



MINUTES

Clinton County Road Commission
Board Meeting
Thursday, February 15, 2024, 9:00 am - 10:30 am
3536 S. US Highway 27
St. Johns, MI 48879

In Attendance

Member

Kevin Holt; Michael Frederick

Staff

Douglas Steffen; Karla Gurski; Marc Trotter

Not In Attendance

Member

Gail Watkins

Co. Comm.

Bruce Delong

A. Welcome and Pledge of Allegiance

The meeting was called to

B. Approval of Agenda

Motion to approve the agenda as presented.

Move: Kevin Holt Second: Michael Frederick Status: Passed

C. Approval of January 18, 2024 Minutes

Motion to approve the January 18, 2024, minutes as presented.

Move: Michael Frederick Second: Kevin Holt Status: Passed

D. Communications

Motion to accept 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.

F. Public Comments

There was no public comment.

G. Engineering Report

Mr. Trotter Reported:

Design:

- Webster Road -
 - We adjusted the design to fit in the ROW, as we were not able to reach an agreement with three of the landowners before the turn in date for the May letting.
 - The anticipated start date is mid-June.

- Chandler Rd from Parks to M-21-
 - We received confirmation from MDOT on a March letting, with September construction.
 - We will do the county culvert project ahead of the Federal Aid portion of the project.
- Airport Road -
 - Since we have not received any update from EGLE on potential funding, we are now planning for construction in 2025 instead of 2024.
- Bridges & Culverts
 - Dexter Trail over Muskrat Creek -
 - The design is complete and ready for bid posting.
 - Kinley over the Peets Creek -
 - Lebanon Township requested to move forward with the cost estimates and final design.
 - Spicer confirmed with MDOT that the crossing can be reopened with reduced load posting in the 10-ton range, along with routine monitoring.
 - Jason over the Morris Creek -
 - Westphalia Township has requested to move forward with design.
 - Anderson over the Swagert Drain -
 - Spicer confirmed with MDOT that the slope repair does not have a mandatory deadline, so the single lane restriction can remain in place until the repairs are complete.
 - Hyde over Cox Drain -
 - CCRC plans to post bids for a metal culvert purchase, this will be installed by CCRC with as-needed excavator support.

Planning:

- Our 2023 Asset Management Plans are complete & have been accepted by MDOT.
- We received the MDOT contracts for the Chandler Road earmark project, as well as the MEDC agreement for the DeWitt Road earmark project; we will post the RFP for both in February.

ROW - Permits - Developments:

- BR-27 & Twinbrook -
 - The developer submitted revised plans to MDOT on January 18th but did not include or request comment from CCRC.
 - MDOT, DeWitt Township, and CCRC met on January 29th to discuss access along BR-27.
 - MDOT is supportive of a commercial drive with a right-in/right-out on BR-27. Left turns (in/out) will not be allowed at the commercial drive.
 - MDOT stated they may issue a tentative approval letter prior to the FHWA approval, if necessary for CCRC's approval process.
 - A traffic signal will not be allowed at the commercial drive. However, MDOT is supportive of a signal located at BR-27 & Twinbrook. This would be installed by the developer. The developer needs to submit an updated plan to CCRC based on the current input from MDOT.

H. Director of Finance Report

Ms. Gurski reported:

- MTF for February (December fuel) was \$1,429,646.56.
- We received communication from MDOT that there was an error with the Capital Equipment Advance calculations they sent to out December. The 2020 five-year avg. equipment usage ratio was inadvertently used in 2021, so correcting that adjusted what we owed to MDOT by \$7,482 more.
- We have had some requests recently for use of our board room, so we put together a 'board room use' waiver/guidelines to cover potential damage/incidentals and protect CCRC from liability.
- We hosted the Southern MI Road Commission Finance & HR Association meeting yesterday.
- I have been working with Thatch Computer Consulting to implement measures to increase our network security.
- Continuing to work through year end & preparing for audit.
- Entering the ACT 51 information into the ADARS system.

Motion to accept financials and place on file.

Move: Holt Second: Frederick Status: Passed

Approval of Vouchers:

Payroll: #92450- #92456 including advices

Vouchers: #68371- #68398 including ACH

Total: \$2,030,305.11

Motion to approve the vouchers as presented.

Move: Frederick Second: Holt Status: Passed

I. Managing Director Report

Mr. Steffen reported:

- We conducted interviews last week for the two open truck driver positions. Two contingent offers were made, pending the background checks.
- Our west district supervisor, Bruce Wirth, will be retiring this coming July. Will plan to advertise both internally and externally for his position in April.
- Mark Wineland who currently works in our sign shop and has been with the road commission for 26 years, will be retiring in March.
- Continuing to work with townships on 2024 projects.
- In the process of setting up the Legislative Breakfast and figuring out a date that will work best for legislators.
- Working on the final closeout of new building, Brivar did issue the final pay app, but we need a credit back yet on some items.
- Attended the Engineers conference last week in Manistee with Marc and Jake.
- We received our two new plow trucks, as well as the patch trailers.
- The US 127 construction near Frandor, will be starting in March.

J. CRA Board of Directors Ballot

Motion to vote for Doug Steffen for the CRA Board of Directors Ballot.

Move: Kevin Holt Second: Michael Frederick Status: Passed

K. Resolution to enter into contract with MDOT: Contract No.24-5069 Reconstruction of Chandler Road from Coleman Road to Stoll Road.

A motion was made by Commissioner Holt, seconded by Commissioner Frederick, to approve the following resolution:

WHEREAS, a contract between the Michigan Department of Transportation and the Clinton County Road Commission has been presented for consideration for Contract No. 24-5069, and

WHEREAS, this contract is for:

- The reconstruction of Chandler Road from Coleman Road to Stoll Road, including widened, paved shoulders concrete sidewalk, traffic signal upgrades, County Drain system improvements and sanitary sewer upgrades (PROJECT), and

WHEREAS, the Clinton County Road Commission has approved participation in their share of this project,

NOW THEREFORE BE IT RESOLVED that Managing Director, Doug Steffen be authorized and instructed to sign the contract for and on behalf of the Clinton County Road Commission.

A roll call vote indicated: Frederick - Aye, Holt – Aye, Watkins - Absent

L. Resolution to enter into agreement with MEDC: Grant Agreement, Case No. 403140: DeWitt Road Reconstruction

A motion was made by Commissioner Holt, seconded by Commissioner Frederick, to approve the following resolution:

WHEREAS, a contract between the Michigan Economic Development Corporation (the MEDC) and the Clinton County Road Commission has been presented for consideration for Grant Agreement No. 403140, and

WHEREAS, this contract is for:

- The reconstruction of the DeWitt & Kinley Road corridor connecting M-21 to US-127, and

WHEREAS, the Clinton County Road Commission has approved participation in their share of this project,

NOW THEREFORE BE IT RESOLVED that Managing Director, Doug Steffen be authorized and instructed to sign the agreement for and on behalf of the Clinton County Road Commission.

A roll call vote indicated: Frederick - Aye, Holt – Aye, Watkins - Absent

M. Approval for 2024 Loader Equipment Lease

Motion to Approve 2024 Equipment Lease through Alta Equipment, MiDEAL Pricing for (1) Volvo Loader.

Move: Kevin Holt Second: Michael Frederick Status: Passed

N. Commissioner Comments

O. Adjournment

With no further business to come before the Board, the meeting was adjourned at 10:09 a.m.



Karla Gurski, Finance Director/Clerk

Move: Kevin Holt Second: Michael Frederick Status: Passed