



MINUTES

Clinton County Road Commission
Board Meeting
Thursday, September 14, 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; Marc Trotter

Not In Attendance

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 August 17, 2023 Minutes

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

Move: Kevin Holt Second: Michael Frederick Status: Passed

D. Review of 2022 MERS Annual Actuarial Valuation - Marne Daggett 9:05 a.m.

Marne Daggett with MERS presented an overview of the 2022 AVV.

Move: Michael Frederick Second: Kevin Holt Status: Passed

E. Communications

Motion to accept the communications and place them on file.

Move: Michael Frederick Second: Kevin Holt Status: Passed

F. Information from County Commissioner Bruce Delong

Commissioner Delong was unable to attend the meeting.

G. Public Comments

There was no public comment.

H. Engineering Report

Mr. Trotter reported:

2023 Projects:

- Federal Aid:

- The Webb Road sidewalk project is on schedule for an October completion.
- The Meridian Road mill & fill project will get done in October.
- The Welling Road and Hyde Road paving project is complete.

- County Paving:

- Greenbush Township added paving for DeWitt Road from Hyde to Maple Rapids, which is set for the end of

September - early October.

- Bath Township added another local paving in a subdivision; Gary and Timothy Lane, which should get done in October.
- DeWitt Township Hall parking lot is tentatively set for October, weather permitting; this may get deferred until next year.
- All projects are complete in Watertown Township and in Victor Township.
- CCRC primary paving projects are completed for the year.

Design:

- Preliminary plans have been submitted for review on Dexter Trail over the Muskrat Creek bridge reconstruction in Bengal Township. The township is evaluating the cost savings of a metal vs. concrete structure.
- MDOT & FHWA both reviewed the structure project on Kinley Road over Peets Creek in Lebanon Township. Both agencies concurred with the closure, and it cannot be reopened until the structure is replaced. LRE will be providing design options for the replacement.
- The Webster Road Safe Routes to Schools project is on track for design. We are working through all of the federal aid requirements. We also moved STU funding from the Chandler Road project, (which is now state funded) to the Webster Road project allowing for a full depth pavement replacement.

Planning:

- We will post the RFQ for design work in October for the Chandler Road project from County Line to Stoll Road. We can select the consultant in October and begin the design process.
- Following Chandler Road, we will post the RFQ in October to start design work in November for DeWitt Road from M21 to Colony Road. There will be a kickoff meeting in September with the township, city and CCRC.
- We are working with Consumers Energy on coordinating the project on Airport Road from Grand River to Herbison, as Consumers will be doing work that may affect the road as well.
- We will submit our 2024 grant application for the EGLE Scrap Tire Grant which is due at the end of September. CCRC will partner with MSU research team. This will use a proven DVR asphalt mix but incorporating local small batch production capability. This is a potential alternative to chip sealing in urban areas.

Bridge Load Ratings:

- Hollister Road over the Maple River, north of M-21 was reduced to 41 tons, this is an all-season route and will have a significant impact on milk haulers. MMPA milk haul route will be detoured to Shepardsville to Colony, not through town in Ovid.
- Clark Road over Remy, east of US-127 is changed to 42/62/82-ton, all-season routes. This will have a minor impact; however Clark Road is the I-69 emergency bypass.

ROW/Permits/Developments:

- Forsberg is proceeding with the secondary access drive construction in Nottingham Fields in Watertown Township. The completion date per the road agreement is October 16th. There will be a maximum of six driveway permits issued until the access drive is complete.
- The CCRC radar speed data for Wood Road & State Road is compiled and ready to send to MSP. The data indicates that speed limits are not likely to change; the existing 85th percentile is within 5 MPH of the posted 55MPH speed.

I. Director of Finance Report

Ms. Gurski reported:

- MTF for September (July fuel) was \$1,001,918.54.
- Filed the annual Title VI certification with MDOT.
- Staff completed the annual physical inventory count, overall, we had less than a .5% variance. We will also do a random spot check on items now that we have moved to ensure accuracy.
- Continuing to get things set up in our new office spaces, all together the move with the server, phones, radios and internet went really well.
- Thatch Computer Consulting began switching IT over yesterday. We are technically not done with IT Right until the 19th, but the transition has started.

Motion to accept financials and place on file.

Move: Frederick Second: Holt Status: Passed

Approval of Vouchers:

Payroll: #92408 - #92414 including advices

Vouchers: #68160- #68189 including ACH

Total: \$4,532,487.04

Motion to approve the vouchers as presented.

Move: Frederick Second: Holt Status: Passed

Move: Michael Frederick Second: Kevin Holt Status: Passed

J. Managing Director Report

Mr. Steffen reported:

- We have moved into the new facility; the move went really well, no major issues. The demolition on the old building will begin this next week.
- Working on the annual attendance to each of our 16 township's meetings before the end of the year.
- The next Seven County Council meeting will be held at our facility on Tuesday, October 17th.
- We were awarded the Bio-Restore grant for 2024. We plan to apply the soybean-based product to the primary portion of Pratt Road, a 5-mile section.
- We recently received notice of the public ORV meeting, which will be held on October 31st at 9am.
- We have a meeting next week with the City of St. Johns to meet the new manager. We want to discuss the M21 corridor and make sure it is still a priority.
- We have our annual safety day scheduled for November 2nd. This year the presentation will include active shooter training.

K. Authorize Managing Director to request RFPs for wage study.

Motion to authorize Managing Director to request RFPs for wage study services.

Move: Michael Frederick Second: Kevin Holt Status: Passed

L. Commissioner Comments

Commissioner Holt thanked Doug for getting the Commissioners out to the township's meetings and keeping the townships informed.

M. Adjournment

With no further business to come before the Board, the meeting was adjourned at: 10:36 a.m.



A handwritten signature in blue ink, appearing to read "Paula Gurski", is written over a black rectangular redaction box. A horizontal line extends to the right from the bottom of the signature.

Move: Michael Frederick Second: Kevin Holt Status: Passed