

## MINUTES



**Clinton County Road Commission  
Board Meeting  
Thursday, August 11, 2022, 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

**Co. Comm.**

David W. Pohl

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### **Not In Attendance**

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**Staff**

Marc Trotter

A. Welcome and Pledge of Allegiance

B. Approval of Agenda

Motion to approve Agenda as presented.

Move: Kevin Holt Second: Michael Frederick Status: Passed

C. Approval of July 07, 2022 Minutes

Motion to approve the July 07, 2022 Minutes as presented.

Move: Michael Frederick Second: Kevin Holt Status: Passed

D. Communications

Motion to accept the communication and place it on file.

Move: Michael Frederick Second: Kevin Holt Status: Passed

E. Presentation at 9:05am: Attorney, Henn Lesperance PLC

F. Information from County Commissioner David Pohl

Mr. Pohl reported: 1) The county is still in discussions on the ARPA funds for broadband; there are grants available with matching fund requirements and the county is prepared to commit 20% of the ARPA funds, the private sector entities would also be expected to participate financially as well, with local support and if later deemed appropriate some financial participation would improve the likelihood of the success in the grant application process, 2) The Board approved refurbishing the roof on the dairy barn at the 4H Fairgrounds and changing the transformer on the Townsend Road facility that services the whole area, 3) The County received a child care fund update, we have one case that is significantly impacting the overall budget but we are still within the budget, this teen has been through some traumatic circumstances and is having real difficulty, 4) In regard to the Clean Community Event which was held in April, there were 87 ton of material taken out from this event, this includes 26 ton of tires.

G. Public Comments

There was no public comment.

H. Presentation at 10:00am: Attorney, Varnum LLP

I. Director of Engineering Report

Mr. Steffen reported on behalf of Mr. Trotter: 1) MDOT Bridge Bundling: The Tallman Road Bridge will be open to traffic on September 3, 2022, 2) The MDOT I-96 and I-69 project: Francis Road over I-69 will be open to traffic on September 12th, Airport Road over I-69 will be closed September 12th through October, this is a 35 day closure for the second phase of the deck joint replacement, and the Mainline I-69 reconstruction is on track for a November 22nd completion date, 3) CCRC Federal Aid: the Francis & Clark Road Intersection will be closed August 5th to September 12th, currently construction is underway and there are no issues; The Wood Road from Coleman to State project is yet TBD by MI Paving, should be mid September to October; The Grand River project construction is delayed until sometime in September/October, Reith Riley is appealing MDOT's ruling on DBE requirement, they are having a meeting August 25th, the contract is not awarded yet; CCRC Chip Seal Force Account projects - the chip spreading is complete, and fog sealing will be done by the end of August, 4) 2022 County Paving: Local Paving for Springbrook Hills, The Meadows, Francis Road and DeWitt Road are all complete, the local program is on budget, no construction issues, Reith Riley is doing a great job with project coordination and the paving quality; remaining projects include - Lakeside Preserve (micro-surfacing) is scheduled for August 22 - 24th, and the Herbison Road micro-surfacing for August 24-26th, 5) Federal Aid projects: the 2023 DeWitt Road from Townsend to M21 received \$400K of small urban funding, the final plans are complete there will be an October 2022 bid letting with 2023 construction; the 2023 Rural projects include DeWitt Road from Centerline to Parks, MDOT confirmed the buyout, CCRC will receive \$432K to construct under the county paving program; Welling Road from French to Maple Rapids has \$600K programmed, we will add any leftover 2023 STP funds if available to widen the shoulders and convert the north end to All Season; the Meridian Road project from Hibbard to Ovid Limit has \$750K programmed which includes a full reconstruct, crush and shape; the 2023 DeWitt Township Sidewalks for Webb Road from City Limit to BR-27 is in preliminary design, LRE completed the survey, and DeWitt Township will be holding a public input meeting in early September, 6) The Federal Aid Exchange update - Arenac County submitted their STP Federal Aid for MDOT buyout, so this may not be available for CCRC to purchase in 2023, as we have in past year.

J. Director of Finance Report

Ms. Gurski reported: 1) MTF for August (June fuel) was \$1,037,845.11, which slightly higher than last year, we have received 53% of the budgeted amount for the year, 2) The OPEB Trust for 2nd quarter is down 7.8% from 1st quarter and the trust is now funded at 129.4%, this also reflects the distributions taken for OPEB expenses, 3) We also received the Defined Benefit Statement for pension and the assets in the account are down 7.22% from 1st Quarter, 4) Received approval of the 2021 Act 51 report, 5) Submitted all the paperwork for the Workman Comp audit which will be virtual this year vs. in person, 6) We are working on getting an employee portal set up on our website, employees & new hires are able to retrieve documents, copies of work rules, CBA, handbook etc.

Motion to accept the June financials and place on file.

Move: Frederick Second: Holt Status: Passed

Approval of Vouchers:

Payroll: #92281 - #92292 including advices

Vouchers: #67343- #67455 including ACH

Total: \$3,419,739.97

Motion to approve the vouchers as presented.

Move: Holt Second: Frederick Status: Passed

K. Managing Director Report

Mr. Steffen reported: 1) The Bi-weekly meetings are going well for the new facility, the footings and walls are going in, and the administrative building floor slab will be poured tomorrow, 2) The first pre-engineered building should be here by the end of the month, 3) We just approved pay application no. 4, which now brings our investment into the new facility around \$4 million, 4) Township gravel hauling is almost complete, we have not seen any fuel surcharges yet, 5) The Seven County Council meeting was on the 12th, 6) Searles was officially served, 7) Rowe documentation was completed and submitted as well, and met with City of DeWitt and DeWitt Township to get their costs included for ROWE, their attorney is reviewing it, we will meet again on August 25th to discuss, 8) Attended the Soy Bean Committee meeting yesterday, 9) Working on attending Township meetings, will reach out to commissioners on dates, 10) Eaton County Road Commission has a new manager, Blair retired, 11) Yesterday we had our quarterly safety meeting to discuss our upcoming safety day.

L. Authorization to Sign Act 51 Annual Certification of Employee-related conditions

Motion to authorize Chairman Watkins and Clerk Gurski to sign and submit the Act 51 Annual Certification of Employee-related conditions.

Move: Kevin Holt Second: Michael Frederick Status: Passed

M. 2022 CRASIF Board of Trustees Election

Motion to vote for the following for the CRASIF Board of Trustees: Michael Scott, Commissioner-Montcalm County Road Commission, John Hunt, Commissioner-Huron County Road Commission, and Bobbie Livermore, Human Resource Director-Chippewa County Road Commission.

Move: Michael Frederick Second: Kevin Holt Status: Passed

N. Resolution for Infrastructure Investment and Jobs Act (IIJA) Local Bridge Improvement Program

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

WHEREAS , The Kinley Road drainage structure #1997 crossing the Peet Creek has been included in the Infrastructure Investment and Jobs Act (IIJA) Bridge Improvement Program selection process, and

WHEREAS, The Infrastructure Investment and Jobs Act (IIJA) provides funding for a bridge replacement, rehabilitation, preservation, protection, and construction as part of the IIJA Bridge Improvement Program to modernize bridges and to make them safer for all users, 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 Lebanon Township. This commitment includes but is not limited to, matching funds, engineering for design and construction, permit fees, administration costs and any cost overruns, and

WHEREAS, Lebanon Township commits to owning, operating and funding/implementing a maintenance plan/program over the design life of the bridge constructed and reimbursing the costs to the Clinton County Road Commission for engineering and any construction match,

NOW, THEREFORE BE IT RESOLVED, that Lebanon Township hereby authorizes the Clinton County Road Commission to request the IIJA funds required for the Kinley Road drainage structure #1997 crossing the Peet Creek , and to act as the agent during the project development, to provide the 20% matching funds required in partnership with the Township if Michigan receives an award from the IIJA Bridge improvement Fund.

O. Resolution to enter into Contract with MDOT: Contract No. 22-5381 - Chip Seal West Price Road from Clintonia Road to Wright 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. 22-5381, and

WHEREAS, this contract is for:

PART I: Single course chip seal along West Price Road from Clintonia Road to Wright 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

P. Resolution to enter into Contract with MDOT: Contract No. 22-5380 - Chip Seal West Grand River Ave. from Jones Rd. to Niles Rd.

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. 22-5380, and

WHEREAS, this contract is for:

PART I: Single course chip seal along West Grand River Avenue from Jones Road to Niles Road; and all together with necessary related work, and

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. Resolution to enter into Contract with MDOT: Contract No. 22-5379 - Chip Seal North Forest Hill Rd. from Kinley Rd. to Island Rd.

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. 22-5379, and

WHEREAS, this contract is for:

PART I: Single course chip seal along North Forest Hill Road from Kinley Road to Island Road; and all together with necessary related work, and

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

- R. Resolution to enter into Contract with MDOT: Contract No. 22-5378 - Chip Seal Alward Rd. from Loomis to N. Chandler Rd.

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. 22-5378, and

WHEREAS, this contract is for:

PART I: Single course chip seal along Alward Road from Loomis Road to North Chandler Road; and all together with necessary related work, and

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

- S. Approval of Revised Policies

Motion to approve the following revised CCRC Policies:

- No. 24 - Smoking Policy with updating title of policy to 'Tobacco & Vaping Policy'
- No. 58 - Non Union CDL and Alcohol Testing Policy
- No. 67 - Administrative Retiree Health Insurance
- No. 90 - Requests for Sell Back/Check Variance
- No. 117 - Job Applications

Move: Michael Frederick Second: Kevin Holt Status: Passed

T. Approval of Township Contracts

Motion to approve the following Township contracts:

Bingham - 030272, 030372, 030472, 030572, 030672, 030772, 030872, 030972, 031072

Greenbush - 090192, 0900272

Village of Westphalia - 900572, 900573,

City of St. Johns - 900552

Move: Kevin Holt Second: Michael Frederick Status: Passed

U. Commissioner Comments

V. Adjournment

With no further business to come before the Board, the meeting was adjourned at: 11:30am



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Karla Gurski, Clerk of the Board

Move: Michael Frederick Second: Kevin Holt Status: Passed