

SCHOOLCRAFT COUNTY ROAD COMMISSION
332N EAST ROAD, MANISTIQUE, MI 49854
BOARD MEETING AGENDA
April 10, 2024 - 7:00 a.m.

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1. Call Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of Minutes
 - A. March 13, 2024
 - B. March 27, 2024
6. Public Comment
7. Unfinished Business:
 - A. Vouchers 24-25 & 24-26
 - B. Emergency Management MOU
8. New Business:
 - A. Vouchers 24-27 & 24-28
 - B. Award RFP Elliptical Culverts
 - C. Award RFP Pavement Markings
 - D. February Financial Statement
 - E. 2023 Act 51
 - F. Brenda Audited Financial Statement Presentation
 - G. Custodian Wage Increase
 - H. HR11.05 Revisions
 - I. MERS HCSP Participation Agreement & Closing of Old Plans
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 am.

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

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

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:**

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

Ayes: Five
Nays: None

Motion Carried**5. Approval of Minutes:****Regular Meeting 3-13-24:**

It was moved by Commissioner K. Rochefort, seconded by Commissioner D. DuFour, to approve the minutes from 3-13-24 as presented.

Ayes: Five
Nays: None

Motion Carried**Regular Meeting 3-27-24:**

It was moved by Commissioner D. DuFour, seconded by Commissioner K. Rochefort, to approve the minutes from 3-27-24 as presented.

Ayes: Five
Nays: None

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Motion Carried

6. Public Comment: None

7. Unfinished Business:

A. Vouchers 24-25 and 24-26:

It was moved by Commissioner R. LaCroix, seconded by Commissioner K. Rochefort, to approve vouchers 24-25 and 24-26 as presented.

Roll Call:

LaCroix – Yes
Rochefort – Yes
Lund - Yes
DuFour - Yes
Klarich – Yes

Motion Carried

B. Emergency Management MOU:

It was moved by Commissioner D. DuFour, seconded by Commissioner R. Lund, to approve the Emergency Management MOU as presented.

Ayes: Five
Nays: None

Motion Carried

8. New Business:

A. Vouchers 24-27 and 24-28:

It was moved by Commissioner R. LaCroix, seconded by Commissioner K. Rochefort, to approve vouchers 24-27 and 24-28 as presented.

Roll Call:

LaCroix – Yes
Rochefort – Yes
Lund - Yes
DuFour - Yes
Klarich – Yes

Motion Carried

B. Award RFP Elliptical Culverts:

Recommendation was made to award the RFP for Elliptical Culverts to Cadillac Culvert, who bid just over \$10k.

It was moved by Commissioner R. LaCroix, seconded by Commissioner D. DuFour, to approve the award of RFP Elliptical Culverts to Cadillac Culvert as recommended.

Roll Call:

LaCroix – Yes

DuFour - Yes

Rocheffort – Yes

Lund - Yes

Klarich – Yes

Motion Carried**C. Award RFP Pavement Markings:**

Recommendation was made to award the RFP for Pavement Markings to P.K. Contracting, who bid just over \$26k.

It was moved by Commissioner K. Rocheffort, seconded by Commissioner R. LaCroix, to approve the award of RFP Pavement Markings to P.K. Contracting as recommended.

Roll Call:

Rocheffort – Yes

LaCroix – Yes

Lund - Yes

DuFour - Yes

Klarich – Yes

Motion Carried**D. February Financial Statement:**

T. Hoar provided an overview of the February Financial Statement.

It was moved by Commissioner D. DuFour, seconded by Commissioner T. Klarich, to approve the February Financial Statement as presented.

Ayes: Five

Nays: None

Motion Carried

E. **2023 Act 51:**

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T. Hoar provided an overview of the 2023 Act 51 Report.

It was moved by Commissioner K. Rochefort, seconded by Commissioner D. DuFour, to approve the 2023 Act 51 Report as presented.

Ayes: Five

Nays: None

Motion Carried

F. **Brenda Audited Financial Statement Presentation:**

Brenda Drayton, Senior Auditor from the State of Michigan, provided an overview of the Audited Financial Statement Presentation.

G. **Custodian Wage Increase:**

J. Vanderville recommended a 4% wage increase for the custodian position effective April 1, 2024. This increase is consistent with our April contract dates and was considered on the approved budget. The rate of pay would go from \$16.90 / hour to \$17.58 / hour.

It was moved by Commissioner R. LaCroix, seconded by Commissioner D. DuFour, to approve the Custodian Wage Increase as recommended.

Roll Call:

LaCroix – Yes

DuFour - Yes

Lund - Yes

Rochefort – Yes

Klarich – Yes

Motion Carried

H. **HR11.05 Revisions:**

The Temporary Employees Policy was provided for review with the recommendation to update the language for temporary employee wage increases to a percentage of full-time truck driver wages rather than changing the policy every year to reflect an actual rate. Significant discussion was held regarding what the rate of pay should be. J. Vanderville will implement review of the wage in the Strategic Plan process.

It was moved by Commissioner K. Rochefort, seconded by Commissioner T. Klarich, to approve the updated Temporary Employees Policy as presented.

Roll Call:

Rochefort – Yes
 Klarich – Yes
 DuFour - Yes
 LaCroix – Yes
 Lund - Yes

Motion Carried**I. MERS HCSP Participation Agreement & Closing of Old Plans:**

T. Hoar provided an overview of the MERS HCSP Plan where the recommendation was made to close the old plan and move the eleven participants to one consistent plan effective May 1, 2024. All eleven participants have met several times, and all have agreed to the provisions of the plan.

It was moved by Commissioner R. LaCroix, seconded by Commissioner K. Rochefort, to approve the MERC HCSP Participation Agreement update as recommended, with the provision that the union representative, Tony LaPlante, be contacted to ensure the changes comply with the current union contract.

Roll Call:

LaCroix – Yes
 Rochefort – Yes
 Lund - Yes
 DuFour - Yes
 Klarich – Yes

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

Grievance Update: Arbitration is set for Thursday, April 18th.

Emergency Management MOU: This is the 3-year MOU we sign to utilize our facilities and property in the event of disaster in Schoolcraft County.

Custodian Wage Increase (See Item 8.G. above)

EGR Tune Up: R. Martin and J. Vanderville worked on and put together an EGR tune up presentation for MDOT direct force garages. The process has proved to be beneficial to our trucks in reducing / eliminating derates, limp mode, etc. Hopefully, Roger Martin's discovery will continue to help other municipalities as well. A copy of the PowerPoint is available for review.

Seney Rest Area Bid Letting: We were given the bid letting for the Seney Rest Area Parking Lot Improvements. Bids are due April 23rd and will be opened and accepted at our April 24th board meeting.

ACT 51 Certification Maps: J. Vanderville received notice from Mike (Act 51) that our maps have been Approved. Next year he will need an updated resolution allowing her to submit the maps.

Roadside Parks: Roger's Park, Manistique River and Green School Parks are scheduled to open on April 29th.

10. Engineer's Report:

Township Work: Hiawatha Township committed to working on Aldrich Road this summer at their last meeting. Between Aldrich Road, Swanson Road, and Rivers Bend, the township will be contributing about \$165,000 to their roads.

At the time of writing this, we plan to grade stake Spielmacher Road and start that project for Inwood Township this week. The project is anticipated to take about 3 days to complete.

CR-448 over Stutts Creek: At the time of writing this, there is one more deficiency to address and plans are to have it done this week.

Bridge Bundle Project: We had the pre-construction meeting the last week of March. It went well and the contractor plans to start on the Railroad Street bridge after Memorial Day. The contractor noted that there may be gaps in construction after completing the Railroad Street bridge work. The reason for this is a long lead time to receive the timber materials needed for the other two bridges. The contractor does not think it will be a problem to complete the projects before the completion date, which is the first Friday in October. The order of construction will be the Railroad Street Bridge, then Clear Lake Road, and lastly the bridge over Creighton River on CR-448.

CR-433 & CR-453: Pre-construction meetings went well. Both contractors stated their schedules will have them here at the end of August or September. Bacco stated they will be performing work on Swanson Road and Rivers Bend at the same time as CR-453.

Spring Open House: We will be advertising an open house event to be held on May 7th from 5 PM to 6:30 PM. Our goal is to offer an opportunity for the public to come and ask us questions regarding this year's construction and maintenance plans, our 5-year plan, and other general inquiries.

Asset Management Goals: I. Stampfly has compiled information on our road system to compare where we are today and our asset management goals. The data shows that we are making improvements in some areas and losing ground in others. However, he thinks the current trajectory we are on is good and the improvements will continue.

Culvert Inspections: It was discussed at our last staff meeting to inspect our culvert inventory and update or upload more information into our Roadsoft system for tracking purposes. Jim Barham and I. Stampfly have been discussing a plan to tackle this and

have decided to break it into three pieces done over a 3-year timeframe. This will be approximately 150 - 200 culverts per year that will be inspected.

CR-440 & Quarter Mile Rd: I. Stampfly has started back into the design of this project. NEPA and SHPO documentation has been approved. His goal is to have a GI meeting/review with MDOT this summer and have this be in the January – March bid lettings for next year.

11. Department Heads:

Tanya Hoar: Reported that she is on a new software committee reviewing the Sage product. They are using a test environment and have struggled with it, but she wants to see the financial reporting portion of the software.

We have received the Pro Fund Accounting inventory gun and printer. We would like to get it up and running by the end of April or beginning of May. We will be able to print bar codes to put on parts, which could potentially be used for road materials as well.

T. Hoar, A. Peterson and J. Vanderville are working on updating the Drug Policy. The policy is voluminous and will take some time to go through, as we are reviewing it page by page.

The Career Fair will take place at the high school on April 23rd. T. Hoar, A. Peterson, I. Stampfly, R. Martin and B. Schuch will be in attendance. We will be parking the new tandem in front of the high school on the sidewalk and will have the arrow board behind our table, along with many other props to attract students. Information will be provided for those who are interested in pursuing careers in truck driving, mechanics, engineering, finance or human resources.

Troy Bassett: MCL 769 will sunset, so courts will no longer be allowed to impose court costs starting May 1, 2024.

The Sheriff's Department is looking at purchasing a new truck. They are currently looking at bids.

The county has received a quote for motors for the Carpenter Dam. A small motor is priced at \$1,600 with a possible upgrade.

The medical office building that was torn down was with a blight elimination grant. The city / county will sign off on that as well as the Medicare building. There will be "Meet and Greet" with Christina Hanson.

Roger Martin: There were no issues with equipment during the past two snow events. The spring equipment is ready to go.

Ann Peterson: Raises went into effect 4/1/24 per the union contract and other various contracts.

Brett Bowler moved from Seney to Manistique effective today for the spring / summer.

There is still one full-time truck driver position to fill once Craig Williams retires at the end of April. There are three candidates being considered.

12. Meeting Notices: None

13. Public Comment: None

14. Adjournment: The meeting was adjourned at 8:27 am.


Thomas Klarich, Chairperson


Jean Vanderville, Managing Director