

**DRAFT -- OFFICIAL PROCEEDINGS  
OF THE  
ALPENA COUNTY BOARD OF COMMISSIONERS**

**Full Board Meeting Minutes  
December 21, 2021 – 1:00 p.m.  
Howard Male Conference Room and Zoom Conference Call**

The Alpena County Board of Commissioners met and was called to order by Chairman Robert Adrian in the County Annex Building, Howard Male Conference Room, Alpena, Michigan and via Zoom Conference Call on Tuesday, December 21, 2021 at 1:00 p.m.

**PRAYER**

Prayer was offered by Pastor Warren Hoffman of the Word of Life Baptist Church.

**PLEDGE OF ALLEGIANCE**

Board Chairman Adrian called for the Pledge of Allegiance to the Flag of the United States of America.

**ROLL CALL**

Roll was called with the following Commissioners present: Don Gilmet, District #1; Robert Adrian, District #2; Dave Karschnick, District #3; Bill Peterson, District #4; Brenda Fournier, District #5; Kevin Osbourne, District #6; Marty Thomson, District #7; and John Kozlowski, District #8.

**RESOLUTION OF TRIBUTE – PATRICK CARR**

Chairman Adrian presented a Resolution of Tribute to Maintenance staff member, Patrick Carr, to acknowledge his retirement after 28 years of service to Alpena County. The Resolution was read aloud and Patrick received applause and a standing ovation from the gallery.

**AGENDA**

Moved by Commissioner Gilmet and supported by Commissioner Peterson to adopt the agenda as presented. Motion carried.

**PUBLIC COMMENT**

Michael A. Centala, Leek Road, shared with the Board his positive experience with the Animal Control staff.

Chief Bill Forbush, Alpena City Fire/Alpena County EMS, addressed the Board in support of the Central Tower project.

**CONSENT CALENDAR**

A) Approval of the Official Proceedings of the Alpena County Board of Commissioners  
Regular Session – November 30, 2021

B) **IT Adhoc Committee** – December 1, 2021

C) **Building Maintenance Recreation & Insurance Committee** – December 7, 2021

D-1) **Court Committee** – December 8, 2021

D-2) **Court Committee** – December 14, 2021

ACTION ITEM #CC-1: The Committee recommends to extend the current 2021 Attorney Contract for 60 days (1.1.22 to 3.1.22) and the Court Committee will review and propose a 2022 Attorney Contract to the board at a future board meeting.

E) **Airport Committee** – December 9, 2021

ACTION ITEM #AC-1: The Committee recommends the transfer of \$359.70 from line 295-536-625 PFC Equity Fund to 295-536-805 Consulting Services to pay PAS invoice 1112-13.

ACTION ITEM #AC-2: The Committee recommends the transfer of \$179.85 from line 295-536-625 PFC Equity Fund to 295-536-805 Consulting Services to pay PAS invoice 1102-24.

ACTION ITEM #AC-3: The Committee recommends the proposal from the Commemorative Air Force be presented to the Chairman of the Board for his signature.

ACTION ITEM #AC-4: The Committee recommends the annual lease extension for Cross Roads Auto be presented to the Chairman of the Board for his signature.

F) **Personnel Committee** – December 14, 2021

ACTION ITEM #PM-1: The Committee recommends to post, advertise if necessary and fill the civil clerk vacancy in District Court, due to retirement of an employee, as presented.

ACTION ITEM #PM-2: The Committee recommends to approve the job descriptions for Central Dispatch Director, Emergency Services Director, and Program Assistant - Home Improvement & Office of the Public Conservator, as presented.

ACTION ITEM #PM-3: The Committee recommends that Ron Meneghel be re-appointed to the Alpena County Library Board for a five-year term to begin 1/1/22 and end 12/31/26.

ACTION ITEM #PM-4: The Committee recommends that James Potrykus be re-appointed to the Alpena County Veterans Affairs Board for a four-year term to begin 1/1/22 and end 12/31/25.

ACTION ITEM #PM-5: The Committee recommends that Pam Kirchoff, Kurt Pratel and Bonnie Krajniak be re-appointed to the Alpena County Parks & Recreation Commission for three-year terms to begin 1/1/22 and end 12/31/24.

ACTION ITEM #PM-6: The Committee recommends that Judy Jones and Bob Adrian be re-appointed to Northeast Michigan Community Mental Health Board for three-year terms to begin 4/1/22 and end 3/31/25.

**G ) Finance Committee – December 15, 2021**

ACTION ITEM #FM-1: The Committee recommends to approve the 2021 Emergency Management Performance Grants - American Rescue Plan Act in the amount of \$6,274.00 with no County match. This has Grant Review Committee Approval.

ACTION ITEM #FM-2: The Committee recommends to approve the two projects requested by the Veterans Affairs Office using County Veterans Service Fund Grant Funds.

Marketing Billboards: Received two quotes with one from Lamar Advertising in the amount of \$5,000 and second quote from Wolverine Sign Works in the amount of \$195 per month with a 12-month contract). Recommendation to go with Lamar Advertising.

Television Commercial: WBKB is the only local television channel in the amount of \$17,494.00.

ACTION ITEM #FM-3: The Committee recommends to authorize the District Health Department #4 Medical Marihuana Operation and Oversight Grant Application on behalf of the County of Alpena in the amount of \$8,541.00 with no County match and authorize the Board Chairman to sign the grant application and all pertinent paperwork as presented. This has Grant Review Committee approval.

ACTION ITEM #FM-4: The Committee recommends to approve the quote from RA Townsend Company in the amount of \$1,329.02 for replacement bathroom sinks and faucets for the Courthouse and authorize the Maintenance Superintendent to order and pay the invoice when it comes in with monies to come out of line item #101-265-932.000.

ACTION ITEM #FM-5: The Committee recommends to approve the two Settlement Participation Agreement Forms for the National Opioid Settlement for Alpena County and authorize the County Administrator to sign all pertaining documents via portal and adopt Resolution #21-31 as presented.

ACTION ITEM #FM-6: The Committee recommends to approve the Intrastate Agreement for Allocation of the National Opioid Settlement for Alpena County and authorize the County Administrator to sign all pertaining documents via portal and adopt Resolution #21-32 as presented.

ACTION ITEM #FM-7: The Committee recommends to approve a budget adjustment and to authorize the Treasurer to make the necessary budget adjustments to pay the Werda's Auto

Repair Invoice #4333 in the amount of \$646.89 with monies coming out of line item #101-200-934.

ACTION ITEM #FM-8: The Committee recommends to approve transfer of \$21,000 from the Jail Levy Fund line item #213-301-995 and put into the Jail Construction Fund line item #466-301-699 to pay the remaining jail bills and authorize the Treasurer to make the necessary budget adjustments.

ACTION ITEM #FM-9: The Committee recommends to approve the Clark Hill Invoice #1101420 in the amount of \$6,825.00 with monies to come out of line item #101-200-801.002 (Outside Attorney Fees) as presented.

ACTION ITEM #FM-10: The Committee recommends to approve transfer request to pay the Clark Hill Invoice #1156461 in the amount of \$1,365.00 with monies to come out of line item #101-200-801.002 (Outside Attorney Fees) and authorize the Treasurer to make the necessary budget adjustments.

ACTION ITEM #FM-11: Recommendation to approve the resolution for the General Fund.

ACTION ITEM #FM-12: Recommendation to approve the resolution for the Internal Service Funds.

ACTION ITEM #FM-13: Recommendation to approve the resolution for Enterprise Funds.

ACTION ITEM #FM-14: Recommendation to approve the resolution for the Capital Project Funds.

ACTION ITEM #FM-15: Recommendation to approve the resolution for the Debt Service Funds.

ACTION ITEM #FM-16: Recommendation to approve the resolution for the Special Revenue Funds.

ACTION ITEM #FM-17: Recommendation that the Treasurer be authorized to pay all remaining bills for 2021 and to make budget adjustments for 2021.

Moved by Commissioner Osbourne and supported by Commissioner Fournier to approve the Consent Calendar which includes actions as listed above and filing of all reports. Roll call vote: AYES: Commissioners Gilmet, Karschnick, Peterson, Fournier, Osbourne, Thomson, Kozlowski and Adrian. NAYS: None. Motion carried.

#### **FINANCE COMMITTEE MEETING MINUTES CHANGE (#FM-4)**

Chairman Adrian clarified for the Board regarding Action Item #FM-4 on the Consent Calendar from the Finance Committee Minutes. He explained that R.A. Townsend is the vendor for supplies, they are not performing the task of replacing the bathroom sink faucets.

**Moved by Commissioner Karschnick and supported by Commissioner Gilmet to**

**amend the language in Action Item FM-4 from the Finance Committee Meeting Minutes December 15, 2021, as above. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Fournier, Osbourne, Thomson, Kozlowski and Adrian. NAYS: None. Motion carried.**

### **POLL ACTION ITEM #1 – MSP LIVESCAN GRANT**

Chairman Adrian presented POLL Action Item #1: MSP Live Scan Grant for a palm print reader for approval.

**POLL ACTION ITEM #1: Recommendation to approve the FY21/22 MSP Grant for Live Scan Palm Print Reader for the Sheriff's Office in the amount of \$10,000.00 with no County match and authorize the Chairman of the Board to sign all pertaining documents. This has Grant Review Committee approval. Budget adjustment will be made for the Palm Print Reader to be purchased from Live Scan Fingerprinting line item #101-301-727.003, with reimbursement received from the MSP Grant in the first quarter of 2022, as presented.**

Moved by Commissioner Peterson and supported by Commissioner Fournier to approve the above Action Item as presented. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Fournier, Osbourne, Thomson, Kozlowski and Adrian. NAYS: None. Motion carried.

### **NEW RECYCLING FACILITY UPDATE**

Diane Rekowski announced to the Board that a \$1 million grant has been awarded toward the construction of the proposed new recycling center on Airport Road. The search for additional grant dollars is ongoing. Stan Mischley, Manager of Resource Recovery Board, provided an update on local recycling efforts. Nathan Skibbe, Alpena Township Supervisor and member of the recycling board, updated the Commissioners on the fundraising efforts for the new recycling center. The group is requesting \$2 million toward the new recycling center from Alpena County's ARPA allocation. The project's total budget is approximately \$5.74 million. Steve Smigelski, Airport Manager, informed those present that approval from the Federal Aviation Administration (FAA) to lease the requested property is still pending.

Commissioner Karschnick thanked Diane Rekowski for her service to Northeast Michigan; she will be retiring soon from her position as Executive Director for Northeast Michigan Council of Governments.

### **2022 ROAD SIGN AGREEMENT**

Ryan Brege, Manager of Alpena County Road Commission, outlined the current process for replacing road signs and the urgency of doing so as it is a public safety issue. This request is a budgeted item.

**ACTION ITEM #2: Recommendation to approve the agreement with the Road Commission to provide up to \$2,000.00 toward public and private road signs, per the Ambulance Fund Fiscal Policy & Procedure, as presented.**

Moved by Commissioner Gilmet and supported by Commissioner Osbourne to approve the above Action Item as presented. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Fournier, Osbourne, Thomson, Kozlowski and Adrian. NAYS: None. Motion carried.

### **ANIMAL CONTROL UPDATE**

Sheriff Kieliszewski provided a PowerPoint presentation depicting situations handled by Animal Control. Deputy Michelle Reid presented a request to hire a third part-time employee for the Animal Control shelter, as the two part-time employees have been working more than 20 hours per week. A third part-time employee will provide for each employee to work up to 20 hours per week.

#### **ACTION ITEM #3: Recommendation to approve to hire a third part-time kennel tech for the Animal Control shelter for 20 hours per week.**

Moved by Commissioner Gilmet and supported by Commissioner Peterson to approve the above Action Item as presented. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Fournier, Osbourne, Thomson, Kozlowski and Adrian. NAYS: None. Motion carried.

### **WAGE INCREASE FOR KENNEL TECHS**

Deputy Michelle Reid, Animal Control Officer, presented a request to the Board to raise the wage to \$16.00 per hour for the Animal Control part-time kennel techs. They receive no other employment benefits from the County.

#### **ACTION ITEM #4: Recommendation to increase the wages for Animal Control part-time kennel techs to \$16.00 per hour, as presented.**

Moved by Commissioner Gilmet and supported by Commissioner Karschnick to approve the above Action Item as presented. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Fournier, Osbourne, Thomson, Kozlowski and Adrian. NAYS: None. Motion carried.

### **LETTER OF TRIBUTE RUSS RHYNARD**

A Letter of Tribute was read to honor Russ Rhynard. Chairman Adrian thanked him for his hard work and for the counsel he has provided to the Board of Commissioners. Russ will be retiring December 31, 2021. Russ stated he has enjoyed working for the County.

### **CENTRAL TOWER PROJECT- SPECIAL USE PERMIT UPDATE**

Mary Catherine Hannah, County Administrator, provided an update to the Board regarding the Special Use Permit requested of the City of Alpena regarding the height of the proposed new tower. The special use permit was granted.

## **CENTRAL TOWER PROJECT- DOWN PAYMENT**

Mary Catherine Hannah, County Administrator, Mark Hall, 911 Director/Emergency Services Coordinator, and Jessica Spindler, Motorola Tele-Rad Sales Consultant, presented the lease contract with Motorola for the Central Tower Project. The contract has had legal review. Mary Catherine summarized options for the down payment, either directly from ARPA funds or from lost revenue funds transferred to the General Fund from ARPA. She additionally outlined several grant options for reimbursement of the tower expense due to pending legislation at both the State and Federal levels.

**ACTION ITEM #5: Recommendation to approve the Central Tower Project and authorize the County Administrator, Mary Catherine Hannah, or the Chairman of the Board, Robert Adrian, to execute all necessary documents to execute the lease and authorize the down payment of \$500,000.00 by the deadline of December 31, 2021 under the terms and conditions of Michigan State Contract #190000001544, as presented, using ARPA funds and creating line items for the project.**

Moved by Commissioner Peterson and supported by Commissioner Osbourne to approve the above Action Item as presented. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Fournier, Osbourne, Thomson, Kozlowski and Adrian. NAYS: None. Motion carried.

## **ALPENA COUNTY RESOLUTION #21-33**

### **CERTIFIED LESSEE RESOLUTION (Lease# 25181)**

At a duly called meeting of the Governing Body of the Lessee (as defined in the Lease) held on or before the execution date of the Lease, the following resolution was introduced and adopted.

BE IT RESOLVED by the Governing Board of Lessee as follows:

1. **Determination of Need.** The Governing Body of Lessee has determined that a true and very real need exists for the acquisition of the Equipment or other personal property described in the Lease between COUNTY OF ALPENA, MI (Lessee) and Motorola Solutions, Inc. (Lessor).
2. **Approval and Authorization.** The Governing body of Lessee has determined that the Lease, substantially in the form presented to this meeting, is in the best interests of the Lessee for the acquisition of such Equipment or other personal property, and the Governing Board hereby approves the entering into of the Lease by the Lessee and hereby designates and authorizes the following person(s) referenced in the Lease to execute and deliver the Lease on Lessee's behalf with such changes thereto as such person deems appropriate, and any related documents, including any escrow agreement, necessary to the consummation of the transactions contemplated by the Lease.
3. **Adoption of Resolution.** The signatures in the Lease from the designated individuals for the Governing Body of the Lessee evidence the adoption by the Governing Body of this Resolution.

Moved by Commissioner Peterson and supported by Commissioner Gilmet to approve Resolution #21-33 as presented. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Fournier, Osbourne, Thomson, Kozlowski and Adrian. NAYS: None. Motion carried.

### **BUDGET POLICY**

Mary Catherine Hannah, County Administrator, provided the 2022 Budget Policy. Commissioner Adrian outlined one change made to the Personnel policy, which previously required a Department Head to seek Personnel Committee approval to fill a budgeted position; approval will no longer be necessary if the position is included in the current budget.

#### **ACTION ITEM #6: Recommendation to adopt the 2022 Budget Policy regarding fiscal policies and that they be part of the 2022 budget, as presented.**

Moved by Commissioner Gilmet and supported by Commissioner Thomson to approve the above Action Item as presented. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Fournier, Osbourne, Thomson, Kozlowski and Adrian. NAYS: None. Motion carried.

### **CLIFF ANSCHUETZ INVOICE**

Cynthia Muszynski presented invoice for payment from Cliff Anschuetz regarding repairs made to the Special Investigator's vehicle, as per contract.

#### **ACTION ITEM #7: Recommendation to approve the invoice from Cliff Anschuetz for repairs to the Special Investigator's vehicle (as per contract) in the amount of \$1,036.80 from line item #101-309-934, as presented**

Moved by Commissioner Gilmet and supported by Commissioner Thomson to approve the above Action Item as presented. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Fournier, Thomson and Adrian. NAYS: Commissioners Osbourne and Kozlowski. Motion carried.

### **MIKA MEYERS INVOICE**

Commissioner Adrian submitted Mika Meyers invoice for payment.

#### **ACTION ITEM #8: Recommendation to authorize the Treasurer to make the necessary adjustments to transfer monies into line item #101-200-801.002 (Outside Attorney Fees) and approve the Mika Meyers invoice #666524 in the amount of \$1,873.00, as presented.**

Moved by Commissioner Karschnick and supported by Commissioner Peterson to approve the above Action Item as presented. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Fournier, Osbourne, Thomson, Kozlowski and Adrian. NAYS: None. Motion carried.



### **UPDATE FROM JAIL ADHOC COMMITTEE**

The Jail Adhoc Committee recently toured the new jail facility for the 11-month review. There are a few unfinished items; the contractor will complete these tasks. A gutter heat system is being considered to avoid ice buildup.

### **ENTERPRISE FLEET MANAGEMENT UPDATE**

Commissioner Osbourne updated the Board regarding the Enterprise Fleet Management contract. Legal review of the contract is underway with the Board's legal counsel. Assuming approval on legal review, the County would like to move forward.

**ACTION ITEM #9: Recommendation to approve the Enterprise Fleet Management contract, upon legal review, and authorize Mary Catherine Hannah, County Administrator, or Robert Adrian, Chairman of the Board, to execute all necessary paperwork, as presented.**

Moved by Commissioner Gilmet and supported by Commissioner Thomson to approve the above Action Item as presented. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Fournier, Osbourne, Thomson, Kozlowski and Adrian. NAYS: None. Motion carried.

### **AMERICAN RESCUE PLAN ACT OF 2021 UPDATE**

Chairman Adrian informed those present the County is still waiting on information as to the specifics of the allowable expenses for the ARPA funds. He states that clarification will hopefully be available from the State after the first of the year.

### **CLOSED SESSION**

Moved by Commissioner Peterson and supported by Commissioner Gilmet to go into closed session for the purpose of ratifying union contracts and to receive an update on litigation. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Fournier, Osbourne, Thomson, Kozlowski and Adrian. NAYS: None. Motion carried at 3:35 p.m. A brief recess was taken. The Board entered into closed session at 3:45 p.m.

The Board of Commissioners returned from closed session at 4:23 p.m. Roll was called with the following Commissioners present: Don Gilmet, District #1; Robert Adrian, District #2; Dave Karschnick, District #3; Bill Peterson, District #4; Brenda Fournier, District #5; Kevin Osbourne, District #6; Marty Thomson, District #7; and John Kozlowski, District #8.

**ACTION ITEM #10: Recommendation to ratify the negotiated agreement between Alpena County and MFOPLC representing Deputies, Detectives and Bailiffs, as presented.**

Moved by Commissioner Thomson and supported by Commissioner Karschnick to approve the above Action Item as presented. Roll call vote was taken: AYES: Commissioners

Gilmet, Karschnick, Peterson, Fournier, Osbourne, Thomson, Kozlowski and Adrian. NAYS: None. Motion carried.

### **PUBLIC COMMENT**

Administrator Hannah informed the Commissioners that several thank you notes have been received in the office expressing appreciation for the stipend paid to employees who did not receive a wage increase in 2021. Chairman Adrian requested the cards be displayed in the office for all Commissioners to view.

### **ADJOURNMENT**

Moved by Commissioner Peterson and supported by Commissioner Gilmet to adjourn. Motion carried. The meeting adjourned at 4:26 p.m.

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Robert Adrian, Chairman of the Board

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Keri Bertrand, Deputy County Clerk

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