



## MINUTES

Clinton County Road Commission  
Board Meeting  
Thursday, September 17, 2020, 9:00 am - 10:35 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; Marc Trotter

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### Not In Attendance

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#### 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 August 13, 2020 Minutes

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

Move: Michael Frederick Second: Kevin Holt Status: Passed

D. Communications

MCRCSIP Refund

Updated MTF Distribution Schedule

Motion to receive the communications as listed and place them 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 was no public comment.

G. Director of Engineering Report

Mr. Trotter reported: 1) Construction updates: Coleman Rd phase II is 80% completed, on schedule for October grand opening, DeWitt 2020 projects will begin on 9/21, message boards have been up since 9/16, Clark-DeWitt Rd Roundabout came in \$111,000 under estimate, awarded to Malley Construction, looking to start pathway and bridge prep work Fall 2020, Watertown Twp Riverside drainage project meeting with residents is scheduled for next week to determine scope, 2) Design updates: 2020 Sign Upgrades was approved and will be moving forward with our work force, Colony at 127 and Scott, discussed allowable access and Scott Rd peat issue, Riley Twp final review of Church Rd bridge in October, release for bid the end of October, 3) Asset Management Plan due October 1st, requesting an extension, 4) 2020 Bridge Inspections will be performed by Brechting Engineering, 5) Updates on Bonnie Meadows Preserve, Greater Lansing Food Bank, Quarry Village, Redwood Condos, 6) Reviewed abandonment question on Leigh's Little Estates, a subdivision that was never built and never abandoned, 7) Continuing to work on updating CCRC Standards, also need to determine standard/guidelines for commercial driveways.

H. Director of Finance Report

Mrs. Rey reported: 1) The MTF received in September was \$886,665.66, 2) Health insurance update: Humana rates came in with a 19% reduction, Delta Dental and VSP are freezing rates for 2 years, no news yet on Blue Cross rates, 3) Working with 44North on HR enhancement applications/programs, 4) Attended the annual CRASIF meeting, lowest work comp claims in 42 year history.

I. Managing Director Report

Mr. Steffen reported: 1) County Maintenance Report: Finishing up gravel on County projects, culverts, pavement marking, 2) MDOT maintenance report: Working on TWA's doing shoulder gravel/grading, grinding joints, 3) Communication: Spoke with all the Townships, Deputy Finance Director Karla Gurski will start October 5th, Krepps Road Update, Rowe Meeting, Coleman Road Grand Opening week of October 19th, Facility Study in process, will need survey, we are on the CRASIF Honor Roll for good mod rate, will do a CRA video on the graveling process.

J. Financial Reports

Motion to receive the August Financial Report and September Cash Status Report and place them on file.

Move: Kevin Holt Second: Michael Frederick Status: Passed

K. OLD BUSINESS:

Review of Policy #53 - Vehicle Usage remained tabled.

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

M. Tabled: Proposal for Annual IT Support Services

Motion to remove the Proposal for Annual IT Support Services from the table.

Moved: Michael Frederick Seconded: Kevin Holt Passed

Motion to authorize Finance Director Rey to sign the I.T. Right Service Contract for IT Services in the amount of \$15,600.

Move: Michael Frederick Second: Kevin Holt Status: Passed

N. NEW BUSINESS:

O. Authorization to purchase new distributor truck

Motion to authorize the purchase of a new distributor truck in 2021, utilizing the MIBID purchasing program.

Move: Michael Frederick Second: Kevin Holt Status: Passed

P. Authorization to accept bids for CS-T Trap Rock and 34CS Slag

Motion to accept bids for CS-T Trap Rock and 34CS Slag.

Move: Michael Frederick Second: Kevin Holt Status: Passed

Q. MCRCSIP Amendment to Bylaws

Motion to vote "NO" to Amend the Bylaws of the Michigan County Road Commission Self Insurance Pool to allow road departments to become associate members of the pool.

Move: Kevin Holt Second: Michael Frederick Status: Passed

R. Conditional Authorization to sign the Road Construction Agreement - Looking Glass Estates

Motion to authorize Chairman Watkins to sign the Road Construction Agreement for Looking Glass Estates contingent upon the Clinton County Drain Commission approval of the 433 Agreement.

Move: Kevin Holt Second: Michael Frederick Status: Passed

S. Conditional Authorization to sign the Roadway Easement - Looking Glass Estates

Motion to authorize Chairman Watkins to sign the road way easement for Looking Glass Estates contingent upon the Clinton County Drain Commission approval of the 433 Agreement.

Move: Kevin Holt Second: Michael Frederick Status: Passed

T. Resolution to enter into contract with MDOT: Contract No. 20-5349 - Combined DeWitt Projects

A motion was made by Commissioner Frederick and seconded by Commissioner Holt to approve the following resolution:

WHEREAS, a contract between the Michigan Department of Transportation and the Clinton County Road Commission has been presented for consideration for Contract No. 20-5349 and

WHEREAS, this contract is for:

PART A: Job # 129909: Hot mix asphalt cold milling and resurfacing work along DeWitt Road from Clark to the south city limits of DeWitt; including concrete curb repair, drainage structure repair, and concrete sidewalk ramp work; and all together with necessary related work, and

PART B: Job #205926: Roundabout construction work at the intersection of Clark Road and DeWitt Road; and all together with necessary related work, and

PART C: Job #209995: Non-motorized path construction work along the north side of Clark Road from Panther Drive to DeWitt Road and along DeWitt Road from Clark Road to Herbison Road; and all together with necessary related work; and

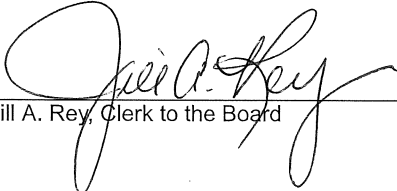
PART D: Job 210637: Non-motorized path construction work from approximately 2,550 feet south of Herbison Road on DeWitt Road westerly approximately 2,000 feet to Panther Drive; and all together with necessary related work, and

WHEREAS, the Clinton County Road Commission has approved participation in their share of this project,

NOW THEREFORE BE IT RESOLVED that Chairperson Gail Watkins and Director of Finance/Clerk Jill Rey be authorized and instructed to sign the contract for and on behalf of the Clinton County Road Commission.

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

- U. Authorization for Managing Director to sign agreement for site survey work for the facility study not to exceed \$14,999.  
Motion to authorize the Managing Director to sign an agreement for the site survey needed for the facility study for an amount not to exceed \$14,999.  
Move: Michael Frederick Second: Gail Watkins Status: Passed
- V. Appointment of MERS Delegate  
Motion to appoint Doug Steffen as Officer Delegate and Janette Purves as Officer Alternate for the 2020 MERS Annual Meeting.  
Move: Michael Frederick Second: Kevin Holt Status: Passed
- W. Approval of Township Contracts  
There were no Township contracts to be approved at this meeting.
- X. Approval of Right of Way Permits 174-20 through 212-20  
Motion to approve ROW permits 174-20 - 212-20 as presented.  
Move: Kevin Holt Second: Michael Frederick Status: Passed
- Y. Approval of Vouchers  
Payroll: #91711- #91736 including ACH  
Vouchers: #65098 - #65209 including ACH  
Total: \$1,188,164.88  
Motion to approve the vouchers in the amount of \$1,188,164.88.  
Move: Michael Frederick Second: Kevin Holt Status: Passed
- Z. Commissioner Comments  
Commissioner Holt reported that Parks and Greenspace is still working on paper work for the new park on Pratt Rd.  
Commissioner Frederick reported: Met with Supervisor Lee Thelen, he was very complimentary toward CCRC, Road Supt. Brian Betz and Managing Director Doug Steffen. Discussed the new Township road millage.
- AA. Adjournment  
With no further business to come before the board, the meeting was adjourned at 10:35.

  
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Jill A. Rey, Clerk to the Board