

**SCHOOLCRAFT COUNTY ROAD COMMISSION**  
**332N EAST ROAD, MANISTIQUE, MI 49854**  
**BOARD MEETING MINUTES**  
**January 25, 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
6. Public Comment
7. Unfinished Business:
  - A. Policy A6.00 Policy for Removing a Road from Seasonal Designation
8. New Business:
  - A. Vouchers 23-15 & 23-16
  - B. Approve Certification Maps
  - C. December Financial Statements
  - D. Interview Benjamin Mattson (Mechanic)
9. Manager's Report
10. Engineer's Report
11. Department Heads
12. Meeting Notices
  - A. January 25 Local RTF Meeting, SCRC
  - B. February 2-3 UPRBA Meeting, Marquette, MI
  - C. February 7 Straits Area Council Meeting, Mackinaw City, MI
  - D. 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:** Randy Lund  
Robin LaCroix  
Dale DuFour  
Thomas Klarich  
Keith Rochefort

**Absent:** None

**Also in Attendance:** Jean Vanderville, Managing Director; Ian Stampfly, Highway Engineer, Tanya Hoar, Finance Director, Ann Peterson, Payroll/HR Coordinator, Kim Rochefort, Road Foreman, Roger Martin, Shop Foreman, Troy Basset, County Commissioner

**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 after moving the interview (Item 8.D.) to Item 13.A.

Ayes: Five  
Nays: None

***Motion Carried***

**5. Approval of Minutes:****A. Regular Session 1/11/23:**

It was moved by Commissioner K. Rochefort, seconded by Commissioner D. DuFour, to approve the minutes of the meeting held on January 11, 2023.

Ayes: Five  
Nays: None

***Motion Carried***

**6. Public Comment:** None**7. Unfinished Business:**

**Policy A6.0 Policy for Removing a Road from Seasonal Designation:** This policy continues to be tabled until the spring after J. Vanderville has had discussions with individual townships.

**8. New Business:**

**A. Vouchers:**

**i. 23-15 and 23-16:**

**It was moved** by Commissioner R. Lund, seconded by Commissioner K. Rochefort, to approve vouchers 23-15 and 23-16 as presented.

**Roll Call:**

Lund - Yes

Rochefort - Yes

LaCroix – Yes

DuFour – Yes

Klarich – Yes

***Motion Carried***

- B. Approve Certification Maps:** J. Vanderville provided the Certification Maps to the board via e-mail as well as hard copy at the meeting. They are also available on the SCRC website. There were no changes from last year's Cert Maps.

It was moved by Commissioner R. LaCroix, seconded by Commissioner D. DuFour, to approve the Certification Maps as presented.

**Roll Call:**

LaCroix – Yes

DuFour – Yes

Lund - Yes

Rochefort - Yes

Klarich – Yes

***Motion Carried***

- C. December Financial Statements:** T. Hoar provided an overview of the December Financial Statements.

It was moved by Commissioner D. DuFour, seconded by Commissioner T. Klarich, to approve the December Financial Statements as presented.

**Roll Call:**

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

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

**Fuel Tank Storage Tanks:** Mike Hinkson of Manistique Oil has requested to speak to J. Vanderville about the storage tanks. Once she meets with him, she will update the board.

**Fuel Pumps:**

- Oil Equipment Company (OEC) has declined a bid for new fuel pumps, stating that Manistique is out of their effective coverage area.
- Oscar W. Larson – Have not heard back from yet.
- Northwest Petroleum – Have not heard back from yet.

**Contract Negotiations:** February 17<sup>th</sup> will be the first round of negotiations at 8:30 am. Andrew has advised that J. Vanderville would request the board to go into closed session under Section 8c for strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed session.

**Lift Station:** They are still working on them but have covered them until they are ready to install new ones.

**COVID Loss Revenue:** All documents have been sent to Beth and the county commissioners.

**Green Lights Media Post:** Charlie has posted the green lights media on the Sheriff's Facebook page. A copy of the post document was included in the packet.

**Truck #22 & #85:** Turek's offered \$300 each. J. Vanderville sent an email with details to each of the commissioners.

**Certification Maps:** (See Item 8.b. Above) Updated maps have been emailed for review. A hard copy was provided at the meeting as well.

**10. Engineer's Report:****CR-433 River Road Project (2022)**

We received the approvals we were waiting for. I. Stampfly has finished up the paperwork and submitted for review. He will keep the board apprised on the final closeout.

**CR-436 Force Account Project**

We received the review comments from MDOT, and Ian has started to address them. He is hoping to have this project closed out by mid-February.

**CR-433 River Road Project (2023)**

No updates on award at this time.

**Underground Construction Specifications**

These are still under review.

**EGLE Permits**

Both permits submitted for Ross Lake Road are now out for public notice. If there are no concerns brought up during this 30-day period, the permits will be approved. I. Stampfly was notified by Fish and Wildlife Services that the south crossing is a good potential project and was supplied more paperwork to fill out for potential funding.

**Township Work**

Ian attended Manistique and Hiawatha Township meetings. Manistique is interested in doing some work and came up with four potential projects for the summer. All projects would be paving projects. They are Dillexie Lane, Glenwood Drive, Michibay Road, or the Bluff streets. Hiawatha expressed interest in all the projects we presented. The board did ask for a couple additional estimates with a treatment change for a portion of Dawson Road. Ian will have the estimates for both townships in the coming weeks and will attend their meetings in February.

**CR-448 @ Stutts Creek**

No updates at this time.

**Bridge Projects – 2024 Bundle**

The bundle of projects includes structure 9707, 9713 and 9717 on CR-448, Railroad Street, and Clear Lake Road respectively. We have a GI meeting scheduled for next Monday to review the plans and specification documents. Comments will be addressed by UPEA after the meeting and a final project package is planned to be submitted this spring. This bundle is planned to be bid in late spring or early summer with construction taking place next summer (2024).

**Website Updates**

I. Stampfly has uploaded most of our frequently asked questions to the website. There are a few we will be adding later after reviewing and revising. There are still links that will need to be added to some of the FAQ's to redirect users to additional information. This is a work in progress.

**FLAP Projects**

Ian received news from MDOT that the Federal Lands Access Program (FLAP) is receiving extra funding that is anticipated to be obligated in FY2024. Two of the three projects we submitted are next in line for this funding based on their scores. The two projects are the crush and shape project on Clear Lake Road from M-94 to the end of the existing pavement and the paving project with HMA curb and spillways on Thunder Lake Road near the Thunder Bowl.

**Training Video Series**

We've discussed putting together videos showing what we do here at the road commission to use as an orientation tool for new hires. We started down that road last week with the winter storm we received. I. Stampfly rode along with Jim Barham and filmed footage through the day showing our operations. This is only a start and will be a long-term project, but we are hopeful and excited that it will be beneficial when completed.

**11. Department Heads:**

**Tanya Hoar, Finance Director:** Reported that the state auditor is on-site today and tomorrow. She hopes to wrap up next week. Commissioner T. Klarich will meet with her today after this meeting. The auditor needs to check inventory parts and signs. Tanya noted that they are hoping to get a computer system with a scanner that will scan bar codes as items are removed or used, which will keep track of inventory.

**Troy Bassett, County Commissioner:**

- Troy spoke to County Commissioner Paul Walker regarding SCRC's loss of revenue. There will be a public discussion at tomorrow's meeting, which J. Vanderville can attend to explain this loss.
- The county is looking at purchasing a drone to use for search and rescue operations.
- The local ambulance is in need of funds, requiring an ambulance service deficit plan. The county voted Monday that they would like to run a mileage. Plan B is to sell assets. The county will be following this closely as it is a major issue. Cares Act money went into the ambulance service to try to save it. K. Rochefort asked about funds that were allocated from the American Rescue Plan for the wristband project. T. Bassett will speak to the sheriff regarding this.

**Kim Rochefort:** None

**Roger Martin:** Reported he has not been in the office much as he is trying to stay on the floor to help keep everything running. Therefore, he is getting behind on office work.

**Ann Peterson, Payroll / HR Coordinator:** None

**12. Meeting Notices:**

- A. January 25 Local RTF Meeting, SCRC
- B. February 2-3 UPRBA Meeting, Marquette, MI
- C. February 7 Straits Area Council Meeting, Mackinaw City, MI
- D. March 21-23 CRA Annual & Road Show, Lansing, MI

**13. Public Comment:** None

- A. **Interview Benjamin Mattson (Mechanic):** An interview was held.
- B.

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

Handwritten signature of Thomas Klarich in blue ink, written over a horizontal line.

Thomas Klarich, Chairperson

Handwritten signature of Jean Vanderville in black ink, written over a horizontal line.

Jean Vanderville, Managing Director