

MEETING MINUTES
MASON COUNTY ROAD COMMISSION
OCTOBER 12, 2023

A. Call to Order

Chairman Ingison called the October 12, 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, Member Del Zoppo, Manager/Director Samuels, Secretary/Finance Director Braginton, County Highway Engineer Nelson, Superintendent Loeser, Shop Supervisor Keating, Foreman Peters

Members Absent: Vice-Chair Conklin

Visitors: Jim Gallie – Amber Twp.

1. Pledge of Allegiance

B. Approval of Agenda

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

1. Conflicts of Interest

None.

C. Approval of Meeting Minutes

The minutes of the September 28, 2023 regular meeting were reviewed. Motion made by Del Zoppo to approve the minutes as presented. Seconded by Ingison. Roll Call Vote: Ingison - 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 Del Zoppo to approve Accounts Payable vouchers for October 17, 2023 in the amount of \$638,835.04 and Approve Payroll #21 for

October 12, 2023. Seconded by Ingison. Roll Call Vote: Ingison - Aye, Del Zoppo - Aye. Motion carried.

E. Review of Financial Reports

The Board reviewed the Cash Balance Report, Accounts Receivable Summary, Debt Summary.

F. Reports from Other Agencies

None.

G. Fleet & Facilities Report

Facility - walk through/safety inspection

Mary and I toured the facility grounds inside and out last week. We used the inspection checklist from CRA. It's a long list but here's the condensed version.

The overall condition of the shop was good. (noted, need yellow isle lines, steps, grating, railings, bumper post, etc. repainted).

The outside grounds condition good. (noted, cold storage and shed areas require food wrappers, water bottles, energy drink cans, etc. needs picked up).

The truck barn & sign shop area is good.

Boiler room & oil storage room off truck barn. (needs spruced up).

All safety signage was in place.

Safety Data books are up to date.

Fire extinguishers in place and up to date inspections.

Electrical panels are unobstructed with 3'x3' clearance maintained. (need yellow border lines repainted).

Workplace OSHA posters are current and displayed for all.

Building condition

1940 Truck Barn in need of repairs.

Western most main roof support beams have been busted for a year now. I had estimates and date for repairs with Washaw Construction but called it off per superintendent's request stating he would take care of it.

Deteriorated wooden eaves rotted through several areas. (Recommend replacing.)

Paint is peeling and missing all around the outside of truck barn and administrative building, on concrete and wood.

Plus, the top edge of concrete walls is crumbled away allowing water to seep down through walls.

Areas of the concrete walls have chunks breaking out and falling to ground. (Recommend repairing concrete replacing wooden eaves, sandblasting & painting entire building.)

The maintenance shop roof was built as a 20-year roof but is nearly 40 years old. We had to do extensive patch work last year to stop leaks and is currently holding. (Recommend replacing entire roof.)

Building/yard pre-winter maintenance

Shop/Truck barn – Month of November projects:

Will need one crew person in addition to janitor from superintendent to pull up trench drain grating in truck shop for cleaning of trenches.

Contacting Plumbers Environment for the following:

- Vacuum truck to remove all liquid from hoist pits.
- Vacuum liquid and power wash oil separator and sand separator manholes outside between parts room and tin shed.
- Vacuum liquid and power wash all manholes in truck barn and the 3 manholes outside west barn exit. Need to coordinate with superintendent to have his crew thoroughly wash down truck barn and clean/change as needed the 4 corners debris socks leading to drains before Vac truck work is performed.
- Perform inspection of boilers for front office heating. Change air filters.

Yard Prep

- Organize yard for ease of plowing.
- Straighten up grader shed.

- Move current equipment that is in front of cold storage shed to inside shed or in Custer barn.

Fleet summer to winter transition

- Last week we completed our first box swap on truck #602. Waiting on parts to rebuild underbody blade.
- Installing wings on #606 today and will do a complete inspection to have it snow ready.
- Trucks that will need conversions over the next few weeks are 54, 55, 601, 604, 605, 607, 608, and 47, 639 get slip in sanders. Truck 602 we completed last week.

Other topics

I contacted Dan Walters at Grand Traverse Diesel now named Stoops, for an update on our new 2024 Western Star. I was told 10/17 is when he expects the truck to arrive at his shop for prep.

I contacted Butch Cone at Truck & Trailer for update on all the components such as RDS dump box, Dickey John controls, Hydraulic system & controls etc. Butch said he would check into it.

I was asked to get values on our current 2019 Caterpillar skid steer 259d and cost of one size larger machine and our 2020 Volvo EC160 excavator.

Our current 2019 CAT 259D \$35,000. Price for CAT 279D3 is \$97,131.79. for a difference of \$62,131.79

Volvo EC160 \$0.00. The dealer would not give a price on unit due to the ROPS on the front cab corners having been compromised due to the bucket contacting cab. Representative recommended a company from Wisconsin that can repair and recertify for \$5,000 - \$10,000 to pass OSHA inspection. Superintendent said he knows a local guy that can do the same for less money.

Verizon Reveal has a technician here today updating several vehicles.

H. Superintendent Report

1. Safety - The weekly Toolbox Talks included a discussion on signage for lane shifts & closure advanced warning signage. Discussion on crash attenuator usage. There were no safety incidents in the last two weeks.

Township General Maintenance - Answered calls & responded to road hazards & concerns. We have continued to blade roads & intersections throughout the county. We are promoting better drainage along our local road systems by

ditching. Cold Patching is an ongoing process. Crews have been out almost every day in various townships repairing potholes that have developed on our paved roads. Mowing/Brush Cutting is still going on both the Primary Roads and the Local Roads. Starting on fall brush cutting in preparation for snow plowing.

Township Projects: Grant Township-Lasalle Road-Mill Joints to smooth out the expansion upheaval. In progress. 100 % done. Sheridan Township- Echo Lane- Working on drainage and resurfacing. 100% done.

Primary Road Work - We are repairing and filling potholes that have developed on the roads. We have been cleaning out spillways and downspouts. We are improving visibility on roads by brush cutting and widening.

Forest Service - Earthwork has been done and gravel (2700') has been placed on the roadway for timber harvest operations, which is being funded by Federal Forest Service.

MDOT - We have started milling joints on US-10 (5 lanes) from bypass to Meijer, which is still in progress.

I. County Highway Engineer Report

Survey Department – Charley is working a couple of hours daily on permits. Charley is working on miscellaneous MCRC & Township Projects as needed.

2019-2023 Guardrail Data – I have updated the guardrail repairs in Roadsoft based on the invoices from 2019- 2023. There are several guardrail repair locations where I need additional information. I have put together a preliminary list of the anticipated cost of upcoming guardrail repairs.

2021 Rasmussen Road Project – Josh & I have been working on the MDOT needs list and final paperwork and payments for this project. The MCRC is waiting on some documentation from Hallack Contracting to final out this project. Hallack Contracting was the prime contractor. The project Engineer's Estimate was \$1,047,504. The as bid amount by Hallack Contracting was \$997,760.10. The anticipated final cost is approximately \$999,476.50. Pere Marquette Charter Township's portion was \$238,404.22 plus 8.5% administration fee.

2023 Jebavy Drive – US-10 to Bryant Road – MDOT will be doing a final inspection of Jebavy Drive in the upcoming weeks. I have submitted the final paperwork and closing out this project. The MDOT TED Category F Grant of \$375,000 was based on an estimated cost of \$650,000. The final cost of the project is \$638,702.51. MDOT \$370,477.46 and the MCRC \$268,225.05 plus the cost of materials testing.

2022 Hansen Road Project – The final payment of \$11,405 will be made after Hallack Contracting agrees with the final quantities. Josh & I have reviewed the discrepancies sent to us in mid-June by Amber from Hallack Contracting. I have sent Amber the revised quantities for approval.

2023 Hansen Road Project – The project has been submitted for MDOT final review. The final amount of the project is \$908,700.67. Maximum MDOT funding is \$560,000 with the anticipated balance of \$340,000 +/- by the MCRC.

2023 Fisher Road Bridge – MDOT & I completed the final inspection last week. There are a couple of punch list items that need to be completed before final acceptance. The project started on May 15th, 2023. The Project was completed and opened to traffic on Friday September 22, 2023. Prein & Newhof is working on the final paperwork on this project.

2026 Jebavy Drive – US-10 South to PM Highway – The easement between Market Development and Consumers Energy has been completed. Consumers Energy will need to install a new Power Pole so Buist Electric can run the new electric line. Our attorney is working with Oxy Chemical on the language for final approval. 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.

2024 Iris Road – PM Highway to S. Lakeshore – MCRC sold our 2022 RTF funds, \$717,742.00 to Oakland County at 80% for a total of \$574,194.00. Iris Road will be a HMA crush & shape, new guardrail, HMA paving and related misc. work. The estimated cost of Construction is about \$850,000. The MCRC's portion would be about \$275,000. This work will be bid through the MCRC in February or March 2024.

2024 Primary Roads – Chip Seal Program – MCRC sold our 2023 RTF Funding, \$623,800 to Oakland County at 80% for a total of \$499,040. By doing this, the MCRC can bid the work through the MCRC and avoid the 6-to-8-month delays bidding through MDOT. The Contractor does not have to pay prevailing wages, the amount of paperwork and time is greatly reduced. It has been estimated by several agencies that the cost savings are about 20% by not bidding through MDOT. This funding must be used on our Primary roads within 2 years of the agreement, 2025.

2024 Pavement Marking – Michigan Pavement Marking would like to carry over 2023-unit prices for the 2024 season for the Countywide Pavement Marking Project. Michigan Pavement Marking has done an excellent job for us for the past several years. I recommend that we extend the 2023 contract unit prices for the 2024 season. The 2023 Contract with MPM states that unit prices can be renewed for up to 2 additional years (2024 & 2025) if mutually agreed. Josh will

be putting together the 2024 Pavement Marking Map and estimated quantities for the north half of Mason County.

2024 S. Bayou Box Culvert – Hamlin Township – Scott Civil Engineering is anticipating finishing up the plans in November. DTE has been working on relocation of the gas main at the box culvert.

J. Managing Director Report

Attended an Emergency Management drill on Friday September 29. Our part was to report how many barricades and how quickly we could get those to the Croton/Hardy Dam.

Immediately after Emergency Management I met with the Mason County Multi-Use Trails organization. They have received a proposal from the Greenway Collaborative to provide professional assistance on one of the trails outlined in their feasibility study. K Zimmerman applied for a grant from the Michigan Trails and Greenways Alliance and was awarded \$5,000.00 to put towards hiring the Greenway Collaborative. There are seven segments planned from the south county line to the State Park.

I attended the Mason County Planning Commission Board meeting on October 3, 2023, at the Mason County Airport. We are interested in adding Wireless Communication Towers to districts within the county. I requested to have our property on Taylor Road re-zoned to allow communication towers. Since the Planning Commission is currently working on their plan, it was suggested by C Sanders, Mason County Zoning and Building Director that the board consider more districts be allowed to have communication towers. This process will take some time, but I think was well received.

Verizon continues to work on completing the upgrades to our equipment. I have asked them to have everything completed by the end of the month.

The Grant application for S Lakeshore Drive was submitted on September 28, 2023. Applicants will not be notified until spring of 2024.

Met with the staff to work on Guardrail inventory using maps of each township. The guardrails, except for a few, are in good condition. We are working on the list of critical ones to add to our 10-year plan. We also discussed the goals reporting and equipment critical to operations.

The next Paul Bunyan Meeting is scheduled for November 9 at Caberfae. This will be the last one we are hosting. Next meeting, we will be the Council Chair.

Reminder: The next Mason County Township Officers Assoc. Meeting is scheduled for October 19, 6:00 pm at the Branch Townhall, 6688 E 1st Street, Walhalla.

I was invited to speak at the Free-Soil Senior Center this week to talk about what the road commission does. There were some questions, and everyone seemed very interested. It was a good meeting.

K. Unfinished Business

1. Facility Planning

The next phase required by the USDA-RD has been submitted to include a Certificate of Compliance, Commercial Credit Certification, Verification of all Non-USDA debt and a current balance sheet. Waiting for a letter of support from the West Michigan Shoreline Economic Development district which I expect will be received this week. J Wahr with the USDA-RD will continue to work on our regular loan application while waiting for the Letter of support and The Plan document.

H Braginton and I attended a Teams Meeting with representatives from Huntington Bank. They said they could finance our building for a 30-year term and will be sending more information. Interest rate will most likely be the issue. We will continue with USDA-RD.

2. Reminder-Commissioners Seminar October 22-23

Informational.

L. New Business

1. County wide guardrail status discussion

Discussion regarding planning process for guardrail repair/replacement plan. A \$50,000 annual budget has been programmed.

2. Schedule Ride-Around with Townships

Samuels will make arrangements with Dial-a-ride and notify township officials.

3. Recommendation from Engineer to accept offer to hold 2023 contract prices and award the 2024 Pavement marking project to Michigan Pavement Markings

M. Public Comment

N. Correspondence

Braginton shared email from the State of Michigan notifying us of the re-instatement of our jurisdictional transfer payment.

O. Commissioners Privilege

Ingison - would like all staff members to review the 10-year plan again in preparation for our review, which starts October 26th at the 9:00 work session prior to the next board meeting.

P. Next Meeting: Thursday October 26, 2023 @ 10:00 am

9:00 work session scheduled for 9:00 prior to the board meeting to begin reviewing the strategic plan.

Q. Adjournment

Motion by Ingison to close meeting. Seconded by Del Zoppo. Ayes all. Motion carried. There being no further business the meeting was adjourned at 11:37 a.m.


Heather Braginton - Secretary


Michael Ingison - Chairman