



MINUTES

Clinton County Road Commission Board Meeting

Thursday, November 9, 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

Co. Comm.

Bruce Delong

A. Welcome and Pledge of Allegiance

B. Approval of Agenda

Motion to approve Agenda as presented.

Move: Michael Frederick Second: Gail Watkins Status: Passed

C. Approval of October 12, 2023, Minutes

Motion to approve the October 12, 2023, Minutes as presented.

Move: Michael Frederick Second: Gail Watkins Status: Passed

D. Communications

Motion to accept the communications and place them on file.

Move: Michael Frederick Second: Gail Watkins Status: Passed

E. Information from County Commissioner Bruce Delong

Commissioner Holt arrived at 9:05 a.m.

Commissioner Delong Reported:

As a result of the 45-day challenge period, Clinton County will now be receiving grant funds for the broadband upgrade.

The ORV ordinance was recently adopted by Clinton County.

F. Public Comments

There was no public comment.

G. Engineering Report

Mr. Steffen reported on behalf of Mr. Trotter:

- All 2023 projects are complete.
- The paving project in Bath Township for Gary & Timothy Lane will be deferred until next spring.
- The concrete and drainage work were completed at the DeWitt Township parking lot; the paving will be deferred until spring.
- Marc & Jake put a global map together of the bridges and culverts (local & primary) throughout the county that are in poor condition. This will be sent to state representatives to illustrate the dire need that exists for funding.
- Spicer Group is working on mitigation options for bridge closures and load postings.
- We should hear back this month on the 2026 critical bridge funding.
- The Webster Road project is moving along well for next year, we are anticipating a March bid letting.

- Still waiting to hear on the Chander and DeWitt Road earmarked projects.
- Food Court Drive is ready to be accepted for maintenance by CCRC.

H. Director of Finance Report

Ms. Gurski reported:

- MTF for November (September fuel) was \$1,014,793.25. We did receive an email from CRA that stated, "Per Treasury, this [lower payment] appears to be timing related. They informed us that they are anticipating a large increase in October compared to the previous year. We should know for certain once the month closes."
- Thatch did a security assessment earlier this week, they will be adding two factor authentication to our emails and VPN. This is all to ensure we are as secure as possible to prevent any cyber events and incidents.
- Scott, Katie & Alison attended CRA Communication seminar in Mt. Pleasant yesterday.
- Kentwood Furniture replaced a few items that were damaged during the initial furniture install. Overall, we are very happy with them and the product we received.
- We did another physical inventory count to ensure accuracy of items after the move; overall the sign shop and shop materials were accurate; our staff did an outstanding job during the move.
- Humana added an employee service to their plan called RetireeFirst and there is no additional cost for this. RetireeFirst is an enhanced added support to the retirees on the plan to help manage their plan, answer any questions they might have, and connect them with programs to assist them etc.
- We plan to have open enrollment for healthcare next week.

Motion to accept financials and place on file.

Move: Holt Second: Frederick Status: Passed

Approval of Vouchers:

Payroll: #92422 - #92429 including advices

Vouchers: #68238- #68279 including ACH

Total: \$1,591,057.33

Motion to approve the vouchers as presented.

Move: Frederick Second: Holt Status: Passed

I. Managing Director Report

Mr. Trotter arrived at 9:45 a.m.

Mr. Steffen reported:

- The building demo is going well; the approach slabs should be poured next week.
- Within the next few weeks, will attend the remaining township meetings for the year.
- We are working on communicating the 2024 Consumers Energy project to affected townships.
- Our Operations Staff is now utilizing a new program thru 911, called "Active 911". Scott, our Operations Superintendent, spearheaded this; it will be a much more efficient and effective way to communicate with 911 and allows us the ability to track the incidents that we respond to.
- Last week we hosted our annual safety day, part of the day included the sheriff's office presenting on active shooter training.
- The MDOT Traffic summit at our office building at 10am on Monday, December 11th.
- We have put measures in place to ensure future equipment leases do not go over on hours.
- OE Schools completed the plow for the MDOT 'Paint a Plow' pilot program. We will have the plow on display at our public open house on the 21st.

J. Compliance with PA 152

Motion to adopt the hard cap method of compliance for PA 152 for 2024.

Move: Michael Frederick Second: Kevin Holt Status: Passed

K. Acceptance for Maintenance and Certification - Food Court Drive

A motion was made by Commissioner Frederick, seconded by Commissioner Holt and passed with 3 ayes and 0 nays, it was moved to adopt the following resolution:

WHEREAS, Food Court Drive (950 feet) is located within the borders of Bath Township and,

WHEREAS, Food Court Drive, lies within Section 20 of Bath Charter Township in Clinton County, Michigan, and

WHEREAS, the Food Court Drive, Road Construction Agreement, was signed by the Clinton County Board of Road Commissioners on June 25, 2020, and

WHEREAS, the Roadway Easement for Food Court Drive was signed by the Clinton County Board of Road Commissioners on July 7, 2022, for the following described land:

An area of land in the Southeast 1/4 of Section 20, T5N, R1W, Bath Township, Clinton County, Michigan, the limits of said area described as:

Commencing at the South 1/4 corner of said Section 20; thence N00°03'36"W along the North-South 1/4 line of said Section 20 a distance of 1323.13 feet to the North line of the Southwest 1/4 of the Southeast 1/4 of said Section 20; thence S89°53'45"E along said North line 565.87 feet; thence S00°27'52"E 161.84 feet to the point of beginning of this description; thence S89°54'23"E 669.70 feet to the West right-of-way line of Webster Road; thence S03°58'49"W along said West line 66.15 feet; thence N89°54'23"W 530.52 feet; thence Southwesterly 83.64 feet along a curve to the left, said curve having a radius of 75.00 feet, a delta angle of 63°53'46" and a chord of 79.37 feet bearing S58°08'44"W; thence Northwesterly 319.26 feet along a curve to the right, said curve having a radius of 75.00 feet, a delta angle of 243°53'46" and a chord of 127.28 feet bearing N31°51'15"W to the point of beginning; said parcel containing 1.34 acres, more or less.

NOW THEREFORE BE IT RESOLVED that the Clinton County Road Commissioners wish to place the above described right of way, known as Food Court Drive, into the certified road system of the Clinton County Road Commission.

L. Resolution to Approve the GLRC for Stormwater Management Agreement

A motion was made by Commissioner Frederick, seconded by Commissioner Holt, and passed with 3 ayes and 0 nays, it was moved to adopt the following resolution:

WHEREAS the United States Environmental Protection Agency (USEPA) and the Michigan Department of Environment, Great Lakes, and Energy (EGLE) have required communities in the Greater Lansing tri-county region to apply for and maintain compliance with a National Pollutant Discharge Elimination System Phase II (NPDES II) permit, and;

WHEREAS, the communities prepared, reviewed, and proposed a Memorandum of Agreement for adoption by all the communities and agencies to formalize and establish the Greater Lansing Regional Committee for Stormwater Management (GLRC), and

WHEREAS, participation in the GLRC advances local efforts for responsible stewardship of our natural resources, allows for the cooperative management of the watersheds in our community and this region, and assists the participating municipalities and their departments in complying with the regulatory requirements promulgated by EGLE and the USEPA Municipal Separate Storm Sewer System (MS4) stormwater discharge permits, and;

WHEREAS, the Memorandum of Agreement which was adopted by these municipalities and agencies originally in 2008, was revised and updated and re-adopted in 2012, 2017, and 2021 and has now been prepared reflecting changes in the participating communities and activities to meet permit requirements and extending the period of the agreement to April 4, 2028, now;

THEREFORE BE IT RESOLVED, that the Clinton County Road Commission approves the Greater Lansing Regional Committee for Stormwater Management Memorandum of Agreement revised by the GLRC on September 11, 2023 and authorizes payment of the appropriate annual assessment for support of the Greater Lansing Regional Committee, and;

BE IT FURTHER RESOLVED, that the community's representative to the Greater Lansing Regional Committee is Marc Trotter, Director of Engineering

M. Approval to Extend Audit Services with Rehmann

Motion to Table the Approval to Extend the Audit Services with Rehmann until our December 7th Board Meeting.

Move: Michael Frederick Second: Kevin Holt Status: Tabled

N. Award Bids for Annual Materials

Motion to award to bidders based on price and availability for the following materials and years:

- Winter Maintenance Sand - year 2024
- Miscellaneous Guardrail Installation Project - year 2023/2024
- Dense Graded Aggregate - CST Slag & CST Trap Rock - year 2024
- Trucking/Gravel Hauling only - year 2024
- Winter Hot Mix Patching Material - year 2023/2024
- Roadside Mowing - Bid Extension for year 2024
- Overband Crackfill Treatment - Bid Extension for year 2024

Move: Michael Frederick Second: Kevin Holt Status: Passed

O. Approval to Purchase (2) Hot Patch Trailers for 2024

Motion to Approve the Purchase of (2) Hot Patch Trailers for 2024.

Move: Kevin Holt Second: Michael Frederick Status: Passed

P. Approval to Publish Notice of Budget Public Hearing

Motion to set the 2024 Budget Public Hearing for December 07, 2023, at 9:15 a.m.

Move: Kevin Holt Second: Michael Frederick Status: Passed

Q. Closed Session - Personnel Evaluation of Managing Director, Doug Steffen

Managing Director, Doug Steffen, requested to enter into 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 10:23 a.m.

Motion by Commissioner Frederick, seconded by Commissioner Holt, to exit the closed session and reconvene the regular meeting at 10:50 a.m.

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

R. Commissioner Comments

S. Adjournment

With no further business to come before the Board, the meeting was adjourned at: 10:51a.m.



Karla Gurski, Clerk of the Board

Move: Kevin Holt Second: Michael Frederick Status: Passed