

**OFFICIAL PROCEEDINGS  
OF THE  
ALPENA COUNTY BOARD OF COMMISSIONERS  
Draft - Full Board Meeting Minutes  
Tuesday, July 26, 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, July 26, 2022 at 1:00 p.m.

**PRAYER**

Prayer was offered by Major Preeza Morrison of The Salvation Army of Alpena.

**PLEDGE OF ALLEGIANCE**

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

**AGENDA**

Moved by Commissioner Osbourne and supported by Commissioner Fournier to adopt the agenda with the following addition: 1) Commissioner Gilmet – Discussion on repairing the barrier free ramp at 911/Probation Office. Motion carried.

**PUBLIC COMMENT**

Jerry Kaschner of Alpena presented his concerns of a ditch issue on his property and has presented to the Commissioners at previous board meetings of this issue. Jerry thanked Commissioner Gilmet for going to his property to assess the issue. Commissioner Gilmet reported the Alpena County Road Commission is aware of the situation and will not be fixing the ditch due to cost analysis.

Michelle Hoitenga of Manton introduced herself to the board. Michelle is running for State Senate 36<sup>th</sup> District and asked that Commissioners contact her if they have any questions.

Brandon Good of Alpena expressed his concerns about law enforcement in the county and has presented previously to the Courts & Public Safety Committee.

**CONSENT CALENDAR**

- A) **Finance Ways & Means Committee Meeting Minutes – July 12, 2022 (\*Minutes only)**
- B) **Personnel Committee Meeting Minutes – July 13, 2022**

ACTION ITEM #PC-1: The Committee recommends approval of the Sheriff's recommendation to pay Cassidy Szatkowski, Sheriff's Receptionist, a Step Increase from Step 1 to Step 2 effective August 19, 2022 as presented.

ACTION ITEM #PC-2: The Committee recommends approval to authorize the transfer of funds from the Corrections Officer Wage line (101-351-702.008) to the Full-Time Master Control Operator line (101-351-702.009) as presented.

**REVISION ON CONSENT CALENDAR:** Add the dollar amount to \$43,000 to action item #PC-2.

Motion was made by Commissioner Peterson and supported by Commissioner Gilmet to amend Action Item #PC-2. Motion carried.

ACTION ITEM #PC-3: The Committee recommends approval of a Part Time Crime Victim Advocate position line item 101-277-704.000. This is a grant funded position.

ACTION ITEM #PC-4: The Committee recommends keeping current health benefits with Assured Partners, as presented.

C) **Courts & Public Safety Committee Meeting Minutes – July 14, 2022**

ACTION ITEM #CPSC-1: The Committee recommends approval of Wilson Township Fire & Rescue's Ambulance Fund EMS Training Reimbursement request for Jacob Trelfa in the amount of \$500 line item 210-651-955.002 after receiving proper documentation as presented.

D) **Facilities, Capital, & Strategic Planning Committee Meeting Minutes – July 20, 2022**

ACTION ITEM #FCSPC-1: The Committee recommends approval of an outside switch being placed at the Fairgrounds to turn on and off the fairground midway lights during the fair at an estimated cost of \$1,000 out of Fairgrounds Building Maintenance line item 101-268-932-000 with Assistant Maintenance Superintendent to do the work as presented.

Moved by Commissioner Gilmet and supported by Commissioner Karschnick 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, Kozlowski, and Adrian. NAYS: None. Commissioner Thomson, excused. Motion carried.

**POLL ACTION ITEM #1: NEW GRANT APPLICATION FOR AIRPORT PROJECT**

Chair Adrian presented Poll #1 for approval.

1) POLL #1: New Grant Application for Airport Project

**POLL Action Item #1: Recommendation to approve a new Grant Application for DOD Office of Local Defense Community Cooperation for the APN Runway 1-19 Rehabilitation at the Airport in the amount of \$4,174,000.00 with a total project cost of \$19,167,000.00 with the balance being funded through the CARES & AIP Funds with no County match as presented. This has Grant Review Committee approval.**

Motion was made by Commissioner Kozlowski and supported by Commissioner Fournier to approve the above poll action item #1. Roll call vote was taken: AYES: Commissioners Karschnick, Peterson, Fournier, Osbourne, Kozlowski, Gilmet, and Adrian. NAYS: None. Commissioner Thomson, excused. Motion carried.

**STRALEY, LAMP & KRANZLEIN-2021 AUDIT**

Straley, Lamp & Kranzlein CPA Chelsea McConnell presented the 2021 Alpena County Audit. Chelsea discussed what they do during an audit and highlighted different areas of the County’s 2021 audit. Commissioner Adrian thanked Chelsea for her patience as we had operational changes with new employees and commissioners. She thanked the Commissioners and the County staff for all of their help to complete the 2021 audit.

**DHD#4 2021 ANNUAL UPDATE**

Denise Bryan, DHD#4 Health Administrative Officer presented the 2021 DHD#4 Annual Update. Denise discussed the annual report with Covid being highlighted for the work of public health. Chair Adrian thanked Denise and her staff for working diligently on the volume of work they have done with Covid and all work on top of that.

**LONG LAKE DAM INSPECTION**

Drain Commissioner, Gerald Fournier presented discussion on dam inspections. The last dam inspection was done in 2019 at a cost of \$575 per dam. The first contract for inspection in 2022 was quoted at \$1,500 for one dam (Long Lake) as Beaver Lake is getting replaced so does not need to be inspected at this time. Gerald was able to get that contract lowered to \$1,000. Gerald budgeted \$600 for each dam this year and with Beaver Lake not being inspected, Gerald had the Treasurer transfer the Beaver Lake Dam budgeted amount of \$600 to the Long Lake Dam line item. There is currently \$1,200 of funding available in the Long Lake Inspection line item to pay for the inspection.

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

**ACTION ITEM #3: Recommend to approve the Long Lake Dam Inspection of \$1,000 to be paid from Long Lake Dam Inspection line item 101-442-802.002 as presented.**

**FAIR HOUSING RESOLUTION #22-16**

Nicki Janish, Home Improvement Director, presented the Fair Housing Resolution for approval. They are required to adopt a resolution that says they have the Fair Housing Policy in place. Nicki needs to have the previous director removed from the resolution and replaced with her as the fair housing contact.

ALPEN A COUNTY  
RESOLUTION #22-\_\_\_\_  
FAIR HOUSING RESOLUTION

WHEREAS, under Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), it is illegal to deny housing to any person because of race, color, religion, sex, familial status, national origin, and disability; and

WHEREAS, under the Michigan Elliott-Larsen Civil Rights Act, PA 453 of 1976, as amended, it is illegal to deny the opportunity to obtain housing to any person because of religion, race, color, national origin, age, sex, height, weight, familial status, or marital status.

LET IT BE KNOWN TO ALL PERSONS that it is the policy of Alpena County to implement programs to ensure equal opportunity in housing for all persons regardless of religion, race, color, national origin, age, sex, height, weight, familial status, or marital status. Therefore, Alpena County does hereby pass the following Resolution:

BE IT RESOLVED that Alpena County shall not discriminate in the sale, rental, leaving, or financing of housing because of religion, race, color, sex, physical or mental disabilities, national origin, age, height, weight, familial status, or marital status.

Alpena County will assist all persons who feel they have been discriminated against because of religion, race, color, sex, physical or mental disabilities, national origin, age, height, weight, familial status, or marital status to seek equity under Federal and State laws by providing information to said persons on how to file a complaint with the Michigan Department of Civil Rights.

Alpena County will at a minimum post this policy or the Fair Housing poster or other posters, flyers or other information which will bring to the attention of owners of real estate, developers and builders their respective responsibilities and rights under the Federal Fair Housing Law and Michigan Elliott-Larsen Civil Rights Act.

*It is hereby declared by the Alpena County Board of Commissioners that Nicki Janish, Alpena County Housing Director was appointed on \_\_\_\_\_ to be the Alpena County Home improvement Program Fair Housing contact person. Upon any complaints that refer to any discrimination based on the above description Ms. Janish will follow the County Housing Discrimination Policy stated in its Procedural Guidelines.*

\_\_\_\_\_  
Robert Adrian, Chairman  
Alpena County Board of Commissioners

\_\_\_\_\_  
Date

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

**ACTION ITEM #4: Recommend approval of Fair Housing Resolution #22-16 as presented.**

#### **COVID-19 TESTING IN COUNTY JAILS GRANT**

Sheriff Erik Smith presented a grant for Covid-19 testing in county jails. The department was allotted \$125,600 for a grant through MDHHS for Covid-19 testing in jails in which 100% state funded.

Motion was made by Commissioner Karschnick and supported by Commissioner Gilmet to approve the action item below. Roll call vote was taken: AYES: Commissioners Osbourne, Kozlowski, Gilmet, Karschnick, Peterson, Fournier, and Adrain. NAYS: None. Commissioner Thomson, excused. Motion carried.

**ACTION ITEM #5: Recommendation to approve Covid-19 testing grant in the amount of \$125,600 and to authorize the Treasurer to create a revenue line item 101-351-555.000 within the jail budget for the \$125,600 as presented.**

**ACTION ITEM #6: Approve increase in jail budget line item 101-351-818.000 in the amount of \$20,000 to account for additional Covid-19 grant purchases as presented. (MDHHSC-19 Testing Grant)**

Motion was made by Commissioner Kozlowski and supported by Commissioner Gilmet to approve the action item above. Roll call vote was taken: AYES: Commissioners Kozlowski, Gilmet, Karschnick, Peterson, Fournier, Osbourne, and Adrian. NAYS: None. Commissioner Thomson, excused. Motion carried.

Treasurer Ludlow will put a placeholder of a \$30,000 budget of revenue and as the money comes in, she can adjust.

### **ENTERPRISE VEHICLE BUDGET ADJUSTMENTS**

Kim Ludlow, County Treasurer, presented a budget adjustment memo for Enterprise vehicles for approval. We have started receiving invoices and now have the information from the auditors on how to post the expenses. The Vehicle Maintenance Management is a service and needs to be paid out of a service line item and not vehicle maintenance. Leasing also cannot be paid out of maintenance line item. Kim has provided a memo of the adjustments for the three invoices already received and for the rest of this year, without receiving more vehicles. If we receive more vehicles, we will need more budget adjustments.

Motion was made by Commissioner Peterson and supported by Commissioner Osbourne to approve the below action item. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Fournier, Osbourne, Kozlowski, and Adrian. NAYS: None. Commissioner Thomson, excused. Motion carried.

**ACTION ITEM #7: Recommendation to approve budget adjustments for Enterprise Vehicle Maintenance Management Program and Lease as presented on Treasurer's memo.**

### **CGI AGREEMENT AND LETTER FOR VIDEO TOUR**

Administrator Hannah presented an agreement from CGI to continue the Alpena County Video Tour up on the website at no cost to the County.

Motion was made by Commissioner Gilmet and supported by Commissioner Osbourne to approve the below action item. Roll call vote was taken: Commissioners Karschnick, Peterson, Fournier, Osbourne, Kozlowski, Gilmet, and Adrian. NAYS: None. Commissioner Thomson, excused. Motion carried.

**ACTION ITEM #8: Recommendation to approve the CGI Agreement to continue the Alpena County Video Tour at no cost to the County as presented.**

### **CIVIL ATTORNEY CONTRACT REVIEW**

Administrator Hannah updated the board on the civil attorney contract which was discussed at the Courts and Public Safety meeting. There were some adjustments made for civil attorney indigence defense work. The cost to the county remains the same. The contract was readjusted for the attorney

duties and who is being paid for what. Commissioner Osbourne discussed the need to enforce attorneys to report the hours worked which is not currently being done. They were requested to turn in hours to Judge Black, but he did not want to do that. The attorneys need to send hours directly to Administrator Hannah and that will be a subject to renegotiation next year. Clerk Keri Bertand questioned the amount to pay each attorney and Administrator Hannah informed Keri that she will get the information of payment to her.

Motion was made by Commissioner Gilmet and supported by Commissioner Fournier to approve the civil attorney contract and authorize County Administrator to sign contract as presented. Roll call vote was taken: AYES: Commissioners Peterson, Fournier, Osbourne, Kozlowski, Gilmet, Karschnick, and Adrian. NAYS: None. Motion carried.

**ADRIENNE THOMPSON-SAVE A LIFE OFF DUTY**

Administrator Hannah asked Fire Chief Bill Forbush to update the board on Adrienne Thompson’s lifesaving commendation. Chief Forbush informed the board that on June 4<sup>th</sup> Firefighter/Paramedic Adrienne Thompson was traveling off duty and overheard a medical emergency on her pager a few blocks away from where she was at the time. She immediately responded and found a choking victim and provided emergency aid and saved a life. He wanted to recognize Adrienne and make the board aware of the extraordinary services provided.

**AIRPORT LEASE FOR CONSTRUCTION OF HANGER**

Administrator Hannah presented a lease agreement between the County and Kevin Lawrence for construction of a hanger at the airport and leasing the space. The lease rate is the standard lease rate as provided by the FAA. There is a 3% annual flat increase in the rental fee.

Motion was made by Commissioner Osbourne and supported by Commissioner Peterson to approve the below action item. Roll call vote was taken: AYES: Commissioners Fournier, Osbourne, Kozlowski, Gilmet, Karschnick, Peterson, and Adrian. NAYS: None. Commissioner Thomson, excused. Motion carried.

**ACTION ITEM #9: Recommend approval of a land lease agreement between Alpena County and Kevin Lawrence for a rental fee of \$214.20 monthly or \$2,570.40 annually, with a 3% annual increase, for the next 25 years beginning August 1, 2022 as presented.**

**ANNEX BATHROOM REMODEL**

Administrator Hannah presented to the board an estimated cost of \$16,600 for the remodel of the Annex building bathrooms for accessibility and heating issues.

Motion was made by Commissioner Fournier and supported by Commissioner Gilmet to approve the below action item. Roll call vote was taken: AYES: Commissioners Osbourne, Kozlowski, Gilmet, Karschnick, Peterson, Fournier, and Adrian. NAYS: None. Commissioner Thomson, excused. Motion carried.

**ACTION ITEM #9: Recommend to transfer \$16,600.00 from ARPA Fund 214 to Building & Ground Fund 631 to complete accessibility upgrades and renovations to Annex Building main level bathrooms.**

ARPA Fund 214	214-209-995.000	Transfer to Other Fund	Expense
Building Fund 631	631-265-699.000	Transfer from Other Fund	Revenue

Building Fund 631	631-265-975.055	Annex Building Bathroom Accessibility Upgrade	Expense
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**JAIL BID PROPOSALS**

Administrator Hannah presented discussion on the two bid proposals received for the old jail. Administrator Hannah did not receive all of the scoring sheets back from the Commissioners but out of the 4 she had received; Alpena Marc was the top scoring bid. Discussion was made on both proposals and Alpena Marc LLC was chosen as the winning bid proposal. Motion was made by Commissioner Karschnick and supported by Commissioner Peterson to accept the bid proposal from Alpena Marc LLC. Roll call vote was taken: AYES: Commissioners Kozlowski, Gilmet, Karschnick, Peterson, Fournier, Osbourne, and Adrian. NAYS: None. Commissioner Thomson, excused. Motion carried.

**ACCESSIBILITY OF 911 AND PROBATION OFFICE**

Commissioner Gilmet reported he received a complaint about the ramp and stairway going into the 911 and Probation Office. There are no grips on the handrails, the vinyl decking on the steps was not properly installed and there are trip hazards. Commissioner Gilmet measured and determined the materials to resurface and install a decent hand rail and with deck boards and screws is less than \$2,200. Maintenance Superintendent Wes Wilder does not have enough funds in his budget to cover the cost and Commissioner Gilmet recommends putting \$2,500 out of ARPA funding to be able to purchase materials to fix the ramp.

Motion was made by Commissioner Gilmet and supported by Commissioner Peterson to approve the below action item. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Fournier, Osbourne, Kozlowski, and Adrian. NAYS: None. Commissioner Thomson, excused. Motion carried.

**ACTION ITEM #12: Recommend to transfer \$2,500 from ARPA Fund 214-209-995.000 to General Fund 101-969-699.009 and create a budget adjustment to increase the General Fund Building Maintenance line item 101-265-932-000 by \$2,500 as presented.**

**BILLS TO PAY**

Clerk Keri Bertrand presented the bills to be paid.

	SUBMITTED:	APPROVED:
General Fund & Other Funds	\$40,732.40	\$40,732.40

Moved by Commissioner Gilmet and supported by Commissioner Karschnick to pay all bills as submitted. Roll call vote was taken: AYES: Commissioners Karschnick, Peterson, Fournier, Osbourne, Kozlowski, Gilmet, and Adrian. NAYS: None. Commissioner Thomson, excused. 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 Spreadsheet - We should have a spreadsheet for the next August meeting 2) Building Use Study Proposals, and 3) Bleachers at Fairgrounds and Storage for Fairground Caretakers.

**Courts & Public Safety Committee Update** – Chair Kevin Osbourne reported the committee met and discussed the following: 1) In Car Camera and Body Cameras for Sheriff Department, 2) Enterprise

Leasing for Sheriff's Office, 3) GIS and Red Dot, 4) MAC Administration Grant, 5) Civil Attorney Contract, and 6) EMS Training.

**Personnel Committee Update** – Administrator Hannah reported there has been a good response to recent job postings and a lot of interviews are being done. There will be more updates to report.

### **LITIGATION UPDATE**

Administrator Hannah updated the board on the VanDuinen lawsuit at the airport. The County's motion for summary judgment was granted so the matter has been dismissed. The lawsuit is finished. Per direction from the board, we let our attorney know we would like to pursue a motion for penalties and attorney fees. To pursue the motion Administrator Hannah asked for the board's authority to release our billings. She would like the authority to authorize our attorney to release the billings as part of that motion. The estimated billings are about \$21,000-\$22,000.

Motion was made by Commissioner Peterson and supported by Commissioner Gilmet to approve the below action item. Roll call vote was taken: AYES: Commissioners Peterson, Fournier, Osbourne, Kozlowski, Gilmet, Karschnick, and Adrian. NAYS: None. Commissioner Thomson, excused. Motion carried.

**ACTION ITEM #14: Recommend County Administrator to authorize the County's Attorney to release billings as part of a motion for penalties and attorney fees for the VanDuinen lawsuit at the airport.**

### **CORRESPONDENCE**

Catherine Glomski submitted a letter in response to the Culligan Plaza Improvements and the use of recreation funds towards the project. Administrator Hannah advised anyone that has called in regarding this matter to write a letter. Commissioner Karschnick contacted Catherine on the matter.

### **PUBLIC COMMENT**

None.

### **ADJOURNMENT**

Moved by Commissioner Peterson and supported by Commissioner Gilmet to adjourn. Motion carried. The meeting adjourned at 2:46 p.m.

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Robert Adrian, Chairman of the Board

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Keri Bertrand, County Clerk

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