

SCHOOLCRAFT COUNTY ROAD COMMISSION
332N EAST ROAD, MANISTIQUE, MI 49854
BOARD MEETING MINUTES
October 27, 2021 - 7:00 a.m.

1. Call Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of Minutes
 - A. Special Meeting October 19, 2021
 - B. Special Meeting October 20, 2021
 - C. Regular Meeting October 13, 2021
6. Public Comment
7. Unfinished Business
 - A. Cell Tower Lease Agreement
 - B. Ketvirtis Property Listing (added to the agenda)
8. New Business:
 - A. Voucher 22-02 & 22-03
 - B. Bid Opening RFP 2022-01 Seney Salt Shed
 - C. Approval of \$25 Safety Gift Card to Jack's Fresh Market
 - D. Approval of Permit for Hanson Seed Farm
 - E. Interview Patrick English
 - F. Interview Jordan Burmeister
9. Manager's Report
10. Engineer's Report
11. Department Heads
12. Meeting Notices
 - A. Straits Area Council Meeting November 2, 2021 Mackinaw City
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.

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

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

Absent: None

Also in Attendance: Jean Vanderville, Managing Director; Tanya Hoar, Finance Director; Ian Stampfly, Engineer; Kim Rochefort, Road Foreman; Roger Martin, Shop Foreman; and Troy Basset, County Commissioner; Andrew Illieff; MDOT; and two vendors for the bid opening.

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

It was moved by Commissioner LaCroix, seconded by Commissioner DuFour to approve the agenda with the addition of 7B- Ketvirtis Property Listing and to correct 8D from 'Feed Barn' to 'Seed Farm'.

Ayes: Five
Nays: None

Motion Carried

5. Approval of Minutes:

- A. Special Meeting October 19, 2021**
- B. Special Meeting October 20, 2021**
- C. Regular Meeting October 13, 2021**

It was moved by Commissioner Rochefort, seconded by Commissioner Lund to approve the minutes of the special meetings held on October 19 and 20, 2021 and to approve the minutes of the regular meeting held on October 13, 2021.

Ayes: Five
Nays: None

Motion Carried

6. **Public Comment:** None

7. **Unfinished Business:**

A. **Cell Tower Lease Agreement:** No updates

B. **Ketvertis Property Listing:** No updates

8. **New Business:**

A. **Voucher 22-02 & 22-03**

It was moved by Commissioner Rochefort, seconded by Commissioner DuFour to approve vouchers 22-02 and 22-03.

Roll Call:

Rochefort – yes

DuFour – yes

LaCroix - yes

Klarich – yes

Lund- yes

Motion Carried

B. Bid Opening RFP 2022-01 Seney Salt Shed: Bids were opened for the Seney salt shed. Closner Construction and Sales submitted no bid. IMS bid \$1,126,667; Roy Ness Contracting and Sales bid \$1,011,750; and Johnson Brothers Construction bid \$1,141,780. The bids were tabled pending MDOT's review.

C. Approval of \$25 Safety Gift Card to Jack's Fresh Market:

It was moved by Commissioner DuFour, seconded by Commissioner Klarich to approve a \$25 gift certificate from Jack's Fresh Market for each employee.

Roll Call:

DuFour - yes

Klarich – yes

Lund - yes

LaCroix – yes

Rochefort – yes

Motion Carried

D. Approval of Permit for Hanson Seed Farm: Discussion was held regarding this permit. The Road Commission does not have authority to issue permits for private utilities within the right-of-way. Bill Henn recommends a certified contractor or the Road Commission does the work.

It was moved by Commissioner Rochefort, seconded by Commissioner Lund to approve the permit and to have Ian review the site and from this point forward to have Ian make the plans for these types of requests and have the Road Commission complete the work at the expense of the permittee.

Roll Call:

Rochefort – yes

Lund – yes

LaCroix – no

DuFour – no

Klarich – yes

Motion Carried

E. Interview Patrick English: An interview was conducted at the end of the meeting.

F. Interview Jordan Burmeister: An interview was conducted at the end of the meeting.

9. Manager's Report:

Seney Township Meeting: I. Stampfly and J. Vanderville attended the meeting. Most of the concerns were on the truckline system and about ditching in Seney. The MDOT concerns were passed on to Kevin and the ditching concerns were outside of the ROW.

Mueller Township Meeting: They did not have any comments or concerns regarding the roads.

Inwood Township Meeting. I. Stampfly presented a paved road system repair plan to the Board. They were very receptive.

Hiawatha Township Meeting: The Township Board did not approve the naming of Kipper's Landing. An estimate was presented for a parking lot on Island Lake Road for the public park. Gilbert feels it is in the ROW but the Road Commission disagrees.

Wolfe Road Irrigation Lines: This was discussed under 8D - Approval of Permit for Hanson Seed Farm.

Fall Safety Training: The training took place on October 26.

MDOT Roadside Parks: All roadside parks were closed October 26, 2021.

Pro-Fund Accounting: J. Vanderville has been working with R. Martin on updating the equipment and inventory modules within PFA.

Bridge Files: The file completions are due October 31, 2021.

Quarry Road Turnaround: The Road Commission is building a turnaround at the new road end because of the road abandonment.

10. Engineer's Report:

CR-433 Design: Final plans, notes, and specification package was submitted on October 15, 2021. According to MDOT, the project is scheduled for the March 4th letting.

CR-441 Construction: Final inspection occurred on October 22, 2021. U.P. Engineers & Architects will proceed to finalize the paperwork side of the project and work towards final closeout.

FLAP Grants: Received some comments from the forest service. Made some updates to the applications based on their comments. Inwood Township was contacted on October 25, 2021 to see their interest in providing a letter of support in addition to the Forest Service. The Road Commission is on track to submit the applications by or before the deadline on December 15, 2021.

Category A – Transportation Economic Development Fund: Received response with great information from Doug Troyer. I. Stampfly will work towards finalizing the letter of interest that is due November 10, 2021.

Township Work: Presented paved road reports to Doyle and Inwood townships. The reports were well received and the Townships look forward to the gravel reports coming next spring/summer. Continuing to work on other township road reports. Currently, Thompson, Mueller, Seney, and Germfask Townships are ready to be presented. Hiawatha and Manistique Township will be ready once pictures are added to the presentations.

5-Year RTF Outlook: Have been planning the future RTF projects. The 5-year summary and estimated dollar amounts are included in the board packets.

County Road 448 at Stutts Creek: U.P. Engineers & Architects (UPEA) stated that the bridge plans are ready for a GI review meeting with MDOT. UPEA will work on scheduling the meeting as soon as possible. UPEA hopes to have the project into MDOT early enough to get a March bid letting date.

County Wide Sign Project: I. Stampfly is continuing to work on closeout. He has reviewed quantities and put all IDR's into Field Manager. His goal is to have the project submitted to MDOT for final review in the next few weeks.

11. Department Heads:

Tanya Hoar, Finance Director: T. Hoar informed the Board of the renovation done to the front office and the Finance and HR meeting she attended.

Roger Martin, Shop Foreman: R. Martin discussed the work being done to E-538 and that the shop has been preparing the trucks for winter.

Kim Rochefort, Road Foreman: K. Rochefort stated that the work on Hass Road has been completed. The crew have also been working on sand pockets on the Thunder Lake Road; they have opened the 8-mile cut across; and the salt and sand pile are ready for winter. Night crew will start on Sunday.

Troy Bassett, County Commissioner: T. Bassett discussed a new contract with the zoning administrator. He also updated the Board on the American Rescue Plan. The Board may hire consultants to help them appropriate the funds.

J. Vanderville asked T. Bassett why the letter she sent to the Board regarding the survey estimate for Gulliver Lake was never discussed at the last meeting or even brought up as correspondence. T. Bassett said he would check on it.

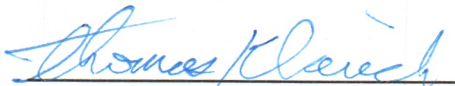
12. Meeting Notices:

A. Straits Area Council Meeting November 2, 2021

13. Public Comment: None

14. Adjournment:

The meeting was Adjourned by Chairman T. Klarich at 8:40 A.M.



Thomas Klarich, Chairperson



Jean Vanderville, Managing Director