



MINUTES

Clinton County Road Commission
Board Meeting
Thursday, November 12, 2020, 9:00 am - 11:07 am
3536 S. US Highway 27
St. Johns, MI 48879

In Attendance

Member

Gail Watkins; Kevin Holt; Michael Frederick

Staff

Douglas Steffen; Jill A. Rey; Marc Trotter

Co. Comm.

David W. Pohl

Not In Attendance

Staff

Karla Gurski

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 October 15, 2020 Minutes

Motion to approve the October 15, 2020 minutes as presented.

Move: Michael Frederick Second: Kevin Holt Status: Passed

D. Communications

COVID19 Preparedness Plan
MCRC SIP Change to ByLaws
MDOT Night Patrol

Motion to accept the communications and place them on file.

Move: Kevin Holt Second: Michael Frederick Status: Passed

E. Information from County Commissioner David Pohl

Mr. Pohl presented. 1) Extended Emergency Operations through November, will review each month; 2) Adopted the 2021 budget with a 7% reduction, anticipating a 2% employee reduction by attrition; 3) 911 successfully tested approximately 500 sites, the County will assist with the replacement of old radios by paying 90% of initial cost. The transfer to the new 911 system will be December 2021; 4) Flood plain study is nearing completion, it is now time to inform residents that they may be able to seek relief from the requirement to purchase flood insurance; 4) Mr. Pohl offered the following COVID statistics: The USA currently has 4.2% of the population but has 21.6% of COVID cases, there is about 30,000 deaths a month attributed to COVID compared to 36,000 traffic deaths in 2019.

F. Public Comments

There was no public comment.

G. Director of Engineering Report

Mr. Trotter reported 1) Construction updates: Coleman Road: Open to traffic, addressing punch list items; DeWitt 2020 Projects: Airport is complete, signal will flash for 2 weeks, then activate; Schavey Rd to open 11/13; Herbison is 80% complete but won't get paved this year, taking opportunity to work around school since it is closed due to COVID; Discussed the Geneva signal issue; Clark-DeWitt Roundabout: Deferring all work until Spring 2021; Church Rd Bridge: Received 10 bids, Central Excavating was low at \$344,000, Drain office will hold the contract. Only caution was material supply may delay into the Spring; Chip seal projects: complete, working through reimbursement process; 2020 Curve Sign Upgrades: Force account work to be completed by CCRC sign shop, layout over winter and complete by June 1 deadline; County/Township paving is complete and striped. 2) Design updates: Colony/127: waiting on Federal Highway approval, permit has been submitted to MDOT - funding a farm access bridge. We will partner with Searles to get full reimbursement for prepaid gravel amount to use toward this project; 2021 chip seal projects: Confirmed the purchase of \$389,000 of STL funds from Arenac (Agenda Item); 2021 Fed Aid Projects: May swap roads to better utilize funding due to requirements for curves; 2022 Safety Grant: Clark & Francis intersection, \$300,000 for site distance improvements; Permitting developments: Maybe have some for approval at next meeting.

H. Director of Finance Report

Mrs. Rey reported: 1) MTF received was \$975,010.42, 2) Worked with 44North to obtain Certificate of PA106 Completion, 3) Completed annual physical inventory, 4) Attended 2nd half of CRA PR Workshop focusing on Service Request and Work Management Software, ie. SeeClickFix, 5) Webex with Precision regarding web based time card kiosk, will allow employees to enter time via phone or ipad, still in testing stage, 6) Working on the MERS Addendum, will present at next Board meeting for approval, 7) Webex to review Employee Navigator, an employee portal for onboarding benefits, 8) Met with 44North to Review health insurance illustrative rates vs the hard cap

for Blue Cross and BCN, 9) Open enrollment during November, 10) Training this afternoon on Precision V5 payroll module, 11) Budget preparation, 12) Update on OPEB, the MERS Trust account is approximately 127% funded, 13) In process of 2019 MDOT Trunkline Audit, 14) Reached out to Rehmann to schedule 2020 financial audit.

I. Managing Director Report

Mr. Steffen reported: 1) COVID-19 update: Updating the Preparedness Plan, staggering shifts on Monday, updated cleaning protocols. Have been in contact with MDOT regarding mutual assistance should we/they be unable to clear routes due to COVID. Also, will reach out to others in the area regarding a mutual agreement. Will check with MCRCSIP regarding insurance liability; 2) Plow Route and Priorities: Early Morning Routes - Highways, major primaries, school routes, Area Routes: Township, Subdivisions (Subs have dedicated drivers); 3) Partnering with Michigan Soy Bean Association for a grant to measure beam deflection on bridges ; 4) Salt is being delivered, discussed best practices for salt application; 5) PASER ratings are being finalized; 6) Facility study presentation in December; 7) Purchased 2 Automated External Defibrillators, 8) Staffing: will interview for truck driver positions.

J. Financial Reports

Motion to accept the October 2020 Financial Statement, the 2020 Inventory Variance Report and the November Cash Status Report, as presented, and place them on file.

Move: Michael Frederick Second: Kevin Holt Status: Passed

K. OLD BUSINESS:

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

Motion to remove the Review of Policy #53 - Vehicle Usage from the table.

Move: Kevin Holt Second: Michael Frederick Status: Passed

Motion to adopt Policy #53 - Vehicle Usage as amended to use the IRS Lease Value Rule along with cents per mile for gas calculation effective January 1, 2021.

Move: Kevin Holt Second: Michael Frederick Status: Passed

M. NEW BUSINESS:

N. Approval of MDOT Contract No. 20-5415

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. 20-5415 and

WHEREAS, this contract is for permanent signing installation work along up to 32 locations in federal-aid routes countywide; 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

O. Award Bid for Slag and Trap Rock

Motion to award the bid to Ocenasek Inc. for 34 CS Slag and to Fisher Transportation Company for CS-T Ontario Trap Rock per bid of 10/22/2020.

Move: Kevin Holt Second: Michael Frederick Status: Passed

P. Approval to Purchase Christmas Gift Cards

Motion to approve the purchase of \$25 gift cards for employees in lieu of the Holiday luncheon.

Move: Kevin Holt Second: Michael Frederick Status: Passed

Q. Authorization for Manager to sign the Agreement with Arenac County Road Commission for purchase of Federal Aid

Motion to authorize Doug Steffen, Managing Director, to sign the Agreement with Arenac County Road Commission for the purchase of Federal Aid in the amount of \$311,658.87 (80% of \$389,573.59).

Move: Michael Frederick Second: Kevin Holt Status: Passed

R. Authorization to Update Signers on Checking Accounts

Motion to authorize Jill Rey, Finance Director, to update signers on Clinton County Road Commission checking accounts to include: Doug Steffen, Jill Rey, and Karla Gurski.

Move: Michael Frederick Second: Kevin Holt Status: Passed

S. Compliance with PA 152

Motion to adopt the hard cap method of compliance for PA 152 for 2021.

Move: Michael Frederick Second: Kevin Holt Status: Passed

T. Approval of Right of Way Permits 253-20 through 287-20

Motion to approve Right of Way Permits as presented.

Move: Kevin Holt Second: Michael Frederick Status: Passed

U. Approval of Vouchers

Vouchers: #65324 - #65413 including ACH

Payroll: #91762- #91785 including ACH

Total: \$1,618,228.05

Motion to approve the vouchers as presented, in the amount of \$1,618,228.05

Move: Kevin Holt Second: Michael Frederick Status: Passed

V. Commissioner Comments

Commissioner Watkins commented that he felt the Board's meeting with the Strategic Planning Facilitator was beneficial.

W. Adjournment

With no further business to come before the Board at this time, the meeting was adjourned at 11:07 a.m.



Jill A. Rey, Director of Finance/Clerk