

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

December 19, 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.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

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; Ken Lobert, Ossineke Township Supervisor.

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 5, 2017. Motion carried unanimously.

COMMUNICATIONS

- A. Kristian Foondle, Manager of MDOT's Local Grade Crossing Program, a letter dated December 7, 2017, informing the Alpena County Road Commission of the approval of funding for the Werth Road Railroad Crossing project for the 2018 construction project.
- B. Patrick McCarthy, Administrator of the Financial Operations Division of the Department, letter dated December 4, 2017, notice of audit results, State Trunkline Maintenance Contract, for the period of January 1, 2015 through December 31, 2015.

CITIZENS APPEARING BEFORE THE BOARD

Ken Lobert, Ossineke Township Supervisor, appeared before Board to inquire if the 2018 Proposed Budget included extra staffing for extra brush hogging. Mr. Lobert was happy with the job that the Road Commission crew had done in his township and would like to see more of that type of work done.

MANAGING DIRECTOR REPORT

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

- Will meet with MDOT on Thursday, December 21, 2017 for the Grade Inspection on Indian Reserve Road.
- Working on requests for the proposed 2018 Budget.
- Finalizing items in the 2017 Budget.

- New truck driver started this week.

COUNTY ROAD REPORT

The Superintendent presented the County Road Report for the period November 27, 2017 through December 10, 2017.

NOVEMBER FINANCIAL REPORT

The Finance Director presented the Cash/Cash Equivalents Financial Report for the month ended November 30, 2017.

BUDGET STATUS REPORT

The Finance Director presented the Budget Status Report through November 30, 2017, and a projected Budget Status Report through December 31, 2017. A copy of the Proposed 2018 Budget Report was briefly reviewed.

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

COMMISSIONERS' COMMENTS

Commissioner Sterns gave an update on the proposal of CRA having the annual Commissioners Seminar during the same week that the Annual County Road Conference is held in March in Lansing. The commissioners would meet for one day before the annual CRA Conference.

Commissioner Heise commended the Road Commission staff for implementing the green lights on the plow trucks in terms of safety.

PURCHASES

Moved by Spaulding, seconded by Heise, to approve the following purchases in the amount of \$124,572.49:

Item	PO/Inv	Date	Description	Amount
1	45169	12/14/17	Alpena Fire Equipment Sales , annual maintenance service work on 75 fire extinguishers.	\$914.45
2	21847	12/18/17	Corrigan Oil Company, 8,000 gallons diesel fuel at \$2.0426/gallon and 2,700 gallons nolead gas at \$1.7124/gallon.	\$20,964.00
3	241980	12/14/17	Jensen Bridge and Supply Company, 44'x 42" arch culvert for Wolf Creek Road.	\$1,594.56
4	SD8187842	12/11/17	Michigan CAT, fuel gauge sensor repair for #114 Motor Grader.	\$519.48
5	00076663-1	12/31/17	Municipal Employees' Retirement System, (MERS) employer voluntary contribution.	\$100,000.00
6	63215	12/8/17	ServiceMaster Clean, Bi-annual cleaning services.	\$580.00
TOTAL PURCHASES				\$124,572.49

Motion carried unanimously.

CONTRACT PAYMENTS

There were no contract payments.

2018 BUDGET HEARING

Moved by Spaulding, seconded by Heise, to hold a public hearing on Thursday, December 28, 2017, at 1:00 p.m., at the offices of

the Alpena County Road Commission, regarding the proposed 2018 budget. Motion carried unanimously.

**DESIGNATION OF CHIEF
ADMINISTRATIVE OFFICER AND FISCAL OFFICER**

Moved by Spaulding, seconded by Heise, to designate Larry Orcutt, Managing Director, as Chief Administrative Officer and Julia Patterson, Finance Director, as Fiscal Officer for 2018. Motion carried unanimously.

**DISTRIBUTIVE ITEM BUDGET ALLOWANCE TRANSFER
AND AUTHORIZATION FOR BUDGET LINE ITEM TRANSFER**

Moved by Spaulding, seconded by Heise, that authorization be approved for the expenditure amounts in the General Appropriations Act for Distributive Expense to be allocated to the various other expenditure line items in the same proportion as the allocation of actual Distributive Expense at year end and that the Chief Administrative Officer be authorized to transfer up to 25% of a Budget line item amount approved in the General Appropriations Act to another line item without prior approval, but subject to approval of the Board of County Road Commissioners after the transfer. Motion carried unanimously.

ORGANIZATIONAL MEETING

Moved by Spaulding, seconded by Heise, to set the organizational meeting of the Board of County Road Commissioners for Alpena County for 3:00 p.m., Tuesday, January 2, 2018, at the offices of the Alpena County Road Commission. Motion carried unanimously.

NEXT MEETING DATE

The next meeting of the Board of County Road Commissioners for Alpena County will be at 1:00 p.m., Thursday, December 28, 2017, for a public hearing on the proposed 2018 budget, approving purchases and contract payments, amending the 2017 budget and adopting the 2018 budget.

ADJOURNMENT

There being no further business to come before the Board, the Chairman declared the meeting adjourned at 3:35 p.m.

Frederick Sterns,
Chairman

Julia G. Patterson,
Board Secretary