



MINUTES

Clinton County Road Commission
Board Meeting
Thursday, May 26, 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; Marc Trotter

Co. Comm.

David W. Pohl

A. Welcome and Pledge of Allegiance

B. Approval of Amended Agenda

A motion was made by Commissioner Frederick, Seconded by Commissioner Holt and passed to amend the agenda and move Item R ahead of item C.

Move: Michael Frederick Second: Kevin Holt Status: Passed

C. Approval to Sign & Accept Bingham Farms No. 4 Plat

Motion to authorize Chairperson Watkins to sign the Road Construction Agreement & the Final Plat for Bingham Farms No 4.

Move: Kevin Holt Second: Michael Frederick Status: Passed

D. Approval of April 21, 2022 Minutes

Motion to approve the April 21, 2022 Minutes as presented.

Move: Michael Frederick Second: Kevin Holt Status: Passed

E. Communications

There were no communications

F. Information from County Commissioner David Pohl

Mr. Pohl Reported: 1) County tentatively approving the contract with 911, this will take effect beginning in 2023, 2) A report was presented reviewing the current public safety facility (jail) and the future needs, both renovation and replacement are being analyzed, in either scenario the cost is expensive and not much of a difference, while it is not a very pleasant prospect it's necessary to look into the future; the need for more space is due to an increase in mental health issues and more female inmates, 3) A broadband meeting was held on May 18th, the county needs to determine the commitment from townships and/or other participants in the county, the information is important in order to decide what grant opportunities to pursue if any, there are quite a few gaps in the county yet on broadband, the county should hear back from the townships by mid June, 4) The county approved the dog beach rules for Clinton Lakes, no dogs are allowed on the Motz Park or Big Clinton Lake beach, but dogs are allowed at Little Clinton Lake Beach with the owner or responsible party, 5) The county also approved the St. Johns Mint Festival use of the fairgrounds and to allow the normal use of the fairgrounds for the 4-H fair.

G. Public Comments

There was no public comment.

H. Director of Engineering Report

Mr. Trotter reported: 1) 2022 MDOT Bridge Bundle: The Herbison Road Bridge will open to traffic on May 27th, the Tallman Road Bridge will close on June 6th and remain closed until September 3rd, 2) 2022 Federal Aid: The Francis and Clark Road Intersection bids were received on May 5th, the bids came in 11% over the estimate, which was expected considering the current market prices, we anticipate a July start, no contract has been awarded yet, 3) Wood Street and Grand River Ave. both have a June letting, and our Chip Seal Force Account projects are obligated in June with a July start, 4) Local Paving: Bonnie Meadows in Bath was completed May 20th, Springbrook Hills and Hummingbird Lane in DeWitt are both scheduled for June, and Lakeside Preserve microsurfacing will be in July/August, 5) Primary Paving: Chandler Road from Alward to Price - the base course is in and top course will be completed in early June; Colony Road from Hubbardston to Grange Road paving was completed on May 20th, and the biorestore application is scheduled for June 1st; Francis Road from Grand River to Stoll is scheduled in July and we are coordinating with the MDOT work on I-69; DeWitt Road from city limit to Cutler Road - we are working on finishing the design and estimate for township approval to widen the bike lane; Herbison Road from BR27 to Schavey will have microsurfacing done in July/August, 6) The Clark Road repair patches from Francis to Airport in Watertown Township are complete, MDOT agreed to pay their contract price of \$76-92/ton with the Road Commission paying the balance up to \$110/ton, we feel this is a fair split with MDOT paying \$59K and CCRC paying \$19K, 7) Design for Federal Aid Projects: DeWitt Road from Townsend to M-21 - CCRC ended up receiving an additional \$80K from the cancelled City of St. Johns project, there is a tentative approval of design exception for 4 foot shoulders, the GI submittal is in June with obligated 2022 funding by September and construction in 2023; The 2023 project at Clark Road from Wacousta to Airport - currently in discussion with the township on reduced cost mill and fill or overlay options vs. a full reconstruct and widening, 8) Planning: MDOT Federal Aid Buyout - we plan to submit one rural 2023 paving project, this is due in June; in Bath Township the Webster Road and SRTS for 2024- ENG has been selected as the design consultant and will start in June; in DeWitt Township the Webb Road Sidewalk for 2023 - LRE has been selected as the design consultant to start in June, 9) The MDOT Safety Grant Applications have been submitted for three projects: Chandler Road from County Line to State (\$600K), DeWitt and Colony Intersection (\$400K), and Primary intersection stop signs in Watertown, DeWitt and Bath (\$40K), 10) MDOT TED Category F Grant Application was submitted for Chandler Road from County Line to State, 11) The Airport Traffic Study data collection is complete, we are meeting tomorrow to discuss the report with the Fishbeck and the Airport, 12) OxCart ROW is improving the permit processing time, overall the system is working well, 13) We have requested additional patrol with MSP in Greenbush Township and continuing to monitor Francis Road at I-69 detour traffic, 14) Developments: Thomas Farms in DeWitt Township - Clark Road was reopened on May 24th, the shoulder closure to continue into June; in Watertown Township - Nottingham Farms - the Road Construction Agreement has been submitted, TA Forsberg is looking to break ground in June; and Bingham Farms No. 4 - the developer submitted final plat and road construction agreement for signatures, base course paving is complete.

I. Director of Finance Report

Ms. Gurski reported: 1) MTF for May was \$1,058,527.00, 2) Katie & I attended the Finance & HR Conference the second week of May, it was a great conference with a lot of valuable information and great networking, 3) Filed the Annual Qualifying Statement and after today's meeting will request Engineering Reimbursement, 4) Submitted the PA 202 for OPEB reporting and PA 530 for Pension reporting (see attached) this uses prior year numbers, 5) Received pricing from 44North on short term disability plans with other providers, we are currently with Lincoln Financial, but by switching to One America, with exactly the same benefits, this will save the RC over \$9,000 annually with a rate guarantee for 2 years, 6) MERS just released the GovInvest actuarial self service tool where we can run projections and analyze our liabilities, will be exploring that.

Motion to accept the April financials and place on file.

Move: Frederick Second: Holt Status: Passed

Approval of Vouchers:

Payroll: #92253 - #92261 including advices

Vouchers: #67178- #67275 including ACH

Total: \$2,232,614.08

Motion to approve the vouchers as presented.

Move: Holt Second: Frederick Status: Passed

J. Managing Director Report

Mr. Steffen reported: 1) The new facility is moving along well, 90% of the building pads are built, and the footings will be started next week, 2) Excavating crew did run into a couple of areas of bad soil where undercuts were needed but nothing major, 3) Our staff met and picked out the interior colors for the new building a couple of weeks ago, 4) We are meeting with Kentwood today for office furniture options and pricing, 5) Township contracts are mostly in, we are only waiting on couple of townships yet, 6) Met with township officials regarding Solon Road, CCRC isn't doing anything further, but we did send out a joint letter to the property owners stating that CCRC will re-address the speed concern(s) after the construction is complete, 7) Met with Watertown Township to discuss the Clark Road construction options, we stated the township needs to let us know their decision within 30 days, 8) Gravel hauling should be starting in next couple of weeks, we plan to finish last years gravel first, all gravel this year should be completed by mid July, 9) Attended the County's Ways and Means meeting on the 12th to thank them for their work with us on the new facility, we will continue to communicate updates so they can track on their end, 10) June 1st is the Colony road application with the Soybean Association, Media Advantage will be present to take photos and video, 11) June 8th is the 'Bring Your Legislators to Lunch' Event at the Capital, 12) One of two new trucks arrived yesterday the other truck should be here next week, 13) We hired the new equipment supervisor to replace Jeff, Martin Olney, an internal candidate was chosen, Marty originally came from Transit and was hired at CCRC as a mechanic in 2020, we are now advertising for a mechanic's position to fill Marty's spot, 13) We had two new truck drivers start last week, and the seasonal positions are filled, with two interns in engineering and three in operations.

K. 2021 Clinton County Road Commission Annual Report

Motion to accept the 2021 Annual Report of the Clinton County Road Commission and place it on file.

Move: Michael Frederick Second: Kevin Holt Status: Passed

L. Approval of Budget Amendment #1

Motion to approve the Budget Amendment as presented.

Move: Kevin Holt Second: Michael Frederick Status: Passed

M. Approval of MDOT Form 2044 Engineering Reimbursement

Motion to authorize signature and submission of MDOT Form 2044 requesting the annual \$10,000 reimbursement for engineering services.

Move: Michael Frederick Second: Kevin Holt Status: Passed

N. Resolution to enter into Contract with MDOT: Contract No. 22-5128 - Intersection Safety Improvements at Francis Road and Clark Road

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, a contract between the Michigan Department of Transportation and the Clinton County Road Commission has been presented for consideration for Contract No. 22-5128, and

WHEREAS, this contract is for:

PART I: Hot mix asphalt reconstruction, shoulders, concrete curb and gutter, drainage, permanent signing including LED bordered signs and permanent pavement markings along Francis Road at Clark 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

O. Resolution to enter into Contract with MDOT: Contract No. 22-5228 -HMA along W. Grand River from Wright Rd to I-96

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. 22-5228, and

WHEREAS, this contract is for:

PART I: Hot mix asphalt cold milling & resurfacing, aggregate shoulders and permanent pavement markings along West Grand River Avenue from Wright Road (M-100) to I-96; 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

- P. Resolution to enter into Contract with MDOT: Contract No. 22-5231 -HMA Wood Road from State to Coleman 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. 22-5231, and

WHEREAS, this contract is for:

PART I: Hot mix asphalt milling & resurfacing work along Wood Road from State Street to Coleman Road, including pavement marking work; 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

- Q. Approval for 2023 Plow Truck Build with Truck & Trailer Inc.

Motion to approve the purchase of the following equipment through the MiDeal program: (1) Single Axle Swaploader, and (1) Tandem Swaploader for purchase in 2023.

Move: Kevin Holt Second: Michael Frederick Status: Passed

- R. Approval to Purchase Slag

Motion to approve purchase of slag based on price and availability.

Move: Michael Frederick Second: Kevin Holt Status: Passed

- S. Approval to Accept Nottingham Fields - Phase II - Acceptance of Road Construction Agreement

Motion to authorize Chairman Watkins to sign the Road Construction Agreement for Nottingham Fields - Phase II.

Move: Michael Frederick Second: Kevin Holt Status: Passed

- T. Approval to send out RFP for Legal Services

Motion to approve sending out RFP for Legal Services.

Move: Michael Frederick Second: Kevin Holt Status: Passed

U. Approval of Township Contracts

Motion to approve the following Township contracts:

Bengal: 020192, 020272, 020372, 020472, 060572, 020672, 020772, 020872

Essex: 080972

Greenbush: 090172, 090372, 090472, 090572, 090672, 090772, 090872, 090972

Ovid: 120272, 120372, 120472, 120572, 120672, 120772, 120872, 120972, 121072, 121172, 121272, 121372, 121472, 121572, 121672

Move: Michael Frederick Second: Kevin Holt Status: Passed

V. Approval of Right of Way Permits

#060-22 through #063-22

Motion to approve the Right of Way Permits as presented.

Move: Michael Frederick Second: Kevin Holt Status: Passed

W. Commissioner Comments

Commissioner Watkins commended Doug on the meeting CCRC hosted with the potential future state representative and senator; Doug presented a well informed orientation meeting, effectively representing CCRC.

X. Adjournment

With no further business to come before the Board, the meeting was adjourned at: 10:21 am



Karla Gurski, Clerk of the Board

Move: Kevin Holt Second: Michael Frederick Status: Passed