**SCHOOLCRAFT COUNTY ROAD COMMISSION**

**332N EAST ROAD, MANISTIQUE, MI 49854**

**BOARD MEETING MINUTES**

**APRIL 11, 2018 - 7:00 a.m.**

1. Roll Call – Sign in Sheet

1. Pledge of Allegiance
2. Approval of Agenda
3. Approval of Minutes
4. Public Comment:
5. Old Business:
   1. Office Manager Position
   2. Warranty on 442 Project
6. New Business:
7. Vouchers
8. Closing of HCSP Accounts
9. UPEA Agreement/Contract Amendment
10. Opening of Sealed Bids
11. Resolution for Critical Bridge Funding Application
12. Credit Card Authorization
13. Cell Phone Policy
14. Manager’s Report
15. Department Heads
16. Meeting Notices
    1. How to Supervise People-Kim & Gregg
    2. 2018 Master Disconnect Spring Meeting-Gregg
17. Public Comment
18. Adjournment
19. Roll Call – Sign in Sheet:
    1. The meeting was called to order by the Chairperson.

Present: Bernard J. Lund, Chairperson

Thomas J. Klarich, Vice-Chairperson

Keith Rochefort, Member

Randy Lund, Member

Dale Dufour, Member

Also present Jean Frankovich – Manager, Tanya Hoar – Finance Director, Brittany DeMars – Payroll/HR Clerk, John Osterhout- Superintendent, Greg Dibble – Shop foreman, Kim Rochefort – Road Foreman, Larry Mersnick, County Commissioner.

1. Pledge of Allegiance:
   1. The Pledge of allegiance was recited
2. Approval of Agenda
   1. Motion to Approve the Agenda with the addition of a cell phone policy discussion was made by Commissioner B. Lund, seconded by Commissioner K. Rochefort. Motion carried.

Ayes: Five

1. Approval of Minutes
   1. Motion to Approve the March 28th, 2018 Board Meeting Minutes was made by Commissioner T. Klarich, seconded by Commissioner R. Lund. Motion carried.

Ayes: Five

1. Public comment:
2. Old Business:
   1. Office Manager Position: At the previous board meeting it was requested that T. Hoar become the office manager as well as the finance director. J. Frankovich, T. Hoar, and B. DeMars have met over the week and have collectively decided that there is not a current need for the position at this time. B. Lund tabled the decision and stated that if the need were to arise the board would instate the position at that time.
   2. Warranty on 442 Project: J. Frankovich located the documents detailing the work that was completed on county road 442. It states on the agreement that there is no warranty on the job that was completed.

1. New Business:
2. Motion to Approve Vouchers 18-30 & 18-31 was made by Commissioner T. Klarich and seconded by Commissioner K. Rochefort. Motion Carried

Ayes: Five

1. A request was made to close the following unused HCSP accounts:

300921, 300922, 300959, 300960, 300969, 300994, 301088, 301089, 301090, 301091, 301092. A motion was made to close these accounts by Commissioner T. Klarich and was seconded by Commissioner R. Lund. Motion Carried

Ayes: Five

1. UPEA agreement is up for renewal. There was a rate change from 2017 of approximately $2.00 more per hour. A motion to accept the agreement was made by T. Klarich support by R. Lund. Motion Carried

Ayes: Five

1. Opening of the sealed bids: Bid one was submitted by Bacco in the amount of $50,000.00. The second bid was submitted by Payne & Dolan in the amount of $31,275.00. A motion was made by Commissioner B. Lund and seconded by K. Rochefort to accept the bids and file them. A decision on what is best will be made by Kevin Gouza. Motion Carried

Ayes: Five

1. Resolution for Critical Bridge Funding Application: Nancy will be submitting paper work to assist in asking for funding to support bridges on 448. A motion to approve the resolution was made by Commissioner B. Lund and seconded by Commissioner D. DuFour. Motion Carried

Ayes: Five

1. Credit Card Authorization: Approval and signatures are needed in order to complete the credit card authorizations. A motion to approve and sign them was made by Commissioner R. Lund and was seconded by Commissioner B. Lund.

Ayes: Five

1. Cell Phone Policy: T. Hoar spoke on the need to organize and format all policies within the road commission. By presenting this policy today she is hoping to introduce a new format. The cell phone policy is being referred to as F1.00. The policy states that an employee can either use a cell phone provided by the road commission or choose to collect a reimbursement from the employer for the use of their personal cell phone. A motion was made to accept the new cell phone policy by Commissioner K. Rochefort and was seconded by Commissioner T. Klarich. Motion Carried.

Ayes: Five

1. Managers’ Report

A full report was provided to all commissioners in their packets.

* 1. Commissioner K. Rochefort had a question regarding the funding we have received for forestry roads. J. Frankovich stated that we receive approximately $177,000.00 a year. We have not used these funds in the last two years. J. Frankovich is doing research into what projects we can apply these finds to.
  2. K. Rochefort asked about the possibility of being able to hire new employees. At this time, it seems the best route for the road commission to take is to hire part time college students to assist during the summer. A motion was made to allow J. Frankovich to hire college students starting at $11.00 per hour with a .50 increase each year the student returns to the Road Commission by Commissioner B. Lund and was seconded by Commissioner K. Rochefort. Motion Carried.

Ayes: Five

1. Department Heads:
   1. Human Resources, B. DeMars, informed the board that a safety committee would be brought back and begin meeting once a month starting in May.
   2. Superintendent, J. Osterhout, informed the board of the many meetings that have taken place throughout the month. He had prepared a PowerPoint presentation on flake and liquid chloride but will be delaying its presentation until the next meeting.
2. Public Comment:

County Commissioner Larry Mersnick stated that he had some questions for the board in regard to where the resealing work and patching work was being done. The board informed him the areas included US-2 and the Michibay road. He also informed the board that the County Commissioners were creating a job description and wage rate for the Drain Commissioner position.

Ayes: Five

1. Motion to adjourn the Board Meeting at 8:35 am by Commissioner B. Lund, seconded by Commissioner K. Rochefort. Motion carried.

Ayes: Five

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Bernard J. Lund, Chairperson Jean Frankovich, Manager