

**MEETING MINUTES****MASON COUNTY ROAD COMMISSION  
NOVEMBER 30, 2023****A. Call to Order**

Chairman Ingison called the November 30, 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: Jim Gallie, Amber Twp.

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

Motion made by Conklin to approve the agenda with additions. Add approval for closed session. Add item c under unfinished business - approve purchase of dump boxes. 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 November 16, 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**

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

Motion made by Conklin to approve Accounts Payable vouchers for December 5, 2023 in the amount of \$315,327.19 and Pre-Approve Payroll #25 for December 7, 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.

#### F. Reports from Other Agencies

Gallie thanked D Del Zoppo for attending the Amber Twp meeting.

#### G. Fleet & Facilities Report

#602 dump truck – This unit is a 2010 International dump truck. The truck is in good condition for its age. However, the dump box is badly rusted through at bottom, along conveyor, box side supports rusted through, frame warped and twisted, and floor is a network of patches and very uneven. Recommend new replacement dump box. A new Monroe 13ft dump box cost \$23750.00. But, at a huge discount, found two brand new left-over boxes that were ordered right at the start of covid and then canceled on that I was able to purchase for \$14,800 each. Plus, a huge bonus with these two dump boxes is that they are entirely built from AR400 plate. Both dump bodies are in primer, and we will need to finish painting them.

#605 dump truck – This unit is a 2014 Western Star. This truck is in good condition. However, the dump box floor is shot, cross supports underneath are twisted and bowed beyond repairs. Couple choices here. Send out to have floor support frame and new floor installed. Or at this point depending on cost, replace it with a new box.

Rear floppy mowers – Our Bush Hog 3pt hitch rear floppy mowers are all in well used condition. #266 & #267 are Mid nineteen nineties vintage. These mower heads have been twisted, bent, broken, patched, rebuilt and reinforced dozens of times. It is past time to replace at least one this upcoming year preferably both. Mower head only \$6K to \$7k.

Diamond side boom mowers – We currently have 4 tractors and only 2 Diamond side boom mowers. This leaves us no spare when one goes down. These side booms are 2016 vintage. I recommend we put it in the budget to

purchase a 3<sup>rd</sup> boom. We currently have one spare 5ft mower head and two 4ft brush heads. There are other brands, but I not recommending since the mow and brush heads we have would not be interchangeable. Boom with mower head is about \$60K.

Western Star #614 - Our 2024 single axle truck has arrived. The last update on all the truck components is for end of November delivery.

Boardroom water issue - Rainwater was leaking through the west wall of board room. I called Bucks Exterior's, and they came in and had to cap the rooftop concrete wall with tin. This was completed 10/31 and we have not had anymore issues. Cost \$1127.00.

Pickup #520 - Automatic transmission has failed for this 2018 Ram at 163,000 miles. New Trans on order will be here Dec 6<sup>th</sup>. Cost \$6,000.00.

#### H. Superintendent Report

1. Safety-Toolbox Safety Talks - One of safety talks was a winter operation up-date. There was also a discussion on how to prepare for the cold weather. There were no safety incidents in the last two weeks.
2. Township General Maintenance - We are blading roads between weather events. The men are back to plowing snow and we are training two temporary snowplow drivers. We are brush mowing & widening overgrown areas. 39 failed culverts replaced to date.
3. Primary Road Work - We have been brush cutting and widening areas. Plowing snow and deicing are being done. The large holes on the primary road are being patched.
4. Pits - Gravel has been in process, weather dependent. We have made approximately 3000 tons.
5. MDOT - On US 10 curb preparation for casting replacement has been in process and now we have been waiting for new casting to arrive. TWA repairs on M-116 have been completed. On N. US 31 there were 90% pavement repairs done. This is all dependent on weather conditions. The trunkline winter operations in on going, 24 hours around the clock.

## 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 material verifications and upcoming 2024 Township Projects.

2024 Township Estimates – Josh Bader & I have been working on Township Estimates for 2024 projects. Currently we have 5 of the 15 Townships completed and sent back to the Townships for approval.

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.

2023 Culvert Data – Jeff Loeser & Josh Bader will be collecting the 2023 culvert data for the culverts that were installed in 2023 in the upcoming weeks as weather permits.

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.

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 – The HMA spillway and the concrete spillway on the south side of the road are not working properly. Hardman Construction will correct the problems before final acceptance. Prein & Newhof are 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. 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 and the FHWA will get back to me with any comments and/or their final approval.

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 Bundel Program. The MCRC

would be notified in early to mid-2024 if this bridge was selected for MDOT funding.

2024 Iris Road – PM Highway to S. Lakeshore – I continue 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. The preliminary bidding documents have been completed. Once we have the majority of the 2024 Township projects determined, I will put the project out for bids in January. 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 for the future 10' x 10' box culvert. A Contract will need to be prepared with the MCRC and Hamlin Township for this project.

2026 Jebavy Drive Bridge – The MCRC has received MDOT funding for approximately \$400,000 for preventative maintenance for the Jebavy Drive Bridge. The MCRC will be responsible for the 10% match and 100% of the cost of Design Engineering, Construction Inspection and Materials Testing. The preliminary estimate for Construction is \$444,000. The Preventative Maintenance work includes expansion joint replacement, deck epoxy overlay, concrete beam repair, guardrail repairs, silane treatment for concrete surfaces and approach work.

2025 State D Funds – MDOT State D Funds are available for a direct grant to the Road Commissions for FY2025. I am looking into selling our \$270,000 in State D funds to MDOT at 100% for a chip & fog seal on Pere Marquette Highway. State D Funding must be used on an all-season route.

J. Managing Director Report

I have attached the report from the Mason-Lake Conservation District regarding our roadkill deer disposal site. There was no evidence of any natural resource concerns, and they authorized the MCRC to resume deer pickup and safe disposal.

House Bill 4126 setting 25 mph speed limit for highways that are part of a local street system was approved by both chambers with immediate effect and is now awaiting the governor's signature. This eliminated the need to do speed studies to determine the appropriate speed limit for local roads within land zoned for residential use.

### **Facility Planning Update**

**NC** 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.

**NC** 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 have a draft of the Financial Feasibility Report by mid-December. The Architectural Feasibility is still in progress. We may want to have these reports for our public meeting.

## **K. Unfinished Business**

### **1. Facility Planning**

- 2. Resolution to join the West Michigan Health Insurance Pool and adopt plan for health care coverage for MCRC employees**

Motion made by Ingison to adopt Resolution to join the West Michigan Health Insurance Pool and adopt plan for health care coverage for MCRC employees. Approve notice of change in Agent of Record. Seconded by Conklin. Ayes all. Motion carried.

## **L. New Business**

- 1. Approve 2024 Township Projects**

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

2. Request to Approve Pickup Purchase for Foreman

Already approved at prior meeting.

3. Approve purchase of 2 dump boxes

Motion made by Ingison to approve the purchase of 2 dump boxes. Seconded by Conklin. Ayes all. Motion carried.

M. Public Comment

N. Correspondence

O. Commissioners Privilege

Del Zoppo - Mason-Lake Conservation District asked that we wait at least week after they spray to for invasive species before we start mowing those specific areas.

P. Next Meeting: Thursday December 14, 2023 @ 10:00 am

Q. Adjournment

There being no further business the meeting was adjourned at 11:28 a.m.

  
Heather Braginton - Secretary

  
Michael Ingison - Chairman

**APPENDIX A****Township Projects Approved on November 30, 2023**

<b>JOB #</b>	<b>TWP</b>	<b>ROAD NAME</b>	<b>LOCATION</b>	<b>LENGTH</b>	<b>DESCRIPTION</b>	<b>PROJECT COST</b>
093	HAMLIN	FOURTH ST	Stearns Rd to End 200'	0.04	Remove stump, widen rd to 18' on S side, place 3" millings	\$ 6,944.71
094	HAMLIN	STEARNS RD	Dewey Rd to Sixth St 739'	0.14	HMA Overlay (165 lb/syd) 18'-19' wide	\$ 22,688.75
095	HAMLIN	NO NAME RD	Lakeshore Dr to Decker 1,450'	0.27	Trench, gravel 24' wide, grade & compact, HMA 22' wide, restoration	\$ 80,041.20
096	HAMLIN	MAVIS RD	Lincoln Rd to Sherman 2,246'	0.42	Remove stump, horizontal alignment correction, drainage improvements and restoration	\$ 46,551.57
097	HAMLIN	FISHER RD	Jebavy Dr East to Twp Line 5,175'	0.98	Select ditching, drainage improvements, culvert replacement, add 3" 22A slag 24' wide, HMA paving(240 lb/syd) 22' wide and restoration	\$ 208,835.73