



MINUTES

Clinton County Road Commission
Board Meeting
Thursday, July 16, 2020, 8:30 am - 11:00 am
3536 S. US Highway 27
St. Johns, MI 48879

In Attendance

Member

Gail Watkins; Kevin Holt (remote); Michael Frederick

Staff

Douglas Steffen; Jill A. Rey; Marc Trotter

Co. Comm.

David W. Pohl

- A. 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 June 18, 2020 Minutes
Motion to approve the June 18, 2020 Minutes as presented.
Move: Michael Frederick Second: Kevin Holt Status: Passed
- D. Approval of June 25, 2020, Special Meeting Minutes
Motion to approve the June 25, 2020, Special Meeting Minutes as presented.
Move: Michael Frederick Second: Kevin Holt Status: Passed
- E. Communications
There were no communications.
- F. Information from County Commissioner David Pohl
County Commissioner Pohl reported: 1) COVID-19 update: 252 cases of COVID and 52 probables, 12 deaths, 2) Cheese plant still on schedule to begin processing in October, 3) Approved compensation adjustment for County emergency services employees, added 72 hours of vacation allowing 5 years to use it, 3) Smith Hall being used for jury selection, 4) All the County offices are open, fair grounds remain closed to all organized activities.
- G. Public Comments
There was no public comment.
- H. Director of Engineering Report
Mr. Trotter reported 1) Coleman Road update, 2) DeWitt combined 2020 projects, 3) MDOT Safety Grants: Clark & Francis, applied for safety funds, \$350,000 for hill cut, intersection improvement and Chandler Road from State to Hunsaker, overlaps Cat F, 4) Updates on design projects, 5) Overview of the Rules for Subdivision and Public Road Development. Would like to implement an application form and checklists to direct a developer through the process. Commissioner Frederick requested the road construction standards be reviewed, perhaps look at different requirements for the aggregate base. Going forward, the Board wants to be informed about development.
- I. Director of Finance Report
Mrs. Rey reported: 1) MTF for July was \$640,515.38, down 32% from last year, 2) MERS cancelled in person annual meeting, will be virtual 3) MCRCSIP cancelled annual meeting, will be virtual, 4) Preparing for WC Audit, 5) Attended a webinar on digitizing, 6) New laptops installed and will relocate to replace Windows 7 machines, 7) Attended MERS Webinar on to better understand the AAV.
- J. Managing Director Report
Mr. Steffen reported: 1) County maintenance, 2) MDOT Maintenance, on hold, waiting for budget updates, performing emergency only, 3) Working closely with Marc Trotter on Coleman Road and Federal Aid Combined 2020 DeWitt projects to assure the best possible outcome, 4) Budget tracking as impact of COVID-19 remains unknown, 5) EGLE Salt Correspondence, meeting scheduled July 30th, 6) COVID update, 7) Facility study update, 8) Will re-advertise for Deputy Finance Director position, 9) New sign truck has been delivered, 10) On vacation next week, Marc Trotter will be in charge.
- K. Financial Reports
Motion to accept the June Financial Report and place it on file.

Move: Michael Frederick Second: Kevin Holt Status: Passed

L. OLD BUSINESS:

Tabled: Review of Policy #53 - Vehicle Usage

It was moved by Commissioner Holt, seconded by Commissioner Frederick, and passed unanimously, to take Review of Policy #53 - Vehicle Usage from the table.

Motion to Table Review of Policy #53 - Vehicle Usage until the August meeting.

Move: Kevin Holt Second: Michael Frederick Status: Passed

M. Presentation of 2019 MERS Annual Actuarial Valuation Report 9:05 a.m.

MERS Regional Manager, Marne Daggett, presented the 2019 Annual Actuarial Valuation Report. The funding ratio increased to 69% from 66%. She acknowledged the hard work the road commission has done by increasing its contributions to make this positive change.

N. Approval of Budget Amendment #1

Motion to approve Budget Amendment #1, as presented.

Move: Kevin Holt Second: Michael Frederick Status: Passed

O. Authorization to sign the Road Construction Agreement for DeWitt Crossings

Motion to authorize the signature of the Road Construction Agreement for DeWitt Crossings.

Move: Michael Frederick Second: Kevin Holt Status: Passed

P. Authorization to sign the Roadway Easement for DeWitt Crossings

Motion to authorize the signature of the roadway easement for DeWitt Crossings.

Move: Michael Frederick Second: Kevin Holt Status: Passed

Q. Resolution to accept Earnest Way and Warren Way - DeWitt Crossings - for maintenance purposes

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

WHEREAS, Earnest Way (744 feet), and Warren Way (1341 feet) is located within the borders of DeWitt Crossings South Phase 1 development, and

WHEREAS, Earnest Way and Warren Way lie within Section 19 of DeWitt Charter Township in Clinton County, Michigan, and

WHEREAS the DeWitt Crossings, Road Construction Agreement, which includes the construction of Earnest Way and Warren Way, was signed by the Clinton County Board of Road Commissioners on July 16, 2020, and

WHEREAS the Roadway Easement for Earnest Way and Warren Way, DeWitt Crossings, was signed by the Clinton County Board of Road Commissioners on July 16, 2020,

NOW THEREFORE BE IT RESOLVED that the Clinton County Road Commissioners wish to place Earnest Way and Warren Warren Way into the certified road system of the Clinton County Road Commission. Resolution declared adopted by a roll call vote: Frederick Aye, Holt Aye, Watkins Aye.

R. Authorization to sign the Road Construction Agreement - Whitehills Woods North No. 5

Motion to authorize signature of the Road Construction Agreement - Whitehills Woods North No. 5.

Move: Kevin Holt Second: Michael Frederick Status: Passed

S. Authorization to sign the Final Plat - Whitehills Woods North No. 5 -

Motion to authorize signature of the Final Plat - Whitehills Woods North No. 5.

Move: Michael Frederick Second: Gail Watkins Status: Passed

T. Award of Proposal for Design Services for Colony Road at 127 - Safety Project

Motion to award the contract for design services for the 2021 Colony Road at US-127 project to LRE.

Move: Michael Frederick Second: Kevin Holt Status: Passed

U. Review Rules for Subdivision and Public Road Development

Discussion about the Rules for Subdivision and Public Road Development. The document will be reviewed and suggestions brought back to the Board at a later date.

V. Proposal for annual IT Support Services

The IT Right Proposal for IT Support Services was reviewed.

Motion to table the IT Right Proposal for IT Support Services until the August 13, 2020 meeting.

Move: Michael Frederick Second: Kevin Holt Status: Passed

W. Approval of Contracts

Motion to approve the contracts as presented.

Move: Michael Frederick Second: Kevin Holt Status: Passed

X. Approval of Right of Way Permits 123-20 through 142-20

Motion to approve the Right of Way permits as presented.

Move: Kevin Holt Second: Michael Frederick Status: Passed

Y. Approval of Vouchers

Payroll: #91661 - #91686 including ACH

Vouchers: #64891 - # 64982 including ACH

Total: \$1,036,738.54

Motion to approve the vouchers as presented.

Move: Michael Frederick Second: Kevin Holt Status: Passed

Z. Commissioner Comments

County Commissioner Pohl noted that they are seeking a new Deputy Administrator as Craig Longnecker has been selected to replace Ryan Wood as the new County Administrator/Controller. He also thanked the road commission for the quickly removing the tree that fell across the road near his home.

Commissioner Frederick stated that he attended his first Commissioner's meeting where he is chairing the sub-committee on communications and legislative input.

AA. Adjournment

With no further business to come before the Board, the meeting was adjourned at 10:43 a.m.



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