

MEETING MINUTES**MASON COUNTY ROAD COMMISSION
APRIL 25, 2024****A. Strategic Planning Workshop 9:00 am**

Workshop began at 9:00 a.m. Review of strategic plan began, and workshop was concluded at 9:55 a.m.

B. Call to Order

Chairman Ingison called the April 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 am.

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

Members Absent: None.

Visitors: Nancy Vandervest - Hamlin Twp.

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

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

1. Conflicts of Interest

None.

D. Approval of April 11, 2024 Meeting Minutes

The minutes of the April 11, 2024 regular meeting were reviewed. Motion made by Del Zoppo to approve the meeting minutes as presented as well as the closed meeting minutes. Supported by Ingison. Ayes all. Motion carried.

E. 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 April 30, 2024 in the amount of \$155,450.79 and Approve Payroll #9 for April 25, 2024. Seconded by Del Zoppo. Ayes all. Motion carried.

F. Review of Financial Reports

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

G. Reports from Other Agencies

Nancy Vandervest from Hamlin Township attended in support of the bid award for the South Bayou Culvert replacement project.

H. Fleet & Facilities Report

Truck #54 – Truck is a 1999 Sterling single axle dump truck. The engine is junk. We explored options for rebuilding, and the possibility of swapping engine from parts truck #600 but is not compatible. Conclusion, use for a parts truck.

Truck #55 – Truck is a 1999 Sterling single axle dump truck. The truck broke down a couple weeks ago and our mechanic thought it may be the ECM, so he swapped out the ECM from #54 and this truck is back in service.

#093 CAT 950F – This is our yard loader, a 1995. Pins and bushings for bucket attachment are wobbled out. Also, on the center loader bucket tilt arm the center pin hole is worn. The quickest turn around is to send loader to CAT. It would be at least 2 weeks wait to get someone here to do the line boring but if I send out to CAT, they can start on this week. I arranged to send this out to CAT in Grand Rapids for line boring. There will be a minimum of 4 setups, possibly 5 to be performed. All the pins & bushings are stock items, and it is estimated to take a minimum of 30 hours just for the line boring of 4 setups. Line boring is \$180.00 per hour plus parts.

Saltbox to dump box – Just one box swap left. #602 is being fitted with the new box we purchased earlier this year. After discussion we are making truck #602 a permanent dump truck and will fit with a slip in sander for winter operations.

Diamond side boom mower – I placed order for this a couple months ago and the expected delivery date is still June 1st. This will be fitted to tractor 228.

Motion made by Ingison to approve an additional \$18,000 to be added to the capital outlay budget for increased costs for two mower purchases. Seconded by Del Zoppo. Ayes all. Motion carried.

I. Superintendent Report

Safety-Toolbox Safety Talks - We discussed utility locating equipment. There were no safety issues in the past 2 weeks. We have had 1 incident in the past 2 weeks.

Township General Maintenance - 100% Free Soil Township- Stark Road 1.2 miles Reconstruct. 100% victory Township -Drainage Work. 100%Victory Township- Amber Road Drainage Work. 60% Victory Township-Victory Drive Roadwork/Restoration. 60% Victory Township-Amber Road Roadwork/Restoration. 100% Grant Township-Modjeski Road Reconstruct 2000" west of Guerny Creek. We have started shoulder pulling in Eden Township (Darr Road south of Hawley Road) and Sherman Township (Colburn Road east of US 31). Working on schedule for township projects for 2024. Cold patch most all roads (Spring)

Primary Road Work - Cold patch. Layout for future wedging quantities for budget. Edge shoulders & approaches.

Trunkline Maintenance - Drainage Work: 90% East of Scottville to 500' of Darr Road north and south sides (Restoration remaining), 60% Taco Bell area north side, 90% Business 31 1st Street area (Restoration remaining), 90% US-31 North Townline Road area (Restoration remaining). Shoulder Work: In Progress-US-31 Townline Road area

Pit Work - Test Borings for gravel. Screen stone Taylor Pit

Forest Service - Working on maintenance contracts for 2024. Working on permits for future gravel pit exploration

J. 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, Fisher Road Drainage, Gordon Road, Johnson Road, Ottawa, and other misc. projects.

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 as time permits.

2024 Iris Road – PM Highway to S. Lakeshore – The ROW on the west end of Iris Road has been staked for brush removal by the MCRC. DTE will be installing a gas main on Iris Road in the next few weeks. The awarded contract price is \$906,247.50. The MCRC will be responsible for the remaining estimated cost of \$332,053.50. The project will take about 6 to 8 weeks and is anticipated to start in early August.

2024 S. Bayou Box Culvert – Hamlin Township – It is my recommendation to award the project to Hardman Construction for \$819,384. 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.

2026 S. Jebavy Drive & Mitchell Road – Buist Electric has installation of the electrical conduit under the hard surface areas. Buist electric plans to complete their work this week. I continue my correspondence with David Fairchild regarding the status of FHWA approval of this All-Season Route. I have letters of support from Senator Jon Bumstead, Representative Curtis Vanderwall, Sheriff Kim Cole, PM Township Supervisor Kelly Smith, County Administrator Fabian Knizacky. I will be receiving a letter of support from MDOT TSC Manager Marc Fredrickson.

2026 Category F Grant – Grant Applications are due May 1, 2024. The Grant is for a maximum of \$375,000. I will be applying for S. Jebavy Drive. I have letters of support from the list as stated in the S. Jebavy Drive & Mitchell Road. The MCRC currently has \$385,000 in small urban funding for this project.

2026 Jebavy Drive Bridge – I have sent out an RFP to Scott Civil Engineering & Brechting Engineering for the design & Construction Inspection of this Preventative Maintenance Bridge project. RFPs for design were Scott Civil Engineering was \$21,630 & Brechting Bridge & Engineering \$31,500. I would like to award the design to Scott Civil Engineering. The project is anticipated to be bid through the MDOT bid letting by January of 2026.

Mac Road Pit – Soils & Structures is currently performing soil borings for gravel exploration at Mac Road Pit, Taylor Road Pit & Mike Keatings property from April 22nd through the 25th.

USFS Future Gravel Pits – I continue to work with the USFS & DNR for developing future expansion of gravel pits. We are meeting with the USFS at our Mac Road pit on Thursday at 1:30pm.

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 received correspondence with the property owners & Meade Township and will be updating the USFS with the information.

NC-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.

NC-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.

NC-2024 Pavement Marking – Josh has sent out the Pavement Making maps and estimated quantities to Michigan Pavement Marking. MPM will be doing pavement marking in the North half of Mason County on our local and primary roads. The preliminary Budget is \$90,000. The Pavement Marking will be completed prior to June 30th, except for our Chip Seal and HMA paving projects which would be painted before October 30th.

K. Managing Director Report

Met with Hardman and Ryan from Scott civil to discuss Box culvert and Bridge Inspections

Met with Terry from Clear span to discuss Salt shed proposal and field review at Custer property.

Samsara Demo units installed and Monitoring.

Field Review of Current Ditching/Drainage projects on Trunkline.

Review Varius Position Descriptions and Duties for Revisions

Met with KCRC to discuss and schedule upcoming Trunkline Mastic work.

Met with MDOT to discuss Winter Review and upcoming TWA and Routine budgets.

Set up Meeting/Ride around with Riverton TWP for Thursday @ 4:00

Have Managers Retreat in Gaylord During May 9th Board Meeting.

Various Spreadsheets

Working through Shared Drive files to get familiar with files.

L. Unfinished Business

1. Facility Planning

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

Worked with Clear span to get Estimate for Salt shed design.

a. Discussion on Salt Storage Shed

Wessels received an estimate from Clear Span for the salt shed. This cost would be paid by MDOT at 67% and MCRC's share would be 33%. The funds have to be used by FY 2025 or we will lose them. The board approved submission of the plans and estimate to MDOT for approval.

2. Award of the MCRC/Hamlin Township - S. Bayou Box Culvert Project (Hardman Construction)

Motion made by Ingison to award the S. Bayou Box Culvert project to Hardman Construction. Seconded by Del Zoppo. Ayes all. Motion Carried.

M. New Business

1. Approve Township Contracts

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.

2. Board Resolution for MDOT Category F Application for S. Jebavy Dr.

Motion made by Ingison to adopt a resolution as recommended by County Highway Engineer to apply for FY 2026 Category F Funding for the following project: Reconstruction of South Jebavy Dr. from US-10

south to the Access Road between S Jebavy Dr and Pere Marquette Highway which is to be constructed concurrently in Fiscal Year 2026. Supported by Conklin. Roll Call Vote: Ingison - Aye, Conklin - Aye, Del Zoppo - Aye. Motion carried.

3. Award of the Design of the 2026 Jebavy Drive Bridge Project

Motion made by Conklin to award the design of the Jebavy Drive Bridge project for FY 2026 to Scott Civil Engineering, as recommended by E Nelson. Seconded by Del Zoppo. Ayes all. Motion Carried.

4. Board Resolution Limiting Public Access to and Video Recording on Road Commission Property

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

WHEREAS, the Board of County Road Commissioners of Mason County has determined that it is necessary and appropriate that the Road Commission adopt a policy, in keeping with principles of the First Amendment of the Constitution of the United States, to address public access to and video recording on Road Commission property, and,

WHEREAS, a right to photograph and video record in a public space, including the right to record public officials and employees, arguably exists under the First Amendment, subject to reasonable time, place, and manner restrictions,

WHEREAS, most areas of Road Commission property are considered limited access areas, which are not generally open to or occupied by the public, and, therefore, are not subject to any right to photograph or video record under the First Amendment, but the designated waiting or reception areas in the Road Commission building during the hours in which the building is open to the public and any room being used for a meeting of a public body open to the public under the Open Meetings Act, MCL 15.261 et seq., are considered public areas that are generally open to general public access and occupancy and arguably subject to a right to photograph or video record,

WHEREAS, this resolution is supported by Commissioner Ingison.

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

NOW, THEREFORE, BE IT RESOLVED that the Board of County Road Commissioners of Mason County hereby approves and adopts the

attached Policy Regarding Public Access to and Video Recording on Road Commission Property.

Motion made by Conklin to adopt policy #203 limiting public access to certain areas of the road commission property for the safety and protection of road commission employees. Seconded by Ingison. Ayes all. Motion Carried.

5. Request to order 6 Truck Chassis for FY 2025 & FY 2026

Motion made by Conklin to approve order of six (6) chassis for receipt in Fiscal Years 2025 & 2026. Seconded by Del Zoppo. Ayes all. Motion carried.

N. Public Comment

O. Correspondence

P. Commissioners Privilege

Del Zoppo - Requested that the crew does not remove the autumn olive in front of her house when they are working on the Iris Rd project this summer.

Q. Next Meeting: Thursday May 9, 2024 @ 10:00 am

R. Closed Session

Ingison requested a closed session to discuss upcoming union contract negotiations. Entered Closed Session at 12:00 pm. Exited Closed Session at 12:05 pm.

S. Adjournment

There being no further business the meeting was adjourned at 12:24 p.m.


Heather Braginton - Secretary


Michael Ingison - Chairman

APPENDIX A

Township Projects Approved on April 25, 2024

JOB #	TWP	ROAD NAME	LOCATION	LENGTH	DESCRIPTION	PROJECT COST
132	GRANT	FREEMAN RD	941' W of US-31 to Lasalle Rd 4,460'	0.84	Place 3" of 22A Modified Gravel 22 feet wide. 1,720 tons.	\$ 33,662.77
098	HAMLIN	LARCHWOOD	DRAINAGE BASIN		Remove HMA by Catchbasin & Driveway, Add 1' MH Section & Install 130' of 8" SCH 40 Pipe and outlet through steel sea wall. Weld 12" dia steel carrier pipe to sea wall, HMA patching & restoration	\$ 20,851.42

