

ECONOMIC DEVELOPMENT ADHOC COMMITTEE  
MEETING MINUTES  
Wednesday, September 13, 2023 – 9:00 a.m.  
Howard Male Conference Room

COMMISSIONERS PRESENT: Travis Konarzewski, Chair  
Bill Peterson  
Burt Francisco  
Robin Lalonde (excused)

OTHERS PRESENT: Mary Catherine Hannah, County Administrator  
Lynn Bunting, Board Assistant  
Edward Higgins, Assistant Airport Manager

Chair Travis Konarzewski called the meeting to order at 8:55 a.m.

Pledge of Allegiance to the Flag of the United States of America

Roll Call – All committee members present except for Commissioner Lalonde, excused.

ADOPT AGENDA

A motion was made by Commissioner Francisco and supported by Commissioner Peterson to adopt the agenda with the following addition: 1) Commissioner Peterson – Funding Land Bank Authority. Motion carried.

INFORMATION ITEM: Discussion was made on a Fuel Supplier Contract for the Airport. The County will be taking over fueling at the airport and will need to choose a fuel supplier. Huron Aviation currently has a contract with Titan in which they buy bulk from the supplier and sell with a markup. County Administrator Mary Catherine Hannah presented the Committee with a proposal from AVFuel. Assistant Airport Manager Mick Higgins will contact other suppliers for pricing. Fueling is part of the Alpena Ground Services contract so there will not be any additional costs to fuel from AGS.

INFORMATION ITEM: Discussion on sale of M-32 frontage lots and review of the Property Sale Policy. The lot was split and there are now 5 lots along M-32 with 8 acres each. The question is how aggressive to sell them. Mike Mahler from Target Alpena is aware the splits have been done and the County is ready to sell. The next step is getting a broker involved.

Administrator Hannah presented a sale of real property policy for review and updates (attachment #1). If adopted, the County will have a process and then can decide if we want to hire someone or get an assessment. Administrator Hannah will get an estimate on the value and get back to the Committee. Commissioner Peterson recommended adopting the policy and getting an appraisal. The Board of Commissioners did set aside \$500,000 to put in infrastructure for the MRF and the lots, and to put an access road on the back of them with a utility sub; hope to happen when MRF goes in. It was reported that they did not get the EPA Grant for MRF and

are checking into another grant. Discussion on having an access road along the back of the lots and for safety measures.

Discussion was made to add a water tower in conjunction with the Township to help improve the ability to build. The water tower sits in Wilson Township but owned by Charter Township of Alpena. Moved by Commissioner Peterson and supported by Commissioner Francisco to recommend the below action item. Motion carried.

**ACTION ITEM #1: The Committee recommends approval of the Property Policy with adjustments as presented.**

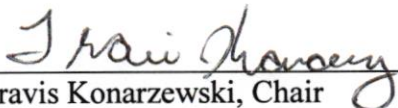
INFORMATION ITEM: Discussion was made on the progress of the Land Bank Authority and next steps for Brownfield. Administrator Hannah reported the Land Bank Authority was approved, the board has been seated, and they have passed their bylaws and policies & procedures. They are working with Treasurer Kim Ludlow regarding properties that would go into the landbank. The Treasurer identified the properties foreclosed upon. They are looking into 2024 and identifying troubled properties and which one's better off to go into landbank and not up for auction. Commissioner Peterson recommends putting \$200,000 from the ARPA Funds into the landbank as funds will be needed to start the process. Recommendation to the city and township to find out if they want to contribute to the landbank as this affects them as well. Moved by Commissioner Peterson and supported by Commissioner Francisco to recommend the below action item. Roll call vote was taken. AYES: Commissioners Peterson, Francisco, and Konarzewski. NAYS: None. Motion carried.

**ACTION ITEM #2: The Committee recommends budgeting an appropriation of \$200,000 in 2024 from the ARPA Fund and committing those funds to the Alpena Land Bank Authority as presented.**

**\*Next Meeting Wednesday, October 4, 2023 at 9:00 a.m. in the Howard Male Conference Room**

**ADJOURNMENT**

Moved by Commissioner Francisco and supported by Commissioner Peterson to adjourn the meeting. The meeting adjourned at 9:53 a.m.

  
Travis Konarzewski, Chair

llb

# Sale of County – Real Property

## POLICY:

This policy shall govern the sale and disposal of all real property belonging to Alpena County except as otherwise specifically provided by law. The Board of Commissioners intends to allow for the sale of real property belonging to the County pursuant to this Policy.

## PROCEDURE:

- At the direction of the Board of Commissioners, the ~~County Administrator~~Coordinator or his/her designee, shall oversee the sale of County real property to insure that such sales comply with this Policy.
- ~~The Maintenance Director~~County Administrator shall compile and maintain an inventory of all County real property.
- For purposes of this Policy, the term, “real property” shall mean land and all buildings and appurtenant improvements erected upon such land.

## POLICY GUIDELINES FOR THE SALE OF COUNTY REAL PROPERTY:

1. Pre-Sale Action. The County Board of Commissioners or their designee, after consulting with the ~~Maintenance Superintendent~~County Administrator, may begin the initial action necessary to sell County owned real property, including the following:
  - a. If a current appraisal is not available, commission may order an appraisal of the real property to determine its fair market value.
  - b. The ~~Chairman~~Administrator or designee shall keep the entire Board of Commissioners informed of any pre-sale actions by providing the Commissioners a memorandum or e-mail fully describing such actions.
  - c. Listing Real Estate/Request for Sealed Bids. Upon receiving a written appraisal the ~~Board Chair~~Administrator or designee may exercise discretion to either list the real property with a licensed broker or request sealed bids for the sale of the real property. The ~~Board Chair~~Administrator or designee shall inform the listing agent or the individual responsible for seeking sealed bids, that the ultimate sale of the real property is contingent upon approval by the Board of Commissioners at its Finance Committee and Full Board sessions.
  - d. Offers to Purchase. Any offer to purchase real property shall be negotiated by the ~~Board Chair~~Administrator or Designee with the assistance of legal counsel and the Maintenance ~~Department~~Superintendent. All offers to purchase County real property must contain a contingency that final approval of the sale of such real property must be made by the Board of Commissioners at its Finance Committee and Full Board meetings.
  - e. Review and Approval by the Board of Commissioners. Upon receiving an offer to purchase County real property, the ~~Board Chair~~Administrator or designee shall promptly place the proposed sale of the real property on the Board of Commissioners’ Finance/Ways & Means Committee agenda. It shall include the appraisal as well as any other documents concerning the proposed sale, as supporting material to the Resolution seeking the sale of the real property before

the Finance Committee meeting. After the Board of Commissioners approves the proposed sale at its Finance Committee meeting, the Resolution shall be forwarded to a regularly scheduled Board of Commissioners meeting for final approval.

- f. Once the Board of Commissioners approves the sale of the real property, the Administrator with legal counsel shall proceed with the closing and transfer of the property to the purchaser.
- g. Legal counsel shall transmit the sale proceeds to the County Treasurer to be placed in the Building and Grounds Fund Account or as specifically directed by the Board of Commissioners.

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