

**MEETING MINUTES****MASON COUNTY ROAD COMMISSION  
MARCH 9, 2023****A. PUBLIC HEARING TO REVIEW CHANGES IN FEE SCHEDULE 9:30 a.m.**

Public Hearing called to order by Chairman Ingison at 9:30 a.m. Proposed changes to the fee schedule were reviewed and discussed. Public Hearing was closed at 9:55 a.m.

**B. Call to Order**

Chairman Ingison called the March 9, 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., Dick Always – Amber Township, Carlos Alvarado – Attorney.

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

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

**1. Conflicts of Interest**

None.

**D. Approval of Meeting Minutes**

The minutes of the February 23, 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.

#### E. Approval of Accounts Payable & Payroll

*Motion to approve Accounts Payable vouchers for March 14, 2023 in the amount of \$175,051.55 and Pre-approve Payroll #6 for March 16, 2023.*

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

Motion made by Conklin to approve Accounts Payable vouchers for March 9, 2023 in the amount of \$ 175,051.55 and Pre-approve Payroll #6 for March 16, 2023. Seconded by Del Zoppo. Roll Call Vote: Ingison - Aye, Conklin - Aye, Del Zoppo - Aye. Motion carried.

#### F. Review of Financial Reports

The Board reviewed the Cash Balance Report, Accounts Receivable Summary and Debt Summary. Braginton noted that we received the funds from Oakland County for the Federal Aid Funds that we sold for the 2024 Iris Rd project.

#### G. Public Comment

Attorney Carlos Alvarado addressed the board regarding a road end issue he is working on in the Linlook Park Plat. The board requested some time to investigate the issue further and will get back to him as soon as possible.

#### H. Fleet & Facilities Manager Report

##### Great Lakes lighting program

Completed installation of free replacement LED bulbs for all of shop, barn, parts room. Should see significant reduction on energy bill.

##### High Ranger #621

Aerial man bucket lift annual MIOSHA inspection/repairs at Aerial Hydraulics is completed.

##### New roof leaks

On 2/27 11am had major roof leak in patrol office over computer router and in lunchroom. Diverted water called Bucks Exteriors and they came next day and performed repairs.

##### Plummers Environment Services

I had them here on 3/1 for semiannual pump out and power wash of all manhole basins and hoist pits. Shop hoist pits, 3 oil water separators east side of

shop, 3 oil water separators east side of truck barn and 2 manhole basins in truck barn. They collected 2,600 gallons.

Shop overhead crane & slings

On 3/2 had GTC perform annual MIOSHA overhead crane & slings inspection. Bridge wheels & bearings bad but still okay to use till GTC tech acquires parts & can come back to replace. Tech noted that entire crane track system trolleys bearings, wheels & rails are near 50% wear. Still usable but will require extensive overhaul or complete replace within a couple years. Also removed several slings from service.

## I. Superintendent Report

Safety – Training is ongoing, Continuing weekly toolbox talks, pre-trip inspections occurring daily

Township Work - Winter maintenance, blading and patching roads, cold patching, permits for culvert replacements

MDOT - Winter maintenance, cold patching (US-31, US-10, approaches), M-116 Sand Removal

Cold Storage – Working on building access road (approximately 50% complete – will be placing gravel pending good weather.

Forest Service/DNR – Approximately 90% complete on Woods Trail stump removal and 50% complete on Morton Road stump removal.

Pit Work – We have been working at Taylor Pit on dirt work for access road, clearing area of trees to enable access to more gravel for processing. Also have been working on screen plant repairs.

Guardrail Work - We got a great price on an attachment for the skidsteer for pounding guardrail posts from Burnips Equipment of approximately \$7,000. Purchasing this item will allow us to do guardrail repairs with our own crews and be a significant savings from having contractors come out every time. Braginton will shift the cost of the attachment from the General Equipment Capital Outlay Budget and create a line item for this purchase.

## J. 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. The other 3 MDOT projects have been reviewed and are 99% complete. Just waiting for

final paperwork from the MDOT reviewer & then we can generate the final estimate package.

Survey Department – Charley is working a couple of hours daily on permits. Charley has completed the N. Jebavy Drive Drawing for the turn lane at Johnson & Bryant Road. 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 – I should be able to advertise the project by Friday or early next week. The project requires 3 weeks advertising prior to bids. Bids will be taken by the end of March or early April. There are a few utilities that are in conflict (Consumers, DTE, Phone) that need to be relocated by June 1, 2023. The project is anticipated to take about 5 weeks and would be constructed between July 5<sup>th</sup> 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 \$725,000. The balance over the \$375,000 will be by 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 will be held on Friday for the Fisher Road Bridge. I have been able to back off on my correspondence on this project now that Prein & Newhof is onboard. The project is anticipated to start on April 10, 2023. Anticipated completion date is July 28, 2023.

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 will be installing 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 has requested authorization to 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 to for Consumers Energy & Buist Electric to relocate the electrical box is \$100,000.

MCRC Driveway Standards – Staff meet last week to review and discuss the updated driveway standards. I will have the completed driveway standards for the board to review and approve under unfinished business.

The power point for the CRA meeting has been completed and sent for editing by CRA.

Waiting on some of the townships for approval of the brine maps they received. Will be sending them to Western Services to convert to GIS Files to place on the Dust Paths program.

Had a kickoff meeting with the Managers Plus Program on Tuesday. Will be getting information loaded and setting up accounts. This process is scheduled to take about 30 days.

I am sending a letter (via Mika-Meyer) to the Equalization and the Township Assessor asking them to remove our names from the two parcels in Sheridan Township. Because the roads commission passed a resolution in 1988 to not accept these parcels, they never should have been titled to us. Equalization will need to decide what the next step is. Letter is attached.

Our weigh master has been out everyday with no issues to report. He has stopped a few vehicles for speed and is continuing to provide courtesy weighs.

EGLE is now requiring permits for the placement of brine and they are limiting the amount we can place per mile. CRA, MTA and county road commissions are involved in discussions with them. I have attached a copy of the General Permit.

## **L. Unfinished Business**

### **1. Facility Planning**

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

Received a letter from SHPO requesting more information regarding how construction of the new complex will affect our existing building. They are stating that it is eligible for listing in the National Register of Historic Places and cannot be abandoned in any way. And it was emphasized that the building will be maintained and used. Not demolished. I am waiting for further information.

### **2. Approve Revised Driveway Permit Application**

Motion made by Conklin to approve revised driveway application and standards as proposed by Nelson, pending administrative changes as discussed. Seconded by Del Zoppo. Roll Call Vote: Ingison - Aye, Conklin - Aye, Del Zoppo - Aye. Motion carried.

### 3. Approve Change of Fee Schedule

Motion made by Conklin to approve change in fee schedule as proposed by Nelson. Seconded by Del Zoppo. Roll Call Vote: Ingison - Aye, Conklin - Aye, Del Zoppo - Aye. Motion carried.

### M. New Business

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.

#### 1. Approve Quote to move electrical transformer for access rd.

Motion made by Conklin to hire Buist Electric to perform work to relocate electrical service for Family Fare as recommended by Nelson. Seconded by Del Zoppo. Roll Call Vote: Ingison - Aye, Conklin - Aye, Del Zoppo - Aye. Motion carried.

#### 2. Plat of Linlook Park

This issue was discussed during public comment to accommodate Mr. Alvarado's schedule. Samuels will do further research on the road end issue and get back to Mr. Alvarado as soon as possible. Motion made by Conklin to follow the recommendation of our attorney and deny the request to vacate specified alleyways within the Linlook Plat. Seconded by Del Zoppo. Roll Call Vote: Ingison - Aye, Conklin - Aye, Del Zoppo - Aye. Motion Carried.

### N. Commissioners Privilege

Del Zoppo - Pere Marquette Township would like to get some speed limit signs put up on 6th St.

Conklin - Asked Nelson if we have done an estimate for Tuttle and Wilson.

Ingison - Attended Victory Twp meeting and had some road concerns brought to his attention that he relayed to the proper staff.

Upcoming Meetings:

Mason County - Ingison

PM Township - Del Zoppo

**APPENDIX A****Township Projects Approved on March 9, 2023**

<b>JOB #</b>	<b>TWP</b>	<b>ROAD NAME</b>	<b>LOCATION</b>	<b>LENGTH</b>	<b>DESCRIPTION</b>	<b>PROJECT COST</b>
060	AMBER	DUST CONTROL	Township Wide	7.72	Two Single Applications. 38,585 gallons. Late May, Late Aug	\$ 8,102.86

Logan Township - Del Zoppo

Hamlin Township - Ingison

Custer - *Everyone will be gone to Annual Highway Conference*

O. Extended Public Comment

P. Next Meeting: Thursday March 23, 2023 @ 10:00 am

Next meeting will be changed to March 30th due to a conflict with the Annual Highway Conference.

Q. Adjournment

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

  
Heather Braginton - Secretary

  
Michael Ingison - Chairman