

**MEETING MINUTES****MASON COUNTY ROAD COMMISSION  
APRIL 11, 2024****A. Call to Order**

Chairman Ingison called the April 11, 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 am.

Members Present: Chairman Ingison, Vice-Chair Conklin, Member Del Zoppo, Finance Director Braginton, County Highway Engineer Nelson, Superintendent Loeser, Shop Supervisor Keating.

Members Absent: Manager/Director Wessels.

Visitors: None.

**1. Pledge of Allegiance****2. Approval of Agenda**

Motion made by Del Zoppo to approve the agenda as presented.  
Seconded by Conklin. Ayes all. Motion carried.

**3. Conflicts of Interest**

None.

**B. Approval of March 28, 2024 Meeting Minutes**

The minutes of the March 28, 2024 regular meeting were reviewed. Motion made by Del Zoppo to approve the minutes as presented. Supported by Conklin. Ayes all. Motion carried.

**C. Approval of Accounts Payable & Payroll**

Motion to approve Accounts Payable vouchers for April 16, 2024 in the amount of \$336,916.08 and Approve Payroll #8 for April 11, 2024

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

Motion made by Del Zoppo to approve Accounts Payable vouchers for April 16, 2024 in the amount of \$336,916.08 and Approve Payroll #8 for April 11, 2024. Seconded by Conklin. Ayes all. Motion carried.

#### D. Review of Financial Reports

The Board reviewed the Cash Balance Report, Accounts Receivable Summary, Debt Summary, and MTF Report.

#### E. Reports from Other Agencies

None.

#### F. Fleet & Facilities Report

Box swaps & Trailer inspections – Current plan in place for shop crew to work 8 hours this Friday with half the crew working on salt to dump box swaps and the other half working on V-bottom trailers and dump trains inspecting brakes, tires, gates, lubrication.

Portable truck lifts – The shop is currently trying out a set of portable truck lifts. Our crew has found them very handy to have. Very simple to learn and operate. The cost for a complete set of 4 lifts is about \$56,000. I would highly recommend a set providing we could find funding. These would be a valued asset to our operations. For the new facility, I would recommend 2 sets of these and one in ground hoist.

Roadside mowers – I have multiple quotes and specifications for 3-point hitch rear tractor mowers. I have \$28k in the budget to work with. I have narrowed down to 2 options. Both picks are through the SourceWell program which gives us an 18% discount. The Tiger brand ditch bank mower is a PTO driven unit and costs \$15k. This unit is 90 to 120 days out from time of order. I am waiting on some feedback from dealer for the Tiger mower to be sure its transport position will clear the transport position for our Diamond side boom mower.

The Rhino brand is a hydraulic driven unit and costs \$25k. This unit is very much like our current rear 3pt hitch mowers and has no transport position concerns. This is in stock at factory and would be available in about two weeks from time of order.

#### G. Superintendent Report

Safety-Toolbox Safety Talks - We went over material handling. We went over the procedures of using slings to lift. Inspection of lifting equipment was discussed to

make sure everyone was doing it properly. We have had no safety incidents in past 2 weeks.

Township General Maintenance - 75% Stark Road clearing and earthwork (Free Soil Township). 90% Victory Road clearing and Drainage work (Victory Township). 80% Amber Road clearing and Drainage work (Victory Township). Blade county gravel roads April 9, 10, 11, 2024. Cold patch potholes Wednesday, April 10, 2024.

Primary Road Work - Cold patch potholes April 11th & 12th 2024.

Trunkline Maintenance - US-10 Drainage work on Darr Road, west and east. Shoulder maintenance. Broom intersections and approaches of US31/US10. Cold patch 5 lane Scottville heading west to Dennis Road on April 10, 2024. Miss Dig called in and positive response verified.

Pits - Taylor pit: Clear brush & stumps, Screen out stone for processing

Forest Service - Plan for future projects.

#### H. 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, Johnson Road, Ottawa, Construction staking for utilities on Iris Road, Etc.

2024 Township Estimates – We have all 15 Townships estimates completed for 2024 work. We are working on a few Townships Estimates for future budget purposes and limited 2024 projects if time permits.

2024 Iris Road – PM Highway to S. Lakeshore – The low bidder was J&N Construction at \$1,032,955. The 2024 Engineer Estimate was \$1,032,819. MCRC sold our 2022 RTF funds, \$717,742.00 to Oakland County at 80% for a total of \$574,194.00. The project was over the original 2022 budgeted amount of \$850,000. To reduce cost, the HMA thickness was reduced from 3.5" to 3" thick. Additional aggregate base was reduced from 4,700 tons to 3,700 tons. The Guardrail Endings were changed to a Terminal End Shoe (Boxing Glove). The awarded contract price is \$906,247.50. The MCRC will be responsible for the remaining estimated cost of \$332,053.50.

2024 S. Bayou Box Culvert – Hamlin Township – Scott Civil Engineering was hired to design this project. The project was designed, permitted, and bid as a box culvert with an estimated cost of \$500,000. The project was bid on March 26th @ 2:00P.M. The confirmed low bidder was Hardman Construction at \$819,384. If awarded by April 25th, Hardman Construction anticipates constructing the

project in September to November 2024. Steve Wessels met with Nancy Vandervest to discuss the options moving forward due to the project being over budget.

**2024 HMA Surfacing Project** – This project was bid on March 26th @ 2:00P.M. The Engineer's Estimate was \$957,760. The project has been awarded to Rieth-Riley Construction at \$946,340.31. HMA paving projects could start in May and must be completed by October 15, 2024.

**2024 Primary Roads – Chip Seal Program** – Awarded the project to Highway Maintenance & Construction at \$830,125.66. The engineer's estimate was \$824,691.65. The project can start June 17th and must be complete by September 1, 2024.

**2026 S. Jebavy Drive & Mitchell Road** – The Consumers power pole has been installed. Buist Electric has scheduled the installation of the electrical conduit for Tuesday April 16th. The MCRC will need to remove the HMA & concrete so they can schedule the electrical conduit. I continue my correspondence with David Fairchild regarding the status of FHWA approval of this All-Season Route.

**Roadsoft Training Videos** – Josh continues learning how to improve our analysis for future road treatments & costs. We have updated our estimated costs based on the 2023 Paser Ratings for our Primary Roads. We have the Roadsoft "Strategy Comprehensive Report" for review at a future meeting.

**Taylor Road Closure** – I have been corresponding with property owners & Meade Township and will be updating the USFS with the information.

**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.

**AutoCAD Training** – Josh, Charley & I had AutoCAD Training the week of March 25th this is a 5-day training course. It was a great webinar that was very helpful to all 3 of us.

**2026 Jebavy Drive Bridge** – I have sent out an RFP to Scott Civil Engineering & Brechting Engineering for the design & Construction Inspection of this project. RFPs are due on April 19th; I would like to award on the April 25th meeting.

**Mac Road Pit** – I have Soils & Structures scheduled to perform soil borings for gravel exploration at Mac Road Pit, Taylor Road Pit & Mike Keating's property on April 22nd through the 25th. Steve W., Jeff L. & I looked at all 3 locations.

**NC-2023 Culvert Data** – Jeff Loeser & Josh Bader have completed collecting the 2023 culvert data for the culverts that were installed in 2023 and a few that were installed in 2021 & 2022. I will provide this data at a future meeting.

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.

#### I. Managing Director Report

Submitted MDOT 0426 for Sweeping

Field Review with Eric and Jeff of the Pits for future Gravel borings.

Platform Review of the Samsara GPS Program

Field Review of Current Ditching/Drainage projects

Visited Manistee CRC w/Mike and Fred to look at Current Truck Buildup Process

Attended Local Planning team meeting.

Various Spreadsheets

Working through Shared Drive files to get familiar with files.

#### J. Unfinished Business

##### 1. Facility Planning

Working with Joe White to input new design into Site plan Map.

Worked with JBS on Drawing Changes

Worked with Clear span to get Estimate for Salt shed design

##### 2. Discussion on the 2024 S. Bayou Box Culvert Project

Discussion tabled until next meeting.

#### K. 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. Resolution to Amend John Hancock 457 Plan**

Commissioner Ingison offered the following resolution and moved for its adoption:

**RESOLVED**, that the form of amended 457 Plan and Trust effective January 1, 2024, presented to this meeting is hereby approved and adopted and that an authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

and **WHEREAS**, The Finance Director, Heather Braginton, is authorized to sign the said contract; and

**WHEREAS**, this resolution is supported by Commissioner Del Zoppo.

**ADOPTED:** AYES: Ingison, Conklin, and Del Zoppo. NAYES: None. ABSENT: None.

**NOW, THEREFORE**, be it resolved that the afore-mentioned Plan Document drafted by the Benefit Advantage Group on Behalf of John Hancock and the Mason County Road Commission is hereby accepted.

**3. Resolution Authorizing Sale of Excess Materials at Fair Market Value**

**RESOLUTION OF BOARD OF COUNTY ROAD COMMISSIONERS**

**AUTHORIZING SALE OF EXCESS SAND, GRAVEL, STONE, TOPSOIL, AND FILL DIRT AND AUTHORIZING MANAGER TO ACT IN CONNECTION THEREWITH**

**WHEREAS**, the Manager has received inquiries from private contractors and other road commissions concerning the availability of excess sand, gravel, stone, topsoil, and fill dirt for purchase from the Mason County Road Commission; and,

**WHEREAS**, the Manager has reported to the Board of County Road Commissioners for Mason County (the "Board") that the Mason County Road Commission ("MCRC") has stored and on hand in its sand and gravel pits and elsewhere, quantities of excess sand, gravel, stone, topsoil, and fill dirt that will not be needed by the MCRC to construct or otherwise improve

a part of a public street, highway, or park, or required to be used for a public street, highway, or park in the foreseeable future, while retaining on hand sufficient materials for MCRC purposes; and,

WHEREAS the Board desires to authorize the Manager to negotiate the terms and conditions of sale of excess quantities of sand, gravel, stone, topsoil, and fill dirt; and,

NOW THEREFORE, on the motion of Del Zoppo, seconded by Conklin,

IT IS RESOLVED that the Board hereby authorizes Steve Wessels, Manager, from time to time, but not less frequently than annually, to determine the quantity of sand, gravel, stone, topsoil, and fill dirt stored or otherwise on hand that, in his opinion, is not needed for public street, highway or park purposes by the MCRC in the reasonably foreseeable future and report the same to the Board.

BE IT FURTHER RESOLVED that the Board hereby approves and authorizes Steve Wessels, Manager, to advertise excess quantities of sand, gravel, stone, topsoil, and fill dirt for sale to private contractors, other road commissions, and state highway agencies, and to sell excess quantities of sand, gravel, stone, topsoil, and fill dirt for not less than its Fair Market Value. The Manager shall determine Fair Market Value for the materials by any reasonable means, including consulting available published price quotations, from other material providers such as Reith-Riley and Elmers, and if in doubt, shall refer the matter of price to the Board for final action.

BE IT FURTHER RESOLVED that Steve Wessels, Manager, shall report to the Board not less frequently than quarterly the quantities of sand, gravel, stone, topsoil, and fill dirt sold pursuant to this authorizing resolution, and the price and terms at which it was sold. All proceeds from the sale of excess sand, gravel, stone, topsoil, and fill dirt shall be credited to the general fund of the MCRC.

BE IT FURTHER RESOLVED that all resolutions of the Board in conflict herewith are hereby rescinded to the extent of the conflict.

THOSE VOTING IN FAVOR: Ingison, Conklin and Del Zoppo.

THOSE VOTING AGAINST: None.

THOSE ABSENT OR ABSTAINING: None.

RESOLUTION DECLARED PASSED

## L. Public Comment

Ryan Hasenbank and Mike Hasenbank addressed the board regarding safety concerns at the intersection of Sugargrove Road and Custer Road. They feel that a 4-way stop is necessary and warranted based on the amount of accidents that occur there. County Highway Engineer Nelson states that the traffic regulations do not warrant a 4-way stop at that location. Manager Wessels has just received crash reports from the ~~sheriff's department~~ and is currently reviewing them. Further investigation into the matter is necessary. Wessels will be in touch with the Hasenbanks.

STATE POLICE

## M. Correspondence

## N. Commissioners Privilege

Ingison scheduled a strategic planning session for April 25th at 9:00 am.

## O. Next Meeting: Thursday April 25, 2024 @ 10:00 am

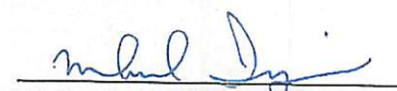
## 1. Closed Session

Ingison requested a closed session to discuss ongoing litigation. Entered Closed Session at 11:08 am. Exited Closed Session at 11:15 am.

## P. Adjournment

There being no further business the meeting was adjourned at 11:16 a.m.

  
Heather Braginton – Secretary

  
Michael Ingison – Chairman



**APPENDIX A**

**Township Projects Approved on April 11, 2024**

<b>JOB #</b>	<b>TWP</b>	<b>ROAD NAME</b>	<b>LOCATION</b>	<b>LENGTH</b>	<b>DESCRIPTION</b>	<b>PROJECT COST</b>
121	SHERIDAN	MORSE RD	Dewey Road North 3,700'	0.70	Trench, add 2" of 22A mod gravel 22' wide, pulv & grade, HMA C&S, HMA Paving 240#/syd & restoration	\$ 148,066.22
110	SHERMAN	DUST CONTROL	Township Wide	34.84	Two Single Applications. 174,215 gallons	\$ 36,585.16
010	SUMMIT	DUST CONTROL	Township Wide	2.49	One Single Application. 5,575 gallons + 2500 @ transfer site. 40% mix	\$ 4,538.15
031	EDEN	EDEN LAKE RD	Anthony Rd to Sippy Rd 2,600'	0.49	Place 4 inches Slag 22 feet wide. 1,200 ton	\$ 33,378.65
040	LOGAN	DUST CONTROL	Township Wide	21.54	One Single and One Double Application. 159,150 gallons	\$ 33,421.50
020	RIVERTON	DUST CONTROL	Township Wide	36.31	One Single Application. 90,775 gallons @ 40%	\$ 52,195.63
021	RIVERTON	KINNEY RD	700' E of Appleton to end of HMA 2,495'	0.47	HMA Wedge & Chip Seal 24' wide. 7,208 syds	\$ 31,090.84