

**SCHOOLCRAFT COUNTY ROAD COMMISSION**  
**332N EAST ROAD, MANISTIQUE, MI 49854**  
**BOARD MEETING MINUTES**  
**December 14, 2022 - 7:00 a.m.**

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 A6.00 Policy for Removing a Road from Seasonal Designation
8. New Business:
  - A. Vouchers 23-08, 23-09, 23-10, 23-11
  - B. Custodian Wage Increase
  - C. November Financial Statements
9. Manager's Report
10. Engineer's Report
11. Department Heads
12. Meeting Notices
  - A. December 14, 2022, RTF Regional Meeting, Munising, MI
  - B. February 2-3 UPRBA Meeting, Marquette, MI
  - C. February 7 Straits Area Council Meeting, Mackinaw City, MI
  - D. March 21-23 CRA Annual & Road Show, Lansing, MI
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:** Randy Lund  
Robin LaCroix  
Dale DuFour  
Thomas Klarich  
Keith Rochefort

**Absent:** None

**Also in Attendance:** Jean Vanderville, Managing Director; Tanya Hoar, Finance Director; Ian Stampfly, Highway Engineer, Ann Peterson, Payroll/HR Coordinator, Kim Rochefort, Road Foreman, Troy Basset, County Commissioner

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

It was moved by Commissioner R. LaCroix, seconded by Commissioner D. DuFour, to approve the agenda as presented.

Ayes: Five  
Nays: None

***Motion Carried***

**5. Approval of Minutes:****A. Regular Session 11/23/22:**

It was moved by Commissioner R. LaCroix, seconded by Commissioner K. Rochefort, to approve the minutes of the meeting held on November 23, 2022.

Ayes: Five  
Nays: None

***Motion Carried***

**6. Public Comment:** None

## 7. Unfinished Business:

- A. Policy A6.0 Policy for Removing a Road from Seasonal Designation:** Discussion was held regarding the potential policy. J. Vanderville provided commentary regarding why she felt there was a need for the policy. However, the board felt that following the State Statute would suffice.

**It was moved** by Commissioner K. Rochefort to approve Policy A6.0 as presented. There was not a second, and therefore no vote. It was determined that J. Vanderville will discuss the topic with individual townships in 2023 to see how they feel about the policy.

## 8. New Business:

### A. Vouchers 23-08, 23-09, 23-10 and 23-11:

#### i. 23-08:

**It was moved** by Commissioner R. Lund, seconded by Commissioner K. Rochefort, to approve voucher 23-08 as presented.

**Roll Call:**

Lund - Yes  
 Rochefort - Yes  
 Klarich – Yes  
 DuFour – Yes  
 LaCroix – Yes

***Motion Carried***

#### i. 23-09:

**It was moved** by Commissioner D. DuFour, seconded by Commissioner T. Klarich, to approve voucher 23-09 as presented.

**Roll Call:**

DuFour – Yes  
 Klarich – Yes  
 LaCroix – Yes  
 Rochefort - Yes  
 Lund – Abstain

***Motion Carried***

#### i. 23-10 and 23-11:

**It was moved** by Commissioner K. Rochefort, seconded by Commissioner R. Lund,

to approve vouchers 23-10 and 23-11 as presented.

**Roll Call:**

Rochefort - Yes

Lund – Yes

LaCroix – Yes

DuFour – Yes

Klarich – Yes

***Motion Carried***

- B. Custodian Wage Increase:** J. Vanderville requested a wage increase for Cathy Harris, from \$13/hour to \$16.90/hour, a 30% increase. SCRC would like to remain a competitive employer. Discussion was held regarding the timing of the request. Per SCRC policy, wages for non-union / non-contract employees will be reviewed annually. It is felt that Cathy is well-deserving, and this increase is warranted.

**It was moved** by Commissioner R. LaCroix, seconded by Commissioner R. Lund, to approve the Custodian Wage Increase as requested.

**Roll Call:**

LaCroix – Yes

Lund – Yes

DuFour – Yes

Rochefort – Yes

Klarich – Yes

***Motion Carried***

- C. November Financial Statements:** T. Hoar provided an overview of the November Financial Statements.

**It was moved** by Commissioner D. DuFour, seconded by Commissioner K. Rochefort, to approve the November Financial Statements as presented.

**Roll Call:**

DuFour – Yes

Rochefort – Yes

Lund – Yes

LaCroix – Yes

Klarich – Yes

***Motion Carried***

## 9. Manager's Report:

**Contract Negotiations:** J. Vanderville anticipates hearing from the group soon on beginning negotiations. She asked the board who they would like as our attorney representation. Previously we used Mike Kluck, who is still available for representation under Loomis Law Firm. Mike will start to phase into his retirement, so she reached out to another potential representative for all labor matters, Andrew Cascini with Henn Lesperance, to provide some information on his background, rates, etc. Information was included in the board packets, and his bio portfolio was emailed because of size. Andrew will provide the same types of service that Mike has provided, responding to grievances, representing contract negotiations, review of labor related policies, etc.

**NOTE: After discussion, the board decided to use Andrew Cascini, Henn Lesperance.**

**Raft Issue on Indian Lake:** J. Vanderville is working on a policy for board approval and is looking for feedback from the board on how they feel about items placed within the ROW, and to what level do we want to pursue removals. Previous practice has been, if it does not inhibit our maintenance, we don't push the issue; but if it does, then we work with the landowner to relocate the item. Language was included from act 368 of 1925 for guidance.

**NOTE: After discussion, the board decided to follow the State Statute. No new policy is required. Issues will be addressed on a one-on-one basis.**

**Cooperative Forest Road Agreement:** J. Vanderville provided the document for Board Chair Klarich's signature.

**Midwest Truck Driving School:** We receive quite a few of our applicants out of the Midwest Truck Driving School, so J. Vanderville spoke with Shauna at the school and, while they are unable to provide hands-on training to their students for plow trucks, she will incorporate a classroom segment on plow trucks. Jean will work with Shauna to create the segment.

**Legal Symposium Conference:** J. Vanderville attended the legal symposium and negotiating committee meeting. The legal symposium covered topics related to road millages, bonding, communications, special assessment district and condemnation.

**Shop Preventative Maintenance Program:** J. Vanderville has been working with Kalkaska and Kalamazoo CRC's to learn more about PM programs and utilization of our software capabilities. Right now, we are in the process of getting caught up by using outside sources to assist in repairs and services. She is hopeful that as time goes on and we learn more about processes, we can find ourselves in a better position to maintain our fleet from a proactive standpoint versus reactive.

**Bridge on Southside over Grindstone:** Gust has added this bridge to our NBIS and is working on completing all compliance requirements. The final step is completing a load rating, which Gust has on the schedule to be completed by February 23, 2023.

**MERS Waiver of Hour Limitation on Retirees Return to Work:** MERS has waived the 1,000-hour limitation for retirees who return to work with a 60-day separation. The waiver is in effect until December 2027. J. Vanderville has requested one retiree consider coming back. He is still looking at the benefits before deciding.

**Fuel Tank Contamination Tests:** J. Vanderville noted that she has not had an opportunity to discuss with Road Foreman R. Martin what his plans are for the tanks that showed water concentration. The results were included in the board packets.

**Custodian Wage Increase:** The custodian wage is on a calendar year schedule versus the fiscal year. The budget for FY23 accounted for the change to take place in January for an increase from \$13.00/hour to \$16.90/hour, a 30% increase. Cathy is our current custodian, with Harvey Cain filling in and assisting with larger projects. Cathy has proven herself to be motivated, independent, accommodating, experienced, and she takes great pride in her work. We are very lucky to have her as part of our team. J. Vanderville recommended that the board approve the budgeted increase. **(See Item 8.B. above).**

## 10. Engineer's Report:

### **CR-433 River Road Project (2022)**

I. Stampfly is still working on the remaining documentation to submit to MDOT for review. MDOT personnel have been slow to respond at best.

### **CR-436 & CR-449 Force Account Projects**

CR-436 was submitted to MDOT for review on November 3<sup>rd</sup>. Ian still has not heard any updates.

### **Federal Aid Buyout**

We submitted our requests for federal aid buyout with MDOT and they were accepted. As of December 5<sup>th</sup>, only \$19 million in requests had been received.

### **Underground Construction Specifications**

Ian had a preconstruction meeting with a utility contractor regarding new fiber installation, most of which is overhead on existing Cloverland poles. During the meeting the contractor asked if we had a set of specifications for underground work which we do not. Ian has started to put together specifications for underground work as a result of this meeting and found other counties who have such documents to use as guides. Once it is complete, it will be brought to the board for adoption.

### **Road Network Spreadsheet**

To accompany the maps created previously, Ian made a spreadsheet to list roads within each township dividing them between primary and local roads. He also included private roads, forest service roads, and state roads that we frequently receive calls about. He also included aliases if the roads had more than one name. Tanya and Ann think this will be helpful when fielding calls from the public.

**CRA Committee Meetings/Legal Symposium**

Ian attended the negotiating committee meeting and the engineering committee meeting in addition to the legal symposium and local road funding sessions. Biggest takeaway from the meetings is the potential impact the Monarch Butterfly could have on our operations. Ian hasn't investigated this fully, but there will be a plan in place which will allow us to continue operations normally. We will bring more information to the board as we learn more.

**CRA Crisis Fiscal Response Playbook**

We received our crisis playbook at the symposium last week. CRA included most of the materials to be included and we have put together the remaining information. If the board is interested in this, the playbook is completed and in our office.

**11. Department Heads:**

**Tanya Hoar, Finance Director:** None

**Troy Bassett, County Commissioner:** Reported they are conducting a salary survey of courthouse employees. They would like to make educated recommendations as well as be economical. They are using the *Michigan Association of Counties* as a reference.

Regarding the American Rescue Plan, talks continue regarding an amount to provide to the Road Commission. This will be revisited after the first of the year.

**Kim Rochefort:** Reported that Keith Flodin has expressed appreciation for the job the Road Commission does and, as a result, has donated the new pop machine for the lunchroom. He will also order the drinks for us at his cost if we want him to.

CR 435, Little Harbor Road now has clear vision after trees have been cut. CR 437 has had berm removed and gravel will be added in the spring. There are a couple of locations that will need Miss Dig to come out.

**Ann Peterson, Payroll / HR Coordinator:** Reported that the final Temp CDL driver started on Monday, and we now have a full crew.

Noted that there has been a rash of spam phone calls lately, which are very disruptive throughout the day, especially when she is the only one in the office. She requested that the SCRC begin utilization of the Auto Attendant feature through DS Tech, the current phone system. Calls will be answered 24/7 and calls will be directed to the correct individual's voicemail. The board provided their consensus to use Auto Attendant.

**Dale DuFour:** Requested that the annual Organizational Meeting be held on Wednesday of the first week of January. The board provided their consensus to have the meeting on Wednesday, January 4<sup>th</sup>, 2023, beginning at 7 am. The regular board meetings will be held on Wednesday, January 11<sup>th</sup> and Wednesday, January 25<sup>th</sup>.

**12. Meeting Notices:**

- A. December 14, 2022, RTF Regional Meeting, Munising, MI
- B. February 2-3 UPRBA Meeting, Marquette, MI
- C. February 7 Straits Area Council Meeting, Mackinaw City, MI
- D. March 21-23 CRA Annual & Road Show, Lansing, MI

**13. Public Comment:** None

**14. Adjournment:** The meeting was adjourned at 8:22 am.



Thomas Klarich, Chairperson



Jean Vanderville, Managing Director