

**DRAFT 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 2nd 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

Don Gilmet, Chair
John Kozlowski
Kevin Osbourne
Marty Thomson

priorities in construction and renovation projects – and ensures projects 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

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