



## MINUTES

Clinton County Road Commission  
Board Meeting  
Wednesday, November 25, 2020, 9:00 am - 10:38 am  
3536 S. US Highway 27  
St. Johns, MI 48879

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### In Attendance

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**Member**

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

**Staff**

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

**Co. Comm.**

David W. Pohl (remote)

A. Commissioners remote location at time of meeting:

Commissioner Watkins - Olive Township, MI  
Commissioner Holt - Bingham Township, MI  
Commissioner Frederick - Watertown Township, MI

B. Approval of Agenda

Motion to approve the Agenda as presented.  
Roll call vote: Frederick - Aye, Holt - Aye, Watkins - Aye  
Move: Kevin Holt Second: Michael Frederick Status: Passed

C. Approval of November 12, 2020 Minutes

Motion to approve the November 12, 2020 Minutes, as presented.  
Roll call vote: Frederick - Aye, Holt - Aye, Watkins - Aye  
Move: Michael Frederick Second: Kevin Holt Status: Passed

D. Communications

Thank You Letter Regarding DeWitt Projects

Motion to accept the communication and place it on file.  
Roll call vote: Frederick - Aye, Holt - Aye, Watkins - Aye  
Move: Kevin Holt Second: Michael Frederick Status: Passed

E. Information from County Commissioner David Pohl

Commissioner Pohl reported: 1) Condolences to Karla Gurski on the passing of her Father, 2) The restricted use of the Fair Grounds continues, 3) Pursuing a ventilation study for the Court House, 4) Approved the Spring & Fall Clean Community events, dependent upon COVID, 5) Received a communication from the construction company that managed the construction of the cheese plant that was very complimentary regarding the positive working relationships they experienced with multiple agencies within the County during the project, 6) COVID update, last report was over 2,300 confirmed cases and 20 deaths.

F. Public Comments

There were no public comments.

G. Director of Engineering Report

Mr. Trotter reported: 1) 2020 DeWitt Combined Projects: Herbison opened to traffic, finished around school area, signal at Herbison and Airport will be activated 12/1, the message boards will be used for advance warning, Schavey Rd bridge is complete, Bridge Street bridge downtown will start up again in the Spring. Discussed the rip rap issue, noted that MDOT will not participate in the \$50,000-\$100,000 cost to correct this. Will provide a DeWitt project update to post on Facebook and mail to residents who are impacted. 2) Design Updates: Continuing work on 2021 projects for next Spring, 3) 2020 Bridge inspections have been completed by Brechting along with a list of maintenance items for CCRC crews to address.

H. Director of Finance Report

Mrs. Rey Reported: 1) Budget Preparation, 2) IRS issue, 3) Budget Hearing will be published and scheduled for December 10, 2020 meeting, 4) Will set up ACH for 4th quarter Commissioner expense reimbursements.

I. Managing Director Report

Mr. Steffen reported: 1) Employee COVID training was provided by MCRCSIP, updated the Preparedness Plan, Health Dept has requested to use our facility for immunization site, will check on liability concerns, 2) Salt barn is full, 4 trucks were out Sunday night, 3) Attended Greenbush Township meeting, will request more MSP Weighmaster patrol in that area to address a concern, 4) Met new Ovid

Township Supervisor, will present to the Board in January, 5) Scheduling leadership training with the senior staff group for January, 6) Facility Study continues.

J. Financial Reports

The 2021 Budget DRAFT was reviewed with a total revenue of \$20,405,954.00 and expenses of \$20,299,928.27 resulting in a projected gain at year end of \$106,025.73.

K. Approval to Publish Notice of Budget Public Hearing

Motion to approve the publication of the Notice of 2021 Budget Public Hearing for December 10, 2020 at 9:15 a.m.

Roll call vote: Frederick - Aye, Holt - Aye, Watkins - Aye

Move: Michael Frederick Second: Kevin Holt Status: Passed

L. 2021 Board Meeting Dates

The 2021 Board Meeting dates were presented for consideration now, adoption at 12/10 Board Meeting.

M. MCRCSIP Updates from Gayle Cummings

Gayle Cummings, CPA, MCRCSIP Administrator, joined the meeting via Zoom at 9:38 a.m. She provided the history of why and how the insurance pool was formed. She answered questions and gave updates regarding investment strategies, how refunds are determined, the impact of the recent bylaw change that allows road departments to be associate members as well as highlighted the services the pool provides.

N. Revision to Policy #53 - Vehicle Usage

Motion to adopt Policy #53 - Vehicle Usage, as presented, removing the reference to CDL licenses.

Roll call vote: Frederick - Aye, Holt - Aye, Watkins - Aye

Move: Kevin Holt Second: Michael Frederick Status: Passed

O. Deer Creek Phase III - Thunder Lane - Approval to Sign Road Construction Agreement

Motion to authorize the signature of the Deer Creek Phase III - Thunder Lane - Road Construction Agreement.

Roll call vote: Frederick - Aye, Holt - Aye, Watkins - Aye

Move: Michael Frederick Second: Kevin Holt Status: Passed

P. Deer Creek Phase III - Thunder Lane - Approval to Sign Roadway Easement

Motion to authorize the signature of the Roadway Easement for Deer Creek Phase III - Thunder Lane.

Roll call vote: Frederick - Aye, Holt - Aye, Watkins - Aye

Move: Michael Frederick Second: Kevin Holt Status: Passed

Q. Deer Creek Phase III - Thunder Lane -  
Certify and Accept for Maintenance

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

WHEREAS, Thunder Lane (215 feet) is located within the borders of Deer Creek Subdivision, Phase III, and

WHEREAS, Thunder Lane lies within Section 27 of Watertown Charter Township in Clinton County, Michigan, and

WHEREAS, the Deer Creek Subdivision Phase III Road Construction Agreement, which includes the construction of Thunder Lane, was signed by the Clinton County Board of Road Commissioners on November 25, 2020, and

WHEREAS, the Roadway Easement for Thunder Lane, Deer Creek Subdivision Phase III was signed by the Clinton County Board of Road Commissioners on November 25, 2020, for the following described land:

LEGAL DESCRIPTION OF THUNDER LANE RIGHT OF WAY EXTENSION: PART OF THE SOUTHWEST 1/4 OF SECTION 27, T5N, R3W, WATERTOWN TOWNSHIP, CLINTON COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT THE SOUTHWEST CORNER OF SAID SECTION 27; THENCE S89 ° 43'16"E ALONG THE SOUTH LINE OF SAID SECTION 27 A DISTANCE OF 1328.61 FEET; THENCE N00 ° 16'44"E PERPENDICULAR TO SAID SOUTH LINE 195.00 FEET; THENCE S89 ° 43'16"E PARALLEL WITH SAID SOUTH LINE 43.00 FEET; THENCE N00 ° 16'44"E PERPENDICULAR TO SAID SOUTH LINE 66.00 FEET; THENCE S89 ° 43'16"E PARALLEL WITH SAID SOUTH LINE 650.00 FEET TO THE POINT OF BEGINNING OF THIS DESCRIPTION; THENCE CONTINUING S89 ° 43'16"E PARALLEL WITH SAID SOUTH LINE 6.00 FEET; THENCE NORTHEASTERLY 48.65 FEET ON A CURVE TO THE LEFT, SAID CURVE HAVING A RADIUS OF 60.00 FEET, A DELTA ANGLE OF 46 ° 27'28" AND A CHORD LENGTH OF 47.33 FEET BEARING N67 ° 03'00"E; THENCE SOUTHWESTERLY 357.24 FEET ON A CURVE TO THE RIGHT, SAID CURVE HAVING A RADIUS OF 75.00 FEET, A DELTA ANGLE OF 272 ° 54'56" AND A CHORD LENGTH OF 103.33 FEET BEARING S00 ° 16'44" W; THENCE NORTHWESTERLY 48.65 FEET ON A CURVE TO THE LEFT, SAID CURVE HAVING A RADIUS OF 60.00 FEET, A DELTA ANGLE OF 46 ° 27'28" AND A CHORD LENGTH OF 47.33 FEET BEARING N66 ° 29'32" W; THENCE N04 ° 54'56"W 66.27 FEET TO THE POINT OF BEGINNING. CONTAINING 0.45 ACRE, MORE OR LESS.

NOW THEREFORE BE IT RESOLVED that the Clinton County Road Commissioners wish to place the above described right of way, known as Thunder Lane, into the certified road system of the Clinton County Road Commission.

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

Move: Michael Frederick Second: Kevin Holt Status: Passed

R. Montrose Condominiums - Superior Drive & Harbor Court - Approval to Sign Road Construction Agreement

Motion to authorize the signature of the Montrose Condominiums - Superior Drive & Harbor Court Road Construction Agreement.  
Roll call vote: Frederick - Aye, Holt - Aye, Watkins - Aye

Move: Kevin Holt Second: Michael Frederick Status: Passed

S. Montrose Condominiums- Superior Drive & Harbor Court - Approval to Sign Roadway Easement

Motion to authorize the signature of the Montrose Condominiums - Superior Drive & Harbor Court Roadway Easement.  
Roll call vote: Frederick - Aye, Holt - Aye, Watkins - Aye

Move: Kevin Holt Second: Michael Frederick Status: Passed

T. Montrose Condominiums - Superior Drive & Harbor Court - Certify and Accept for Maintenance

Motion by Commissioner Holt, seconded by Commissioner Frederick, to adopt the following resolution:

WHEREAS, Superior Drive (1,215 feet) and Harbor Court (415 ft), are located within the borders of Montrose Condominiums, and

WHEREAS, Superior Drive and Harbor Court lies within Section 22 of Bingham Township in Clinton County, Michigan, and

WHEREAS, the Montrose Condominium Road Construction Agreement, which includes the construction of Superior Drive and Harbor Court, was signed by the Clinton County Board of Road Commissioners on November 25, 2020, and

WHEREAS, the Roadway Easement for Superior Drive and Harbor Court, Montrose Condominiums, was signed by the Clinton County Board of Road Commissioners on November 25, 2020, for the following described land:

An area of land in the Southwest 1/4 of Section 22, T7N, R2W, Bingham Township, Clinton County, Michigan, the limits of said area described as: Commencing at the Southwest corner of said Section 22; thence N00 ° 34'22"W along the West line of said Section 22 a distance of 1330.52 feet; thence N89 ° 47'16"E 1541.83 feet; thence N07 ° 51'34"E 330.63 feet; thence N89 ° 43'45"W 120.72 feet; thence N07 ° 52'04"E 124.56 feet to the point of beginning of this description; thence N89 ° 43'45"W 176.76 feet; thence N00 ° 32'32"W 66.01 feet; thence S89 ° 43'45"E 375.30 feet; thence Northeasterly 24.37 feet on a curve to the left, said curve having a radius of 467.00 feet, a delta angle of 2 ° 59'22" and a chord length of 24.37 feet bearing N88 ° 46'33"E; thence N87 ° 16'52"E 383.91 feet; thence Southeasterly 215.06 feet on a curve to the right, said curve having a radius of 208.00 feet, a delta angle of 59 ° 14'22" and a chord length of 205.60 feet bearing S63 ° 05'58"E; thence S33 ° 28'47"E 17.07 feet; thence Southeasterly 48.65 feet on a curve to the left, said curve having a radius of 60.00 feet, a delta angle of 46 ° 27'15" and a chord length of 47.32 feet bearing S56 ° 42'24"E; thence Southwesterly 357.25 feet on a curve to the right, said curve having a radius of 75.00 feet, a delta angle of 272 ° 54' 56" and a chord length of 103.33 feet bearing S56 ° 31' 27"W; thence Northwesterly 48.65 feet on a curve to the left, said curve having a radius of 60.00 feet, a delta angle of 46 ° 27'41" and a chord length of 47.33 feet bearing N10 ° 14'56"W; thence N33 ° 28 '47"W 17.06 feet; thence Northwesterly 146.82 feet on a curve to the left, said curve having a radius of 142.00 feet, a delta angle of 59 ° 14 '22" and a chord length of 140.36 feet bearing N63 ° 05'58"W; thence S87 ° 16'52"W 175.03 feet; thence S02 ° 45'24"E 232.11 feet; thence Northwesterly 339.86 feet on a curve to the right, said curve having a radius of 78.00 feet, a delta angle of 249 ° 38'44" and a chord length of 128.06 feet bearing N57 ° 56'02"W; thence Northeasterly 72.93 feet on a curve to the left, said curve having a radius of 60.00 feet, a delta angle of 69 ° 38' 4 4" and a chord length of 68.52 feet bearing N32 ° 03'58"E; thence N02 ° 45'24"W 102.77 feet; thence S87 ° 16'52"W 142.88 feet; thence Southwesterly 27.81 feet on a curve to the right, said curve having a radius of 533.00 feet, a delta angle of 59 ° 22" and a chord length of 27.81 feet bearing S88 ° 46'33"W; thence N89 ° 43'45"W 197.60 feet to the point of beginning; said area containing 2.65 acres, more or less; said area subject to all other easements and restrictions, if any.

NOW THEREFORE BE IT RESOLVED that the Clinton County Road Commissioners wish to place the above described rights of way, known as Superior Drive and Harbor Court, into the certified road system of the Clinton County Road Commission.

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

Move: Kevin Holt Second: Michael Frederick Status: Passed

U. Approval of MERS Addendums for all divisions

Hybrid Plans & Defined Benefit Plans

Motion to approve the required MERS Addendums as presented for Divisions 190101HB, 190101HA, 19010110, 1901010 and to authorize Jill Rey, Finance Director, to sign and submit them to MERS.

Roll call vote: Frederick - Aye, Holt - Aye, Watkins - Aye

Move: Kevin Holt Second: Michael Frederick Status: Passed

V. Approval of Right of Way Permits 288-20 through 296-20

Motion to approve the right of way permits as presented.

Roll call vote: Frederick - Aye, Holt - Aye, Watkins - Aye

Move: Kevin Holt Second: Michael Frederick Status: Passed

W. Approval of Vouchers

Vouchers: #65414 - #65498 including ACH

Payroll: #91786- #91815 including ACH

Total: \$491,840.38

Motion to approve the vouchers as presented in the amount of \$491,840.38.  
Roll call vote: Frederick - Aye, Holt - Aye, Watkins - Aye

Move: Michael Frederick Second: Kevin Holt Status: Passed

X. Commissioner Comments

Commissioner Watkins also expressed condolences to Karla Gurski. He wished everyone a Happy Thanksgiving! Be safe and well.

Y. Adjournment

With no further business to come before the Board, the meeting was adjourned at 10:38 a.m.

A handwritten signature in blue ink, appearing to read "Jill A. Rey", written over a horizontal line.

Jill A. Rey, Finance Director/Clerk