

**OFFICIAL PROCEEDINGS
OF THE
ALPENA COUNTY BOARD OF COMMISSIONERS
DRAFT - Full Board Meeting Minutes
Tuesday, October 24, 2023 – 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 Bill Peterson in the County Annex Building, Howard Male Conference Room, Alpena, Michigan and via Zoom on Tuesday, October 24, 2023 at 1:00 p.m.

PRAYER

Prayer was offered by Pastor Warren Hoffman of Huron Shores Fellowship

PLEDGE OF ALLEGIANCE

Chairman Bill Peterson 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: Bill LaHaie, District 1; Jesse Osmer, District #2; Robin Lalonde, District #3; Brenda Fournier, District #5; Burt Francisco, District #6; John Kozlowski, District #8; and Bill Peterson, District #4. Commissioner Travis Konarzewski, District #7 excused.

AGENDA

Moved by Commissioner Fournier and supported by Commissioner Lalonde to adopt the agenda with the addition of County Administrator Mary Catherine Hannah – Visa Bill after Clerk Keri Bertrand presents the bills. Motion carried.

PUBLIC COMMENT

Chris Gee of GFL in Alpena informed the board that there is a MMP Plan update coming and requested that he and Leigh Ann Jewell of GLF be invited to join in on the Waste Management Plan with the County. Chair Peterson informed them that there is no date set yet and are working with Oscoda and Montmorency County so far on a regional plan and reaching out to other counties to join. Chair Peterson reported that they are waiting to hear from EGLE and the point of contact for this plan is County Administrator Mary Catherine Hannah.

CONSENT CALENDAR

Chair Bill Peterson presented the Consent Calendar with minutes and action items for approval.

- A) **Finance Ways & Means Committee Meeting Minutes – October 10, 2023* (*Minutes only)**
- **Intergovernmental Council Meeting Minutes – October 5, 2023***
- **Budget Workshop Minutes – October 17, 2023***

- B) **Animal Control Ad hoc Committee Meeting Minutes – October 5, 2023**

ACTION ITEM #ACAC-1: The Committee recommends approval of the Animal Control Shelter's Standard Operating Procedures Intake Policy as presented.

ACTION ITEM #ACAC-2: The Committee recommends approval of the Animal Control Shelter's Standard Operating Procedures Cleaning Policy as presented.

ACTION ITEM #ACAC-3: The Committee recommends approval of the Animal Control Shelter's Standard Operating Procedures Disposition Policy as presented.

- C) **Courts & Public Safety Committee Meeting Minutes – October 16, 2023**

ACTION ITEM #CPSC-1: The Committee recommends approval of the amendment to the FY2021 Emergency Management Performance Grants American Rescue Plan Action in the amount of \$3,031 with an in-kind County match of \$1,515.50 as presented. This has Grant Review Committee approval.

ACTION ITEM #CPSC-2: The Committee recommends approval of the 2023-2024 Emergency management Performance Grant Renewal Application in the amount of \$7,332 with an in-kind County match of \$3,666 as presented. This has Grant Review Committee approval.

ACTION ITEM #CPSC-3: The Committee recommends Approval of the updated IT Department's Cybersecurity Policies as presented.

- D) **Facilities, Capital, & Strategic Planning Committee Meeting Minutes – October 18, 2023**

- E) **LEPC Meeting Minutes – October 18, 2023**

- F) **Central Dispatch Committee Meeting Minutes – October 18, 2023**

ACTION ITEM #CDC-1: The Committee recommends approval to amend the car/deer accident policy as presented.

ACTION ITEM #CDC-2: The Committee recommends approval of the updates to Policy I-12 Wrecker Policy as presented.

ACTION ITEM #CDC-3: The Committee recommends approval of the updates to Policy I-25 – Airport Emergencies as presented.

Commissioner John Kozlowski requested that the action items in the Facilities, Capital & Strategic Planning Committee be put on the Consent Calendar to approve in the future and noted the following:

1) approval to sell tractor; 2) finances to facility board, minutes from NMMA; 3) IT policies need correcting from the Courts & Public Safety Committee meeting minutes with a misspelling.

Commissioner Francisco noted that he will send Commissioner Kozlowski a copy of the NMMMA minutes that he just received today.

Moved by Commissioner Francisco and supported by Commissioner Osmer to approve the Consent Calendar which includes actions as listed above and filing of all reports. Commissioner Kozlowski presented the following for discussion: 1) All Action Items approved at the Facilities minutes be put on the consent calendar, 2) Finances to Facilities with board minutes from NMMMA, 3) IT policies presented at Courts & Public Safety Committee meeting not corrected in minutes with a misspelling. Commissioner Francisco reported that he will forward the NMMMA minutes to Commissioner Kozlowski as he just received today. Roll call vote was taken: AYES: Commissioners Osmer, Lalonde, Fournier, Francisco, Kozlowski, LaHaie, and Peterson. NAYS: None. Commissioner Konarzewski, excused. Motion carried.

BILLS TO PAY

Clerk Keri Bertrand presented the bills to be paid.

	SUBMITTED:	APPROVED:
General Fund & Other Funds	\$ 28,360.06	\$ 28,360.06

Moved by Commissioner Osmer and supported by Commissioner LaHaie to pay all bills as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Fournier, Francisco, Kozlowski, and Peterson. NAYS: None. Commissioner Travis Konarzewski, excused. Motion carried.

COUNTY ADMINISTRATOR

County Administrator Mary Catherine Hannah presented the following for approval.

1) Visa Bill – Administrator Hannah reported that one receipt was missing in the amount of \$25 and now presenting the Visa Bill for approval to pay.

Moved by Commissioner Lalonde and supported by Commissioner Francisco to approve to pay the Visa Bill in the total amount of \$2,205.23 as presented. Roll call vote was taken: AYES: Commissioners Osmer, Lalonde, Fournier, Francisco, Kozlowski, LaHaie, and Peterson. NAYS: None. Commissioner Konarzewski, excused. Motion carried.

2) Approve Budget Adjustments – Moved by Commissioner LaHaie and supported by Commissioner Francisco to approve the following Budget Adjustments as presented. Roll call vote was taken: AYES: Commissioners Osmer, Lalonde, Fournier, Francisco, Kozlowski, LaHaie, and Peterson. NAYS: None. Commissioner Konarzewski, excused. Motion carried.

1. Cost Reimbursement Transfer Requests – IT Department

ACTION ITEM #1: Recommend approval to transfer \$52,054.53 from Misc Revenue line item #101-228-684 to the following 2023 budgeted line-item numbers:

Increase Data Processing line item #402-234-980.251 by \$46,074.47. We received a refund from the City of Alpena for the Mitel phone system; and

Increase Software Purchases line item #101-228-956 by \$5,430.06. We received a refund from the City of Alpena for KNowBe4 and LANSweeper; and

Increase Equipment Maintenance line item #101-228-931 by \$550.00. We received a refund from the NMMMA for a computer.

2. Budget 2023 Increase Request to cover November & December 2023 Billing

ACTION ITEM #2: Recommend approval to increase the 2023 budgeted line item #101-200-820.000 Audit Services by \$8,000.00 to cover the November and December 2023 billing.

3. Budget 2023 Increase Request to repair Fairgrounds Truck

ACTION ITEM #3: The Committee recommends approval of a budget adjustment to increase the 2023 budgeted Fairgrounds Vehicle Maintenance line item #101-268-934.000 in the amount of \$1,500 to pay for the extra necessary repairs to the fairgrounds truck as presented.

4. Budget 2023 Increase Request to repair Fairgrounds House

ACTION ITEM #4: The Committee recommends approval of a budget adjustment to increase the 2023 budgeted Fairgrounds Building Maintenance line item #101-268-932.000 in the amount of \$2,000 to pay for the repairs needed on the fairground's house as presented.

3) Healthcare – Opt Out PA 152 for 2024 – Moved by Commissioner LaHaie and supported by Commissioner Lalonde to approve the below action item as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Fournier, Francisco, Kozlowski, and Peterson. NAYS: None. Commissioner Travis Konarzewski, excused. Motion carried.

ACTION ITEM #4: Recommend approval to opt out of PA 152 for 2024 and set custom employee contribution amounts as presented.

MSU ANNUAL REPORT 2023 AND ADDENDUM

Adam Koivisto, MSU Extension District 14 Director presented the 2023 Michigan State University Annual Report, and the Alpena office staff members gave a brief update: Danielle Jirasek, Sienna Timm, Brandon Schroeder, and Michelle Eagling. Danielle, Community Nutrition Instructor, gave a background on what she teaches for the community of all ages with 15 different classrooms, 6 adult programs, and is partnered with Pied Piper. Brandon, MI Sea Grant Program MSU Educator, gave a background of the Sea Grant Program and the focus on Lake Huron and Alpena County with fisheries, ecosystems, education in the schools, supports educators and youth in the area, networking and youth engagement in the community. Michelle, 4H Coordinator, shared some success stories with the fair and youth development and gave a background of the programs with youth with 35 seniors that graduated from the program, and a few went onto continued education through nursing, vet, trade schools or opened their own business.

Adam presented the updated addendum to the annual report and informed the board that this report includes what Alpena County residents participate in for classes from MSU Extension including online classes.

FY2024 MOA FOR EXTENSION SERVICES

Adam Koivisto, MSU Extension District 14 Director presented the FY2024 Memorandum of Agreement for Extension Services for approval.

Moved by Commissioner LaHaie and supported by Commissioner Fournier to approve the below action item as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Fournier, Francisco, Kozlowski, and Peterson. NAYS: None. Commissioner Travis Konarzewski, excused. Motion carried.

ACTION ITEM #5: Recommend to approve the Memorandum of Agreement for Extension Services provided by Michigan State University to Alpena County, which includes Appendix A - Technical Standards for County Internet Connections, for the term January 1, 2024 to December 31, 2024 in the amount of \$50,277 and authorize the County Administrator to sign all pertaining documents as presented. This has had attorney review.

OLDER PERSONS COMMITTEE 2024 GRANT ALLOCATIONS

Craig Zelazny, Older Persons Committee Chair, presented the 2024 OPC Grant Application Allocations for approval reporting there were ten requests. Treasurer Ludlow reported that the millage that was passed did not have housing in it and spoke with the county attorney representative and recommended to include in future millages. Discussion on funding application for Habitat for the seniors in the community. Administrator Hannah reported that she also spoke with the county attorney representative and noted that being a renewal and housing was included in all previous millage language that should be alright. Administrator Hannah informed the board that the county attorney representative noted in the millage language “example of what constitute not exclusive” if housing is active and/or service still available to spend out of millage, though do not have to. Craig reported that his committee will review the language for the next millage request and next year will address the number of seniors for the FY2025 grant application requests.

Moved by Commissioner LaHaie and supported by Commissioner Fournier to approve the below action item as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Fournier, Francisco, Kozlowski, and Peterson. NAYS: Commissioner Lalonde. Commissioner Travis Konarzewski, excused. Motion carried.

ACTION ITEM #6: Recommendation to approve the Older Persons Committee recommendations of the 2024 Older Persons Grant Agreements and authorize the County Administrator to sign all pertaining documents as presented.

YOUTH & RECREATION COMMITTEE 2024 GRANT ALLOCATIONS

Tony Suszek, Youth & Recreation Committee Chair, presented the 2024 Youth & Recreation Grant Application Allocations for approval and gave a background history and application process to the new commissioners on when the millage was first approved and committee formed. Tony reported that there were 34 applications for the 2024 grant requests.

Moved by Commissioner Kozlowski and supported by Commissioner Francisco to approve the below action item as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Fournier, Francisco, Kozlowski, and Peterson. NAYS: None. Commissioner Travis Konarzewski, excused. Motion carried.

ACTION ITEM #7: Recommendation to approve the Youth & Recreation Committee recommendations of the 2024 Youth & Recreation Grant Agreements and authorize the County Administrator to sign all pertaining documents as presented.

BEAVER LAKE DAM ASSESSMENT COSTS REIMBURSEMENT

Gerald Fournier, Drain Commissioner, presented the request to authorize the Treasurer to reimburse the County General Fund for the upfront Beaver Lake Dam Assessment Costs and reported that only need to work on the steps down and the project will be completed.

Moved by Commissioner LaHaie and supported by Commissioner Fournier to approve the below action item as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Fournier, Francisco, Kozlowski, and Peterson. NAYS: None. Commissioner Travis Konarzewski, excused. Motion carried.

ACTION ITEM #8: Recommendation to approve the Drain Commissioners request to authorize the Alpena County Treasurer reimburse the General Fund in the amount of \$116,790.90 that was spent by the General Fund for Beaver Lake Dam Assessment Costs.

HOME IMPROVEMENT PROGRAM 101 PRESENTATION

Nicki Janish, Home Improvement Director, presented the Home Improvement Program 101 Presentation to the board and gave a background of her history working for the County and explained the Home Improvement Program. Grant funded program with grants received from the state and the federal government. Old HUD money with loans that are treated differently than the new funds. CDBG Program Income and program assistance for homeowners that meet the criteria. Nicki explained the new MI Hope Energy Efficient Home Program with the ability for homeowners who qualify to apply online and is a zip code-based program. Nicki went through some program guidelines and will send a copy to the board as reference. Nicki noted that the Home Inspector for the Home Improvement Program renewed his contract for another year. Nicki reported that it is hard to seek bids for general contractors as they are in high demand.

REPORTS OF REGULAR COMMITTEES

Facilities, Capital & Strategic Planning Committee Update – Commissioner Francisco reported the committee met and the minutes are attached for review.

Courts & Public Safety Committee Update - Commissioner Kozlowski reported that the contract with the attorneys for the indigent defense has been released to seek attorneys starting 01.01.24, as the current contract will expire 12.31.23 and can review this and other items in the minutes.

Personnel Committee Update - Commissioner Osmer reported that the discussion on per diems will be placed on the FW&M Committee Meeting Agenda, gave an update on the meeting with bonuses/raises in regard to the budget for 2024.

OTHER BOARDS & COMMISSIONS

Health Department – Commissioner Lalonde reported unable to attend this meeting due to Budget Meeting.

Central Dispatch Committee – Commissioner Francisco reported that four policies were reviewed and read what they were.

MOA Landfill Authority – Commissioner Peterson gave an update reporting all is moving along.

DARE – Commissioner Kozlowski reported they held a meeting last week and that there are no dare officers in the County or City. Discussed Kaput Group from AHS application to Youth & Recreation Committee with a \$14,000 estimate and trying to get funding sources. Dare will give \$2,000 to Kaput. Next meeting is in January 2024.

NEMCSA – Commissioner Lalonde reported that NEMCSA approved an increase in hours worked for staff with hostile people coming into their offices and the protocols they need to follow; NAWB Nomination Rep from Michigan on that.

NMMA – Commissioner Francisco reported he was unable to attend as he had a conflicted meeting with NEMCOG and Mary Catherine attended. Hours with adjustment to staffing to maintain operations, renegotiation contract to haul materials to Emmet County when not able to here in Alpena, savings came up and did not get EPA Grant. Next meeting is this Thursday.

NEMCOG – Commissioner Francisco reported that he was unable to attend due to the Budget meeting and reported that the prior meeting Nico Tucker presented at the last FW&M Committee meeting on what NEMCOG can provide. No November meeting. Next meeting is on December 21, 2023.

NMRE – Commissioner Francisco reported that the next meeting is November 6, 2023, and at the last meeting he noted that in Alpena County on services to assist with needs on these issues discussed, Catholic Human Services and Community Mental Health are the big recipients for this area.

Parks & Recreation – Commissioner LaHaie reported that they are close to closing ramp at Long Lake Park and gave an update.

Planning Commission – Commissioner LaHaie noted that he missed.

Road Commission – Commissioner LaHaie reported that there is a new superintendent and were discussing the Sanborn Township Road issue and the staff wages for 2024 were approved.

Target – Commissioner Osmer missed.

Thunder Bay Marine Sanctuary – Commissioner Osmer reported that they are moving to meetings 5 times a year, the festival went well and that there will be a movie out.

Veterans – Commissioner Osmer attended for Commissioner Francisco reporting that the cost of the Veterans Parade is \$400-\$500 to little Flanders field.

PUBLIC COMMENT

Michelle Eagling of MSU Extension reported that 250 kids have different perceptive on fair back to public and asked for some clarity on what the discussion is about the fair and the fairgrounds.

Chairman Peterson noted that the Commissioners are hearing a lot in the community that is untrue and only rumors, and no decisions have been made at this time. Administrator Hannah reported that they are working on obtaining funding for a strategic plan only for the fairgrounds at this time.

Bob Adrian, Long Lake Park Committee, gave an update on the Long Lake Park Boat Launch Project reporting that the work in the water is done and waiting on concrete then the ramp will be done. Excavations and sorting of rocks were done and looking at no purchase of fill needed for old parking lot and will be ready to pave soon; just letting it settle down and pack in. A lot of progress. The board thanked Bob for the work out there and a great job.

OTHER DISCUSSION

Commissioner Fournier reported on the number of current ad hoc committee meetings compared to previous ad hoc committee meetings and stated not saving.

ADJOURNMENT

Moved by Commissioner Lalonde and supported by Commissioner Osmer to adjourn the meeting. Motion carried. The meeting was adjourned at 3:00 p.m.

Bill Peterson, Chairman of the Board

Keri Bertrand, County Clerk