

Board of Road Commissioners Meeting
County Services Building
March 13, 2024

The Regular Meeting of the Oceana County Board of Road Commissioners was called to order by Chairman Myers at the County Services Building at 10:00 AM on Wednesday, March 13, 2024.

The Pledge of Allegiance was recited by all.

Members present: Myers, Gowell, Forbes, Spitler.

Absent: Koch.

Staff present: Timmer, Holmes, Terryn, Curtis.

Visitors: Dave Leonard, Colfax Township Supervisor; Lee Hyslop, Crystal Township Supervisor; Lynne Cavazos, Pentwater Township Supervisor; Roger Schmidt, Grant Township Supervisor; Tim Beggs, Oceana County Commissioner Liaison; Craig Mast, Oceana County Sheriff; Mike Bosch, Hart Township resident; and Andrew Mullen, Hart Township resident.

TOTAL: 8 visitors.

AGENDA

Motion by Forbes and supported by Gowell to approve the following Agenda items for discussion.

1. Road Bonding Bids
2. Shelby Road/1st Street Resurfacing Bids
3. Longbridge Road Fisherman's Platform Bids
4. Timber Bridge Pilings, Paving and Guardrail Bids (Buchanan Road and Roosevelt Road)
5. Oceana County Economic Alliance

Roll call vote: Forbes – yes; Gowell – yes; Spitler – yes; Myers – yes.

Absent: Koch.

Motion carried.

CITIZEN'S PARTICIPATION

Lee Hyslop noted that Managing Director, Mark Timmer will re-apply for the RAISE Grant in January of 2025. This allows both Mark and myself to accomplish a lot during this time.

Andrew Mullen spoke briefly regarding some signs that were recently placed in Hart. Mark Timmer advised these signs were in the City of Hart not the Road Commission's jurisdiction. The City of Hart had applied for an MDOT permit but some of the signs were not able to be placed as they did not meet the retro reflective standards.

APPROVAL OF MINUTES

Motion by Forbes and supported by Gowell to approve the Minutes of the February 28, 2024 Regular Board Meeting.

Roll call vote: Forbes – yes; Gowell – yes; Spitler – yes; Myers – yes.
Motion carried.

Absent: Koch.

APPROVAL OF VOUCHERS

The Revenues & Expenditures Report and Cash Flow Statement were given to the Board members to review.

Motion by Gowell and supported by Forbes to approve the following Vouchers as presented.

Voucher No. 72346 (Accounts Payable)	\$ 149,351.69
Voucher No. 72347 (Payroll)	<u>\$ 104,502.67</u>
	\$ 253,854.36

Roll call vote: Gowell – yes; Forbes – yes; Spitler – yes; Myers – yes.
Motion carried.

Absent: Koch.

Bids were received by 2:00 PM on Thursday, March 7, 2024 for Road Bonding to resurface 25.19 miles of roadway (asphalt and butt joints, and crush and shape).

RESOLUTION NO. 1 – ROAD BONDING BIDS (CRUSH AND SHAPE)

Motion by Forbes and supported by Spitler to accept the bid from Hallack Contracting for crush and shape and finish grading for the amount of \$137,246.99 and the option for aggregates.

Roll call vote: Forbes – yes; Spitler – yes; Gowell – yes; Myers – yes.
Motion carried.

Absent: Koch.

RESOLUTION NO. 2 – ROAD BONDING BIDS (ASPHALT AND BUTT JOINTS)

Motion by Gowell and supported by Forbes to accept the bid from Rieth-Riley for asphalt and butt joints for the amount of \$3,219,103.46.

Roll call vote: Gowell – yes; Forbes – yes; Spitler – yes; Myers -yes.
Motion carried.

Absent: Koch.

Bids were received by 2:00 PM on Tuesday, March 12, 2024 for the construction of Shelby Road/1st Street resurfacing. Includes approximately 1.7 miles of HMA base, crushing and shaping, cold milling and HMA resurfacing of Shelby Road/1st Street from 64th Avenue to State Street, including widening, valley gutter and spillways, ADA compliant concrete sidewalk ramps and curb openings, pavement marking, and turf restoration.

RESOLUTION NO. 3 – SHELBY ROAD / 1st STREET RESURFACING BIDS

Motion by Forbes and supported by Gowell to accept the bid from Wadel Stabilization for the amount of \$1,097,779.56 as the lowest qualified bid as determined by Fleis & Vandenbrink bid tabulation.

Roll call vote: Forbes – yes; Gowell – yes; Spitler – yes; Myers – yes. Absent: Koch.
Motion carried.

Bids were received by 2:30 PM on Tuesday, March 12, 2024 for structural steel repairs on Longbridge Road fisherman’s platform (east side of Longbridge Road vehicle bridge) over Pentwater River.

RESOLUTION NO. 4 – LONGBRIDGE ROAD FISHERMAN’S PLATFORM BIDS

Motion by Forbes and supported by Spitler to accept the bid from Hallack Contracting for the amount of \$6,500.00.

Roll call vote: Forbes – yes; Spitler – yes; Gowell – yes; Myers – yes. Absent: Koch
Motion carried.

Bids were received by 2:45 PM on Tuesday, March 12, 2024 for driving pilings, installing caps, removing structures, paving, paint-striping and guardrail installation of timber bridges on Buchanan Road and Roosevelt Road.

RESOLUTION NO. 5 – TIMBER BRIDGE DRIVING PILINGS, INSTALLING CAPS AND STRUCTURE REMOVAL BIDS

Motion by Forbes and supported by Spitler to accept the bid from Adams Marine Construction for driving pilings, installing caps, and structure removal for the amount of \$79,300.00.

Roll call vote: Forbes – yes; Spitler – yes; Gowell – yes; Myers – yes. Absent: Koch.
Motion carried.

RESOLUTION NO. 6 – TIMBER BRIDGE PAVING AND PAINT-STRIPING BIDS

Motion by Forbes and supported by Gowell to accept the bid from Rieth-Riley for paving and paint-striping for the amount of \$49,220.32

Roll call vote: Forbes – yes; Gowell – yes; Spitler – yes; Myers – yes.

Absent: Koch.

Motion carried.

NO BIDS WERE RECEIVED FOR INSTALLING GUARDRAIL

RESOLUTION NO. 7 – OCEANA COUNTY ECONOMIC ALLIANCE

Motion by Forbes and supported Gowell to contract with Oceana County Economic Alliance for a base fee of \$250.00 per month for grant writing and assistance. Individual grants may require an additional fee as determined by Managing Director, Mark Timmer.

Roll call vote: Forbes – yes; Gowell – yes; Spitler – yes; Myers – yes.

Absent: Koch.

Motion carried.

Mark spoke briefly about the Oceana County Economic Alliance. Curtis Burdette is the Grant Writer and will be assisting Oceana County Road Commission with grants. Curtis worked with Mark and did a lot of the leg-work for the TEDF Grant for the Shelby Road Project. Mark attended his first Economic Alliance meeting on March 12, 2024 and was asked at this meeting to be on the Board. Commissioner Forbes commented that she has been a Board Member for sixteen (16) years and is very proud and could not be happier with Mark Timmer’s accomplishments that he has made for the Oceana County Road Commission.....”every year you do more and more.”

STAFF REPORTS

The State crew has been doing snow and ice removal, roadside cleanup, patching various routes, and did shoulder work on Oceana Drive, ramps, and overpasses.

The M-20 crew patched various roads with the hot box, snow and ice removal, graded gravels, and tree trimming on Shelby Road, Buchanan Road and various other spots in county.

The Hart crew patched various roads with the hot box, snow and ice removal, graded gravels, road repairs, and pulled berm in Hart and Elbridge Townships.

Traffic Services has worked on asset management, Miss Digs, Road Soft, sign repairs, street name signs, supervised the sign crew, permits, closures and detours, upgraded signs in Elbridge Township, and finished the Safety Grant for stop signs and stop ahead signs.

Mark Timmer reviewed bills and finances with the Finance/HR Director, Clerk and Deputy Clerk, met with Road Engineer, Bridge Engineer, Foremen met with Engineer and Contractor on Marshville Dam, lifted the Seasonal Weight and Speed restrictions on Tuesday, March 5th at 6:00 AM, and opened bids for Road Bonding projects, Shelby Road TEDF Category A Grant, Longbridge Fisherman’s platform interim repairs, and timber bridges. Mark acknowledged the wonderful job that Deputy Clerk, Renee Curtis did on the bid tabulations.

Mark Timmer read the following to all in attendance at the Board Meeting regarding the retirement of Clerk, Sandra (Sandy) Griffin.

Sandra Griffin started working at the Oceana County Road Commission (OCRC) in 1969. She worked there for a year and then went to work for MSU from the end of 1969 to 1976. After that she returned to OCRC from 1981 to 1984. Following this she went to work at the Oceana County Courthouse from 1985 to 1990. In 1990 Sandy returned to OCRC where she worked continuously from 1990 to March 8, 2024.

Sandy had a work ethic and dedication that was second to none. She always came to work early with a smile on her face ready to work. She rarely stopped working for lunch, but instead ate at her desk while working on the computer. She was extremely helpful in printing reports or making spreadsheets for topics like brine or road projects, and would produce these things when they were needed without being asked. She always seemed to know the right time a document would be helpful.

Sandy was a walking encyclopedia of Oceana County. She knew seasonal roads, unimproved right of way, and could talk in detail of various road projects that were done even years ago. She was also like a librarian and historian and could find anything that was filed at the Road Commission. She was also very knowledgeable about road work and the various road treatments like crack pour, chip seal, overlays, wedging crush and shapes gravel upgrades and more.

She and I would often go on ride alongs and she could tell me different intersections where there were water issues, and I used that knowledge many times to make road improvements when doing projects. I doubt there are any Road Commission Board Clerks in the state that have the Road knowledge and understanding that Sandy has.

Sandy performed her job at a high level. Shortly after I began working here, our payroll clerk resigned to spend time with family, and Sandy never missed a beat, taking over payroll, paying bills, doing trunkline and ACT 51 accounting by herself! She was a tireless worker who would come in on weekends if she needed to without being asked. I can never remember her taking a vacation even though they would have been well deserved.

Sandy was passionate about roads, the Road Commission, and Oceana County. We got along famously and became good friends as well as coworkers. She supported me from day one and always had my back and helped me to do my job at a high level. All of our annual audits were given the highest reviews by our auditor. The Road Commission was always in good financial hands due to her honesty, integrity, work ethic, knowledge professionalism and dedication.

Sandy never wanted any attention or glory for herself. She went about her job in the most professional manner without seeking any recognition. True to form, she chose to retire privately, after a career that spanned 39 years at the Road Commission, in addition to her time at the County and MSU. About a month ago she expressed the desire to retire, spend some time with friends and travel. After working with our current office staff and training them in all areas of our specialized accounting, she was finally satisfied that she could leave and the Road Commission would be in good hands.

On behalf of the Road Commission, I would like to congratulate Sandy Griffin on a well-deserved retirement. I as well as the Road Commission, and Oceana County owe her a debt of gratitude for a life of professionalism, hard work and dedication that is second to none. Happy retirement, Sandy!

With Great Gratitude and Well Wishes,

Mark Timmer

Managing Director

Oceana County Road Commission

Chairman Myers commented Sandy has always been there when needed and assisted with any job she was asked to do. She would not have retired if did not feel confident that both Lori Holmes and Renee Curtis were capable of doing the duties she leaves behind. Sandy is a very honest and good person and always had good audit reviews from the Auditors.

Commission Spitler commented he knows one of our Auditors and has heard the same thing....always has good audits.

Mark Timmer noted Sandy had always promised that she would not retire until she knew the Road Commission would be in good hands. Mark wished Sandy a well deserved retirement.

Chairman Myers asked if there was any further business to come before the Board. There being none, the Meeting was adjourned at 10:34 AM.

Respectfully submitted,

LORI L. HOLMES
Finance/HR Director

WILLIAM MYERS
Chairman

MARCH 27, 2024
DATE