

**SCHOOLCRAFT COUNTY ROAD COMMISSION  
332N EAST ROAD, MANISTIQUE, MI 49854  
BOARD MEETING AGENDA  
March 6, 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. Manager's Contract Sign Final Draft
  - B. Temporary Truck Driver/Equipment Operators Employment Policy Sign Final Draft
8. New Business:
  - A. Voucher 19-23
  - B. Approval of 2018 FY Annual Financial Report
  - C. Act 51 Annual Mileage Certification Report
  - D. Tom White Conservation District
  - E. Snowmobile Crossing (addition to the agenda)
9. Manager's Report
10. Department Heads
11. Meeting Notices
  - A. 2019 Finance & HR Seminar-Tanya & Brittany May 7-9, 2019
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, 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

Edward Leonard, General Public

Don Leonard, General Public

Bill Eimerman, General Public

Tom White, Conservation District

Bob Hinkson, General Public

3. Pledge of Allegiance: The pledge was recited

4. Approval of Agenda

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

Ayes:	Five
Nays:	None

5. Approval of minutes

It was moved to approve the minutes from February 27<sup>th</sup>, 2019 by Commissioner K. Rochefort, seconded by Commissioner D. DuFour. Motion carried.

Ayes:	Five
Nays:	None

**6. Public Comment:**

- a. Mr. Edward Leonard took this opportunity to express his frustrations over the Stutts road to the Board of Commissioners. Mr. Edward Leonard along with Don Leonard & Bill Eimerman all stated that the Schoolcraft County Road Commission has plowed and maintained the entire Stutts road for years and recently stopped. They wanted to know why it had stopped and requested work be resumed. Road Foreman K. Rochefort stated that the road has never been plowed, because of the lack of a turn around. E. Leonard strongly disagreed with Foreman K. Rochefort. At this time Commissioner T. Klarich offered to inspect the road in the spring and make an evaluation at that time.
- b. Mr. Bob Hinkson took this opportunity to express his frustrations with the snowmobile crossing in his driveway. He claims that even with the efforts previously put forward by the Road Commission the groomer & snowmobiles are still depositing snow in his driveway. At this time Commissioner T. Klarich stated that Mr. Hinkson would need to contact the DNR & The Snowmobile Association, the Road Commission has no other options at this time to please both Mr. Hinkson and keep riders safe.

**7. Old Business:**

- a. Manager's Contract Sign Final Draft

It was moved to sign the managers contract with the agreed upon changes by Commissioner D. DuFour, seconded by Commissioner K. Rochefort. Motion carried.

Ayes:	Five
Nays:	None

**Roll Call:**

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

b. Temporary Truck Driver/Equipment Operators Employment Policy Sign Final Draft

**It was moved to accept the policy as written by Commissioner R. LaCroix, seconded by Commissioner D. DuFour. Motion was later rescinded by Commissioner R. LaCroix when Commissioner R. Lund requested more information on the proposed pay scale.**

**It was moved to accept the policy with the following pay scale change by Commissioner R. Lund, seconded by Commissioner D. DuFour. Motion carried.**

Year One- \$16.00  
Year Two- \$16.50  
Year Three - \$17.00  
Year Four- \$17.50

**Roll Call:**

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

8. New Business

a. Voucher 19-23

**It was moved to pay voucher 19-23 by Commissioner D. DuFour, seconded by Commissioner R. Lund. Motion carried.**

**Roll Call:**

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

**b. Approval of 2018 FY Annual Financial Report**

T. Hoar went over the 2018 Act 51 Report. The Report separates the financial data for the year into three funds; local, primary, and county. It also has schedules to ensure compliance with sections of Act 51. In the back of the report, there is a section for asset management, that pulls information from the IRT reporting portal. T. Hoar went over the Statement of Changes in Fund Balances. It is a summary of all the revenue and expenses. For 2018, net assets increased by \$536,906.

**It was moved to approve the 2018 FY Annual Financial Report as presented 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

**c. Act 51 Annual Mileage Certification Report**

**It was moved to sign the Act 51 Mileage Certification Report by Commissioner R. Lund, seconded by Commissioner D. DuFour. Motion carried.**

Ayes:	Five
Nays:	None

**d. Tom White – Conservation District**

Mr. White took this opportunity to inform the board that the conservation district has received a new millage and they look forward to working on future projects with the Road Commission. He asked that we bring any stream/road crossings we see that may need attention to him for possible projects.

e. Snowmobile Crossing (Addition to the agenda)

It was moved to move the snowmobile trail from the right-of-way where it intersects the driveways on County Road 448 to the shoulder of the road where it will interfere less with driveway maintenance by Commissioner K. Rochefort, seconded by Commissioner R. Lacroix. Motion carried.

Ayes: Five  
Nays: None

9. Managers' Report

- a. MCRCSIP Loss Control Visit Results & Resolutions - I have reviewed the results with Greg, and he will be looking into the cost of a storage cage for aerosol cans. Greg will be locating and properly placing fire extinguishers and will mark the required floor space to indicate clear zones. Greg is looking into the piping for storing hammers or loose tools in the cab of the trucks. I talked to the Mechanics and they are aware they can't have personal beverages in their workspace. Copy of inspection is included in your packet.
- b. James Johnson Compensation Letter - James has approached me with concerns about his status as Foreman. His biggest question that I do not have the exact answer to is "when was it changed from Foreman to Assistant Foreman?" James indicates in his letter that he feels his wage should be equal to the Manistique Foreman.

10. Department Heads

- a. T. Hoar, Finance Director, had nothing to add at this time.
- b. G. Dibble, Shop Foreman, informed the board that one of our boilers had sprung a leak and he would be looking into repairs/replacements.
- c. K. Rochefort, Road Foreman, informed the board that he had followed up on a recent complaint of snow being left in a driveway. Due to photographic evidence it was determined the individual in question had shoveled their banks down into their own driveway and then contacted the Road Commission to remove the excess snow.
- d. J. Johnson, Seney Foreman, informed the board that the Seney crew is staying busy plowing and cleaning up after the recent storms. He also asked that the board consider his letter/request and make whatever decision they see as right. Commissioner T. Klarich stated it would be added to the next meeting in a closed session.
- e. B. DeMars, Human Resources, brought up the issue of uniformed permitting. With pressure from the Straits Area Council and the UPRBA to switch to CRA forms she believes it may be time to switch before seasonal weight restrictions. She provided the board with a fee schedule and sample permits to be decided on at the next meeting.

**11. Meeting Notices:**

- a. 2019 Finance & HR Seminar-Tanya & Brittany May 7-9, 2019

It was moved to send T. Hoar and B. DeMars to the 2019 Finance & HR Seminar by Commissioner K. Rochefort, seconded by Commissioner T. Klarich. Motion carried.

Ayes: Five  
Nays: None

**12. Public Comment**

- a. Commissioner K. Rochefort asked how the training for the loader scale was going. J. Frankovich stated she has made huge progress but is waiting to calibrate the machine before it is ready to go.
- b. R. LaCroix asked when bids for the trucks would be released, J. Frankovich stated they should be ready by the end of the week.

**13. Adjournment**

It was moved to adjourn the meeting at 8:25 A.M. by Commissioner R. LaCroix, seconded by Commissioner T. Klarich. Motion carried.

  
Thomas Klarich, Chairperson

  
Jean Frankovich, Manager