

**SCHOOLCRAFT COUNTY ROAD COMMISSION**  
**332N EAST ROAD, MANISTIQUE, MI 49854**  
**BOARD MEETING MINUTES**  
**September 8, 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 (Closed Session – moved to 13A)
8. New Business:
  - A. Voucher 21-47 & 21-48
  - B. FY '22 Budget Assumptions
  - C. State Trunkline Maintenance Contract
9. Manager's Report
10. Engineer's Report
11. Department Heads
12. Meeting Notices
  - A. Special Meeting Open Bids RFP 2021-09 MDOT September 13, 2021 at 3:15 pm
  - B. Northern Michigan Association of Road Commissions September 15-17, 2021
  - C. Commissioners Seminar October 3-5, 2021
13. Public Comments
  - 13 A. Cell Tower Lease Agreement (Closed Session)
14. Adjournment

**1. Call Meeting to Order:**

The meeting was called to order by Chairman T. Klarich at 7:01 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:** Commissioner R. LaCroix requested information regarding the mechanic's position and a tire machine. Those items will be discussed during the Department Head reports.

**It was moved** by Commissioner R. LaCroix, seconded by Commissioner R. Lund to approve the agenda with the addition of County Road 437 under Old Business and to move Agenda Item '7B - Cell Tower Lease Agreement' to 13A.

Ayes: Five  
Nays: None

***Motion Carried*****5. Approval of Minutes:**

**It was moved** by Commissioner D. DuFour, seconded by Commissioner R. LaCroix to approve the minutes of the regular Board Meeting held on August 23, 2021 with one correction; Ian Stampfly, Engineer will be added to the attendance section.

Ayes: Five  
Nays: None

***Motion Carried*****6. Public Comment:** None**7. Unfinished Business:**

**A. County Road Commission Per Diem Increase:** Robin and Jean attended the County Board Meeting to discuss the per diem increase. The County Board does not want to increase the Board's per diem rate because it is a blanket policy for all County agencies. They would prefer to increase the Board's salary amount. The Road Commission Board will request a 5% increase. The Road Commission Board also recommends that the County Board review all County agency salaries at the time they review their own.

**B. Cell Tower Lease Agreement:** Moved to 13A.

**C. CR 437 Guardrail:** The guardrail has been completed and the road was opened last night.

**8. New Business:****A. Voucher 21-47 & 21-48**

**It was moved** by Commissioner K. Rochefort, seconded by Commissioner T. Klarich to approve voucher 21-47.

**Roll Call:**

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

***Motion Carried***

**It was moved** by Commissioner R. LaCroix, seconded by Commissioner R. Lund to approve voucher 21-48.

**Roll Call:**

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

**Motion Carried**

**B. FY '22 Budget Assumptions:** T. Hoar presented a draft 2022 Budget. The Board discussed the new Statement of Activities format and agreed to the new format for FY 22. The Board would like the following discretionary spending and staffing assumptions in the 2022 budget:

- MERS year-end additional payment - \$300,000
- MERS monthly additional payments - \$15,000
- OPEB monthly payments - \$10,000
- Additional Staffing:
  - ✓ 1 full-time mechanic
  - ✓ 1 full-time truck driver
  - ✓ 1 full-time payroll/HR coordinator

T. Hoar will bring back a final budget to the next Board Meeting.

**C. State Trunkline Maintenance Contract:** J. Vanderville went over the new contract.

**It was moved** by Commissioner K. Rochefort, seconded by Commissioner T. Klarich to approve the new State Trunkline Maintenance Contract and to have J. Vanderville and T. Hoar elect the best option within the contract for unemployment reimbursement.

Ayes: Five  
Nays: None

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

**Gulliver Lake Dam:** J. Vanderville has had success in locating the legal lake levels for this dam. She is still missing the special assessment district information and will have a surveyor complete the assessment if she is unable to locate the original.

**ROW Permits on Oxcart:** The meeting went well, and management is working with Oxcart on the customized set up for the permits.

**Dawson Road Landing:** The attorney is putting together an opinion of this matter.

**Salt Shed:** Has been approved and is ready for bid letting.

**County Board Finance Committee Meeting:** This item was discussed under Old Business.

**Initial Meeting with Ian:** A list of potential grants were discussed and were included in the Board packet.

**Alger CRC Engineer Oversight:** The ACRC Board approved Bob Lindbeck to oversee Ian until he has his P.E. license.

#### 10. Engineer's Report:

**CR 441:** Discussion was held regarding the CR 441 project. J. Vanderville discussed the issues with the project with UP Engineering and they are supposed to address them.

Discussion was held regarding traffic control orders and the speed limit on County Road 441.

**CR 433:** Design is going well on CR 433. Hoping for an April letting.

**FLAP Grant:** FLAP Grant has money available for the next three fiscal years. I. Stampfly feels CR 437 is a good candidate for this grant.

**2% Funding from the Tribe:** I. Stampfly will apply for \$50,000 for CR 433, US-2 to Scharstrom Road, with anticipated funding in 2023.

**Category A – Transportation Economic Development Fund:** Letter of intent is due on November 10<sup>th</sup> and has already been started. The application is due on December 1<sup>st</sup> and the tentative award is March 9<sup>th</sup>, 2022. SCRC would like to partner with Carmeuse on CR 433 to upgrade the roadway to an all-season road with no weight restrictions.

**Fish Passage / Habitat Funding:** SCRC is interested in this funding for culvert projects. There is no cap on this funding.

The safety grant for 2022 was denied.

#### 11. Department Heads:

**Troy Bassett, County Commissioner:** County Board meeting tomorrow. The Recreation Board has an opening for a Chair. The City needs a Recreation Director. The Mayor would like to bring back the 5K paper chase.

**Roger Martin, Shop Foreman:** SCRC got the truck back from Pomp's and it drives great. Roger is waiting on prices for the tire machines. There was an annual crane inspection that revealed a few issues with the swings and lift chains. The cost to fix the crane issues is approximately \$2,600. Roger is working on pricing for trucks. Cannot get prices until at least December because the manufacturers cannot get parts. The plan is to order a new truck for the 2023 budget.

**Kim Rochefort, Road Foreman:** There is still some grading work to do on CR 437. The crew is also working on culverts on the River Road. There are five culverts to replace. Kevin has more work out by Gulliver and Thompson.

**Tanya Hoar, Finance Director:** Justin Lampin accepted the mechanic position and has an effective start date of 12/1/21. She has been working on the 2022 budget.

Commissioner K. Rochefort requested to advertise for the payroll/HR position.

## **12. Meeting Notice:**

- A. Special Meeting Open Bids RFP 2021-09 MDOT September 13,2021 at 3:15 pm:** The Board is not required to come.
- B. Northern MI Association of Road Commissions September 15-17, 2021:** This is just a reminder.
- C. Commissioners Seminar Oct 3–5, 2021:** Discussion was held on who would be attending.

## **13. Public Comment:** None

### **13A. Closed Session:**

**It was moved** by T. Klarich, seconded by D. DuFour, to move into closed session at 8:44 am to discuss attorney client privilege information for real estate transaction.

#### **Roll Call**

Klarich – yes

DuFour – yes

LaCroix – yes

Lund - yes

Rochefort – yes

#### ***Motion Carried***

**It was moved** by T. Klarich, seconded by R. LaCroix to return to regular session at 9:01 am.

#### **Roll Call**

Klarich – yes

LaCroix – yes

DuFour – yes

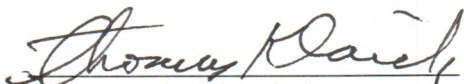
Rochefort – yes

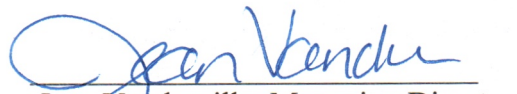
Lund – yes

#### ***Motion Carried***

**14. Adjournment:**

The meeting was Adjourned by Chairman T. Klarich at 9:08 am.

  
Thomas Klarich, Chairperson

  
Jean Vanderville, Managing Director