

SCHOOLCRAFT COUNTY ROAD COMMISSION
332N EAST ROAD, MANISTIQUE, MI 49854
BOARD MEETING AGENDA
February 27, 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:
 - A. Approval of Temporary Truck Drivers/Equipment Operators Policy Change
8. New Business:
 - B. Vouchers 19-21 & 19-22
 - C. January Financial Statements
 - D. Deletion of Old Policies
 - E. Changes to Charge for Copies policy
 - F. Manager's Contract
9. Manager's Report
10. Department Heads
11. Meeting Notices
12. Public Comment
13. Adjournment

1. Call Meeting to order:

The meeting was called to order by Chairman T. Klarich at 7:02 A.M.

2. Roll Call Information:

Roll call showed the following Board Members in attendance:

Thomas Klarich, Dale DuFour via Phone, Keith Rochefort, Randy Lund, and Robin LaCroix

Also, in attendance:

Jean Frankovich, Manager

Tanya Hoar, Finance Director

Brittany DeMars, Human Resources

Kim Rochefort, Road Foreman

Greg Dibble, Shop Foreman

James Johnson, Seney Foreman

Bernard Lund, General public

John Shiner, County Commissioner

3. Pledge of Allegiance: The pledge was recited

4. Approval of Agenda

It was moved to approve the agenda with the movement of item 8.F Manager's Contract to #12.5 by Commissioner T. Klarich, seconded by Commissioner K. Rochefort. Motion carried.

Ayes: Five

Nays: None

5. Approval of minutes

It was moved to approve the minutes from February 13th, 2019 by Commissioner D. DuFour, seconded by Commissioner R. LaCroix. Motion carried.

Ayes: Four

Nays: None

Abstain: One

6. Public Comment: NONE

7. Old Business:

a. Approval of Temporary Truck Drivers/Equipment Operators Policy Change

It was moved to accept the new Temporary Truck Drivers/Equipment Operators Policy with the following changes by Commissioner R. LaCroix, seconded by Commissioner T. Klarich. Motion carried.

- Effective date to be changed to the beginning of the next fiscal year
- 2) B will now read "Temporary employees will be guaranteed 40 hours per week from November 1st through March 31st with the exception of holidays and elective days off."

Roll Call:

R. LaCroix- Yes
 T. Klarich- Yes
 K. Rochefort- No
 R. Lund – Yes
 D. DuFour- Yes

8. New Business

b. Vouchers 19-21 & 19-22

It was moved to pay vouchers 19-21 & 19-22 by Commissioner K. Rochefort, seconded by Commissioner R. LaCroix. D. DuFour took this opportunity to inquire on the large expense with Napa Auto parts, T. Hoar informed him that it was a large purchase of diesel conditioner. K. Rochefort took this opportunity to inquire about the large purchase with ~~Tractor-Trailer~~ ^{Truck} Specialties, T. Hoar informed him it was a purchase for 50 shoes for the trucks. R. LaCroix took this opportunity to inquire about the large Visa bill, T. Hoar informed him there were some office purchases, hotel reservations, and registration fees on this month's bill. Motion carried.

Roll Call:

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

c. January Financial Statements

T. Hoar went over the Statement of Net Assets and the Statement of Activities. The Commission received the second installment of the State surplus revenue in the amount of ~\$165,000. The State Trunkline Maintenance contract was ~\$412,000 for the month of January. T. Hoar added \$309,000 to the capital outlay budget for the month of January to cover the Grader purchase. The capital outlay budget can cover it because the two tandem trucks that were budgeted will now be purchased in a subsequent fiscal year. Most of the variances from budget on January's Statement of Activities were due to January's harsh weather. Year-to-Date, the Statement of Activities shows a ~\$313,000 increase to net assets compared to a budgeted \$321,000 increase. The Commission is doing good.

It was moved to accept the January financial statements as presented by Commissioner R. LaCroix, seconded by Commissioner T. Klarich. Motion carried.

Roll Call:

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

d. Deletion of Old Policies

It was moved to delete the following policies due to their nonessential content by Commissioner D. DuFour, seconded by Commissioner T. Klarich. Motion carried.

- 94-1 Board Meetings
- 94-4 Driveway Plowing
- 94-5 Driveway Plowing – Administrative Staff
- 94-13 Dust Control on Local Township Roads
- 94-20 Permit Fees
- 94-3 Sick Leave – Adm. Staff
- 94-8 Termination, Vacation & Sick Leave
- 94-9 Vacation – Administrative Staff
- 94-10 Retirement and Health Care Benefits
- 94-11 Additional Fringes Administrative Staff

Ayes: Five
Nays: None

e. Changes to Charge for Copies Policy

It was moved to accept the policy as written by Commissioner K. Rochefort, seconded by Commissioner R. LaCroix. Motion Carried.

Ayes: Five
Nays: None

9. Managers' Report

- a. I received a call from Pam Blazo informing us that the safety grant selections have been made and Schoolcraft County has received 3 of the applied for safety projects for FY 2020.
- Rumble Strips on CR 437 & CR 498 90/10
 - Safety Sign Upgrade Various CR's 90/10 Force Account
 - Guardrail and Slope Flattening on CR 435 90/10 we are working on getting this on a Force Account as well, but initial estimate came in too high. Tony with UPEA is working on correcting it and we will follow up with Pam.
- b. Minor accident on 02/20/19. While rounding the corner at Tannery & East Rd the Loader started to slide and it would appear that Larry over corrected and hit the back end of the Manistique Oil truck. There were no injuries.
- c. Greg is working on a competitive proposal with International. Peterbilt does not have MiDeal contracts negotiated, so we are unable to get their proposal through MiDeal. Our MiDeal options include Freightliner, Kentworth, International, and Western Star. We will have the comparison proposal ready for the March 6, 2019 Board Meeting

It was moved to go out for bid for the complete truck and assembly package by Commissioner R. Lund, seconded by Commissioner K. Rochefort. Motion carried

Roll Call:

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

- d. I received copies of the Dam inspections and the requirements from the DEQ. Two dams (Gulliver Lake & Carpenter) require a plan and schedule to be submitted within 30 days for the recommended immediate and long-term repairs. I am researching to see who is responsible for the repairs. I am going to request that the County Board pay for me to attend some form of training because I am very unfamiliar with the duties and role as Drain Commissioner. I will be reaching out to Drain Commissioner's in the book we have to see if anyone has a recommendation or

template for responding to the DEQ. UPDATE: UPEA had the Emergency Action Plan and Nancy Helgren had just updated it prior to her retirement, that has been submitted to the DEQ. I forwarded the letters to Beth & Craig for review. It has been recommended that we obtain all paper files that Mr. Olsen has and put them into a digitized format to include with our maintenance plan. I will be in contact with him as soon as possible

10. Department Heads

- a. T. Hoar, Finance Director, had nothing to add at this time.
- b. B. DeMars, Human Resources, informed the board that her MIOSHA training has been canceled but she will be working on rescheduling both herself and Kim.
- c. K. Rochefort, Road Foreman, informed the board that the crew was staying busy trying to clear the roads with all the inclement weather.
- d. J. Johnson, Seney Foreman, informed the board that the Seney crew is staying busy plowing and cleaning up after the recent storms.
- e. G. Dibble informed the board that the mechanics have been able to stay on top of things in the shop and they are continuing to work hard and keep our trucks out plowing.

11. Meeting Notices: None

12. Public Comment: NONE

12.5 Manager's Contract

It was moved to enter into a closed discussion for board members only at 8:12 A.M. by Commissioner K. Rochefort, seconded by Commissioner R. LaCroix. Motion carried.

Roll Call:

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

The regular meeting resumed at 8:23 A.M. K. Rochefort presented with the following questions and changes to the Manager's contract:

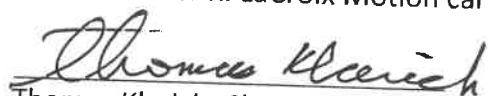
- The Board requested clarification on the title change. J. Frankovich explained she wanted to use Managing Director because it is commonly used with the CRA.
- The Board is not willing to offer 60 days' notice for a separation without cause. They will counter with a 30 days' notice. J. Frankovich agrees to accept the 30 days' notice.

- The Board is not willing to offer bi-weekly salary for 12 months as requested for severance. Due to the short amount of time in the position the Board is willing to offer 3 months of bi-weekly salary for severance. J. Frankovich has accepted this change.
- The Board acknowledges the quality job being performed by J. Frankovich, at this time they would only like to offer a one-year contract. The reasoning for a shorter contract is to help synchronize negotiation times with the Union Contracts. J. Frankovich accepts this change.
- The Board is willing to offer a 1% pay raise for this contract. The pay raise will go into effect upon the signing of the contract. J. Frankovich has accepted this change.

J. Frankovich will retype the existing contract to reflect these changes. The contract will be presented for final approval and signatures on March 6th, 2019.

13. Adjournment

It was moved to adjourn the meeting at 8:31 A.M. by Commissioner T. Klarich, seconded by Commissioner R. LaCroix Motion carried.


Thomas Klarich, Chairperson


Jean Frankovich, Manager