

**SCHOOLCRAFT COUNTY ROAD COMMISSION
332N EAST ROAD, MANISTIQUE, MI 49854
BOARD MEETING AGENDA
March 24, 2025 - 7:00 a.m.**

000947

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 25-26 & 25-27
 - B. Approve Salt Order 2025-2026 Season
 - C. February Financial Statements
 - D. Custodian Wage Review
 - E. HR 10.03 Non-Union Employees Policy
 - F. HR 11.06 Temporary Employees Policy
 - G. Delete Policy HR 2.00 Unpaid Leave
 - H. Approve Dust Control Contracts
 - I. Approve Inwood Road Agreement
9. Manager's Report
 - A. Commissioner Comments
10. Engineer's Report
 - A. Commissioner Comments
11. Department Heads
12. Meeting Notices
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
Keith Rochefort
Randy Lund
Wayne Johnson

Absent: Robin LaCroix

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

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

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

Ayes: Four

Nays: None

Absent: One (R. LaCroix)

Motion Carried

5. Approval of Minutes:**Board Meeting 3-12-25:**

It was moved by Commissioner K. Rochefort, seconded by Commissioner R. Lund, to approve the Board Meeting minutes from 3-12-25 as presented.

Ayes: Four

Nays: None

Absent: One (R. LaCroix)

Motion Carried

6. Public Comment: None

7. Unfinished Business:

000949

- A. Policy F8.00 Investment Policy:** We have not yet heard whether Heather LaLonde from the County has accepted suggested changes to the policy. Once we hear, the board will be notified.

8. New Business:

A. Vouchers 25-26 & 25-27:

It was moved by Commissioner R. Lund, seconded by Commissioner K. Rochefort, to approve Vouchers 25-26 and 25-27 as presented.

Roll Call:

Lund – Yes

Rochefort - Yes

Johnson – Yes

Klarich – Yes

Absent: One (R. LaCroix)

Motion Carried

- B. Approve Salt Order 2025-2026 Season:** Salt orders are due by April 1, 2025. This year the amount is recommended to be increased by 50 tons.

It was moved by Commissioner R. Lund, seconded by Commissioner W. Johnson, to approve the Salt Order 2025-2026 Season as recommended.

Ayes: Four

Nays: None

Absent: One (R. LaCroix)

Motion Carried

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

It was moved by Commissioner K. Rochefort, seconded by Commissioner W. Johnson, to approve the February Financial Statements as presented.

Ayes: Four

Nays: None

Absent: One (R. LaCroix)

Motion Carried

- D. Custodian Wage Review:** T. Hoar has assumed up to a 5% increase in the budget from \$17.58 to \$18.46. After discussion, it was determined the wage increase would be rounded up to \$18.50.

It was moved by Commissioner W. Johnson, seconded by Commissioner R. Lund, to approve the custodian wage increase to \$18.50 as recommended.

Roll Call:

Johnson – Yes

Lund – Yes

Rocheftort - Yes

Klarich – Yes

Absent: One (R. LaCroix)

Motion Carried

- E. HR 10.03 Non-Union Employees Policy:** T. Hoar provided an overview of the updated policy HR 10.03, which incorporates the Earned Sick Time Act (ESTA) and adds language from the union contract for Worker's Compensation, Funeral Leave, Jury Duty and Leaves of Absence.

It was moved by Commissioner K. Rocheftort, seconded by Commissioner W. Johnson, to approve the updated HR 10.03 Non-Union Employees Policy as presented.

Ayes: Four

Nays: None

Absent: One (R. LaCroix)

Motion Carried

- F. HR 11.06 Temporary Employees Policy:** T. Hoar provided an overview of the updated policy HR 11.06, which incorporates the Earned Sick Time Act (ESTA) and outlines the specific employment timeframe for temp workers. It also adds language from the union contract for Worker's Compensation.

It was moved by Commissioner W. Johnson, seconded by Commissioner R. Lund, to approve the updated HR 11.06 Temporary Employees Policy as presented.

Ayes: Four

Nays: None

Absent: One (R. LaCroix)

Motion Carried

- G. Delete Policy HR 2.00 Unpaid Leave:** T. Hoar recommended the deletion of the Unpaid Leave policy, which was originally written for full-time employees in their first year of work. This policy is no longer necessary with the new ESTA law.

It was moved by Commissioner K. Rochefort, seconded by Commissioner W. Johnson, to approve deletion of Policy HR 2.00, Unpaid Leave, as recommended.

Ayes: Four

Nays: None

Absent: One (R. LaCroix)

Motion Carried

- H. Approve Dust Control Contracts:** A sample of the Dust Control Contract that will be used for all 8 townships was provided for review and approval. The agreements will be in effect from March, 2025 through December 31, 2025.

It was moved by Commissioner R. Lund, seconded by Commissioner W. Johnson, to approve the Dust Control Contracts as presented.

Ayes: Four

Nays: None

Absent: One (R. LaCroix)

Motion Carried

- I. Approve Inwood Road Agreement:** An agreement between the Board of Inwood Township, and the SCRC for Cemetery Road was provided for review and approval.

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

Roll Call:

Rochefort - Yes

Lund – Yes

Johnson – Yes

Klarich – Yes

Absent: One (R. LaCroix)

Motion Carried

9. Manager's Report:

ESTA: We have worked diligently on updating the policies (HR 10.03 & HR 11.06) to comply with the new ESTA law. Tanya Hoar has provided an overview of the changes to go along with

a redline version of the policy for review. The request for the deletion of Policy HR 2.00 Unpaid Leave is because we feel it is not warranted with the new ESTA law.

PA 152: No movement from Legislation on this other than an appeal on the court's decision.

Salt Order 2025-2026 Season: Salt orders are due by April 1, 2025. This year both garages will need to put up winter sand mix, so J. Vanderville is increasing each of them by 50 tons. Early fill for Manistique 550 ton, late fill 550 ton. Early fill for Seney 300 ton, late fill 200 ton.

Cybersecurity: We are making progress on updating our cybersecurity, but there is still more to come. We have moved forward with the Cisco Duo for multifactor authentication and that should be installed and ready to go within a week. We have Trend in place but are still reviewing Sentinel One as its replacement.

Policy F8.00 Investment: T. Hoar and J. Vanderville met to discuss and then sent over some recommendations to Heather (County Treasurer) for her consideration. They are pleased with the policy as it is if she chooses not to include their recommendations.

Dust Control: Dust control contracts have been provided to all townships. Our primary system is scheduled with VanDamme for May 27-30. We will start townships following that, weather dependent.

TCO's: We met with MSP to review the traffic control orders. According to MSP, they should be reviewed every 10 years. Some minor changes were made to the parking TCO near the Cope Bridge and the speed limit in the Cooks area. Spl/Sgt Verlin will update and revise the TCO's per his review and recommendation. We were also notified of improper signage in Seney & Germfask Townships. J. Vanderville has advised the township supervisors that speed limit signs that do not have corresponding TCO's will be removed and speed studies can be requested if they want. This summer we will finish reviewing the other TCO's with our traffic analyzers and drive for comfort to report back to MSP.

Highline Meeting: We had a meeting with Highline and their new permit agents to discuss the changes now that Trueline has gone out of business. We anticipate a smooth transition and great line of communication with them as they start back up this year with fiber installation. We will also have a preconstruction meeting with them prior to this year's work.

House Proposed Road Funding: J. Vanderville included a copy of the road funding that has been passed by the House and is now being sent to the Senate. CRA testified before the House in support of the road funding bill along with MAC & MML.

Salt Shed Repairs: Kevin was able to get us a TWA from the salt shed repair funds to complete some repairs on our Manistique salt sheds. The repairs are completed on a salt usage match of 87/13.

Act 51 Certification Maps: J. Vanderville received confirmation of the receipt of our submission. They will review and either approve or send back comments. She will keep the board posted on the progress.

Custodian Wage Review: For the budget, T. Hoar assumed up to a 5% increase. The current custodian wage is \$17.58, the 5% increase would bring it to \$18.46. The custodian wage increase for 2024 was 4% from \$16.90 to \$17.58.

A. Commissioner's Comments: None

10. Engineer's Report:

Township Work: The bids we received for both townships were less than I. Stampfly's estimates, so the trend of great pricing continued. Inwood Township met on the 19th and approved Payne & Dolan's low bid. After all the signatures are completed on the contract, I. Stampfly will send an award letter to Payne & Dolan and work on setting up a pre-construction meeting. Hiawatha Township meets on the 27th and he anticipates they will approve their bid as well. Hiawatha also requested some gravel projects for consideration seeing as they had significant savings on their paving project bid.

EDA Grant Application: The comments received from the review meeting have been addressed and the grant application has been submitted. I. Stampfly will keep the board up to date on how it progresses.

2025 Projects (CR-440, CR-453, and CR-443): As of the 21st, the projects have not been formally awarded, but it is anticipated all three will be in the next couple of weeks. Like the local projects, after Bacco has been awarded each project, a pre-construction meeting will be scheduled.

2026 Projects (CR-432 & CR-433, CR-455, CR-449): I. Stampfly has continued to work on the design documents for these projects. We are planning to move the CR-449 project forward to this year to capture our bid savings from the other projects.

2025 Construction & Maintenance Schedule: I. Stampfly has roughed in our construction and maintenance schedule with projects that are currently on the books. We have some room to add projects if the opportunity arises.

Traffic Control Order Review with MSP: They met with the Michigan State Police to review the traffic control orders currently on file in our jurisdiction. According to MSP, these should be reviewed periodically, and these have not been in a long time. We plan to review all of them and discuss any concerns we have with MSP; this will take place through this summer. We already reviewed two of them with MSP on the 14th, one is the "No Parking" zone near the Cope Bridge and the other was the speed limit through Cooks.

B. Commissioner's Comments: Commissioner R. Lund asked if the Cooks Hill was ever looked at, to which I. Stampfly responded that yes, it has. They also want to look at the hill near Bacco pit and were curious whether we were going to put spillways there in the future.

11. Department Heads:

Tanya Hoar: Noted that a copy of the 2024 audit was sent to all of the commissioners other than Wayne. She asked if the commissioners would like Brenda to come to a board meeting to give a presentation, to which they responded affirmatively.

At a previous meeting discussions were held regarding the purchase of years of service from MERS. T. Hoar asked MERS for information on the four employees who purchased years in the past. At that time the employer paid 68% of the cost. Now the employee pays 100%.

Ann Peterson: Noted that Michelle Steffen will start on Monday, March 31st as the HR Generalist. She will spend all of April training her.

On April 1st, the union and administrative wages will be increased per their contracts.

The required ESTA letters went out on Friday, March 21st, with a deadline of Saturday, March 22nd.

Regarding the full-time truck driver position, J. Vanderville asked the board if they would approve of making the offer to Cam Symonds, the only temp who is interested in the position. Foreman K. Rochefort spoke with other drivers individually and asked their opinion of Cam and his abilities. All felt he would be a good addition to the crew. The board provided their consensus for the offer.

Kim Rochefort: Reported they have continued with plowing.

12. Meeting Notices: J. Vanderville reported that she and I. Stampfly will be in Lansing this week for the CRA Highway Conference. There are no upcoming commissioner meetings at this time.

13. Public Comment: Commissioner K. Rochefort asked I. Stampfly about CR 442 from Advent Road to Cooks and if we would be doing a crush and shape. I. Stampfly responded that if we can afford it in one shot, yes, he would like to do that. Commissioner Rochefort noted that Thunder Lake Road to Advent Road also needs crush and shape. He also asked about a 'mill and fill' through Cooks, then past the post office start crush and shape again to US-2.

14. Adjournment: The meeting was adjourned at 8:26 am.



Thomas Klarich, Chairperson



Jean Vanderville, Managing Director