MEETING MINUTES

Mason County Road Commission
January 23, 2025

1) Call to Order

Chairman Conklin called the January 23, 2025 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 Conklin, Vice-Chair Ingison, Member Del Zoppo, Manager/Director Wessels, Secretary/Finance Director Braginton, County Highway Engineer Nelson, Superintendent Loeser.

Absent: None.

Visitors: None.

a) Pledge of Allegiance

2) Approval of Agenda

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

a) Conflicts of Interest - None

3) Approval of Meeting Minutes

The regular and closed meeting minutes of the January 9, 2025 meeting were reviewed. Motion made by Del Zoppo to approve the regular and closed meeting minutes as presented. Seconded by Ingison. Ayes all. Motion carried.

4) Approval of Accounts Payable & Payroll

Motion made by Ingison to approve Accounts Payable vouchers for January 23, 2025 in the amount of $278,086.88 and Pre-approve Payroll #3 for January 30, 2025. Seconded by Del Zoppo. Ayes all. Motion carried.

5) Review of Financial Reports

The Board reviewed Financial Reports provided by Braginton.

6) Reports from Other Agencies

None.

7) Superintendent Report

Safety-Toolbox Safety Talks

- We discussed extreme cold preparation
- We have had zero safety incidents in the past two weeks

Township Projects & Maintenance

- Blading roads between weather events.
- Cold patch areas as needed. Hot mix patching when available.
- Mowing and brushing when weather allows
- Tree work
- Winter maintenance

Primary Road Work

- Cold patch potholes
- Document areas that need wedging & estimate costs for budget. [in progress]
- Brush cutting when weather allows
- Tree work and removal
- Winter maintenance

Trunkline Maintenance

- Drainage work and cleanout when time allows
- MDOT salt barn site work [in progress weather sensitive] strip topsoil, haul sand in
- Winter patrol in progress [24hrs]

Pit Work

Deren Pit

- Screen out stone and rip rap between weather events

Forest Service

- Future Gravel pit exploration permitting [in progress]
- Gurney / Cooper creek future drainage plans in progress

8) County Highway Engineer Report

- Survey Department – Charley is working a couple or hours daily on permits. Charley is working on survey & AutoCAD work on Townline Road culverts, 2026 Johnson & Jebavy Traffic Light, survey work and AutoCAD drawings for upcoming projects.
- 2024 Township Estimates – We are working on Township Estimates Victory

& Amber Township for 2025. The 2025 Estimates for the other Townships that submitted project requests have been completed.

- MCRC 5-Year Plan – We have updated the MCRC 5-year plan. Requesting Board approval before we update the MCRC website.
- Educational Webinars – Josh & I completed the 6-hour training for HMA paving Inspection last week. Steve Josh & I attended the MDOT Local Agency update in Muskegon last week. There is another training webinar this week for Asphalt Pavement Design. The educational training is required for maintaining our PE & PS licenses.
- 2030 Strategic Plan – WMRDC may have money available this year for updating our Culvert data. The updates for Roads, Bridges, Culverts for Local & Primary roads, this information has been sent to the team.
- USFS Future Gravel Pits – Soils and Structures completed the borings for gravel exploration. Six soil borings were taken on the USFS property to the east and fourteen borings were taken on the USFS property to the south. The borings were predominately sand with a few thin layers of gravel. Based on the borings, the USFS property is not a good candidate for a future gravel source.
- 2025 Chip Seal Program – Highway Maintenance & Construction was notified that the MCRC has conditionally agreed to extend the contract for 2025 based on the unit prices from 2024. The traffic control must be followed per the contract requirements in 2025. The estimated quantities and location of the work will be updated and discussed in the spring. We are using our MDOT State D funds as a direct grant to chip seal several of our All-Season Roads (13.9 miles).
- 2025 Pavement Markings – Michigan Pavement Marking was notified that the MCRC agreed to extend the 2025 Pavement Marking Contract based on 2024-unit prices. We will be updating the estimated quantities and maps for the South half of Mason County.
- 2025 HMA Resurfacing – Rieth-Riley would like an estimated amount of HMA projected for the 2025 season to request liquid prices to be able hold 2024 prices in 2025.
- 2026 Townline Road – We are working with Larry Protasiewicz (New Drain Commissioner) for the 3 MCDR culvert crossings on Townline Road. We have sent the existing culvert information to Larry to start the process. The MCDC will determine the size of the 3 culverts and hopefully the MCDC will participate in some of the cost replacing the 3 culverts located within the in the Mason County Drains. Charley is working on the survey work for the alignment and topography at the culverts that need to be replaced. MDOT has agreed to pay the MCRC $500,000 for HMA paving on Townline Road in 2026 to be used as part of the detour route for the US-31

reconstruction projects in 2027-2029. The MCRC is planning to make some improvements on Townline Road and culvert replacements in 2025.

- 2026 S. Jebavy Drive & Mitchell Road – MDOT programming, SHPO, NEPA & USF&W paperwork. Will be working on the design, special provisions, quantities, etc. in the upcoming months.
- 2026 MDOT Chip Seal Project - MDOT programming, SHPO, NEPA & USF&W paperwork. Will be working on the design, special provisions, quantities, etc. in the upcoming months.
- 2026 Jebavy Drive Bridge – MDOT programming, SHPO, NEPA & USF&W paperwork.
- 2026 Jebavy & Johnson Traffic Light - MDOT programming, SHPO, NEPA & USF&W paperwork.

9) Managing Director Report

Informational Items:

- Field Review of Various projects
- Township Ride along with a couple different townships
- Township Brine Contracts Completed and sent out
- MDOT Guardrail contract out for bids
- We're working to Renew all our Material Contracts
- Finalizing the Year end loose ends.

Continuous Items:

- Working through Shared Drive files to get familiar with files.

Facility Planning Update

- Working with JBS on equipment needs and design
- Stripping Topsoil for the Salt Shed location weather permitting.
- Facility Grant monies look to be voted on end of March Current Rates 3.875% Thru Dec

Fleet & Facilities Report

- Fuel Report no Fuel remaining from 60,000 gal. contract
- Working with Albert Li on Mideal Pickup purchases 2 Staff Crews / 1 Trunkline pickup seeking final approval
- The new Slip in is installed and up and running.
- Durapatcher is set to be delivered Monday
- New excavator is waiting for the thumb to be delivered so it will be a couple weeks out yet.
- New tree truck All strobes/safety lights installed working on a couple electrical issues close to being in service
- Preventative MaintenanceMechanic are doing an excellent job inspecting each truck and making appropriate repairs for a smooth plow season.

10) Unfinished Business

11) New Business

a) **Approve Township Contracts**
Motion made by Ingison to approve township contracts listed in Appendix A as presented and authorize Manager and Finance Director to sign on behalf of the board. Seconded by Conklin. Ayes all. Motion Carried.

b) **Approve Revisions to 5-Year Plan**
Motion made by Ingison to approve revisions to 5-Year Plan. Seconded by Del Zoppo. Ayes all. Motion Carried.

12) Public Comment

None.

13) Correspondence

None.

14) Commissioners Privilege

None.

15) Next Meeting: Thursday February 13, 2025 @ 10:00 am

16) Adjournment

There being no further business, the meeting was adjourned at 11:18 a.m.

Heather Braginton – Secretary

Jeffrey Conklin – Chairman

APPENDIX A

Township Projects Approved on January 23, 2025

JOB #	TWP	ROAD NAME	LOCATION	DESCRIPTION	PROJECT COST
020	RIVERTON	DUST CONTROL	Township Wide	One Single Application. 90,775 gallons @ 40%. 36.31 miles.	$ 54,465.00
080	BRANCH	DUST CONTROL	Township Wide	Two Double Applications. 153,840 gallons. 15.384 miles.	$ 33,844.80
090	HAMLIN	DUST CONTROL	Township Wide	1 Single Application 21697.5 gallons @ .60 per gallon. 8.679 miles.	$ 13,018.50
091	HAMLIN	DUST CONTROL	Nurnberg Rd	1 Single Application 19,575 gallons @ .60 per gallon. 7.83 miles.	$ 4,306.50
050	PM TWP	DUST CONTROL	Township Wide	One Double Application. 2,850 gallons @ .60 per gallon. .57 miles.	$ 1,710.00
140	FREESOIL	DUST CONTROL	Township Wide	1 Single Applications. 85,237.50 gallons	$ 18,752.25
141	FREESOIL	POPLAR RD	Townline Rd North 800'	Trench 3', Place 6" of gravel in trench, remove existing valley gutter, place 4' catch basin RT, place 2' catch basin LT, place 128' of 15" SLCPP, HMA paving (220 lb/syd) 26' wide with valley gutter and restoration.	$ 80,589.76