

MINUTES



**Clinton County Road Commission
Board Meeting
Thursday, January 6, 2022, 9:00 am - 10:30 am
3536 S. US Highway 27 St. Johns, MI 48879**

A. Welcome and Pledge of Allegiance

B. Election of Chair & Vice Chair

Clerk Gurski 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 Gurski 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: Holt - Aye, Watkins - Aye, Frederick - Abstained

C. Appointment of Clerk & County Highway Engineer

Motion to appoint Karla Gurski as Clerk of the Board and Marc Trotter as County Highway Engineer for 2022.

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 22, 2021 Minutes

Motion to approve the December 22, 2021 Minutes as presented.

Move: Michael Frederick Second: Kevin Holt Status: Passed

F. Approval of December 22, 2021 Closed Session Minutes -Attorney Consult

Motion to approve the December 22, 2021 Closed Session Minutes-Attorney Consult as presented.

Move: Michael Frederick Second: Kevin Holt Status: Passed

G. Approval of December 22, 2021 Closed Session Minutes - Discussion of Contract Negotiations

Motion to approve the December 22, 2021 Closed Session Minutes-Discussion of Contract Negotiations as presented.

Move: Michael Frederick Second: Kevin Holt Status: Passed

H. Communications

Motion to accept the communication and place it on file.

Move: Michael Frederick Second: Kevin Holt Status: Passed

I. Information from County Commissioner David Pohl

Mr. Pohl reported: 1) The county is reviewing their policies and making any necessary changes/updates, 2) The county discussed board meetings and members attending virtually, if someone wants to phone in and they can

make public comment, but they are not able to comment on any other item or vote, 3) RFP discussion is ongoing, as the county will be doing some enhancements over the next 10 years, they will most likely be going back to two meetings a month for the committee meetings to discuss the direction and plan for this.

J. Public Comments

There was no public comment.

K. Director of Engineering Report

Mr. Trotter reported: 1) 2021 federal aid and county projects are complete, 2) We are receiving an award from MCA for the DeWitt and Clark Road Roundabout, 3) For the 2022 federal aid projects we are planning on the Francis and Clark Road Intersection with letting to be in May, the Grand River and M-100 to I-96 letting will be in July, and the Wood Road from Coleman to State letting will be in July as well, the Arenac RTF fund purchase is confirmed and we plan to use the majority of these funds on four 4-mile force account chip seals on the west side of the county, 4) The as needed traffic signal support proposals were accepted from Carrier & Gable and J Ranck, 5) For 2023-2024 in Bath Township the Webster Road and Safe Routes To Schools is being expedited on the SRTS schedule, the MSU team has been helpful in providing preliminary design info to keep the decision process moving, 6) We submitted our application for Chandler Road with the 2021 Category F economic development grant application, but it was not successful, we will reapply in 2022 and hope to gain support with having projects on the Tri-County list, 7) It was requested by Greenbush Township that DeWitt Road and Colony Road intersection be evaluated for a potential safety grant to reconfigure the existing triangle intersections, this is a result of significant traffic increases from the County Parks, 8) We will be meeting with Oxcart next week to get the process started to transition our ROW permits to their system, we will have to adjust our fee schedules based on efficiency of the new system, which will save the CCRC staff time in processing and filing records, 9) The Board of Water and Light and Thomas Farms will be installing a watermain extension on Solon Road, this coming spring they will extend from BR-27 west along Solon Road to the Thomas Farms Development, this will be at the developers expense, 10) Consumers gas upgrades in DeWitt Township near Turner, State, and Sheridan will continue through the winter of 2022, CCRC addressed traffic controls issues with Consumers last week on BR-27, but there are no concerns at this time, 11) In DeWitt Township the Thomas Farms development did pave their base course in mid-December, the weather conditions were acceptable and there are no concerns on our end at this time.

L. Director of Finance Report

Approval of Vouchers:

Payroll: #92194 - #92204 including advices

Vouchers: #66827- #66875 including ACH

Total: \$310,641.88

Ms. Gurski reported: 1) MTF came in at \$962,025.04, this puts us at 95% of what was projected for the year, 2) We will be getting staff signed up for 2022 Highway Conference & Road Show which is March 8th through the 10th at The Lansing Center, 3) GASB 87 (which establishes a single model for lease accounting) takes effect for us this year, 4) We are working through year end and have reached out to the auditor for audit prep.

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

Move: Frederick Second: Holt Status: Passed

Approval of Vouchers:

Payroll: #92194 - #92204 including advices

Vouchers: #66827- #66875 including ACH

Total: \$310,641.88

Motion to approve the vouchers as presented.

Move: Holt Second: Frederick Status: Passed

M. Managing Director Report

Mr. Steffen reported: 1) Continuing to review plans with Hobbs and Black, the planning schedule is on track with bidding going out on January 10th, we will need to adjust our February 17th board meeting so our board can review and approve the resolution that will be drafted by Miller Canfield, 2) We currently have one COVID positive case, 3) Recently met with Greenbush Township about their 2022 projects, Lee stated they were very happy with the 2021 projects in the township, 4) The next Seven County Council meeting is scheduled for

January 18th at Riley Township Hall, 5) We have been looking at and planning equipment purchases for next year, 6) There is a possible grant opportunity for storm water cost through the County we are getting more information on that to see if we will qualify for potential catch basin at CCRC site, 7) Received a call from Glanbia (MWC) to see if we would have a use for the waste salt they acquire after the cheese is processed, they will be getting us data sheets and drop off a sample to see if we could potentially blend the salt waste in with our salt, 8) Working on getting the next manager and commissioner workshop scheduled, will plan to have this in February, also working on getting a date for the Legislative Breakfast, 9) We recently received a call from a local contractor that is introducing crumb rubber as an application for chip seal, will meet with them to see what they have and get feedback on how the product performs, 10) We completed interviews for the Director of Operations position, we offered the position to our first choice who was from Ingham County, but he declined so we offered it to our second choice who is from Ionia County, and we are waiting to hear back from him, 11) We received a memo from CRA on the Federal Infrastructure Investment and Jobs Act (IIJA) which provided guidance on communicating how the funds will be able to be spent to the public, 12) Since our last meeting, reached out to Eric Silm with Bingham Township regarding the water main concern with our new building, a draft was sent out to them stating the items discussed, including that the township will pay for their portion of the ROW, CCRC will dig the trench, the township will pay for all the materials and labor, and in turn at the townships request, CCRC will grant a 20 foot wide easement on the south side of the property that will go all the way to County Farm Road for future installation of a water main at the townships cost, in the final agreement there will be a legal description and it will be recorded with the register of deeds, all at the townships cost, Nolan with Dickenson Wright will draft the agreement to be signed by both parties.

N. Award Bids for As Needed Traffic Signal Services

Motion to award As Needed Traffic Signal Service based on service needed and availability.

Move: Kevin Holt Second: Michael Frederick Status: Passed

O. Approval for Managing Director to Sign Agreement with MSP for Seasonal Weight Restrictions & General Enforcement Road Patrol for 2022

Motion to approve Managing Director, Doug Steffen, to sign the agreement with MSP for Seasonal Weight Restrictions & General Enforcement Road Patrol for 2022.

Move: Kevin Holt Second: Michael Frederick Status: Passed

P. Approval of Right of Way Permits

#238-21 through #246-21 for 2021
#001-22 through #007-22 for 2022

Motion to approve Right of Way Permits as presented.

Move: Michael Frederick Second: Kevin Holt Status: Passed

Q. Closed Session to Discuss Contract Negotiations

Motion by Commissioner Holt, seconded by Commissioner Frederick to to enter into closed session pursuant to the Open Meetings Act, MCL 15.268 for strategy and negotiation regarding the collective bargaining agreement at 10:12 a.m.

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

Motion made by Commissioner Holt, seconded by Commissioner Frederick to end the closed session and reconvene the regular meeting at 11:21 a.m.

R. Commissioner Comments

Discussion to change the February meeting date to the 11th, the meeting needs to occur before the 17th so we can approve bids before the County Ways & Means meeting.

S. Adjournment

With no further business to come before the Board, the meeting was adjourned at 11:22 a.m.

Karla Gurski

Karla Gurski, Finance Director/Clerk of the Board