

MINUTES

Clinton County Road Commission
Board Meeting
Thursday, November 7, 2019, 9:00 am - 11:00 am
3536 S. US Highway 27
St. Johns, MI 48879



In Attendance

Member

Gail Watkins; Kevin Holt; Michael Frederick

Staff

Daniel Armentrout; Douglas Steffen; Jill A. Rey

Guest

Kam Washburn

- A. Welcome and Pledge of Allegiance
- B. Approval of Agenda
 - Motion to approve as presented.
 - Move: Michael Frederick Second: Kevin Holt Status: Passed
- C. October 24, 2019 Minutes
 - Motion to approve as presented.
 - Move: Kevin Holt Second: Michael Frederick Status: Passed
- D. Communications
 - MDOT Notice of Night Patrol
 - Commissioners 2020 Salary
 - Motion to receive and place on file.
 - Move: Michael Frederick Second: Kevin Holt Status: Passed
- E. Information from County Commissioner Kam Washburn
 - Mr. Washburn reported: 1. Continuing to determine costs for 911 equipment update, 2) Asset management class at Tri County was excellent, 3) Attended the career fair at DeWitt High school, thanked Mr. Steffen and Mr. Armentrout for participating.
- F. Public Comments
 - There were no public comments.
- G. Director of Engineering Report
 - Mr. Armentrout reported: 1) Coleman Road is still on schedule but weather might be a problem. East side grade/curbs, West side, almost all of the grade/pipes, hopefully curbs this weekend, 2) Painters are still working, weather has been a complication, 3) Finished up all of the County paving for the year, 4) 2020 project update, 5) Sewer and water project update, 6) Purchase of Fed Aid from Arenac County will be less than anticipated, 7) Reviewed Crowthorne Farms Phase III.
- H. Director of Finance Report
 - Mrs. Rey reported: 1) MTF received in November for September was \$947,605.60, 2) Met with 44North to discuss health care benefits, we are under the hard cap, reviewing an option to move the +65 group to a

different carrier to keep them under the 2016 premium cap, 3) Preparing for the 2018 Trunkline audit, 4) Continuing with Budget process.

I. Managing Director Report

Mr. Steffen reported: 1) Routine maintenance - grading gravels to get them in shape before the freeze, 2) Boom mowing in various areas, 3) Preparing trucks for winter, 4) Attended career fair in DeWitt with Dan Armentrout, 5) Routine MDOT maintenance, 6) DeWitt Township project meeting on 11.13.19 at 6:30 at the Township Hall.

J. November Cash Status Report

Motion to accept and place on file.

Move: Michael Frederick Second: Kevin Holt Status: Passed

K. Approval of 2020 Budget Public Hearing Date

Motion to set the 2020 Budget Public Hearing for December 12, 2019 at 9:15 a.m.

Move: Kevin Holt Second: Michael Frederick Status: Passed

L. Compliance Method for PA 152

Motion to adopt the hard cap method of compliance for PA 152 for 2020.

Move: Michael Frederick Second: Kevin Holt Status: Passed

M. 2019 Christmas Party

Motion to approve the Christmas Luncheon for employees and retirees on 12/23/19 at Agro-Culture Liquid Fertilizer.

Move: Michael Frederick Second: Kevin Holt Status: Passed

N. Review of Policy #119 - Administrative Employee Incentive

Motion to apply the 3 year average of merit pay into the current salary for Doug Steffen, Dan Armentrout, Brian Betz, Tim Swain, Bruce Wirth, Jeff Brown, Jake Perkins, Jill Rey, Alison Swain and Janette Purves. A cost of living adjustment for 2020, to be determined at a later date, will then be applied. This effects only the named employees but not the classifications. This motion also rescinds Policy #119 effective December 31, 2019.

Move: Michael Frederick Second: Kevin Holt Status: Passed

O. Sign Roadway Easement for Kalamata Drive and Venice Drive, Crowner Farms Phase III

Motion authorizing Chairman Watkins to sign the Roadway Easement for Kalamata and Venice Drives, Crowner Farms III.

Move: Kevin Holt Second: Michael Frederick Status: Passed

P. Sign the Road Construction Agreement for Crowner Farms Phase III

Motion authorizing Chairman Watkins to sign the Crowner Farms Phase III Road Construction Agreement.

Move: Kevin Holt Second: Michael Frederick Status: Passed

Q. Resolution to accept Kalamata Drive and Venice Drive for maintenance

WHEREAS, Kalamata Drive (1291 feet), and Venice Drive (836 feet) is located within the borders of Crowner Farms Subdivision, Phase III, and

WHEREAS, Kalamata Drive and Venice Drive lie within Section 6 of DeWitt Charter Township in Clinton County, Michigan, and

WHEREAS the Crowner Farms Phase II, Road Construction Agreement, which includes the construction of Kalamata Drive and Venice Drive, was signed by the Clinton County Board of Road Commissioners on November 7, 2019, and

WHEREAS the Roadway Easement for Kalamata and Venice Drives, Crowner Farms Phase III was signed by the Clinton County Board of Road Commissioners on November 7, 2019,

NOW THEREFORE BE IT RESOLVED that the Clinton County Road Commissioners wish to place Kalamata Drive and Venice Drive into the certified road system of the Clinton County Road Commission.

Resolution declared adopted by a roll call vote: Holt Aye, Frederick Aye, Watkins Aye

R. Approval of Township Contracts

Approve contracts as presented.

Move: Kevin Holt Second: Michael Frederick Status: Passed

S. Approval of Right of Way Permits 230-19 through 240-19

Motion to approve ROW permits 230-19 through 240-19.

Move: Kevin Holt Second: Michael Frederick Status: Passed

T. Approval of Vouchers

Payroll: #91393- #91406 including advices

Vouchers: #63996 - #64051 including ACH

Total: \$897,418.54

Motion to approve the vouchers as presented.

Move: Kevin Holt Second: Michael Frederick Status: Passed

U. Commissioner Comments

Commissioner Frederick noted that there is a meeting with watertown after the MDOT traffic summit and questioned how Steffen was doing with the Strategic Plan.

Commissioner Watkins inquired about a curb situation in the Northway Hills subdivision area.

V. Adjournment

With no further business to come before the Board the meeting was adjourned at 10:56 a.m.

The next regular meeting is scheduled for Thursday, November 21, 2019 at 9:00 a.m.