

SCHOOLCRAFT COUNTY ROAD COMMISSION
332N EAST ROAD, MANISTIQUE, MI 49854
BOARD MEETING MINUTES
February 23, 2022 - 7:00 a.m.

000375

1. Call Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of Minutes
6. Public Comment
7. Unfinished Business:
 - A. Cell Tower Lease Agreement (moved to closed session)
 - B. Ketvirtis Property Listing
 - C. CR 441 & 4th Street
8. New Business:
 - A. Vouchers 22-19, 22-20, 22-21, & 22-22
 - B. Approve Policy RO 5.00 Mailbox Policy
 - C. Approve Policy A 6.00 Removal of Seasonal Road
 - D. RFP 2022-03 Culverts & Bands
 - E. RFP 2022-04 Foreman Truck
 - F. Approve Sealed Bid for Sale of B285 Single Axle Truck
 - G. Final Approval for Shop Hoist Repairs
 - H. Commissioner Out of Town Per Diem
 - I. January Financial Statement
 - J. Approve Manistique Township Road Projects
 - K. Approve Hiawatha Township Road Projects
 - L. MDOT State Maintenance Contract Amendment Resolution
9. Manager's Report
10. Engineer's Report
11. Department Heads
12. Meeting Notices:
 - A. CRA Annual and Roadshow March 8-10, 2022, Lansing, MI
13. Public Comment
14. Adjournment

1. Call Meeting to Order:

The meeting was called to order by Chairman T. Klarich at 7:00 A.M.

000376

2. Roll Call Information: The roll was called for the Commissioners.

Present: Thomas Klarich
Randy Lund
Keith Rochefort

Absent: Dale DuFour (via phone)
Robin LaCroix (via phone)

Also in Attendance: Jean Vanderville, Managing Director; Tanya Hoar, Finance Director; Ian Stampfly, Engineer; Ann Peterson, Payroll/HR Coordinator; Kim Rochefort, Road Foreman; Roger Martin, Shop Foreman, Troy Bassett, County Commissioner, Dave Muxlow, Grover Real Estate (for part of meeting).

3. Pledge of Allegiance: The pledge was recited.

4. Approval of Agenda:

It was moved by Commissioner R. Lund, seconded by Commissioner T. Klarich, to approve the agenda as presented.

Roll Call:

Lund - yes
Klarich – yes
Rochefort – yes
DuFour – yes (for the record only)
LaCroix – Abstain

Motion Carried

5. Approval of Minutes:

A. Regular Meeting February 9, 2022

It was moved by Commissioner K. Rochefort, seconded by Commissioner T. Klarich, to approve the minutes of the regular meeting held on February 9, 2022.

Roll Call:

Rochefort – yes
Klarich – yes
Lund - yes
DuFour – Abstain
LaCroix - Abstain

Motion Carried

6. **Public Comment:** None

000377

7. **Unfinished Business:**

A. Cell Tower Lease Agreement: This topic was moved to closed session.

B. Ketvertis Property Listing: Dave Muxlow was present and provided an update. The previous offer was withdrawn due to lack of an easement, which prohibits any financial institution from providing a loan. A survey will be completed in the spring on the property to determine where the roads run, as the titles do not show them accurately. The Cert Maps show access via Walters Road; however, the Title Company states there is no legal access. D. Muxlow will meet with Laurie from the Title Company to dispute the boundaries. D. Muxlow will follow up and report back.

C. CR441 & 4th Street: This item remains tabled until spring, as no action can be taken until the snow is gone to evaluate the road. I. Stampfly will recheck the previous survey to be sure it meets what is in the proposal.

8. **New Business:**

A. Vouchers 22-19, 22-20, 22-21, & 22-22

It was moved by Commissioner K. Rochefort, seconded by Commissioner R. Lund, to approve vouchers 22-19, 22-20, 22-21, & 22-22 as presented.

Roll Call:

Rochefort – yes

Lund - yes

Klarich – yes

DuFour – Abstain

LaCroix – Abstain

Motion Carried

B. Approval Policy RO5.00 Mailbox Policy: J. Vanderville provided two options for a new Mailbox Policy, which was requested by the board at the last meeting. After review, the board chose the option that referenced the GTLA, Governmental Tort Liability Act, and noted that the SCRC will not replace mailboxes placed within the right of way that have been damaged due to routine maintenance of the county road system.

It was moved by Commissioner K. Rochefort, seconded by Commissioner R. Lund, to approve the RO5.00 Mailbox Policy as presented.

Roll Call:

Rochefort – yes

Lund - yes

Klarich – yes

Motion Carried

C. Approval of Policy A6.00 Removal of Seasonal Road: J. Vanderville provided an overview of the proposed new policy A6.00 Removing a Road from Seasonal Designation.

It was moved by Commissioner K. Rochefort, seconded by Commissioner T. Klarich, to approve Policy A6.00 Removal of Seasonal Road.

Significant discussion ensued regarding the requirements outlined in the policy. The policy was drafted due to a request to change the Low Highrollaways Road from seasonal to an all-season road. Information outlining Act 51 was included for review, which dictates how the road can be maintained and what can be expended. It was noted that State statute was followed to hold public hearings to petition to have a road changed to seasonal took place, which no one attended. Specifically noted was that townships cannot own roads. Additionally, the policy indicates that ‘All costs to improve a seasonal road will be at the expense of the party requesting reclassification or the Township, or both’, and that “Township Matching Funds Policy” does not apply to roads being improved for removal from seasonal designation”, for which J. Vanderville will obtain clarification and return to the board with edits to the policy. She will also look up specific case studies / laws.

Roll Call:

Rochefort – no
Klarich – no
Lund - no
DuFour – Abstain
LaCroix – Abstain

Motion Failed

D. RFP 2022-03 Culverts & Bands: A Request for Proposal to provide Corrugated Metal Pipe and Bands was included for consideration.

It was moved by Commissioner K. Rochefort, seconded by Commissioner T. Klarich, to approve sending the RFP for culverts out for bid.

Roll Call:

Rochefort – yes
Klarich – yes
Lund - yes
DuFour – yes (for the record only)
LaCroix – Abstain

Motion Carried

- E. RFP 2022-04 Foreman Truck:** A Request for Proposal to provide a 2022/2023 Model Year ¾ Ton Pickup was included for consideration. It was noted that MiDeal sold all their inventory, so this purchase must go to sealed bid. The truck would be utilized by Road Foreman Rochefort, whose current truck would be utilized by Engineer Stampfly.

It was moved by Commissioner R. Lund, seconded by Commissioner K. Rochefort, to approve sending the RFP for the ¾ ton pickup out for bid.

Roll Call:

Lund - yes
 Rochefort – yes
 Klarich – yes
 DuFour – Abstain
 LaCroix – Abstain

Motion Carried

- F. Approve Sealed Bid for Sale of B285 Single Axle Truck:** A proposal to sell a 1996 Peterbilt Single Axle Truck Model 330 by Sealed Bid was provided. J. Vanderville noted there is local interest in the truck, so the bids will be kept local at this time. It will also be placed on the Builder's Exchange. There will be a reserve amount placed on the truck.

It was moved by Commissioner K. Rochefort, seconded by Commissioner T. Klarich, to approve sale of B285 Single Axle Truck via Sealed Bid.

Roll Call:

Rochefort – yes
 Klarich – yes
 Lund - yes
 DuFour – Abstain
 LaCroix – Abstain

Motion Carried

- G. Final Approval for Shop Hoist Repairs:** R. Martin provided an overview of the estimates for repair of the shop hoist. The estimate is \$9,454.25, greater than \$5k limit, requiring board approval. RMS of Negaunee is scheduled to be on-site for the repairs on February 28th.

It was moved by Commissioner R. Lund, seconded by Commissioner T. Klarich, to approve Shop Hoist Repair

Roll Call:

Lund - yes
 Klarich – yes
 Rochefort – yes
 DuFour – Abstain

Motion Carried

- H. Commissioner Out of Town Per Diem:** J. Vanderville provided guidance from the Schoolcraft County Clerk regarding per diem pay for commissioners for local / out-of-town meetings. Also provided was SCRC Policy F5.00, Conference and Travel Policy, which outlined meeting times and number of miles as they pertain to payment for overnight accommodations. Discussion was held.
- I. January Financial Statement:** T. Hoar provided an overview of the January Financial Statement. She noted that, through January 2022, financials are better than budget.

It was moved by Commissioner K. Rochefort, seconded by Commissioner T. Klarich, to approve the January Financial statement as presented.

Roll Call:

Rochefort – yes
Klarich – yes
Lund - yes
DuFour – yes (for the record only)
LaCroix – Abstain

Motion Carried

- J. Approve Manistique Township Road Projects:** I. Stampfly provided an overview of the upcoming road projects being considered in Manistique Township. Once approved, J. Vanderville will fit the projects into the summer / fall schedule.

It was moved by Commissioner T. Klarich, seconded by Commissioner R. Lund, to approve the Manistique Township Road Projects as presented.

Roll Call:

Klarich – yes
Lund - yes
Rochefort – yes
DuFour – yes (for the record only)
LaCroix – Abstain

Motion Carried

- K. Approve Hiawatha Township Road Projects:** I. Stampfly provided an overview of the upcoming road projects being considered in Hiawatha Township. The township is prepared to spend up to \$300k on paving projects.

It was moved by Commissioner K. Rochefort, seconded by Commissioner R. Lund, to approve the Hiawatha Township Road Projects as presented.

Roll Call:

Rochefort – yes
Lund - yes
Klarich – yes
DuFour – yes (for the record only)
LaCroix – Abstain

Motion Carried

- L. MDOT State Maintenance Contract Amendment Resolution:** A resolution to amend the MDOT State Maintenance Contract was provided, as there were errors noted in the language in Appendix G.

It was moved by Commissioner R. Lund, seconded by Commissioner T. Klarich, to approve the MDOT State Maintenance Contract Amendment Resolution as presented.

Roll Call:

Lund - yes
Klarich – yes
Rochefort – yes
DuFour – Abstain
LaCroix – Abstain

Motion Carried**9. Manager's Report:**

Tillman Cell Tower Lease: Tillman has come forward and are willing to pay the \$10k attorney fees to continue negotiations. Mike Watza has prepared a response. To date we have spent \$9,200 in attorney fees.

Policy RO5.00 Mailbox Policy: See Item 8.B. above.

RFP 2022-04 Foreman's Truck: See Item 8.E. above.

RFT Regional Meeting: All projects were approved at the meeting. There was a change to the funding as the IJA funds were reduced the day of the meeting resulting in a reduction of \$121,605 to Schoolcraft County over the 5-year period. J. Vanderville reduced the transit allocation by \$9,333 in year 2023 and absorbed the rest in local match, so we could complete each project as approved at our local meeting (see documents provided).

800 MHz Radios: Sheriff Willour is still working on getting the radios approved. They have been backordered for at least a month.

Risk Control Site Visit: The Risk Control visit went well and most of the discrepancies are housekeeping issues that have been addressed and rectified. There is a drill press in Seney

that is very old and hasn't been used in about 10 years. It was determined that the drill press should be disposed of.

Policy A6.00 Removal of Seasonal Road: See Item 8.C. above.

Sale of B285: See Item 8.F. above.

Shop Hoist Repairs: See Item 8.G. above.

Ketvertis Offer: The offer has been withdrawn. See Item 7.B. above.

Act 51 Certification Maps: Alex LaPorte found two errors on our maps. One was an oversight on the final mileage being updated, but the map was correct. The other was on the map with the abandonment for CR433 Quarry Rd.

County Annual Report: J. Vanderville will present the county annual report on Thursday, February 24, 2022, at the regular meeting of the County Board beginning at 6:00 pm.

Commissioner Per Diem: See Item 8.H. above.

MDOT Contract Agreement: See Item 8.L. above.

County Engineer's Workshop: The CEW had a great list of topics and presenters. Some takeaways from J. Vanderville that she has been working on from the meeting were:

- Putting together a presentation for Planning & Zoning to discuss Category A. The big takeaway from that is if a business is planning to come to the area and we want to qualify for road funds for that business, the grant must be first before they start building the business or operating. Category A is qualified on if the business would choose to go elsewhere if the road could not support their business.
- She requested a copy of the data results from the speed studies that were conducted on US Hwy 2 when the speed increased to 65 MPH and has sent an e-mail to Dawn (MDOT) to consider a curve feedback sign for the Valley.
- There is a polyurethane injection /spray for infrastructure that looked promising and is being used in Marquette (City & CRC). She will be reaching out to see how they use it, cost factor and results.
- Many RC's are updating their certification maps from CAD to GIS. She will be reaching out to CUPPAD to see if they can assist with that and if it would fall under the current county agreement or if there is an additional charge.
- On the work zone safety presentation, they utilized pedestal traffic regulators in place of flaggers. She plans to look into the cost/benefit of using pedestal traffic regulators under certain circumstances.
- A full copy of the agenda and topics and notes are available if anyone is interested in viewing them.

CRA Annual Conference: There will be no legislative banquet for the UPRBA group this year.

Spring Safety Training: Has been working on putting together the schedule and presenters for the upcoming Spring Safety Training, tentatively scheduled for all day on Tuesday, April 12th. Presenters will be Sam (Mackinaw Administrators), Jack Hill (MCRCSIP) and Charlie Pike (MCRCSIP).

Township Meetings: Most of the discussion at the meetings was geared around ARPA funds and the Final Rule allowing Townships to use the funds on road projects.

- Germfask Township: Did not suggest they use their funds for roads since they have water issues but did follow up on their road millage. They stated they are scheduled to discuss it in more detail in the spring.
- Doyle Township: In addition to the ARPA funds, they have approximately \$90k in road millage dollars. They said they will be discussing roads after their budget hearing.
- Inwood Township: Discussed ARPA funds. They did not make any decision on how they will use the funds, but they are looking at automatic dispensers for soap and towels and a purification system to their HVAC system.
- Hiawatha Township: Committed to their road projects in the amount of approximately \$300k. Overlays on Dawson (94 to Wauwaushnosh), Evergreen, West Tennant and Asp.
- Seney Township: Still working on the drain that is collapsing and the township reported that there is further failure. James also sent pictures of the failure. She will continue to work the MDOT to come to a resolution.

Drain Commission: She is working on researching property owned by the Drain Commission on Wauwaushnosh for an easement request. Estimate for title search has been sent to the county board for approval.

10. Engineer's Report:

Township Work

We have been working on developing project ideas for the ARPA funding the townships received and presenting the ideas to townships who are receiving enough funds to perform a project.

He attended the Manistique Township meeting on February 16th. At the meeting Manistique Township committed to paving Dillexie Lane and all prep work for N. Krummich Road. At this time N. Krummich will not be paved. The township did not have a consensus as to whether it was worth it to pave the road or leave it gravel. The idea was presented to do a traffic count to see how many users the road has if there are enough users the township will likely pave N. Krummich in the next two years. Our plan is to do a traffic count in the summer and then again in the fall and compare the data to see when the most use occurs.

It was brought to our attention that Hiawatha Township discussed construction work on Hiawatha Station Road and Ruggles Road. This was to include paving. This was discussed in 2006 according to our source and it never came to fruition. He generated an estimate to accomplish these projects and then presented it to the township on February 17th. The township will consider this option in the future when other work is in the area. Hiawatha Township did commit to \$300,000 in paving via a 4-1 vote for this year. We will work on an

RFP, specs, and plans package to put the paving projects out to bid. His goal is to bid this work in April.

County Wide Sign Project

As of February 10th, MDOT is reviewing our file and will supply us with a summary of changes/corrections that will need to be made for finalizing. He anticipates receiving the summary in early March and hopes to have the project finalized by end of March/early April.

UPRBA & County Engineers' Workshop

He attended both the UP Road Builders and County Engineers' Workshop. He had the opportunity to network, discuss, and obtain new ideas for a multitude of topics. If the proper situation arises, we will have more options to us to solve problems thanks to the benefit of these events.

2023 Projects

He has been putting together the design packages for our 2023 road projects including CR-433 (from US-2 to Scharstrom) and CR-453 (from Peterson Road to M-149). He estimated the packages are 75% complete. Currently, he plans to stop for the most part because several documents require project engineer signature which needs to be a licensed PE. Once he has his PE, he will finalize the project packages and hopes to have them submitted by July or August depending on construction.

Critical Bridge Applications

He has continued to work on the critical bridge applications as the other documents required have now been posted by MDOT. He hopes to have the packages completed by mid-March, at which time we will need resolutions for each bridge to include in the submission.

Safety Grant Application

MDOT also released the other documents to continue working on our grant application for CR-439. We need to gather traffic data which we plan to do in April, after which the rest of the application can be completed.

2022 River Road Project

He reached out to MDOT after not seeing our project in the March lettings. MDOT had issues with the documents we signed and returned to them. The documents have been resigned and resent but this means our project will not be obligated and let until April at best and May. We have a lenient completion date for this project, so he is optimistic that this will not hinder our bids too much. Having other local work in the area should help as well.

CR-448 Bridge Project

UP Engineers & Architects sent an email update on February 10th stating that the project requirements are now in ProjectWise and that the project is ready for obligation. We are optimistic this will be in an April letting but worst-case scenario it will be in May.

11. Department Heads:

Troy Bassett: There is a County Board Meeting tomorrow at 6:00 pm. He noted that people are needed for committees if anyone is interested.

Discussion ensued regarding the American Rescue Plan, as Commissioner K. Rochefort asked if any of the funds would be provided to the SCRC, including them in the pool as essential workers, as the County Courthouse employees were. County Commissioner Bassett stated that he likely should have voted 'no' on that proposal when presented. Commissioner K. Rochefort also questioned the allocation of funds for the boardwalk and the Bishop Baraga shrine, as those were not affected by the pandemic.

County Commissioner T. Bassett noted that they are working to build up the Search and Rescue team, to include a drone that would serve to keep the sheriff's department out of harm's way. All will be in print for the April meeting. Any requests can be brought to the public meeting comments.

J. Vanderville and T. Hoar will fill out a formula to see about recouping lost revenue.

Kim Rochefort, Road Foreman: None

Roger Martin, Shop Foreman: The shop mechanics continue to work on broken-down equipment.

Ann Peterson: None

12. Meeting Notices:

A. CRA Annual & Road Show March 8-10, 2022, Lansing, MI

B. As Commissioner K. Rochefort will not be available for the scheduled meeting on Monday, March 7th, there would only be two commissioners available, so a quorum would not be present. J. Vanderville will research to be sure two meetings per month are not required. If that is the case, she will cancel the meeting for March 7th and will post the required public notices.

13. Public Comment: None

It was moved by Commissioner K. Rochefort, seconded by Commissioner T. Klarich, to adjourn the regular meeting and move to Closed Session at 8:51 am.

Roll Call:

Rochefort – yes

Klarich – yes

Lund - yes

DuFour – yes (for the record only)

LaCroix – Abstain

Motion Carried

It was moved by Commissioner R. Lund, seconded by Commission K. Rochefort, to reconvene the regular meeting at 9:14 am.

Roll Call:

Lund - yes

Rochefort – yes

Klarich – yes

DuFour – yes (for the record only)

LaCroix – Abstain

Motion Carried

It was moved by Commissioner K. Rochefort, seconded by Commission R. Lund, to have Mike Watz continue with negotiations with Tillman as instructed per discussed terms and deadlines. A draft will be provided to J. Vanderville before sending to Tillman.

Roll Call:

Rochefort – yes

Lund - yes

Klarich – yes

DuFour – yes (for the record only)

LaCroix – Abstain

Motion Carried

14. Adjournment:

The regular meeting was adjourned at 9:17 am.


Thomas Klarich, Chairperson


Jean Vanderville, Managing Director