

CONSENT CALENDAR
December 13, 2022

A) **Approval of the Official Proceedings of the Alpena County Board of Commissioners**
Regular Session – November 22, 2022 (*Minutes only)
Joint Meeting with Planning Commission – November 29, 2022

B-1) **Facilities, Capital & Strategic Planning Committee Meeting Minutes – November 23, 2022**

ACTION ITEM #FCSPC-1: The Committee recommends approval of the three Health Department Leases (DHD#4, Dental Clinics North, and NEMCSA) for term (12/01/22 – 11/30/27) as presented and to authorize the County Administrator to sign all agreements.

ACTION ITEM #FCSPC-2: The Committee recommends approval of the Request for Proposal for the lease of the DHHS Building from I2P, LLC as presented. County Administrator to work with I2P on the drafting of a proposed lease.

ACTION ITEM #FCSPC-3: The Committee recommends approval of the Request for Proposal from Synchronizations, LLC to manage the Alpena County Plaza Pool for five years (01/01/23 – 12/31/27) as presented.

ACTION ITEM #FCSPC-4: The Committee recommends approval of fixed asset numbering system for County vehicles (Department Code - Model Year - Sequenced Acquired) as presented, as well as Capital Asset Numbering Policy as presented.

B-2) **Facilities, Capital & Strategic Planning Committee Meeting Minutes – December 7, 2022**

ACTION ITEM #FCSPC-5: The Committee recommends approval of the estimates from Young's Flooring in the amounts of \$11,945.30 for flooring replacement in the DHD#4 building (2022 budgeted \$15,000) and \$21,332.50 for flooring replacement in the Annex building (2022 budgeted \$16,500) and to authorize County Maintenance Superintendent to do painting in the areas requested in the DHD#4 building at a cost of approximately \$500 and an additional \$1,500 for removal of a wall in the District Court jury room as presented.

ACTION ITEM #FCSPC-6: The Committee recommends approval to transfer \$6,500 from line item 631-265-975.003 and move into line item 631-265-975.018 as presented.

C) **Courts & Public Safety Committee Meeting Minutes – November 23, 2022**

ACTION ITEM #CPSC-1: The Committee recommends approval of the Record Retention and Destruction Policy for the Commissioner's Office and Human Resources as presented.

ACTION ITEM #CPSC-2: The Committee recommends approval of a 5-year contract for development and maintenance of the Alpena County website in the amount of \$20,560 (2022) and \$7,670 annually beginning in 2024 for maintenance as presented; with monies already budgeted for 2022 website development.

ACTION ITEM #CPSC-3: The Committee recommends approval of IT Policies as presented.

ACTION ITEM #CPSC-4: The Committee recommends approval of amended Address Ordinance as presented.

ACTION ITEM #CPSC-5: The Committee recommends approval of amended Animal Control Ordinance as presented.

D) Home Improvement Adhoc Committee Meeting Minutes – November 23, 2022

ACTION ITEM #HIAC-1: The Committee recommends to not approve the subordination request for Project 009-99-HI (3134 Long Lake Ave, Alpena, MI) as presented.

ACTION ITEM #HIAC-2: The Committee recommends to approve the new project request - Project EM-21-06 (7109 Long Rapids Rd, Alpena, MI) as presented.

E-1) Personnel Committee Meeting Minutes – November 28, 2022

E-2) Personnel Committee Meeting Minutes – December 6, 2022

ACTION ITEM #PC-1: The Committee recommends approval to appoint Earl Martin, Danielle Hunter, and Jon Beevers to serve on the Alpena County Veterans Affairs Board for four-year terms beginning 1/1/23 and ending 12/31/26.

ACTION ITEM #PC-2: The Committee recommends approval to re-appoint Lynette Grzeskowiak to serve on the Northeast Michigan Community Health Board for a three-year term beginning 4/1/23

ACTION ITEM #PC-3: The Committee recommends approval to re-appoint Michelle Cornish to serve on the Library Board for a five-year term beginning 1/1/23 and appoint Dustin Budd to serve on the Library Board starting immediately to 12/31/26.

ACTION ITEM #PC-4: The Committee recommends approval of the updated Building Closure Policy as presented.

ACTION ITEM #PC-5: The Committee recommends approval of a 5% pay increase for 2023 for non-union employees and elected officials except the Commissioners, IT Department and Prosecutor (monies included in 2023 Proposed Budget).

ACTION ITEM #PC-6: The Committee recommends approval to increase the PTO roll over for eligible non-union employees from 176 to 200, but will keep the payout at 176 hours.

ACTION ITEM #PC-7: The Committee recommends approval to pay out over 200 PTO hours at 50% for the Director of the Alpena County Public Conservator and Home Improvement Office and recommend the Director use as much PTO as possible by the end of the year.