

SCHOOLCRAFT COUNTY ROAD COMMISSION
332N EAST ROAD, MANISTIQUE, MI 49854
BOARD MEETING AGENDA
October 25, 2023 - 7:00 a.m.

000690

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. Voucher 24-02, 24-03
 - B. RFP 2024-01 Foreman's Truck
 - C. Ann Peterson Anniversary Wage Evaluation
 - D. Frost Law Agreement with MSP
 - E. Michigan Chloride Sales Agreement Extension
9. Manager's Report
10. Engineer's Report
11. Department Heads
12. Meeting Notices
 - A. Straits Area Council November 7, Mackinaw City
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

Absent: Dale DuFour

Also in Attendance: Jean Vanderville, Managing Director, Ian Stampfly, Road Engineer; Tanya Hoar, Finance Director; Ann Peterson, Payroll/HR Coordinator, Kim Rochefort, Road Foreman, 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 K. Rochefort, seconded by Commissioner R. Lund, to approve the agenda as presented.

Ayes: Four
Nays: None
Absent: One (D. DuFour)

Motion Carried

5. Approval of Minutes:

Approval of the minutes for October 11, 2023, was tabled until the next meeting, as a quorum of those present for that meeting was not present.

6. Public Comment: None**7. Unfinished Business:** None**8. New Business:****A. Vouchers 24-02 & 24-03:**

It was moved by Commissioner K. Rochefort, seconded by Commissioner T. Klarich, to approve vouchers 24-02 and 24-03 as presented.

Roll Call:

Rochefort – Yes

Klarich – Yes

Lund - Yes

LaCroix – Yes

DuFour - Absent

Motion Carried

- B. RFP 2024-01 Foreman’s Truck:** There were no bids submitted. J. Vanderville will call each one to inquire about their interest in bidding.
- C. Ann Peterson Anniversary Wage Evaluation:** J. Vanderville requested a 9% increase for the Payroll / HR Coordinator based on performance and industry standards. Commissioner R. LaCroix asked that wage evaluations for this position be moved to April 1st to be in line with the union wage increases.

It was moved by Commissioner R. LaCroix, seconded by Commissioner R. Lund, to approve the wage increase as requested.

Roll Call:

LaCroix – Yes

Lund - Yes

Rochefort – Yes

Klarich – Yes

DuFour - Absent

Motion Carried

- D. Frost Law Agreement with MSP:** J. Vanderville provided the new rates from the Michigan State Police Reimbursed Services Rates effective October 1, 2023, for fiscal year 2024. She recommended that we continue our frost law patrol with the MSP.

It was moved by Commissioner R. Lund, seconded by Commissioner R. LaCroix, to approve the Frost Law Agreement with MSP as presented.

Roll Call:

Lund - Yes

LaCroix – Yes

Rochefort – Yes

Klarich – Yes

DuFour - Absent

Motion Carried

- E. **Michigan Chloride Sales Agreement Extension:** J. Vanderville provided two letters from Michigan Chloride Sales offering pricing for the 2024 dust control season. There was no rate increase noted.

It was moved by Commissioner K. Rochefort, seconded by Commissioner T. Klarich, to continue using Michigan Chloride for the 2024 dust control season.

Roll Call:

Rochefort – Yes

Klarich – Yes

Lund - Yes

LaCroix – Yes

DuFour - Absent

Motion Carried

9. Manager's Report:

Drain Commission: J. Vanderville will be attending this week's county board meeting to discuss new options for the drain commission delegation of duties.

Chloride: MCS has sent their annual letter of extension of pricing for the upcoming year. There is no price change for the 2024 season. Copies of extension letters from 2023 and 2024 were provided. (See 8.E. above)

Rail Crossing CR 434: We currently have crossings on CR442 and CR432. Our annual maintenance for those crossings is \$1,271 each. We can anticipate that the new crossing will be the same amount for an additional \$1,271 annually. J. Vanderville spoke with Kristian Foondle (Office of Rail MDOT), and he indicated that CRA and the railroad negotiated new maintenance terms and the pricing is expected to increase, depending on type of crossing, between \$3k - \$10k, with a 67% increase every two years. She further discussed this with Steve Puuri (CRA Engineer), and he is going to provide some additional details surrounding how CRA and the rail companies came up with the new terms. She explained that the new terms are significantly impactful to road commissions such as Schoolcraft where potentially up to \$30k (this is on the worst-case scenario side) would go annually to the rail companies for maintenance. Further details and clarification to come.

Hiring Needs: Ann has scheduled interviews for temporary candidates on October 30th. Since that scheduling, Brandon Schnurer has resigned effective October 29th. Ann is

posting for full-time candidates to be interviewed at our regular meeting on November 8th.

Winter Ops Training: This year we opted to attend the winter ops training via Zoom. The Zoom option worked well and allowed Kim, James, and Roger to be here still dealing with their everyday duties rather than being out of town for two days. Topics discussed included:

- Electric Vehicle Fire
- Saltwise
- NOAA Weather Update & Mock Weather Event
- Sleep Hygiene
- Communication
- Leadership Panel
- Winter Road Decision Making Using AI
- Liquids in Michigan
- Truck Inspection
- Blizzard of 1978
- Salt Shed Update
- Truck Buildout
- Equipment Panel Discussion

RTF Local Meeting: J. Vanderville has a request out to Dotty, the City, and Transit to schedule our local RTF meeting for either November 8th or 22nd following our regular board meeting. She will keep the board posted on the chosen date. Tentative Regional RTF meetings will be held on or around November 27th.

Commissioner's Seminar: J. Vanderville attended the Commissioner's Seminar in Mount Pleasant. The presentations and topics were good and included updates from Ed Noyola, TAMC regarding PASER rating of non-federal aid roads, transportation funding challenges, environmental concerns (monarch butterfly, stream mitigation, wetland banks, etc.), and road commissioner liability as an individual and as a group. Al Roden spoke about work zone safety and options to improve the work zone safety and understanding and communicating with the managing director.

Frost Law Agreement: The overtime rates were included in the board packets. J. Vanderville recommended that we continue our frost law patrol with the MSP (See Item 8.D. above).

New Printer/Copier: Our office copier has been having some issues and is 8 years old. J. Vanderville was able to work with Cooper Office to get a new one under the MiDeal contracts. The contract pricing also provides savings for printing and supplies as compared to our old contract. A copy of the pricing was included in the packet.

Roadside Parks: The roadside parks will be closed on Friday, October 27th.

Fire Department Training: Tim Russell has requested usage of our property for a county-wide fire department training. They are scheduled for Wednesday, November 1st at 5:30 pm.

HR/Payroll Coordinator Wage Evaluation: A. Peterson's anniversary is coming up November 1st and we are requesting consideration for a wage increase. Ann has continued to excel in her position and is a great member of our team. J. Vanderville recommended that Ann's wage increase be 9%, which is the same increase that was given to administration. As a reminder, the union negotiated a 15% first-year increase. (See Item 8.C. above).

Fall Safety Training: We held our annual fall safety training October 24th with Mindy Zastrow (MSP Motor Carrier), Sam SanMiguel (CRASIF) and Tom Kramer (MCRCSIP) presenting on winter operations and safety.

RFP 2024-01 Foreman's Truck: At the time of this report, we had not received any bids.

10. Engineer's Report:

CR-448 @ Stutts Creek: The final inspection items were addressed by the contractor and accepted. I. Stampfly is continuing to work on the final paperwork to submit to MDOT for review.

FLAP Projects: The GI meeting went well and MDOT did not have a lot of comments. I. Stampfly has started addressing the comments for final submittal. His goal is to have the final submittal to MDOT by November 10th. MDOT stated if we submitted by November 10th, we would make the February bid letting.

CR-433 & CR-453: I. Stampfly is still working on the design documents. He is still on track to let the projects for bid in early December.

Local PASER/IBR Ratings: J. Barham and I. Stampfly completed the ratings for this year which encompassed half of our local road system. They will rate the other half of our local system next year.

Project Presentations: I. Stampfly finished our project presentation for 2023 and it is now on display in the lobby. The document is too large to email, but he is happy to provide it if a flash drive is provided. He also made one for us internally that was shown at the fall safety meeting. He thinks both presentations were well received.

Township Work: J. Vanderville and I. Stampfly attended the Hiawatha and Doyle Township meetings last week. Doyle will be attempting to renew their road millage in the upcoming election. Hiawatha Township wants to see estimates for about \$170,000 and is interested in performing more roadwork in 2024. I. Stampfly will be working on different options for their November meeting.

Turnarounds: We are working on improving turnarounds at Barker Road, Ruggles Road, and Shunk Road. Barker and Shunk will require permanent easements for the improvements, and we are working on the paperwork for the landowners. We believe Ruggles Road has enough right-of-way to make the turnaround larger without easements.

11. Department Heads:

Tanya Hoar: Noted that any exit interviews for employees leaving the employ of SCRC are confidential and not to be shared with the board or anyone other than HR and potentially upper management. This was brought up regarding an exiting employee who just had such an interview conducted.

Suggested that the presentation created by I. Stampfly be played at an open board meeting.

Reported she is working on year-end.

Troy Bassett: Noted that the Drain Commissioner item will be on the agenda for tomorrow night's county board meeting, which will need to be recorded in the minutes. He stated that Craig Reiter is chair of the Personnel Committee and would need to take care of it.

Paul Walker mentioned a corrective action plan for the recent Carpenter Dam issue. It was noted that there was trouble ordering seals and a plan was not in place prior to the problem.

Kim Rochefort: Discussed the Carlson Road turnaround. Tony Hoholik owns the property, which is an empty lot and was used for a plow turnaround. He will be building on the property and will need trucks to get in to build his house. K. Rochefort will meet with him today and will report back when he has more information.

Provided feedback on the Safety Meeting held on 10/24/23:

- Mindy Zastrow, the DOT officer from the MSP provided good information on wrecks. She said the triangles are ineffective because they blow over, etc. She recommended using yellow or white ground lights (anything but blue). He noted that we have emergency trailers set up, one in Manistique and one in Seney, with signs and other necessary items. R. Martin will wire the trailers and they will be ready to use.
- Tom Kramer from MCRCSIP did a good job and presented for about 45 minutes.
- Sam SanMiguel from CRASIF also did well and kept the crew engaged. They went out and looked at trucks/loaders, etc. He stressed the importance of pre-checking the trucks so there are no issues. He also discussed what to say/not say during an accident.

The crew are finished with projects for the most part for this season. There are still a few berms to remove and trees to cut.

Roger Martin: Reported that winter ops are complete, and they are getting the night shift trucks ready. Seney took one back there today.

Felt that Mindy Zastrow from MSP was very informative at the Safety Meeting.

Discussed the new software he is trying.

Ann Peterson: Asked those members of the board who rely on digital versions of the board packet to let her know if PDF files are not received by 3:30 the day before a board meeting so a hard copy can be delivered. A 'read receipt' will be added to the e-mails going forward so she can tell if the packets have been received.


Kevin Cameron started full-time in Seney on Monday, October 23rd.

12. Meeting Notices:

A. Straits Area council November 7, Mackinaw City

13. Public Comment: None

14. Adjournment: The meeting was adjourned at 7:39 am.


Thomas Klarich, Chairperson


Jean Vanderville, Managing Director