

CONSENT CALENDAR

A) **Approval of the Official Proceedings of the Alpena County Board of Commissioners**  
Regular Session Meeting Minutes – April 26, 2022 **(Minutes Only)**

B-1) **Facilities, Capital & Strategic Planning Committee Meeting Minutes – April 27, 2022**

ACTION ITEM #FCSPC-1: The Committee recommends approval of the Property Use Agreement/Lease with Bridges (09.01.22 to 08.31.25) for the County Annex Building-Lower Level as presented.

ACTION ITEM #FCSPC-2: The Committee recommends approval of a budget adjustment to transfer \$200,000 from the General Fund Roof Replacement Reserve line item #101-000-382.001 and put the \$200,000 into the Building/Ground Fund line item #101-969-998.018 and authorize the Treasurer to make the necessary budget adjustments.

B-2) **Facilities, Capital & Strategic Planning Committee Meeting Minutes – May 4, 2022**

ACTION ITEM #FCSPC-1: The Committee recommends the approval of the RFP (Request for Proposal) as amended

ACTION ITEM #FCSPC-2: The Committee recommends Finance approval of a premium subscription to Munetrix Software at an additional \$1,000 now through the current remainder of contract ending in September 2022 with monies coming from line item 101.200.955.002.

ACTION ITEM #FCSPC-3: The Committee recommends to approve Administrator Hannah's RPF (Request for Proposal) for a Facilities Study.

C) **Personnel Committee Meeting Minutes – May 2, 2022**

ACTION ITEM #PC-1: The Committee recommends approval of the Job Description for the Office of Emergency Management & E911 as presented.

ACTION ITEM #PC-2: The Committee recommends approval of the Job Description for Assistant Director of the Office of Emergency Management & E911 Services as presented.

ACTION ITEM #PC-3: The Committee recommends approval of the following compensation for Director and Assistant Director of the Office of Emergency Management and E911 Services as follows:

Director at \$59,000 annually with the following split for E911 & EM equally between line item #101-426-703 (EM) and line item #261-325-703 (E911)

Assistant Director at \$19.79 per hour at 20 hours per week (non-union/non-benefited) at \$10,117 for FY2022 with the following split for E911 & EM equally between line item #101-426-704 (EM) and line item #261-325-704 (E911)

\*Note: General Fund appropriation of \$10,000 was already budgeted and will be unspent for Administrative Assistant as part of the Emergency Management Budget.

ACTION ITEM #PC-4: The Committee recommends approval of Probate/District Court Judge Curtis's recommendation to pay Sue Latuzek a Step Increase from Step 1 to Step 2 effective April 11, 2022, as presented.

ACTION ITEM #PC-5: The Committee recommends to authorize the Sheriff's Office to advertise and seek candidates to fill vacancies for road patrol at 11 Deputies, 2 Sergeants, and an Animal Control Officer while providing services to Alpena County as presented.

ACTION ITEM #PC-6: The Committee recommends approval of the IT Director's recommendation to pay Logan Kemp a Step Increase from Step 1 to Step 2 effective April 8, 2022, as presented.