

SCHOOLCRAFT COUNTY ROAD COMMISSION
332N EAST ROAD, MANISTIQUE, MI 49854
BOARD MEETING AGENDA
APRIL 9, 2025 - 7:00 a.m.

000955

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. Policy F8.00 Investment Policy
8. New Business:
 - A. Vouchers 25-28, 25-29
 - B. 2024 Act 51 Financial Report
 - C. MCTWF Premium Sharing
 - D. Jirav Renewal
 - E. HR 10.04 Non-Union Policy Amendment
 - F. Hiawatha Township Road Project Agreement
 - G. Doyle Township Road Project Agreement
 - H. Traffic Control Order Authorization for Manager to Sign
9. Manager's Report
 - A. Commissioner Comments
10. Engineer's Report
 - A. Commissioner Comments
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 am.

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

Present: Thomas Klarich
Keith Rochefort
Randy Lund
Robin LaCroix
Wayne Johnson

Absent: None

Also in Attendance: Jean Vanderville, Managing Director; Ian Stampfly, Road Engineer; Tanya Hoar, Finance Director; Ann Peterson, Payroll / HR Coordinator; Michelle Steffen, HR Generalist; Troy Bassett, County Commissioner

3. Pledge of Allegiance: The pledge was recited.

4. Approval of Agenda:

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

Ayes: Five
Nays: None

Motion Carried

5. Approval of Minutes:

Board Meeting 3-24-25:

It was moved by Commissioner R. Lund, seconded by Commissioner W. Johnson, to approve the Board Meeting minutes from 3-24-25 as presented.

Ayes: Five
Nays: None

Motion Carried

6. Public Comment: None

7. Unfinished Business:

A. Policy F8.00 Investment Policy: No updates currently.

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8. New Business:

A. Vouchers 25-28 & 25-29:

It was moved by Commissioner K. Rochefort, seconded by Commissioner R. Lund, to approve Vouchers 25-28 and 25-29 as presented.

Roll Call:

Rochefort - Yes

Lund – Yes

LaCroix – Yes

Johnson – Yes

Klarich – Yes

Motion Carried

B. 2024 Act 51 Financial Report: T. Hoar provided a detailed overview of the 2024 Act 51 Financial Report.

It was moved by Commissioner W. Johnson, seconded by Commissioner R. LaCroix, to approve the 2024 Act 51 Financial as reported.

Ayes: Five

Nays: None

Motion Carried

C. MCTWF Premium Sharing: J. Vanderville provided a PowerPoint presentation regarding the PA 152 Requirements as it pertains to health insurance premium sharing. She requested that the Commission pay an additional amount for employees' health insurance because the premium sharing amount increased significantly from \$72.21 to \$168.59 per pay period. The Board agreed to pay additional health insurance premiums so that each employee will now pay \$100.00 per pay period.

It was moved by Commissioner R. LaCroix, seconded by Commissioner K. Rochefort, to approve the premium sharing amount for employees to be \$100.00 per pay period.

Roll Call:

LaCroix – Yes

Rochefort - Yes

Lund – Yes

Johnson – Yes

Klarich – No (was agreeable to \$85.00 per pay period that J. Vanderville recommended)

JV

Motion Carried

000958

- D. Jirav Renewal:** T. Hoar requested the renewal of the Jirav software that she uses for financial reporting. The cost has increased by 5% annually.

It was moved by Commissioner W. Johnson, seconded by Commissioner R. LaCroix, to approve the renewal of the Jirav software as requested.

Roll Call:

Johnson – Yes

LaCroix - Yes

Lund – Yes

Rocheftort - Yes

Klarich – Yes

Motion Carried

- E. HR 10.04 Non-Union Policy Amendment:** An amendment was provided for policy HR 10.03, which was approved at the last meeting. The amendment adds a maximum two - year cap for part-time employees.

It was moved by Commissioner W. Johnson, seconded by Commissioner K. Rocheftort, to approve the amended HR 10.04 Non-Union Employees Policy as presented.

Ayes: Five

Nays: None

Motion Carried

- F. Hiawatha Township Road Project Agreement:** I. Stampfly provided an overview of the agreement between Hiawatha Township and the Schoolcraft County Road Commission for Beckman Road and Leduc Road. We will be moving forward with Payne and Dolan for the projects.

It was moved by Commissioner R. LaCroix, seconded by Commissioner R. Lund, to approve the Hiawatha Township Road Project Agreement as presented.

Roll Call:

LaCroix - Yes

Lund – Yes

Rocheftort – Yes

Johnson – Yes

Klarich – Yes

Motion Carried

- G. Doyle Township Road Project Agreement:** I. Stampfly provided an overview of the agreement between Doyle Township and the Schoolcraft County Road Commission for Howard Road. 000953

It was moved by Commissioner R. LaCroix, seconded by Commissioner R. Lund, to approve the Doyle Township Road Project Agreement as presented.

Roll Call:

LaCroix - Yes

Lund – Yes

Rocheftort – Yes

Johnson – Yes

Klarich – Yes

Motion Carried

- H. Traffic Control Order Authorization for Manager to Sign:** J. Vanderville provided the Traffic Control Order restricting parking on CR 440 on the south end of the Cope Bridge.

It was moved by Commissioner W. Johnson, seconded by Commissioner R. LaCroix, to approve the Managing Director to sign the Traffic Control Order as presented.

Ayes: Five

Nays: None

Motion Carried

9. Manager's Report:

PA 152: Presentation was included in packet. J. Vanderville reviewed this at the meeting.

CRA Annual Meeting & Road Show: The Road Show and Breakout Sessions were good. The breakout sessions J. Vanderville attended were Communicating the MTF Report, Partner Membership Benefits for NACE & APWA, and Succession Planning. She was able to take something away from each one of the presentations. She is waiting to hear from the city about their APWA membership, so she can review some of the training opportunities before becoming a member. The MTF reporting has a few changes coming for areas that will no longer be required.

Wawaushnosh & Dawson Parking Issue: J. Vanderville is working on options with MSP such as "authorized vehicles only." She will keep you posted when she knows more.

Spring Safety Training Day: We have finalized our topic for our upcoming training day to include:

- i.* Working Within the Work Zone & Health & Wellness with Sam from Mackinaw Administrators

- ii.* Title IV (T. Hoar)
- iii.* 800 Radios (I. Stampfly)
- iv.* Aggressive Driving & Road Rage and Traffic Regulator/Flagger with Thomas Kramer MCRCISIP

Auction Items: We discussed items to include in this year's auction items. Items agreed upon from the team include the old Total Station, G88, R420, the old radios (once we get all the new 800's), and two kiosks. We are also offering some old filing cabinets for free to our employees.

CRA Seasonal Weight Restrictions App: If you have the app downloaded, the old version is obsolete and a new version will need to be downloaded to get accurate information.

Act 51 Certification Maps: J. Vanderville received an email from Mike Mead saying that our review is complete and everything looks great. She expects the official letter to come soon.

PK Storage Agreement: PK requested storage space again this year. J. Vanderville verified that we have the space available and advised PK that they can use a portion of our salt shed and outside space for their paint/bead totes.

UPRBA Summer Program: They are seeking topics of interest for presentations. If anyone has any ideas of what they would like to hear or learn more about let J. Vanderville know and she will pass it along to the committee.

10. Engineer's Report:

Township Work: Hiawatha Township also approved Payne & Dolan's low bid. I. Stampfly has notified P & D that the townships approved the bid, and the projects are moving forward. He has a precon meeting scheduled for April 25th at 1 PM to discuss each township's project. P & D is planning to start work in May for both projects. Hiawatha decided they would like to see estimates for Ebert Road and Old M-94; He will be presenting them at their meeting next Thursday.

2025 Projects (CR-440, CR-453, and CR-443): All projects have officially been awarded to Bacco. I. Stampfly has a precon meeting scheduled for all the projects on April 17th at 1 PM. The schedules submitted show work taking place in June, if all goes well, all our paving will be completed prior to July.

2026 Projects (CR-432 & CR-433, CR-455, CR-449): I. Stampfly has continued to work on the design documents for these projects. NEPA documentation for all projects has been submitted for review.

CRA Road Show: The road show was very good, as usual. The breakout sessions were interesting (I. Stampfly was happy to share the info if anyone was interested), and they brought back a couple of equipment ideas for the future.

FLAP Projects: While in Lansing, I. Stampfly spoke with MDOT Local Agency Program staff and it sounds like our FLAP projects (CR-437 near the Thunderbowl, and Clear Lake Road) are back on the table again for construction. His understanding is the money may be obligated this year and then we can bid the projects. If this occurs, he will be pushing to have the completion date next year just to provide the contractors with flexibility and receive the best pricing. More to come as this develops.

11. Department Heads:

Tanya Hoar: None

Michelle Steffen: Expressed gratitude to the board for the opportunity to work as the HR Generalist. She said she has big shoes to fill.

Ann Peterson: Michelle has been here for 1 ½ weeks and training is going well.

Cam Symonds moved from a temp to full-time CDL driver on April 2nd.

12. Meeting Notices: None

13. Public Comment: None

14. Adjournment: The meeting was adjourned at 8:36 am.


Thomas Klarich, Chairperson


Jean Vanderville, Managing Director