



MINUTES

**Clinton County Road Commission
Board Meeting
Thursday, December 7, 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: Kevin Holt Status: Passed

C. Approval of November 9, 2023, Minutes

Motion to approve the November 9, 2023, Minutes as presented.

Move: Kevin Holt Second: Michael Frederick Status: Passed

D. 2024 Budget Public Hearing (9:15 a.m.)

Motion by Commissioner Holt, seconded by Commissioner Frederick, to recess the Regular Meeting and Open the 2024 Budget Public Hearing at 9:02 a.m.

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

Chairperson Watkins called the 2024 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 2024 Budget. Clerk Gurski attested that the notice of public hearing had been published on 11/26/2023 and 12/03/2023 in the Lansing State Journal and on lansingstatejournal.com, and that no communication, written or verbal, had been received regarding the proposed 2024 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 2024 Budget Public Hearing and reconvene the Regular Meeting at 9:07 a.m.

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

E. 2024 General Appropriations Act

Motion by Commissioner Frederick, seconded by Commissioner Holt, to approve the 2024 Budget of the Clinton County Road Commission in accordance with the 2024 General Appropriations Act, as presented.

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

F. Communications

Motion to accept the communications and place them on file.

Move: Kevin Holt Second: Michael Frederick Status: Passed

G. Information from County Commissioner Bruce Delong

Commissioner Delong reported:

- Any challenges for the Broadband Project need to be submitted by the 21st.
- The County recently approved the contract for the fiber connection between Clinton County and Eaton County for dispatch.
- The County is still looking into public safety facilities and possible maintenance expansion.

H. Public Comments

There was no public comment.

I. Engineering Report

Mr. Trotter reported:

- Construction update:
 - All 2023 projects are complete.
- Design:
 - Bridges and culverts - CCRC was not awarded funding through MDOT's critical bridge program for 2024 through 2026.
 - We requested scoring results and selection criteria from regional bridge council to better understand the process and why CCRC bridges are not being selected.
- Planning:
 - The grant summaries were submitted to Senator Singh's office to submit to the State Budget Office. Our intent is to issue RFP's for design in January or upon notification that we can proceed from MDOT.
 - MSP reviewed the DeWitt Township speed studies for Wood Rd. & State Rd. The preliminary data indicated 50 MPH is the lowest potential change, which is not the desired 45 MPH from the township petitions. CCRC, MSP, & township will meet to determine if there is concurrence for full speed study.
- ROW - Permits - Developments:
 - Reviewed the acceptance of easements vs. fee simple deeds were with Bill Henn. Bill stated that either option is acceptable, and it is up to CCRC as to what level of property rights are desired. Doug will follow up with Bill Henn to see where the liability falls in the future regarding trees, shrubs, etc. if CCRC were to accept deed transfer.

J. Director of Finance Report

Ms. Gurski reported:

- MTF for December (October fuel) was \$975,177.73
- We will begin recycling service with Granger the first of the year.
- Attended the CRA Legal Symposium yesterday.
- Aside from a couple of projects in Greenbush, the township invoices have been sent out.
- Open enrollment for healthcare is complete, everything went well.
- Preparing the final 2023 budget amendment for our next board meeting

Motion to accept financials and place on file.

Move: Holt Second: Frederick Status: Passed

Approval of Vouchers:

Payroll: #92430 - #92436 including advices

Vouchers: #68280- #68313 including ACH

Total: \$1,640,634.15

Motion to approve the vouchers as presented.

Move: Frederick Second: Holt Status: Passed

K. Managing Director Report

Mr. Steffen reported:

- The parking lot for the new facility will be getting finished up tomorrow and staff can start parking on it next week. The final paving/top course will get done next year.
- We have been meeting and working with townships on their 2024 project lists.
- The MDOT Traffic Summit is next Monday, December 11th in our board room.

- Planning to get holiday gift cards for staff and hand them out at our luncheon on December 21st.
- Marc organized a lunch-n-learn this past Monday with Contact Culvert. We had about twenty people that attended between the drain commission and neighboring road commissions.
- Nolan with Dickenson & Wright would like to set up a conference call to discuss the LARA complaint.
- Since getting pickups from dealers off of MiDEAL is becoming an issue, we are looking to local dealerships to match the price. We may need to begin the process of transitioning pickups to a new color, as red is becoming more difficult to get.

L. OLD BUSINESS:

1. Tabled: Extend Audit Services with Rehmann

Motion to remove Extend Audit Services with Rehmann from the table.

Move: Holt Second: Frederick Status: Passed

Motion to Approve Extending the Audit Services with Rehmann.

Move: Kevin Holt Second: Michael Frederick Status: Passed

M. NEW BUSINESS:

N. Approval to Purchase Capital Equipment for 2024

Motion to approve the purchase of capital equipment for 2024

Move: Michael Frederick Second: Gail Watkins Status: Passed

O. Approval for Truck Purchase - Snowplow Trucks in 2025

Approval to purchase (2) Snowplow Trucks for 2025.

Move: Michael Frederick Second: Kevin Holt Status: Passed

P. Appointment of Tri-County Regional Planning Representative

Motion to appoint Michael Frederick as the Road Commission Tri-County Regional Planning Commission representative for 2024.

Move: Gail Watkins Second: Kevin Holt Status: Passed

Q. Employee Years of Service Certificates

25 years - Ryan Blanchard, Mark Wineland

15 Years - Dain Dixon

10 Years - Timothy Halfmann, Brian Theis

5 Years - Kyle Salyer

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

R. Recommendation for Administrative Employee Salaries & Benefits

Motion to approve a pay increase of 3% for administrative staff and the salary increase for the Managing Director in accordance with the contract language, to be effective January 1, 2024.

Move: Michael Frederick Second: Kevin Holt Status: Passed

S. Commissioner Comments

T. Adjournment

With no further business to come before the Board, the meeting was adjourned at 10:27 a.m.


Karia Gurski, Finance Director/Clerk

Move: Michael Frederick Second: Kevin Holt Status: Passed