



## MINUTES

Clinton County Road Commission  
Board Meeting  
Thursday, July 18, 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

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### Not In Attendance

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**Member**

Bruce Delong

**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 June 20, 2024 Minutes  
Motion to approve the June 20, 2024, Minutes as presented.  
Move: Michael Frederick Second: Kevin Holt Status: Passed
- D. Closed Session - For Strategy and Negotiations of Upcoming Collective Bargaining Agreement  
Motion by Commissioner Holt, seconded by Commissioner Frederick, to enter into closed session pursuant to section 8(c) of the Open Meetings Act, MCL 15.268, to discuss strategy and negotiation connected with the negotiation of the collective bargaining agreement at 9:02 a.m.  
Roll call vote: Frederick - Aye, Holt - Aye, Watkins - Aye.  
Motion by Commissioner Frederick, seconded by Commissioner Holt, to exit the closed session and reconvene the regular meeting at 10:01a.m.  
Roll call vote: Frederick - Aye, Holt - Aye, Watkins - Aye.
- E. Communications  
Motion to accept communications and place them on file.  
Move: Michael Frederick Second: Kevin Holt Status: Passed
- F. Information from County Commissioner Bruce Delong  
Commissioner Delong was unable to attend.
- G. Public Comments  
There was no public comment.

## H. Engineering Report

Mr. Steffen reported on behalf of Mr. Trotter:

- Following the incident in Wacousta, we have discovered a grant opportunity that could fund a county-wide safety study at no cost to us. This study would assess key intersections by gathering data to support our grant application. Pending the results, our goal is to get funding to do comprehensive county-wide safety improvements. Specific areas for study will be determined once we receive and analyze the data.
- CCRC crews did a great job on the culvert replacement at Chandler and Townsend Road. The crews really enjoyed working on this project. The total project cost was around \$235,000. We plan to install similar culverts in Bengal and Westphalia Township.
- The Webster Road project bid letting is August 2nd. Depending on contractor availability the project should start mid-September.
- The pre-bid meeting is this morning for the Kinley Road project.

## I. Director of Finance Report

Ms. Gurski reported:

- MTF for June (May Fuel) was \$1,073,148.02. We have received 44% of the budgeted amount of MTF for the year.
- We received the \$20,000 reimbursement from the Michigan Soybean Committee for the Dustkill application on Pratt Road.
- I will be attending the MCRCSIP Annual Meeting next Wednesday in Mt. Pleasant.
- We received the notification for our workman comp audit.

Move: Holt Second: Frederick Status: Passed

Approval of Vouchers:

Payroll: #92491- #92497 including advices

Vouchers: #68564- #68588 including ACH

Total: \$1,378,992.18

Motion to approve the vouchers as presented.

Move: Frederick Second: Holt Status: Passed

## J. Managing Director Report

Mr. Steffen reported:

- We had a productive Seven County Council meeting this week hosted by the Livingston County Road Commission.
- On task for this years goals; the surveys will be going out to the public this year for feedback on a paving project, a chipseal project, and a gravel project.
- We have a meeting next week with MDOT and the City of St. Johns to discuss the M-21 corridor. We need to find a temporary fix prior to 2029.
- The Dustkill application on Pratt road failed. About a week after the application the product started to release off the gravel and the road became dusty. The Soybean Association is aware and they are looking into the reason the application may not have penetrated properly.
- The consultant is moving along nicely on the county wide culvert assessments.

## K. Resolution to enter into Contract with MDOT: Contract No. 24-5288 -Resurfacing along Webster Road from I-69 to Drumheller and Safe Routes To Schools

A motion was made by Commissioner Frederick, seconded by Commissioner Holt, 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. 24-5288, and

WHEREAS, this contract is for:

PART A

• Hot mix asphalt cold milling and resurfacing along Webster Road from I-69 to Drumheller Road and hot mix asphalt reconstruction along Webster Road from Drumheller Road to Clark Road; including trenching and earthwork, aggregate base, intermittent concrete sidewalk, curb and gutter, curb ramps, segmental retaining wall, guardrail, fencing and permanent pavement markings; and all together with necessary related work.

PART B

• Concrete sidewalk, curb and gutter, and curb ramps for Safe Routes to School along Sleight Road from Main Street to Harvest Lane, through James Couzens Memorial Park between Main Street and Webster Road, along Walnut Street from High Street to Webster Road, along Webster Road from Cherry Street to the Bath Elementary School, and along Webster Road at Clark Street; including earthwork and grading, subbase and aggregate base, underdrain, fencing, permanent signing and pavement markings; 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

L. CRA Bylaws Ballot

Motion to approve the revised CRA Constitution and Bylaws.

Move: Kevin Holt Second: Michael Frederick Status: Passed

M. Commissioner Comments

N. Adjournment

With no further business to come before the Board, the meeting was adjourned at 10:39a.m.

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Karla Gurski, Finance Director/Clerk

Move: Michael Frederick Second: Kevin Holt Status: Passed