

SCHOOLCRAFT COUNTY ROAD COMMISSION
332N EAST ROAD, MANISTIQUE, MI 49854
BOARD MEETING MINUTES
June 8, 2022 - 7:00 a.m.

000437

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. Policy A6.00 Policy for Removing a Road from Seasonal Designation
 - B. Cell Tower Lease
8. New Business:
 - A. Vouchers 22-35 & 22-36
 - B. Brenda Gartland AFS Presentation via Teams
 - C. Award RFP 2022-05 Primary Street Name Signs
 - D. Award RFP 2022-06 Manager's Truck
 - E. Michigan Class Transfer of Funds
 - F. Transit Pump Station Plans
 - G. Doyle Township Road Agreement Pawley Road
 - H. Doyle Township Road Agreement Cooper Road
 - I. Interview Bruce Robinson Non-CDL (**moved to 13.a.**)

Addition: J. MCRCSIP 2022 Board of Directors Election
9. Manager's Report
10. Engineer's Report
11. Department Heads
12. Meeting Notices
 - A. UPRBA June 16-17, 2022, Sault Ste. Marie
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.

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

Present: Thomas Klarich
Randy Lund
Keith Rochefort
Robin LaCroix
Dale DuFour

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

3. Pledge of Allegiance: The pledge was recited.

3. Approval of Agenda:

Item 8.I. was moved to 13.a. after the second Public Comment period.

Item 8.J. was added to New Business, UP Board of Directors, and Board of Directors At Large Representatives Vote

It was moved by Commissioner R. LaCroix, seconded by Commissioner K. Rochefort, to approve the agenda with the changes noted above.

Ayes: Five
Nays: None

Motion Carried

5. Approval of Minutes:

A. Regular Session May 25, 2022

It was moved by Commissioner R. Lund, seconded by Commissioner D. DuFour, to approve the minutes of the Regular Session meeting held on May 25, 2022.

Ayes: Five
Nays: None

Motion Carried

6. Public Comment: None

7. Unfinished Business:

A. Policy A6.00 Policy for Removing a Road from Seasonal Designation: There were no updates to this policy. It remains tabled.

B. Cell Tower Lease: E-mail documents were included for review, as Tillman contacted our attorney to provide a delayed copy of their proposed lease, survey, and title commitment for the Cell Tower Lease. Discussion was held, and members of the board were not interested in continuing negotiations or discussions with Tillman.

It was moved by Commissioner K. Rochefort, seconded by Commissioner R. Lund, to discontinue discussions with Tillman, as the board has no interest in negotiating with them any further.

Roll Call:

Rochefort – Yes

Lund - Yes

LaCroix – Yes

DuFour - Yes

Klarich – Yes

Motion Carried**8. New Business:****A. Vouchers:****22-35:**

It was moved by Commissioner R. LaCroix, seconded by Commissioner T. Klarich, to approve voucher 22-35 as presented.

Roll Call:

LaCroix – Yes

Klarich – Yes

Rochefort – Yes

Lund - Yes

DuFour - Yes

Motion Carried**22-36:**

It was moved by Commissioner R. LaCroix, seconded by Commissioner T. Klarich, to approve voucher 22-36 as presented.

Roll Call:

LaCroix – Yes

Klarich – Yes

Rocheftort – Yes
Lund - Yes
DuFour - Yes

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Motion Carried

B. Brenda Gartland – AFS Presentation via Teams: B. Gartland presented the Audited Financial Statements to the Board.

C. Award RFP 2022-05 Primary Street Name Signs: There were four bids for the street name sign order. All bids met the specifications outlined. The bid was awarded to Dornbos Sign, Inc., with a bid price of \$1,560.82.

It was moved by Commissioner D. DuFour, seconded by Commissioner R. LaCroix, to award RFP 2022-05 to Dornbos Sign, Inc.

Roll Call:

DuFour - Yes
LaCroix – Yes
Rocheftort – Yes
Lund - Yes
Klarich – Yes

Motion Carried

D. Award RFP 2022-06 Manager’s Truck: There was only one bid, which was from Team Chevy. The truck will be a 2022, as 2023 prices are not yet available. Most of the specs were met, with a few concessions. A turnaround time was not yet determined. The total for the ½ ton pickup would be \$52,554.

It was moved by Commissioner D. DuFour, seconded by Commissioner R. Lund, to award RFP 2022-06 to Team Chevy.

Roll Call:

DuFour - Yes
Lund - Yes
Rocheftort – Yes
LaCroix – No
Klarich – Yes

Motion Carried

E. Michigan Class Transfer of Funds: T. Hoar provided an Investment Recommendation regarding a \$4M transfer of funds to Michigan Class, which would provide a .93% interest rate. Other options would provide only 0.25% or 0.55% rate of return. Transferring the \$4M would leave just over \$2M in the bank balance.

It was moved by Commissioner R. LaCroix, seconded by Commissioner K. Rochefort, to approve the transfer of \$4M to Michigan Class.

Roll Call:

LaCroix – Yes

Rochefort – Yes

Lund - Yes

DuFour - Yes

Klarich – Yes

Motion Carried

- F. Transit Pump Station Plans:** I. Stampfly provided an overview of the plans submitted for the Transit Pump Station and did not report any issues. It was recommended that the board approve the plans and allow the transit to move forward.

It was moved by Commissioner T. Klarich, seconded by Commissioner D. DuFour, to approve the Transit Pump Station Plans as presented.

Roll Call:

Klarich – Yes

DuFour - Yes

Lund - Yes

LaCroix – Yes

Rochefort – Yes

Motion Carried

- G. Doyle Township Road Agreement Pawley Road:** Doyle Township has decided to move forward with the Pawley Road project. The total cost will be \$122,502.50, or \$81,151.45 after our match. The project will not take place until 2023.

It was moved by Commissioner D. DuFour, seconded by Commissioner T. Klarich, to approve moving forward on the Pawley Road project in Doyle County as presented.

Roll Call:

DuFour - Yes

Klarich – Yes

Lund - Yes

LaCroix – Yes

Rochefort – Yes

Motion Carried

- H. Doyle Township Road Agreement Cooper Road:** Doyle Township has decided to move forward with the Cooper Road project. The total cost will be \$124,238.12, or \$82,301.20 after our match.

It was moved by Commissioner D. DuFour, seconded by Commissioner K. Rochefort, to approve moving forward on the Cooper Road project in Doyle County as presented.

Roll Call:

DuFour - Yes

Rochefort – Yes

Lund - Yes

LaCroix – Yes

Klarich – Yes

Motion Carried

- I. MCRCSIP 2022 Board of Directors Election:** This year, there are three positions up for election: 1) Two UP positions for three-year terms (2022-2025) and 2) One At-Large position for a three-year term (2022-2025).

One incumbent is on the ballot for the At-Large Representative position, Lester Livermore (Mackinac CRC).

It was moved by Commissioner R. LaCroix, seconded by Commissioner K. Rochefort, to approve the vote outlined above.

Roll Call:

LaCroix – Yes

Rochefort – Yes

Lund - Yes

DuFour - No

Klarich – No

Motion Carried

Two incumbents are on the ballot for the UP Board, Dennis Stanek (Delta CRC) and Joseph Valente (Marquette CRC).

It was moved by Commissioner T. Klarich, seconded by Commissioner R. LaCroix, to approve the votes outlined above.

Roll Call:

Klarich – Yes

LaCroix – Yes

Lund - Yes

Rochefort – Yes

DuFour - Yes

Motion Carried

9. Manager's Report:

Seney Salt Shed: We are scheduled to meet with the Johnson Brothers on Wednesday, June 8th at 10:00 am to go over the construction schedule. Johnson Brothers has indicated they would like to start construction on June 20th.

Transit Pump Station: (See Item 8.F. above)

Tillman Cell Tower Lease: (See Item 7.B. above)

Asset Management Plan: J. Vanderville has been reviewing the asset management plan and adding comments. She and I. Stampfly will discuss the comments and work toward the final version.

RFP 2022-05 & 2022-06 Bid Openings: (See Items 8.C. and 8.D. above)

Spray Paint on Roads & Signs: Someone spraypainted the road on CR 442, CR 440 and West Tenant Drive, along with a couple of signs. J. Vanderville reported the vandalism to the Sheriff's Department, and they were going to follow up with the State Police to see if they have any other reports of vandalism over the holiday weekend. She has not yet heard back from either on whether they have any leads. The signs are being removed but the paint on the road surface will have to fade and wash away with weather.

CRASIF Call for Board of Trustee Candidates: There are three incumbents whose terms are expiring. If anyone is interested in running, please let them know.

2022 Dividend Distribution: J. Vanderville reported a dividend of \$2.5M, of which the road commission received \$10,569 as a credit on next year's premium and approximately \$13,000 in a check.

Road Foreman Memo and Pictures: Road Foreman Kim Rochefort provided a memo and photos of North Murphy Lake Road to make the board aware of the decision he made for that road, as it was not in the best interest of the road commission to proceed.

Michibay Road Letter: J. Vanderville read a letter from local residents regarding Michibay Road. They were displeased with vegetation management along the shoulder.

10. Engineer's Report:

Township Work

Work on Ivan Carlson has been completed. The project came in under budget and one day faster than estimated. Overall, it was a very good project, and the crew did a nice job.

Cemetery Road has been surveyed and I. Stampfly is working on a design and estimate for Inwood Township. His plan is to present a design that can be paved in the future if the township so chooses.

Krummich Road going into the environmental lab has been staked and graded. It is anticipated that this project will start Thursday or next week, depending on our shouldering project and weather.

Asset Management Plan

Ian has finished assembling our full asset management plan. He sent a pdf version to each of you for your reference. We may make some minor changes to the draft before finalizing; He will send you all a finalized copy for reference then.

CR-433 River Road Project (2022) & CR-448 over Stutts Creek

Neither contract has been awarded yet.

CR-433 River Road Project (2023)

A response has not yet been received on our NEPA clearance documentation. If there is no response by the end of the day Wednesday, Ian plans to reach out to MDOT and remind them of it. Most of the materials are ready for a GI submittal once the NEPA documentation is cleared.

CR-436 Force Account Project

We had a GI meeting with MDOT to review the plan and specs for this project and it went very well. There were minimal comments to address before finalizing. Once finalized and obligated we can begin work on the project. Currently, we are planning to start this project in late July and complete it by late August.

CR-449 Force Account Project

The GI meeting for this project was combined with the CR-436 project. Like CR-436, this project also had minimal comments to address. Again, after finalizing the plans and specs and receiving obligation, we can begin work on this project. This project is slotted to begin in early July and be completed by late July.

11. Department Heads:

Tanya Hoar, Finance Director: T. Hoar has been ~~continuing~~ working on the budget.

Troy Bassett, County Commissioner: T. Bassett reported there was a Building and Grounds meeting yesterday. The Carpenter Dam was discussed, among other topics.

Regarding disbursement of the American Rescue Plan funds, SCRC should come up with an item for purchase, along with a dollar amount and a reason for purchase. Troy will let us know when the meeting will be taking place so we can be present. The Merwin project was approved for \$6K and the Habitat Grant was approved for \$20K. The boiler quote came in at \$567K, locks were \$178K, and bathrooms and electricity at the Pines, \$50K. The boardwalk repairs will be paid partly by the DDA at \$60K, with \$65K for the county to pay. This will leave a balance of approximately \$1.5M. J. Vanderville noted that the next staff meeting will have this on the agenda for discussion of an item that can be utilized in our workforce.

Kim Rochefort: Thanked the board for their support on various recent jobs. The crew will be back out tarring today. Chloride started last week. Primary roads are complete, and they are currently working on Thompson. Seney and Germfask shoulders are to be completed today. Regarding the tree cutting project, all stumps will be mulched at the same time in late August.

Roger Martin: R. Martin reported that the second brine truck is running but will likely not be running next year. The tar buggy is up and running. They are getting ready to strip 542. He noted that Bob Schuch did a great job sandblasting and painting. The Auto Value voucher amount was high this month, as that is where the paint is coming from.

Ann Peterson, Payroll/HR Coordinator: A. Peterson reported that the recent non-CDL position will hopefully be filled today with Bruce Robinson, who is interviewing at the end of this meeting. There will still be one Temp CDL Truck Driver position open. There have been no applications.

12. Meeting Notices:

A. UPRBA June 16-17, 2022, Sault Ste. Marie

13. Public Comment: None

13.a. Interview Bruce Robinson Non-CDL: An interview was conducted.

14. Adjournment:

The regular meeting was adjourned at 8:34 am.


Thomas Klarich, Chairperson


Jean Vanderville, Managing Director