

MEETING MINUTES**MASON COUNTY ROAD COMMISSION
JANUARY 26, 2023****A. Call to Order**

Chairman Ingison called the January 26, 2023 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 Ingison, Vice-Chair Conklin, Member Del Zoppo, Manager/Director Samuels, Secretary/Finance Director Braginton (via zoom), County Highway Engineer Nelson, Superintendent Loeser, Fleet & Facilities Manager Keating.

Absent: None

Visitors: Andrew Schimke – Union Steward, Henry Rasmussen – Pere Marquette Township, Jim Gallie – Amber Township, Terry Woirol – MCRC Retiree

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

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

1. Conflicts of Interest

Conflicts: None

C. Approval of Meeting Minutes

The minutes of the January 12, 2023 regular meeting were reviewed. Motion made by Conklin to approve the minutes as presented. Supported by Del Zoppo. Roll Call Vote: Ingison - Aye, Conklin - Aye, Del Zoppo - Aye. Motion carried.

D. Approval of Accounts Payable & Payroll

Motion to approve Accounts Payable vouchers for January 31, 2023 in the amount of 306,119.42 and Pre-approve Payroll #3 for February 2, 2023.

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

Motion made by Conklin to approve Accounts Payable vouchers for \$306,119.42 and pre-approve payroll #3 for February 2, 2023. Supported by Del Zoppo. Roll Call Vote: Ingison - Aye, Conklin - Aye, Del Zoppo - Aye. Motion carried.

E. Review Financial Reports

The Board reviewed Financial Reports provided by Braginton. Braginton also noted that December MTF Funds came in \$50k higher than expected.

F. Public Comment

Jim Gallie / Amber Twp - Submitted Township project requests to Samuels. Asked Nelson a question about the location of water & sewer lines.

Henry Rasmussen / Pere Marquette Twp - Asked about timing of future project on Lakeshore Dr. Nelson indicated that he did not know at this time.

G. Fleet & Facilities Manager Report

H. Superintendent Report

SAFETY - Continuing weekly toolbox talks, training, and pre-trip inspections.

TOWNSHIP PROJECTS / MAINTENANCE - Activities include winter maintenance, gravel road repairs, cold patch, blade gravel roads, drainage, estimates, brine map update.

TRUNKLINE (MDOT) - Activities include winter maintenance, catch basin cleanout, shoulder repairs, cold patch (weather permitting).

FOREST SERVICE / DNR - Activities include coordinating land swap/purchase gravel source (DNR) and stump removal.

NEW FACILITIES - In progress - construction access road, privacy earthen berm NW corner, and clearing trees & brush.

I. County Highway Engineer Report

Engineering – Josh & I have been working on Township Estimates for 2023. Josh & I are also working on closing out previous 2020, 2021 & 2022 MDOT projects, W. Forest Trail, Rasmussen Road, Hoague & Darr & (2) Pavement Marking projects.

Survey Department – Charley is working a couple of hours daily on permits. He is working on brine maps for the Jeff. Also working on drawings for S. Jebavy Drive, Access Road, N. Jebavy Drive, Iris Road, and other miscellaneous MCRC and other Township Projects as time permits.

2022 Fountain & Tuttle Road Bridge - All work has been completed on this project. Prein & Newhof will be working on final closeout documents. The Structure Plaques have been installed.

2023 Jebavy Drive – US-10 to Bryant Road – I am working on the bidding documents, plans, and estimated quantities. The project will be bid thru the MCRC in March of 2023. The project requires 3 weeks prior advertising. The project is anticipated to be constructed between June and September of 2023. MDOT grant is a maximum of 58% of the project estimated at \$647,500 or a maximum of \$375,000 for the project. The balance for the MCRC is approximately \$275,000.

2023 Fisher Road Bridge – The Request for Proposals for Construction Engineering were sent out to Prein & Newhof, Fleis & Vandenbrink, OHM Advisors, Scott Civil Engineering. The RPF is also publicly advertised on the MCRC Website, CRA Website, Mason County Press, & Builders Exchange of Michigan. Proposals are due on February 14th, 2023 @ 2:00PM

2026 Jebavy Drive – US-10 South – I will continue to work on the remaining paperwork that is required so S. Jebavy will qualify for MDOT funding. It is anticipated to rebuild S. Jebavy and the access road to PM Highway in 2026.

J. Managing Director Report

Attended the Custer Township Meeting on January 16 to discuss projects.

Working on finding a maintenance software for the new facility and the fleet. Mike and I have watched four demonstrations and are scheduled for a follow up this afternoon. There are two programs that stand out. Manager Plus is the most complete program and would provide facility maintenance. The other is called Whip Around. These are both web-based programs and the crew could use them on their cell phones. They both provide what we are looking for. More information will follow as we get closer to deciding.

I will be meeting with Antrim CRC Manager and Midland CRC Manager to start working on our power point for the annual conference in Lansing.

We will be sending out material bid requests within the next couple of weeks, and it is time to rebid the maintenance contract for the rest area. I should have that ready to go out next week.

There was a request made by a resident in Sheridan Township to use an access that may or may not be owned by the road commission. I have sent the information to council for a determination.

I have been gathering up all the township ORV Ordinances to place on our website. The Forest Service is updating their Motor Vehicle Use Maps and needed an update on what townships have ordinances.

MCRC will be the host county for the Paul Bunyan meetings this year. The meetings will be held at Caberfae. Next meeting is February 16, 2023.

K. Unfinished Business

1. Facility Planning

We are looking at about two more weeks to get the application for funding through the underwriting approval process and then there will be the time it takes to have national office release funds for obligation. Not sure what the lead time is on that.

Commonwealth has completed the Archaeological review of the Custer property with no significant findings. I received the final report and SHPO and sent on to USDA-RD for approval.

L. New Business

1. Approve Township Contracts

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 Del Zoppo. Ayes all. Motion carried. Roll Call Vote: Ingison - Aye, Conklin - Aye, Del Zoppo - Aye. Motion carried.

2. Vote on CRA Board of Directors Ballot

3. Approve Resolution to add Tallman Ave & Sherman St to our Local Certification Maps

Motion by Conklin to approve Resolution to add Tallman Ave. and Sherman St. to our local certification maps as of 12/31/2022. Supported by Del Zoppo. Ayes all. Motion carried. Roll Call Vote: Ingison - Aye, Conklin - Aye, Del Zoppo - Aye. Motion carried.

4. Approve Local and Urban Certification Maps as of 12/31/2022

Motion made by Del Zoppo to approve Local and Urban Certification Maps as of 12/31/2022. Supported by Del Zoppo. Roll Call Vote: Ingison - Aye, Conklin - Aye, Del Zoppo - Aye. Motion carried.

5. Discussion to update the permit policy

Working on revising driveway permit approval process to address issues that we are having with people not following requirements when they construct their driveway. Will have a policy revision to bring to the board for approval at the next meeting. Agenda item tabled for next meeting.

M. Commissioners Privilege

N. Extended Public Comment

O. Next Meeting: Thursday, February 9, 2023 @ 10:00 am

P. Adjournment

Motion to adjourn made by Conklin. Seconded by Del Zoppo. There being no further business the meeting was adjourned at 12:03 p.m.


Heather Braginton - Secretary


Mike Ingison - Chairman

APPENDIX A

Township Projects Approved on January 26, 2023

JOB #	TWP	ROAD NAME	LOCATION	LENGTH	DESCRIPTION	PROJECT COST
132	GRANT	QUADE RD	LaSalle Rd westerly 130'	0.02	Ditching, 12" x 60' culvert, gravel/grade/compact, H ¹	\$ 16,092.78
133	GRANT	SASS RD	From 4970' W of Marlon around curve 550'		Clear, ditch, 2 15" x 50' culverts, 4" 22A mod gravel cc	\$ 29,911.75
134	GRANT	LASALLE RD	From 1200' S of Hoague Rd to W Forest Trail	1.52	Place 3" 22A modified 22' wide compacted	\$ 65,972.11
020	RIVERTON	DUST CONTROL	Township Wide	37.82	One Double Application. 189,100 gallons @ 40%	\$ 84,754.62
081	BRANCH	WEVER RD	Campbell Rd easterly 250'	0.05	Clearing, relocate fence, earth excavation, place 4"	\$ 29,909.97
120	SHERIDAN	DUST CONTROL	Township Wide	34.06	One Single, One Double, One Single. 340,600 gallons	\$ 71,526.00
121	SHERIDAN	TALLMAN LAKE RD	Decker Rd to Stalberg	0.83	Chip with fog seal 21' - 22' wide (10,498 sq yds)	\$ 30,753.89
122	SHERIDAN	BENSON RD	Griffin Rd northerly 500'	0.09	Ditching, 2 15" x 50' culverts, place 22A modified gran	\$ 8,992.79
123	SHERIDAN	GRIFFIN RD	From 450' S of Lakeview Ave for 250'	0.05	4" x 24' slag, HMA 22' wide & restoration	\$ 20,077.74