

**SCHOOLCRAFT COUNTY ROAD COMMISSION  
332N EAST ROAD, MANISTIQUE, MI 49854  
BOARD MEETING AGENDA  
February 27, 2024 - 7:00 a.m.**

000757

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
8. New Business:
  - A. Vouchers 24-21 & 24-22
  - B. Approve RFP 2024-03 Culverts and Bands
  - C. January Financial Statements
9. Manager's Report
10. Engineer's Report
11. Department Heads
12. Meeting Notices
13. Public Comment
14. Adjournment

**1. Call Meeting to Order**

000753

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

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

**Present:** Thomas Klarich  
Dale DuFour  
Keith Rochefort

**Absent:** Robin LaCroix  
Randy Lund

**Also in Attendance:** Ian Stampfly, Road Engineer; Tanya Hoar, Finance Director; Ann Peterson, Payroll/HR Coordinator; Troy Bassett, County Commissioner.

**Pledge of Allegiance:** The pledge was recited.

**3. Approval of Agenda:**

**It was moved** by Commissioner D. DuFour, seconded by Commissioner K. Rochefort, to approve the agenda as presented.

Ayes: Three  
Nays: None  
Absent: Two (R. Lund and R. LaCroix)

***Motion Carried***

**4. Approval of Minutes:**

**Regular Meeting 2-14-24:**

**It was moved** by Commissioner D. DuFour, seconded by Commissioner K. Rochefort, to approve the minutes from 2-14-24 as presented.

Ayes: Three  
Nays: None  
Absent: Two (R. Lund and R. LaCroix)

***Motion Carried***

**5. Public Comment: None**

**6. Unfinished Business: None**

**7. New Business:**

000759

**A. Vouchers 24-21 and 24-22:**

**It was moved** by Commissioner K. Rochefort, seconded by Commissioner T. Klarich, to approve vouchers 24-21 and 24-22 as presented.

**Roll Call:**

Rochefort – Yes

Klarich – Yes

DuFour - Yes

Absent: Two (R. Lund and R. LaCroix)

***Motion Carried***

**B. Award RFP 2024-03 Culverts & Bands:**

Ian Stampfly provided an overview of the bid tabulation for RFP 2024-03 Culverts & Bands. He recommended awarding the RFP to the lowest bid, which was UP Concrete & Pipe in the amount of \$33,531.17.

**It was moved** by Commissioner D. DuFour, seconded by Commissioner K. Rochefort, to approve the bid award for RFP 2024-03 Culverts and Bands to UP Concrete & Pipe.

**Roll Call:**

DuFour - Yes

Rochefort – Yes

Klarich – Yes

Absent: Two (R. Lund and R. LaCroix)

***Motion Carried***

**C. January 2024 Financial Statements:**

T. Hoar provided an overview of the January 2024 Financial Statements.

**It was moved** by Commissioner D. DuFour, seconded by Commissioner T. Klarich, to approve the January 2024 Financial Statements as presented.

**Roll Call:**

DuFour - Yes

Klarich – Yes

Rochefort – Yes

Absent: Two (R. Lund and R. LaCroix)

**8. Manager's Report:**

**Ruggles Road Abandonment:** J. Vanderville spoke with Patrick Allen (Act 51), and he stated that the removal of Ruggles Road will not take place on the Act 51 certification maps until December 31, 2024, effective date, which is submitted in March of 2025. She will present abandonment proceedings soon for consideration by the board.

**Straits Area Council:** Most committee updates were minimal since the next meeting of the groups will be at the CRA annual meeting in Lansing. New by-laws (now to be known as a constitution) along with some additional changes to the constitution of the CRA were introduced. Changes will consist of changing associations (i.e. UPNBA, SAM, NMARC) to districts or committees, removal of the GPC, changing the negotiating committee to state maintenance committee, and establishment of a C Corp for Road Conductor. Rob (Chippewa CRC) is collecting data regarding EPA rules for emissions and will continue to work with EPA to either exempt road commissions or extend the D rate time to up to 80 hours from when a check engine light warning comes on. Other updates were provided by Wetland Banks CRASIF, & MCRCSIP.

**Mueller Township:** Presented ballot language for consideration and review by the township's legal reps. Road millage special meeting will be March 27<sup>th</sup> at 5:00 pm at Mueller Township Hall.

**Pomp's Tire Inspection:** We invited Pomp's to come and give a short training session to the foremen at our staff meeting on Thursday. It went well and provided great information. Pomp's is scheduled to give a full training at our Spring Safety meeting.

**County Annual Report:** J. Vanderville presented the annual report to the county for their audit purposes on Thursday, February 22<sup>nd</sup>.

**Senate Bill 465:** A copy of Senate Bill 465, created to make the roads safer for the motoring public, was provided for the board's information.

**9. Engineer's Report:**

**FLAP Projects:** Nothing new to report.

**CR-440 & CR-443 (2025 Projects):** I. Stampfly asked for a status update from the NEPA review staff, and they stated they were finishing December submissions and that he should hear from them next week or the following.

**Township Work:** Hiawatha Township awarded the bid for Swanson Road and Rivers Bend Drive to Bacco Construction. I. Stampfly was asked about doing more work after the meeting was finished and the board seems interested in working on Aldrich Road

this year as well. He updated the estimate he had created for that road and sent it to them.

He has continued working on Mueller Township plans for their millage meeting coming up in March. He plans to present multiple options to illustrate what could be accomplished with a 0.5 mil millage, and a 1 mil millage.

**2024 Pavement Marking Project:** I. Stampfly has finished the design documents and plans to bring the RFP to the board at the March 13<sup>th</sup> meeting.

**Critical Bridge Applications:** I. Stampfly submitted our critical bridge applications for FY2027. He chose to submit the same bridges as last year. Structure 9702 over Bulldog Creek on CR-432 was submitted for a full replacement. Structure 9703 over the Milakokia River and Structure 9713 over the Fox River were submitted for preventative maintenance, primarily sandblasting and painting. Structure 9706 over the Creighton River was submitted for rehabilitation via deck replacement.

**CR-448 over Stutts Creek:** I. Stampfly received MDOT's review comments and have started to address those. He hopes to have the comments resolved by the end of March.

**Safety Project Applications:** I. Stampfly started to review crash data on our road system looking for areas that would be good candidates for a safety project. He has not found many that would be competitive. Currently he thinks we have a possible candidate in CR-442 to maybe get a chipseal done. He is going to do some more reviewing before deciding. Projects applied for this year would be for FY2026 and the deadline is May 1<sup>st</sup>.

**FY2025 Appropriations Request:** T. Hoar received an email with more information regarding the congressionally directed spending applications that were discussed at UP Road Builders. After reviewing the information, we decided to apply for Quarry Road to be reconstructed. I. Stampfly has been putting together support letters for Doyle Township, Mueller Township, Schoolcraft County Board, and spoke to others who will be writing their own. He thinks the multiple support letters and the positive impact this project will have both economically and socially for the residents/users, will make this a competitive project. The submission is due on March 12<sup>th</sup>.

## 10. Department Heads:

**Ann Peterson:** Ads for the 3 FT TD positions went in the newspapers and on our website last week, as well as Michigan Works. So far, four of our temps have applied, along with three outside candidates. At least one additional candidate will be sending in an application. Interviews will take place in March.

**Tanya Hoar:** M. Hoar came in to do IT Cybersecurity training for the administrative staff last week. He plans to come in to do some training for the crew during their Spring Safety meeting on April 30<sup>th</sup> as well. He will go over security options on their mobile phones as well as other security measures. It was noted that SCRC is in pretty good

shape with cybersecurity. He noted that our anti-virus software is working. We may decide to adopt a few more security measures this year.

For taxes this year, the government has changed the process for submitting 1099's. If you have over ten returns, they must be loaded on their website. The website has had difficulty handling the volume of returns and it has made it difficult to get them uploaded. She is doing a step process to submit the 1094's and is also having difficulty with one of the steps because of the volume of phone calls.

T. Hoar has been sending information into MDOT per their contract requirements and updated the equipment rental rates. She tries to get the MDOT rates as close to cost on certain pieces of equipment rather than using the Schedule C rate.

T. Hoar, A. Peterson and J. Vanderville have been working on updating the Drug Policy. They are combining policies from DS Plus and MCRCSIP, so there are clear definitions throughout. The updated policy will be presented to the board for approval when it is completed.

Social security numbers and how to use them is a mandatory policy for the Road Commission. This policy will need to be drafted.

**Troy Bassett:** T. Bassett attended a meeting for the sportsman's coalition grant.

Building and Grounds is 90% done with installing security doors. They will determine who will be getting the key fobs soon.

About three out of five boards will be set up for lake / dams, etc.

**11. Meeting Notices:** None

**12. Public Comment:** None

**13. Adjournment:** The meeting was adjourned at 7:50 am.



Thomas Klarich, Chairperson



Jean Vanderville, Managing Director