

FINANCE WAYS & MEANS COMMITTEE
DRAFT MEETING MINUTES
Tuesday, December 12, 2023 – 9:30 a.m.
Howard Male Conference Room/Zoom Room

Commissioners Present: Bill Peterson, Chair
Burt Francisco, Vice Chair
William LaHaie
Jesse Osmer
Robin Lalonde
Brenda Fournier
Travis Konarzewski
John Kozlowski

Others Present: Mary Catherine Hannah, County Administrator
Lynn Bunting, County Board Assistant
Keri Bertrand, County Clerk
Kim Ludlow, County Treasurer
Sheriff Erik Smith
Steve Schulwitz, The Alpena News
Cindy Cebula, Chief Deputy Treasurer (zoom)
Amanda Repke, Deputy Treasurer (zoom)
Steve Smigelski, Airport Manager (zoom)
Wes Wilder, County Maintenance Superintendent (zoom)
Phil Heimerl, True North Radio (zoom)
Kim MacArthur, County Board Assistant (zoom)
Ted Somers, Equalization Director
Catherine Murphy, Register of Deeds
Jessica Kendziorski, Deputy Register of Deeds (zoom)
Michelle McGirr, Deputy Clerk (zoom)
Nancy Ward, Prosecutor's Office
Chrissy Deletka, 88th District Court Clerk
Nicki Janish, Home Improvement Director
Steve Mousseau, IT Director (zoom)
Kim Elkie, 911 Director/EM Manager (zoom)
Al Rapson, Deputy Director (zoom)

PUBLIC HEARING TRUTH IN TAXATION OPEN FOR PUBLIC COMMENT REGARDING THE
PROPOSED 2024 BUDGET AT 9:30 A.M.

No Comments.

PUBLIC HEARING CLOSED AT 9:30 A.M.

CALL TO ORDER

Finance Chair Burt Francisco called the meeting to order at 9:31 a.m.

ROLL CALL

Roll call vote was taken: All committee members present.

PLEDGE OF ALLEGIANCE TO THE UNITED STATES OF AMERICA

ADOPT AGENDA

Moved by Commissioner LaHaie and supported by Commissioner Lalonde to approve the agenda as presented. Motion carried.

BILLS TO PAY

County Clerk Keri Bertrand presented the bills to pay.

	SUBMITTED:	APPROVED:
General Funds & Other Funds	\$152,174.30	\$152,174.30

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

INFORMATION ITEM: Chair Francisco presented a request from the Prosecuting Attorney seeking approval to hire a summer intern for the Prosecutor’s Office in 2024 and to authorize the Treasurer to either create a payroll intern line item or use the current Temporary Assistant Prosecutor Line item #100-277-704.000 to be used for the transfer from the current 2023 budget line item Assistant Prosecutor #2 line item #101-277-703.003 of \$9,600 to facilitate this opportunity for the County. This adjustment is a one-time payment to the Prosecuting Attorney Association of Michigan. Treasurer Ludlow reported she had reached out to the Prosecutor for further clarification. This will not get paid through payroll but will be Contractual Services. The Prosecutor would like a budget adjustment for 2023 to pay this year even though it will be for Contractual Services in 2024.

ACTION ITEM #2: The Committee recommends approval of a summer intern for the Prosecutor's Office for 2024 and to authorize the Treasurer to make a budget adjustment of \$9,600.00 from line item #101-296-703.003 (Assistant Prosecutor #3) to line item #101-296-803.000 (Contractual Help) for a one-time payment to the Prosecuting Attorney Association of Michigan in 2023 for the summer intern for 2024 as presented.

Moved by Commissioner Peterson and supported by Commissioner Lalonde to recommend approval of a 2024 summer intern and authoring the Treasurer to make the necessary budget adjustments as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Peterson, Fournier, Konarzewski, Kozlowski, and Francisco. NAYS: None. Motion carried.

INFORMATION ITEM: Chair Franciso presented a Letter of Understanding with Alpena County and the TPOAM for a stipend for the Prosecutor’s Office Legal Secretary for additional tasks which will be assigned in 2024 in the amount of \$3,900 to be paid in equal payments over 26 pay periods in 2024.

ACTION ITEM #3: Recommendation to approve the Letter of Understanding with Alpena County and TPOAM for the Legal Secretary Stipend for additional tasks in the amount of \$3,900 to be paid in equal payments over 26 pay periods in 2024.

Moved by Commissioner Lalonde and supported by Commissioner Peterson to recommend approval of the LoU with Alpena County and the TPOAM as presented. Commissioner Kozlowski reported the Union would need to vote on this and the voting would be closed at 3:00 p.m. this afternoon and questioned why the Board is voting now when the Union has yet to approve or deny. County Administrator Mary Catherine Hannah stated the Board could approve it contingent on the vote of approval of TPOAM and if they do not approve it would not move forward.

Commissioner Lalonde amended her original motion to include contingent upon TPOAM approval and supported by Commissioner Peterson. Roll call vote was taken: AYES: Commissioners Lalonde, Peterson, Konarzewski, and Francisco. NAYS: Commissioner Fournier, Kozlowski, LaHaie, and Osmer. Motion failed.

COUNTY TREASURER

Treasurer Kim Ludlow presented the monthly report for November 2023 reporting better than the first of this year and is close to last year’s financials. Moved by Commissioner Kozlowski and supported by Commissioner

Fournier to approve receiving and filing of the monthly Treasurer's Report for November 2023 as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Peterson, Fournier, Konarzewski, Kozlowski, and Francisco. NAYS: None. Motion carried.

Treasurer Ludlow presented the adoption of the following action items for the 2024 Budget Policy, regarding fiscal policies and procedures and that they be part of the 2024 budget.

ACTION ITEM #5: Recommendation to adopt the 2024 Budget Policy, regarding fiscal policies and that they be part of the 2024 budget.

ACTION ITEM #6: Recommendation to approve the resolution for the Component Funds.

ACTION ITEM #7: Recommendation to approve the resolution for the General Fund.

ACTION ITEM #8: Recommendation to approve the resolution for the Special Revenue Funds.

ACTION ITEM #9: Recommendation to approve the resolution for the Debt Service Funds.

ACTION ITEM #10: Recommendation to approve the resolution for the Capital Project Funds.

ACTION ITEM #11: Recommendation to approve the resolution for Enterprise Funds.

ACTION ITEM #12: Recommendation to approve the resolution for the Internal Funds.

ACTION ITEM #13: Recommendation to approve the Treasurer's Reserve Recommendations 2023.

ACTION ITEM #14: Recommendation that the Treasurer be authorized to pay all remaining bills for 2023 and to make budget adjustments for 2023.

Moved by Commissioner Peterson and supported by Commissioner Konarzewski to recommend approval of the action items being presented pending any withdrawals. Discussion and recommendation to update the 2024 Budget Policy to include: no new position or unbudgeted position.

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

COMMISSIONERS OFFICE – BUDGET ADJUSTMENTS

1. Home Improvement Program Fund Budget Transfer Request #1 -

ACTION ITEM #1: The Committee recommends approval to transfer \$80,000.00 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 \$141,262.00 and if the budget transfer request is approved the balance in the Home Improvement Fund will be \$61,262.00 remaining to be returned to the General Fund prior to December 31, 2023.

2. Home Improvement Program Budget Transfer Request #2 –

ACTION ITEM #2: The Committee recommends approval to transfer \$9,027.62 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 Lalonde and supported by Commission LaHaie to recommend approval of the Budget Adjustments as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Peterson, Fournier, Konarzewski, Kozlowski, and Francisco. NAYS: None. Motion carried.

COUNTY ADMINISTRATOR

Administrator Hannah presented the following for discussion/approval:

1. Attorney Contracts for Legal Representation: Administrator Hannah reported the only change in the new contracts is they are split between each attorney and are individual to them rather than having all attorneys sign one contract. Attorney Cristie VanMassenhove is requesting an adjustment in her compensation from \$3,100 to \$3,800 which would be the same rate as Attorneys Denise Burke and Justin Wilson. The Judge and court personnel that work with Attorney VanMassenhove reported that it could be a justified increase in her contract. The Wojda firm is at \$3,100 and Attorney Emilee Manning is at \$1,700 based on the number of cases they take for representation.

Commissioner Osmer requested to be recused from voting on the attorney contracts as he is employed at Attorney VanMassenhove's firm. Motion was made by Commissioner Konarzewski with support from Commissioner Lalonde to recuse Commissioner Osmer from this vote. Motion carried.

ACTION ITEM #16: Recommendation to approve the Attorney Contracts (January 1, 2024 to December 31, 2026) for attorney legal representation and to include the increase in compensation for Attorney VanMassenhove from \$3,100 to \$3,800 as presented.

Recommendation was made to approve the attorney contracts for attorney legal representation as presented. Roll call vote was taken: Commissioners LaHaie, Lalonde, Peterson, Fournier, Konarzewski, Kozlowski, and Francisco. NAYS: None. Motion carried.

2. Approve Appraisal Service Increase: Chair Francisco presented an appraisal from Piazza Appraisal for the property at 601 River Street in the amount of \$4,800. Commissioner Lalonde requested to be recused from voting as she was a previous board member of the Boys & Girls Club. Motion was made by Commissioner Osmer and supported by Commissioner Kozlowski to recuse Commissioner Lalonde from this vote. Commissioner Fournier opposed. Motion carried.

Commissioner Osmer made a motion to allow the Boys & Girls Club to sell the property with no appraisal and split the proceeds on the sale of the 601 River Street property 25/75 with the Boys and Girls Club with support from Commissioner Fournier. Administrator Hannah reported this appraisal company is the same one that did an appraisal on that building in 2019, but with current market conditions he needed to do another full appraisal. The appraisal in 2019 was \$115,000.

Moved by Commissioner Osmer and supported by Commissioner Peterson to allow the Boys & Girls Club to sell the property with no appraisal from the County and split the proceeds on the sale of the 601 River Street property 25/75 with the Boys & Girls Club as presented. Roll call vote was taken: AYES: Commissioners Osmer, Peterson, Konarzewski, and Francisco. NAYS: Commissioners LaHaie, Fournier, and Kozlowski. Motion carried.

3. FY24 Marihuana Grant Renewal Application: Chair Francisco noted a correction to be made on the application. The application states Mary Catherine Hannah's title as the Cheboygan County Administrator.

ACTION ITEM #18: The Committee recommends approval of the FY24 Marihuana Operation and Oversight Grant Renewal Application for the District Health Department #4 in the amount of \$9,372.00 with no County match. This has been sent for Grant Review Committee approval.

Moved by Commissioner Peterson and supported by Commissioner Lalonde to recommend approval of the FY24

Marihuana Grant Renewal Application pending the County Administrator title change from Cheboygan to Alpena as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Peterson, Fournier, Konarzewski, Kozlowski, and Francisco. NAYS: None. Motion carried.

MOTION TO RISE & REPORT

Moved by Commissioner Osmer and supported by Commissioner Konarzewski to rise and report. Motion carried. The committee meeting closed at 10:07 a.m.

Board Chairman Peterson reminded all Commissioners to turn in their requested meeting appointments to Administrator Hannah.

FINANCE WAYS & MEANS RECOMMENDATIONS

Board Chairman Bill Peterson presented the action items from the Finance Ways & Means Committee for board approval. Moved by Commissioner Lalonde and supported by Commissioner Francisco to approve all the Action Items from the Finance Ways & Means Committee meeting as recommended. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Fournier, Francisco, Konarzewski, Kozlowski, and Peterson. NAYS: None. Motion carried.

CONSENT CALENDAR

Chairman Bill Peterson presented the Minutes from the following meetings for board approval.

- A) **Approval of the Official Proceedings of the Alpena County Board of Commissioners Regular Session – November 28, 2023 (*Minutes only)**
Budget Workshop – October 20, 2023*
- B) **Personnel Committee Meeting Minutes – December 5, 2023**
(Not approved on consent calendar)

Moved by Commissioner Francisco and supported by Commissioner Lalonde to approve the Consent Calendar which includes actions as listed above and filing of all reports as presented.

Commissioner Kozlowski requested to pull the Personnel Committee Minutes from the Consent Calendar for further discussion. Motion was made by Commissioner Kozlowski and supported by Commissioner Konarzewski to remove the Personnel Committee Minutes from the Consent Calendar. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Fournier, Francisco, Konarzewski, Kozlowski, and Peterson. NAYS: None. Motion carried.

Moved by Commissioner Francisco and supported by Commissioner Konarzewski to approve the Consent Calendar which includes actions as listed above and filing of all reports as presented with the exception of the Personnel Committee meeting minutes being pulled for further discussion. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Fournier, Francisco, Konarzewski, Kozlowski, and Peterson. NAYS: None. Motion carried.

RECOMMENDATIONS FROM PERSONNEL COMMITTEE FOR BOARD APPOINTMENTS

ACTION ITEM #21: Recommendation from the Personnel Committee to appoint the following candidates to the following Boards:

Department of Human Services 3-Year Term: Edna Sorensen (01.01.24 to 12.31.27)

Library Board 5-Year Term: Joe Garber and Lauren Mantlo (01.01.24 to 12.31.29)

Parks & Recreation Commission 3-Year Term - Kevin Osbourne (01.01.24 to 12.31.27)

Planning Commission (Arts, Culture, and Entertainment) 3-Year Term - Kristen Dean (01.01.24 to 12.31.27)

Planning Commission (Environment and Natural Resources) 3-Year Term - Cary Keller (01.01.24 to 12.31.27)

Planning Commission (Public Health and Human Services) 3-Year Term - Michelle Smith (01.01.24 to 12.31.27)

Planning Commission (Tourism and Recreation) 3-Year Term - Taylor Herron (01.01.24 to 12.31.27)

Veterans Affairs 4-Year Term - Jerry Plohocky (01.01.24 to 12.31.28)

***Planning Commission (Education) Seat Vacancy 3-Year Term - (01.01.24 to 12.31.27) The Planning Commission has a candidate they would like to put in this seat if allowed.**

Moved by Commissioner Kozlowski and supported by Commissioner Osmer to approve the appointment recommendations made by the Personnel Committee for the following: Department of Human Services Board; Library Board; Parks & Recreation Commission; Planning Commission (excluding the Education Seat Vacancy); and Veterans Affairs Board as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Fournier, Francisco, Konarzewski, Kozlowski, and Peterson. NAYS: None. Motion carried.

PERSONNEL COMMITTEE MEETING MINUTES

Commissioner Kozlowski presented discussion on the \$1,500 stipend for nonunion employees.

Moved by Commissioner Kozlowski and supported by Commissioner Francisco to recommend a stipend in 2024 in the amount of \$1,000 for all part time nonunion employees and \$1,500 for all full time nonunion employees that are employed as of December 31, 2023 as presented. Treasurer Ludlow received clarification that the stipend will be divided per paycheck and that if someone leaves employment, they are forfeiting the stipend. Commissioner Lalonde discussed doing a lump sum rather than per paycheck in the future. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Fournier, Francisco, Konarzewski, and Kozlowski. NAYS: None. Motion carried.

Commissioner Kozlowski presented discussion on the position change/job description listed in the minutes. The job description lists educational requirements, and he recommends holding off on approval. Also, in the minutes it states that, "Administrator Hannah said there will not be a change in pay at this time." Recommendation was made to relook at the position, title change, job description duties, and educational requirements before approving. Moved by Commissioner Kozlowski and supported by Commissioner LaHaie to table the position change/job description upon further review at a future Personnel Committee meeting. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Fournier, Francisco, Konarzewski, Kozlowski and Peterson. Motion carried.

PUBLIC COMMENT

None.

AIRPORT – AIRFIELD SNOWBLOWER

Commissioner Kozlowski reported an incident at the base with an airfield snowblower. As a result of the

airport not having their snowblower operational, the base used their snowblower to remove a windrow. The snow was pushed too far to the side and covered a metal plate on the airfield which went through the snowblower and caused extensive damage. The base is now down to one snowblower. Administrator Hannah reported the airport snowblower has been down since February and the Airport Manager has been trying to find someone to repair it. The County has a joint use agreement with the base on how we jointly use the runway. It needs to be more specific on how maintenance is done at the airport, and the agreement will need to be redone in 2024. It is on the list to purchase new equipment out at the airport.

ADJOURNMENT

Moved by Commissioner Osmer and supported by Commissioner Lalonde to adjourn the meeting. Motion carried. The meeting was adjourned at 10:35 a.m.

Bill Peterson, Board Chairman

Keri Bertrand, County Clerk

kvm

DRAFT