

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

January 7, 2025

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, Gerald Lucas, at 3:00 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL

Present: Commissioners Lucas, MacArthur, and Spaulding.
Absent: None.

Staff present: Ryan Brege, Managing Director; John Bygden, Superintendent; Julia Patterson, Finance Director/Board Secretary.

Others Present: Dan Florip, Road Commission Attorney; Rebecca Rivard of Huron Engineering and Surveying; Bill LaHaie, County Commissioner.

AGENDA

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

MINUTES

Moved by MacArthur, seconded by Spaulding, to approve the minutes of the regular meeting of December 3, 2024, and the Budget meeting of December 30, 2024. Motion carried unanimously.

COMMUNICATIONS

There were no communications.

CITIZENS APPEARING BEFORE THE BOARD/PUBLIC COMMENT

There were no citizens appearing before the Board.

MANAGING DIRECTOR REPORT

Managing Director Ryan Brege reported the following:

- Working on final plans for the Long Rapids Road Bridge over North Branch of the Thunder Bay River.
- Lake Winyah Road is complete on all but slope restoration.
- Continuing to work on the Third Street/Tamarack Road plans with an update in progress.
- Final plans are complete on the Wolf Creek Road resurfacing project. Should be in the March bid letting.
- Held interviews for truck drivers with one starting work at the Road Commission on Monday, January 6th. Interviewing another applicant on Wednesday.
- Worked on the 2025 Budget.

COUNTY ROAD REPORT

The Superintendent presented the Board with an update on the County Roads.

NOVEMBER FINANCIAL REPORT

The Finance Director presented the Cash/Cash Equivalents Financial Report for the month ended November 30, 2024.

DECEMBER FINANCIAL REPORT

The Finance Director presented the Cash/Cash Equivalents Financial Report for the month ended December 31, 2024.

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

DECEMBER BILLS

Moved by MacArthur, seconded by Spaulding, to approve the December 2024 bills in the amount of \$1,050,613.11. Motion carried unanimously.

PURCHASES

Moved by Spaulding, seconded by MacArthur, to approve the following purchases in the amount of \$327,168.42:

1	P.O. 139	1/2/25	Crystal Flash, 2,500 gallons of nolead gas at \$2.234 per gallon.	\$5,585.99
2	IN-007426	12/10/24	Forward Distributing, 2,799 gallons of nolead gas at \$2.0685 per gallon.	\$5,789.74
3	1949	12/6/24	Frost Solutions LLC., mini weather station annual subscription to be split with MDOT.	\$3,000.00
4	HP60294	11/27/24	Ginop Sales Inc., skid steer rental for tree removal for Ossineke Township project and MDOT projects.	\$2,900.00
5	00162028-1	12/05/24	MERS, Voluntary Contribution to Defined Benefit Retirement	\$200,000.00
6	334785	12/27/24	Scotland Oil Co., 11,998 gallons winter blend diesel fuel at \$2.27 per gallon.	\$27,235.46
7	BJ0002681-1	12/13/24	Truck & Trailer Specialties, equipment package for Truck #064 (Equipment only, no labor)	\$82,657.23
TOTAL PURCHASES				\$327,168.42

Motion carried unanimously.

CONTRACT PAYMENTS

There were no contract payments.

COMMISSIONERS COMMENTS

Commissioner Spaulding commented that he is very pleased with the Road Commission fund balance and in a good position for the upcoming year. Mr. Spaulding would like to have an account reserved for road equipment only. He would like for the staff to be able to buy equipment as needed from this fund and not have to budget an amount each year in the annual budget.

BOARD RECESS

The Chairman adjourned the meeting at 3:26 p.m. for recess.

BOARD RECONVENED

Board Secretary Julia Patterson, reconvened the meeting at 3:27 p.m.

ROLL CALL

Present: Commissioners Lucas, MacArthur, and Spaulding.
Absent: None.

The first order of business was the election of officers.

CHAIRMAN

Moved by Spaulding, seconded by Lucas, to nominate Gerry MacArthur as Chairman of the Board for 2025. There being no further nominations, a unanimous vote was cast in favor of Mr. MacArthur.

VICE-CHAIRMAN

Moved by Lucas, seconded by MacArthur, that Thomas Spaulding be nominated as Vice-Chairman of the Board for 2025. There being no further nominations, a unanimous vote was cast in favor of Mr. Spaulding.

The Board Secretary turned the meeting over to the 2025 Chairman, Gerry MacArthur.

STAFF APPOINTMENTS

A. MANAGING DIRECTOR:

Moved by Lucas, seconded by Spaulding, Ryan Brege be appointed as Managing Director for 2025. Motion carried unanimously.

B. BOARD SECRETARY:

Moved by Spaulding, seconded by Lucas, that Julia Patterson be appointed as Board Secretary for 2025. Motion carried unanimously.

C. LEGAL COUNSEL:

Moved by Lucas, seconded by Spaulding, that the law firm of Bauer, Florip, & Wojda PLC be retained as the Alpena County Road Commission's Attorneys for 2025. Motion carried unanimously.

SET REGULAR MEETING TIME, DATES AND PLACE FOR 2025

Moved by Spaulding, seconded by Lucas, that the regular meetings of the Board of County Road Commissioners of Alpena County for 2025 be held on the first Tuesday of each month at 3:00 p.m. unless a second meeting is needed, in the lower-level conference room at the Road Commission offices. Motion carried unanimously.

CHECKING ACCOUNT DEPOSITORY

Moved by Spaulding, seconded by Lucas, to designate Huntington Bank as the checking account depository for the General Road Fund, Payroll Account, and Accounts Payable Account for 2025. Also, Huntington Bank, PNC Bank, Nicolet, or any other Federal Deposit Insurance Corporation or a savings and loan association which is a member of the Federal Savings and Loan Insurance Corporation or a credit union which is insured by the National Credit Union Administration 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 Lucas, seconded by Spaulding, that Ryan Brege, Managing Director, and Julia Patterson, Finance Director/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 Spaulding, seconded by Lucas, to authorize the Chairman and Board Secretary to sign the annual Retainer Agreement, with the law firm of Bauer, Florip, and Wojda PLC, for one year, from January 1, 2025, to December 31, 2025. The annual retainer fee of \$15,600 per year, payable monthly as the same accrues, at the rate of \$1,300 per month. Retained services in excess of 70 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 \$225.00 per hour, plus out-of-pocket expenses. Motion carried unanimously.

NEXT MEETING DATE

The next regular meeting of the Alpena County Road Commissioners will be held on Tuesday, February 4, 2025, at 3:00 p.m. in the lower level of the Alpena County Road Commission.

There being no further business to come before the Board, the Chairman declared the meeting adjourned at 3:38 p.m.

Gerry MacArthur, Chairman

Julia G. Patterson,
Board Secretary