



MINUTES

Clinton County Road Commission
Board Meeting
Thursday, August 8, 2024, 9:00 am - 10:30 am
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. Consent Agenda Item: Approval of Minutes

1.) Open Session Minutes of July 18, 2024

2.) Closed Session Minutes of July 18, 2024 - For Strategy and Negotiations of Upcoming Collective Bargaining Agreement

Motion to approve the July 18, 2024, Minutes from both the public session and the closed session as presented.

Move: Kevin Holt Second: Michael Frederick Status: Passed

D. Communications

Motion to accept communications and place them on file.

Move: Michael Frederick Second: Kevin Holt Status: Passed

E. Review of 2023 MERS Annual Actuarial Valuation - Marne Daggett 9:05 a.m.

Marne Daggett with MERS presented a review of the 2023 MERS Annual Actuarial Valuation.

F. Information from County Commissioner Bruce DeLong

Mr. DeLong reported:

- Last month, the County approved funding for reconfiguring the 911 center. Since the installation, they've realized a more effective setup is needed. With the current staff shortages, it's crucial to have the supervisor on the floor to support other employees. We're looking at \$50,000 to reconfigure the space.

- We also had to replace the fire pump at the courthouse and update several zoning ordinances.

G. Public Comments

There was no public comment.

H. Engineering Report

Mr. Trotter reported:

Construction -

- Federal Aid:
 - The bid for the Webster Road project in Bath Township was 22% below the estimate, with Rieth Riley being the lowest bidder. Sidewalk construction might begin later this fall, but paving is scheduled to start in the spring of 2025.

- County Projects:
 - Chandler Road from Price to Parks Road paving will be complete August 10th.
 - Round Lake Road from Wood to Chandler Road paving will begin in early September.
 - Hunter Road from Upton to Herbison Road paving will begin in early September.

- Culverts:
 - The low bid was Central Excavating on the Kinley Road over the Peets Creek culvert. We are planning for fall construction, which is dependent on the contract award timing.
 - All contracts are finalized, materials have been ordered, and we are planning fall construction with TL Contracting for the culverts on Dexter Trail, Anderson Road, and Hyde Road.

- Design:
 - EGLE has indicated that they are not likely to permit the entire 4000' drain enclosure we requested on the Chandler Road project from Coleman to Stoll Road. The design team is working with the drain commission and EGLE to determine the next steps.
 - For the DeWitt Road project from M21 to Colony Road, the preliminary traffic study suggests that no major realignments, such as roundabouts, are needed at either the DeWitt and Kinley intersection or the DeWitt and Colony intersection.
 - We have finalized contracts with EGLE and MSU for the Airport Road project, which spans from Grand River to Herbison Road. MSU will begin testing mix designs, while Spaulding DeDecker is developing the preliminary design scope. Construction is scheduled for 2025.

- Planning:
 - The 2026-2029 TIP (Federal Aid) project submittals are due September 15th. We are prioritizing rural and urban projects based on PASER condition ratings, traffic volumes, cost, as well as the benefit of meeting the Federal Aid standards vs. our county paving standards.
 - We are preparing to submit an application for the FHWA Safe Streets for All (SS4A) safety grant. The deadline for submission is August 29th, and we are collaborating with the City of St. Johns and DeWitt Township on this effort.

I. Director of Finance Report

Ms. Gurski reported:

- MTF for August (June Fuel) was \$1,109,302.68, which included the \$10,000 engineering reimbursement.
- The workman comp audit reports have been submitted through the portal.
- I attended the MCRCSIP Workshop in Mt. Pleasant on July 24th. The keynote speaker presented on how to properly deal with the public and politics.
- Completed the Title VI (MDOT subrecipient) training last week from MDOT.

Move: Holt Second: Frederick Status: Passed

Approval of Vouchers:

Payroll: #92498- #92504 including advices

Vouchers: #68589- #68610 including ACH

Total: \$2,629,773.94

Motion to approve the vouchers as presented.

Move: Holt Second: Frederick Status: Passed

J. Managing Director Report

Mr. Steffen reported:

- We met with Westphalia and Lebanon regarding culvert projects. The Westphalia project estimate came in

about \$200,000 lower by using aluminum culverts and having our team handle the work.

- The Fall Township meeting schedule will be sent out soon.
- Following the building warranty walk-through last month, contractors began this week addressing any issues noted.
- With the last board meeting in December being the 19th, we will have the staff Christmas party immediately following.
- We met with the union earlier this week regarding contract negotiations; there's no significant update yet. They are taking it back to the members for further discussion and will provide an update soon.
- Media Advantage provided us with the drone footage of the culvert installation on the Chandler Road project.

K. Approval to Award Bid for Specialty Culvert

Motion to award construction contract for \$322,854 with Central Excavating for replacement of the Kinley Rd over Peets Creek culvert crossing, as per the CCRC bid letting results on 08-01-2024 and the contract administration agreement between CCRC, Clinton County Drain Commissioner, and Lebanon Township.

Move: Michael Frederick Second: Kevin Holt Status: Passed

L. Authorization to Sign Act 51 Annual Certification of Employee-related conditions

Motion to authorize Chairman Watkins and Clerk Gurski to sign and submit the Act 51 Annual Certification of Employee-related conditions.

Move: Michael Frederick Second: Kevin Holt Status: Passed

M. 2024 CRASIF Board of Trustees Election

Motion to vote for the following for the CRASIF Board of Trustees: Darrell Cass from the Upper Peninsula Road Builders Association region, Lisa Kleeman, from the Northern Michigan Association of Road Commissions and George Smith for the at-large position.

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 10:39 a.m.

Karla Gurski, Finance Director/Clerk

Move: Michael Frederick Second: Kevin Holt Status: Passed