



MINUTES

Clinton County Road Commission
Board Meeting
Thursday, August 13, 2020, 9:00 am - 10:30 am
3536 S. US Highway 27
St. Johns, MI 48879

In Attendance

Member

Gail Watkins; Kevin Holt; Michael Frederick (remote)

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 the Agenda as presented.

Move: Kevin Holt Second: Michael Frederick Status: Passed

C. Approval of July 16, 2020 Minutes

Motion to approve the July 16, 2020 Minutes as presented.

Move: Kevin Holt Second: Michael Frederick Status: Passed

D. Approval of August 4, 2020 Special Meeting Minutes

Motion to approve the August 4, 2020 meeting minutes as presented.

Move: Kevin Holt Second: Michael Frederick Status: Passed

E. Communications

Certified Miles

Motion to receive and place on file the letter from MDOT verifying the certified road mileage.

Move: Michael Frederick Second: Kevin Holt Status: Passed

F. Information from County Commissioner David Pohl

County Commissioner Pohl reported: 1) The County child care program which includes the juvenile care system, foster care programs, and truancy reduction program, continues to do well financially, 2) Approved joining the Michigan Public Safety Communication System, 3) The contract for Craig Longnecker, the newly named County Administrator, will be coming before the Board soon. The new Deputy Administrator has been hired, he was previously employed as the City Manager for the City of Saline, 4) The County Board remains the same after the election, 5) The County Jail does not have any Department Of Corrections occupants at this time. Mr. Trotter, inquired about the status of the aerial photos. He was directed to call the Equalization Director or Phil Hanses. He would like to receive a digital copy to be able to overlay road right of ways and easements. It would be helpful to have this additional information included on the GIS mapping system sometime in the future.

G. Public Comments

There was no public comment.

H. Director of Engineering Report

Mr. Trotter reported: 1) Coleman Road phase II, watermain awarded to TCI, scheduled to begin August 24, 2) Francis Road is open, Forest Hill Road opens today 3) Chip seal is done, fogging this week, Chairman Watkins discussed an issue with the Road on Krepps north of Alward, 4) Clark Rd. sewer project will be topped next week, 5) Watertown Township projects still on hold, Riverside subdivision may partner to do drain work this Fall, 6) Update on the DeWitt 2020 combined projects. All projects came in over estimates. Overages are due to construction timing and level of detail on plans. City and Twp are in agreement to proceed. The project was awarded to K&R from Grand Rapids. CCRC crews will begin tree removal next week. The utility companies are getting started too. Discussed time line for road closures. The roundabout will be let in September which is optimal timing for this project. Steffen will facilitate a meeting with Rowe and the Township and City to discuss the overages on the projects. 7) Moving forward with the 2020 sign upgrade project - signs on curves - force account work, 8) Meeting with residents soon regarding the work to be done at Colony and US127. Concerns after Rural Task Force meeting yesterday, requested State D money be added to the Colony Rd, the balance sheet didn't match what MDOT said we have. RTF to reconvene in October to review, 9) Still planning to purchase \$400,000 in Federal Aid from Arenac County in 2021, 10) Recommends approval of Bonnie Meadows, Tobermory Drive, 2 phase, presented later in New Business.

I. Director of Finance Report

Mrs. Rey reported: 1) MTF received in August for June was \$894,431.17 this includes \$10,000 for engineering reimbursement, 2) WC audit scheduled for Aug 27th, 3) Have been working on implementing the Precision budget module, will schedule time with Precision for training, 4) Quote to replace five Windows 7 computers, prices have increased significantly since COVID, will wait to replace sign shop computer but will purchase a protection plan until new software and printer can be purchased in 2021, 5) Prepared RFP for Audit services, 6) Met with Rehmann to do an IT support walk through, 7) Reviewing applications for Deputy Finance Director position, 8) My email was hacked which sent a request for money to be wired. Thanks to Brenda Ondrus at the County Treasurer's office for her diligence in following transfer protocol. Will increase email security for employees who transfer money.

J. Managing Director Report

Mr. Steffen reported: 1) County Maintenance: prepping for 3rd chloride application, some Townships are cutting back. Would like to go out for bid this Fall for slag and trap rock for chip seal to get better prices. Would like to re-bid for pavement marking just to be able to get the paint on the newly chip sealed roads. Would bid in 2 ways for pavement marking program next year to get prices for retrace and construction price. The terms for construction price would require them to respond within a certain time frame so it would be a higher price than the retrace price. 2) MDOT Maintenance: TWA's are coming in for specific projects, regular maintenance is limited due to budget constraints, 3) COVID update, 4) Facility Study is in process and electrical facility assessments will begin next week, 5) Attended Riley Township meeting last Thursday.

K. Financial Reports

Motion to accept the July Financial Report and the August Cash Status Report and place them on file.

Move: Kevin Holt Second: Michael Frederick Status: Passed

L. OLD BUSINESS:

Tabled: Review of Policy #53 - Vehicle Usage

Tabled: Proposal of Annual IT Support Services

1. Tabled: Review of Policy #53 - Vehicle Usage

The review of Policy #53 - Vehicle Usage remained tabled.

2. Tabled: Proposal for Annual IT Support Services

The review of the IT Right proposal for Annual IT Support Services remained tabled.

M. Authorization to Sign Act 51 Annual Certification of Employee-related conditions

Motion to authorize Chairman Watkins and Clerk Rey to sign and submit the Act 51 Annual Certification of Employee-related conditions.

Move: Michael Frederick Second: Kevin Holt Status: Passed

N. Election of CRASIF Board of Directors

Motion to cast vote for the four candidates listed on the ballot: Jesse Campbell, Tom Doty, Beth Hunt and Doug Robidoux.

Move: Kevin Holt Second: Michael Frederick Status: Passed

O. Review Audit Proposals

The proposals for Auditing Services were reviewed.

Motion to award the contract for Independent Auditing Services to Rehmann for 2020-2022.

Move: Kevin Holt Second: Michael Frederick Status: Passed

P. Authorization to Sign Road Construction Agreement for Bonnie Meadows Phase I - Tobermory Drive

Motion to authorize Chairman Watkins to sign the Road Construction Agreement for Bonnie Meadows Phase I - Tobermory Drive.

Move: Kevin Holt Second: Michael Frederick Status: Passed

Q. Authorization to sign Roadway Easement for Bonnie Meadows Phase I - Tobermory Drive

Motion to authorize Chairman Watkins to sign the roadway easement for Bonnie Meadows Phase I - Tobermory Drive.

Move: Kevin Holt Second: Michael Frederick Status: Passed

R. Resolution to Approve Agreement Regarding Improvements to Muskrat Creek Drain (Church Rd Bridge Project)

Motion to adopt the attached Resolution to Approve Agreement Regarding Improvements to Muskrat Creek Drain (Church Rd Bridge Project).

A roll call vote indicated: Frederick Aye, Holt Aye, Watkins Aye

S. Agreement Regarding Improvements to Muskrat Creek Drain (Church Rd Bridge Project)

Motion to authorize the Managing Director and Finance Director to Sign the Agreement Regarding improvements to Muskrat Creek Drain (Church Rd Bridge Project) as presented.

Move: Michael Frederick Second: Kevin Holt Status: Passed

T. Approval of Township Contracts

Motion to approve the following contracts:

Eagle Twp: # 077120

Lebanon Twp: # 107030, 107040, 107050, 107060, 107070, 107080

Village of Fowler: # 900544

Move: Kevin Holt Second: Michael Frederick Status: Passed

U. Approval of Right of Way Permits 143-20 through 173-20

Motion to approve Right of Way Permits #143-20 through #173-20.

Move: Michael Frederick Second: Kevin Holt Status: Passed

V. Approval of Vouchers

Payroll: #91687- #91710 including ACH

Vouchers: #64983 - #65097 including ACH

Total: \$2,090,063.72

Approval of vouchers as presented in the amount of \$2,090,063.72.

Move: Kevin Holt Second: Michael Frederick Status: Passed

W. Commissioner Comments

Commissioner Pohl reported that the County waste collection system scheduled in the Fall in DeWitt Twp has been cancelled.

X. Adjournment

With no further business to come before the Board, the meeting was adjourned at 10:30 a.m.



Jill A. Rey, Clerk to the Board