

**SCHOOLCRAFT COUNTY ROAD COMMISSION**  
**332N EAST ROAD, MANISTIQUE, MI 49854**  
**BOARD MEETING MINUTES**  
**June 28, 2023 - 7:00 a.m.**

000636

1. Call Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of Minutes
  - A. Regular Session June 12, 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
  - C. Permission to Release Information to JI Squared
8. New Business:
  - A. Vouchers 23-40, 23-41, 23-42
  - B. May Financial Statements
  - C. Thompson & Manistique Township Dust Control Contracts
  - D. County Road 448 Guardrail Installation
9. Manager's Report
10. Engineer's Report
11. Department Heads
12. Meeting Notices
  - A. MCRCSIP Annual Meeting July 19-20, Mount Pleasant, 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, Roger Martin, Shop Foreman, James Johnson, Assistant Road Foreman, Ted Foye

**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 June 12, 2023:**

It was moved by Commissioner R. Lund, seconded by Commissioner K. Rochefort, to approve the minutes of the meeting held on June 12, 2023.

Ayes: Five  
Nays: None

***Motion Carried***

**6. Public Comment:** None**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 after construction season.
- C. Permission to Release Information to JI Squared:** E-mails were sent to all commissioners with responses to their questions.

It was moved by Commissioner D. DuFour, seconded by Commissioner T. Klarich, to approve the release of information to JI Squared for their study.

Ayes: Five  
Nays: None

***Motion Carried***

**8. New Business:**

**A. Vouchers:**

**i. 23-40, 23-41, 23-42:**

**It was moved** by Commissioner R. Lund, seconded by Commissioner K. Rochefort, to approve vouchers 23-40, 23-41 and 23-42 as presented.

**Roll Call:**

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

***Motion Carried***

**B. May Financial Statements:** T. Hoar provided an overview of the May Financial Statements.

**It was moved** by Commissioner R. LaCroix, seconded by Commissioner T. Klarich, to approve the May Financial Statements as presented.

**Roll Call:**

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

***Motion Carried***

- C. Thompson, Manistique & Doyle Township Dust Control Contracts:** J. Vanderville noted that Thompson and Manistique township dust control contracts have been received. Doyle's contract has also been received and all will be signed today after approval.

**It was moved** by Commissioner T. Klarich, seconded by Commissioner D. DuFour, to approve the Township Dust Control Contracts as presented.

**Roll Call:**

Klarich – Yes

DuFour - Yes

Rocheftort - Yes

Lund – Yes

LaCroix – Yes

***Motion Carried***

- D. County Road 448 Guardrail Installation:** J. Vanderville provided an overview of the quote for a guardrail / installation from Action Traffic Maintenance, Inc. in the amount of \$14,350. She recommended using them to replace the guardrail on CR-448 as they are the least expensive, given they will already be working in the area.

**It was moved** by Commissioner R. LaCroix, seconded by Commissioner R. Lund, to approve the CR 448 Guardrail Installation as presented.

**Roll Call:**

LaCroix – Yes

Lund – Yes

Rocheftort - Yes

DuFour - 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.

**Townline/Burrell Road Property Issue:** J. Vanderville spoke with the property owner on June 21, 2023, and he assured her that he will have everything moved by July 24. Jean advised that she will be tracking his progress weekly and if no progress is made then we will move everything, including the building that is encroaching the ROW. If he moves everything on his own, we will leave the building alone. The building is encroaching but is outside of any area we would need for ditch maintenance or snow storage at this time.

**Dust Control Contracts:** We now have Thompson, Manistique & Doyle contracts ready for final approval. Seney & Mueller generally do not apply chloride, so unless they decide to do something this year this will complete our chloride contracts.

**JI Squared:** Copies of Denise & Gayle's responses were included in board packets.

**UPRBA:** J. Vanderville held a state maintenance committee meeting; topics discussed:

- 426/TWA Contracts-issues with revoking of contract after the fact
- Overhead Rate Computation

Highline presented on their fiber goals and to address any issues or concerns with the installation contractors.

Midwest Truck Driving School presented their programs and how they can better serve students for our industry. They also discussed the Clearinghouse requirements.

Michigan Chloride Sales presented and discussed the issues surrounding the pending permit and restrictions to chloride applications by EGLE.

Coleman Engineering presented their Colligo GIS options, which include Act 51 Certification Mapping. This is something Jean would like to look into for our future certification maps.

Another topic of the conference revolved around load ratings for bridges and Oxcart.

J. Vanderville has copies of the minutes, financial reports, and committee assignments if anyone is interested in having a copy.

**Seney Salt Barn Bid Opening:** We only received one bid from Payne & Dolan. J. Vanderville sent the bid tabulation to MDOT for approval, which was approved. P&D has indicated that they would like to begin the weekend after the 4<sup>th</sup> of July holiday into the following week.

**Inwood Township:** J. Vanderville attended the Inwood Township meeting to help guide them on their decision for road projects. The board elected to commit to 5 projects on 4 different roads: Cooks School South Rd (6" lift and 4" cap), Davidson Road, Spielmacher Road, & Depot Road. She advised that we would work on them this summer but would not be able to finish them this year and the remaining work would take priority next year when we start gravel projects. The board is fine with that. The Inwood township board will be utilizing ARPA funds from the county along with their own general funds to fund the projects.

A resident of Inwood stressed his concerns about our meeting times being so early in the morning. J. Vanderville advised that there has been talk about having some evening meetings, but nothing for this year. He said he was planning to come to our meeting to

further discuss. He wanted to know when we would make that decision and she told him at our January organizational meeting.

**New Cell Phone Laws:** J. Vanderville has discussed with the crew the new cell phone laws that now not only apply to CDL drivers and vehicles, but also to all drivers and vehicles. The law also restricts a driver from using a handheld device at a stop sign or signal. Crews are aware that they are to pull over and put all vehicles in 'park' to use their cell phones.

**MDOT Bid for US 2 Cold Milling & Resurfacing:** MDOT has requested our help to go to bid for repairs to US 2. J. Vanderville has sent the invitations to bid and posted the bid package on our website. The bid opening will be July 11<sup>th</sup> at 1:15 pm and the award at our regular meeting July 12<sup>th</sup> at 7:00 am.

**Tube Traffic Counters:** J. Vanderville has finally been able to get with the manufacturer for a lesson on how to program and use the tube counters. We are looking to put them out this summer on some of our gravel roads.

**Crack Sealer Training:** We have been experiencing some issues with our crack sealer. It was hard to determine if it was operator error or mechanical error, so Jean set up a training from Alta. The guys said that they learned a few tricks that may help the machine run more efficiently, such as keeping the hopper at least half full and using the cool down while transporting it back to the shop.

**Doyle Township Meeting:** Chloride contracts approved and signed, discussion on road millage, and discussion on property owner encroachment.

**Gravel Crushing:** Northstar is expecting to start crushing at the beginning of August. The schedule shows Ottenhoff, Graves, then Stoney Cut.

**Truck 94:** Truck 94's back window fell out while going down the road. No known reason for damage. J. Vanderville inquired about the back rack, and it is solid and not touching the window. She asked about the condition of the road and the road was in decent condition. She sent a claim into insurance for coverage.

**Welding Training:** CTTU is offering a 2-day welding class in Escanaba. Brandon is our current welder, but we felt it was important to get some additional training for another mechanic to be a helper to Brandon. Mike Gould has offered to attend to improve his skills. A copy of the training brochure was in the board packets.

J. Vanderville would like to continue to provide more training for our mechanics. Most of our in-house training is geared toward road maintenance and safety.

**Fuel Station Update:** The new pumps are in and once we get the storage tanks cleaned up, we can schedule installation. Phillip did indicate that he can install prior if we prefer. Roger will have them start working on sandblasting & painting next week.

**Duck Inn Pit:** J. Vanderville received a call from an interested party in purchasing our Duck Inn Pit. She would like to do further research before making a recommendation, but thinks it has potential for sale as we have depleted most of our need for it. Rolling Hills replaces it for sand production, and we have Browns Pit for stump disposal.

## 10. Engineer's Report:

**CR-433 River Road Project (2023):** The final inspection went well, and no issues were noted. I. Stampfly will be working on finishing up the project documentation as time allows with our other projects. He hopes to have it sent into MDOT for review by the end of July.

**Township Work:** We have finished shouldering and topsoil work on the Bluff. As of Monday, we plan to try and shoulder Dawson this week to finish it up as well. We will be staking Pawley or Cooper Road for Doyle Township this week and plan to start construction the week after the 4<sup>th</sup> of July.

I. Stampfly has also started to work on updated estimates for Inwood Township projects for this year and next year. Inwood Township voted to improve sections of Cooks School South Road, Davidson Road, Spielmacher Road, and Depot Road. We plan to try and complete two projects this year and two next year. The projects for next year will be scheduled first like Doyle Township was for this year.

**CR-448 @ Stutt Creek:** The project is progressing and is now on schedule instead of ahead. We ran into a small issue last week when we discovered the piling was driven in the wrong place. The contractor notified the manufacturer, and we notified the design engineer. Two different ideas were proposed as a solution and on Friday the manufacturer proposed a third option. Hopefully, by the time of the meeting I. Stampfly can provide more detail. The good news is, it doesn't sound like this will limit the capacity of the bridge but will just be an adjustment for the northern span.

**FLAP Projects:** The NEPA documentation has been submitted and the program applications are mostly filled out. I. Stampfly will continue to update as the design process progresses.

**5-Year Plan:** I. Stampfly has started to review, update, and develop new projects for our next 5-year plan. There will be no changes for 2024 but we are exploring all options for 2025 and beyond while considering the deterioration of our primary system.

**CRA Engineering Committee:** I. Stampfly was unable to attend the UPRBA meeting due to multiple projects taking place locally, but he did attend the engineering committee meeting on Tuesday night. No significant updates at this time, but if anything interesting is discussed, he will share it with the board.

**11. Department Heads:**

000643

**Ann Peterson:** None

**Tanya Hoar:** We received the annual CRASIF refund in the amount of \$14k. In addition, we received a credit of \$8,500 toward Workman's Compensation.

More employees are using the new Time and Attendance software, with all the shop crew, all the Seney crew, and Road Foreman K. Rochefort, along with J. Barham. The remainder of the crew will begin using the new system in two weeks.

T. Hoar has begun going through the implementation process for the new Jirav accounting software. She has uploaded 19 months of data and has had good progress. The program gives homework for her to complete, along with a very organized timeline. So far, the process is going very well.

**Roger Martin:** The service truck is up and running and has been used a couple of times already, keeping jobs from shutting down.

The shop crew is continuing additional training.

Sandblasting projects have started.

**Kim Rochefort:** The road crew has been working on shoulder work. Dawson Road was done today. State roads are all mowed and primary road mowing will start.

**James Johnson:** The Seney crew has been working on mowing MDOT roads, which should be completed soon. They will also be working on the salt shed driveway sand and gravel, along with general maintenance.

**12. Meeting Notices:**

A. MCRC SIP Annual Meeting July 19-20, Mount Pleasant, MI

**13. Public Comment:** None

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



Thomas Klarich, Chairperson



Jean Vanderville, Managing Director