TO: Alpena County Facilities Committee

FROM: Jesse Osmer, County Administrator

DATE: November 18, 2026

RE: Storage for Filing – Space Needed

As you might know, we have filing stored at the Annex Building, Basement of the Court House, under the MDOC Building, and other locations throughout the county. In order to address this issue, and begin the process of scanning and saving some files, discarding others, and retaining those that we are legally bound to keep – I propose the following:

1. We implement a 10 day, 20 hour program in FY2027.

2. We offer not more than 10 employees the opportunity to assist with this project.

2b. If more than 10 apply, we work first to ensure diversity among offices with not more than 3 from any one department, we then will draw names if the number still exceeds the limit.

3. Those who complete the full 20 hours will receive a one-time $500 stipend. No other compensation will occur, such as flex-time, earned PTO, overtime/holiday pay, etc.

4. The total amount needed to complete this project shall not exceed $5,000.

5. With approval from the board, I will work with the Treasurer and Clerk to ensure the appropriate transfers, agreements, and execution is conducted to accomplish the goal of freeing up additional space.

6. A report will be give to the board as to the outcome of the project.

7. This project must be completed before April 30, 2027.

8. Stipends are to be paid out within 15 days of the project being completed.

9. Employees must volunteer and fulfill the necessary hours to qualify for the stipend, failure to complete the full 10 day, 20 hour plan will result in a forfeiture of the stipend and any hours worked up to that point considered unpaid volunteer work.

10. Exceptions to the requirements in #9 may be waived with good reason such as family emergency, health, etc. – which must be signed-off on by the County Administrator or the Board of Commissioners.