

**MEETING MINUTES****MASON COUNTY ROAD COMMISSION  
APRIL 27, 2023****A. Policy Review Work Session at 9:00 a.m.**

Reviewed Security Policies 200-201 and Administrative Policies 01-13.

**B. Call to Order**

Chairman Ingison called the April 27, 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 Alway - Amber Twp, Tim Gibson - Amber Twp Resident

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

Motion made by Del Zoppo to approve the agenda as presented. Seconded by Conklin. 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 April 13, 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 - Aye. Motion carried.

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

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

Motion made by Del Zoppo to approve Accounts Payable vouchers for May 2, 2023 in the amount of \$203,387.80 and Approve Payroll #9 for April 27, 2023. Seconded by Conklin. 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.

#### G. Fleet & Facilities Report

##### Grader #705

Unit still at CAT. They have exhausted all attempts to find parts. It is a waiting game for them to manufacture them.

On a good note, I have acquired a rental unit rent free till our machine is repaired.

##### Dozer #070

Transmission rebuild was completed on 4/24 and is to arrive 4/26 so we can then reinstall. Original estimate was \$15104.24. Then needed a new radiator for \$5083.46. then needed torque converter rebuild for \$2425.56 for a grand total of \$22,613.26.

##### Skid steer

I was informed on 4/25 that our new skid steer is nearly completed and should arrive within the next 2 weeks along with the forestry head and post pounder attachments.

##### Volvo excavator #788

Bucket and thumb pins need replaced and 5 holes worn and need to be line bored. Mechanic and line boring machine to be here 4/26 and job to take 3 to 5 days. Estimated cost \$12,772.95.

##### Truck #608

On 4/25 this Western Star 4700 tandem broke down and had to have Onsite tow back to shop. We believe currently it probably has a broken crank shaft.

#130-#116

The crew is nearly finished with the complete rebuild of V-bottom dollies. Once finished I need to send them out to AB-Spring for axle alignment.

#### H. Superintendent Report

1. Safety - Pre-trips, Toolbox Talks
2. Township Projects/Maintenance - Shoulder Pulling /Weather Dependent, Blade Roads, Ditching & Drainage, Tree Work/RW, Cold Patch, 100% Weaver Road Boat Launch (Branch), 20% Darr & Filburn Road (Custer), 10% Ball Diamond Parking Area (City of Scottville), 40% Conrad Road West of Scottville
3. MDOT - Ditch Cleanout, Shoulder Maintenance
4. Forest Service /DNR - 50% Stump Removal on Morse Road, 10% Earth Work on Woods Trail, Road Maintenance
5. Pit Work - 40% New Access Road Mac Road Pit, Derin Road Pit Screen Stone for Gravel Processing
6. Bridge Lakeshore Drive (Pump Storage) - 100% Repair Downspout Drains, 100% Clean Out Catch Basins (Vac Truck), Clean Expansion Joints

#### I. County Highway Engineer Report

**Engineering** – Josh & I have been working on a few Township Estimates for 2023. Josh & I will also work on closing the 2021 Rasmussen Road Project as time permits (85% complete).

**Survey Department** – Charley is working a couple of hours daily on permits. Charley is working on the topo for the first 2 miles of 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** – Project was awarded to Rieth-Riley. A pre-construction meeting will be scheduled in the next few weeks. MDOT has approved the bid tabs and has recommended award to the low bidder, Rieth-Riley in the amount of \$641,212 for the alternate bid items. With the alternate bid items, the MCRC will keep approximately 5,000 tons of HMA millings at a cost of about \$15,000 to the MCRC.

**2022 Hansen Road Project** – Hallack Contracting worked on fixing minor erosion areas and final restoration of various areas that needed additional work. There are 2 driveways that need to be widened out. The final payment of \$9,852.50 will be made after the grass is established and final acceptance.

**2023 Hansen Road Project** – Hallack Contracting started work on the project on April 17<sup>th</sup>. They have completed 95% of the new driveway culverts and two cross culverts. Hallack is working on replacing an 18" culvert with a 36" CMP (ALT2) per the EGLE permit. Hallack Contracting will also be extending a 36" culvert and adding fill to flatten a front slope to a 3:1. I was able to get an EGLE permit & property owner easement to eliminate a section of proposed guardrail with this change. This change was a minor increased cost and will provide a safer roadway and eliminate future MCRC maintenance cost of guardrail repairs in the future. Josh Bader is on this project daily per MDOT requirements. Elmer's was the low bidder at \$842,903.20. Maximum MDOT funding is \$456,204 with the balance of \$386,699.20 +/- by the MCRC.

**2023 Fisher Road Bridge** – The project is anticipated to start May 15<sup>th</sup> 2023. Anticipated completion date is September 15<sup>th</sup>, 2023. The original start date of April 10<sup>th</sup> was delayed due to the time to manufacture some of the bridge materials (tub-girders, etc.). Hardman is finishing up a project in Baldwin right now and that crew will be moving to the Fisher Road Bridge project.

**2026 Jebavy Drive – US-10 South to PM Highway** – I have Concrete Cutting & Breaking scheduled to sawcut the HMA and concrete in the next week or two. It is anticipated to rebuild S. Jebavy and the access road to PM Highway in 2026. Buist Electric will proceed with moving the electrical switch and installing new electrical lines to Family Fare in mid to late May; (\$60,000). The MCRC crews will work with Buist Electric for the removal and replacement of the HMA and concrete. I will continue to work on the remaining paperwork that is required so S. Jebavy will qualify for MDOT Category F & Small Urban funding.

**Mac Road Pit** – Schultz Excavating & All Aggregates plan to start processing 40,000 tons of 22A-Modified gravel in late April through June.

**2023 HMA Resurfacing Program** – Rieth-Riley has agreed to hold the unit prices from 2022 for the 2023 HMA Township projects. The HMA plant is scheduled to fire up May 1<sup>st</sup>. I am working on the HMA list of projects and location maps. HMA wedging on the chip seal roads need to be completed by mid-June. PM

Township and Hamlin Township have HMA projects to approve and return to the MCRC in the next few weeks.

**2023 Chip Seal Program** – Currently we have about 7 miles of chip seals scheduled on Township Projects in 2023. Highway Maintenance & Construction confirmed in writing that they are not interested in extending the 2022 contract for 2023. I have completed the list of roads and location maps for the MCRC crews to crack seal prior to the OCRC chip sealing our roads this year.

**NC - 2023 Pavement Marking** – Michigan Pavement Marking will be painting the primary & some local roads in the south half of Mason County. The work is anticipated to start in May and will be complete by June. The bid and estimated cost is \$79,810.06 (75% primary roads & 25% local roads) paid by the MCRC.

#### J. Managing Director Report

Continue to work on setting up the Managers Plus Program.

Met with Wendy Wells and Michael Moore (WSCC) last week to continue discussions on the proposed drivers training project to be located at the Custer property. It was suggested to incorporate the Classroom and Maintenance Bay in our new facility. After a discussion with the USDA-RD they would be in favor of this collaborative project between the MCRC and WSCC.

Attended the Mason County Township Officers Meeting last week. The meeting was very well attended. Dues were voted in to be \$100.00 annually due to the cost of publishing. Senator Bumstead attended the meeting.

Last week was National Work Zone Awareness Week. I met with R Alway, Mason County Press to ask him to write an article for the MCRC to encourage people how important it is to pay attention and avoid distractions while driving in work zone areas. It was a very nice article.

Will be meeting with MDOT next week to talk about available funds for a new Salt Shed.

May 3<sup>rd</sup> is the Elementary School Bike to School Day. We will be blocking off the Elementary School Entrance on Bryant and a partial lane from Sherman to the entrance that day from 6:45 am to 8:00 am.

#### K. Unfinished Business

##### 1. Facility Planning

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

I had a Teams Meeting with USDA and persons that have worked with SHPO. They said they have never had someone receive an opinion from SHPO stating there would be an Adverse Effect on our current office and garage. The State Engineer for Rural Development spoke with S Slagor of SHPO and said he was open to suggestions of us keeping and maintaining the building and possibly offering up uses to other entities for parking, repair shop, office space, and other uses. It was suggested if we wanted to sell the building in the future, we would commit to a process that would include a marketing plan for an historic structure with preservation covenants to ensure that purchasers would keep and maintain the building. We would not be expected to update the building but to maintain it in the condition it currently is in. I am looking into a couple of possibilities.

#### **L. New Business**

##### **1. Approve Township Contracts**

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

##### **2. Request to close a portion of Tuttle Road for a Best of the West long range shooting tournament.**

Motion made by Ingison to deny request. Seconded by Conklin. Ayes all. Motion carried.

##### **3. Request approval to place Stop signs at the corners of Alpine Drive and Weaver Road and Mike Street and Weaver Road. Branch Twp.**

Motion made by Conklin to approve placement of stop signs. Seconded by Del Zoppo. Ayes all. Motion carried.

#### **M. Commissioners Privilege**

Ingison made a motion to close the application process for Township projects. Nelson and Samuels asked that we do not do that. Ingison feels that we need to enforce the deadline. Seconded by Del Zoppo. Del Zoppo requested amendment to motion to extend deadline to 5/18. Roll Call Vote: Ingison - Aye,

Conklin - Aye, Del Zoppo - Aye. Motion Carried. Next year the hard deadline on contracts will be May 1st.

N. Public Comment

Gallie/Amber Twp - looking for a rough estimate to bore and jack under the 5 lane on US-10. Nelson will give him some contacts to call for a quote.

Tim Gibson/Resident at 3788 W. Hansen Rd. - Requested permission to fill in drainage ditch going through his yard and connect a drainage pipe to our culvert. Mr. Gibson was advised that he would first need authorization from MDEQ before filling in any waterway.

O. Next Meeting: Thursday May 11, 2023 @ 10:00 am

P. Adjournment

There being no further business the meeting was adjourned at 11:43 a.m.

  
Heather Braginton - Secretary

  
Michael Ingison - Chairman

**APPENDIX A**

**Township Projects Approved on April 27, 2023**

<b>JOB #</b>	<b>TWP</b>	<b>ROAD NAME</b>	<b>LOCATION</b>	<b>LENGTH</b>	<b>DESCRIPTION</b>	<b>PROJECT COST</b>
080	BRANCH	DUST CONTROL	Township Wide	15.38	Two Double Applications. 153,840 gallons	\$ 32,306.40