

**OFFICIAL PROCEEDINGS  
OF THE  
ALPENA COUNTY BOARD OF COMMISSIONERS  
DRAFT - Full Board Meeting Minutes  
Tuesday, August 23, 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, August 23, 2022 at 1:00 p.m.

**PRAYER**

Prayer was offered by Russ Godfrey of the Gideons.

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

**AGENDA**

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

**PUBLIC COMMENT**

Janice Kell of Alpena shared her concerns of the special tax letter she received from the Downtown Development Authority (DDA) and informed the board that she can give a copy of the letter if any of the commissioners would like a copy.

**CONSENT CALENDAR**

- A) **Finance Ways & Means Committee Meeting Minutes** – August 09, 2022 (\*Minutes only)
- B) **Personnel Committee Meeting Minutes** – August 10, 2022

ACTION ITEM #PC-1: The Committee recommends approval of Judge Curtis's recommendation to pay Jessica Konarzewski, 88<sup>th</sup> District Court Clerk, a Step Increase from Step 4 to Step 5 effective July 19, 2022 as presented.

ACTION ITEM #PC-2: The Committee recommends approval of Judge Curtis's recommendation to pay Kim Schultz, Magistrate, a Step Increase from Step 1 to Step 2 effective July 1, 2022 as presented.

- C) **LEPC Meeting Minutes** – August 11, 2022

ACTION ITEM #LEPC-1: The Committee recommends approval to add Lee Fitzpatrick, Director of Communications at Alpena Public Schools, as the Local Emergency Planning Committee's PIO (Public Information Officer) as presented.

**D) Courts & Public Safety Committee Meeting Minutes – August 18, 2022**

ACTION ITEM #CPSC-1: The committee recommends approval of the changes made in the Ambulance Fund Policy & Procedures dated 08.12.22 and recommends that the changes be made in red as presented.

ACTION ITEM #CPSC-2: The committee recommends approval of the Central Tower Final Construction Design as presented.

INFORMATIONAL ONLY:

**Parks Commission Meeting Minutes – January 2022 to June 2022 (\*No Action needed)**

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

**RESCIND BOARD ACTION #11 FW&M 08.09.22**

Chairman Adrian presented Board Action #11 from the Finance Ways & Means Committee on August 9, 2022 for recommendation to rescind and approve a new board action moving funds from General Fund to the Housing Fund.

Moved by Commissioner Peterson and supported by Commissioner Karschnick to rescind Board Action #11 from Finance Ways & Means Committee meeting on 08.09.22. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Fournier, Osbourne, Thomson, Kozlowski, and Adrian. NAYS: None. Motion carried.

**HOUSING FUND**

Chairman Adrian presented the below Action Item for approval.

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

**ACTION ITEM #2: Recommendation to appropriate and transfer \$50,000 from the General Fund line item #101-969-995.029 into the Housing Fund 276 (Home Improvement) line item #276-703-699.001 as presented.**

**APPOINTMENT NON-ATTORNEY MAGISTRATE**

Judge Curtis presented the request to appoint Kimberly Nowak as a non-attorney magistrate for District Court and passed out information to the board for review/approval. Judge Curtis reported that she would be paid as a stipend and keep her current position with monies in their budget for 2022 and will budget for 2023. Judge Curtis informed the board that he spoke with Judge Black and he approved and signed off on the order.

Moved by Commissioner Thomson and supported by Commissioner Gilmet to recommend approval of appointment of Kimberly Nowak as the magistrate for District Court and to approve the pay scale as presented. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Fournier, Osbourne, Thomson, Kozlowski, and Adrian. NAYS: None. Motion carried.

### **REVENUE/REIMBURSEMENT JAIL CHIRPING DEVICES**

Sgt. Bednarski, Jail Administrator, presented the request for an addendum to the current contract with Combined Public Communications for the jail chirping devices. Sgt. Bednarski reported they were awarded \$800-\$1,000 a month for remainder of the contract (2027) with no changes in the contract.

Moved by Commissioner Peterson and supported by Commissioner Karschnick to recommend approval of the addendum to the contract with Combined Public Communications (01.31.19/01.31.27) as presented. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Fournier, Osbourne, Thomson, Kozlowski, and Adrian. NAYS: None. Motion carried.

### **OPIOID LITIGATION STATUS**

Commissioner Osbourne presented the opioid litigation status for discussion. Administrator Hannah gave an update reporting that this is a National Settlement and disbursement would hopefully be before the end of the year with the first payment to the County of \$65,000 for 2022. Discussion and recommendation to have the Health Department, Community Mental Health, Jail, and Drug Court be involved in the discussion on how to utilize the funding as there are certain requirements on spending the funds.

### **PLAZA POOL FUND**

Treasurer Kim Ludlow presented the request to transfer monies from the General Fund to the Plaza Pool Fund as there are no monies to cover expenses and payroll. Treasurer Ludlow passed out a spreadsheet of the Pool finances to the board for review.

Moved by Commissioner Karschnick and supported by Commissioner Gilmet to recommend to appropriate and transfer \$5,000 from the General Fund to the Plaza Pool Fund as presented. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Fournier, Osbourne, Thomson, Kozlowski, and Adrian. NAYS: None. Motion carried.

### **ENERGY CONSERVATION MONTHLY PAYMENT – PLAZA POOL FUND**

Treasurer Ludlow informed the board that monies will be needed to cover the energy conservation monthly payment through the end of 2022 as the Plaza Pool Fund will not have any monies to cover the monthly expense.

Moved by Commissioner Thomson and supported by Commissioner Osbourne to recommend to increase line item #101-272-995.001 General Fund by \$9,272.00 and put into line item #363-902-699.001 Capital Improvement P&I Debt Fund from General Fund to pay the monthly energy conservation payment through the end of 2022 as presented. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Osbourne, Thomson, Kozlowski, and Adrian. NAYS: Commissioner Fournier. Motion carried.

### **BILLS TO PAY**

Chief Deputy Clerk Kim Schultz presented the bills to be paid.

	SUBMITTED:	APPROVED:
General Fund & Other Funds	\$ 90,358.47	\$ 90,358.47

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

### **REPORTS OF REGULAR COMMITTEES**

**Facilities, Capital & Strategic Planning Committee Update** – Chair Don Gilmet reported the There is nothing to report and have a meeting scheduled for tomorrow. Chairman Gilmet noted that the barrier free ramp for 911 has been fixed by the Maintenance Department and Wes and his crew did an excellent job. Chairman Gilmet reported that before the fall the roof projects for the Annex and County buildings will be started with TRC Roofing doing the project and the sewer project with the city is in the works now.

**Courts & Public Safety Committee Update** – Chair Kevin Osbourne reported the committee met and discussed the following: 1) Fairgrounds electric will get quotes for meters and update at next meeting, and 2) Working on the lettering for the County Vehicles.

**Personnel Committee Update** – Chair Marty Thomson reported the committee will be meeting in September and are in ongoing negotiations with the District Court group with progress. Administrator Hannah reported there are a few job openings in the County and have been conducting interviews which have been going well. Administrator Hannah noted that a few job offers have been sent out for the IT Department and Maintenance Department.

Chairman Adrian reported that the new Adhoc Committee for Housing has not met yet and he will get with Administrator Hannah. Administrator Hannah informed the board that the Home Improvement Director Nicki is in the process of rewriting the guidelines and is working on a draft for the committee to review.

### **PUBLIC COMMENT**

Commissioner Karschnick reported the pool report that the Treasurer passed out is very helpful.

Prosecutor Cynthia Muszynski gave an update on staffing in her office reporting that this Thursday they will have an Assistant Prosecutor and are in the process of a background check on a part time victim rights advocate candidate.

### **ADJOURNMENT**

Moved by Commissioner Kozlowski and supported by Commissioner Fournier to adjourn. Motion carried. The meeting adjourned at 2:01 p.m.

---

Robert Adrian, Chairman of the Board

---

Keri Bertrand, County Clerk