

**SCHOOLCRAFT COUNTY ROAD COMMISSION**  
**332N EAST ROAD, MANISTIQUE, MI 49854**  
**BOARD MEETING MINUTES**  
**September 22, 2021 - 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. County Road Commission Per Diem Increase
  - B. Cell Tower Lease Agreement
8. New Business:
  - A. Voucher 21-49 & 21-50
  - B. FY '21 3<sup>rd</sup> Budget Amendment
  - C. FY '22 Budget Hearing
  - D. Additional MERS Contribution
  - E. August Financial Statements
  - F. Payroll/Human Resource Coordinator Job Description
  - G. Wage Scale for Payroll/Human Resource Coordinator
  - H. Policy HR 10.00 Non-Union Employees Acceptance
  - I. Policy 94-2 Damaged Mailbox Deletion
9. Manager's Report
10. Engineer's Report
11. Department Heads *(approval to purchase valves and plumbing to connect a plow to the grader and approval to use MI-Deal for a service truck was added after the agenda was approved under Roger's report; approval to hire temporary winter truck drivers was added after the agenda was approved and was discussed under Kim Rochefort's report)*
12. Meeting Notices

13. Public Comment (*approval to sell the Ketvirtis Pit was added after the agenda was approved and was discussed under 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  
Dale DuFour  
Robin LaCroix  
Randy Lund  
Keith Rochefort

**Absent:** None

**Also in Attendance:** Jean Vanderville, Managing Director; Tanya Hoar, Finance Director; Ian Stampfly, Engineer; Kim Rochefort, Road Foreman; Roger Martin, Shop Foreman; and Troy Basset, County Commissioner

**3. Pledge of Allegiance:** The pledge was recited.

**4. Approval of Agenda:**

**It was moved** by Commissioner LaCroix, seconded by Commissioner DuFour to approve the agenda as presented.

Ayes: Five  
Nays: None

***Motion Carried***

**5. Approval of Minutes:**

**It was moved** by Commissioner Rochefort, seconded by Commissioner Lund to approve the minutes of the regular Board Meeting held on September 8, 2021

Ayes: Five  
Nays: None

***Motion Carried***

6. **Public Comment:** None

7. **Unfinished Business:**

**A. County Road Commission Per Diem Increase:** The County Board approved a \$200 increase for the Road Commission Board. The increase brings the annual salary to \$2,500 for the Board Chair and \$2,200 for the other members.

**B. Cell Tower Lease Agreement:** Tillman came here and did a survey on the location for the cell tower.

8. **New Business:**

**A. Voucher 21-49 & 21-50**

**It was moved** by Commissioner DuFour, seconded by Commissioner Klarich to approve voucher 21-49.

**Roll Call:**

DuFour – yes

Klarich – yes

Rocheffort – yes

LaCroix – yes

Lund- yes

***Motion Carried***

**It was moved** by Commissioner DuFour, seconded by Commissioner LaCroix to approve voucher 21-50.

**Roll Call:**

DuFour – yes

LaCroix – yes

Rocheffort – yes

Klarich – yes

Lund - abstain

***Motion Carried***

**B. FY '21 3<sup>rd</sup> Budget Amendment:** T. Hoar presented a 3<sup>rd</sup> budget amendment for fiscal year 2021.

**It was moved** by Commissioner Klarich, seconded by Commissioner LaCroix to approve the 3<sup>rd</sup> Budget Amendment for FY 2021.

**Roll Call:**

Klarich – yes  
LaCroix – yes  
Lund - yes  
Rocheffort – yes  
DuFour – yes

***Motion Carried***

**C. FY '22 Budget Hearing:** T. Hoar presented the 2022 General Appropriations Act.

**It was moved** by Commissioner Rocheffort, seconded by Commissioner LaCroix to approve the FY 2022 Budget.

**Roll Call:**

Rocheffort – yes  
LaCroix – yes  
Lund - yes  
Klarich – yes  
DuFour – yes

***Motion Carried***

**D. Additional MERS Contribution:**

**It was moved** by Commissioner LaCroix, seconded by Commissioner Klarich to approve \$325,000 as the year-end MERS additional contribution for FY 2021.

**Roll Call:**

LaCroix – yes  
Klarich – yes  
Lund - yes  
Rocheffort – yes  
DuFour – yes

***Motion Carried***

**E. August Financial Statements:** T. Hoar presented the August Financial Statements.

**It was moved** by Commissioner Klarich, seconded by Commissioner DuFour to approve the August Financial Statements.

**Roll Call:**

Klarich – yes  
DuFour – yes  
LaCroix – yes  
Lund - yes  
Rocheffort – yes

***Motion Carried*****F. Payroll/Human Resource Coordinator Job Description:**

**It was moved** by Commissioner LaCroix, seconded by Commissioner Lund to approve the Payroll/Human Resource Coordinator job description with the addition of inventory to the job duties.

**Roll Call:**

LaCroix - yes  
Lund - yes  
Klarich – yes  
Rocheffort – yes  
DuFour – yes

***Motion Carried*****G. Wage Scale for Payroll/Human Resource Coordinator:**

**It was moved** by Commissioner Rocheffort, seconded by Commissioner LaCroix to set the wage range for the Payroll / Human Resource Coordinator between \$17 - \$20 commensurate with the applicant's education and experience.

**Roll Call:**

Rocheffort – yes  
LaCroix – yes  
Lund – yes  
Klarich – yes  
DuFour – yes

***Motion Carried***

**It was moved** by Commissioner Rocheffort, seconded by Commissioner Lund to have the Payroll/Human Resource Coordinator work from 7:00 am – 5:00 pm Monday – Thursday in the summer and 8:00 am – 4:00 pm Monday – Friday in the winter.

**Roll Call:**

Rocheffort – yes

Lund – yes

DuFour – yes

LaCroix - yes

Klarich – yes

***Motion Carried*****H. Policy HR 10.00 Non-Union Employees Acceptance:**

**It was moved** by Commissioner Klarich, seconded by Commissioner DuFour to approve Policy HR 10.00 Non-Union Employees.

**Roll Call:**

Klarich – yes

DuFour – yes

Rocheffort – yes

Lund – yes

LaCroix - yes

***Motion Carried*****I. Policy 94-2 Damaged Mailbox Deletion:**

**It was moved** by Commissioner DuFour, seconded by Commissioner LaCroix to delete Policy 94-2 Damaged Mailbox.

**Roll Call:**

DuFour – yes

LaCroix - yes

Klarich – yes

Rocheffort – yes

Lund – yes

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

**ROW Permits on Oxcart:** Permits are active and ready to use.

**Dawson Road Landing:** J. Vanderville is still waiting on an opinion from Bill Henn.

**County Board Finance Committee Meeting:** The County Board approved a \$200 increase in salary for the Road Commissioners.

**CRASIF Press Release:** A press release was sent to the Tribune for inclusion in its next publication.

**MDOT Maintenance Contract:** The MDOT contract has been submitted and approved. SCRC elected Option 2 for unemployment.

**CRA Brochures:** J. Vanderville had CRA make four different brochures for the public that contain information on gravel maintenance, dust control, ROWs, and mailboxes.

**Policy HR 10.00:** This policy was discussed earlier in the meeting.

**Deletion of Policy 94-7 Work on County Right of Way:** The policy that was originally adopted in April of 1993 has not kept pace with the changes in the state statute Public Act 283 of 1909 MCL 224.19b. More research will be done to ensure we are compliant with the Act.

**Replace Policy 77-1 Equal Employment Opportunity:** The policy was originally adopted in September of 1977 and it has not kept pace with the changes to equal employment opportunity laws and inclusion of protected classes/characteristics. J. Vanderville will continue to research the language and present a replacement policy in the future.

**Replacement of Policies 94-12, 95-7, 97-1 Drug Testing & Drug Free Workplace:** These policies are outdated from 1994-1997 and need to be updated. J. Vanderville will continue to work on updating these policies as well.

**NMARC Conference in Traverse City:** Dale and Tom attended and gave J. Vanderville handouts from the meeting. She will read through them and work on anything that may pertain to SCRC.

**Germfask Township Meeting:** J. Vanderville attended the Germfask Township meeting and met with a property owner regarding a ditch on Pine St. The ditch has been cleaned out and Jean is researching the storm water drain system.

**Thompson Township Meeting:** The Township passed a resolution to conduct a speed study on CR 441.

**Hiawatha Township Meeting:** The Township passed a resolution to conduct a speed study on CR 441. Discussion was held regarding the naming of Dawson Road landing and on gravel for Island Lake Road.

**Doyle Township Meeting:** The Township discussed pavement markings on Michibay. J. Vanderville updated the Board on the Gulliver Lake Dam and advised them that she had ordered the Michigan Lake Road street sign that they had requested.

**Meeting with Mich Koetje (EGLE):** The Commission completed the APA audit for the year. Part 91 of the audit includes Soil Erosion and Sedimentation Control (SESC) and Storm Water Management. SCRC is compliant and will receive their completed audit update from Mitch after his complete review.

## 10. Engineer's Report:

**CR-433 Design:** NEPA form 5323 was submitted on 9-13-21. Moving forward with updating plans for GI submittal. Still on track to submit in October.

**CR-441 Construction:** Paving is now complete. Gravel shouldering is also complete. After field inspection (on 9-14-21) an email with photos was sent to the project engineer stating that the driveway at 166N needs to be removed and replaced due to thin, peeling asphalt at the roadway joint. Project engineer forwarded photos and information to Bacco's project manager stating that the issue needed to be addressed. Gravel driveway work performed by SCRC is being completed this week. Remaining items of work for the project are slope restoration and pavement markings. Bacco has been working on placing topsoil where necessary this week.

**FLAP Grant:** Planning to submit a total of 3 projects. One paving project for CR-437 as previously mentioned, one preventative maintenance project to chip seal all asphalt on CR-437, and a paving project on Clear Lake Road.

**Category A – Transportation Economic Development Fund:** Ian had a discussion with Carmeuse on 9-16-21 regarding the economic impact for the grant. Economical reach and supporting documentation for the grant will be coming sometime in October according to Carmeuse.

**Fish Passage/Habitat Funding:** Ian will be submitting three (3) projects for future funding at the September 24<sup>th</sup> deadline. Construction is planned over the next few years to make sure enough match funds are available.

## 11. Department Heads:

**Roger Martin, Shop Foreman:** The Commission purchased a v-plow for the grader that does not have the correct connections for our type of grader. The Board would like the company that sold us the v-plow to pay for some of the additional unforeseen costs or to at least reimburse us for the connecting kits.



**It was moved** by Commissioner Klarich, seconded by Commissioner Rochefort to purchase valves and plumbing to connect the v-plow to the grader from Fabick in the amount of \$10,563.45.

**Roll Call:**

Klarich - yes  
Rochefort - yes  
LaCroix – yes  
DuFour – yes  
Lund – yes

**Motion Carried**

A new tire machine was quoted for ~\$8,000.  
A road force tire balancer was quoted for ~\$39,000.

It was decided that a new tire machine is needed for the Shop, but Roger will use a local garage for tire balancing because of the cost of the road force balancing machine.

Roger requested quotes for a new service truck. A truck with a two-wheel drive chassis was ~\$124,000. A 2022 F-600 4 x 4 was ~\$142,000.

Roger found a 2022 Ford-550 4 x 4 through MI-Deal for ~\$121,000.

**It was moved** by Commissioner DuFour, seconded by Commissioner LaCroix to use MIDEAL when the time comes to purchase a service-truck.

**Roll Call:**

DuFour – yes  
LaCroix – yes  
Rochefort – yes  
Lund – yes  
Klarich - yes

**Motion Carried**

**Kim Rochefort, Road Foreman:** The crew is working on clear vision for the State. They will start working on the park vaults for the State at the end of October. They are finishing 437 today. All the gravel driveways on 441 will be done today. They are putting material on 431. They will start Hass Road on Monday and then start to gravel shoulders on 442 from M-149 to the Manistique City Limits.

The new mini-excavator is not as stable as the other machine that was demoed and it doesn't have as long of reach. It does not load a truck as good, and it is not as powerful.

Discussion was held regarding winter temporary drivers.

**It was moved** by Commissioner Klarich, seconded by Commissioner Lacroix to hire winter temporary drivers.

Ayes: Five

Nays: None

***Motion Carried***

**Troy Bassett, County Commissioner:** The County Board is creating an Ad hoc Committee for the American Rescue Plan. Troy has not made any recommendations for how the money will be spent yet until he has a better understanding of what has already been spent.

**Tanya Hoar, Finance Director:** The Payroll / HR Coordinator position has 12 applicants to date. 4 – 5 of the applicants have relevant experience and/or education. She will present all the applicants to the Board once the application period closes.

**12. Meeting Notices:** None

**13. Public Comment:**

Discussion was held regarding the sale of Kevirtis Pit.

**It was moved** by Commissioner Klarich, seconded by Commissioner Rochefort to sell Kevirtis pit and to list it with Grover Real Estate.

**Roll Call:**

Klarich – yes

Rochefort – yes

DuFour – yes

Lund – yes

LaCroix – yes

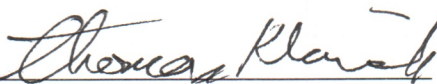
***Motion Carried***


Discussion was held on the Commission's website and where the employment applications are located.

Discussion was held on when to post for a full-time truck driver.

**14. Adjournment:**

The meeting was Adjourned by Chairman T. Klarich at 9:23 am.

  
Thomas Klarich, Chairperson

  
Jean Vanderville, Managing Director