

**MEETING MINUTES****MASON COUNTY ROAD COMMISSION  
JULY 27, 2023****A. Call to Order**

Chairman Ingison called the July 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

Members Absent: Shop Supervisor Keating

Visitors: Jim Gallie – Amber Twp., Dan Novak – AIS

**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.

**1. Conflicts of Interest**

None.

**C. Approval of Meeting Minutes**

The minutes of the July 13, 2023 regular meeting were reviewed and the closed session minutes were reviewed. Motion made by Conklin to approve the regular minutes and closed session minutes as presented. Supported by Del Zoppo. Roll Call Vote: Ingison - Aye, Conklin - Aye, Del Zoppo - 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 August 1, 2023 in the amount of \$635,427.23 and Pre-Approve Payroll #16 for August 3, 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 as well as samples of the new line item budget reports. Braginton noted that funds were transferred from the Category F/Jebavy Dr reserve fund and the Township Cost Share reserve fund for project related costs.

#### F. 2022 Audit Report from Smith & Klackiewicz

Tom Smith of Smith & Klackiewicz presented the FY 2022 Audited Financial Statements.

#### G. Fleet & Facilities Report

**#093 Cat loader** – New used bucket project has been completed. Working fine on loader.

**#613 Western Star** – Prepping our newest plow truck for West Michigan Fair week.

**#523 Chevy** – Finished up with setup of new foreman's truck. Installed Road watch, Distance meter, Radio & computer stand, Aux fuel tank, strobes, side mount toolbox, etc., completed today.

**#95 Komatsu Loader** – Front differential broke. Crew pulled front out here and sent it out for rebuild.

**#611 Kenworth** - Side conveyor project was completed a few weeks ago. The driver requested a camera to watch the conveyor, which makes sense, so I have it on order.

#### H. Superintendent Report

Safety - Pre-trip inspections and toolbox talks

Township Projects/Maintenance - Blade Roads, Brine: As Per Schedule, Ditching & Drainage, Cold Patch, 100 % Crack Seal, Mowing

Projects - 60% Brye N. of Hawley Road, 80% Appleton S. of Meisenheimer, 90% 2<sup>nd</sup> & 3<sup>rd</sup> Street (Ready to Pave), 90% Quade Road (Ready to Pave), 90% 8 Intersections in Branch (Ready to Pave), 90% Victory Drive Hill (Ready to Pave), 85% Sass Road

Forest Service/DNR - 100 % Woods Trail, 80% Morse Road, Road Maintenance, Tree Work

Pit Work - 3500 Ton Taylor Pit (Screened Pitrun)

## I. County Highway Engineer Report

**Survey Department** – Charley is working a couple of hours daily on permits. Charley is also construction staking for Fisher Road Bridge, Jebavy Drive and other miscellaneous MCRC & Township Projects as needed.

**2023 Jebavy Drive – US-10 to Bryant Road** – Jebavy Drive is open to traffic between Bryant Road and Johnson Road. Jebavy Drive is open to traffic between US-10 and Johnson Road. HMA base course is tentatively scheduled for Friday July 28<sup>th</sup> (weather permitting). The Surface course of HMA is anticipated by Tuesday next week August 4<sup>th</sup>. The entire project should be completed by August 5<sup>th</sup>, which is two weeks ahead of schedule.

**2022 Hansen Road Project** – The final payment of \$10,480 will be made after Hallack Contracting agrees with the final quantities. Josh & I have reviewed the discrepancies sent to us yesterday by Amber from Hallack Contracting. I have sent Amber the revised quantities for approval.

**2023 Hansen Road Project** – MDOT completed their final walk thorough last week. The punch list items have been completed. Maximum MDOT funding is \$560,000 with the anticipated balance of \$340,000 +/- by the MCRC.

**2023 Fisher Road Bridge** – The project started on May 15<sup>th</sup>, 2023. Anticipated completion date is September 15<sup>th</sup>, 2023. The old bridge has been removed. Hardman has poured the abutments and is working on the backfill around the abutments. Anticipated completion date is September 15<sup>th</sup>, 2023. Prein & Newhof is doing the MDOT required daily inspection on this project.

**2026 Jebavy Drive – US-10 South to PM Highway** – I am still working with OXY chemical regarding our easement for the future roadway. I will also 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.

**2023 HMA Resurfacing Program** – Rieth-Riley has completed the HMA wedging for the chip seal projects. HMA paving on Sherman Road, Emily Kay, Katie Court, and John Street was completed on Saturday. They will continue to pave other Township roads as the MCRC crews & Rieth-Riley's schedules allows. There are approximately 9,500 tons of HMA for the resurfacing program this year. Approximately 6,750 tons have been completed to date.

#### J. Managing Director Report

N/C Still waiting for a preliminary cost estimate for the Salt Shed for a Dome Shed and a Concrete and Woodshed. I have shared that these are not requests for formal bids.

Continue to take applications for the mechanic's position.

The Western Michigan Fair is scheduled for August 8 to the 12<sup>th</sup> so we are registered and will be needing volunteers.

Heather and I attended the MCRC SIP Annual Membership Meeting on July 19 and 20. Very good information regarding roads that end in the water and more on deer pickup.

We are in the final phase of updating the Certification Maps. There have been more corrections needed.

Received our Certificate of Occupancy for the New Cold Storage Building. I am now working with Verizon to get our vehicles running properly with the Verizon Reveal Program. I sent a list in on Friday when all the trucks were in the yard and parked to see what the status showed on their report. There were 26 discrepancies. They have set up a new Case # and will be making the necessary upgrades.

The next Paul Bunyan Meeting is scheduled for August 17, 2023, at Caberfae.

On July 19<sup>th</sup> MDOT sent out a letter notifying county road commissions that they are eliminating the annual jurisdictional transfers payments to those agencies who had made a jurisdictional transfer since 1992. Base funding will continue to be received but the annual lump sum payments are being eliminated beginning in August 2023. We are not included on the list for some reason.

## **K. Unfinished Business**

### **1. Facility Planning**

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

The letter was sent out to the Deputy State Historic Preservation Officer describing the Area of Potential Effect (APE) and asking for concurrence in our finding of No Effect to Historic Properties. Rural Development is elevating the review to the Advisory Council on Historic Preservation. Our project is one of a few that are having similar issues with getting a more positive response from SHPO and their agency is trying to work with them to come up with a compromise that will satisfy all parties involved. I have contacted C Vanderwall to assist.

2. Approve Additional \$3,400.00 plus statutory interest from the date of filing lawsuit for the Weaver Road issue due to an updated appraisal.

Approved with the accounts payable check register.

3. Sign Quit Claim Deed to transfer property to Next Level Hunting Club for Road Abandonment

Motion made by Conklin to approve the signing of the quit claim deed transferring property to Next Level Hunting Club. Supported by Del Zoppo. Ayes all. Motion carried.

## **L. New Business**

### **1. Budget Review**

Discussion held regarding year to date budget numbers and year end projections.

### **2. CRASIF Ballot**

Motion made by Conklin to vote for all three candidates on ballot to fill the three positions available. Supported by Del Zoppo. Ayes all. Motion carried.

## **M. Public Comment**

Gallie/Amber - commented that it would be nice to have public comment at the beginning of the meeting again. Discussion held regarding the placement of public comment on the agenda. Ingison agreed to the addition of a new item after financial reports for reports from other agencies. Gallie also asked if the township can remove signs in the right of way and the response was yes. Gallie noted that the bid opening for the addition to Amber Township Hall will be on the 28th.

N. Commissioners Privilege

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

P. Adjournment

Motion by Conklin to close meeting. Seconded by Del Zoppo. Ayes all. Motion carried. There being no further business the meeting was adjourned at 12:25 p.m.

  
Heather Braginton - Secretary

  
Michael Ingison - Chairman