

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

June 20, 2017

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 3:00 p.m.

ROLL CALL

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

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

Others Present: Ron McDonald, County Commissioner.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

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 June 6, 2017. Motion carried unanimously.

COMMUNICATIONS

- A. Doug Robidoux, Chairperson, CRASIF Board of Trustees, memorandum dated June 6, 2017 regarding CRASIF Election Information Packet.

CITIZENS APPEARING BEFORE THE BOARD

There were no citizens appearing before the Board.

MANAGING DIRECTOR REPORT

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

- Hamilton/Wessel Road chip and fog seal project is complete; centerline was painted today.
- Pavement markings for the county wide roads were started this week as weather permits. New pavement markings are alternated between roads every year.
- Carr/Posen Road Reconstruction project bids were opened and Elmer's Crane and Dozer of Hillman was low bidder. Held a preconstruction meeting this morning and the contractor is not anticipating a start date until August.
- Continuing to work on the design and surveying of Indian Reserve Road, Werth to Precour.
- Attended the Rural Task Force Meeting in Atlanta on Monday, June 12, 2017, and submitted the projects from the illustrative list to the Task Force.

COUNTY ROAD REPORT

The Superintendent presented the County Road Report for the period May 29, 2017 through June 11, 2017.

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

MAY FINANCIAL REPORT

The Finance Director presented the Financial Report for the month of May 2017.

BUDGET STATUS REPORT

The Finance Director presented the Budget Status Report through May 31, 2017.

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

COMMISSIONERS' COMMENTS

Commissioner Spaulding inquired as to who is responsible for signage on road work performed by private contractors. Managing Director Larry Orcutt responded that it is the Road Commission's responsibility to inform the contractor which signs to put up but each crew is different. The contractors are working in the right-of-way with a permit and have to follow the requirement of obtaining a certificate of liability covering the road commission and utilizing appropriate signing.

PURCHASES

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

Item	PO/Inv	Date	Description	Amount
1	w-574085	6/15/17	Ball Tire, two (2) 425/65R22.5 Tires for Truck #092 at \$672.76 /tire.	\$1,345.52
2	00000896	6/12/17	Tredroc Tire Services, two (2) 315/80R22.5 tires for Truck # 086 at \$533.52 per tire.	\$1,067.04
3	28557b	6/7/17	Truck & Trailer Specialties of Boyne Falls, Inc., parts/materials to Rebuild water pump #386.	\$776.95
TOTAL PURCHASES				\$3,189.51

Motion carried unanimously.

CONTRACT PAYMENTS

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

Item	PO/Inv	Date	Description	Amount
1	1952	6/6/17	Huron Engineering and Surveying, Inc. Construction engineering services for Long Rapids Road project.	\$6,375.00
2	1953	6/6/17	Huron Engineering and Surveying, Inc. Construction engineering services for Hamilton/Wessel Chip Seal project.	\$525.00
3	Est. 1	6/13/17	Fahrner Asphalt Sealers, L.L.C., ay estimate No. 1 for Hamilton / Wessel Road Chip and Fog Seal.	\$157,324.48
TOTAL CONTRACT PAYMENTS				\$164,224.48

Motion carried unanimously.

POLICY CHANGES

Moved by Spaulding, seconded by Heise, to rescind the following previously adopted policies:

<u>POLICY TITLE</u>	<u>DATE ADOPTED</u>	<u>POLICY NUMBER</u>
Charge Interest on Local Road Projects, Extended Payments	September 6, 1988	003
Conditions and Guidelines, Damage, Destruction or Removal of Traffic Control Devices	September 2, 1986	004
County Road Agreements	December 6, 1969	006
County Road Report, Progress Report	May 15, 1973	007
Credit Union Withholdings	April 16, 1974	008
Employees, Temporary Summer	June 3, 1968	010
Employees, Termination of Salaried Personnel	April 16, 1974	011
Equal Employment Opportunity Program	December 17, 1996	012
Flu Shots	October 7, 1967	014
General Electric Cablevision Permits	December 6, 1969	015
Health Care Insurance Continuation, COBRA	November 7, 1989	016
Hiring	January 20, 1970	017
Insurance, No-Fault Liability	June 25, 1985	018
Meeting Schedule	January 3, 1995	020
M.E.S.C., Contribution Payment	November 5, 1974	021
Office Hours	July 14, 1986	022
Payment of Township Billings	January 3, 1985	023
Permit Application, Seismic Testing	December 21, 1987	024
Physician, Designated	June 23, 1987	026
Probationary Period	August 21, 1973	027
Public Roads and Road Right-of-Way	November 18, 1975	029
Reduction of Hours of Work	August 17, 1971	031
Service Charges on Delinquent Bills	Revise back to '82 version	035
Snow, Placing Upon Public Highway	January 2, 1973	038
Soil Erosion	September 17, 1974	040
Stop Signs at Railroad Crossings	January 20, 1970	042
Travel Expense	April 3, 1965	044
Winter Turnaround	March 2, 1971	048
Donation of Sick and/or Vacation Time	November 3, 2008	060

Motion carried unanimously.

Moved by Spaulding, seconded by Heise, to adopt the following policies:

NON BARGAINING UNIT EMPLOYEE FRINGE BENEFIT POLICY

It is the policy of the Road Commission that non bargaining unit employees shall, as a minimum, receive fringe benefits such as vacation, sick leave, health insurance, etc. consistent with bargaining unit employees, unless an employment contract is in place which supersedes the bargaining agreement. The Managing Director may waive terms of use requirements for leaves of absence consistence with the best interest of the Road Commission.

TOWNSHIP PARTNERING

Whenever an agreement is proposed by a township for improvements of a public road as a joint venture, a written agreement shall be signed by a majority of the Township Board and approved at a meeting of the Township before work is performed.

If a Township requests an extended repayment program for reimbursing the Road Commission for the Township share of a road improvement project, and the reimbursement schedule is approved by the Road Commission, the Township shall be charged an annual rate of interest of four percent or the actual cost of bonding, should bonding be required.

Motion carried unanimously.

MDOT ENGINEERING REIMBURSEMENT

Moved by Spaulding, seconded by Heise to request reimbursement from the Michigan Department of Transportation in the amount of \$10,000.00 for payments made during the period of July 1, 2016 through June 30, 2017 to licensed professional engineers employed or retained by this Commission, in accordance with Sec. 12(2) of Act 51, as amended. Motion carried unanimously.

2017 MCRCSIP BOARD OF DIRECTORS ELECTION BALLOT

Moved by Spaulding, seconded by Heise, to vote for the following candidates for the MCRCSIP Board of Directors:

Northern Representatives for three-year terms (2017-2020):

- Alan Cooper, Wexford CRC
- Brian Gutkowski Emmet CRC

At-Large Representative for a Three-year term (2017-2020) and one At-Large Representative for one year remaining term (2017-2018):

- Lester Livermore, Mackinac CRC
- John Rogers, Kalkaska CRC

Motion carried unanimously.

GREEN TOWNSHIP ROAD AGREEMENT

Moved by Spaulding, seconded by Heise, to approve the following Road Agreement with Green Township:

	Township Match	ACRC Match	Others	Total Estimate
<i>2017 Local Road Dust Control Program:</i>	\$13,000	-0-	-0-	\$13,000

Motion carried unanimously.

INDIAN RESERVE ROAD DESIGN ENGINEERING PROPOSAL

Moved by Spaulding, seconded by Heise, to accept the proposal submitted by Huron Engineering & Surveying, Inc., for design engineering services for the 2018 Indian Reserve Road project for a not-to-exceed fee of \$8,200.00. Motion carried unanimously.

COMMISSIONER PAY FOR COMMITTEE MEETINGS

Moved by Spaulding, seconded by Heise, to approve per diem of \$30.00 for ½ day and \$60.00 for a full day, plus mileage for Commissioner Sterns for out-of-town Commissioner Committee meetings. Motion carried unanimously.

NEXT MEETING DATE

The next regular meeting of the County of Alpena Road Commissioners will be held on Wednesday, July 5, 2017 at 3:00 p.m.

BOARD RECESS

The Chairman adjourned the meeting at 3:40 p.m. for recess to address the media.

BOARD RECONVENED

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

ROLL CALL

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

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

CLOSED SESSION

Moved by Spaulding, seconded by Heise, to go into closed session for pending litigation at 3:45 p.m. Motion carried unanimously.

OPEN SESSION

Moved by Spaulding, seconded by Heise, to return to open session at 4:00 p.m. Motion carried unanimously.

ROLL CALL

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

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

ADJOURNMENT

There being no further business to come before the Board, the Chairman declared the meeting adjourned at 4:00 p.m.

Frederick Sterns
Chairman

Julia G. Patterson,
Secretary