

**OFFICIAL PROCEEDINGS
OF THE
ALPENA COUNTY BOARD OF COMMISSIONERS
DRAFT - Full Board Meeting Minutes
Tuesday, January 23, 2024 – 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 John Kozlowski in the County Annex Building, Howard Male Conference Room, Alpena, Michigan and via Zoom on Tuesday, January 23, 2024 at 1:00 p.m.

PRAYER

Prayer was offered by Pastor John Shipman of St. Paul Lutheran Church of Alpena.

PLEDGE OF ALLEGIANCE

Chairman John Kozlowski 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; Bill Peterson, District #4; Brenda Fournier, District #5; Burt Francisco, District #6; Travis Konarzewski, District #7; and John Kozlowski, District #8.

AGENDA

Moved by Commissioner Lalonde and supported by Commissioner Osmer to adopt the agenda with the addition of: 1) Airport Update – Snow Removal Equipment Status. Motion carried.

PUBLIC COMMENT

Kristy Nowicki of Alpena shared her concerns as a hockey mom for the need of an updated girls locker room at Northern Lights Arena as the current one is small and there is no privacy. Chairman Kozlowski informed her that he will speak with her after the meeting. Kristy gave a letter for the commissioners to Board Assistant Lynn who will send out to them.

CONSENT CALENDAR

Chairman John Kozlowski presented the Consent Calendar with minutes and action items for approval.

A) **Finance Ways & Means Committee Meeting Minutes** – January 9, 2024* (*Minutes only)

B) **Courts & Public Safety Committee Meeting Minutes** – January 8, 2024

ACTION ITEM #CPSC-1: The Committee recommends approval of a one-year Agreement for Legal Representation with Bauer, Florip, & Wodja, PLC in the amount of \$3,800 beginning January 1, 2024, through December 31, 2024. In the event that Bauer, Florip, & Wodja, PLC continues to contract with the County of Alpena they would enter into a two-year contract beginning January 1, 2025 through December 31, 2026 in the amount of \$3,800 per year to align with the other attorney contract terms as presented.

Pulled – Not Approved on Consent Calendar

C) Facilities, Capital, & Strategic Planning Committee Meeting Minutes – January 17, 2024

D) Personnel Committee Meeting Minutes – January 17, 2024

ACTION ITEM #PC-1: The Committee recommends approval of hiring Amy Cell Talent with the “value” package to assist with the hiring of a County Administrator.

Pulled – Not Approved on Consent Calendar

ACTION ITEM #PC-2: The Committee recommends approval of using AARPA funds to pay for the County Administrator search.

Pulled – Not Approved on Consent Calendar

ACTION ITEM #PC-3: The Committee recommends approval of amending the restriction in the employee handbook on the amount of hours that a retiree can work through the end of 2027.

Pulled – Not Approved on Consent Calendar

ACTION ITEM #PC-4: The Committee recommends approval of moving IT Director to part time with a reduction in salary effective May 1st, 2024.

ACTION ITEM #PC-5: The Committee recommends approval to send the job description and title change for the Assistant to the County Administrator and Finance Specialist to the Full Board.

Pulled – Not Approved on Consent Calendar

INFORMATIONAL ONLY

Parks & Recreation Commission Meeting Minutes – December 13, 2023

Moved by Commissioner Fournier and supported by Commissioner Francisco to approve the Consent Calendar, which includes actions as listed above and filing of all reports, except for #CPSC-1, #PC-1, #PC-2, #PC-3, and #PC-5 were pulled for further discussion. Motion carried.

ACTION ITEM #CPSC-1: ATTORNEY CONTRACT

Treasurer Ludlow requested this action be pulled off the consent calendar as the amount is per month and not year and need to include a budget adjustment in the action item. Commissioner Osmer reported that there was a vacancy in the attorney contract and Matt Wodja is representing the County with a one-year contract and is not sure if he can do long term but was given a grace period to decide.

Moved by Commissioner Osmer and supported by Commissioner Lalonde to approve the below action item with a budget adjustment and line item to be paid from included in the action item. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Peterson, Fournier, Francisco, Konarzewski, and Kozlowski. NAYS: None. Motion carried.

ACTION ITEM #CPSC-1: The Committee recommends approval of a one-year Agreement for Legal Representation with Bauer, Florip, & Wodja, PLC in the amount of \$3,800 beginning January 1, 2024, through December 31, 2024 with a budget adjustment to increase line item #101-279-831.000 by \$8,400. In the event that Bauer, Florip, & Wodja, PLC continues to contract with the County of Alpena they would enter into a two-year contract beginning January 1, 2025 through December 31, 2026 in the amount of \$3,800 per month to align with the other attorney contract terms as presented.

ACTION ITEMS #PC-1 & PC-2: COUNTY ADMINISTRATOR

Treasurer Ludlow requested both of these action items to be pulled off the consent calendar as the amount and line item needs to be in the action item and they can be joined as one action item.

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

ACTION ITEM #PC-1 & #PC-2: The Committee recommends approval of transferring \$9,500 from the ARPA Fund line item #214-209-995.000 and put into the General Fund line item #101-200-801.000 (Professional Services) to hire Amy Cell Talent with the “value” package to assist with the hiring of a County Administrator in the amount of \$9,500 with monies to come out of line item #101-200-801.000 (Professional Services).

ACTION ITEM #PC-3: EMPLOYEE HANDBOOK

Treasurer Ludlow shared her concerns of Action Item #PC-3 - approval of amending the restriction in the employee handbook on the amount of hours that a retiree can work through the end of 2027, and the nondisclosure statement and be discussed as there are some corrections that need to be made before approving; the nondisclosure agreement refers to California labor law. Discussion and recommendation for the treasurer to send back to Jennifer in HR for corrections then bring back to the full board for approval at their next meeting on February 6th.

ACTION ITEM #PC-5: JOB DESCRIPTION/TITLE CHANGE ASSISTANT CA

Chairman Kozlowski requested action item #PC-5 be pulled for further information needed and to table for personnel.

ACTION ITEM #PC-5: The Committee recommends approval to send the job description and title change for the Assistant to the County Administrator and Finance Specialist back to the Personnel Committee for further information.

Moved by Commissioner Fournier and supported by Commissioner Lalonde to table the above action item for further discussion and take back to the Personnel for more information. Motion carried.

BILLS TO PAY

Clerk Keri Bertrand presented the bills to be paid.

	SUBMITTED:	APPROVED:
General Fund & Other Funds	\$ 335,269.94	\$ 335,269.94

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

ALPENA GROUND SERVICES CONTRACT MODIFICATION

Steve Smigelski, Airport Manager, presented the AGS Contract Modification for approval. Steve reported the original contract was structured differently in 2012 with less people and had their first adjustment to the contract in 2016 changing part time to full time with no additional funds. Steve informed the board that the contract was initially put out for bids and then rebid in 2017 with three bids received and Alpena Ground Services was chosen. The current contract is a seven-year contract and will run for another six years and did not have an escalator clause. Steve reported he recommends to approve the 1.5 % increase now instead of requesting this increase each year. Steve reported that the contract has grown from 3 full time and two part time to seven full time staff now and the increase is below the Consumer Price Index. Steve noted that the increase request due to inflation covers wages, benefits, over time and operator insurance.

Moved by Commissioner Peterson and supported by Commissioner LaHaie to approve the Alpena Grounds Services Contract Modification to include a 1.5% escalator increase annually with monies to be covered by the Airport Fund and to approve a budget adjustment increasing 2024 budgeted line item #295-595-801.000 Alpena Grounds Services Contract by \$5,731.00. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Peterson, Francisco, Konarzewski, and Kozlowski. NAYS: Commissioner Fournier. Motion carried.

AIRPORT SNOW REMOVAL EQUIPMENT UPDATE

Steve Smigelski, Airport Manager, gave an update on the current snow removal equipment at the airport and passed out a list to the board for review stating the county is required to have two plow trucks, one sweeper and one blower. Steve reported the auto car is the best sand spreader, tried to replace two snowplows but no one bid on them, AIP 2024 rebidding runway broom and two snow removal equipment and will retire the auto car. The FAA informed him that he can keep equipment as backup but responsible for maintenance and have to keep the equipment inside in new SRE and do have the old SRE building to store if needed. All SRE is operable except for the 2008 Oskosh blower which a tech will be coming in the next one to two weeks to work on. FAA will not allow the

equipment to be traded but can sell and only keep funds the county matched (5% Federal Grant and 2.5% State Grant) and return funds to the FAA; can take SRE from primary airports to nonprimary airports which FAA does recommend. Steve informed the board that the list he passed out to them does not include the CRTC snow removal equipment and the county is dependent on the CRTC equipment to assist with snow removal off the runway. Discussion and review of the snow removal equipment list at the airport.

Steve reported that the CRTC and Alpena Ground Services staff work extra hours to keep up and clear the airport and runway to reopen when closed due to unsafe conditions. Steve noted that the most recent closure was to do high winds/cross winds with safety concerns. Commissioner Francisco thanked Steve, CRTC and the AGS staff.

Chairman Kozlowski informed Steve and the board that he spoke with the County HR Specialist Jennifer to work with the airport manager when the airport is closed to notify the public.

YOUTH & RECREATION COMMITTEE UPDATED GUIDELINES

Tony Suszek, Youth & Recreation Committee Chair, presented the Youth & Recreation Committee Guideline request for the Executive Committee to consist of the Chair, Vice Chair, Secretary, and one alternate member for approval. Tony reported this committee was set when the millage was approved the first time in 2009 and they meet to work out details and take to Youth & Recreation Committee.

Moved by Commissioner Osmer and supported by Commissioner Lalonde to approve the updated Youth & Recreation Committee Guidelines Article 5 Executive Committee to consist of the Youth & Recreation Committee Chair, Vice Chair, Secretary, and one alternate member as presented. Motion carried.

EMERGENCY MANAGEMENT 101 PRESENTATION

Lt. Michael deCastro, District 7 Coordinator, Emergency Management and Homeland Security Division, Michigan State Police, gave a Emergency Management 101 presentation to the board. Lt. deCastro gave a background of the program with 17 counties almost all are full time and five part time or a dual role mode with any county supporting full time as there is a lot of paperwork. Lt. deCastro informed the board that he receives quarterly paperwork on what the emergency managers accomplish. Lt. deCastro reported that when declarations are done by local city municipalities they are not recognized by the state but needs to go to the County Emergency Manager and presented to the County Government for approval and signature then the declaration is recognized by the state.

2023 MEDICAL EXAMINER ANNUAL REPORT

Lisa Kaspriak, MidMichigan Medical Examiner Group Administrator presented the 2023 Medical Examiner Annual Report to the board. Lisa reported they serve 14 counties and the Medical Examiner Investigators and transport staff are trained and are on call. The commissioners receive a monthly report from the administrator. Lisa informed the board that they have a national website they post information for family members or loved ones to identify their missing person for reunification. Lisa reported that Alpena County participates in the Gift of Life. Lisa reported that they are working on a new way of doing autopsies in the future and gave a background of using CT scanner of the body

to detect 85% results and only 7 minutes from an immediate read from a forensic radiologist. Lisa stated this new technology is 15-20 years in the USA and is in use in three dozens medical examiner offices across the United States. Lisa noted that this is a 100% grant funded through MDHHS for this new technology and would like a CT machine just for Alpena County and needs place the size of an 8x10 room (port, lead lined walls, electricity, back door, and out of view) and informed the board to keep them in mind as she has a plan she can present to them.

ALPENA COUNTY LAND BANK AUTHORITY PRESENTATION

Lenny Avery, Target Alpena Economic Development Coordinator, presented the 2024 projects and workflow presentation to the board. Lenny gave a background of the needs of restoration of homes that are foreclosed, blight, property, as there are certain items the grant does not cover, and he went over them. The Land Bank works with the County on these projects, and he explained why funds do not go to the Land Bank Authority instead of the County and City. Lenny applied for three reimbursement grants for Alpena County and the projects need decisions and partners for this \$3 million grant and has a deadline of 30 days to present project(s) by March 31, 2024. Lenny informed the board that this can be used for other properties and not just foreclosed, can use privately owned properties. Discussion and recommendation to have a decision for Lenny by the next board meeting on February 13th at the Finance Ways & Means Committee/Full Board meeting.

BUDGET ADJUSTMENTS

Chairman John Kozlowski presented the following budget adjustments for approval. Treasurer Ludlow informed the board that the fourth quarter budget adjustments for 2023 have been completed.

1. Maintenance Superintendent Request Carryover of 2023 Expenses to 2024 – Discussion and recommendation to hold off on action item below as there are funds in those line-item numbers for 2024 and if need funds to complete those projects can be brought back to the board for approval.

ACTION ITEM #1: The Committee recommends approval of the carryover request from the Maintenance Superintendent from 2023 budgeted expenses to the following 2024 budgeted line items numbers by:

101-268-932.000 Building Maintenance	\$5,198.00 (continue work in the Merchants Building and Caretakers House)
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631-265-975.059 Fairgrounds Electrical Upgrades	\$2,760.00 (pay an invoice from Omega Electric for installation of individual power meters at the fairgrounds)
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2. Undersheriff Budget Adjustment Request – Treasurer Ludlow reported the Sheriff's Office received donations of \$7,500 in 2023 and can be only sued for specific purposes and only spent \$822.30 in 2023. Treasurer Ludlow reported the balance of \$6,678 donated revenue needs to be allowed and spent in 2024.

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

ACTION ITEM #2: Recommendation to approve the budget adjustment request from the Undersheriff to increase the 2024 budgeted expense line item #101-301-969.015 ID School Violence Expenditures by \$6,678.00 to pay for the outstanding regional training costs as presented.

REPORTS OF REGULAR COMMITTEES

Facilities, Capital & Strategic Planning Committee Update – Commissioner Fournier reported not much to report, in minutes, they recommended that the NLA reimbursement requests be handed over to Treasurer to review and present to board for approval as an action item further on in the agenda.

Personnel Committee Update – Commissioner Fournier reported they recommended hiring a firm to find a new County Administrator, updated the employee handbook for the retiree section, discussed information on two vehicles.

Animal Control Adhoc Committee Update – Commissioner Fournier reported they discussed the city to pick up animals in the city. The Sheriff gave an update on the office stating the shelter manager position is on hold, nonprofit to take over shelter duties possibly and will present with a proposed contract, Michelle is taking stats with animals in from city, MDARD rep came to meeting, he spoke with city policy and is a transition phase city handling animals in the city, the city has a contract with Huron Humane Society and the city will further discuss the change and will give an update this Friday at a meeting. Commissioner Fournier requested that Commissioner Francisco chair the Animal Control Adhoc Committee. Chairman Kozlowski appointed Commissioner Francisco to chair and sit on the Animal Control Adhoc Committee and for Commissioner Konarzewski to be removed off this committee and Commissioner Konarzewski stated he is ok with not sitting on this committee.

Courts & Public Safety Committee Update - Commissioner Osmer reported they met and information from the meeting is in the minutes to review.

Chairman Kozlowski reminded the board that there are two vacancies (**Northeast Michigan Consortium** and **Northern Michigan Counties Association (NMCA)**)- and to let him know who would like to represent Alpena County on these two boards.

OTHER BOARDS & COMMISSIONS

District #1 Commissioner Bill LaHaie gave an update on the following boards/commissions he represents:

District Health Department #4 – Meeting held in Rogers City, elected officers, deficit down and will be under control sometime this year.

Planning Commission – Nothing to report.

District #2 Commissioner Osmer gave an update on the following boards/commissions he represents:

HUNT – Quick meeting, they gave annual report, Prosecutor from Alcona County was elected as the president for a one year term.

Parks & Recreation Commission – Nothing to report.

Northeast Michigan Council of Governments (NEMCOG) – Eric Cline, MI Department of Treasury, did a Presentation.

Thunder Bay Marine Sanctuary – Tickets online for film festival event on 26th and 27th, Alpena signed up for 10 year program relating to distributed electromagnetic payload delivered-unmanned drone technology and will be coming back this summer, two job openings then will be back to full staff once filled.

District #3 Commissioner Robin Lalonde gave an update on the following boards/commissions she represents:

Northeast Michigan Community Service Agency (NEMCSA) – No January meeting held, next meeting on February 5th in Roscommon. Northeast Michigan Consortium held no January meeting and next meeting in February.

Fair Board – Not attended yet. Commissioner Lalonde spoke with Fair Board President Courtney Krentz on the events for 2025 and shared Courtney's concerns of normal camp sites during fair week charged to them, as the amount has increased.

Thunder Bay Transportation – Next meeting January 25th and will attend. Computer upgrades. Public forum transportation needed for bigger group on an evening event discussion.

911/Central Dispatch – Retired Sheriff Kieliszewski did an all county search and rescue presentation which was very informational.

LEPC – 2023 Preparedness Grant received in the amount of \$2,707.73 and the Sheriff gave an update on the radio project.

LPT – Cyber Security discussion held at meeting and will follow up at a later date.

District #4 Commissioner Bill Peterson gave an update on the following boards/commissions he represents:

Montmorency Oscoda Alpena (MOA) Landfill Authority – Injection Well up and running, 73 gallons per minute running and saving \$6,000 per day. Payback in about 2 years to the counties for this 3 million dollar project. Commissioner Francisco noted that costs increased to haul away and not paying another company to do now which saves funds.

26th Judicial Circuit Local Court Management Council – They do not have a set meeting schedule and will be meeting in July 2024.

District #6 Commissioner Burt Francisco gave an update on the following boards/commissions he represents:

Northeast Michigan Regional Entity (NMRE) SUD – January 8th meeting held with six projects within Alpena County and four of the projects are multicounty. Opioid partnership meeting at 3:00 pm today and is sparsely attended, need of substance abuse services.

District #7 Commissioner Travis Konarzewski gave an update on the following boards/commissions he represents:

Road Commission – Short meeting, business as normal, unsatisfied residents, staff shortage.

Commissioner Konarzewski reported that he will get with Chairman Kozlowski on the two vacancies as he would like to sit on one of them.

Commissioner LaHaie reported that the road commission proceeded with the 3rd Street extension project and is moving forward without the township, as the township has no funds to put towards this project.

District #8 Commissioner John Kozlowski gave an update on the following boards/commissions he represents:

DARE – February 15th next meeting.

Northeast Michigan Materials Management Authority (NMMMA) – January 25th next meeting.

United Way – Did not attend.

UNFINISHED BUSINESS – NLA REIMBURSEMENTS

Commissioner Fournier presented the Northern Lights Arena (NLA) Reimbursement Request for approval. Ice level machine not to be reimbursed and was purchased through Youth & Recreation Grant Funds and was proceeded without consulting commissioners if reimbursed. Ice paint and vinyl not on approved items list. Treasurer Ludlow reported that she has the 4th Quarter for 2023 reimbursement information from NLA and will present to the Facilities Committee for recommendation/approval to the Full Board.

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

ACTION ITEM #4: Recommendation to pay the 2023 reimbursement requests from Northern Lights Arena for Quarter 2 in the amount of \$2,020.73 and for Quarter 3 in the amount of \$309.70 (\$16,009.88 minus \$14,015 for level ice system

and minus \$1,685 for ice paint and vinyl) from line item #272-763-975.000 Buildings/Additions & Improvements (Northern Lights Arena Surcharge) as presented. The line item #272-763-975.000 will be increased by \$2,331.00.

NLA REIMBURSEMENT REQUESTS – TREASURER’S OFFICE

Treasurer Ludlow reported that no one put in reimbursements for 2024 and supposed to be done quarterly for NLA. Discussion and recommendation to direct all reimbursement requests from Northern Lights Arena to the Treasurer’s Office.

Moved by Commissioner Lalonde and supported by Commissioner Fournier to approve the below action item with addition of: as stated in the contract, and in a quarterly and timely manner. Motion carried.

ACTION ITEM #5: Recommendation to direct all reimbursement requests from Northern Lights Arenan to the County Treasurer’s Office effective immediately, as stated in the contract, and in a quarterly and timely manner.

COMMENTS FROM THE BOARD

Commissioner Fournier reported she wanted to openly apologize to Nicki Janish, Home Improvement Director, on information Nicki provided that was correct and to continue the good work.

PUBLIC COMMENT

Kevin Ginter of Alpena shared his concerns of the Ambulance Fund and ALS Contract and that the townships are struggling to fund equipment purchases. Kevin stated he appreciates the diligence of keeping contracts local with competitive bids to help save funds and get service improvements.

ADJOURNMENT

Moved by Commissioner LaHaie and supported by Commissioner Lalonde to adjourn the meeting. Motion carried. The meeting was adjourned at 3:42 p.m.

John Kozlowski, Chairman of the Board

Keri Bertrand, County Clerk

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