

**OFFICIAL PROCEEDINGS
OF THE
ALPENA COUNTY BOARD OF COMMISSIONERS
DRAFT - Full Board Meeting Minutes
Wednesday, December 27, 2023 – 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 Bill Peterson in the County Annex Building, Howard Male Conference Room, Alpena, Michigan and via Zoom on Wednesday, December 27, 2023 at 1:00 p.m.

PRAYER

Prayer was offered by Pastor Terry Denmark of First Assembly of God.

PLEDGE OF ALLEGIANCE

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

AGENDA

Moved by Commissioner Lalonde and supported by Commissioner Francisco to adopt the agenda as presented. Motion carried.

PUBLIC COMMENT

Ed Patton of Alpena shared his concerns of being a disabled veteran and the steps and measures needed in the Courthouse to make it more handicap accessible so that he is able to get upstairs to the third floor of the Courthouse to be able to serve jury duty as he needs to use a walker.

CONSENT CALENDAR

Chairman Bill Peterson presented the Consent Calendar with minutes and action items for approval.

- A) **Finance Ways & Means Committee Meeting Minutes – December 12, 2023* (*Minutes only)**
- (B) **Special Personnel Committee Meeting Minutes – December 15, 2023**

ACTION ITEM #SPC-1: The Committee recommends approval of accepting January 19th, 2024 as County Administrator Hannah's last day of employment.

ACTION ITEM #SPC-2: The Committee recommends approval to seek out and hire a replacement for the County Administrator position.

(C) **Courts & Public Safety Committee Meeting Minutes – December 18, 2023**

ACTION ITEM #CPSC-1: The Committee recommends approval of the reimbursement request from the City of Alpena up to the amount of \$2,250.00 from line item 210-651-972.000 (Equipment/City Contract) for the service and repair of a Lifepak Cardiac Monitor. Once the invoice and proof of payment have been provided to the Treasurer this will be paid out of the 2024 budget.

ACTION ITEM #CPSC-2: The Committee recommends approval of the updated Ambulance Fund Policy as presented.

ACTION ITEM #CPSC-4: The Committee recommends approval of the IT Partners Contract to provide Data Storage for the County as presented.

(D) **Facilities, Capital, & Strategic Planning Committee Meeting Minutes – December 20, 2023**

ACTION ITEM #FCSPC-1: The Committee recommends approval to pay the reimbursement request from Northern Lights Area 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 level ice system and minus \$1,685 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 \$2,020.73.

Not Approved on Consent Calendar

ACTION ITEM #FCSPC-2: The Committee recommends approval of the amendment to the DHD #4 (NEMCSA) lease agreement as presented.

ACTION ITEM #FCSPC-3: The Committee recommends approval of the commercial for sale sign to be displayed on M-32 advertising the sale of the lots in the amount of \$800 as presented.

Moved by Commissioner Lalonde and supported by Commissioner Kozlowski to approve the Consent Calendar, except for #FCSPC-1 Action Item, which includes actions as listed above and filing of all reports. Commissioner Kozlowski requests #FCSPC-2 Action Item gets corrected before approval and Chairman Peterson pulled #FCSPC-2 Action Item off Consent Calendar and request to be taken back to the Facilities, Capital & Strategic Planning Committee for further discussion. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Fournier, Francisco, Konarzewski, Kozlowski, and Peterson. NAYS: None. Motion carried.

Commissioner Kozlowski shared his concerns of not reimbursing more than what is stated in the contract (Appendix B) for Alpena Rink Management until the contract is changed.

Commissioner Kozlowski questioned the appraisal service that was done recently and what this appraisal was for. Administrator Hannah informed the board that the appraisal was not approved by the board for the old Boy's and Girls Club building, but rather the real estate consulting report for the

M32 lots (monies taken from the professional services budget) and will get the total that was paid to the Commissioners.

BUDGET ADJUSTMENTS

Chairman Bill Peterson presented the following budget adjustments for approval:

1. Public Advocate/Family/Probate Budget Line-Item Transfer Request

ACTION ITEM #1: Recommendation to decrease 2023 budgeted line item #101-200-801.002 Outside Attorney Fees by \$6,200 and to increase budgeted line item #101-279-831.000 by \$6,200 as presented.

2. ARPA Fund Transfer to Parks & Recreation-Long Lake Boat Launch Project

ACTION ITEM #2: Recommendation to authorize the Treasurer to transfer \$50,000, previously approved for the Long Lake Boat Launch Project, from the ARPA Fund (214) to the Parks & Recreation Fund (208) as presented.

3. Home Improvement Program Fund Budget Transfer Request #1

ACTION ITEM #3: The Committee recommends approval to transfer \$61,262.00 from the Home Improvement 276 Fund line item #276-703-995.002 (Trans to GF-Reimb Grant Advance) and put into the General Fund line item #101-969-699.276 (Trans from 276 Reimb Grant Adv). The Grant dollars advanced from the General Fund to the Home Improvement Fund remain in the Home Improvement Fund in the total amount of \$61,262.00 to be returned to the General Fund prior to December 31, 2023.

4. Home Improvement Program Fund Budget Transfer Request #2

ACTION ITEM #3: The Committee recommends approval to transfer \$31,264.14 from the Home Improvement Program Fund line item #276-703-995.001 (Trans to GF-Admin Rev) and put into the General Fund Home Improvement line item #101-690-699.001 (Trans from 276 Admin Dollars). The Home Improvement Department within the General Fund receives its revenues by way of a transfer of administrative dollars from the Home Improvement Fund.

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

Commissioner Kozlowski requested that he receive a copy of the attorney contracts via email. Commissioner Francisco requested that he receive a list of the attorneys via email. Administrator Hannah noted that she would send the documents per the Commissioners requests.

COUNTY ADMINISTRATOR

County Administrator Mary Catherine Hannah presented the following for approval:

1) Approve RRS Proposal for Materials Management Planning for Alpena County – Iosco County approved working with RRS and other counties taking proposal to their board for approval. Notice of Intent needs to get to the state within 180 days (it states 102 days in document and RRS will adjust). Administrator Hannah reported she reached out to NEMCOG for a proposal and does not have anything yet to present. Commissioner Francisco reported he spoke with Nico Tucker of NEMCOG and is waiting on their proposal. The RRS proposal was sent to Montmorency, Oscoda, Presque Isle County, and MOA. Commissioner Francisco informed the board that he spoke with Alcona County and no feed back at this time. Administrator Hannah reported that Alpena County will coordinate and work with other counites towards a joint Materials Management Plan.

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

ACTION ITEM #3: Recommendation to approve the RRS Proposal for Materials Management Planning as presented.

2) Approve New Credit Card Policy – Administrator Hannah revised the language in the credit card policy for the County per the credit unions request and sent to the Treasurer for input and for the board to review and approval. Commissioner Kozlowski noted a correction on page one “official” needs to be made. Treasurer Ludlow informed the board that the credit union will need a specific name, minutes approving who will be addressing, documents needed and proposed list does not say who individuals are. Administrator Hannah reported the policy presented is for general policy purposes and the departments are listed and can go back and name a person to the credit card and inform the credit union.

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

ACTION ITEM #4: Recommendation to approve the revised County Credit Card Policy.

3) Recommendation to approve new policy for Airport Liability Insurance – Administrator Hannah reported both proposals are presented to the board for review and recommendation. Discussion and recommendation to go with policy through Alpena Agency. Administrator Hannah noted that the auto policy was carried separately for runway coverage and this policy will cover on runway and can cancel the separate policy with savings. Administrator Hannah noted that there is additional coverage with AvFuel.

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

ACTION ITEM #5: Recommendation to approve new policy for Airport Liability Insurance with Alpena Agency for a three-year policy billed annually at \$3,769.00 as presented with monies to be paid out of the Airport Liability Insurance line item #295-595-803.00 (budgeted \$11,080 for 2024 budget).

4) Approval of amended Ambulance Service Agreement – The Courts and Public Safety Committee discussed and reviewed the amended Ambulance Service Agreement and presented for review and approval. City Fire discussed service contract that goes through end of 2024 and they have incurred increased costs that need to be addressed with amendment of current contract to end of 2024 and renewal of current Ambulance Millage that is up in 2024. Fire Chief Rob Edmonds reported that as a new chief a year ago he reviewed the current contract and noted that since COVID they have incurred increased costs in wages just to keep people. Treasurer Ludlow informed the board that if they approve the amended Ambulance Service Agreement they will need to do a budget adjustment in 2024 and noted that this is paid monthly. Commissioner Kozlowski reported that he spoke with Fire Chief Edmonds on the additional costs and asked that he bring this back to them for discussion and shared his concerns of modifying the contract early to receive additional money. Commissioner Francisco reported the importance of recruitment and training personnel and supports this amended contract. Commissioner Lalonde reported that she agrees and supports the increased costs that should be paid to them and supports the amended contract as well.

City Manager Rachel Smolinski shared her concerns with the board of low wages in the area and people turning down positions. Commissioner Fournier reported that she recommends to have an ambulance board like they did before to review contract and see what the city and township fire departments need and what can be done in the budget. Commissioner Konarzewski reported that there are areas that the board needed to cut in the budget and it is time to review the contract or ask for a millage that is up in 2024 for justification to the public when asking for more money for services to continue and not cut these services.

City Fire Chief Edmonds gave a background to the board of last request in increase in the contract which was in 2017 and that they always took less than the millage and this time they will need the full amount to recover and try to be fiscally responsible to help cover some maintenance costs and to include in contract going forward. Commissioner Konarzewski recommended that Chief Edmonds reach out to Lenny of Target for grant opportunities and Chief Edmonds noted that he has spoken with Lenny and is looking into possible grant opportunities.

Moved by Commissioner Francisco and supported by Commissioner Lalonde to approve the below action item as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Francisco, Konarzewski, and Peterson. NAYS: Commissioners Fournier and Kozlowski. Motion carried.

ACTION ITEM #6: Recommendation to approve the amended Ambulance Service Agreement as presented.

REPORTS OF REGULAR COMMITTEES

Facilities, Capital & Strategic Planning Committee Update – Commissioner Konarzewski reported at the last meeting they were discussing with Jeremy the ice update with improvements that offset on the electric bill that will help his funding a little bit; roof repairs and fixing walls at the caretakers house at the fairgrounds, merchant building repairs, and some repairs at the animal facility. Commissioner Konarzewski noted that they are not doing anything with the fairgrounds or house that has been talked about in the community.

Courts & Public Safety Committee Update - Commissioner Kozlowski reported the committee discussed the ambulance contract, worked on millage language and drafted a proposal in November

and Administrator Hannah sent for attorney review. Commissioner Kozlowski reported they are working on reworking the ambulance contract for 2025 from 4 years to 6 years, and with the proposed millage for ambulance purchases from 2 ambulances in 4 years to 2 ambulances in the 6 years contract. Clerk Bertrand informed the board that if the ambulance millage is the only item on the May ballot instead of being on the August ballot, they will be responsible for paying 100% of the election costs which is estimated at \$40,000 to \$50,000.

Personnel Committee Update – Commissioner Osmer reported that he did not attend the special personnel committee meeting. Commissioner Konarzewski reported that he attended the special meeting and they recommended to approve Administrator Hannah’s request to depart from the County sooner than planned. Commissioner Konarzewski wished Administrator Hannah the best of luck on behalf of the board.

OTHER BOARDS & COMMISSIONS

Health Department – Commissioner Lalonde informed the board of the family planning services available, a health issue outbreak at a daycare and did not outbreak elsewhere and was contained, family being monitored with Asian bird flue outbreak, and with COVID, flu and RSV being high right now to do prevention care. Commissioner Lalonde reported that the health department is looking for a nurse practitioner, mileage is up to 67 cents per mile, and the Atlanta Open House was successful.

Parks & Recreation – Commissioner LaHaie reported the parks are closed for the season, managers are trained in the Campspot Online Reservation System, Sunken Lake Park furnace was repaired to get them through the winter and will need replacing, the RFP for the Spark Grant for Sunken Lake Park will be sent out for bids, and the parks will be getting ready for spring in a few months.

Montmorency Oscoda Alpena (MOA) Landfill Authority – Commissioner Peterson gave an update reporting the ejection well is completed, software updates with test this week and hope to start first week in January. Commissioner Francisco reported RRS proposal sent to other MOA through landfill authority.

Planning Commission – Commissioner LaHaie reported there is a special planning commission meeting on January 3, 2024 for final review of the draft recreation plan before presenting to the commissioners.

Northeast Michigan Regional Entity (NMRE) – Commissioner Francisco reported the next meeting will be January 8, 2024.

Northeast Michigan Consortium – Commissioner Lalonde reported she attend the hydro tour and took pictures she will share, Consumer Energy noted the dams in northeast Michigan are in need of repairs due to the age of the systems and are working on safety, which is a high concern.

Northeast Michigan Council of Governments (NEMCOG) – Commissioner Francisco reported they met on December 21st and the State of Michigan passed legislation with authority over solar, wind, battery and is online with the State as the authority for these locations. Commissioner Francisco reported that the City of Hillman has a contract with Habitat for Humanity to assist with 50 homes and the City of Gaylord will have an Amazon building distribution center. Commissioner Francisco informed the board that there is a water legislation low-income program being presented to the state legislature to assist low income families with water and more information is online.

Northern Michigan Counties Association (NMCA) – Commissioner Konarzewski did not attend.

Community Corrections Advisory Board – Commissioner Konarzewski did not attend.

Northeast Michigan Community Service Agency (NEMCSA) – Commissioner Lalonde reported she did training on how to be on a board.

DARE – No meeting until January 11, 2024.

HUNT – No meeting held

Target – No meeting held.

Thunder Bay Transportation – December meeting cancelled.

Thunder Bay Marine Sanctuary – Commissioner Osmer did not attend.

United Way – No meeting held.

Northeast Michigan Materials Management Authority (NMMMA) – Administrator Hannah reported that they are scaling back over the winter and costs of operations, working on glass and tire recycling, reviewing last piece of funding (line of credit) for MRF and to see if they want to take out and getting ready for construction.

Veterans Affairs Board – Commissioner LaHaie reported there were 10 applications for Veterans Affairs Assistant Counselor and 1 no show applicant for interviews. Commissioner LaHaie informed the board that they picked a corrections officer from the Alpena County Sheriff's Office as the new Veterans Affairs Assistant Counselor and that the Sheriff was aware and recommended as good employee.

Fairboard – Commissioner Konarzewski reported that the Fairboard put up fencing by the grandstands the other day and looks nice. Courtney Krentz, President of the Fairboard, gave an update to the board per Commissioner Konarzewski's request stating that they would like to utilize the fairgrounds more than one week out of the year with the County's help, they put up fencing behind the grandstand as a permanent fence rather than a temporary one they always did before due to their permit for liquor requirement. Commissioner Konarzewski reported that Commissioner Lalonde will be the liaison on the Fairboard for next year and she will work with them, and that he informed Courtney that he will help if need.

Road Commission – Commissioner LaHaie reported mostly normal maintenance being conducted with the federal roads, MDOT is holding a public hearing on December 29th, repair on trucks, and reported on the fund balance stating all is going well there.

UNFINISHED BUSINESS – BOARD APPOINTMENTS DATE CORRECTIONS

Commissioner Osmer presented the corrected years for board appointments recommended from the Personnel Committee to appoint candidates to the boards from the Finance Ways & Means Committee meeting on December 12, 2023. Commissioner Osmer informed the board that the ending dates for the terms were incorrect and there was miscommunication of intent from the board for the candidate to fill

the term of the person that resigned from the Library Board was to be to be filled for only the final year of that term.

Moved by Commissioner Lalonde and supported by Commissioner Kozlowski to approve the date corrections for the following board appointment terms:

Department of Human Services 3-Year Term: Edna Sorensen (01.01.24 to 12.31.26)

Library Board 5-Year Term: Joe Garber (01.01.24 to 12.31.28)

Library Board 1-Year Term: Lauren Mantlo (01.01.24 to 12.31.24)

Parks & Recreation Commission 3-Year Term - Kevin Osbourne (01.01.24 to 12.31.26)

Planning Commission (Arts, Culture, and Entertainment) 3-Year Term - Kristen Dean (01.01.24 to 12.31.26)

Planning Commission (Environment and Natural Resources) 3-Year Term - Cary Keller (01.01.24 to 12.31.26)

Planning Commission (Public Health and Human Services) 3-Year Term - Michelle Smith (01.01.24 to 12.31.26)

Planning Commission (Tourism and Recreation) 3-Year Term - Taylor Herron (01.01.24 to 12.31.26)

Veterans Affairs 4-Year Term - Jerry Plohocky (01.01.24 to 12.31.27)

Motion carried.

CORRESPONDENCE – December 2023 MIDC Update

Administrator Hannah reported the December 2023 Michigan Indigent Defense Commission update is in the boards meeting packet as informational correspondence.

NEW BUSINESS – 2024 BOARD OF COMMISSIONERS MEETING DATES

Administrator Hannah noted that the 2024 Board Meeting and Committee Meeting Dates have been updated with a couple of dates adjusted due to holidays. Moved by Commissioner Osmer and supported by Commissioner Konarzewski to approve the below action item with corrections going forward. Motion carried.

ACTION ITEM #7: Recommendation to approve the 2024 Board of Commissioners meeting dates as presented.

BOARD CHAIRMAN FOR 2024

Commissioner John Kozlowski informed the board that he would like to put his name in for Chairman of the Board for 2024 and believes in transparency and wanted everyone to be on the same page.

CLOSED SESSION

Moved by Commissioner Lalonde and supported by Commissioner Konarzewski to go into closed session for litigation updates. Motion carried. Closed session at 2:09 pm. Open session at 2:18 p.m.

PUBLIC COMMENT

None.

COUNTY ADMINISTRATOR POSITION

Commissioners Konarzewski presented the replacement for County Administrator Mary Catherine Hannah's for discussion. The board shared their concerns and Administrator Hannah informed the board that she can work with the County HR Specialist to put together a job posting. Discussion and recommendation to review and modify the job description and duties of the County Administrator position. Administrator Hannah reported that she will email a copy of the job description to the board and can reach out to the Michigan Municipal League to do a job posting if they wish. The board recommended reviewing the job description and make a decision on how to solicit at the next board meeting. Administrator Hannah informed the board that she is open to being contacted after she leaves the county and that the board can reach out to her.

ADJOURNMENT

Moved by Commissioner Lalonde and supported by Commissioner Konarzewski to adjourn the meeting. Motion carried. The meeting was adjourned at 2:25 p.m.

Bill Peterson, Chairman of the Board

Keri Bertrand, County Clerk

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