

**SCHOOLCRAFT COUNTY ROAD COMMISSION**  
**332N EAST ROAD, MANISTIQUE, MI 49854**  
**BOARD MEETING AGENDA**  
**April 24, 2019 - 7:00 a.m.**

1. Call Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of Minutes
6. Public Comment:
7. Old Business:
8. New Business:
  - A. Bid Opening-Trucks
  - B. Vouchers 19-29 & 19-30
  - C. Brenda Drayton Auditor's Report
  - D. Resolution for Budget Amendment #1
  - E. Approve March Financial Statements
  - F. Resolution for Critical Bridge Fund Application
  - G. Transfer to MI Class
  - H. Approve Purchase of Emulsion
  - I. Approve Purchase of Crack Seal Blocks
  - J. Approve Purchase of Liquid Chloride
  - K. Approve Manager to Sign IT Service Support Contract with Sinetech
9. Manager's Report
10. Department Heads
11. Meeting Notices
  - A. Straits Area Council Meeting May 07, 2019 Mackinaw City
  - B. Rural Transportation Planning Process- May 2<sup>nd</sup> Escanaba
  - C. Upper Michigan Safety Conference-Escanaba-Brittany
12. Public Comment
13. Adjournment

1. Call Meeting to order:

The meeting was called to order by Chairman T. Klarich at 7:00 A.M.

2. Roll Call Information:

Roll call showed the following Board Members in attendance:

Thomas Klarich, Dale DuFour, Keith Rochefort, Randy Lund, and Robin LaCroix

Also, in attendance:

Jean Frankovich, Manager

Tanya Hoar, Finance Director

Brittany DeMars, Human Resources

Kim Rochefort, Road Foreman

James Johnson, Seney Foreman

Bernard Lund, General Public

Erik Cornelius, Truck Equipment Company

Scott Lemke, Peterbilt

Allan Ott, County Commissioner

3. Pledge of Allegiance: The pledge was recited

4. Approval of Agenda

**It was moved** to approve the agenda as presented by Commissioner D. DuFour, seconded by Commissioner R. LaCroix. Motion carried.

Ayes: Five

Nays: None

5. Approval of minutes

**It was moved** to approve the minutes from April 8<sup>th</sup>, 2019 by Commissioner R. LaCroix, seconded by Commissioner K. Rochefort. Motion carried.

Ayes: Five

Nays: None

6. Public Comment: None

7. Old Business: None

8. New Business

a. Bid Opening-Trucks

**Trucks**

- UP Truck Center – 2020 Western Star 4900SB \$125,985.00/2020 Western Star 4700SB \$115,985.00
- JX Truck Center – 2021 Peterbilt Model 367 \$123,867.00
- UP International Trucks, INC – 2020 International HV613 SBA (HV613) \$119,620.00/2020 HX515 SFA 6x4 (HX51F) \$123,409.00
- Kriete Group, Green Bay Truck Sales, LLC – 2020 Mack \$128,942.00
- Tri-County International Trucks, INC – 2020 HV613 SBA (HV613) \$123,965.00
- Truck Country – 2020 Freightliner 114SD \$116,875.00/2016 Freightliner 114SD Complete Package \$185,000.00

**Up-Fitting**

- Truck & Trailer Specialties of Boyne Falls, INC - Radius Dump Spreader \$142,738.00 / Tandem Dump Body \$139,133.00
- Truck Equipment INC – Radius Dump Spreader \$143,890 / Tandem Dump Body ~~\$139,133.00~~ 134,959.00

**It was moved** to accept all bids for further review by Commissioner K. Rochefort, seconded by Commissioner T. Klarich. Motion carried.

Ayes: Five  
Nays: None

b. Vouchers 19-29 & 19-30

**It was moved** to pay vouchers 19-29 & 19-30 by Commissioner D. DuFour, seconded by Commissioner R. Lund. Motion carried.

**Roll Call:**

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

## c. Brenda Drayton Auditor's Report

**It was moved** to accept the Auditor's Report as presented by Commissioner K. Rochefort, seconded by Commissioner D. DuFour. Motion carried.

**Roll Call:**

K. Rochefort – Yes  
D. DuFour – Yes  
R. Lund – Yes  
R. LaCroix – Yes  
T. Klarich – Yes

## d. Resolution for Budget Amendment #1

T. Hoar went over the first budget amendment for 2019. The overall change to the original budget increased net assets by \$17,844, which was a small increase. However, there were some significant changes within line items. The Road Commission was allowed to use the special funding from the State for 2019 for Act 51 expenses. The original budget projected this funding to be used for a heavy maintenance project. With this change, expenses were decreased by ~\$330,000. This allowed amendments to be made to increase the amounts in routine maintenance, equipment operating, and fringe benefit expenses. The amendments also revised heavy maintenance projects to actual and updated other less significant line items as needed.

**It was moved** to accept the resolution as presented 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

e. Approve March Financial Statements

T. Hoar went over the March financial statements. The Statement of Activities showed a month-to-date profit of ~\$75,000 compared to a budgeted profit of ~\$111,000.

**It was moved** to approve the March Financial Statements as presented by Commissioner R. LaCroix, seconded by Commissioner T. Klarich. Motion carried.

**Roll Call:**

R. LaCroix – Yes

T. Klarich – Yes

K. Rochefort – Yes

R. Lund – Yes

D. DuFour – Yes

f. Resolution for Critical Bridge Fund Application

**It was moved** to approve the resolution for the Critical Bridge Fund Application by Commissioner D. DuFour, seconded by Commissioner T. Klarich. Motioned carried.

Ayes:	Five
Nays:	None

g. Transfer to MI Class

**It was moved** to transfer \$500,000 to MI Class by Commissioner R. LaCroix, seconded by Commissioner D. DuFour. Motion carried.

**Roll Call:**

R. LaCroix – Yes

D. DuFour – Yes

K. Rochefort – Yes

R. Lund – Yes

T. Klarich – Yes

h. Approve Purchase of Emulsion

**It was moved** to approve the purchase of emulsion 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

i. Approve Purchase of Crack Seal Blocks

**It was moved** to approve the purchase of crack seal blocks 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

j. Approve Purchase of Liquid Chloride

**It was moved** to approve the purchase of liquid chloride 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

k. Approve Manager to Sign IT Service Support Contract with Sinetech

**It was moved** to approve an IT Service Support Contract with Sinetech by Commissioner D. DuFour, seconded by Commissioner K. Rochefort. Motion carried.

Ayes: Five  
Nays: None

## 9. Managers' Report

- a. The bid letting for our chip seal projects on CR 434 and CR 436 is set for May 3, 2019.
- b. Both Jim Barham and I attended the required in-class portion for PASER rating. I have talked to Peter VanSteen regarding additional funding through grants for rating our local road system. He would like an estimate, so he can determine how much funding will be needed. I provided the estimates per township.
- c. Our Spring Safety Meeting started with a small challenge, but Brittany stepped up and made it a success. Mike Schultz accidentally erased his calendar event and missed the training. Brittany was able to pull together all the information needed with the help of Greg and Kim to complete a full day of training for the guys. On the agenda there is a safety conference coming up in Escanaba that I think Brittany could benefit from since she has been taking care of our safety duties.
- d. The bid letting for the MDOT project that we will be awarded a TWA for crack seal on our CR 442 which is being utilized as a detour route is set for July 12, 2019. The Crack Seal job will be set up as a TWA.
- e. Kim would like to have summer temps ready for the end of May. Brittany will be posting the ad in next week's paper.
- f. At our last meeting the purchasing policy was approved with limits for road materials up to \$9,999 manager approval and anything over \$10,000 Board approval. Tanya ordered emulsion and the final bill was over \$10k, I had Greg order crack seal blocks and the final cost will be over \$10k, currently we take chloride deliveries in separate stages because of capacity, but we are purchasing a couple more tanks which will increase our delivery order cost to over \$10k. I suggest that we increase our road materials limits, so that we can efficiently order road materials prior to a Board meeting. If we don't increase it overall, I would suggest that chloride, emulsion, and crack seal blocks be an exception to the policy.
- g. Supervisor Glasscock has called on several occasions regarding the road into the dam. He fears that the road will wash out and take the dam out. We have evaluated the site on each call and the crew does not see any danger of the road washing out. There is standing water, but it is not flowing. There is water as far into the woods as they can see and the only solution they have at this time is to leave it be and let the weather take its course. Once the rain and melt off taper off so will the standing water.

## 10. Department Heads

- a. T. Hoar, Finance Director, stated she would be seeking approval at the next meeting for her Act 51 reporting.
- b. K. Rochefort, Road Foreman, stated that culvert work on Michibay Road would be reaching completion at the end of today. The crew is currently hard at work trying to manage run off from the Spring melt and rains.

- c. J. Johnson, Seney Foreman, stated that Seney was also dealing with water issues and that they are currently evaluating a few different culverts to decide if they need to be replaced.
- d. J. Barham, Engineer Tech, informed the Board that he had completed his PASER and guardrail training.
- e. B. DeMars, Human Resources, notified the Board that Spring training was completed. First quarter payroll taxes and unemployment reporting have also been completed.
- f. N. Roseman, Engineer, stated she would be working closely with Manager J. Frankovich to review some of the culvert/drainage problems. Her bridge bundling application has been completed.

11. Meeting Notices:

- a. Straits Area Council Meeting May 07, 2019 Mackinaw City

Manager J. Frankovich, Commissioner T. Klarich, Commissioner D. DuFour, and Commissioner R. LaCroix all stated they would be attending this meeting. Commissioners R. Lund & K. Rochefort are undecided at this time.

- b. Rural Transportation Planning Process- May 2<sup>nd</sup> Escanaba

Manager J. Frankovich took this time to alert the Commissioners of this meeting.

- c. Upper Michigan Safety Conference-Escanaba-Brittany


**It was moved** to allow B. DeMars to attend this meeting by Commissioner D. DuFour, seconded by Commissioner R. LaCroix. Motion carried.

Ayes: Five  
Nays: None

12. Public Comment: None

13. Adjournment

**It was moved** to adjourn the meeting at 8:24 A.M. by Commissioner T. Klarich, seconded by Commissioner D. DuFour. Motion carried.

  
Thomas Klarich, Chairperson

  
Jean Frankovich, Manager