**SCHOOLCRAFT COUNTY ROAD COMMISSION**

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

**BOARD MEETING AGENDA**

**November 14, 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

6. Public Comment:

7. Old Business:

A. Resolution to Adopt a Local Pavement Warranty Program

B. Resolution to Implement a Local Pavement Warranty Program

C. Mailbox Policy

D. Letter of Agreement for Engineering Technician Position

8. New Business:

A. Vouchers 19-05 & 19-06

B. Seasonal Weight Restriction Road Patrol Agreement with MSP

C. Nationwide Contract Changes

D. December 26, 2018 Board Meeting-Possible reschedule

E. Tyler Henry Termination-Request for Appeal Hearing

9. Manager’s Report

10. Department Heads

11. Meeting Notices

12. Public Comment

13. Adjournment

1. 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

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, Anthony LaPlant – Teamsters 406, Tyler Henry - Former Employee

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

1. Approval of Minutes:

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

Ayes: Five

Nays: None

1. Public Comment: None
2. Old Business:
3. Resolution to Adopt a Local Pavement Warranty Program

**It was moved** to adopt the local pavement warranty program by Commissioner D. DuFour seconded by Commissioner K. Rochefort. Motion carried.

Ayes: Five

Nays: None

1. Resolution to Implement a Local Pavement Warranty Program

**It was moved** to implement the local pavement warranty program by Commissioner D. DuFour and seconded by Commissioner T. Klarich. Motion carried.

Ayes: Five

Nays: None

1. Mailbox Policy

**It was moved** to accept the mailbox policy as written by Commissioner D. DuFour and seconded by Commissioner B. Lund. Motion carried.

Ayes: Five

Nays: None

D. Letter of Agreement for Engineering Technician Position

**It was moved** to accept the new letter of agreement for the Engineer Technician Position (a copy has been attached) by Commissioner D. DuFour seconded by Commissioner T. Klarich. Motion carried.

Ayes: Five

Nays: None

1. New Business:
2. Vouchers 19-05 & 19-06

**It was moved** to approve vouchers 19-05 & 19-06 for payment by Commissioner K. Rochefort and seconded by Commissioner T. Klarich. Motion carried.

Ayes: Five

Nays: None

1. Seasonal Weight Restriction Road Patrol Agreement with MSP

**It was moved** to accept the seasonal weight restriction road patrol agreement with MSP by Commissioner T. Klarich and seconded by Commissioner D. DuFour. Motion carried.

Ayes: Five

Nays: None

1. Nationwide Contract Changes

T. Hoar informed the board that Nationwide, one of our 457 plan providers, would be making changes to their Nationwide fixed investment option.  Our former and current employees have $468,000.00 invested in this fixed account.   We were given three options for the change.  We decided that option 3a would be in our employees’ best interest.  This option will keep the current guaranteed minimum interest rate (GMIR) of 3.5% on current balances and creates a new fixed account investment option for future contributions with a reduced GMIR.

1. December 26, 2018 Board Meeting-Possible reschedule

**It was moved** to reschedule the December 26th, 2018 to December 19th, 2018 by Commissioner B. Lund and seconded by Commissioner T. Klarich. Motion carried.

Ayes: Five

Nays: None

E. Tyler Henry Termination-Request for Appeal Hearing

**It was moved** to enter a closed session per union request at 7:22 A.M by Commissioner B. Lund 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

Open meeting resumed at 7:29 A.M.

**It was moved** to uphold the Manager, J. Frankovich’s decision to terminate T. Henry’s employment with The Schoolcraft County Road Commission by Commissioner K. Rochefort and seconded by Commissioner B. Lund. Motion carried.

Ayes: Four

Nays: One

**Roll Call:**

R. Lund – Yes

D. DuFour – No

B. Lund – Yes

T. Klarich – Yes

K. Rochefort – Yes

1. Managers’ Report
2. After further review I think it would be in the best interest to change our business hours to 8:00am – 4:00pm. At the current hours of 7-4 it puts Brittany at one hour of overtime every day to cover phones.
3. Tanya received confirmation from Brenda Gartland that if we discontinue the private plowing (driveways, parking lots, & roads) we can close out the liability account and credit another revenue. This may be in the best interest of the road commission, but there are many different aspects behind eliminating the service entirely.
4. At one of the meetings I attended it was indicated that our MTF is broken down to allocate for townships based on population and road miles. I worked with Tanya to get an idea of what we bring in per township and what we put out per township in maintenance. The biggest discrepancy is in Germfask Township for last year with a revenue of $46,404 and expenses of $134,030, which accounts for 95% of the overage or $87,626 of the $92,472 we were over. I will be looking into it further to see why the difference in Germfask Township, otherwise it is fairly accurate in revenue to expenses within townships. I met with James and we talked about some options to minimize the expense side of Germfask regular maintenance and we will evaluate it at the end of each fiscal year. It does appear that they are spending a large amount on summer maintenance in grading and gravel. I suggested that we maintain the roads to the same level we do in every other township and if we discover that the roads are in that poor of condition then the township will need to start planning heavy maintenance projects to improve the local road system.
5. Department Heads:
   1. T. Hoar, Financial Director informed the board that she was currently working on end of the year entries.
   2. B. DeMars, Human Resources, informed the board that our winter safety training was held on November 5th, 2018. Mike Shultz, Kim Rochefort, Greg Dibble, and B. DeMars all spoke at this meeting. B. DeMars also held a safety committee meeting on November 12th, 2018. At this meeting it was decided to move forward with “Operator” cards instead of forklift cards. This will allow the men to hold one card proving multiple different trainings. The Road Commission will also be participating in the Christmas parade. B. DeMars will be working with K. Rochefort to revise the counties permit forms for this coming year. They should be available on December 1st, 2018.
6. Meeting Notices: None
7. Public Comment:
   1. K. Rochefort took this opportunity to ask how many frost tubes the County currently has. J. Frankovich will be looking into what ones are operational.
8. Adjournment:

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

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Bernard J. Lund, Chairperson Jean Frankovich, Manager