

SCHOOLCRAFT COUNTY ROAD COMMISSION
332N EAST ROAD, MANISTIQUE, MI 49854
BOARD MEETING AGENDA
January 9, 2025 - 7:00 a.m.

000908

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. Vouchers 25-13, 25-14, 25-15 & 25-16
 - B. Jim Barham MERS Years of Service Purchase
 - C. Approve HR Generalist Job Description
 - D. Advertise Job Opening HR Generalist
9. Manager's Report
10. Engineer's Report
11. Department Heads
12. Meeting Notices:
 - A. Straits Area Council February 4, 2025, Mackinaw City, MI
 - B. UPRBA February 6-7, 2025, Marquette, MI
13. Public Comment
14. Adjournment

1. Call Meeting to Order

The meeting was called to order by Chairman T. Klarich at 7:07 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

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

It was moved by Commissioner R. LaCroix, seconded by Commissioner K. Rochefort, to approve the agenda as presented with one addition by Commissioner K. Rochefort:

8.E. Corner Lake Road

Ayes: Four
Nays: None

Absent: One (D. DuFour)

Motion Carried

5. Approval of Minutes:

Regular Meeting 12-18-24:

It was moved by Commissioner K. Rochefort, seconded by Commissioner R. Lund, to approve the minutes from 12-18-24 as presented.

Ayes: Four
Nays: None

Absent: One (D. DuFour)

Motion Carried

6. **Public Comment:** None

7. **Unfinished Business:**

8. **New Business:**

A. **Vouchers 25-13, 25-14, 25-15 & 25-16:**

It was moved by Commissioner R. LaCroix, seconded by Commissioner R. Lund, to approve Vouchers 25-13, 25-14, 25-15 and 25-16 as presented.

Roll Call:

LaCroix – Yes

Lund – Yes

Rocheftort - Yes

Klarich – Yes

Absent: One (D. DuFour)

Motion Carried

B. **Jim Barham MERS Years of Service Purchase:** J. Barham has requested the purchase of five years of MERS service. T. Hoar provided information regarding how it works and how it could potentially affect the SCRC. Discussion was held after which a consensus was reached. Paperwork will be presented at the next meeting for approval. It was determined that a MERS representative will be invited to a board meeting soon to provide additional information for the board's review.

C. **Approve HR Generalist Job Description:** With the upcoming retirement of A. Peterson, Payroll / HR Coordinator, an updated title of HR Generalist and an updated job description was provided to the board for review and approval.

It was moved by Commissioner K. Rocheftort, seconded by Commissioner R. LaCroix, to approve the HR Generalist title and job description as presented.

Ayes: Four

Nays: None

Absent: One (D. DuFour)

Motion Carried

D. **Advertise Job Opening HR Generalist:** J. Vanderville requested approval to begin advertising for the HR Generalist position, leaning toward someone with Human Resources education and experience.

It was moved by Commissioner R. LaCroix, seconded by Commissioner T. Klarich, to approve advertising for the HR Generalist position.

Ayes: Four
Nays: None

Absent: One (D. DuFour)

Motion Carried

E. Corner Lake Road: Commissioner K. Rochefort began discussion of Corner Lake Road and the snowplowing done there. Part of it (1/2 mile) is the responsibility of the Forest Service and 1500 feet is the responsibility of SCRC. Gerou Excavating is paid by both parties to plow the entire road. Residents each pay \$60 / year to Gerou to have him plow the Forest Service portion.

9. Manager's Report:

Frost Law Coverage MSP: Mindy will take the zero tolerance under advisement.

IRS Mileage Rate: Increases to \$.70 for 2025. Commissioners will see that change in their mileage reimbursement.

ESTA: As of now, the new ESTA ruling will go into effect February 21, 2025. We will be bringing more details and necessary changes to the upcoming meetings.

PA 152: J. Vanderville is still researching, but there appears to be some significant changes happening to PA 152. This is the law that speaks to health insurance premiums. As she learns more, she will let the board know if there are any changes we will need to consider.

Road Salt: J. Vanderville has placed an order for our remaining salt with the allowable additional 30%. Manistique (650 tons) and Seney (200 tons). With the wet season, we have been going through salt a little faster than normal. She will probably use the last two winters as a basis to increase our amounts for next year. She will evaluate and bring recommendations since salt orders will be due in February for the 2025-2026 season.

Security Laser Checks: At a recent meeting, Gayle (MCRCSIP) discussed the issues with fraudulent checks and how they are not covered by our insurance. We had previously looked at upgrading to a more secure check, but with this new information, we have decided to move forward. A. Peterson received an estimate from our provider which resulted in \$.05 more per check. T. Hoar did the math, and it will equate to approximately \$50 more per year.

HR Generalist: With A. Peterson's retirement, we have once again evaluated the position and determined that an individual with a more concentrated background in Human Resources would bring greater value to our administrative team. Most of the job duties align with an HR Generalist, including but not limited to recruitment, new employee onboarding, employee benefits administration, personnel file maintenance and payroll processing with the other job duties falling within a clerk's position. We would like to advertise and lean toward someone with a human resource background.

Mexico Vacation: J. Vanderville will be out February 17-25 for vacation.

10. Engineer's Report:

Township Work: I. Stampfly has been putting together estimates for Doyle Township. He hopes to present them for consideration at this month's meeting. He will be presenting two gravel projects and two paving projects. He will not be recommending paving this year but wants them to understand the costs and consider it for the future.

EDA Grant Application: I. Stampfly has started the application and reached out to several offices / entities for letters of support including Carmeuse, Zellar's & Sons, Representative Prestin's office, Senator McBroom's office, Representative Bergman's office, Schoolcraft Tourism & Commerce, Hamill Trucking, the Schoolcraft County Board of Commissioners and the Gulliver Historical Society. He has received positive responses from most of the offices / entities already and hopes to have the grant completed by the end of the month.

2025 Pavement Marking Proposal: I. Stampfly has started to put together our 2025 pavement marking proposal. He is planning to put this project out for bid in February or March. The roads in this year's proposal include CR-432 (Port Inland Road), a portion of CR-433, CR-434, CR-436 (near the dump), a portion of CR-440 and CR-441.

2024 Bridge Projects: I. Stampfly is continuing to work on the project documentation. Not much progress occurred around the holidays with multiple people being off. He is hoping to have this ready to be sent to MDOT for review in the next month or so.

2025 Projects: I. Stampfly was sent two of the three project draft proposals for review. No issues were found in the proposals. He was informed that even though he met the deadline for MDOT's project timeline, these projects will be in the March 7th bid letting. He does not think this will have much influence on our prices due to the amount of work already in the area this summer. One contractor has already reached out to see what we have planned for this year, so they are aware.

11. Department Heads:

Tanya Hoar: Reported that she has been working on equipment rates for 2025. Last year, instead of Schedule C for tandems, etc., we used our own calculations. This year we used the average cost for all and charged the state rate for all. She looked at new equipment / depreciation costs, etc. to try to get closer to MDOT costs. There are 93 lines of equipment to go through over four years.

T. Hoar has been working on taxes this week along with filing W-2's. She would like to give people time to review their W-2's before she files. She cannot print the 1099's yet as there are errors with the file. The deadline to file 1099's is 1/31/25.

Once all the above are completed, T. Hoar will be working on an amended budget and projects.

Kim Rochefort: The crew has been working on cutting trees and blading snow.

Roger Martin: The after treatment /cleanout process from last year is working. There have been no problems this year. The shop crew has been working on maintenance and keeping everything running.

Ann Peterson: None

12. Meeting Notices:

- A. Straits Area Council February 4, 2025, Mackinaw City, MI
- B. UPRBA February 6-7, 2025, Marquette, MI

13. Public Comment: None

14. Adjournment: The meeting was adjourned at 7:54 am.


Thomas Klarich, Chairperson


Jean Vanderville, Managing Director