

MINUTES

Clinton County Road Commission Board Meeting

Thursday, January 7, 2021, 9:00 am - 11:00 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; Karla Gurski; Marc Trotter

Co. Comm.

David W. Pohl

A. Welcome and Pledge of Allegiance

Visitor: Jacob Sauter

B. **Election of Officers**

Clerk Rey requested nominations for the position of Chairperson.

Motion by Commissioner Holt, seconded by Commissioner Frederick to nominate Gail Watkins as Chairperson.

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

Clerk Rey requested nominations for the position of Vice Chairperson.

Motion by Commissioner Holt, seconded by Commissioner Watkins, to nominate Mike Frederick as Vice Chairperson.

Roll Call Vote: Frederick - Abstained, Holt - Aye, Watkins - Aye

Commissioner Watkins assumed the Chair at this time.

C. **Appointment of Clerk & County Highway Engineer**

Motion to appoint Jill Rey as Clerk of the Board and Marc Trotter as County Highway Engineer for 2021.

Move: Michael Frederick Second: Kevin Holt Status: Passed

D. Approval of Agenda

Motion to approve the Agenda as presented.

Move: Michael Frederick Second: Kevin Holt Status: Passed

E. Approval of December 23, 2020 Minutes

Motion to approve the December 23, 2020 Minutes as presented.

Move: Michael Frederick Second: Kevin Holt Status: Passed

F. Communications

County Commissioner Liaison

Motion to accept the communication and place it on file.

Move: Michael Frederick Second: Kevin Holt Status: Passed

G. Information from County Commissioner David Pohl

County Commissioner Pohl reported: 1) Kam Washburn remained as Chair with no other changes on the County Board of Commissioners other than minimal committee changes, 2) Redistricting will be done after the census numbers are known, doesn't anticipate changes in number of Board Members, currently around 9000-10,000 per district, 3) COVID update - scheduled appointments for vaccinations for those 65+ all time slots filled up quickly.

H. Public Comments

There was no public comment.

I. Director of Engineering Report

Mr. Trotter reported: 1) Coleman Rd. going well, 2) Funding adjustments for 2021 projects going to Rural Task Force and CARTS for January/February approval, 3) Discussed allocation of small urban funds, only City of St. Johns is eligible, 4) Reviewed New Business Agenda Items: Contract with MDOT for gates for farm access to the highway, Preliminary approval of Bingham Farms No.4 and Revision to the CCRC Policy No. 21 - Permit Fee Schedule to specifically address wireless meter reading equipment.

J. Director of Finance Report

Mrs. Rey reported: 1) MTF received in January was \$853,928, 2) Commissioner non taxable mileage was paid by ACH, 3) Year end processing will begin soon.

K. Managing Director Report

Mr. Steffen reported: 1) COVID update: 2 positive cases, updating COVID plan and questions, waiting on vaccination update, 2) Meetings scheduled with some Townships for project planning, 3) Winter maintenance update, 4) Finalized the Equipment Agreement with the County, 5) Previewed Media Advantage proposal, 6) Revising 5 year plan, 7) Leadership training scheduled for January 27th with Staff, 8) Reviewed Goals and Objectives for 2020, will schedule meeting with the Board to prioritize.

L. Facility Study Presentation 9:15 a.m.

Marty Ruitter from Hobbs + Black, Architects, presented the 2020 Facility Study via Zoom and power point.

M. Approval of Bingham Farms Phase 4 Preliminary Plat & Construction Drawings

Motion to approve Bingham Farms, Phase 4, Preliminary Plat as presented.

Move: Kevin Holt Second: Michael Frederick Status: Passed

N. Extension of Family First Coronavirus Response Act

Motion to not extend the Family First Coronavirus Response Act but instead to offer 80 hours of paid leave for COVID-19 illness, to those employees who did not already receive the benefit in 2020, through March 31, 2021.

Move: Kevin Holt Second: Michael Frederick Status: Passed

O. Resolution to Accept MDOT Contract for Colony Rd. & US-127 Project

Motion to adopt 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. 20-5573, and

WHEREAS, this contract is for: installation, operation, and maintenance of gates for farm access at the cul-de-sac of Colony Road at US-127, and the cul-de-sac of State Road at US-127, located within Greenbush Township, Clinton County, Michigan.

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

NOW THEREFORE BE IT RESOLVED that Managing Director Doug Steffen and Director of Engineering Marc Trotter be authorized and instructed to sign the contract for and on behalf of the Clinton County Road Commission.

Role Call Vote: Frederick - Aye, Holt - Aye, Watkins - Aye

Move: Michael Frederick Second: Kevin Holt Status: Passed

P. Approval to Revise Policy No. 116 - Road Abandonment

Motion to Amend Policy No. 116 - Road Abandonment as presented.

Move: Michael Frederick Second: Kevin Holt Status: Passed

Q. Approval to Revise Policy No. 21- Permit Fees Schedule

Motion to approve the Revision to Policy No. 21 - Permit Fees Schedule to include a \$150 application fee and a \$200 annual maintenance fee for wireless meter reading equipment in the road right of way.

Move: Kevin Holt Second: Michael Frederick Status: Passed

R. Media Advantage Proposal

Motion to approve the Media Advantage proposal, to provide improvements to the website, logo, and social media platforms, for an amount not to exceed \$14,500.00.

Move: Michael Frederick Second: Kevin Holt Status: Passed

S. Approval of Right of Way Permits

#310-20 through #314-20 for 2020

#001-21 through #006-21 for 2021

Motion to approve Right of Way Permits as presented.

Move: Kevin Holt Second: Michael Frederick Status: Passed

T. Approval of Vouchers

Payroll: #91855 - #91864 including advices

Vouchers: #65604 - 65646 including ACH

Total: \$249,089.00

Motion to approve Vouchers as presented.

Move: Michael Frederick Second: Kevin Holt Status: Passed

U. Commissioner Comments

Commissioner Holt commented that the maps showing the work that was done was very helpful. Would like to see a map with projections for 2021. Mr. Steffen stated that the map detailing 2021 projects is currently being drafted.

V. Adjournment

With no further business to come before the Board, the meeting was adjourned at 11:18 a.m.

A handwritten signature in cursive script, appearing to read "Jill A. Rey". The signature is written in black ink and is positioned above a horizontal line.

Jill A. Rey, Finance Director/Clerk of the Board