

SCHOOLCRAFT COUNTY ROAD COMMISSION
332N EAST ROAD, MANISTIQUE, MI 49854
BOARD MEETING MINUTES
March 23, 2022 - 7:00 a.m.

000388

1. Call Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of Minutes
6. Public Comment
7. Unfinished Business:
 - A. Cell Tower Lease Agreement
 - B. Ketvirtis Property Listing
 - C. CR 441 & 4th Street
 - D. Policy A6.00 Policy for Removing a Road from Seasonal Designation
8. New Business:
 - A. Vouchers 22-23, 22-24 & 22-25
 - B. Award Sealed Bid for Sale of B285 Single Axle Truck
 - C. Resolution for Pine St Addition to Act 51 Certification Map
 - D. Resolution for Critical Bridge Applications
 - E. Temporary Hiring (2-flaggers; 1-sandblaster/painter) non-CDL
 - F. February Financial Statements
 - G. Policy F3.02 Approval Levels for Specific Expenditures
 - H. Policy HR10.01 Non-Union Employees
 - I. Policy HR12.00 Progressive Discipline Policy
 - J. Policy HR13.00 Cell Phone Device Usage Policy
 - K. Policy HR4.01 Equal Employment Opportunity
 - L. Policy HR3.01 Social Media Policy Revision
 - M. Approve Sourcewell Purchase of Peterbilt Model 367
 - N. Policy HR5.02 Anti-Harassment
 - O. North Gulliver Road
9. Manager's Report
10. Engineer's Report
11. Department Heads
12. Meeting Notices
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 (via Zoom)

Also in Attendance: Jean Vanderville, Managing Director; Tanya Hoar, Finance Director; Ian Stampfly, Engineer; Ann Peterson, Payroll/HR Coordinator; James Johnson, Seney Road Foreman; Roger Martin, Shop Foreman, Troy Bassett, County Commissioner, Dave Muxlow, Grover Real Estate, Sheriff Charlie Willour, BJ Ash, Kevin Cameron.

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

Two items were added to the original agenda:

- N. Policy HR5.02 Anti-Harassment
- O. North Gulliver Road

It was moved by Commissioner T. Klarich, seconded by Commissioner R. Lund, to approve the agenda with the additions outlined above.

Roll Call:

Klarich – yes

Lund - yes

Rochefort – yes

LaCroix – Abstain

DuFour – Absent

Motion Carried**5. Approval of Minutes:****A. Regular Meeting February 23, 2022**

It was moved by Commissioner R. Lund, seconded by Commissioner T. Klarich, to approve the minutes of the regular meeting held on February 23, 2022.

Roll Call:

Lund - yes
Klarich – yes
Rocheftort – yes
LaCroix – Abstain
DuFour – Absent

000390

Motion Carried

6. Public Comment: None

7. Unfinished Business:

A. Cell Tower Lease Agreement: No update currently. Tillman has until April 15, 2022, to respond to our counteroffer.

B. Ketvertis Property Listing: A cash offer of \$140k was made by Jim Zellar. J. Vanderville recommended either accepting the offer or countering with \$145k. She noted that in order to receive the full asking price of \$150k, a survey would likely need to be completed, costing between \$3k and \$5k.

It was moved by Commissioner T. Klarich, seconded by Commissioner K. Rocheftort, to turn down the offer. Discussion ensued.

Roll Call:

Klarich – yes
Rocheftort – no
Lund - no
LaCroix – Abstain
DuFour – Absent

Motion Failed

It was determined that legal documentation will be necessary to prove any existing property lines, which will require the survey noted above. Dave Muxlow stated that the title company will guaranty assured access to the property based on maps.

It was moved by Commissioner K. Rocheftort, seconded by Commissioner R. Lund, to counter the offer with \$145k.

Roll Call:

Rocheftort – yes
Lund - yes
Klarich – no
LaCroix – Abstain
DuFour – Absent

Motion Carried

C. CR441 & 4th Street: This item remains tabled until spring.

D. Policy A6.00 Policy for Removing a Road from Seasonal Designation: J. Vanderville has continued research and will continue to obtain information to make appropriate changes and bring back to the board at a future meeting.

8. New Business:

A. Vouchers 22-23, 22-24 & 22-25

It was moved by Commissioner R. Lund, seconded by Commissioner K. Rochefort, to approve vouchers 22-23; 22-24 & 22-25 as presented.

Roll Call:

Lund - yes

Rochefort – yes

Klarich – yes

LaCroix – Abstain

DuFour – Absent

Motion Carried

B. Award Sealed Bid for Sale of B285 Single Axle Truck: J. Vanderville provided a spreadsheet of the sealed bids for the B285 Single Axle Truck, which were opened at 3:00 pm on Tuesday, March 22nd. The winning bid was from Zellar Sanitation in the amount of \$12,500.

It was moved by Commissioner K. Rochefort, seconded by Commissioner T. Klarich, to approve the bid as presented. If the winner should decline, the truck will go back to sealed bid.

Roll Call:

Rochefort – yes

Klarich – yes

Lund - yes

LaCroix – Abstain

DuFour – Absent

Motion Carried

C. Resolution for Pine St Addition to Act 51 Certification Map: J. Vanderville provided a resolution for the addition of 0.068 centerline miles (359 feet) of Pine Street to the Act 51 Certification Map.

It was moved by Commissioner K. Rochefort, seconded by Commissioner T. Klarich, to approve the resolution as outlined.

Roll Call:
Rocheffort – yes
Klarich – yes
Lund - yes
LaCroix – Abstain
DuFour – Absent

000392

Motion Carried

D. Resolution for Critical Bridge Applications: J. Vanderville provided resolutions for four Critical Bridge Applications, to include the following:

- Structure Replacement of bridge on CR 432 over the Bulldog Creek Structure #9702
- Preventative Maintenance of bridge on CR 432 over the Milakokia Structure #9703
- Structural Rehabilitation of bridge on CR 448 over the Creighton River Structure #9706
- Structural Rehabilitation of bridge on CR 448 over the West Branch of the Manistique River Structure #9708

It was moved by Commissioner R. Lund, seconded by Commissioner T. Klarich, to approve the resolutions as outlined.

Roll Call:
Lund - yes
Klarich – yes
Rocheffort – yes
LaCroix – Abstain
DuFour – Absent

Motion Carried

E. Temporary Hiring (2-flaggers; 1-sandblaster/painter) Non-CDL: A request was made to hire two non-CDL temporary flaggers and one non-CDL temporary sandblaster/painter for the summer.

It was moved by Commissioner R. Lund, seconded by Commissioner T. Klarich, to approve the hiring of temporary employees for the summer as requested.

Roll Call:
Lund - yes
Klarich – yes
Rocheffort – yes
LaCroix – Abstain
DuFour – Absent

Motion Carried

F. February Financial Statements: T. Hoar provided an overview of the February Financial Statements.

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

Roll Call:

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

Motion Carried

G. Policy F3.02 Approval Levels for Specific Expenditures: T. Hoar provided an overview of the updated policy.

It was moved by Commissioner K. Rochefort, seconded by Commissioner R. Lund, to approve Policy F3.02 as presented.

Roll Call:

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

Motion Carried

H. Policy HR10.01 Non-Union Employees: T. Hoar provided an overview of the updated policy.

It was moved by Commissioner R. Lund, seconded by Commissioner T. Klarich, to approve Policy HR10.01 as presented.

Roll Call:

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

Motion Carried

I. Policy HR12.00 Progressive Discipline Policy: T. Hoar provided an overview of the new policy.

It was moved by Commissioner K. Rochefort, seconded by Commissioner T. Klarich, to approve the new Policy HR12.00 as presented.

Roll Call:

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

Motion Carried

J. Policy HR13.00 Cell Phone / Device Usage Policy: J. Vanderville provided an overview of the new policy.

It was moved by Commissioner K. Rochefort, seconded by Commissioner T. Klarich, to approve the new Policy HR13.00 as presented.

Roll Call:

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

Motion Carried

K. Policy HR4.01 Equal Employment Opportunity: A. Peterson provided an overview of the updated policy.

It was moved by Commissioner T. Klarich, seconded by Commissioner R. Lund, to approve Policy HR4.01 as presented.

Roll Call:

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

Motion Carried

L. Policy HR3.01 Social Media Policy Revision: J. Vanderville provided an overview of the updated policy.

It was moved by Commissioner K. Rochefort, seconded by Commissioner R. Lund, to approve Policy HR3.01 as presented.

Roll Call:

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

Motion Carried

M. Approval of Sourcewell Purchase of Peterbilt Model 367: J. Vanderville provided an update regarding the purchase of two tandem axle trucks. By purchasing through Sourcewell, we will not be obligated to go to sealed bid, as they are a nationally recognized negotiated bid. She recommended that we order two trucks based on the turnaround time and the rising cost of materials.

It was moved by Commissioner R. Lund, seconded by Commissioner R. Klarich, to approve the purchase of two trucks as presented.

Roll Call:

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

Motion Carried

N. Policy HR5.02 Anti-Harassment Policy: A. Peterson provided an overview of the updated policy.

It was moved by Commissioner T. Klarich, seconded by Commissioner K. Rochefort, to approve Policy HR5.02 as presented.

Roll Call:

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

Motion Carried

O. North Gulliver Road: Commissioner T. Klarich began discussion of CR432, which has a section that is not classified as a Class A road. J. Vanderville noted that truckers have an alternate route via CR 433, which is Class A. I. Stampfly stated that core samples would need to be done in order to determine if that section of the road can go back to Class A as it was in the past. However, it is not recommended as this process could damage the

road. J. Vanderville will research the cost and feasibility of doing core samples. This topic will be tabled until the spring.

9. Manager's Report:

Tillman Cell Tower Lease: See Item 7.A. above.

Ketvertis Property Offer: See Item 7.B. above.

Policy HR 12.00 Cell Phone / Device Usage Policy: See Item 8.I. above.

Policy HR 3.01 Social Media Policy Revision: See Item 8.L. above.

Policy HR 6.00 Removal of Seasonal Road Policy: See Item 7.D. above.

800 MHz Radios: Sheriff Charlie Willour is working on getting the radios approved through the 9-1-1 committee. He provided an update, noting that they may not be able to provide all requested but may be able to get us started.

Act 51 Certification Map: Resolution for addition of Pine Street – See Item 8.C. above.

Seney Salt Shed: Invitations to bid have been sent. Bid opening is scheduled for April 27, 2022, at 7:00 am. Gust (UPEA) is planning to be here for the bid opening. Andy (MDOT) feels confident that, within reason, the bids will be accepted this time.

Permits and Fee Schedule: J. Vanderville has started the process of updating permits and the fee schedule. Per MCL 224.19b, we must hold a public hearing to establish a fee schedule. She will be working to write a new permit policy that will replace old policy 94-7. She will also be meeting with Oxcart to see if we can get our permits on there.

Garbage Truck Permits: CRA does not have a supported permit for exceptions to garbage trucks. J. Vanderville spoke with Steve Puuri (CRA), and he discourages counties allowing exceptions to garbage haulers because there has been a 20-year debate with no support from legislation to the garbage haulers. Steve's recommendation is to hold the garbage haulers to the language of the law (35% reduction), which is essentially impossible with older trucks, as they are overweight when empty. J. Vanderville spoke with Menominee, Marquette and Luce counties and they all offer exceptions to the garage haulers. She requested that we further discuss this topic at the UPRBA meeting to come up with a standard for the UP, as our needs are different than those of lower Michigan. Emmett, Charlevoix, Cheboygan and Antrim require garbage haulers to follow frost laws. Steve stated that, in order for the garbage haulers to be compliant, they had to change their truck configurations. She felt uniformity amongst the UP is our best option rather than expecting our garbage haulers to overhaul their entire fleets.

Temporary Hiring Needs: See Item 8.E. above.

Critical Bridge Apps: See Item 8.D. above.

Township Meetings: I. Stampfly and J. Vanderville have attended Germfask, Doyle and Inwood meetings. Conversations have gone very well with the townships regarding road projects.

CRA Annual & Roadshow: J. Vanderville attended:

- Canvassing Committee
 - Count ballots
- Negotiating Committee
 - New training sessions are coming up, with one in Gladstone on May 19, 2022, 9:00-12:00 at Terrace Bay Hotel-Embers Room.
 - The committee is looking for the cost to operate a chemical storage facility per ton or per sq ft.
- Finance and HR Committee
 - Discussion was focused on the upcoming conference and the potential new software coming available to road commissions.
- Breakout Sessions
 - Managing Remote Teams (Lew Bender)
 - Options for federal aid buyout; local-to-local, local-to-MDOT, flex funds for urbanized areas, boundary roads.

Sourcewell Peterbilt Truck: See Item 8.M. above.

10. Engineer's Report:

Township Work

I. Stampfly has a proposal drafted for Manistique and Hiawatha Township paving work. Due to several reasons, it is likely that asphalt prices will be higher than anticipated. They will be attending Hiawatha Township on March 24th to make them aware of this and provide two alternative options for their consideration. Both options are still for \$300,000 worth of work; one eliminates the paving of Asp Road and keeping the remaining three (W. Tennant Drive, Evergreen Drive, and Dawson Road). The other is paving all the roads originally planned for but at 150 pounds per square yard instead of 165 pounds per square yard. This amounts to approximately 1/8 of an inch in depth. In researching the difference between ultra-thin overlays and a normal 1.5-inch overlay, the difference in depth does not seem to play a significant role in the life of the pavement. Based on the research conducted, he plans to recommend paving all the roads planned for at 150 pounds per square yard instead of 165 pounds per square yard.

They are planning to attend Manistique Township's meeting tonight and advise them of the asphalt pricing as well. Based on price ranges from contractors, he estimates Dillexie Lane will cost about \$10,000 to \$15,000 more than originally anticipated.

County Wide Sign Project

We received our file review back from MDOT. Only one issue was found with the file, and it has been resolved. I. Stampfly has submitted the Final Estimate to finalize the close out of the project.

CRA Highway Conference

I. Stampfly attended the Highway Conference from March 8th through 10th. He thought the conference was very beneficial. He learned a lot of new things and looks forward to implementing them.

Critical Bridge Applications

Critical bridge applications are completed and ready for review and submission. All that is needed prior to submission is resolutions.

2022 Projects (River Road & CR-448 Bridge)

I. Stampfly checked to see if we are in the April 1st or 6th letting. We are not and that means it didn't get through specs and estimates yet. At this time all we can do is wait. He will keep an eye on the bid lettings and reach out to MDOT if necessary. According to the recent RTF update CUPPAD sent, there is obligation listed for us, which is a good sign for the projects moving forward.

Asset Management

I. Stampfly has been making good progress on our plan. He signed up for several classes/webinars to ensure we incorporate all the necessary items into our plan. J. Vanderville will sit in on them as well, when possible. That way two people have knowledge regarding the plan. He hopes to have the full draft plan completed by May giving us plenty of time to make adjustments/corrections prior to the October 1st deadline. He finished the first draft of our pavement asset management plan and started working on the bridge asset management plan. An electronic copy of the draft pavement asset management plan was sent to emails.

11. Department Heads:

Tanya Hoar: Provided an overview of the Reasonable Suspicion Training that took place on March 15th. It was attended by J. Vanderville, I. Stampfly, T. Hoar, A. Peterson, K. Rochefort, J. Johnson and M. Gould. The presenter was from Michigan Center for Truck Safety and will be a good resource for information and processes that we will begin implementing for CDL drivers and others.

Roger Martin, Shop Foreman: Provided an update on repair work in the shop.

Troy Bassett: The 9-1-1 Committee meeting was held yesterday where they were looking at mapping. The American Rescue Plan meeting was held yesterday. T. Bassett can get SCRC on the agenda when the time comes to discuss what we are able to utilize.

James Johnson, Seney Road Foreman: Provided an update on road work.

Ann Peterson: Provided additional comments regarding the recent Reasonable Suspicion Training and how HR will be utilizing Erick Kestila, Safety Specialist, for additional training and relevant documents and resources. Reported that office staff will continue working on updating SCRC policies.

12. Meeting Notices: None

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13. Public Comment:

Kevin Cameron, former temp driver who was terminated on February 25, 2022, for violating Ethics and Standards of Conduct, provided a letter of apology along with a verbal apology. He indicated a willingness to attend a refresher course addressing the violation and asked that he might be considered for rehire next year. Discussion ensued.

Commissioner K. Rochefort asked about advertisements in our local paper for culvert workers, as there are none in the area. J. Vanderville agreed and will update the policy so that these ads can be discontinued.

14. Adjournment:

The regular meeting was adjourned at 8:38 am.


Thomas Klarich, Chairperson


Jean Vanderville, Managing Director