



MINUTES

**Clinton County Road Commission
Board Meeting
Thursday, December 12, 2019, 9:00 am - 11:58 am
3536 S. US Highway 27
St. Johns, MI 48879**

In Attendance

Member

Gail Watkins; Kevin Holt; Michael Frederick

Co. Comm.

Kam Washburn

A. Welcome and Pledge of Allegiance

Visitor: Rex Ferguson, Essex Township Resident

B. Approval of Agenda

Motion to approve the Agenda as presented.

Move: Michael Frederick Second: Gail Watkins Status: Passed

C. Approval of November 21, 2019 Minutes

Motion to approve the November 21, 2019 Minutes as presented.

Move: Michael Frederick Second: Gail Watkins Status: Passed

D. Communications

FOIA Request - Webb Road Fatal 10.1.18

FOIA Request Extension - Webb Road Fatal

Motion to accept communications as presented.

Move: Michael Frederick Second: Kevin Holt Status: Passed

E. Information from County Commissioner Kam Washburn

Commissioner Washburn reported the following: 1) Discussed the extreme weather conditions during this harvest season. Reviewed meeting with Mr. Steffen and Bart DeSaegher to address the damages to roads in Greenbush Township. Mr. DeSaegher accepted responsibility for the damage done on Gilson Road and requested an invoice for the cost of repairs. Mr. Washburn noted that it has been questioned whether all the blame for the damage was done by Mr. DeSaegher. Mr. Steffen responded that the damaged areas were adjacent to DeSaegher property. There had also been concern whether farmers had closed roads without road commission permission. Mr. Washburn complimented Mr. Steffen and the road commission staff on how well they handled these extreme conditions. Chairperson Watkins stated that he would like to have a legal remedy to deal with such issues in the future. Several ideas were discussed including working with Farm

Bureau and Dept. of AG to perhaps be proactive, 2) Reviewed the Supreme court decision regarding the requirement to provide indigent defense. Statistics through 10/31/19, 4th quarter: 34 arraignments in circuit court , 508 arraignments in district court, many details have gone into complying with this regulation, 3) Raise the age is the mandate to include 17 year olds in the juvenile system. This has a trickle down effect and can become very expensive very fast, 4) Gave notice that on the March 10th presidential election ballot there will be .85 mils for emergency services. The surcharge on electronic devices will be lowered from \$2.75 to \$1.50 per device, also included in this is the cost of new radios for fire and police. The total bond is for \$8 million. Financial assistance will be made available for Departments that need to purchase new equipment, 5) Glanbia received the Lansing Chamber award for being the #1 economic driver in the area. They were also recognized as the # 1 economic driver in the Country. It is a privilege to have Glanbia in Clinton County.

F. Public Comments

Rex Ferguson, Essex Township resident, thanked the road commission for the tree/brush work along Colony Road. He thanked the crew that trimmed the oak tree hanging over the bridge.

G. Director of Finance Report

Mrs. Rey reported: 1) MTF received in December for October was \$821,006.5, decrease of 7.4% from last year, 2) New CDL Clearinghouse, we will have to query through this website beginning January 6, 2020, we must query each driver annually. All CDL drivers need to be registered to give consent for the query, 3) Attended the annual CRA legal symposium and afternoon session "Build your inner office", 4) Preparing for year end, audit scheduled for the week of March 2, 2020, 5) Beginning duties as Seven County Council Secretary, 6) Grace Anne Rosbury will return to work during her winter break, 7) Humana informational meeting for +65 medicare retirees here on the 17th, conversion is going well, 8) Thank you from retiree Bruce Bashore for health insurance, 9) Final Budget Adjustment next meeting.

H. Managing Director Report

Mr. Steffen reported: 1) County Maintenance including grading, boom mowing, patching and working on township estimates for next season, 2) MDOT maintenance - continuing with emergency services until budget meeting Friday, hopefully there will be additional maintenance funding, 3) Engineering Update: Hauling gravel and final winter prep on Coleman Road, the building water/sewer project is progressing, need a quorum at Tri-County to approve the TIP Amendment or there could be a negative impact by affecting asphalt prices, 4) Need a succession plan in place for administrative employees as they approach retirement eligibility, 5) Attended meetings at DeWitt, Bingham and Lebanon Townships.

I. November Financial Statement

Motion to accept the November Financial Statement as presented.

Move: Kevin Holt Second: Michael Frederick Status: Passed

J. December Cash Status Report

Motion to accept the December 2019 cash status report as presented.

Move: Michael Frederick Second: Kevin Holt Status: Passed

K. Public Hearing for 2020 Budget (9:15)

Motion by Commissioner Frederick, seconded by Commissioner Holt, to open the 2020 Budget Public Hearing.

Roll call vote: Holt Aye, Frederick Aye, Watkins Aye

Chairperson Watkins called the 2020 Budget Public Hearing to order. He introduced the Board and Staff members and stated the purpose of the public hearing is to present the Clinton County Road Commission 2020 Budget. Clerk Rey attested that the notice of public hearing had been published on 12/1/2019 and 12/8/2019 in the Clinton County News, DeWitt Bath Review, Grand Ledge Independent and the Lansing State Journal and that no communication, written or verbal, had been received regarding the proposed 2020 Budget. Managing Director Steffen reviewed the budget document.

As there was no public present, there was a motion by Commissioner Frederick, seconded by Commissioner Holt, to close the 2020 Budget Public Hearing.

Roll call vote: Holt Aye, Frederick Aye, Watkins Aye

L. 2020 General Appropriations Act

Motion by Commissioner Frederick, seconded by Commissioner Holt, to approve the 2020 General Appropriations Act as presented:

Revenues \$25,311,942, Expenditures \$24,899,082 resulting in a budget net revenue of \$412,860

Motion approved by roll call vote: Holt Aye, Frederick Aye, Watkins Aye

M. Authorization and Motions for Year End 2019 Processing

A motion was made to:

Authorize the Finance Director/Clerk to make up to a 50% transfer of primary road allocation to the local road fund or a 50% transfer of local road allocation to the primary road fund for 2019.

Authorize the Finance Director/Clerk to make line item adjustments on the Statement of Fund Balance (General Appropriations Budget) (MPA631 of 1978), and authorize the Finance Director/Clerk to allocate the distributive expense to the various categories in the same proportion as the allocation of actual distributive expenses at the end of the year.

Authorize the Finance Director/Clerk to process vendor checks and deposit money with the Treasurer's Office on December 30, 2019, if needed, and that these checks will be reviewed for approval by the Commissioners on January 9, 2020.

Move: Kevin Holt Second: Michael Frederick Status: Passed

N. Approval of Bid Extensions

L&B Mowing - West Side Mowing

Bit Mat - Emulsion

Michigan Chloride - Mineral Well Brine

M&M Pavement Marking - Pavement Marking

Motion to approve bid extensions for the 2020 construction season as presented.

Move: Michael Frederick Second: Kevin Holt Status: Passed

O. Employee Years of Service Certificates

Motion to authorize the Chairperson to sign the "Employee Years of Service" certificates, thereby congratulating those employees for their years of service to the Clinton County Road Commission.

Move: Michael Frederick Second: Kevin Holt Status: Passed

P. Employee Recognition for Outstanding Service

Motion to authorize the Chairperson to sign the Outstanding Service Certificate for Jacob Mathers.

Move: Michael Frederick Second: Kevin Holt Status: Passed

Q. Resolution of Retirement - David Wey

WHEREAS, David Wey has decided to retire from the Clinton County Road Commission on December 13, 2019, and

WHEREAS, Dave has provided over twenty years of service to the Clinton County community, and

WHEREAS, Dave has held the positions of: Mechanic, Heavy Truck Driver, Loader/Backhoe Operator, Janitor, and most recently Shop Crew Leader, and

WHEREAS, Dave has also provided excellent carpentry and painting skills that have enhanced the Clinton County Road Commission facilities, and,

WHEREAS, Dave has been a valuable asset to the Road Commission, and

WHEREAS, Dave is anticipating many future years of restful retirement, so

BE IT THEREFORE RESOLVED that the Commissioners of the Clinton County Road Commission wish to express their appreciation to Dave for his 20 years of service to the Clinton County Road Commission and wish him many years of healthy, enjoyable retirement.

Roll call: Holt Aye, Frederick Aye, Watkins Aye

R. Appointment of Tri-County Regional Planning Representative

Motion to appoint Gail Watkins as the Road Commission Tri-County Regional Planning Commission representative.

Move: Michael Frederick Second: Kevin Holt Status: Passed

S. Recommendation for Administrative Employee Salaries

Motion to approve a 2% wage increase for administrative personnel and to accept the newly created Salary Schedule to become effective 1/1/2020.

Move: Michael Frederick Second: Kevin Holt Status: Passed

T. Commissioner Comments

Commissioner Frederick thanked Mr. Steffen for his responsiveness to issues when they come up. He will continue his rotation of attending Township meetings after the first of the year.

U. Approval of Right of Way Permits 255-19 through 259-19

Motion to approve right of way permits 255-19 through 259-19.

Move: Michael Frederick Second: Kevin Holt Status: Passed

V. Approval of Vouchers

Payroll: #91423 - #91449 including advices

Vouchers: #64115- #64184 including ACH

Total: \$2,490,948.66

Motion to approve vouchers as presented with the exception of check #64171 for \$437.45 made out to Searles Construction.

Move: Kevin Holt Second: Michael Frederick Status:

W. Closed Session - Personnel Discussion

Motion by Commissioner Frederick, seconded by Commissioner Holt, to enter into closed session to discuss a personnel issue.

Roll call vote: Holt Aye, Frederick Aye, Watkins Aye.

Motion by Commissioner Frederick, seconded by Commissioner Holt, to close the closed session and to reconvene the regular meeting.

Roll call vote: Holt Aye, Frederick Aye, Watkins Aye.

X. Managing Director's Evaluation

The Board of Commissioners conducted the Manager's six month evaluation.

Y. Adjournment

With no further business to come before the Board the meeting was adjourned at 11:58 a.m.

Move: Michael Frederick Second: Kevin Holt Status: Passed