



MINUTES

Clinton County Road Commission
Board Meeting
Thursday, December 8, 2022, 3:00 pm - 4:00 pm
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

A. Welcome and Pledge of Allegiance

B. Approval of Agenda

Motion to approve the agenda as presented.

Move: Michael Frederick Second: Gail Watkins Status: Passed

C. Approval of November 17, 2022 Minutes

Motion to approve the November 17, 2022 Minutes, as presented.

Move: Michael Frederick Second: Gail Watkins Status: Passed

D. 2023 Budget Public Hearing (3:15 pm)

Motion by Commissioner Frederick, seconded by Commissioner Watkins, to recess the Regular Meeting and Open the 2023 Budget Public Hearing at 3:15 p.m.

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

Chairperson Watkins called the 2023 Budget Public Hearing to order. He introduced the Board and Staff members and stated the purpose of the public hearing is to present the Clinton County Road Commission 2023 Budget. Clerk Gurski attested that the notice of public hearing had been published on 11/27/2022 and 12/04/2022 in the Clinton County News, DeWitt Bath Review, Grand Ledge Independent and the Lansing State Journal and that no communication, written or verbal, had been received regarding the proposed 2023 Budget. Managing Director Steffen reviewed the budget document.

As there was no public present, there was a motion by Commissioner Holt, seconded by Commissioner Frederick, to close the 2023 Budget Public Hearing and reconvene the Regular Meeting at 3:25 p.m.

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

E. 2023 General Appropriations Act

Motion by Commissioner Frederick, seconded by Commissioner Holt, to approve the 2023 General Appropriations Act and Budget of the Clinton County Road Commission as presented

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

F. Closed Session - Attorney Consult

Motion by Commissioner Holt, seconded by Commissioner Frederick, to enter into closed session pursuant to the Open Meetings Act, MCL 15.268, to consult with the attorney regarding trial strategy in connection to specific pending litigation at 3:30 p.m.

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

Motion by Commissioner Holt, seconded by Commissioner Frederick, to exit the closed session and to reconvene the regular meeting at 4:27 p.m.

G. Communications

There were no communications.

H. Information from County Commissioner David Pohl

Mr. Pohl reported:

- The County approved an employment agreement with John Fuentes for the County Administrator position. Upon completion of background check and the standard pre-employment requirements, his start date is expected to be January 17, 2023.
- The County received an update of the ARPA by LEAP on business assistance activity, the next steps are evaluation of the broadband implementation proposals and the grant requirements.
- The Board of Commissioners signed a buy/sell agreement for the parcel at 7575 W. Pratt Road. This will include constructing a parking area near the road, proper grading for the beach area, and construction of an emergency access path around a portion of the water feature.
- As the result of an inquiry regarding a business development in Eagle Township, the County agreed to share in the cost with the township to do an update of the land use plan for the property owned by MSU along Wright Road south of Grand River and I-96.
- There is a possibility of Granger expanding a solid waste cell that exists between Grand River and I-96. More details will follow as the committee is appointed and they study the proposal.

I. Public Comments

There was no public comment.

J. Director of Engineering Report

Mr. Trotter was unable to attend the meeting.

K. Director of Finance Report

Ms. Gurski reported:

MTF for December is \$860,301.66, overall, we have received 85% of budgeted amount of MTF for the year. All of the township projects have been invoiced for the year. Open enrollment for healthcare is complete, everything went well. Preparing the final 2022 budget amendment for our next board meeting

Motion to receive the financials and place them on file.

Move: Frederick Second: Holt Status: Passed

Approval of Vouchers:

Payroll: #92337 - #92339 including advices

Vouchers: #67701- #66761 including ACH

Total: \$1,647,429.78

Motion to approve the vouchers as presented.

Move: Frederick Second: Holt Status: Passed

L. Managing Director Report

Mr. Steffen reported:

- New Facility:

The bi-weekly updated was sent out last week, we will plan to do a tour through the new building at our next board meeting. There has been a lot of progress made in the last few weeks.

- Staff:

The CDL Grievance will hopefully be settled soon, there was a pause through the holiday and deer season, but

we have a meeting next Monday to meet and discuss.

- Townships:

Recently attended Bath and Essex Township meetings this week. Next week we will be attending Bingham, Olive, and Duplain Townships. All of the townships have had nothing but great feedback on their projects this year.

- General updates:

We have the holiday luncheon in-person this year, coming up on December 22nd. The MDOT Traffic Summit is set for December 15th, at 9am.

M. 2023 Board Meeting Dates

Motion to approve the 2023 Board Meeting Dates as presented.

Move: Kevin Holt Second: Michael Frederick Status: Passed

N. Appointment of Tri-County Regional Planning Representative

Motion to appoint Michael Frederick as the Road Commission Tri-County Regional Planning Commission representative for 2023.

Move: Kevin Holt Second: Gail Watkins Status: Passed

O. Employee Years of Service Certificates

Motion to authorize the Chairperson to sign the "Employee Years of Service" certificates, thereby congratulating those employees for their years of service to the Clinton County Road Commission.

Move: Kevin Holt Second: Michael Frederick Status: Passed

P. Recommendation for Administrative Employee Salaries & Benefits

Motion to approve both a pay increase of 3% for administrative staff and increasing the life insurance benefit for the administrative staff to \$15,000, both to be effective January 1, 2023.

Moved: Frederick Seconded: Holt Status: Passed

Q. Authorization and Motions for Year End 2022 Processing

Motion to approve Authorizations & Motions for Year End 2022 Processing.

Move: Michael Frederick Second: Kevin Holt Status: Passed

R. Commissioner Comments

S. Adjournment

With no further business to come before the Board, the meeting was adjourned at 4:48 p.m.

Karla Gurski, Finance Director/Clerk