

**SCHOOLCRAFT COUNTY ROAD COMMISSION
332N EAST ROAD, MANISTIQUE, MI 49854
BOARD MEETING AGENDA
May 28, 2025 - 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
6. Public Comment
7. Unfinished Business:
8. New Business:
 - A. Vouchers 25-35, 25-36
 - B. 2025 Budget Amendment #1
 - C. April Financial Statements
 - D. MDOT Engineering Reimbursement Form 2044
 - E. G96 Local Silent Bid
9. Manager's Report
 - A. Commissioner Comments
10. Engineer's Report
 - A. Commissioner Comments
11. Department Heads
12. Meeting Notices
 - A. UPRBA June 11-12, 2025, Harris MI
 - B. MCRC SIP Annual Meeting July 23, 2025, Mt. Pleasant, MI
13. Public Comment
14. Adjournment

1. Call Meeting to Order

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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
Keith Rochefort
Robin LaCroix
Wayne Johnson

Absent: Randy Lund

Also in Attendance: Jean Vanderville, Managing Director; Ian Stampfly, Road Engineer; Tanya Hoar, Finance Director; Michelle Steffen, HR Generalist; Roger Martin, Shop Foreman

3. Pledge of Allegiance: The pledge was recited.

4. Approval of Agenda:

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

Ayes: Four
Nays: None

Absent: One (R. Lund)

Motion Carried

5. Approval of Minutes:

Board Meeting 5-14-25:

It was moved by Commissioner R. LaCroix, seconded by Commissioner W. Johnson, to approve the Board Meeting minutes from 5-14-25 as presented.

Ayes: Four
Nays: None

Absent: One (R. Lund)

Motion Carried

6. Public Comment: None

7. Unfinished Business: None

8. New Business:**A. Vouchers 25-35 & 25-36:**

It was moved by Commissioner K. Rochefort, seconded by Commissioner R. LaCroix, to approve Vouchers 25-35 and 25-36 as presented.

Roll Call:

Rochefort – Yes

LaCroix – Yes

Johnson – Yes

Klarich – Yes

Absent: One (R. Lund)

Ayes: Four

Nays: None

Motion Carried**B. 2025 Budget Amendment #1:** T. Hoar provided an overview of the 2025 Budget Amendment #1.

It was moved by Commissioner W. Johnson, seconded by Commissioner K. Rochefort, to approve the 2025 Budget Amendment #1 as presented.

Roll Call:

Johnson – Yes

Rochefort – Yes

LaCroix – Yes

Klarich – Yes

Absent: One (R. Lund)

Ayes: Four

Nays: None

Motion Carried**C. April Financial Statements:** T. Hoar provided an overview of the April Financial Statements.

It was moved by Commissioner R. LaCroix, seconded by Commissioner W. Johnson, to approve the purchase of the April Financial Statements as presented.

Absent: One (R. Lund)

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Ayes: Four

Nays: None

Motion Carried

- D. MDOT Engineering Reimbursement Form 2044:** J. Vanderville provided an overview of the annual MDOT Engineering Reimbursement Form 2044.

It was moved by Commissioner R. LaCroix, seconded by Commissioner K. Rochefort, to approve the MDOT Engineering Reimbursement Form 2044 as presented.

Absent: One (R. Lund)

Ayes: Four

Nays: None

Motion Carried

- E. G96 Local Silent Bid:** J. Vanderville presented the For Sale by Sealed Bid ad that will be placed on our website and local paper only at this time since there have been a lot of local interest from word of mouth. It was also determined that G88 will be added to the Sealed Bid Sale. Bids will be due on or before June 5, 2025, at 2:00 PM. Bids will be opened at the June 9th Board meeting.

9. Manager's Report:

Mechanics Training: We have been working with AIS to offer a mechanic's training in-house. The plan is to host a 2-day training course at our garage with Luce, Menominee, and Chippewa joining us. Training is planned for June 17th and 18th. Training will be 1 day of electrical training and 1 day of hydraulics training.

Lew Bender Team Training: We had a successful learning day with Lew. Lew went through Strategic Thinking Styles with the crew, and everyone had a good time with the results and great discussions. We plan to continue building our teamwork and leadership with Lew.

Finance & HR Conference Presentation: The presentation went great. We were able to have good discussions with the group that will help in negotiating the language and terms of state maintenance contract, especially as it relates to unemployment reimbursement and overhead. Huge thank you to T. Hoar for bringing all her knowledge to this presentation and the contract. I cannot say enough about how valuable our finance directors are in making the most out of our MDOT contract.

Chloride: Chloride is underway on the primary road system. We will be following up with local applications. J. Vanderville has spoken with K. Rochefort on the grading condition of the roads in advance of the chloride. He is aware and the areas that can be “perfected” will get done, with the understanding that some areas where there is not sufficient material, they are out of his control and will get them to the best of their ability.

Miscellaneous Items: Some of the things that happen around here do not ever seem to make their way to the board, so J. Vanderville thought she would point out some great things that have happened because of great teamwork from everyone:

- **Safety Committee and crew:** The safety committee has been working hard to watch operations and listen to input from the entire crew about things that can be improved upon from a safety standpoint. Some of the items that have been implemented are:
 - ✓ Do Not Follow Trucks signs for our trucks during road closure projects.
 - ✓ Flying debris signs for our mowers.
 - ✓ The shield was built for the shoulder machine to protect the operator.
 - ✓ New Bluetooth headsets for tree cutting that cut out background noise and allow for better communication.
 - ✓ Working with the MSP to resolve turnaround issues for winter maintenance.
- **Administrative Team:**
 - ✓ ESTA understanding and policies, preparation for contract negotiation and effect of ESTA.
 - ✓ Updated incident forms and process with flow chart.
 - ✓ Training topics.
 - ✓ IT security upgrades.
 - ✓ Overall discussions on how we can do things differently or more efficiently, everyone willing to try new ideas and be innovators.

There are more things that come about that we just do and never really discuss or give credit where credit is due. **Our entire road commission team goes above and beyond every day and deserves a thank you.**

10. Engineer’s Report:

Township Work: Pulverizing of Beckman and Leduc Road will be taking place May 27th and 28th, paving is scheduled for June 9th and 10th currently. Cemetery Road pulverizing will be taking place on May 29th with paving schedule for May 31st. We will regrade Beckman and Leduc Road prior to paving.

2025 Projects (CR-440, CR-453, and CR-443): No new updates on these projects.

800 Mhz Radios: All our base unit radios are up and running. We have started to use the radios and are working out a couple of bugs in our set up prior to eliminating the older radios. Overall, it seems like the 800 radios will work very well for our operations.

J. Vanderville will reach out to Shiner Technologies to inquire about what will be more beneficial and cost effective related to installing an amplifier/booster or hardwiring the garage so that there is better reception with the radios. Reception is not bad when the doors (s) are open, however, when closed, it is a concern.

New Sign Truck: We met as a group and finalized a specifications list for our new sign truck. We sent the specifications to Knapheide as we would like to work with them for the build through the MiDeal process. Just a reminder that Knapheide built our service truck and we were very happy with the service they provided.

2026 Projects (CR-455 & CR-432/CR-433): Work continued on design documents for next year's projects. I. Stampfly is still on track to have them submitted for MDOT review later this summer.

CR-448 Project: J. Barham and I. Stampfly surveyed the area we are planning to work on later this summer. We are in the process of designing the proposed profile and cross sections. This project is currently scheduled for mid-July.

Culvert Inspections: J. Barham and I. Stampfly continued working on culvert inspections. We came across a culvert that will need to be added to our bridge inventory and inspected according to National Bridge Inspection Standards. The reason for this is because the culvert has a span that is greater than 20 feet. The culvert is on CR-437 (Thunder Lake Road) at Big Murphy Creek. We talked to UP Engineers & Architects about adding it to the inspection list while they are here completing the other bridge inspections and UPEA said that would not be a problem.

Commissioner's Comments: W. Johnson thanked I. Stampfly and T. Klarich for the tour of the county.

11. Department Heads:

Tanya Hoar: T. Hoar stated that she and J. Vanderville completed the MDOT contract presentation at the Finance and HR conference. The topic was related to the current MDOT contract and ways to improve unemployment election. The language is very confusing in the current contract and needs to be cleaned up.

Roger Martin: Sandblasting and painting of equipment is currently taking place, and the crew is still doing changeovers from winter to spring equipment.

Michelle Steffen: Continues to settle into the HR Generalist position.

12. Meeting Notices:

- A. UPRBA June 11-12, 2025, in Harris, MI.
- B. MCRCSIP Annual Meeting July 23, 2025, Mt. Pleasant, MI. Please let Michelle know if you plan to attend so that she can get you registered.
- C. Board Meeting Monday, June 9, 2025, at 7:00 am.

13. Public Comment: None**14. Adjournment:** The meeting was adjourned at 8:05 am.
Thomas Klarich, Chairperson
Jean Vanderville, Managing Director