

**SCHOOLCRAFT COUNTY ROAD COMMISSION**  
**332N EAST ROAD, MANISTIQUE, MI 49854**  
**BOARD MEETING MINUTES**  
**May 10, 2023 - 7:00 a.m.**

1. Call Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of Minutes
  - A. Regular Session April 26, 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 23-31, 23-32, 23-33 & 23-34
  - B. Policy RO 6.00 Underground Construction Specs
  - C. RFP 2023-05 Seney Garage Doors
  - D. Cloverland Election Ballot
9. Manager's Report
10. Engineer's Report
11. Department Heads
12. Meeting Notices
  - A. Spring Work Zone Safety Training MCRSCIP May 11, St. Ignace, MI (select crew)
  - B. Finance & HR Conference (Ann) May 9-11, Traverse City, MI
  - C. Special Meeting Bid Opening May 23, 1:15 pm (SCRC Office)
  - D. UPBRA June 14-15, Harris, MI
13. Public Comment
  - A. Interview Steve Thomas (Temp Sandblaster/Laborer)
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  
Dale DuFour  
Robin LaCroix

**Also in Attendance:** Jean Vanderville, Managing Director, Ian Stampfly, Road Engineer, Kim Rochefort, Road Foreman, Roger Martin, Shop Foreman, Jim Barham, Engineer Tech / Truck Driver, Troy Bassett, County Commissioner

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

**It was moved** by Commissioner D. DuFour, seconded by Commissioner T. Klarich, to approve the agenda as presented.

Ayes: Five  
Nays: None

***Motion Carried***

**5. Approval of Minutes:****A. Regular Session April 26, 2023:**

**It was moved** by Commissioner D. DuFour, seconded by Commissioner R. Lund, to approve the minutes of the meeting held on April 26, 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 reported that she is still working on this policy, which will be provided to the board for their review once it is ready.

**8. New Business:**

**A. Vouchers:**

**i. 23-31, 23-32, 23-33, 23-34:**

**It was moved** by Commissioner R. LaCroix, seconded by Commissioner R. Lund, to approve vouchers 23-31, 23-32, 23-33, 23-34 as presented.

**Roll Call:**

LaCroix – Yes

Lund – Yes

Rocheftort - Yes

DuFour – Yes

Klarich – Yes

***Motion Carried***

- B. Policy RO 6.00 Underground Construction Specs:** A policy for Underground Construction Specifications was provided Road Engineer Ian Stampfly for review and approval.

**It was moved** by Commissioner D. DuFour, seconded by Commissioner K. Rocheftort, to approve Policy RO 6.00 Underground Construction Specs as presented.

Ayes: Five

Nays: None

***Motion Carried***

- C. RFP 2023-05 Seney Garage Doors:** Request for Proposal to provide removal and installation of new doors at the Seney garage was provided for review and approval.

**It was moved** by Commissioner R. LaCroix, seconded by Commissioner T. Klarich, to approve RFP 2023-05 Seney Garage Doors as presented.

**Roll Call:**

LaCroix - Yes

Klarich – Yes

DuFour – Yes

Lund - Yes

Rocheftort - Yes

***Motion Carried***

**D. Cloverland Election Ballot:**

It was moved by Commissioner R. LaCroix, seconded by Commissioner K. Rochefort, to approve the vote for Virgil Monroe.

Ayes: Five

Nays: None

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

**Policy 06-03 Non-Smoking Policy:** TBD. J. Vanderville spoke with Wendy and the Pool is not ready yet to take a stand on the clarification and definition of tobacco and vaping. Wendy would like to do some more research and get back to us on the requirements from an insurance and statute standpoint.

**JSA-Job Safety Assessment:** J. Vanderville will continue to work on creating QR codes and how to link them to our website for offline use.

**Summer Temp (Sandblasting):** Last year's employee is not coming back this season, so we set up the advertisement to hire. Ann submitted it to the Tribune, Advisor, and Michigan Works.

**East Edge Road:** Several complaints from a resident regarding the condition of the road. We are experiencing the same issues as we have since J. Vanderville started here with the road having poor drainage and taking a long time to dry up. We have had a more difficult spring season throughout the county. James and J. Vanderville discussed a full width clearing to help with drying the area as the remainder of the road that does not have as much cover is drying up faster. James is going to mark the ROW and contact any landowners to see what they would like done with the timber.

**Full-time Mechanic:** We have made the offer to Keith Spencer effective June 12, 2023. Roger and J. Vanderville have created a training schedule with designated dates and times to complete training modules for all mechanics. Keith will begin the training modules prior to the June 12<sup>th</sup> date.

**Cemetery Road Driveway Permit:** J. Vanderville spoke to Kim Rochefort and Ian Stampfly about the driveway, and they stated that they did not feel the area needed a culvert. They went out and looked at the site and confirmed they did not see a need.

**Sod Damage:** Talked to Kim Rochefort and he had a list of areas of concern that were on the schedule to be repaired. He did state that not every area warranted repair.

**Quote to Move Fuel Tanks:** Per Phillip, it would not be in our best interest to move the tanks. He estimates it would potentially be more than \$100k.

**RFP 2023-05 Seney Garage Doors:** We have allocated funds in capital outlay to make improvements to the Seney garage. One of those improvements is replacing overhead doors throughout the building. This will include 6 doors, 2 new openers and 2 replacement remotes for existing openers along with all hardware, installation, disposal, and labor. J. Vanderville realized she forgot to update section 12 bid sheet with the details, so printouts were incorrect and now read; **"Bid Sheet:** The undersigned proposes to furnish any and all materials, labor, and equipment necessary for the disposal of old overhead doors and installation of new overhead doors as specified in the Request for Proposal for the prices below to be completed on or before September 28, 2023.

Project: RFP 2023-05 Seney Garage Doors

Material	LS	_____
Labor	LS	_____
Disposal	LS	_____
Total Project Cost Estimate		_____”

**Service Truck:** The truck has been delivered and training with the crew completed by Nick (Knapheide). Warranty for crane has been submitted. Payment completed via ACH; (in vouchers).

**Website Updates:** J. Vanderville completed a few website updates partial weight restrictions lifted, Act 51 Certification uploaded to transparency, bid tabulation, and removal of diesel mechanic position and added temporary laborer/sandblaster ad.

**MSHA Training:** The MSHA instructor recommended we put together a list of all pits and provide the list to public safety in the event of an emergency. J. Vanderville compiled the list and per suggestions from the foremen she will update it and send it to public safety in both Manistique and Newberry.

**Request from County Board Regarding Districts for Control Structures:** J. Vanderville started a process for Gulliver Lake but has not completed the draft district due to incorrect information on the GIS as compared to the tax roll. Janet (Assessor) had provided a list, but Jean did not get it complete prior to this year's taxes. She will request an updated list of parcel owners. She will also reread the statute to advise on the process needed to move forward. Jean remembered that some legal issues still had to be worked out on some of the control structures as it relates to legal lake levels.

**Auction Items:** Roger has started the process of updating the long description of the items per Andrew's request. We hope to have it complete this week and live.

**Townline/Burrell Road Property Issue:** The landowner has once again refused the certified letter. J. Vanderville will work with MCRCSIP on what the next steps are to resolve the issue.

#### 10. Engineer's Report:

**CR-433 River Road Project (2022):** Making progress on the last couple of issues MDOT wants resolved. I. Stampfly hopes to have it all done by the next board meeting.

**CR-433 River Road Project (2023):** Project started on Monday, May 8<sup>th</sup> and is proceeding well so far. The current plan is to start crushing and shaping on Wednesday, May 10<sup>th</sup> and paving on May 15<sup>th</sup>.

Commissioners felt that the tie-in between the two road projects above should be increased to at least 50 feet for a more gradual grade.

**Township Work:** I. Stampfly has a preconstruction meeting planned for May 16<sup>th</sup> to discuss both township paving projects with Bacco. Bacco is currently looking at paving one project the week of June 5<sup>th</sup> and the other June 12<sup>th</sup>. Our prep work is going well, and we should have no problem accommodating the paving dates.

J. Vanderville presented Germfask's 5-year plan to them at their meeting on Monday, May 8<sup>th</sup>.

**CR-448 @ Stutt Creek:** Due to the snow and rain we have received in the last couple of weeks, we discussed pushing the project start date back to Tuesday, May 30<sup>th</sup>. We are hoping the additional week will allow us to get all the maintenance work done on Southside Road that we want prior to it seeing increased use. Zenith Tech had no problem with this and thought it fit their current schedule better.

Ian also has started staking the detour sign locations for the project. They will work on completing that in the coming weeks.

**Bridge Projects – 2024 Bundle:** MDOT came back with more comments to address from their NEPA review. UPEA is working to address the comments as soon as possible, but this will mean a submittal around mid to late summer.

**FLAP Projects:** I. Stampfly still has not heard back from MDOT on this. Still continuing to try to get a response.

**Community Grant:** No updates for this grant currently.

**Conservation District Grant:** The Conservation District is working on a press release that they said they would share with us prior to publishing, but we haven't received it yet. We started the conversation on what they would like the signs to say and/or look like. These signs will be placed as a grant requirement at the project location once we are finished.

**Primary Dust Control Map:** J. Vanderville asked if I. Stampfly could make a map showing our dust control areas on primary roads seeing as our applications are in the same places annually. He has been working on the last couple of details, but the map is almost complete.

#### 11. Department Heads:

**Kim Rochefort:** Crack sealing is taking place on M-77. Trees are being cut on M-77 as well. The grader has been out on various roads every day.

**Roger Martin:** Noted that the new Service Truck was delivered. They stripped 542 for a new brine tank. The shop crew has been cleaning salters and lubing chains.

**Jim Barham:** Reported that the gravel testing passed for River Road.

#### 12. Meeting Notices:

- A. Spring Work Zone Safety Training MCRCSIP May 11, St. Ignace, MI (select crew)
- B. Finance & HR Conference (Ann) May 9-11, Traverse City, MI
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- D. UPRBA June 14-15, Harris, MI

#### 13. Public Comment:

County could potentially end CUPPAD membership.

- A. Interview Steve Thomas (Temp Sandblaster/Laborer):  
An interview was conducted.

**14. Adjournment:** The meeting was adjourned at 8:23 am.



Thomas Klarich, Chairperson



Jean Vanderville, Managing Director