

**OFFICIAL PROCEEDINGS
OF THE
ALPENA COUNTY ROAD COMMISSION**

January 2, 2018

The Board of County Road Commissioners of the County of Alpena met in regular session on the above date. The meeting was called to order by the Chairman, Fred Sterns, at 3:08 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL

Present: Commissioners Sterns, Heise, and Spaulding.
Absent: None.

Staff present: Larry Orcutt, Managing Director; Curt Gonyea, Superintendent; Julia Patterson, Finance Director/Board Secretary; James Mazrum, Road Commission Attorney.

Others present: Ron McDonald, County Commissioner.

AGENDA

Moved by Spaulding, seconded by Heise, to adopt the agenda as presented. Motion carried unanimously.

MINUTES

Moved by Spaulding, seconded by Heise, to approve the minutes of the regular meeting of December 19, 2017, and the special meeting of December 28, 2017. Motion carried unanimously.

COMMUNICATIONS

Matt Wiitala, Program Coordinator for MDOT Office of Transportation Economic Development, an email dated December 20, 2017 informing the Alpena County Road Commission that the Category F application was not approved for funding for Werth Road.

Moved by Spaulding, seconded by Heise, that the above communication become a part of the minutes. Motion carried unanimously.

CITIZENS APPEARING BEFORE THE BOARD

County Commissioner Ron McDonald appeared before the Board to thank the Road Commission for the good service that was provided during 2017. Mr. McDonald also questioned if guardrail was going to be placed on the North side of Carr Road. Managing Director Larry Orcutt responded that guardrail was not going to be installed. That portion of the road does comply with road design standards and adding guardrail could actually create additional road hazards.

MANAGING DIRECTOR REPORT

Managing Director Larry Orcutt presented a brief update on the following:

January 2, 2018

- Working on the final documents of the Indian Reserve Road, Werth to Precour Road, project to be submitted to MDOT for the April bid letting. Project is planned for the summer of 2018.
- Profile design work in progress for the Bloom Road reconstruction project.
- Truck and Grader bids are advertised for the budgeted equipment. Annual materials bids will be advertised soon.
- Letters to the Townships will be sent out informing them of the Road Commission match on road projects.
- Straits Area Council meeting is on Tuesday, February 6, 2018 at Audi's in Mackinaw City.

COUNTY ROAD REPORT

The Superintendent presented the County Road Report for the period December 11, 2017, through December 24, 2017.

Moved by Spaulding, seconded by Heise, that all reports become a part of the minutes. Motion carried unanimously.

DECEMBER 2017 BILLS

Moved by Spaulding, seconded by Heise, to approve the December 2017 bills in the amount of \$451,116.61. Motion carried unanimously.

PURCHASES

Moved by Spaulding, seconded by Heise, to approve the following purchases:

	Inv.	Date	Description	Amount
1	144659	12/28/17	Ball Tire, Four (4) P265/70R17 tires @ \$136.49/tire for Pickup #006.	\$545.96
2	144660	12/28/17	Ball Tire, Four (4) P265/70R17 tires @ \$136.49/tire for Pickup #010.	\$545.96
3		12/29/17	Bader Brothers, Two (2) chainsaws @ \$623.00 each, Twelve (12) helmets @ \$63.99 each, Two (2) pair Apron Chaps @ \$71.99 each.	\$2,157.86
4	SD8224967	12/21/17	Michigan CAT, parts and labor to repair parking brake control for Wheel loader #129.	\$531.99
5	82971	12/27/17	Weinkauf Plumbing & Heating, new motor for boiler.	\$821.74
TOTAL PURCHASES				\$4,603.51

Motion carried unanimously.

CONTRACT PAYMENTS

Moved by Spaulding, seconded by Heise, to approve the following contract purchases:

Item	PO/Inv	Date	Description	Amount
1	2294	12/26/17	Huron Engineering and Surveying, Inc., design engineering services for Bloom Road, East to Samp Road.	\$6,873.75
TOTAL CONTRACT PAYMENTS				\$6,873.75

Motion carried unanimously.

COMMISSIONERS' COMMENTS

Commissioner Heise commended the Alpena County Road Commission crew on the outstanding job of keeping the roads clear of snow.

BOARD RECESS

The Chairman adjourned the meeting at 3:20 p.m. for recess.

BOARD RECONVENED

Official Proceedings

Page 3

January 2, 2018

Board Secretary, Julia Patterson, reconvened the meeting at 3:21 p.m.

ROLL CALL

Present: Commissioners Sterns, Heise, and Spaulding.

Absent: None.

The first order of business was the election of officers.

CHAIRMAN

Moved by Heise, seconded by Spaulding, that Fred G. Sterns be nominated as Chairman of the Board for 2018. There being no further nominations, a unanimous vote was cast in favor of Mr. Sterns.

VICE-CHAIRMAN

Moved by Spaulding, seconded by Heise, that Tom Heise be nominated as Vice-Chairman of the Board for 2018. There being no further nominations, a unanimous vote was cast in favor of Mr. Heise.

The Board Secretary turned the meeting over to the 2018 Chairman, Fred Sterns.

STAFF APPOINTMENTS

A. MANAGING DIRECTOR:

Moved by Spaulding, seconded by Heise, that Larry Orcutt be appointed as Managing Director for 2018. Motion carried unanimously.

B. BOARD SECRETARY:

Moved by Heise, seconded by Spaulding, that Julia G. Patterson be appointed as Board Secretary for 2018. Motion carried unanimously.

C. LEGAL COUNSEL:

Moved by Spaulding, seconded by Heise, that the law firm of Gillard, Bauer, Mazrum, Florip, Smigelski & Gulden be retained as the Alpena County Road Commission's Attorneys for 2018. Motion carried unanimously.

SET MEETING DATE, TIME AND PLACE

Moved by Spaulding, seconded by Heise, that the regular meetings of the Board of County Road Commissioners of Alpena County for 2018 be held on the first Tuesday of each month, except for the month of December in which the meeting will be held the third Tuesday at 3:00 p.m., unless a second meeting is needed, in the lower level conference room at the Road Commission offices located at 1400 North Bagley Street, Alpena, Michigan. Motion carried unanimously.

CHECKING ACCOUNT DEPOSITORY

Moved by Spaulding, seconded by Heise, to designate Huntington Bank as the checking account depository for the General Road Fund, Payroll Account, and Accounts Payable Account for 2018. Also, Huntington Bank, PNC Bank, First Federal, and Chemical Bank, or any other Federal Deposit Insurance Corporation or a savings and loan association which is a member of the Federal Savings and Loan Insurance Corporation or a credit union which is insured by the National Credit Union Administration maintaining an office in the County that is authorized by statute, be designated as depositories for County Road Funds. Motion carried unanimously.

CHECK SIGNATURE AUTHORIZATION

Official Proceedings

Page 4

January 2, 2018

Moved by Spaulding, seconded by Heise, that Larry R. Orcutt, Managing Director, Julia G. Patterson, Finance Director/Board Secretary, and Irma S. McDonald, Payroll Clerk/HR Clerk, are hereby authorized to sign checks for the Payroll Account and for the Accounts Payable Account. Motion carried unanimously.

ATTORNEY'S RETAINER FEE AGREEMENT

Moved by Heise, seconded by Spaulding, to authorize the Chairman and Board Secretary to sign the annual Retainer Agreement, with the law firm of Gillard, Bauer, Mazrum, Florip, Smigelski and Gulden, for one year, from January 1, 2018, to December 31, 2018. The annual retainer fee of \$14,400 per year, payable monthly as the same accrues, at the rate of \$1200 per month. Retained services in excess of 65 1/2 hours of legal services shall be billed as additional charges. The Attorneys shall provide a semi-annual billing, showing services performed and time expended on Retained Services. Any additional legal work outside the scope of routine legal work will be at the standard hourly rate charged by the attorney handling the type of service, to the maximum of \$220.00 per hour, plus out-of-pocket expenses. Motion carried unanimously.

NEXT MEETING DATE

The next regularly scheduled meeting of the Board will be 3:00 p.m., Tuesday, February 6, 2018.

BOARD RECESS

The Chairman adjourned the meeting at 3:35 p.m. for recess to address the media.

BOARD RECONVENED

The Chairman reconvened the meeting at 3:45 p.m.

ROLL CALL

Present: Commissioners Sterns, Heise, and Spaulding

Absent: None

Staff present: Larry Orcutt, Managing Director; Curt Gonyea, Superintendent; and James Mazrum, Road Commission Attorney.

CLOSED SESSION

Moved by Spaulding, seconded by Heise, to go into closed session at 3:47 p.m. for the purpose of discussing the status of the union contract negotiations. Motion carried unanimously.

OPEN SESSION

Moved by Spaulding, seconded by Heise, to return to open session at 4:12 p.m. Motion carried unanimously.

ROLL CALL

Present: Commissioners Sterns, Heise, and Spaulding

Absent: None

Staff present: Larry Orcutt, Managing Director; Curt Gonyea, Superintendent; and James Mazrum, Road Commission Attorney.

ADJOURNMENT

Official Proceedings

Page 5

January 2, 2018

There being no further business to come before the Board, the Chairman declared the meeting adjourned at 4:13 p.m.

Fred G. Sterns, Chairman

Julia G. Patterson,
Board Secretary