

**SCHOOLCRAFT COUNTY ROAD COMMISSION
332N EAST ROAD, MANISTIQUE, MI 49854
BOARD MEETING AGENDA
February 10, 2025 - 7:00 a.m.**

000922

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 F8.00 Investment Policy
8. New Business:
 - A. Vouchers 25-19 & 25-20
 - B. December Financial Statements
 - C. Award RFP 2025-03 Seney Fuel Pumps
 - D. Resolution for JN 220468 - CR 443
 - E. Jim Barham MERS Service Credit Purchase
 - F. Resolution JN 203389 – CR 440
9. Manager's Report
10. Engineer's Report
11. Department Heads
12. Meeting Notices:
 - A. CRA's New Commissioners Workshop February 18, 2025, Mt. Pleasant, MI
 - B. CRA Annual & Road Show March 25-27, 2025, Lansing, MI
13. Public Comment
14. Adjournment

1. Call Meeting to Order

000923

The meeting was called to order by Chairman T. Klarich at 7:00 am.

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

Present: Thomas Klarich
Robin LaCroix
Randy Lund
Keith Rochefort

Absent: Dale DuFour

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

3. Pledge of Allegiance: The pledge was recited.

4. Approval of Agenda:

It was moved by Commissioner R. LaCroix, seconded by Commissioner R. Lund, to approve the agenda as presented, with the addition of 8.F. Resolution JN 203389 – CR 440.

Ayes: Four
Nays: None

Absent: One (D. DuFour)

Motion Carried

5. Approval of Minutes:

Regular Meeting 1-22-25:

It was moved by Commissioner K. Rochefort, seconded by Commissioner R. LaCroix, to approve the Board Meeting minutes from 1-22-25 as presented.

Ayes: Four
Nays: None

Absent: One (D. DuFour)

Motion Carried

6. Public Comment: None

7. Unfinished Business:

- A. **Policy F8.00 Investment Policy:** No Update

000924

8. New Business:

- A. **Vouchers 25-19 & 25-20:**

It was moved by Commissioner R. Lund, seconded by Commissioner K. Rochefort, to approve Vouchers 25-19 and 25-20 as presented.

Roll Call:

Lund – Yes

Rochefort - Yes

LaCroix – Yes

Klarich – Yes

Absent: One (D. DuFour)

Motion Carried

- B. **December 2024 Financial Statements:** T. Hoar provided an overview of the December Financial Statements.

It was moved by Commissioner R. LaCroix, seconded by Commissioner R. Lund, to approve the December 2024 Financial Statements as presented.

Ayes: Four

Nays: None

Absent: One (D. DuFour)

Motion Carried

- C. **Award RFP 2025-03 Seney Fuel Pumps:** An outline of bidders for RFP #2025-03 Fuel Pumps was provided. J. Vanderville recommended awarding the bid to Oscar W. Larson Company, with the low bid at \$25,168. In addition, we have worked with them in the past and have had no issues.

It was moved by Commissioner R. LaCroix, seconded by Commissioner K. Rochefort, to award RFP 2025-03 for the Seney Fuel Pumps as recommended.

Roll Call:

LaCroix – Yes

Rochefort - Yes

Lund – Yes

Klarich – Yes

Absent: One (D. DuFour)

000025

Motion Carried

- D. Resolution for JN 220468 CR 443:** A resolution to authorize Jean Vanderville, Managing Director, to sign the contract between Michigan Department of Transportation and the Board of County Road Commissioners of the County of Schoolcraft for Contract No. 24-5606, CR 443 was provided for review and approval.

It was moved by Commissioner K. Rochefort, seconded by Commissioner R. Lund, to approve authorization of signature as outlined above for JN 220468 CR 443.

Ayes: Four
Nays: None

Absent: One (D. DuFour)

Motion Carried

- E. Jim Barham MERS Service Credit Purchase:** A resolution was presented which would allow Jim Barham to purchase MERS service credit. The resolution hereby authorizes the participant to make a service credit purchase from MERS as described in the resolution. This has been done for some employees in the past. Significant discussion was held regarding any potential cost to the road commission. J. Vanderville will research old minutes where there were prior approvals.

It was moved by Commissioner R. LaCroix, seconded by Commissioner R. Lund, to approve Jim Barham MERS Service Credit Purchase as requested.

Roll Call:

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

Absent: One (D. DuFour)

Motion Carried

A second resolution was read by Tanya Hoar, which was not included in the packets. The 2nd resolution hereby authorizes the Finance Director or the Managing Director be authorized officials that can sign: (1) MERS Adoption Agreements, Resolutions, Participation Agreements, Administrative Services Agreements, Withdrawal Agreements and any other contracts between MERS and the Employer with respect to Employer's participation in any MERS-administered product and any amendments and addendums thereto, and (2) MERS Defined Benefit service credit purchase approvals.

It was moved by Commissioner K. Rochefort, seconded by Commissioner R. Lund, to approve the second resolution regarding the MERS Service Credit Purchase for Jim Barham as requested.

Roll Call:

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

Absent: One (D. DuFour)

Motion Carried

- F. Resolution for JN 203389 CR 440:** A resolution to authorize Jean Vanderville, Managing Director, to sign the contract between Michigan Department of Transportation and the Board of County Road Commissioners of the County of Schoolcraft for Contract No. 25-5032, CR 440 and Manistique Avenue was provided for review and approval.

It was moved by Commissioner R. LaCroix, seconded by Commissioner R. Lund, to approve authorization of signature as outlined above for JN 203389 CR 440.

- Ayes: Four
- Nays: None

Absent: One (D. DuFour)

Motion Carried

9. Manager’s Report:

ESTA: J. Vanderville is still watching this closely. She included a comparison chart of the house and senate bills. The house bill is our preferred option because it would exempt us from ESTA.

PA 152: No new movement currently.

Seasonal Roads: The MCRCSIP response was included in the packet. J. Vanderville noted that she was happy to create a permit or a policy for board approval. If they would like further guidance, Gayle Cummings from MCRCSIP has approved Bill Henn to provide that guidance and to invoice MCRCSIP for any charges.

Manistique Oil Temporary Bulk Tank: They have a temporary tank we can use, and it has been moved up to Seney.

RFP 2025-03 Fuel Pumps: Bid tabulation was included in the packets. J. Vanderville recommended going with the low bid. The low bidder is also the company that installed the Manistique pumps.

Straits Area Council Meeting: The meeting went well with a lot of topics discussed. There are many changes and potential challenges for road commissions coming down the pipeline.

Things that we will be keeping a close eye on are:

- Monarch butterflies
- ESTA
- PA 152
- Bridge load ratings
- Road ownership and liability

Gulliver Lake Authority Meeting: March 4th at 5:00 pm at the courthouse.

10. Engineer's Report:

Township Work: I. Stampfly has finished putting together the bid packages for Hiawatha Township and Inwood Township. Bacco Construction and Payne & Dolan have been invited to bid, and the bid packages have been posted to our website, Iron Mountain Builders Exchange, and Marquette Builders Exchange. He changed the due date to March 14th and the bid tabulations will be presented the following week to each township for their approval or rejection.

EDA Grant Application: I. Stampfly is still working on the application. It feels like each document that is completed is replaced with two more that need to be completed before submitting the application. He will complete it as soon as possible.

MDOT Safety Project Applications: MDOT has sent out their call for projects letter for safety projects. After reviewing crash data from the last 5 years, Ian thinks it is best to apply for the same projects we submitted last year. The two projects were both on CR-442; one project was from the city limits to M-149, and the other was from M-149 to CR-437. He is going to adjust the latter project to a chipseal and possibly lengthen it to include additional accidents.

MDOT Critical Bridge Applications: MDOT sent out their call for projects letter for critical bridge funding as well. I. Stampfly has started reviewing the past submissions and possible new applications. He will inform the board of the bridges and treatments chosen once he has determined them.

USFWS Grant Proposal: I. Stampfly is still waiting to receive a response about the draft proposal he sent to the program coordinator.

2024 Bridge Projects: I. Stampfly has submitted the project to MDOT for review. Once he receives comments back, he will start addressing them to finish closing out the project.

Certification Map Review: J. Vanderville and I. Stampfly met to review the certification maps and the mileages for each road. I. Stampfly has started to address the easy updates for a couple of townships to submit this year.

TAMC Board Appointment: I. Stampfly has been approached and asked if he would be interested in serving on the TAMC Board. TAMC is the Transportation Asset Management Council. The board is comprised of members from multiple statewide associations and

organizations. CRA is represented by two seats on the TAMC Board. This board works with the Michigan Infrastructure Council and influences legislation for asset management and infrastructure. He felt this is a great opportunity for Schoolcraft County Road Commission to represent our UP counterparts and be a leader in the state for asset management. He would treat TAMC like his CRA Engineering Committee work; it comes second to his duties as the County Highway Engineer at Schoolcraft County. He has expressed interest in this but wanted to make sure that the board is supportive of this before committing.

Discussion was held regarding Ian's potential service on the TAMC Board and the commitment involved. The board felt they would like to have a representative from the Upper Peninsula. They also felt it would be nice for Ian to have the knowledge that this board would provide. They provided their general consensus for Ian to accept this appointment.

11. Department Heads:

Tanya Hoar: Expressed her gratitude for the heat being fixed in the building. Noted she has been working on different project accounting in the system.

Kim Rochefort: Reported that the crew has been busy either plowing snow or cutting trees. Asked about the loader in Seney and when it is scheduled to be replaced. I. Stampfly said in about five years, after which K. Rochefort suggested it be brought down to be sandblasted and painted.

Roger Martin: Noted that one of the problems with the heat was that there are two new boilers upstairs that were never working in the system.

The head gasket on E-511 is working well.

The frame rail extensions on E-540 broke, which will take a while to fix.

Ann Peterson: Reported that she and Tanya attended a webinar with ProFund Accounting, who has a system set up for tracking ESTA time based on Regular or Overtime hours. Provided a spreadsheet outlining the candidates that applied for her position, showing those to be interviewed on Friday, February 14th. There were two candidates that commissioners asked to add to the interviews, so those will be scheduled for Monday, February 17th. There will be a total of eight interviews held.

12. Meeting Notices:

- A. CRA's New Commissioner's Workshop February 18, 2025, Mt. Pleasant, MI
- B. CRA Annual & Road Show March 25-27, 2025, Lansing, MI

13. Public Comment: Commissioner K. Rochefort asked if we could add a section on the agenda after both the Manager's Report and the Engineer's Report for commissioners to ask questions regarding their reports during the meeting. J. Vanderville will add those sections.

Commissioner K. Rochefort noted that at the UPRBA they discussed drones that would take video of disasters, etc. and asked if we have anything like that. I. Stampfly noted that we have photos of bridges, etc. TAMC will want culvert data, which we have, but they need to be inspected. We will also take photos of them. This project will be for the large culverts (four feet or larger) and will take some time.

Commissioner K. Rochefort asked when we are going to start a conversation about two new trucks. R. Martin said that it would be best after 2027 when new emission standards come out. However, that would make it 2030 before they are on the road. Commissioner K. Rochefort suggested we start considering it now to get it in the budget. Discussion was held regarding whether to look at brands other than Peterbilt. R. Martin noted that Cummings and Detroit have figured it out. Peterbilt has not. Foreman K. Rochefort said with the two new trucks, the guys cannot fit in the cab and cannot see out the back window. Some refuse to drive them. Commissioner T. Klarich said they were happy with the cabs in the Internationals, but they have issues. Commissioner R. LaCroix added that we should be looking at more than one brand of truck. I. Stampfly noted we could shift our rotation up to purchase one per year. He will do some further research.

14. Adjournment: The meeting was adjourned at 8:25 am.



Thomas Klarich, Chairperson



Jean Vanderville, Managing Director