



## MINUTES

Clinton County Road Commission  
Board Meeting  
Thursday, January 28, 2021, 9:00 am - 11:10 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

#### B. Approval of Agenda

Motion to approve the Agenda as presented.

Move: Michael Frederick Second: Kevin Holt Status: Passed

#### C. Approval of January 7, 2021 Minutes

January 7, 2021 Minutes

Motion to approve the January 7, 2021 Minutes as presented.

Move: Kevin Holt Second: Michael Frederick Status: Passed

#### D. Communications

MDOT Maintenance Advance  
Colony & US127 Public Meeting Notice

Motion to accept the communications and place them on file. 3 week public notice time frame starting 1.28.

Move: Kevin Holt Second: Michael Frederick Status: Passed

#### E. Information from County Commissioner David Pohl

Mr. Pohl reported: 1) COVID update: Vaccination challenges continue, 2) Will reapply for the Park funding for Pratt Road, County may participate up to 50%, 3) Updates made to 32 year old jail included plumbing and kitchen upgrades, 4) County prosecutor making changes, building an impressive team, working toward digitization and implementing an internship program through Cooley Law School, 5) Equalization will contract out some services, 6) Board Reorganization, 7) Clinton Transit report was very well received, 8) County Board is still meeting via Zoom. 8) Contract negotiations still in process

#### F. Public Comments

There was no public comment.

#### G. Director of Engineering Report

Mr. Trotter reported: 1) Construction: DeWitt 2020 projects are scheduled to begin in April, completed by May 31, DeWitt/Clark Roundabout will start in March, Coleman Rd wrapping up in April/ May to include restripe and fencing 2) Design: Colony Rd - will post an online presentation where the public can review the plans and submit online comments via email, mail or schedule an in person appointment, MDOT requested a letter of concurrence signed by CCRC and Greenbush regarding the local/primary swaps, Received tentative state approval for State TEDF-D funds to pave Scott Rd to All Season status, Set to go with Chipseals and Townsend & Krepps project, 3) Planning: Funding amendments passed through RTF Committee, now on to CARTS, Deferred DeWitt Road to 2023, Would like to schedule a county caucus meeting (CCRC, Transit, Village) prior to the RTF meeting, to determine rural STP funding allocations for future cycles. Transit is eligible to purchase funds from other agencies, 4) Permitting and Development: Review of Thomas Farms and Bonnie Meadows agenda items

#### H. Director of Finance Report

Mrs. Rey reported: MTF to be received in February for December will be \$969,424.35, 2) Completed 2019 MDOT Trunkline audit, \$6,822 is due to MDOT, 3) Compiled and submitted information for the OPEB Actuarial, 4) Moving forward with BidExpress, 5) Preparing for Audit, 6) Interviews will be conducted next week for Payroll/HR Clerk, 7) Request has been made for an updated 3 year MTF estimate from MDOT

I. Managing Director Report

Mr. Steffen reported: 1) COVID update: 9 staff will get vaccinations tomorrow, 3 off with exposure to COVID, 2) Met with DeWitt, Greenbush and Watertown Townships, 3) MDOT Traffic Summit, 4) 7 County Council meeting, 5) Facility Study is complete, preparing a formal site plan and proposal, 6) Website and logo upgrade: Media Advantage will work directly with the county GIS department, 7) Fender bender crash yesterday, 8) Leadership training was moved to mid February, 9) Small urban funds may be available to complete a project on N DeWitt from M21 to Kinley, local road, capture some small urban, capture that to rebuild one mile, would require the Township pay for one mile, 10) Legislative Breakfast hopefully scheduled later in the Spring

J. Financial Reports

Cash Status 1.27.21

Motion to accept and place on file the January 27, 2021 Cash Status Report.

Move: Michael Frederick Second: Kevin Holt Status: Passed

K. Attorney Michael Blum presentation 9:15 a.m.

Attorney Michael Blum, Foster, Swift, Collins & Smith, presented a review of his legal services to the Board.

L. Annual Certification of Roads

Motion to authorize Chairperson Watkins to sign the 2020 Annual Certification of Roads.

Move: Kevin Holt Second: Michael Frederick Status: Passed

M. Authorization to Implement Seasonal Weight Restrictions as needed

Weigh Master Cards

Motion to Authorize the Managing Director to implement Weight Restrictions as deemed necessary and to name Rob Hyde and Mark Wineland as Weighmasters for 2021 Weight Restriction Season.

Move: Michael Frederick Second: Kevin Holt Status: Passed

N. Authorize Manager to sign a letter of Concurrence to swap local and primary classifications for Scott/Colony/Kinley with Greenbush Township

Letter of concurrence for Scott/Colony/Kinley Roads

Motion to Authorize the Managing Director to sign Letter of Concurrence to swap local and primary classifications for Scott/Colony/Kinley with Greenbush Township.

Move: Kevin Holt Second: Michael Frederick Status: Passed

O. Bridge Bundling Pilot Program Resolution

Resolution for Statewide Bridge Bundle

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

WHEREAS, The Michigan Department of Transportation ("MDOT") announced in the Spring of 2018 an initiative to address the needs of Michigan's local bridge conditions through an innovative delivery method known as "bridge bundling;"

WHEREAS, MDOT reached out to the County Road Association of Michigan ("CRA") and the Michigan Municipal League ("MML") to work together on such an initiative for the benefit of their mutual communities, and in the interest of public safety and the Michigan taxpayers.

WHEREAS, MDOT studied the feasibility of such an efficiency initiative in 2019 with input from local agency bridge owners, engineers and other key stakeholders statewide;

WHEREAS, the study recommended implementing an "early works" bundle pilot project

("PILOT") to provide opportunity for state and local partners to establish the necessary partnerships and processes for a successful overall program;

WHEREAS, MDOT has identified \$23 million dollars in federal highway funds for such a PILOT, and has screened and selected a number of local bridges from a statewide review of local bridges for inclusion in same, with no local cash match or local funding required for any phase of the PILOT;

WHEREAS, the Clinton County Road Commission has agreed to the inclusion of the following bridge(s) in the PILOT, with associated planned work:

Structure #1915 - Tallman Road over the Maple River

Structure #2020 - Herbison Road over the Looking Glass River

subject to final approval by MDOT and FHWA;

WHEREAS, the Clinton County Road Commission understands that the work as planned will be undertaken in a design-build contract to be let and awarded by MDOT at no cost to the Clinton County Road Commission;

WHEREAS, the Clinton County Road Commission acknowledges that the purpose of the PILOT is to address critical structural preservation needs only and agrees that any requests to add or include work identified by MDOT to be either maintenance-related, a betterment or non- structural improvement to the planned preservation scope shall only be undertaken subject to the approval of MDOT and at 100% [AGENCY] cost;

WHEREAS, the Clinton County Road Commission acknowledges that neither MDOT nor its third- party agents, contractors or consultants are assuming any ownership or responsibility for the future operation or maintenance of the improvements constructed in connection with the PILOT, and that MDOT shall turn over design and as-built plans to the Clinton County Road Commission upon completion of construction;

WHEREAS, upon completion of the construction, the Clinton County Road Commission shall accept the facilities constructed as built to specifications within the construction contract documents. It is understood that the Clinton County Road Commission shall own the facilities and shall operate and maintain the facilities in accordance with applicable law at no cost to MDOT;

WHEREAS, the Clinton County Road Commission agrees to perform long-term, life-cycle maintenance of the improvements made to its bridge(s) included in the PILOT in accordance with sound principles of asset management upon completion of the work;

WHEREAS, the Clinton County Road Commission has designated an employee representative ("CHAMPION") to serve as a point person for the agency with necessary authority and resources to act and direct its staff and third-party agents to facilitate coordination of its portion of the PILOT with MDOT;

WHEREAS, the Clinton County Road Commission hereby acknowledges that MDOT and its consultants have the appropriate authority to act on its behalf in the planning, design, construction and administration of the PILOT, while allowing Clinton County Road Commission staff input during design and reasonable access during construction to perform its own observations and inspections if desired;

WHEREAS, the Clinton County Road Commission agrees to support implementation of the PILOT consistent with the attached "Responsibilities of Local Agency Champions" as approved by MDOT in September 2020;

WHEREAS, the Clinton County Road Commission acknowledges and agrees that none of its direct or indirect costs incurred in connection with its participation in the PILOT shall be reimbursable by MDOT or FHWA;

NOW THEREFORE BE IT RESOLVED, the Clinton County Road Commission hereby agrees to support implementation of the PILOT to help facilitate the preservation of Michigan's local bridges.

Approved on January 28, 2021 by roll call vote: Frederick - Aye, Holt - Aye, Watkins - Aye

P. Approval of Revised Preliminary Layout - Thomas Farms

Motion to reject the Preliminary Layout presented for Thomas Farms.

Move: Kevin Holt Second: Michael Frederick Status: Passed

Q. Approval of Preliminary Layout of Second Phase - Tormiston Road - Bonnie Meadows Preserve

Motion to approve the Preliminary Layout of Second Phase - Tormiston Road - Bonnie Meadows Preserve, as presented.

Move: Michael Frederick Second: Kevin Holt Status: Passed

R. Approval to Accept Bids for 2021

2021 Bid List

Motion to Accept Bids for 2021 as presented.

Move: Kevin Holt Second: Michael Frederick Status: Passed

S. CRA Board of Directors Ballot

Motion to vote for Joanna Johnson for CRA Board of Directors.

Move: Michael Frederick Second: Kevin Holt Status: Passed

T. Approval of Right of Way Permits

#007-21 through #014-21 for 2021

Motion to approve Right of Way Permits as presented.

Move: Michael Frederick Second: Kevin Holt Status: Passed

U. Approval of Vouchers

Payroll: #91865 - #91893 including advices

Vouchers: #65647 - 65722 including ACH

Total: \$1,236,348.55

Motion to approve vouchers as presented.

Move: Kevin Holt Second: Michael Frederick Status: Passed

V. Commissioner Comments

W. Adjournment

With no further business to come before the Board at this time the meeting was adjourned at 11:10



---

Jill A. Rey, Clerk of the Board