



# Meeting Minutes for the June 19, 2025 – Board Meeting

3536 S. US Highway 27, St. Johns, MI 48879 @ 9:00am

**Attendees:** Gail Watkins, Michael Frederick; Karla Gurski; Kevin Holt; Brian Hurtekant; Douglas Steffen; Marc Trotter

## Welcome and Pledge of Allegiance

### Approval of Agenda

Motion to approve the Agenda as presented.

Move: Commissioner Frederick, Second: Commissioner Holt, Status: Passed

### Approval of May 15, 2025, Meeting Minutes

Motion to approve the May 15, 2025, meeting minutes, as presented.

Move: Commissioner Holt, Second: Commissioner Frederick, Status: Passed

### Communications

Motion to receive the communications and place them on file.

Move: Commissioner Frederick, Second: Commissioner Holt, Status: Passed

### Information from Commissioner Brian Hurtekant

Commissioner Hurtekant reported:

- Budget discussions have begun with various departments, and proposals are being submitted to administration.
- The County recently underwent its financial and single audit, which received an unqualified opinion and looked favorable.
- Hosting an event on Saturday, June 28th at Reno's North. This event serves as an informal town hall to give residents who are unable to attend regular meetings a chance to engage and raise any questions or concerns, they might have.
- The next Ways and Means Committee meeting is scheduled for tomorrow at 9:00 AM.
- The next Board of Commissioners meeting will be held on June 24th at 9:00 AM.

### Public Comments

There was no public comment.

### Engineering Report

Mr. Trotter reported:

#### Construction Projects:

- **Grange Road Emergency Culvert Repair:** Completed and reopened to traffic. The project went smoothly and was completed over six weeks at a total cost of approximately \$120,000.
- **Webster Road (Bath Township):** Progressing on schedule and within budget. Currently in Phase 3; the paving from Drumheller to Clark is planned for next week. The curb and gutter have been installed, with aggregate and base work scheduled for tomorrow. The goal is to reopen this stretch by July 3rd, with the southern portion closing after the Fourth of July.
- **Dewitt Road Earmark Project:** All drainage work is complete. The shoulder widening was completed on Kinley Road last week, and crews are now working on DeWitt Road shoulders. This will continue for the next 3–4 weeks, followed by crushing and shaping. DeWitt Road will remain closed throughout July, with an anticipated completion by the end of August.

#### County Paving:

- **DeWitt Township - Saffron Hills Subdivision:** The project came in on budget; some minor cleanup items are being addressed.

- **Bath Township Village Streets:** Milling is underway, and paving will be coordinated with Webster Road next week.
- **Francis Road (Primary County Project):** This is planned to be closed starting July 11th. We will be starting work with the geogrid muck stabilize. Full construction is scheduled for July and August.
- **Colony Road (Bauer to Forest Hill):** Scheduled for August through September.

#### Design Projects:

- **Chandler Road Earmark Project:** Gail and Doug met with Senator, Sam Singh, last week and confirmed that no additional funding will be available. Gail hopes to complete the project in 2026. Alternative solutions are being explored to install sewer lines without impacting the road. Another meeting is planned next week to review updated cost estimates. Some EGLE permitting is still pending, which may impact the project timeline. The township has applied for SFR funding as a potential sewer financing option. The township needs to determine how much funding they will contribute for the sanitary/pathway scope by mid-July.
- **Airport Road:** The final project plans are expected today. Then the project will be posted for bids in July, with hopes of awarding the contract at the August board meeting. Utility relocation is still in progress. The Airport has also applied for a permit to install an 8" force main on DeWitt Road to accommodate future infrastructure.
- **Lehman Road (Bad Creek Crossing):**
- During a drain office inspection, dual CMP tubes were found to be in poor condition. Last year's culvert assessment, when compared to current photos, showed no signs of movement, therefore a 5-ton load posting has been placed, restricting traffic to cars and light trucks. Preliminary design work is underway for replacement options and cost.
- **Culvert Inventory:**
- The project is complete, and the final report is expected soon. Reports will be distributed to each township during Doug's visits to their meetings throughout the summer and fall, providing valuable information for future project planning. Road Commission staff also have access to the condition reports to assist with maintenance prioritization.

#### Right-of-Way:

- **Issues – Frontier Countywide Fiber Project:**
- Ongoing coordination issues with Frontier's current construction manager. Problems began in the DeWitt Township area with damage and poor restoration in subdivisions.
- Frontier subcontractors have been working without the approved paper plans, selecting bore paths based on convenience rather than permitted locations.
- Multiple utility boxes were discovered outside of approved areas, including some located directly on road shoulders.
- As of this week, Frontier has been ordered to stop work. All improperly placed boxes must be relocated. Frontier is bringing in a new construction manager.
- Safety concerns were also noted, including a lack of required signage during active construction.
- Moving forward, Frontier must demonstrate that its new team is qualified. The Road Commission will now require the maximum deposit upfront and will limit bore crossings to one per block. If issues such as pavement heaving are not resolved through corrective measures (e.g., roller correction), any applicable damage fees will be withheld and directed to the township, to avoid disturbing recently paved roads.
- **MetroNet:** Currently experiencing isolated issues in a few subdivisions. A meeting is scheduled for noon today to address concerns and ensure compliance moving forward.

#### Director of Finance Report

Ms. Gurski reported:

- The June MTF distribution, reflecting April fuel sales, was \$1,132,615.19.
- The Act 51 report was approved last week.
- Katie and I will be attending a workers' compensation workshop hosted by CRASIF next month.
- Doug and I participated in the 2023 Trunkline audit review earlier this week. A few items still require clarification.
- Katie, our Payroll/HR Clerk, took the initiative to organize a Paint-a-Plow program for this fall. The program invites Clinton County high school students and groups to showcase their artistic talent while promoting roadway safety. Information will be emailed to local high schools and posted on our website beginning August 1st. We hope this will become a successful and ongoing annual event.

Motion to receive the financials and place on file.

Move: Commissioner Frederick Second: Commissioner Holt Status: Passed

Approval of Vouchers:

Payroll: #92574- #92580 including advices

Vouchers: #68934 - #68959 including ACH

Total: \$2,012,203.68

Motion to approve the vouchers as presented.

Move: Commissioner Holt Second: Commissioner Frederick Status: Passed

### **Managing Director Report**

Mr. Steffen reported:

- Registered to attend the CRA Roads+ Members Only event next Wednesday, which begins at 10:00 AM.
- The Seven County Council meeting will be held at our office on July 15th.
- The CRA Golf Outing is scheduled for July 18th.
- Work continues on the strategic planning goals.

### **2024 Annual Report**

Motion to receive and place on file the 2024 Annual Report.

Move: Commissioner Frederick, Second: Commissioner Holt, Status: Passed

### **MCRSCIP At-Large Ballot**

Motion to vote for Lester Livermore for the MCRSCIP Board of Directors At-Large Position.

Move: Commissioner Frederick, Second: Commissioner Holt, Status: Passed

### **Approval to Purchase Mechanical Sweeper for 2026**

Motion to approve the purchase of a mechanical sweeper in 2026.

Move: Commissioner Frederick, Second: Commissioner Holt, Status: Passed

### **Commissioner Comments**

#### **Adjournment**

With no further business coming before the Board, the meeting was adjourned at 10:01 a.m.

Move: Commissioner Holt Second: Commissioner Frederick Status: Passed

---

Karla Gurski, Finance Director/Clerk