



Meeting Minutes for the September 17, 2026, – Board Meeting 3536 S. US Highway 27, St. Johns, MI 48879 @ 9:00am

Attendees: Michael Frederick; Gail Watkins; Kevin Holt; Douglas Steffen, & Karla Gurski

Absent: Commissioner Bob Showers

Welcome and Pledge of Allegiance

Approval of Agenda

Motion to approve the agenda as presented.

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

Approval of August 20, 2026, Minutes

Motion to approve the August 20, 2026, meeting minutes, as presented.

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

Communications

Motion to accept the communications and place them on file.

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

Information from Commissioner Bob Showers

Commissioner Showers was unable to attend.

Public Comments

There was no public comment.

Director of Finance Report

Ms. Gurski reported:

1. MTF for September, which was for July fuel, was \$1,179,058.52.
2. We also received the first NRF disbursement, totaling \$1,179,066.43, which includes the \$10,000 Engineering payment. It is unclear how much of this is marijuana money. CRA stated they will be sending guidance in the near future.
3. Starting to work on 2027 budget line items.
4. Submitted the Title VI Annual Certification to MDOT.

Motion to receive the financials and place on file.

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

Approval of Vouchers:

Payroll: #92673- #92677 advices

Vouchers: #69361- #69384 including ACH

Total: \$6,154,275.21

Motion to approve the vouchers as presented.

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

Managing Director Report & Engineering Update

Mr. Steffen reported:

- Township projects and chloride operations are progressing well. Chloride applications are expected to be completed next week.
- The Bingham Township solar farm remains an active item; we have legal counsel working on the Road Maintenance Agreement.

- Township meetings were attended in Bengal and Bingham Townships over the past couple of weeks, with Bath Township scheduled for Monday evening.
- Annual Safety Day is scheduled for October 21.
- An ACEC Engineering Award submission has been submitted for the Airport Road project.
- Provided an update on Strategic Planning. Most tasks have been completed. Continuing to work on items identified through last year's employee survey. It was recommended that the next employee survey be moved to next year rather than conducted at the end of this year.

Engineering Update:

- Chandler Road is progressing well. Large sanitary items arrived this week, the mitigation site is nearly finalized, and the drain enclosure is approximately 99% complete.
- The section of Chandler Road north of M-21 is complete.
- The Price Road paving project from US-27 to Hollister Road is scheduled to begin October 1.
- The MDOT culvert project began last week. Initial traffic impacts created significant congestion; control measures were implemented, and traffic conditions on have improved.
- The County is participating in the next round of Michigan High-Speed Internet Office BEAD funding and is expected to receive approximately \$17,000 to assist with broadband permitting costs.
- DeWitt Township approved a mining operation on Howe Road.

Approval of the 2026 CCRC Transportation Asset Management Plan

Motion to adopt the 2026 Clinton County Road Commission Transportation Asset Management Plan as submitted on October 1, 2026.

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

Approval of Revision to Nationwide 401(a) Plan

Motion to approve revising the current 401(a) plan election of 6-year vesting to immediate vesting for eligible employees.

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

Approval of Road Agreement for the J&H Gas Station

Motion to approve the signature of the Road Construction Agreement for the J&H Gas Station.

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

Approval to Purchase 34CS for 2027 Construction

Motion to approve the purchase of 34CS for the 2027 Construction Year.

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

Approval of Revised Purchasing Policy 105

Motion to approve the revised Purchasing Policy 105, as presented.

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

Resolution MDOT Contract No. 26-5390 Francis Road to Clark Road

A motion was made by Commissioner Watkins, seconded by Commissioner Holt, 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. 26-5390, and

WHEREAS, this contract is for:

1. *Hot mix asphalt base crushing, shaping, cold milling and paving, storm sewer, culverts, and underdrain along Francis Road from I-96 westbound ramp to Clark Road, including subgrade undercutting, subbase, aggregate base and shoulders, contractor staking and permanent pavement markings; and all together with necessary related work.*

WHEREAS, the Clinton County Road Commission has approved participation in their share of this project,

NOW THEREFORE BE IT RESOLVED that 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

Approval to Purchase Distributor Truck in 2027

Motion to approve the purchase of the Etnyre Distributor Truck in 2027 from AIS Construction Equipment

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

Chris Sherwood Retirement Resolution

WHEREAS, *Christopher Sherwood has decided to retire from the Clinton County Road Commission on October 22, 2026, and*

WHEREAS, *Chris has provided over twenty-six years of service to the Clinton County community, and*

WHEREAS, *Chris has held the position of Loader/Backhoe Operator and Heavy Truck Driver here at the Road Commission, and was assigned the first Peterbilt heavy truck of the fleet, and*

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

WHEREAS, *Chris has always been a dedicated member of our team, a hard worker, and an enjoyable person to be around, and*

WHEREAS, *Chris 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 Chris 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 - Aye, Commissioner Watkins - Aye

Move: Commissioner Holt Second: Commissioner Watkins Status – Passed

Commissioner Comments

Adjournment

With no further business coming before the Board, the meeting was adjourned at 10:08 a.m.

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

Karla Gurski, Finance Director/Clerk