

MEETING MINUTES**MASON COUNTY ROAD COMMISSION
DECEMBER 14, 2023****A. Call to Order**

Chairman Ingison called the December 14, 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, Manager/Director Wessels, Secretary/Finance Director Braginton, County Highway Engineer Nelson, Superintendent Loeser, Shop Supervisor Keating

Members Absent: None.

Visitors: Jim Gallie - 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 November 30, 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

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

Motion made by Conklin to approve Accounts Payable vouchers for December 19, 2023 in the amount of \$165,542.89 and pre-approve Payroll #26

for December 21, 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

Gallie/Amber - gave an update on Township budget priorities.

G. Fleet & Facilities Report

New dump boxes - Taking delivery first thing Friday morning.

New plow truck #614 - RDS dump box was picked up Dec 12th. We now have all the components to install on our truck & chassis.

Safety training - I scheduled AES to conduct floor hoist training last Friday Dec 8th for the shop crew and myself. This was a 2-hour course.

Overhead crane & slings - Contacted Grand Traverse Crane to come in and perform overhead crane and sling training for shop crew. This is to be scheduled sometime in January.

Grader #702 - Talked with Caterpillar shop manger and they will be picking this grader up the first week in January for refurbishment. This machine is too large for us to haul on our lowboy.

Truck #637 - Confirmed with River City Truck & Trailer that we will drop this off to them the first week in January for refurbishment.

Pickup #520 - Dropped this truck off on Wednesday the 6th and picked it up Friday the 8th new transmission install completed. Total cost \$5725.

Floor Hoist - December 4th I had scheduled AES to perform annual state hoist inspections. Both floor hoist passed in very good condition. No additional repairs required.

H. Superintendent Report

1. Safety-Toolbox Safety Talks

We had great talks about housekeeping, facility cleanup and truck detailing. There was also a discussion on sign out of pickups daily. Ten of the newer employees are in process of taking OSHA 10 class. There were no safety incidents in the last two weeks.

2. Township General Maintenance

We are blading roads when conditions are suitable countywide. Superintendent and foreman are monitoring weather conditions at all times. We brush mowing when possible. 39 failed culverts replaced to date and additional one is in progress. The logging of all 2023 culverts has been started. Ditching is in progress at Appleton north of Sippy.

3. Primary Road Work

Ditching is in progress at Custer Road north of Sugar Grove Road. Potholes are being repaired as needed.

4. Pits

Screening stone and riprap is in process when possible.

5. MDOT

M116 TWA Repairs punch list. N. 31 Patching is in progress weather dependent. Winter Patrol is ongoing on the Trunkline. US 10 curb casting replacement is in progress.

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 11 of the 15 Townships completed and sending them 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 started collecting the 2023 culvert data for the culverts that were installed in 2023. They should be able to complete the data in the upcoming weeks.

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. I want to go through this with Steve Wessels first.

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.

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. MDOT is requesting letters of support by January 8th, 2024, for replacement of this bridge for the grant application.

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. T he Rural Task Force approved this project and moved the Custer Road project to a later date. 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 January for the future 10' x 10' box culvert. This may be too late for starting the project in mid-April of 2024. 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

Working with S Wessels getting him acquainted with his new position. Setting up accounts and meeting people.

A meet and greet was held at the Custer Townhall with the Supervisors and Staff to welcome Steven Wessels as the new manager. We discussed maintenance plans for 2024, brine and township projects.

Answered questions for Hamlin Township Assessor regarding ROWs for their Zoning purposes.

We had a meeting scheduled with USDA to bring S Wessels up to speed on our loan application but was cancelled due to illness. Will try again next week.

There is a mediation scheduled with our attorney that I will need to attend via Zoom on the 22nd of December.

We are still waiting on the Network Extender from Verizon to hopefully resolve the issues we are having with Verizon Reveal. Our friends at Snow Paths are helping to resolve these issues as well.

We will be setting up a meeting with A Ilieff from MDOT to discuss the new salt shed next week after he returns from vacation.

There is also a meeting scheduled with Andy Campbell from Baker Tilley to update S Wessels on the financial Feasibility report for USDA.

We received additional barricade fencing from emergency management for the county that we are storing in our cold storage building along with the plastic barricades we currently have,

We are watching diesel pricing everyday waiting for the number to buy futures. So far, the best price has been 2.89 per gallon. We would like to secure 150,000 gallons. Will continue to watch.

K. Unfinished Business

1. Facility Planning

Received the Architectural Feasibility Report from JBS. I inquired about the status of the Environmental report. PM Environment expects to give it to us before the holiday. We are working on the budget and the three-year cash flow report. The Financial Feasibility report is scheduled for mid-January.

2. Approve Policy #803 for installation of Signs in the ROW

Motion made by Del Zoppo to approve Revision to Policy #803 for the installation of signs within the right-of-way. Seconded by Conklin. Discussion ensued regarding certain language and necessary changes to the presented policy. Ayes - 0. Nays - 3. Motion failed. Revisions will be made and brought back at next meeting.

3. Approve 2024 Local Road Policy

Motion made by Conklin to approve 2024 Local Road Policy. Seconded by Del Zoppo. Ayes all. Motion carried.

4. Approve Revised 5-Year Plan

Motion made by Conklin to approve revised 5-Year Plan for 2024. Seconded by Del Zoppo. Ayes all. Motion carried.

L. New Business

1. Proposed changes to Staff Vacation Schedule

Motion made by Conklin to approve changes to Staff Leave Schedule and to amend Policy #412 as presented. Seconded by Del Zoppo. Ayes all. Motion carried.

2. Review FY 2023 Amended Budget

Amended Budget for Fiscal Year 2023 was reviewed. Will be presented at December 28th meeting for approval of amendments.

3. Review FY 2024 Proposed Budget

Proposed Budget for Fiscal Year 2024 was reviewed. Will be presented for adoption at the next meeting on December 28, 2023, following a public hearing for budget review.

4. Approve Township Projects

Motion by Ingison 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. Ayes all. Motion carried.

5. Approval of Encroachment Letter

Motion made by Del Zoppo to approve the issuance of letter to resident to remove encroachment into road right of way. Seconded by Conklin. Ayes all. Motion carried.

6. Approve Purchase of New Superintendent Truck and Sale of Current Superintendent Truck

Motion made by Del Zoppo to approve purchase of new truck for Superintendent and take sealed bids internally for sale of current superintendent truck. Supported by Conklin. Ayes all. Motion carried.

M. Public Comment

N. Correspondence

O. Commissioners Privilege

Del Zoppo - Logan Twp is interested in paving 1 1/2 miles of Hawley Rd.

P. Next Meeting: Thursday December 28, 2023 @ 10:00 am

Q. Closed Session

Board entered closed session at 12:45 a.m.

Board left closed session and resumed meeting at 1:05 p.m.

R. Adjournment

There being no further business the meeting was adjourned at 1:06 p.m.


Heather Braginton - Secretary


Michael Ingison - Chairman

APPENDIX A

Township Projects Approved on December 14, 2023

JOB #	TWP	ROAD NAME	LOCATION	LENGTH	DESCRIPTION	PROJECT COST
152	MEADE	FREEMAN RD	E. of Campbell Rd for 3,960 feet	0.75	Place 3 inches gravel 16 feet wide (1,109 tons)	\$ 21,657.39
153	MEADE	REID RD	S. of Friesoll Rd to end of HMA for 4,281'	0.81	Chip & Fog Seal (10,909 syd)	\$ 31,957.92