

SCHOOLCRAFT COUNTY ROAD COMMISSION
332N EAST ROAD, MANISTIQUE, MI 49854
BOARD MEETING MINUTES
December 28, 2022 - 7:00 a.m.

000532

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 23-12
 - B. Resolution JN #205684 CR 433
 - C. Update to Policy HR 11.03 Temporary Employees
 - D. Approve Manager to Sign USDA Beaver Trapping Agreement
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, Ann Peterson, Payroll/HR Coordinator, Kim Rochefort, Road Foreman, Troy Basset, 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 12/14/22:**

It was moved by Commissioner K. Rochefort, seconded by Commissioner D. DuFour, to approve the minutes of the meeting held on December 14, 2022.

Ayes: Five
Nays: None

Motion Carried

6. Public Comment: None

A. Unfinished Business:

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

7. New Business:

A. Vouchers 23-12:

i. 23-12:

It was moved by Commissioner R. Lund, seconded by Commissioner D. DuFour, to approve voucher 23-12 as presented.

Roll Call:

Lund - Yes

DuFour – Yes

LaCroix – Yes

Rocheftort - Yes

Klarich – Yes

Motion Carried

- B. Resolution JN #205684 CR 433:** J. Vanderville provided an overview of a resolution that will allow Highway Engineer Ian Stampfly to sign MDOT / SCRC contracts along with Managing Director J. Vanderville when necessary, as two signatures are required.

It was moved by Commissioner R. Lund, seconded by Commissioner T. Klarich, to approve Resolution #205684 as presented.

Roll Call:

Lund – Yes

Klarich – Yes

Rocheftort – Yes

LaCroix – Yes

DuFour – Yes

Motion Carried

- C. Update to Policy HR11.03 Temporary Employees:** J. Vanderville provided an overview of an update to Policy HR11.02 clarifying rate of pay for temporary employees when they are called in on an observed holiday. Temp employees will be paid time and one-half rate pay on those days.

It was moved by Commissioner D. DuFour, seconded by Commissioner K. Rocheftort, to approve the update to the HR policy as presented.

Ayes: Five

Nays: None

Motion Carried

- D. Approve Manager to Sign USDA Beaver Trapping Agreement:** J. Vanderville requested approval to have her sign the USDA Beaver Trapping Agreement. The amendment is to extend the contract for another year

It was moved by Commissioner D. DuFour, seconded by Commissioner K. Rochefort, to approve the request to sign the USDA Beaver Trapping Agreement as requested.

Ayes: Five

Nays: None

Motion Carried

8. Manager's Report:

Fuel Tank Contamination Tests: J. Vanderville spoke with Bonnie at Manistique Oil, and she shows that Manistique Oil owns the Seney storage tanks, but she is unsure of the Manistique tanks. Bonnie requested a copy of the Halron reports and she will have Mike Hinkson review them and then get back to us.

Discussion was held regarding the current Manistique tanks and pumps, which need ongoing maintenance. If the tanks are replaced by Manistique Oil and they retain ownership of them, then all responsibility and costs will be theirs rather than ours.

Custodian Wage Increase: J. Vanderville reported that, per the Open Meetings Act, Wendy confirmed the topic is not eligible for closed session. Per policy language, the burden is on the employer to review the wages and make recommendation of wage increase per market data, education, and experience.

Shop: Justin Lampin has submitted his resignation, with his last day being January 13, 2023. He is going to Alger CRC. J. Vanderville has reached out to both Monte Lakosky and Greg Dibble to see if they could come back to assist until we can hire a qualified mechanic. Still awaiting an answer from both. Advertising will continue for a certified mechanic.

The contingency plan is to have Roger Martin back on the floor and J. Vanderville will step in to do ordering, inventory, coding, and any other desk work for Roger. She has been learning the Peterbilt E-Cat system.

Road Foreman K. Rochefort reported that Brandon Schnurer has been welding, while Jim St. Julian covers his route. Discussion was held regarding potentially hiring a new FTE Fabricator / Welder. Once Financial Director T. Hoar can review the financial feasibility, this could be considered further.

LED Upgrade to Salt Sheds: J. Vanderville spoke to Kevin Gouza, and he said to provide him with estimates to upgrade our salt shed lighting to LED and he will write a TWA for the cost (shared based on % of usage). We are awaiting the estimates.

Fuel Pumps: We have calls out to providers for new fuel pumps, just awaiting estimates. Roger Martin and Craig Herbst are working on a bypass in the meantime.

USDA Beaver Trapping Agreement: Road Foreman K. Rochefort and Assistant Foreman J. Johnson were pleased with the trapping agreement and the trapper and would like to extend the agreement. J. Johnson has requested that they extend the agreement to offer services on the trunkline, but MDOT will have to sign an agreement for that. J. Vanderville has contacted Anthony Aderman (USDA) and he will get a new agreement to us for approval.

Seney Salt Shed: The contract came in under budget and T. Hoar reached out to Andrew (MDOT) to find out about the additional soffit & fascia for \$22,600. MDOT will cover the cost with the 91% / 9% cost share.

Winter Operations Pres Release: A copy of the publication was included in the packet. Essentially, it is the same as previous years with the addition of salt details.

Community Donations over Holiday Weekend: For those who do not have Facebook or did not see the post, P. Swayer's wife and C. Herbst's daughter posted that they were bringing a hot meal to their family member and if anyone wanted to donate, they would bring enough food for the whole crew. That post generated over \$600 in donations!! Both garages were fully stocked with portable snacks (chips, Little Debbie's, etc.), hot pizza, and various types of drinks, all purchased locally. J. Vanderville is having a banner made to say, "Thank You to Our Schoolcraft County Friends & Family". We will get a picture with the guys to post in the paper and on Facebook.

9. Engineer's Report:

CR-433 River Road Project (2022)

I. Stampfly is still working on the remaining documentation to submit to MDOT for review. MDOT personnel have been slow to respond at best.

CR-436 & CR-449 Force Account Projects

CR-436 was submitted to MDOT for review on November 3rd. Ian still has not heard any updates.

Federal Aid Buyout

We submitted our requests for federal aid buyout with MDOT and they were accepted. The second step of this process will be the direct grant process for our secure state D funds. This process is still being worked on by MDOT but is supposed to be in place early 2023.

Underground Construction Specifications

I. Stampfly is working on addressing comments from the staff. He anticipates these specifications will be completed by spring. He wants to make sure everyone involved with patrol and permits has a chance to review these prior to finalizing.

MCRCSIP Abandonment Documents

MCRCSIP sent out templates for abandonment petitions and resolution. Ian compared the resolution and petition to what we did previously with CR-433 and discussed with J. Vanderville the differences. They felt that it would be best to update our documents to be more template-based should someone ask about abandoning a road or portion of again. The documents are now in the review stages and will be finalized after T. Hoar returns from her recovery.

Seney Salt Barn Driveway

Ian has submitted our driveway permit and has received no comments at this time. Plan is to construct this new driveway in late spring or early summer.

Township Work

We received an email from Hiawatha Township inquiring about road work next year. The email stated that they would like to look at \$300,000 worth of work again. Ian sent updated estimates and some new ideas to account for the higher prices we saw. He plans to attend their next meeting to answer any questions they have. He reached out to Manistique Township afterwards to ask about Dillexie Lane and whether they want to pursue paving it or not; He has not yet heard back from them.

2023 RFP's

Ian has put together two RFPs for spring, one for our gravel crushing and one for soil borings on various county roads. We will review these in February / March and bid in March / April.

2023 River Road Project

The 2023 River Road Project will be in the January 6, 2023, bid letting. If Hiawatha and Manistique Townships are on board, we will try for March or April.

10. Department Heads:

Troy Bassett, County Commissioner: The EDC and UP State Fair board appointments have been made. Grants have been provided to the court system. The Sheriff's Department is low on people, and they are currently requiring four hours of mandatory overtime. The county will be holding their Organizational Meeting on Tuesday, January 3rd at 9:00 am.

Kim Rochefort: All of the crew came on over the holiday weekend, including the temps.

They picked up E-526, which they will now be putting weight and a wing on. It is expected to be ready today. E-533 needs to have its axel put back in alignment along with front struts. It should be ready by the end of the week. E-532 had a fire and went back to CAT for a compressor. Yesterday E-289 had a brake fire when the slack adjuster malfunctioned. The air bag blew, etc. so it will need parts.

Ann Peterson, Payroll / HR Coordinator: Reported that the Auto Attendant function has been working well and has removed the unnecessary distractions from the spam calls.

11. Meeting Notices:

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- D. March 21-23 CRA Annual & Road Show, Lansing, MI

12. Public Comment: None

13. Adjournment: The meeting was adjourned at 7:41 am.



Thomas Klarich, Chairperson



Jean Vanderville, Managing Director