

**SCHOOLCRAFT COUNTY ROAD COMMISSION
332N EAST ROAD, MANISTIQUE, MI 49854
ANNUAL REORGANIZATION AGENDA
January 09, 2019 - 7:00 a.m.**

1. Call Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Public Comment:
5. New Business:
 - A. Appoint Chairperson for 2019
 - B. Appoint Vice-Chair for 2019
 - C. Resolution to adopt the schedule of regular meetings for 2019
 - D. Adopt Robert's Rules of Order
 - E. Adopt all existing Board policies and procedures for 2019
6. Public Comment
7. Move to Regular Board Meeting and Agenda of January 9, 2019

SCHOOLCRAFT COUNTY ROAD COMMISSION
332N EAST ROAD, MANISTIQUE, MI 49854
ANNUAL REORGANIZATION AGENDA
January 09, 2019 - 7:00 a.m.

1. Call Meeting to order:

The meeting was called to order by Manager J. Frankovich at 7:01 A.M.

Oath of Office

Beth A. Edwards, County Clerk, read the election results, and gave the Oath of Office to the following newly elected Board Member(s):

Robin A. LaCroix - 6-year term

2. Roll Call Information:

2019 Schoolcraft County Road Commissioners:

<u>Board Members</u>	<u>Term Expires:</u>
Thomas J. Klarich	2020
Dale J. DuFour	2022
Keith I. Rochefort	2022
Randy L. Lund	2020
Robin A. LaCroix	2024

This meeting was called to order at 7:01 a.m. by Jean Frankovich, Manager.

Roll call showed the following Board Members in attendance:

Thomas Klarich, Dale DuFour via Phone, Keith Rochefort, Rady Lund, and Robin Lacroix

Also, in attendance:

Jean Frankovich, Manager

Tanya Hoar, Finance Director

Brittany DeMars, Human Resources/Payroll Clerk

Kim Rochefort, Road Foreman

Greg Dibble, Shop Foreman

Anthony LaPlant, Teamsters Union Representative

Gilbert Baker, Hiawatha Township

Bernard Lund, General public

3. Pledge of Allegiance: The pledge was recited
4. Public Comment: None
5. New Business
 - a. Appoint Chair Person

Nominations and Election of Chairman:

The Manager called for nominations for Chairman.

Randy Lund nominated Thomas Klarich for Chairman of the Board of Road Commissioners.
ROLL CALL VOTE:

AYES:

Randy Lund
Keith Rochefort
Robin Lacroix
Dale DuFour

NAYS:

Thomas Klarich

ABSENT:

NONE

Thomas Klarich nominated Randy Lund for Chairman of the Board of Road Commissioners.

ROLL CALL VOTE:

AYES:

Thomas Klarich
Robin Lacroix

NAYS:

Keith Rochefort
Randy Lund
Dale DuFour

ABSENT: NONE

Thomas Klarich was elected Chairman of the Board of Road Commissioners.

Nominations and Election of Vice-Chair

The Chairman called for nominations of Vice-Chair.

Randy Lund nominated Dale DuFour for Vice Chairman of the Board of Road Commissioners.

ROLL CALL VOTE:**AYES:**

Randy Lund
Robin Lacroix
Keith Rochefort
Thomas Klarich

NAYS:

Dale DuFour

ABSENT:

NONE

Dale DuFour nominated Keith Rochefort for Vice Chairman of the Board of Road Commissioners.

ROLL CALL VOTE:**AYES:**

Dale DuFour
Thomas Klarich

NAYS:

Randy Lund
Robin Lacroix
Keith Rochefort

ABSENT:

NONE

Dale DuFour was elected vice-chair of the Board of Road Commissioners.

b. Appoint Vice- Chair for 2019

Nominations and Election of Co-Vice-Chair

The Chairman called for nominations of Co-Vice-Chair.

Robin Lacroix nominated Keith Rochefort for Co-Vice Chairman of the Board of Road Commissioners.

ROLL CALL VOTE:

AYES:

Robin Lacroix
Thomas Klarich
Dale DuFour
Keith Rochefort
Randy Lund

NAYS:

NONE

ABSENT:

NONE

Keith Rochefort was elected Co-Vice-Chair of the Board of Road Commissioners.

c. Resolution to adopt the schedule of regular meetings for 2019

Open Meetings Act

Recommend the Board approve the following item:

Open Public Meetings Act – Establish Meeting Dates, Time and Place

RESOLVED that the Schoolcraft County Board of Road Commissioners, pursuant to Open Meetings Act, Act 276 of 1976 does hereby proclaim the public meetings of the Board of Road Commissioners will be held in the Schoolcraft County Road Commission Conference Room, **332N East Road, Manistique, MI 49854**, at 7:00 a.m., on the 2nd and 4th Wednesday of the month as set forth below unless indicated otherwise:

BE IT FURTHER RESOLVED that the purpose of the Regular Meetings shall be the normal conduct of business of the Board of Road Commissioners and any other items brought to the Board's attention by the Board Members, Board Attorney, Manager and Business Administrator/Board Secretary

BE IT FURTHER RESOLVED that the Board of Road Commissioners does hereby designate the Advisor and Pioneer Tribune as official newspapers to receive notices of meetings; and

BE IT FURTHER RESOLVED that notices of meetings of the Board of Road Commissioners will be posted in the Schoolcraft County Road Commission Administration Office and posted on the website.

BE IT FURTHER RESOLVED that the Board of Road Commissioners reserves the right to adjourn or recess a meeting at any time to discuss such matters that may be considered in closed session. However, the Board will first adopt a resolution stating the general nature of the subject to be discussed, and, as precisely as possible, the time and circumstances under which disclosure to the public will be made; and

BE IT FURTHER RESOLVED that, in order to conduct its meetings properly and efficiently, the Board shall require the following procedures pertaining to public participation at Board meetings:

- Any individual desiring to speak shall give his or her name, address, and the group, if any, that is represented.
- The presentation shall be as brief as possible but no more than ten (10) minutes per individual.
- The Board vests in its chairman, or other presiding officer, authority to terminate the remarks of any individual if he/she deems it in the best interest of those present to do so.

BE IT FURTHER RESOLVED that individuals or organizations desiring notification of Board Meetings shall request such notification through the Schoolcraft County Road Commission office and be charged an annual fee of \$25.00, paid in advance.

BE IT FURTHER RESOLVED that the Board of Road Commissioners will meet on the following dates:

Regular Meeting Schedule2019

<u>Month</u>	<u>Day</u>	<u>Year</u>	<u>Type of Meeting</u>
January 09, 2019	Wednesday	2019	Regular Meeting
January 23, 2019	Wednesday	2019	Regular Meeting
February 13, 2019	Wednesday	2019	Regular Meeting
February 27, 2019	Wednesday	2019	Regular Meeting
March 13, 2019	Wednesday	2019	Regular Meeting
March 27, 2019	Wednesday	2019	Regular Meeting
April 10, 2019	Wednesday	2019	Regular Meeting
April 24, 2019	Wednesday	2019	Regular Meeting
May 08, 2019	Wednesday	2019	Regular Meeting
May 22, 2019	Wednesday	2019	Regular Meeting
June 12, 2019	Wednesday	2019	Regular Meeting
June 26, 2019	Wednesday	2019	Regular Meeting
July 10, 2019	Wednesday	2019	Regular Meeting
July 24, 2019	Wednesday	2019	Regular Meeting
August 14, 2019	Wednesday	2019	Regular Meeting
August 28, 2019	Wednesday	2019	Regular Meeting
September 11, 2019	Wednesday	2019	Regular Meeting
September 25, 2019	Wednesday	2019	Regular Meeting
October 9, 2019	Wednesday	2019	Regular Meeting
October 23, 2019	Wednesday	2019	Regular Meeting
November 13, 2019	Wednesday	2019	Regular Meeting
November 27, 2019	Wednesday	2019	Regular Meeting
December 11, 2019	Wednesday	2019	Regular Meeting
December 25, 2019	Wednesday	2019	Regular Meeting

Unforeseen circumstances may force the rescheduling of these meetings. In such cases, notice will be given as provided in the Open Meetings Act.

It was moved to accept the meetings as scheduled by Commissioner K. Rochefort, seconded by Commissioner T. Klarich. Motion Carried.

Roll Call:

K. Rochefort- Yes

T. Klarich- Yes

D. DuFour- No

R. Lund- Yes

R. Lacroix- Yes

d. Adopt Robert's Rules of Order

It was moved to adopt Robert's Rules of Order by Commissioner K. Rochefort, seconded by Commissioner D. DuFour. Motion carried.

Roll Call:

K. Rochefort- Yes
D. DuFour- Yes
R. Lund- No
R. Lacroix- Yes
T. Klarich- No

e. Adopt all existing Board policies and procedures for 2019

It was moved to adopt all existing Board policies and procedures for 2019 by Commissioner D. DuFour, seconded by Commissioner R. Lacroix. Motion Carried.

Roll Call:

D. DuFour- Yes
R. Lacroix- Yes
K. Rochefort- Yes
R. Lund- Yes
T. Klarich- Yes

6. Public Comment: None

7. THE BOARD WILL NOW CONDUCT THE REGULAR MEETING

SCHOOLCRAFT COUNTY ROAD COMMISSION
332N EAST ROAD, MANISTIQUE, MI 49854
BOARD MEETING AGENDA
January 09, 2019 - 7:00 a.m.

1. Call Meeting to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes
5. Public Comment:
6. Old Business:
7. New Business:
 - A. Vouchers 19-13, 19-14 & 19-15
 - B. Public Hearing Seasonal County Road System
 - C. Tyler Henry Letter of Resignation
 - D. Letter of Agreement-Brittany DeMars
 - E. Southside Bridge Agreements-Hiawatha & Manistique Township
 - F. MERS HCSP
8. Manager's Report
9. Department Heads
10. Meeting Notices
 - A. Microsoft Excel 2 Day Seminar-Brittany DeMars April 14-16, 2019
 - B. Advanced Microsoft Excel -Brittany DeMars May 20, 2019
11. Public Comment
12. Adjournment

1. Call Meeting to Order

Commissioner T. Klarich called the meeting to order at 7:32 AM

2. Roll Call – Sign in Sheet

Present: Tom Klarich, Chairperson
Dale DuFour, Vice Chairman
Keith Rochefort, Co Vice Chairman
Randy Lund, Member
Robin Lacroix, Member

Also, present:

Jean Frankovich – Manager, Tanya Hoar – Finance Director, Brittany DeMars – Human Resources/Payroll Clerk, Kim Rochefort – Road Foreman, James Johnson – Seney Foreman, Greg Dibble – Shop Foreman, Anthony LaPlant - Teamsters, Gilbert Baker – Hiawatha Township, Bernard Lund – General Public.

3. Approval of Agenda

It was moved to approve the agenda by Commissioner T. Klarich, seconded by Commissioner K. Rochefort. Motion Carried.

Ayes:	Five
Nays:	None

4. Approval of Minutes

It was moved to approve the minutes by Commissioner R. Lacroix, seconded by Commissioner D. DuFour. Motion carried.

Ayes:	Four
Nays:	None
Abstain:	One

5. Public Comment: None

6. Old Business: None

7. New Business:

A. Vouchers 19-13, 19-14 & 19-15

It was moved to approve vouchers 19-13, 19-14 & 19-15 by Commissioner K. Rochefort, seconded by Commissioner R. Lund. Motion carried.

Roll Call:

K. Rochefort- Yes
R. Lund- Yes
D. Dufour- Yes
R. Lacroix- Yes
T. Klarich- Yes

B. Public Hearing Seasonal County Road System

It was moved to accept the resolution as written by Commissioner D. DuFour, seconded by Commissioner T. Klarich. Motion Carried

Roll Call:

D. DuFour- Yes
T. Klarich- Yes
K. Rochefort- Yes
R. Lund- Yes
R. Lacroix- Yes

C. Tyler Henry Letter of Resignation

It was moved to enter a closed session at 7:26 A.M. by Commissioner K. Rochefort, seconded by Commissioner R. Lacroix. Motion carried.

Roll Call:

K. Rochefort- Yes
R. Lacroix- Yes
R. Lund- Yes
D. DuFour- Yes
T. Klarich- Yes

It was moved to move back into an open session at 7:35 A.M. by Commissioner K. Rochefort, seconded by Commissioner R. Lacroix. Motion carried.

Ayes: Five
Nays: None

It was moved to accept and sign Tyler Henry's letter of resignation by Commissioner T. Klarich, seconded by Commissioner K. Rochefort. Motion carried

Roll Call:

T. Klarich- Yes
K. Rochefort- Yes
D. DuFour- Yes
R. Lund- Yes
R. Lacroix- Abstain

D. Letter of Agreement-Brittany DeMars

It was moved to accept the Letter of agreement with Brittany DeMars by Commissioner D. DuFour, seconded by Commissioner K. Rochefort. Motion denied.

Roll Call:

D. DuFour- Yes
K. Rochefort- No
R. Lund- No
R. Lacroix- No
T. Klarich- No

E. Southside Bridge Agreements-Hiawatha & Manistique Township

It was moved to accept and sign the letters of agreement with Hiawatha & Manistique Townships by Commissioner D. DuFour, seconded by Commissioner R. Lacroix. Motion carried.

Roll Call:

D. DuFour- Yes
R. Lacroix- Yes
R. Lund- Yes
K. Rochefort- Yes
T. Klarich- Yes

F. MERS HCSP

It was moved to accept and sign the group changes for the MERS HCSP program by Commissioner K. Rochefort, seconded by Commissioner T. Klarich. Motion carried.

Ayes: Five
Nays: None

8. Manager's Report

- A. A question has come up regarding time and one half pay for temporary employees. It was believed that the full-time employees get time and one half for anything over the 8-hour workday as well as overtime for anything over 40 hours and it was believed that the temps had the same rate of overtime pay. The language in the union contract does not support that. The language reads, "All hours worked in excess of eight (8) hours per day in a five (5) day-eight (8) hour/day and ten (10) hours per day in a four (4) day-ten (10) hour/day week or forty (40) hours per week shall be paid at the rate of time and one-half (1-1/2X) the rate of pay." This language would need to say "and" not "or" to get both daily overtime and over 40-hour overtime combined. The language of the temporary employee policy reads, "Temporary employees shall work a maximum of eight (8) hours per day before entering overtime status. Temporary employees shall not work any overtime without the advance permission of supervisory personnel. Before weekend overtime is directed to a temporary employee, the supervisor will follow set procedure for offering full time employees the first opportunity to work available overtime." So, in the following example it was believed that the overtime pay should have been 17.5 hours of overtime on 49.5 hours worked, but the language would only give any employee full-time or temporary a total of 9.5 hours of overtime.

It was moved to hold temporary workers to the same Overtime Standards as our full-time employees by Commissioner K. Rochefort, seconded by Commissioner R. Lacroix. Motion carried.

Roll Call:

K. Rochefort- Yes
R. Lacroix- Yes
D. DuFour- Yes
R. Lund- Yes
T. Klarich- Yes

- B. The box culvert is in! We are hopeful of opening the bridge yet this winter, but the guardrails are on backorder until approximately January 15, 2019. Kim & James Barham are working on a solution to keep the bridge as safe as possible since we can see that people are moving the barricades and using the bridge already. They have set up additional barrels and will try to put up snow fence on the headwalls. We will continue to consider the bridge closed and keep barricades up until the guardrail is installed.
- C. With approval of the Board, MCTWF is willing to let SCRC out of the Plan 810 Participation Agreement. Currently this plan was chosen to the best of my knowledge by previous management and the premiums are significantly higher for both the Road Commission and the employee. From what I can see the coverage options are minimal for the cost difference. This is a plan that is reserved for those employees who are not a part of the bargaining unit, which currently is me and Tanya. Tanya and I agree that we are comfortable with switching to Plan 811 at the lower premium rate for the Road Commission and ourselves. Once I have the new Participation Agreement, I will present it at the next regular board meeting.
- D. During the time we were putting up the signs for the safety project, we had an issue with a resident who pulled our MissDig stakes and pulled out the newly placed sign. The resident reportedly told our crew once the sign was put back in place, they would just plow it over this winter. And it would appear they did just that with our recent snow storm. The address where the sign is, is 1738N Townline Rd. The sheriff's department will make contact with the homeowner of 1738N Townline Rd and report back to me on Thursday.
- E. There have been continued issues with the maintenance at the Seney Rest Area. Kevin Gouza and James Johnson will be meeting there on Thursday to do another inspection and determine if the contract with Jon Berry will be non-renewed in February. If the contract does not renew, then MDOT can re-advertise for the maintenance contract and we continue to oversee the contractor, or the rest area can be maintained the same way that Green School is through the State of MI. I do not know if we can get the maintenance contract like Rodgers Park. Kevin did indicate that there could be some time in between that we would need to staff it. He stated that the staffing is 8 hours a day with a 4-hour break in between the shifts, Kevin said he could probably work with us on the hours during the interim

9. Department Heads

- A. T. Hoar, Finance Director, stated that her audit was scheduled for February 4th, 2019.
- B. K. Rochefort, Road Foreman, stated chipping, brushing, and snow removal were all going well. He also took this opportunity to inform the board that he would be seeking some school for operating the new grader.
- C. J. Johnson, Seney Foreman, stated that the men are happy winter has arrived and that they are still working on some brushing and chipping projects

- D. G. Dibble, Shop Foreman, stated that everything was going well in the shop and his bid specs for the new truck are nearing completion.
- E. B. DeMars, Human Resources, stated that she has released the schedule for 2019 safety committee meetings. W-2's have been given out and year end is going well for payroll.

10. Meeting Notices

- A. Microsoft Excel 2 Day Seminar-Brittany DeMars April 14-16, 2019

It was moved to send Brittany DeMars to the Microsoft two-day training by Commissioner R. Lacroix, seconded by Commissioner K. Rochefort. Motion carried.

Ayes: Five
Nays: None

- B. Advanced Microsoft Excel -Brittany DeMars May 20, 2019

It was moved to send Brittany DeMars to the Microsoft Excel Advanced training by Commissioner R. Lacroix, seconded by Commissioner K. Rochefort. Motion carried.

Ayes: Five
Nays: None

11. Public Comment

- A. Gilbert Baker took this opportunity to ask if the Southside Bridge would have a posted weight limit. J. Frankovich stated that it would but could not give him a date for when that would happen.
- B. Commissioner K. Rochefort took this opportunity to ask if there were plans to replace T. Henry, J. Frankovich stated that K. Rochefort (Road Foreman) would take time to thoroughly evaluate all temporary employee before a decision was made.

12. Adjournment

It was moved to adjourn the meeting at 8:22 A.M. by Commissioner T. Klarich, seconded by Commissioner R. Lacroix. Motion carried.


Thomas Klarich, Chairperson


Jean Frankovich, Manager