

## MINUTES

Clinton County Road Commission  
Board Meeting  
Thursday, December 10, 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 (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:

Commissioner Watkins: Olive Township, Michigan  
Commissioner Holt: Bingham Township, Michigan  
Commissioner Frederick: Lansing, Michigan

#### B. Approval of Agenda

Motion to approve the agenda as presented.  
Roll call vote: Frederick-Aye, Holt-Aye, Watkins-Aye

Move: Michael Frederick Second: Kevin Holt Status: Passed

#### C. Approval of November 25, 2020 Minutes

Motion to approve the November 25, 2020 Minutes, as presented.  
Roll call vote: Frederick-Aye, Holt-Aye, Watkins-Aye

Move: Michael Frederick Second: Kevin Holt Status: Passed

#### D. Communications

MDOT 2020 Equipment Advance  
Potential Listing of Monarch Butterfly as Endangered Species

Motion to accept the communications and place them 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

County Commissioner Pohl reported: 1) The County Commissioners have not met since the last Road Commission meeting but he gave a COVID update: over 3,000 cases and 30 deaths. COVID continues to impact the activities in the County.

#### F. Public Comments

There was no public comment.

#### G. Director of Engineering Report

Mr. Trotter reported: 1) Coleman Road: light poles to be installed next week, punch list items will carry into the Spring, projecting to use all the remaining project budget, 2) Church Rd Bridge: issued a notice to proceed, the Drain Commission signed the contract, contractor set to go, 3) Colony & US127 Safety: Tentative ROW permit approval, will require the full SHPO approval process, 4) Planning: Looking ahead for the next TIP cycle, 2023-2026, must be submitted in Sept 2021, will begin to identify potential projects. Discussed that we should be prepared in case a stimulus project would become available, 5) Developments: Bonnie Meadows, all documentation in hand, no outstanding issues, Bingham Farms #4 will be seeking approval to break ground in the Spring, 6) Permitting: Request from Lansing Board of Water & Light to place wireless meter reading repeaters in ROW, Consumers Energy sent preliminary plans for major gas upgrade project in DeWitt Township, BR-27, Sheridan, Turner, State for 2021. Commissioner Holt questioned the development of a parcel on Dill Road just outside the DeWitt City Limits. The Dill Road parcel will be reviewed and reported on next meeting.

#### H. Director of Finance Report

Mrs. Rey reported: 1) MTF for December was \$839,560.95, 2) Sick leave sell back paid out \$38,325.90, 3) Attended CRA Legal Issues Symposium, last session was excellent regarding Govt Immunity, 4) All projects have been invoiced for the year and have been paid timely, 5) Preparing final 2020 budget adjustment for next Board.

#### I. Managing Director Report

Mr. Steffen reported: 1) COVID Update: Guidance on the immunizations, HIPPA requirements, Group 1B, updating the preparedness plan again, 2) Hired two Heavy Truck Drivers, start dates of December 14th and 21st. , 3) Talked with MaLissa Schutt at Clinton Transit regarding the radio equipment at the County, 3) Reviewed fleet insurance invoices and coverage, 4) Glad to report that Jim Voisinet returned to work, 5) Reached out to Townships last week, there are some leadership changes, Jim Conklin, Victor Twp., would like a CCRC presentation in the near future, meeting with Essex next week, 6) Preparing maps that showcase work done in the Townships, local and primary, 6) Commissioners agreed to change the start time of the December 23rd meeting to 9:00 a.m.

#### J. Financial Reports

November Fund Balance  
Cash Status

Motion to accept the November Financial and December Cash Status Report and place them on file.

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

Move: Kevin Holt Second: Michael Frederick Status:

#### K. 2021 Budget Public Hearing (9:15am)

Motion by Commissioner Frederick, seconded by Commissioner Holt, to recess the Regular Meeting and Open the 2020 Budget Public Hearing.

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

Chairperson Watkins called the 2021 Budget Public Hearing to order. He introduced the Board and Staff members and stated the purpose of the public hearing is to present the Clinton County Road Commission 2021 Budget. Clerk Rey attested that the notice of public hearing had been published on 11/29/2020 and 12/06/2020 in the Clinton County News, DeWitt Bath Review, Grand Ledge Independent and the Lansing State Journal and that no communication, written or verbal, had been received regarding the proposed 2021 Budget. Managing Director Steffen reviewed the budget document.

As there was no public present, there was a motion by Commissioner Holt, seconded by Commissioner Frederick, to close the 2021 Budget Public Hearing and reconvene the Regular Meeting.

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

#### L. 2021 General Appropriations Act

Motion to approve the 2021 General Appropriations Act as presented:

Revenues \$20,405,954.00, Expenditures \$20,299,928.27 resulting in a budget net revenue of \$106,025.73.

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

Move: Kevin Holt Second: Michael Frederick Status: Passed

#### M. 2021 Board Meeting Dates

Motion to approve the 2021 Board Meeting Dates as presented.

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

Move: Kevin Holt Second: Michael Frederick Status: Passed

#### N. Authorization and Motions for Year End 2020 Processing

Motion to approve Authorizations & Motions for Year End 2020 Processing.  
Roll call vote: Frederick-Aye, Holt-Aye, Watkins-Aye

Move: Kevin Holt Second: Michael Frederick Status: Passed

O. Employee Years of Service Certificates

Motion to authorize the Chairperson to sign the "Employee Years of Service" certificates, thereby congratulating those employees for their years of service to the Clinton County Road Commission.

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

Move: Kevin Holt Second: Michael Frederick Status:

P. Resolution of Retirement - Michael Pohl

WHEREAS, Michael P. Pohl has decided to retire from the Clinton County Road Commission on December 26, 2020, and

WHEREAS, Mike has provided thirty-six plus years of service to the Clinton County community, and

WHEREAS, Mike has held multiple positions at the road commission during his thirty-six years of service including: laborer, skilled laborer, heavy truck driver, crew leader, tire/fuel, and most recently sign shop, and

WHEREAS, Mike has been a valuable asset to the Road Commission by bringing experience and skill to all the duties he performed, and

WHEREAS, Mike's positive attitude and practical jokes have brought laughter (and sometimes embarrassment) to many. You never knew where he may be hiding to jump out to surprise you!! He also supplied numerous greatly appreciated delicious treats including but not limited to: Mackinac Island Fudge, Peanut Brittle, candy for the candy dish, and his WORLD FAMOUS Gravy Burgers, and

WHEREAS, Mike is anticipating many future years of restful retirement, so

BE IT THEREFORE RESOLVED that the Commissioners of the Clinton County Road Commission wish to express their appreciation to Mike for his years of outstanding service to the Clinton County Road Commission and wish him many years of healthy, enjoyable retirement.

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

Move: Kevin Holt Second: Michael Frederick Status: Passed

Q. Appointment of Tri-County Regional Planning Representative

Motion to appoint Gail Watkins as the Road Commission Tri-County Regional Planning Commission representative for 2021.

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

Move: Kevin Holt Second: Michael Frederick Status:

- R. Accept Tobermory Drive, Bonnie Meadows Preserve, Phase I, into the certified road system for maintenance

Motion to Accept Tobermory Drive, Bonnie Meadows Preserve, Phase I, into the certified road system for maintenance by adopting the following resolution:

WHEREAS, Tobermory Drive (1,316 feet) is located within the borders of Bonnie Meadows Preserve, Phase I, and

WHEREAS, Tobermory Drive, Bonnie Meadows Preserve, Phase I, lies within Section 36 of Bath Charter Township in Clinton County, Michigan, and

WHEREAS, the Bonnie Meadows Preserve, Phase I, Road Construction Agreement, which includes the construction of Tobermory Drive, was signed by the Clinton County Board of Road Commissioners on August 13, 2020, and

WHEREAS, the Roadway Easement for Tobermory Drive, Bonnie Meadow Preserve, Phase I, was signed by the Clinton County Board of Road Commissioners on August 13, 2020, for the following described land:

An area of land in the Southeast 1/4 of Section 36, T5N, R1W, Bath Township, Clinton County, Michigan, the limits of said area described as: Commencing at the South 1/4 corner of said Section 36; thence N00°43'48"E along the North-South 1/4 line of said Section 36 a distance of 2398.20 feet to the point of beginning of this description; thence N00°43'48"E continuing along said North-South 1/4 line 66.00 feet; thence S89°17'36"E 260.53 feet; thence Southeasterly 391.79 feet along a curve to the right, said curve having a radius of 2220.00 feet, a delta angle of 10°06'42", and a chord length of 391.28 feet bearing S84°14'15"E; thence Southeasterly 328.97 feet along a curve to the right, said curve having a radius of 208.00 feet, a delta angle of 90°37'03", and a chord length of 295.74 feet bearing S33°52'23"E; thence S11°26'08"W 127.37 feet; thence Southeasterly 48.65 feet along 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 S11°47'36"E; thence Northwesterly 357.25 feet along 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 N78°33'52"W;

thence

Northeasterly 48.65 feet along 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 N34°39'52"E; thence N11°26'08"E 127.37 feet; thence Northwesterly 224.58 feet along a curve to the left, said curve having a radius of 142.00 feet, a delta angle of 90°37'03", and a chord length of 201.90 feet bearing N33°52'23"W; thence Northwesterly 380.14 feet along a curve to the left, said curve having a radius of 2154.00 feet, a delta angle of 101°06'42", and a chord length of 379.65 feet bearing N84°14'15"W; thence N89°17'36"W 260.55 feet to the point of beginning; said area containing 2.04 acres 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 Tobermory Drive, into the certified road system of the Clinton County Road Commission.

Resolution declared adopted by a roll call vote: Frederick- Holt- , Watkins-

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

Move: Michael Frederick Second: Kevin Holt Status: Passed

S. Authorization for Managing Director to Sign Acknowledgment of Intent to Join Amicus Brief

Motion to authorize the Managing Director to sign and submit the Acknowledgement of Intent to Join Amicus Brief in Ingham County, et, al v MCRCSIP with the cost to participate capped at \$250.00.

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

Move: Michael Frederick Second: Kevin Holt Status: Passed

T. Authorization for Managing Director to Sign Public Safety Communication Agreements with Clinton County

Motion to authorize Managing Director to Sign Public Safety Communication Agreements with Clinton County.

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

Move: Kevin Holt Second: Michael Frederick Status: Passed

U. Recommendation for Administrative Employee Salaries

Motion to approve a 2.5% wage increase for administrative personnel effective 1/1/2021.

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

Move: Kevin Holt Second: Michael Frederick Status: Passed

V. Approval of Right of Way Permits 297-20 through 306-20

Motion to approve the right of way permits as presented.

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

Move: Michael Frederick Second: Kevin Holt Status: Passed

W. Approval of Vouchers

Vouchers: #65499 - #65541 including ACH

Payroll: #91816- #91841 including ACH

Total: \$500,525.27

Motion to approve the vouchers as presented.

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

Move: Michael Frederick Second: Kevin Holt Status: Passed

X. Commissioner Comments

Commissioner Watkins noted that it has been a good year of accomplishments, even with COVID. Thankful that there were no issues that the Commissioners had to address.

Y. Adjournment

With no further business to come before the Board, the meeting was adjourned at 10:35 a.m.



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Jill A. Rey, Finance Director/Clerk