

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

October 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, Gerry MacArthur, at 3:00 p.m.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**ROLL CALL**

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

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

Others Present: Dan Florip, Road Commission Attorney; Bill LaHaie and John Kozlowski, Alpena County Commissioners; Becky Rivard, Huron Engineering and Surveying.

**AGENDA**

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

**MINUTES**

Moved by Spaulding, seconded by Lucas, to approve the minutes of the regular meeting of September 2, 2025. Motion carried unanimously.

**COMMUNICATIONS**

A memo from Joyce Porter, CRASIF Administrator & CEO, announcing the "Goose Egg Award" for the Alpena County Road Commission employees.

**APPEARING BEFORE THE BOARD/PUBLIC COMMENT**

**Gary Goren, 109 Glenridge**, appeared before the Board to suggest that the public be included in process for future road projects. Mr. Goren also gave positive feedback of Managing Director Ryan Brege.

**Amy Matuzak, 11096 Beaver Lake Road**, appeared before the Board to inquire about the extra road funding that was passed in the Senate and how it could benefit Beaver Lake Road. Also, Ms. Matuzak stated Ossineke Township would be willing to contribute \$300,000 towards the paving of those three miles of Beaver Lake Road.

### **MANAGING DIRECTOR REPORT**

Managing Director Ryan Brege reported the following:

- Long Rapids Road Bridge over North Branch of the Thunder Bay River is continuing on schedule with an open to traffic date of November 14<sup>th</sup>.
- Continuing to work on future projects.
- Projected \$2.212 million dollars with the passing of House Bill #4961.
- Plans for Small Urban Task Force for 2028 is to resurface Third Street, from the traffic signal to Barrington Circle. Charter Township of Alpena Supervisor Abby Kasubowski has verbally agreed to providing the match of approximately \$105,000. The Road Commission does not construct sidewalks, but the Township could add to the project with their match.
- Gave a presentation at the Commissioners' Conference regarding the ice storm.
- Applied for an extension for the FEMA program for the ice storm expenses.
- Shop beams were sandblasted and painted but discovered more damage that will need to be repaired.

### **COUNTY ROAD REPORT**

Road Superintendent John Bygden presented the Board with an update on the County Roads.

### **AUGUST FINANCIAL REPORT**

The Finance Director presented the Cash/Cash Equivalents Financial Report for the month ending August 31, 2025.

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

### **SEPTEMBER BILLS**

Moved by Spaulding, seconded by Lucas, to approve the September 2025 bills in the amount of \$955,885.87. Motion carried unanimously.

### **TANDEM TRUCK PURCHASE**

On March 5, 2025, a purchase order was sent to Zaremba Equipment for the purchase of a 2026 International HX 520 for a total bid price of \$161,718.00, including the extended warranty of \$4,175.00. An invoice was received from Zaremba Equipment on September 2, 2025, with additional \$3,200.00 steel surcharge. Staff was directed to review the bid document submitted by Zaremba Equipment for language regarding tariff charges. Moved by Spaulding, seconded by Lucas, to refuse the truck if the \$3,200.00 is not removed from the invoice. Motion carried unanimously.

### **PURCHASES**

Moved by Lucas, seconded by Spaulding, to approve the following purchases in the amount of \$710,718.27 (excluding the \$164,918.00 invoice for Zaremba Equipment).

| Item            | PO/Inv.            | Date     | Description                                                                                               | Amount                  |
|-----------------|--------------------|----------|-----------------------------------------------------------------------------------------------------------|-------------------------|
| 1               | 1543556            | 9/25/25  | Compass Minerals, 639.28 tons of salt at \$66.83 per ton<br>for County roads.                             | \$42,723.06             |
| 2               | 1544116            | 09/26/25 | Compass Minerals, 837.1 tons of salt at \$66.83 per ton<br>for County roads.                              | \$55,943.39             |
| 3               | 1544300            | 9/27/25  | Compass Minerals, 50.94 tons of salt at \$66.83 per ton<br>for County roads.                              | \$3,404.32              |
| 4               | PO 166             | 9/15/25  | Forward Distributing, 2,800 gallons of nolead gas at<br>\$2.2139 per gallon.                              | \$6,198.92              |
| 5               | 25230004           | 10/01/25 | County Road Association of Michigan, CRA Road Agency<br>Service Charges and NACE Membership.              | \$12,172.29             |
| 6               | 2347               | 9/30/25  | MEC Underground Solutions LLC, Clean, camera and line<br>multiple cross culverts for State Trunkline TWA. | \$379,305.00            |
| 7               | 184240             | 9/03/25  | Michigan Paving Materials, 11,174.10 gallons of CQSEA at<br>\$1.8988 per gallon for seal coat projects.   | \$21,217.67             |
| 8               | 184344             | 9/9/25   | Michigan Paving Materials, 3,849.62 gallons of CQSEA at<br>\$2.088 per gallon for seal coat projects.     | \$8,037.44              |
| 9               | 2025-ACRC-<br>0100 | 9/18/25  | Mobile Blast Man, sand blast and paint shop beams. (budget)                                               | \$10,880.00             |
| 10              | 878169             | 9/19/25  | Team Elmer's, 4,874.40 tons 23A road gravel at \$13.95 per<br>ton for tailgate spread.                    | \$67,997.88             |
| 11              | 770794             | 9/24/25  | Team Elmer's, 645.57 tons 23A road gravel at \$9.00 per<br>ton for county roads.                          | \$5,810.13              |
| 12              | 878057             | 9/12/25  | Team Elmer's, 2,704.78 tons 23A road gravel at \$13.95 per<br>ton for tailgate spread.                    | \$37,731.68             |
| 13              | 770563             | 9/23/25  | Team Elmer's, 1639.01 tons 23A road gravel at \$9.00 per<br>ton for county roads.                         | \$14,751.09             |
| 14              | 772461             | 10/3/25  | Team Elmer's, 527.60 tons 23A road gravel at \$9.00 per<br>ton for county roads.                          | \$4,748.40              |
| 15              | 2581               | 9/12/25  | Thunder Bay Tree Service, herbicide for primary roads.                                                    | \$39,797.00             |
| 16              | 3053               | 9/2/25   | <del>Zaremba Equipment, 2026 International HX 520 Tandem<br/>Truck.</del>                                 | <del>\$164,918.00</del> |
| TOTAL PURCHASES |                    |          |                                                                                                           | \$875,636.27            |
|                 |                    |          |                                                                                                           | \$710,718.27            |

Motion carried unanimously.

CONTRACT PAYMENTS

Moved by Spaulding, seconded by Lucas, to approve the following contract payments in the amount of \$168,454.01:

| 9D. CONTRACT PAYMENTS |          |         |                                                                                           |             |
|-----------------------|----------|---------|-------------------------------------------------------------------------------------------|-------------|
| Item                  | PO/Inv   | Date    | Description                                                                               | Amount      |
| 1                     | 8005     | 8/20/25 | Huron Engineering and Surveying Co., engineering services<br>for Wolf Creek Road project. | \$2,757.50  |
| 2                     | 3115     | 9/25/25 | L.S. Engineering, Inc., construction engineering services<br>for Long Rapids Road bridge. | \$23,967.50 |
| 3                     | 09042025 | 9/4/25  | Michigan Department of Transportation, Progress                                           |             |

|                                |          |        |                                                                                             |                     |
|--------------------------------|----------|--------|---------------------------------------------------------------------------------------------|---------------------|
|                                |          |        | Billing #3 for Wolf Creek Road resurfacing project.                                         | \$28,202.11         |
| 4                              | alp-2501 | 8/4/25 | Michigan Pavement Markings, LLC. Pavement markings for<br>County roads.                     | \$73,597.40         |
| 5                              | 11096    | 9/3/25 | Prime Results LLC, 15.81 miles of crack filling at<br>\$2,700.00 per mile for county roads. | \$42,687.00         |
| <b>TOTAL CONTRACT PAYMENTS</b> |          |        |                                                                                             | <b>\$168,454.01</b> |

Motion carried unanimously.

**COMMISSIONERS COMMENTS**

Commissioner Lucas commended the Road Commission Management for the CRASIF “Goose Egg Award” while promoting the crew’s safety on the road.

Commissioner Spaulding inquired if other Road Commissions have used the crumb rubber mixed in their asphalt on their roads.

**EXCAVATOR PURCHASE**

After a brief discussion, the excavator purchase will be put out for bids.

**AMEND CREDIT CARD POLICY #051**

PA 266 of 1995

(UPDATES HIGHLIGHTED)

**WHEREAS**, Public Act 266 of 1995 authorizes a county road commission to be a party to a credit card arrangement if the county road commission board has adopted by resolution a written policy governing the control and use of credit cards, and

**WHEREAS**, the Board of County Road Commissioners of Alpena County deems that it is in the best interest of the County Road Commission to make certain County Road Commission financial transactions by using a credit card as described in the Act, now

**THEREFORE BE IT RESOLVED**, that the following policy shall govern the use of County Road Commission credit cards:

(a) The Finance Director is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the County Road Commission's credit card policy.

(b) County Road Commission credit cards may be used only by an officer or employee of the County Road Commission for the purchase of goods or services for the official business of the County Road Commission. The use of a credit card is limited to purchases up to \$2,500.00, for the payment of travel, meals and accommodation expenses while on County Road Commission business (excluding expenses incurred in operating a privately owned automobile) and gas, oil and other necessary expenses incurred in operating a County Road Commission-owned vehicle. A credit card may be used for purchases in excess of \$2,500.00 if such item is included in a current Board approved budget or in the event of an emergency under the direction of the Managing Director.

(c) County Road Commission officers and employees who use a County Road Commission credit card shall, as soon as possible, submit a copy of the vendor's credit card slip to the Finance Director. If no credit card slip was obtained that described the transaction, the employee shall submit a signed

voucher that shows the name of vendor or entity from which goods or services were purchased, the date and the amount of the transaction, the official business that required the transaction, and the chart of account number indicating the line item to which the transaction is to be charged. All credit card slips shall include this information as well. Vouchers shall also include a statement why a credit card slip was not obtained.

(d) An official or employee who is issued a credit card is responsible for its protection and custody. If a credit card is lost or stolen, the Finance Director shall be notified. The entity issuing the lost or stolen credit card shall be immediately notified to cancel the card.

(e) An officer or employee issued a credit card shall return the credit card to the Finance Director upon termination of his or her employment or service with the County Road Commission.

(f) The Finance Director shall maintain a list of all credit cards owned by the County Road Commission, along with the name of the officer and employee who has been issued the credit card, the credit limit established, the date issued, and the date returned. Each employee shall initial the list beside his or her name to indicate agreement that the credit card has been issued, and that the employee has received and read a copy of this policy.

The Finance Director shall review each credit card statement as soon as possible to ensure that transactions comply with this policy. Any transactions that appear on the statements that are not documented with a credit card slip or a signed voucher shall be immediately investigated. Transactions that do not appear to comply with this policy shall be reported to the Board of County Road Commissioners for Alpena County.

(g) The County Road Commission Board shall not approve a payment to the entity issuing the credit card until all transactions have been verified, including the approval of all transaction invoices if issued.

(h) The balance including interest due on an extension of credit' under the credit card arrangement shall be paid for within not more than 60 days of the initial statement date.

(i) Officers and employees who use a County Road Commission credit card in a manner contrary to this policy shall be subject to the following disciplinary actions, as deemed appropriate by the County Road Commission Board:

verbal counseling

written reprimand

suspension

termination

reimbursement to the County Road Commission for unauthorized expenditures.

(j) The total amount of outstanding charges on the account shall not exceed the total credit limit on the account, currently \$10,000.00.

(k) The Managing Director, Finance Director/Board Secretary, Office Clerk, and Foremen are designated as the Alpena County Road Commission staff authorized to carry and use a road commission credit card.

Adopted: April 23, 1996, Amended October 7, 2025

**TURNBULL MILL ROAD**

Managing Director Ryan Brege received a phone call from a resident that lives on Turnbull Mill Road requesting for the seasonal destination road sign be relocated up to his driveway. No action was taken, and the sign will not be relocated.

**PUBLIC COMMENT**

There was no public comment at this time.

**NEXT MEETING DATE**

The next regular meeting of the Alpena County Road Commissioners will be held on Tuesday, November 5, 2025, at 3:00 p.m. in the lower level of the Alpena County Road Commission.

**CLOSED SESSION**

Moved by Spaulding, seconded by Lucas, to go into closed session at the request of Managing Director Ryan Brege, for the commissioners to conduct his periodic personnel evaluation (MCL 15.268(1)(a)).

Motion carried unanimously at 4:11 p.m.

The room was cleared, and the closed session began at 4:13 p.m.

Present for closed session: Commissioners MacArthur, Spaulding, and Lucas.

Absent: None.

Staff present for closed session: Ryan Brege, Managing Director.

Others present for closed session: Dan Florip, Road Commission Attorney.

The Commissioners evaluated Ryan Brege's job performance as Managing Director for the time period October 9, 2024 to October 7, 2025.

**OPEN SESSION**

Moved by Spaulding, seconded by Lucas, to return to open session. Motion carried unanimously at 5:28 p.m.

Open session resumed at 5:29 p.m.

Present for resumption of open session: Commissioners MacArthur, Spaulding, and Lucas.

Absent: None.

Staff present for resumption of open session: Ryan Brege, Managing Director.

Others present for resumption of open session: Dan Florip, Road Commission Attorney.

Moved by Spaulding, seconded by Lucas, to increase Ryan Brege's salary as Managing Director by 6% from \$96,629.60 per year to \$102,427.38, effective November 1, 2025. Motion carried unanimously.

There being no further business to come before the Commissioners,  
the Chairman declared the meeting adjourned at 5:31 p.m.

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Gerry MacArthur, Chairman

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Julia G. Patterson,  
Board Secretary