

SCHOOLCRAFT COUNTY ROAD COMMISSION
332N EAST ROAD, MANISTIQUE, MI 49854
BOARD MEETING AGENDA
February 13, 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. Gravel Crushing Bids-Award
8. New Business:
 - A. Vouchers 19-18, 19-19 & 19-20
 - B. Pay Scale for Temporary Employees
 - C. Full-Time Employee Hiring/Interview
 - D. Purchase of Two (2) New Trucks
 - E. Credit Card Resolution for Thomas Klarich
 - F. Pavement Restoration Policy
9. Manager's Report
10. Department Heads
11. Meeting Notices
 - A. MIOSHA Parts 6, 33, & 433 PPE – Brittany & Kim- February 21, 2019 Escanaba
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 via Phone, Keith Rochefort, and Robin LaCroix

Absent: Randy Lund

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
Allan Ott, County Commissioner

3. Pledge of Allegiance: The pledge was recited

4. Approval of Agenda

It was moved to approve the agenda by Commissioner K. Rochefort, seconded by Commissioner R. LaCroix. Motion carried.

Ayes:	Four
Nays:	None
Absent:	One

5. Approval of minutes

It was moved to approve the minutes from January 9th, 2019 by Commissioner K. Rochefort, seconded by Commissioner T. Klarich. Motion carried.

Ayes: Four
Nays: None
Absent: One

6. Public Comment: NONE

7. Old Business:

a. Gravel Crushing Bids- Award

It was moved to award Hiawatha Shores with gravel crushing at both Bursaw and Zellar's pits with the condition that they agree to conduct their own daily sampling/testing and to award NorthStar Crushing with gravel crushing and blasting at the Stoney Cut pit by Commissioner T. Klarich and seconded by Commissioner R. LaCroix. Motion carried.

Roll Call:

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

8. New Business

a. Vouchers 19-18, 19-19 & 19-20

It was moved to pay vouchers 19-18, 19-19 & 19-20 by Commissioner D. DuFour, seconded by Commissioner K. Rochefort. K. Rochefort took this opportunity to ask if there had been a resolution to the issues with Mr. John Berry since it appears as though we are still paying him. J. Frankovich stated they have been working with MDOT to take the proper steps in prompting Mr. Berry to complete his job in accordance to his contract. Motion carried.

Roll Call:

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

b. Pay Scale for Temporary Employees

It was moved to start temporary employees at a pay rate of \$18.00 an hour and accept J. Frankovich's hourly plan by Commissioner K. Rochefort. This motion failed to gain a second and was not passed.

It was moved to start the temporary employees at a rate of \$16.00 an hour with \$0.50 increments for every year worked up to \$18.00 an hour and to accept J. Frankovich's hourly plan by Commissioner T. Klarich, seconded by Commissioner R. LaCroix. At this time, T. Hoar, financial director suggested the board hold off on making a motion until a policy could be written due to the amount of information included in the motion. Commissioner T. Klarich retracted his motion.

c. Full Time Employee Hiring/Interviewing

It was moved to hire one full time employee for The Schoolcraft County Road Commission at the will of Manager J. Frankovich, Road Foreman K. Rochefort, and Seney Foreman J. Johnson by Commissioner K. Rochefort, seconded by Commissioner T. Klarich. Motion carried.

Roll Call:

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

d. Purchase of Two (2) New Trucks

It was moved to deny the request to purchase new trucks until G. Dibble, shop foreman, could obtain comparison pricing by Commissioner T. Klarich, seconded by Commissioner K. Rochefort. Motion Carried

Roll Call:

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

e. Credit Card Resolution

It was moved to okay the signing of the credit card resolution by Commissioner D. DuFour, seconded by Commissioner R. LaCroix. Motion carried.

Roll Call:

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

f. Pavement Restoration Policy

It was moved to accept the Pavement Restoration Policy with the following changes:

- Removal of the examples provided at the bottom of the policy

by Commissioner D. DuFour, Seconded by Commissioner R. LaCroix. Motion carried.

Ayes:	Four
Nays:	None
Absent:	One

9. Managers' Report

- Delta Conservation District and Schoolcraft Conservation District are working cooperatively to submit a grant for control of invasive species (Wild Parsnip & Hogweed). They are including the DCRC & SCRC in the grant process and are looking for the 10% match (monetary or in-kind). The grant will be applied for at the maximum of \$400,000. The grant will be written to include chemical spraying and 2 rounds of mowing. The intent is to control the spread of these invasive species through earlier mowing practices and to utilize chemical sprays to kill the plant.
- Interviews went well and an offer was made to one of the candidates. She did not accept the offer yet and requested to tour our facilities and meet the people she will interact with on a regular basis. **UPDATE:** we met with our potential candidate on Tuesday January 29, 2019. The meet and greet included; Kim, James, Greg, Jim B., Tanya, Brittany, and me. Many great questions were asked from all participants and it seemed to go very well. She indicated that she will give us an answer by the end of the week. **UPDATE:** Nancy Roseman has accepted the offer to join DCRC as their engineer with a shared agreement to assist SCRC with our engineering needs. Nancy will start on March 4, 2019.

- c. I have enclosed a copy of a revised contract for your review. CRA references this position as Managing Director, so I updated it to reflect that reference. I included a three-year term for the contract rather than continuing with a one-year contract.

10. Department Heads

- a. T. Hoar, Finance Director, informed the Board that the audit has been completed and Brenda will be in to provide the Board with a presentation of her findings. T. Hoar will also be completing our annual pension report in the upcoming month.
- b. B. DeMars, Human Resources, informed the board that she had created operator cards to better track the training of the crew on specific heavy equipment. A spring training will take place to sign off on the new cards.
- 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.

11. Meeting notices

- a. MIOSHA Parts 6, 33, & 433 PPE – Brittany & Kim- February 21, 2019 Escanaba

It was moved to allow Brittany & Kim to attend this training by Commissioner K. Rochefort, seconded by Commissioner T. Klarich. Motion carried.

Ayes:	Four
Nays:	None
Absent:	One

12. Public Comment: NONE

13. Adjournment

It was moved to adjourn the meeting at 8:29 A.M. by Commissioner T. Klarich, seconded by Commissioner R. LaCroix Motion carried.


Thomas Klarich, Chairperson


Jean Frankovich, Manager