

SCHOOLCRAFT COUNTY ROAD COMMISSION
332N EAST ROAD, MANISTIQUE, MI 49854
BOARD MEETING AGENDA
November 28, 2018 - 7:00 a.m.

1. Call Meeting to Order
2. Roll Call – Sign in Sheet
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of Minutes
 - a. Regular Session Minutes
 - b. Closed Session Minutes
6. Public Comment:
7. Old Business:
8. New Business:
 - A. Vouchers 19-07 & 19-08
 - B. Safety Certificates for Employees (Jack's \$25.00)
 - C. Right of Way Snowmobile Trail Usage (Seney)
 - D. Right of Way Snowmobile Trail Usage (Mstq CR 448)
 - E. Right of Way Snowmobile Trail Temporary (DNR)
 - F. Shared Engineer Agreement (SCRC& DCRC)
 - G. Financial Statements
9. Manager's Report
10. Department Heads
11. Meeting Notices
 - a. RTF Monday December 10, 2018-Munising
12. Public Comment
13. Adjournment

1. Call Meeting to Order:

Commissioner B. Lund called the meeting to order at 7:01 A.M.

2. Roll Call – Sign in Sheet:

Present: Bernard J. Lund, Chairperson
Thomas J. Klarich, Vice-Chairperson
Randy Lund, Member
Dale DuFour, Member
Keith Rochefort, Member

Also, present Jean Frankovich – Manager, Tanya Hoar – Finance Director, Brittany DeMars – Human Resources/Payroll Clerk, Kim Rochefort- Road Foreman, James Johnson – Seney Foreman, Greg Dibble – Shop Foreman, Larry Mersnick – County Commissioner, Robin Lacroix – General Public, J. Osterhout – General Public.

3. Pledge of Allegiance: The Pledge of Allegiance was recited

4. Approval of Agenda:

It was moved to approve the agenda by Commissioner B. Lund, seconded by Commissioner D. DuFour. Motion carried.

Ayes: Five
Nays: None

5. Approval of Minutes:

a. Regular Session Minutes

It was moved to approve the minutes by Commissioner D. DuFour and seconded by Commissioner T. Klarich. Motion carried.

Ayes: Five
Nays: None

b. Closed Session Minutes

It was moved to accept the closed session minutes by Commissioner B. Lund and seconded by Commissioner T. Klarich. Motion carried

Ayes: Five

Nays: None

6. Public Comment: None

7. Old Business: None

8. New Business:

a. Vouchers 19-07 &19-08

It was moved to approve vouchers 19-07 & 19-08 for payment by Commissioner D. DuFour and seconded by Commissioner T. Klarich. Motion carried.

Ayes: Five

Nays: None

b. Safety Certificates for Employees (Jack's \$25.00)

It was moved to purchase and distribute safety certificates by Commissioner B. Lund and seconded by Commissioner D. DuFour. Motion carried.

Ayes: Five

Nays: None

c. Right of Way Snowmobile Trail Usage (Seney)

It was moved to grant the snowmobile association use of the right of way as states in their request by Commissioner D. Dufour and seconded by Commissioner B. Lund. Motion carried.

Ayes: Five

Nays: None

d. Right of Way Snowmobile Trail Usage (Mstq CR 448)

It was moved to grant the snowmobile association use of the right of way as states in their request by Commissioner D. DuFour and seconded by Commissioner K. Rochefort. Motion carried.

Ayes: Five
Nays: None

e. Right of Way Snowmobile Trail Temporary (DNR)

It was moved to grant the snowmobile association use of the right of way as states in their request by Commissioner K. Rochefort and seconded by Commissioner R. Lund. Motion carried.

Ayes: Five
Nays: None

f. Shared Engineer Agreement (SCRC& DCRC)

It was moved to accept the shared engineer agreement by Commissioner D. DuFour seconded by Commissioner B. Lund. Motion carried

Roll Call:

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

g. Financial Statements

T. Hoar reported that cash increased by ~\$300,000 from September primarily due to the special State funding that was received in October. The format for the Statement of Activities was revised to allow better financial analysis. The new format includes the annual budget broken down by month for a better comparison to actual performance. The month of October has a ~\$265,000 profit compared to the budget amount of \$365,000. Most of the difference was in the fringe benefit line item. The variances in fringe benefits are in expense account that have high variability from month to month.

9. Managers' Report

- a. I came across some letters that were received from concerned citizens in 2016, when it appears that the road commission was and/or did remove private plowing services. The biggest concern appeared to be with the timeframe in which the public was notified of said changes in services. If the Board is going to consider stopping all private services for the 2019/2020 winter season, I think it is in the best interest that the decision is made soon, and the public is notified early and then again in the fall. I suggest that we also notify the private companies, so they can decide if they want to ramp up their advertising. That was another concern in 2016 was that they didn't know who to contact for plowing services.
- b. To complete the process of implementing the seasonal county road system properly we will need to hold a public hearing. I suggest we hold the public hearing at our January 9, 2019 regular meeting. This will allow us enough time per MCL 247.655a requirements of notice to be published not less than 30 days prior and second notice not less than 7 days prior to the public hearing. The resolution can then be presented at the January 23, 2019 for final adoption. I have a copy of the resolution for your review
- c. We received notification that bridge structure #9709 CR 448 over Stuttts has been chosen as part of the local bridge program with grant money in the amount of \$425,000.00. I have sent the information to UPEA to start the process of design and permits. The bridge is slated for FY 2021.
- d. It is a top priority to get the RFP's out and in the local papers by the end of the month. Once I know I have all the details in place I will pick a date to have the bid opening and update the Board.

10. Department Heads

- a. K. Rochefort, road foreman, notified the board that winter operations are in full swing and that all was well with the crew.
- b. G. Dibble, shop foreman, notified the board that the mechanics are all being kept busy working on all of our trucks and winter equipment.
- c. J. Johnson, Seney foreman, notified the board that winter operations in Seney are in full swing and the guys are working hard to keep up.
- d. T. Hoar, financial director, is currently working on cleaning up our year end items and getting ready for our audit.

- e. B. DeMars, human resources, is currently working on getting our revamped permits ready for our website. She has posted the fee schedule and is hoping to have everything ready by next month. Everything went well with the parade and she would like to take the opportunity to thank everyone who volunteered their time.

11. Meeting Notices:

- a. RTF Monday December 10th, 2018 – Munising
 - i. Currently J. Frankovich, T. Hoar, T. Klarich, B. Lund, and D. DuFour plan to attend.

12. Public Comment:

- a. R. Lacroix took this opportunity to ask the board if a resolve had been reached with Bob Hinkson in regard to the snowmobile trail grooming. J. Frankovich stated that both B. Hinkson and the Snowmobile Association received letter in regard to the situation.
- b. L. Mersnick took this opportunity to ask about possible weight rating changes on the bridges slated for construction work. J. Frankovich stated that at this time she does not believe ratings will rise. He also asked if the Creighton Truck Trail would remain plowed through this winter. J. Johnson stated that the counties intent was to keep the road open.
- c. J. Osterhout took this opportunity to thank the board and all the employees for assisting with the smooth transition of his retirement.
- d. T. Hoar took this opportunity to thank the board for the safety certificates.

13. Adjournment:

It was moved to adjourn the meeting at 8:05 A.M. by Commissioner B. Lund seconded by Commissioner D. DuFour.



Bernard J. Lund, Chairperson



Jean Frankovich, Manager