

**OFFICIAL PROCEEDINGS  
OF THE  
ALPENA COUNTY BOARD OF COMMISSIONERS  
Full Board Meeting Minutes  
Tuesday, November 22, 2022 – 5:30 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, November 22, 2022 at 5:30 p.m.

**PRAYER**

Prayer was offered by Reverend Laura Hoffman of Huron Shores Fellowship.

**PLEDGE OF ALLEGIANCE**

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

**AGENDA**

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

**PUBLIC COMMENT**

None.

**CONSENT CALENDAR**

- A) **Finance Ways & Means Committee Meeting Minutes – November 8, 2022 (\*Minutes only)**
- B) **Budget Committee Meeting Minutes – November 8, 2022**

INFORMATIONAL ONLY

**Parks Commission Board Meeting Minutes – October 2022**

Moved by Commissioner Peterson and supported by Commissioner Thomson 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.

**2022 Budget - ARPA Funds**

Chairman Robert Adrian presented the transfer of ARPA Funds to balance the 2022 Budget reporting this was discussed at the last budget meeting with the surplus to go into the Building and Grounds Fund and Equipment Fund per the Board Policy and presented for discussion and approval.

Moved by Commissioner Karschnick and supported by Commissioner Gilmet to approve the below Action Item as presented. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Osbourne, Thomson, and Adrian. NAYS: Commissioners Fournier and Kozlowski. Motion carried.

**ACTION ITEM #2: Recommend approval to move \$800,000 into the General Fund Budget for 2022 from the ARPA 214 Fund.**

**Draft Budget Review for 2023**

Chairman Robert Adrian presented the draft Budget for 2023 for review and approval to put on display no later than December 1, 2022. Treasurer Kim Ludlow reported that all the adjustments recommended from the last budget meeting have been entered. County Administrator Mary Catherine Hannah reported that the draft Capital Improvement Plan will be discussed and reviewed with the Board of Commissioners and Planning Commission for a joint meeting on November 29<sup>th</sup> and that Administrator Hannah just reviewed the notes from the Planning Commission and will update before the joint meeting.

Moved by Commissioner Thomson and supported by Commissioner Peterson to approve the below Action Item as presented. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Thomson, Kozlowski, and Adrian. NAYS: Commissioners Fournier and Osbourne. Motion carried.

**ACTION ITEM #3: The Committee recommends that the proposed 2023 Budget be put on display in the Treasurer's Office, Clerk's Office, and the Commissioners' Office, no later than December 1, 2022 (after the County Treasurer makes necessary adjustments).**

## BILLS TO PAY

Clerk Keri Bertrand presented the bills to be paid.

	SUBMITTED:	APPROVED:
General Fund & Other Funds	\$ 65,117.81	\$ 65,117.81

Administrator Hannah reported that the County Prosecuting Attorney presented three additional bills to add with the bills presented today to be paid for approval. Discussion and recommendation for the Prosecuting Attorney pay two of the bills with their Visa and for the third bill for the reimbursement be submitted to the Finance Ways & Means Committee at their December 13, 2022 meeting. Moved by Commissioner Gilmet and supported by Commissioner Thomson to pay all bills as submitted. Roll call vote was taken: AYES: Commissioners Gilmet, Osbourne, Thomson, Kozlowski, Karschnick, Peterson, Fournier and Adrian. NAYS: None. Motion carried.

### Jail Entrance Canopy Updated Request

Undersheriff Cash Kroll presented a revised estimate from Meridian for the jail entrance canopy and passed out pictures to the Commissioners for review reporting that he spoke with the Sheriff and there is no start or finish date if they were to do this and would like to put in the 2023 budget. Commissioner Thomson reported that this was presented to the Facilities Committee and explained the process stating this will not include the lighting and that if approved that the County Maintenance can do the lighting. Treasurer Ludlow recommended to go with what they have and if need adjustments can do at that time in 2023. Discussion and recommendation to do as soon as they can due to emergency issue due to winter season.

Moved by Commissioner Peterson and supported by Commissioner Gilmet to approve the jail entrance canopy estimate from Meridian Contracting in the amount of \$27,687 with monies to come out of the Building and Grounds Fund as presented. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Fournier, Osbourne, Thomson, Kozlowski, and Adrian. NAYS: None. Motion carried.

### Payment of Primary Airport Services Invoices

Airport Manager Steve Smigelski presented the Primary Airport Services Invoices for payment approval reporting that this expense will be reimbursed by the FAA as administrative costs.

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

**ACTION ITEM #6: Recommend approval of payment for Primary Airport Services Invoice totaling \$243.85 and to reduce line item #295-000-383.000 PFC Charges Reserve by \$243.85 to pay invoices from expense line item #295-595-805.000 as presented.**

### **Request for Funds to install tank meter**

Airport Manager Smigelski presented the request for funds to install a tank meter reporting that Northern Pump Service is under contract with the airport to do inspections annually and maintenance.

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

**ACTION ITEM #7: Recommend approval to authorize to increase the 2022 budgeted line item #295-595-931.001 Fuel Farm Maintenance by \$10,019.00 to order and install a tank meter on the 100 low lead tank from Northern Pump Service in the amount of \$10,019.00 with monies to be added to the 4<sup>th</sup> Quarter CARES Reimbursement request. (The Airport is under contract with Northern Pump Service to provide the A & B inspections and maintenance on the tank)**

### **REPORTS OF REGULAR COMMITTEES**

**Facilities, Capital & Strategic Planning Committee Update** – Chair Don Gilmet reported the committee will meet tomorrow and requested Commissioner Adrian give an update when he attended the Planning Commission meeting to review the CIP representing Commissioner Gilmet. Commissioner Adrian reported the Planning Commission met and reviewed the draft CIP to check to see if this aligned with the County Master Plan and reported no issues. Commissioner Adrian reported the Planning Commission reported that if the Commissioners need help if projects come up they would like to assist. Chair Gilmet reported that the Planning Commission's recommendations are in their draft minutes and that the CIP draft will be discussed at a joint meeting with the Planning Commission on November 29<sup>th</sup>.

**Courts & Public Safety Committee Update** – Chair Kevin Osbourne reported the committee rescheduled their meeting to tomorrow due to Fall Harvest Day and will give an update at the next board meeting.

**Personnel Committee Update** – Chair Marty Thomson reported that the committee will conduct interviews for the Library and Veterans Affairs Boards on November 28<sup>th</sup> and others in December and will give a litigation update in closed session today.

### **Resolution #22-21 MICHIGAN SPARKS GRANT for Parks**

Chairman Adrian presented the following Resolution #22-21 for approval and support for the Alpena County Parks Commission for the three Alpena County Parks: Beaver Lake, Long Lake, and Sunken Lake Parks. Moved by Commissioner Peterson and supported by Commissioner Fournier to adopt Resolution 22-21 below as presented. Roll call vote was taken: AYES: Commissioners Gilmet, Osbourne, Thomson, Kozlowski, Karschnick, Peterson, Fournier and Adrian. NAYS: None. Motion carried.

ALPENA COUNTY BOARD OF COMMISSIONERS  
RESOLUTION #22-21

Upon motion made by Commissioner Peterson seconded by Commissioner Fournier, the following resolution was adopted:

RESOLVED, that the Alpena County Board of Commissioners of Alpena, Michigan, does hereby approve the Parks Commission to complete and submit up to three (3) SPARK Grant Applications through the Michigan Department of Natural Resources for day use and public trails improvements at Beaver Lake, Sunken Lake, and Long Lake Parks, and that the Alpena County Board of Commissioners does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide ADA compliance benefit to the community; and,
2. To maintain satisfactory financial accounts, documents, and records to make them available for auditing at reasonable times.
3. To construct the project and provide such funds, services, and materials as may be necessary to satisfy the terms of any grant awarded.
4. To regulate the use of any facilities constructed and reserved under these projects to assure the use thereof by the public on equal and reasonable terms.
5. To comply with any and all terms of said grants including all terms not specifically set forth in the foregoing portions of this Resolution.

**Resolution of Tribute #22-22**

Chairman Adrian presented the approval of a Resolution of Tribute for 911 Lead Dispatcher Roy Wekwert for his many years of service to the County and to the residents of Alpena County. 911/Emergency Director Kim Elkie presented the request for this Resolution of Tribute for 911 Lead Dispatcher Roy Wekwert reporting it is County Policy based on the years of service and would like to have presented to Roy at the December board meeting for acknowledgement of his retirement as he has exceeded the 20-year employment requirement. Moved by Commissioner Osbourne and supported by Commissioner Gilmet to approve the below Action Item as presented. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Fournier, Osbourne, Thomson, Kozlowski, and Adrian. NAYS: None. Motion carried.

**ACTION ITEM #9: Recommend approval of a Resolution of Tribute #22-22 for 911 Lead Dispatcher Roy Wekwert for his many years of**

service for the County and the residents of Alpena County as presented.

**CLOSED SESSION**

Moved by Commissioner Gilmet and supported by Commissioner Osbourne to go into Closed Session for Litigation update. Motion carried. Closed session at 6:26 p.m. and reopened at 7:00 p.m. Roll call: All Commissioners present.

**LITIGATION UPDATE**

Moved by Commissioner Gilmet and supported by Commissioner Peterson to accept recommendations of our attorney and proceed with dismissal of matter. Roll call vote was taken: AYES: Commissioners Gilmet, Osbourne, Thomson, Kozlowski, Karschnick, Peterson, Fournier and Adrian. NAYS: None. Motion carried.

**PUBLIC COMMENT**

None.

**ADJOURNMENT**

Moved by Commissioner Karschnick and supported by Commissioner Fournier to adjourn. Motion carried. The meeting adjourned at 7:05 p.m.



Robert Adrian, Chairman of the Board



Keri Bertrand, Clerk

llb