

MINUTES



Clinton County Road Commission
Board Meeting
Thursday, January 18, 2024, 9:00 am - 10:30 am
3536 S. US Highway 27
St. Johns, MI 48879

In Attendance

Member

Douglas Steffen; Gail Watkins; Karla Gurski; Kevin Holt; Marc Trotter; Michael Frederick

Not In Attendance

Member

Bruce Delong

A. Welcome and Pledge of Allegiance

B. **Election of Chair & Vice Chair**

Clerk Gurski requested nominations for the position of Chairperson.

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

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

C. **Appointment of Clerk and County Highway Engineer**

Motion to appoint Karla Gurski as Clerk of the Board, and Marc Trotter as County Highway Engineer for 2024.

Move: Michael Frederick Second: Kevin Holt Status: Passed

D. Approval of Agenda

Motion to approve the agenda as presented.

Move: Michael Frederick Second: Kevin Holt Status: Passed

E. Approval of December 21, 2023 Minutes

Motion to approve the December 21, 2023, minutes as presented.

Move: Kevin Holt Second: Michael Frederick Status: Passed

F. Communications

Motion to accept communications and place them on file.

Move: Michael Frederick Second: Kevin Holt Status: Passed

G. Information from County Commissioner Bruce Delong

Commissioner Delong was unable to attend.

H. Public Comments

Mr. Ferguson thanked us for all the snow removal work on the roads, he stated it is a tough job and appreciates all the hard work that the guys do.

I. Director of Engineering Report

Mr. Trotter reported:

Construction:

- 2023 Projects are all complete.

Design:

- Webster Road:
 - We are finishing up the ROW acquisition, 1 parcel is complete, there are 3 remaining.
 - We met with DL Kesler as there is the possibility for his crew to fill in a low spot located on Webster Rd. with extra material from the site prep of the bolt facility. This would be ahead of the federal aid paving project we have planned in the spring.
 - This will be an April letting with construction beginning in June.
- Chandler Road from Parks to M-21:
 - The federal aid plans are turned in, this will be an April letting with construction starting in September.
 - The county culvert project would be ahead of the federal aid construction, sometime between May and September.
- Airport Road:
 - We are waiting on the award of an EGLE grant to determine if this will be a 2024 or 2025 construction project.
- Bridges & Culverts:
 - Dexter Trail over Muskrat Creek:
 - The design for the project is about 90% complete. Bengal Township has requested bid alternates for concrete & metal structures.
 - Chandler over Spaulding Drain:
 - Design is complete for this project, the plan is for CCRC to complete the install with contractor support, this will help save the township money on the project.
 - Kinley over Peets:
 - Design is about 50% complete.
 - Jason over Morris:
 - The design proposal has been sent to the township for approval to proceed.
 - Anderson over Swagert Drain:
 - The estimated cost of \$30,000 has been sent to the township.
 - Hyde over Cox Drain:
 - The preliminary sizing is complete, the estimate for \$60,000 has been sent to the township.
 - This is another project where CCRC would complete the install with contractor support.
- Planning:
 - 2023 Asset Management Plans:
 - Roads & Bridge plans are complete per the TAMC/State requirements.
 - Culverts are not mandated but we are working on our inventories with our GPS unit and submitting for reimbursement through TAMC.
 - Signals are not mandated either, but we are working with JRanck to perform inventory and assessments of all the signals in 2024. We will submit for future reimbursements through TAMC if offered.
 - Chandler Road Earmarked Project:
 - We have tentative approval from MDOT, and the contract should be issued soon.
 - We met with Bath Township, and SCCMUA on January 16th to discuss the RFP and the project schedule.
 - We plan to post the RFP in February.

- DeWitt Road Earmarked Project:
 - We have tentative approval from MEDC, the contract should be issued soon.
 - We will post the RFP in February.
- We plan to post bids for excavating contractor support with in-house culvert projects.
- ROW-Permits-Developments:
 - DTN DeWitt Crossings:
 - No new updates, the developer has to submit the updated traffic study addressing CCRC review comments and the project phasing.
 - BR-27 & Twinbrook:
 - DC Engineering to submit the proposed deviations from CCRC standards in writing for CCRC to then review. The items for review included, intersection spacing and the number of access points for developed lots and ADT.

J. Director of Finance Report

Ms. Gurski reported:

- MTF for January (November fuel) \$1,041,179.23.
- Will be signing staff up for the Highway Conference coming up in March.
- We have a tentative start date for our audit; the auditors plan to be here the week of March 4th. Rehmman was here the last week in December and did a physical inventory count, overall, there were no concerns. Having done a physical inventory count prior to our move and again after the move was beneficial and ensured inventory was accurate. Kudos to Alison, Marty, and Dain who took on the majority of this task.
 - Responded to Mr. Miller's FOIA last Friday.
 - Working through year end processing.

Motion to accept financials and place on file.

Move: Holt Second: Frederick Status: Passed

Approval of Vouchers:

Payroll: #92440 - #92449 including advices Vouchers:
#68331- #68370 including ACH Total: \$1,481,756.91

Motion to approve the vouchers as presented.

Move: Frederick Second: Holt Status: Passed

K. Managing Director Report

Mr. Steffen reported:

- We posted online for the open truck driver position.
- Working with the townships on their 2024 projects.
- Carla Wardin notified us that she is stepping down as the Essex Township supervisor in June; Eric Verlinde will be taking her place.
- Will be reaching out to set up the legislative breakfast, we are planning on having it at Main Street Cafe this year.
- Our crews have been out working on clearing up the paved roads from the snow and wind we have had over the past few days.
- We are working on annual bids for 2024.
- We got final occupancy on the cold storage building out back, all of the equipment is now stored inside.
- The only remaining items on the new building are the final paving of the parking lot and the restoration, which will both get done in the spring.
- Continuing to work on the 2024 goals that were set in our strategic planning meeting.

L. Motion to Adopt the 2023 CCRC Transportation Asset Management Plan

Motion to adopt the 2023 Clinton County Road Commission Transportation Asset Management Plan as submitted on January 18, 2024

Move: Michael Frederick Second: Kevin Holt Status: Passed

M. Annual Certification of Roads

Motion to authorize Chairperson Watkins to sign the 2023 Annual Certification of Roads.

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 9:56 a.m.



Karla Gurski, Finance Director/Clerk

Move: Kevin Holt Second: Michael Frederick Status: Passed