

SCHOOLCRAFT COUNTY ROAD COMMISSION
332N EAST ROAD, MANISTIQUE, MI 49854
BOARD MEETING AGENDA
March 13, 2024 - 7:00 a.m.

000763

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
8. New Business:
 - A. Vouchers 24-23 & 24-24
 - B. Act 51 Certification Maps
 - C. Resolution for CR 433 JN 210597
 - D. Corrective Action Plan
 - E. 2024-2025 Salt Order
 - F. RFP 2024-04 Elliptical Culverts
 - G. RFP Pavement Markings
 - H. Governmental agreement to use our Highway Engineer for two weeks for Alger CRC project.
9. Manager's Report
10. Engineer's Report
11. Department Heads
12. Meeting Notices
 - A. RTF Regional Meeting April 3, 2024, 10:00 am Alger CRC
13. Public Comment
14. Interviews
 - A. Ken Blouw
 - B. Chris Spettel
 - C. Tracy Jones
 - D. Tony Humberger
15. Adjournment

1. Call Meeting to Order

The meeting was called to order by Chairman T. Klarich at 7:01 am.

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

Present: Thomas Klarich
Dale DuFour
Keith Rochefort

Absent: Robin LaCroix
Randy Lund

Also in Attendance: Jean Vanderville, Managing Director, Ian Stampfly, Road Engineer; Tanya Hoar, Finance Director; Ann Peterson, Payroll/HR Coordinator; Kim Rochefort, Road Engineer, Roger Martin, Shop Engineer

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

It was moved by Commissioner D. DuFour, seconded by Commissioner K. Rochefort, to approve the agenda with the addition of Item 8.H., Governmental Agreement with Alger County Road Commission.

Ayes: Three

Nays: None

Absent: Two (R. Lund and R. LaCroix)

Motion Carried

5. Approval of Minutes:**Regular Meeting 2-27-24:**

It was moved by Commissioner K. Rochefort, seconded by Commissioner D. DuFour, to approve the minutes from 2-27-24 as presented.

Ayes: Three

Nays: None

Absent: Two (R. Lund and R. LaCroix)

Motion Carried

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

8. New Business:

000765

A. Vouchers 24-23 and 24-24:

It was moved by Commissioner K. Rochefort, seconded by Commissioner D. DuFour, to approve vouchers 24-23 and 24-24 as presented.

Roll Call:

Rochefort – Yes

DuFour - Yes

Klarich – Yes

Absent: Two (R. Lund and R. LaCroix)

Motion Carried

B. Act 51 Certification Maps:

There were no changes to the Act 51 Certification Maps, and they will be resubmitted as is.

It was moved by Commissioner D. DuFour, seconded by Commissioner T. Klarich, to approve resubmission of the Act 51 Certification Maps with no changes.

Ayes: Three

Nays: None

Absent: Two (R. Lund and R. LaCroix)

Motion Carried

C. Resolution for CR 433 JN 210597:

Ian Stampfly provided an overview of the resolution for CR 433 River Road, Job Number 210597.

It was moved by Commissioner D. DuFour, seconded by Commissioner K. Rochefort, to approve Contract No. 24-5081, CR 433 River Road, Job Number 210597 as presented.

Roll Call:

DuFour - Yes

Rochefort – Yes

Klarich – Yes

Absent: Two (R. Lund and R. LaCroix)

Motion Carried

D. Corrective Action Plan:

T. Hoar provided an overview of the Corrective Action Plan as a result of the State's 2023 audit. A Schedule of Findings and Responses for the fiscal year ended 9/30/23 was included, as well as a Resolution for the Fiscal Year 2023 Audit and the SCRC Corrective Action Plan for Audit Finding.

It was moved by Commissioner K. Rochefort, seconded by Commissioner D. DuFour, to approve the Corrective Action Plan as presented.

Roll Call:

Rochefort – Yes

DuFour - Yes

Klarich – Yes

Absent: Two (R. Lund and R. LaCroix)

Motion Carried**E. 2024-2025 Salt Order:**

We are due to submit our salt order for the 2024-2025 season. Due to the amount of salt currently in the barns and the need for space, J. Vanderville suggested shifting the amounts between early and late fill. The totals will be the same. (See Manager's Report).

It was moved by Commissioner D. DuFour, seconded by Commissioner T. Klarich, to approve the Salt Order as presented.

Roll Call:

DuFour - Yes

Klarich – Yes

Rochefort – Yes

Absent: Two (R. Lund and R. LaCroix)

Motion Carried**F. RFP 2024-04 Elliptical Culverts:**

Ian Stampfly provided an overview of RFP #2024-04 Request for Proposal to Provide Elliptical Culverts for SCRC.

It was moved by Commissioner D. DuFour, seconded by Commissioner K. Rochefort, to approve RFP 2024-04 to provide Elliptical Culverts for SCRC as presented.

Ayes: Three

Nays: None
Absent: Two (R. Lund and R. LaCroix)

000707

Motion Carried

G. RFP Pavement Markings:

Ian Stampfly provided an overview of the Pavement Marking Proposal for CR-437 (Thunder Lake Road) and CR-442.

It was moved by Commissioner K. Rochefort, seconded by Commissioner D. DuFour, to approve RFP Pavement Markings for CR-437 and CR-442 as presented.

Ayes: Three
Nays: None
Absent: Two (R. Lund and R. LaCroix)

Motion Carried

H. Intergovernmental Agreement to allow Alger CRC to use our Highway Engineer for two weeks for their project.

Ian Stampfly provided an overview of a potential agreement with the Alger CRC to borrow him for his engineering knowledge for two weeks for a project. Bob from ACRC reached out because they provide a staking service through a governmental agreement. He asked if I. Stampfly could help out. Ian looked at how it would work out here if he did that. He felt it would work out fine here and that it was a good thing to do for ACRC.

It was moved by Commissioner K. Rochefort, seconded by Commissioner D. DuFour, to approve the Intergovernmental Agreement of our Highway Engineer to Alger CRC for two weeks to assist with their staking project.

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

Absent: Two (R. Lund and R. LaCroix)

Motion Carried

9. Manager's Report:

Gulliver Lake Board Authority Meeting: J. Vanderville attended the first meeting of the Gulliver Lake Board Authority. The meeting was mostly informational with an approval to employ Spicer Group as the engineering consultant to complete the SAD, survey,

public hearing, etc. Officers were elected: Craig Reiter-Chair, Julie Norton-Secretary/Treasurer, and J. Vanderville-Vice Chair.

000768

PASER Recertification: J. Vanderville completed PASER 1 & 2 recertification March 5th - 7th.

Grievance Update: An arbitration date has not been confirmed yet but is tentatively scheduled for April.

Escanaba Dock: J. Vanderville was advised that the commissioners had questions about the salt at the Escanaba dock. She reached out to Jason Fritz at Compass Minerals. Per our salt contract, we can order an additional 130%, which is around 325 tons. The pricing would be the same as our seasonal backup pricing and Compass believes they will be able to supply the additional tons. The salt at the dock includes orders not yet shipped. Currently, she does not believe we have space. Kevin from MDOT will be ordering his early fill and is already trying to determine how much he can store. We will also have to place our early fill, of course it could be reduced by 325 tons to accommodate storage space if needed.

Act 51 Certification: There are no changes to the certification maps for the December 2023 submission. We will work on changes for the December 2024 submission.

First Amendment Audit Training: J. Vanderville completed her first draft, and she is having it reviewed by Wendy Hardt. Once completed, it will be presented at our spring safety training and annually as a refresher. She will also share the training with the board since all board members are subject to First Amendment Audits.

2024-2025 Salt Order: We are due to submit our salt order for the 2024-2025 season. Due to the amount of salt currently in the barns and Kevin's need for space as well, she is shifting the amounts between early and late fill. The amounts will still be the same in total. Each year we order 850 tons early and 200 late for Manistique. This year she would like to change that to 550 tons early and 500 late for Manistique. Same concept for Seney, normal 400/50, this year 300/150.

10. Engineer's Report:

CR-440 & CR-443 (2025 Projects): I. Stampfly received the NEPA review back from these projects, and both have been approved. He will proceed with the rest of the design this spring and have the GI meeting for each sometime this summer.

Township Work: Work continues on the presentation for Mueller Township's millage meeting taking place later this month. I. Stampfly attended Doyle Township on Monday night. At the time of writing this report, we plan to discuss future work for this summer or future years since their millage renewal passed.

CR-448 over Stutts Creek: I. Stampfly is almost finished addressing the review comments and still hopes to have them resolved by the end of the month.

Safety Project Applications: I. Stampfly submitted two applications for consideration, both for different segments of CR-442. The first application is to chip seal from the city limits to M-149; He mentioned this project at the last meeting. The other application is to overlay from M-149 to CR-437 with 1.5 inches of asphalt. Both segments had multiple accidents and scored well in his review. These applications are not due until May 1st and the selected projects will be announced this fall.

FY2025 Appropriations Request: We received good support from local officials and businesses for this application. At the time of writing this we have received five letters of support with a couple more expected to be received before submission.

Kendall Road & Ross Lake Culverts: I. Stampfly finalized the RFP for these two large culverts to seek bids. This will allow plenty of lead time for delivery as we plan to perform construction in August.

Bridge Bundle Project: I. Stampfly has scheduled our pre-construction meeting for the bridge projects occurring this summer. The meeting is scheduled for March 27th at 1 pm here at the office.

CR-433 & CR-453: I. Stampfly has been working to schedule the pre-construction meetings for these projects as well. At the time of writing this, a firm date has not been set, but we are looking at the week of March 25th or April 1st.

US Forest Service Work: We were approached by the forester in charge of the Good Neighbor Authority program, otherwise known as the GNA program, to put in a bid on mowing work within the Hiawatha National Forest. This work would take place on some mutual routes but also on forest service only roads. This program could lead to more work for us that would help cover costs of payroll and equipment.

11. Department Heads:

Tanya Hoar: The Audit of Financial Statements was received via e-mail. T. Hoar noted that commissioners should have received the e-mail as well. She has asked Brenda, the State auditor, to come to a board meeting to provide her presentation and to talk to T. Hoar regarding the budget, but she has not yet committed to a date.

T. Hoar reported on the 2023 Form 5572 for OPEB and pension. The numbers are different depending on whether you use the audited financial statements (AFS) or uniform assumptions. Using the AFS, MERS % funded went down. This is partly due to the actual investment losses in 2022. Using uniform assumptions, both the OPEB and pension percent funded increased. The \$1.8 million from the pension grant will be included in the 2023 MERS actuarial.

R. Martin and K. Rochefort went through the fixed assets for the shop and road equipment and identified items that are no longer here. They have been taken off the books.

HCSP MERS – It has come to our attention that the ability to sign up for HCSP accounts through MERS ended in 2018 for new hires. We still have 6-8 people on the plan though. The question arose as to how to use PTO time upon leaving. Meetings have been held with those employees that have the HCSP accounts. We are trying to consolidate all plans into one plan. Hopefully that can happen soon. The laws with it are unusual. It is a huge tax benefit but can only be used for health care. There is one last tax form regarding HCSP's that must be filed. It must be electronically uploaded and is due on March 31st. Uploads are working now. If an upload file to the IRS is not up to standards, it will have to be fixed before it can be uploaded.

We are looking to purchase an inventory gun through the Pro Fund Accounting system. We are also looking at a printer that prints off bar codes. This will make inventory more accurate and much easier.

Kim Rochefort: Noted that if there are any calls regarding roads needing to be bladed, to explain that it is still cold at night so they cannot be bladed properly yet. We should be able to do it in the next couple of weeks, weather permitting.

There may be calls about cleaning up stumps, etc. while cutting. They no longer have the FECON head and cannot get it back until July 15th. They will take care of the high stumps, etc. at that time.

Roger Martin: The Autosist program is working flawlessly. There were a couple of bugs on services, but it is working quicker now. They are working on acquiring a diagnostic program for heavy equipment. Recently a loader went down, and we had to call Miller Bradfield to come down to diagnose. It was \$2,600 for two days, including \$700 in mileage to get here from Negaunee. He recommended that the next time we put in for a bid that we include diagnostics.

Ann Peterson: Raises will be effective on April 1st, 2024, per the union contract and administrative contracts.

The interviews being held today will be for filling three full-time truck driver positions, two new positions and one to replace Craig Williams, who will be retiring as of April 30th, 2024. There are four interviews with outside candidates today, and there are two temp drivers who are also being considered.

The administration is working on updating the Drug Policy. Once completed it will be brought to the board for review and approval. We hope to present it to the crew at the spring safety meeting.

Having Tony Gouin come on site to administer drug / alcohol tests for random draws has been working out well. All are done at once with a fast turnaround time.

12. Meeting Notices:

- A. RTF Regional Meeting April 3, 2024, 10:00 am Alger CRC

13. Public Comment:

Commissioner K. Rochefort reported that he received a call last night regarding putting up road signs, as there are some missing. J. Vanderville noted that Road Foreman K. Rochefort and Assistant Foreman J. Johnson are providing a list of new signs to be ordered. Fire Tower Road is one that is completely missing and will be replaced. All others will be updated as necessary.

The meeting went into recess at 7:53 am.

The meeting was resumed at 8:25 am.

14. Interviews:

- A. Ken Blouw – An interview was held.
- B. Chris Spettel – An interview was held.
- C. Tracy Jones – An interview was held.
- D. Tony Humberger – An interview was held.

15. Adjournment: The meeting was adjourned at 10:35 am.


Thomas Klarich, Chairperson


Jean Vanderville, Managing Director