

SCHOOLCRAFT COUNTY ROAD COMMISSION
332N EAST ROAD, MANISTIQUE, MI 49854
BOARD MEETING MINUTES
June 12, 2023 - 7:00 a.m.

000628

1. Call Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of Minutes
 - A. Regular Session May 24, 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 23-36, 23-37, 23-38, & 23-39
 - B. Resolution for ROW Easement to Cloverland
 - C. Inwood, Hiawatha, Dole & Germfask Township Dust Control Contracts
 - D. Permission to Release Information to JI Squared
 - E. April Financial Statements
 - F. Approval to Purchase Budgeting Software (Jirav)
 - G. Funds Transfer to CD & MI Class
9. Manager's Report
10. Engineer's Report
11. Department Heads
12. Meeting Notices
 - A. UPRBA June 14-15, Harris, 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
Randy Lund
Keith Rochefort
Robin LaCroix
Dale DuFour

Absent: None

Also in Attendance: Jean Vanderville, Managing Director; Ian Stampfly, Road Engineer; Tanya Hoar, Finance Director; Ann Peterson, Payroll / HR Coordinator; Kim Rochefort, Road Foreman, Wayne Johnson, Marsha Lunna, Yvonne M, Wilma Robare.

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

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

Ayes: Five
Nays: None

Motion Carried

5. Approval of Minutes:**A. Regular Session May 24, 2023:**

It was moved by Commissioner R. LaCroix, seconded by Commissioner R. Lund, to approve the minutes of the meeting held on May 24, 2023.

Ayes: Five
Nays: None

Motion Carried

6. Public Comment:

Yvonne indicated an interest in acquiring the road / property next to her existing property to put up a pole barn, as the property is flatter than her existing parcel. Wayne Johnson, who was also in attendance, shares a section of the existing property with her. She has

been to the Zoning Commission to check on size restrictions for the pole barn. Commissioner K. Rochefort noted she would need to apply for a variance showing a hardship as to why it is needed. Managing Director J. Vanderville noted that, with the Land Division Act, we may not be able to help, as we have no jurisdiction, because that is not an SCRC road.

Marsha asked the road commission if the road owned by the SCRC that adjoins her driveway could be paved, as there are issues during snowplowing tearing up the grass. In addition, she requested that large rocks be removed. Manager J. Vanderville noted that she would take her comments into consideration.

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.
- B. **Policy 06-03 Non-Smoking Policy:** J. Vanderville will prepare a final draft for consideration.

8. New Business:

A. Vouchers:

i. 23-36:

It was moved by Commissioner R. LaCroix, seconded by Commissioner R. Lund, to approve voucher 23-36 as presented.

Discussion was held regarding the hose purchased from Napa. Commissioner T. Klarich suggested it might be time to buy our own machine rather than purchasing hose. J. Vanderville noted that she would look into the cost and bring the information back to the board.

Roll Call:

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

Motion Carried

ii. 23-37:

It was moved by Commissioner D. DuFour, seconded by Commissioner T. Klarich, to approve voucher 23-37 as presented.

Roll Call:

DuFour - Yes

Klarich – Yes
Rocheftort - Yes
Lund – Yes
LaCroix – Yes

Motion Carried

iii. **23-38:**

It was moved by Commissioner R. Lund, seconded by Commissioner K. Rocheftort, to approve voucher 23-38 as presented.

Roll Call:

Lund – Yes
Rocheftort - Yes
LaCroix – Yes
DuFour - Yes
Klarich – Yes

Motion Carried

iv. **23-39:**

It was moved by Commissioner R. LaCroix, seconded by Commissioner D. DuFour, to approve voucher 23-39 as presented.

Roll Call:

LaCroix – Yes
DuFour - Yes
Rocheftort - Yes
Klarich – Yes

Lund – Abstain

Motion Carried

- B. Resolution for ROW Easement to Cloverland:** J. Vanderville provided an overview of the request and resolution from Cloverland for a ROW easement providing access to transit via SCRC property.

It was moved by Commissioner D. DuFour, seconded by Commissioner T. Klarich, to approve the Resolution for the ROW Easement to Cloverland. The document will be signed and notarized.

Roll Call:

DuFour - Yes
Klarich – Yes
Rocheftort - Yes

Lund – Yes
LaCroix – Yes

000632

Motion Carried

- C. Inwood, Hiawatha, Doyle & Germfask Township Dust Control Contracts:** J. Vanderville provided an overview of the dust control contracts for the townships listed. Signed contracts have been received from Inwood and Hiawatha so far.

It was moved by Commissioner D. DuFour, seconded by Commissioner R. LaCroix, to approve the Township Dust Control Contracts as presented.

Ayes: Five
Nays: None

Motion Carried

- D. Permission to Release Information to JI Squared:** J. Vanderville provided an overview of the request for data for CRA's 2023 County Road Agency Investment Plan.

After discussion, it was determined that this item will be tabled until additional information is acquired.

- E. April Financial Statements:** T. Hoar provided an overview of the April Financial Statements.

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

Ayes: Five
Nays: None

Motion Carried

- F. Approval to Purchase Budgeting Software (Jirav):** T. Hoar provided an overview of the budgeting software being requested for purchase, along with the cost.

It was moved by Commissioner R. LaCroix, seconded by Commissioner D. DuFour, to approve the purchase of the Jirav budgeting software for a one-year contract at a cost of \$15,400.

Roll Call:

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

Motion Carried

- G. Funds Transfer to CD & MI Class:** With CD rates going up, T. Hoar recommended a transfer of funds from State Savings Bank to either Limestone Federal Credit Union, with an interest rate of 5.25% for 9 months, and to MI Class, with a rate of about 5%. State Savings Bank has agreed to match these rates if we leave the funds there. It was recommended that \$500k be moved to MI Class, and \$250k be moved to a CD at State Savings Bank for 12 months at a rate of 5.25%.

It was moved by Commissioner D. DuFour, seconded by Commissioner R. LaCroix, to approve the movement of funds to the CD's outlined above as recommended.

Roll Call:

DuFour - Yes

LaCroix – Yes

Lund – Yes

Rochefort - Yes

Klarich – Yes

Motion Carried**9. Manager's Report:**

Policy 06-03 Non-Smoking Policy: J. Vanderville will continue working on this when construction slows down.

Auction Items: Report of final auction results included in packet.

Townline/Burrell Road Property Issue: If there is no response, then the next letter will be served on or around June 12th. J. Vanderville spoke with Charlie, and he will serve the next required letter in the process.

Cloverland Easement: Cloverland contacted J. Vanderville with a request for installation and maintenance permission to run the power to the transit's new building. Resolution and easement information included in packet.

Dust Control Contracts: J. Vanderville was late getting the contracts to the townships, but has approval from Inwood, Hiawatha, Doyle, & Germfask to start chloride applications and they will submit their signed contracts as they get them.

JI Squared: Denise talked about this at our council meeting. This will be a great benefit to have a 3rd party business that understands the road commission needs to assist in securing our road funding.

Roadkill Issues: J. Vanderville emailed each of the commissioners a response from Stacy (DNR) regarding the issues surrounding the handling of deer carcasses. In Schoolcraft, we do not have any issues with removal and disposal. J. Vanderville spoke to both Stacy and Mike (CO), and they do not have any known concerns of how SCRC handles deer carcasses. The provided attorney memo is confidential, and information should not be released. J. Vanderville expects this issue will continue within the road commissions as it is a legislative priority, just know that we are not experiencing any problems here.

Trunk Line Tree Removal Project: There have been several complaints about the timetable of the tree clearing and ditch clean up. MDOT's response and talking points were included in the commissioner packets. Please refer to his email for guidance on how to address any calls you may receive.

CRRSSA Funds: J. Vanderville provided some information regarding the President's signing of the debt ceiling bill last Friday. This will not impact our CRSSA funds. Our projects are complete and have been paid for. The projects were the two force account jobs, one on CR449 (8 Mile) and the other CR436 (Floodwoods), that were completed last year.

August Redistribution: J. Vanderville included a draft proposal that was provided regarding the August Redistribution. There is a lot of talk and unclear areas currently, so she could not report anything solid. She will keep commissioners posted as she knows more.

Nicholson Road: J. Vanderville was advised that a resident would be in to discuss some options regarding the remaining portion of Nicholson Road. She reached out to Bill Henn to provide an attorney's opinion about the road. He will have it for us by the end of the week. At this time, it is probably best to listen to the residents and thank them for their time and advise it will be taken into consideration.

10. Engineer's Report:

CR-433 River Road Project (2022): The project has officially been closed out.

CR-433 River Road Project (2023): Project has been completed. I. Stampfly is now working on the closeout process and getting all documents ready to send to MDOT for their review process. The final inspection is scheduled for Tuesday, June 13th.

Township Work: The paving work has been completed for Dawson Road as of Wednesday, June 7th. Shouldering and gravel drive work is tentatively scheduled for the week of June 12th. Paving work on the Bluff will be occurring on Friday, June 9th. Shouldering and topsoil work will take place the week of June 12th if possible. If the topsoil and shoulder work is not completed the week of June 12th, we will finish it the following week.

CR-448 @ Stutts Creek: The project is progressing well and ahead of schedule. The old bridge has been removed and the contractor is driving the new piling. Pile driving is anticipated to be

completed Wednesday, June 14th. The contractor also intends to build the abutment backwall on the north side in conjunction with pile driving. The contractor plans to pour all the concrete for the piling at one time and that will be the next step.

As a side note, we have been working on Southside Road to try and keep it passable for locals. However, this is not the official detour and mother nature has not been helping our cause. The sandy areas are very dry and loose with rutting. Road Foreman K. Rochefort and Engineer I. Stampfly looked at it and do not have a good solution for fixing these areas within our economic means. Just want you to be aware should anyone contact you.

Bridge Projects – 2024 Bundle: No new updates since the last meeting.

FLAP Projects: I. Stampfly has started on the NEPA and program documentation for our projects. He intends to combine these two projects into one contract for bid to increase the economy of scale and plan to have the final submittals into MDOT by late fall. He hopes to have these bids in mid-winter or early spring of next year.

11. Department Heads:

Ann Peterson: Reported that Keith Spencer will start on Monday, June 19th, as a full-time Mechanic.

Verified that members of the board who receive the e-mailed PDF version of the board materials are comfortable with it and having a hard copy available for the meeting. Those receiving the electronic version were good with the PDF.

Tanya Hoar: Reported that the Pension Grant application has been signed and submitted. It will be announced at the end of July for award with funds being disbursed in August.

Kim Rochefort: The crew should start mowing this week. However, because of the dry conditions and risk of fire, they do not want to start until there has been some rain.

12. Meeting Notices:

A. UPRBA June 14-15, Harris, MI

13. Public Comment: None

14. Adjournment: The meeting was adjourned at 8:09 am.



Thomas Klarich, Chairperson



Jean Vanderville, Managing Director