



MINUTES

Clinton County Road Commission
Board Meeting
Thursday, May 14, 2020, 9:00 am - 11:00 am
3536 S. US Highway 27
St. Johns, MI 48879

In Attendance

Member

Gail Watkins (remote); Kevin Holt (remote); Michael Frederick (remote)

Staff

Douglas Steffen (remote); Jill A. Rey (remote); Marc Trotter (remote)

Co. Comm.

David W. Pohl (remote)

A. Welcome and Pledge of Allegiance

THIS MEETING WAS CONDUCTED REMOTELY USING ZOOM

B. Approval of Agenda

Motion to approve the Agenda as presented.

Move: Kevin Holt Second: Michael Frederick Status: Passed

C. Approval of April 15, 2020 Minutes

Motion to approve the April 15, 2020 Minutes as presented.

Move: Kevin Holt Second: Michael Frederick Status: Passed

D. Communications

The MTF Estimate Report and the CRASIF refund letter were reviewed and placed on file.

The Board discussed a 20-25% reduction in the Budget due to the negative affect of the COVID19 pandemic.

E. Information from County Commissioner David Pohl

County Commissioner Pohl reported: 1) Looking at how to re-open in a manageable, controlled, safe way, 2) Conducting workplace screenings every morning at the Court House, when employees come in, 3) Clean Community Event scheduled for Oct 3rd at the Granger Facility in DeWitt Township.

F. Public Comments

There was no public comment.

G. Director of Engineering Report

Mr. Trotter reported: 1) DeWitt 2020 combined projects: Currently on schedule, revised final package turned in and on track for June obligation, funding adjustments passed through CARTS meeting in May. Construction to begin in September 2020, finish in 2021. Still need to work out the Advance Construct details. Need to determine the extent of signal work at Herbison and Airport as the location does not warrant a traffic signal. Staff noted the potential liabilities of installing a signal that is not warranted. A pedestrian signal was also discussed. The Board directed the staff to move forward with full traffic signal installation even though the location does not warrant one at this time. 2) Clark/DeWitt Round about: Moving forward, construction to start in fall 2020, finish in June 2021. The pros and cons of concrete vs asphalt were discussed. The Board directed the staff to bid the project using concrete as the pavement for the round about, 3) Coleman Road: Base course paving completed, Phase II watermain and sidewalks will be bid in June, construct July-Sept, open to traffic in October. C2AE responded to EGLE permit issues and is waiting on a response. 4) Church Road Bridge: Ready to move forward with design, and recommends acceptance of LRE Inc. proposal, 5) DeWitt Rd at Stoll Rd Intersection Improvements: Property owners are not interested in splitting parcels at this time, 6) Forest Hill and Francis Roads: Work will begin soon, on track for July 31st completion, 7) County & Twp paving: projects are on track, M&M is painting symbols and lines this week, 8) Force Account chip seals are ready for construction, 9) Colony at 127 and Scott: Received the requested safety funds, planning for 2021 construction. RFP for consultant services in May, proceed with project design summer of 2020.

H. Director of Finance Report

Mrs. Rey Reported: 1) The MTF received in May for March was \$884,357.50, 2) Completed and submitted form 5572 to Treasury, this is required by PA 202, determines funding level of Pension and OPEB, 3) Working on Budget Adjustment, will wait to see impact of stay at home order on June's MTF, 4) Will attend MERS Webinar, 5) Filed Act 51 report with MDOT, 7) Submitted the Audited Financial Statement to the County, 8) COVID-19 update: I am in the office most days while the other team members continue to work primarily from home and come in as needed.

I. Managing Director Report

Mr. Steffen reported: 1) County maintenance report: grading gravels in preparation for brine, ditching, replacing culverts, shoulders. Searles has processed approximately 20,000 ton of 23A mod gravel, 2) MDOT maintenance report: Routine work, preparing

to mow, 3) Budget tracking due to COVID-19: all projects on hold until further notice, primary chip seal program is on hold except for Fed Aid program, facility study also on hold for now, 4) COVID-19 Preparedness and Response Plan has been drafted for Board approval, will be distributed to employees and enforced, 5) Attended FEMA Webinar, (a requirement to be able to submit an application for reimbursement for COVID-19 expenses if it should become available at a later date).

J. Financial Reports

Motion to receive the April 30, 2020 Financial Statement and the May Cash Status Report and place them on file.

Move: Michael Frederick Second: Kevin Holt Status: Passed

K. Presentation of 2019 Audit

Jordan Smith, CPA with Maner, Costerisan presented a clean opinion of the 2019 Financial Statements of the Clinton County Road Commission.

Motion to receive and place the 2019 Financial Statements on file.

Move: Kevin Holt Second: Michael Frederick Status: Passed

L. COVID-19 Preparedness and Response Plan

Motion to accept and implement the CCRC COVID-19 Preparedness and Response Plan as presented.

Move: Michael Frederick Second: Kevin Holt Status: Passed

M. Name Marc Trotter as County Highway Engineer

Motion to name Marc A. Trotter, P.E. as the Clinton County Highway Engineer.

Move: Michael Frederick Second: Kevin Holt Status: Passed

N. Award Contract for Engineering Services for Church Road Bridge

Motion to award the Church Road Bridge Design to Land & Resource Engineers (LRE) based on the May 4, 2020 proposal. This award is based on the cost of \$6,900.00 and LRE's understanding of the scope of work and previous experience with similar projects.

Move: Kevin Holt Second: Michael Frederick Status: Passed

O. Approval of SME Invoice for Church Road Soil Borings

Motion to approve the proposal for Geotech services provided by SME in the amount of \$7,650.00 for the Church Road Bridge project.

Move: Kevin Holt Second: Michael Frederick Status: Passed

P. Resolution for TAP Funding - Path Projects

A motion was made by Commissioner Frederick, seconded by Commissioner Holt, to adopt the following resolution:

WHEREAS, The Clinton County Road Commission Requests Statewide & MPO TAP funding for 2020 non-motorized pathway projects in various locations along Clark Road, DeWitt Road, and DeWitt Public Schools, and will act as the Act 51 agency during the project development.

WHEREAS, Clinton County will provide matching funding to move forward and commits the funds necessary to carry out the project through DeWitt Charter Township and the City of DeWitt. This commitment includes but is not limited to, matching funds, engineering for design and construction, permit fees, administration costs and any cost overruns.

WHEREAS, The City of DeWitt, DeWitt Charter Township, and DeWitt Public Schools have committed to owning, operating and funding/implementing a maintenance plan/program over the design life of the proposed improvements and reimbursing the costs for engineering and possible construction match.

NOW, THEREFORE BE IT RESOLVED, that the Clinton County Road Commission authorizes Marc Trotter, Dir. of Engineering to act as the agent during project development, sign a project agreement upon receipt of the funding award and commits to the availability of the funds necessary to carry out the project.

A roll call vote was recorded as follows:

Yes: Frederick, Holt, Watkins

No: None

Q. Resolutions for 2019 changes to MERS Final Average Compensation

Motion to authorize Jill Rey to submit the necessary MERS Plan Adoption Agreements to change the calculation of Final Average Compensation (FAC) to be consistent with changes already made, effective January 1, 2019, to the CBA and the Administrative Handbook. The changes are as follows: The FAC for the Road Union shall include no more than 300 hours OT and no vacation sell back and the FAC for the Administrative group shall include no more than 100 hours OT and no more than 200 hours vacation sell back.

Move: Michael Frederick Second: Kevin Holt Status: Passed

R. Approval of MDOT Form 2044 Engineering Reimbursement

Motion to authorize signature and submission of MDOT Form 2044 requesting the annual \$10,000 reimbursement for engineering services.

Move: Kevin Holt Second: Michael Frederick Status: Passed

S. Approval of Township Contracts

Motion to approve the following Township contracts:

Bengal: 027010, 027020, 027030, 027040, 027050, 027060, 027070, 027080, 027090, 027100

DeWitt: 059010, 057010, 057020, 057030

Eagle: 077010, 077020, 077030, 077040

Riley: 137010, 139010, 137020, 137030, 137050, 137060

Watertown: 157010, 157030

Move: Michael Frederick Second: Kevin Holt Status: Passed

T. Approval of Right of Way Permits 077-20 through 091-20

Motion to approve ROW Permits 077-20 through 091-20.

It was noted that future requests for ROW permits from Frontier will be held until they address issues regarding the combined 2020 Fed Aid projects.

Move: Michael Frederick Second: Gail Watkins Status: Passed

U. Approval of Vouchers

Payroll: #91590 - #91618 including advices

Vouchers: #64672 - # 64760 including ACH

Total: \$1,670,306.49

Motion to approve vouchers as presented in the amount of \$1,670,306.49.

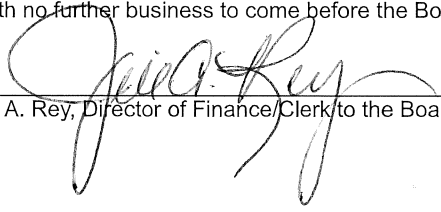
Move: Michael Frederick Second: Gail Watkins Status: Passed

V. Commissioner Comments

County Commissioner Dave Pohl noted that the Board voted to reduce the individual 911 surcharge from \$2.75 to \$1.50, this will take effect 7/1/20.

W. Adjournment

With no further business to come before the Board, the meeting was adjourned at 10:58 a.m.



Jill A. Rey, Director of Finance/Clerk to the Board