

COURTS & PUBLIC SAFETY COMMITTEE  
**DRAFT MEETING MINUTES**  
Wednesday, November 23, 2022 – 4:00 p.m.  
Howard Male Conference Room/Zoom Room

Commissioners Present: Kevin Osbourne, Chair  
Don Gilmet  
Brenda Fournier

Others Present: Mary Catherine Hannah, County Administrator  
Kim MacArthur, County Board Assistant  
Kim Ludlow, County Treasurer (zoom)  
Kim Elkie, EM/E911 Director  
Al Rapson, Assistant EM/E911 Director  
Sheriff Erik Smith

**CALL MEETING TO ORDER**

Chair Kevin Osbourne called the meeting to order at 4:00 p.m.

**MOTION TO ADOPT AGENDA**

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

**INFORMATION ITEM:** Emergency Manager & E911 Director Kim Elkie presented the Colligo GIS invoice and Maintenance Agreement (911 Mapping) for review. This is an annual agreement and Director Elkie would like to present this at the January 2023 Finance Ways & Means Committee meeting. The budgeted amount is \$5,000 which is the same amount as last year. Motion was made by Commissioner Fournier and supported by Commissioner Gilmet to send to Finance Ways & Means in January. Motion carried.

Commissioner Fournier asked Director Elkie about 911 being down. Director Elkie reported it was a provider outage (Peninsula Fiber). Their repairs were done by midnight and there were no difficulties at Central Dispatch during the repair.

**INFORMATION ITEM:** County Administrator Mary Catherine Hannah presented a record retention and destruction policy for the Commissioner's Office and Human Resources. Motion was made by Commissioner Gilmet and supported by Commissioner Fournier to recommend the below action item. Motion carried.

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

**INFORMATION ITEM:** IT Director Steve Mousseau presented an update on the County website to the Committee. The vendor that was redesigning the website was not working out and our current maintenance contractor Jeanette Tolan agreed to continue on a month-to-month basis. Director Mousseau has found a new vendor to redo the website and is working with them at this time. The total cost of the update will be \$20,560 for initial development and \$7,670 annually beginning in 2024. After a 2 ½ year period the County will breakeven and save \$4,330 per year. The website will look

more professional and will be on a 5-year contract. Motion was made by Commissioner Fournier and supported by Commissioner Gilmet to approve the action item below. Motion carried.

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

INFORMATION ITEM: IT Director Mousseau presented new and updated IT policies for review and discussion. The policies are needed for regulatory compliance. Currently the County has only 1 or 2 policies on the books and the IT Department will review these annually. Commissioner Fournier asked about the “KnowBe4” training that all County employees received by email. Director Mousseau stated everyone needs to be trained in cyber security and he would be implementing more training starting in December or January. Human Resources Specialist Jennifer Mathis is looking into how other organizations are doing their cyber security trainings. Motion was made by Commissioner Gilmet and supported by Commissioner Fournier to approve the action item below. Motion carried.

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

INFORMATION ITEM: Administrator Hannah presented an amended Address Ordinance for approval (attachment #1). Administrator Hannah discussed the ordinance with Equalization Director Ted Somers on updates and once the Board approves the ordinance a public hearing will need to be held. Alpena County Road Commission Manager Ryan Brege had one change on Section 4.05 dealing with the order on how driveways get numbered. Currently, the Road Commission does not assign the number. He would like the change made that the County gives the permit, and the Equalization Department will write the address number on the form. Discussion was also made to add township building departments will not issue building permits until an address is obtained for the property. Administrator Hannah will make changes, attach a fee sheet, and schedule a public hearing for the next Full Board meeting on December 20<sup>th</sup> to be adopted. Motion was made by Commissioner Fournier and supported by Commissioner Gilmet to recommend below action item. Motion carried.

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

INFORMATION ITEM: Chair Osbourne presented the Ambulance Fund monthly report. Motion was made by Commissioner Fournier and supported by Commissioner Gilmet to receive and file the Ambulance Fund monthly report as presented. Motion carried.

INFORMATION ITEM: Chair Osbourne presented the Medical Examiner monthly reports. Motion was made by Commissioner Fournier and supported by Commissioner Gilmet to receive and file the Medical Examiner monthly reports as presented. Motion carried.

OTHER DISCUSSION:

The Animal Control Ordinance was previously adopted at a public hearing. New changes need to be made on the ordinance. The current ordinance gives exclusive authority for the Alpena Control Officer for all dogs in the County. This is an issue with other area animal shelters’ abilities to take in dogs before they have gone through the Animal Control Officer. Administrator Hannah will make the

change and have a public hearing at the December 20<sup>th</sup> Full Board meeting. Motion was made by Commissioner Fournier and supported by Commissioner Gilmet to recommend the below action item. Motion carried.

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

Administrator Hannah updated the Committee on a discussion that was brought to the attention of City Manager Rachel Smolinski that Alpena County does not have any type of warming shelter facility. Director Elkie reported Father Tyler of All Saints Catholic Parish has volunteered to open their community room as a potential temporary warming facility.

The Downtown Development Authority public hearing is scheduled for December 5<sup>th</sup>.

**PUBLIC COMMENT**

None.

**\*Next Meeting: Thursday, December 15, 2022 at 4:00 p.m. in the Howard Male Conference Room/Zoom Room**

**ADJOURNMENT**

Moved by Commissioner Fournier and supported by Commissioner Gilmet to adjourn the meeting. Motion carried. The meeting adjourned at 5:00 p.m.

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Kevin Osbourne, Chair

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Kim MacArthur, Board Assistant

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