

SCHOOLCRAFT COUNTY ROAD COMMISSION
332N EAST ROAD, MANISTIQUE, MI 49854
BOARD MEETING MINUTES
February 24, 2021 - 8:00 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. Drain Commission
 - B. Wage Increases (added to the agenda)
 - C. County Road 433 (added to the agenda)
8. New Business:
 - A. Voucher 21-19 & 21-20
 - B. Cell Tower Lease Mark Up from Attorney (moved to 12A – closed session)
 - C. Full Time Truck Driver Hiring Recommendation
 - D. Policy A5.00 Non-Union Part-Time Employee
 - E. COVID Preparedness & Response Plan Update
9. Manager's Report
10. Department Heads
11. Meeting Notices
12. Public Comment
 - A. Closed Session for Cell Tower Lease Mark Up from Attorney (moved from 8B)
13. Adjournment



1. Call Meeting to Order:

The meeting was called to order by Chairman T. Klarich at 8:00 A.M.

2. Roll Call Information: The roll was called for the Commissioners.

Present: Thomas Klarich
Keith Rochefort
Dale DuFour (via Zoom)
Randy Lund
Robin LaCroix

Absent: None

Also in Attendance: Jean Frankovich, Managing Director; Tanya Hoar, Finance Director, Kim Rochefort, Road Foreman; Troy Bassett, County Commissioner; Brittany DeMars (via Zoom); Bill Henn, SCRC Attorney (via Zoom at 8:27 a.m.)

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

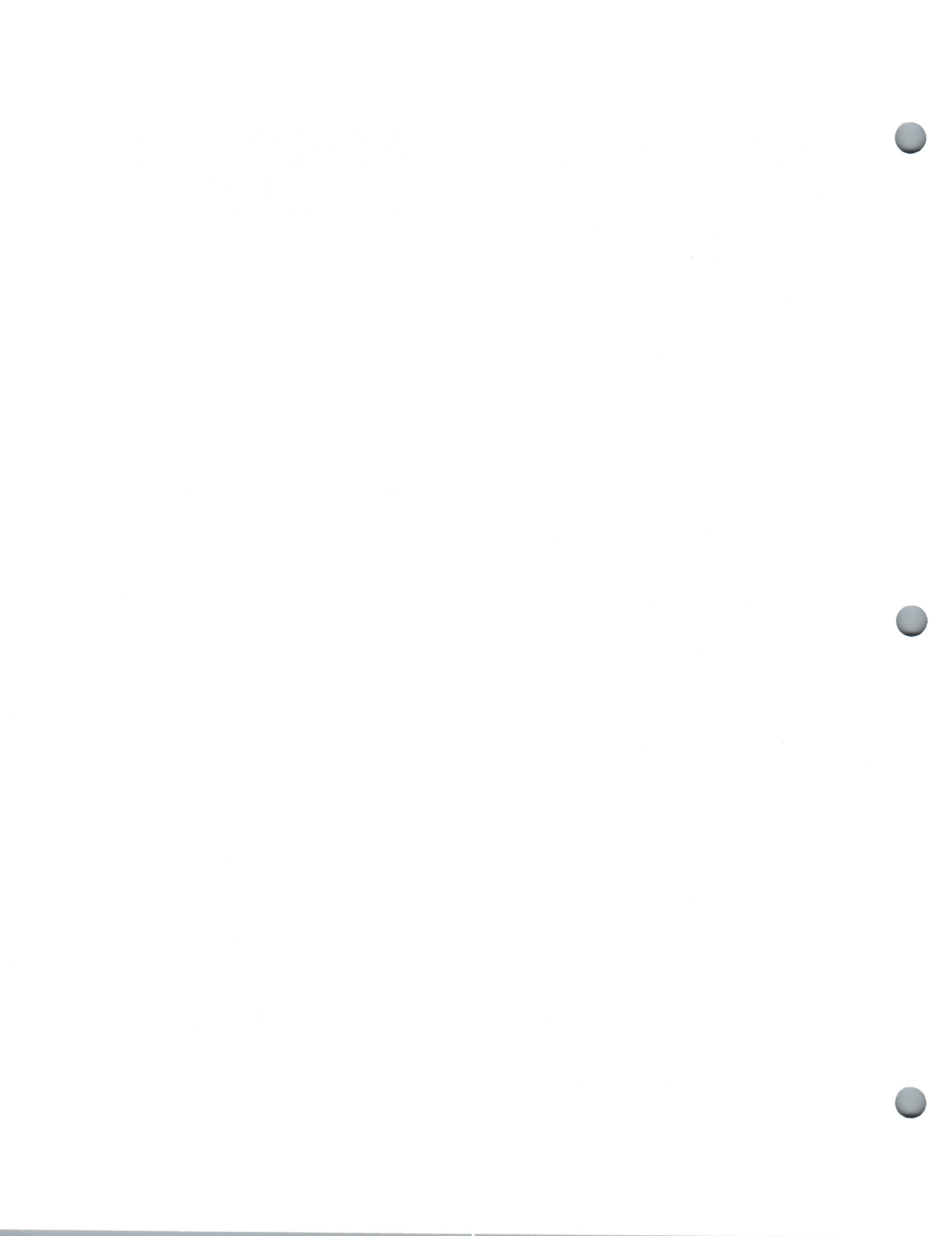
It was moved by Commissioner R. LaCroix, seconded by Commissioner K. Rochefort to approve the agenda with the addition of 7B – Wage Increases and 7C – County Road 433 Quarry Road and to move 8B – Cell Tower Lease Mark Up from Attorney to 12A – Closed Session.

Roll Call:

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

Motion Carried**5. Approval of Minutes**

It was moved by Commissioner R. LaCroix, seconded by Commissioner T. Klarich to approve the regular minutes of February 10th with the time in Section 1 changed to 8:00 a.m. and attendance in Section 2 for Tanya Hoar as attending in person, not via Zoom.



Roll Call:

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

Motion Carried**6. Public Comment: None****7. Unfinished Business:**

A. Drain Commission: J. Frankovich included in the Board Packet a draft copy of the County Board meeting minutes where the County Board approved \$4,000 for Drain Commissioner duties.

B. Wage Increase: J. Frankovich sent an email to the County and has not yet received a response.

C. County Road 433: There is no new activity to report.

8. New Business:**A. Vouchers 21-19 & 21-20**

It was moved by Commissioner K. Rochefort, seconded by Commissioner R. Lund to approve vouchers 21-19 & 21-20.

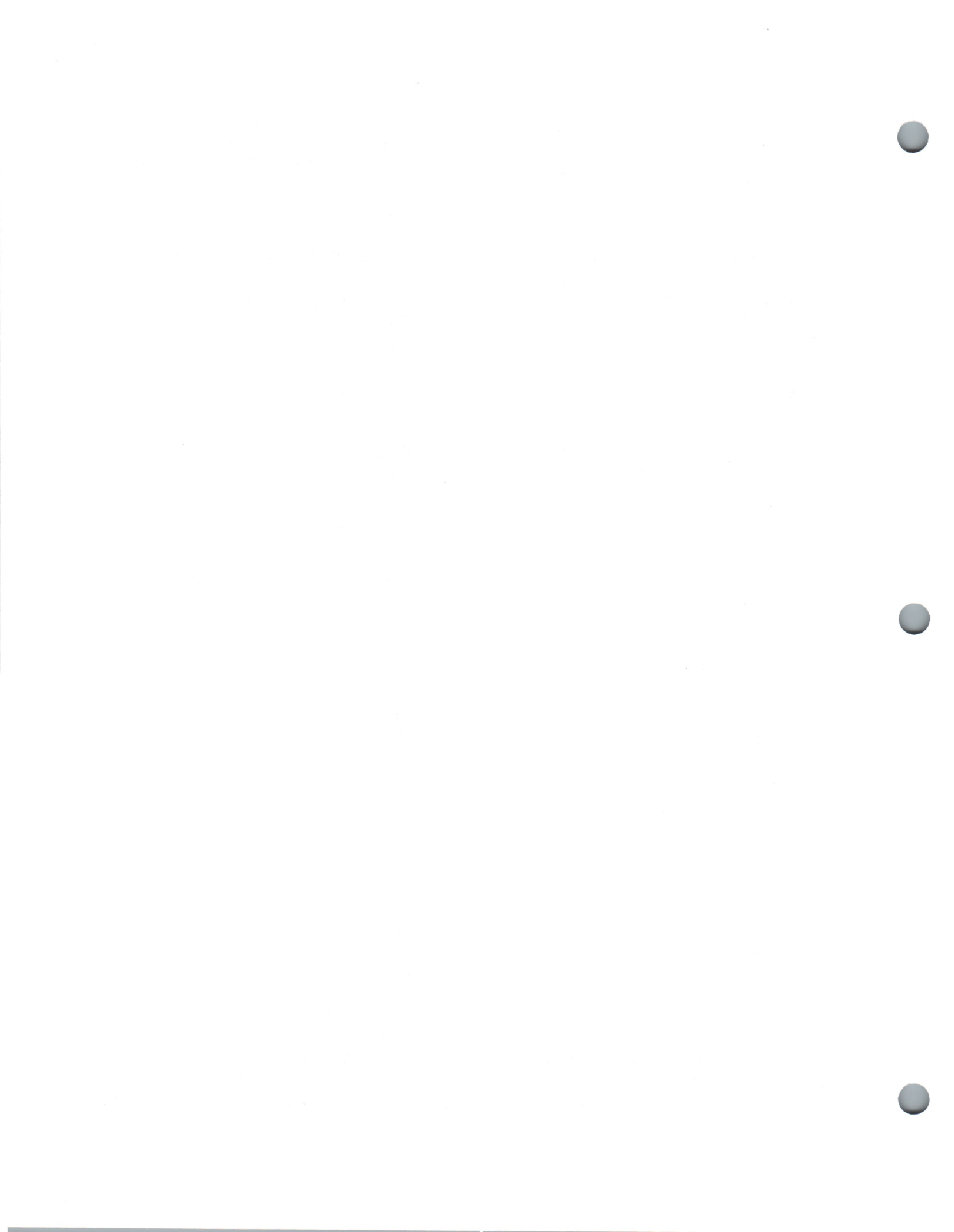
Roll Call:

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

Motion Carried

B. Cell Tower Lease Mark Up from Attorney: Moved to 12A – Closed Session.

C. Full Time Truck Driver Hiring Recommendation:



It was moved by Commissioner K. Rochefort, seconded by Commissioner R. Lund to hire Brandon Schnurer when Robert Mattson retires.

Roll Call:

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

Motion Carried

D. Policy A5.00 Non-Union Part-Time Employee:

It was moved by Commissioner R. LaCroix, seconded by Commissioner K. Rochefort to approve policy A5.00 Non-Union Part-Time Employee.

Roll Call:

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

Motion Carried

E. Covid-19 Preparedness & Response Plan Update:

It was moved by Commissioner D. DuFour, seconded by Commissioner T. Klarich to approve an updated Covid-19 Preparedness and Response Plan.

Roll Call:

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

Motion Carried

9. Manager's Report:



- A. **Salt Shed:** J. Frankovich has not heard from Andrew since the meeting, still waiting to hear about the contract status.
- B. **Personnel Committee Meeting:** Topics discussed: Interviews of temporary truck drivers for open full-time position and Policy A5.00 Non-Union Part-Time Employee. Please see copy of minutes included in packet.
- C. **LAP Workshop:** J. Frankovich attended the LAP workshop on the 17th via Teams. There were many great topics that dealt with setting up projects from crib to cradle and changes for this coming year. Biggest change is to the MDOT Spec Book which is now delayed but will still be used to design, bid, and build all projects to be let after May. The meeting was geared toward engineers.
- D. **COVID 19 Preparedness and Response Plan:** A red line version of the changes to the Preparedness Plan was enclosed in the Board Packet. The changes came from direction of MCRCSIP, their Attorney's, and MIOSHA guidance. We also updated our daily screening form.
- E. **COVID Vaccines:** 15 out of 28 employees have been scheduled for their vaccinations. 7 of the 15 have already received their vaccination. J. Frankovich is very pleased with the number of participants.
- F. **Dickinson County RC & Township Annual Meeting:** Jim Harris invited J. Frankovich to sit in on their annual meeting that is held between all townships and the road commission. The format was nice, and the township officials and residents brought forth great information and requests for consideration. Dickinson County has road millages which is significant to the format of the meeting. J. Frankovich believes that Schoolcraft could benefit from hosting an annual meeting with all township officials and the public to discuss and hear about road needs. DCRC also presented their road projects and any pre-planned township projects.

There was general discussion on whether employees who choose not to get the COVID vaccine should be allowed to keep the 80 hours of paid time off given by the Board to use if they contract the disease. J. Frankovich will bring a draft policy/memo regarding the use of the paid time off to the next Board Meeting for review.

10. Department Heads:

- A. **Tanya Hoar, Finance Director:** T. Hoar reported that payroll went smooth last week. She has been on vacation and should have a recommendation for investments for the next Board Meeting.



B. Kim Rochefort, Road Foreman: K. Rochefort thanked the Board for hiring Brandon.

C. ^{Troy TH} Tony Bassett, County Commissioner: T. Bassett reported that he reported to the Hiawatha Township Board that the Road Commission would pay 40% up to \$50,000 for local road projects.

11. Meeting Notices: The CRA Annual Road Show has been cancelled.

12. Public Comment: None

12a. Closed Session:

It was moved by Commissioner K. Rochefort, seconded by T. Klarich to enter closed session at 8:34 under section 8(h) of the Open Meetings Act to discuss an attorney's opinion on a cell tower lease.

Roll Call:

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

Motion Carried


It was moved by R. LaCroix, seconded by T. Klarich to exit closed session at 9:02 a.m.

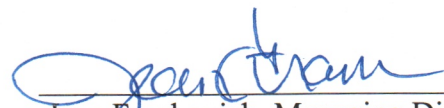
Roll Call:

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

Motion Carried

13. Adjournment: The meeting was adjourned at 9:06 A.M. by Chairman T. Klarich.


 Thomas Klarich, Chairperson


 Jean Frankovich, Managing Director

