

**SCHOOLCRAFT COUNTY ROAD COMMISSION
332N EAST ROAD, MANISTIQUE, MI 49854
BOARD MEETING MINUTES
November 10, 2021 - 7:00 a.m.**

000320

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. Cell Tower Lease Agreement
 - B. Ketvirtis Property Listing
8. New Business:
 - A. Voucher 22-04, 22-05 & 22-06
 - B. September Financial Statement
 - C. Policy HR5.00 Revision
 - D. Policy HR11.00 Revisions to A2.02
 - E. Approval of Service Truck Purchase from MiDeal
9. Manager's Report
10. Engineer's Report
11. Department Heads
12. Meeting Notices
13. Public Comment
14. Adjournment

1. Call Meeting to Order:

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

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

Present: Thomas Klarich
Dale DuFour
Robin LaCroix
Randy Lund
Keith Rochefort

Absent: None

Also in Attendance: Jean Vanderville, Managing Director; Tanya Hoar, Finance Director; Ian Stampfly, Engineer; Kim Rochefort, Road Foreman; Roger Martin, Shop Foreman; Troy Basset, County Commissioner; Jim Barham, Engineer Tech; Ann Peterson, Payroll/HR Coordinator.

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

It was moved by Commissioner DuFour, seconded by Commissioner Rochefort, to approve the agenda.

Ayes: Five
Nays: None

Motion Carried

5. Approval of Minutes:**A. Regular Meeting October 27, 2021**

It was moved by Commissioner Rochefort, seconded by Commissioner Lund to approve the minutes of the regular meeting held on October 27, 2021.

Ayes: Five
Nays: None

Motion Carried

6. Public Comment: None

7. Unfinished Business:

A. Cell Tower Lease Agreement: They have done a survey of the property. Discussion with attorneys will be forthcoming.

B. Ketvertis Property Listing: Paperwork has been signed so it can now be listed. The scheduled showing was cancelled and will be rescheduled.

8. New Business:**A. Vouchers 22-04, 22-05 & 22-06**

It was moved by Commissioner LaCroix, seconded by Commissioner Klarich to approve voucher 22-04.

Roll Call:

LaCroix – yes

Klarich – yes

DuFour – yes

Lund- yes

Rocheftort – yes

Motion Carried

It was moved by Commissioner LaCroix, seconded by Commissioner Rocheftort to approve voucher 22-05.

Roll Call:

LaCroix – yes

Rocheftort – yes

Lund- yes

Klarich – yes

DuFour – yes

Motion Carried

It was moved by Commissioner Lund, seconded by Commissioner Klarich to approve voucher 22-06.

Roll Call:

Lund- yes

Klarich – yes

DuFour – yes

LaCroix – yes

Rocheftort – yes

Motion Carried

B. September Financial Statements: T. Hoar presented the September Financial Statements.

It was moved by Commissioner DuFour, seconded by Commissioner Klarich to approve the September Financial Statement as of September 30, 2021, as presented.

Roll Call:

DuFour - yes

Klarich – yes

LaCroix – yes

Lund - yes

Rochefort – yes

Motion Carried

C. Policy HR5.00 Revision: Updates were made to the Sexual Harassment Policy, which were outlined by J. Vanderville. A redline version was provided highlighting the changes.

It was moved by Commissioner DuFour, seconded by Commissioner LaCroix, to approve the updated Sexual Harassment Policy Version HR5.01 as presented.

Roll Call:

DuFour - yes

LaCroix – yes

Rochefort – yes

Lund - yes

Klarich – yes

Motion Carried

D. Policy HR11.00 Revisions to A2.02, HR7.00: Updates were made to the Temporary Truck Drivers/Equipment Operators Employment Policy (A2.02), as well as the Non-CDL Workers Policy (HR7.00), which were outlined by T. Hoar, combining them into one policy (HR.11). A redline version of each was provided highlighting the changes.

***It was moved** by Commissioner DuFour, seconded by Commissioner Rochefort, to approve the updated / combined Temporary Employees Policy Version HR.11 as presented.

Roll Call:

DuFour – yes

Rochefort – yes

Lund – yes

LaCroix – no

Klarich – yes

Motion Carried

***The Board rescinded this motion when it reconvened on Thursday, November 11, as there was a final revision to the policy based on the wage increase approved on 11/11/21.**

E. Approval of Service Truck Purchase from MiDeal: A quote from Knapheide Truck Equipment Company of Flint, Michigan was provided for the KMT1-11 Crane Body for a total price of \$69,382 (after removing 'power takeoff provision' option for \$280). The 2022 Ford F-550 Super Cab 4.4 Chassis was quoted for \$51,588.

It was moved by Commissioner LaCroix, seconded by Commissioner Lund, to approve the Service Truck Purchase from Knapheide and MiDeal as presented. The truck is ready to order and has an estimated 30-week turnaround.

Roll Call:

LaCroix – yes

Lund – yes

Rocheffort – yes

DuFour – yes

Klarich – yes

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

Mailbox Press Release: J. Vanderville provided a copy of the recent press release published in the Pioneer Tribune dated November 4, 2021, reminding residents to shake their mailboxes.

Quarry Road Turnaround: An update was provided regarding an additional petition expected from Carmeuse to extend the abandonment through the Wester property purchased by them, eliminating the need for an additional turnaround, and putting the public further away from the dangers of the mining operations. The new area in the petition is owned on both sides by Carmeuse and all other issues of access have been resolved in the original petition.

Ketvertis Property Sale: The agency relationship disclosure has been signed and the Ketvertis Property will be listed at a price of \$150,000. The easement will be discussed to find a resolution.

Mechanic's Tools Insurance: Mechanic's tools are not currently insured on the MCRCSIP insurance policy. Representatives from MCRCSIP called J. Vanderville to discuss. Coverage is available at a rate of \$.20/\$100 with a \$500 deductible, with off-premises coverage when in use for SCRC business use only. Mechanics would be responsible for submitting a detailed inventory of the tools, which would be updated quarterly. It was recommended

that this coverage be added to the insurance policy and to recommend only those items / sets that exceed the \$500 deductible be included.

Office of Rail: Office of Rail is requiring renewal and installation of pavement markings near the rail crossing on Michibay Drive. A list of all rail crossing needs will be provided to Doug at PK Contracting so all crossing needs can be completed at the same time in the Spring. A copy of the notice was provided.

Service Truck (MiDeal): (See info discussed above, Item 8.E.)

Straits Area Council: Topics discussed included:

- Retirement of Jeff Silagy with Wetland Banks on 12/1/21, who will be replaced with Holly Vickers.
- A Scrap Tire Grant that Chippewa CRC worked on cooperatively with the city had positive results.
- Gayle from MCRCSIP discussed the dangers of new-style tractors with Tier 4 diesel engines getting too hot causing injuries and fires. Although MCRCSIP has not banned them from the insurance policy, there are concerns to be evaluated.
- Working Draft Legislative Priorities were approved with the deletion of “No Fault Exclusion from Personal Protection Benefits”, as this was resolved with the No Fault Reform.
- Denise (CRA) provided an update on the State’s budget and upcoming trainings and conferences.
- Jim (CRASIF) reviewed the honor roll counties within the Straits Area Council and loss experience as a whole for Michigan.

County Board: J. Vanderville attended the Finance & Audit Committee meeting. They will be making a recommendation to set up the Drain Fund for the Gulliver Lake Dam and to loan the Drain Fund the required money to have Lake State Land Survey create the Special Assessment District.

MDOT Winter Maintenance LOU: The winter Letter of Understanding for the MDOT contract has been signed. The season is tentatively set for 10/31/21 through 4/2/21, with the only changed provision being the unemployment election, which will now run through a TWA.

Permit Fee Schedule: J. Vanderville is actively working on a new permit fee schedule. Once completed, a public hearing will be scheduled.

CR 448 Stutt’s Bridge Replacement: The GI meeting has been scheduled for 11/9/21.

RFP 2022-01 Seney Salt Shed: Notice was received from Andy (MDOT) that bids will not be accepted and awarded at this time. They will rebid in the Spring with potentially better pricing. They may consider alternate style sheds.

Carpenter Dam: Notice was received that Rick Olsen will take over the position of dam keeper from Pete Olsen effective 1/1/2022.

Pre-Employment Physicals: Recommendation was made that SCRC no longer perform pre-employment physicals, per her e-mail provided, as they are not required by MCRCSIP and are not recommended for several reasons. Policy HR-11 – Temporary Employees, has been updated to reflect this change. The Union Contract for full-time employees already reflects this.

Discussion ensued regarding a MCRCSIP COVID-19 protocol update recommended by MIOSHA for organizations with more than 100 employees, where daily COVID-19 tests be completed. J. Vanderville did not recommend this practice for SCRC. The Board provided their consensus. J. Vanderville will follow up with MCRCSIP.

In addition, discussion ensued regarding two subdivision runs and the possibility of bidding out these runs to local contractors, and whether to pay by push or by season.

Discussion ensued regarding three open positions for Temporary CDL Drivers. A suggestion was made to increase the wage for these drivers. No further discussion will take place until additional financial information becomes available with a potential increase incorporated.

10. Engineer's Report:

FLAP Grants: Inwood Township was contacted 10/25/21 inquiring about their interest in providing a letter of support in addition to the Forest Service's letter. SCRC is on track to submit the applications on or before the deadline of 12/15/21.

Category A – Transportation Economic Development Fund: Received a response with valuable information from Doug Troyer. Submitted the letter of interest on 11/9/21, which was accepted. The full application is due on 12/1/21.

Township Road Reports: The Paved Road Report was presented to Seney and Thompson Townships on 11/8 and 11/9. All paved road reports are completed and will be presented over the next few months. Work has been started on Inwood's gravel road report during the good weather. It is anticipated that it will be complete by the end of the month, weather permitting.

County Wide Sign Project: A contract modification was submitted to MDOT for balancing the contract items and approving the extension of time. Once the modification is signed and approved, the remaining documents will be uploaded to ProjectWise and MDOT will be notified that the project is ready for audit.

Township Road Maps: Township Road Maps have been updated showing seasonal, forest, private, local and primary roads through each township. All maps were completed as of 11/4/21 and will continue to be updated as necessary.

11. Department Heads:

Tanya Hoar, Finance Director: T. Hoar reported that a representative from MERS was onsite last week to discuss the Defined Benefit Program and the 457 plan with all employees. She also reviewed the updated HR forms for Personnel Files and a New Employee Requirements Checklist.

Troy Bassett, County Commissioner: Troy Bassett reported that the County approved the Drain Commission, as well as renewal of the State of Emergency for hospitals, etc. EGLE has been working with the Conservation District on recycling and grant opportunities. Representative Ed McBroom attended the meeting and discussed the 93rd District Court position, as Judge Mark Luoma is retiring. The need for childcare was addressed.

Jim Barham, Engineer Tech: Several culverts have recently been replaced.

Kim Rochefort, Road Foreman: The season is winding down with only a few jobs left. Discussion ensued regarding the local purchase of parts from Auto Value vs. NAPA. It was determined that parts could be purchased from either establishment.

Roger Martin, Shop Foreman: He spoke to Eric at MI CAT who found decent cores for \$100 to \$150 each to replace the cores lost due to rot and rust. They have been working to get the trucks ready for the winter. The new mechanic is working out well.

12. Meeting Notices: None**13. Public Comment:** None

Recess: It was determined that the Board would recess at this time and reconvene on Thursday, November 11th at 7:00 am to revisit the topic of a wage increase for Temporary Truck Drivers (9. Manager's Report) after T. Hoar, Finance Director, prepared a Wage Increase Analysis based on these potential increases.

Any other matters to come before the Board will also be addressed at this time.

Reconvene: The Board of County Roads Commissioners reconvened at 6:50 am on Thursday, November 11th.

Sealed Bids – RFP # 2022-02 Brine Truck System: There were two sealed bids to consider for the purchase of a Brine Truck System:

- Road Machinery & Supplies Company (RMS) - \$41,962 Gas Supply System; \$42,224 Hydraulic; \$1,250 Shipping; Payment Terms Net 30; Estimated Delivery Date 20 weeks, or approximately 3/23/22.
- Truck & Trailer Specialties - \$33,371 Gas Supply System; \$32,621 Hydraulic; Includes Shipping; Payment Terms Net 30; Estimated Delivery Date 210 days from receipt of order, or approximately late May to early June.

It was moved by Commissioner LaCroix, seconded by Commissioner Lund, to accept the bid from Truck & Trailer Specialties contingent on a bid review and inspection by Roger Martin, Shop Foreman. R. Martin will also determine whether to purchase the Gas or Hydraulic option. Manager J. Vanderville will inquire to determine if the delivery date can be expedited to the beginning of May.

Roll Call:

LaCroix – yes
 Lund – yes
 Rochefort – yes
 DuFour – yes
 Klarich – yes

Motion Carried

Policy HR7.00 (See Item 8.D. above) - With the combination of HR Policies noted above, a motion was required to delete former policy HR7.00, which was combined with A2.02 into new policy HR.11.

It was moved by Commissioner Klarich, seconded by Commissioner Lacroix, to approve the deletion of Policy HR7.00.

Roll Call:

Klarich – yes
 LaCroix – yes
 Lund – yes
 Rochefort – yes
 DuFour – yes

Motion Carried

Temporary Truck Driver Wage Increase Analysis (See starred item Under Manager's Report above) – After reviewing the Wage Increase Analysis prepared by Finance Director T. Hoar, and upon recommendation of Manager J. Vanderville, a Temporary Truck Driver flat wage of \$19 / hour was determined.

It was moved by Commissioner Lund, seconded by Commissioner Dufour, to approve the flat wage of \$19/hour for Temporary Truck Drivers.

Roll Call:

Lund – yes
 DuFour – yes
 LaCroix – yes
 Rochefort – yes
 Klarich – yes

Motion Carried

Interview with Nicholas Gray: The Board conducted an interview with Nicholas Gray, a Temporary Truck Driver applicant. The Board provided their consensus to hire him contingent on him passing his driver's test and any other pre-employment requirements.

Policy HR.11 Recission:

It was moved by Commissioner DuFour, seconded by Commissioner Rochefort, to rescind the motion, second and approval from yesterday's meeting of Policy HR.11.

Ayes: Five

Nays: None

Motion Carried

Policy HR.11 – Based on the wage increase for Temporary Truck Drivers approved after the Board reconvened, a new motion was required to approve that change to Policy HR.11 (see motion recission under 8.D. above)

It was moved by Commissioner Dufour, seconded by Commissioner Rochefort, to approve the updated HR.11 Policy as presented.

Roll Call:

DuFour – yes

Rochefort – yes

Lund – yes

LaCroix – yes

Klarich – yes

Motion Carried**14. Adjournment:**

The meeting was Adjourned by Chairman T. Klarich at 7:29 am on Thursday, November 12th.



Thomas Klarich, Chairperson



Jean Vanderville, Managing Director