

**SCHOOLCRAFT COUNTY ROAD COMMISSION**  
**332N EAST ROAD, MANISTIQUE, MI 49854**  
**BOARD MEETING AGENDA**  
**December 22, 2025 - 7:00 a.m.**

001066

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. Tannery/East Rd Intersection Streetlight
8. New Business:
  - A. Voucher 26-11 & 26-12
  - B. October Financial Statements
  - C. Approval of Policy HR11.07.04 Update
9. Manager's Report
  - A. Commissioner Comments
10. Engineer's Report
  - A. Commissioner Comments
11. Department Heads
12. Meeting Notices
  - A. UPRBA Winter Meeting January 22-23, 2026, Marquette, MI
  - B. MCRCSIP Regional Training UP Commissioners, February 5, 2026, Manistique, 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  
Robin LaCroix  
Randy Lund  
Keith Rochefort  
Wayne Johnson

**Absent:** None

**Also in Attendance:** Jean Vanderville, Managing Director; Ian Stampfly, Road Engineer; Tanya Hoar, Finance Director; Michelle Steffen, HR Generalist; Kim Rochefort, Road Foreman

**Absent:** Roger Martin, Shop Foreman

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

**It was moved** by Commissioner R. LaCroix, seconded by Commissioner R. Lund, to approve the agenda as presented with one addition by R. LaCroix.

12. C. Discussion on scheduling the annual Organizational meeting in January 2026.

Ayes: Five

Nays: None

***Motion Carried***

**5. Approval of Minutes:**

**Board Meeting 12-08-2025:**

**It was moved** by Commissioner K. Rochefort, seconded by Commissioner W. Johnson, to approve the Board Meeting minutes from 12-08-25 as presented.

Ayes: Five

Nays: None

***Motion Carried***

**6. Public Comment:**

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Commissioner P. Walker wished all a Merry Christmas, a Happy New Year, and thanked the Road Commission for all our hard work.

**7. Unfinished Business:**

A. **Tannery/East Rd Intersection Streetlight:** J. Vanderville sent an email to Corey and is waiting to hear back from him. With the holidays upon us, we may not hear back from him until after the new year. At this point we do not know who would fund the project, but we are willing to share the cost if necessary.

**8. New Business:**

A. **Voucher 26-11 & 26-12:**

**It was moved** by Commissioner K. Rochefort, seconded by Commissioner R. Lund, to approve the Vouchers 26-11 & 26-12 as presented.

**Roll Call:**

Rochefort – Yes

Lund – Yes

Johnson – Yes

LaCroix – Yes

Klarich – Yes

***Motion Carried***

B. **October Financial Statements:** T. Hoar provided an overview of the October Financial Statements. A copy of the capital outlay schedule will be brought to the next meeting for review.

**It was moved** by Commissioner W. Johnson, seconded by Commissioner R. LaCroix, to approve the October 2025 Financial Statements as presented.

Ayes: Five

Nays: None

***Motion Carried***

C. **Approval of Policy HR11.07 Temporary Employee Update:** J. Vanderville provided an overview of the updated language to the policy HR11.07, Temporary Employees.

**It was moved** by Commissioner W. Johnson, seconded by Commissioner R. LaCroix, to approve the updated Temporary Employees HR11.07 policy as presented.

Ayes: Five

***Motion Carried***

**9. Manager's Report:**

**Road Funding Package/State Budget:** Good news, Judge Sima Patel did not rule in favor of an injunction. This does not stop the overall case, and further challenges can be expected from the Cannabis Industry.

**Streetlight:** An email was sent to Corey on December 9<sup>th</sup>. I am still waiting to hear back. If I don't hear from him by the beginning of January, I will reach out to him again.

**Rural Road Alliance (RRA):** CRA has provided a letter in response to the RRA. A copy is included in your packet. The referenced accomplishments are the same list that I provided you with previously, so it was not included again.

**Website ADA:** MCRCSIP sent out a memo (included in packet) referencing the new Department of Justice (DOJ) requirement effective April 26, 2027, for all websites, social media, and apps compliance to ADA accessibility. Our web design host (Wix) can comply with this requirement, and we have been working on updating our website to comply. We are 82% complete on the SEO & GEO setup. SEO is the search engine optimization and GEO is the generative engine optimization. Once complete, we will check with MCRCSIP on how we can have our website evaluated to determine if efforts have met the DOJ requirements.

**Northern Michigan Conference:** CRA had a great line-up of presentations. If anyone who was not in attendance would like a copy of the presentations, please let me know and I can email them to you. The biggest takeaway I got from the conference is that our seasonal roads no longer affect our snow funds. The statute is still out there that says snow funds are reduced but apparently, they have been using a standard calculation based on the prior rated % of snowfall of eligible counties. There are 53 snow counties. I also verified our snow funds distribution and what CRA presented seems to be in-line as we did not receive any reductions for the seasonal roads we have recently submitted to the state via our Act 51 certification maps.

**10. Engineer's Report:**

**2024 Bridge Projects:** Work continues on addressing the file comments from MDOT. I have just a couple more items to address, so hopefully this will be done by early to mid-January.

**MIWish Grants:** I submitted both grants but received an email stating that we cannot apply until 2026 because we received funding from this grant program in 2025. So, I will be resubmitting the applications after the new year.

**Northern Conference:** I attended the Northern Conference and CRA committee meetings from the 10<sup>th</sup> to the 12<sup>th</sup>. There were several good sessions at this conference, and the committee meetings were enlightening as always.

**2026 Pavement Markings/Snowmobile Crossings:** I have started to put together our pavement marking design documents and these will include working on three snowmobile crossings this year to help protect our pavement. Pavement markings will be done on CR-436 (Seney's end), CR-498 (Ten Curves Road), CR-450, and CR-448. The snowmobile crossings are planned for CR-440, CR-443 (we're expanding to better suit the needs of the snowmobile club), and CR-448 over Stutts bridge.

**Township Work:** I have started to put together design documents for Doyle and Manistique Township paving proposals. These projects will go out for bids after our overlay project on CR-455 is bid, around the end of February/beginning of March.

I also attended Seney's Township meeting last Monday to start discussing future project plans for CR-456 and what they may want to do for their water and sanitary system and the sidewalk in that area.

**FLAP Projects:** Our FLAP projects for CR-437 and Clear Lake Road have been bid, and the low bid was 16% less than the engineer's estimate so the projects will move forward. Bacco Construction was the low bidder.

- **Commissioner's Comments:** Commissioner K. Rochefort questioned the FLAP project on CR-437. I. Stampfly clarified that the project is new pavement.

## 11. Department Heads:

### Tanya Hoar:

The audit is complete and Brenda will be sending the results to her boss. There were no negative findings to report. Tanya will invite Brenda to an upcoming board meeting to give a verbal report of the audit.

Tanya reported that with the No Tax on Overtime now in place, the IRS is encouraging employers to show the OT on the W2's. Our timekeeping/payroll system, Cogitate, did add new parameters so that our 2025 W2's will be compliant with the law.

Tanya reported on a Road Material Adjustments report for FY 2020 – 2025 she provided. There are three sections on the report – Gravel Adjustment, Other Road Material Adjustment, and Parts Adjustments.

Tanya has a meeting with Melissa today to review the MDOT contract revisions.

### Kim Rochefort:

Kim reported that when there are problems with the loader scale (printer won't print ticket as an example), the crew will estimate the load.

**Michelle Steffen:**

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We recently lost one of our temps. At this point we will not be recruiting for a replacement.

**12. Meeting Notices:**

- A. UPRBA Winter Meeting January 22-23, 2026, Marquette, MI
- B. MCRCSIP Regional Training UP Commissioners, February 5, 2026, Manistique, MI
- C. The annual Organizational meeting that needs to occur early January 2026, has been scheduled for Monday, January 5, 2026, at 7:00 AM. J. Vanderville will advertise in the Tribune, post at the courthouse and on our door.

**13. Public Comment:**

Commissioner W. Johnson stated that if the loader scale is not working properly, an easy fix would be to purchase a new one. J. Vanderville will investigate to see if the calibration is off, or has the scale aged out and it's time for a new scale.

**14. Adjournment:** The meeting was adjourned at 7:50 am.

  
Thomas Klarich, Chairperson

  
Jean Vanderville, Managing Director