

SCHOOLCRAFT COUNTY ROAD COMMISSION
332N EAST ROAD, MANISTIQUE, MI 49854
BOARD MEETING MINUTES
April 14, 2021, - 8:00 a.m.

1. Call Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of Minutes
 - A. Regular Meeting
 - B. Special Meeting
6. Public Comment
7. Unfinished Business:
 - A. County Road Commissioners Per Diem Increase
 - B. CR 433 Quarry Road Abandonment
 - C. Cell Tower Lease Agreement (moved to 12A – closed session)
 - D. Investment Recommendations
 - E. HR1.00 Hiring Process & Procedures Policy
8. New Business:
 - A. Voucher 21-25, 21-26 & 21-27
 - B. 2019 Corrective Action Plan Form 5598
9. Manager's Report
10. Department Heads
11. Meeting Notices
 - A. RTF Regional Meeting April 21, 2021 @ 10:00 am
 - B. MDOT Contract Overview April 29, 2021 @ 10:00 am

12. Public Comment

- A. Closed Session for Attorney-Client Material Related to the Cell Tower Lease Agreement (moved from 7C)

13. Adjournment

1. Call Meeting to Order:

The meeting was called to order by Chairman T. Klarich at 8:01 A.M.

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

Present: Thomas Klarich
Keith Rochefort
Randy Lund
Robin LaCroix

Absent: *Dale DuFour

Also in Attendance: Jean Frankovich, Managing Director; Tanya Hoar, Finance Director; Kim Rochefort, Road Foreman; Troy Bassett, County Commissioner

**Dale DuFour joined via phone but the call was lost during the meeting, so he was not able to participate as a voting member.*

3. Pledge of Allegiance: The pledge was recited.**4. Approval of Agenda:** J. Frankovich requested to move Agenda Item 7C - Cell Tower Lease Agreement to closed session to discuss attorney-client material in regard to the Cell Tower Lease.

It was moved by Commissioner R. LaCroix, seconded by Commissioner R. Lund to approve the agenda with one change; to move Agenda Item 7C – Cell Tower Lease Agreement to 12A – Closed Session Attorney Client Material Cell Tower Lease Agreement.

Roll Call:

LaCroix – yes
Lund – yes
Rochefort - yes
Klarich - yes
DuFour - absent

Motion Carried**5. Approval of Minutes:**

It was moved by Commissioner K. Rochefort, seconded by Commissioner T. Klarich to approve the minutes from March 24th and March 26th.

Roll Call:

Rochefort - yes
Klarich - yes
LaCroix – yes
Lund – yes
DuFour - absent

Motion Carried**6. Public Comment: None****7. Unfinished Business:**

A. County Road Commissioners Per Diem Increase: J. Frankovich had nothing new to report. T. Bassett requested Commissioner Paul Walker to come to a meeting. The Commissioners would appreciate an update from Paul.

B. CR 433 Quarry Road Abandonment: There was nothing new to report.

C. Cell Tower Lease Agreement: Moved to Agenda Item 12A.

D. Investment Recommendations: T. Hoar reviewed investment options and the corresponding rates. She will review a bond option from State Savings Bank that would insure balances above the FDIC amounts.

E. HR1.00 Hiring Process & Procedures Policy:

It was moved by Commissioner K. Rochefort, seconded by Commissioner R. Lund to accept the Hiring Policy as presented for discussion.

Roll Call:

Rochefort – yes
Lund – yes
LaCroix – yes
Klarich - yes
DuFour - absent

Motion Carried

The Board discussed each procedure with the Managing Director and Finance Director and came to a consensus on language and authority levels. The Managing Director will revise the current draft policy to reflect the language that was discussed and bring it back to the next meeting.

Discussion was held on the need for the Personnel Committee.

It was moved by R. LaCroix, seconded by T. Klarich to dissolve the Personnel and Finance Committee.

Roll Call:

LaCroix – yes
Klarich - yes
Lund – yes
Rocheffort – no
DuFour - absent

Motion Carried**8. New Business:****A. Voucher 21-25, 21-26, & 21-27:**

It was moved by Commissioner T. Klarich, seconded by Commissioner D. DuFour to approve voucher 21-25, 21-26 and 21-27.

Roll Call:

T. Klarich – yes
D. DuFour – absent
R. Lund – abstain
K. Rocheffort – yes
R. LaCroix – yes

Motion failed because Commissioner DuFour's call was dropped and therefore, he was unable to second the motion.

B. 2019 Corrective Action Plan Form 5598:

It was moved by Commissioner R. LaCroix, seconded by T. Klarich to approve the Resolution that approves form 5598 – Protecting Local Government Retirement and Benefits Act Corrective Action Plan for the Defined Benefit Pension Retirement Systems and to approve the Resolution that approves a commitment to make an additional minimum payment of \$275,000 per year to MERs for fiscal years 2021 to 2026.

Roll Call:

LaCroix – yes

Klarich – yes

Lund – yes

Rocheffort - yes

DuFour – absent

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

Loss Control Visit: The only recommendation was to install illuminated exit signs at the Seney garage. Greg is working on it.

Cell Tower Lease: The Board will go into closed session to discuss.

Policy HR1.00 Hiring Process & Procedures: This item was discussed earlier on the agenda.

Phones: The phone is being forwarded to J. Frankovich's cell if it is not answered on the Road Commission's phone.

Board Meeting Time Change: Effective April 28th, Board Meetings will start at 7:00 am.

Safety Sign Upgrade: An extension was requested and approved without liquidated damages.

Spring Safety Meeting: The Spring Safety Meeting is scheduled for April 27th. Because one presenter backed out, a video will be shown for that portion. Hands on training will be provided if a better set up can be arranged.

MSHA Training: MSHA training will be May 24th. It will include CPR. The training usually allows for outside participants, but because of the COVID 6-foot distance requirement, outside participants will not be able to attend.

Tyler Johnson gave his notice. Therefore, the Commission has the following open positions: 1 full-time truck driver; 1 part-time administrative assistant; 2 temporary CDL drivers; and 2 temporary non-CDL drivers.

Interviews for the temporary CDL and non-CDL positions will be held Friday, April 16, at 7:00 am.

Interviews for the Administrative Assistant position will be held on Tuesday, April 20th, at 8:00 am.

The Commission will advertise for the full-time truck driver.

There was an RTF meeting yesterday. The Local RTF Committee agreed to allocate the additional \$181,244 to the Road Commission.

10. Department Heads:

Tanya Hoar, Finance Director: T. Hoar reported that she enjoys doing payroll and HR.

Kim Rochefort, Road Foreman: The Board knows what the crew is working on. Discussion was held regarding Hass Road and County Line Road. K. Rochefort would like to do work on County Line Road if Hass Road cannot be improved. J. Frankovich will look to see who has jurisdiction for County Line Road.

J. Frankovich reported that Thompson Township approved \$30,000 for the Ivan Carlson Road.

Troy Bassett, County Commissioner: T. Bassett reported that he is learning about the American Rescue Plan. It is a 500-page bill with money available to organizations who make investments in water, sewer, broadband infrastructure due to COVID-19. J. Frankovich saw where other road commissions had requested money from their respective County through this bill.

11. Meeting Notice:

A. RTF Regional Meeting April 21, 2021 @ 10:00 am: This will be a Zoom meeting.

B. MDOT Contract Overview April 29, 2021 @ 10:00 am: This will be either a Zoom or Teams Meeting to go over the new MDOT contract. J. Frankovich was chosen to continue on the Negotiating Committee as a member at-large.

12. Public Comment: None

A. Closed Session for Attorney-Client Material Related to the Cell Tower Lease Agreement

It was moved by T. Klarich, seconded by K. Rochefort to enter closed session at 9:33 am to discuss the Cell Tower Lease Agreement under attorney-client privilege.

Roll Call:

Klarich – yes
Rochefort - yes
LaCroix – yes
Lund – yes
DuFour – absent

Motion Carried

It was moved by T. Klarich, seconded by R. Lund to exit closed session at 9:43 am.

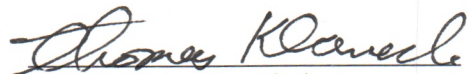
Roll Call:

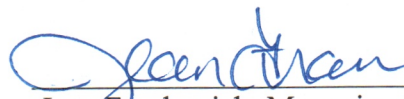
Klarich – yes
Rochefort - yes
LaCroix – yes
Lund – yes
DuFour – absent

Motion Carried

J. Frankovich gave the Board the applications for the temporary CDL, non-CDL, and Administrative Assistant positions. Discussion was held on who to interview for Friday. It was decided to interview all applicants for the temporary CDL and non-CDL positions.

13. Adjournment: The meeting was adjourned at 10:04 am by Chairman T. Klarich.


Thomas Klarich, Chairperson


Jean Frankovich, Managing Director