

**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

## J. Managing Director Report

Mr. Steffen reported:

- CCRC's summer hours began this week for staff.
- The township contracts are coming in steadily; getting them out sooner to the townships has worked out well.
- We met with Consumers Energy this week regarding the pipeline project. The project will start in Ingham County on April 8th and Consumer's should be in Clinton County around mid-summer.
- CRASIF hired a new director, their interim director, Joy Porter, was officially announced as the director earlier this week.

## K. Approval to Award Bids for Materials &amp; Services

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

Catch Basin Clean Out - State Trunkline  
Specialty Culvert

Move: Michael Frederick Second: Kevin Holt Status: Passed

## L. Resolution to enter into agreement with MDOT Contract No. 24-5106: Resurfacing of Chandler Road from Parks to M21

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. 24-5106, and

WHEREAS, this contract is for:

- PART A - Hot mix asphalt, cold milling and resurfacing along South Chandler Road from Parks Road to M-21, including berm grading, aggregate shoulders, guardrail, and permanent pavement markings; and all together with necessary related work.
- PART B – Mailbox installation along the limits as described in PART A; and all together with necessary related work.

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 - Aye

## M. Commissioner Comments

Commissioner Holt mentioned that he is out of town for our July 11th board meeting, possibly look at moving the meeting to the 18th instead.

## N. Adjournment

With no further business to come before the Board, the meeting was adjourned at 10:16 a.m.



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Karla Gurski, Finance Director/Clerk

Move: Michael Frederick Second: Kevin Holt Status: Passed