

**OFFICIAL PROCEEDINGS  
OF THE  
ALPENA COUNTY BOARD OF COMMISSIONERS  
DRAFT - Full Board Meeting Minutes  
Tuesday, October 25, 2022 – 1:00 p.m.  
Howard Male Conference Room/Zoom Room**

**CALL TO ORDER**

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 on Tuesday, October 25, 2022 at 1:00 p.m.

**PRAYER**

Prayer was offered by Pastor Joe Collins of Shoreline Wesleyan Church.

**PLEDGE OF ALLEGIANCE**

Chairman Robert 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; Dave Karschnick, District #3; Bill Peterson, District 4; Brenda Fournier, District #5; Kevin Osbourne, District 6; Marty Thomson, District #7; John Kozlowski, District #8; and Robert Arian, District #2.

**AGENDA**

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

**PUBLIC COMMENT**

Dennis Schultz of Alpena shared his concerns again of paper ballots versus machines and passed out information to the board.

**CONSENT CALENDAR**

- A) **Intergovernmental Meeting Minutes – October 6, 2022 (Minutes Only)**
- B) **Finance Ways & Means Committee Meeting Minutes – October 11, 2022 (\*Minutes only)**
- C-1) **Budget Committee Meeting Minutes – October 11, 2022**
- C-2) **Budget Committee Meeting Minutes – October 20, 2022**

D) **Facilities, Capital & Strategic Planning Committee Meeting Minutes** – October 19, 2022

ACTION ITEM #FCSPC-1: The Committee recommends approval to continue with Alpena Agency as the General Liability & Property Insurance coverage company as presented.

E) **Courts & Public Safety Committee Meeting Minutes** – October 20, 2022

ACTION ITEM #CPSC-1: The Committee recommends approval of the MMEG Contractual Rate Increase Fees for Medical Examiner Investigators as presented.

ACTION ITEM #CPSC-2: The Committee recommends approval of alternative Transport Fee Schedule as presented for contract services through MEI (Medical Examiner Investigators).

ACTION ITEM #CPSC-3: The Committee recommends approval of the Dog Licensing Requirements & Fees Resolution #22-19 as presented.

ACTION ITEM #CPSC-4: The Committee recommends approval of the updated Ambulance Fund Policy draft as presented.

**Parks Commission Meeting Minutes** – September 2022 (\*No Action needed)

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

**FCSPC-2: Negotiations for Renewal Leases DHD#4 Building**

Commissioner Kozlowski presented Facilities, Capital & Strategic Planning Committee recommendation for further clarification. County Administrator Mary Catherine Hannah reported that this is just for negotiations and will bring back to the board actual drafted leases for review and approval. Moved by Commissioner Gilmet and supported by Commissioner Karschnick to approve the below action item as presented. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Fournier, Osbourne, Thomson, Kozlowski, and Adrian. NAYS: None. Motion carried.

**ACTION ITEM #FCSPC-2: The Committee recommends approval to authorize County Administrator to enter into negotiations for renewal leases at DHD#4 building with all tenants for a 5-year term and starting with a 2.5% increase. All final terms subject to ratification of the Board of Commissioners as presented.**

**FCSPC-3: RFP FOR MANAGEMENT OF PLAZA POOL**

Commissioner Kozlowski presented FCSPC-3 for clarification. Administrator Hannah gave an update on the request for proposal for management of the pool. Moved by Commissioner Kozlowski and supported by Commissioner Osbourne to approve the below action item as presented. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick,

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

**ACTION ITEM #FCSPC-3: The Committee recommends approval for County Administrator to issue a Request for Proposal for management of the Alpena County Plaza Pool as presented.**

### **MSU ANNUAL REPORT & ADDENDUM**

Adam Koivisto, District 14 Director, Michigan State University Extension, presented the MSU Annual Report and addendum to the board reporting the addendum is a list of classes that Alpena County residents attended with a large trend in parenting classes.

### **FY 23 MOA – EXTENSION SERVICES**

Director Koivisto presented the FY2023 Memorandum of Agreement for MSU Extension Services for Alpena County for approval. Adam informed the board that the 2023 Youth & Recreation Grant approved for \$40,000 will be put towards covering some of these services. Moved by Commissioner Thomson and supported by Commissioner Kozlowski to approve the below action item as presented. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Fournier, Osbourne, Thomson, Kozlowski, and Adrian. NAYS: None. Motion carried.

**ACTION ITEM #4: Recommend approval of the Memorandum of Agreement for Extension Services provided by Michigan State University to Alpena County, which includes Appendix A – Technical Standards for County Internet Connections, for the term January 1, 2023 to December 31, 2023, in the amount of \$48,813 and authorize the County Administrator to sign. This has had attorney review.**

### **2023 OPC ALLOCATIONS**

Craig Zelazny, Older Persons Committee Chairman, presented the Older Persons Committee 2023 OPC Grant allocations recommendation for approval. Craig gave an update of some of the programs. Moved by Commissioner Thomson and supported by Commissioner Gilmet to approve the below action item as presented. Roll call vote was taken: AYES: Commissioners Gilmet, Fournier, Osbourne, Thomson, Kozlowski, Karschnick, Peterson and Adrian. NAYS: None. Motion carried.

**ACTION ITEM #5: Recommend approval of the Older Persons Committee allocations recommendation and authorize the County Administrator to sign the 2023 Older Persons Grant Agreements as presented.**

### **2023 Y&R COMMITTEE ALLOCATIONS**

Tony Suszek, Youth & Recreation Committee Chairman, presented the Youth & Recreation Committee 2023 Y&R Grant allocations recommendation for approval. Tony gave an update of some of the programs. Moved by Commissioner Kozlowski and supported by Commissioner Peterson to approve the Budget Adjustments which include actions as listed above and filing of all reports. Roll call vote was taken: AYES: Commissioners Gilmet,

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

**ACTION ITEM #6: Recommend approval of the Youth & Recreation Committee allocations recommendation and authorize the County Administrator to sign the 2023 Youth & Recreation Grant Agreements as presented.**

#### **TENTATIVE 2023 MEETING DATES**

County Administrator Mary Catherine Hannah presented the tentative 2023 meeting dates for approval reporting there is a change in the tentative Personnel Committee meeting dates for 2023 stating there was a conflict with the Committee. Board Assistant Lynn Bunting passed out the updated tentative 2023 meeting dates for the Personnel Committee for review. Discussion and recommendation to update the Committee meeting dates for November 14, 15 and 16 to one week earlier. Moved by Commissioner Karschnick and supported by Commissioner Gilmet to approve the below action item as presented. Roll call vote was taken: AYES: Commissioners Gilmet, Fournier, Osbourne, Thomson, Kozlowski, Karschnick, Peterson and Adrian. NAYS: None. Motion carried.

**ACTION ITEM #7: Recommend approval of the proposed 2023 meeting dates with changes: 1) Personnel Committee 1<sup>st</sup> Tuesday of the month; 2) November 14, 15 and 16 to one week earlier as presented.**

#### **HEALTHCARE - OPT OUT PA 152**

Administrator Hannah presented the Healthcare Opt Out PA 152 for discussion/approval. Moved by Commissioner Osbourne and supported by Commissioner Gilmet to approve the below action item as presented. Roll call vote was taken: AYES: Commissioners Gilmet, Fournier, Osbourne, Thomson, Kozlowski, Karschnick, Peterson and Adrian. NAYS: None. Motion carried.

**ACTION ITEM #8: Recommend approval to opt out of PA 152 for 2023 and set custom employee contribution amounts.**

#### **RECYCLING AUTHORITY - ARTICLES OF INCORPORATION**

County Administrator Mary Catherine Hannah presented the Recycling Authority's Articles of Incorporation for approval reporting this has been modified since brought to the IGC. Administrator Hannah reported that two representatives from the County, City, Charter Township of Alpena and one representative from each of the townships will have representation on the Authority Board. Commissioner Gilmet gave an update reporting the bylaws were modified to allow future buy-in and a name change. Moved by Commissioner Gilmet and supported by Commissioner Thomson to approve the below action item as presented. Roll call vote was taken: AYES: Commissioners Gilmet, Osbourne, Thomson, Kozlowski, Karschnick, Peterson and Adrian. NAYS: Commissioner Fournier. Motion carried.

**ACTION ITEM #9: Recommend approval of the Recycling Authority Articles of Incorporation as presented.**

## **HOUSING NEEDS ASSESSMENT STUDY**

Administrator Hannah presented the Housing Needs Assessment Study for approval reporting that the township, County, and city will be sharing the cost and that \$9,000 of the \$12,000 is covered. Moved by Commissioner Thomson and supported by Commissioner Fournier to approve the below action item as presented. Roll call vote was taken: AYES: Commissioners Gilmet, Fournier, Thomson, Kozlowski, Karschnick, Peterson and Adrian. NAYS: Commissioner Osbourne. Motion carried.

**ACTION ITEM #10: Recommend approval of \$1,000 towards the cost of a Housing Needs Assessment Study as presented.**

### **BUDGET ADJUSTMENT #1 – SHERIFF’S OFFICE**

Chairman Adrian presented the budget adjustment request for the Live Scan Fingerprinting expenses for the Sheriff’s Office for approval. Moved by Commissioner Karschnick and supported by Commissioner Peterson to approve the Budget Adjustment Action Item below as presented. Roll call vote was taken: AYES: Commissioners Gilmet, Fournier, Osbourne, Thomson, Kozlowski, Karschnick, Peterson and Adrian. NAYS: None. Motion carried.

**ACTION ITEM #11: Recommend approval to increase the 2022 budgeted line item #101-301-727.003 Live Scan Fingerprinting by \$1,500 to cover over expenditure in the amount of \$502.50 as well as any further expenses for the remainder of 2022 as presented.**

### **BUDGET ADJUSTMENT #2 – SHERIFF’S OFFICE**

Chairman Adrian presented the budget adjustment request for the Professional Service Animal Control expenses for the Sheriff’s Office for approval. Moved by Commissioner Gilmet and supported by Commissioner Thomson to approve the Budget Adjustment Action Item below as presented. Roll call vote was taken: AYES: Commissioners Gilmet, Thomson, Karschnick, Peterson and Adrian. NAYS: Commissioners Fournier, Osbourne, and Kozlowski. Motion carried.

**ACTION ITEM #12: Recommend approval to increase the 2022 budgeted line item #101-430-801.001 Professional Service Animal Control by \$2,643 to cover over expenditure in the amount of \$168.50 as well Karma’s A Fish Invoice and any further expenses for the remainder of 2022 for veterinary services on animals involved in criminal complaints as presented.**

### **BUDGET ADJUSTMENT #3 – PROSECUTOR’S OFFICE**

Chairman Adrian presented the budget adjustment request for the Prosecutor’s Office for approval. Moved by Commissioner Thomson and supported by Commissioner Peterson to approve the Budget Adjustment Action Item below as presented. Roll call vote was taken: AYES: Commissioners Gilmet, Fournier, Osbourne, Thomson, Kozlowski, Karschnick, Peterson and Adrian. NAYS: None. Motion carried.

**ACTION ITEM #13: Recommend approval to increase the 2022 budgeted line item #101-277-704.000 Part-Time Employee by \$3,500 to allow for payroll expenses for recently hired Part-Time Victim Advocate as presented. Position is fully grant-funded and will be fully reimbursed by the grant funds.**

**BUDGET ADJUSTMENT #4 – SALE OF OLD JAIL**

Chairman Adrian presented the budget adjustment request for the Sale of Old Jail to Equipment Fund 402 for approval. Moved by Commissioner Karschnick and supported by Commissioner Gilmet to approve the Budget Adjustment Action Item below as presented. Roll call vote was taken: AYES: Commissioners Gilmet, Fournier, Osbourne, Thomson, Kozlowski, Karschnick, Peterson and Adrian. NAYS: None. Motion carried.

**ACTION ITEM #14: Recommend approval to transfer \$200,000 of the \$229,029.00 proceeds from the sale of the old jail to the Equipment Fund 402 with the remainder to stay in the General Fund as presented.**

**BILLS TO PAY**

Clerk Keri Bertrand presented the bills to be paid.

	SUBMITTED:	APPROVED:
General Fund & Other Funds	\$ 40,070.91	\$ 40,070.91

Moved by Commissioner Osbourne and supported by Commissioner Gilmet to pay all bills as submitted. Roll call vote was taken: AYES: Commissioners Gilmet, Osbourne, Thomson, Kozlowski, Karschnick, Peterson, Fournier and Adrian. NAYS: None. Motion carried.

**REPORTS OF REGULAR COMMITTEES**

**Facilities, Capital & Strategic Planning Committee Update** – Chair Don Gilmet reported the committee met and discussion and recommendations are in the minutes and that the CIP draft was sent to the Planning Commission and they will have a joint meeting with them.

**Courts & Public Safety Committee Update** – Chair Kevin Osbourne reported the committee met and discussion are in the minutes and reported there is a change in construction for the tower. 911/EM Director Kim Elkie gave an update reporting on a slight delay and also due to weather that work will not continue until the first of the year.

**Personnel Committee Update** – Chair Marty Thomson reported that in closed session will discuss the union contract negotiations and thanked the board for support of all the union negotiations with increase in wages and improvement with increase in hiring.

**CLOSED SESSION**

Moved by Commissioner Fournier and supported by Commissioner Osbourne to go into Closed Session to discuss Union ratification and Litigation update. Motion carried. Closed session at 2:08 p.m. and Open session at 2:31 p.m.

Roll call: All Commissioners present.

**UNION CONTRACT – DISTRICT COURT**

Moved by Commissioner Thomson and supported by Commissioner Karschnick for approval to ratify the Union Contract with District Court. Roll call vote was taken: AYES: Commissioners Gilmet, Thomson, Karschnick, Peterson, Fournier and Adrian. NAYS: Commissioners Osbourne and Kozlowski. Motion carried.

**PUBLIC COMMENT**

None.

**ADJOURNMENT**

Moved by Commissioner Peterson and supported by Commissioner Gilmet to adjourn. Motion carried. The meeting adjourned at 2:33 p.m.

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Robert Adrian, Chairman of the Board

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Keri Bertrand, Clerk

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