

**SCHOOLCRAFT COUNTY ROAD COMMISSION**  
**332N EAST ROAD, MANISTIQUE, MI 49854**  
**BOARD MEETING MINUTES**  
**August 23, 2021 - 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. Unfinished Business
  - A. County Road commission Per Diem Increase
  - B. Cell Tower Lease Agreement
8. New Business:
  - A. Voucher 21-45 & 21-46
  - B. Engineer's Contract Signing
  - C. July Financial Statements
  - D. Policy 2013-01 Loaning of Leave Banks Special Approval Request
  - E. Policy HR9.00 PTO Gift Program
  - F. Shop Foreman / Purchasing Agent Job Description Update
  - G. Dawson Road Landing
  - H. Interview Justin Lampin (Mechanic)
9. Manager's Report
10. Department Heads
11. Meeting Notices
12. Public Comments
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:** The roll was called for the Commissioners.

**Present:** Thomas Klarich  
Dale DuFour  
Robin LaCroix  
Randy Lund  
Keith Rochefort

**Absent:** None

**Also in Attendance:** Jean Frankovich, Managing Director; Tanya Hoar, Finance Director; and Roger Martin, Shop Foreman. *Ian Stampfly, Engineer*

**3. Pledge of Allegiance:** The pledge was recited.**4. Approval of Agenda:**

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

Ayes: Five  
Nays: None

***Motion Carried***

**5. Approval of Minutes:**

**It was moved** by Commissioner K. Rochefort, seconded by Commissioner D. DuFour, to approve the minutes of the regular Board Meeting held on August 11, 2021.

Ayes: Five  
Nays: None

***Motion Carried***

**6. Public Comment:** None

**7. Unfinished Business:**

**A. County Road Commission Per Diem Increase:** Nothing new to report.

**B. Cell Tower Lease Agreement:** Nothing new to report.

**8. New Business:**

**A. Voucher 21-45 & 21-46:** Discussion was held regarding Steve's Tire. Roger will research the cost of doing our own tires.

**It was moved** by Commissioner D. DuFour, seconded by Commissioner R. LaCroix, to approve voucher 21-45 & 21.46.

**Roll Call:**

DuFour – yes  
LaCroix – yes  
Klarich – yes  
Rocheffort – yes  
Lund- yes

***Motion Carried*****B. Engineer's Contract Signing:**

**It was moved** by Commissioner T. Klarich, seconded by Commissioner D. DuFour to approve the engineer employment contract with Ian Stampfly.

**Roll Call:**

Klarich – yes  
DuFour – yes  
LaCroix – yes  
Rocheffort – yes  
Lund- yes

***Motion Carried*****C. July Financial Statements:**

**It was moved** by Commissioner D. DuFour, seconded by Commissioner T. Klarich to approve July's Financial Statements.

**Roll Call:**

DuFour – yes  
Klarich – yes  
LaCroix – yes  
Rocheffort – yes  
Lund- yes

***Motion Carried***

**D: Policy 2013-01 Loaning of Leave Banks Special Approval Request:** An employee was in need for PTO due to a death in the family.

**It was moved** by Commissioner K. Rocheffort, seconded by Commissioner R. Lund to approve the PTO gift of 20 hours from Roger Martin to Mike Gould.

**Roll Call:**

Rocheffort – yes  
Lund- yes  
DuFour – yes  
Klarich – yes  
LaCroix – yes

***Motion Carried*****E. Policy HR9.00 PTO Gift Program:**

**It was moved** by Commissioner K. Rocheffort, seconded by Commissioner D. DuFour to approve policy HR9.00 PTO Gift Program. There was concern from some of the Board that the Managing Director would approve or deny the request rather than the Board.

**Roll Call:**

Rocheffort – yes  
DuFour – no  
Klarich – no  
LaCroix – yes  
Lund- yes

***Motion Carried***

**F. Shop Foreman / Purchasing Agent Job Description Update:**

**It was moved** by R. LaCroix, seconded by Commissioner T. Klarich to approve the Shop Foreman/ Purchasing Agent revised job description.

***Motion Carried***

**Ayes:** Five

**Nays:** None

**G. Dawson Road Landing:** There was a request to name the Dawson Road landing, 'Kipper's Landing'. Discussion was held regarding how it would impact 911 services. Commissioner R. LaCroix recommended to table it until the next meeting to allow J. Frankovich time to do more research.

**It was moved** by D. DuFour, seconded by Commissioner R. Lund to allow Lisa Kieffer to put up a sign at the Dawson Road landing that names the landing Kipper's Landing. After further discussion, D. DuFour rescinded his motion.

**H. Interview Justin Lampin (Mechanic):** Interview was conducted.

**9. Manager's Report:**

**Gulliver Lake Dam:** Research continues on how to get the special assessment.

**Northern Michigan Association of Road Commissioners Annual Conference:** Please let Jean know if you plan to attend.

**Act 51 Certification:** A copy of approved Act 51 Certification maps were included in the packet.

**Gravel Crushing:** Bacco plans to start late this week or early next week.

**ROW Permits on Oxcart:** A meeting is scheduled for August 25<sup>th</sup>.

**EOC Hazard Mitigation Strategy Review:** The EOC requested a review and input of the hazard mitigation strategies and they were to be returned with time spent for in-kind match to their grant. Jean returned the form for their records.

**CR 437:** Guardrail will be scheduled for installation within 2-weeks after the Labor Day holiday.

**Dawson Road Landing:** There was a request from Lisa Kieffer to name the landing at the end of Dawson Road 'Kipper's Landing' in memory of Kip Inman.

**Monte Lakosky:** He is unable to accept the position.

**Administrative Assistant:** Administration recommended to extend an employment offer to Alexis Farmer.

**It was moved by K. Rochefort** to hire Alexis Farmer. There was not a second to the motion.

Jean will advertise for the position.

**Salt Shed:** Gust redesigned the property layout per MDOT recommendations.

**10. Department Heads:**

**Ian Stampfly, Engineer:** Nothing to report.

**Roger Martin, Shop Foreman:** One truck is at Pomp's for a vehicle alignment. If it turns out, Roger would like to send other trucks there. Roger is waiting for quotes to come in for winter blades. He is looking for a skidsteer with a fecon head for the US-2 project.

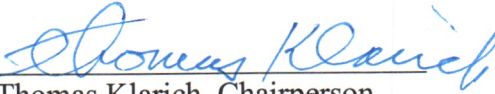
**Tanya Hoar, Finance Director:** A tentative 2022 budget will be presented at the next meeting. Once assumptions are discussed, the final budget will be presented at the second meeting in September.

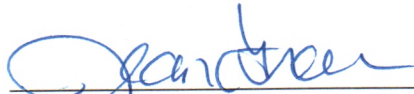
**11. Meeting Notice:** Just the Northern Michigan Association of Road Commissioners Annual Conference discussed in the Manager's report.

**12. Public Comment:** None

**13. Adjournment:**

The meeting was Adjourned by Chairman T. Klarich at 8:50 a.m.

  
Thomas Klarich, Chairperson

  
Jean Frankovich, Managing Director