

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

January 3, 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 Vice-Chairman, Fred Sterns, at 3:00 p.m.

**ROLL CALL**

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

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

Others present: Ken Lobert, Ossineke Township Supervisor; Gerald Leschinger, Township Trustee.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**AGENDA**

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

**MINUTES**

Moved by Heise, seconded by Spaulding, to approve the minutes of the regular meeting of December 13, 2016, and the special meeting of December 29, 2016. Motion carried unanimously.

**COMMUNICATIONS**

Richard Tyrer, North Region Maintenance Superintendent, Department of Transportation, letter dated December 20, 2016, notice of audit results, State Trunkline Maintenance Contract, for the period of January 1, 2014, through December 31, 2014.

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

**CITIZENS APPEARING BEFORE THE BOARD**

Lois Hall, 2553 Hobbs Drive, appeared before the Board to express her appreciation for the improved maintenance on the Hamilton Road Natural Beauty Road. She also questioned if Werth Road Bridge was in the 2017 Budget. Mr. Orcutt, Managing Director responded that it is planned for 2019 but design and engineering are included in 2017 Budget.

**MANAGING DIRECTOR REPORT**

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

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- Met with R.S. Scott Associates to review the bridge inspections list of work items. Budgeting \$25,000 each for the Primary and Local system to do maintenance on the bridges in Alpena County. Proposals will be drafted up by R.S. Associates to get bids submitted to get the bridges repaired. Ossineke Road Bridge is the only weight restricted bridge.
- A grade inspection meeting for Long Rapids Road, M-65 to Collins Road was held on December 13<sup>th</sup>. Project was submitted to MDOT and should be in the March bid letting.
- In the process of hiring one full-time truck driver and one temporary truck driver. Waiting for pre-employment test results to come back before offering the positions.
- Have met with the owners of Thunder Bay Concrete regarding their request to change a portion of Werth Road, from Spruce Road, west approximately one mile, to allow unrestricted truck traffic all year long. An update will be on the agenda for the next regular Board meeting.

**COMMISSIONERS' COMMENTS**

There were no Commissioner's Comments.

**COUNTY ROAD REPORT**

The Superintendent presented the County Road Report for the period December 5, 2016, through December 25, 2016.

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

**DECEMBER 2016 BILLS**

Moved by Heise, seconded by Spaulding, to approve the December 2016 bills in the amount of \$587,776.43. Motion carried unanimously.

**PURCHASES**

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

**10B PURCHASES**

| Item | PO/Inv | Date     | Description   | Amount             |
|------|--------|----------|---|--------------------|
| 1    | 12352  | 12/29/16 | Creative Benefits & Insurance Solutions, underground storage tank insurance renewal for 2017. | \$5,786.13         |
| 2    |        | 12/31/16 | Municipal Employees' Retirement System, employer voluntary contribution.                      | \$50,000.00        |
|      |        |          | <b>TOTAL PURCHASES</b>  | <b>\$55,786.13</b> |

Motion carried unanimously.

**CONTRACT PAYMENTS**

There were no Contract Payments for approval.

**BOARD RECESS**

The Vice-Chairman adjourned the meeting at 3:30 p.m. for recess.

**BOARD RECONVENED**

Board Secretary, Julia Patterson, reconvened the meeting at 3:31 p.m.

**ROLL CALL**

Present: Commissioners Heise, Spaulding, and Sterns.  
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 2017. 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 2017. There being no further nominations, a unanimous vote was cast in favor of Mr. Heise.

The Board Secretary turned the meeting over to the 2017 Chairman, Fred Sterns.

**STAFF APPOINTMENTS**

**A. MANAGING DIRECTOR:**

Moved by Spaulding, seconded by Heise, that Larry Orcutt be appointed as Managing Director for 2017. Motion carried unanimously.

**B. BOARD SECRETARY:**

Moved by Heise, seconded by Spaulding, that Julia G. Patterson be appointed as Board Secretary for 2017. Motion carried unanimously.

**C. LEGAL COUNSEL:**

Moved by Heise, seconded by Spaulding, that the law firm of Gillard, Bauer, Mazrum, Florip, Smigelski & Gulden be retained as the Alpena County Road Commission's Attorneys for 2017. Motion carried unanimously.

**SET MEETING DATE, TIME AND PLACE**

Moved by Heise, seconded by Spaulding, that the regular meetings of the Board of County Road Commissioners of Alpena County for 2017 be held on the first and third Tuesday of each month at 3:00 p.m., in the lower level conference room at the Road Commission offices located at 1400 North Bagley Street, Alpena, Michigan. Motion carried unanimously.

Commissioner Heise suggested stating the reason in the minutes for meetings that are cancelled or rescheduled

**CHECKING ACCOUNT DEPOSITORY**

Moved by Heise, seconded by Spaulding, to designate First Merit Bank as the checking account depository for the General Road Fund, Payroll Account and Accounts Payable Account for 2017. Also, First Merit Bank, PNC Bank, First Federal, and Chemical Bank, or any other FDIC insured institution maintaining an office

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in the County that is authorized by statute, be designated as depositories for County Road Funds. Motion carried unanimously.

**CHECK SIGNATURE AUTHORIZATION**

Moved by Heise, seconded by Spaulding, 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 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, 2017, to December 31, 2017. 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 67 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 \$215.00 per hour, plus out-of-pocket expenses. Motion carried unanimously.

**AUDIT ENGAGEMENT LETTER  
FOR THE YEAR ENDED DECEMBER 31, 2016**

Moved by Heise, seconded by Spaulding, to authorize the Managing Director, Larry Orcutt, to sign the audit engagement letter with Susan D. Sanford, CPA PLLC, to perform an audit of the financial statements of the Alpena County Road Commission for the year ended December 31, 2016 upon the recommendation pursuant to review by Mr. Mazrum, Road Commission Attorney. Motion carried unanimously.

**PROPOSAL FOR CARR/POSEN ROAD RECONSTRUCTION ENGINEERING**

Moved by Heise, seconded by Spaulding, to accept the proposal submitted by Huron Engineering and Surveying, Inc., to perform survey and design engineering services for the Carr Road, between Leer and Posen Roads and from Posen Road North to end of existing pavement, reconstruction project for an estimated cost of \$12,685, with a not-to-exceed fee of \$13,950. Motion carried unanimously.

**COMMENDATIONS**

**DARREL A. SPRAGG**

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

**WHEREAS**, Darrel A. Spragg served on the Board of County Road Commissioners of Alpena County, Michigan, from January 1, 1991, to July 31, 1995 and January 1, 1999 to December 31, 2016, and

**WHEREAS**, he pursued his role as a Road Commissioner with diligence and dedication fitting with the best traditions of public service, and

**WHEREAS**, Mr. Spragg was sensitive to the needs of the community and conscientious in the performance of his duties as Commissioner,

**WHEREAS**, he has been a regular advocate of sound fiscal and operational management of the Road Commission and the allocation of available resources so as to provide the greatest benefit to the greatest number of motorists,

**NOW THEREFORE BE IT RESOLVED** that the Board of County Road Commissioners of Alpena County, Michigan, does hereby gratefully commend Mr. Spragg for his years of admirable public service on the Board of County Road Commissioners and his pursuit of excellence in service to the motoring public and the citizens of Alpena County and wish him good health and much happiness in his future endeavors.

**DARWIN G. GRABOW**

**WHEREAS**, Darwin G. Grabow has rendered outstanding service to the citizens of Alpena County and the motoring public with distinction as a valuable member of the Alpena County Road Commission team, we know his presence will be missed and

**WHEREAS**, Mr. Grabow retired on December 17, 2016, after thirty years and seven months of dedicated service with the Road Commission as a Truck Driver; and

**WHEREAS**, he was a dedicated member of the Alpena County Road Commission Safety Committee which contributed to monitoring a safe working environment for Road Commission operations; and

**WHEREAS**, his conscientious effort in his position as Sign person was a benefit to the Road Commission and the safety of the motoring public, and

**WHEREAS**, he consistently demonstrated his commitment to his work and his diligence in the performance of his duties in providing the high level of service that the community expects from their public servants; and

**NOW THEREFORE BE IT RESOLVED** that the Board of County Road Commissioners of Alpena County, Michigan, does hereby make public acknowledgement of their deep appreciation and gratitude for his faithful service and wish him good health and much happiness during his retirement years.

Motion carried unanimously.

**NEXT MEETING DATE**

The next regularly scheduled meeting of the Board will be 3:00 p.m., Tuesday, January 17, 2017.

**ADJOURNMENT**

There being no further business to come before the Board, the Chairman declared the meeting adjourned at 4:11 p.m.

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Fred G. Sterns, Chairman

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Julia G. Patterson,  
Board Secretary