**SCHOOLCRAFT COUNTY ROAD COMMISSION**

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

**BOARD MEETING MINUTES**

**October 31st, 2018 - 7:00 a.m.**

1. Call Meeting to Order
2. Roll Call – Sign in Sheet

1. Pledge of Allegiance
2. Approval of Agenda
3. Approval of Minutes:
   1. October 10th, 2018
   2. October 15th ,2018
   3. October 18th, 2018
4. Public Comment:
5. Old Business
   1. Sealed Bids RFP 2018-03 Excavation & Operator
6. New Business
   1. Vouchers 19-02, 19-03 & 19-04
   2. Letter of Agreement Engineering Tech Classification
   3. John Osterhout HCSP Agreement
   4. Mission Statement
   5. Mailbox Policy
   6. September Financial Statements
   7. Resolution to Adopt a Local Pavement Warranty Program (CRA)
7. Managers’ Report
8. Department Heads
9. Meeting Notices
   1. 2018 Advanced Microsoft Excel training- Brittany November 27th, 2018
   2. HMA Paving Operations- Jim Barham January 28-31, 2019
   3. Aggregate Certification – Jim Barham March 11-15, 2019
   4. Density Testing – Jim Barham April 11th, 2018
10. Public Comment
11. Adjournment
12. Call Meeting to Order:

Commissioner B. Lund called the meeting to order at 7:00 A.M.

1. Roll Call – Sign in Sheet:

Present: Bernard J. Lund, Chairperson

Thomas J. Klarich, Vice-Chairperson

Randy Lund, Member

Dale DuFour, Member

Keith Rochefort, Member

Also, present Jean Frankovich – Manager, Tanya Hoar – Finance Director, Brittany DeMars – Human Resources/Payroll Clerk, Kim Rochefort- Road Foreman, John Osterhout – Superintendent, James Johnson – Seney Foreman, Robin Lacroix – General Public, Larry Mersnick – County Commissioner, Bob Hinkson – General Public

1. Pledge of Allegiance: The Pledge of Allegiance was recited
2. Approval of Agenda:

**It was moved** to approve the agenda by Commissioner B. Lund, seconded by Commissioner D. DuFour. Motion carried.

Ayes: Five

Nays: None

1. Approval of Minutes:

**It was moved** to approve all of the minutes with one correction to the October 10th, 2018 minutes by Commissioner D. DuFour and seconded by Commissioner T. Klarich. Motion carried.

Ayes: Five

Nays: None

1. Public Comment:

Bob Hinkson took this opportunity to ask if the board had received a response from the snowmobile association. J. Frankovich stated she had missed a call from them earlier that morning but planned to be in contact with them soon. She offered to email Mr. Hinkson to update him on the outcome.

1. Old Business:
   1. Sealed Bids RFP 2018-03 Excavation & Operator

**It was moved** to accept Zellar’s bid and move forward with the project as agreed upon with the township’s by Commissioner K. Rochefort and seconded by Commissioner D. DuFour Motion carried.

Ayes: Five

Nays: None

1. New Business:
   1. Letter of Agreement Engineering Tech Classification

**It was moved** to accept the Agreement for Engineer Tech Classification by Commissioner D. DuFour and seconded by Commissioner T. Klarich. Motion denied.

**Roll Call:**

R. Lund – No

D. DuFour – Yes

B. Lund – No

T. Klarich – Yes

K. Rochefort – No

**It was moved** to send the contract back to the union to renegotiate wages by Commissioner K. Rochefort and seconded by Commissioner D. DuFour. Motion carried.

Ayes: Five

Nays: None

* 1. John Osterhout HCSP Agreement:

**It was moved** to accept the changes to John Osterhout’s HCSP retirement payout by commissioner D. DuFour and seconded by Commissioner B. Lund. Motion carried.

Ayes: Five

Nays: None

* 1. Mission Statement

**It was moved** to accept J. Frankovich’s proposed mission statement by Commissioner T. Klarich and seconded by Commissioner R. Lund. Motion carried.

Ayes: Five

Nays: None

* 1. Mailbox Policy

**It was moved** to accept the mailbox policy as written by Commissioner K. Rochefort and seconded by Commissioner T. Klarich. Motion denied.

**Roll Call:**

R. Lund – No

D. DuFour – No

B. Lund – No

T. Klarich – Yes

K. Rochefort – Yes

The policy will be revised by B. DeMars and returned to the next regular board meeting.

* 1. September Financial Statements

T. Hoar presented September’s financial statements to the board. Income & expense were detailed along will current budget tracking.

* 1. Resolution to Adopt a Local Pavement Warranty Program

The board requested further information before a motion to accept the resolution is made.

1. Managers’ Report:
   1. Hiawatha Township Meeting: I presented the current information regarding Southside and went over the PowerPoint (in your packet) with them and the Township made a motion that we accept Zellar’s proposal and move on getting the bridge in this year. They also made the motion to include that Manistique Twp participate in the other 12.5%. If Manistique Township does not accept the new proposal, then Hiawatha said they would revisit it and see if in the future they could put in the full 25%. They asked what would happen if Manistique said no and Hiawatha could not put in the 25% and I advised that the bridge will continue to be out just as it has been for the past 10 years. We cannot and will not expend more than 75% of the total cost to put the bridge in per the laws of MTF dollars.
   2. Manistique Township Meeting: I presented the current information regarding Southside and went over the PowerPoint with them and the Township made a motion that we accept Zellar’s proposal and move on getting the bridge in this year.
   3. We had our local RTF meeting today October 30, 2018. I presented our new project list and cleaned up the old list. We worked collaboratively with the City and the Transit to allocate all the funds for years 2019-2023.
2. Department Heads:
   1. T. Hoar, Financial Director informed the board that she was currently working with Manager J. Frankovich and Human Resources B. DeMars to categorize and update our policies. This will be a long-term project and policies will be brought to the board for approval as they are updated.
   2. K. Rochefort, Road Foreman, informed the board that the culvert below Stoney Cut will be replaced this coming Monday & Tuesday. Sand hauling for winter use is nearing completion.
   3. J. Osterhout, Superintendent, informed the board that salt prices are currently rising at an alarming rate. He advised we look into switching to brine. He also took this opportunity to thank the board for the time they have worked together, he will be retiring today.
   4. J. Johnson, Seney Foreman, informed the board that the culvert project on M-77 is complete. He is also expecting winter salt and sand to be available for delivery/hauling within the next week.
   5. B. DeMars, Human Resources, informed the board that our winter safety training will be held on November 5th, 2018.
3. Meeting Notices:
   1. 2018 Advanced Microsoft Excel training- Brittany November 27th, 2018
   2. HMA Paving Operations- Jim Barham January 28-31, 2019
   3. Aggregate Certification – Jim Barham March 11-15, 2019
   4. Density Testing – Jim Barham April 11th, 2018

**It was moved** to approve all proposed meetings by Commissioner D. DuFour and seconded by Commissioner K. Rochefort. Motion carried.

Ayes: Five

Nays: None

1. Public Comment:
   1. L. Mersnick took this opportunity to thank the board for all their work in finding a resolution for the south side bridge and to congratulate J. Osterhout on his retirement.
   2. K. Rochefort took this opportunity to ask about the joint venture with Delta County for an engineer position. J. Frankovich stated she was currently working on comprising a list of times and duties we would require and will be in contact with Delta County shortly.
2. Adjournment:

**It was moved** to recess the meeting at 8:20 A.M. by Commissioner B. Lund seconded by Commissioner D. DuFour.

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**SPECIAL MEETING INTERVIEWS**

**October 31, 2018**

1. Call Meeting to Order
2. Approval of Agenda
3. Public Comment:
4. New Business:
   1. Interviews
      1. Scott Jones

1. Public Comment
2. Adjournment

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1. Call Meeting to Order

Commissioner B. Lund called the meeting to order at 8:35 A.M.

1. Approval of Agenda

**It was moved** to approve the agenda by Commissioner D. DuFour and seconded by Commissioner K. Rochefort. Motion carried.

Ayes: Five

Nays: None

1. Public Comment: None
2. New Business:
   1. Interviews:
      1. Scott Jones

It was moved to allow K. Rochefort and J. Frankovich to make the hiring decision based on the interviewees driving test, interview, and references by Commissioner K. Rochefort and seconded by Commissioner R. Lund. Motion carried.

Ayes: Five

Nays: None

1. Public Comment: None
2. Adjournment

**It was moved** to adjourn the meeting at 9:10 A.M. by Commissioner B. Lund and seconded by Commissioner D. DuFour.

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Bernard J. Lund, Chairperson Jean Frankovich, Manager