

**OFFICIAL PROCEEDINGS  
OF THE  
ALPENA COUNTY BOARD OF COMMISSIONERS**

March 31, 2020  
5:30 p.m.

The Alpena County Board of Commissioners met and was called to order by Chairman Robert Adrian via Zoom conferencing on Tuesday, March 31, 2020 at 5:30 p.m.

**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, the following Commissioners were present: Commissioners Adrian, McRoberts, Karschnick, Peterson, Fournier, McDonald, Thomson, and Kozlowski.

**Agenda**

Moved by Commissioner Peterson and supported by Commissioner Fournier to approve the agenda with the addition of 1) Personnel Committee Chairman McRoberts – Furlough Discussion - Motion carried.

**Public Comment**

Judge Thomas LaCross informed the board on the Probate/District Court staff needs.

**Consent Calendar**

- A) **Approval of the Official Proceedings of the Alpena County Board of Commissioners**  
Regular Session – February 25, 2020
- B) **IT Committee** – March 4, 2020
- C) **Personnel Committee** – March 10, 2020

ACTION ITEM #PM-1: The Committee recommends using existing funds in the MSU budget for temporary office support (former office staff) for up to 21 hours per week to fill the office vacancy until a replacement is found with monies not to exceed the current budget.

ACTION ITEM #PM-2: The Committee recommends we approve MSU advertising and hiring a county employee to fill the office support person vacancy.

ACTION ITEM #PM-3: The Committee recommends hiring a new Assistant Prosecutor at the Step 4 level of \$49,501 contingent upon if Cynthia Muszynski is appointed to the Prosecuting

Attorney position with monies to be taken out of the existing budget.  
*(Not approved on Consent Calendar)*

ACTION ITEM #PM-4: The Committee recommends we approve hiring a former police officer to do the ATV/Marine/Snowmobile patrol through the grant monies available (Marine Patrol, ATV Patrol, Snowmobile Patrol, and Stonegarden Grant).  
*(Not approved on Consent Calendar)*

ACTION ITEM #PM-5: The Committee recommends that all IT Staff be required to have psychological testing per County policy.

ACTION ITEM #PM-6: ACTION ITEM #PM-6: The Committee recommends that we authorize the advertising and hiring of an IT Technician.  
*(Not approved on Consent Calendar)*

D) **Airport Committee – March 12, 2020**

ACTION ITEM #AC-1: The Committee recommends the transfer of \$422.80 from line 295-536-625 PFC Equity Fund to 295-536-805 Consulting Services to pay PAS invoice 1102-15.

ACTION ITEM #AC-2: The Committee recommends the transfer of \$483.35 from line 295-536-625 PFC Equity Fund to 295-536-805 Consulting Services to pay PAS invoice 1102-16.

E) **Finance/Building Maintenance and Recreation Committee – March 18, 2020**

ACTION ITEM #FM-1: The Committee recommends we approve the annual Professional Services Agreement for 2020 between Alpena County and Lewis and Lewis Professional Surveying Inc. for Remonumentation services as presented.

ACTION ITEM #FM-2: The Committee recommends we approve the annual Professional Services Agreement for 2020 between Alpena County and Fabis Land Surveying Inc. for Remonumentation services as presented.

ACTION ITEM #FM-3: The Committee recommends we approve the annual Professional Services Agreement for 2020 between Alpena County and Huron Engineering & Surveying, Inc. for Remonumentation services as presented.

ACTION ITEM #FM-4: The Committee recommends we approve the IT Director's bid recommendation to purchase two IT servers from SHI International Corp for \$26,600.00, which includes the cost of equipment and three years of maintenance, with request for a \$15,200.00 increase to line item #402-234-980.251, from where the servers will be charged, as presented.

ACTION ITEM #FM-5: The Committee recommends we approve the IT Director's bid recommendation to purchase VMWare virtual server platform from CDW-G at a cost of \$33,976.00, which includes the cost of the application and three years of maintenance, with request for \$33,976.00 be transferred from the General Fund Technology Reserve to line item 101-958-728 for this software purchase, as presented.

ACTION ITEM #FM-6: The Committee recommends to approve the IT Director's bid recommendation to purchase a Cohesity Backup System at a cost of \$149,954.43, which includes

the backup system and three years of maintenance, with a five-year finance plan. Payments for 2020 will be in the amount of \$24,057.00 with the expense line item #402-234-980.251 (Equipment Fund line item) to be increased by \$24,057.00, (\$2,673.00 monthly) as presented.

ACTION ITEM #FM-7: The Committee recommends we authorize that \$5,695.00 be transferred for the Sheriff's Office from Donations for Dive Team line item #101-301-675.002 and into Sheriff Dive Equipment line item #101-301-856.001 to purchase a second Oceanid Water Rescue Craft and its associated equipment using monies received from private donations totaling \$5,695.00, as presented.

ACTION ITEM #FM-8: The Committee recommends we approve the Marine Patrol Department of Natural Resources Grant Application for the Sheriff's Office in the amount of \$15,175.00. If Federal Funds are awarded, the Grant will be covered 100% with no County match; if awarded State Funds the Grant will be covered 75% with a County match required, as presented.

ACTION ITEM #FM-9: The Committee recommends we approve Pay Application 15 from Spence Brothers to MDOT Aeronautics for the new Airport Terminal in the amount of \$306,140.68 (Alpena County portion of \$81,379.17 already paid) with monies coming out of line item #481-595-975 as presented.

ACTION ITEM #FM-10: The Committee recommends we approve Pay Application 16 from Spence Brothers to MDOT Aeronautics for the new Airport Terminal in the amount of \$218,683.35 with monies coming out of line item #481-595-975 as presented.

ACTION ITEM #FM-11: The Committee recommends we approve the Alpena Grounds Services Second Quarter Invoice in the amount of \$60,555.00 with monies coming out of line item #295-536-801 as presented, to be paid on or after April 1, 2020, as presented.

ACTION ITEM #FM-12: The Committee recommends we approve the two Invoices from Northern Pump Service for Fuel Farm Maintenance at the Airport in the amount of \$1,234.20 (Invoice #26397) and in the amount of \$1,355.50 (Invoice #26396) for a total amount of \$2,589.70 with monies coming out of expense line item to be created and monies will be reimbursed by fuel sales. (Airport Revenue to be adjusted by \$7,400.00 and Expenses by \$7,400.00.)

ACTION ITEM #FM-13: The Committee recommends we approve the quote from Global Industrial for a floor scrubber in the amount of \$1,699.00 plus supplies for the Airport with monies from line item #295-536-932 (Building Maintenance) and any attendant supplies needed from line item #295-536-783 as presented.

ACTION ITEM #FM-14: The Committee recommends we approve the BKV Group Invoice #51831 in amount of \$9,961.41 for the new Jail project with monies coming out of line item #466-301-975 (Jail Construction Costs) as presented.

ACTION ITEM #FM-15: The Committee recommends we approve the Huron Engineering and Surveying Invoice #3572 for the new Jail project in the amount of \$687.50 with monies coming out of line item #466-301-975 (Jail Construction Costs) as presented.

ACTION ITEM #FM-16: Recommendation that \$8,000 be transferred from the Base Security Fund to the General Fund and allocated to HUNT and to approve payment of

the invoice from HUNT as presented.

ACTION ITEM #FM-17: The Committee recommends paying \$150.00 to Wilson Township to split the land parcel for the new Jail project with monies coming out of line item #466-301-975 (Jail Construction Costs) as presented.

ACTION ITEM #FM-18: The Committee recommends to approve the Ambulance Millage Ballot Language as presented.

Moved by Commissioner Karschnick and supported by Commissioner McRoberts to approve the Consent Calendar which includes actions as listed above and filing of all reports. Roll call vote was taken: AYES: Commissioners McRoberts, Karschnick, Peterson, Fournier, McDonald, Thomson, Kozlowski and Adrian. NAYS: None. Motion carried.

#### **#PM-4: ATV/Marine/Snowmobile Patrol**

Commissioner Fournier pulled Action Item #PM-4 for clarification. Sheriff Kieliszewski informed the board the funding is there through grant monies to support hiring a retired police officer with no benefits needed and limited hours required.

ACTION ITEM #PM-4: The Committee recommends we approve hiring a former police officer to do the ATV/Marine/Snowmobile patrol through the grant monies available (Marine Patrol, ATV Patrol, Snowmobile Patrol, and Stonegarden Grant).

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

#### **#PM-6: IT Technician Vacancy**

Commissioner Fournier pulled Action Item #PM-6 for clarification. Chairman Adrian informed the board that one IT Technician left employment and there is a vacancy with monies available in the IT budget to hire an IT Technician.

ACTION ITEM #PM-6: The Committee recommends that we authorize the advertising and hiring of an IT Technician.

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

#### **#PM-3: Assistant Prosecutor Vacancy**

Personnel Chairman McRoberts pulled Action Item #PM-3 and will revisit at a later date. No further action is needed on the item below.

ACTION ITEM #PM-3: The Committee recommends hiring a new

Assistant Prosecutor at the Step 4 level of \$49,501 contingent upon if Cynthia Muszynski is appointed to the Prosecuting Attorney position with monies to be taken out of the existing budget.

#### **Waive \$5 Email Fee**

Chairman Robert Adrian presented the request to waive the \$5 email fee due to the Coronavirus.

ACTION ITEM #3: Recommendation to approve waiving the \$5 email fee during the Coronavirus pandemic.

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

#### **Emergency Management Funding**

Chairman Robert Adrian presented the Emergency Management Funding request to transfer funds into an Emergency Management Funding line item for purchases where needed.

ACTION ITEM #4: Recommendation to approve transfer of \$10,000 into line item #101-426-727.001 for Emergency Preparedness supplies.

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

#### **Authority to change Full Board Meetings**

Chairman Adrian presented the request and attorney recommendation for approval to have the authority to change the Full Board meetings as necessary.

ACTION ITEM #5: Recommendation to approve the Chairman of the Board to have the authority to cancel or change the Full Board meetings as necessary through June 1, 2020.

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

#### **Emergency Manager Update**

Mark Hall, Emergency Services Coordinator, gave an update to the board on the current situation of the COVID-19 crisis. Mark thanked the EOC Staff, County Maintenance, and County Administration Staff on their assistance. The Emergency Operations Center is working

daily on Briefings, Review of Presidential Orders, Governor's Executive Orders, Congressional Legislative Updates, Briefings with Health Department, Briefings with Mid-Michigan Medical Center, and Stats Updates with information being sent to necessary parties involved including weekly conference calls.

**Resolution #20-08 – 911 Operating Surcharge**

Chairman Robert Adrian presented Resolution #20-08 - 911 Operating Surcharge for approval.

**RESOLUTION 20-08**

WHEREAS, the following ballot language was previously approved in 2016:

**911 OPERATING SURCHARGE  
REAUTHORIZATION PROPOSAL**

For the period beginning on January 1, 2017 and continuing through the month of December in the year 2021, shall Alpena County be authorized to continue to assess a monthly surcharge of up to and not to exceed \$3.00 in the monthly billings of landline, wireless and VOIP service suppliers within the geographic boundaries of Alpena County; to be used exclusively for the continuing funding of 911 emergency telephone call answering and dispatch services within Alpena County, including facilities, equipment and operations.

**WHEREAS**, the intent of the 911 Operating Surcharge funding is to benefit the citizens of Alpena County by providing a well-known emergency telephone number, and

**WHEREAS**, the Alpena County Board of Commissioners continues to believe that the 911 service will benefit the citizens of Alpena County,

**THEREFORE, BE IT RESOLVED**, that the Alpena County Board of Commissioners continues to approve the collection of its ballot-supported 911 surcharge of \$3.00 with no change in the amount from July 1, 2020, through June 30, 2021.

**LET IT BE FUTHER RESOLVED**, that the Alpena County Board of Commissioners approve this resolution and authorize the Alpena County 911 Director to sign the letter advising of such.

Moved by Commissioner Karschnick and supported by Commissioner McDonald to approve Resolution #20-08 as presented. Roll call vote was taken: AYES: Commissioners McRoberts, Karschnick, Peterson, Fournier, McDonald, Thomson, Kozlowski and Adrian. NAYS: None. Motion carried.

**Resolution #20-09 – Beaver Lake Dam**

Drain Commissioner Gerald Fournier presented Resolution #20-09 – Beaver Lake Dam for approval.

**RESOLUTION #20-09  
OF  
THE ALPENA COUNTY BOARD OF COMMISSIONERS**

**BEAVER LAKE**

**WHEREAS**, the Alpena County Circuit Court entered an Order on October 25, 1979, which established the inland lake level for Beaver Lake, located in Ossineke and Green Townships, Alpena County (“1979 Order”); and

**WHEREAS**, Part 307 of the Natural Resources and Environmental Protection Act (Inland Lake Levels), MCL 324.30701 *et seq* (“Part 307”) requires the County Board of Commissioners, or its delegated authority, to maintain the established lake level; and

**WHEREAS**, the Alpena County Board of Commissioners passed a resolution on November 26, 2019 that, among other things: (1) gave the Drain Commissioner all powers granted to a delegated authority under Part 307; (2) directed him to institute legal proceedings in Alpena County Circuit Court to revise Beaver Lake’s Lake Level Special Assessment District; and (3) directed him to utilize an engineering firm to assist with preparing a revised special assessment district boundary necessary to institute such legal proceedings; and

**WHEREAS**, the engineering firm Spicer Group, Inc. sent the Drain Commissioner a “Letter Agreement” on February 18, 2020 (“February 18, 2020 Agreement”) that allows the Drain Commissioner to revise the Special Assessment District, implement a special assessment roll, and verify the lake level in the 1979 Order; and

**WHEREAS**, the Alpena County Drain Commissioner, as Beaver Lake’s Part 307 delegated authority, requests to enter into the February 18, 2020 Agreement and other future agreements with Spicer Group, Inc., he deems necessary to assist with: (1) legal proceedings related the Beaver Lake Level Order and (2) maintenance and improvement of the Beaver Lake Level Control Structure.

**NOW, THEREFORE, BE IT RESOLVED:**

1. All costs associated with legal and engineering fees related to revising the 1979 Order and improving or maintaining Beaver Lake Level Control Structure (outside of routine maintenance to the lake level control structure) shall be defrayed by property owner and other special assessments following the procedures in Part 307.
2. The Drain Commissioner may enter into the February 18, 2020 Agreement with Spicer Group, Inc., and is authorized to enter into any other subsequent agreement with Spicer Group, Inc. necessary to maintain and improve the Beaver Lake Level Control Structure should such costs be defrayed by Part 307 special assessments (outside of routine maintenance to the lake level control structure).
3. As delegated authority under Part 307, the Drain Commissioner may instruct legal counsel to update the 1979 Order (if deemed necessary by Spicer Group, Inc.) to also update the Order’s lake level elevation language in addition to updating its language related to the special assessment district.
4. All resolutions and parts of resolutions insofar as may be in conflict herewith are hereby rescinded.

Moved by Commissioner Thomson and supported by Commissioner McRoberts to approve the above Resolution #20-09 as presented. Roll call vote was taken: AYES: Commissioners McRoberts, Karschnick, Peterson, Fournier, McDonald, Thomson, Kozlowski and Adrian. NAYS: None. Motion carried.

### **Employee Status – COVID-19**

Personnel Chairman McRoberts informed the board that he met with the Chairman of the Board, Executive Manager Tammy Summerix-Bates, Clerk Bonnie Friedrichs and they discussed with the County Attorney the employee status of the current COVID-19 issue and compliance with the Governor's Executive Orders.

Moved by Commissioner McRoberts and supported by Commissioner Thomson to authorize the Personnel Committee to take the necessary actions needed that would be appropriate if need to furlough the employees and to inform the board. Roll call vote was taken: AYES: Commissioners McRoberts, Karschnick, Peterson, Fournier, McDonald, Thomson, Kozlowski and Adrian. NAYS: None. Motion carried.

### **Other Discussion Items**

Commissioner Thomson informed the board that they are still working on the request from the Senior Center to extend their Lease and hope to have ready to present at the next Full Board meeting in April.


Chairman Adrian thanked everyone for participating with the Zoom meeting. He also thanked Adam Kovisto with MSU Extension Office for assisting in coordinating this meeting.

### **Public Comment**

None.

### **Adjournment**

Moved by Commissioner Kozlowski and supported by Commissioner Fournier to adjourn. Roll call vote was taken: AYES: Commissioners McRoberts, Karschnick, Peterson, Fournier, McDonald, Thomson, Kozlowski and Adrian. NAYS: None. Motion carried. Meeting adjourned at 6:43 p.m.

  
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Robert Adrian, Chairman of the Board

  
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Bonnie Friedrichs, County Clerk