

**SCHOOLCRAFT COUNTY ROAD COMMISSION
332N EAST ROAD, MANISTIQUE, MI 49854
BOARD MEETING MINUTES
May 24, 2023 - 7:00 a.m.**

000620

1. Call Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of Minutes
 - A. Regular Session May 10, 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 23-35
 - B. Budget Amendment #1
 - C. Protecting MI Pension Grant
 - D. MDOT Engineering Reimbursement
 - E. Award RFP 2023-05 Seney Garage Doors
9. Manager's Report
10. Engineer's Report
11. Department Heads
12. Meeting Notices
 - A. UPRBA June 14-15, Harris, MI
13. Public Comment
 - ~~A. Interview Nicholas Adkins (Mechanic)~~
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

Absent: Dale DuFour

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; Troy Bassett, County Commissioner

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

It was moved by Commissioner R. LaCroix, seconded by Commissioner T. Klarich, to approve the agenda, with the removal of item 13.A. Interview of Nicholas Adkins (Mechanic).

Ayes: Four

Nays: None

Absent: One (D. DuFour)

Motion Carried

5. Approval of Minutes:**A. Regular Session May 10, 2023:**

It was moved by Commissioner K. Rochefort, seconded by Commissioner R. Lund, to approve the minutes of the meeting held on May 10, 2023.

Ayes: Four

Nays: None

Absent: One (D. DuFour)

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 provided a draft of policy wording from Wendy Hardt of MCRCSIP. Commissioners provided their consensus to the policy wording. J. Vanderville will write up the policy for approval.

8. New Business:

A. Vouchers:

i. 23-35:

It was moved by Commissioner R. LaCroix, seconded by Commissioner K. Rochefort, to approve voucher 23-35 as presented.

Roll Call:

LaCroix – Yes

Rochefort - Yes

Lund – Yes

Klarich – Yes

Absent: One (D. DuFour)

Motion Carried

B. 2023 Budget Amendment I: T. Hoar provided an overview of the first Budget Amendment for 2023.

It was moved by Commissioner K. Rochefort, seconded by Commissioner T. Klarich, to adopt the forgoing resolution and 2023 General Appropriations Act Amendment #1.

Roll Call:

Rochefort - Yes

Klarich – Yes

Lund – Yes

LaCroix – Yes

Absent: One (D. DuFour)

Motion Carried

C. Protecting MI Pension Grant: T. Hoar provided an overview of the MERS Protecting MI Pension Grant Program, Public Act 166 of 2022. There was \$750M approved for underfunded municipal pension systems, from which SCRC could apply for a portion of the

funds. They used the most recent form as of 12/31/21 financial stats. SCRC could be eligible for a contribution up to \$1.8M. The Resolution Authorizing a Claim for The Protecting MI Pension Grant would authorize Jean Vanderville, Managing Director, to provide this resolution indicating its approval to Treasury and to submit and execute documents requested by Treasury relating to the Protecting MI Pension grant program requirements.

The Michigan Local Pension Grant Affidavit outlined six grant requirements that SCRC would need to agree to comply with.

It was moved by Commissioner R. LaCroix, seconded by Commissioner R. Lund, to adopt the resolution for application authorizing claim for Protecting MI Pension Grant.

Roll Call:

LaCroix - Yes

Lund - Yes

Rocheffort - Yes

Klarich – Yes

Absent: One (D. DuFour)

Motion Carried

- D. MDOT Engineering Reimbursement:** T. Hoar provided an overview of the MDOT Engineering Reimbursement, whereby SCRC can request reimbursement in the amount of up to \$10,000 to offset the Road Engineer's salary for the previous year.

It was moved by Commissioner R. LaCroix, seconded by Commissioner K. Rocheffort, to approve the MDOT Engineering Reimbursement request.

Ayes: Four

Nays: None

Absent: One (D. DuFour)

Motion Carried

- E. Award RFP 2023-05 Seney Garage Doors:** A bid opening took place on Tuesday, May 23rd for the Seney Garage Doors. There were two bids received:

- i. Hunter Garage Doors – Total bid \$35,634.96
- ii. Delta Door Company – Total bid \$63,896.00

It was noted that the Delta doors had double the insulation, along with better door openers, which accounted for the higher price.

It was moved by Commissioner R. LaCroix, seconded by Commissioner K. Rocheffort,

to award the Seney Garage Door bid to Hunter Garage Doors.

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Roll Call:

LaCroix - Yes

Rocheport - Yes

Lund - Yes

Klarich – Yes

Absent: One (D. DuFour)

Motion Carried

9. Manager's Report:

Policy 06-03 Non-Smoking Policy: Wendy from MCRCSIP had supplied some potential language to a smoking policy. A copy of Wendy's email was included in the board packets.

East Edge Road: James discovered a damaged culvert in one of the areas of concern. We plan to replace the culvert and top with lime burn and gravel. Trees have been marked and will be cut to allow for more light to the road. We are hopeful these measures will improve the road in the wet seasons.

Request from County Board Regarding Districts for Control Structures: J. Vanderville reached out to Dotty (CUPPAD) for assistance in establishing the remaining portions of the assessment district. CUPPAD has all the data for parcels and mapping, and Dotty said they would be happy to sift through the updated information from the assessor and align it with the SAD. Jean is hopeful this will speed up the process since her time available for drain commission is limited.

Auction Items: The auctions are live and getting interest. The items vary on closing date and time but are between May 24th & 25th.

Townline/Burrell Road Property Issue: Charlie served the notice to the property owner on May 11th at 4:32pm. If there is no response, then the next letter will be served on or around June 12th.

Carpenter Dam: Rick requested assistance with putting the boards back in. Kim had a couple guys do that on Thursday May 18th.

Chloride: We are scheduled for chloride application on our primary system starting May 23rd. They will begin in the Seney area and work towards Manistique.

Cone Replacement: Kim has requested replacement cones for traffic control. The ones we have don't all have retroreflective markings and are lightweight and blow over easy. Our MDOT contract is a 50/50 split on safety cones with approval from Kevin. J. Vanderville will check with

Kevin for approval and our cost should be around \$1,500 or less. She will also run by Kevin if he would like to invest with us in the temporary rumble strips which are required for lane closures on the trunkline.

Mechanic Interview: Nick knows we don't have an immediate opening, but we thought it was worthwhile to talk to him just in case we are able to shift things around and find a place for him.

CRASIF Board of Trustees: J. Vanderville informed the board that CRASIF is accepting applications for a Board of Trustees position.

Grants: J. Vanderville spoke to Chippewa CRC regarding safety grants for cones, radios, etc. If a grant becomes available that a road commission is not eligible for, the county can apply. If they do not, the road commission can do a "pass through".

10. Engineer's Report:

CR-433 River Road Project (2022): I. Stampfly is waiting for one more signature and then he will have all MDOT's deficiencies resolved.

CR-433 River Road Project (2023): Project is all but completed. The only item left is the pavement markings. The project turned out well and we had no issues to speak of. I. Stampfly was pleased with the project.

Township Work: We conducted the precon meeting as mentioned at the last board meeting. The meeting went well; Bacco plans to begin work the week of June 5th starting with Dawson Road. The tentative schedule is to crush and shape Dawson Road on June 5th and 6th (if necessary), crush and shape Bolitho Drive on June 7th and 8th (if necessary) and pave both projects in the later portion of the week.

CR-448 @ Stutts Creek: Due to a lull in scheduling, a subcontractor started work on the project Friday. The contractor performed clearing and installed silt fence for the project. The rest of the work will not be taking place until after Memorial Day as previously discussed. The detour route will officially take effect on May 30th, and we have put out a press release to notify the public.

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

FLAP Projects: I. Stampfly finally heard back from MDOT. They are still working with Eastern Federal Lands on obligation of funds; however, we may be able to perform these projects next year if we get obligation. We received \$250,000 for the Thunder Lake Road project and \$200,000 for the Clear Lake Road project. He will keep everyone apprised as this develops further.

Community Grant: A letter was received stating that we are not technically eligible based on criteria outlined. I. Stampfly will look for another grant for a radio.

Conservation District Grant: No new updates on the press release, but we did receive the check for the grant to help pay for the culvert. A culvert was ordered from UP Pipe, which is scheduled for mid to late August. I. Stampfly will provide updates as this project progresses.

11. Department Heads:

Tanya Hoar: T. Hoar has been researching budget software, which is expensive. However, she did find one online that would be good for our size road commission that is exactly what she wants / needs. The software is from Jirav Company. T. Hoar reviewed online demos and is in the process of contacting references and conducting further research. The software would cost between \$13k and \$15k per year, but only requires a one-year contract. J. Vanderville noted that good software would free up T. Hoar for other projects.

Troy Bassett: Complimented SCRC administration and the smooth way in which things are run. He noted that he uses SCRC as an example for others for grant writing as well as other areas.

Noted there was a presentation yesterday on ambulance service for Schoolcraft County. The city is waiting on taxable value, estimated to be about \$117.50 per \$50k value. A millage vote is being discussed that would ask for a five-year millage of 2.35 mills. Commissioner K. Rochefort asked how the millage would work with Inwood Township, as they already pay 1 mill for ambulance service.

Noted that he would speak to the county regarding the other \$5k from the ARPA funds for the bulldozer, as the county only paid \$155k of the \$160k allotted due to the invoice from Roland Machinery deducting the SCRC old bulldozer trade-in. The other \$5k could potentially be reimbursed for filters and other parts purchases.

Discussed building districts from CUPPAD for Drain Commissioner duties.

Discussed the Carpenter Dam and the SCRC doing the work, as this is the county's obligation rather than SCRC.

Kim Rochefort: Chloride treatments will start tomorrow, May 25th.

The detour for the Stutt's Creek bridge will have many locals using Southside Road, which needs some maintenance prior to closing the bridge on CR-448.

Crack sealing has been taking place and the tar buggy has been out every day.

Road Foreman K. Rochefort provided a letter to the board outlining a timeline of complaints made regarding Knoph Road, a private plowing contracted road. There were several calls from the residents citing complaints about the way it was done and when. In addition, a letter was sent by the residents to each commissioner complaining about how the road was done and stating that they could not get answers from the road foreman or the manager. After

discussion, the board provided their consensus that this private road should not be contracted for snow removal going forward. Residents will be notified of the decision.

Noted that the session with Lew Bender on Monday was very well done and he noticed that it may have changed some attitudes of the crew. The group liked the presentation and would like Lew to come back.

Roger Martin: The new brine tank is almost ready to use. They are working on stocking the new service truck with tools and equipment.

Ann Peterson: Reported that Steve Thomas' drug screening test came back, and he would be called today to start the sandblaster position either tomorrow or Monday.

12. Meeting Notices:

A. UPRBA June 14-15, Harris, MI

As this meeting conflicts with the next Board of Commissioners meeting, it will be changed to Monday, June 12th beginning at 7 am.

13. Public Comment:

Commissioner K. Rochefort began discussion regarding asphalt for driveways and the cost.

Commissioner K. Rochefort reported there is a trailer on the side of the road in the right-of-way on CR-441. J. Vanderville will give the owner a call and ask him to move it.

14. Adjournment: The meeting was adjourned at 8:40 am.



Thomas Klarich, Chairperson



Jean Vanderville, Managing Director