

SCHOOLCRAFT COUNTY ROAD COMMISSION
332N EAST ROAD, MANISTIQUE, MI 49854
BOARD MEETING MINUTES
May 25, 2022 - 7:00 a.m.

000429

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 22-34
 - B. April Financial Statements
 - C. Mstq Twp Road Project Agreement Krummich Rd
 - D. Mstq Twp Road Project Agreement Dillexie Lane
 - E. Thompson Twp Road Project Agreement Ivan Carlson Rd
 - F. HB 6023 Resolution of Support
9. Manager's Report
10. Engineer's Report
11. Department Heads
12. Meeting Notices
 - A. RTF Meeting June 1, 2022, Alger CRC 9:00 am
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.

000430

2. Roll Call Information: The roll was called for the Commissioners.

Present: Thomas Klarich
Randy Lund
Keith Rochefort
Robin LaCroix

Absent: Dale DuFour

Also in Attendance: Jean Vanderville, Managing Director; Tanya Hoar, Finance Director; Ian Stampfly, Engineer; Ann Peterson, Payroll/HR Coordinator; Roger Martin, Shop Foreman, Troy Bassett, County Commissioner.

3. Pledge of Allegiance: The pledge was recited.

4. Approval of Agenda:

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

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

Motion Carried

5. Approval of Minutes:

A. Regular Session May 11, 2022

It was moved by Commissioner R. Lund, seconded by Commissioner K. Rochefort, to approve the minutes of the Regular Session meeting held on May 11, 2022.

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

Motion Carried

6. Public Comment: None

7. Unfinished Business:

A. Policy A6.00 Policy for Removing a Road from Seasonal Designation: A draft of a new policy, A6.00, along with supporting documentation, was provided and discussed. J. Vanderville noted that she stands behind the original policy that the expense to improve the unimproved roads shall be paid by someone other than the road commission. Our funds received are insufficient to improve seasonal roads to a year-round status. The costs to improve unimproved roads is generally higher than heavy maintenance procedures on improved county roads. Significant discussion was held.

It was moved by Commissioner K. Rochefort, seconded by Commissioner R. LaCroix, to approve Policy A6.00 as presented.

Roll Call:

Rochefort – Yes

LaCroix – Yes

Lund - No

Klarich – No

DuFour - Absent

With the split vote, this item remains tabled.

8. New Business:

A. Vouchers:

22-34:

It was moved by Commissioner R. Lund, seconded by Commissioner T. Klarich, to approve voucher 22-34 as presented.

Ayes: Four

Nays: None

Absent: One (D. DuFour)

Motion Carried

B. April Financial Statements: T. Hoar provided an overview of the April Financial Statements.

It was moved by Commissioner T. Klarich, seconded by Commissioner K. Rochefort, to approve the April Financial Statements as presented.

Roll Call:

Klarich – Yes

Rochefort – Yes

LaCroix – Yes

Lund - Yes

DuFour - Absent

Motion Carried

C. Mstq Twp Road Project Agreement Krummich Rd: The Manistique Township Road Project Agreement for Krummich Road was presented for review and approval.

It was moved by Commissioner R. LaCroix, seconded by Commissioner T. Klarich, to approve the Manistique Township Road Project Agreement for Krummich Road as presented.

Roll Call:

LaCroix – Yes

Klarich – Yes

Lund - Yes

Rocheftort – Yes

DuFour - Absent

Motion Carried

D. Mstq Twp Road Project Agreement Dillexie Lane: The Manistique Township Road Project Agreement for Dillexie Lane was presented for review and approval.

It was moved by Commissioner R. LaCroix, seconded by Commissioner T. Klarich, to approve the Manistique Township Road Project Agreement for Dillexie Lane as presented.

Roll Call:

LaCroix – Yes

Klarich – Yes

Rocheftort – Yes

Lund - Yes

DuFour - Absent

Motion Carried

E. Thompson Township Road Project Agreement Ivan Carlson Road: The Manistique Township Road Project Agreement for Ivan Carlson Road was presented for review and approval.

It was moved by Commissioner T. Klarich, seconded by Commissioner R. LaCroix, to approve the Manistique Township Road Project Agreement for Ivan Carlson Road as presented.

Roll Call:

Klarich – Yes

LaCroix – Yes

Rocheftort – Yes

Lund - Yes

DuFour - Absent

Motion Carried

F. HB 6023 Resolution of Support: A draft of resolution for the Straits Area Council group was disbursed for approval. The resolution is supporting the removal of royalties for the extraction of sand and gravel from state owned pits for use on public road maintenance and improvements. It was noted that this resolution has been introduced to the House, where no action has been taken yet.

It was moved by Commissioner T. Klarich, seconded by Commissioner K. Rochefort, to approve HB 6023 Resolution of Support as presented.

Roll Call:

Klarich – Yes

Rochefort – Yes

Lund - Yes

LaCroix – Yes

DuFour – Absent

Motion Carried

9. Manager's Report:

Ketvertis Property Offer: Closed on Friday, May 13, 2022.

Policy A6.00 Removal of Seasonal Road Policy: J. Vanderville included some additional resource material for review and consideration (See Item 7.A. above).

New Phone Number: J. Vanderville now has just one phone / number. She moved to the FirstNet network, which is designed for first responders such as road commissions and gives priority during a crisis. They are improving towers, but there are still some dead zones throughout the county. Contact information should be updated to 906-286-1683.

Township Meetings: J. Vanderville attended Seney, Mueller, Thompson and Inwood. Inwood confirmed that they would like to complete the recommended repairs to cemetery Road. I. Stampfly will finalize the estimate and J. Vanderville will put together their project agreement.

US 2 Guardrail Bid & Award: We received 2 bids (ATM & G&J). ATM was low bid and awarded by MDOT.

MDOT Contract Training: T. Hoar and J. Vanderville recently attended the MDOT Contract Training in Gladstone. They covered some changes to activity and location codes that will start in July and October. There were presentations on the areas of new language within the contract, such as unemployment options, TWA's & 426, and winter letter of understanding. The training was useful and informative.

T. Hoar provided an in-depth overview of the changes and how they will affect us.

HB 6023 Resolution of Support: (See Item 8.F. above)

Drain Commission: J. Vanderville has been in contact with Bruce Birr (SCD) to go over details of the control structures, drain code, and part 307 & 315. The Conservation District will consider taking over the role as Office of Drain at their July meeting.

New Funding for Safe Streets & Roads for All (SS4A): There is \$1 billion available in grants for SS4A. Based on eligibility it appears that the only segment of road for us that qualifies is CR 442 from city limits to M149. It is not in our plans to implement any type of bike lanes on that segment in the immediate timeline. The funds are also available to assist in completing an Action Plan. However, an action plan may not be necessary for us considering the limited amount of road eligibility. This funding appears to be more suited for cities and villages to improve safe routes for pedestrians.

Seney Salt Shed: John Brothers is starting to stage their equipment this week. They are having their bonds prepared and hopefully will be starting soon.

10. Engineer's Report:

Township Work

Gravel road reports have been presented to Mueller, Doyle, Hiawatha, and Manistique Township. Reports were well received, and the townships were appreciative of the information. Thompson and Germfask will be presented their reports next month.

I. Stampfly attended Doyle, Manistique and Hiawatha Township meetings. Doyle made a commitment to work on both Pawley Road and Cooper Road with a completion date in 2023. Total contribution by Doyle Township is approximately \$160,000 for these two projects.

Manistique Township was presented the bid price received on our local bid and decided to not accept the bid. However, the township did sign contracts to perform prep work on both Dillexie Lane and North Krummich Road. We already had these projects on the schedule from previous discussions with the township. Total contribution by Manistique Township is approximately \$80,000 for these two projects.

Hiawatha Township was also presented the bid price received on our local bid and decided to not accept the bid also. I. Stampfly's recommendation was to give it one year and see what the market does, paving is still an option next year with changes in scope. The board is open to other options too after seeing their gravel road report. He felt confident that Hiawatha will do some form of road work next year.

We are planning to survey Cemetery Road (Inwood Township) from CR-442 to the edge of the cemetery in the next couple weeks. I. Stampfly will put a design and estimate together once we have the data.

Lastly, work has started on Ivan Carlson Road (Thompson Township) and is progressing well so far.

Asset Management Plan

I. Stampfly has been attending the webinars as mentioned at the last meeting and fitting in time to work on our plan to keep on track for his goal of finishing the plan by July.

CR-433 River Road Project (2022)

The contract has not been awarded yet, but all the paperwork and signatures are completed. It is only a matter of time now. I. Stampfly did speak with Payne & Dolan and asked roughly what time frame they're looking at for this project. Currently it is scheduled for the end of August and first part of September. This could change due to many factors. He will provide an update once he receives a progress schedule from P & D.

CR-433 River Road Project (2023)

I. Stampfly requested the project be set up in ProjectWise and it has been. He has since submitted our NEPA documentation and is waiting for approval. Once the NEPA documentation is approved, he can proceed with submitting our plans and specs for review. He hopes to have this project finalized by August.

CR-448 over Stutts Creek

This project has also not been awarded yet. As more information becomes available, he will pass it along.

CR-441 Driveway, 4th Street, 5th Street

The corrections to the streets and driveway are now completed. The gentleman tested the driveway and can move his 5th wheel trailer without any issues.

FAQs

I. Stampfly has started to compile a list of FAQs and their answers to eventually be added to our website. We will be working on these for a little while yet to fine tune them, but it is a good start.

11. Department Heads:

Tanya Hoar, Finance Director: T. Hoar provided an update regarding the Pro Fund Accounting software through Cogitate. She noted that the time and attendance system is currently on the server. As of July 1st, they are going to a web-based system, where time and attendance will be able to be inputted from any mobile device. There is an extra cost of \$500 per month, or \$6000 per year. This update must be adopted within one year.

T. Hoar and R. Martin visited the Charlevoix Road Commission yesterday to review their Pro Fund Accounting equipment maintenance. She provided an overview, noting that the equipment system is robust and complex.

Troy Bassett, County Commissioner: T. Bassett reported on the Conservation District. Capable Entity documents are available to support what is going on there. He noted that they will be taking on the Merwin Creek project and will push toward small improvements there. He also noted that it has been quiet since the recent county emergency meeting.

Roger Martin: R. Martin reported that the Charlevoix Road Commission's system to be a nice one, which will help with repairs. However, it will depend on driver input, which will likely be the biggest challenge, as they will have to log their hours and mileage. False readings throw the whole system off. J. Vanderville suggested that we introduce a pilot program and have 2-3 employees try it out.

Sandblasting began this week.

The shop is working on 289.

Ann Peterson, Payroll/HR Coordinator: A. Peterson reported on the Finance/HR Conference recently attended in Frankenmuth. There was a surplus of information and resources.

There is still one Temp CDL Truck Driver position open. Two of the three Temp Non-CDL employees are working out fine. The third will be replaced.

J. Vanderville noted that the updated CRA Commissioner's Handbooks were included in their packets. Commissioners were encouraged to attend an on-line webinar at 10 am Monday, June 20 to walk through changes.

12. Meeting Notices: RTF Meeting June 1, 2022, Alger CRC 9:00 am

13. Public Comment: None

14. Adjournment:

The regular meeting was adjourned at 8:01 am.


Thomas Klarich, Chairperson


Jean Vanderville, Managing Director