

SCHOOLCRAFT COUNTY ROAD COMMISSION
332N EAST ROAD, MANISTIQUE, MI 49854
BOARD MEETING MINUTES
August 24, 2022 - 7:00 a.m.

000473

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. Voucher 22-47, 22-48
 - B. Approval for Manager & Chair to Sign Asset Management Plan
 - C. Approval to Post Public Hearing Notice of Seasonal Road Designation Wagner Taylor Dam & CR 456
 - D. July Financial Statement
 - E. 2023 Draft Budget Discussion
 - F. Proposed Template Update for Financial Statements
 - G. 2021 MERS Actuarial
9. Manager's Report
10. Engineer's Report
11. Department Heads
12. Meeting Notices
 - A. Commissioners Seminar October 9-1, 2022, Frankenmuth, 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
Keith Rochefort
Randy Lund
Robin LaCroix
Dale DuFour

Absent: None

Also in Attendance: Jean Vanderville, Managing Director; Tanya Hoar, Finance Director; Ian Stampfly, Highway Engineer, Ann Peterson, Payroll/HR Coordinator, Roger Martin, Shop Foreman; Kim Rochefort, Road Foreman and 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 as presented.

Ayes: Five
Nays: None

Motion Carried

5. Approval of Minutes:

It was moved by Commissioner K. Rochefort, seconded by Commissioner T. Klarich, to approve the minutes of the Regular Session meeting held on August 10, 2022.

Ayes: Four
Nays: None
Abstain: One (D. DuFour)

Motion Carried

6. Public Comment: None

7. Unfinished Business:

- A. Policy A6.0 Policy for Removing a Road from Seasonal Designation:** Nothing new to report.

8. New Business:**A. Vouchers 22-47, 22-48:**

It was moved by Commissioner R. LaCroix, seconded by Commissioner T. Klarich, to approve vouchers 22-47 and 22-48 as presented.

Roll Call:

LaCroix – Yes

Klarich – Yes

Rochefort – Yes

Lund - Yes

DuFour – Yes

Motion Carried

- B. Approval for Manager & Chair to Sign Asset Management Plan:** A request was made to provide approval for both the Manager and the Chair to sign the Asset Management Plan. Proof of acceptance to sign is due in October.

It was moved by Commissioner K. Rochefort, seconded by Commissioner D. DuFour, to provide approval for the Manager and the Chair to sign the Asset Management Plan.

Roll Call:

Rochefort – Yes

DuFour – Yes

LaCroix – Yes

Lund – Yes

Klarich – Yes

Motion Carried

- C. Approval to Post Public Hearing Notice:** A Public Hearing Notice was provided, along with a resolution, to inform the public of the hearing regarding the seasonal road system. The roads to be included are Wagner Taylor Dam Road in Seney (5.251 miles) and CR 456 in Germfask (5.82 miles). These seasonal roads will not be plowed from December 1 to April 30 of every winter season. The hearing will be held on September 28, 2022, at 7 am at the SCRC regular board meeting.

It was moved by Commissioner D. DuFour, seconded by Commissioner K. Rochefort, to approve the Public Hearing Notice and Resolution as presented.

Roll Call:

DuFour – Yes
Rochefort – Yes
Klarich – No
Lund – No
LaCroix - Yes

Motion Carried

- D. July Financial Statement:** T. Hoar provided an overview of the July Financial Statement. She noted that the budget amendment will be completed in September.

It was moved by Commissioner R. LaCroix, seconded by Commissioner T. Klarich, to approve the July Financial Statement as presented.

Roll Call:

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

Motion Carried

- E. 2023 Draft Budget Discussion:** T. Hoar provided an overview of the draft budget for 2023. The board supported the assumptions used in the draft. The final budget will be presented in September.
- F. Proposed Template Update for Financial Statement:** T. Hoar presented a new template for financial statements. The board agreed to use the new template for fiscal year 2023.
- G. 2021 MERS Actuarial:** T. Hoar provided a detailed overview of the 2021 MERS Actuarial Report.

9. Manager's Report:

Township Meetings: Seney, Doyle and Inwood meetings were attended. Seney had nothing new to report. There was one complaint about dust near Poniatoski's residence. Doyle Township reported that they did not file with the county clerk their paperwork for their renewal millage for roads. They will wait to see if the school runs a special election

ballot and will submit at that time. Inwood will continue to discuss future road projects and the potential of paving Cemetery Road.

Parcel Split / Sale to Weber Park: Holly Vickers responded that the remaining property has no value as a wetland mitigation/bank. Newest update: The county responded that we do not own the property. The only registered deed is from April of 1983 where the county acquired the property from Leelanau Land Company. J. Vanderville does not have any deeds in possession that would indicate otherwise. Referred Brenda Weber to County commissioners. Removed from old business on agenda.

Jack Stands: J. Vanderville reached out to Al Roden for assistance in determining how we can get the jack stands certified. She included a copy of the email response showing that we can utilize the stands if they are tested and stamped by the shop.

Seasonal Public Road Hearing: J. Vanderville would like to start back on completing our seasonal road designation with Wagner Taylor Dam Road. The road serves as part of the snowmobile trail system and has historically been closed in the winter. We have not provided plowing services, but the official public hearings have not been completed or recorded with the State. (See Item 8.C. above)

800 Radios: Radios are in, and we are waiting for the state approval for programming. I. Stampfly sent over the details of the talk groups (1-flagging, 1-flagging/incidents, and 1-general group). These are in addition to the local groups we will be included in.

COVID: MCRCSIP sent the newest update for quarantine/isolation (included in packet). We continue to follow the most current CDC guidelines for quarantine and isolation.

Office Coverage for October 19: A. Peterson and T. Hoar will be out for a conference as well as I. Stampfly and J. Vanderville. C. Harris has agreed to cover the phones and doors but will need to step out a couple of times to care for her dog. She will check voicemails upon her return. The board provided their consensus for office / phone coverage on that day.

10. Engineer's Report:

Township Work/Meetings

Cemetery Road is completed which means all township projects have been completed for the year. The project turned out very well and came in under budget. I. Stampfly put together three different paving options on Cemetery Road as well. He and J. Vanderville presented the estimates to the board last Wednesday. The board said they would consider the different options and discuss them at a future meeting.

I. Stampfly attended Hiawatha's meeting on Thursday last week. No complaints or concerns were brought to his attention. The board did approve to have us perform work at the Hiawatha School, which started yesterday.

CR-433 River Road Project (2022)

The preconstruction meeting was held and went smoothly. We agreed to allow Payne & Dolan to store equipment and dispose of unsuitable materials in Brown's Pit. There should be minimum unsuitable materials to dispose of. The project is scheduled to begin on September 6th and be completed by October 7th. Paving is scheduled to be completed by late September.

CR-448 over Stutts Creek

No updates at this time.

CR-433 River Road Project (2023)

GI meeting went well. I. Stampfly has addressed most of the comments and we will be ready to submit the final plans and specs soon. We're on track to have a March bid letting for this project.

CR-436 & CR-449 Force Account Projects

Work has begun on CR-436 as of Monday. We are anticipating the tree clearing and berm removal to last 4-6 days. Once completed we can proceed with grade staking and graveling.

Seney Salt Barn

As of Monday, the concrete walls have all been poured and the forms have been stripped. As far as we know, there have been no issues with construction. We are still in the process of dealing with the driveway for the trains that will be delivering the salt.

Asset Management Plan

J. Vanderville and I. Stampfly have finished reviewing and editing the document. It is now ready to be approved and accepted. I. Stampfly will send out a pdf copy to the board after he has finished putting it back together. An updated plan will need to be submitted every three years; our next submission is in 2025.

11. Department Heads:

Tanya Hoar, Finance Director: Reported that she traveled to Emmett County yesterday to attend a meeting with other road commission finance directors. She provided a presentation to the group on how to use the Accounts Receivable module. She felt that SCRC is using the software more than the other road commissions.

Troy Bassett, County Commissioner:

Reported that Hiawatha Township wants to do road projects, but they are not comfortable with the thin overlay.

Noted that there is someone at the county that is good with the 800 radios. Once received, if we should need help, we could reach out to him.

Millages will be on the ballot in November for the Senior Center as well as the school.

Roger Martin, Shop Foreman: Two trucks are coming up for regeneration. DPF and SCR are starting to rot out and replacement units are difficult to find. All pieces are available, but not all together. The plan is to do one at a time at approximately \$8k per truck.

The hoist will be sandblasted and painted on Friday.

Ann Peterson, Payroll / HR Coordinator: Per the Federal Motor Carrier Safety Regulations, motor carrier employers must document and maintain a driver investigation history file for each CDL driver. After a cumbersome process through the Michigan Secretary of State online subscription service, she was finally able to navigate through the process and now has a history for each driver in their file and will be notified of any driving violations as they occur. In addition, the records will be accessed by her biweekly to check for any recent violations.

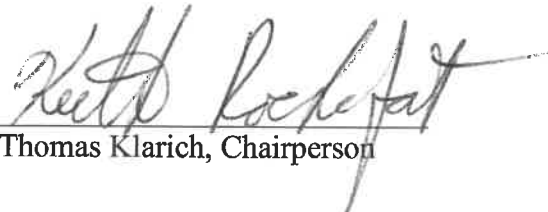
12. Meeting Notice:

A. Commissioners Seminar October 9-11, 2022, Frankenmuth, MI

B. October 12, 2022, Board Meeting: The October 12, 2022, board meeting, which was changed to the 11th at the last meeting, will remain as originally scheduled on October 12th. It was originally changed because of the conflict with the all-day safety meeting in the lunchroom for the crew that day. However, it will now take place in J. Vanderville's office instead.

C. Public Comment: None

13. Adjournment: The meeting was adjourned at 8:37 am by Chairman T. Klarich.


Thomas Klarich, Chairperson


Jean Vanderville, Managing Director