

**SCHOOLCRAFT COUNTY ROAD COMMISSION**  
**332N EAST ROAD, MANISTIQUE, MI 49854**  
**BOARD MEETING AGENDA**  
**July 24, 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:
8. New Business:
  - A. Vouchers 19-42 & 19-43
  - B. State Savings Bank Signature Cards-Tanya, Brittany, and Jean
  - C. June Financial Statements
  - D. F5.00 Conference and Travel Policy
  - E. Soil Boring Results
  - F. Contingent Offer on Rolling Hills Property
  - G. Award RFP 2019-10 Tree Removal and Stump Grinding Bid
  - H. Jean Frankovich Vacation Request January 6-10, 2020
9. Manager's Report
10. Department Heads
11. Meeting Notices
  - A. Finance & HR Annual Meeting October-Tanya & Brittany
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, Managing Director

Kim Rochefort, Road Foreman

Tanya Hoar, Finance Director

Brittany DeMars, Human Resources

John Shiner, County Commissioner

Allen Ott, County Commissioner

3. Pledge of Allegiance: The pledge was recited

4. Approval of Agenda

**It was moved** to approve the agenda with the addition of Inwood Townships contract under 8.I and Straights Area Council under 11. B by Commissioner K. Rochefort, seconded by Commissioner T. Klarich. Motion carried.

Ayes:	Five
Nays:	None

5. Approval of minutes

**It was moved** to approve the minutes from July 10th, 2019 by Commissioner K. Rochefort, seconded by Commissioner T. Klarich. Motion carried.

Ayes:	Four
Nays:	None
Abstain:	One

6. Public Comment: None

## 7. Old Business

At this time Commissioner R. LaCroix asked if anything needed to be done with private driveway plowing, Managing Director J. Frankovich is working on scheduling a public hearing.

## 8. New Business

## a. Voucher 19-42 &amp; 19-43

**It was moved** to pay vouchers 19-42 & 19-43 by Commissioner D. DuFour, seconded by Commissioner R. LaCroix. Motion carried.

**Roll Call:**

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

## b. State Savings Bank Signature Cards – Tanya, Brittany, and Jean

**It was moved** to add Managing Director J. Frankovich to the State Savings Bank Signature Cards by Commissioner K. Rochefort, seconded by Commissioner R. Lund. Motion carried.

Ayes:	Five
Nays:	None

## c. June Financial Statements

T. Hoar, Finance Director, went over June's Financial Statements. She noted some areas on the Statement of Activities that may need a budget amendment prior to year-end.

**It was moved** to accept the June Financial Statements by Commissioner T. Klarich, seconded by Commissioner D. DuFour. Motion carried.

**Roll Call:**

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

d. F5.00 Conference and Travel Policy

**It was moved** to accept policy F5.00 as written by Commissioner D. DuFour, seconded by Commissioner T. Klarich. Motion carried.

Ayes:	Five
Nays:	None

e. Soil Boring Results

Managing Director J. Frankovich, stated the results came back with 2.03 Million cubic yards of usable sand.

f. Contingent Offer on Rolling Hills Property

**It was moved** to purchase the Rolling Hills Property by Commissioner R. LaCroix, seconded by Commissioner T. Klarich. Motion carried.

**Roll Call:**

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

g. Award RFP 2019-10 Tree Removal and Stump Grinding Bid

**It was moved** to award RFP 2019-10 to Manistique Tree & Fence Company by Commissioner D. DuFour, seconded by Commissioner K. Rochefort. Motion carried.

**Roll Call:**

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

h. Jean Frankovich Vacation Requested from January 6-10, 2020

**It was moved** to allow Managing Director J. Frankovich to take Vacation on January 6-10, 2020 by Commissioner D. DuFour, seconded by Commissioner R. LaCroix. Motion carried.

Ayes: Five  
Nays: None

i. Inwood Township Contract

Inwood has accepted a bid from Bacco Construction for Mintonye road. Managing Director J. Frankovich will assist with the coordination.

9. Managers' Report

- a. Bursaw Pit- A new survey of the North line was completed. This was at the request of the crusher since we did not know our exact property lines. Peterson's found that the last survey done by Alpha was incorrect. This seems to be very common on this property. You can see the changes over the years on the Alpha Survey. We did mine approximately 220 sq. ft. beyond our property according to Peterson's survey.
- b. Cope Storm Drain - DEQ Permit issued and posted, materials in stock, excavator awarded, just waiting on the tree removal award and then Kim can schedule a start date. We will need to close the road to complete the repairs. Once I have the start date, I will post a public notice of road closure.
- c. Grant Road Culvert - DEQ Permit has been applied for and Nancy is working with Linda Hansen (Hydrologist). Matt (Gateway Pipe) is setting up a PO for the tanks to hold them until we are ready. He did indicate if it gets too far into September and we haven't taken delivery they may require us to pay for them in full to continue to hold them.

10. Department Heads

- a. T. Hoar, Finance Director, had nothing additional to add at this time.
- b. K. Rochefort, Road Foreman, informed the Board that he was still in need of Temporary workers.
- c. B. DeMars, Human Resources, informed the Board that she had reviewed the Commissions drug testing process. Complete pricing, suggested changes, and preferred company will be an agenda item at the next meeting.

## 11. Meeting Notices:

- a. Finance & HR Annual Meeting October – Tanya & Brittany

**It was moved** to allow T. Hoar and B. DeMars to attend the Finance & HR Annual Meeting by Commissioner T. Klarich, seconded by Commissioner D. DuFour. Motion carried.

Ayes: Five  
Nays: None

- b. Straits Area Council

Managing Director J. Frankovich, Chairman T. Klarich, Vice Chair D. DuFour, Co-Vice Chair K. Rochefort, and Commissioner R. LaCroix will be attending. Commissioner R. Lund is undecided currently.

12. Public Comment: None

13. Adjournment

**It was moved** to adjourn the meeting at 8:17 A.M. by Commissioner T. Klarich, seconded by Commissioner D. DuFour. Motion carried.

  
Thomas Klarich, Chairperson

  
Jean Frankovich, Manager