

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

January 6, 2015

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, Darrel A. Spragg, at 3:00 p.m.

**ROLL CALL**

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

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

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**AGENDA**

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

**MINUTES**

Moved by Sterns, seconded by Heise, to approve the minutes of the regular meeting of December 16, 2014, and the special meeting of December 31, 2014. Motion carried unanimously.

**MANAGING DIRECTOR REPORT**

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

- Nicholson Hill Road Resurfacing Project, from Spruce Road to Bushey Road, is being reviewed by MDOT and may still make an April 2015 bid letting.
- The Road Commission yard entrance gate has been installed but is not yet operational.
- Bids for furnishing annual material requirements will be advertised for a February bid opening. Anticipate advertising at a later date for production of gravel at Rayburn and Flanders pits.
- Preparing bid information for equipment purchases included in 2015 budget.
- Mr. Orcutt will be attending the County Road Association of Michigan General Policy Committee meeting in Lansing January 21.

**COUNTY ROAD REPORT**

The Superintendent presented the County Road Report for the period December 8, 2014, through December 28, 2014.

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

**DECEMBER 2014 BILLS**

Moved by Sterns, seconded by Heise, to approve the December 2014 bills in the amount of \$331,670.97. Motion carried unanimously.

**PURCHASES**

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

<u>Item</u>	<u>PO/Inv.</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
1	409715	12/30/14	Elmer's Crane and Dozer, Inc., 173.33 tons 23A road gravel @ \$4.25/ton.	\$ 736.68
2	409761	12/31/14	Elmer's Crane and Dozer, Inc., 283.25 tons 23A road gravel @ \$4.25/ton.	\$ 1,203.85
3	1190909	01/02/15	Valley Truck Parts, clutch assembly for Truck No. 86.	\$ 513.93
4	84300	12/26/14	Zaremba Equipment, muffler for Truck No. 86.	\$ 920.65
<b><i>Total Purchases:</i></b>				<b><u>\$ 3,375.11</u></b>

Motion carried unanimously.

**CONTRACT PAYMENTS**

There were no Contract Payments for approval.

**BOARD RECESS**

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

**BOARD RECONVENED**

Board Secretary, Susan Crowell, reconvened the meeting at 3:30 p.m.

**ROLL CALL**

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

The first order of business was the election of officers.

**CHAIRMAN**

Moved by Sterns, seconded by Heise, that Darrel A. Spragg be nominated as Chairman of the Board for 2015. There being no further nominations, a unanimous vote was cast in favor of Mr. Spragg.

The Board Secretary turned the meeting over to the 2015 Chairman, Darrel A. Spragg.

**VICE-CHAIRMAN**

Moved by Heise, seconded by Spragg, that Fred Sterns be nominated as Vice-Chairman of the Board for 2015. There being no further nominations, a unanimous vote was cast in favor of Mr. Sterns.

**STAFF APPOINTMENTS**

**A. MANAGING DIRECTOR:**

Moved by Sterns, seconded by Heise, that Larry Orcutt be appointed as Managing Director for 2015. Motion carried.

**B. BOARD SECRETARY:**

Moved by Sterns, seconded by Heise, that Susan D. Crowell be appointed as Board Secretary for 2015. Motion carried unanimously.

**C. LEGAL COUNSEL:**

Moved by Sterns, 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 2015. Motion carried unanimously.

**SET MEETING DATE, TIME AND PLACE**

Moved by Sterns, seconded by Heise, that the regular meetings of the Board of County Road Commissioners of Alpena County for 2015 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.

**MEETING DATE CHANGES**

Moved by Sterns, seconded by Heise, to make the following changes to the regular meeting schedule of the Board of County Road Commissioners of Alpena County for January and February, 2015:

Tuesday, 3:00 p.m., January 20, 2015—**Cancelled**  
**Tuesday, 3:00 p.m., January 27, 2015—Regular Meeting**  
Tuesday, 3:00 p.m., February 3, 2015—**Cancelled**  
Tuesday, 3:00 p.m., February 17, 2015—**Cancelled**  
**Tuesday, 3:00 p.m., February 24, 2015—Regular Meeting**

Motion carried unanimously.

**CHECKING ACCOUNT DEPOSITORY**

Moved by Sterns, seconded by Heise, to designate First Merit Bank as the checking account depository for the General Road Fund, Payroll Account and Accounts Payable Account for 2015. Also, First Merit Bank, PNC Bank, First Federal, Chemical Bank and Bank of Alpena, or any other FDIC insured institution 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**

Moved by Sterns, seconded by Heise, that Julia G. Patterson, Finance Director, Larry Orcutt, Managing Director, and Susan D. Crowell, Administrative Assistant/Board Secretary 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 Sterns, seconded by Spragg, 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, 2015, to December 31, 2015. 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.

**COMMENDATION**

**W. NEIL MACARTHUR**

Moved by Sterns, seconded by Heise, to adopt the following resolution:

**WHEREAS**, W. Neil MacArthur served on the Board of County Road Commissioners of Alpena County, Michigan, from January 1, 2009, to December 31, 2014, 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. MacArthur 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. MacArthur 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.

Resolution adopted unanimously.

**COMMENDATION**  
**JOHN F. TINKER**

Moved by Sterns, seconded by Heise, to adopt the following resolution:

**WHEREAS**, John F. Tinker has honorably served the citizens of Alpena County and the motoring public with distinction as an employee of the Alpena County Road Commission; and

**WHEREAS**, Mr. Tinker retired on January 2, 2015, after ten years of dedicated service with the Road Commission as a Truck Driver; 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.

Resolution adopted unanimously.

**NEXT MEETING DATE**

The next regularly scheduled meeting of the Board will be 3:00 p.m., Tuesday, January 27, 2015.

**ADJOURNMENT**

There being no further business to come before the Board, the Chairman declared the meeting adjourned at 3:45 p.m.

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Darrel A. Spragg, Chairman

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Susan D. Crowell,  
Board Secretary