

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

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 Friday, January 25, 2022 at 1:00 p.m.

PRAYER

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

PLEDGE OF ALLEGIANCE

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

ROLL CALL

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

AGENDA

Moved by Commissioner Peterson and supported by Commissioner Gilmet to adopt the agenda as presented with the addition: 1) Administrator Hannah – General Fund Contribution to Plaza Pool, and 2) Union Contract Settlement. Motion carried.

PUBLIC COMMENT

Dennis Schultz of Alpena shared his concern as a citizen of the election process in the country and passed out information to the board.

Commissioner Peterson expressed his gratitude for Commissioner Adrian and Thomson, and Administrator Hannah on the recent contract negotiations.

County Clerk Bonnie Friedrichs announced the retirement of her Chief Deputy Clerk Carla Kowalski and expressed her appreciation and congratulated Carla on her years of service in the Clerk's Office.

CONSENT CALENDAR

- A) **Approval of the Official Proceedings of the Alpena County Board of Commissioners**
Intergovernmental Session – February 3, 2022
- B) **Facilities, Capital & Strategic Planning Committee** – February 7, 2022

ACTION ITEM #FCSPC-1: The Committee recommends to authorize Chair Don Gilmet and Administrator Hannah to proceed with RFP bids for the County Courthouse and County Annex Building Roof repair/replacement.

C) **Finance Ways & Means Committee – February 8, 2022**

Moved by Commissioner Karschnick and supported by Commissioner Thomson 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, Thomson, Kozlowski and Adrian. NAYS: None. Commissioner Fournier on Zoom. Commissioner Osbourne, excused. Motion carried.

BEAVER LAKE DAM UPDATE

Warren Miller, Spicer Group, gave an update to the board and presented a draft design concept for the Beaver Lake Dam project reporting the EGLE Permit Application has been submitted and will be proposing information to manage the lake levels for maintenance. Drain Commissioner Gerald Fournier reported he met with EGLE and the DNR to see what needs to be done to be able to operate the dam as he is the only one operating the dam at this time and informed the board the need of more people.

Warren reported that once permit is received they will place the design concept out for bids and will begin construction before hunting season and will communicate with the lake owners of what is being done.

DMC REQUEST FOR DISTRICT COURT

Elizabeth Skiba, District Court Administrator, presented the request to pay the DMC check writing Invoice out of the Drunk Driving Case Flow Assistant Fund for approval. Treasurer Ludlow reported the monies are approved in the 2022 budget. Moved by Commissioner Gilmet and supported by Commissioner Peterson to approve the below Action Item. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Thomson, Kozlowski and Adrian. NAYS: None. Commissioner Fournier on Zoom. Commissioner Osbourne, excused. Motion carried.

ACTION ITEM #2: Recommendation to approve the District Court Administrator's request to pay the DMC check writing Invoice #33790 in the amount of \$6,074.00 with monies to come out of the District Court DMC Check Writing Fund line item #402-234-980.118 as presented.

lean & green MICHIGAN PRESENTATION

Mary Freeman and Todd Williams of lean & green Michigan presented to the board a request for resolution of a lean & green Michigan PACE Program for Alpena County at no taxpayer expense. Mary sent information to the board regarding the program and shared her screen via Zoom to the board and the public. Todd reported that projects that are through the lean & green Michigan PACE Program are listed on the leanandgreenmi.com website.

Moved by Commissioner Thomson and supported by Commissioner Gilmet to approve the Resolution of Intent and to issue a Notice of Public Hearing to vote on a Resolution to Establish a lean and green Michigan PACE Program for Alpena County to be held at their next board meeting on February 8, 2022 and to publish the PACE Report on the County Website and have available in the Clerk's Office for public review. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Thomson, Kozlowski and Adrian. NAYS: None. Commissioner Fournier on Zoom. Commissioner Osbourne, excused. Motion carried.

AMENDMENT OF SECTION 8 - INVESTMENT POLICY

Treasurer Kim Ludlow presented the amendment of section 8 of the Investment Policy requesting to add Credit unions as a qualified financial institution for approval. Moved by Commissioner Peterson

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

ACTION ITEM #4: Recommendation to approve the amendment of section 8 of the Investment Policy for the County of Alpena with a change in policy and to adopt a resolution by adding Credit Unions as qualified financial institutions per PA Act 40 of 1932, Depositories for Public Moneys 129.11 through 129.16 as presented.

MERS PENSION PLAN – CONTRACT CHANGES

County Clerk Bonnie Friedrichs presented the MERS Pension Plans update requesting changes due to Contract changes. Motion to approve the following changes to MERS Pension Plans due to Contract changes:

TPOAM – Clerical and Maintenance:

Freeze Defined Benefit Division 01 and HA
Move all employees to a Defined Contribution Plan

- 5% Employer contribution
- 3% employer match into 457 account
- No vesting periods

MFOPLC – 911 Division 12 and 13

- Combine Division 12 and 13 into one division
- Defined Benefit closed to new hires
- 5% Employees contribution

NEW hires

- Defined Contribution
- 5% Employer contribution
- 3% employer match into 457 account
- No vesting periods

SHERIFF Division 02

Create 3 Divisions

COAM

- Defined Benefit closed to New Hires
- 9% Employee contribution
- No bridge down

Conversion to Defined Benefit

- If a COAM member elects to convert to Defined Contribution, 5% employer contribution with a 5% match
- ** Projection Study has not been done for this Conversion
 - Study will need to request from MERS, cost \$800
 - It's a one time offer to employees in this division
 - Window period to convert is a maximum of a 6 month time frame
 - BUT must be 80% funded to offer this

DEPUTIES

Defined Benefit closed to New Hires

- 9 % Employee contribution
- Bridge down to 2.25% (currently at 2.5%)

NEW hires

- Defined Contribution
- 5% Employer contribution
- 5% employee contribution

- 5% employer match into 457 accounts
- No vesting periods
- Effective January 1, 2026 – employer ups their contribution by 1% (for a total of 6%)
 - Employee contribution will be 6%.
 - Employer match will remain at 5%.

CORRECTIONS

Freeze Defined Benefit

Move all employees to a Defined Contribution Plan

- 5% Employer contribution
- 5% employer match into 457 account
- No vesting periods

Motion made by Commissioner Karschnick Seconded by Commissioner Gilmet. Roll Call: AYES: Commissioners Gilmet, Karschnick, Peterson, Thomson, Kozlowski and Adrian. NAYS: None. Motion carried.

BILLS TO PAY

Clerk Friedrichs presented the bills to be paid.

	SUBMITTED:	APPROVED:
General Fund & Other Funds	\$ 60,603.96	\$ 60,603.96

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

REPORTS OF REGULAR COMMITTEES

Facilities, Capital & Strategic Planning Committee Update – Chair Don Gilmet reported the committee met and discussed the following: 1) CIP: creating the numbers for the buildings, 2) Plaza Pool, 3) Airport lots, and 4) update on 6 foot fence request at Fairgrounds, still discussing.

Courts & Public Safety Committee Update – Nothing to report. Chair Kevin Osbourne not present.

Personnel Committee Update – Chair Marty Thomson reported no meeting in February and next meeting will be March 14, 2022.

REAPPOINTMENT TO PLANNING COMMISSION

Chair Adrian presented reappointment to the Planning Commission. Moved by Commissioner Gilmet and supported by Commissioner Thomson to approve the below Action Item. Motion carried.

ACTION ITEM #7: Recommendation to approve the reappointment of Juergen Thusat to the Alpena County Planning Commission (Business & Industry) for a Term of 3 years (01.01.22 to 12.31.24) as presented.

UPDATED PROFESSIONAL SERVICES AGREEMENT

Chair Adrian presented the updated Professional Services Agreement with RS Scott for the Long Lake Park Boat Launch Project for approval reporting the Parks Commission has approved. Moved by Commissioner Gilmet and supported by Commissioner Peterson to approve the below Action Item. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Thomson, Kozlowski and Adrian. NAYS: None. Motion carried.

ACTION ITEM #8: Recommendation to approve the updated Professional Services Agreement with RS Scott Associates, Inc. for the Long Lake Park Boat Launch Project and authorize the Chairman of the Board to sign all Pertaining documents as presented.

HUMAN RESOURCES RESOLUTION #22-04

ALPENA COUNTY BOARD OF COMMISSIONERS RESOLUTION #22-04 HUMAN RESOURCES FUNCTIONS

This Resolution is introduced by the Personnel Committee of the Alpena County Board of Commissioners.

WHEREAS, the Office of the Clerk of Alpena County has been handling all Human Resources (HR) matters for all employees of the County, including but not limited to maintaining employment materials, initial paperwork, benefits administration and processing, and payroll, while some matters – like pre-employment background checks, discipline matters and the development and implementation of certain policies and procedures were handled in the Commissioner's Office; and

WHEREAS, the Board of Commissioners' believe that the county and the county employees would benefit from the consolidation of all HR matters in one office and with dedicated staff; and

NOW, THEREFORE, BE IT RESOLVED, that the Alpena County Board of Commissioners are moving all Human Resources matters – excluding payroll and payroll management - to the Office of the Board of Commissioners under the direction of the County Administrator designated as HR Director and authorize the Administrator to post and fill a position of HR Assistant under their direction and supervision to handle all HR matters, including but not limited to hiring processes, background checks, benefits administration, Worker's Compensation administration, disciplinary matters and all general and specific matters related to HR policies and procedures.

Moved by Commissioner Thomson and supported by Commissioner Karschnick to adopt Resolution #22-04 as presented. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Thomson, Kozlowski and Adrian. NAYS: None. Motion carried.

PLAZA POOL UPDATE

Administrator Mary Catherine Hannah reported on the status of the mechanical issues at the pool and passed out a budget report for 2022 to the board. She reported she met with Norm Sommerfeld of Synchronizations and his team on the pool issues and budget for 2022. Administrator Hannah presented request for a General Fund Contribution to the Plaza Pool to help pay for expenses for now until remainder of 2022. Discussion and recommendation for the Facilities, Capital & Strategic Planning Committee to review and monitor the Plaza Pool. Moved by Commissioner Gilmet and supported by Commissioner Thomson to approve transfer of \$35,000 from the General Fund to the Plaza Pool Fund. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Thomson, Kozlowski, and Addrian. NAYS: None. Motion carried.

UNION CONTRACT SETTLEMENT

Administrator Hannah passed out information to the board and gave an update on the Union Contracts reporting there are changes with MERS and have approved terms and conditions with the contracts and presented one issue with contract is the retention bonus and presented the recommendation to the board. Moved by Commissioner Karschnick and supported by Commissioner Peterson to approve the retention bonus on active payrolls as one payment to the 911, Central Dispatch and COAM Unions and to approve the retention bonus on active payrolls as two installments with first payment in March and balance in November to the Correction Officers Unions. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Thomson, Kozlowski, and Addrian. NAYS: None. Motion carried.

PUBLIC COMMENT

Dennis Schultz of Alpena read a report to the board sharing his concerns as a citizen of the election process in the country and passed out his report.

Burt Francisco of Alpena announced his candidacy as Commissioner for District 6.

ADJOURNMENT

Moved by Commissioner Karschnick and supported by Commissioner Gilmet to adjourn. Motion carried. The meeting adjourned at 2:49 p.m

Robert Adrian, Chairman of the Board

Bonnie Friedrichs, County Clerk