



MINUTES

Clinton County Road Commission
Board Meeting
Thursday, August 17, 2023, 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

Not In Attendance

Staff

Marc Trotter

Co. Comm.

Bruce Delong

A. Welcome and Pledge of Allegiance

B. Approval of Agenda

Motion to approve Agenda as presented.

Move: Michael Frederick Second: Kevin Holt Status: Passed

C. Approval of July 17, 2023 Minutes

Motion to approve the July 17, 2023, Minutes as presented.

Move: Kevin Holt Second: Michael Frederick Status: Passed

D. Communications

Motion to accept the communications and place them on file.

Move: Kevin Holt Second: Michael Frederick Status: Passed

E. Information from County Commissioner Bruce Delong

Commissioner Delong was unable to attend the meeting.

F. Public Comments

There was no public comment.

G. Engineering Report

Mr. Steffen reported on behalf of Mr. Trotter:

- Projects are going well, we are almost done with the federal aid project on Welling Road and Hyde Road, the top course will be completed next week.
- The Webb Road sidewalk project is supposed to start on August 28th.
- Bath Township will be doing another paving project in Hawk Hollow on Gary & Timothy Lane.
- Looking Glass & Ridgerock sidewalks will be done later this fall.
- CCRC will be repaving DeWitt Townships parking lot for them this fall.

H. Director of Finance Report

Ms. Gurski reported:

- MTF for August (June fuel) was \$1,124,025.36, this includes our engineering reimbursement.
- The paperwork has been submitted for our workman's comp audit; it is virtual again this year so everything was uploaded to a portal.
- Getting dates scheduled with the moving company, phone company and IT vendors for our move to the new facility.
- We are working on our physical inventory count this week before the move to the new facility, and we will also be doing a spot count on items after the move to ensure accuracy.
- Marne with MERS will be at our board meeting in September to review the 2022 AVV.

Motion to accept financials and place on file.

Move: Holt Second: Frederick Status: Passed

Approval of Vouchers:

Payroll: #92400 - #92407 including advices

Vouchers: #68115- #68159 including ACH

Total: \$2,807,011.72

Motion to approve the vouchers as presented.

Move: Frederick Second: Holt Status: Passed

I. Managing Director Report

Mr. Steffen reported:

- The new facility is coming together, the finishes touches will be completed in the next couple of weeks. The plumbing and electrical inspections are this week, with the mechanical and fire alarm inspections on Monday. If all goes well, the final building inspection will be on Tuesday.
- The furniture is being delivered tomorrow, with installation beginning Monday. Our scheduled move date is Tuesday, September 5th.
- We plan to have an open house possibly in November, the same day as our township officers meeting. We will also have a separate open house for staff and their families.
- We applied for the Bio-restore grant to apply a soy-based dust control, although we have not heard back yet, we were told that they liked our proposal.
- Karla has been in communication with MDOT regarding the state ear marked funds, making sure the proper paperwork is set.
- We will be getting design bids for the Chandler Road project in Bath Township. The DeWitt Road project is not as complex, and we can use our as needed consultants for the design.
- There were no extra funds received for the Airport Road project, so we will proceed with this being a rehab project.
- Jake & Marc did an analysis on the DeWitt Road project from M-21 to Price Road, the federal aid buyout money proved to be a good decision and we came out ahead, allowing us to use the funds further.
- The State police have the analysis information for the speed study that was done on Wood Road and State Road, a letter will be going out to the residence with the updated information.

J. 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: Michael Frederick Second: Kevin Holt Status: Passed

K. 2023 CRASIF Board of Trustees Election

Motion to vote for the following for the CRASIF Board of Trustees: Tom Doty, Commissioner- Mackinac County Road Commission, Ken Hulka, Commissioner-Muskegon County Road Commission, and Beth Hunt, Director of Finance & Human Resources, Lenawee County Road Commission.

Move: Kevin Holt Second: Michael Frederick Status: Passed

L. Award Bid for DeWitt Township Sidewalks

Motion to award the bid to Able Concrete Inc. for the sidewalk installation in DeWitt Township per bid of 07/11/2023.

Move: Michael Frederick Second: Kevin Holt Status: Passed

M. Commissioner Comments

N. Adjournment

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



Karla Gurski, Clerk of the Board

Move: Michael Frederick Second: Kevin Holt Status: Passed