

**SCHOOLCRAFT COUNTY ROAD COMMISSION
332N EAST ROAD, MANISTIQUE, MI 49854
BOARD MEETING MINUTES
March 22, 2023 - 7:00 a.m.**

000582

1. Call Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of Minutes
 - A. Regular Session March 8, 2023
6. Public Comment
7. Unfinished Business:
 - A. Policy A6.00 Policy for Removing a Road from Seasonal Designation
8. New Business:
 - A. Vouchers 23-23 & 23-24
 - B. Policy HR10.02 Non-Union Employees
 - C. Policy HR11.04 Temporary Employees
 - D. Award RFP 2023-03 Bulldozer
 - E. February Financial Statement
 - F. 2023-2024 Salt Order Approval
9. Manager's Report
10. Engineer's Report
11. Department Heads
12. Meeting Notices
 - A. Protecting Your Employees & Your Road Commission, March 29, Harris, MI
 - B. RFP2023-01 & 2023-02 Bid Opening April 11, 3:00 pm
13. Public Comment
14. Adjournment

1. Call Meeting to Order:

The meeting was called to order by Chairman T. Klarich at 7:00 A.M.

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

Present: Thomas Klarich
Randy Lund
Keith Rochefort

Absent: Dale DuFour
Robin LaCroix

Also in Attendance: Tanya Hoar, Finance Director, Ann Peterson, Payroll/HR Coordinator, Kim Rochefort, Road Foreman, Roger Martin, Shop Foreman, Jim Barham, Truck Driver, Troy Bassett, County Commissioner, Brad Jackson, Roland Machinery, Scott Lippens, McCoy Construction and Forestry.

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

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

Ayes: Three

Nays: None

Absent: Two (D. DuFour and R. LaCroix)

Motion Carried

5. Approval of Minutes:**A. Regular Session March 8, 2023:**

It was moved by Commissioner R. Lund, seconded by Commissioner K. Rochefort, to approve the minutes of the meeting held on March 8, 2023.

Ayes: Three

Nays: None

Absent: Two (D. DuFour and R. LaCroix)

Motion Carried

6. Public Comment: None

7. Unfinished Business:

Policy A6.00 Policy for Removing a Road from Seasonal Designation: This policy continues to be tabled until May after J. Vanderville has had discussions with individual townships.

8. New Business:

A. Vouchers:

i. 23-23 & 23-24:

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

Roll Call:

Lund - Yes

Rochefort - Yes

Klarich – Yes

DuFour – Absent

LaCroix - Absent

Motion Carried

- B. Policy HR 10.02 – Non-Union Employees:** T. Hoar provided an overview of the recommended update to the Non-Union Employee Policy, which would increase the PTO accrual to more closely align with the union time-off policy.

It was moved by Commissioner K. Rochefort, seconded by Commissioner T. Klarich, to approve HR10.02, updated Non-Union Employees Policy as presented.

Roll Call:

Rochefort - Yes

Klarich – Yes

Lund - Yes

DuFour – Absent

LaCroix - Absent

Motion Carried

- C. Policy HR 11.04 – Temporary Employee Policy:** T. Hoar provided an overview of the recommended update to the Temporary Employee Policy, which would increase the Temp CDL wage 2% from \$19.00 / hour to \$19.38 per hour and the Temp Non-CDL wage 2% from \$16.00 / hour to \$16.32 per hour. The wage will be reevaluated again in the fall.

It was moved by Commissioner K. Rochefort, seconded by Commissioner R. Lund, to approve HR11.04, updated Temporary Employee Policy as presented.

Roll Call:

Rochefort - Yes

Lund - Yes

Klarich – Yes

DuFour – Absent

LaCroix - Absent

Motion Carried**D. Award RFP 2023-03 Bulldozer:**

R. Martin provided the information gathered from Roland Machinery for the Komatsu bulldozer and from McCoy Construction and Forestry for the two John Deere bulldozers. The sealed bid tabulation from the bid opening held on Friday, March 17th, was also provided.

It was moved by Commissioner K. Rochefort, seconded by Commissioner R. Lund, to award the bid for the bulldozer to Roland Machinery for the 2018 Komatsu D51PX in the amount of \$155,000 (which includes trade-in of our D20 bulldozer), contingent on satisfactory inspection of the bulldozer and the ability to negotiate an extended warranty for it.

Roll Call:

Rochefort - Yes

Lund - Yes

Klarich – Yes

DuFour – Absent

LaCroix - Absent

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

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

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

Ayes: Three

Nays: None

Absent: Two (D. DuFour and R. LaCroix)

Motion Carried

F. Salt Order Approval:

Salt for the next winter season should be ordered at this time. This year we used most of the salt due to more rain events with cold temperatures. J. Vanderville has recommended we order the same amount for next year, 800 ton early 200 b/u for Manistique and 400 ton early 50 ton b/u Seney.

It was moved by Commissioner K. Rochefort, seconded by Commissioner T. Klarich, to approve the Salt Order for the 2023-2024 season as requested.

Roll Call:

Rochefort - Yes

Klarich – Yes

Lund - Yes

DuFour – Absent

LaCroix - Absent

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

Website Updates: J. Vanderville updated the website with our newly approved Title VI Plan along with the RFP's. Once bids are open and tabulated, she will put the bid tabulation on the website. The tabulated bid for the bulldozer is on the website.

Critical Bridge Resolutions: Brought the resolutions to Beth Edwards for signature and filing. Provided completed copy of resolution to I. Stampfly for submittal with application.

Gierke Road: J. Vanderville reached out to Prosecuting Attorney Tim Noble to get the status of the charges. He was unsure of the status and would have to look into it. She will keep the board posted as she learns more.

Fuel Pump Quote: We received the estimate back from Jeff in the amount of \$23,420. Discussed with Tanya and Roger and, as a team, we feel it is important to move forward with this purchase and improvement to our fuel station. This is an unplanned capital outlay purchase.

RFP 2023-04 Fuel Pumps will be ready for the April 12, 2023, board meeting for the board's review and approval to publish.

Tom spoke with Williams Welding about pumping out the storage tanks. He is supposed to stop at the shop to further discuss how he can help the next time he is in town. Mark stopped and looked at storage tank 1 and he is able to assist but has to wait until the weather improves because his pumps don't operate well in cold temps. He will haul away the contaminated fuel. The tank currently has approximately 400 gallons at a value of \$1,485.

Invitations to Bid: Sent all 3 RFP's out for bid to our bidders list and the builder's exchange.

Shop Maintenance Schedule: Finalized the shop schedule for Summer/Winter Prep, GAMUT & Sand Blast & Paint. These are goals that we will work on achieving and improving on from year to year.

Primary Roads Dust Control: Sent email to Travis (MJ VanDamme) to request dust control on primary roads for late May beginning of June. Scheduled for weeks of May 23-26 for primary roads. This year's rate is \$0.644/gal applied. Last year's rate was \$0.575/gal applied, a 12% increase.

North Country Trucking (Jake King): Spoke with Jake to discuss the upcoming delivery schedule and anticipated improvements & deficiencies to expect this year. Jake will get back to J. Vanderville. He has not started his chloride schedule yet.

44 North (Health Insurance): Jennifer (44 North) called to report that they are unable to provide health insurance coverage at a rate comparable or better than MCTWF at this time. Sent information to Tony LaPlant, Union Rep, & Andrew Cascini, SCRC Counsel. The union voted on the tentative agreements on Thursday, March 16th, passing both the Supervisory and Non-Supervisory contracts.

Roller Rental: J. Vanderville reached out to Sunbelt Rentals for our upcoming roller rental needs. The rental rate by locking in early is a little less than last year, but this year they have been hit with a 2% heavy equipment rental surcharge, so essentially the overall cost is the same (savings of ~\$100).

Discussion was held regarding the total cost of rental (approximately \$30k for 6 months) and the possibility of purchasing a roller.

Safety Committee Meeting: The committee met and discussed areas of safety concern. The committee has requested t-shirts for the spring safety item and would like to know if we can get FR uniforms for the guys who are welding. J. Vanderville reached out to Family Pride for a quote. She put out sign-up sheets for t-shirts. There was a request for updated arrow boards. R. Martin is going to see if the lights can be switched to LED on the arrow boards. The committee mentioned that the flaggers need additional training or improved training as they tend to have quite a bit of confusion on the setup and communication pieces to traffic control. She will work on an improved training program for flaggers. The Butler Building door is not working and they have placed a lockout tag on the door. She will try to get a contractor to give an estimate for repairs.

MDOT Budget Meeting: Kevin anticipates approximately \$400k left in the budget after winter maintenance is closed out. Kevin has a couple TWA projects; M-77 north shoulder rehab, \$100k, and vault replacements at the roadside parks. Kevin anticipates budget distributions of ~\$100k for a tree/ditch line clearing on M2-8, M-77 & US-2, along with ~\$35k for guardrail berm removals in various locations. Kevin might have a couple of 426 contracts for the Seney Rest Area curb/drainage, Seney salt shed driveway, and snowmobile thermos crossings.

Shop / Mechanic Meeting: J. Vanderville met with the shop crew. Discussed the upcoming schedule of summer prep, sand blast & paint, and new GAMUT process.

Staff Meeting: Met with the administration team to prepare for the upcoming construction season.

Recall on Truck #98: Scheduled recall work for Monday, March 20th.

Salt Order for 2023-2024 Season: (See Item 8.F. above). It is time to reorder salt for the next winter season. Last year we ordered 800 ton early 200 b/u for Manistique, and 400 ton early 50 ton b/u Seney. This year we used majority of our salt due to more rain events with cold temperatures. J. Vanderville recommended we order the same amount for the next year. We have the opportunity to get an additional 30% if needed on b/u. Kevin has also helped us out if we have an abnormal year.

Seney Night Crew Meeting: Met with the Seney night crew to go over how the season went and to see if there is anything they need to improve the night shift work for next season. They asked for better headlights on the patrol truck. Roger has a night vision lamp for the headlights. He will replace and see if that helps.

10. Engineer's Report: NONE

11. Department Heads:

Ann Peterson, Payroll / HR Coordinator: Temp truck driver Keith Spencer handed in his two-week notice. His last day will be March 31st. Jonathan Guertin will be retained for the summer as a flagger (per Road Foreman K. Rochefort). Others will be laid off for the season once no longer needed.

Tanya Hoar, Finance Director: Today at 9:00 am, MCTWF Representative Andrew Bryer, along with Teamsters Union Representative, Tony LaPlant, will be here to provide information regarding the two medical plans / costs that employees will be able to elect for the new three-year union contract. All employees will be able to elect their plan today.

The State of Michigan decided to do pension grant for road commissions who are significantly underfunded. We found we are eligible, and the calculation shows the award to be around \$1.7M, which is 60% of our liability.

The current Pro Fund Accounting Time and Attendance program will no longer be supported starting October 1st, 2023. We will start the new system the beginning of May in order to become familiar and work out any issues. The cost will be \$6000 annually. This is a web-based system that workers will be able to access from any device, such as phones, laptops, etc., to enter their time.

Troy Bassett, County Commissioner: The Schoolcraft County Board will be meeting tomorrow at 5:00 pm. There will be a presentation on the ambulance mileage.

Kathryn Denholm, public defender, will be stepping down. Sarah MacGregor will step into that position.

The county's Audit and Finance Committee is doing a wage study for county employees.

Kim Rochefort, Road Foreman: Kevin from MDOT wants SCRC to do crack sealing on M-77 from Seney to Germfask.

Once the brine truck is together, chloride spreading will go faster. We are looking at getting more holding tanks for the brine, as the provider has difficulty getting it here fast enough. We currently have four 10,000-gallon tanks. J. Vanderville will research if another provider is available that could more reliably deliver the brine.

The crew is working on tree / limbing projects. The mower is also out being used.

Roger Martin: The shop is working on regen systems.

R. Martin, Mike Gould and Ben Mattson are all participating in Peterbilt online training. All can train at their own pace.

12. Meeting Notices:

- A. Protecting Your Employees & Your Road Commission, March 29, Harris, MI
- B. RFP2023-01 & 2023-02 Bid Opening April 11. 3:00 pm

13. Public Comment:

R. LaCroix asked about the \$155k purchase amount for the Komatsu bulldozer, vs. the \$160k awarded by the county and whether the Road Commission would receive the \$5k difference as well. T. Hoar commented that the difference would be more, since the total includes our trade-in. Brad Jackson noted that Roland Machinery will detail a trade amount on the sales invoice.

Commissioner K. Rochefort asked when summer hours would begin, to which Road Foreman K. Rochefort stated they would begin around the 2nd week of April, weather dependent.

Commissioner K. Rochefort asked that the crew check into missing signs on Fox Road, as the road name sign and the "Dead End" sign are missing.

14. Adjournment: The meeting was adjourned at 7:53 am.



Thomas Klarich, Chairperson



Jean Vanderville, Managing Director