

MINUTES



**Clinton County Road Commission
Board Meeting
Thursday, March 14, 2024, 1:30 pm - 2:30 pm
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 the agenda as presented.

Move: Michael Frederick Second: Kevin Holt Status: Passed

C. Approval of February 15, 2024, Minutes

Motion to approve the February 15, 2024, minutes as presented.

Move: Kevin Holt Second: Michael Frederick 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 reported:

Waste Management received tire grant holding, CCRC should reach out to Kate about disposing the tires that CCRC has picked up throughout the county.

F. Public Comments

There was no public comment.

G. Engineering Report

Mr. Trotter reported:

CONSTRUCTION:

- Currently, there are no active projects.

Design:

- Webster Road:

- The project was turned in for a May letting, it is up to MDOT, SHPO, & NEPA for approval and if it makes a May or June letting.

- The permit project with Daryl Kesler to fill a low area south of Drumheller is moving forward; Kesler provided design plans for the EGLE wetland permit application on 3/12/24.

- Culvert material bids are due back on 3/21/24 for the following locations, bidding both concrete and aluminum:
 - Chandler over Spaulding
 - Dexter over Muskrat
 - Jason over Morris
 - Hyde over Cox
 - Our intent is to use a combination of CCRC crews and as-needed excavator support for the installation.

• RFQ's have been posted for the Chandler Road and DeWitt Road earmarked projects, we have had multiple inquiries about the projects. The responses are due back on 3/21/24.

•ROW – Permits – Development:

- Continuing to work with TA Foresberg on their development, they are aware of our requirement for a 5-year performance bond, but they are having trouble obtaining one. We have indicated this is the requirement, and if they want something different, they will need to formally present the request to the board.

H. Director of Finance Report

Ms. Gurski reported:

- MTF for March (January fuel) was \$1,129,668.34.
- We received the deposit for both earmarked projects.
- The auditors were here last week, got through most of the documents, they will email any pending items/communication. They plan to have the financial draft to me by April 5th, and then present to the board at our April 25th meeting.
 - Working on completing the required ACT 51 report.
 - Started working on the 2023 Annual Report.
 - Chris Veenstra will be at our next board meeting on April 5th, to review the OPEB actuarial with the board.
 - MERS will be hosting their next roundtable discussion event here at CCRC on April 8th.
 - Working with the attorney to consolidate/simplify CCRC policies and make any appropriate policies into procedures. Will bring this to the board once list is compiled.

Move: Holt Second: Frederick Status: Passed

Approval of Vouchers:

Payroll: #92457- #92465 including advices

Vouchers: #68399- #68448 including ACH

Total: \$2,363,119.06

Motion to approve the vouchers as presented.

Move: Frederick Second: Holt Status: Passed

I. Managing Director Report

Mr. Steffen reported:

- Bruce Wirth, our west side supervisor, is retiring at the end of June, we will post the position in April.
- Working with Marc & Jake on a job description for a full-time position in Engineering.
- The Legislative Breakfast is set for Friday, April 26th, at Main Street Cafe.
- We received the Consumers Energy rebate.

J. Approval to Award Bid for Materials

Bituminous Mixture 13a – Paving

Bituminous Skip Patch

Corrugated Metal Pipe -

Dust Control - 38%

Mineral Well Brine

Foliar Brush Spray

1500 and 2500 Pickups

Erosion Control and Geo Textile Materials

Plastic Pipe

Scraper Blades

Signs Sign-Posts

Steel Sign-Posts

Bituminous Materials
Bituminous Hot Patch
Pavement Marking - Retrace (based on timeliness and responsiveness)
Pavement Marking - New Construction (based on timeliness and responsiveness)
Site Work
Street Sweeping- State
Tires
Concrete
Pathway Paving
As Needed Excavation Services

Motion to award to low bidders for the following materials/services:

Bituminous Mixture 13a – Paving
Bituminous Skip Patch
Corrugated Metal Pipe -
Dust Control - 38%
Mineral Well Brine
Foliar Brush Spray
1500 and 2500 Pickups
Erosion Control and Geo Textile Materials
Plastic Pipe
Scraper Blades
Signs Sign-Posts
Steel Sign-Posts

Motion to award to all bidders based upon price & availability for the following materials/services:

Bituminous Materials
Bituminous Hot Patch
Pavement Marking - Retrace (based on timeliness and responsiveness)
Pavement Marking - New Construction (based on timeliness and responsiveness)
Site Work
Street Sweeping- State
Tires
Concrete
Pathway Paving
As Needed Excavation Services

Move: Michael Frederick Second: Gail Watkins Status: Passed

K. Approval to Purchase Equipment for 2024

Motion to award the purchase of the following Equipment for 2024:

Tractor with mower attachment to Capital Equipment
Hot Water Parts Washer to Central Cleaning Systems

Commissioner Holt disclosed that he participated in the bidding process for the tractor with mower attachment, and, as a result, is abstaining from voting.

Move: Michael Frederick Second: Gail Watkins Status: Passed

L. Approval to Purchase Equipment for 2025

Motion to approve the purchase for the builds of following equipment for 2025:

Tandem Axle Plow Truck with RDS Monroe SS Dump Body from Truck & Trailer Specialties
Single Axle Plow Truck with Swap Loader SS Salter Assembly from Truck & Trailer Specialties

Move: Kevin Holt Second: Michael Frederick Status: Passed

M. Resolution for 2024 Bridge Application

On a motion duly made by Commissioner Frederick, seconded by Commissioner Holt, and passed with 3 Ayes, 0 Nays, 0 Absent, it was moved to adopt the following resolution:

WHERE AS, the condition of the bridges listed below have deteriorated to such an extent that replacement, rehabilitation, or preventative maintenance is necessary, and

WHERE AS, the budget of the Clinton County Road Commission will not allow replacement, rehabilitation, or preventative maintenance of these bridges without additional funds from other sources,

THEREFORE, BE IT NOW RESOLVED that the Clinton County Board of Road Commissioners request local bridge funds for replacement, rehabilitation, or preventive maintenance of the following bridges (Listed in order).

Proposed Structure Replacement Project	Structure Number	Proposed Year
1. Hollister Road over the Maple River	1917	2026
2. Clark Road over branch of the Looking Glass River	1896	2026
3. Grange Road over the Stony Creek	1940	2026
4. Shepardsville Rd over the Maple River & Maple River Branch	1945 & 1936	2026

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

N. Commissioner Comments

Commissioner Watkins commended staff and the board on their good work & communication with townships.

O. Adjournment

With no further business to come before the Board, the meeting was adjourned at 02:26 p.m.



Karla Gurski, Finance Director/Clerk

Move: Kevin Holt Second: Michael Frederick Status: Passed