

SCHOOLCRAFT COUNTY ROAD COMMISSION
332N EAST ROAD, MANISTIQUE, MI 49854
BOARD MEETING MINUTES
April 26, 2023 - 7:00 a.m.

000604

1. Call Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of Minutes
 - A. Regular Session April 12, 2023
 - B. Closed Sessions (2) April 12, 2023
6. Public Comment
7. Unfinished Business:
 - A. Policy A6.00 Policy for Removing a Road from Seasonal Designation
 - B. Policy 06-03 Non-Smoking Policy
8. New Business:
 - A. Vouchers 23-29 & 23-30
 - B. Audited Financial Statements Presentation – Brenda Gartland
 - C. March Financial Statement
 - D. Hiawatha Township Road Agreement
 - E. Manistique Township Road Agreement
 - F. Act 51 Certification – **ADDED TO AGENDA AT MEETING**
 - G. Award RFP 2023-04 Fuel Pumps – **ADDED TO AGENDA AT MEETING**
9. Manager's Report
10. Engineer's Report
11. Department Heads
12. Meeting Notices
 - A. Straits Area Council Meeting May 2, Mackinaw City, MI
 - B. MSHA Training (Crew) May 3, SCRC
 - C. Spring Safety Training (Crew) May 9, SCRC
 - D. Spring Work Zone Safety Training MCRSCIP May 11, St. Ignace, MI (select crew)
 - E. Finance & HR Conference (Ann) May 9-11, Traverse City, MI
13. Public Comment
14. Adjournment

1. Call Meeting to Order:

000605

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

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

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

Also in Attendance: Jean Vanderville, Managing Director, Tanya Hoar, Finance Director, Ian Stampfly, Road Engineer, Ann Peterson, Payroll/HR Coordinator, Roger Martin, Shop Foreman, Troy Bassett, County Commissioner, Brenda Gartland, State of Michigan Community Engagement and Finance Division of the Department of Treasury (for part of meeting).

3. Pledge of Allegiance: The pledge was recited.

4. Approval of Agenda:

Prior to approval of the agenda, J. Vanderville requested that two items be added:

- 8.F. - Act 51 Certification
- 8.G. – Award RFP 2023-04 Fuel Pumps

It was moved by Commissioner R. LaCroix, seconded by Commissioner D. DuFour, to approve the agenda, with the two additions noted above.

Ayes: Five
Nays: None

Motion Carried

5. Approval of Minutes:

A. Regular Session April 12, 2023:

It was moved by Commissioner R. LaCroix, seconded by Commissioner D. DuFour, to approve the minutes of the meeting held on April 12, 2023.

Ayes: Five
Nays: None

Motion Carried

B. Closed Session April 12, 2023:

It was moved by Commissioner R. Lund, supported by Commission K. Rochefort, to approve both sets of Closed Session minutes from April 12, 2023.

Ayes: Five
Nays: None

000606

Motion Carried

6. Public Comment: None

7. Unfinished Business:

- A. Policy A6.00 Policy for Removing a Road from Seasonal Designation:** J. Vanderville reported that she is still working on this, and it is going well.
- B. Policy 06-03 Non-Smoking Policy:** J. Vanderville reported that she is still working on this policy, which will be provided to the board for their review once it is ready.

8. New Business:

A. Vouchers:

i. 23-29:

It was moved by Commissioner K. Rochefort, seconded by Commissioner R. Lund, to approve voucher 23-29 as presented.

Roll Call:

Rochefort - Yes
Lund – Yes
LaCroix – Yes
DuFour – Yes
Klarich – Yes

Motion Carried

ii. 23-30:

It was moved by Commissioner K. Rochefort, seconded by Commissioner T. Klarich, to approve voucher 23-30 as presented.

Roll Call:

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

Motion Carried

- B. Audited Financial Statements Presentation – Brenda Gartland:** A presentation of the 2022 Audited Financial Statements was provided by Brenda Gartland, Community Engagement and Finance Division of Department of Treasury for the State of Michigan. She reviewed the results of the financial audit, noting that the audit was good again this year and no problems were discovered. She touched on specific areas and answered any questions from commissioners.
- C. March Financial Statement:** T. Hoar provided an overview of the March Financial Statement.

It was moved by Commissioner D. DuFour, seconded by Commissioner K. Rochefort, to approve the March Financial Statement as presented.

Roll Call:

DuFour – Yes
 Rochefort - Yes
 Lund - Yes
 LaCroix - Yes
 Klarich – Yes

Motion Carried

D. Hiawatha Township Road Agreement:

A road agreement between the Board of Hiawatha Township, Schoolcraft County and the SCRC for Dawson Road and Harrison Beach Streets was provided for review and approval.

It was moved by Commissioner R. LaCroix, seconded by Commissioner D. DuFour, to approve the Hiawatha Township Road Agreement as presented.

Ayes: Five
 Nays: None

Motion Carried

E. Manistique Township Road Agreement:

A road agreement between the Board of Manistique Township, Schoolcraft County and the SCRC for Bolitho Drive, Hillcrest Drive and Bluff Street was provided for review and approval.

It was moved by Commissioner R. LaCroix, seconded by Commissioner D. DuFour, to approve the Manistique Township Road Agreement as presented.

Ayes: Five
 Nays: None

Motion Carried

- F. **Act 51 Certification:** T. Hoar provided an overview of the highlights of the 2022 Fiscal Year Annual Financial Report. The report accurately reflects the revenues and expenditures of all road work and funds by systems, and conforms with the requirements of Act 51, Public Acts of 1951, as amended.

It was moved by Commissioner D. DuFour, seconded by Commissioner T. Klarich, to approve the 2022 Act 51 report as presented.

Roll Call:

DuFour – Yes

Klarich – Yes

Rocheftort - Yes

Lund – Yes

LaCroix – Yes

Motion Carried

Award RFP 2023-04 Fuel Pumps: Recommendation was made to award the Fuel Pumps job to Oscar W. Larson, which came in as the low bid at \$22,439, to include installation and disposal. It also provided an option to add a high-hose mast and dispenser lights for an additional \$1,315. Even with the additional items, the bid remained the lowest bid. There was a total of four responses, with one 'No Bid'.

It was moved by Commissioner D. DuFour, seconded by Commissioner R. Lund, to approve the award of RFP 2023-04 Fuel Pumps to Oscar W. Larson, to include the high-hose mast and dispenser lights.

Roll Call:

DuFour – Yes

Lund - Yes

Rocheftort - Yes

LaCroix - Yes

Klarich – Yes

Motion Carried

Commissioner T. Klarich suggested that the tanks be either moved or set up off the ground so that the salt does not corrode them. J. Vanderville will contact Phillip from Oscar W. Larson to see about possibly moving the tanks and how much it would cost to do so. Also discussed was the possibility of raising the tanks either on legs or onto a cement slab. J. Vanderville will also research these options and will bring all the information back to the board for review and potential approval.

9. Manager's Report:

000609

Scrap Price: J. Vanderville contacted Brian at A & L and, effective April 2023, the price for scrap (heavy equipment mixed) is \$.08/lb. picked up and \$.095/lb. delivered. The price of scrap is updated monthly per Brian. (It was noted that pricing has changed since this report was written).

J. Vanderville sent an email to Andrew Joosten (GovDeals) to let him know we had approval to list. She is waiting to hear back from him on a date to do an onsite visit. Andrew will take care of all the pictures and listing. This is scheduled for April 25, 2023, at 11:30 am.

Seney Township: J. Vanderville presented the removal of the seasonal road policy, and the board will review it and decide if they want to approve or deny the policy. They seemed to agree with the policy.

Doyle Township: J. Vanderville presented the removal of the seasonal road policy, and the board made a motion to send a letter of support for the policy. Doyle does not currently have any seasonal local roads, and J. Vanderville did not expect to have any in the near future. They discussed North Gulliver Lake Road and the road millage.

My Works Time & Attendance: Administration has been meeting to watch the training videos and discuss questions we have for Cogitate regarding the system. We have agreed to start the new system in May, with J. Vanderville, T. Hoar and A. Peterson utilizing the new system while running the old system for the rest of the crew so we can work out the bugs before going live.

Inventory Controls: R. Martin and J. Vanderville met with Scott (NAPA) to discuss the new min/max requests for the hydraulic fittings. Scott is going to credit us for the fittings we are not in need of and will stock the fittings that do not meet our requested min/max. Scott is also going to run a report on our previous 6 months' usage of flat face fittings, so we can determine which ones we would like to stock.

RFP's 2023-01 & 2023-02: J. Vanderville completed the award letters and sent notice of award and thank yous to the other bidders.

J. Vanderville spoke with Josh (Northstar) and he indicated that he was going to complete our crushing after he is done at Inland. She asked him if he could try to crush either Ottenhoff or Graves prior to Inland and he will check the schedule and try to accommodate the request. That request is just to be sure we have enough material for the 77 shoulders, although we believe we will have enough, so it should not be an issue if Josh cannot change the schedule.

Mueller Township: J. Vanderville has not presented the policy to Mueller yet. She has some stuff to look at regarding Vanatta Road before presenting.

Policy 06-03 Non-Smoking Policy: TBD. Reviewed the language in the MCRCSIP Model Employee Handbook. Waiting for clarification to language from MCRCSIP. Language was provided in the board's packets for review.

Master Plan Update: Language has been provided to Tasha for the zoning board to consider for the master plan. J. Vanderville emailed the language to each of the board members but there is no guarantee that the zoning board will use her submission.

Helen Newberry Joy Hospital: We are working with occupational health providers to secure agreements for our CDL physicals under the new CBA language. J. Vanderville sent a request to HNJ waiting for a response. The request is to verify which providers are registered with FMCSA to perform CDL physical and the cost per physical.

Seasonal Weight Restrictions: We are tentatively looking at a partial lifting of seasonal weight restrictions on Friday, April 28. K. Rochefort will continue to monitor.

Roadside Parks: MDOT has announced that the roadside parks will open April 28, 2023. Kim had the crew go out and clean up the sand from the winter at Roger's Park. Manistique River is good to go. Green School is ready, just had a few tree branches to clean up.

QR Code for DVIR: J. Vanderville is working on creating a QR code that drivers will be able to access to complete their DVIR's electronically. Once it is created, George (Cogitate) will review the format and determine if he can automate the form to Cogitate work orders.

JSA-Job Safety Assessment: J. Vanderville reached out to Sam (MCRCSIP) about a better way to get the safety hazard assessments to the crew, and he provided an example of Saginaw CRC. Saginaw CRC utilizes QR codes in their equipment, trucks, and buildings so employees have access at any time to the JSA for any given task. Currently, we store them in a binder in the breakroom and discuss them at the spring and fall safety trainings. This new process will allow employees to access and verify the proper PPE to be used and the steps to complete the task along with the known hazards associated with the task. J. Vanderville will continue to work on creating QR codes and how to link it to our website for our use only.

Shop Schedule: R. Martin and J. Vanderville have been working on a schedule to stay on track and keep trucks and equipment flowing for planned project needs. The items that they are currently focusing on are summer prep, GAMUT (new process we are trying), and sandblasting teardown. J. Vanderville pulled data on previous sandblast and painting and created a rotation schedule. The schedule has built-in open time for other projects and unexpected breakdowns. They will meet with Kalkaska to further review the GAMUT process.

10. Engineer's Report:

CR-433 River Road Project (2022): I. Stampfly is still working on the last couple of deficiencies. He will report once they are completed.

CR-433 River Road Project (2023): No new updates for this project. It is still planned to begin on May 4th. We started staking the project in preparation for construction to begin.

UPDATE: Payne and Dolan is looking at starting either Friday, May 5th or Monday, May 8th. They received MDOT approval, and the crew started staking signs today.

Underground Construction Specifications: The specifications have been completed and are ready for board review.

EGLE Permits: To take advantage of the best quoted price, we updated our Ross Lake Road permit for this year to adjust the culvert size by two inches. The adjustment has been approved and the culvert has been ordered.

Township Work: Both Hiawatha and Manistique awarded the paving bids to Bacco Construction. The agreements have been signed and returned to Bacco. Our agreements with the townships have also been signed and are ready for board signature. We will email the signed copies to each township. I. Stampfly asked Bacco about possible dates for a preconstruction meeting and for a schedule as soon as possible.

I. Stampfly finished the Germfask 5-year plan, and it is ready to present. When we are able to attend their meetings, we can present to Doyle and Germfask Townships.

CR-448 @ Stutts Creek: We had our preconstruction meeting with all involved parties. The schedule submitted shows construction starting May 22nd and all work being completed around August 18th. Zenith Tech did say they may move the start date back due to the Memorial Day holiday and would let us know if they choose to do so.

Bridge Projects – 2024 Bundle: No new updates for this currently.

FLAP Projects: I. Stampfly still has not heard back from MDOT on this. He emailed and called. He will continue to try to get an update.

Community Grant: No updates for this grant currently.

Conservation District Grant: The culvert that this grant will help pay for has been ordered. We requested quotes from multiple suppliers and UP Concrete Pipe was the lowest price. The pipes will be delivered about one month from the date of order.

NFC Map: As part of the master plan that J. Vanderville discussed in her report, I. Stampfly created an NFC map for our road system that is up to date with MDOT's online GIS system.

11. Department Heads:

Tanya Hoar, Finance Director: Reported that an IT workgroup has been formed to evaluate software options for road commissions. Cogitate and Precision are the only options so far. CRA

is now involved and may have another option with a layer company. T. Hoar is now on that committee to review.

Troy Bassett, County Commissioner: Reported that they have started doing presentations for the ambulance service millage. If we are interested, he will speak with Cory Barr about a presentation to our board. The millage is for 2.35 mills to keep our ambulances running.

ARPA funds provided \$50k to each township. Inwood and Thompson are talking about spending their funds on road projects. Hiawatha is looking at upgrades for their Fire Department, along with new playground equipment.

Roger Martin: Reported that they are picking up the bulldozer from Roland today. They are anticipating delivery of the service truck in one week. They will be switching trucks over from winter to summer, getting ready for the scheduled road projects.

Ann Peterson, Payroll / HR Coordinator: Reported that Steve Kopischke moved from Temp to Full Time on Monday, April 17th.

12. Meeting Notices:

- A. Straits Area Council Meeting May 2, 9:30 am Mackinaw City
- B. MSHA Training (Crew) May 3, SCRC
- C. Spring Safety Training (Crew) May 9, SCRC
- D. Spring Work Zone Safety Training MCRCSIP May 11, St. Ignace, MI (select crew)
- E. Finance & HR Conference (Ann) May 9-11, Traverse City, MI

13. Public Comment:

D. DuFour noted that Feeding America is taking place today if anyone wants to volunteer.

K. Rochefort asked about a driveway being put in on Cemetery Road, which does not look like they are putting in a culvert. J. Vanderville will look into it.

Commissioner K. Rochefort asked if the crew would be picking up the big piles of sod on township roads. J. Vanderville will check with Road Foreman K. Rochefort to see what the plans are.

14. Adjournment: The meeting was adjourned at 8:14 am.



Thomas Klarich, Chairperson



Jean Vanderville, Managing Director