



## MINUTES

Clinton County Road Commission  
Board Meeting  
Thursday, October 14, 2021, 9:00 am - 10:30 am  
3536 S. US Highway 27 St. Johns, MI 48879

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### In Attendance

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#### Member

Gail Watkins; Kevin Holt; Michael Frederick

#### Staff

Douglas Steffen; Karla Gurski; Marc Trotter

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### Not In Attendance

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#### 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 September 9, 2021 Minutes

Motion to approve September 9, 2021 minutes as presented.

Move: Michael Frederick Second: Kevin Holt Status: Passed

D. Approval of September 9, 2021 Closed Session Minutes

Motion to approve the September 9, 2021 closed session minutes as presented.

Move: Michael Frederick Second: Kevin Holt Status: Passed

E. Communications

The Communications were received and placed on file.

Move: Kevin Holt Second: Michael Frederick Status: Passed

F. Information from County Commissioner David Pohl

Mr. Pohl was unable to attend the meeting.

G. Public Comments

There was no public comment.

H. Andrea with Tri-County - Update on TIP Process

Andrea with Tri-County presented an update on the TIP Process.

I. Director of Engineering Report

Mr. Trotter reported: 1) Construction: DeWitt Road and sidewalks had substantial completion on October 12th, Colony Road and 127 - Scott Road (primary) is paved and will be open to traffic starting October 18th, Colony/127 will be closed starting October 18th and should be completed by November 15th, Scott Road (local) - we are finishing the grade prep and will pave the end of October, Townsend & Krepps - the top course paving

will be done the week of October 18th, Township Paving - in Watertown the Riverside and Looking Glass Street paving was complete on October 13th, in DeWitt the Boichot & Stoll Road tree cutting was complete last week, milling will start on October 18th and paving will be done the week of October 25th, Pavement Markings - M&M completed the county wide retrace, they will finish new construction striping in October, if we have to bring in PK to help complete retrace we will do so as needed, 2) Design: As-Needed RFP - we selected the pre-qualified consultants based on a scoring matrix and started issuing work, Spicer will be doing bridge sketches per FHQA requirements and are due October 31st, Brechting will be doing annual bridge inspections, and LRE will survey and provide design assistance on the Francis and Clark Road project for 2022, Webster Road Project for 2023 - we are continuing the planning process with the Bath Township Road Committee and SRTS, 3) Planning: 2023-2026 TIP Projects - the project list was submitted to Tri-County on September 15th, selection will be done in November, Bath Township 2022 - the road committee is intending to use Township COVID funding for road projects, looking at Drumheller from Webster to Chandler, it will be approximately \$588k and okayed CCRC to proceed with tree cutting this fall yet, and we will get contract to them for work prior to starting, 4) Permitting & ROW: The City of St. Johns and Bingham Township working with Gary Vandenberg, an owner of a parcel at the south end of Scott Road, which has private road access, the County will proceed with development approvals with private road access, 5) Developments: Thomas Farms in DeWitt Township has started site work, Clark Road will be closed from 10/18 to 10/22 for utility crossings.

J. Director of Finance Report

Ms. Gurski reported: 1) MCRCSIP sent out valuation report with updated building values, those were reviewed and updated in the member portal with MCRCSIP, 2) MTF came in at \$1,089,725.22 (July Gas), 3) Chris Minkin with Nationwide met virtually with employees by appointment this week on Tuesday & Wednesday to review accounts, inform of new plans offered, we had 6 employees sign up, 4) Katie & I attended the MERS Annual Conference last week, there was some great information and good networking with other road commissions, MERS has also partnered with GovInvest, which is software to help with planning, by providing us with a simplified actuarial self service tool, this should be available by early next year.

Motion to approve the September Financials and place them on file.  
Move: Michael Frederick Second: Kevin Holt Status: Passed

Approval of Vouchers:

Payroll: #92090 - #92109 including advices  
Vouchers: #66475- #66587 including ACH  
Total: \$2,845,343.23

Motion to approve the vouchers as presented.  
Move: Kevin Holt Second: Michael Frederick Status: Passed

K. Managing Director Report

Mr. Steffen reported: 1) Had one COVID issue, the employee tested positive outside of work and was off for 10 days, we no longer have to have a COVID Preparedness Plan, but we continue to keep ours updated, 2) The Facility Study is going well and we should have elevations by next meeting, the floor plan of office is settled, we are just working on layout of things like storage, and sewer design, 3) We have been getting great feedback from townships on projects, 4) MI Concrete Association will be submitting our Round-A-Bout project for award, 5) Going forward we will email board agenda out on Mondays so there is more time to review, 5) Contract negotiations are scheduled for October 27th and 28th, 6) MDOT Traffic Summit will be most likely be in December and it will be virtual, we did ask if we could have a meeting in person with MDOT to plan some things, 7) We hired two new truck drivers, and have interviews set for next week to hire 3 more, 8) Will put together a plan for our next meeting to discuss how we best to spend the additional funding that we keep hearing about thru MDOT and the state, 9) Next week we have the Seven County Council meeting on the 19th in Livingston County, 10) Brian Betz officially set his retirement date for February 25, 2022 after 43 years of service so we plan to starting looking for new Operations Manager in mid November to early December.

L. Approval of Financing Agreement between Clinton County and CCRC for Construction of New RC Facility.  
Motion to Approve Financing Agreement between Clinton County and CCRC for Construction of New Road Commission Facility.

Move: Michael Frederick Second: Kevin Holt Status: Passed

M. Resolution of Retirement - Jim Thelen

On a motion duly made by Commissioner Holt, seconded by Commissioner Frederick, and passed with 3 ayes and 0 nays, it was moved to adopt the following resolution:

WHEREAS, Jim A. Thelen has decided to retire from the Clinton County Road Commission on November 30, 2021, and

WHEREAS, Jim has provided twenty-eight years of service to the Clinton County community, and

WHEREAS, Jim has held multiple positions at the road commission during his twenty-eight years of service including: heavy truck driver, working foreman, crew leader, night patrol, and most recently sign shop, and

WHEREAS, Jim has been a valuable asset to the Road Commission by bringing experience and skill to all the duties he performed, including excellent carpentry & renovation skills, often going above and beyond to repair various things in & around buildings at the Road Commission, and

WHEREAS, Jim has always been a team player, a hard worker and shared in many enjoyable conversations and stories throughout his career, all of which made him a charming person to be around.

WHEREAS, Jim 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 Jim for his years of outstanding service to the Clinton County Road Commission and wish him many years of healthy, enjoyable retirement.

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

N. Suspension of Weight Restrictions - Winter Operations

Motion to suspend weight restrictions for CCRC vehicles to perform winter operations during the 2021-2022 snow and ice season.

Move: Kevin Holt Second: Michael Frederick Status: Passed

O. Approval to Revise Policy No. 12 - Capital (Fixed) Asset Determination

Motion to Amend Policy No. 12 - Capital Assets as presented.

Move: Kevin Holt Second: Michael Frederick Status: Passed

P. Bid for 2022 Materials

Will be accepting bids this year for the following materials for fiscal year 2022: Chipseal Aggregates, Gravel, Chloride, & Pavement Markings

Q. Approval of Right of Way Permits

#166-21 through #192-21

Motion to approve Right of Way permits as presented.

Move: Kevin Holt Second: Michael Frederick Status: Passed

R. Commissioner Comments

S. Adjournment

With no further business to come before the Board, the meeting was adjourned at: 11: 45 a.m.

  
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Karla M. Gurski, Deputy Clerk of the Board