

**SCHOOLCRAFT COUNTY ROAD COMMISSION
332N EAST ROAD, MANISTIQUE, MI 49854
BOARD MEETING AGENDA
September 9, 2026 - 7:00 a.m.**

001192

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:
8. New Business:
 - A. Voucher 26-49 & 26-50
 - B. Delete Policy HR8.00 Remote Work During COVID-19
 - C. Update Truck Driver/Equipment Operator Job Description
 - D. Award Forklift Purchase
 - E. Award Plow Blade Order
 - F. July Financial Report
 - G. MERS Actuarial Presentation
 - H. Fleet Preventative Maintenance Presentation
9. Manager's Report
 - A. Commissioner Comments
10. Engineer's Report
 - A. Commissioner Comments
11. Department Heads
12. Commissioner's Comments
13. Meeting Notices
 - A. RTF Regional Training, September 22, Escanaba
 - B. Commissioner's Seminar, September 27-28, Mt. Pleasant
14. Public Comment
15. Adjournment

1. Call Meeting to Order

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
Wayne Johnson

Absent: None

Also in Attendance: Jean Vanderville, Managing Director; Tanya Hoar, Finance Director; Ian Stampfly, Road Engineer; Michelle Steffen, HR Generalist; James Johnson, Asst. Foreman

Absent: Kim Rochefort, Road Foreman; Roger Martin, Shop Foreman

Public Attendance: Residents from Thompson Township attended the meeting

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.

Ayes: Five

Nays: None

Motion Carried

5. Approval of Minutes:

Board Meeting 8-26-2026:

It was moved by Commissioner W. Johnson, seconded by Commissioner K. Rochefort, to approve the Board Meeting minutes from 8-26-2026 as presented.

Ayes: Five

Nays: None

Motion Carried

6. **Public Comment:** None

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7. **Unfinished Business:** None

8. **New Business:**

A. Voucher 26-49 & 26-50:

It was moved by Commissioner W. Johnson, seconded by Commissioner R. LaCroix, to approve the Voucher 26-49 & 26-50 as presented.

Roll Call:

Johnson – Yes

LaCroix – Yes

Rocheft– Yes

Lund – Yes

Klarich – Yes

Motion Carried

- B. Delete Policy HR8.00 Remote Work During Covid-19:** J. Vanderville recommended the deletion of the Remote Work During COVID-19 and any future work from home will be dealt with on a case-by-case basis.

It was moved by Commissioner R. LaCroix, seconded by Commissioner K. Rocheft, to approve the Deletion of Policy HR8.00 Remote Work During COVID-19 as recommended.

Ayes: Five

Nays: None

Motion Carried

- C. Update Truck Driver/Equipment Operator Job Description:** J. Vanderville recommended that under Qualifications, we add back into the Truck Driver/Equipment Operator job description, that the Tanker Endorsement is required.

It was moved by Commissioner W. Johnson, seconded by Commissioner R. LaCroix, to approve the update to the Truck Driver/Equipment Operator, adding back the Tanker Endorsement requirement as recommended.

Ayes: Five

Nays: None

Motion Carried

- D. Award Forklift Purchase:** J. Vanderville presented the top two (2) forklifts bids, with the recommendation to purchase the 2016 Hyster, fueled by propane, from Alta in the amount of

\$26,080, subject to final inspection, verification of hours, and confirmation of quoted terms. If the Hyster does not meet the stated requirements, we would then recommend to move forward with the 2014 Toyota, fueled by diesel, from Conger in the amount of \$28,374. Should the Toyota not pass the test, we will come back to the board for consideration of a different forklift.

It was moved by Commissioner W. Johnson, seconded by Commissioner R. LaCroix to approve the purchase of the 2016 Hyster, fueled by propane, from Alta in the amount of \$26,080.00.

Roll Call:

Johnson – Yes
 LaCroix – Yes
 Lund – No
 Rochefort – No
 Klarich – No

Motion Failed

The board then discussed the alternate recommendation of the purchase of the 2014 Toyota, fueled by diesel, from Conger in the amount of \$28,374.

It was moved by Commissioner W. Johnson, seconded by Commissioner R. Lund to approve the purchase of the 2014 Toyota, fueled by diesel, from Conger in the amount of \$28,374 as recommended. The motion is subject to satisfactory inspection and verification of hours and warranty details.

Roll Call:

Johnson – Yes
 Lund – Yes
 LaCroix – Yes
 Rochefort – Yes
 Klarich – Yes

Motion Carried

- E. Award Plow Blade Order:** An outline of bidders for the purchase of plow blades was provided. J. Vanderville recommended awarding the bid to Truck and Trailer with a bid of \$49,261.63.

It was moved by Commissioner R. LaCroix, seconded by Commissioner K. Rochefort to award the bid to Truck and Trailer for the plow blade order in the amount of \$49,261.63

Roll Call:

LaCroix – Yes
 Rochefort – Yes
 Johnson – Yes
 Lund – Yes

Motion Carried

F. July Financial Reports: T. Hoard provided an overview of the July Financial Statements.

It was moved by Commissioner W. Johnson, seconded by Commissioner R. Lund to approve the July Financial Statements as presented.

Ayes: Five

Nays: None

Motion Carried

G. MERS Actuarial Presentation: T. Hoar presented a PowerPoint presentation on the MERS Actuarial.

H. Fleet Preventative Maintenance Presentation: J. Vanderville presented a PowerPoint presentation on the newly created Fleet Preventative Maintenance Program.

9. Manager's Report:

Used Forklift: We received 7 competitive bids, 4 of which we considered for further research. After further discussion and research, we have narrowed it down to 2 forklifts. Our recommendation is to purchase the 2016 Hyster from Alta in the amount of \$26,080 subject to satisfactory final inspection, verification of operating hours, and confirmation of quoted terms (warranty & work ready). If it does not meet the stated requirements, then we would like to move forward with the 2014 Toyota from Conger in the amount of \$28,374. Should Toyota not pass the test, we will come back to the board for consideration of a different unit.

Fleet Preventative Maintenance Program: Roger and I have started working on the emissions evaluation and analysis portions of the report. The process is going well, and we are learning more about how to analyze the emissions diagnostic codes to build a preventative maintenance strategy.

Plow Blades: Based on the pricing, we recommend awarding the plow blades to T&T Specialties in the amount of \$49,621.63.

Policy HR8.00: We are requesting to delete the policy as it was specific to COVID-19. Should there be a need for remote work in the future, we can address that on a case-by-case basis.

Truck Driver/Equipment Operator Job Description: While discussing our future tanker purchase, we noticed that with changes made to the job description over time, the tanker endorsement was not listed as a required endorsement. As an admin team we deemed it a necessary endorsement for our operations.

Fleet Health Assessment/Preventative Maintenance Strategy: I emailed each of you a copy of the report and included the PowerPoint slides in your packet.

Act 51 Certification Maps: The approved copies have been uploaded to our website.

10. Engineer's Report:

Township Projects: We have completed all of our township projects for the year. I think all of them turned out good and we'll review our means and methods internally to see where we can improve moving forward.

CR-455 Overlay: The final inspection took place on September 2nd. Other than the damaged area and the cleanup in the mowing area, no other items were noted. I have been making progress on the construction documentation front, but it will be a bit before the project is ready for review.

Clear Lake Road: The final inspection was also done on September 2nd. No issues were noted on the final inspection. I am also pushing forward on the documentation front for this project.

CR-437 New Pavement: Like the other projects, this one also had the final inspection on September 2nd. No issues were noted on the final inspection, and the documentation work proceeds for this project as well.

CR-432 & CR-433 Chip Seal: The final inspection for this project was also on September 2nd, and no issues were found on this project. Again, the paperwork side of things is progressing with all the other projects.

USFS Partnership/GLRI: I have heard no updates on this since our last meeting. I will put it back on my report when there is something new to report.

PASER Ratings: Tentatively, the last day for our PASER ratings will be the week of Labor Day. After data collection is completed, we'll be submitting our reimbursement information to CUPPAD.

Milakokia Bridge: We have received interest and some questions regarding the project from multiple contractors. However, at the time of writing this report, we have not received any bids.

USFWS Grant: I received notice that our application for funding to replace the culvert at Spring Creek and CR-442 was not chosen. The application process will open again later this fall, and I plan to apply again for this crossing.

Gravel Crushing: There has been some activity in Stoney Cut from the drilling and blasting contractor, so we are anticipating Brow will be crushing for us soon. At this point, we still have not heard from Eric when he will be starting to crush for us. He does still have time as the completion date is November 7th.

11. Department Heads:

Tanya Hoar:

We received our 1st payment from Neighborhood Road Funds. We received \$306,000 in September for July.

The 2024 MDOT Audit has been completed.

James Johnson:
Nothing to report.

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Michelle Steffen:

Annual Benefit Open Enrollment has been scheduled for October 6th from 7:00 AM – 10:00 AM. Colonial Life and TotalCare EAP will be on campus.
Interviews were completed for the driver's position.

12. Commissioner's Comments:

Commissioner K. Rochefort asked if there was any update on the streetlight. J. Vanderville stated that she has not heard anything back from the city. She will go straight to the power company and will let Corey know.

Commissioner K. Rochefort stated that we need a policy for board approval on any/all titled equipment regardless of the cost. J. Vanderville and T. Hoar responded that the existing policy will be updated.

Commissioner W. Johnson asked if there is a future need to work from home, would we create a new policy. J. Vanderville responded that any future need to work from home will be dealt with on a case-by-case-basis.

13. Meeting Notices:

- A. RTF Regional Training, September 22, Escanaba
- B. Commissioner's Seminar, September 27-28, Mt. Pleasant

14. Public Comment:

Residents of CR 435 (Little Harbor Road) addressed the Board regarding the paving of Little Harbor Road. Mr. Poole provided the Board with a handout entitled "Proposal for Infrastructure Modernization: Phased Paving & Capital Plan," outlining a proposed phased approach to paving and capital improvements for the road. Mr. Poole stated there are 4 key elements to the proposal:

1. Project overview; 8.4 miles where gravel begins on Little Harbor Road to the county line
2. Economic justification
3. Operational and public safety needs
4. Constraints the Road Commission faces

The residents discussed the condition of CR 435, the need for paving improvements, and the potential for a phased paving and capital plan. The Board, Managing Director, and Road Engineer received the information and discussed the matter with the residents.

D. Muxlow thanked the road commission for our support and noted that we were able to engage in great conversation.

15. Adjournment: The meeting was adjourned at 8:33 am.



Thomas Klarich, Chairperson



Jean Vanderville, Managing Director