

**SCHOOLCRAFT COUNTY ROAD COMMISSION**  
**332N EAST ROAD, MANISTIQUE, MI 49854**  
**BOARD MEETING MINUTES**  
**April 13, 2022 - 7:00 a.m.**

000400

1. Call Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of Minutes
  - A. Closed Session 02.23.22
  - B. Regular Session 03.23.22
6. Public Comment
7. Public Hearing
  - A. Permit Fees & Schedule
7. Unfinished Business:
  - A. Cell Tower Lease Agreement
  - B. Ketvirtis Property Listing – Approve Resolution for Closing
  - C. CR 441 & 4<sup>th</sup> Street
  - D. Policy A6.00 Policy for Removing a Road from Seasonal Designation
8. New Business:
  - A. Vouchers 22-26, 22-27 & 22-28
  - B. Award RFP 2022-03 Culverts & Bands
  - C. Budget Amendment #1 Approval
  - D. Salt Shed Addendum Approval
  - E. Township Chloride Contract Approval
  - F. Policy HR6.00 Insubordination Update
  - G. Policy HR11.01 Temporary Employee Update
  - H. Approve Hiring 1 FT CDL Truck Driver / Equipment Operator
  - I. Approve Hiring 2 CDL Temporary Truck Drivers
  - J. Wage Increase Ann Peterson
  - K. Approve MiDeal Purchase of Upfit Services with Truck & Trailer
  - L. Approve Purchase of One (1) Used ¾ Ton Pickup
  - M. Approve Purchase of One (1) Used 3 1/2 Ton Pickup
  - N. **ADDITION:** Fisette Road
9. Manager's Report
10. Engineer's Report
11. Department Heads
12. Meeting Notices
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.

000401

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

**Present:** Thomas Klarich  
Randy Lund  
Keith Rochefort  
Dale DuFour  
Robin LaCroix

**Also in Attendance:** Jean Vanderville, Managing Director; Tanya Hoar, Finance Director; Ian Stampfly, Engineer; Ann Peterson, Payroll/HR Coordinator; Kim Rochefort, Road Foreman, Roger Martin, Shop Foreman, Troy Bassett, County Commissioner, Al Gould; Amy Gould; Jake Beckman; Shelly Beckman; Isaac Beckman; Gilbert Baker

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

**4. Approval of Agenda:**

One item was added to the original agenda:

N. Discussion regarding Fisette Road

**It was moved** by Commissioner R. Lund, seconded by Commissioner K. Rochefort, to approve the agenda with the addition outlined above.

Ayes: Five

Nays: None

***Motion Carried***

**5. Approval of Minutes:**

**A. Closed Session February 23, 2022**

**It was moved** by Commissioner K. Rochefort, seconded by Commissioner D. DuFour, to approve the minutes of the Closed Session meeting held on February 23, 2022.

Ayes: Five

Nays: None

***Motion Carried***

**B. Regular Session March 23, 2022**

**It was moved** by Commissioner K. Rochefort, seconded by Commissioner R. Lund, to approve the minutes of the Regular Session meeting held on March 23, 2022.

Ayes: Four  
Nays: None  
Abstain: One (R. LaCroix)

000402

***Motion Carried***

**6. Public Comment: None**

**7. Public Hearing:**

**A. Permit Fees & Schedule**

The proposed SCRC Permit Fee Schedule was provided for review and approval. J. Vanderville presented the schedule, noting deficiencies in permits that were not following CRA recommendations. There will be an exception, however, for garbage haulers, as the CRA guidelines cannot be followed in the UP. Discussion was held regarding I. Stampfly's Engineer's wage potentially being added to certain fees where he is required to inspect and provide oversight.

An e-mail that was received from Cloverland Electric Co. was read that was taken into consideration when finalizing the fee schedule. They had requested that the SCRC separate fees for public utilities, by keeping them at the \$100 fee rather than the proposed \$300 fee. Management agreed with the recommendation and adjusted the schedule accordingly.

**It was moved** by Commissioner R. LaCroix, seconded by Commissioner D. DuFour, to approve the Permit Fee Schedule with the additions discussed above.

**Roll Call:**

LaCroix – Yes

DuFour – Yes

RocheFort – Yes

Lund - Yes

Klarich – Yes

***Motion Carried***

The Permit Fee Schedule will be published and sent to all utility companies.

**8. Unfinished Business:**

**A. Cell Tower Lease Agreement:** There are two days left for Tillman to respond to our counteroffer.

**B. Ketvertis Property Listing:** A resolution to accept and close on the \$145k counteroffer for the Ketvertis Property was provided.

**It was moved** by Commissioner D. DuFour, seconded by Commissioner R. Lund, to approve the resolution to accept the counteroffer as presented.

**Roll Call:**

DuFour – Yes

Lund - Yes

Rocheffort – Yes

LaCroix – No

Klarich - No

***Motion Carried***

**C. CR441 & 4<sup>th</sup> Street:** This item remains tabled at this time. Engineer I. Stampfly will be looking at the property next week.

**D. Policy A6.00 Policy for Removing a Road from Seasonal Designation:** This item remains tabled, as it requires further detail. J. Vanderville will continue research and will make appropriate changes to bring to the board at a future meeting.

**9. New Business:**

**A. Vouchers:**

**22-26:**

**It was moved** by Commissioner R. LaCroix, seconded by Commissioner R. Lund, to approve voucher 22-26 as presented.

**Roll Call:**

LaCroix – Yes

Lund - Yes

Rocheffort – Yes

DuFour – Yes

Klarich – Yes

***Motion Carried***

**22-27:**

**It was moved** by Commissioner K. Rocheffort, seconded by Commissioner T. Klarich, to approve voucher 22-27 as presented.

**Roll Call:**

Rocheffort – Yes

Klarich – Yes

LaCroix – Yes

DuFour – Yes

Lund - Yes

***Motion Carried***

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**22-28:**

**It was moved** by Commissioner R. LaCroix, seconded by Commissioner D. DuFour, to approve voucher 22-28 as presented.

**Roll Call:**

LaCroix – Yes

DuFour – Yes

Lund – Abstain

Rocheftort - Yes

Klarich – Yes

***Motion Carried***

**B. Award RFP 2022-03 Culverts and Bands:** J. Vanderville provided an overview of three closed bids that were provided for Culverts and Bands and were opened on Tuesday, April 12<sup>th</sup> during a bid opening meeting. Based on prices provided, it was recommended that the bid be awarded to Cadillac Culvert, which will total between \$25k and \$40k.

**It was moved** by Commissioner R. LaCroix, seconded by Commissioner K. Rocheftort, to approve the bid award to Cadillac Culvert as recommended.

**Roll Call:**

LaCroix – Yes

Rocheftort – Yes

Lund - Yes

DuFour – Yes

Klarich – Yes

***Motion Carried***

**C. Budget Amendment #1 Approval:** T. Hoar provided a detailed overview of the proposed 2022 General Appropriations Act – Amendment #1. She specifically noted the increase in fuel costs projected for the remainder of 2022. Overall, the amended budget was decreased by \$9k.

**It was moved** by Commissioner D. DuFour, seconded by Commissioner T. Klarich, to approve the Budget Amendment #1 as provided.

**Roll Call:**

DuFour – Yes

Klarich – Yes

LaCroix – Yes

Lund - Yes

Rocheftort – Yes

***Motion Carried***

**D. Salt Shed Addendum Approval Update:** Amended pricing for Contract #2021-0258 was provided for the board's information. The terms discussed previously have not changed. The contract amendment will be forthcoming from MDOT.

**E. Township Chloride Contract Approval:** Chloride contract details were provided for review and approval, which will provide chloride for all eight townships.

**It was moved** by Commissioner D. DuFour, seconded by Commissioner T. Klarich, to approve the Township Chloride Contract for all eight townships as presented.

**Roll Call:**

DuFour – Yes

Klarich – Yes

LaCroix – Yes

Lund - Yes

Rocheftort – Yes

***Motion Carried***

**F. Policy HR6.00 Insubordination – Update to HR6.01:** T. Hoar provided an overview of the updated policy.

**It was moved** by Commissioner T. Klarich, seconded by Commissioner K. Rocheftort, to approve Policy HR6.00 as presented.

Ayes: Four

Nays: One (R. LaCroix)

***Motion Carried***

**G. Policy HR11.01 Temporary Employee – Update to HR11.02:** J. Vanderville provided an overview of the updated policy. She recommended that the wage for a Temporary Non-CDL worker be more competitive at \$16 per hour rather than \$13.

**It was moved** by Commissioner R. LaCroix, seconded by Commissioner D. DuFour, to approve the increase to \$16 for a Temporary Non-CDL worker. Discussion was held regarding the full-time workers, who have one year left on their current contract. It was determined that Contract Negotiation Discussions would be added to the agenda for the next SCRC Board meeting.

**Roll Call:**

LaCroix – Yes

DuFour – Yes

Rocheftort – Yes

Lund - Yes

***Motion Carried***

**H. Approve Hiring 1 FT CDL Truck Driver/Equipment Operator:** Request was made to hire one full-time CDL Truck Driver / Equipment Operator.

**It was moved** by Commissioner D. DuFour, seconded by Commissioner R. LaCroix, to approve the new hire as requested.

Ayes: Five

Nays: None

***Motion Carried***

The position will be posted internally and externally concurrently.

**I. Approve Hiring 2 CDL Temporary Truck Drivers:** Request was made to hire two Temporary Truck Drivers. The crew is currently down one full-time driver due to a surgery.

**It was moved** by Commissioner D. DuFour, seconded by Commissioner T. Klarich, to approve the new hires as requested.

Ayes: Five

Nays: None

***Motion Carried***

**J. Wage Increase Ann Peterson:** Ann Peterson's probationary period will be up on May 1<sup>st</sup>. Request was made for a 2.5% increase based on completion of the probationary period per policy, as well as performance.

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

**Roll Call:**

DuFour – Yes

LaCroix – Yes

Rocheffort – Yes

Lund - Yes

Klarich – Yes

***Motion Carried***

**K. Approve MiDeal Purchase of Upfit Services with Truck & Trailer Specialties:** J. Vanderville provided information regarding utilization of Truck & Trailer Specialties for

the upfit of the two new Peterbilt trucks through the MiDeal pricing agreement rather than going to sealed bids.

**It was moved** by Commissioner R. Lund, seconded by Commissioner D. DuFour, to approve utilization of Truck and Trailer Specialties as presented.

**Roll Call:**

Lund - Yes

DuFour – Yes

Rochefort – Yes

LaCroix – Yes

Klarich – Yes

***Motion Carried***

**L. Approval Purchase of One (1) Used ¾ Ton Pickup:** The current ½ ton pickup truck needs to be replaced due to a deer crash. Approximately \$50k has been budgeted to upgrade and replace it with a ¾ ton pickup.

**It was moved** by Commissioner D. DuFour, seconded by Commissioner K. Rochefort, to approve the purchase of a used ¾ ton pickup truck.

**Roll Call:**

DuFour – Yes

Rochefort – Yes

Lund - Yes

LaCroix – Yes

Klarich – Yes

***Motion Carried***

**M. Approval Purchase of One (1) Used ½ Ton Pickup:** The current ½ ton pickup truck needs to be replaced due to rust and age. Approximately \$30k has been budgeted.

**It was moved** by Commissioner D. DuFour, seconded by Commissioner K. Rochefort, to approve the purchase of a used ½ ton pickup truck.

**Roll Call:**

DuFour – Yes

Rochefort – Yes

Lund - Yes

LaCroix – Yes

Klarich – Yes

***Motion Carried***

**N. Fisetite Road Discussion:** Members of the community who live on or near Fisetite Road in Hiawatha Township were in attendance to discuss the plow turnaround at the end of



the road, which is on the private property of Al and Amy Gould. Copies of survey and plat book documents will be provided to the SCRC for review. J. Vanderville will research and will work with the property owners to come up with a solution.

#### **10. Manager's Report:**

**Tillman Cell Tower Lease:** SCRC has received a request from Tillman on where to send the check. We are just waiting for the check to arrive.

**Ketvertis Property Offer:** Jim Zellar accepted the counteroffer of %\$145k. We are waiting for a closing date from the realtor. The Title Company needs a resolution designating who is allowed to sign the closing documents (See Item 8.B. above)

**Hiring Needs & HR11.02 Revision:** See Item 9.G. above.

**Policy HR3.01 Social Media Policy Revision:** See Item 8.L. above.

**Policy A6.00 Removal of Seasonal Road Policy:** See Item 8.D. above.

**Policy HR6.00 Insubordination:** See Item 9.F. above.

**Policy HR11.01 Temporary Employee:** See Item 9.G. above.

**800 MHz Radios:** SCRC has been approved by the 9-1-1 Committee to receive four radios to get started. The radios are on backorder and could take up to three months to receive.

**Seney Salt Shed:** See Item 9.D. above.

**Permits & Fee Schedule:** See Item 7.A. above.

**Garbage Truck Permits:** While it is not supported by CRA, Oxcart can provide a permit on their system so we do not have to use paper permits and can keep everything in one location.

**Township Meetings:** I. Stampfly and J. Vanderville have attended Germfask, Doyle, Hiawatha, Manistique and Inwood Township meetings. Conversations have gone very well with the townships regarding road projects. J. Vanderville provided Germfask with ballot language for their road millage.

**Sourcewell Peterbilt Truck:** J. Vanderville met with John (Peterbilt Rep) who is working on getting the paperwork together and putting us on the list. He once again reiterated that the price and delivery are not guaranteed, but he is optimistic that everything will go well.

**Salt Order:** Salt orders have been submitted. A copy of the order was included.

**Cowbell Cyber Security Insurance:** Our Cyber Security Insurance renewal came in and the premium is \$6 less than last year. There are no changes in the coverage amount.

**MCRCSIP Board of Directors:** MCRCSIP is seeking candidates for 2 UP Region positions for 3-year terms. If anyone is interested, they can submit a resume or letter of interest to MCRCSIP or to J. Vanderville by April 30<sup>th</sup>. A memo was included in the packet.

**General Property Tax Act 206 of 1893 MCL 211.7e:** While researching ROW laws, J. Vanderville came across MCL 211.7e Sec 7e (2) that discusses the taxation of property that is within the ROW. The law states that "The value of land over the surface of which is located a public right of way shall not be considered when the real property is being assessed." She felt this was good information to come across and know since there are many times that a landowner states they pay taxes for that portion of their property when they disagree with our ROW maintenance activities, but they are not being taxed on that portion of land in their assessment.

**Wage Increase for Ann:** T. Hoar and J. Vanderville discussed a probationary completion increase for Ann. This increase is based on recognition of her skills, abilities, and dedication to the role as Payroll/HR Coordinator. Annual wages will be based on market data. (See Item 9.J. above). The truck driver increases for completing the one-year probationary is 5%, so reasonably they felt that 2.5% for a 6-month probationary period was comparable and fair. This would take her current hourly wage from \$20 to \$20.50.

**MiDeal Upfit Services:** (See Item 9.K. above)

**Purchase of 2 Used Pickup Trucks:** (See Items 9.L. and 9.M. above)

**Bid Opening RFP 2022-04 Foreman's Truck:** Resulted in no responsive bids. Per the Accounting Manual guidance, J. Vanderville had to contact each invitee and find out their reason for not bidding. If the result is a too restrictive bid spec, then a new bid spec would need to be drafted and sent out for rebid. In our case, Team Chevy completely forgot to submit their bid, Renze stated that there is a 'no order' on heavy duty trucks, Newberry Motors said they did not receive the invite, Fox Motors did not have anything available to bid and trucks have been taking 2 years to get, & Riverside did not return her call. Renze is going to check to see if they have released the no order blockage and will rebid if able. Fox Motors called and said they have a truck that was cancelled by someone, and it will mostly meet our spec and will rebid that truck. Team apologized and will be here with a bid on the rebid. (Rebid was included in the packet).

**New Employee Training Checklist:** J. Vanderville has been working with K. Rochefort and R. Martin on a new employee training checklist to be sure that we are covering all areas of training. This document will continue to be reviewed for any missing content. (Copy of checklist was included in the packet).

## 11. Engineer's Report:

### Township Work

Manistique and Hiawatha Township have been notified of the potential changes in costs or scope of work to stay within budget. Hiawatha is planning to decide on which paving scope they want at their next meeting on April 21<sup>st</sup>. Manistique is planning to proceed with an

increased cost to pave Dillexie Lane as planned. We are planning to advertise the local paving bid on April 22<sup>nd</sup> and have the bids due on May 12<sup>th</sup>.

Doyle Township had their budget meeting on March 29<sup>th</sup> and set \$280,000 aside for road work. This includes all their millage monies plus some general funding money. I. Stampfly has put together two gravel project options for them to choose for this year. Options are Cooper Road or Pawley Road. We are planning to propose to roll the remaining amount of money over into next fiscal year and perform an ultra-thin overlay on Michibay Road. The two projects would be about \$280,000 in total.

With the weather turning to spring, I. Stampfly has started the remaining township road reports for the gravel system and is having Jim Barham help him with various tasks to complete them. So far, they have reviewed the gravel systems for Germfask, Mueller, Doyle, Manistique, and Thompson Township. Reports will be given to each township over the next month or two as they are completed.

**Critical Bridge Applications**

Critical bridge applications have been submitted. Selected projects will be announced around the end of August.

**2022 Projects (River Road & CR-448 Bridge)**

Both projects are in the May 6<sup>th</sup> letting. Ian will see how the bids come in; looking at April 1<sup>st</sup> bid results leads him to believe it may be fine or it may be high. Bids were scattered across the board.

For the bridge on CR-448, they spoke with Gust from UP Engineers and Architects, and he stated that the manufacturer for the bridge is having difficulties obtaining the materials to pre-fabricate the bridge. The manufacturer further stated that the timeline in which they could deliver the bridge is early December. They discussed the impacts this would have on the public and our operations if we pushed the construction that late into the year and decided it would be best to amend the Progress Clause for the contract and move the completion date into August of next year and dictate that no work shall take place between October and May. They think this will provide us better bids and decrease the impacts to the public during construction.

**Safety Grant Applications**

The two safety grants (County Road 433 and County Road 439) are 90% complete. We are planning to place traffic counters on both segments yet this month for the final piece of data. After that is collected the applications can be submitted. Selected projects will be announced around September.

**12. Department Heads:**

**Tanya Hoar, Finance Director:** Noted that the Safety Meeting held on April 12<sup>th</sup> went very well. All employees were in attendance together as a team. The presenter from CRASIF was very good and she felt she learned a lot about PPE and other things.

**Troy Basset, County Commissioner:** Regarding the Carpenter Dam, they are looking for money for repairs. A pole needs to be stabilized (Cloverland) and they are moving forward. They will need \$41k+ for the repairs.

A letter of resignation was received from Jennifer VanDyke at the Senior Center, so there is a job opening there.

9-1-1 zoning will be voted on tomorrow night.

An American Rescue Plan meeting was held recently.

The Drain Commissioner position was discussed, which is currently held by J. Vanderville, who is doing a great job. Discussion was held on whether to put it on the ballot.

**Kim Rochefort, Road Foreman:** Provided comments on the recent Safety Meeting, stating it was the most exciting safety meeting they have had. All presenters did a great job.

They have started blading roads and are still cleaning up trees. Next week they hope to do crack sealing.

**Roger Martin, Shop Foreman:** They have started taking winter trucks apart.

**Ann Peterson, Payroll/HR Coordinator:** Working on CDL requirements for drivers, including annual self-reporting of any traffic violations, as well as subscribing to receive online notifications of traffic violations for our drivers. Also working on keeping Driver's Licenses and Medical Certificates up to date in our files. All are requirements of the MI Motor Carrier Safety Act.

There have been a few applications for the non-CDL open temp positions for Flagger / Sandblaster-Painter. We have signed up for the Schoolcraft County Application Drive will take place on May 7<sup>th</sup>. We are hoping to get a few applications from that as well.

**Gilbert Baker, Hiawatha Township:** Questioned signage and who is responsible for what signs. J. Vanderville clarified, noting that the SCRC is responsible for regulatory signage, while the Township is responsible for non-regulatory signage, such as street signs, 'children at play', etc. In addition, the SCRC is responsible for signs on MDOT roads, such as M-94, US-2, M-28, etc.

G. Baker asked if the power pole at Brewery Dam could be moved.

**13. Meeting Notices:** None

**14. Public Comment:** None

**15. Adjournment:**

The regular meeting was adjourned at 8:45 am.

  
Thomas Klarich, Chairperson

  
Jean Vanderville, Managing Director