

**MEETING MINUTES****MASON COUNTY ROAD COMMISSION  
NOVEMBER 16, 2023****A. Call to Order**

Chairman Ingison called the November 16, 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

Members Absent: County Highway Engineer Nelson, Superintendent Loeser, Shop Supervisor Keating

Visitors: None.

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

Motion made by Del Zoppo to approve the agenda with a correction and two changes. The next meeting date is November 30, 2023 and item 12b. request to close office November 24th is to be removed from the agenda. A request to purchase two dump boxes will be added under new business. Seconded by Conklin. Ayes all. Motion carried.

**1. Conflicts of Interest**

None.

**C. Approval of Meeting Minutes**

The minutes of the October 26, 2023 regular meeting were reviewed. Motion made by Conklin to approve the minutes as presented. Supported by Del Zoppo. Ayes all. Motion carried.

The minutes of the November 8, 2023 special meeting were reviewed. Motion made by Conklin to approve the minutes as presented. Supported by Del Zoppo. Ayes all. 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 November 21, 2023 in the amount of \$507,683.16 and Approve Payroll #23 for November 9, 2023 and Approve Payroll for Short Term Leave Bank Payout for November 16, 2023 and Pre-Approve Payroll #24 for November 23, 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, Debt Summary, and MTF Report.

#### F. Reports from Other Agencies

#### G. Superintendent Report

##### 1. Safety-Toolbox Safety Talks

One of the talks was about communication.

There was also a discussion on winter preparation and truck cab inspections.

There were no safety incidents in the last two weeks.

##### 2. Township General Maintenance

We are focused on blading roads & maintaining before snow.

Roads are being cold patched as needed weather dependent.

We are mowing & widening areas of concern.

39 failed culverts replaced to date.

We continue to ditch along the roadways and enhance drainage throughout the countywide, focusing on critical areas.

##### 3. Primary Road Work

We have been brush cutting, widening ditches, and backslope.

#### 4. Pits

22A Gravel is being processed in Deren Pit.

#### 5. MDOT

We have been repairing the drainage structure on M-116.

We have formed and poured concrete sidewalk on Sable Bridge.

A parking area of 280' x 24' was repaved and a spillway rebuilt.

The bridge approaches at the Lincoln River and Sable River were repaved.

US-31 N - We repaired pavement from W. Forest Trail to Free Soil Road.

#### H. County Highway Engineer Report (written only)

Engineering Department – Josh, Charley & I are off deer hunting for rifle season the rest of this week.

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 2024 Township Projects.

NC-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 back from the Forman. 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. I will present this information to the Board in a future report.

2021 Rasmussen Road Project – Hallack Contracting has provided the missing documentation for final acceptance of this project. This project should be considered 100% completed by MDOT in the next few weeks.

2023 Jebavy Drive – US-10 to Bryant Road – MDOT has completed the final inspection of Jebavy Drive. MDOT will let me know if they need any other documentation to consider this project 100% complete.

2022 Hansen Road Project – Hallack Contracting finally agreed with the final quantities. The MCRC will make the final payment of \$11,405 to Hallack Contracting.

2023 Hansen Road Project – The project file has been submitted for MDOT final review and they have returned a list of required documentation. Josh & I will be working on submitting the remaining documentation to final out this project in the upcoming weeks.

2023 Fisher Road Bridge – Prein & Newhof is working on the final paperwork for MDOT final acceptance on this project.

2026 Jebavy Drive – US-10 South to PM Highway – I have submitted the requested paperwork to MDOT for S. Jebavy & East Mitchell Road so it can be classified as an All-Season Route. The paperwork for the new All-Season Route will be reviewed by the Michigan Department of Transportation (MDOT) and then the Federal Highway Administration (FHWA). With the MDOT & FHWA approval, the route will then qualify for MDOT Category F funding (up to \$375,000). Once approved, the proposed All-Season route must be built within 3 years. I will apply for a Category F Grant in May of 2024 with anticipation of MDOT/FHWA approval. Jebavy Drive south of US-10 is currently a Primary Road that has \$385,000 in Small Urban funding for FY2026. The Pere Marquette Township will need to design and fund the improvements for the sanitary sewer and water main. Preliminary Engineer estimate is \$1,575,000. Anticipated funding; \$385,000 Small Urban, \$375,000 Cat F Grant, \$315,000 MCRC, \$500,000 Pere Marquette Township.

MDOT 2026 Local Agency Bridge Bundle Program - The Wilson Road Bridge over the S. branch of the Pere Marquette River, Custer Township (STR#6671) has been submitted for the MDOT Local Agency Bridge Bundle Program. The MCRC would be notified in early-mid 2024 if this bridge was selected for MDOT funding.

NC - 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. I have submitted the Program Application to the Rural

Task Force for approval. This funding must be used on our Primary Roads within 2 years of the agreement, 2025.

2024 Pavement Marking – Michigan Pavement Marking will be doing the pavement marking in 2024 with the Board approval of the extension of the 2023 contract. The preliminary Budget for Pavement Marking in 2024 is \$90,000 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 cut & capped the gas main at the location of the future 10' x 10' box culvert.

#### I. Managing Director Report

I have had conversations with EGLE and the DNR over the past couple of weeks to discuss the roadkill issue of disposal. Egle had sent a letter out on October 13, 2023, but only to Kent County, several MDOT personnel, EGLE employees and one MDNR. I was able to get a copy and shared with other road commissions at the Paul Bunyan Meeting. We will be having further discussions about engaging in disposal.

The Paul Bunyan Meeting was held on November 9 at Caberfae. It was well attended. We will be passing along the host position to Mecosta County for 2024 and the Mason County Road Commission Manager will be the Council Chair for 2024.

Our first annual ride around with the Township Supervisors, County Commissioners, Road Commission Board members and MCRC staff was done on November 11, 2023. There were 22 in attendance, and we met at the road commission at 9 am for coffee and left at 9:30 am to begin the tour of the county. We returned around noon and ended the morning with lunch at North Country Café. Kris Riley joined us and will be doing a story on the event and our accomplishments over the past five years.

The MCRC received a rebate from Michigan Chloride for .02 per gallon for using over 1.8 million gallons of brine. The reimbursement was received.

Received a statement from CRA stating that "Per Treasury" the lower September MTF payment appears to be timing related, but they did inform us that they are anticipating a large increase in October compared to the previous year.

I have been working on the Brine Contracts for 2024. Will need to add the dates for application when the schedule has been completed.

Received information from Chart House Energy to discuss installation of solar panels at the new facility. The information is attached.

#### J. 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. 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. This step is underway, and the Specialist walked our property on November 9.

The next steps we are working on are the Architectural Feasibility Report, a Financial Feasibility Report, a Public Information Meeting, and our Initial Operating Budget including projected cash flow for 3 years. We should set up the Public Meeting as soon as possible.

#### K. New Business

##### 1. Schedule Public Meeting to Announce Building Plans

Board prefers to wait until feasibility studies are complete before scheduling public hearing.

##### 2. Discuss Health Insurance Plan Options

Braginton presented an alternate option for health insurance coverage with the Western Michigan Health Insurance Pool. This plan would utilize a health savings account (HSA) to save employees money and will go to a vote with the union next week.

##### 3. Request to purchase two used dump boxes

#### L. Public Comment

#### M. Correspondence

#### N. Commissioners Privilege

O. Next Meeting: Wednesday November 22, 2023 @ 10:00 am

Next Meeting is **Thursday, November 30, 2023.**

P. Closed Session

The board entered closed session at 11:11 am to discuss correspondence with the legal team.

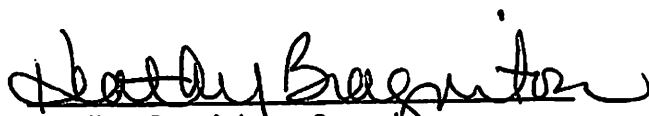
The board ended closed session at 11:53 am.

The board reconvened the open session at 11:54 am.

Motion by Ingison to proceed with recommendation from legal team.  
Seconded by Del Zoppo. Ayes all. Motion carried.

Q. Adjournment

There being no further business the meeting was adjourned at 11:56 a.m.

  
Heather Braginton - Secretary

  
Michael Ingison - Chairman