

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

December 1, 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 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; Julia Patterson, Finance Director; Curt Gonyea, Superintendent; Jim Mazrum, Road Commission Attorney; and Susan Crowell, Board Secretary.

Others present: Ken Lobert, Ossineke Township Supervisor.

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 November 3, 2015, and the special workshop session of November 24, 2015. Motion carried unanimously.

COMMUNICATIONS

- A. Tina Van Dette, 12300 Wolf Creek Road, letter dated November 17, 2015, including letter to Representative Peter Pettalia regarding Wolf Creek Road.
- B. Edward A. Timpf, Administrator, Financial Operations Division, Michigan Department of Transportation, letter dated November 17, 2015, regarding new transportation revenue package passed by the Legislature.
- C. Paul Rogers, Plant Manager, Lafarge North America Inc., Alpena Plant, letter dated November 23, 2015, regarding safety at the intersection of Hamilton Road and Wessel Road.

Managing Director Larry Orcutt reported that the accident history at this location indicates there have been three accidents within the past ten years. He noted that additional signage may be beneficial and proposes to meet with the Lafarge representatives and the local MDOT Traffic and Safety Engineer to discuss safety improvements to consider at the intersection.

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

CITIZENS APPEARING BEFORE THE BOARD

Ken Lobert, Ossineke Township Supervisor, thanked the Board for participating in the Scott Road resurfacing project.

MANAGING DIRECTOR REPORT

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

- A new truck driver has been hired. After assigning the new employee to a route, two snowplow beats will remain unassigned. Discussion was held regarding hiring additional drivers and maintaining the budget.
- The Alpena County Road Commission has an opportunity to obtain an employee through the Workforce Investment Act. The Road Commission has participated in the federal program in the past with the employee's wages being provided by the federal government.
- Project information has been submitted to MDOT for processing for Werth Road and Nicholson Hill Road projects. Anticipate an April 2016 bid letting.
- Scott Road resurfacing project is complete.
- Michigan County Road Commission Self-Insurance Pool has scheduled a liability insurance loss control visit on December 16. An employee training session is also scheduled for that day, weather permitting.
- Monaghan Point Road tree clearing is complete.
- Managing Director Larry Orcutt appeared on WBKB-TV's "Insights" program to discuss winter maintenance along with representatives from the City of Alpena and Alpena Public Schools Bus Garage.

COUNTY ROAD REPORT

The Superintendent presented the County Road Report for the period October 26, 2015, through November 22, 2015.

OCTOBER FINANCIAL REPORT

The Finance Director presented the Cash/Cash Equivalents Financial Report for the month ended October 31, 2015.

BUDGET STATUS REPORT

The Finance Director presented the Budget Status Report through October 31, 2015, and a projected Budget Status Report through December 31, 2015.

DRAFT 2016 BUDGET

The Finance Director provided a draft 2016 budget for review by the Board which included adjustments made following the workshop session held on November 24, 2015.

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

COMMISSIONERS' COMMENTS

There were no Commissioners' comments.

NOVEMBER BILLS

Moved by Sterns, seconded by Heise, to approve the November bills in the amount of \$554,406.13. 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	48351	11/24/15	Alpena Diesel Service, repair coolant leak in Truck No. 88.	\$ 668.72
2		11/10/15	Alpena Mobile Sandblasting, sandblast and paint plow frame and bumper on Truck No. 95.	\$ 547.00
3	PO21767	11/11/15	Alpena Oil Company, 2696 gals. no-lead gasoline @ \$1.6325/gal.	\$ 4,401.22
4	27034398	11/11/15	Belle Tire, (3) tires for inventory.	\$ 625.00
5	434333	11/11/15	Elmer's Crane & Dozer, 222.20 tons 23A gravel @ \$4.30/ton.	\$ 955.49
6	434407	11/12/15	Elmer's Crane & Dozer, 443.37 tons 23A gravel @ \$4.30/ton.	\$ 1,906.53
7	434485	11/13/15	Elmer's Crane & Dozer, 155.56 tons 23A gravel @ \$4.30/ton.	\$ 668.92
8	822153	11/24/15	Elmer's Crane & Dozer, 2020.36 tons 23A tailgate spread gravel @ \$8.64/ton.	\$17,455.91
9	24402	11/24/15	Everett Goodrich Trucking Inc., 11.72 tons cold patch CP-7 @ \$93.00/ton.	\$ 1,089.96
10	356814	11/25/15	Meekhof Tire Sales & Service, (4) tires for CAT Graders No. 114 and 116.	\$ 5,540.00
11	10150	11/06/15	Northern Energy, Inc., 230 gals. 15W40 @ \$6.25/gal. and 80 gals. hydraulic oil @ \$4.59/gal.	\$ 1,804.70
12	206621	10/27/15	Snodpot, Navistar SS air tank for Truck No. 81.	\$ 550.00

<u>Item</u>	<u>PO/Inv.</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
13	72001	11/03/15	Weinkauf Plumbing & Heating, repair leaking piping.	\$ 5,692.91
Total Purchases:				<u>\$41,906.36</u>

Motion carried unanimously.

CONTRACT PAYMENTS

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

<u>Item</u>	<u>PO/Inv.</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
1	AF382580	11/9/15	Michigan Dept. of Transportation, final settlement payment for Werth Road resurfacing project, Hubbard Lake Road to Spruce Road.	\$ 736.86
2	AP382627	11/10/15	Michigan Dept. of Transportation, local progress billing No. 3 for Nicholson Hill Road resurfacing project.	\$ 9,939.87
Total Contract Payments:				<u>\$ 10,676.73</u>

Motion carried unanimously.

FEDERAL AID PROJECTS UPDATE

Managing Director Larry Orcutt provided an updated spreadsheet to the Board showing the projects and funding approved by the Region 9 Rural Task Force at their meeting November 6, 2015. Mr. Orcutt noted that he traded TEDF-D funds with Oscoda County and Presque Isle County for STP funds to be used to fund 2016 and 2017 projects. He also reported that due to drastic reductions in funding, the proposed STP projects for 2018 through 2020 are not totally funded to reconstruct the segments identified. The 2018-2020 projects will need to be revised or supplemented with other funding.

AUDIT ENGAGEMENT LETTER
FOR THE YEAR ENDED DECEMBER 31, 2015

Moved by Sterns, seconded by Heise, to authorize the Managing Director, Larry Orcutt, to sign the audit engagement letter with Stewart, Beauvais & Whipple P.C. to perform an audit of the financial statements of the Alpena County Road Commission for the year ended December 31, 2015. Motion carried unanimously.

GASB NO. 45 ALTERNATIVE METHOD
TO DETERMINE OTHER POSTEMPLOYMENT BENEFITS

Moved by Sterns, seconded by Heise, to accept the proposal submitted by Stewart, Beauvais & Whipple P.C. to perform the alternative method valuation to determine the cost and liabilities for postemployment benefits other than pensions per GASB No. 45, at an estimated cost of \$1,250.00. Motion carried unanimously.

**CERTIFIED INSURANCE APPRAISAL
FOR ALPENA COUNTY ROAD COMMISSION CONTENTS**

Moved by Sterns, seconded by Heise, to accept the proposal submitted by Deyo/Stone Associates, Inc., to prepare a complete detailed Certified Insurance Appraisal of Alpena County Road Commission contents at a fee of \$1,900.00. Motion carried unanimously.

SOIL BORING PROPOSAL

Moved by Sterns, seconded by Heise, to accept the proposal submitted by R. S. Scott Associates, Inc., to perform soil borings at various locations on Alpena County roads at a total cost of \$7100.00. Motion carried unanimously.

NEXT MEETING DATE

The next regular meeting of the Board of County Road Commissioners for Alpena County will be held at 3:00 p.m., Tuesday, December 15, 2015.

ADJOURNMENT

There being no further business to come before the Board, the Chairman declared the meeting adjourned at 4:20 p.m.

Darrel A. Spragg
Chairman

Susan D. Crowell,
Board Secretary