

SCHOOLCRAFT COUNTY ROAD COMMISSION
332N EAST ROAD, MANISTIQUE, MI 49854
BOARD MEETING MINUTES
March 8, 2023 - 7:00 a.m.

000571

1. Call Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of Minutes
 - A. Regular Session February 22, 2023
 - B. Regular Session February 17, 2023
 - C. Closed Session February 17, 2023
6. Public Comment
7. Unfinished Business:
 - A. Policy A6.00 Policy for Removing a Road from Seasonal Designation
8. New Business:
 - A. Vouchers 23-21 & 23-22
 - B. January Financial Statement
 - C. Temporary Employee Wage
 - D. RFP 2023-01 Gravel Crushing
 - E. RFP 2023-02 Soil Borings
 - F. RFP 2023-03 Bulldozer
 - G. Critical Bridge Resolutions
 - H. Managing Director Contract Request to Negotiate April 12
 - I. Engineer Contract Request to Negotiate April 12
 - J. Finance Director Contract Request to Negotiate April 12
 - K. COVID Paid Time Off Memo
 - L. Title VI Acceptance
9. Manager's Report
10. Engineer's Report
11. Department Heads
12. Meeting Notices
 - A. 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: Thomas Klarich
Randy Lund
Keith Rochefort

Absent: Dale DuFour
Robin LaCroix

Also in Attendance: Jean Vanderville, Managing Director, Tanya Hoar, Finance Director, Ian Stampfly, Road Engineer, Ann Peterson, Payroll/HR Coordinator, Kim Rochefort, Road Foreman, Roger Martin, Shop Foreman, Jim Barham, Truck Driver, Troy Bassett, County Commissioner.

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

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

Ayes: Three
Nays: None
Absent: Two (D. DuFour and R. LaCroix)

Motion Carried

5. Approval of Minutes:**A. Regular Session February 22, 2023:**

It was moved by Commissioner R. Lund, seconded by Commissioner K. Rochefort, to approve the minutes of the meeting held on February 22, 2023.

Ayes: Three
Nays: None
Absent: Two (D. DuFour and R. LaCroix)

Motion Carried

B. Regular Session February 17, 2023:

It was moved by Commissioner K. Rochefort, seconded by Commissioner R. Lund, to approve the minutes of the meeting held on February 17, 2023.

Ayes: Three
Nays: None
Absent: Two (D. DuFour and R. LaCroix)

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Motion Carried

C. Closed Session February 17, 2023:

It was moved by Commissioner K. Rochefort, seconded by Commissioner R. Lund, to approve the minutes of the Closed Session meeting held on February 17, 2023.

Ayes: Three
Nays: None
Absent: Two (D. DuFour and R. LaCroix)

Motion Carried

6. Public Comment: None

7. Unfinished Business:

Policy A6.00 Policy for Removing a Road from Seasonal Designation: This policy continues to be tabled until May after J. Vanderville has had discussions with individual townships.

8. New Business:

A. Vouchers:

i. 23-21 & 23-22:

It was moved by Commissioner R. Lund, seconded by Commissioner K. Rochefort, to approve vouchers 23-21 and 23-22 as presented.

Roll Call:

Lund - Yes
Rochefort - Yes
Klarich – Yes

DuFour – Absent
LaCroix - Absent

Motion Carried

B. January Financial Statement:

T. Hoar provided an overview of the January Financial Statement.

It was moved by Commissioner K. Rochefort, seconded by Commissioner, R. Lund to approve the January Financial Statement as presented.

Roll Call:
Rochefort - Yes
Lund - Yes
Klarich – Yes

DuFour – Absent
LaCroix - Absent

Motion Carried

C. Temporary Employee Wage:

T. Hoar provided a Temporary Employee Wage Comparison to comparable counties. With the upcoming increase in regular employee wages and after comparing to other like counties, an increase in temporary employees is warranted to attract and maintain good workers. A 2% increase was recommended for Temp CDL drivers from \$19.00 to \$19.38 per hour. A 2% increase was recommended for Temp non-CDL drivers from \$16.00 to \$16.32 per hour. Both increases would be effective April 1, 2023.

It was moved by Commissioner R. Lund, seconded by Commissioner K. Rochefort, to approve a 2% increase for temporary employees as recommended.

Roll Call:
Lund - Yes
Rochefort - Yes
Klarich – Yes

DuFour – Absent
LaCroix - Absent

Motion Carried

D. RFP 2023-01 Gravel Crushing

Sealed bids will be received by the Board of the Schoolcraft County Road Commission until 3:00 pm EDT, Tuesday, April 11, 2023, and will be publicly opened and read at 3:15 pm Tuesday, April 11, 2023, for Gravel Crushing of 23A (2020 MDOT Specs) at specified pits as indicated in the proposal.

It was moved by Commissioner K. Rochefort, seconded by Commissioner R. Lund, to approve RFP 2023-01 Gravel Crushing as presented.

Roll Call:
Rochefort - Yes
Lund - Yes
Klarich – Yes

Motion Carried

E. RFP 2023-02 Soil Borings

Sealed bids will be received by the Board of the Schoolcraft County Road Commission until 3:00 pm EDT, Tuesday, April 11, 2023, and will be publicly opened and read at 3:15 pm Tuesday, April 11, 2023, for 34 soil borings on various county roads as indicated in the proposal.

It was moved by Commissioner R. Lund, seconded by Commissioner K. Rochefort, to approve RFP 2023-02 for 34 soil borings / logs as presented.

Roll Call:

Lund - Yes
Rochefort - Yes
Klarich – Yes

DuFour – Absent
LaCroix - Absent

Motion Carried

F. RFP 2023-03 Bulldozer

Sealed bids will be received by the Board of the Schoolcraft County Road Commission until 3:00 pm EDT, Friday, March 17, 2023, and will be publicly opened and read at 3:15 pm Friday, March 17, 2023, for a 2015 or Newer Bulldozer as indicated in the proposal and Addendum No. 1.

It was moved by Commissioner R. Lund, seconded by Commissioner K. Rochefort, to approve RFP 2023-03 for a 2015 or Newer Bulldozer as presented.

Roll Call:

Lund - Yes
Rochefort - Yes
Klarich – Yes

DuFour – Absent
LaCroix - Absent

Motion Carried

G. Critical Bridge Resolutions

Individual resolutions were provided for approval, to support the application for Structure Rehabilitation of the following critical bridges:

- County Road 450 over the Fox River Structure 9713
- County Road 432 over the Milakokia River Structure 9703
- County Road 432 over the Bulldog Creek Structure 9702
- County Road 448 over the Creighton River Structure 9706

It was moved by Commissioner K. Rochefort, seconded by Commissioner R. Lund, to approve the Critical Bridge Resolutions as presented.

Roll Call:

Rochefort - Yes

Lund - Yes

Klarich – Yes

DuFour – Absent

LaCroix - Absent

Motion Carried

H. Managing Director Contract Request to Negotiate April 12

As the Managing Director's contract expires this month, it was requested that negotiations be held on April 12, 2023, for review and renewal. The contract would be retroactive to April 1, 2023.

I. Engineer Contract Request to Negotiate April 12

As the Highway Engineer's contract expired in August 2022, it was requested that negotiations be held on April 12, 2023, for review and renewal. The contract would be retroactive to April 1, 2023.

J. Finance Director Contract Request to Negotiate April 12

As the Finance Director's contract does not expire until January 2024, it was requested that negotiations be held on April 12, 2023, for review and renewal, changing the renewal date to April 1, 2023. The contract would be retroactive to April 1, 2023 and would take into account the 1% increase given on January 1, 2023.

Negotiations will be held during open meetings. J. Vanderville will email each of the current contracts to all board members for review.

The board provided their consensus for the negotiations outlined above in items H, I and J.

K. COVID Paid Time Off Memo

As restrictions and length of quarantine and isolation have lessened, J. Vanderville recommended the removal of the COVID-19 Paid Time Off Benefit, which allowed up to 80 hours of COVID paid time off for each full-time employee.

It was moved by Commissioner K. Rochefort, seconded by Commissioner R. Lund, to approve removal of the previously allowed COVID-19 Paid Time Off Benefit.

Roll Call:

Rochefort - Yes

Lund - Yes

Klarich – Yes

DuFour – Absent

LaCroix - Absent

Motion Carried

The time-off banks will be cleared today, and employees will be notified of the decision.

L. Title VI Acceptance

A copy of the Title VI document was made available to members of the board for review. The only change from the previous version was an updated Organizational Chart. An audit of all municipalities is pending.

It was moved by Commissioner R. Lund, seconded by Commissioner T. Klarich, to approve the updated Title VI document with the updated Organizational Chart as presented.

Ayes: Three

Nays: None

Absent: Two (D. DuFour and R. LaCroix)

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

Fuel Tank Storage Tanks: We met with Petroleum Equipment Services and are awaiting the quote for replacement tanks. Mike Hinkson (Manistique Oil) stopped in and is going to help with getting the storage tank pumped that has contamination so we can blast and paint.

COVID Loss Revenue: The County Board has allocated \$160k to be used to purchase a replacement dozer.

Certification Maps: Cert maps have been submitted and accepted. Patrick (Act 51) will review them and get back to us with any questions before finalizing.

County Annual Report: Our annual report for the county was presented on February 15 and accepted by the county board.

RFP 2023-03 Bulldozer: The county board approved \$160k for the purchase of a bulldozer from our capital outlay spreadsheet. The original amount they were considering was \$150k, but once they reviewed the capital outlay, they increased it to \$160k and allocated it for a tangible item (bulldozer). A few reasons why it makes sense, even though we know we have other

capital outlay needs, is that the bulldozer is not used on MDOT projects, so the cost incurred is strictly from our budget. Also, the bulldozer has some known issues with the tracks and the main pump, and the undercarriage is nearing its life expectancy. In addition, we intend to see increased usage of the dozer for township work. D20 is a 2001 with 7304 hours averaging 332 hours per year.

Seasonal Weight Restrictions: Seasonal weight restrictions are being imposed effective Wednesday, March 8, 2023, at 6:00 am. Notice has been put on our website and on the CRA app. J. Vanderville has informed Mindy (DOT) and Chad (MSP) as well.

Health Insurance: We have met with 44 North and believe they have a plan that will provide comparable coverage at a potentially lower rate. The staff are providing underwriting information to MPEC for final review and quoting. AS we know more, we will communicate the desire to negotiate the health insurance change.

UPRBA & CEW: J. Vanderville attended both meetings. One of the highlights was the introduction to accident reporting through the MSP, which will get us reports faster than Roadsoft, and eliminates us having to purchase police reports from the traditional format.

RTF Meeting: Updated projects and submitted new 1799's. We recently met with Don Mayle and Brian Stark regarding the bid savings and the overrun that hit this year's funding. CR 441 had an overrun of approximately \$81k, and we had a bid savings of approximately \$71k. The difference will come from the carryover dollars. We do not anticipate having any monies owed to Alger or Marquette from this transaction.

Shop Processes: J. Vanderville has continued to visit and learn from other RC's, with the most recent visits being Chippewa & Mackinac. One of the things she would like to improve on is our carrying costs in inventory. We currently have \$235,601.59 (03/07/23) in value on the shelves. Many items are readily available locally, and we can reduce the carrying cost by reducing our min/max quantities of items that can be obtained in a reasonable timeframe. In comparing our inventory cost to Chippewa & Mackinac, we are significantly higher. Mackinac has \$164,643.98 & Chippewa \$92,298.73. She was not suggesting putting us behind on parts availability, but limiting purchasing excessive amounts that sit on the shelf for years. R. Martin and J. Vanderville are also going to try to find the time to dispose of obsolete parts inventory as a first measure to understand where we are.

MCRCSIP Safety Training Event: MCRCSIP is hosting a special training event on March 29th in Bark River, MI. The two topics will be Morale, Resilience & Safety and The Three D's: Documentation, DVIRs, & Depositions. We are diligently working on improving our DVIR's and safety, so this training comes at a perfect time. Kim Rochefort and James Johnson have chosen a few crew members to join in on the meeting to help bring back the information to the entire crew.

OSA 300 Form: Our OSHA 300 form has been posted as required on the bulletin board in the breakroom. The OSHA 300 form reports our accidents and time loss.

MCRCSIP Work Zone Safety Training: MCRCSIP is hosting another safety training May 11, 2023, in St. Ignace. Kim Rochefort and James Johnson have chosen crew members to attend this meeting that will focus on work zone safety, traffic control, traffic control plans, and traffic regulators.

MSHA Training: We are scheduled for our MSHA training on May 3, 2023.

Cyber Liability Insurance: MCRCSIP was previously unable to provide pool insurance or cyber liability, so they connected RCs with Cowbell for the coverage. Now Cowbell is going to pool the insurance with MCRCSIP, and our premiums are anticipated to be approximately 40% below what we were paying outside of the pool.

Commissioner's Jackets: We finally found someone to embroider them at a reasonable cost and they will be ready for pickup on March 13, 2023. Hopefully we will have someone available to pick them up and be able to get them to all of you at the March 22nd board meeting.

MDOT Project / Budget Meeting: We are scheduled to meet with Kevin on March 14th to go over our budget and upcoming projects.

Meeting with Bob Burnham (DNR): Bob is working on some property issues in the Seney area for land they own that is within a subdivision plat. He will get back to us once he gets final confirmation from their attorneys if they need us to assist with the deletion of paper roads and right of way concerns.

Asset Management Training: Asset Management Training from CTT will be held on April 4th, 2023, from 9 am to noon. This is a virtual event if is interested.

Candidates for MCRCSIP Board of Directors Positions: There are openings for directors for MCRCSIP if anyone is interested in running. The deadline to submit interest is April 30, 2023.

10. Engineer's Report:

CR-433 River Road Project (2022): The project was submitted to MDOT for file review on January 13th. Comments have not yet been received.

Conferences / Trainings: I. Stampfly attended the UP Road Builders, County Engineer's Workshop and the MDOT HMA paving operations course and found value in the topics discussed at all events.

CR-433 River Road Project (2023): The project has officially been awarded to Payne & Dolan. We had the preconstruction meeting on February 28th and the current schedule has construction beginning May 4th, weather pending, and finishing by early June. I. Stampfly will provide schedule updates as they occur.

Underground Construction Specifications: These are still under review.

EGLE Permits: Both permits for Ross Lake Road passed public notice and have been approved. I. Stampfly filled out the additional paperwork from the Fish and Wildlife Service for the south crossing and submitted for potential funding. Information regarding the funding should be available this fall.

Township Work: Ian Stampfly attended Manistique and Hiawatha Township meetings in February, and both townships decided to go out to bid for paving work. He has been working on developing the plans and specifications since those meetings. The final RFP was posted for bids on March 6th. Bids are due on March 30th and will be presented to the townships at their April meetings for award or rejection.

He has also been working on 5-year plans for each township and presenting the ideas to them. So far plans have been presented to Hiawatha, Manistique and Inwood Townships and the response has been good. As we start attending meetings again this spring, we will present the 5-year plans as they are completed.

CR-448 @ Stutts Creek: I. Stampfly reached out to the project manager for this project to get a rough start date for our own scheduling purposes. He responded that the current start date will be in late May. We are planning to have the preconstruction meeting for the project in early to mid-April.

Bridge Projects – 2024 Bundle: The GI meeting was conducted as scheduled. I. Stampfly has not received notice that the project has been turned in for final submittal yet. Just a reminder, these projects are for next construction season and being bid this spring / summer.

FLAP Projects: There is no new information about these projects. MDOT was supposed to have a meeting in February to discuss this with Eastern Federal Lands. More information will be passed on as it becomes available.

Critical Bridge Applications: The critical bridge applications for FY2026 are almost finished. It was decided that we would apply for four bridges in three different applications. One application is a bundled project including two bridges that require similar work, in this case, sand blasting and painting. The two bridges being bundled are Structure 9703 over the Milakokia River on County Road 432 and Structure 9713 over the Fox River on Railroad Street in Seney. We are hoping this bundle will make these projects more competitive. The other two applications are resubmittals from last year. Structure 9702 over Bulldog Creek on County Road 432 is proposed to be replaced and Structure 9706 over the Creighton River is proposed to be rehabilitated with a new superstructure.

Safety Projects: I. Stampfly has been working on safety projects to submit for FY2025. He plans to submit the two projects from last year, County Road 433 from Townline Road to approximately two miles east, and County Road 439 from the city limits extending 1.25 miles toward US-2. He is also hoping to submit a pavement marking project but is waiting for response from MDOT if it will be eligible.

2023 Construction / Maintenance Schedule: I. Stampfly has started to put together our internal schedule for this summer's large maintenance and construction projects. It is looking like another full summer of work with lots of projects, assuming everything comes to fruition.

11. Department Heads:

Troy Bassett, County Commissioner: Reported that in District 2, Bruce Birr was sworn in as commissioner, with representation to Manistique Township.

A Schoolcraft County Board of Commissioners meeting is scheduled for Thursday, March 9th, beginning at 5:00 pm.

Jim Barham, Truck Driver: Reported that gravel testing will be done on the gravel pits as soon as the snow melts.

Ann Peterson, Payroll / HR Coordinator: Noted that the new Mechanic, Ben Mattson, started on Monday, March 6th, and has been working out well. Advertising continues for another mechanic position.

12. Meeting Notices:

A. March 21-23 CRA Annual & Road Show, Lansing, MI

13. Public Comment: None

14. Adjournment: The meeting was adjourned at 8:27 am.



Thomas Klarich, Chairperson



Jean Vanderville, Managing Director