

**SCHOOLCRAFT COUNTY ROAD COMMISSION**  
**332N EAST ROAD, MANISTIQUE, MI 49854**  
**BOARD MEETING MINUTES**  
**October 26, 2022 - 7:00 a.m.**

1. Call Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of Minutes
  - A. Closed Session 9/28/22
  - B. Regular Session 10/12/22
6. Public Comment
7. Unfinished Business:
  - A. Policy A6.00 Policy for Removing a Road from Seasonal Designation
8. New Business:
  - A. Voucher 23-02, 23-03
  - B. LOA Between Local 406 & SCRC
  - C. Ann Peterson Wage Increase (Anniversary)
9. Manager's Report
10. Engineer's Report
11. Department Heads
12. Meeting Notices
  - A. Straits Area Council November 1, 2022, Mackinaw City
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; Tanya Hoar, Finance Director; Ian Stampfly, Highway Engineer, Ann Peterson, Payroll/HR Coordinator, Kim Rochefort, Road Foreman, Roger Martin, Shop Foreman, Troy Basset, County Commissioner, Winch Diller, Connie Diller

**3. Pledge of Allegiance:** The pledge was recited.**4. Approval of Agenda:**

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

Ayes: Five  
Nays: None

***Motion Carried***

**5. Approval of Minutes:****A. Closed Session 9/28/22:**

It was moved by Commissioner R. LaCroix, seconded by Commissioner T. Klarich, to approve the minutes of the Closed Session meeting held on September 28, 2022.

Ayes: Five  
Nays: None

***Motion Carried***

**B. Regular Session 10/12/22:**

It was moved by Commissioner D. DuFour, seconded by Commissioner R. Lund, to approve the minutes of the Closed Session meeting held on October 12, 2022.

Ayes: Four  
Nays: None  
Abstain: One

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***Motion Carried***

6. **Public Comment:** Winch and Connie Diller were present representing the Schoolcraft County Motorized Trail Association, citing an inability for snowmobilers to navigate through the Bear Creek Swamp. They are asking SCRC to investigate alternative routes. Specifically, they need a trail to connect the #2 trail on the south side of MacDonald Lake, using the Carmeuse Public Access. Significant discussion was held. Discussions will be held with property owners to investigate solutions. It was determined that a public hearing will be held at the next SCRC board meeting scheduled for November 9, 2022.

7. **Unfinished Business:**

- A. **Policy A6.0 Policy for Removing a Road from Seasonal Designation:** J. Vanderville asked the board if they wished to remove this item from Unfinished Business. She will remove it for now and put it back on the agenda for the meeting to be held on November 23, 2022.

8. **New Business:**

A. **Vouchers:**

i. **23-02 and 23-03:**

It was moved by Commissioner K. Rochefort, seconded by Commissioner R. Lund, to approve vouchers 23-02 and 23-03 as presented.

**Roll Call:**

Rochefort - Yes

Lund - Yes

LaCroix – Yes

DuFour – Yes

Klarich – Yes

***Motion Carried***

- B. **LOA Between Local 406 & SCRC:** A Letter of Agreement between the Local Union 406 and the Schoolcraft County Road Commission modified the classification and wage scales of the collective bargaining agreement for the current non-supervisory contract to remove the one-year and two-year columns and move any employee not at the current 'after 2 years' rate to the full rate. The full rate will be effective the first full pay period following approval and signature of both parties. Attorney Mike Kluck and Union Representative Tony LaPlant were involved in the negotiations.

**It was moved** by Commissioner R. Lund, seconded by Commissioner T. Klarich, to approve the Letter of Agreement for the amended union contract as presented.

**Roll Call:**

Lund – Yes  
 Klarich – Yes  
 Rochefort – Yes  
 LaCroix – Yes  
 DuFour – Yes

***Motion Carried***

- C. Ann Peterson Wage Increase (Anniversary):** Ann's one-year anniversary is November 1, 2022. Based on market and performance, a 5% increase was recommended.

**It was moved** by Commissioner D. DuFour, seconded by Commissioner R. LaCroix, to approve the 5% wage increase for A. Peterson as requested.

**Roll Call:**

DuFour – Yes  
 LaCroix – Yes  
 Rochefort – Yes  
 Lund – Yes  
 Klarich – Yes

***Motion Carried***

**9. Manager's Report:**

**Township Meetings:** Inwood, Hiawatha and Mueller. Inwood had further discussions about future road work. I. Stampfly and J. Vanderville have discussed the next step with townships are to provide a timeline for them to help keep them on track and allow us the time to plan for future projects. A copy of the timeline was included in the packet.

**Website Updates:** J. Vanderville is updating our website, hopefully with a rollout date by the end of November. So far, we have updated mapping, videos, images and information.

**Service Truck Upfit Increase:** We received notice from Knapheide that the delay in the chassis has caused the cost for the upfitting to increase by \$9,768 for a total amount of \$81,611. The chassis is slated for a November delivery to Knapheide.

**E532 Rebuild:** This was previously discussed and sent in for repairs under the emergency provision. A copy of the estimate was included in the packets.

**Ann Peterson Anniversary Wage Increase:** Ann's one-year anniversary is November 1, 2022. Ann has taken many initiatives to improve our HR processes. Ann is very detail-

oriented, and her work is timely and accurate. Ann's personality and positive attitude is recognized and appreciated by all. Ann is punctual and dependable and is a great asset to the road commission. We recommend a 5% increase in Ann's wage based on market and her performance. Wage comparison was included in the board packets, along with a copy of the policy that Ann works under. (See Item 8.C. above)

**Low Bender Leadership Training:** The leadership team participated in a leadership coaching session with Dr. Low Bender. Lew walked through many areas of leadership and provided guidance on how to implement processes to address issues and celebrate successes of our organization. The training was successful and has driven our team to work toward new goals and how to work with our teams effectively. The foremen suggested taking some of what we learned and holding an initial meeting with the crew to discuss stress and ways to address stress and communicate better as a team across all lines; Manistique, Seney and the Shop.

**Stress Reduction and Expectations Meeting with Team:** We held an initial meeting to discuss stress reduction and expectations between all employees to improve our work environment. The initial meeting went well, and we anticipate each meeting will get better as we move forward. The team did participate and offer feedback, scenarios, and solutions. We are planning a follow-up meeting in approximately 3 months to discuss our successes in the agreed-upon areas and to identify any other areas we as a team can work on to reduce stress in the workplace and respect our coworkers. J. Vanderville intends to invite Lew Bender back in the spring to host a meeting for our entire team.

## 10. Engineer's Report:

### CR-433 River Road Project (2022)

I. Stampfly is still working on the remaining documentation to submit to MDOT for review. The final inspection meeting with the project engineer will be Wednesday morning following the board meeting.

### CR-433 River Road Project (2023)

I. Stampfly has received the final comments back from the consultant and is in the process of working through them. He hopes to have this finalized in the next couple of weeks.

### CR-436 & CR-449 Force Account Projects

CR-436 is now completed. I. Stampfly is still working on the documentation to submit to MDOT. He has received final review comments from MDOT and is in the process of addressing them. He hopes to have CR-449 finished up in the next couple of weeks as well.

### Seney Salt Barn

The salt barn is nearing completion. Salt has been delivered and placed in the building.

**Winter Operations Conference**

I. Stampfly attended the winter operations conference at Shanty Creek last week. The conference offered good topics including employee recruitment & retention, conflict resolution, and discussion on the use of liquids (brine) for winter maintenance operations.

**Bridge Map**

I. Stampfly created a map showing the locations of each bridge within our system. The map also includes a summary table showing if the bridge is weight restricted and if so, what the weight limits are for each truck type.

**Local Project Timeline Guide**

I. Stampfly created a timeline guide to help the townships in developing projects for the future. The timeline highlights tasks that should be completed by certain months. His hope is that this will aid the townships and us as we continue to grow our partnerships and develop more projects.

**11. Department Heads:**

**Tanya Hoar, Finance Director:** Noted that members of management attended the Lew Bender leadership training at the Comfort Inn on October 14<sup>th</sup>. She appreciated Dr. Bender's training style, which is good for our blue-collar industry.

T. Hoar noted that she and Ann Peterson attended the Finance / HR Conference in Iron Mountain on October 19 and 20. One topic that was discussed was employee retention. There were no great solutions offered yet. T. Hoar is trying to come up with a program for Finance Directors.

MCRSCIP was on-site yesterday and provided a training program for anyone with less than five years of experience. SCRC hosted, and various other road commissions were able to attend.

**Troy Bassett, County Commissioner:** Reported that the Resource Officer position is moving along at the schools. Jim Snyder has been hired and will receive a straight wage. The schools have asked for money to fund the position. They have also applied with the tribe, who approved 2% of casino earnings, or about \$50k.

Discussed the ARPA funds as it relates to non-taxable property in the amount of approximately \$1.1M. The allocation of funds and a list of quotes were outlined, including funds for District Court security and airport improvements. They are also proposing a grant for seniors and will discuss with Don Erickson, Senior Center Manager. The Road Commission package will also be taken into consideration.

**Kim Rochefort:** Discussed the recent Dr. Lew Bender training noting that the meeting went well. There were a couple of things that he found they can do differently at SCRC, including informing James Johnson, Seney Foreman, on morning orders and equipment being used,

etc. In addition, they want to try to bridge the gap between Manistique and Seney and the road crew and the shop building on teamwork.

**Roger Martin, Shop Foreman:** Noted that the recent teamwork meeting with the crew is anticipated to adjust attitudes.

Provided an update regarding equipment being worked on in the shop. They are getting six tandems ready to go.

The wiring of pickups will be outsourced as they require too much of the shop crew's time. Mark Wilkes will be coming in today to look at the 3 remaining pickups.

**Ann Peterson, Payroll / HR Coordinator:** Noted that there have been no additional applicants for the Mechanic position. J. Vanderville reported that a decision will need to be made at the next meeting.

There will be eight Temp CDL Drivers for the winter. Two are ongoing, two will start on October 31<sup>st</sup> and the remaining four will be starting sometime in November based on availability. Only one Temp driver is new. Paperwork and drug testing is in progress. She also noted that night shift begins this Sunday at 5:30 pm.

Noted that the Finance / HR Conference attended in Iron Mountain was found to be beneficial, especially as all attendees are from the U.P., so facing many of the same issues and challenges.

**12. Meeting Notice:**

**A. Straits Area Council November 1, 2022, Mackinaw City**

**13. Public Comment:** None

**14. Adjournment:** The meeting was adjourned at 8:08 am.



Thomas Klarich, Chairperson



Jean Vanderville, Managing Director