

MEETING MINUTES**MASON COUNTY ROAD COMMISSION
MAY 11, 2023****A. Call to Order**

Chairman Ingison called the May 11, 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: Nancy Vandervest – Hamlin Twp.

1. Pledge of Allegiance**B. 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.

C. Approval of Meeting Minutes

The minutes of the April 27, 2023 regular meeting were reviewed. Motion made by Del Zoppo to approve the minutes as presented. Supported by Conklin. 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 May 16, 2023 in the amount of \$213,783.53 and Approve Payroll #10 for May 11, 2023.

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

Motion made by Conklin to approve Accounts Payable vouchers May 16, 2023 in the amount of \$213,783.53 and Approve Payroll #10 for May 11, 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, Accounts Receivable Summary and Debt Summary. Braginton also noted that we have received the Category F Funding grant for the Jebavy Drive project and have put those funds into a reserve account until we need to pay the contractor.

F. Fleet & Facilities Report

#116 -#130 V-bottom dollies

116 rebuild has been completed and back in service. 130 just need to finish fenders and alignment.

#070 CAT dozer

Transmission rebuild is complete. Unit back in service.

#705 CAT grader

Unit still at Caterpillar in Grand Rapids. Expect installation of new engine by end of next week. Caterpillar Reps are working on a percentage of cost share on this repair.

New skid steer purchase

This was to be delivered on 5/8 but the sales rep called and said when they tried to hook up the forestry drum, they realized it needed to have oversized couplers and so they had them over-nighted, and we should take delivery no later than 5/10.

Future new equipment lease/purchase

I have had multiple meetings and conversations with Caterpillar about our equipment downtime due to unavailability of parts. Our Caterpillar sales representative, service manager and regional representative all drove up last Thursday and met with Mary, Jeff and me to hear our concerns. They are aware

how this excessive downtime impacts our daily operations and said they are working on what they can do for us from here on out as far as discounted rental machines when our equipment is going to be down for at least a week. Stay tuned.

G. Superintendent Report

Safety – Pre-Trip inspections and Toolbox Talks

Township Projects/Maintenance - Shoulder Pulling /Weather Dependent, Blade Roads, Ditching & Drainage, Tree Work/RW, Cold Patch, 100% Wever Road Boat Launch (Branch), 20% Darr & Filburn Road (Custer), 100% Ball Diamond Parking Area (City of Scottville), 40% Conrad Road West of Scottville, Amber Road-Prep for Paving, Brye Road-Prep for Paving], Brine Schedule Complete, Working on Project Scheduling for Township Work

MDOT - 100% Ditch Cleanout, 100% Shoulder Maintenance

Forest Service /DNR - 100% Stump Removal on Morse Road, 10% Earth Work on Woods Trail, Road Maintenance

Pit Work - 60% New Access Road Mac Road Pit, Deren Road Pit Screen Stone for Gravel Processing

H. County Highway Engineer Report

Survey Department – Charley is working a couple of hours daily on permits. Charley is working on the topo for Custer Road between US-10 to Freesoil. Charley is also construction staking for Hansen Road, Fisher Road Bridge, and other miscellaneous MCRC and other Township Projects as needed.

2023 Jebavy Drive – US-10 to Bryant Road – Utilities are scheduled to be relocated by June 1, 2023. A pre- construction meeting will be scheduled in the next few weeks. Rieth-Riley is the Contractor with an anticipated cost of \$641,212 for the alternate bid items. (MDOT has paid the MCRC \$371,902.96) The MCRC is responsible for the balance. 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 has 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 17th. They have completed 95% of the new driveway culverts and two cross culverts. Approximately 2,400 tons of aggregate base (2") was added to the existing HMA before pulverizing. The roadway has been pulverized and HMA leveling course is scheduled for Friday May 12th. 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 15th 2023. Anticipated completion date is September 15th, 2023. Hardman is finishing up a project in Baldwin right now and that crew will be moving to the Fisher Road Bridge project. Prein & Newhof is doing the MDOT required daily inspection on this project.

2026 Jebavy Drive – US-10 South to PM Highway – Buist electric is scheduled to install the electrical conduit & wire on Monday May 15th. 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. It is anticipated to rebuild S. Jebavy and the access road to PM Highway in 2026.

Mac Road Pit – Schultz Excavating & All Aggregates have started processing to produce approximately 40,000 tons of 22A-Modified gravel. They should be completed by the end of June.

2023 HMA Resurfacing Program – Rieth-Riley has completed the HMA wedging for the chip seal projects. PM Township and Hamlin Township have HMA projects to approve and return to the MCRC no later than May 18th, 2023. There is approximately 7,000 tons of HMA for the resurfacing program this year.

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.

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.

I. Managing Director Report

The onsite CDL Physical was a success. We had nine employees participate. They will be coming in again in December. The plan is to alternate groups every other year.

Nothing new on the Driver Training Center with WSCC.

Met with MDOT last week to talk about available funds for a new Salt Shed. I have provided the information in board pack and placed it as an agenda item.

I asked Jody to add a Request Form to our website that will allow the residents of Mason County to submit service requests to us through our website. It can be accessed under Contact.

Sent a notice out via Mason County Press, Ludington Daily News and Facebook to make everyone aware that No signs are allowed in the road right of way. Any signs we pick up will be held for seven days and then disposed of per our policy.

R Always will be videotaping our Hansen Road Project and the Fisher Road Bridge Project with his drone and will send a complete video of the projects when they are completed.

The Michigan Transportation Asset Management Council has released the Michigan's 2022 Roads and Bridges Annual Report. See attached report.

Purchased 50,000 gallons of diesel for 2.66.

J. Unfinished Business

1. Facility Planning

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

SHPO's adverse effect letter was sent to the national office federal preservation officer that will be sending a letter questioning the adverse effect.

2. Accept S Raspotnik resignation effective May 29 2023

Informational only due to this not being a board level approval.

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

2. Approve Act 51 Report

Motion made by Conklin to approve the Act 51 Report as presented and approve the transfer of \$1.2 Million from the Primary Road Fund to the Local Road Fund. Seconded by Del Zoppo. Ayes all. Motion carried.

3. Complete new engine for Cat Grader #705

Informational

4. Available Funding for a new salt shed

Informational. Discussion held, but more research is needed.

L. Commissioners Privilege

Nelson - Denied a permit application for a commercial driveway at US-10 and Jebavy.

Braginton - Gave report from Finance & HR Conference attended this week.

Del Zoppo - ^{DAN} ~~Mike~~ Quinn from Round Lake Campground contacted her looking for a response about the vacant parcel he had inquired about by his campground.

Conklin - Parks and Recreation committee is applying for a grant and looking for a letter of support from the Road Commission.

M. Public Comment

N. Next Meeting: Thursday May 25, 2023 @ 10:00 am

Policy Workshop prior to next meeting at 9:00 a.m.

O. Adjournment

There being no further business the meeting was adjourned at 11:35 a.m.


Heather Braginton – Secretary


Michael Ingison – Chairman

APPENDIX A**Township Projects Approved on May 11, 2023**

JOB #	TWP	ROAD NAME	LOCATION	LENGTH	DESCRIPTION	PROJECT COST
040	LOGAN	DUST CONTROL	Township Wide	16.25	One Single and Two Double Applications	\$ 33,421.50
140	FREESOIL	DUST CONTROL	Township Wide	34.10	1 Single Applications. 85,237.50 gallons	\$ 17,899.88
135	GRANT	LASALLE RD	Hoague to US-31	1.50	Mill off bumps in HMA pavement reflecting through from the concrete roadway joints underneath	\$ 7,475.29
050	PERE MARQ	DUST CONTROL	Township Wide	0.57	One Double Application. 2,850 gallons	\$ 598.50
051	PERE MARQ	THIRD ST / SECOND ST.	Sherman Rd East to End	0.24	HMA Overlay (165lb/syd) 18' wide, replace 15" CMP 40' long on Second St and restoration	\$ 31,145.10
052	PERE MARQ	SHERMAN RD	Bryant Rd North to mailbox 1233 900'	0.17	HMA Overlay (220lb/syd) 22 feet wide	\$ 25,929.75
053	PERE MARQ	EMILY KAY CT	John St North 243' including cul-de-sac	0.08	HMA Overlay (165lb/syd) 26 feet wide with valley gutter and restoration	\$ 17,187.80
054	PERE MARQ	JOHN ST	Emily Kay Ct to Kate Ct 446'	0.08	HMA Overlay (165lb/syd) 26 feet wide with valley gutter. 3 - 1" MH riser rings and restoration	\$ 15,921.50
055	PERE MARQ	KATIE CT	John St North 269' including cul-de-sac	0.08	HMA Overlay (165lb/syd) 26 feet wide with valley gutter. 1 - 1" MH riser rings and restoration	\$ 20,203.75
056	PERE MARQ	LIMOUSE RD	Nelson Rd easterly 612'	0.12	HMA Overlay (165lb/syd). 20 feet wide 1 - 1" MH riser rings and restoration	\$ 17,180.80
057	PERE MARQ	BONNIE ST	Barton St Northerly 450'	0.09	HMA Overlay (165lb/syd) 20 feet wide and restoration	\$ 16,723.00
058	PERE MARQ	BARTON ST	Nelson Rd easterly 631'	0.12	HMA Overlay (165lb/syd). 20 feet wide 1 - 1" MH riser rings and restoration	\$ 14,945.00

JOB #	TWP	ROAD NAME	LOCATION	LENGTH	DESCRIPTION	PROJECT COST
092	HAMLIN	GRACE AVE	North of Shagway for 300'	0.05	Remove HMA, sawcut joints, add 22A gravel 20 feet wide, 4 inches deep, grade and compact, add leach basin, 12 inch perforated pipe 50 feet long, HMA paving 18 feet wide (240 lb/syd) and restoration. Estimated 88 tons of HMA.	\$ 31,212.31
093	HAMLIN	VICTORY DR	East of Lakeshore Dr for 350'	0.06	Select ditching, HMA overlay 26 feet wide (165 lb/syd) with valley gutter. (2) HMA spillways and restoration	\$ 21,501.98
094	HAMLIN	LINCOLN RD	2456 N Lincoln to 2490 N Lincoln 450'	0.09	HMA Overlay (220 lb/syd) 22 feet wide. (2) driveway approaches and restoration	\$ 21,832.13
095	HAMLIN	RATH RD	Decker to Sugargrove 5,230'	0.99	Grade & Compact, HMA paving (240 lb/syd) 22 feet wide and restoration	\$ 140,902.06
096	HAMLIN	RATH RD	945' North of Jagger to Decker 1,746'	0.33	Grade & Compact, HMA paving (240 lb/syd) 22 feet wide and restoration	\$ 53,627.11
097	HAMLIN	DEWEY RD	Dewey/Stearns curve westerly 235'	0.04	HMA Overlay (165 lb/syd) 15 feet wide	\$ 7,350.00
098	HAMLIN	SUGAR GROVE RD	1000' East of Lakeshore to Lincoln 3878'	0.73	Grade & Compact, HMA paving (240 lb/syd) 22 feet wide and restoration	\$ 114,259.71
099	HAMLIN	PINEY RIDGE RD	3130 Larch to 3264 Larch 640'		Select wedging of various segments	\$ 18,480.00