

SCHOOLCRAFT COUNTY ROAD COMMISSION
332N EAST ROAD, MANISTIQUE, MI 49854
BOARD MEETING MINUTES
January 11, 2023 - 7:00 a.m.

000546

1. Call Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of Minutes
 - A. Regular Session December 28, 2022
 - B. Annual Organizational Meeting January 4, 2023
6. Public Comment
7. Unfinished Business:
 - A. Policy A6.00 Policy for Removing a Road from Seasonal Designation
8. New Business:
 - A. Vouchers 23-13 & 23-14
 - B. Approve Manager to Sign Frost Law Enforcement Agreement
 - C. 2022 OPEB Report
9. Manager's Report
10. Engineer's Report
11. Department Heads
12. Meeting Notices
 - A. January 25 Local RTF Meeting, SCRC
 - B. February 2-3 UPRBA Meeting, Marquette, MI
 - C. February 7 Straits Area Council Meeting, Mackinaw City, MI
 - D. March 21-23 CRA Annual & Road Show, Lansing, MI
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: Randy Lund
Robin LaCroix
Dale DuFour
Thomas Klarich
Keith Rochefort

Absent: None

Also in Attendance: Jean Vanderville, Managing Director; Ian Stampfly, Highway Engineer, Tanya Hoar, Finance Director, Ann Peterson, Payroll/HR Coordinator, Roger Martin, Shop Foreman, Troy Basset, County Commissioner, David Hicks

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

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

Ayes: Five
Nays: None

Motion Carried

5. Approval of Minutes:**A. Regular Session 12/28/22:**

It was moved by Commissioner K. Rochefort, seconded by Commissioner D. DuFour, to approve the minutes of the meeting held on December 28, 2022.

Ayes: Five
Nays: None

Motion Carried

B. Annual Organizational Meeting 1/4/23:

It was moved by Commissioner K. Rochefort, seconded by Commissioner D. DuFour, to approve the minutes of the Annual Organizational Meeting held on January 4, 2023.

Ayes: Five
Nays: None

Motion Carried

6. **Public Comment:** David Hicks of 6051W River Road, Manistique, addressed the board regarding his driveway, which he feels was left too steep after the work done on that road this past summer. His son had an accident backing out of the driveway, totaling his car, as he had to get a running start to get out (the accident report number and information was provided). In addition, he has difficulty getting his 40-foot trailer out, which Engineer I. Stampfly was aware of. This situation will be reviewed and will be addressed in the spring.

A. Unfinished Business:

Policy A6.0 Policy for Removing a Road from Seasonal Designation: This policy continues to be tabled until the spring after J. Vanderville has had discussions with individual townships.

7. New Business:

A. Vouchers:

i. 23-13:

It was moved by Commissioner D. DuFour, seconded by Commissioner R. Lund, to approve voucher 23-13 as presented.

Roll Call:

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

Motion Carried

Vouchers 23-14:

ii. 23-14:

It was moved by Commissioner R. LaCroix, seconded by Commissioner K. Rochefort, to approve voucher 23-14 as presented.

Roll Call:

LaCroix – Yes
Rochefort - Yes

DuFour – Yes
Klarich – Yes

000549

Lund - ABSTAIN

Motion Carried

- B. Approve Manager to Sign Frost Law Enforcement Agreement:** J. Vanderville provided an overview of the discussion held with the State Police trooper who patrols the Schoolcraft County roads per the contract agreement with SCRC to ensure the rules and regulations are enforced. A copy of the contract was provided. Discussion was held regarding the importance of enforcement.

It was moved by Commissioner R. LaCroix, seconded by Commissioner D. DuFour, to approve the Manager to sign the Frost Law Enforcement Agreement.

Roll Call:

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

Motion Carried

- C. 2022 OPEB Report:** T. Hoar provided an overview of the 2022 OPEB Report.

8. Manager's Report:

Fuel Tank Contamination Tests: J. Vanderville spoke with Bonnie at Manistique Oil, and Bonnie confirmed that we own the tanks in Manistique. Jean asked about them replacing the tanks with their own, and Bonnie said she would ask Mike Hinkson, but currently they do not do that because of the cost. They are only setting tanks for temporary use by construction companies, such as Bacco and Payne & Dolan. She advised that Oscar W. Larson provides a service to come and pump the tanks and clean them.

LED Upgrade to Salt Sheds: We only received one bid from Roemer Electric. Kevin was able to award the bid to Roemer based on my notes of invites to bid and nonresponsive bidders. Paul has signed the documents and they have been forwarded to MDOT for final approval.

Fuel Pumps:

- Oil Equipment Company (OEC) has declined a bid for new fuel pumps, stating that Manistique is out of their effective coverage area.
- Oscar W. Larson – Have not heard back from yet.
- Northwest Petroleum – Have not heard back from yet.

Lakefield Lawn Maintenance: Seney Rest Area contract documents have been processed. Rick did ask for an increase in his pay schedule due to the upgrades at the rest area, but Kevin advised that under the 426 County bid contracts, he is unable to make any amendments to the contract. Kevin did advise that if there are any hardships, he can consider other options for compensation. Rick will keep track of mowing cycles and garbage refuse.

Certification Maps: Cert maps will be due in March. With no changes made to the cert maps, I. Stampfly will update the coversheet and J. Vanderville will bring before the board for final approval to submit.

Contract Negotiations: We have received our official request to negotiate January 9, 2023. J. Vanderville has forwarded the request to Andrew Cascini.

Preventive Maintenance Program: R. Martin and J. Vanderville are making small steps toward putting a program in place to better monitor preventative maintenance. All tandem truck odometer readings have been input as of their last full service and new odometers as of January 9th input. The system is set up to produce work orders every 2,500 miles. Jean will export mileage readings from the SmartFill system (starting monthly and adjusting as necessary). Initial discussions of spring/summer work have begun to prepare for summer prep of trucks & equipment. Sandblast & paint schedule is in place.

Lift Station: Paul's Plumbing is taking over the project as the sub from Berger & King. Roy Ness is having an electrician take care of some issues that Paul's Plumbing has discovered. John is addressing the cut line with the sub who dug the hole. All issues are being addressed by the Transit and their prime contractor, Roy Ness.

MCRCSIP Board Orientation and Refresher Training: Commissioner T. Klarich and J. Vanderville sat in on the training. Wendy covered many topics and provided a great overview of conflicts of interest, closed session, duties of a commissioner, and open meetings act. Jean has forwarded the PowerPoint slides to the commissioners' emails.

9. Engineer's Report:

CR-433 River Road Project (2022)

MDOT has started to sign the contract modification. I. Stampfly is still waiting for one more signature. After this is approved, he will be able to submit this project for review.

CR-436 & CR-449 Force Account Projects

CR-436 was submitted to MDOT for review on November 3rd. Ian still has not heard any updates.

CR-433 River Road Project (2023)

We received two bids for the project, one from Payne & Dolan and one from Bacco. Payne & Dolan was the low bid at \$731,828.70. Payne & Dolan was 13.72% less than the engineer's estimate. The project should be awarded in the coming weeks.

Underground Construction Specifications

These are still under review.

EGLE Permits

I. Stampfly has submitted two applications for permits on Ross Lake Road to improve both culvert crossings. Both permits are in the review, comments, and corrections stage. Ian has more permits to apply for after these two are completed. We are planning to replace and upgrade one of these crossings this year.

Seney Salt Barn Driveway

We have received our permit. Work can begin whenever we have the time to do it.

Township Work

Ian has not heard back from Manistique Township as of this morning. He plans to attend their meeting next week just in case they did not receive the email. Hiawatha is inquiring about possibly doing more work than the \$300,000 budget they have previously mentioned. Ian will be attending their meeting next week as well to answer any questions.

Green Lights Presentation & Media Release

I. Stampfly worked on a media release for the Sheriff's Department to use on their platform to remind the public of the law pertaining to green and amber lights. All the office staff provided comments and input into the final product that has been sent to the Sheriff. He also put together a presentation providing more detail into the law and why the color chosen was green. The presentation can be seen on our TV as you enter the lobby and will be added to the website.

CR-448 @ Stutts Creek

We have received subcontracts for the project which have been signed and filed. Ian has not received any other documents at this time. More to come as this project starts to move.

10. Department Heads:

Tanya Hoar, Finance Director: Noted she has been working on tax documents, including W-2's and 1099's.

Troy Bassett, County Commissioner: Reported that Schoolcraft County board meetings have been moved to 5:00 pm on Thursday. Requested supporting documents from SCRC regarding loss of revenue. These documents should be provided to the Clerk's office so this can be added to the agenda and SCRC can attend the meeting.

Roger Martin: None

Ann Peterson, Payroll / HR Coordinator: Provided a demonstration of how to navigate through an electronic PDF copy of board materials using bookmarks. Board materials will be emailed to each commissioner prior to each board meeting. Commissioner R. LaCroix, along

with County Commissioner T. Bassett have asked for only electronic copies, with a hard copy being available at the meeting.

11. Meeting Notices:

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- B. February 2-3 UPRBA Meeting, Marquette, MI
- C. February 7 Straits Area Council Meeting, Mackinaw City, MI
- D. March 21-23 CRA Annual & Road Show, Lansing, MI

12. Public Comment: None

13. Adjournment: The meeting was adjourned at 7:58 am.



Thomas Klarich, Chairperson



Jean Vanderville, Managing Director