

MEETING MINUTES**MASON COUNTY ROAD COMMISSION
FEBRUARY 23, 2023****A. Call to Order**

Chairman Ingison called the February 23, 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, County Highway Engineer Nelson, Superintendent Loeser, Shop Supervisor Keating

Members Absent: None

Visitors: Jim Gallie – Amber Twp., Henry Rasmussen – Pere Marquette Twp.

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

Motion made by Conklin to approve the agenda with an amendment to add item i. under new business. Seconded by Del Zoppo. Roll Call Vote: Ingison - Aye, Conklin - Aye, Del Zoppo - Aye. Motion carried. Motion carried.

1. Conflicts of Interest

None.

C. Approval of Meeting Minutes

The minutes of the February 9, 2023 regular meeting were reviewed. Motion made by Conklin to approve the minutes as presented. Supported by Ingison. Roll Call Vote: Ingison - Aye, Conklin - Aye, Del Zoppo - Abstained. Motion carried.

D. Approval of Accounts Payable & Payroll

Motion to approve Accounts Payable vouchers for February 28, 2023 in the amount of \$325,850.23 and Pre-approve Payroll #5 for March 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 February 28, 2023 in the amount of \$325,850.23 and Pre-approve Payroll #5 for March 2, 2023. Seconded by Del Zoppo. Roll Call Vote: Ingison - Aye, Conklin - Aye, Del Zoppo - Aye. Motion carried.

E. Review of Financial Reports

The Board reviewed the Cash Balance Report and Accounts Receivable Summary.

F. Public Comment

Gallie/Amber notated that he is opposed to Amber Township running a sewer line across the five-lane area of US-10.

G. Fleet & Facilities Manager Report

Facilities lighting – Consumers Energy is offering free LED bulbs to their customers to replace fluorescent lights. I signed up for the program and placed an order for 384 bulbs that arrived on 2/12/23. The only requirements are to have them installed within 90 days of receipt. We have so far installed about a third of them in our parts room and shop areas and then onto the truck barn.

#095 Komatsu – Loader arms and bucket hydraulic cylinders leaking by. Scheduled equipment down. Pulled all 3 off and had Northwest Hydraulics pick up and rebuild. Estimate return on 2/27- 2/28.

Upcoming projects – Inspected single axle trucks for current condition of boxes as well as trucks and decided that the two auction stainless steel boxes would best be utilized replacing very rusted steel boxes on trucks #609 and #044. Will figure needed supplies for conversions and acquire over the next few weeks.

New Skid Steer – Latest update for delivery has been bumped up. Now projected delivery is 4/23/23.

H. Superintendent Report

Safety - Scheduling training for forklift, chainsaw safety, bucket truck, work zone safety and continuing toolbox talks weekly and daily pre-trip inspections.

Township Work - Winter maintenance, blading & patching roads, updating and revising brine maps, limbing and tree work.

MDOT - Winter maintenance and cold patching.

Cold Storage - We have been working on access road. The sand haul is complete and we are grading now prepping for gravel.

Forest Service/DNR - Stump Removal on Woods Trail and blocking designated Forest Service roads.

Pit Work - Working on access road construction at Taylor Pit. Also working on screen plant repairs and maintenance.

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 MDOT funded projects. The 2020 Pavement Marking Project (100% complete), 2021 Pavement Marking Project (99% complete), 2021 W. Forest Trail Project (99% complete), 2021 Rasmussen Road (85% complete), 2022 Hoague & Darr Road (95% complete).

Survey Department – Charley is working a couple of hours daily on permits. Charley has completed 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.

2023 CEW Conference – Charley, Josh Bader & I addended the 2023 County Engineers Workshop in Sault Saint Marie February 7th through February 9th. The Engineering conference is an annual event to update County Engineering staff on updates with MDOT, EGLE, Funding and typical construction projects for Road Commissions. The CEW conference also qualifies for 16.5 continuing educational credits that are required to renew my Professional Engineering License. A total of 30 CE credits is required over a two- year period to maintain a Professional Engineering License.

Vacation – I was on vacation last week, spent some time in the sun.

2023 Surveying Conference – Charley is attending a 2023 Surveying Conference in Traverse City this week. A total of 30 CE credits is required over a two-year period to maintain a Professional Surveying License.

2023 Jebavy Drive – US-10 to Bryant Road – I will continue 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 Hansen Road Project – East of Meyer Road to East of Dennis Road. Josh & I will be working on setting up the Field Manager project documentation prior to the start of the project in April of 2023.

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 were due on February 14th, 2023 @ 2:00PM. Recommend Award to Prein & Newhof in the amount of \$127,899.

2023 Pavement Marking Project – Bids were taken on February 21, 2023 for Pavement Markings on the South half of Mason County on our Primary & Local Roads. Michigan Pavement Marking was the confirmed low bidder at \$79,810.06. PK Contracting's bid was \$84,579.72. The Engineer's Estimate was \$85,000.

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.

Updated Policy 704 & 707 – We had a staff meeting on Monday to discuss the potential changes in two of our policies. It was mutually agreed to require a two-part inspection for all residential & commercial driveways. Commercial Driveways, a minimum of a \$20,000 performance bond will be required to assure that the work is constructed per MCRC standards. Residential Driveways the MCRC could require a deposit (\$500 or \$1,000) for hard surface driveways that would be refunded at the final inspection if it meets MCRC specifications. For now, it was agreed that a deposit would not be required for residential driveways. Any residential driveway that is not constructed per MCRC standards and is deemed a safety hazard will need to be corrected. The Manager will need to send a certified letter to the property owner requesting that the residential driveway be corrected. At some point thereafter if not corrected, the MCRC crews would remove the driveway to the road right-of-way.

J. Managing Director Report

Material Bids were opened and tabulated on February 22 at 11:00 am. Agenda item for approval.

The updates for the Snow Paths Program have been completed and we are using the newest version. We are gaining more users all the time. In

addition, the brine maps have been completed and will be sent to Western Land Services to be transferred to a GIS File and then updated with Dust Paths. This program will be running in time for brining season.

M Keating and I have chosen the Manager Plus program for our Asset Management Maintenance Program. The recurring annual total will be \$6,642.00 and the initial implementation will be \$3,600.00 for a total cost of \$10,242.00. Agenda Item.

Waiting on a response from the township on the two lots that were Quit Claimed to the MCRC in 1970.

Weight Restrictions were placed today, February 9, 2023, at 6 am. No issues so far.

The brine maps have been completed and emailed to each township to review. I will be scheduling a meeting with the township supervisors on April 5, 2023, at 5 pm. Michigan Chloride will be our guest to give everyone an update on the brining situation.

CRASIF has scheduled a 2023 Safety Summit on Tuesday March 14 thru the 15th. Attendees from the safety committee are M Keating, J Baunoch, A Schimke and F Patznick.

K. Unfinished Business

1. Facility Planning

No change on the application for funding through the underwriting approval process. I have attached The Title Six information for approval and signatures.

The SHPO application has been submitted by the USDA State Engineer. No Update.

I met with our Financial Advisor on Wednesday from Baker Tilly Municipal Advisors, LLC

2. Approve purchase of Manager Plus Maintenance Program

Motion made by Conklin to approve the purchase of Manager Plus Maintenance Software. \$10,000 will be moved from the Road Equipment Budget to the Fleet and Facilities Budget to cover the cost of the program & setup. Seconded by Del Zoppo. Ayes all. Motion carried.

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. Seconded by Del Zoppo. Roll Call Vote: Ingison - Aye, Conklin - Aye, Del Zoppo - Aye. Motion carried.

2. Recommendation and Award Construction Engineering, & Inspection for Fisher Road Bridge

Motion made by Conklin to award bid for Fisher Road Bridge Construction Engineering and Inspection to Prein & Newhof. Seconded by Del Zoppo. Ayes all. Motion carried.

3. Recommendation and Award MCRC County Wide Pavement Markings – South Half Approve Driveway Permit Policy

Motion made by Conklin to award bid for 2023 Pavement Markings to Michigan Pavement Marking. Seconded by Del Zoppo. Ayes all. Motion carried.

4. Review and approve updated Policy 704 "Requirements to obtain a permit to construct residential & commercial driveway approaches on county roads"

Motion made by Del Zoppo to approve amendment to Policy # 704. Seconded by Conklin. Ayes all. Motion Carried.

5. Review and approve updated Policy 707 "Procure for Site Plan Review and Commercial Driveways"

Motion made by Del Zoppo to approve amendment to Policy # 707. Seconded by Conklin. Ayes all. Motion Carried.

6. Resolution to approve Certifications of Compliance for USDA and Authorize the Chair and Secretary to sign

Motion made by Del Zoppo to resolve to adopt Certifications of Compliance for USDA and Authorize the Chair and Secretary to sign. Seconded by Conklin. Ayes all. Motion carried.

7. Approval of support letter for GLE ROBIN Grant Application

Motion made by Conklin to approve letter of support for Great Lakes Energy. Seconded by Del Zoppo. Ayes all. Motion carried.

8. Approve Materials Bids

Motion made by Conklin to approve materials bids based on recommendations by Samuels. Seconded by Del Zoppo. Ayes all. Motion carried.

9. Approve bids for Cleaning at Rest Area

Motion made by Conklin to award bid based on recommendation from Samuels to Northern Michigan Commercial Cleaning Services for cleaning at the US-31 Rest Area. Seconded by Del Zoppo. Ayes all. Motion carried.

M. Extended Public Comment

N. Commissioners Privilege

Del Zoppo -

Had an inquiry at planning commission meeting about the property that we purchased behind the Family Fare store. Asked who is responsible for repairing potholes in the driveway now. Nelson and Loeser discussed that we only own the southern portion of the driveway, and we are responsible to maintain that. Also said that our portion is in pretty good shape and the potholes are in the portion that is still owned by Family Fare.

Also had an inquiry about the area on S. Lakeshore Dr. in the Buttersville Beach area where the road is sinking. Nelson and Loeser discussed that we have a project planned for this year to repair that area.

Conklin -

Attended Sherman Twp meeting and Supervisor asked about Tuttle Road between Sugargrove and Dewey. Suggested turning it back to gravel. Loeser will look into a solution to address the drainage problem and report back.

Ingison -

Went to the last County board meeting. Had discussion with two Commissioners afterwards. Hartley expressed concern about our handling of the sand drifting on M-116. Squires expressed concern about North Amber Road being very slick and muddy during the recent melt-off. Also reported some potholes. All of those issues were relayed to Samuels to address.

Requested to add agenda item for reviewing public correspondence.

Upcoming Meetings -

Amber Twp - Ingison
Pere Marquette Twp - Del Zoppo

O. Call for Agenda Items

Public Hearing @ 9:30 and Agenda Item to approve change in fee schedule.

Approval of revised driveway permit.

P. Next Meeting: Thursday, March 9, 2023 @ 10:00 am

Motion made by Ingison to adjourn, supported by Del Zoppo. Meeting
adjourned at 11:50 a.m.

Q. Adjournment

There being no further business the meeting was adjourned at 11:50 a.m.


Heather Braginton - Secretary


Mike Ingison - Chairman

APPENDIX A

Township Projects Approved on February 23, 2023

JOB #	TWP	ROAD NAME	LOCATION	LENGTH	DESCRIPTION	PROJECT COST
010	SUMMIT	DUST CONTROL	Township Wide	2.49	One Single Application. 6,225 gallons + 2500 @ transfer site	\$ 1,832.25
011	SUMMIT	BRYE RD	Hawley Rd Northerly 430'	0.08	Add 4" gravel, Place 15 in x 60 ft CMP, HMA Paving 26' wide, Valley Gutter/Spillways <i>* Cost split between Summit & Riverton Twps - \$20,131.83 ea.</i>	\$ 40,263.65
082	BRANCH	CAMPBELL RD	Martin Rd to US-9	0.35	Add Gravel & Overlay 22' Wide, 7 approaches, 2 butt joints	\$ 68,593.65
083	BRANCH	FAIR OAKS RD	Martin Rd to US-10		Selected wedging 4' wide	\$ 13,282.27