

**MEETING MINUTES****MASON COUNTY ROAD COMMISSION  
MARCH 7, 2024****A. Call to Order**

Chairman Ingison called the March 7, 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 10:03 am.

Members Present: Chairman Ingison, Vice-Chair Conklin, Member Del Zoppo, Manager/Director Wessels, Finance Director Braginton, Engineer Tech Bader, Superintendent Loeser, Shop Supervisor Keating.

Members Absent: County Highway Engineer Nelson.

Visitors: None.

**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 February 22, 2024 Meeting Minutes**

The minutes of the February 22, 2024 regular 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**

*Motion to approve Accounts Payable vouchers for March 12, 2024 in the amount of \$264,661.67 and Pre-approve Payroll #6 for March 14, 2024.*

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

Motion made by Conklin to approve Accounts Payable vouchers for March 12, 2024 in the amount of \$264,661.67 and Pre-approve Payroll #6 for March 14, 2024. Seconded by Del Zoppo. Ayes all. 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

None.

#### G. Fleet & Facilities Report

#621 & #506 – Truck #621 annual inspection is complete and has been swapped out with our sign truck for its inspection.

#638 Brine truck – Frame repairs have been completed and our shop is putting it all back together and it will be ready for this year's brine season.

Caterpillar ET - Cat Electronic Technician (ET). This is the software program for troubleshooting all CAT equipment. We would be able to connect our laptop to any of our CAT machines to view Status Parameters, view active diagnostic codes, manipulate ECM configuration, diagnostic test & calibration, Etc. Startup cost for cables and adapters plus programming for 1 year would be \$2320.78. Then a yearly subscription costs \$1000.00.

Overhead crane – Traverse City Crane has completed our yearly overhead crane inspection. Tech noted multiple wear areas but still within acceptable parameters. PASSED.

#787 CAT wheeled excavator – I discussed with CAT Rep last week about #787 warranty about to run out. Mick said he could send his tech up to do an evaluation of the machine and said we would then have the option of extending our warranty. I escorted the CAT tech to work site Monday morning and I should have some numbers back shortly to review.

#### H. Superintendent Report

Safety-Toolbox Safety Talks - We went over excavation safety and PPE. There were no safety incidents in the past two weeks. One incident report - Dented side panel on piece of equipment.

Township General Maintenance - Winter operations (Monitor weather conditions). Blading roads where needed. Patching roads & adding gravel where needed. Crews have been fulfilling tree work for townships to allow for future drainage and ditching projects to proceed. Cold patch potholes where they develop.

Primary Road Work - Winter operations are continuing to be done. Brush & tree work in Free Soil, Grant, Logan, Riverton, Sherman, and Victory. Cold Patch potholes where they develop. Continue to do shoulder work where needed.

Pits - Burned all stumps & brush at all pit locations.

MDOT - Winter operations are continuing to be done with night patrol and monitor weather. Cold patching holes is being done where needed. Document areas of concern for future maintenance & provide this information to Steve for funding. Rest area cleanup - Debris, Leaves, Tree work. Document future ditching & drainage projects and provide Steve for approval.

Forest Service - Planning & meeting with individual Forest Service members in regard to future work. Culvert replacement Guerne Creek. Funding for Fire Break Projects. Road Work & Tree Removal for future joint venture for roadwork to provide better access to isolated areas for emergency vehicles and equipment.

#### I. County Highway Engineer Report

Survey Department – Charley is working a couple of hours daily on permits. Charley is working on miscellaneous survey work and AutoCAD drawings for upcoming projects, Gordon Road, Johnson Road, Ottawa, Etc.

2024 Township Estimates – Josh Bader & I have been working on Township Estimates. Currently we have all 15 Townships completed. I have a PM Township Road Committee meeting on March 11<sup>th</sup> to go over the HMA paving projects.

2023 Hansen Road Project – The paperwork for this project is 100% complete and closed by MDOT.

2024 Iris Road – PM Highway to S. Lakeshore – The project is out for bids as of Thursday February 29<sup>th</sup>. 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 MCRC will be responsible for the remaining cost. The project bid date is March 12, 2024 @ 2:00P.M.

2023 Fisher Road Bridge – Prein & Newhof has requested the MDOT final review for MDOT final acceptance on this project.

2022 Fountain & Tuttle Road Bridge – Prein & Newhof has requested the MDOT final review for MDOT final acceptance on this project.

2027 MDOT Bridge Applications – Ryan Worden will be submitting our Bridge applications for FY2027. Applications are due April 1, 2024.

2024 S. Bayou Box Culvert – Hamlin Township – This project is currently out for bids on March 26<sup>th</sup> @ 2:00P.M. A Contract will need to be prepared with the MCRC and Hamlin Township for this project after bids have been received.

2026 S. Jebavy Drive & Mitchell Road – The Consumers power pole is scheduled to be installed by the end of the week. I have informed Buist Electric, so they can schedule the electrical work this spring/summer.

Roadsoft Training Videos – Josh continues learning how to improve our analysis for future road treatments & costs.

Taylor Road Closure – I have been corresponding with property owners and will be updating the USFS with the information. Meade Township will discuss this at their next Township meeting.

Category F Grants – Grant Applications are due May 1, 2024. The Grant is for a maximum of \$375,000. I will be applying for S. Jebavy Drive.

2024 HMA Project – Josh & I are working on the bidding documents and hope to have this out for bid on March 26<sup>th</sup>. We have been waiting on Township approval of HMA projects.

Paser Training – I am getting certified for Paser Rating with Paser Rating Training this week, Tuesday through Thursday 9:00A.M. to 12:00PM.

AutoCAD Training – Josh, Charley & I will have AutoCAD Training the week of March 25<sup>th</sup> this is a 5 day training course.

## J. Managing Director Report

Met with Scottville to discuss MDOT Sweeping Contract.

Field Review of Amber Rd Drainage work.

Met with Kent County Road commission about Mastic work on Trunkline.

Met with Muskegon County, Ottawa and MDOT to discuss Trunkline TWA work.

Met with Chamber Alliance to discuss proposed Bike trail.

Began Working to Create Maintenance work Project Spreadsheet

Set up Township Meeting with Supervisors on March 27<sup>th</sup> at 5:30 @ Custer TWP Hall.

Met with Krenn Timber Bridge to discuss Masten Rd bridge Replacement.

Daily Fillable work Schedules for Engineering

Working through Shared Drive files to get familiar with files.

#### K. Unfinished Business

##### 1. Facility Planning

Talked with Joe White about possible Grant Applications

Met With USDA to Discuss an increase in original Application amount for Loan.

#### 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. Ayes all. Motion carried.

##### 2. Boardpaq Transition to BoardEffect

Braginton notified the board that the company that owns Boardpaq, Dilligent, will be phasing out the Boardpaq software and transitioning users to BoardEffect at a discounted rate. Will likely begin the transition in April or May.

M. Public Comment

N. Correspondence

Janet Anderson inquired about work being done on Amber Rd.

O. Commissioners Privilege

Ingison - responded to road complaints at from Victory Twp.

Del Zoppo - Mark Anderson discussed the need to raise Indian Bridge. Also mentioned concern about blind curve south of bridge. Asked for update on Weaver Rd. Discussion about RAISE grant.

Conklin - Any news on an insurance claim for sign theft?

P. Next Meeting: Thursday March 28, 2024 @ 10:00 am

Q. Adjournment

There being no further business the meeting was adjourned at 11:45 a.m.



Heather Braginton - Secretary



Michael Ingison - Chairman

**APPENDIX A****Township Projects Approved on March 7, 2024**

<b>JOB #</b>	<b>TWP</b>	<b>ROAD NAME</b>	<b>LOCATION</b>	<b>LENGTH</b>	<b>DESCRIPTION</b>	<b>PROJECT COST</b>
130	GRANT	DUST CONTROL	Township Wide	32.73	1 Single Application 81,830 gallons @ .21	\$ 17,184.30
131	GRANT	LASALLE RD	Freeman Rd North to HMA 2,305'	0.44	Place 3" of 22A Modified Gravel 22 feet wide. 890 tons.	\$ 17,213.46
100	VICTORY	DUST CONTROL	Township Wide	47.20	One Double Application. 235,975 gallons (Before Memorial Weekend)	\$ 49,554.75
101	VICTORY	FISHER RD	Twp line to East of Peterson 4,315'	0.82	Drainage improvements. Add 3" 22A slag 24' wide. HMA 22' wide and restoration	\$ 171,947.31
140	FREESOIL	DUST CONTROL	Township Wide	34.10	1 Single Applications. 85,237.50 gallons + 2nd Spot Brine	\$ 17,899.88
141	FREESOIL	OTTAWA DR	East of Mee-nah-ga to Poplar 1,000'	0.19	Select ditching, 15" CMP 46' long, (2) 12" CMP 30' long, place 6" of 22A modified gravel 28' wide, HMA paving (240 lb/syd) 26' wide with valley gutter, (4) spillways and restoration.	\$ 110,149.55