

**MEETING MINUTES
MASON COUNTY ROAD COMMISSION
MARCH 30, 2023**

A. Call to Order

Chairman Ingison called the March 30, 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 6:00 pm.

Members Present: Chairman Ingison, Vice-Chair Conklin, Member Del Zoppo, Manager/Director Samuels, Secretary/Finance Director Braginton (via zoom), County Highway Engineer Nelson, Fleet & Facilities Manager Keating.

Absent: Member Del Zoppo, Superintendent Loeser

Visitors: Herb Stenzel – Resident, Wendy Wells – Westshore Community College

1. Pledge of Allegiance

B. Approval of Agenda

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

**1. Conflicts of
Interest None.**

C. Approval of Meeting Minutes

The minutes of the March 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. 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 \$764,427.37 and pre-approve payroll #7 for March 30, 2023. Supported by Ingison. Roll Call Vote: Ingison - Aye, Conklin - Aye. Motion carried.

E. Review of Financial Reports

Braginton noted that \$400,000 has been transferred to the Township Cost Share Fund as part of today's accounts payable register.

F. Fleet & Facilities Report

V-bottoms & gravel trains – Crew inspected trailers for spring readiness. Found multiple brake and lighting issues with units 121, 116, 123, 130, that are now being rotated

though the shop for repairs. Found dollies on 130 & 116 frames rusted through. These have been sent out for rebuilding.

Grader Walk & Roll attachments - All 3 Walk & Rolls are being looked over fixing/replacing tires, wheels, bearings, grease fittings, inspecting & repairing welds and such.

Brine trucks & trailers - Completed refurbishing trailer #127 paint, wiring, lights, wood decking, plumbing in order to get several more years of service from it. This is the trailer towed by Brine truck #638.

Working with vendor Truck & Trailer on brine flow rate monitoring systems for trucks #638, 643, 645 and all 4 trailers for a system that will communicate with snow paths. This will give us a recordable and accurate flow rate per lane mile to comply with state regulations.

Sand screen plant - Mechanics have been performing routine maintenance and needed repairs to minimize screening season down time.

Air foils - 6 of 8 Air foils have been completed and installed on trucks #613, #612, #611, #610, #607, #606.

#705 CAT Grader - Engine oil pump failed. Sent to CAT for repairs on March 8th. CAT has been unable to source a pump yet. This has been elevated to CAT Corporate. Original pump ship date was 3/22 and now maybe 4/7.

#70 CAT Dozer - Transmission grenaded. No forward or reverse in 2nd or 3rd gears. 1999 D4-C dozer, approximately 4200hrs. Estimated running value \$30- \$35k. Estimated rebuild parts and labor at CAT \$15k. I have mechanics pulling trans inhouse and then send out trans for rebuild to cut a few thousand-\$.

Shop 5-ton crane - Scheduled annual OSHA inspection. Found bridge wheels and bearings in need of replacement. Cost \$4482.86. During inspection the technician noted the entire system has approximately 50% wear. Tech's opinion is we can get a few more years of service till needing replaced.

Post pounder - Quote on post pounder/concrete breaker to attach on new skid steer came in at \$6978.68. Burnips has 2 in stock right now. Justin said if we wait don't get one in stock now the price has already increased on new orders.

Cross conveyor - The cost for new stainless-steel unit will be \$12,900 and 90 days to receive. The cost for carbon steel is \$10,900 and these are in stock now. This would be for truck #611.

#093 yard loader bucket - Jeff located a used bucket on line and Aaron and I went to inspect it 3/24 and determined it to be in good condition have told Cooks equipment we will take it. Price is \$4500. I also am in the process of acquiring the Balderson quick attach we need to weld on bucket to fit our loader. Will need a check approved for this purchase.

Spring truck flips - Talked with superintendent on starting box swaps. Plan is to flip #605 and #604 sometime next week.

G. Superintendent Report

1. Safety - Weekly Toolbox Talks, Training, Forklift Classroom (Complete), -Forklift Skills Test (TBD), Pre-Trip Inspections
2. Township Projects/Maintenance - Winter Maintenance, Cold Patch (Weather Permitting), Blade Gravel Roads (Whenever Possible), Ditching & Drainage,

Layout Plan for Culvert Replacements (Permits if needed)

3. MDOT
4. Winter Maintenance
5. Ditch Cleanout P.M. Hwy
6. Guardrail Clean-up & Repair P.M. Hwy
7. Cold Patch
 - M-116 Sand Removal
8. Forest Service /DNR
 - 70 %-Morton Road Stump Removal
9. New Facilities
 - No Work
10. Pit Work
 - 50%- Taylor Pit (Haul Road Construction)
 - Screen Plant Repairs (In Progress)
11. Capital Outlay
 - X-Conveyor
 - Misc. Repairs (Graders & Dozer)

H. County Highway Engineer Report

Engineering – Josh & I have been working on Township Estimates for 2023. Josh & I are also working on closing the 2021 Rasmussen Road Project 85% complete. The other 4 MDOT projects have been reviewed and are 100% complete.

Survey Department – Charley is working a couple of hours daily on permits. Charley is working on the topo for about 9 miles on Countyline & Campbell Roads. This will be an ongoing project to establish a new road centerline, acquire easements and stake the roadway for the USFS logging permit. Charley is working on the drawings for S. Jebavy Drive, Access Road, Iris Road, and other miscellaneous MCRC and other Township Projects as time permits.

2023 Jebavy Drive – US-10 to Bryant Road – The project was advertised and e-mailed to several potential bidders on March 9th, 2023. The project requires 3 weeks advertising prior to bids. Bids will be taken on March 31st, 2023 @ 2:00P.M. There are a few utilities that are in conflict (Consumers, DTE, Frontier & Carr Telephone) that need to be relocated by June 1, 2023. Carr Telephone installed a fiber optic line to the LAS Elementary School without submitting a MCRC utility permit. I have met with all the utilities involved onsite and Charley & I staked the ROW & proposed BOC. The project is anticipated to take about 6 weeks and is anticipated to be constructed between July 5th and September 1 of 2023. MDOT grant is a maximum of 58% of the project estimated at \$647,500 (in 2020) or a maximum of \$375,000 for the project. The current engineer estimate is \$750,000. The balance over the \$375,000 will be the responsibility of the MCRC.

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 on April 17, 2023. Charley, Josh & I will be staking this project in early April.

2023 Fisher Road Bridge – A pre-construction meeting was held on Friday March 10th, 2023, for the Fisher Road Bridge. The project is anticipated to start in early May 2023. Anticipated completion date is August 2023. The anticipated start date of April 10th was delayed due to the time to manufacture some of the bridge materials (tub-girders, etc.)

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.

2026 Jebavy Drive – US-10 South – Consumers Power has installed the new pole & electrical drop for moving the electrical box from the MCRC property to the property owned by Family Fare (\$15,000). Buist Electric will proceed with the work as stated in their proposal (\$60,000). The MCRC will need to hire a local contractor to remove the concrete & HMA for the new electrical line (\$25,000). The total anticipated cost for the MCRC to relocate the electrical switchbox is \$100,000.

MCRC Residential & Commercial Driveway Permit – The MCRC driveway permit has been updated for residential & commercial driveway permits. The new permit is set up to follow the 2-part approval process, permit to construct & then final approval and acceptance by the MCRC.

MCRC Driveway Standards – I will have the completed driveway standards for the board to review and approve at the March 30th board meeting.

2023 HMA Resurfacing Program – Rieth-Riley has agreed to hold the unit prices from 2022 for the 2023 HMA Township projects. The MCRC does not have any HMA preventative maintenance projects on primary roads scheduled for 2023. The HMA Resurfacing Program for 2023 (5,000 tons +/-) is much smaller than it was in past few years 2022 (12,500 tons), 2021 (19,500 tons), 2020 (14,500 tons). It is in the best interest of the MCRC to extend the 2022 contract unit prices for 2023, per the 2022 Contract documents.

2023 Chip Seal Program – Currently we have about 7 miles of chip seals scheduled on Township Projects in 2023. The MCRC does not have any chip seal projects scheduled on primary roads in 2023. I contacted Highway Maintenance & Construction, and they are not interested in extending the 2022 contract for 2023.

I. Managing Director Report

Attended the CRA Annual Road Show and gave a presentation on our Shared Drive, Updated Website, Snow and Dust Paths and Board Paq. The conference was very well attended.

The maps for the Dust Paths Program have been sent to Smart Planet Software to be added to the Dust Paths program. This should all be running by the time brine season begins.

All of the accounts have been set up in the Managers Plus Program and we had our first call on Monday to go over the first part of the program. We were given login and password information for the app to download to see how the program works. We will have the second call next week and should start to go live within a few more weeks. We

will need to purchase a couple of tablets for the mechanics to use. Discussion later in the meeting about providing phones to the crew.

Lifting of weight restrictions will be between April 3rd and 10th.

The 4-10-hour day workweek will begin on April 10.

I am continuing to work with our attorney regarding the request from Attorney Alvarado to have the MCRC declare that the alleys identified in his request are not subject to the statutory jurisdiction of the road commission. We have requested that he pursue a formal abandonment request on behalf of his clients.

EGLE has stated they won't be issuing the general permit for placement of mineral brine on the roads by April 1, 2023. EGLE will be setting up a meeting with MDOT and CRA to discuss further.

Our processes will continue the same as last year until we hear different.

The meeting with the Supervisor's and MCRC is scheduled for April 5 at 5pm at the Custer Townhall. Topic of discussion will be brine with Karen from Michigan Chloride present and discussion on road projects for 2023.

Met with Wendy Wells and Michael Moore from WSCC to discuss a multi-use training center that could be located at the Custer Property. They would need a 3 to 5 acre asphalt pad that can be converted into a skid pad and a structure to house a simulator (for use with School Bus, Emergency Vehicle, and Truck driver training programs), classroom and two trucks without tractor trailers. I have asked them to attend the meeting to give everyone a little more insight on what this project could mean for our community.

1. Wendy Wells, Michael Moore WSCC-CDL Program

Wendy Wells approached the board about putting a cdl training facility at our new property. The possibility will be explored further and another meeting will be scheduled.

J. Unfinished Business

1. Facility Planning

No change on the application for funding through the underwriting approval process.

The additional information for SHPO was submitted regarding the anticipated use of our current facility at which time we take occupancy of the new facility.

2. Approve Revisions to Driveway Standards

Motion made by Conklin to approve revision to driveway standards as presented. Seconded by Ingison. Ayes all. Motion carried.

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

2. Adopt Resolution approving 2023 Bridge Applications

Motion made by Conklin to adopt resolution approving 2023 bridge applications. Seconded by Ingison. Ayes all. Motion carried.

3. Adopt Resolution for MDOT R.O.W. Use Permit Application

Motion made by Conklin to adopt resolution approving MDOT Right of Way Use Permit Application. Seconded by Ingison. Ayes all. Motion carried.

4. Cell Phones for Crew

Samuels discussed the need to require employees to use their cell phones for road commission software and suggested offering them a stipend for doing so. She will discuss with the union.

5. Approval of FY 2024 Rural Federal Aid Funds Purchase Agreement

Motion made by Conklin to approve the sale of our 2024 Federal Aid funds to Oakland County at a 80% value. Seconded by Ingison. Ayes all. Motion carried.

L. Commissioners Privilege

Ingison - Have been receiving compliments from residents about the roads when attending township meetings. Attended Hamlin, Eden and Grant in last two weeks.

M. Public Comment

Herb Stenzel expressed concerns about employee training and if our employees are obtaining proper safety training.


N. Next Meeting: Thursday April 13, 2023 @ 10:00 am

O. Adjournment

There being no further business the meeting was adjourned at 7:06 p.m.



Heather Braginton - Secretary



Michael Ingison - Chairman

APPENDIX A**Township Projects Approved on March 30, 2023**

JOB #	TWP	ROAD NAME	LOCATION	LENGTH	DESCRIPTION	PROJECT COST
070	CUSTER	DUST CONTROL	Township Wide	35.85	One Single & One Double Application	\$ 56,463.75
071	CUSTER	DARR/FILBURN RD	Johnson to Tuttle	1.52	Remove 2 - 20"trees, ditching, place 4" Slag	\$ 106,637.39
072	CUSTER	WILSON RD	Scottville to Darr	1.00	Select wedging 4 feet wide	\$ 19,959.16
073	CUSTER	CONRAD RD	Darr to Tuttle	1.00	Select wedging 4 feet wide	\$ 10,978.18
120	SHERIDAN	DUST CONTROL	Township Wide	33.20	Three Single Applications	\$ 52,290.00
124	SHERIDAN	LARSON RD	Fountain to Griffin	1.38	HMA Wedge 22' wide	\$ 113,400.00
030	EDEN	DUST CONTROL	Township Wide	28.80	1 Double and 1 Single Application. 215,970 gallons	\$ 45,353.70
031	EDEN	ANTHONY RD	Custer to Stickney	0.50	Place 3 inches 22A-Modified 22 feet wide - compacted	\$ 23,981.09
032	EDEN	STICKNEY RD	North from Anthony Rd	0.51	Place 3 inches 22A-Modified 20 feet wide - compacted	\$ 22,440.89