

MEETING MINUTES**MASON COUNTY ROAD COMMISSION
OCTOBER 26, 2023****A. Call to Order**

Vice-Chair Conklin called the October 26, 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 (arrived at 10:25 am), 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., Terry Woirol – MCRC Retiree

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

Motion made by Del Zoppo to approve the agenda as presented. Seconded by Conklin. Ayes all. Motion carried.

1. Conflicts of Interest

None.

C. Approval of Meeting Minutes

The minutes of the October 12, 2023 regular meeting were reviewed. Motion made by Del Zoppo to approve the minutes as presented. Supported by Conklin. Ayes all. Motion carried.

D. Approval of Accounts Payable & Payroll

Motion to approve Accounts Payable vouchers for October 31, 2023 in the amount of \$624,964.10 and Approve Payroll #22 for October 26, 2023.

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 31, 2023 in the amount of \$624,964.10 and Approve Payroll #22 for October 26, 2023. Seconded by Conklin. Ayes all. Motion carried.

E. Review of Financial Reports

The Board reviewed the Cash Balance Report, Accounts Receivable Summary, Debt Summary, and the Budget Update for the 3rd quarter.

F. Reports from Other Agencies

Gallie/Lumber - Mentioned some roads priorities that they would like to see addressed - S. Stiles Rd, Gordon Rd, Hansen Rd.

G. Fleet & Facilities Report

Facility prep update -- Truck barn floor, trench drains & catch basin socks have been cleaned and or replaced as needed. Shop floors and trench drains have been cleaned. Facility is now ready for pre-winter cleaning. I have Plummers Environment scheduled for this Friday to vacuum out liquid and debris and wash down all manholes, hoist pits, and oil separator basins.

New plow truck -- Update as of 2pm 10/25. Truck is at Stoops in Grand Traverse. Currently being prepped and tentatively to be delivered here next week.

Verizon Tech -- Scheduled for 8am 10/26 to go through remaining issues.

Dump salt boxes -- Swaps moving along well. Only 3 trucks left to swap over 607, 608, 605.

#519 patrol truck -- Recent service/inspection. Installed 4 new tires. Patrol ready.

H. Superintendent Report

1. Safety

- The weekly Toolbox Talks included housekeeping of truck cabs.
- There was a discussion on pre-trips.
- There were no safety incidents in the last two weeks.

2. Township General Maintenance

- We are blading roads when the weather permits.
- Ditching was done in areas adjacent to culvert endings to allow better flow.
- Cold patch was done weather dependent.
- Mowing and brushing was done in areas that needed to be widened and visibility enhanced.
- Failed Culverts were replaced. Thirty-one failed culverts have been replaced to date.

3. Township Projects:

- All township projects have been completed.

4. Primary Road Work

- We have been clearing spillways and culverts in areas of concern.

5. Forest Service

- All forest service projects have been completed.

6. MDOT

- Some brush cutting on US 31 has been done and is ongoing.
- 100% of bumps on US-10 have been milled.
- Drainage improvements and paving on M-116 are in progress.

7. Pits

- Adams Excavating is processing gravel at the Deren Road Pit.

I. County Highway Engineer Report

Survey Department – Charley is working a couple of hours daily on permits. Charley is working on miscellaneous survey work for the Manager & Road crews. Also working on topographical surveys for future Township Projects.

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

2019-2023 Paser Rating Improvements – I have put together additional data from Roadsoft for the Paser rating improvements per year for the roads that were chip sealed, overlaid with HMA or reconstructed. The Roadsoft program

does not have a built-in function for this information. I have requested that LTAP build a filter so that this information can be easily obtained in a Roadsoft report in the future.

2021 Rasmussen Road Project – Josh & I have completed the MDOT needs list and final paperwork and payments for this project. The MCRC is waiting on some documentation from Hallack Contracting for final acceptance of this project. Hallack Contracting was the prime contractor.

2023 Jebavy Drive -- US-10 to Bryant Road -- MDOT will be doing a final inspection of Jebavy Drive in the upcoming weeks.

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 discrepancy report from Amber from Hallack Contracting. I have sent Amber the revised quantities for approval.

2022 Hansen Road Project – The project file has been submitted for MDOT final review. The final amount of the project is \$908,700.67. Maximum MDOT funding is \$800,000 with the anticipated balance of \$340,000 +/- by the MCRC.

2023 Fisher Road Bridge – MDOT & I completed the final inspection. The punch list items have been completed. Front & 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 installing a new Power Pole so Buist Electric can run the new electric line in the spring of 2024. Oxy Chemical has agreed to the proposed roadway cross-section over the brine lines. A minimum of 36" of cover, 4" of HMA, 18" of 21A Limestone, 4" of ridged insulation, & 10" of sand. 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 – I am starting to work on the design and bidding documents for this project. 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. We have a preliminary list of Primary Roads to chip seal. 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 G. Sayre Box Culvert - Harlan Township – Scott Civil Engineering is completing finishing up the plans in November. DTE has been working on relocation of the gas main at the box culvert.

J. Managing Director Report

House bill #12 passes the House and will move to the Senate for Consideration regarding speed limit control. Attached.

Technicians are here today to finish the last upgrades needed for our Verizon video equipment. There are 8 units that need the complete system check and 5 units that need the upgrade to 4K resolution.

Staff met last week to work on the five-year plan for 2024, discuss budget items and updating the five-year plan.

The next Full Board meeting is scheduled for November 9 at Caberfae.

Attended the Township officers meeting on October 19th, hosted by Branch Township. I gave a report on our activities for the summer months. The meeting was not well attended.

I am invited to speak at the Philanthropic Education Organization on November 2 to talk about what the road commission does and what it's like to manage a predominantly male workforce.

Have scheduled a ride around with the Township Supervisors, County Commissioners, Road Commission Board members and MCRC staff for November 11, 2023. We will meet at the road commission at 9 am for coffee and be picked up by a Dial a Ride bus. Your return will be around noon with lunch at North Country Café.

The open mechanic position has been filled and we have 3 temporary snowplow truck drivers scheduled.

The MCRC will be receiving a rebate from Michigan Chloride for .02 per gallon for using over 1.8 million gallons of brine. Should see the check at the end of this month.

There were 6 interviews conducted for the position of Manager/Director for the MCRC.

Attended the Commissioners Seminar in Mt. Pleasant. This meeting was well attended and there were many interesting topics discussed. One that stood out was Paver Ratings. It is now very important to start rating the local gravel focus and submit the information to the state. This process will take place next spring.

K. Unfinished Business

1. Facility Planning

Our Area Specialist has submitted our application to the state office to conduct its review on what has been submitted for underwriting approval. She had requested the square footage of our proposed facility which was provided. The hope is to get things closing by the end of 2023 to at least an obligation.

The next step is to provide an Environmental Assessment with a notice of availability and a FONSI (Finding of No Significant Impact). I am contacting an outside firm for assistance.

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

Motion made by Ingison to accept offer to extend pavement marking prices to 2024. Seconded by Conklin. Ayes all. Motion carried.

L. New Business

1. Approve Contract for Pere Marquette Township - Orchard Ave.

Motion made by Conklin to approve contract as presented and authorize Manager Samuels and Finance Director Braginton to sign the contract on behalf of the board. Seconded by Del Zoppo. Ayes all. Motion carried.

M. Public Comment

N. Correspondence

O. Commissioners Privilege

P. Closed Session

Board entered closed session to discuss legal correspondence pertaining to the Weaver Rd lawsuit and Manager/Director interviews at 11:15 a.m. Left closed session at 12:00 p.m.

Q. Next Meeting: Thursday November 9, 2023 @ 10:00 am

R. 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 12:15 p.m.


Heather Braginton - Secretary


Michael Ingison - Chairman