**SCHOOLCRAFT COUNTY ROAD COMMISSION**

**332N EAST ROAD, MANISTIQUE, MI 49854**

**BOARD MEETING MINUTES**

**September 26th, 2018 - 7:00 a.m.**

1. Call Meeting to Order
2. Roll Call – Sign in Sheet

1. Pledge of Allegiance
2. Approval of Agenda
3. Approval of Minutes
4. Public Comment:
5. Old Business:
6. Grader Bids
7. New Business:

A. Voucher 18-56

B. Resolution for CR 447 Base Stabilization Job Number 204235

C. Resolution for CR 436 Aggregate Surface Job Number 204241

D. 2018 Budget Amendment #1

E. 2018 Additional MERS Payment

F. August 2018 Financial Statements

G. 2018 Audit Proposal

H. Social Media Policy-Motion to Approve for Final Review by Attorney’s

1. Manager’s Report
2. Department Heads
3. Meeting Notices
4. Public Comment
5. Adjournment
6. Call Meeting to Order:

Commissioner B. Lund called the meeting to order at 7:00 A.M.

1. Roll Call – Sign in Sheet:

Present: Bernard J. Lund, Chairperson

 Thomas J. Klarich, Vice-Chairperson

 Keith Rochefort, Member

 Randy Lund, Member

 Dale DuFour, Member

Also, present Jean Frankovich – Manager, Tanya Hoar – Finance Director, Brittany DeMars – Human Resources/Payroll Clerk, Kim Rochefort- Road Foreman, James Johnson – Seney Foreman, John Osterhout – Superintendent, Greg Dibble – Shop Foreman, Robin Lacroix, Larry Mersnick – County Commissioner, Bob Hinkson – Resident, Scott Lippens – McCoy

1. Pledge of Allegiance: The Pledge of Allegiance was recited
2. Approval of Agenda:

**It was moved** to approve the agenda by Commissioner D. DuFour, seconded by Commissioner K. Rochefort Motion carried.

Ayes: Five

Nays: None

1. Approval of Minutes:

**It was moved** to approve the September 19th, 2018 Board Meeting Minutes by Commissioner K. Rochefort, seconded by Commissioner T. Klarich. Motion carried.

Ayes: Five

Nays: None

1. Public comment:
	1. At this time Bob Hinkson took the opportunity to follow up on his concerns with the snow plow accusation in the right-of-way. J. Frankovich has completed research and will be sending a letter shortly.
2. Old Business:
3. Grader Bids

**It was moved** by Commissioner D. DuFour and seconded by Commissioner R. Lund to table this decision until the next meeting on October 10th, 2018 in order to allow a through review of all options.

1. New Business:
2. Vouchers:

**It was moved** to Approve Vouchers 18-56 by Commissioner B. Lund and seconded by Commissioner D. DuFour. Motion Carried.

Ayes: Five

Nays: None

1. Resolution for CR 447 Base Stabilization Job Number 204235:

**It was moved** to approve the resolution by Commissioner D. DuFour, seconded by Commissioner T. Klarich. Motion carried.

Ayes: Five

Nays: None

1. Resolution for CR 436 Aggregate Surface Job Number 204241:

**It was moved** to approve the resolution by Commissioner D. DuFour, seconded by Commissioner K. Rochefort. Motion carried.

 Ayes: Five

 Nays: None

1. 2018 Budget Amendment #1

**It was moved** to accept the 2018 budget amendment #1 (attached) as presented by Commissioner K. Rochefort and seconded by Commissioner D. DuFour. Motion Carried.

Ayes: Five

Nays: None

**Roll Call:**

R. Lund – Yes

D. DuFour- Yes

B. Lund- Yes

T. Klarich- Yes

K. Rochefort- Yes

1. 2018 Additional MERS Payment

**It was moved** to make an additional $200,000.00 payment into our MERS accounts by Commissioner D. DuFour, seconded by Commissioner T. Klarich. Motion carried.

 Ayes: Five

 Nays: None

1. August 2018 Financial Statements

**It was moved** to accept the August 2018 financial statements as presented by commissioner D. DuFour, seconded by Commissioner K. Rochefort. Motion carried.

 Ayes: Five

 Nays: None

1. 2018 Audit Proposal

**It was moved** to approve the audit proposal for 2018,2019,2020 by Commissioner B. Lund, seconded by Commissioner D. DuFour

Ayes: Five

 Nays: None

1. Social Media Policy-Motion to Approve for Final Review by Attorney’s

It was brought to the boards attention that B. DeMars had completed a social media policy draft. J. Frankovich will be sending this into our attorneys for approval before we sign the policy.

1. Managers’ Report:

A full report was provided to all commissioners in their packets.

* 1. J. Frankovich has attended most of the township meetings with the exception of Manistique Township since they have rescheduled. There are currently no new complaints or requests.
	2. Foreman K. Rochefort informed us that he looked at Duck Inn pit with Commissioner K. Rochefort and the availability of future sand is minimal. Commissioner K. Rochefort asked if we had any additional information on Rolling Hills. We do not have any additional information at this time, but since there appears to be an interest I will get and provide more information at the next regular meeting.
	3. Dave with ADS stopped by while he was in the area. I have spoken to him previously regarding the polypropylene culverts and he is going to schedule a demo day and answer any questions we have.
	4. Jody has approached with an offer to consider a shared engineer between Delta and Schoolcraft Counties. We have only had minimal discussion and he is presenting the information to his Commissioners on Tuesday September 25, 2018. If they show an interest, then we will further discuss the pros and cons. If after our discussion it seems like a probable solution to our engineering needs and costs, then I will present it for your review and consideration. Our current average 6-year engineering cost is $91,000 without the Cope Bridge project. I excluded that for average without large bridge projects. With the Cope Bridge our 6-year average is $113,000. If we were to get funding for the 448 bridge then we would still utilize UPEA for projects such as that. I am still conducting an analysis of the average cost for our 802P/Force Account projects, as I see the on-staff engineer taking care of all those projects. Thus far, I proposed a 70/30 split of time and expenses and Jody is fine with even considering a 75/25 split. In the interim that would be a cost for wages (no benefits have been factored in) of approximately $18,750 per year (25% of average annual wage). I am still in the process of gathering the data for what our average has been for safety grant applications, bi-annual bridge inspections, and 802P projects.
1. Department Heads:
	1. K. Rochefort, Road Foreman, notified the board that all projects were wrapping up and the crew was finishing some mowing before fall set in.
	2. B. DeMars, Human Resources and Payroll, informed the board that she had called last year’s temporary drivers back, they will be starting at various times in October.
	3. T. Hoar, Financial Director will notify the board of her report during the budget hearing.
2. Meeting Notices: None
3. Public Comment:
	1. L. Mersnick took this opportunity to ask the board about the rubber markers in the middle of the road during construction. The board notified him that this marked the centerline and that they were necessary.
4. Adjournment:

**It was moved** to move into a temporary recess at 7:45 A.M.

**SCHOOLCRAFT COUNTY ROAD COMMISSION**

**332N EAST ROAD, MANISTIQUE, MI 49854**

**PUBLIC HEARING AGENDA**

**September 26, 2018 - 8:00 a.m.**

1. Call Meeting to Order
2. Roll Call – Sign in Sheet

1. Pledge of Allegiance
2. Approval of Agenda
3. Public Comment:
4. New Business:
5. Schoolcraft County Road Commission 2019 General Appropriations Act
6. Public Comment
7. Adjournment
8. Call Meeting to Order

Commissioner B. Lund called the meeting back to order at 7:59 A.M.

1. Roll Call – Sign in Sheet

Present: Bernard J. Lund, Chairperson

 Thomas J. Klarich, Vice-Chairperson

 Keith Rochefort, Member

 Randy Lund, Member

 Dale DuFour, Member

Also, present Jean Frankovich – Manager, Tanya Hoar – Finance Director, Brittany DeMars – Human Resources/Payroll Clerk

1. Pledge of Allegiance: The pledge was no recited again
2. Approval of Agenda

**It was moved** to approve the agenda by Commissioner D. DuFour, seconded by Commissioner R. Lund. Motion Carried.

 Ayes: Five

 Nays: None

1. Public Comment: None
2. New Business:
3. Schoolcraft County Road Commission 2019 General Appropriations Act
4. A complete budget presentation was provided to everyone present and will also be attached to these minutes in the official book.

**It was moved** to accept the budget as presented by Commissioner T. Klarich and seconded by Commissioner D. DuFour. Motion Carried.

 Ayes: Five

 Nays: None

**Roll Call:**

R. Lund – Yes

D. DuFour- Yes

B. Lund- Yes

T. Klarich- Yes

K. Rochefort- Yes

1. Public Comment: None
2. Adjournment:

**It was moved** to move into a temporary recess at 7:45 A.M.

**SCHOOLCRAFT COUNTY ROAD COMMISSION**

**332N EAST ROAD, MANISTIQUE, MI 49854**

**SPECIAL MEETING INTERVIEWS**

**September 26, 2018 – 9:15 a.m.**

1. Call Meeting to Order
2. Approval of Agenda
3. Public Comment:
4. New Business:
	1. Interviews
		1. Kevin Plante 9:15 am
		2. Steve Lange 9:45 am
5. Public Comment
6. Adjournment
7. Call Meeting to Order:

Commissioner B. Lund called the meeting back to order at 9:15 A.M.

1. Approval of Agenda

**It was moved** to approve the agenda by Commissioner K. Rochefort and seconded by Commissioner D. DuFour. Motion Carried.

 Ayes: Five

 Nays: None

1. Public Comment: None
2. New Business:
	1. Interviews
		1. Kevin Plante 9:15 am
			1. Kevin’s interview was conducted at 9:16 A.M. and included the standard questions and a driving test with G. Dibble- Shop Foreman.
		2. Steve Lange 9:45 am
			1. Steve’s interview was conducted at 9:45 A.M. and included the standard questions and a driving test with G. Dibble – Shop Foreman.

**It was moved** to allow J. Frankovich, Manager and K. Rochefort, Road Foreman to hire at their discretion by Commissioner B. Lund, seconded by Commissioner D. DuFour. Motion Carried.

 Ayes: Five

 Nays: None

1. Public Comment: None
2. Adjournment

**It was moved** to adjourn the meeting at 10 A.M. by Commissioner B. Lund, seconded by Commissioner T. Klarich. Motion carried.

 Ayes: Five

 Nays: None

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Bernard J. Lund, Chairperson Jean Frankovich, Manager