**SCHOOLCRAFT COUNTY ROAD COMMISSION**

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

**BOARD MEETING MINUTES**

**MAY 9TH, 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:
6. New Business:
7. Vouchers 18-35, 18-36
8. 2017 Audited Financial Statements- Brenda Gartland
9. Motion to approve form 5583 application for waiver and plan
10. Request for special meeting May 16th, 2018 to open sealed bids
11. Warranty deed for transit property
12. Motion to approve township dust control agreements as they are received
13. Manager’s Report
14. Department Heads
15. Meeting Notices
16. Public Comment
17. Adjournment
18. Roll Call – Sign in Sheet: 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, Kim Rochefort – Road Foreman, Larry Mersnick - County Commissioner, Brenda Gartland

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

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

Ayes: Five

Nays: None

1. Approval of Minutes:

**It was moved** to Approve the April 25th, 2018 Board Meeting Minutes by Commissioner T. Klarich, seconded by Commissioner R. Lund. Motion carried.

Ayes: Five

Nays: None

1. Public comment: None
2. Old Business: None

1. New Business:
2. Vouchers:

**It was moved** to Approve Vouchers 18-35, 18-36 by Commissioner D. DuFour and seconded by Commissioner K. Rochefort. Motion Carried.

Ayes: Five

Nays: None

1. 2017 Audited financial statements – Brenda Gartland:

**It was moved** to accept the audited financial statements as written by Commissioner T. Klarich and Seconded by Commissioner D. DuFour. Motion carried.

Ayes: Five

Nays: None

1. Motion to approve form 5583 application for waiver and plan:

**It was moved** to approve from 5583 by Commissioner D. DuFour and seconded by Commissioner K. Rochefort. Motion Carried.

 Ayes: Five

 Nays: None

1. Request for a special meeting May 16th, 2018 to open sealed bids:

**It was moved** to hold a special meeting on May 16th, 2018 by Commissioner B. Lund and seconded by Commissioner T. Klarich.

Ayes: Five

Nays: None

1. Warranty deed for Transit property:

**It was moved** to sign the warranty deed by Commissioner D. DuFour and seconded by Commissioner K. Rochefort. Motion Carried.

 Ayes: Five

 Nays: None

1. Motion to approve township dust control agreements as they are received:

**It was moved** to accept and sign dust control agreements by Commissioner K. Rochefort and seconded by Commissioner B. Lund. Motion Carried.

Ayes: Five

Nays: None

1. Managers’ Report

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

* 1. Jean is currently completing interviews for our summer college temporary position.
	2. A liability policy has also been created in order to protect the road commission when we have companies using or working on our property.
1. Department Heads:
	1. Kim Rochefort, road foreman, informed the board that the crew is currently working on four major projects including: US-2 Tarring, culvert cleaning and maintenance, shoulder repairs, and patching of sand pockets.
	2. Brittany DeMars, human resources and payroll informed the board that she is currently working to update the filing system and H.R. policies. She has also booked both the June Brimley meeting and the Mackinaw straights meeting in August. For her part in the safety committee Brittany has scheduled a multitude of trainings with MCRASIF.
2. Meeting Notices: None
3. Public Comment:
	1. Larry Mersnick asked the board if they had made any progress with the southside bridge. He also had questions regarding the use of public comments.

**It was moved** to adjourn the meeting at 8:23 a.m. by Commissioner B. Lund and seconded by Commissioner K. Rochefort. Motion carried.

Ayes: Five

Nays: None

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Bernard J. Lund, Chairperson Jean Frankovich, Manager