

**MINUTES**

**Clinton County Road Commission  
Board Meeting  
Thursday, April 4, 2024, 9:00 am - 10:30 am  
3536 S. US Highway 27  
St. Johns, MI 48879**

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**In Attendance**

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**Member**

Gail Watkins; Kevin Holt; Michael Frederick

**Staff**

Douglas Steffen; Karla Gurski

**Co. Comm.**

Bruce Delong

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**Not In Attendance**

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**Staff**

Marc Trotter

- A. Welcome and Pledge of Allegiance
- B. Approval of Agenda  
Motion to approve the agenda as presented.  
Move: Kevin Holt Second: Michael Frederick Status: Passed
- C. Approval of March 14, 2024, Minutes  
Motion to approve the March 14, 2024, minutes as presented.  
Move: Michael Frederick Second: Kevin Holt Status: Passed
- D. Communications  
Motion to accept communications and place them on file.  
Move: Michael Frederick Second: Kevin Holt Status: Passed
- E. Chris Veenstra - OPEB Actuarial Review 9:05am  
Chris Veenstra presented the 2023 OPEB Actuarial to the board.
- F. Information from County Commissioner Bruce Delong  
Commissioner Delong reported:  
  
Last month the county finalized the solar ordinance, however the wind ordinance was tabled.  
The county is having engineering services done for the maintenance expansion.
- G. Public Comments  
There was no public comment.
- H. Engineering Report  
Mr. Steffen reported on behalf of Mr. Trotter:  
  
CONSTRUCTION:

- Federal Aid Stop Sign Replacements:
  - CCRC crews have started work on the Federal Aid Stop Sign project. We were awarded \$80,000 to replace primary/primary intersection signage.
- Chandler Road over the Spaulding Drain:
  - CCRC will be partnering with as-needed excavator services by TL Contracting for the culvert installation. The tentative start will be the end of May.
- County Paving
  - Paving contractors are opening plants on April 15th, the tentative schedule is to start CCRC projects beginning May 1st.

#### Design:

- Webster Road in Bath Township:
  - Bid letting has been deferred to September due to MDOT delays in NEPA approval and the funding constraints.
  - The sidewalk portion may start in the fall of 2024, but the paving will be in the spring of 2025.
- The Permit project with Daryl Kesler to fill the low area located on Webster Road south of Drumheller is on track, EGLE has given us tentative approval so we are just waiting on the decision from the bolt factory site. If approved the road construction would commence sometime in June or July of 2024.
- Airport Road - 2025
  - The EGLE Scrap Tire grant was approved for \$450K.
  - MSU research will start in the summer of 2024.
  - The paving will be in 2025 combined with Federal Aid buyout project.
- RFQ's for the Chandler Road and DeWitt Road earmark projects are under review, the first round of scoring will be in April with the final selection in May.

#### Planning:

- Upcoming Grant Applications:
  - May 1st – MDOT safety program
  - CCRC will apply for another round of stop sign replacements for primary/local intersections.

#### ROW – Permits – Development:

- We received a preliminary review request from the HOA in Hawk Hollow for the turnover of existing private roads in Bath Township. CCRC recommended that the HOA hire an engineering consultant to navigate the process. The review is on hold until the required documentation meeting CCRC standards is submitted.

#### I. Director of Finance Report

##### Ms. Gurski reported:

- MTF for April, (February fuel) was \$1,198,206.92.
- Katie collaborated with Media Advantage to enable job applicants to submit their applications through our website instead of printing or emailing documents. This will provide a convenient and secure option for candidates and streamline the application process.
  - Working on the 2023 Annual Report, this should be ready for our May board meeting.
  - Working through the requested information from MDOT for the 2022 Trunkline audit.

Move: Holt Second: Frederick Status: Passed

##### Approval of Vouchers:

Payroll: #92466- #92472 including advices  
 Vouchers: #68449- #68480 including ACH  
 Total: \$1,977,210.95

Motion to approve the vouchers as presented.

Move: Frederick Second: Holt Status: Passed

