

MINUTES



**Clinton County Road Commission
Board Meeting
Thursday, December 22, 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 Agenda

Motion to approve the agenda as presented.

Move: Kevin Holt Second: Michael Frederick Status: Passed

C. Approval of December 08, 2022 Minutes

Motion to approve the December 08, 2022 Minutes, as presented.

Move: Michael Frederick Second: Kevin Holt Status: Passed

D. Approval of December 08, 2022 Closed Session Minutes -Attorney Consult

Motion to approve the December 08, 2022 Closed Session Minutes, as presented.

Move: Michael Frederick Second: Kevin Holt Status: Passed

E. Communications

Motion to accept communications and place them on file.

Move: Kevin Holt Second: Michael Frederick Status: Passed

F. Information from County Commissioner David Pohl

Mr. Pohl reported:

- The County Board of Commissioners approved the final agreement with the Michigan Public Safety Communications System (MPSCS).

- Waste Management will be conducting a Clean Community Event on April 29th, and this will be held at the Clinton County Fairgrounds and will be by appointment only. The fall event will be on October 7th and will be held at the Granger location on Wood Street in Dewitt Township.

- The BOC approved the purchase of a new generator for the Courthouse, as the current, original unit is 22+ years old.

- Clinton County entered into an agreement with LEAP for the economic development work in our County.

- The information concerning the ITC powerline proposal will be on our agenda for the Ways & Means meeting in January.

G. Public Comments

There was no public comment.

H. Director of Engineering Report

Mr. Trotter reported:

CONSTRUCTION:

- 2022 projects are closed out, there is no winter construction.

DESIGN:

- Fed Aid Projects: Final plans have been submitted for all of the 2023 projects and we have started design work on 2024 projects.

PLANNING:

- Dexter Trail over the Muskrat Creek in Bengal Township will be a replacement of the concrete box culvert.
 - We will be submitting a preliminary plan to the TSC for Clark Road over I-69 in DeWitt Township.
- PERMITTING & ROW
- Received speed study petitions from residence in DeWitt Township on Wood Road, from Stoll Road to Round Lake, and on State Road, from Wood Road to US127.

I. Director of Finance Report

Ms. Gurski reported:

Total sick-leave sell back paid out was \$18,500, there was a total of 10 employees that sold back.

Most townships have paid in full for the year.

Preparing for year end.

Motion to receive financials and place them on file.

Move: Holt Second: Frederick Status: Passed

Approval of Vouchers:

Payroll: #92340 - #92342 including advices

Vouchers: #67762- #66797 including ACH

Total: \$452,613.20

Motion to approve the vouchers as presented.

Move: Frederick Second: Holt Status: Passed

J. Managing Director Report

Mr. Steffen reported:

- Searles paid in full this past Friday.
- We should receive an update from attorney on ROWE, once he hears back from them.
- Finished up attending the township meetings for the 2022 year.

K. Approval of Budget Amendment No. 2 - Year End

Motion to approve the 2022 Budget Adjustment No. 2 Year End as presented.

Move: Michael Frederick Second: Kevin Holt Status: Passed

L. Approval of Work for Others Agreement

Motion to approve the Work for Others Agreement with the City of East Lansing, contract No. 900578.

Move: Kevin Holt Second: Michael Frederick Status: Passed

M. Approval to Purchase Office Furniture for New Admin Office

Approval to purchase office furniture for new facility.

Move: Michael Frederick Second: Kevin Holt Status: Passed

N. Closed Session - Managing Director's Evaluation

Managing Director, Doug Steffen, requested to enter in to closed session to discuss his annual evaluation. Motion by Commissioner Frederick, Seconded by Commissioner Holt, to enter into closed session pursuant to the Open Meetings Act, MCL 15.268, to discuss the managing director's evaluation at 9:55 a.m.

Motion by Commissioner Frederick, seconded by Commissioner Holt, to exit the closed session and reconvene the regular meeting at 10:12 a.m.

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

Motion made by Commissioner Holt and seconded by Commissioner Frederick to give a positive annual performance review of the Managing Director and authorize the increase in accordance with the contract language effective January 1, 2023

O. Commissioner Comments

Merry Christmas from all the Commissioners.

P. Adjournment

With no further business to come before the Board, the meeting was adjourned at 10:20 a.m.



Karla Gurski, Finance Director/Clerk

Move: Michael Frederick Second: Kevin Holt Status: Passed