

**MEETING MINUTES****MASON COUNTY ROAD COMMISSION  
JANUARY 25, 2024****A. Call to Order**

Manager Wessels called the January 25, 2024 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 pm.

Manager Wessels requested nominations for the 2024 Chair position. Del Zoppo made a motion that all board positions remain the same as they were in 2023. Role Call Vote: Conklin - Aye, Ingison - Aye, Del Zoppo - Aye. Motion carried.

Members Present: Chairman Ingison, Vice-Chair Conklin, Member Del Zoppo, Manager/Director Wessels, Secretary/Finance Director Braginton, County Highway Engineer Nelson, Superintendent Loeser, Fleet & Facilities Manager Keating.

Absent: None.

Visitors: Dick Alway/Amber Twp., Nancy Vandervest/Hamlin Twp.

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

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

**1. Conflicts of Interest**

Conflicts: None

**C. Approval of January 11, 2024 Meeting Minutes**

The minutes of the January 11, 2024 regular meeting were reviewed. Motion made by Del Zoppo to approve the minutes as presented with one correction. Public attendee listed as John Cox should have been listed as David Cox. 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 Ingison to approve Accounts Payable vouchers for January 30, 2024 in the amount of \$452,967.04 and or Retiree Healthcare Buyout for January 25, 2024 and Pre-Approve Payroll Voucher #3 for February 1, 2024. Supported by Conklin. Ayes all. Motion Carried.

#### E. Review of Financial Reports

The Board reviewed Financial Reports provided by Braginton. Braginton also noted that the health insurance changeover is now complete.

#### F. Reports from Other Agencies

Nancy Vandervest/Hamlin requested approval for the placement of no littering signs in the right of way in certain areas of Hamlin Twp. Motion made by Ingison to grant an exception to our sign policy and approve the placement of requested signage. Seconded by Del Zoppo. Ayes all.

Dick Alway/Amber - submitted Township Contracts for Board Approval.

#### G. Fleet & Facilities Report

2020 Volvo track excavator – Minor damage on the front cab ROPS that needs to be repaired and recertified. I have CRA & a welder from Bauer fabrication performing repairs on Wednesday 1/24. Repairs should be complete in less than a day. Once the repairs are completed, we will receive a metal placard to place next to the factory OEM ROPS placard and a documented letter of certified conformation from P.E. Certified Engineer once the invoice is paid. Approximate cost \$6,800.

Truck & Grader – Working on acquiring tire chains for trucks #639 & #605 plus chains for grader #704. Approximate cost \$3,300 total.

Roof – Heat tape along east side eve of shop & operations offices is not working causing large icicles and ice dam on roof edge. Called Buck's Exteriors and they are swinging by to melt ice with calcium chloride then will be back on Thursday to replace heat tape. They will also repair leaks in the ceiling for parts room.

Overhead door remotes – Purchased 9 overhead door remotes for staff. Currently programming.

Whooping Sticks – Placed order for 5 Whooping sticks from Andrew at Manistee County Road. These are heavy duty spring mount wing tip 36" tall flashers. Quantity of 5 will do all our State-run trucks plus the grader. Cost \$475 each.

Truck #608 – Transmission changeover has hit a snag. A few parts needed to even start install are on critical backorder. Clutch relay, shift lever linkage and clutch boot. Last update on availability is 3/1.

#### H. Superintendent Report

1. Safety-Toolbox Safety Talks - I discussed with the crew about frostbite prevention & incident reporting. There were no safety incidents in the past two weeks. We did have several incidents, not safety related: Damaged wing due to mechanical failure. Broken mirror brackets due to tree branches. Vehicle struck plow truck (Police report made). Parts storage box hit by snowplow.
2. Township General Maintenance - Winter operations. We built a berm on Orchard Avenue (PM Township). We removed yucca plants on Juanita Avenue. (PM Township). Ditching & driveway culvert were done on Anne Street (PM Township).
3. Primary Road Work - Winter Operations
4. Pits - No Activity
5. Custer Property - Snow Removal
6. MDOT - Winter Operations, Sign Work
7. Forest Service - Coordinate for soil borings on Guernsey Creek Bridge Project (Grant Township)

#### 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 upcoming projects.

2024 Township Estimates – Josh Bader & I have been working on Township Estimates for 2024 projects. Currently we have 13 of the 15 Townships completed. We need to do estimates for Riverton but need to be able to see the roads that are currently snow covered. We are waiting on the list of anticipated projects for PM Township.

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.

NC-2023 Culvert Data – Jeff Loeser & Josh Bader continue collecting the 2023 culvert data for the culverts that were installed in 2023 and a few that were installed in 2021 & 2022. They should be able to complete the data in the upcoming weeks.

NC-2023 Hansen Road Project – Josh & I continue to work with the Contractor and Consultant to final out this project in the upcoming weeks.

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

MDOT 2026 Local Agency Bridge Bundle Program – I have received a form letter from the Consultant for the Wilson Road Bridge Bundling project. I will be working with the agencies that have agreed to sign the form letter. The MCRC would be notified in early to mid-2024 if this bridge was selected for MDOT funding. I am requesting Board support for the Wilson Road Bridge Bundel program.

NC-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 – Three (3) bids were received by Tuesday January 23, 2024 @ 11:00 AM. The confirmed low bidder was Highway Maintenance & Construction at \$830,125.66. The engineer's estimate was \$824,691.65. I recommend awarding the project to Highway Maintenance & Construction.

NC-2024 Pavement Marking – Josh is working on the Pavement Making Maps and estimated quantities for 2024. Michigan Pavement Marking will be doing pavement marking in the North half of Mason County on our local and primary roads in 2024. The preliminary Budget for the Pavement Marking \$90,000.

2024 S. Bayou Box Culvert – Hamlin Township – I received the plans for the S. Bayou Box culvert yesterday from Scott Civil Engineering. The designer had a few questions for Hamlin Township/MCRC that have been answered. The Michigan Department of Environment, Great Lakes, and Energy, Water Resources Division (WRD) has requested public comment by January 25, 2024. The EGLE permit is pending public comment. Based on this, Scott Civil

Engineering is anticipating finishing up the plans and specifications in the next few weeks. I anticipate that I will be preparing the bidding documents in February or March. A Contract will need to be prepared with the MCRC and Hamlin Township for this project after bids have been received.

NC-2026 Jebavy Drive Bridge – I am working on an RFP to Bridge Consultants for the design of this project.

NC-2027 MDOT Bridge Applications – I have been working with Melissa Roselle from Scott Civil Engineering to develop our list of Bridge applications for FY2027. (see attached preliminary list) The cost estimates will be updated by SCE when the new MDOT bridge cost estimate form is available. Bridge Applications are due in early April.

2023 MCRC MDOT Funded Bridge Map – I sent our 2023 MDOT Bridge Inspections reports to the Jamie Way of the WMRDC to have them update our 2021 Bridge Map. The 2023 MDOT Bridge Map has been completed.

2026 S. Jebavy Drive & Mitchell Road – The Oxy-chemical/MCRC easement has been signed and is ready for board approval.

Small Urban Funding Area – The Ludington Small Urban Committee meeting was held this week regarding the proposed changes to the Small Urban Area Map (SUAM). The SUAM boundaries is updated every 10 years. Roads in the SUAM are eligible for a maximum of \$385,000 in funding every 4 years for the MCRC. The proposed SUAM boundary will be updated to remove N. Jebavy, part of Jagger and part of Hansen Road.

#### J. Managing Director Report

Working With Staff on Various Organizational moves.

Had quarterly Managers Meeting with other Managers from Paul Bunyon.

Worked with Heather to Add info to electronic daily activity reports for each area.

Attended a Custer township Meeting Discussed Upcoming Project Estimates.

Met with MDOT to discuss various future TWA possibilities.

Attended Crews weekly Safety meetings.

Did various field Ride arounds with Managers.

Began Working on creating Updated Fleet spreadsheet.

Working through Shared Drive files to get familiar with files.

Attended Small urban development Meeting for Boundary changes.

Ordered Backup Salt 2200-Ton State/800-ton County.

#### K. Unfinished Business

##### 1. Facility Planning

Met with Joe White to Introduce/Discuss Building and potential Grant opportunities.

Received updated Architectural Feasibility study from JBS sent that off to Joe White so he could update his records.

##### 2. Approve removal of Douglas Robidoux and William Schwass from Bank Accounts

Motion made by Del Zoppo to authorize the removal of William Schwass and Douglas Robidoux from all Mason County Road Commission bank accounts. Seconded by Conklin. Ayes all. Motion carried.

#### L. New Business

##### 1. Approve Township Contracts

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

##### 2. Discussion on Meeting Conflict for February 8th

Meeting will not change.

##### 3. Resolution of Commitment and Support for Bridge Investment Program (BIP) grant as part of the MDOT Statewide Local Agency Bridge Bundle Program and Replacement of STR 6671 Wilson Road over S Br Pere Marquette River (Est. Cost \$3,285,200)

Motion made by Conklin to adopt Resolution of Commitment and Support for Bridge Investment Program (BIP) grant as part of the MDOT Statewide Local Agency Bridge Bundle Program and Replacement of Structure

number 6671 - Wilson Road over S Br Pere Marquette River. Seconded by Del Zoppo. Ayes all. Motion carried. *Ingison requested that we reach out to our representatives and request their support for our application.*

4. Approve Easement for Oxy Chemical

Motion made by Ingison to approve easement for Oxy Chemical. Seconded by Del Zoppo. Ayes all. Motion carried.

5. Board Approval and award of the 2024 Chip & Seal Program

Motion made by Conklin to award chipseal bid to Highway Maintenance Construction. Seconded by Del Zoppo. Ayes all. Motion carried.

6. Discussion of the Closure of Taylor Road

Conklin requested the adjacent property owners be contacted to find out how the closure would affect them. Decision is tabled for further research.

M. Public Comment

N. Correspondence

O. Commissioners Privilege

P. Next Meeting: Thursday February 8, 2024 @ 10:00 am

Q. Adjournment

There being no further business the meeting was adjourned at 11:35 a.m.

  
Heather Braginton - Secretary

  
Michael Ingison - Chairman

**APPENDIX A****Township Projects Approved on January 25, 2024**

JOB #	TWP	ROAD NAME	LOCATION	LENGTH	DESCRIPTION	PROJECT COST
081	BRANCH	BAROTHY RD	Walhalla Rd to 485' E of Barothy Lodge	1.11	Select wedging 4' wide (wolfgang)	\$ 24,881.52
082	BRANCH	GOFF AVE	Bockstanz to Marshall		Select wedging 4' wide on curves (wolfgang)	\$ 8,441.99
083	BRANCH	FIRST ST	Walhalla RD to US-10	0.76	Select wedging and chipseal 22' wide	\$ 38,918.75
084	BRANCH	CAMPBELL RD	Weaver Rd North 7,010'	1.33	Select wedging 4' wide (wolfgang)	\$ 24,881.52
111	SHERMAN	POPLAR RD	Beyer to Townline	0.97	Select Wedging 4' wide (wolfgang)	\$ 34,399.67
112	SHERMAN	BEYER RD	Reek to Poplar	0.52	Select Wedging 4' wide (wolfgang)	\$ 25,080.28
113	SHERMAN	REEK RD	Village limits to Beyer	0.52	Wedge curve (wolfgang)	\$ 4,409.75