

**OFFICIAL PROCEEDINGS  
OF THE  
ALPENA COUNTY BOARD OF COMMISSIONERS  
Organizational Board Meeting Minutes  
January 3, 2022 - 1:00 p.m.  
Howard Male Conference Room**

The Alpena County Board of Commissioners met in organizational session in the Howard Male Conference Room on January 3, 2022 at 1:00 p.m. The meeting was called to order by Deputy County Clerk Keri Bertrand who 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; Brenda Fournier, District #5; Kevin Osbourne, District #6; Marty Thomson, District #7; and John Kozlowski, District #8. Excused: Bill Peterson, District #4.

**AGENDA**

Moved by Commissioner Thomson and supported by Commissioner Adrian to adopt the agenda. Motion carried.

**PUBLIC COMMENT**

None.

**NOMINATIONS FOR CHAIRMAN**

Commissioner Karschnick nominated Commissioner Adrian for Chairman of the Board. Commissioner Fournier nominated Commissioner Osbourne for Chairman of the Board.

Commissioners voted by secret ballot for Chairman. Board Assistant Kim Elkie and Deputy Clerk Keri Bertrand counted the ballots in the public meeting with Commissioner Adrian receiving four votes and Commissioner Osbourne receiving three votes. Moved by Commissioner Fournier and supported by Commissioner Karschnick to destroy the ballots. Motion carried. Commissioner Adrian was declared Chairman and assumed leadership of the meeting.

**NOMINATIONS FOR VICE-CHAIRMAN**

Commissioner Fournier nominated Commissioner Kozlowski for Vice-Chairman of the Board. Commissioner Gilmet nominated Commissioner Thomson for Vice-Chairman of the Board. Roll call vote was taken:

Commissioner Gilmet: Commissioner Thomson  
Commissioner Karschnick: Commissioner Thomson  
Commissioner Peterson: Excused  
Commissioner Fournier: Commissioner Kozlowski

Commissioner Osbourne: Commissioner Kozlowski  
Commissioner Thomson: Commissioner Thomson  
Commissioner Kozlowski: Commissioner Kozlowski  
Commissioner Adrian: Commissioner Thomson

Commissioner Thomson is elected Vice-Chairman of the Board for 2022.

**APPOINTMENT OF STANDING AND VARIOUS COMMITTEES FOR 2022**

Chairman Adrian and Administrator Hannah explained to the Board the proposed new structure for 2022 standing committees. Specifically noted was a structural change to the Finance Committee, proposed to go from a 5-Commissioner Committee to a Committee of the Whole.

**ALPENA COUNTY BOARD OF COMMISSIONERS  
2022  
PROPOSED STANDING COMMITTEE STRUCTURE**

**FINANCE, WAYS & MEAN COMMITTEE-**

A Committee of the Whole. This committee reviews financial issues relating to allocation of resources, which include the budget, compensation, bond issues, retirement, tax matters and the assessment and equalization of property. The committee also reviews and approves appropriate financial and economic/community development policies.

**Chair To Be Determined**  
All Commissioners

Administrator Hannah will research regarding the Chairmanship of this Committee.

Motion by Commissioner Osbourne and supported by Commissioner Thomson to concur with the Chairman's appointments to the 2022 Finance, Ways & Means Committee with meetings held the 2<sup>nd</sup> Tuesday of the month. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Fournier, Osbourne, Thomson, Kozlowski, Adrian. Nays: None. Excused: Commissioner Peterson.

**PERSONNEL COMMITTEE –**

Responsible for the creation, review and approval of appropriate policies related personnel matters, including, but not limited to: Grievances, Discipline, Hiring, Salary and Wage analysis, Union Negotiations and makes recommendations for community board appointments by the Board. Annual review of retirement benefits packets and recommendations for any changes.

**Marty Thomson, Chair**  
Dave Karschnick  
Brenda Fournier

Motion by Commissioner Gilmet and supported by Commissioner Karschnick to concur with the Chairman's appointments to the 2022 Personnel Committee. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Fournier, Osbourne, Thomson, Kozlowski, Adrian. Nays: None. Excused: Commissioner Peterson.

**FACILITIES, CAPITAL & STRATEGIC PLANNING COMMITTEE –**

In conjunction with staff, develops and ensures compliance with a Capital Improvement Plan (CIP). Reviews and makes recommendations concerning use of all county facilities and makes recommendations for priorities in construction and renovation projects – and ensures projects

**Don Gilmet, Chair**  
John Kozlowski  
Kevin Osbourne  
Marty Thomson

are carried out to achieve stated objectives. Responsible for creating and reviewing 3-5-year strategic plan for the county and its alignment with the County Master Plan. The Board authorizes the Chairman of this Committee to create subcommittees as necessary for facility projects.

Motion by Commissioner Karschnick and supported by Commissioner Thomson to concur with the Chairman's appointments to the 2022 Facilities, Capital & Strategic Planning Committee. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Fournier, Osbourne, Thomson, Kozlowski, Adrian. Nays: None. Excused: Commissioner Peterson.

**COURTS & PUBLIC SAFETY COMMITTEE** –

This committee reviews matters referred by the Sheriff's Department, Prosecuting Attorney's Office, Corrections, County Clerk, Emergency Services/911/Central Dispatch, Ambulance/EMS Services & Ambulance Fund, Emergency Management, and the Alpena County courts, including Circuit, Juvenile and Probate courts or other elected officials. Takes information and reports from Local Planning Team (LPT) and Local Emergency Planning Committee (LEPC) and makes recommendations for any policy changes at county level needed.

**Kevin Osbourne, Chair**  
Brenda Fournier  
Don Gilmet

Motion by Commissioner Fournier and supported by Commissioner Thomson to concur with the Chairman's appointments to the 2022 Courts & Public Safety Committee. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Fournier, Osbourne, Thomson, Kozlowski, Adrian. Nays: None. Excused: Commissioner Peterson.

Committee appointments were presented as follows:

**2022  
Alpena County Board of Commissioners  
Various Board Appointments**

**STATUTORY APPOINTMENTS**

4-COUNTY HEALTH BOARD: Brenda Fournier, Bob Adrian

Alternates – Kevin Osbourne, Don Gilmet

26TH JUDICIAL CIRCUIT LOCAL COURT MANAGEMENT COUNCIL:

Bill Peterson, Marty Thomson, Kevin Osbourne

ALPENA COUNTY PARKS & RECREATION COMMISSION:

Bob Adrian, John Kozlowski, Marty Thomson; Alternates – Kevin Osbourne, Brenda Fournier

MONTMORENCY OSCODA ALPENA LANDFILL AUTHORITY (includes Recycling):

Bill Peterson, Marty Thomson; Alternates – Don Gilmet, Brenda Fournier

PLANNING COMMISSION (COUNTY): Kevin Osbourne, Alternate – Don Gilmet

**BOARD MEMBER APPOINTMENTS**

NORTHERN MICHIGAN REGIONAL ENTITY (SUD): Bob Adrian

NORTHEAST MICHIGAN CONSORTIUM: Dave Karschnick, Alternate – Kevin Osbourne

NORTHEAST MICHIGAN COUNCIL OF GOVERNMENTS (includes subcommittee - Regional Development): Dave Karschnick, Alternate – Kevin Osbourne

COMMUNITY CORRECTIONS ADVISORY BOARD: Kevin Osbourne, Alternate – Don Gilmet

MICHIGAN NORTHERN COUNTIES ASSOCIATION: Kevin Osbourne,

Alternate- Dave Karschnick

NORTHEAST MICHIGAN COMMUNITY SERVICE AGENCY (NEMCSA): Dave Karschnick  
DRUG AWARENESS RESISTANCE EDUCATION (DARE) BOARD: John Kozlowski  
HURON UNDERCOVER NARCOTICS TEAM (HUNT): Bill Peterson  
US 23 HERITAGE ROUTE MANAGEMENT COUNCIL: Don Gilmet  
TARGET ALPENA: Marty Thomson, Alternate – Bill Peterson  
THUNDER BAY TRANSPORTATION: Brenda Fournier, Alternate - Jeff Kowalski  
THUNDER BAY MARINE SANCTUARY: John Kozlowski, Don Gilmet  
EMERGENCY FOOD & SHELTER PROGRAM/UNITED WAY: Brenda Fournier  
911 ADVISORY EXECUTIVE BOARD – Bob Adrian, Dave Karschnick  
CENTRAL DISPATCH POLICIES & PROCEDURES - Bob Adrian, Dave Karschnick  
LOCAL EMERGENCY PLANNING COMMITTEE (LEPC): Bob Adrian  
SOLID WASTE MANAGEMENT COMMITTEE: Don Gilmet, Alternate- Brenda Fournier

**LIAISONS**

RECYCLING COMMITTEE: Don Gilmet  
VETERANS AFFAIRS BOARD: Don Gilmet

**BOARD MEETING DATES FOR 2022**

Moved by Commissioner Gilmet and supported by Commissioner Osbourne to adopt the Full Board meeting dates and times as presented, with all meetings at 1:00 p.m. excluding Intergovernmental Council meetings and to include four (4) meetings held at 5:30 p.m., specifically in March, June, September and November 2022. Motion carried.

**2022 PER DIEM AND MILEAGE POLICY**

Moved by Commissioner Thomson and supported by Commissioner Karschnick to adopt the 2022 Per Diem and Mileage Policy as presented. Motion carried.

**PAY PER DIEMS AND MILEAGE FOR 2022**

Moved by Commissioner Fournier and supported by Commissioner Gilmet to pay per diem and mileage for all full board meetings for 2022. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Fournier, Thomson, Osbourne, Kozlowski and Adrian. NAYS: None. Excused: Commissioner Peterson. Motion carried.

**2022 RULES OF ORDER**

Moved by Commissioner Gilmet and supported by Commissioner Fournier to adopt the rules of order for 2022 for the Board of Commissioners. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Fournier, Thomson, Osbourne, Kozlowski and Adrian. NAYS: None. Excused: Commissioner Peterson. Motion carried.

**2022 COUNTY DEPOSITORIES**

Moved by Commissioner Thomson and supported by Commissioner Fournier that the County depositories for 2022 be Huntington National Bank, PNC Financial Services Group, Nicolet Bank, Flagstar Bank, and PFM Asset Management LLC-GovMic and that these depositories be authorized to accept

deposits or withdrawals made by Treasurer Ludlow or her designated deputies in the case of investments, certificates of deposit, or savings accounts, also to accept deposits and withdrawals on demand accounts (checking) by Treasurer Ludlow or her designated deputies and Clerk Friedrichs or her designated deputies (two signatures required). Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Fournier, Thomson, Osbourne, Kozlowski and Adrian. NAYS: None. Excused: Commissioner Peterson. NAYS: None. Motion carried.

Treasurer Ludlow will review the County's policy and report back to the Board regarding the possibility of the County opening a depository account at a local credit union.

**RESOLUTION #22-01**  
**Act 20 of the Public Acts of 1943**  
**Treasurer**

**WHEREAS**, Act 20 of the Public Acts of 1943, as amended, provides that the "... legislative or governing body of a county, city, village, township, or special assessment district, or an agency, board, or commission of a county, by resolutions, may authorize its Treasurer or other Chief Fiscal Officer to invest surplus funds belonging to and under the control of the political subdivision, special assessment district, or agency, board, or commission of a county per the Investment Policy for the County of Alpena as required by Public Act 20, of 1943 as amended.

**WHEREAS**, it is the intent of the County of Alpena to maximize its return on balances from time to time available in the various funds of the County of Alpena; and,

**WHEREAS**, it has been the past practice of the County of Alpena to have its Treasurer make immediate investment of available balances;

**NOW, THEREFORE, BE IT RESOLVED**, that the Treasurer be authorized and is hereby directed to invest the balances from time to time available in the various funds of the County of Alpena in accordance with Act 20 of the Public Act of 1943, as amended; and,

**BE IT FURTHER RESOLVED**, that all such investments heretofore made are hereby ratified and validated.

Moved by Commissioner Gilmet and supported by Commissioner Karschnick to adopt the above resolution. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Fournier, Thomson, Osbourne, Kozlowski and Adrian. NAYS: None. Excused: Commissioner Peterson. Motion carried.

**2022 COUNTY FEE SCHEDULE**

Moved by Commissioner Karschnick and supported by Commissioner Thomson to adopt the 2022 Fee Schedule as presented. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Fournier, Thomson, Osbourne, Kozlowski and Adrian. NAYS: None. Excused: Commissioner Peterson. Motion carried.

**RECORDING MEETINGS**

Administrator Hannah informed the Board regarding the option, using the Zoom Room equipment, to record meetings for public viewing on YouTube. There would be no associated cost to the County. Chairman Adrian requested Administrator Hannah and IT Director Steve Mousseau to research the option and report to the Board at January's Full Board of Commissioners meeting.

**PUBLIC COMMENT**

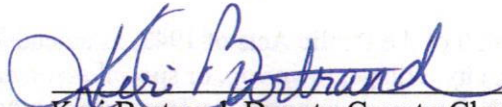
None.

**ADJOURNMENT**

Moved by Commissioner Fournier and supported by Commissioner Gilmet to adjourn. Motion carried. Meeting adjourned at 2:30 p.m.



Robert Adrian, Chairman of the Board



Keri Bertrand, Deputy County Clerk

kke

PROPOSED FINANCE, WAYS & MEANS AND FULL BOARD MEETING DATES  
2022

January 3\*\* - Organizational 1:00 p.m.  
January 11 – Finance, Ways & Means  
January 25  
February 8 – Finance, Ways & Means  
February 22  
March 8 – Finance, Ways & Means  
March 22\*\* (5:30 p.m.)  
April 12 – Finance, Ways & Means  
April 26  
May 10 – Finance, Ways & Means  
May 24  
June 14 – Finance, Ways & Means  
June 28 \*\* (5:30 p.m.)  
July 12 – Finance, Ways & Means  
July 26  
August 9 – Finance, Ways & Means  
August 23  
September 13 – Finance, Ways & Means  
September 27 \*\* (5:30 p.m.)  
October 11 – Finance, Ways & Means  
October 25  
November 8 – Finance, Ways & Means  
November 22 \*\* (5:30 p.m.)  
December 13 – Finance, Ways & Means  
December 20

The Full Board meetings will be held on the 2<sup>nd</sup> (9:30 a.m.) and 4<sup>th</sup> (1:00 p.m. \*\*except where noted) Tuesdays of the month at in the County Annex Building in the Howard Male Conference Room. Meeting dates are subject to change, please confirm date, time and place with the Commissioners' office.

**Alpena County**  
**2022**  
**Board of Commissioners Per Diem Policy**

This Policy addresses the compensation of members of the Board of Commissioners for their attendance at Board and committee meetings as well as other scheduled meetings of committees, boards, authorities or other groups to which the member has been appointed as a representative of the Alpena County Board of Commissioners. It is recognized that this policy may not compensate Board Members for many activities that command their attention as an elected County Commissioner. It is intended, however, to clarify those activities that are compensable on a per diem basis.

**Meeting**

A meeting is defined as any meeting of a Board, Committee, Authority or other group to which a Commissioner is appointed as a representative of the Alpena County Board of Commissioners. In so much as County Commissioners receive a yearly salary, it is recognized that this policy may not compensate Board Members for many activities that command their attention as an elected County Commissioner. It is intended, however, to clarify those activities that are compensable on a per diem basis.

**Budgeted Meeting**

A "Budgeted Meeting" is defined as a meeting of a Board, Committee, Authority or other group to which a Commissioner is appointed as a representative of the Alpena County Board of Commissioners and is eligible for pre-approved per diem and mileage compensation as outlined in "Budgeted Per Diem Meetings" within this policy.

**Special Assignments**

The County Board may elect or the Board Chair may designate other assignments in advance or during the course of the year for which the Board Member will be eligible for per diem under this policy. Relative to the Per Diem Policy, per diem eligibility shall be reflected in the motion for in a vote by the County Board or in the designation decree of the Chair.

**Alternates**

A duly appointed alternate will be eligible for per diem should the appointed member(s) not be present at the meeting. From time to time, neither Appointee nor Alternate may make a "Budgeted Meeting"; the Appointee, Alternate or County Chairman may request an at-large county commissioner to attend said meeting. Under these circumstances an at-large commissioner would be eligible for per diem and mileage.



### **Mileage within Alpena County - Budgeted Meeting**

Mileage for travel to a "Budgeted Meeting" within Alpena County shall equal the County Employee's Mileage level. Mileage shall be computed to and from a commissioner's home/work (normal beginning and ending location). Mileage for "Special Meetings" shall be discussed under the heading of "Special Meetings".

### **Mileage outside Alpena County - Budgeted Meeting**

Mileage for travel to a "Budgeted Meeting" outside Alpena County shall equal the County Employee's Mileage level. Mileage shall be computed to and from a commissioner's home/work (normal beginning and ending location). Mileage for "Special Meetings" shall be discussed under the heading of "Special Meetings".

### **Mileage within Alpena County- Special Meeting**

Mileage approved for travel to a "Special Meeting" within Alpena County shall equal the County Employee's Mileage level. Mileage shall be computed to and from a commissioner's home/work (normal beginning and ending location). Eligibility for Special Meetings approval shall be discussed under the heading of "Special Meetings".

### **Mileage outside Alpena County - Special Meeting**

Mileage approved for travel to a "Special Meeting" outside Alpena County shall equal the County Employee's Mileage level. Mileage shall be computed to and from a commissioner's home/work (normal beginning and ending location). Eligibility for "Special Meetings" approval shall be discussed under the heading of "Special Meetings".

### **Budgeted Per Diem Meetings**

The following list reflects the budgeted meetings eligible for per diem without pre-authorization by the Chair, Finance Chair, Finance Committee or County Board of Commissioners under this policy:

<u>Meetings</u>	<u># Per Year</u> (Meetings based on 1 per month, unless otherwise noted)	<u>Per Diem</u>	<u>Commissioners</u>
Full Board Meetings	12 TOTAL + 5 Special	\$30	8
4 County Health	12	9 - \$60, 3 - \$30	2
26th Judicial Court Local Court Mgt	6	\$30	3
Planning Commission	12	Charged to Planning Commission	1
Parks & Recreation Commission	12	Charged to Parks & Recreation Commission	3
Landfill	24 (2 per month)	Charged to Landfill	2
Landfill Committees - Claims & Accounts, Personnel	30	Charged to Landfill	1
HUNT	4	\$30	1
Target Alpena	12	\$30	1
United Way	2	\$30	1
Northern Michigan Regional Entity	6	\$60	1
NE MI Consortium	4	\$60	1
Michigan Northern Counties	10	\$60	1
DARE	10	\$30	1
Thunder Bay Transportation	12	\$30	1
Northeast Michigan Council of Governments (NEMCOG)	10	\$60	1
Northeast Michigan Community Service Agency (NEMCSA)	12	\$60 out of town \$30 in town	1
Local Emergency Planning Committee (LEPC)	8	\$30	1
Thunder Bay National Marine Sanctuary	6	\$30	1
Sunrise Side Coastal Highway/Heritage Route	6	\$30	1
Central Dispatch Committee	6	\$30	2
911 Advisory Board	4	30	2

<b><u>Intergovernmental Committees</u></b>			
Intergovernmental Council	3	\$30	8
<b><u>Standing Committees</u></b>			
Finance/Ways & Means	12	\$30	8
Budget	6	\$30	8
Personnel	12	\$30	3
Personnel Chair (Grievances/Negotiations)	12	\$30	1
Facilities, Capital & Strategic Planning	24	\$30	4
Court & Public Safety Committee	12	\$30	3
<b><u>ADHOC Committees</u></b>			
Meetings as set up			
	<b><u>Misc. Meetings</u></b>		
Misc/Training/Public Hearings	money as budgeted and approved by the Chair		

**The per diem rates shall be as follows until amended by the Board of Commissioners:**

Full Board Meetings: \$30.00  
Other Meetings: Up to 3 hours = \$30  
3 or More Hours = \$60 plus meal (Meal if out of the County)  
Maximum allowance is three meetings per day for a total of \$90  
Conferences or training are \$60.00 per day if 3 hours or more

Mileage Reimbursement: Travel = County Employee Mileage Compensation  
Per Diems and Mileage must comply with restrictions of the Alpena County Board of Commissioners Per Diem Policy to qualify for reimbursement.

## **Special Meetings**

A Special Meeting under this policy is defined as an **Un-Scheduled and (therefore) Non-Budgeted** Meeting of a Board, Committee, Authority or other group to which a the Board Member is **appointed** as a representative of the Alpena County Board of Commissioners above or a Board, Committee, Authority or other group to which a the Board Member is **not officially** appointed as a representative of the Alpena County Board of Commissioners

Attendance to Special Meetings shall be eligible for per diem and mileage **only under the following circumstances:**

- 1) Must submit a special per diem form in advance of the Special Meeting to the Finance Chairman for approval. In the event a special form cannot be submitted to the Finance Chairman, a verbal approval is acceptable before the actual occurrence of the Special Meeting.
  
- 2) Must submit a special per diem form in advance of the Special Meeting to the County Board Chairman (or Vice Chairman in the Chair=s absence) for approval. In the event a special form cannot be submitted to the Board Chairman, a verbal approval is acceptable before the actual occurrence of the Special Meeting.
  
- 3) Must submit a special per diem form in advance of the Special Meeting to the County Finance Committee for approval.
  
- 4) Must submit a special per diem form in advance of the Special Meeting to the County Board of Commissioners for approval.

Any report for a Special Committee@ without an above pre-authorization shall **Not** be eligible for per diem or mileage and the commissioner=s compensation shall be considered part of their Salaried Compensation Package.

### **Special Meetings - Board Chairman**

A Special Meeting under this policy is defined as an **Un-Scheduled and (therefore) Non-Budgeted** Meeting of a Board, Committee, Authority or other group to which a the Board Chairman is **appointed** as a representative of the Alpena County Board of Commissioners above or a Board, Committee, Authority or other group to which a the Board Chairman is **not officially** appointed as a representative of the Alpena County Board of Commissioners

Attendance to Special Meetings shall be eligible for per diem and mileage **only under the following circumstances:**

- 1) Must submit a special per diem form in advance of the Special Meeting to the Finance Chairman for approval. In the event a special form cannot be submitted to the Finance Chairmen, a verbal approval is acceptable before the actual occurrence of the Special Meeting.

- 2) Must submit a special per diem form in advance of the Special Meeting to the County Board Vice Chairman for approval. In the event a special form cannot be submitted to the Board Vice Chairman, a verbal approval is acceptable before the actual occurrence of the Special Meeting.
- 3) Must submit a special per diem form in advance of the Special Meeting to the County Finance Committee for approval.
- 4) Must submit a special per diem form in advance of the Special Meeting to the County Board of Commissioners for approval.

Any report for a Special Committee@ without an above pre-authorization shall **Not** be eligible for per diem or mileage and shall be considered part of their Salaried Compensation Package.

Payment for per diems and travel are submitted and signed by the Chairman of the Board near the first of each month.

mch 12.29.2021

**2022**  
**RULES OF ORDER**  
**BOARD OF COMMISSIONERS**  
**ALPENA COUNTY, MICHIGAN**

**1. AUTHORITY**

These rules are adopted by the Board of Commissioners of County of Alpena pursuant to Section 46.11 of the Compiled Laws of Michigan, as amended.

**2. MEETINGS**

**2.1 Organizational Meeting**

The first meeting in each calendar year shall be the organizational meeting and it shall be held the first business day of January at 1:00 p.m. (For example, next year's organizational board meeting shall be held January 2, 2023). At each such meeting, the county clerk shall preside. As the first item of business, the county clerk shall administer the oath of office to the commissioners if the oath has not previously been administered.

The second item of business shall be election of the chairperson of the board for a one-year term and the vice-chairperson for a one-year term. The clerk shall call for nominations for the office of chairperson and when nominations are closed by majority vote or no other nominations are forthcoming, the clerk shall receive written ballots from the members. When one nominee receives a majority of the votes of the members elected and serving, that nominee shall be declared chairperson.

The newly elected chairperson shall assume the chairperson and proceed with the election to the office of vice-chairperson, which shall be conducted by roll call vote.

If the commissioners present shall not cast a majority for one nominee, the county clerk shall continue to preside until a majority of commissioners elects one of its members to be chairperson. The board of commissioners may proceed onto other agenda items, as they shall decide.

**2.2 Regular Meetings**

The county board shall meet on the fourth Tuesday of each month unless it falls on or near a holiday or if necessary to change from the usual date in which another date will be proposed. At its first meeting in each calendar year, the

---

\* Unless otherwise stated, "majority shall mean more than half the members elected and serving."

board of commissioners shall establish its schedule of regular meetings for the balance of the year.

### **2.3.1 Special Meetings**

The board of commissioners shall meet in special session upon the written petition filed with the county clerk and signed by one-third or more of the members. The petition for a special meeting shall specify the time, date, place, and purpose of the meeting.

### **2.4 Place of Meetings**

Meetings of the board of commissioners shall be held in the chambers of the board of commissioners in the county annex unless public notice of the meeting states a different location. Whenever the regular meeting place of the board of commissioners shall appear inadequate for members of the public to attend, the chairperson may change the meeting location to a larger facility in the county. A notice of such change shall be prominently posted on the door of the regular meeting place and the other location. The clerk shall also give notice of the change in the meeting place in a newspaper if time permits.

### **2.5 Time of Regular Meetings**

The time of the regular meetings shall be stated in the regular schedule of meetings adopted under Rule 2.2. In evening meetings, the board shall not begin considering any matter on the agenda not yet under consideration by the time of 10:30 p.m. except with the unanimous consent of the members present. Matters on the agenda and not yet acted upon at the time of adjournment will be placed on the agenda of the next regular meeting or special meeting if one is called.

### **2.6 Change in Schedule**

Change in the regular meeting schedule shall not be made except upon the approval of a majority of the members. In the event the board shall meet and a quorum is not present, the board, with the approval of those present, may adjourn the meeting to a later day and time provided that proper notice to members and the public is given.

## **3. PUBLIC NOTICE OF MEETINGS**

The county clerk or secretary to the board shall provide the proper notice for all meetings of the board of commissioners. Such notice shall include, but not necessarily be limited to, the following:

### **3.1 Regular Meetings**

Posting a notice within 10 days after the first meeting of the county board in each calendar year indicating the date, time, and place of the board's regularly scheduled meeting.

### **3.2 Schedule Change**

Whenever the board shall change its regular schedule of meetings, a posting of notice of the change within three days following the meeting in which the change was made.

### **3.3 Special and Emergency Meetings**

If the board shall schedule a special meeting under rule 2.3 or an emergency meeting under rule 2.4, notice of such meeting shall be posted immediately and delivery of the notice to the residence of each commissioner by personal delivery, this only will be done under extraordinary circumstances, facsimile transmission, e-mail or firstclass mail. Also, personal services by the clerk of the county to the office of the commissioners by hand delivery, will serve as notice to all members of the commission. No meeting, except emergency meetings, shall be held until the notice shall have been posted at least 18 hours.

### **3.4 Notification to Media and Others**

The clerk shall notify, without charge, any newspaper or radio or television station of the board's meeting schedule, schedule changes, or special or emergency meetings whenever such newspaper or radio or television station has filed with the clerk a written request for such notice. The clerk or board secretary shall also notify other individuals or organizations of regular meeting schedules, changes in the schedule, or special and emergency meetings, but only upon their written request and agreement to pay the county for printing and postage expenses. With written consent of the persons or agencies requesting notification, notice may be made by facsimile transmission or e-mail. In the absence of such consent, notices shall be made by first class mail.

## **4. QUORUM, ATTENDANCE, CALL OF THE COUNTY BOARD**

### **4.1 Quorum**

A majority of commissioners of the board, elected and serving, shall constitute a quorum for the transaction of ordinary business of the board.

### **4.2 Attendance**

No member of the county board may absent himself or herself without first having notified the chairperson of his or her intent to be absent from a scheduled meeting.



## **5. AGENDA FOR MEETINGS**

The secretary to the board, after first reviewing pending matters and requests, shall prepare a draft of the agenda of business for all regularly scheduled commission meetings. The chairperson of the board shall review and add or delete items, as he/she considers proper. Any commissioner, or chairperson of a committee, board, or other commission of the county, desiring to place a matter on the agenda shall notify the secretary of such item by 12:00 noon on the Tuesday preceding the next regular meeting of the board. The board, except upon the consent of a majority of the members present, shall not consider items not received by the secretary of the board by the stated deadline.

### **5.1 Agenda for Special Meetings**

Whenever the board is called into session pursuant to Rule 2.3.1, the agenda shall be included in the notice of the meeting and no other matter shall be considered except when all members are present and a majority concurs. Agenda for special meetings pursuant to Rule 2.3.2 shall be provided along with the notice of the meeting to commissioners, if time permits. At other times, the chairperson shall declare the agenda upon the approval of a majority of the members present.

### **5.2 Distribution of Agenda and Materials**

Upon the completion of the agenda, the board secretary shall immediately distribute copies of the agenda together with copies of reports, explanations, etc., which relate to the matters of business on the agenda. Commissioners shall be entitled to receive such materials not later than two days prior the next regular meeting.

### **5.3 Consent Calendar (Defined)**

The consent calendar shall consist of those matters that the commission has determined to be "routine" and usually are matters about which the board commonly concurs. Among such matters are the approval of minutes, approval of bills for payment, appointment of persons to budgeted and classified positions, and other matters that the board of commissioners is required by statute or board rule to approve.

### **5.4 Consent Calendar—Procedure**

The board secretary, in preparing the meeting agenda, shall list those matters under the heading of "consent calendar" and include the associated materials with those distributed to the members in accordance with Rule 5.2.

At a meeting of the commissioners for which a consent calendar has been prepared, the board, upon the motion of a commissioner, shall vote on the

approval of the matters included under the consent calendar. Before putting the question to the commissioners, the chairperson shall permit the commissioners to remove from the consent calendar, those items on which they have questions or wish to debate. The chairperson shall then direct the clerk to remove such matters and place them in their usual place on the meeting's agenda. A vote shall not be required to remove a matter from the consent calendar.

### **5.5 Order of Business**

The agenda shall be arranged in the following order:

- a. Call to order
- b. Pledge of allegiance
- c. Roll call
- d. Approval of the agenda
- e. Brief public comment (3 minutes)
- f. Action on consent calendar
- g. Reports of officers, boards, and standing committees
- h. Reports of special or ad hoc committees
- i. Special orders
- j. Unfinished business and general orders
- k. New business
- l. Public comment (3 minutes)
- m. Adjournment

## **6. CONDUCT OF MEETINGS**

### **6.1 Chairperson**

The person elected chairperson in the first meeting each year of the board of commissioners shall preside at all meetings of the board. In the absence of the chairperson, the person elected vice-chairperson shall preside. If neither the chairperson nor the vice-chairperson is present, the clerk shall preside until the commissioners present elect a commissioner to preside during the absence of the chairperson or vice-chairperson.

### **6.2 Form of Address**

Board members wishing to speak shall first obtain the approval of the chairperson and each person who speaks shall address the chairperson. Other persons at the meeting shall not speak unless recognized by the chairperson.

### **6.3 Disorderly Conduct**

The chairperson shall call to order any person who is being disorderly by speaking or otherwise disrupting the proceedings, by failing to be germane, by speaking longer than the allotted time, or by speaking vulgarities. Such person shall thereupon be seated until the chairperson shall have determined whether

the person is in order. If a person so engaged in presentation shall be ruled out of order, he or she shall not be permitted to speak further at the same meeting except upon special leave by the board of commissioners. If the person shall continue to be disorderly and to disrupt the meeting, the chairperson may order the sergeant at arms to remove the person from the meeting. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting.

**PUBLIC COMMENT:**

Public Comment is limited to 3 minutes per individual for the brief Public Comment period at the beginning of the meeting with a 15 minute limit unless approved otherwise by the Board.

All other public comment will be heard at the end of the current agenda and will be limited to 3 minutes per individual. Public Comment rules are attached.

**7. RECORD OF MEETINGS**

**7.1 Minutes and Official Records**

The county clerk shall be clerk of the board and together with the secretary to the board, shall be responsible for maintaining the official record and minutes of each meeting of the board. The minutes shall include all the actions and decisions of the board with respect to substantive (non-procedural) motions. The minutes shall include the names of the mover and seconder and the vote of the commissioners. The record shall also state whether the vote was by voice or by roll call; when by roll call, the record shall show how each member voted. The clerk shall maintain, in the office of the clerk, copies of each resolution and ordinance or other matter acted upon by the board. The official minutes, however, may refer to those matters by an identifying number and the descriptive title of the ordinance, resolution, or other matter.

**7.2 Record of Discussion**

The clerk shall not be responsible for maintaining a written record or summary of the discussion or comments of the board members nor of the comments made by members of the public.

**7.3 Request for Remarks to Be Included**

Any commissioner may have his or her comments printed as part of the record upon the concurrence of a majority of the other members. Comments to be included in the record shall be provided in writing by the member.

**7.4 Public Access to Meeting Records**

The board secretary or clerk shall make available to members of the public the records and minutes of the board meetings in accordance with the freedom of

information act. Board minutes, prepared but not approved by the board, shall be available for public inspection not more than eight business days following the meeting. Minutes approved by the board shall be available within five business days of the meeting at which they were approved. The board shall also promptly mail copies of minutes to persons who have subscribed and paid the fee therefor as determined by the board of commissioners.

Minutes will be posted on the County website and will be available for pickup at the Clerk's Office. No charge for the last three (3) months meetings for minutes only. A fee will be charged for copies of any attachments to the official minutes which includes committee meetings. Copies of minutes older than three (3) months will be charged the current copy fee or if a FOIA request has been filed, the FOIA fee allowable.

## **8.0 COMMITTEES**

### **8.1 Appointment**

Each year, following the election of the board chairperson, the chairperson shall appoint commissioners to standing committees listed under Rule 8.3 and other various committees.

### **8.2 Committee Chairperson**

The person first listed on the roster of each committee shall be the committee chairperson. In the absence of the committee chairperson, the person next listed shall assume the chairperson.

### **8.3 Standing Committees and Responsibilities**

Committees of the board shall consist of the following:

Finance Committee – Committee of the Whole  
Personnel Committee  
Facilities, Capital & Strategic Planning Committee  
Courts & Public Safety

Each committee shall thoroughly investigate any matter referred to it by the board or board chairperson and shall report in writing its findings to the board without undue delay. Upon the motion of any board member, and approval by a majority of the board, the board may discharge a committee from further consideration of any matter.

### **8.4 Committee Meetings**

A majority of the members of a committee shall constitute a quorum. Each committee shall comply with the provisions of the Michigan Open Meetings Act and the Freedom of Information Act.

Each committee shall maintain a written record of its meetings and shall deliver such record to the clerk or secretary to the board. The clerk or board secretary shall maintain a separate file for each committee. The record of each committee meeting shall include at least the following: the date and place of the meeting, members attending, and the vote of each on any action relating to an ordinance, resolution, appointment or election of an officer that the committee has approved. Committee votes on other matters must be included as part of the meeting record upon the demand of one-third of the members. Committee actions will follow statutes and board adopted personnel policies and procedures.

### **8.5 Exercise of Governmental Function**

A committee shall not exercise a governmental function as defined by the open meetings act in a meeting not open to the public unless the open meetings act permits the action to be considered in executive session closed to the public. The responsibility of each committee is to make recommendations to the board of commissioners and to report matters considered and rejected as well as those considered and recommended.

### **8.6 Work Sessions**

Whenever the board shall meet in "work sessions" the board shall meet as a committee of the whole. The chairperson, vice-chairperson, or other member shall preside.

Work sessions shall conform to the requirements of the open meetings act with respect to public notice.

The rules of the board of commissioners shall be observed in work sessions as far as they are applicable, except with respect to limiting debate, moving to vote immediately, and taking a roll call vote.

Resolutions, ordinances, and other matters referred to the committee, unless otherwise ordered by the committee, shall be read aloud by the clerk and then considered and acted upon by section. Before an amendment is adopted it shall be fully written and read to the committee. Whenever the committee of the whole has completed its deliberations, a member shall move that the workshop meeting rise and report to the board of commissioners. The motion to rise is always in order and shall be decided by majority vote without debate. Motions recommending action by the board of commissioners shall take precedence in the same order as analogous motions in the meetings of the board of commissioners.

## **8.7 Commissioner appointments**

- 1) The Board of Commissioners makes appointments to various boards and commissions. In an effort to avoid a potential conflict of interest in a Committee or with the Board, the Board shall not appoint a relative of any board member defined as parent, spouse, child, brother, sister, grandparent, someone residing in the same household (further defined as natural, adoptive, half, step or foster).
- 2) Commissioners individually recommend a representative to serve on select committees. These select committees shall consist of the following:
  - a. Older Persons Committee
  - b. Youth and Recreation Committee

The representative must reside in the Commissioner's district and actively participate in committee meetings. In an effort to avoid a potential conflict of interest in a Committee or with the Board of Commissioners, a Commissioner shall not recommend appointing a relative defined as parent, spouse, child, brother, sister, grandparent, someone residing in the same household (further defined as natural, adoptive, half, step or foster). These representatives shall be appointed by the Board of Commissioners upon the recommendation of the Commissioner of each district.

## **9.0 EXECUTIVE MEETINGS or CLOSED SESSIONS**

**9.1** The vote to hold an executive meeting or closed session shall be recorded in the minutes of the meeting at which the decision was made.

**9.2** The board of commissioners may meet in executive session or closed session, closed to members of the public, upon the motion of any member and roll call approval by two-thirds of the members for the following purposes:

**9.2.1** To consider the purchase or lease of real property, until an option to purchase or lease that property is obtained.

**9.2.2** To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the county board.

**9.2.3** To meet with an attorney to consider the attorney's written opinion.

**9.2.4** To review the specific contents of an application for employment to a county position and the applicant requests that the application remain confidential. Whenever the board meets to interview an applicant, the meeting shall be open to the public.

#### **9.2.5 Other Reasons**

**9.2.5.1** The board may also meet in executive or closed session for the following reasons without the requirement of a two-thirds vote:

**9.2.5.2** To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of a public officer, employee, staff member, or individual agent if the named person requests a closed hearing. If the person rescinds his/her request for a closed hearing the matter at issue shall thereafter be considered only in open public meeting.

**9.2.5.3** To consider strategy connected with the negotiation of a collective bargaining agreement.

#### **9.3 Minutes, Executive Meetings**

For each executive meeting, the clerk shall make a separate record of the topics discussed. This record shall not be disclosed to the public except upon the order of a court. The clerk may destroy the minutes after one year and one day have passed after the meeting at which the board approved the minutes of the meeting at which the board voted to hold the executive meeting.

### **10. MOTIONS AND RESOLUTIONS**

#### **10.1 Statement by Chairperson, Motions, and Resolutions**

No motion or resolution shall be adopted until the presiding officer states the motion. All motions, except procedural motions and resolutions, may be required to be in writing upon the demand of any member. A request to recess for the purpose of writing out a motion or resolution shall be in order.

#### **10.2 Rank of Motions**

The order of precedence of motions shall be:

- a. Privileged Motions
- b. Fix the time to which to adjourn (or set the time for next meeting)
- c. Adjourn
- d. Recess
- e. Raise a question of privilege
- f. Call for orders of the day

### **10.3 Subsidiary Motions**

- a. Lay on the table
- b. Call the previous question (immediately to close debate and making of subsidiary motions except lay on the table.)
- c. Limit or extend the limits of debate
- d. Postpone to a certain time (postpone definitely)
- e. Refer to a committee
- f. Amend the main motion
- g. Postpone indefinitely
- h. Clear the floor of all motions

#### **10.3.1 Main Motion**

#### **10.3.2 Non-debatable Motions**

The motions to fix the time of the next meeting, adjourn, recess, point of privilege, call for orders of the day, to table, vote immediately, limit or extend debate shall be ordered and voted upon without debate.

### **10.4 Procedural Motions**

#### **10.4.1 Motion to reconsider**

The motion to reconsider shall be in order on any question that the board has decided, but no question shall be reconsidered more than once. The motion to reconsider shall be in order on the same day as the vote to be reconsidered was taken. The motion to reconsider shall be made only by a member who voted with the prevailing side. A motion to reconsider a motion to amend shall not be in order if the main question has been voted upon. If the board has adopted a motion to reconsider, however, motions to amend shall be in order.

#### **10.4.2 Motion to clear the floor**

The motion to clear the floor may be made by the chairperson or a member, whenever procedural matters have become sufficiently confused. If the motion to clear the floor has been adopted, it shall clear the floor of all motions as though they have been withdrawn. The motion shall not be subject to debate nor, if adopted, to reconsideration.

#### **10.4.3 Temporary suspension of the rules**

These rules may be suspended temporarily at any time by vote of two-thirds of the members elected and serving to achieve any legal objective of the board in a legal manner.

#### **10.4.3 Appeal rulings of the chairperson**



Any commissioner may appeal the ruling of the chairperson. On all appeals receiving a second, the question shall be "Shall the decision of the chairperson stand as the decision of the county board of commissioners?"

## **11. VOTING**

### **11.1 Abstaining from voting**

Whenever the chairperson puts a question to the members, every commissioner present shall vote on the question unless a conflict of interest. No member present shall abstain from voting "yes" or "no" unless there is a conflict of interest. The Commissioner shall state that he/she has a conflict of interest prior to the item being discussed or a motion being made and what the conflict of interest is. The County Board can then take action to allow or not allow the abstention due to the conflict of interest.

### **11.2 Roll call votes**

The names and votes of commissioners shall be recorded on board actions to adopt final measures such as ordinances, resolutions, appointment or election of officers, etc. The election of the board chairperson may be by secret ballot with the approval of a majority of commissioners present. Upon the demand of one fifth of the commissioners, a roll call vote shall be taken on other motions and actions.

### **11.3 Voting viva voce**

When in the judgment of the chairperson, the board of commissioners will cast a unanimous vote on the question on the floor, the chairperson may put the questions to the members by stating: "Without objection, the chair will direct the clerk to enter a unanimous affirmative (or negative) vote on the question. Is there objection? Hearing none, the clerk is directed to enter a unanimous affirmative (or negative) vote on the question." At this point, the clerk shall enter an affirmative (or negative) vote for each of the members present.

If any member objects, he or she should do so aloud. Whereupon, the chairperson shall direct the clerk to call the roll.

### **11.3 Votes Required**

Procedural and other questions arising at a meeting of the commissioners, except for those decisions required by statute to have a higher majority, shall be decided by a majority of the members present. A majority of the members elected and serving shall be required for final passage or adoption of a measure, resolution, or the allowance of a claim.

## **12. PARLIAMENTARY AUTHORITY**

Robert's Rules of Order (Newly Revised) shall govern all questions of procedure not otherwise provided by these rules or by state or federal law. The legal counsel to the board or other person so designated by the board shall serve as the board's parliamentarian and shall advise the presiding officer regarding rules of procedure.

### **13. INTRODUCTION AND ADOPTION OF ADMINISTRATIVE RESOLUTIONS**

#### **13.1 Definition**

Any action regarding the operation or administration of a department of the county government or containing policies of the board of commissioners applicable to one or more departments of the county, and not adopted as an ordinance, shall be declared administrative policy.

#### **13.2 Introduction**

Any commissioner may introduce an administrative resolution at any regular or special meeting of the board of commissioners in the regular order of business.

#### **13.3 Order for Consideration**

The regular order for consideration of proposed administrative resolutions shall be:

**13.3.1 Introduction**, first reading by title, and reference to the appropriate committee, as determined by the board chairperson.

**13.3.2 Report** by the committee considering the proposal and placement on the agenda under new business—adoption of resolutions.

**13.3.3 Full Board** discussion and vote. Each member shall be given opportunity to discuss the resolution and offer such amendments as she or he shall consider appropriate. Amendments shall be made in the following forms:

- “ I move to amend by striking the following (sections or words).”
- “ I move to amend by striking the following (sections and words) and inserting  
the following (sections or words.)”
- “ I move to amend by inserting the following (lines or words) after  
(describe the  
location).
- “ I move to amend by adding the following (lines or words) after (describe  
the  
location).

Before calling for a vote on the proposed amendment, the chairperson shall

direct the clerk to read the proposed amendment and to state how the section or sentence will read if the amendment is approved. Thereafter, the chairperson shall call the question on the amendment.

#### **13.3.4 Form**

Each administrative resolution shall conform to the form required for introduction and adoption.

#### **13.5 Committee Review**

The chairperson of the board of commissioners shall refer all proposed administrative resolutions to an appropriate committee of the board. The committee shall review the proposal and invite effected departments of the county to comment and offer explanations. The committee, in its report, shall include a summary of the comments and objections to the resolution. Any administrative resolution reported without recommendation shall automatically lie on the table until ordered removed by the board.

#### **13.6 Adoption**

The board of commissioners may adopt the committee recommendation or refer the report to the committee of the whole where further consideration can be given. On the final adoption of a proposed amendment, the vote shall be taken by a record roll call or in accordance with Rule 11.3. A majority of the commissioners elected and serving shall be required for adoption, unless a statute requires a larger number of votes to adopt the policy.

#### **13.7 Notification**

Upon the final adoption of an administrative resolution, the board secretary shall notify each county department head of the board action. Such notification shall be by title or summary. The board secretary shall make available a copy of the full administrative resolution.

#### **13.8 Record of Administrative Resolutions**

The clerk shall keep a copy of each administrative resolution of the board in a separate file or book with appropriate subcategories according to subjects covered. The record of each administrative resolution shall provide the date of adoption, the record vote of each commissioner, and any amendments thereto adopted by the board.

#### **14. Rules of Procedure**

These rules of procedure shall be interpreted and applied consistent with state law. In the event of conflict, state law shall govern.

mch 12.29.2021

## 2022 ALPENA COUNTY FEE SCHEDULE

<b>COUNTY WIDE FEES</b>	
Email Request (plus cost of documents)	\$5.00
Fax Charge (plus cost of documents)	\$5.00
Non-Sufficient Checks	\$25.00
FOIA requests (handled by Comm. Office)	As set by law
<b>AIRPORT updated Dec. 2021</b>	
<b>SEE ATTACHED SHEET page 6</b>	
<b>ANIMAL CONTROL</b>	
<b>SEE ATTACHED SHEET page 7</b>	
<b>EROSION CONTROL</b>	
<b>SEE ATTACHED SHEET page 12</b>	
<b>EQUALIZATION</b>	
Plat Books (checks payable to MSU Ex.) We do not ship plat books. For shipping contact MSU Extension: 989-354-9870	\$25.00
Fax & Email Charge plus the cost of attachments with appropriate fees	\$5.00
Print outs (per page)	\$2.00
New Address Assignment	\$25.00
Research (per hour)	\$25.00
GIS Map - 8.5" x 11" B&W Line work	\$3.00
GIS Map 8.5"x11" B&W Aerial Photo	\$3.00
GIS Map 8.5"x11" B&W Aerial w/ Line work	\$6.00

GIS Map - 11" x 17" B&W Line work	\$6.00
GIS Map - 11" x 17" B&W Aerial Photo	\$6.00
GIS Map - 11" x 17" B&W Aerial w/Line work	\$10.00
GIS Map - 24" x 36" (roll) Color Line work	\$15.00
GIS Map - 24" x 36" (roll) Color Aerial Photo	\$20.00
GIS Map - 24" x 36" (roll) Color Aerial w/ Line work	\$35.00
GIS Map 42" X 42" (roll) Color Line work	
GIS Map 42" X 42" (roll) Color Aerial Photo	\$35.00
GIS Map 42" X 42" (roll) Color Aerial w/Line work	\$50.00
Digital GIS County Aerial"	\$1500.00
Digital county Line Work	\$3,000.00
Digital County Line work with Aerial	\$4,500.00
Electronic Assessment Data (County)	\$1000.00
Electronic Assessment data (per Township/City)	\$350.00
<b>COUNTY CLERK</b>	
Adoption Investigation Fee	\$100.00
Affidavit of Parentage (typing)	\$10.00
Autopsy Report	\$100.00
Certified copies court records	\$10.00 & \$2.00/pg
Certified copies of Vital Records	\$16.00/\$6.00
Comp. Generated Reports. Per pg.:	\$3.00

Construction Lien Certificate/Search	\$30.00
DBA Address Change	\$5.00
Court forms/Divorce Packet	\$100.00
Faxing Fee	\$5.00
Jurant Fee	\$10.00
Legal Forms (blank) per page:	\$3.00
Marriage wait-time Waiver Fee	\$75.00
Monitoring Fee For Record Review	\$7.00/hr.-min. 1 hr.
Notary Fee - (per document)	\$5.00
Passport Pictures	\$20.00
Performing a Marriage Additional \$10 if witnesses are needed	\$50.00
Photo ID Card- Non-Veteran	\$10.00
Record Copies	\$2.00
Record Retrieval Fee	\$5.00
Record Search per name	\$15.00/\$5.00 AKA
Replacement of CPL	\$10.00
Verification vital record	\$10.00
Voter list on disk - whole county:	\$50.00
Voter list on disk - per precinct:	\$10.00
Voter list printed on paper	\$1.00 per page
Voter Labels (you provide)	\$1.00 per page
After hours assistance/weekends	\$75.00

<b>IT TECHNOLOGY</b>	
Video Conference- set up	\$50.00
First hour	\$50.00
Second hour (billed in 15 minute increments)	\$50.00
<b>PLAZA POOL</b>	
<b>SEE ATTACHED SHEET page 11</b>	
<b>REGISTER OF DEEDS</b>	
Tract Rental Fee	\$50.00 per hour
Tract Rental Fee	\$25.00 per hour
<b>SHERIFF</b>	
Booking	\$12.00
Civil Process	<a href="http://www.countycivil.com/services/">www.countycivil.com/services/</a>
Evictions	<a href="http://www.countycivil.com/services/">www.countycivil.com/services/</a>
Executions	<a href="http://www.countycivil.com/services/">www.countycivil.com/services/</a>
Fingerprints	\$75.00
Fingerprints (ink)	\$35.00
Warrant Fees	\$10.00
Sex Offender Registration	\$50.00
Livescan Fingerprinting	\$75.00

<b>SERVICE FEES SET BY COUNTY</b>	
Copies of Documents	\$3.00 & \$1.00/pg.
Copies of Scaled Maps	\$50.00 for 8 1/2x11 & x14
Copies of Scaled Maps	\$100 larger than 11x14
PPO Service	\$25.00
PPO Service – Domestic	No charge
General Housing	\$25.00 Daily
Photographs	\$3.00 each
<b>FAIRGROUNDS</b>	
<b>SEE ATTACHED SHEET page 9</b>	
<b>TREASURER</b>	
<b>SEE ATTACHED SHEET page 8</b>	



# ALPENA COUNTY REGIONAL AIRPORT

## FBO SERVICES FEES

OIL 15W50, W80 and W100	\$15.00 PER QUART
OIL 2380, MOBIL JET II, and MOBIL JET 254	\$30.00 PER QUART
GROUND POWER UNIT (GPU)	\$50.00 PER HALF HOUR
LAVATORY SERVICE	\$125.00
FRESH WATER DELIVERY	\$100.00
POSITION / MOVE AIRCRAFT WITH TUG	\$100.00
BAGGAGE SERVICE	\$65.00
FACILITY SERVICE FEE	\$65.00

## AIRPORT FEES

LANDING FEE per 1,000 POUNDS MAX TO WEIGHT	\$2.00
TERMINAL ADVERTISING (DIGITAL DISPLAYS) PER YEAR	\$350.00
FUEL FLOW FEE JET A PER GALLON	\$0.08
FUEL FLOW FEE 100LL PER GALLON	\$0.05
WELCH TERMINAL OFFICE SPACE PER MONTH INITIAL LEASE	\$1.00 PER SQUARE FOOT
WELCH TERMINAL COUNTER SPACE PER MONTH INITIAL LEASE	\$1.25 PER SQUARE FOOT
WELCH TERMINAL COMMON USE SPACE INITIAL LEASE	% OF EXCLUSIVE SF
NEW TERMINAL OFFICE SPACE PER MONTH INITIAL LEASE	\$4.00 PER SQUARE FOOT
NEW TERMINAL COMMON USE SPACE PER MONTH INITIAL LEASE	\$4.00 PER SQUARE FOOT
VENDING MACHINES PER MONTH	10% GROSS INCOME
LAND LEASE FOR PRIVATE HANGAR CONSTRUCTION, INITIAL	\$0.15 PER SF
COMMERCIAL OPERATOR FEE PER YEAR	\$250.00

# ANIMAL CONTROL OFFICER (989)354-9841

## ALPENA COUNTY ANIMAL CONTROL ORDINANCE FEE SCHEDULE

### EXHIBIT A

#### LICENSING AND VACCINATION

##### Before March 1<sup>st</sup>

Dogs: Altered \$10.50

Dogs: Unaltered \$16.50

Kennel License

\$ 10.00 for 10 or less

\$ 25.00 for 10 or more

##### After 4 months/renewal

Dogs: Altered \$21.00

Dogs: Unaltered \$33.00

Kennel License

\$ 40.00 for 10 or less

\$ 100.00 for 10 or more

Kennel Inspection Fee:

\$35 for license of 10 or less

\$70 for license of 11 or more

Days given to be in compliance with laws: 5 Business Days.

#### ANIMAL SHELTER AND IMPOUNDMENT

##### Impound Fee Schedule

First Offense: \$25.00 for the first day and \$10.00 for each day after

Second Offense: \$50.00 for the first day and \$10.00 for each day after, plus citation

Third Offense: \$75.00 for the first day and \$10.00 for each day after, plus citation

Impound/Quarantine Fee for Aggressive Dogs:

\$25 for the first day; \$25 for each day thereafter

# ALPENA COUNTY TREASURER'S OFFICE

(989)354-9534

Dog License Rates for 2021

December 1, 2021 - February 28, 2022	After February 28, 2022
1 Year Male or Female \$16.50	1 Year Male or Female \$33.00
1 Year Unsexed \$10.50	1 Year Unsexed \$21.00
3 Year Male or Female \$42.00	3 Year Male or Female \$84.00
3 Year Unsexed \$27.00	3 Year Unsexed \$54.00
You must have rabies certificate with you and Expiration Date of rabies vaccination	You must have rabies certificate with you and Expiration Date of rabies vaccination
Kennel License before February 28, 2021: \$10.00 for 10 or Less \$25.00 for more than 10	After February 28, 2021: \$20.00 for 10 or Less \$50.00 for more than 10

Kennel Inspection Fee: \$35.00 for license of 10 or less;

\$70.00 for license for more than 10

ANIMAL CONTROL OFFICER (989)354-9841

State law requires all pets 4 months old or over to have a license.



# FAIRGROUNDS RENTAL LEASE FEES

## 2022 FAIRGROUNDS RENTAL LEASE FEES

### 1. Merchant's Building

Summer [May 15-October 15]

\$250 per day (12 am- 12pm)

Winter [Oct 16-May 14]

\$350 per day (12 am – 12 pm)

Additional \$100 per day for use of kitchen

Security deposit of fifty dollars (\$50) required to reserve date – to be applied to rental fees.

### 2. Trailer Parking – Campsites

1-60 campsites - \$26 per site

Weekly campsite - \$160 per site per week

Monthly campsite - \$560 per site per month

Dump station fees - \$8

Shower fee - \$6.00 for non-campers per use

Groups/caravans of 50 or more may use the Merchants' Building, if available, for \$50 per day.

No discounts for groups/caravans.

If additional sites are added to reservation, additional permits needed and must meet all requirements of the original permit.

### 3. Grandstand/Racetrack Area

\$350 per day

Lower level of the grandstand only - \$50 per day

Security deposit of fifty dollars (\$50) required to reserve date – to be applied to rental fees.

**4. Arena – \$60 per day + \$50 deposit (\$110)**

- Draft Horse Barn not available
- Horse Barn with Stalls – \$60 per day + \$50 deposit (\$110) subject to availability
- Cattle Barn (Between May 15th and August 10<sup>th</sup>) subject to availability
  - \$70 per day + \$50 deposit (\$120)
- Swine Barn (Between May 15th and August 10<sup>th</sup>) subject to availability
  - \$70 per day + \$50 deposit (\$120)
- Sheep Barn (Between May 15th and August 10<sup>th</sup>) subject to availability
  - \$70 per day + \$50 deposit (\$120)
- Poultry Barn not available

**5. IN DOOR Winter Storage**

\$1.75 per square foot

**6. Park/Playground/Open Spaces**

Not available for rent/reservation.

**NOTE: NO DATES WILL BE RESERVED WITHOUT DEPOSIT PAYMENT. FULL PAYMENT REQUIRED AT THE TIME OF CHECK-IN. DEPOSIT WILL BE APPLIED TO RENTAL FEES. NO REFUNDS FOR CANCELLATION.**



<b>"Option #1 Ultimate Membership"</b>		
Ultimate Memberships (no additional charge per day)		
	<b>1 Year</b>	<b>6 Months</b>
22 yrs & under	\$350	\$190
Adult	\$600	\$340
Senior (60 and over)		
\$15	\$400	\$240
Family(same address)	\$1000	\$500

3303 S Third Street  
Alpena MI 49707

989-354-8287

alpenaplazapool@gamil.com

**If you purchase a Membership, you must also pay per day. You can purchase a punch card for convenience**

<b>"Option #2 Regular Membership"</b>		<b>with additional charges</b>	
		<b>6 Month</b>	<b>12 Month</b>
22 yrs & under		\$135.00	\$200.00
Adult		\$225.00	\$375.00
Senior(60 and over)		\$130.00	\$200.00
Family(same address up to 5)		\$330.00	\$600.00
<b>Punch Cards (20 Visits) with</b>	<b>Membership or</b>	<b>Pay per day with Membership</b>	
22yrs & under	\$15	\$1.00	
Adult	\$30	\$2.00	
Senior (60 and over)	\$15	\$1.00	

\*\*\*see memo below  
for non residents

<b>"Option #3 Non Membership"</b>			
<b>Per Day</b>	<b>Non Member</b>	<b>or</b>	<b>Non Member 4 visit punch card</b>
22 years & under	\$5.00		\$15.00
Adult	\$9.00		\$30.00
Senior (60 and over)	\$5.00		\$15.00

<b>Private Pool Rental:</b>	
\$95.00 an Hour	
Prime Time \$130.00 an Hour	
*Additional staff: \$20.00	
<b>Swim Lessons per session:</b>	
Levels 1-6	\$50.00
Infant/Toddler	\$25.00
<b>Private Lessons(30 Minutes):</b>	
30 Minute session	\$20.00

<b>Birthday Party Fees</b>
\$30.00 plus the open swim charges
<b>Fun Run Rental</b>
\$199.00 for 2 hours/ \$50.00 for an additional hour

<b>Friday &amp; Saturday Fun Run Open Swim:</b>		
	<b>Non Member</b>	<b>Member</b>
Child	\$3.00	\$1.00
Adult	\$5.00	\$2.00
Family(same address up to 5)	\$9.00	\$5.00
Senior (60 and over)	\$5.00	\$1.00

<b>Sunday Family Open and Fun Run Swim</b>		
	<b>Non Member</b>	<b>Member</b>
Every person in the water	\$3.00	\$1.00

All purchases are non-refundable and not credited for holidays, weather, sick time, surgeries, travel, maintenance closures, etc.

**\*\*\*All Non County Residents pay an additional \$10 on any membership\*\*\***

**ALPENA COUNTY TREASURER'S OFFICE**

## Alpena County Erosion Control Permit Fee Schedule

### Transportation Facilities

To include but not limited to: streets, highways, roadways - public/private, trails and paths.

	<u>Plan Review</u>	<u>Permit Fee</u>	<u>Total</u>
Up to 1/2 mile	Included	\$145.00	\$145.00
Disturbance of 1/2 mile	Included	\$177.00	\$177.00
Each additional 1/2 mile or fraction thereof	Included	\$ 53.00	\$ 53.00

### Industrial/Commercial Development

Review fees included in permit fee along with 3 inspections included in fee.

Up to one acre	included	\$225.00	\$225.00
Each additional acre	included	\$ 75.00	\$ 75.00

Commercial projects, greater than one acre, require sealed, engineered site plans with runoff calculations, and either a signed letter of acknowledgment or a letter of credit. If the inspector feels that it is necessary to have a professional engineer review the plans submitted to the County, all review costs will be paid for by the developer.

### Utility and Corridor Development

To include but not limited to: underground cables, above ground major transmission cables, water mains and sewers.

0-3 feet wide disturbance	\$ 0.01	\$ 0.01	\$ 0.02
4-10 feet wide disturbance	\$ 0.02	\$ 0.02	\$ 0.04
>10 feet wide disturbance	\$ 0.04	\$ 0.04	\$ 0.08

### Gravel and Sand Pit Excavation

To include any open pit greater than one acre in size, active or inactive. Generally a five year permit may differ if a signed agreement is made with the agent in advance.

Sand/Gravel Pit	\$134.00	\$37.00 x 5	\$319.00
-----------------	----------	-------------	----------

### Waterway Impoundment Construction or Improvements

To include but not limited to: ponds, seawalls, rip rap, etc.

Up to one acre	\$ included	\$145.00	\$145.00
Disturbance of one acre	\$ included	\$177.00	\$177.00
Additional acre or fraction thereof	\$ included	\$ 53.00	\$ 53.00

### Septic Systems

To include septic system installation, replacement or repair not associated with other earth change activities.

Septic System	\$ included	<del>\$27.00</del> 125' ea	<del>\$27.00</del> 125' ea
---------------	-------------	-------------------------------	-------------------------------

### Residential Construction and Miscellaneous Earth Changes

To include all single family dwellings, additions, barns, garages and subjects not covered by or within the above categories. 3 inspections included in fee.

Up to one acre	Included	\$125.00	\$125.00
Each additional acre	Included	\$ 50.00	\$ 50.00

\* Additional Site Inspections for any permit, beyond three, will be charged at a rate of \$50.00 per visit and will be billed to the landowner at the expiration of the permit.  
Any projects, one acre or larger, with a storm water collection, or discharge point may require a storm water operator for the duration of the project. Any project five acres or larger shall require a certified storm water operator for the duration of the project.

MAKE CHECK PAYABLE TO: Alpena County *Treasurer*

Comms\robert\Soil Erosion\2018\Erosion Fee Schedule.wpd  
Revised 6/26/18  
tjb

