



MINUTES

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

In Attendance

Member

Gail Watkins; Kevin Holt; Michael Frederick

Staff

Douglas Steffen; Karla Gurski

Co. Comm.

David W. Pohl

Not In Attendance

Staff

Marc Trotter

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 6, 2022 Minutes

Motion to approve the January 6, 2022 Minutes as presented.

Move: Kevin Holt Second: Michael Frederick Status: Passed

D. Approval of January 6, 2022 Closed Meeting Minutes - Discuss Contract Negotiations

Motion to approve the January 6, 2022 Closed Meeting Minutes - Discuss Contract Negotiations as presented.

Move: Michael Frederick Second: Kevin Holt Status: Passed

E. Approval of January 21, 2022 Special Meeting Minutes

Motion to approve the January 21, 2022 Special Meeting Minutes as presented.

Move: Kevin Holt Second: Michael Frederick Status: Passed

F. Communications

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

Mr. Pohl reported: 1) 911 intended for 9th of February moved to 8th of March, existing equipment failed, need to replace power unit on Chadwick Road, 2) Veterans services are being added in Clinton County, in the past veteran services were provided for veterans of wartime and combat, now services will be added for reservists, national guard, peacetime and wartime veterans, additional information will be available at the Clinton County website under "Services", 3) Continued work to explore the expansion of broadband in the county, the first step is getting a good baseline to know where we are, a survey is being done to help identify the current status of broadband, we can then start exploring ways to expand the availability, 4) Approved a resolution supporting the paving of the CIS trail by the DNR and/or MDOT as it is under their jurisdiction, 5) Diane Zuker, Clinton County

Clerk has stated that she is retiring on or about May 1, 2022, Diane has served the County since 1982 except for a few months and as County Clerk since May 17, 1995, she has truly defined the term "Public Service" and we owe her a huge "THANK YOU", 6) Townships have been approached about marijuana facilities, the County zoning is reviewing the options as to whether this might be viewed as a land use therefor a County zoning question or as a local activity and falls within a Township activity ordinance.

H. Public Comments

There was no public comment.

I. Director of Engineering Report

Mr. Trotter reported: 1) For the 2022 MDOT Bridge Bundle we have two super structure rehabs, one at Herbison Road and the other at Tallman Road, 2) The 2022 Federal Aid Projects are Francis and Clark Intersection for May letting, Grand River, M-100 to I-96 is set for July letting, we also received an additional \$350,000 of Rural STP funds for this project, will match with CCRC State D funds, so no additional CCRC local match required, this will go to Tri-County for approval in March or April, the Wood Road from Coleman to State project is on track for July letting, 3) We met with the Airport & Fishbeck team last week for the Airport Traffic Study and received the okay to proceed with the study as proposed, it should start in March, 4) Bath Township has meetings scheduled February 1st and February 10th for the SRTS 2024 project, CCRC will submit Resolution of Support that is required for the grant application, 5) We will be transitioning ROW permits to the Oxcart system in 2022, prior to that we will adjust our fee schedule to simplify and include the Oxcart fee, 6) Spicer & Forsberg team inquired about connecting the Nottingham Fields development on Stoll Road to private condos on State Road (Teaberry), CCRC recommended the development team discuss with Watertown Township first, as a utility and private property agreement needs to be worked out.

J. Director of Finance Report

Ms. Gurski reported: 1) As of December 31st the OPEB was funded at 155.6%, we reimbursed our general fund for the 2021 OPEB expenses, so that disbursement will be reflected in the MERS 1st quarter statement, 2) Been in contact with the auditor and they got the portal set up for uploading documents, 3) Compiled and submitted the information for the OPEB Actuarial, 4) Updated the MERS HCSP documents to reflect the changes as to when the contribution(s) are made to an employee's plans as stated in the new CBA. 5) Have been working with our rep at Nationwide to get the 401(a) plan set up for admin hired after January 1 of this year, 6) Received notification this week from MDOT for Trunkline Audit, 7) MTF posted this morning for December and came in a \$1,251,373.72.

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

Move: Frederick Second: Holt Status: Passed

Approval of Vouchers:

Payroll: #92205 - #92222 including advices

Vouchers: #66876- #66938 including ACH

Total: \$1,023,004.47

Motion to approve the vouchers as presented.

Move: Frederick Second: Holt Status: Passed

K. Managing Director Report

Mr. Steffen reported: 1) We currently have no positive COVID cases, we revised our mask policy inside the buildings for a few weeks, 2) The new facility went out for bid, there are 10 general contractors that are planning to bid, the pre-bid meeting went well, with about 45 people in attendance, 3) Met with Victor Township about broadband install and the permit process, they will be working with Stellar Communications for the internet service, 4) Looking to schedule Township Meetings for March 16th and 17th, we plan to have them in person this year, and will have the scheduled board meeting on March 17th after the last township meeting in the afternoon, 5) The TPOAM contract is settled and appreciate the support of the Board on this, 5) Now serving as the Chair of Seven County Council for 2022, 6) Dates for the next Manager and Commissioner meeting will be sent out soon, 6) After looking at the salt waste from MWC, we have decided to blend in their waste salt with our sand/salt that is applied to the roads, they have about two 55 gallon drums every two weeks that we will arrange for pickup, 7) Met with Media Advantage this week to prep for the Highway Conference Presentation in March, 8) Looking at possibly having the Legislative Breakfast on Wednesday, March 23rd, 9) The Airport Traffic Study is moving forward, 10) CIS Trail reached out to us for estimating help on possibly paving the trail, 11) Schlegel's

was acquired by Carneuse, who will be doing all of the processing, they are interested in producing good road gravel, they have several pits, with possibly three different locations throughout the county, this could potentially be a good source for townships to get local gravel, 12) Legal update regarding Rowe and Searles; Nolan is preparing the final letter to send to Rowe, which we should have soon for review, he should also have a letter ready to send to Searles as well, 13) Have been working with Eric Harger and Eric Silm regarding Bingham Township, sent over the preliminary numbers for the cost of the watermain, once final numbers come in for materials, we will update the estimate and send over for signatures, 14) Will soon be scheduling training with John N. for the internal professional development, 15) Also, plan to schedule the Reasonable Suspicion Training for all Supervisors, 16) Lastly, we have 4 interviews scheduled next week for the Director of Operations position.

L. Resolution of Support for Bath Township SRTS Funding

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

WHEREAS, The Clinton County Road Commission is requesting SRTS funding for a 2024 project to construct sidewalks, crosswalks, and pedestrian safety signage around the Bath Schools, and will act as the Act 51 agency during the project development, and

WHEREAS, The Clinton County Road Commission will provide matching funding to move forward and commits the funds necessary to carry out the project through Bath Charter Township and Bath Public Schools. This commitment includes but is not limited to, matching funds, engineering for design and construction, permit fees, administration costs and any cost overruns.

WHEREAS, Bath Charter Township has committed to owning, operating, and funding/implementing a maintenance plan/program over the design life of the proposed improvements and reimbursing the costs for engineering and possible construction match.

NOW, THEREFORE BE IT RESOLVED, that the Clinton County Road Commission authorizes Marc Trotter, Dir. of Engineering to act as the agent during project development, sign a project agreement upon receipt of the funding award and commits to the availability of the funds necessary to carry out the project.

M. Approval to Accept Bids for 2022 Materials

Motion to Accept Bids for 2022 Materials

Move: Kevin Holt Second: Michael Frederick Status: Passed

N. Annual Certification of Roads

Motion to authorize Chairperson Watkins to sign the 2021 Annual Certification of Roads.

Move: Michael Frederick Second: Kevin Holt Status: Passed

O. Resolution to Adopt 401(a) Plan with Nationwide for Administrative Staff hired on or after January 1, 2022

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

WHEREAS, the Board of Clinton County Road Commissioners met and discussed retirement benefits for new hire administrative employees hired on or after January 1, 2022, and

WHEREAS, The Clinton County Road Commission will provide a match of up to 7% of an employee's 457(b) contribution into a 401(a) with a minimum of 3% contribution into 457(b) to be eligible for a match, and

WHEREAS, the establishment of a 401(a) plan paired with the 457(b) for such employees will serve the interest of the Employer by enabling it to provide reasonable retirement security for its employees, by providing increased flexibility in its personnel management system, and by assisting in the attraction and retention of competent personnel, and

WHEREAS, the Employer desires that its 401(a) plan be administered by the Nationwide Insurance Company:

NOW, THEREFORE BE IT RESOLVED, that the form of Plan and Trust effective January 1, 2022, presented to

this meeting is hereby approved and adopted and that an authorized representative(s) of the Employer are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

Move: Kevin Holt Second: Michael Frederick Status: Passed

P. Approval of Right of Way Permits

#008-22 through #017-22

Motion to approve Right of Way Permits as presented.


Move: Michael Frederick Second: Kevin Holt Status: Passed

Q. Commissioner Comments

Mr. Watkins stated that as of last night Mr. Frederick is officially the new CCRC representative for Tri-County Regional Planning.

R. Adjournment

With no further business to come before the Board at this time the meeting was adjourned at 10:07 a.m.



Karla Gurski, Clerk of the Board