

SCHOOLCRAFT COUNTY ROAD COMMISSION
332N EAST ROAD, MANISTIQUE, MI 49854
BOARD MEETING MINUTES
April 28, 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
 - A. Closed Session – April 14, 2021
 - B. Closed Session – April 16, 2021
 - C. Special Meeting – April 20, 2021
6. Public Comment
7. Unfinished Business:
 - A. County Road Commissioners Per Diem Increase
 - B. CR 433 Quarry Road Abandonment
 - C. Cell Tower Lease Agreement
 - D. Investment Recommendations
 - E. HR1.00 Hiring Process & Procedures Policy
8. New Business:
 - A. Voucher 21-28 & 21-29
 - B. 2020 Audit Presentation with Brenda Gartland
 - C. 2020 Act 51 Annual Financial Report
 - D. Dust Control Contracts
 - E. Township Match Payment Plan
 - F. Title VI Plan Update
 - G. March Financial Statement
 - H. Interview with Daniel Hansen
 - I. Interview with Steve Kopischke
9. Manager's Report

10. Department Heads

11. Meeting Notices

A. Straits Area Council May 4, 2021 (Via Zoom)

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: The roll was called for the Commissioners.

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

Absent: None

Also in Attendance: Jean Frankovich, Managing Director; Tanya Hoar, Finance Director; and Troy Basset, County Commissioner. Dan Hansen and Steve Kopischke attended only during their respective interview.

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 as presented.

Ayes: Five

Nays: None

Motion Carried

5. Approval of Minutes:

A. Closed Session - April 14, 2021:

It was moved by Commissioner K. Rochefort, seconded by Commissioner R. Lund to approve the minutes from the April 14th, 2021 closed session.

Ayes: Four
Nays: None
Abstain: One

Motion Carried

B. Closed Session - April 16, 2021:

It was moved by Commissioner R. LaCroix, seconded by Commissioner D. DuFour to approve the minutes from the April 16th, 2021 closed session.

Ayes: Four
Nays: None
Abstain: One

Motion Carried

C. Special Meeting - April 20, 2021:

It was moved by Commissioner T. Klarich, seconded by Commissioner R. Lund to approve the minutes from the April 20th, 2021 Special Board Meeting.

Ayes: Four
Nays: None
Abstain: One

Motion Carried

6. Public Comment: None

7. Unfinished Business:

A. County Road Commissioners Per Diem Increase: There was nothing new to report.

B. CR 433 Quarry Road Abandonment: There was nothing new to report.

B. Cell Tower Lease Agreement: J. Frankovich is waiting for a response to her questions.

C. Investment Recommendations: There was nothing new to report.

D. HR1.00 Hiring Process & Procedures Policy: The proposed policy was discussed. The Board would like to change the language in procedure # 2 from “internal candidates” to “internal, permanent employees” and procedure # 6 from “reference checks and background checks” to “reference checks and/or background checks.”

It was moved by Commissioner T. Klarich, seconded by Commissioner D. DuFour to approve policy HR.100 Hiring Process and Procedure.

Roll Call:

Klarich – no

DuFour – no

Lund – no

LaCroix – no

Rocheffort - no

Motion Failed

8. New Business:

A. Voucher 21-28:

It was moved by Commissioner R. Lund, seconded by Commissioner D. DuFour to approve voucher 21-28.

Roll Call:

Lund – yes

DuFour - yes

Klarich – yes

Rocheffort – yes

LaCroix – yes

Motion Carried

B. Voucher 21-29:

It was moved by Commissioner R. LaCroix, seconded by Commissioner T. Klarich to approve voucher 21-29.

Roll Call:

Lacroix - yes

Klarich – yes

Rochefort – yes
DuFour – yes
Lund - abstain

Motion Carried

- B. 2020 Audit Presentation with Brenda Gartland:** B. Gartland reviewed the 2020 audit.
- C. 2020 Act 51 Annual Report:** T. Hoar reviewed the 2020 Act 51.

It was moved by Commissioner T. Klarich, seconded by Commissioner D. DuFour to approve the 2020 Act 51 report.

Roll Call:

Klarich – yes
DuFour – yes
Lund – yes
Rochefort – yes
LaCroix – yes

Motion Carried

- D. Dust Control Contracts:**

It was moved by Commissioner D. DuFour, seconded by Commissioner T. Klarich to approve dust control contracts for this year as they are received.

Ayes: Four
Nays: One

Motion Carried

- E. Township Match Payment Plan:** Discussion was held regarding a program for the Townships that would allow them to pay back a road project over a period of years. J. Frankovich and T. Hoar will bring back a proposal to the next meeting.
- F. Title VI Plan Update:** The organizational chart and the number of encounters with individuals who have limited English proficiency was updated in the Title VI plan.

It was moved by D. DuFour, seconded by T. Klarich to approve the revised Title VI Plan.

Ayes: Five
Nays: None

Motion Carried

- G. March Financial Statements:** T. Hoar reviewed the March Financial Statements.

It was moved by Commissioner K. Rochefort, seconded by Commissioner R. LaCroix to approve the March Financial Statements.

Roll Call:

Rochefort – yes

LaCroix – yes

Klarich – yes

Lund – yes

DuFour – yes

Motion Carried

- H. Interview with Daniel Hansen:** An interview was conducted.

- I. Interview with Steve Kopischke:** An interview was conducted.

9. Manager's Report:

Cell Tower Lease: This item was discussed earlier in the meeting.

Policy HR1.00 Hiring Process & Procedures: This item was discussed earlier in the meeting.

Township Match Policy: This item was discussed earlier in the meeting.

County Line Road Germfask Township: Portage Township would like County Line Road to be transferred to Mackinac County so they can use their millage funds to improve it. A formal request may come in the future.

Dust Control Contracts: This item was discussed earlier in the meeting.

Spring Safety Meeting: Everything went well.

RTF Regional Meeting: There were a few changes that were made across the board for Task Force 12A.

M94 Shoulders: There are a few property owners who are upset about the gravel shoulder work being done on M-94. Dawn Gustafson from MDOT will field all further issues from the property owners.

ROW on Indian Lake Harrison Beach Subdivision: There is a dispute regarding a dock in the water on Manistique Avenue and Lake Avenue in the Harrison Beach Subdivision that may extend from the Commission's right-of-way. However, the dock does not impede operations and the Commission does not want to get involved in the civil dispute.

Soil Borings: Soil borings will be completed on April 28th at the Stutt's bridge on CR 448.

CR 437: The gravel barricade on CR 437 was knocked down and vehicles were driving through it. The Commission has fixed the barricade and damaged signs.

Roadside Park Vault Replacement: The Commission will be going to bid on behalf of MDOT for replacement vaults at Rogers Park and Manistique River Park. The Commission will complete some of the work.

Discussion was held on the Little Bass Lake Road. J. Frankovich will ask the DNR if they can grade it.

Discussion was held on flagging from the cab of the truck.

May 7th is the bid letting for CR 441.

10. Department Heads:

Tanya Hoar, Finance Director: T. Hoar reported that Chris Tufnell and Wyatt May have filled the temporary non-CDL positions and that both temporary CDL positions are open.

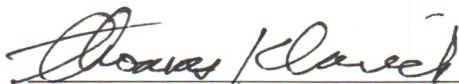
Troy Bassett, County Commissioner: T. Bassett's question was answered regarding the bid letting for CR 441.

11. Meeting Notice:

A. Straits Area Council May 4, 2021 (via Zoom)

12. Public Comment: None

13. Adjournment: The meeting was adjourned at 8:51 am.


Thomas Klarich, Chairperson


Jean Frankovich, Managing Director