

**OFFICIAL PROCEEDINGS  
OF THE  
ALPENA COUNTY BOARD OF COMMISSIONERS  
DRAFT - Full Board Meeting Minutes  
Tuesday, June 28, 2022 – 5:30 p.m.  
Howard Male Conference Room/Zoom Room**

**PUBLIC HEARING**

Animal Control Ordinance

TIME OPEN FOR PUBLIC COMMENT: 5:30 p.m.

There was no comment.

TIME CLOSED FOR PUBLIC COMMENT: 5:31 p.m.

Moved by Commissioner Gilmet and supported by Commissioner Fournier to close the public hearing. Motion carried.

**CALL TO ORDER**

The Alpena County Board of Commissioners met and was called to order by Vice Chairman Marty Thomson in the County Annex Building, Howard Male Conference Room, Alpena, Michigan and via Zoom on Tuesday, June 28, 2022 at 5:30 p.m.

**PRAYER**

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

**PLEDGE OF ALLEGIANCE**

Board Vice Chairman Marty Thomson 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; and John Kozlowski, District #8. Commissioner Robert Adrian, District #2, excused.

**AGENDA**

Moved by Commissioner Peterson and supported by Commissioner Karschnick to adopt the agenda with the following additions: 1) Commissioner Peterson - Closed Session for Litigation update, 2) Commissioner Karschnick – PIE&G Internet Update. Motion carried.

**PUBLIC COMMENT**

Jerry Kaschner of Alpena presented his concerns of a ditch issue on his property and has presented to the Commissioners at a previous board meeting of this issue. Jerry informed the Commissioners that he has contacted the Alpena County Road Commission and Alpena Township with no assistance offered. Commissioner Gilmet offered to drive by the property to assess the ditch issue.

## CONSENT CALENDAR

- A) **Finance Ways & Means Committee Meeting Minutes – June 14, 2022 (\*Minutes only)**
- B) **Facilities, Capital & Strategic Planning Committee Meeting Minutes – June 15, 2022**

ACTION ITEM #FCSPC-1: The Committee recommends approval to increase the capital asset minimum from \$2,500 to \$5,000 for three years as presented.

ACTION ITEM #FCSPC-2: The Committee recommends approval to move forward with County Grounds Policy as presented.

**Pulled – Not approved on Consent Calendar**

ACTION ITEM #FCSPC-3: The Committee recommends approval for Maintenance Superintendent to move forward with electrical and 1 ½ ton mini split system for 911 rack cooling and to authorize Administrator to decide where funds will come from as presented.

- C) **Courts & Public Safety Committee Meeting Minutes – June 16, 2022**

ACTION ITEM #CPSC-1: The committee recommends approval of purchase of new main clerical door for the Circuit Court up to \$6,000 from line item #101.265.932.000 and amend budget for expenditure as presented.

Moved by Commissioner Fournier 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, Kozlowski, and Thomson. NAYS: None. Commissioner Adrian, excused. Motion carried.

### **FCSPC #2 – County Grounds Policy**

Commissioner Kozlowski presented his concerns of the County Grounds Policy and wanting to know the changes that were made on the original policy. Administrator Hannah informed the Commissioners of the minor changes to the original policy. Discussion on the County Grounds Policy changes. Moved by Commissioner Gilmet and supported by Commissioner Peterson to approve the below Action Item as presented. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Osbourne, and Thomson. NAYS: Commissioners Fournier and Kozlowski. Commissioner Adrian, excused. Motion carried.

**ACTION ITEM #FCSPC-2: The Committee recommends approval to move forward with County Grounds Policy as presented.**

## **NORTHEAST MICHIGAN COMMUNITY MENTAL HEALTH ANNUAL REPORT**

Nena Sork, NEMCMH Executive Director, presented the Northeast Michigan Community Mental Health Annual report to the board reporting that Alpena County is one of four counties they service. Nena gave a background of the programs that they offer to the community. Ms. Sork informed the board that during their 5 year review they found a savings to the County with a reduced amount of \$291 each quarter starting on October 1, 2022.

## **OPPOSITION OF HB – ZILLOW BILLS**

Catherine Murphy, Register of Deeds, presented request for a resolution of opposition of HB's 4729, 4730, 4731, and 4732 a.k.a. Zillow Bills reporting that Zillow can sell for profit of buying/selling of real estate and would cost Alpena County residents and businesses more than what their office would charge by statute. Catherine reported that the Association of Register of Deeds is in support to oppose these bills and a letter will be going out to the legislators.

Kim Ludlow, Treasurer, presented request for a resolution of opposition of HB's 4729, 4730, 4731, and 4732 a.k.a. Zillow Bills reporting these bills would triple the additional work in the Treasurer's office and no way to offset the increased cost. Kim reported that the Association of Treasurer's is in support to oppose these bills and a letter will be going out to the legislators. Treasurer Ludlow reported that the Michigan Association of Counties is in support to oppose these bills as well as other counties within the state.

Moved by Commissioner Peterson and supported by Commissioner Gilmet to recommend approval of a Resolution of Opposition of HB's 4729, 4730, 4731, and 4732 a.k.a. Zillow Bills as presented. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Fournier, Osbourne, Kozlowski, and Thomson. NAYS: None. Commissioner Adrian, excused. Motion carried.

## **ALPENA COUNTY DEPOSITORIES ADDITION**

Treasurer Ludlow presented the request to add H.P.C. Credit Union and Alpena Alcona Area Credit Union to the list of approved Alpena County Depositories reporting they received and reviewed the PA20 and procurement & investment policy and signed the acknowledgement and will comply.

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

**ACTION ITEM #4: Recommend to approve and authorize the County Treasurer to add H.P.C. Credit Union and Alpena Alcona Area Credit Union to the list of approved Alpena County Depositories effective July 1, 2022 as presented.**

## **USDA – RURAL DEVELOPMENT HOUSING PRESERVATION GRANT**

Nicki Janish, Alpena County Home Improvement Director presented the USDA Rural Development Housing Preservation Grant (HPC) for approval reporting that the deadline to submit the application is July 11, 2022. Nicki informed the board that the amount she requested on the documentation in the board packet is \$50,000 but would like to request \$100,000 and will be used as a supplement to the program income. Nicki gave a background history of the grant and program income process and that the monies are used for renovations to homes with emergency needs within the community. Nicki reported that there is no county match and that the organizational match will be from the program income that they can spend after July 1, 2022.

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

**ACTION ITEM #5: Recommend approval of the USDA Rural Development Grant Application for the 2022 Housing Preservation Grant (HPC) in the**

**amount of \$100,000 and to authorize the Chairman of the Board to sign the pre-application and future documents relating to this HPG Grant Application as presented.**

**LIVESCAN FINGERPRINTING MACHINE – SHERIFF’S OFFICE**

Sheriff Erik Smith presented the budget adjustment request for the live scan fingerprinting machine at the Sheriff’s Office reporting they need to purchase the machine and will get reimbursed from the grant monies as this is a grant reimbursement expense.

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

**ACTION ITEM #6: Recommend approval of a budget adjustment in the amount of \$1,140.00 for revenue line item #101-301-542.002 Live scan Device Grant revenue and expense line item #101-301-969.005 Live scan Device Grant expenses as presented.**

**BILLS TO PAY**

Clerk Keri Bertrand presented the bills to be paid.

	SUBMITTED:	APPROVED:
General Fund & Other Funds	\$22,951.74	\$22,951.74

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

**REPORTS OF REGULAR COMMITTEES**

**Facilities, Capital & Strategic Planning Committee Update** – Chair Don Gilmet reported the committee met and discussed the following: 1) County Grounds Policy update/approved, 2) Capital Asset Policy minimum to \$5,000, and 3) Munetrix System.

**Courts & Public Safety Committee Update** – Chair Kevin Osbourne reported the committee met and discussed the following: 1) Court Security, 2) Patrol Cars with Sheriff’s Office, 3) Red DOT program, 4) and Review policies with DHD and Emergency Management for County Buildings.

**Personnel Committee Update** – Chair Marty Thomson reported the committee will meet on Wednesday, July 13, 2022 at 11:00 a.m. and gave an update reporting ongoing negotiation, and vacancies in the County. Administrator Hannah gave an update on the Human Resource Specialist position reporting the employee started last week and that the Emergency Manager/911 Director has 58 applications that have applied, and interviews are scheduled. Administrator Hannah informed the board that there are maintenance interviews today and a few this week.

**REVISED ANIMAL CONTROL ORDINANCE**

County Administrator Mary Catherine Hannah presented the revised Animal Control Ordinance for approval. Moved by Commissioner Thomson and supported by Commissioner Gilmet to approve the revised Animal Control Ordinance as presented. Roll call vote was taken: AYES: Commissioners

Gilmet, Karschnick, Peterson, Fournier, Osbourne, and Thomson. NAYS: Commissioner Kozlowski, Commissioner Adrian, excused. Motion carried.

### **REVISED PURCHASING & PROCUREMENT POLICY**

Administrator Hannah presented the revised purchasing and procurement policy for review and approval. Commissioner Kozlowski recommended some changes to the policy and will send them to Administrator Hannah. Moved by Commissioner Peterson and supported by Commissioner Fournier to approve the revised Purchasing and Procurement Policy with corrections as presented. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Fournier, Osbourne, Kozlowski, and Thomson. NAYS: None. Commissioner Adrian, excused. Motion carried.

### **BUDGET ADJUSTMENT – PAY MTA DUES**

Administrator Hannah presented a budget adjustment request to pay the Michigan Township Association Dues for 2022/2023. Moved by Commissioner Karschnick and supported by Commissioner Gilmet to approve the below Action Item. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Fournier, Osbourne, Kozlowski, and Thomson. NAYS: None. Commissioner Adrian, excused. Motion carried.

**ACTION ITEM #10: Recommend approval of a budget adjustment to reduce the Contingency Fund line item #101-941-955.000 by \$55.00 and put into line item #101-704-955.004 (\$565.00 budgeted) to pay the Michigan Township Association Membership Dues (July 1, 2022 to June 30, 2023) as presented.**

### **FCSPC REPLACEMENT**

Vice Chairman Marty Thomson presented the recommendation for Commissioner Bill Peterson sit on the Facilities, Capital & Strategic Planning Committee replacing Commissioner Marty Thomson. Moved by Commissioner Karschnick and supported by Commissioner Gilmet to approve the below Action Item. Motion carried.

**ACTION ITEM #11: Recommend approval of Vice Chairman's appointment of Commissioner Bill Peterson to serve on the Facilities, Capital & Strategic Planning Committee as replacement for Commissioner Marty Thomson as Presented.**

### **REGION 9 AREA AGENCY ON AGING MULTI-YEAR PLAN**

Vice Chairman Thomson presented the Region 9 Area Agency on Aging proposed 2023-2025 Multi-Year Plan for aging services for approval. Moved by Commissioner Peterson and supported by Commissioner Thomson to approve the below Action Item. Motion carried.

**ACTION ITEM #12: Recommend approval of the Region 9 Area Agency on Aging Proposed 2023-2025 Multi-Year for aging services as presented.**

### **PIE&G INTERNET UPDATE**

Commissioner Dave Karschnick presented the Presque Isle Electric & Gas (PIE&G) Internet update for broadband service to the board and passed out information. Commissioner Karschnick reported that PIE&G broadband service at a initial cost of \$100 with no charge after. Commissioner Karschnick informed the board that PIE&G will make a presentation to the board in the near future to give an update on where they are at with the broadband service.

**CLOSED SESSION**

Vice Chairman Thomson presented to go into Closed Session for Litigation update and the board concurred. Motion carried. Closed Session at 6:40 p.m. and Opened Session at 6:56 p.m.

**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; and John Kozlowski, District #8. Commissioner Robert Adrian, excused.

**PUBLIC COMMENT**

None.

**ADJOURNMENT**

Moved by Commissioner Gilmet and supported by Commissioner Karschnick to adjourn. Motion carried. The meeting adjourned at 6:58 p.m.

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Marty Thomson, Vice Chairman of the Board

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Keri Bertrand, County Clerk

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