

**OFFICIAL PROCEEDINGS
OF THE
ALPENA COUNTY BOARD OF COMMISSIONERS
DRAFT - Full Board Meeting Minutes
Tuesday, July 25, 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 Tuesday, July 25, 2023 at 1:00 p.m.

PRAYER

Prayer was offered by Pastor Will Rayment of the First Presbyterian Church of Alpena.

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; and Bill Peterson, District #4. Commissioner John Kozlowski, District #8, excused.

AGENDA

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

PUBLIC COMMENT

None.

CONSENT CALENDAR

- A) **Finance Ways & Means Committee Meeting Minutes – July 11, 2023 (*Minutes only)**
- B) **Economic Development Committee Meeting Minutes – July 12, 2023 (*Minutes only)**
- C) **Courts & Public Safety Committee Meeting Minutes – July 17, 2023 (*Minutes only)**
- D) **Facilities, Capital, & Strategic Planning Committee Meeting Minutes – July 19, 2023**

ACTION ITEM #FCSPC-1: The Committee recommends approval of the quote from Prime Results

LLC in the amount of \$8,500 for repairs to the County Courthouse parking lot with budgeted monies to come out of Building & Grounds Maintenance Fund Seal Coat & Stripe CH Parking Lot line item 631-265-975.057 as presented.

ACTION ITEM #FCSPC-2: The Committee recommends approval of the quote from C & C Excavating in the amount of \$15,500 for repairs to the Health Department parking lot with monies to come out of Building and Grounds Maintenance line item 246-265-975.004 as presented.

ACTION ITEM #FCSPC-3: The Committee recommends approval of up to \$9,650 for the replacement of a compressor at the Health Department with monies to come from the District Health Building Fund HVAC/Heating & Cooling line item 246-265-975.002 and to increase that line item from \$8,000 to \$9,650 with a budget adjustment and to authorize the Treasurer to make the necessary budget adjustment as presented.

ACTION ITEM #FCSPC-4: The Committee recommends approval of the Omega Electric estimate in the amount of \$920 to install meters at the fairgrounds to monitor power usage at the following buildings: Fairground's House; Fair Board Office; Animal Control Building; and MSU Extension Building. Budgeted monies to come from Building & Ground Maintenance Fairgrounds-Electrical Upgrades line item 631-265-975.059 as presented.

E) **LEPC Meeting Minutes – July 19, 2023**

ACTION ITEM #LEPC-1: The Committee recommends approval of Besser Company's Offsite Response Plan as presented.

ACTION ITEM #LEPC-2: The Committee recommends approval of Frontier Alpena – Central Office's Offsite Response Plan as presented.

F) **Central Dispatch Committee Meeting Minutes – July 19, 2023**

ACTION ITEM #CDC-1: The Committee recommends approval to change the name of the Committee from Central Dispatch Policies and Procedures Committee to Central Dispatch Committee as presented.

ACTION ITEM #CDC-2: The Committee recommends approval of the updates to Policy I-12 Wrecker Policy as presented.

ACTION ITEM #CDC-3: The Committee recommends approval of the updates to Policy I-29 Search and Rescue Emergency Procedures as presented.

ACTION ITEM #CDC-4: The Committee recommends approval of the updates to Policy III – 14 Mass Casualty as presented.

G) **Local Planning Team Minutes – July 19, 2023 (*Minutes only)**

INFORMATIONAL ONLY

Parks Commission Meeting Minutes – June 14, 2023

Moved by Commissioner Konarzewski and supported by Commissioner LaHaie to approve the Consent Calendar which includes actions as listed above and filing of all reports. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Fournier, Francisco, Konarzewski, and Peterson. NAYS: None. Commissioner Kozlowski, excused. Motion carried.

BILLS TO PAY

Clerk Keri Bertrand presented the bills to be paid.

	SUBMITTED:	APPROVED:
General Fund & Other Funds	\$ 24,614.50	\$ 24,614.50

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

NEMCMH ANNUAL REPORT

Nena Sork, Executive Director of the Northeast Michigan Community Mental Health, presented the Northeast Michigan Community Mental Health Annual Report for 2022 that serves four counties. Nena informed the board that there is a need for inpatient behavioral health services and asked the board to reach out to the legislature for assistance with the need for more bed placements of inpatient behavioral services.

SHERIFFS OFFICE ERT HELMET DONATION

Sheriff Erik Smith presented the request to create an expense line item to purchase a ballistic helmet for the deputy to use while on assignment on the Northern Michigan Mutual Task Force Emergency Response Team. Sheriff Smith reported that they have received \$1,475 in donations for the purchase of the ERT Helmet. Moved by Commissioner Osmer and supported by Commissioner Francisco to approve the Sheriff's Office purchase of a Ballistic Helmet in the amount of \$1,475 and to create an expense line item #101-301-969.014 ERT Helmet for this purchase. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Fournier, Francisco, Konarzewski, and Peterson. NAYS: None. Commissioner Kozlowski, excused. Motion carried.

PLANTE MORAN PRESENTATION

Manuel Heppera and Andrew Fountain of Plante Moran made a presentation to the board on a draft Capital Needs Study and draft Space Needs Study for Alpena County. Andrew presented recommended next steps for the Courthouse, Annex, Probate, Central Dispatch and the Fairground buildings reporting the need for an architect experienced with historical buildings to assist with the opportunities and limitations. Administrator Hannah asked the board if they have any questions or comments to let her know and she will forward onto Plante Moran.

RECYCLING 101 PRESENTATION & SURCHARGE REQUEST

Cindy Johnson, NMMMA board members, made a recycling 101 presentation to the board giving the background and history of recycling and the continued need for Alpena County. Cindy shared their revenue budget for current and previous year as well as the cost of recycling. Stan Mischley, Laura Ellery-Somers, and Ken Lobert were also in attendance to answer questions. Cindy presented the surcharge request to raise from \$20 to \$25 due to increase cost of recycling material and that the surcharge covers the services not for the new facility. Cindy offered the board a tour of their current facility and how they work and gave information on the new facility. Stan gave an update on the materials they are receiving that get recycled and the services they provide. Elisa shared a presentation to the board on the new facility and informed the board on the upcoming EGLE Materials Management Planning this fall required of counties and state funding will be available. Elisa reported that the board can decide if they would like to join with NEMCOG for a regional plan or just do a county plan only. Discussion working with other counties to increase volume and decrease expenses. Surcharge agreement will be sent to the board for review and a resolution presented at the next board meeting.

REPORTS OF REGULAR COMMITTEES

Facilities, Capital & Strategic Planning Committee Update – Commissioner Konarzewski reported on the upcoming fair with a generator situation they are working on; tenants are in the 711 building and all is going well; hvac at airport reported; pool repairs done and up and running; underbid driveway at main courthouse, working on health department roadway.

Courts & Public Safety Committee Update – Commissioner Francisco reported the Animal Control Officer gave a monthly report and will have another one next month and is working on what is needed and desired; Motorola is working on new tower, not operational, running tests, etc. and should be operational by August 23rd.

Personnel Committee Update – Chair Osmer reported finalized department head handbook; discussed importance of participation of the knowbe4 training; evaluation on administrator at next meeting; working on insurance plan for married couples in county.

Economic Development Committee Update – Chair Peterson reported Anne Gentry, Mike Mahler and Cindy Johnson discussed the city agreement/DDA and would like it longer than 5 years, possibly 30 years and will review draft; taking trees down at airport to prevent bird strikes/animals at no cost to the county; setting up a couple electric car charge stations at the airport; old warthog plane being nonemission put on pedestal upon entry; some covid funds returned so the runway plows are backordered to 2025.

OTHER BOARDS

Health Department – Commissioner Lalonde reported spoke with Kevin Prevost regarding issue with dead animals on the road as the road commission no longer handles and the state is responsible; ACC has a drone program and upon certification receive a drone and if not certified not allowed to do per FAA; Cares Act Funds back to Federal if not used by September 30th and recommended employee retention stipend and the staff spoke up and showed appreciation; DHD in Atlanta was notified roof collapsed and temporarily operating out of the Alpena and Cheboygan offices until fixed and will give an update next month.

Fairboard – Already reported under Facilities. Commissioner Konarzewski reported on the tenants out front at the fairgrounds camping that have no place to go and NEMCA, churches, etc are paying for the campsites and will discuss further of moving to another location and having an ordinance in place that no longer than 30 days and to reserve campsites at other places.

MI Northern Counties Association – Nothing to report.

MOA Landfill Authority – Commissioner Peterson gave an update reporting the ejector well is down and waiting for building to be built over it.

NEMI Consortium – Nothing to report until the fall at their next meeting.

NMMMA – Commissioner Francisco reported there meeting is July 27th.

NEMCOG – No meeting in July.

Parks – Commissioner LaHaie gave an update reporting on the parks assets, liabilities, and fund balance reports and what each park took in for revenue with comparison to last year, working on occupancy numbers to report.

Solid Waste Management – Commissioner Peterson reported September 25th a plan to implement.

Thunder Bay Marine Sanctuary – Commissioner Osmer reported the festival of sails with the rubber duck was well attended and is a great attraction.

Thunder Bay Transportation – Nothing to report.

Road Commission – Commissioner LaHaie reported on the gravel, fuel usage and asphalt placed overlay on Scott Road, only one bid for hoist, two control signs purchased (portable traffic signs), purchased a trailer, discussed road on 32 with the need and participation to assist road commission.

2022 COUNTY AUDIT

Chelsea Meeder, CPA of Straley, Lamp & Kraenzlein, P.C., presented the 2022 Annual Audit and passed out information to the board. Chelsea reported the opioid settlement is estimated and received over a number of years and gave an update on the requirements of their firm working on the audit and their findings.

DEFICIT ELIMINATION PLAN RESOLUTION

Chair Peterson presented the deficit elimination plan resolution for approval:

ALPENA COUNTY BOARD OF COMMISSIONERS RESOLUTION #23-14

WHEREAS County of Alpena's Indigent Defense Fund has a \$51,660 deficit fund balance on December 31, 2022; and

WHEREAS, 1971 PA 140 requires that a Deficit Elimination Plan be formulated by the local unit of government and filed with the Michigan Department of Treasury;

NOW THEREFORE, IT IS RESOLVED that the County of Alpena's legislative body adopts the following as the County of Alpena's Indigent Defense Fund Deficit Elimination Plan:

	2022	2023
	<u>Actual</u>	<u>Projected</u>
Unrestricted Net Position (Deficit)	\$13,061	(\$51,660)
Revenue		
State grants	440,538	686,001
Interest	37	183
Total Revenue	<u>440,575</u>	<u>686,184</u>
Expenditures		
Supplies	-	2,000
Professional & contractual services	662,620	832,686
Travel	986	5,200
Miscellaneous	3,453	10,755
Total Expenditures	<u>667,059</u>	<u>850,641</u>
Other Financing Sources		
Transfers in (General Fund)	<u>161,763</u>	<u>264,640</u>
Unrestricted Net Position (Deficit)	<u>(\$51,660)</u>	<u>\$48,523</u>
	2022	2023
	<u>Actual</u>	<u>Budgeted</u>
CA-CL (Deficit) Jan. 1	\$13,061	(\$51,660)
Revenues and other financing sources	602,338	950,824
Expenditures	(667,059)	(850,641)
CA-CL (Deficit) Dec. 31	<u>(\$51,660)</u>	<u>\$48,523</u>

The following items increased/decreased by more than 5% from the prior year due to:

- State grant revenue increased due to an increase in the grant award from the Michigan Indigent Defense Commission.
- Interest revenue increased due to increasing interest rates.
- Transfers in (General Fund) increased due to the increase in appropriation from the General Fund to the Indigent Defense Fund.

The Indigent Defense Fund's state grant agency has fiscal year ending on September 30th. The County of Alpena's fiscal year ends on December 31st. The County of Alpena is required by the grantor to contribute to the Indigent Defense Fund, which is done through a General Fund appropriation. This required contribution comes from the grantor and is an amount determined based off an estimated amount. The expenditures for the Indigent Defense Fund have grown at a rapid rate over the past several years and this growth is expected to continue over the next several years. The County of Alpena is aware

that due to the fast growth, the amount that the General Fund has appropriated to the Indigent Defense Fund, although it has met the grantor requirements, has not been enough to substantiate the fund. Consequently, to eliminate the deficit, the County of Alpena will increase the appropriation from the General Fund.

BE IT FURTHER RESOLVED that the County of Alpena's Board of Commissioners submits the Deficit Elimination Plan to the Michigan Department of Treasury for certification.

Moved by Commissioner Konarzewski and supported by Commissioner LaHaie to adopt Resolution #23-14 as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Fournier, Francisco, Konarzewski, and Peterson. NAYS: None. Commissioner Kozlowski, excused. Motion carried.

PUBLIC COMMENT

None.

ADJOURNMENT

Moved by Commissioner LaHaie and supported by Commissioner Fournier to adjourn the meeting. Motion carried. The meeting was adjourned at 3:00 p.m.

Bill Peterson, Chairman of the Board

Keri Bertrand, Clerk

llb