the State of Michigan is waiting to receive \$17 Million in fuel taxes from Exxon Mobile. We should receive the shortage in a future MTF payment once those taxes are paid.

F. Public Comment

None.

G. Superintendent's Report

1. Safety - Covid Protocol has been ramped up due to the increased levels of covid cases happening. Everything is being sanitized daily before employees arrive in the morning. Still having weekly toolbox talks.
2. Training - Snow plow routes (operation) and Sander/Salt Spreader (refresher training)
3. Township Projects/Maintenance - Snow Removal, cold patching, doing ride-arounds with township supervisors, working on bids for township projects.
4. Failed Culverts - 32 Total culverts replaced to date. Meisenheimer culvert is 100% complete.
5. Winter Sand haul / Salt - Sand Haul is complete and we will get an additional salt delivery in January.
6. Forest Service (weather dependent) - Chauvez Rd is in progress. Stumps are removed. Modjeski Rd is 95% complete. Morton Rd / Cooper Creek is in progress. Woods trail is in progress.
7. Hansen Rd (48" culvert is plugged) - repair is in progress. water is down 4 1/2 to 5 feet.

H. County Highway Engineers Report

2022 Fountain & Tuttle Road Structures – After discussions with MDOT regarding emergency access north of the Tuttle Road Bridge after removal, MDOT agreed to gravel Tuttle Road and Beyer Road north of the Tuttle Road Bridge. MDOT has agreed to participate and place approximately 5,000 tons of 22A aggregate on approximately 1 mile of Tuttle & Beyer Road for emergency

access. With the rising cost of Construction and material shortages MDOT also agreed to increase the funding for both Tuttle Road & Fountain Road projects. Tuttle Road structure was originally estimated at \$348,000 in 2017. Fountain Road structure was originally estimated at \$869,000 in 2018; total combined project cost \$1,217,000. With the additional gravel and increased cost of projects, MDOT funding is now \$600,000 for Tuttle Road and \$1,085,000 for Fountain Road; total of \$1,685,000. An increase of \$468,000. MDOT participation is still 95% so the MCRC portion for the increase will be 5% (\$23,400). The Fountain & Tuttle Road project is anticipated to be bid thru the MDOT Bid Letting in March or April of 2022. The Contractor will have 12 weeks to construct the project between the months of April thru November 15, 2022.

Rural Task Force Meeting 2022 thru 2026 – Mary & I attended an RTF meeting in Muskegon regarding our annual MDOT funding (STP & State D) for our primary roads. Based on our Staff meeting our next primary route for reconstruction will be Custer Road from the Village of Custer north to Fountain Road. Iris Road from PM Highway to S. Lakeshore is programmed for 2023. Adding a Right Turn Lane on SB Jebavy Drive at Johnson is also programmed for 2023. Custer Road would be programmed from 2024 thru 2026. Josh Grab from MDOT anticipates a 20% to 30% increase in STP funding for 2022 thru 2026. The MCRC currently gets about \$500,000 in STP and \$72,000 in State D. The increase in STP funding should be between \$100,000 and \$150,000 each year from 2022 through 2026. MDOT will let us know probably in March of 2022.

MCRC 5-Year Plan – Mary & I have reviewed and updated the MCRC 5-year plan. I put together preliminary cost estimates and the anticipated amounts of MDOT, MCRC and Other funding amounts for each year.

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. The MCRC will be doing additional maintenance on several of the projects in conjunction with the Township Project.

Township Supervisors Meeting – Mary, Jeff, Joe, Josh P., Josh B & I attended the Township Supervisors meeting last Thursday evening. Introduced Josh Bader and discussed a few of the upcoming projects for 2022. It was emphasized that Township need to get the HMA and Chip & Fog Seal projects to the MCRC by February 1, 2022. Explained that both the HMA & Chip Seal project need to be advertised and bid this year. The MCRC would like to bid these projects in March of 2022.

USFS Flap Grant Applications – FLAP Grants thru the USFS/FHWA are due December 15th, 2021. I need to review the application process and required documents. I am hoping to submit at least 3 applications for the fiscal years between 2023 through 2026. No local match is required for these FLAP Grants. The last FLAP grant received by the MCRC was for the 2021 W. Forest Road Reconstruction Project (\$500,000). Engineer/Manager Wayne Schoonover,

P.E. applied for the last Flap Grant in 2016. The amount of the FLAP Grant was increased from the original amount of \$500,000 to \$600,000 through my discussions in the fall of 2020 with Bruce Kadzban (MDOT).

Access Road PM Highway to S. Jebavy Drive – Market Development signed the purchase agreement with an effective date of November 30, 2021. I have been working on getting old plans from MDOT & PM Township for the existing water, sewer, storm for the future design. Also, the Oxy easement. MCRC has 5 years to build the road.

Hansen Road Culvert Blockage – Hallack Contracting continues to monitor and fuel the (2) pumps daily. I continue to document the water levels and take pictures for the project files and updating the DEQ (EGLE). The water level is dropping about 4.5 inches per day. There will be increased runoff on Friday & Saturday with rain and snow melt. I am hopeful that the water will be low enough early next week so the MCRC crews can remove the culvert blockage. Hallack Contracting will need to remove the pumps and pipes before we open the road.

2022 Hansen Road – Stiles to Amber – I have been making progress on final the design and required grading easements. 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 Hansen Road (MDOT Funds)– Meyers to Dennis – KPM and I have been working on this project. I have reviewed the preliminary specifications, plans and engineers estimate, and have sent Patrick my comments. Project has been submitted to MDOT for scheduling the GI. Preliminary revised estimate is \$680,000. MDOT will participate \$426,204 with MCRC match of \$223,796. Project is anticipated to be bid in the April MDOT Bid Letting.

I. Manager/Director Report

The quarterly meeting with the Township Supervisors held on December 2 at the Custer Townhall was very well attended, all but three townships were represented. They were presented with the 2022 Local Road Policy; list of available cost share amounts and the list for each township of what projects were carried over to 2022. There was discussion on work that was completed this year and what to expect for 2022. We discussed the need to get contracts back to us for the HMA and chip seal by January 31.

We had a staff meeting last week to update the 5-year plan. (Attached). We will plan to approve at the next meeting.

The Aglow on the Avenue Parade went very well, and our entry was amazing.

The cable on Benson Road has been removed.

We are replacing one of the gas Unit Heaters in the truck garage due to a cracked heat exchanger.

Eric and I attended the West Michigan Regional Rural Transportation Task Force Region 14 Meeting on Monday December 6.

We received notice that the Michigan Federal Land Access Program (FLAP Grant) have removed the match requirement for the program. We will be submitting for the Indian Bridge, Nurnberg Road and West Forest Trail. All submittals are due by December 15th.

J. Unfinished Business

K. New Business

1. Mike Blackmer - Driveway Permit

Table until next meeting.

2. 5-Year Plan Update

Reviewed the proposed Five-Year Plan. Will vote to adopt at next meeting after everyone has time to review.

3. Approve Bid to Finance 3-Kenworth T880's

Bids received from Shelby State Bank and West Shore bank for financing the purchase of 3 Kenworth T880's. Interest rate from Shelby State bank was 1.44% and Westshore Bank was 1.7%. Ingison is in favor of financing each truck individually. Motion made by Conklin to approve the bids and to award bid to Shelby State Bank based on lowest interest rate. Supported by Ingison. Ayes all Motion carried.

4. Approve Installment Purchase Agreement for 3-Kenworth T880's

Motion made by Conklin to approve Installment Purchase Agreement with Shelby State bank for the purchase of three (3) Kenworth T880's. Supported by Ingison. Ayes all. Motion carried.

5. Review 2021 Budget Amendment & Preliminary 2022 Budget

Reviewed 2021 and 2022 preliminary budgets. Public hearing scheduled for December 23rd at 9:30 am to adopt FY 2022 Budget.

L. Commissioners Privilege

None.

M. Extended Public Comment

None.

N. Next Meeting: **Thursday, December 23, 2021 @ 10:00 am**

The next regular meeting is scheduled for Thursday, December 23, 2021 at 10:00 a.m. Budget Hearing scheduled at 9:30 a.m.

O. Adjournment

There being no further business the meeting was adjourned at 11:39 a.m.



Heather Braginton – Secretary



Bill Schwass – Chairman

MEETING MINUTES**MASON COUNTY ROAD COMMISSION
DECEMBER 23, 2021****A. Call to Order**

Fiscal Year 2022 Budget Hearing called to order at 9:30 a.m. There was no public in attendance. Board reviewed proposed budget with Finance Director Braginton. Public hearing was adjourned at 9:57 a.m.

Chairman Schwass called the December 23, 2021 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 (via zoom), County Highway Engineer Nelson, Superintendent Loeser

Visitors: Jim Gallie- Amber Twp., Dick Always – Amber Twp, Brandon Nelson – Foam Works

1. Pledge of Allegiance**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 Meeting Minutes

The minutes of the December 8, 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 December 23, 2021 Ck #81707 thru ck#81772 for \$389,663.34 and approve payroll #26 for December 23, 2021 AND

pre-approve Payroll #1 for January 6, 2022 and pre-approve Accounts Payable vouchers for December 30, 2021.

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

Motion made by Ingison to approve Accounts Payable vouchers for December 23, 2021 Ck #81707 thru ck#81772 for \$389,663.34 and approve payroll #26 for December 23, 2021 and pre-approve Payroll #1 for January 6, 2022 and pre-approve Accounts Payable vouchers for December 30, 2021 up to \$150,000. Supported by Conklin. Ayes all. Motion carried.

E. Review Accounts Receivable and Contingent Liabilities

F. Public Comment

Gallie - informed Superintendent Loeser of some Walnut trees that need removing from the right of way.

G. Superintendent's Report

1. **Safety**
 - Weekly Toolbox Talks (Safety Meetings)
 - Covid Protocol
2. **Training**
 - Snowplow Routes
 - Grader Training
3. **Township Projects/Maintenance**
 - Snow Removal
 - Grade All Gravel Roads (As Needed)
 - Cold Patch
 - Done Budzynski Road South of Fountain Road Guardrail Over Lincoln River (Cable)
 - Bids
4. **Failed Culvert Replacements**
 - 32 Total-to-date
5. **Forest Service Projects**
 - DNR (Woods Trail-In Progress)
 - Chauvez Road Between Taylor & Masten Road Earthwork (In-Progress)
 - Morton/Cooper Creek (In-Progress)
 - Done-Old Free Soil Road Tree Work

- 6. Pits
 - Burn Stumps/Screen Stone
- 7. Hansen Road (48" Culvert)
 - Unplugged & Cleaned Up
- 8. Windstorm
 - Clean Up

H. County Highway Engineers Report

2022 Fountain & Tuttle Road Structures – Final Documents have been submitted to MDOT. MDOT has agreed to participate and place approximately 5,000 tons of 22A aggregate on approximately 1 mile of Tuttle & Beyer Road for emergency access. With the additional gravel and increased cost of projects, MDOT funding is now \$600,000 for Tuttle Road and \$1,085,000 for Fountain Road; total of \$1,685,000. An increase of \$468,000. MDOT participation is still 95% so the MCRC portion for the increase will be 5% (\$23,400). 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.

Category F Grant – 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 turnlane 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.

MCRC 5-Year Plan – Mary & I have reviewed and updated the MCRC 5-year plan. I put together preliminary cost estimates and the anticipated amounts of MDOT, MCRC and Other funding amounts for each year.

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.

USFS Flap Grant Applications – I submitted FLAP Grants the fiscal years between 2023 through 2026 with a maximum amount of \$500,000 each. No local match was required for these FLAP Grants. The last FLAP grant received by the MCRC was for the 2021 W. Forest Road Reconstruction Project (\$500,000). I submitted the following Flap Grant applications on December 15th; 2 FLAP Grants for W. Forest Trail between US-31 & Quarterline Road (1.25 miles

each), 1 FLAP Grant for raising Indian Bridge (Reek Road) and 4 FLAP Grants for Nurnberg Road from Quarterline Road west 6.5 Miles to the End.

Access Road PM Highway to S. Jebavy Drive – Dave Bennett Engineering has scheduled the Phase II Environmental drilling and water sampling in the next 2 weeks. I have been working on getting old plans from MDOT & PM Township for the existing water, sewer, storm for the future design. Also, the Oxy easement. MCRC has 5 years to build the road.

Hansen Road Culvert Blockage – The road was opened on Friday 12-10-2021. Hansen Road was closed on November 24th due to a blocked 48" concrete culvert due to beavers.

2022 Hansen Road – Stiles to Amber – I continue to make progress on final the design and required grading easements. 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 Hansen Road (MDOT Funds)– Meyers to Dennis –Project has been submitted to MDOT for scheduling the GI. MDOT has hired out the GI review to a consultant due to budget and staffing. Preliminary revised estimate is \$680,000. MDOT will participate \$426,204 with MCRC match of \$223,796. Project is anticipated to be bid in the April MDOT Bid Letting.

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. Waiting for MDOT to schedule the GI.

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

I. Manager/Director Report

Met with the Forest Service Personnel to discuss the progress of Morton Road in Grant Township. This will be a winter project. After the trees have been cut our crews will remove the stumps.

We were just notified there will be an increase to the new Western Star Truck we have ordered that is expected to arrive here sometime in June. The price increase is a result of dramatic price increases in raw materials, production, transportation, and supply chain issues. Our increase is \$4,500.00.

M Keating won the Bid on the 1998 Henderson 14' body/hopper box for \$610.00. With shipping the total cost was under \$1,500.00. This box will be placed on one of the State Plow trucks.

The heaters in the truck barn have been replaced and are working very well.

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

Working on Staff Evaluations. Will be available at the January 13 Meeting.

Joe White with Wolverine Engineering will be attending our 9 am building discussion to talk about the site plan for the Custer Road Property

MCRC SIP has won the counties challenge to their bylaws. The counties that took over their county road commissions are not eligible to receive surplus equity. That was a great win for the pool.

Attended the Local Emergency Planning Committee Meeting and the Local Planning Team meetings at the Sheriff Dept. on Tuesday. These are monthly meetings. We discussed Threat and Hazard Identification and Risk Assessments (THIRA)

The Quit Claim deed has been prepared and sent to the county board for signature to transfer ownership of the Numberg Road pit property from the County to the MCRC.

J. Unfinished Business

1. Mike Blackmer – Driveway Permit

Brandon Nelson attended regarding the driveway permit application that was submitted for his property by Mike Blackmer. Requested a exception to policy. County Highway Engineer Nelson requested a revised site plan before approving. Ingison made a motion to approve conditionally based up revised site plan being received and also being approved by Pere Marquette Township. Supported by Conklin. Ayes all. Motion carried.

2. Approve Five Year Plan

Motion made by Conklin to approve Five Year Plan as presented. Supported by Ingison. Ayes all. Motion carried.

3. Approve Amended Budget for FY 2021

Motion made by Ingison to approve FY 2021 Budget Amendment as presented. Supported by Conklin. Ayes all. Motion carried.

4. Approve Adopted Budget for FY 2022

Motion made by Ingison to approve FY 2022 Proposed Budget with amendments to the Capital Outlay schedule. Supported by Conklin. Ayes all. Motion carried.

K. New Business

1. Approve Township Projects (2022)

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.

L. Commissioners Privilege

M. Extended Public Comment

N. Next Meeting: **Thursday, January 13, 2022 @ 10:00 am**

The next regular meeting is scheduled for Thursday, January 13, 2021 at 10:00 a.m. Immediately preceding the board meeting will be a facility planning workshop at 9:00 a.m.

O. Adjournment

There being no further business the meeting was adjourned at 11:46 a.m.


Heather Braginton – Secretary


Bill Schwass – Chairman

APPENDIX A

Township Projects Approved on December 23, 2021

JOB #	TWP	ROAD NAME	LOCATION	LENGTH	DESCRIPTION	PROJECT COST
081	BRANCH	TAYLOR RD	From Walhalla Shores to Filburn	0.35	Undercut Subbase, gravel base, HMA restoration	\$ 69,841.97