

**SCHOOLCRAFT COUNTY ROAD COMMISSION
332N EAST ROAD, MANISTIQUE, MI 49854
BOARD MEETING AGENDA
January 24, 2024 - 7:00 a.m.**

000743

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. November Financial Statement
8. New Business:
 - A. Vouchers 24-16, 24-17
 - B. December Financial Statements
9. Manager's Report
10. Engineer's Report
11. Department Heads
12. Meeting Notices
 - A. UPRBA February 1-2, 2024, Marquette, MI
 - B. Straits Area Council February 13, 2024, Mackinaw City, MI
 - C. CRA Highway Conference & Road Show March 19-21, 2024, Lansing, MI
13. Public Comment
14. 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
Dale DuFour
Robin LaCroix
Keith Rochefort

Absent: Randy Lund

Also in Attendance: Jean Vanderville, Managing Director; Ian Stampfly, Road Engineer; Tanya Hoar, Finance Director; Ann Peterson, Payroll/HR Coordinator; Roger Martin, Shop Foreman, Troy Bassett, County Commissioner.

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

J. Vanderville requested that a new item be added under New Business:
C. USDA Cooperative Services Agreement for Beaver Damage

It was moved by Commissioner R. LaCroix, seconded by Commissioner K. Rochefort, to approve the agenda with the addition of the USDA Coop Services Agreement.

Ayes: Four
Nays: None
Absent: One (R. Lund)

Motion Carried

5. Approval of Minutes:**Regular Meeting 1-10-24:**

It was moved by Commissioner D. DuFour, seconded by Commissioner T. Klarich, to approve the minutes of January 10, 2024, as presented.

Ayes: Four
Nays: None
Absent: One (R. Lund)

Motion Carried

6. **Public Comment:** None

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7. **Unfinished Business:** November Financial Statements

A. November Financial Statements: T. Hoar provided an overview of the November Financial Statements.

It was moved by Commissioner D. DuFour, seconded by Commissioner K. Rochefort, to approve the November Financial Statements, as presented.

Ayes: Four
Nays: None
Absent: One (R. Lund)

Motion Carried

8. **New Business:**

A. Vouchers 24-16 & 24-17:

It was moved by Commissioner K. Rochefort, seconded by Commissioner D. DuFour, to approve vouchers 24-16 and 24-17 as presented.

Roll Call:
Rochefort – Yes
DuFour - Yes
LaCroix – Yes
Klarich – Yes

Absent: One (R. Lund)

Motion Carried

B. December Financial Statements: T. Hoar provided an overview of the December Financial Statements.

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

Roll Call:
DuFour - Yes
LaCroix – Yes
Rochefort – Yes
Klarich – Yes

Absent: One (R. Lund)

Motion Carried

C. USDA Cooperative Services Agreement:

J. Vanderville provided an overview of the Coop Services Agreement for beaver trapping, recommending renewal of the contract for one year, and keeping the amount at \$10,000.

It was moved by Commissioner D. DuFour, seconded by Commissioner T. Klarich, to approve the renewal of the USDA Coop Services Agreement for one year, as presented.

Roll Call:

DuFour - Yes

Klarich – Yes

Rocheport – Yes

LaCroix – Yes

Absent: One (R. Lund)

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

Autosist: We are up and running. The program has had little issues and so far, it appears it will be beneficial. Drivers have been able to include pictures which are helpful to the mechanics.

R. Martin added that the crew are impressed with how it is working and are pleased with how they can communicate better and get trucks out faster. There have been no complaints. Now when a truck comes in for full service, the shop can set the mileage schedule for servicing.

East Road Certification: It has been brought to J. Vanderville's attention that East Road is being certified by both the road commission and the city. She met with Corey Barr to discuss options and funding opportunities. As it appears, we have the road certified as a local road, which would make it ineligible for federal aid funding. Per Ryan Carrig (CUPPAD) there are certain criteria that must be met to qualify as fed aid eligible (chart attached). The minutes show that on April 21, 2003, a motion to accept jurisdiction of Road Commission Road from the City of Manistique was made by Commissioner Lund, seconded by Commissioner Klarich. Motion carried with a unanimous vote. This city's minutes of April 14, 2003, state "Consideration of transfer of jurisdiction of Road Commission road". The city discussed the loss of revenue with the jurisdiction, but unanimously voted to transfer jurisdiction at that time.

J. Vanderville reached out to David Fairchild at MDOT to better understand how we could maintain jurisdiction and have the road fed aid eligible; She had not heard back from David at the time of this writing. Certification maps are due by the end of March, so a decision will need to be made by then.

Note: J. Vanderville reported that she has now heard back from David. He is trying to determine a funding source for the road. It is currently considered a local road and we would potentially need to change the classification. Wherever we can find the funding is how the road will be classified (city or county). It will then go on the cert map for one or the other.

FOIA: J. Vanderville completed the response to Mr. Miller directing him to our website for the Act 51 Financial Reports. She has not heard back if he wishes to further pursue hard copies of each report. This FOIA request was collectively handled with MCRCSIP as the request went to all 83 counties.

Spring Safety Training: We are scheduled for April 30th for our spring safety training day. Topics this year will be:

- First Amendment Audit
- Title VI
- Drug Policy
- IT Security
- Split Deck Trailer
- Bucket Truck Certification
- Forklift Certification
- Tire Safety

Additional training for staff will be Skillpath training for supervisors and emissions and electrical training for mechanics. Dates to be determined.

Chainsaw training is scheduled for June 25 and 26.

J. Vanderville is trying to set up mechanics training for all mechanics in the UP. They are interested in emissions and electrical training.

Drain Commission: We are working on ordering necessary items to mitigate icing issues. The townships have been advised about the new lake authority boards.

10. Engineer's Report:

FLAP Projects: I. Stampfly spoke with MDOT about these projects and there is a delay in obligation from FHWA. This may push the letting date later into spring than we hoped. He did ask about rolling the funds if the project got pushed too far to let for construction this year, and we are able to roll the funds. So, if this bleeds too late into the spring/summer, we will plan to do the construction in 2025 instead of this year.

CR-440 & CR-443 (2025 Projects): I. Stampfly has submitted the NEPA documentation for these projects to MDOT for review. He has also continued working on the design

package for each project. His goal is to have the final package submitted to MDOT sometime this summer or early fall.

Township Work: J. Vanderville and I. Stampfly attended Manistique Township's meeting to answer questions about the possibility of paving Dillexie Lane. Several residents were in attendance and expressed their interest. The township board is open to the idea of paving Dillexie Lane, but it will likely take place in 2025 after the township pays for the new fire tanker.

Just a reminder that the bids for Hiawatha Township are due on January 30th.

Construction/Maintenance Schedule: We have started discussing the projects and maintenance work we would like to accomplish this summer and I. Stampfly has started to put the tasks to a schedule. This will continue to take shape over the next few months as we add more items of work.

CR-433 (2023 Project): I. Stampfly has finished addressing the file deficiencies and MDOT has accepted the project, and it is officially closed out.

11. Department Heads:

Tanya Hoar: The state audit is now complete. We should hear soon when Brenda will be available to come to a board meeting to provide her report, either in February or March. During her audit she asked about a social security privacy policy, which we do not have, along with several other mandatory policies we do not have. T. Hoar will work on getting these in place. Brenda also inquired about our credit card policy, which was updated in 2022.

The state is also requiring documentation for pit stockpile measurements to ensure the inventory balance is correct.

T. Hoar has been busy with tax requirements during the month of January. W-2's went out and were uploaded to the government website. There were some significant changes to IRS rulings. If there are ten or more 1099's, they must be uploaded. This process involves a lot of back and forth with the IRS. Our 1099's have been sent to recipients, as our software company just worked through the bugs

MERS and HCSP accounts must submit a 1095 to former employees to prove they have health insurance. Previously this was done manually, but now it has to be uploaded like the 1099's. T. Hoar has requested a CPA's opinion to see if we have to issue 1095s for HCSP accounts.

The new software committee has been meeting bi-weekly to evaluate the adoption of a potential new software. CRA has been involved in the process. There could potentially be a software change in the future if our current system does not update their platform and stay up to date with Windows.

Troy Bassett: J. Vanderville should be done with the delegated authority responsibilities in about another month. Designees are Corey Barr for the city, Gilbert Baker for Hiawatha Township and Theresa Lund for Thompson Township with Cathi LaBar as an alternate.

John Shiner has been approved as the magistrate. He will be taking a 10% reduction in pay, as he is not a certified magistrate.

The Building and Grounds Committee has approved storm drain and sewer repairs.

The hangar at the airport will be repaired. Olsen and Olsen has submitted the best bid.

Roger Martin: They lost the diesel ECM exchange computer in E-537 during the recent snow event, so transferred the one from E-534. They found a refurbished replacement for \$1,995, while the CAT quote was almost \$5k. In addition, the refurbished one comes already programmed. Once received, the refurbished one will go in E-534.

Ann Peterson: None

Commissioner K. Rochefort: Asked about the status of the employee who is no longer with the SCRC. February 8th is the deadline for arbitration.

12. Meeting Notices:

- D. UPRBA February 1-2, 2024, Marquette, MI
- E. Straits Area Council February 13, 2024, Mackinaw City, MI
- F. CRA Highway Conference & Road Show March 19-21, 2024, Lansing MI

13. Public Comment: None

14. Adjournment: The meeting was adjourned at 8:03 am.


Thomas Klarich, Chairperson


Jean Vanderville, Managing Director