

**SCHOOLCRAFT COUNTY ROAD COMMISSION**  
**332N EAST ROAD, MANISTIQUE, MI 49854**  
**BOARD MEETING MINUTES**  
**March 11, 2021, 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. Closed Session
  - B. Regular Session
6. Public Comment:
7. Unfinished Business:
  - A. County Road Commissioners per Diem Increase
  - B. CR 433 Quarry Road Abandonment
  - C. Cell Tower Lease Agreement
8. New Business:
  - A. Voucher 21-21, 21-22, & 21-23
  - B. Approve Job Description – Administrative Assistant
  - C. Approve Updated Organizational Chart
  - D. Approve HR1.00 Hiring Process & Procedures
  - E. Approve Policy Update A5.01
  - F. January Financial Statement
  - G. Investment Recommendations
  - H. Approve Purchase of Joh Deer 6110M Tractor with Boom Mower
  - I. Approve Resolution for Salt Shed Contract No. 2021-025
  - J. Legislative Priority Vote
9. Manager's Report
10. Department Heads

11. Meeting Notices

12. Public Comment

13. Adjournment

**1. Call Meeting to Order:**

The meeting was called to order by Chairman T. Klarich at 8:00 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; Greg Dibble, Shop Foreman; Troy Bassett, County Commissioner; Doug Troyer, Carmeuse

\*Dale DuFour (joined via Zoom at 8:08 so he was not able to participate as a Voting Member)

**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 with one correction; to change the date of the agenda from March 10<sup>th</sup> to March 11<sup>th</sup>.

**Roll Call:**

R. LaCroix – yes  
K. Rochefort – yes  
T. Klarich – yes  
R. Lund – yes  
D. DuFour - absent

***Motion Carried***

**5. Approval of Minutes:****A. Closed Session**

It was moved by Commissioner K. Rochefort, seconded by Commissioner T. Klarich to approve the closed session minutes of February 24<sup>th</sup>.

**Roll Call:**

K. Rochefort - yes  
T. Klarich - yes  
R. LaCroix – yes  
R. Lund – yes  
D. DuFour – absent

***Motion Carried*****B. Regular Session**

It was moved by Commissioner R. LaCroix, seconded by Commissioner K. Rochefort to approve the regular minutes of February 24<sup>th</sup>, 2021 with one correction; to change the name under 10.C. from Tony Bassett to Troy Bassett.

**Roll Call:**

R. LaCroix – yes  
K. Rochefort - yes  
R. Lund - yes  
T. Klarich - yes  
D. DuFour - absent

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

**A. County Road Commissioners Per Diem Increase:** J. Frankovich put a copy of the County's Audit and Finance Committee meeting agenda in the Board packet. The Committee is meeting today at 4:30 and she assumes that is where the per diem increase will be discussed.

**B. CR 433 Quarry Road Abandonment:** Doug Troyer gave an update on CR 433. The DNR required a legal easement before they would sign the petition for abandonment. They are schedule to sign the petition on May 13th. The DNR could give the Road Commission a temporary signature that shows they are committed to moving forward.

D. Troyer expects the temporary signature to be approved by next week. He will give the temporary signature to the Road Commission once he receives it. J. Frankovich will forward the temporary signature to Bill Henn for review and a recommendation on how to proceed.

- C. **Cell Tower Lease Agreement:** J. Frankovich has not presented anything back to the cell phone tower company. She would like to discuss some contract options with the Road Commission's attorney at a future meeting.

**8. New Business:**

**A. Vouchers 21-21, 21-22, 21-23**

**It was moved** by Commissioner T. Klarich, seconded by Commissioner K. Rochefort to approve voucher 21-21.

**Roll Call:**

T. Klarich – yes  
K. Rochefort – yes  
R. LaCroix – yes  
R. Lund – yes  
D. DuFour - absent

***Motion Carried***

**It was moved** by Commissioner R. LaCroix, seconded by Commissioner T. Klarich to approve voucher 21-22.

**Roll Call:**

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

***Motion Carried***

**It was moved** by Commissioner K. Rochefort, seconded by Commissioner T. Klarich to approve voucher 21-23.

**Roll Call:**

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

***Motion Carried*****B. Approve Job Description – Administrative Assistant:**

**It was moved** by Commissioner T. Klarich, seconded by Commissioner R. LaCroix to approve the Administrative Assistant job description.

**Roll Call:**

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

***Motion Carried*****C. Approve Updated Organizational Chart:**

**It was moved** by Commissioner T. Klarich, seconded by Commissioner K. Rochefort to approve the updated organizational chart.

**Roll Call:**

T. Klarich – yes  
K. Rochefort – yes  
R. LaCroix – yes  
R. Lund – yes  
D. DuFour - absent

***Motion Carried*****D. Approve HR1.00 Hiring Process & Procedures:**

**It was moved** by Commissioner K. Rochefort, seconded by Commissioner T. Klarich to approve policy HR1.00 Hiring Process & Procedures.

***Motion Withdrawn – by Commissioner K. Rochefort***

The Board would like to review all applicants and assist in who we interview. The policy will be revised and brought back to the next Board Meeting.

**E. Approve Policy Update A5.01:**

**It was moved** by Commissioner T. Klarich, seconded by Commissioner R. LaCroix to approve policy A5.01 Non-Union Part-Time Employment Policy.

**Roll Call:**

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

***Motion Carried***

**F. January Financial Statements:** T. Hoar went over the January Financial Statements.

**It was moved** by Commissioner K. Rochefort, seconded by Commissioner T. Klarich to approve January's Financial Statements.

**Roll Call:**

K. Rochefort – yes  
T. Klarich – yes  
R. LaCroix – yes  
R. Lund – yes  
D. DuFour - absent

***Motion Carried***

**G. Investment Recommendations:** Recommendations were not ready for this meeting. This agenda item will be moved to unfinished business.

**H. Approve Purchase of John Deere 6110M Tractor with Boom Mower:** The purchase of a 6110M tractor mower with a boom from Sourcewell was discussed. G. Dibble will research the cost of a Fecon Head and bring it back to the next meeting.

**It was moved** by Commissioner R. LaCroix, seconded by Commissioner R. Lund to approve the purchase of a John Deere 6110M Tractor with Boom in the amount of \$157,603.62 from Sourcewell.

**Roll Call:**

R. LaCroix – yes  
R. Lund – yes  
T. Klarich – yes  
K. Rochefort – yes  
D. DuFour - absent

***Motion Carried*****I. Approve Resolution for Salt Shed Contract No. 2021-0258:**

**It was moved** by Commissioner T. Klarich, seconded by Commissioner K. Rochefort to approve the resolution for the Salt Shed Contract No. 2021-0258.

**Roll Call:**

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

***Motion Carried*****J. Legislative Priority Vote:**

**It was moved** by Commissioner K. Rochefort, seconded by Commissioner T. Klarich to approve CRA's Legislative Priorities.

**Roll Call:**

K. Rochefort - yes  
T. Klarich - yes  
R. Lund - yes  
R. LaCroix - yes  
D. DuFour - absent

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

**Covid PTO Memo:** The Board discussed eliminating the internal COVID PTO benefit for employees who choose not to get the vaccine.

**It was moved** by Commissioner R. LaCroix, seconded by Commissioner K. Rochefort to approve the proposed memo (attached to these minutes) regarding the 80 hours of PTO for COVID-19.

**Roll Call:**

R. LaCroix – yes  
K. Rochefort – yes  
R. Lund – no  
T. Klarich – yes  
D. DuFour – absent

***Motion Carried***

**Zoom on Board Room TV:** This item is no longer needed with the release of COVID restrictions.

**Tillman Infrastructures LLC:** J. Frankovich provided information from research she has done on the company and on cell tower contracts.

**RTF COVID Relief Funds:** Schoolcraft County will receive an additional \$181,244 through the RTF from COVID relief funds.

**CR 441 Wedge & Overlay:** The project is set for a May 7, 2021 letting.

**NACE Dues:** Dues were \$75.

**Policy A5.01 Update:** This policy was discussed earlier in the meeting.

**Policy HR1.00 Hiring Process & Procedures:** This policy was discussed earlier in the meeting.

**Auditors Report:** The 2019 MDOT Audit report was enclosed in the Board packet.

**John Deere Mower:** This purchase was discussed earlier in the meeting.

**Personnel Committee Meeting:** The meeting was discussed and the minutes were provided in the Board packet.

**CR 433 Quarry Road:** This item was discussed earlier in the meeting.

**Good Neighbor Services:** Good Neighbor Services asked if they could use the Road Commission drive for their monthly food truck. It was determined it would be too big of a liability because of the volume of traffic from the food truck and the Road Commissioner's large equipment using the same road.



**Access Management Meeting:** There will be a follow up meeting via Teams on March 22, 2021 at 2:00 pm.

**10. Department Heads:**


- A. Tanya Hoar, Finance Director:** T. Hoar reported that it has been busy. She has learned a lot about permits.
- B. Kim Rochefort, Road Foreman:** K. Rochefort reported that summer has started. Kevin gave the Road Commission a list of small projects that will start soon.
- C. Greg Dibble, Shop Foreman:** G. Dibble reported that everything was going good in the shop. This winter allowed them a chance to catch up in the shop.
- D. Troy Bassett, County Commissioner:** T. Bassett reported that their meetings will open to 25 people. The per diem increase will go to their next meeting. He will report back to the Board that the Road Commission is interested in a per diem increase and not a salary increase.

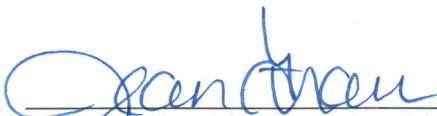
**11. Meeting Notices:** J. Frankovich will have information on the next RTF meeting on the next agenda.

**12. Public Comment:** The Board discussed that any equipment greater than \$15,000 that is not on the capital budget should go to the Finance Committee of the Board.

Commissioner K. Rochefort gave an update on the interviews for the Administrative Assistant position.

**13. Adjournment:** The meeting was adjourned at 9:57 A.M. by Chairman T. Klarich.

  
Thomas Klarich, Chairperson

  
Jean Frankovich, Managing Director