



## MINUTES

Clinton County Road Commission  
Board Meeting  
Friday, March 6, 2020, 9:00 am - 11:00 am  
3536 S. US Highway 27  
St. Johns, MI 48879

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### In Attendance

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#### Member

Gail Watkins; Kevin Holt; Michael Frederick

#### Staff

Douglas Steffen; Jill A. Rey

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### Not In Attendance

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#### Staff

Marc Trotter

#### Co. Comm.

David W. Pohl

#### A. Welcome and Pledge of Allegiance

Visitors:

Welcome and pledge of allegiance

#### B. Approval of Agenda

Motion to approve Agenda as presented.

Move: Michael Frederick Second: Kevin Holt Status: Passed

#### C. Approval of February 13, 2020 Minutes

Motion to approve the February 13, 2020 Minutes as presented.

Move: Michael Frederick Second: Kevin Holt Status: Passed

#### D. Communications

Commissioners Seminar

The communication was accepted and placed on file.

Move: Michael Frederick Second: Kevin Holt Status: Passed

#### E. Information from County Commissioner David Pohl

County Commissioner Pohl was unable to attend the meeting.

#### F. Public Comments

There were no public comments.

#### G. Director of Engineering Report

Mr. Steffen reported that Marc Trotter, P.E. began his employment with CCRC on March 4th but was unable to attend this meeting due to a conflict with another meeting. Mr. Steffen reported that Coleman Road is gearing up for the construction season, DeWitt Township projects are set for the May bid letting and the sewer/water project is wrapping up. He is working with the Township to get sewer/water rates for the facility. The overhead rate and scope of the Coleman Road project was discussed.

#### H. Director of Finance Report

Mrs. Rey reported: 1) MTF received in March for January revenue was \$1,059,867.16, 2) 2019 OPEB Report has been completed, it will be loaded to the library portion of Boardpaq, funding level at 136.9%. Chris Veenstra, Actuarial, will present the report at the April 9th BOC meeting, 3) On site Audit work has been completed. Audit will not be ready until the end April, waiting for final GASB ruling regarding defined contribution plan contributions, 4) Noted the passing of three retirees in the month of February.

#### I. Managing Director Report

Mr. Steffen reported: 1) County Maintenance - Boom mowing, patching, preparing estimates for Townships, weight restrictions are in effect, 2) MDOT Maintenance, 3) Church Road closure - working with the Township and the drain office, 4) Reminder of CRA Highway Conference next week, 5) Hired two new truck drivers, Nicholas Good and Rick Harte, start dates yet to be determined, 6) Update on Webb Road fatal (tree incident), 7) Commissioner Conference will be held in April, 8) Presented 2020 Projects flyer for comment/review, 9) Will take bids for slag in the Fall of 2020 to secure a more competitive price, 10) Meeting with residents on DeWitt Road.

#### J. Financial Reports

December 31, 2019 Financial Report  
2019 Final Budget Allocation Report  
January 31, 2020 Financial Report  
March Cash Status Report

Motion to receive and place on file the December 30, 2019 Financial Report, the December 30, 2019 Final Budget Allocation and the January 31, 2020 Financial Report.

Moved: Michael Frederick Seconded: Kevin Holt Status: Passed

Motion to recess from the Board meeting at 10:40 a.m. for a presentation by Paychex regarding, payroll, HR and benefits services.

Moved: Michael Frederick Seconded: Kevin Holt Status: Passed

Motion to reconvene the Board meeting at 12:21 p.m. Commissioner Holt was excused from the meeting at this time.

Moved: Michael Frederick Seconded: Gail Watkins Status: Passed

#### K. Award Bids for Annual Materials/Services

Motion to reject the following bids: Trugreen Foliar Brush Spray, Fisher Gravel Hauling from various pits, Fisher 29A Mod, 34 CS Natural Agg, 34 CS Trap Rock, 34 CS Slag, CS-T Trap Rock & 3/8" x #4 Slag.

Move: Michael Frederick Second: Gail Watkins Status: Passed

Motion to award to all other bidders based on price and availability for the following materials/services:

Bituminous Cold Patch 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  
Catch Basin Clean Out for State Trunkline  
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

Move: Michael Frederick Second: Gail Watkins Status: Passed

L. Approval to hire Deputy Finance Director

Motion to approve the hiring of a deputy finance director as succession plan for Finance Director Rey. The job description and wage scale to be determined by the Managing Director.

Move: Michael Frederick Second: Gail Watkins Status: Passed

M. Policy #53 Vehicle Use - Discussion

Motion to table the discussion of Policy #53 - Vehicle Use until the April 9th Board Meeting.

Move: Michael Frederick Second: Gail Watkins Status: Passed

N. Approval of Right of Way Permits

ROW 028-20 - 046-20

Motion to approve Right of Way permits 028-20 through 046-20.

Move: Michael Frederick Second: Gail Watkins Status: Passed

O. Approval of Vouchers

Payroll: #91526 - #91541 including advices

Vouchers: #64485 - #64553 including ACH

Total: \$513,930.38

Motion to approve vouchers as presented.

Move: Michael Frederick Second: Gail Watkins Status: Passed

P. Commissioner Comments

There were no Commissioner comments.

Q. Adjournment

With no further business to come before the Board, the meeting was adjourned at 12:50 p.m.

