

ST. CLAIR COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES

Minutes of Regular Meeting Held December 11, 2025
Welcome Center, 150

CALL TO ORDER:

Ms. Robbins called the Regular Meeting to order at 4:30 p.m.

ROLL CALL:

Members Present

at Roll Call: Marcia Robbins, Kim Brown, John Lusk, Robert Tansky,
Robert Mitchell

Members Absent

at Roll Call: Karen Niver-Raetzel, Penelope Peck

Also Present: Kirk Kramer, Becky Gentner

ADOPTION OF AGENDA:

It was moved by Ms. Brown, seconded by Mr. Lusk, that the Board take action to adopt the agenda as prepared

Motion carried: 5-0

APPROVAL OF MINUTES:

It was moved by Mr. Lusk, seconded by Mr. Mitchell, that the Board take action to approve the minutes of the Regular Meeting held November 13, 2025, and the Special Meeting/Retreat held November 14, 2025.

Motion carried: 5-0

FINANCIAL REPORTS:

Chair Robbins acknowledged that the financial reports had been provided to Trustees.

COMMUNICATIONS AND PETITIONS:

Chair Robbins acknowledged that the Communications Report had been provided to Trustees.

REPORT AND RECOMMENDATIONS OF THE PRESIDENT OF THE COLLEGE

1. INFORMATIONAL ITEMS AND PRESENTATIONS:N/A

2. ACTION ITEMS:

Acceptance of Gifts

It was moved by Mr. Lusk, seconded by Ms. Brown, that the Board take action to accept the following donations:

- \$260 from Dave Sheldon for Skip's Pantry
- \$275 from the SC4 Retirees for Skip's Pantry
- \$1,000 from the Foley and Fredendall Charitable Fund for the Challenger Learning Center/STEM Fest 2026
- \$1,000 from the SC4 MAHE Association for Skip's Pantry
- \$2,500 from John and Marcia Robbins for the Challenger Learning Center/STEM Fest 2026

Motion carried: 5-0

City Memorandum of Understanding for Maintenance of Stone Street Between Glenwood and River Streets

It was moved by Mr. Lusk, seconded by Mr. Mitchell, that the Board take action to approve the attached Memorandum of Understanding (MOU) on the responsibilities of the City and College for Stone Street between Glenwood and River Streets.

Motion carried: 5-0

City Memorandum of Understanding for Maintenance of Bard Street Between Fort and Michigan Streets

It was moved by Mr. Mitchell, seconded by Ms. Brown, that the Board take action to approve the attached Memorandum of Understanding (MOU) on the responsibilities of the City and College for Bard Street between Fort and Michigan Streets.

Motion carried: 5-0

Establish Budget for SC4 Bank Building Renovation for Additional Housing

It was moved by Mr. Lusk, seconded by Mr. Mitchell, that the Board take action to approve the allocation of \$3,900,000 of Plant Funds for the renovation of the SC4 Bank Building for the purpose of additional student housing.

Motion carried: 5-0

NEW BUSINESS:

2026 Board Meeting Schedule

It was moved by Mr. Lusk, seconded by Ms. Brown, that the Board take action to approve the attached 2026 meeting schedule.

Motion carried: 5-0

Board Policy Review – First Readings

Discussion took place. Action was not taken.

President’s Contract – Closed Session

It was moved by Mr. Mitchell, seconded by Mr. Lusk, that the Board take action to enter a closed session at 5:01 p.m.

Motion carried: 5-0

Discussion took place. Action was not taken.

It was moved by Mr. Lusk, seconded by Mr. Mitchell, that the Board take action to return to an open session at 5:31 p.m.

Motion carried: 5-0

It was moved by Mr. Mitchell, seconded by Mr. Lusk, that the Board take action to approve the following items for the President's Contract, effective January 1, 2026; annual salary payable at the rate of \$227,000, a retention stipend in the amount of \$25,000 per year; and a stipend in the form of an employer deferred tax annuity payment to a provider as designated by the employee per year in the amount of \$25,000.

Motion carried: 5-0

ADJOURNMENT:

It was moved by Mr. Lusk, seconded by Ms. Brown, that the Board take action to adjourn the meeting at 5:34 p.m.

Motion carried: 5-0

Respectfully submitted,

Certified by,

Sarah L. Rutallie
Board Secretary

Ms. Marcia Robbins
Board Chair

**MAINTENANCE AGREEMENT
BETWEEN THE CITY OF PORT HURON
AND
ST. CLAIR COUNTY COMMUNITY COLLEGE
REGARDING THE DEVELOPMENT OF PORTIONS
OF STONE STREET**

THIS MAINTENANCE AGREEMENT (this "**Agreement**") is entered into as of _____, 2025 between the **CITY OF PORT HURON**, a Michigan Municipal Corporation with a principal place of business at 100 McMorran Boulevard, Port Huron, Michigan 48060 (the "**City**") and **ST. CLAIR COUNTY COMMUNITY COLLEGE** (the "**College**") with a principal place of business at 323 Erie Street, Port Huron, Michigan 48060 for the purpose maintaining Stone Street right-of-way from River Street to Glenwood Avenue (the "Stone Street Corridor") after the pavement has been removed as part of the City's Hospital Area Road and Utility Replacement Project – Phase I.

RECITALS

WHEREAS, the City has an interest in the continued growth and success of the College; and

WHEREAS, the City has an interest in the downtown location of the College and in creating an attractive and safe pedestrian area surrounding the College and the downtown area; and

WHEREAS, the removal of the pavement on Stone Street from River Street to Glenwood Avenue was desired by the College; and

WHEREAS, Stone Street from River Street to Glenwood Avenue is no longer a critical route for public safety due to the relocation of the former Central Fire Station location at 515 River Street; and

WHEREAS, the Stone Street pavement from River Street to Glenwood Avenue was removed and replaced with turf as part of the City's Hospital Area Road Reconstruction and Utility Replacement Project – Phase I with approaches to the College's parking lot retained; and

WHEREAS, the right-of-way on Stone Street will remain to provide public access and access to utilities within the corridor; and

WHEREAS, the City shall restore the turf or pavement within the Stone Street right-of-way from Glenwood Avenue to River Street where City utility work is necessary; and

WHEREAS, the College shall be responsible for the cost of electricity and the maintenance

of the lighting within the Stone Street right-of-way between the Glenwood Avenue and River Street; and

WHEREAS, the College agrees to provide pavement repairs, lawn maintenance, snow removal and take over the responsibility of the lighting within the Stone Street right-of-way between River Street and Glenwood Avenue; and

WHEREAS, the College wishes to enter into this Agreement to establish obligations related to this corridor, subject to approval by the College Board of Trustees.

NOW, THEREFORE, BE IT RESOLVED that the City and College enter into this Agreement with the following acknowledgements, terms, and conditions:

ARTICLE I. - OBLIGATIONS OF THE COLLEGE

1. Obtain Board of Trustees approval of this Agreement.
2. Obtain proper permits and approvals for future activities within the Stone Street right-of-way.
3. Perform required lawn maintenance in the Stone Street Corridor.
4. Perform snow removal as required for areas designated for vehicle and pedestrian traffic within the Stone Street Corridor.
5. Perform maintenance of concrete and asphalt pavement (including sidewalks and drive approaches) within the Stone Street Corridor.
6. Replacement of deteriorated concrete and asphalt pavement (including sidewalks and drive approaches) within the Stone Street Corridor shall be the responsibility of the College.
7. The College shall be responsible for cost of electricity and maintenance of the lighting within the Stone Street Corridor.

ARTICLE II. – OBLIGATIONS OF THE CITY

1. Obtain City Council approval of this Agreement.
2. The City may at any time reinstall the roadway pavement. If the Stone Street Corridor is reinstated as a roadway, this agreement shall become void.
3. In the event utility work or maintenance is required, the City shall perform the utility work and replace the existing surface in kind. Disturbed turf areas shall be restored by utilizing top soil, seed and mulch. Sod shall not be required to restoration of disturbed turf.

ARTICLE II. - MISCELLANEOUS

- 1. This agreement shall be effective from the date of signing by all parties.
- 2. Appendix A has been attached to this document to show the northern and southern limits of the agreement.
- 3. A party shall be in default under this Agreement if it fails to perform in all material respects, any covenants made by it, or obligations assumed under Agreement. In such an event, each party shall be entitled to all available legal and equitable remedies including, but not limited to, the right of specific performance, including all costs of enforcement of Agreement and with reasonable attorney fees paid to the prevailing party. In the event a party believes the other is in default, it shall timely give written notice of the claimed default to the other and the other shall have reasonable time to cure the same.

Witnesses:

St. Clair County Community College

By: _____
Kirk Kramer
Its: President

City of Port Huron

By: _____
James Freed
Its: Manager

APPROVED:

City of Port Huron City Council

**St. Clair County Community College
Board of Trustees**

By: See Attached
Anita Ashford, Mayor

By: _____
Marcia Robbins
Its: Board Chair

Dated: _____, 2025

Dated: _____, 2025

IN WITNESS WHEREOF, the City of Port Huron officials signing below are authorized to sign this Agreement as provided for in the 2011 City Charter of the City of Port Huron, Chapter 10, Section 10-1.

CITY OF PORT HURON

APPROVED AS TO SUBSTANCE:

James Freed, City Manager

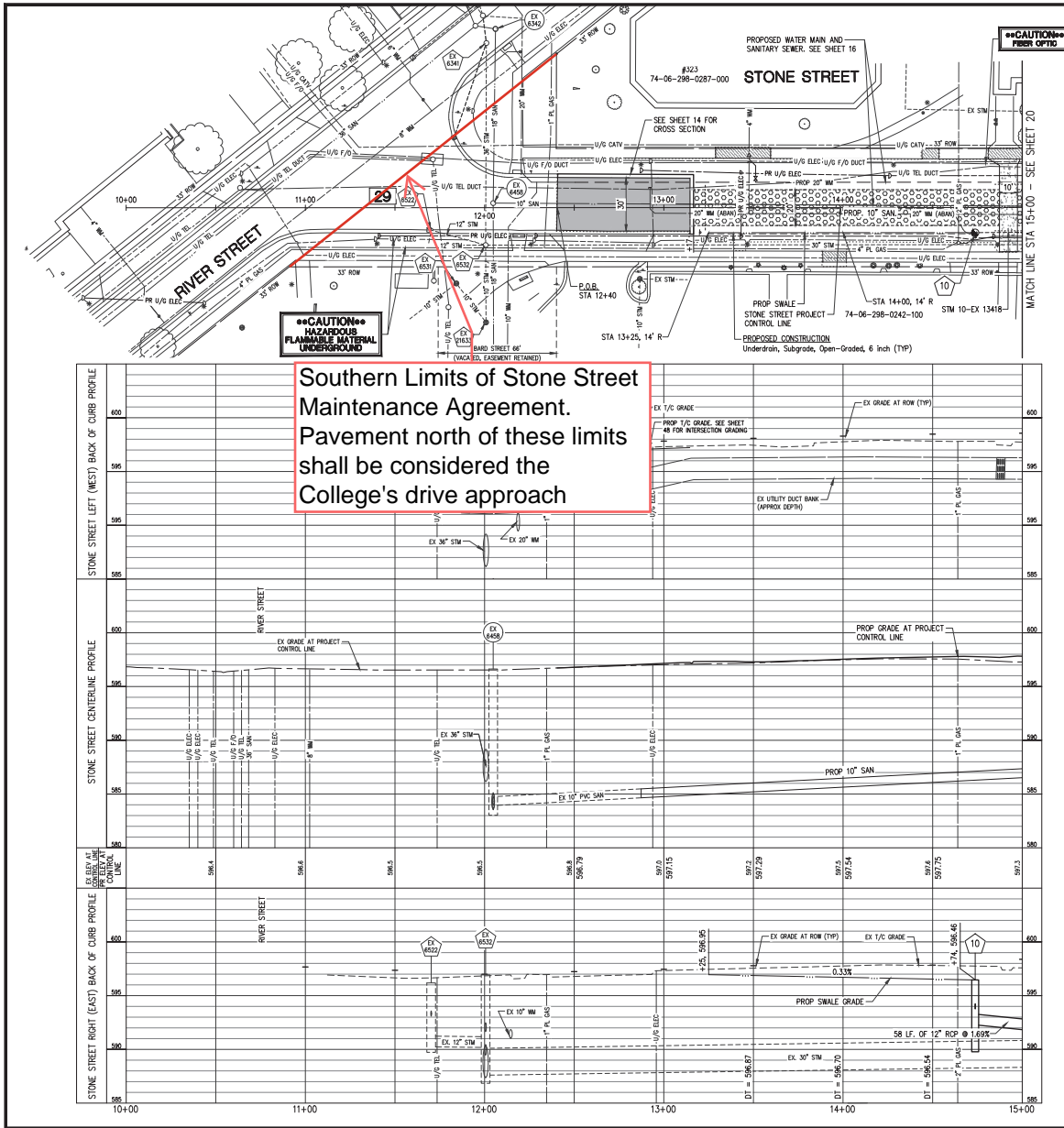
Anita Ashford, Mayor

APPROVED AS TO FORM:

ATTESTED TO:

_____, City Attorney

Cyndee Jonseck, City Clerk



Southern Limits of Stone Street Maintenance Agreement. Pavement north of these limits shall be considered the College's drive approach

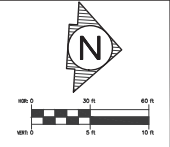
SHEET QUANTITIES		
DESCRIPTION	QUANTITY	UNITS
Aggregate Base, 8 inch, Modified	390	Syd
Aggregate Base, 12 inch, Modified	280	Syd
Geotextile, Stabilization	670	Syd
Underdrain, Subgrade, Open-Graded, 6 inch	520	Ft
Storm Sewer, Conc, 12 inch, City Tr Det	58	Ft
Dr Structure Cover, Type G, Modified	1	Ea
Dr Structure, 36 inch dia, Modified	1	Ea
HMA, 3EL, Leveling, 330g/SYD	245	Syd
HMA, 5EL, Wearing, 165g/SYD	245	Syd
Sidewalk, Conc, 4 inch, Modified	440	Sft
Sidewalk, Conc, 8 inch, Modified	525	Sft
Curb and Gutter, Conc, Detail 4 inch x 24 inch	115	Ft
Trusgrid Permeable Paving System	390	Syd

PROPOSED STORM SEWER STRUCTURE TABLE						
STRUCT NO.	DIA.	COVER TYPE	RM ELEVATION	INVERT	STATION	OFFSET
10	36"	C	RM=596.46	12" 592.28 N (PR) 6" 593.75 S (PR)	144+73.7	14.0 R

PROPOSED STORM SEWER PIPE TABLE				
PIPE NUMBER	DIAMETER	TOTAL LENGTH	SLOPE	MATERIAL
STM 10-EX 13418	12"	58'*	1.69%	RCP

* LENGTH SPANS MULTIPLE SHEETS, QUANTITY ACCOUNTED FOR ON THIS SHEET

SIDEWALK SUMMARY - FOR INFORMATION		
STATION	Sidewalk, Conc, 4 inch Modified (Sft)	Sidewalk, Conc, 8 inch Modified (Sft)
13+43 LT	187	0
13+95 RT	80	0
14+48 LT	58	0
14+91 LT	115	0
CROSSWALK 14+91	0	525
TOTAL	440	525



CONSTRUCTED BY: _____
 INSPECTED BY: _____
 RECORDED DRAWINGS BY: _____
 DATE: JANUARY 2025
 PROJECT MGR: RCB
 REVIEWER: PTO

PTO

ROME No. 24/03-48
PROJECT 1272725 3.34 1R EX (P) 14/1/2025 10:50 AM

DATE: 1/27/25
 ISSUED FOR: BIDS

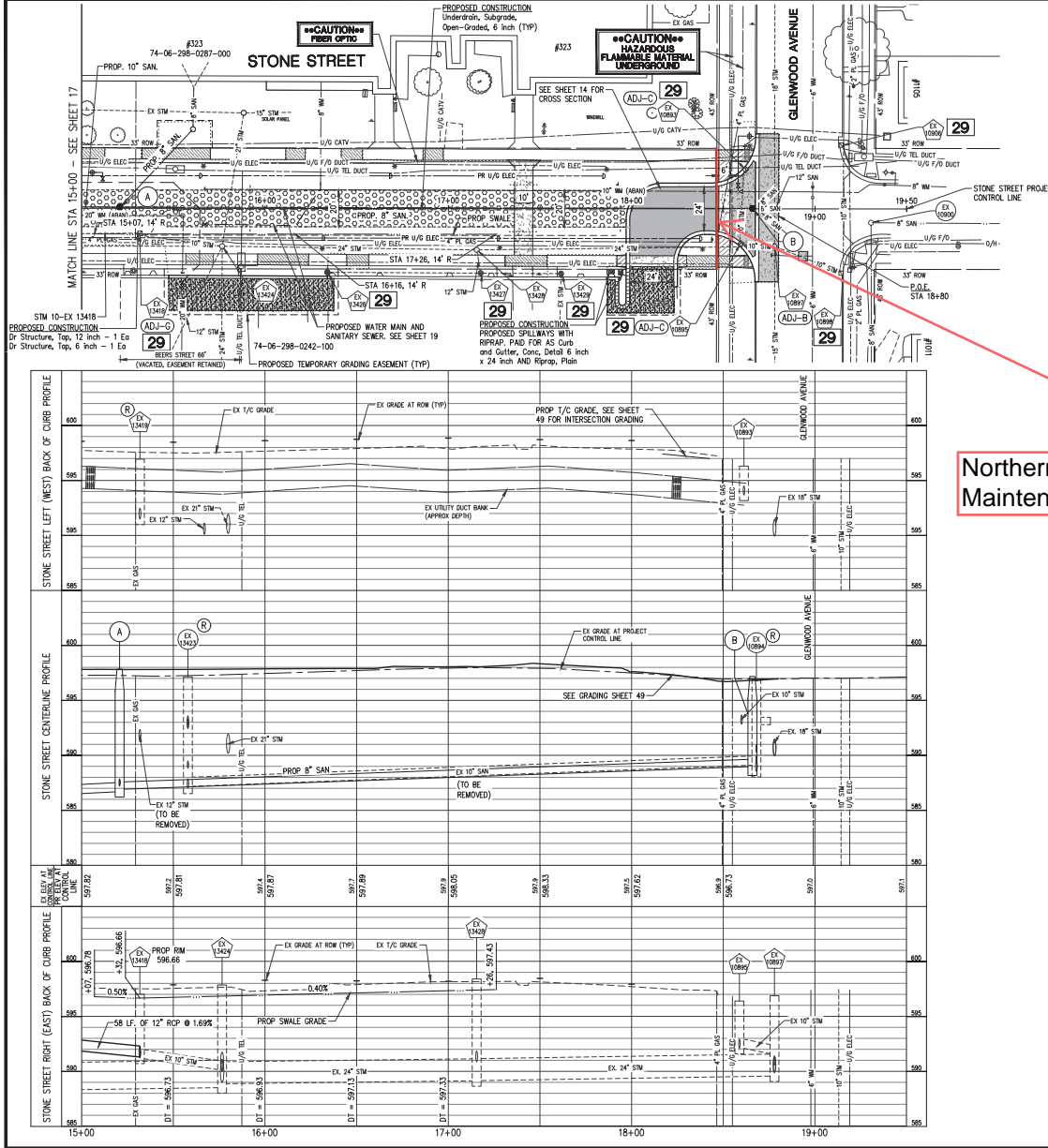
PREPARED FOR:
CITY OF PORT HURON
 HOSPITAL AREA ROADS - PHASE 1
 STA 12+40 (P.O.B.) TO STA 15+00
 PLAN AND PROFILE SHEET - STONE ST

CITY OF PORT HURON, MICHIGAN
 DEPARTMENT OF PUBLIC WORKS
 ENGINEERING DIVISION

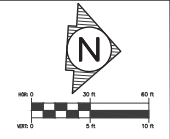
APPROVED: _____ City Engineer
 CITY JOB NO. C24-0030 DWG NO. Y-2002
 Checked By: PTO Sheet No. 17

PORT HURON JOB #C24-0030 - PHASE 1
 PORT HURON TITLE:HOSPITAL AREA ROADS - PHASE 1
 PORT HURON JOB #Y-2002 - Construction





SHEET QUANTITIES		
DESCRIPTION	QUANTITY	UNITS
Aggregate Base, Modified	60	Ton
Aggregate Base, 6 inch, Modified	795	Syd
Aggregate Base, 12 inch, Modified	585	Syd
Geotextile, Stabilization	1380	Syd
Dr Structure Cover, Adj. Case 1, Modified	3	Ea
Dr Structure Cover, Adj. Case 2, Modified	1	Ea
Dr Structure, Top, 6 inch, Modified	1	Ea
Dr Structure, Top, 12 inch, Modified	1	Ea
Dr Structure Cover, Type B, Modified	1	Ea
Dr Structure Cover, Type C, Modified	2	Ea
Dr Structure Cover, Type G, Modified	1	Ea
Underdrain, Subgrade, Open-Graded, 6 inch	750	FT
HMA, 5EL, Wearing, 165#/SYD	165	Syd
HMA, 3EL, Leveling, 330#/SYD	165	Syd
Hand Patching, SEL	65	Ton
Pavt Repr, Nonreinf Conc, 9 inch	97	Syd
Driveway, Reinf Conc, 8 inch, Modified	545	Sft
Sidewalk, Conc, 4 inch, Modified	1285	Sft
Sidewalk, Conc, 8 inch, Modified	845	Sft
Sidewalk Ramp, ADA, Type 1	345	Sft
Curb and Gutter, Conc, Detail 4 inch x 24 inch	223	FT
Curb and Gutter, Conc, Detail 6 inch x 24 inch	142	FT
Curb and Gutter, Conc, Hand Formed, Detail 4 inch x 24 inch	20	FT
Riprap, Plain	2	Syd
Truigrd Permeable Paving System	640	Syd



Northern Limits of Stone Street Maintenance Agreement

STATION	SHEET QUANTITIES		
	Sidewalk Ramp, ADA, Type 1 (Sft)	Sidewalk, Conc, 4 inch, Modified (Sft)	Sidewalk, Conc, 8 inch, Modified (Sft)
15+00 LT	0	75	0
15+60 LT	0	225	0
15+65 RT	0	95	0
16+08 RT	0	167	0
16+16 LT	0	65	0
16+47 LT	0	68	0
16+50 RT	0	75	0
16+49 LT	0	69	0
CROSSWALK STA 17+40	0	140	535
18+10 RT	60	0	145
18+38 RT	0	106	0
CROSSWALK STA 18+47	130	180	165
18+47 LT	78	0	0
18+67 RT	77	0	0
TOTAL	345	1265	845

PROPOSED STORM SEWER STRUCTURE TABLE						
STRUCT NO.	DIAL	COVER TYPE	RM ELEVATION	INVERT	STATION	OFFSET
EX 13418	N/A	N/A	RM=596.66	12" 591.30 S (PR) 10" 591.20 N (EX) 6" 593.00 N (PR)	15+31.8	13.6 R

PROPOSED STORM SEWER PIPE TABLE				
PIPE NUMBER	DIAMETER	TOTAL LENGTH	SLOPE	MATERIAL
STM 10-EX 13418	12"	58'	1.69%	RCP

PIPE SPANS MULTIPLE SHEETS, QUANTITY ACCOUNTED FOR ON SHEET 17

CONSTRUCTED BY: _____
 INSPECTED BY: _____
 RECORDED DRAWINGS BY: _____
 DATE: JANUARY 2025
 PROJECT MGR: RDB
 REVIEWER: PTO

PTO

ROME No. 24/03-48
 PROJECT: HOSPITAL AREA ROADS - PHASE 1
 TITLE: PORT HURON JOB

PREPARED FOR:
CITY OF PORT HURON
 HOSPITAL AREA ROADS - PHASE 1
 STA 15+00 TO STA 18+80 (P.O.E)
 PLAN AND PROFILE SHEET - STONE ST

PLAN TYPE: Preliminary Construction Record
 PORT HURON JOB #C24-0030 PORT HURON DWG #Y-2002

CITY OF PORT HURON, MICHIGAN
 DEPARTMENT OF PUBLIC WORKS
 ENGINEERING DIVISION

APPROVED: _____ City Engineer
 CITY JOB NO. C24-0030 DWG NO. Y-2002
 Checked By: PTO Sheet No. 20



**MAINTENANCE AGREEMENT
BETWEEN THE CITY OF PORT HURON
AND
ST. CLAIR COUNTY COMMUNITY COLLEGE
REGARDING THE DEVELOPMENT OF PORTIONS
OF BARD STREET**

THIS MAINTENANCE AGREEMENT (this "**Agreement**") is entered into as of _____, 2025 between the **CITY OF PORT HURON**, a Michigan Municipal Corporation with a principal place of business at 100 McMorran Boulevard, Port Huron, Michigan 48060 (the "**City**") and **ST. CLAIR COUNTY COMMUNITY COLLEGE** (the "**College**") with a principal place of business at 323 Erie Street, Port Huron, Michigan 48060 for the purpose maintaining Bard Street right-of-way from Michigan Street to Fort Street (the "Bard Street Corridor") after the pavement has been removed as part of the City's McLaren Hospital Area Road Reconstruction and Utility Replacement Project – Phase II.

RECITALS

WHEREAS, the City has an interest in the continued growth and success of the College; and

WHEREAS, the City has an interest in the downtown location of the College and in creating an attractive and safe pedestrian area surrounding the College and the downtown area; and

WHEREAS, the removal of the pavement on Bard Street from Michigan Street to Fort Street is desired by the College; and

WHEREAS, the City and the College entered into an agreement to remove the pavement within the Bard Street Corridor; and

WHEREAS, the Bard Street pavement removal and turf installation has been included in the City's McLaren Hospital Area Road Reconstruction and Utility Replacement Project – Phase II; and

WHEREAS, the right-of-way on Bard Street will remain to provide access to utilities within the corridor; and

WHEREAS, the City shall restore the turf or pavement within the Bard Street Corridor where City utility work is necessary; and

WHEREAS, the College shall be responsible for the cost of electricity and the maintenance

of the lighting within the Bard Street Corridor; and

WHEREAS, storm sewer within the Bard Street right-of-way shall be the responsibility of the City to maintain; and

WHEREAS, storm sewer north of the Bard Street right-of-way shall be the responsibility of the College to maintain; and

WHEREAS, the College agrees to provide pavement repairs, lawn maintenance, snow removal and take over the responsibility of the lighting within the Bard Street right-of-way between Michigan Street to Fort Street; and

WHEREAS, the College wishes to enter into this Agreement to establish obligations related to this corridor, subject to approval by the College Board of Trustees.

NOW, THEREFORE, BE IT RESOLVED that the City and College enter into this Agreement with the following acknowledgements, terms, and conditions:

ARTICLE I. - OBLIGATIONS OF THE COLLEGE

1. Obtain Board of Trustees approval of this Agreement.
2. Obtain proper permits and approvals for future activities within the Bard Street right-of-way.
3. Perform required lawn maintenance in the Stone Street Corridor.
4. Perform snow removal as required for areas designated for vehicle and pedestrian traffic within the Bard Street Corridor.
5. Perform maintenance of concrete and asphalt pavement (including sidewalks and drive approaches) within the Bard Street Corridor.
6. Replacement of deteriorated concrete and asphalt pavement (including sidewalks and drive approaches) within the Bard Street Corridor shall be the responsibility of the College.
7. The College shall be responsible for the cost of electricity and maintenance of the lighting within the Bard Street Corridor.
8. Maintenance of the storm sewer north of the Bard Street right-of-way shall be the responsibility of the College.

ARTICLE II. – OBLIGATIONS OF THE CITY

1. Obtain City Council approval of this Agreement.

2. The City may at any time reinstall the roadway pavement. If the Bard Street Corridor is reinstated as a roadway, this agreement shall become void.
3. In the event utility work or maintenance is required, the City shall perform the utility work and replace the existing surface in kind. Disturbed turf areas shall be restored by utilizing top soil, seed and mulch. Sod shall not be required to restoration of disturbed turf.
4. Maintenance and replacement of the storm sewer within the Bard Street right-of-way.

ARTICLE II. - MISCELLANEOUS

1. This agreement shall be effective the date the Bard Street Corridor is complete as it relates to the City's McLaren Hospital Area Road Reconstruction and Utility Replacement Project – Phase II.
2. Appendix A has been attached to this document, which indicates the eastern and western limits of this agreement. Appendix A also shows the limits of the responsibility of the storm sewer in the vicinity.
3. A party shall be in default under this Agreement if it fails to perform in all material respects, any covenants made by it, or obligations assumed under Agreement. In such an event, each party shall be entitled to all available legal and equitable remedies including, but not limited to, the right of specific performance, including all costs of enforcement of Agreement and with reasonable attorney fees paid to the prevailing party. In the event a party believes the other is in default, it shall timely give written notice of the claimed default to the other and the other shall have reasonable time to cure the same.

Witnesses:

St. Clair County Community College

By: _____
Kirk Kramer
Its: President

City of Port Huron

By: _____
James Freed
Its: Manager

APPROVED:

City of Port Huron City Council

**St. Clair County Community College
Board of Trustees**

By: _____ See Attached
Anita Ashford, Mayor

By: _____
Marcia Robbins
Its: Board Chair

Dated: _____, 2025

Dated: _____, 2025

IN WITNESS WHEREOF, the City of Port Huron officials signing below are authorized to sign this Agreement as provided for in the 2011 City Charter of the City of Port Huron, Chapter 10, Section 10-1.

CITY OF PORT HURON

APPROVED AS TO SUBSTANCE:

James Freed, City Manager

Anita Ashford, Mayor

APPROVED AS TO FORM:

ATTESTED TO:

_____, City Attorney

Cyndee Jonseck, City Clerk