

SCHOOLCRAFT COUNTY ROAD COMMISSION
332N EAST ROAD, MANISTIQUE, MI 49854
BOARD MEETING MINUTES
December 22, 2021 - 7:00 a.m.

000345

1. Call Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of Minutes
 - A. Regular Session
 - B. Closed Session
6. Public Comment
7. Unfinished Business
 - A. Cell Tower Lease Agreement
 - B. Ketvirtis Property Listing
8. New Business:
 - A. Voucher 22-11 & 22-12
 - B. November Financial Report
 - C. Interview James Pann
9. Manager's Report
10. Engineer's Report
11. Department Heads
12. Meeting Notices
 - A. Annual Organizational Meeting January 5, 2022
 - B. Local REFT Meeting January 5, 2022
 - C. Straits Area Council meeting February 1, 2022, Mackinaw City
 - D. UPRBA February 3-4, 2022, Marquette, MI
 - E. Highway Conference & Road Show March 8-10, 2022, 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: Thomas Klarich
Dale DuFour
Robin LaCroix
Keith Rochefort

Absent: Randy Lund

Also in Attendance: Jean Vanderville, Managing Director; Tanya Hoar, Finance Director; Ian Stampfly, Engineer; Ann Peterson, Payroll/HR Coordinator; Kim Rochefort, Road Foreman; Roger Martin, Shop Foreman.

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: Four
Nays: None
Absent: One

Motion Carried

5. Approval of Minutes:**A. Regular Meeting December 8, 2021**

It was moved by Commissioner D. DuFour, seconded by Commissioner K. Rochefort, to approve the minutes of the regular meeting held on December 8, 2021.

Ayes: Four
Nays: None
Absent: One

Motion Carried

B. Closed Session December 8, 2021

It was moved by Commissioner T. Klarich, seconded by Commissioner R. LaCroix, to approve the minutes of the Closed Session held on December 8, 2021.

Ayes: Four
Nays: None
Absent: One

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

A. Cell Tower Lease Agreement: No new updates.

B. Ketvertis Property Listing: No new updates. Commissioner R. LaCroix will reach out to D. Muxlow for a second time for an update.

8. New Business:**A. Vouchers 22-11 & 22-12**

It was moved by Commissioner K. Rochefort, seconded by Commissioner R. LaCroix, to approve vouchers 22-11 and 22-12 as presented.

Roll Call:

Rochefort – yes
LaCroix – yes
DuFour – yes
Klarich – yes
Lund - Absent

Motion Carried

B. November Financial Report: T. Hoar provided an overview of the November Financial Report.

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

Roll Call:

DuFour – yes
Rochefort – yes
LaCroix – yes

Klarich – yes
Lund – Absent

000348

Motion Carried

B. Interview with James Pann: An interview was conducted.

9. Manager's Report:

Meeting with Transit: J. Vanderville reported key points on the meeting held regarding the tie in from the Transit building to SCRC. Bittner Engineering will put together engineered plans of needs to support the additional tie-in from Transit. Transit will burden the financial impact of any upgrades and will look into a cost allocation to support increased power usage at our facility. The city will partner with both facilities to facilitate maintenance on the system.

Winter Operations Press Release: A copy of the submission was included.

Germfask Township Meeting: I. Stampfly presented the paved road report at their meeting. Germfask is very interested in improving their road system and would like to research possible road millage options.

Hiawatha Township Meeting: The board is looking to utilize one of their upcoming CDs to fund road projects in their township in the amount of \$300,000. I. Stampfly and J. Vanderville will work up three options to present to them for consideration.

Thompson Township Meeting: Presented the board with the estimate for Ivan Carlson Road and the board indicated it is still higher than what they want to spend on it, but they will consider it when putting together the new budget.

Mueller Township Meeting: Supervisor Glasscock had questions regarding the ownership of roads and responsibility of construction. J. Vanderville explained McNitt Act and Act 51 and the difference between County Primary Roads and County Local Roads. They want to further research the legality before deciding to do any road projects. J. Vanderville advised the board of the additional road abandonment and answered questions regarding access to Batty Doe Lake.

Organizational Meeting: J. Vanderville requested that the annual Organizational Meeting be held separate from the regular board meeting, one week prior. The suggestion was to hold it prior to the RTF meeting on January 5, 2022.

Local RTF Meeting: A local meeting needs to be scheduled prior to January 14, 2022. J. Vanderville recommended Wednesday, January 5, 2022, following the Organizational Meeting, at 8:00 am. Emails have been sent out to the City & Transit and the 5th works for them. The date and time also work for Dotty at CUPPAD.

Manistique Township: Manistique Township board is looking to set up a couple of paving projects for FY '22 and would like estimates for Dillexie Lane, Krummich Road (Environmental Lab), and East Kendall. I. Stampfly is working on the estimates and options for the board's consideration.

10. Engineer's Report:

Township Work: Provided Germfask Township with their paved road report on December 13th. The report was well received, and they are extremely interested in working with us to develop projects for their township. Manistique Township is the last paved report to present. The plan is to present it at January's meeting. Manistique township is interested in paving work next year. I. Stampfly has been working on estimates for Dillexie Lane, North Kendall, East Kendall and Krummich Road (Environmental Lab). Hiawatha Township is also considering work for next year. Paving options are being reviewed for next year and the plan is to present three options to the board in January. I. Stampfly has already started to look at combinations for projects to maximize the township's money.

County Wide Sign Project: The contract modification has been signed and approved. I. Stampfly has submitted the project to MDOT for their file review. Once MDOT's review is completed, he will address any comments. This is on track to be completed prior to the 2022 construction season.

Asset Management Plan: I. Stampfly has spent more time on the plan, which is starting to take shape. He is hopeful that the Center for Technology and Training will have a training opportunity in the spring to help him with understanding of the plan and what needs to be included.

Certification Maps: Updates and corrections have been made as much as possible. Maps now include the names of the roads and the associated mileage. The plan is to review the changes and make sure no roads are missed in the updates.

Shelf Projects: I. Stampfly is beginning to plan and estimate projects that can be shelved for upcoming years. They would be ready to go on short notice should there be bid savings within the task force. Projects considered are pavement markings on various primary roads and force account work that would not require SHPO or NEPA clearance. The force account work being heavily considered is gravel lifts, only as there is little SHPO or NEPA documentation, as this work is considered an exception to certain requirements.

11. Department Heads:

Tanya Hoar, Finance Director: T. Hoar noted that the 2021 Financial Audit will begin next week. All reports are completed and ready to go.

Kim Rochefort, Road Foreman: The crew has been busy plowing snow and cutting several trees.

Roger Martin, Shop Foreman: R. Martin reported that a plow driver clipped a railroad track with the truck plow on Sunday, December 19th. The truck is currently down for repair. Plate steel has been ordered for the repair, which will not be available until January 7th, 2022.

There is a heating issue in the storage bay of the shop. The in-floor heat does not work, along with the make-up air. It was discovered that wires had been cut, which were fixed. However, the system will not work automatically. In addition, carbon monoxide detectors do not pick up diesel fumes, and the fans to clear the fumes are not working properly. A quote is being completed to set up heaters and fans that work automatically, as the in-floor heat can no longer be used due to no insulation in the floor, and because the system cannot be shut off.

12. Meeting Notices:

- A. Annual Organizational Meeting January 5, 2022
- B. Local RTF Meeting January 5, 2022
- C. Straits Area Council Meeting February 1, 2022, Mackinaw City
- D. UPRBA February 3-4, 2022, Marquette, MI
- E. Highway Conference & Road Show March 8-10, 2022, Lansing, MI

13. Public Comment: None

14. Adjournment:

The meeting was Adjourned by Chairman T. Klarich at 8:12 am on Wednesday, December 22nd.


Thomas Klarich, Chairperson


Jean Vanderville, Managing Director