

**SCHOOLCRAFT COUNTY ROAD COMMISSION  
332N EAST ROAD, MANISTIQUE, MI 49854  
BOARD MEETING AGENDA  
APRIL 23, 2025 - 7:00 a.m.**

000962

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 25-30, 25-31
  - B. Letter of Understanding
  - C. FY 24 Audit Presentation
  - D. March Financial Statements
9. Manager's Report
  - A. Commissioner Comments
10. Engineer's Report
  - A. Commissioner Comments
11. Department Heads
12. Meeting Notices
  - A. RTF Meeting May 1, 2025, Alger CRC
13. Public Comment
14. Adjournment

**1. Call Meeting to Order**

000963

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  
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, Brenda Drayton, State of Michigan Financial Auditor

**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.

Ayes: Five  
Nays: None

***Motion Carried***

**5. Approval of Minutes:**

**Board Meeting 4-09-25:**

**It was moved** by Commissioner R. Lund, seconded by Commissioner W. Johnson, to approve the Board Meeting minutes from 4-09-25 as presented.

R. LaCroix requested a correction to the minutes removing the additional language preceding the no vote on item 8C.

**It was moved** by Commissioner K. Rochefort, seconded by Commissioner R. LaCroix, to approve the corrected minutes of 04-09-25.

Ayes: Five  
Nays: None

***Motion Carried***

6. **Public Comment:** None

000904

7. **Unfinished Business:**

A. **Policy F8.00 Investment Policy:** J. Vanderville noted that the updated policy has been provided. It will be going to the county tomorrow for approval. T. Hoar provided highlight points. The updated policy follows the language of state county investment laws.

8. **New Business:**

A. **Vouchers 25-30 & 25-31:**

It was moved by Commissioner R. LaCroix, seconded by Commissioner W. Johnson, to approve Vouchers 25-30 and 25-31 as presented.

**Roll Call:**

LaCroix – Yes

Johnson – Yes

Rocheftort - Yes

Lund – Yes

Klarich – Yes

***Motion Carried***

B. **Letter of Understanding:**

It was moved by Commissioner W. Johnson, seconded by Commissioner R. LaCroix, to move to a closed session at 7:10 AM pursuant to MCL 15.268 (1)(h) to consider material exempt from discussion or disclosure by state or federal statute.

**Roll Call:**

Johnson – Yes

LaCroix – Yes

Rocheftort - No

Lund – No

Klarich – No

***Motion Failed***

C. **FY 24 Audit Presentation:** B. Drayton, State of Michigan Financial Auditor, provided an overview to the Board on the 2024 financial audit. She noted that things went very well this year.

D. **March Financial Statements:** T. Hoar provided an overview of the financial statements.

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

Ayes: Five  
Nays: None

000905

***Motion Carried***

**9. Manager's Report:**

**Wawaushnosh & Dawson Parking Issue:** Per Sgt. Verlin, the area in question would fall under MCL 257.674 and all issues should be referred to dispatch to be reviewed by MSP.

**Letter of Understanding:** Andrew JV will be providing a legal opinion for us to go into closed session should we need it. It is important that if anyone has any questions related to the condition, severity, limitations, etc. that it is only discussed in closed session to protect the employee's protected health information.

**F8.00 Investment Policy:** Heather (County Treasurer) is requesting that the updated policy language go to the full board April 24<sup>th</sup>. Copy of county policy included for reference. We are pleased with the updates and believe they meet the needs of the road commission as an entity of the county.

**Seney Fuel Pumps:** The fuel pumps have been installed. The electrician has recommended that one of the pumps be moved slightly to allow for easier access to the nozzle. J. Vanderville will be following up with Oscar W. Larson to have that move take place.

**UPRBA:** Please make sure to confirm with Ann/Michelle on your intent to attend prior to May 1<sup>st</sup>.

**Training:** We have quite a bit of training coming up for our team:

- May 1<sup>st</sup> – Spring Safety
- May 5<sup>th</sup> – MSHA
- May 21<sup>st</sup> - Lew Bender
- We will be switching to 4 10's on May 5<sup>th</sup>.
- J. Vanderville is working on scheduling the Defensive Driving and Snowplow Simulator Trainings for this fall.
  - Snowplow Simulator October 7-8
  - Defensive Driving TBD

**Updated Picture of the Board:** J. Vanderville asked if we could plan to get a picture of the board for our website at the May 14<sup>th</sup> board meeting. She will send a reminder in that manager's report.

**Road Funding Talking Points:** CRA has issued some talking points and details to refute the claims of the CRCM pressing for an overhaul of Act 51. J. Vanderville emailed a copy in case they are approached about the topic. She encouraged the board to support CRA's message.

**Commissioner's Comments:** K. Rochefort asked about the brush guard quantity and installation status. J. Vanderville stated that there were 5 brush guards purchased and due to difficulties in installation the mechanics would like to wait for Shop Foreman R. Martin to return to help guide them on the installation process.

**10. Engineer's Report:**

**Township Work:** I. Stampfly presented Hiawatha Township with an estimate for Eberts Road only. He did not feel he could provide an accurate estimate for Old M-94 due to the amount of snow in the area. He did provide an estimate for the cost of gravel for Old M-94 just so the township had a ballpark figure. The board decided not to do another project and save their funds for future use.

I. Stampfly also started to discuss the possibility of incorporating private roads that we currently plow into the County Road system with Manistique and Hiawatha Township. Manistique was open to the idea of incorporating roads into the system; currently they have one we plowed this past winter and that was Cherry Hill Drive. Hiawatha Township did not seem opposed to the idea but wanted some time to think about it. He attended Doyle Township as well to give them the proposed agreement for Howard Road.

Discussion was held regarding moving private roads into the county road system and the need to bring roads up to specs beforehand. Also discussed was the current liability of the funds that have been collected and whether we can remove the liability if there is cash left. B. Drayton will ask the State if there are any options to do that.

**2025 Projects (CR-440, CR-453, and CR-443):** The precon meeting was held as scheduled. No issues or concerns arose with the projects. Just a reminder that all projects are scheduled to be started and completed in June, weather permitting.

**800 MHz Radios:** We have our new radios and are in the process of setting up the base units throughout the building here in Manistique and at the garage in Seney. Once that is completed, we will flip over to using the 800 radios.

**Equipment/Truck RFPs:** I. Stampfly has started to put together the specifications for next year's capital outlay. He started on a new sign truck, pickup, and used excavator. We will work together to finish putting the specs together.

**Bridge Asset Management Plan:** I. Stampfly continued updating our asset management plan that is due October 1<sup>st</sup> of this year, focusing this time on the bridge portion of the plan.

**Culvert Inspections/Inventory Updates:** I. Stampfly will be starting our culvert inspections this week. Jim Barham and Jean Vanderville will be helping to complete this. Our goal is to

complete all large or critical culverts; these crossings would be costly to replace or have major travel impacts on us and the public. This will be a good exercise to complete and will help prioritize areas of focus for future replacements.

#### **11. Department Heads:**

**Tanya Hoar:** None

**Michelle Steffen:** Training continues and is going well.

**Troy Bassett:** There is a courthouse security meeting to be held today. They will be discussing computer vulnerability assessment.

Troy will talk with Heather LaLonde regarding 3<sup>rd</sup> party custodian for safe keeping for investments.

Noted that a six-month contract was signed with MFSIN out of Saginaw. However, they will be backing out of this contract because more services are required relating to medical examiner services. They will be working with Dickinson County to potentially use theirs.

**Ann Peterson:** Agreed that training is going well, and Michelle is catching on so the transition will be smooth.

#### **12. Meeting Notices:**

A. RTF Meeting, May 1, 2025, Alger CRC

#### **13. Public Comment: None**

**It was moved** by Commissioner W. Johnson, seconded by Commissioner R. LaCroix, to move into closed session at 8:05 am pursuant to MCL 15.268 (1)(h) to consider material exempt from discussion or disclosure by state or federal statute.

#### **Roll Call:**

Johnson – Yes

LaCroix – Yes

Lund – Yes

Rocheffort - Yes

Klarich – Yes

#### ***Motion Carried***

**The board returned to open session at 8:18 am**

**It was moved** by W. Johnson, seconded by R. LaCroix, to accept the Letter of Understanding between the Board of County Road Commissioners, Local Teamsters 406, and Employee Craig Herbst.

**Roll Call:**

Johnson – Yes

LaCroix – Yes

Lund – Yes

Rocheport – Yes

Klarich – Yes

***Motion Carried*****14. Adjournment:** The meeting was adjourned at 8:19 am.  
\_\_\_\_\_  
Thomas Klarich, Chairperson  
\_\_\_\_\_  
Jean Vanderville, Managing Director