



## **Minutes for the December 5, 2024 - Board Meeting**

3536 S. US Highway 27 St. Johns, MI 48879

### **Attendees (7)**

Bruce Delong; Michael Frederick; Karla Gurski; Kevin Holt; Douglas Steffen;

Marc Trotter; Gail Watkins

### **Manager's Memo to BOC**

### **Welcome and Pledge of Allegiance**

### **Approval of Agenda:**

Motion to approve Agenda as presented.

Move: Commissioner Holt Second: Commissioner Frederick Status: Passed

### **Approval of November 14, 2024, Minutes:**

Motion to approve the November 14, 2024, Minutes as presented.

Move: Commissioner Frederick Second: Commissioner Holt Status: Passed

### **2025 Budget Public Hearing:**

Motion by Commissioner Frederick, seconded by Commissioner Holt, to recess the Regular Meeting and Open the 2025 Budget Public Hearing at 9:01 a.m.

Roll call vote: Frederick-Aye, Holt-Aye, Watkins-Aye

Chairperson Watkins called the 2025 Budget Public Hearing to order. He introduced the Board and Staff members and stated the purpose of the public hearing is to present the Clinton County Road Commission 2025 Budget. Clerk Gurski attested that the notice of public hearing had been published on 11/24/2024 and 12/01/2024 in the Lansing State Journal and on [lansingstatejournal.com](http://lansingstatejournal.com), and that no communication, written or verbal, had been received regarding the proposed 2025 Budget. Managing Director Steffen reviewed the budget document.

As there was no public present, there was a motion by Commissioner Holt, seconded by Commissioner Frederick, to close the 2025 Budget Public Hearing and reconvene the Regular Meeting at 9:09 a.m.

Roll call vote: Frederick-Aye, Holt-Aye, Watkins-Aye

## **2025 General Appropriations Act:**

Motion by Commissioner Frederick, seconded by Commissioner Holt, to approve the 2025 Budget of the Clinton County Road Commission in accordance with the 2025 General Appropriations Act, as presented.

Roll call vote: Frederick-Aye, Holt-Aye, Watkins-Aye

## **Communications:**

Motion to accept the communications and place them on file.

Move: Commissioner Holt Second: Commissioner Frederick Status: Passed

## **Information from Commissioner Bruce DeLong:**

Mr. DeLong reported:

The county liaison will change for 2025 and will provide an update for us at our next meeting.

## **Public Comments:**

There was no public comment.

## **Engineering Report:**

Mr. Trotter reported:

- Construction Projects:
  - The Kinley Road culvert project has been delayed due to material delivery issues. Work is now scheduled to begin on Monday, December 9th, with the goal of completing the project in December.
- Earmarked Projects:
  - We attended an intercounty drain board meeting last week regarding the Chandler Road project, and the vote was in favor of submitting the permit to EGLE.
  - The DeWitt Road & the Airport Road projects are on track.
- County Paving
  - The section of Francis Road from Pratt to Price Road will be a county primary paving project in 2025. Soil borings will be conducted next week to determine what needs to be mitigated for the project.
- Planning:
  - The As Needed Engineering RFP bids are due tomorrow. We will bring our recommendation to the next meeting in December.
  - A development item in Bath Township involves the proposed Gary Lane Condos, which will have private roads. The CCRC commented during the agency review that

the roads will remain private and will not be considered for transfer to public ownership after construction.

### **Director of Finance Report:**

Ms. Gurski reported:

- The MTF for December, which covers October fuel, totaled \$949,873.23.
- Doug, Katie, and I will be attending the CRA Legal Issues Symposium next Tuesday, December 10th.
- Preparing the final 2024 budget amendment for our next meeting in December.
- Township invoices have all been sent out.
- Open enrollment is currently going on, this runs through next week.
- The county approved an increase in per diem rates for the commissioners. Beginning January 1, the per diem will be set at \$80 for each business meeting. This amount will rise to \$85 per meeting in 2027.

Motion to accept the financials and place them on file.

Move: Commissioner Holt Second: Commissioner Frederick Status: Passed

Approval of Vouchers:

Payroll: #92529- #92532 including advices, Vouchers: #68741 - #68759 including ACH,

Total: \$916,149.42

Motion to approve the vouchers as presented.

Move: Commissioner Frederick Second: Commissioner Holt Status: Passed

### **Managing Director Report:**

Mr. Steffen reported:

- We are officially fully staffed for the winter; the last full-time hire started on Monday.
- We have two township meetings to attend yet this year.
- Continuing to work with townships on projects for next year.
- Will distribute copies of the completed Strategic Plan for 2025.
- Next Monday at 1pm is the kickoff meeting for the I69-Chandler Road interchange.
- The MDOT Traffic Summit will be at our facility on Thursday, December 12th at 1pm.
- All staff completed CPR and First Aid training this week.
- The new commissioner orientation is coming up on the 16<sup>th</sup>.
- Marc & Jake coordinated a Lunch and Learn that we hosted at our facility on Monday.
- Will be attending a meeting later today with a consultant on the regional trail study along Old 27.

### **Employee Years of Service Certificates:**

Motion to authorize the Chairperson to sign the "Employee Years of Service" certificates, thereby congratulating those employees for their years of service to the Clinton County Road Commission.

Move: Commissioner Frederick Second: Commissioner Holt Status: Passed

### **Award Bids for Annual Materials:**

Motion to award to bidders based on price and availability for the following materials and years:

- Winter Maintenance Sand - year 2025
- 34CS & CST Trap Rock - year 2025
- Trucking/Gravel Hauling only - year 2025
- Winter Hot Mix Patching Material - year 2025
- Overband Crackfill Treatment - Bit Mat Bid Extension for year 2025

Move: Commissioner Holt Second: Commissioner Frederick Status: Passed

### **Closed Session: Personnel Evaluation of Managing Director, Doug Steffen:**

Managing Director, Doug Steffen, requested to enter into closed session to discuss his annual evaluation.

Motion by Commissioner Holt, Seconded by Commissioner Holt, to enter into closed session pursuant to the Open Meetings Act, MCL 15.268, to discuss the Managing Director's evaluation at 10:02 a.m.

Motion by Commissioner Frederick, seconded by Commissioner Holt, to exit the closed session and reconvene the regular meeting at 10:18 a.m.

Roll call vote: Frederick - Aye, Holt - Aye, Watkins - Aye.

### **Commissioner Comments:**

### **Adjournment:**

With no further business to come before the Board, the meeting was adjourned at:10:20 a.m.



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Karla Gurski, Clerk of the Board

Move: Commissioner Frederick Second: Commissioner Holt Status: Passed