



## Meeting Minutes for the July 10, 2025 – Board Meeting

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

**Attendees:** Gail Watkins, Michael Frederick; Karla Gurski; Brian Hurtekant; Douglas Steffen

**Absent:** Kevin Holt; Marc Trotter

### Welcome and Pledge of Allegiance

### Approval of Agenda

Motion to approve the Agenda as presented.

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

### Approval of June 19, 2025, Minutes

Motion to approve the June 19, 2025, meeting minutes, as presented.

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

### Communications

Motion to receive the communications and place them on file.

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

### Information from Commissioner Brian Hurtekant

Commissioner Hurtekant reported:

- The median repair on Business 27 in St. Johns turned out excellent—they did an outstanding job.

### Public Comments

Darrilyn Fraser, a resident of St. Johns, expressed concerns regarding Townsend Road and South DeWitt Road. She provided the commission with a hard copy summary outlining her concerns.

### Engineering Report

Mr. Steffen reported on behalf of Mr. Trotter:

- **Webster Road Project** is progressing well and currently in Phase 4. The curb, gutter, and sidewalk are completed. Paving is scheduled to begin later this week and is expected to take a couple of weeks before the road opens to traffic. Township local road work was also completed in the city during this time.
- **Dewitt/Kinley Road Project (North)** is undergoing shoulder widening. A crushing crew will arrive in the next couple of weeks to crush and shape the road. Completion is expected by late August.
- **Francis Road Project** begins today. It involves a 3-mile section between Pratt and Centerline. The southern mile, which has poor soil conditions, will be closed for about three weeks for base stabilization. After that, the remaining section will be crushed, shaped, and receive a mill and overlay. The project should wrap up in late August or early September.
- **Chandler Road Project** design work is progressing well. Adjustments are being made to stay within available funding, including reducing the amount of enclosed drainage. A permit has been submitted to EGLE, and construction is planned for next year.
- **Airport Road Project** bids are being posted today, with submissions due by July 31st. They will be reviewed and presented at the August 4th meeting. Coordination is ongoing with Consumers Energy for utility adjustments. The goal is to begin construction in mid-August or early September.

- **Right-of-Way (ROW) Permitting:** An agreement has been reached with Frontier to continue working across the county using their contractors. They are in the process of bringing on a new company, Kanaan, to take over project oversight. Frontier has committed to going back and repairing any deficiencies. We will continue monitoring the progress.
- **TA Forsberg Development** has not confirmed their paving schedules for required projects. Marc is working to secure updated letters of credit. Our legal counsel has been contacted to send a formal communication. If the developer does not follow through, the road commission will act to collect on the letters of credit to ensure road completion.

## Director of Finance Report

Ms. Gurski reported:

- The July MTF distribution, reflecting May fuel sales, was \$1,094,379.87.
- Katie and I will be attending a workers' compensation workshop hosted by CRASIF on July 22nd.
- We received the 2024 Annual Actuarial Valuation (AVV) report from MERS for the DB plan, reflecting that the plan is funded at 103%. Marne will be at our August 4th meeting to review the report with the board.

Motion to receive the financials and place on file.

Move: Commissioner Frederick Second: Commissioner Watkins Status: Passed

Approval of Vouchers:

Payroll: #92581- #92587 including advices

Vouchers: #68960 - #68972 including ACH

Total: \$852,608.58

Motion to approve the vouchers as presented.

Move: Commissioner Frederick Second: Commissioner Watkins Status: Passed

## Managing Director Report

Mr. Steffen Reported:

- Township projects are progressing well across the county. Gravel work has had a strong start and is expected to be completed by the end of the month.
- The CRA Roads+ Golf Outing is scheduled for next Friday at The Emerald in St. Johns.
- We are currently advertising for a truck driver position and have received a good number of applications. Reviews will begin next week, with interviews to follow.
- The August board meeting has been rescheduled to August 4th at 8:00 a.m.

## Approval to Extend Audit Services with Rehmann

Motion to Approve Extending the Audit Services with Rehmann for Two Years.

Move: Commissioner Frederick Second: Commissioner Watkins Status: Passed

## Resolution of Retirement for Bruce Schafer

*WHEREAS, Bruce Schafer has decided to retire from the Clinton County Road Commission on July 31, 2025, and*

*WHEREAS, Bruce has provided over eleven years of service to the Clinton County community, and*

*WHEREAS, Bruce has held the position of Heavy Truck Driver and Second Shift Night Patrol, and Roller Operator here at the Road Commission, and*

**WHEREAS**, Bruce has been a valuable asset to the Road Commission by bringing experience and skill to all the duties he performed, and

**WHEREAS**, Bruce has always been a dedicated member of our team, a hard worker, willing to step in and assist with janitorial duties when needed, further demonstrating his dedication and all-around contribution to the road commission, and an enjoyable person to be around, and

**WHEREAS**, Bruce is anticipating many future years of restful retirement, so

**BE IT THEREFORE RESOLVED** that the Commissioners of the Clinton County Road Commission wish to express their appreciation to Bruce for his years of outstanding service to the Clinton County Road Commission and wish him many years of healthy, enjoyable retirement.

A roll call vote indicated: Commissioner Frederick - Aye, Commissioner Holt - Absent, Commissioner Watkins - Aye

Move: Commissioner Frederick Second: Commissioner Watkins Status – Passed

**Commissioner Comments:** None

### **Adjournment**

With no further business coming before the Board, the meeting was adjourned at 9:32 a.m.

Move: Commissioner Frederick Second: Commissioner Watkins Status: Passed



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Karla Gurski, Finance Director/Clerk