



## Meeting Minutes for the January 16, 2025 – Board Meeting

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

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

**Absent:** Marc Trotter

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

#### **Election of Chair & Vice Chair:**

Clerk Gurski requested nominations for the position of Chairperson.

Motion by Commissioner Holt, seconded by Commissioner Frederick, to nominate Gail Watkins as Chairperson.

Roll Call Vote: Commissioner Frederick - Aye, Commissioner Holt - Aye, Commissioner Watkins - Aye

Clerk Gurski requested nominations for the position of Vice Chairperson.

Motion by Commissioner Holt, seconded by Commissioner Watkins, to nominate Mike Frederick as Vice Chairperson.

Roll Call Vote: Commissioner Frederick - Aye, Commissioner Holt - Aye, Commissioner Watkins - Aye

#### **Appointment of Clerk and County Highway Engineer for 2025:**

Motion to appoint Karla Gurski as Clerk of the Board, and Marc Trotter as the County Highway Engineer for 2025.

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

#### **Approval of Agenda:**

Motion to approve the agenda as presented.

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

#### **Approval of December 19, 2024, Minutes:**

Motion to approve the December 19, 2024, meeting minutes, as presented.

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

#### **Communications:**

Motion to accept the communications and place them on file.

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

#### **Information from Commissioner Brian Hurtekant:**

The board greeted Commissioner Hurtekant, who then introduced himself and provided a brief summary of his professional background and experience. Commissioner Hurtekant reported:

- The county met earlier this month and officially elected officers, and approved committee assignments for 2025. A full list of committee assignments is included in the communications.

#### **Public Comments:**

There was no public comment.

**Engineering Report:**

Mr. Trotter reported:

- The last large culvert project on Kinley Road in Lebanon Township has been completed.
- The Chandler Road project in Bath Township: We made good progress after attending a meeting the week before last and another Inter-County Drain meeting. We received permission from the majority of the drain board to proceed with the project design. The project is expected to be completed in 2026, and now that we have approval, we can begin working on major budget items.
- The DeWitt Road project from M-21 north is also moving forward with final plans complete. Marc and Jake have been meeting with property owners, and the project will be bid out in February.
- Regarding Airport Road, we received the contract from MDOT on Tuesday, and final plans are about 75% complete. We're aiming to post for construction in early summer; the project will likely be split into two phases.
- For the Francis Road project from Pratt to Price Road, soil borings were completed last week, revealing a 19-foot muck layer at the deepest point.
- Marc is working with FHWA on requirements for analyzing bridges. MDOT wants all of our bridges rated, so when an extra-large load permit comes in, and that load exceeds the limit, the system can search and ensure the bridge can handle that weight.

**Director of Finance Report:**

Ms. Gurski reported:

- The MTF for January, covering November fuel, totaled \$1,094,665.84.
- We are currently working through year-end items and preparing for the audit, which is scheduled for the last week of February.
- There are only a few remaining open invoices for the townships, and we expect to receive payment for these by the end of January.
- Next Wednesday, we will be holding a communication and leadership training session for our administrative staff.

Motion to accept financials and place on file.

Move: Commissioner Holt Second: Commissioner Frederick Status: Passed

Approval of Vouchers:

Payroll: #92536- #92542 including advices

Vouchers: #68769- #68811 including ACH

Total: \$1,295,714.91

Motion to approve the vouchers as presented.

Move: Commissioner Frederick Second: Commissioner Holt Status: Passed

**Managing Director Report:**

Mr. Steffen reported:

- We've had meetings with all our townships and we are off to a great start on projects this year.
- We will continue to monitor gravel roads with fluctuating temperatures this winter into the spring.
- Working on scheduling the legislative breakfast and will send out options to check for availability.
- Township meetings are set for March 13th and 14th. We will move the board meeting to the 14th to accommodate this.
- This afternoon, we are attending a meeting about regional trails, focusing on the non-motorized path along BR 27 North.
- Next Tuesday, there's a Seven County District meeting in Ionia, followed by the Township Officer's meeting in the evening.
- We are preparing to post bids on Bid Express for equipment and materials.

**Annual Certification of Roads:**

Motion to authorize Chairperson Watkins to sign the 2024 Annual Certification of Roads.

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

**Resolution to enter in contract with MDOT: Contract No. 24-5566, Construction of Airport Rd.**

**Corridor:**

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. 24-5566, and

**WHEREAS**, this contract is for:

- *The construction of the Airport Road corridor from Grand River Ave. to Herbison Road in Clinton County, DeWitt Township, in partnership with local municipalities and the Capitol Region International Airport. Roadway improvements will support current and future transportation needs of local and regional economy and residents,*

**WHEREAS**, the project cost will be paid for by earmark funds. Earmark funds will be applied to the Project costs at a participation ratio of 100 percent up to an amount not to exceed 4,000,000. CCRC will be responsible for all costs in excess of the funds shown above,


**NOW THEREFORE BE IT RESOLVED** that the 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: Commissioner Frederick - Aye, Commissioner Holt – Aye, Commissioner Watkins - Aye

**Commissioner Comments:**

**Adjournment:**

With no further business to come before the Board, the meeting was adjourned at 9:48 am.



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Karla Gurski, Finance Director/Clerk

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