



MINUTES

Clinton County Road Commission
Board Meeting
Thursday, January 9, 2020, 9:00 am - 10:35 am
3536 S. US Highway 27
St. Johns, MI 48879

In Attendance

Member

Gail Watkins; Kevin Holt; Michael Frederick

Staff

Douglas Steffen; Jill A. Rey

Co. Comm.

David W. Pohl

A. Welcome and Pledge of Allegiance

It was noted that Commissioner Holt would be a few minutes late.

B. Election of Officers

Clerk Rey requested nominations for Chairperson.

Motion by Commissioner Frederick, seconded by Commissioner Watkins, to nominate Gail Watkins as Chairperson.

Vote was: Aye 2, Nay 0, Absent 1.

Clerk Rey requested nominations for Vice Chairperson.

Motion by Commissioner Frederick, seconded by Commissioner Watkins, to nominate Kevin Holt for Vice Chairperson

Vote: Aye 2, Nay 0, Absent 1.

C. Appointment of Managing Director, Clerk and County Highway Engineer for 2020

Motion to name Doug Steffen as Managing Director, Jill Rey as Clerk of the Board and Daniel Armentrout as County Highway Engineer for 2020.

Move: Michael Frederick Second: Gail Watkins Status: Passed

D. Approval of Agenda

Motion to approve the Agenda as presented.

Move: Michael Frederick Second: Gail Watkins Status: Passed

E. Approval of December 23, 2019 Minutes

Motion to approve the December 23, 2019 Minutes as presented.

Move: Michael Frederick Second: Gail Watkins Status: Passed

F. Communications

Seven County Council

CRA Highway Conference March 10-12, 2020

Annual Township Meeting Schedule

Commissioner Holt arrived at this time.

Motion to accept and place the communications on file.

Rescheduled the following Board of Road Commissioners' Meetings:

March 25, 2020 meeting moved to March 24, 2020 at 2:30 (after the last Township meeting).

May 14, 2020 meeting moved to May 21, 2020 at 9:00 a.m.

Move: Kevin Holt Second: Michael Frederick Status: Passed

G. Information from County Commissioner David Pohl

County Commissioner David Pohl reported: 1) Supplied more 911 Equipment Millage brochures for the lunch room, 2) Ways and Means Committee meetings have changed to conflict with the second board meeting of the month, he will try to make at least one Road Commission meeting a month, 3) The County will be updating its aerial photography this year, 4) Pleased to announce Kam Washburn as Chairman of the County Board of Commissioners, 5) Reported on the continuity operation plan.

H. Public Comments

There were no public comments.

I. Director of Finance Report

Mrs. Rey reported: 1) MTF received in January for November 2019 was \$833,215.68, 2) Year End update, 3) Ready to submit OPEB actuarial information as soon as MERS December Statements are available, 4) Cash flow has recovered, 5) Working with Doug on the hiring process to replace employees who are leaving.

J. Managing Director Report

Mr. Steffen reported: 1) County Maintenance, 2) MDOT Maintenance, 3) Engineering update on the Sewer Water Project - Water connection this week, inspections later today, Coleman Road - Met with East Lansing about Phase 2 including additional road work, sidewalk, signals and pavement marking. The final audit of the Coleman Road project was discussed, 4) Director of Engineering posting is on website and CRA, 5) Discussion regarding contract engineering services in the interim, recommends contracting with Rowe, will present a proposal on the 24th, 6) Update on postings for mechanic and driver, 7) Fatal at Clark and Francis, 8) Reviewed Mutual Aid Agreement specifics, it is not binding, 9) Would like to schedule a meeting to discuss succession planning, 10) Reviewed dates for Legislative Breakfast, waiting to hear from Senator Barrett's office, 11) Discussed the need for a Facility Study, will contact Hobbs and Black.

K. Authorization to Accept Bids for 2020 Materials and Equipment

Motion to accept bids for the following Materials and Equipment for 2020:

Bituminous Cold Patching Material

Bituminous Hot Patch Material

Bituminous Mixture #13A – County Paving

Bituminous Skip Patch

Asphalt Base Crushing & Shaping, Asphalt Base Reclamation

Overband Crack Fill Treatment Program

Dust Palliative – 38% Calcium Chloride

Mining, Processing & Stock Piling dense graded 23A modified aggregate in bidder's pit

21AA, 22A, 23A modified, Class II Sand, 1"-3" crushed concrete and large crushed concrete

Fine Graded Aggregate -2NS Sand-Winter Maintenance Sand

Gravel hauling from various pits

22A, 22A Limestone, 23A modified supplied, loaded & delivered

Erosion Control and Geo Textile Materials

Roadside Mowing – East Side

Foliar Brush Control

Street Sweeping for County System

Scraper Blades

Steel Sign Posts

Plastic Pipe Structures

Corrugated Metal Structures
Aluminum Sign Blanks and Complete Signs
Tires and Recaps
(2) Two Message Boards
Berm Disc

Move: Kevin Holt Second: Michael Frederick Status: Passed

L. Approval of Bid Extension - Trunkline Sweeping - HTA Companies

Motion to approve the bid extension for Trunkline sweeping from HTA Companies as presented.

Move: Michael Frederick Second: Kevin Holt Status: Passed

M. Approval of Right of Way Permits

#265-19 - #268-19

#001-20 - #016-20

Motion to approve ROW permits as listed.

Move: Kevin Holt Second: Michael Frederick Status: Passed

N. Approval of Vouchers

Payroll: #91467 - #91480 including advices

Vouchers: #64224 - #64285 including ACH

Total: \$436,056.62

Motion to approve vouchers as listed.

Move: Michael Frederick Second: Kevin Holt Status: Passed

O. Commissioner Comments

Commissioner Watkins reported: He is scheduling a meeting with Bingham Township, City of St. Johns, the Road Commission and Clinton Transit to discuss future planning. Complimented Steffen on the good response to the snowy road conditions yesterday.

P. Adjournment

With no further business to come before the Board, the meeting was adjourned at 10:35 a.m.