

SCHOOLCRAFT COUNTY ROAD COMMISSION
332N EAST ROAD, MANISTIQUE, MI 49854
BOARD MEETING AGENDA
May 22nd, 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:
 - A. Used Loader Award
8. New Business:
 - A. Vouchers 19-34
 - B. Approval of Manistique Township Road Project
 - C. Tanya Hoar Purchase of Years of Service
 - D. Township Dust Control Contracts
 - E. Approve April Financial Statements
 - F. Approval of Revised Policy F3.01 Approval Levels for Expenditures
 - G. Approve RTF Bid Savings Project- Pavement Markings
 - H. Approval to Delete Old Policies
9. Manager's Report
10. Department Heads
11. Meeting Notices
 - A. UPRBA Summer Conference June 12-13, Island Resort & Casino Harris MI
 - B. MERS CEO Meeting August 7th, Marquette MI – Tanya
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

James Johnson, Seney Foreman

Scott Lippens, McCoy

Jed Koski, Fabick Cat

Tom Klutz

Ryan Riipi, Miller-Bradford

3. Pledge of Allegiance: The pledge was recited

4. Approval of Agenda

It was moved to approve the agenda with the addition of 11. C- Regular Meeting Change 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 May 8th, 2019 by Commissioner K. Rochefort, seconded by Commissioner D. DuFour. Motion carried.

Ayes: Five

Nays: None

6. Public Comment: None

7. Old Business:

a. Used Loader Award

It was moved to allow an extension in order to properly demo & evaluate the loaders. The bid award will now be June 10th at 7:00 A.M. Motion made by Commissioner R. LaCroix, seconded by Commissioner K. Rochefort. Motion failed.

8. New Business

a. Vouchers 19-34

It was moved to pay voucher 19-34 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. Approval of Manistique Township Road Project

It was moved to approve the Manistique Township road project by Commissioner D. DuFour, seconded by Commissioner R. LaCroix. Motion carried.

Ayes: Five
Nays: None

c. Tanya Hoar Purchase of Years of Service

T. Hoar took this opportunity to inform the Board of the options she had discovered for purchasing years of service. She wanted to see if the Board would be open to the possibility before she moved any further with this option. The Board advised T. Hoar that it would be okay with them for her to delve further into this option.

d. Township Dust Control Contracts

It was moved to approve dust control contracts as written and to mail them out to the appropriate townships by Commissioner D. DuFour, seconded by Commissioner K. Rochefort. Motion carried

Ayes: Five
Nays: None

e. Approve April Financial Statements

It was moved to approve April's financial statements 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

f. Approval of Revised Policy F3.01 Approval Levels for Expenditures

It was moved to approve the following changes to policy F3.01 by Commissioner K. Rochefort, seconded by Commissioner D. DuFour. Motion carried.

- Manager contracts amount from \$4,999 per year to \$5,000 per year
- Shop Foreman parts & inventory amount from \$4,999 per year to \$5,000 per year
- Manager parts & inventory from \$9,999 to \$10,000
- Board parts & inventory from \$10,000 each and above to \$10,000 each or \$20,000 in the aggregate for the same parts/inventory
- Manager road materials from \$9,999 to \$20,000
- Board road materials from \$10,000 and above to \$20,000 and above

Ayes: Five
 Nays: None

g. Approve RTF Bid Savings Project- Pavement Markings

It was moved to approve the RTF bid savings project- pavement markings by Commissioner K. Rochefort, seconded by Commissioner T. Klarich. Motion carried.

Roll Call:

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

h. Approval to Delete Old Policies

It was moved to delete the following policies by Commissioner D. DuFour, seconded by Commissioner T. Klarich. Motion carried.

- 95-2 Board Meetings
- 95-3 Building Accessibility – Parking
- 95-4 Building Accessibility – Entrance
- 96-1 Healthcare Benefits for Administrative Staff
- 96-02 Driveway Plowing- Retired Administrative Staff
- 97-2 Retirement and Healthcare Benefits for Administrative Staff
- 00-2 Fringes for Administrative Staff
- 01-01 Fringe Benefits for Temporary Workers
- 01-01A Vacation – Administrative Staff
- 01-02 Credit Card Transactions Amendment
- 2014-01 In Person Interviews Only
- 2014-003 Building Accessibility – Entrance Amendment

Ayes: Five
Nays: None

9. Managers' Report

- a. Short discussion on drain commission. Dan has provided me with a budget of \$1,000 (Dam Keeper), \$2,000 (Carpenter Dam Maintenance), & \$3,000 (Drain Commissioner). Tanya will keep a spreadsheet of invoices sent to County to assist in staying on track with the \$3,000 budget. County Commissioners have approved having the estimates completed for the required work to be performed at the Carpenter Dam. They are aware that the current \$2,000 budget will not be sufficient to complete all the work.
- b. Presented the bid results and the Board is interested in adding some additional roads because the overall cost was lower than anticipated. I am unsure if we can just add roads or if we have to go back to bid. I will review Act 283 Road Law again and let the township and Pitlik & Wick know as soon as possible.
- c. There was a failed culvert on Clear Lake Rd that we replaced only to find out that according to the Federal Forest Agreement we were not responsible for the culvert. I spoke with Greg Gardner and he said they have no budget to reimburse us for the replaced culvert and he does not have a crew to go out and do any of the work. He stated that last year's furlough put them very behind and short staffed. I am going to send an invoice for the cost of replacement and see if they will consider it. I have created a map outlining the roads and the level of responsibility we have, so that we do not have this happen again. Copy of map included in packet

10. Department Heads

- a. T. Hoar, Finance Director, has nothing to add currently.
- b. G. Dibble, Shop Foreman, informed the board that the last of the winter trucks have now been converted for summer use. Our new brine tanks have arrived, and the mechanics are working on setting them up.
- c. J. Johnson, Seney Foreman, stated that Seney is currently stocking gravel and that County Road 450 is still under weight restrictions due to water & wear issues.
- d. B. DeMars, Human Resources, took this time to thank the board for allowing her to attend the HR/Finance conference in Crystal falls. She is also working with K. Rochefort, Road Foreman, to set up CPR/AED & Fire training for the guys this summer.

11. Meeting Notices:

- a. UPBRA Summer Conference June 12-13, Island Resort & Casino Harris MI

J. Frankovich, Manager, requested a count for the meeting so B. DeMars, Human Resources, could book the appropriate rooms. At this time K. Rochefort expressed concern about traveling early for meetings that were relatively close to Manistique, he felt it was an ill use of funds. It was decided that Commissioner R. LaCroix and J. Frankovich would be arriving Wednesday and staying overnight to attend. R. Lund and D. DuFour opted to travel both days with no overnight. T. Klarich will not be attending.

- b. MERS CEO Meeting August 7th, Marquette MI- Tanya

It was moved to allow T. Hoar to attend the MERS CEO meeting by Commissioner D. DuFour, seconded by Commissioner K. Rochefort. Motion carried.

Ayes: Five
Nays: None

- c. Regular Meeting Change

It was moved to move the regular meeting of June 12th, 2019 to June 10th, 2019 at 7:00 A.M. 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 8:04 A.M. by Commissioner T. Klarich, seconded by Commissioner D. DuFour. Motion carried.


Thomas Klarich, Chairperson


Jean Frankovich, Manager

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SCHOOLCRAFT COUNTY ROAD COMMISSION
332N EAST ROAD, MANISTIQUE, MI 49854
SPECIAL BOARD MEETING AGENDA
May 22nd, 2019 - 8:30 a.m.

1. Call Meeting to Order
2. Roll Call
3. Approval of Agenda
4. Public Comment:
5. New Business:
 - A. Interview Brian Gietek 8:30 A.M.
 - B. Interview Terry Jones 9:00 A.M.
6. Public Comment
7. Adjournment

1. Call Meeting to Order

The meeting was called to order by Chairman T. Klarich at 8:30 A.M.

2. Roll Call

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

Kim Rochefort, Road Foreman

Brian Gietek, Interviewee

Terry Jones, Interviewee

3. Approval of Agenda

4. Public Comment:

5. New Business:

- A. Interview Brian Gietek 8:30 A.M.

B. Gietek's interview began at 8:30 AM, a driving test with G. Dibble, Shop Foreman, was performed.

It was moved to allow J. Frankovich, Manager, and K. Rochefort, Road Forman, to decide on the hiring based on the information collected by Commissioner D. DuFour, seconded by Commissioner R. LaCroix. Motion Carried.

Ayes:	Five
Nays:	None

B. Interview Terry Jones 9:00 A.M.

T. Jone's interview began at 9:00 AM, a driving test with G. Dibble, Shop Foreman, was performed.

It was moved to allow J. Frankovich, Manager, and K. Rochefort, Road Forman, to decide on the hiring based on the information collected by Commissioner D. DuFour, seconded by Commissioner R. LaCroix. Motion Carried.

Ayes: Five
Nays: None

6. Public Comment: None

7. Adjournment

It was moved to adjourn the meeting at 9:04 am by Commissioner D. DuFour, seconded by R. LaCroix. Motion Carried.

Ayes: Five
Nays: None


Thomas Klarich, Chairperson


Jean Frankovich, Manager