

## MINUTES



Clinton County Road Commission  
Board Meeting  
Thursday, July 8, 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. **Appointment of Clerk**  
Motion to appoint Karla Gurski as Clerk of the Board for 2021.  
Move: Michael Frederick Second: Kevin Holt Status: Passed
- D. Approval of June 10, 2021 Minutes  
Motion to approve June 10, 2021 minutes as presented.  
Move: Kevin Holt Second: Michael Frederick Status: Passed
- E. Approval of June 10, 2021 Closed Session Minutes  
Motion to approve the June 10, 2021 closed session minutes as presented.  
Move: Michael Frederick Second: Kevin Holt Status: Passed
- F. Review of MERS Annual Actuarial Valuation - Marne Daggett  
Marne Daggett presented a review of the MERS AAV report.
- G. Communications  
MCRCSIP 37th Annual Meeting  
The Communications were received and placed on file.  
Move: Kevin Holt Second: Michael Frederick Status: Passed
- H. Information from County Commissioner David Pohl  
Commissioner Pohl was unable to attend the meeting.
- I. Public Comments  
There was no public comment.

J. Director of Engineering Report

Mr. Trotter reported: 1) 2021 Projects: DeWitt and Clark Roundabout - open to traffic and finishing sign installation, DeWitt Sidewalks - Howe Road sidewalk complete, finishing restoration and seeding issues, Andover sidewalks on hold, pending review of tree concerns by K&R, Colony/127 - will start in September, Townsend and Krepps - will start mid August, Chip seals - are obligated and CCRC started Force Account work in June, Coleman Road - work completed June 30th and in process of submitting final costs to MDOT, we had multiple inquiries from other municipalities on solar lights, County paving - to start in July, Township paving starting in August, 2) Design Projects: 2023 Webster Road - meeting with Bath Township road committee in July to confirm sidewalk/pathway plans and funding, 3) Planning: Tri County approved CCRC to assist with picking up counts in Eaton and Ingham, our crews will get reimbursed, Solon Speed Study - still waiting on MSP preliminary speed data, Duplain Church - ROW abandonment petition turned in for unnamed road on property, 4) Developments: Thomas Farms in DeWitt Township - moving forward, plan on breaking ground in late summer of 2021, Bonnie Meadows PH II in Bath Township - road construction is underway, cut subgrade and installing agg. base, Hawk Hollow (The Cottages) - homeowners association looking into turning over private sections of Hawk Hollow Dr., Mulligan Dr., and Ann Dr. to public.

K. Director of Finance Report

Ms. Gurski reported: 1) MTF for May came in at \$941,391.41, 2) New server installation complete, went very smoothly, 3) Shredding company came week of June 14th and shredded old documents we no longer needed to keep, 4) Registered myself, Doug, and Gail for the MCRCSIP Annual Membership Meeting on July 21st, 5) Received audit notification letter from CRASIF for annual workman comp audit.

L. Managing Director Report

Mr. Steffen reported: 1) Facility meetings continuing with Hobbs & Black, still looking at Jan/Feb window for bidding if all approved by county, 2) Website and logo project complete, website launched and working on videos of projects 3) Townships - a lot of great feedback from DeWitt and City of DeWitt commending Marc's communication and how smooth the projects went this year, also working on scheduling township meetings in the next two months, 4) Commissioner-Manager Workshop - will be scheduling this soon, 5) Infrastructure package - introduced by senators and President: 1.2 trillion over 8 years and 559 billion in new spending, 6) Discussed I-69 project with Greg at MDOT, letting went thru last Friday they are looking to start in August.

M. Financial Reports

Motion to accept the June Financials and place them on file.

Move: Kevin Holt Second: Michael Frederick Status: Passed

N. Approval to Move Forward with Plans to Construct New Facility

Motion to move forward with plans to construct a new facility with site plan dated.

Move: Kevin Holt Second: Michael Frederick Status: Passed

O. Resolution Requesting County Board of Commissioners to Issue Bonds

A motion was made by Commissioner Frederick, and seconded by Commissioner Holt, to approve the following resolution:

WHEREAS, the Board of County Road Commissioners of the County of Clinton (the "Road Commission") determines it to be necessary for the public health, safety and welfare of the County of Clinton (the "County") and its residents to acquire, construct, and furnish a new building to house the Road Commission administration offices and maintenance facility, together with any related site acquisition or improvements (the "Project"); and

WHEREAS, the estimated cost of the Project is an amount not-to-exceed Eighteen Million Dollars (\$18,000,000); and

WHEREAS, in order to obtain the lowest cost of financing for the Project, the Road Commission desires to request the County Board of Commissioners of the County to authorize the borrowing of funds and issuance of the County's limited tax general obligation bonds to pay the cost of the Project; and

WHEREAS, the Road Commission will pay the annual principal and interest payments on the proposed bonds from its future revenues derived from state-collected gas and weight taxes returned to the County for county

road purposes pursuant to law.

NOW THEREFORE BE IT RESOLVED that:

1. Request to County to Issue Bonds. The Road Commission hereby requests that the County Board of Commissioners authorize the issuance of limited tax general obligation bonds of the County in an amount not to exceed \$18,000,000 for the purpose of paying costs of the Project.
2. Payment of Bonds; Reimbursement of Costs. The Road Commission agrees to pay the County from its future revenues derived from State-collected gas and weight taxes and other State sources returned to the County for county road purposes pursuant to law, in such amounts necessary to pay principal of and interest on the bonds as they come due. The Road Commission further agrees to reimburse the County for any costs of the Project not financed from the proceeds of the bonds, including, if necessary, the costs of issuance of the bonds, any publication costs, and other costs incurred by the County with respect to the Project.
3. Use of Bond Proceeds. The proceeds of the bonds shall be used to pay the cost of the Project and issuance costs of the bonds. Any remaining costs of the Project shall be paid from funds lawfully available to the Road Commission.
4. Professional Consultants. The Road Commission requests that the County retain the consultants that have been working with the Road Commission on the Project and the bonds, including:
  - (a) Miller, Canfield, Paddock and Stone, P.L.C. as bond counsel in connection with the issuance of the bonds; and
  - (b) Bendzinski & Co. Municipal Finance Advisors, as the registered municipal advisor in connection with the issuance of the bonds.
5. Delivery of Resolution to County. The Secretary of the Road Commission is directed to deliver a certified copy of this resolution to the County Clerk.
6. Conflicting Resolutions. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

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

Move: Michael Frederick Second: Kevin Holt Status: Passed

P. Approval to Accept Petition to Abandon Unnamed Right of Way in Duplain Township.

Motion to accept petition to abandon unnamed Right of Way in Duplain Township.

Move: Kevin Holt Second: Michael Frederick Status: Passed

Q. Resolution Requesting Abandonment of Unnamed Right of Way in Duplain Township

A motion was made by Commissioner Holt and seconded by Commissioner Frederick, to approve the following resolution:

WHEREAS, a petition was received by the Board of Clinton County Road Commissioners to consider abandonment of an unnamed Road Right-of-Way within the Village of Mapleton in Duplain Township, Section 29, and

WHEREAS, a separate public hearing is not required based on Clinton County Road Commission Policy for Abandoning a Road (No. 116), the adjacent property owner(s) along with 7 freeholders of the Township have signed the petition, and the roadway does not cross or border on a waterway, and

WHEREAS, the Clinton County Board of Road Commissioners feels that abandonment of the unnamed Road Right-of-Way is in the best interest of the public, and said property will revert to the adjacent property owners,

NOW THEREFORE BE IT RESOLVED that the unnamed Road Right-of-Way, a 66' wide strip of land extending approximately 395' north from Colony Road to Maple Road between Parcel 060-029-300-025-00 and Parcel 060-029-300-055-00 which lies between Lots 121-126 and Lots 127-132, as shown on the Plat of the Village of Mapleton, dated Oct 27, 1837, be absolutely and permanently abandoned and dedicated to the adjacent property owners, any easements for public utilities lying within this right-of-way to remain unless abandoned by each public utility individually.

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

Move: Kevin Holt Second: Michael Frederick Status: Passed

- R. Resolution to enter into Contract with MDOT: Contract No. 21-5303 - Chip Seal Colony Road from US 127 to Chandler.

A motion was made by Commissioner Frederick and seconded by Commissioner Holt, to approve 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. 21-5303, and

WHEREAS, this contract is for: Single course chip seal along Colony Road from US 127 to Chandler Road; and all together with necessary related work

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.

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

Move: Michael Frederick Second: Kevin Holt Status: Passed

- S. Resolution to enter into Contract with MDOT: Contract No. 21-5304 - Chip Seal Round Lake Road from Chandler to Shepardsville Road

A motion was made by Commissioner Holt, seconded by Commissioner Frederick, to approve 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. 21-5304, and

WHEREAS, this contract is for:

PART I: Single course chip seal along Round Lake Road from Chandler to Shepardsville Road; and all together with necessary related work

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.

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

Move: Kevin Holt Second: Michael Frederick Status: Passed

- T. Resolution to enter into Contract with MDOT: Contract No. 21-5305 - Chip Seal DeWitt Road from Cutler to Jason

A motion was made by Commissioner Holt, seconded by Commissioner Frederick, to approve 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. 21-5305, and

WHEREAS, this contract is for:

PART I: Single course chip seal along DeWitt Road from Cutler Road to Jason Road; and all together with necessary related work

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.

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

Move: Kevin Holt Second: Michael Frederick Status: Passed

- U. Resolution to enter into Contract with MDOT: Contract No. 21-5306 - Chip Seal Shepardsville Road from M-21 to French Road

A motion was made by Commissioner Frederick, seconded by Commissioner Holt, to approve 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. 21-5306, and

WHEREAS, this contract is for:

PART I: Single course chip seal along Shepardsville Road from M-21 to French Road; and all together with necessary related work

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.

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

Move: Michael Frederick Second: Kevin Holt Status: Passed

- V. Resolution to enter into Contract with MDOT: Contract No. 21-5195 - Resurface Krepps Road to Townsend Road

A motion was made by Commissioner Holt, seconded by Commissioner Frederick, to approve the following resolution:

WHEREAS, pursuant to Federal law, monies have been provided for the performance of certain improvements on public roads; and

WHEREAS, the reference "FHWA" in PART I and PART II refers to the United States Department of Transportation, Federal Highway Administration; and

PART A – JOB #206986CON; 21A0567

Hot mix asphalt base crushing, shaping, and resurfacing, trenching, shoulder widening and aggregate shoulders along Townsend Road from US-127 to Krepps Road, including pavement markings; and all together with necessary related work.

PART B – JOB #206992CON; 21A0568

Hot mix asphalt base crushing, shaping, and resurfacing, trenching, shoulder widening and aggregate shoulders along Krepps Road from Townsend Road to M-21, including pavement markings; and all together with necessary related work.

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.

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

Move: Kevin Holt Second: Michael Frederick Status: Passed

- W. Approval of Township Contracts

Motion to approve the following Township Contracts:

Lebanon: 101071, 101171, 101271, 101371, 100571, 100971, 100871, 100771, 100471

Westphalia: 160371, 160471, 160571, 160671, 160771, 160871, 160971, 161071

Victor: 140271

Move: Kevin Holt Second: Michael Frederick Status: Passed

X. Approval of Right of Way Permits

#090-21 through #113-21

Motion to approve the Right of Way Permits as presented.

Move: Kevin Holt Second: Michael Frederick Status: Passed

Y. Approval of Vouchers

Payroll: #92016 - #92037 including advices

Vouchers: #66220- #66256 including ACH

Total:\$836,490.95

Motion to approve the vouchers as presented.

Move: Michael Frederick Second: Kevin Holt Status: Passed

Z. Closed Session - Discuss Upcoming Contract Negotiations

Motion by Commissioner Frederick, seconded by Commissioner Holt, to enter into closed session to discuss a upcoming contract negotiations.

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

Motion by Commissioner Holt, seconded by Commissioner Frederick, to close the closed session and to reconvene the regular meeting.

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

Move: Kevin Holt Second: Michael Frederick Status: Passed

AA. Commissioner Comments

AB. Adjournment

With no further business to come before the Board, the meeting was adjourned at: 10:54 a.m

  
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Karla M. Gurski, Deputy Clerk of the Board

Move: Michael Frederick Second: Kevin Holt Status: Passed