

**MEETING MINUTES****MASON COUNTY ROAD COMMISSION  
APRIL 28, 2022****A. Call to Order**

Chairman Schwass called the April 28, 2022 meeting of the Mason County Road Commission held at the Mason County Road Commission at 510 E. State St., Scottville, MI to order at 10:00 am.

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

Members Absent: None.

Visitors: Ken Muzzo and Pete Oquist - Hamlin Bayou Assn.

**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 April 14, 2022 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 April 28, 2022 in the amount of \$58,207.52 and approve payroll #9 for April 28, 2022 in the amount of \$92,117.42.

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

Motion made by Conklin to approve Accounts Payable vouchers for April 28, 2022 in the amount of \$58,207.52 and approve payroll #9 for April 28, 2022 in the amount of \$92,117.42. 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

Mr. Muzzo and Mr. Oquist inquired about the status of the replacement of the South Bayou bridge. Samuels advised that we are currently waiting on confirmation of funding.

#### G. Superintendent's Report

SAFETY - Continuing Covid protocol and weekly toolbox talks.

TOWNSHIP PROJECTS - Working on shoulder pulling when weather allows, blading gravel roads, project coordination, ditching, culvert installation, and drainage.

FAILED CULVERT - Replaced three (3) culverts on Fountain Rd and one (1) culvert on Kinney Rd.

LOGGING - logging is currently on hold due to oak wilt.

PIT WORK - Screening stone in Deren Pit. Clearing and stripping overburden in Taylor Pit to prepare for gravel processing.

MDOT - Regular maintenance activities.

FOREST SERVICE - Working on contracts for fire breaks.

COLD STORAGE BUILDING PLANS - First draft complete, Engineer is putting finishing touches on the final draft of the site plan.

MATERIAL COSTS - material costs are going up 20% to 50% in all areas.

#### H. County Highway Engineers Report

MDOT Office Tech. Certification Class – Engineering report will be given by Josh Bader, Eric is in a MDOT Office Tech Class this week. This class is required for performing Construction Inspection on our MDOT projects.

2022 Township Estimates – Josh Bader continues to work on newly requested Township Estimates for 2022 projects. I am reviewing them and looking at a few of the projects when Josh has questions. Josh has been working on closing out the MDOT paperwork on our previous MDOT projects from 2020 & 2021.

2022 Hoague & Darr Road (MDOT funds) – This project was officially awarded to Elmer's by MDOT. A preconstruction meeting will be held with the Contractor, MDOT & utility companies in the next two weeks. Project will take about 7 weeks and is anticipated to be constructed sometime between mid-August and November 4, 2022.

2022 Fountain & Tuttle Road Bridge - This project was officially awarded to Hardman by MDOT yesterday. A preconstruction meeting will be held with the Contractor, MDOT & utility companies in the next two weeks. Hardman anticipates completing both Fountain & Tuttle Road between mid-August & November 15, 2022. The Contractor had the option to build the bridges in 2022 or 2023.

2022 HMA Resurfacing – The project was awarded to Rieth-Riley. The Engineer sent out revised contracts to the Townships where the anticipated cost exceeded the Engineer's Estimate by more than 15%. The Townships need to approve the increase before moving ahead on their projects.

2022 Chip & Fog Seal – The 2022 Township Projects were awarded to Highway Maintenance per the previous Board meeting. The 2022 Primary Chip & Fog seal project will be the rubberized chip seal Grant that the MCRC received with the application submitted by Managing Director Mary Samuels.

2022 Hansen Road (MDOT Funds)– Meyers to Dennis – The Project is advertised for the May 6, 2022, MDOT bid letting #69. I requested a reduction in the DBE requirement from 5% to 3%, MDOT is still reviewing this request. Estimated cost is \$700,000, \$560,000 in MDOT funding and \$140,000 MCRC required (20% match).

Bridge Applications for FY2025 – MDOT has acknowledged our 4 Bridge Applications submitted by Scott Civil Engineering. The MCRC should get notification of any funding in November of 2022.

Fisher Road Bridge – Soils and Structures working on soil borings on Tuesday, Wednesday & Thursday of this week. The soil borings were anticipated to take one day (Tuesday). Public notification was sent out on Monday of the bridge closure for this work. Poor soils were encountered so deeper soil borings (100'+) were required. This was discovered about 3:00 on Tuesday & Wednesday, so additional notifications were sent out by the County Highway Engineer for the additional day of the Fisher Road bridge closure (Tuesday, Wednesday & Thursday).

2025+/- Access Road PM Highway to S. Jebavy Drive – I think we are close to an agreement with the final closing documents. Richard & I hope to have the final signatures in the next two to three weeks.

2022 Hansen Road, Stiles to Amber – All of the temporary grading easements were mailed to the property owners with drawings and a letter to explain the work. I will continue to work on getting the other property owners to sign the temporary grading easements. Hallack Contracting has not committed to a start date. Hallack wants to wait until early May to decide on a start date. Utilities conflicts are anticipated to be moved by June 1, 2022. Project will start after June 6<sup>th</sup> and will be completed in 8 consecutive weeks but no later than November 5, 2022.

2024 Category F Grant – Category F grants are due May 6, 2022. I will be working on the grant applications for S. Jebavy Drive, Jebavy Drive from Bryant to Decker & Sixth Street from PM Highway to Sherman; next week.

MCRC/USFS Gravel Pit – Soil Borings were completed by Soils & Structures at the Mac Road pit last week. Preliminary results do not look very promising. I want to do a little more investigation before I present the results to the board.

Mac Road Pit – All Aggregates is in the process of making gravel at the Mac Road pit to process the remaining 10,000 to 15,000 tons under contract. All Aggregate wants to wait until after he produces the remaining 15,000 tons before figuring a new price. I am in the process of negotiating a new contract with All Aggregates & Schultz for further production of 22A modified gravel at our pit.

LAS Elementary School – Discussion with Board regarding flashing signs & additional right turn lane on Bryant. MCRC ordered the flashing lights as requested by the Board (\$12,000+). The turn lane estimate is \$100,000.

#### I. Manager/Director Report

Our new Western Star plow truck will be delivered on May 12<sup>th</sup>.

The office has handed out lots of Adopt-a-Highway Bags.

Attended the MCTOA Meeting on Thursday April 21<sup>st</sup>. Well attended.

Submitted the Darr Road and Kinney Road bridge replacement estimates to Eden Township.

## J. Unfinished Business

### 1. Facility Planning Updates

As soon as the final site plan has been completed, we will be meeting with the engineer and financial consultant to work on the budget for the facility. Once the budget has been completed, we will submit our pre-application to the USDA-RD.

The archaeological study agreement for our Custer Property has been signed and work will begin soon.

Met with MDOT on Thursday April 14<sup>th</sup> to discuss a new salt shed for the Custer property at some point in time. They have agreed to add us to their list with a possibility to build in 2025-2026 if their funding program is still available. They prefer participation to be an 80/20 cost share.

### 2. Approve Financial Advisor Contract

Motion made by Ingison to approve contract with Baker Tilly for a financial advisory role in the USDA application process. Supported by Conklin. Ayes all. Motion carried.

## 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. Approve FY 2021 ACT 51 Report

Motion made by Ingison to approve Act 51 report as presented by Braginton. Supported by Conklin. Ayes all. Motion carried.

### 3. Review of Quarter 1 Ops Goals

Reviewed goals progress for first quarter.

### 4. Review of Quarter 1 Budget Update

Reviewed the budget status for the first quarter of 2022.

L. Commissioners Privilege

Samuels discussed the possibility of closing the office for Fridays in the summer. There are not normally many calls or in office inquiries on Fridays. For the limited number of calls that we do get, there is nobody else there to take care of the issue, so it generally has to wait until Monday regardless.

Samuels also discussed the policy regarding employee use of Road Commission facilities. Board feels that it is a liability issue and will continue this policy.

M. Extended Public Comment

N. Next Meeting: Thursday, May 12, 2022 @ 10:00 am

The next regular meeting is scheduled for Thursday, May 12, 2022 at 10:00 a.m.

O. Closed Session

P. Adjournment

There being no further business the meeting was adjourned at 12:05 p.m.

  
Heather Braginton - Secretary

  
Bill Schwass - Chairman

**APPENDIX A**

**Township Projects Approved on April 28, 2022**

JOB #	TWP	ROAD NAME	LOCATION	LENGTH	DESCRIPTION	PROJECT COST
153	MEADE	BENSON RD	From Countyline South for 3,960'	0.75	Select ditching & 3" gravel 22' wide	\$ 32,838.72
<b>**Approved on 2-9-2022 - new contract was issued for price increase.</b>						
012	SUMMIT	G STREET	From Lakeshore Dr West for 300'	0.06	Add gravel & HMA paving 16' wide, valley gutter to culvert	\$ 15,642.54
013	SUMMIT	MACK RD	North Ave. to Thelie Rd	0.18	Select wedging and chipseal w/ fog	\$ 14,543.60

