

SCHOOLCRAFT COUNTY ROAD COMMISSION
332N EAST ROAD, MANISTIQUE, MI 49854
BOARD MEETING AGENDA
September 12, 2023 - 7:00 a.m.

000668

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
8. New Business:
 - A. Voucher 23-51, 23-52 & 23-53
 - B. HR 14.00 Payroll Processing / Time and Attendance
 - C. HR 15.00 CDL Driver Requirements
 - D. 2024 Draft Budget
 - E. Discuss Board Meeting Time Change
9. Manager's Report
10. Engineer's Report
11. Department Heads
12. Meeting Notices
 - A. Northern Michigan Association of Road Commissions September 13-15, Manistee
 - B. Commissioner's Seminar October 22-23, Mount Pleasant
13. Public Comment
14. Interviews Seney FT Truck Driver Position
15. Adjournment

1. Call Meeting to Order

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

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

Present: Thomas Klarich
Keith Rochefort
Robin LaCroix
Dale DuFour

Absent: Randy Lund

Also in Attendance: Ian Stampfly, Road Engineer; Tanya Hoar, Finance Director; Ann Peterson, Payroll/HR Coordinator; Roger Martin, Shop Foreman; James Johnson, Assistant Road Foreman

3. Pledge of Allegiance: The pledge was recited.**4. Approval of Agenda:**

It was moved by Commissioner K. Rochefort, seconded by Commissioner R. LaCroix, to approve the agenda as presented.

Ayes: Four
Nays: None
Absent: One (R. Lund)

Motion Carried

5. Approval of Minutes:

It was moved by Commissioner R. LaCroix, seconded by Commissioner D. DuFour, to approve the minutes of the meeting held on August 23, 2023.

Ayes: Four
Nays: None
Absent: One (R. Lund)

Motion Carried

6. Public Comment: None**7. Unfinished Business:**

A. Policy A6.00 Policy for Removing a Road from Seasonal Designation:

I. Stampfly reported that they will be going to meetings this month. Manistique and Hiawatha Townships are left.

8. New Business:**A. Voucher 23-51, 23-52 & 23-53:**

It was moved by Commissioner R. LaCroix, seconded by Commissioner K. Rochefort, to approve vouchers 23-51, 23-52 & 23-53 as presented.

Roll Call:

LaCroix - yes

Rochefort - yes

DuFour - yes

Klarich – yes

Absent – R. Lund

Motion Carried**B. HR 14.00 Payroll Processing / Time and Attendance Policy:** A. Peterson provided an overview of the new policy.

It was moved by Commissioner R. LaCroix, seconded by Commissioner D. DuFour, to approve Policy HR 14.00 as presented.

Ayes: Four

Nays: None

Absent: One (R. Lund)

Motion Carried**C. HR 15.00 CDL Driver Requirements Policy:** A. Peterson provided an overview of the new policy.

It was moved by Commissioner K. Rochefort, seconded by Commissioner R. LaCroix, to approve Policy HR 15.00 as presented.

Ayes: Four

Nays: None

Absent: One (R. Lund)

Motion Carried

- D. 2024 Draft Budget:** T. Hoar provided an overview of the 2024 Draft Budget. She will provide the actual budget next month for board approval.
- E. Discuss Board Meeting Time Change:** Commissioner D. DuFour recommended having two board meetings per year at 3:00 pm rather than 7:00 am. He proposed the first meetings of May and October, beginning with the meeting to be held on October 11, 2023.

It was moved by Commissioner D. DuFour, seconded by Commissioner R. LaCroix, to approve the recommended meeting time changes.

Roll Call:

DuFour - yes
 LaCroix - yes
 Rochefort - yes
 Klarich – No

Absent – R. Lund

Motion Carried

9. Manager's Report:

Lowboy Deck Repairs: Material will be delivered Friday, September 8th.

United Asphalt: Bill Henn has advised that we move forward with repairs and document all expenses. Bill will take care of filing the suit and having United Asphalt served. I. Stampfly noted that someone from United Asphalt was here yesterday and went with him to look at the driveways in question. He indicated that they will come back to fix the driveways.

New Plow Trucks: The new trucks have been delivered. Please check them out in the truck garage. Scott (JX) will adjust our warranty timelines based on our in-service date.

PASER Ratings: J. Vanderville and I. Stampfly completed the PASER ratings with CUPPAD. The template that was used was missing approximately 52 miles of federal aid roads, but they will collect and transmit the information to CUPPAD for TAMC submission.

Local PASER: J. Vanderville and I. Stampfly have started the local road ratings. Results will be submitted to CUPPAD for TAMC collection data.

Pavement Markings: After canvassing the board, the decision was made to hold off until next year and put together a rotation plan for pavement markings. We plan to utilize Category E funds when possible.

Website Updates: J. Vanderville added a new set of FAQs as recommended by CRA regarding road funding. They can be viewed at:

<https://www.schoolcraftcountyroads.org/road-funding-questions>

Drain Commission: J. Vanderville spoke with Rawan (CUPPAD) regarding the Gulliver Lake SAD. She is going to start working on updating the spreadsheet as best she can with the information that she has access to. She is going to verify the legal descriptions and parcel details as compared to the GIS drawings.

Gravel Crushing: Gravel crushing has begun at the Ottenhoff Pit. Northstar will mobilize to Grave's next. Bonnie did not have a solid date for Stoney Cut. **See Page 7 of minutes.*

MERS Pension Grant: MERS has received our pension grant funds in the amount of \$1,817,235. The funds have been deposited into a new surplus division account.

MCRCSIP Loss Control Visit - August 14, 2023: A report from MCRCSIP in reference to their visit on August 14, 2023, was provided.

10. Engineer's Report:

Township Work: We will be finishing Cooks School South in the next few weeks now that we have the go ahead from legal counsel to perform the necessary repairs on the damage caused by United Asphalt. Davidson is still planned for October if the weather is good.

CR-448 @ Stutts Creek: The bridge is now paved and shouldered. There are four items of work to do yet: guardrail, snowmobile protective layer, slope restoration and pavement markings. The bridge will remain closed until the guardrail is completed at a minimum. It is likely it will be closed until all construction is completed so that the workers are safe. Many people have been using the bridge as is at their own risk.

FLAP Projects: Design work is still progressing on these projects. I. Stampfly has submitted more NEPA/SHPO documentation and has not heard any new updates as of 9-7-23. He plans to give a few more days before reaching out to see what else is needed or must be corrected.

CR-433 & CR-453: I. Stampfly has started on the design documents / plans for these projects as well. He is planning to have these projects out to bid in the same package between Thanksgiving and Christmas.

Local PASER/IBR Ratings: J. Vanderville and I. Stampfly have started rating our local road system for this year. They are about 30% complete so far.

Soil Borings: The soil borings are completed. We have not received the logs yet. Coleman did state the logs / report would take a few weeks to complete. We will share the results after we have reviewed the findings.

Ross Lake Culvert: We finished the culvert project in a total of four days. The bulk of the work was completed in three days. The project was a success, and the crew did a wonderful job. I. Stampfly wanted to highlight a couple of partnerships that helped make this project a success. The conservation district grant helped pay for \$1,000 of the materials and Alger County Road Commission rented us their excavator for a very cheap price.

5-Year Plan: We have finished our plan for now (see table below). We feel it provides a good mix-of-fixes for our road system. This is subject to change depending on multiple factors. We will continue to try and find other funding sources to increase our workload.

Year	Project	Estimated Cost	Treatment
2024	CR-433 (E. Kendall to CR-438)	\$557,800	Crush & Shape, Repave
	CR-453 (CR-437 to Peterson)	\$150,000	1.5 Inch Overlay
	CR-436 (1.5 miles north of Bear Creek)*	\$94,000	Drainage & 6 Inch Lift
2025	CR-440 & Manistique Ave.	\$542,600	Crush & Shape, Repave
	CR-443/Camp 7 Rd (CR-437 to county line)	\$255,630	Crush & Shape, Repave
2026	CR-432 (north) & CR-433 (CR-432 to US-2)	\$318,500	Chip Seal and Fog
	CR-439 (City Limits to US-2)	\$654,300	Crush & Shape, Repave
2027	CR-435 (US-2 south 1.25 miles)	\$417,300	Crush & Shape, Repave
	CR-455 (M-149 to M-149)	\$467,100	1.5 Inch Overlay
2028	CR-440 (M-94 to Cope)	\$477,500	Crush & Shape, Repave
	CR-442 (City Limits to M-149, M-149 to CR-437)	\$330,000	Chip Seal and Fog

*This project is dependent on how much the two paving projects cost. We sold federal aid for all three projects in 2024 and we have three years to complete the project that was programmed. If we need the money from this project to help cover the costs of the other two, we will have to plan how to pay for this project. Most likely, it will be Category E funding that we use for this project.

11. Department Heads:

Ann Peterson: None

Tanya Hoar: None

James Johnson: The crew is starting to work on the shoulders today and finishing brushing on M-28. They will take ½ day to finish crushing at the Ottenhauf pit.

Roger Martin: Training for mechanics has been completed. The tank has been taken off of 532 to begin sandblasting.

12. Meeting Notices

- A. Northern Michigan Association of Road Commissions September 13-15, Manistee
- B. Commissioner's Seminar October 22-23, Mount Pleasant

13. Public Comment: None

14. Interview Seney FT Truck Driver Position: Interviews were conducted.

15. Adjournment: The meeting was adjourned at 11:40 am.


Thomas Klarich, Chairperson


Jean Vanderville, Managing Director

* Gravel Crushing :
Commissioner K. Rochefort questioned the quality of gravel being crushed in Ottenhoff Pit and whether it met specifications for 23A. I. stampfly responded that QC testing is ongoing and Northstar will send QC reports when completed. We have samples to test internally.