

FINANCE WAYS & MEANS COMMITTEE  
MEETING MINUTES  
Tuesday, January 9, 2024 – 9:30 a.m.  
Howard Male Conference Room/Zoom Room

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

Others Present: Mary Catherine Hannah, County Administrator  
Lynn Bunting, County Board Assistant  
Keri Bertrand, County Clerk  
Kim Ludlow, County Treasurer  
Sheriff Erik Smith  
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 (zoom)  
Michelle McGirr, Deputy Clerk (zoom)  
Steve Mousseau, IT Director  
Kim Elkie, 911 Director/EM Manager  
Al Rapson, Deputy Director (zoom)  
Jennifer Mathis, HR Specialist (zoom)  
Sgt. JP Ritter, Sheriff's Office

**CALL TO ORDER**

Finance Chair Burt Francisco called the meeting to order at 9:30 a.m.

**ROLL CALL**

Roll call vote was taken: All committee members present except Commissioners Robin Lalonde, Bill Peterson, and John Kozlowski (Chair), excused.

**PLEDGE OF ALLEGIANCE TO THE UNITED STATES OF AMERICA**

**ANNOUNCEMENT:** Vice Chair Burt Francisco informed the board that the Economic Development Committee Meeting scheduled for tomorrow, Wednesday, January 10<sup>th</sup> at 9:00 a.m. in the HMCR has been cancelled due to no quorum and will postpone to a later date.

**ADOPT AGENDA**

Moved by Commissioner Konarzewski and supported by Commissioner LaHaie to approve the agenda with the following addition: 1) Action Item #10 – Jennifer Mathis, HR Specialist, serve as interim/temporary Administrator for certain tasks, and interim/temporary Department Head for Parks & Recreation. Motion carried.

**BILLS TO PAY**

INFORMATION ITEM: County Clerk Keri Bertrand presented the bills to pay for approval.

	SUBMITTED:	APPROVED:
General Funds & Other Funds	\$ 88,298.38	\$ 88,298.38

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

**COUNTY TREASURER**

INFORMATION ITEM: Treasurer Kim Ludlow presented the monthly report for December 2023 reminding the Commissioners that these are unaudited numbers. Moved by Commissioner LaHaie and supported by Commissioner Fournier to approve receiving and filing of the monthly Treasurer’s Report for December 2023 as presented. Motion carried.

INFORMATION ITEM: Treasurer Ludlow presented the Fourth Quarter 2023 General Fund Budget Adjustments for approval reporting final for 2023. Treasurer Ludlow informed the board that the main increase in expenses is for public safety.

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

**ACTION ITEM #3: The Committee recommends approval of the Fourth Quarter 2023 General Fund Budget Adjustments as presented.**

INFORMATION ITEM: Treasurer Ludlow presented Resolution #24-02 Waive Collection Fees of Senior Citizens for approval reporting this resolution would waive collection fees and interest in excess of those charged prior to February 15, 2024 on the 2023 property taxes for eligible senior citizens-62 years and older, paraplegics, servicemen, veterans, and disabled (as described in resolution below) through April 30, 2024.

**RESOLUTION #24-02  
WAIVE COLLECTION FEES/SENIOR CITIZENS**

**BE IT RESOLVED that the Alpena County Board of Commissioners waive, through April 30, 2024 the collection fees and interest in excess of those charged prior to February 15, 2024, on the 2023 property taxes currently being collected. This exemption applies only to**



**qualified senior citizens–62 years or older, paraplegics, eligible servicemen, and eligible veterans, and blind and totally and permanently disabled as defined in the State Income Tax Act who have filed Homestead Property Tax Credit prior to February 15, 2024.**

Moved by Commissioner Osmer and supported by Commissioner Fournier to recommend approval of Resolution #24-02 above as presented. Motion carried.

INFORMATION ITEM: Treasurer Ludlow presented the Budget Transfers Request for 2024 for approval clarifying that this request is for budget transfers for 2024 and not budget adjustments.

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

**ACTION ITEM #5: The Committee recommends approval for the County Treasurer to complete the 2024 Budgeted Transfers as listed below:**

<b>Airport to Airport Debt Fund</b>	<b>\$107,875.00</b>
<b>GF to Child Care Blended</b>	<b>\$150,000.00</b>
<b>Ambulance to Central Tower Debt</b>	<b>\$75,000.00</b>
<b>Ambulance to GF/EM</b>	<b>\$500.00</b>
<b>E911 to Central Tower Debt</b>	<b>\$15,000.00</b>
<b>ARPA to Equip Fund</b>	<b>\$200,000.00</b>
<b>ARPA to Bldg &amp; Grounds</b>	<b>\$50,000.00</b>
<b>Self Ins Fund to GF &amp; E911</b>	<b>\$80,000.00</b>

**COMMISSIONERS OFFICE – BUDGET ADJUSTMENTS** – Finance Chair Francisco presented the following Budget Adjustments for approval reporting each item will be presented separately for discussion and approval.

### **BUDGET ADJUSTMENTS**

1. General Fund Budget Transfer Request – Treasurer Ludlow reported this is not in the 2024 budget and if you increase the 2024 budget you will increase the deficit. Discussion and recommendation to approve the budget adjustment to reduce the Contingency Fund and to transfer into the District Court Magistrate line item.

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

**ACTION ITEM #1: The Committee recommends approval of the budget adjustment for 2024 to reduce the Contingency Fund line item #101-941-955.000 by \$5,200.00 and to transfer \$5, 200.00 from the Contingency Fund line item #101-941-955.000 and put into the line item the District Court Magistrate line item #101-286-704.000 for the District Court non-attorney magistrate stipend as presented.**

2. Health Department Public Liability Insurance 2024 Budget Increase – Treasurer Ludlow reported they have enough funds in their 2024 budget for this budget adjustment.

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

**ACTION ITEM #2: The Committee recommends approval to increase the 2024 budgeted line item #246-265-803.000 by \$812.00 to pay for the liability insurance invoice #42510. (budgeted for 2024 is \$6,000.00 and the bill is \$6,812.00)**

3. Increase 2024 Budgeted 911 and Emergency Management line items – Discussion and recommendation to discuss separately the 911 Fund as (3a) and the Emergency Management Budget, part of the General Fund as (3b). 911/EM Director Kim Elkie passed out an updated Memo of Action Item #3 line-item number 2024 budget adjustments for the 911 budget and for the Emergency Preparedness budget for approval, which was also emailed to the board last evening. Director Elkie reported to the board and gave clarification of Deputy Director Al Rapson’s position as part-time and the need for him to be full time, and what he has contributed to his position.

Moved by Commissioner LaHaie and supported by Commissioner Konarzewski to recommend approval of the below action item as presented. Roll call vote was taken: AYES: Commissioners Osmer and Francisco. NAYS: Commissioners LaHaie, Fournier, and Konarzewski. Motion failed.

**ACTION ITEM #3: The Committee recommends approval to increase the 2024 budgeted 911 and Emergency Management line items for the following with a budget adjustment of half the total (following medical insurance enrollment) from the 911 Fund Balance into the appropriate 261-325 budget payroll/benefit line items and with budget adjustments to the 2024 EM payroll/benefit line items from:**

101-426-727.001 – Emergency Prep Supplies \$1,000.00  
101-426-931.001 – RACES Upgrades \$1,500.00  
101-426-932.000 – Siren Maintenance \$2,000.00  
101-426-955.002 – Dues & Subscriptions \$308.00

**Total adjustments within the EM Budget: \$4,808.00 with the balance, following medical insurance enrollment requested from the General Fund.**

Discussion and recommendation to bring back to the Finance Committee in February and for Director Elkie to send to them the time allocation and tasks for Deputy Director Al Rapson’s part-time position and her recommendation for full-time position with time allocation and tasks.

4. Request Carryover of EOC Upgrades from 2023 to 2024 – 911/EM Director requested to remove this request off the Budget Adjustment list.

**ACTION ITEM #4: The Committee recommends approval of the carryover request from the EOM/E911 Director of \$2,000.00 EOC Upgrades line item #101-426-977.000 from 2023 and increase the 2024 budgeted line item #101-426-977.000 by \$2,000.00. No funds are budgeted for 2024.**

Not Approved - Item Pulled/Removed

5. Request Carryover of Ambulance Fund Expenditures from 2023 to 2024 – Moved by Commissioner Fournier and supported by Commissioner LaHaie to recommend approval of the below action item as



presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Fournier, Konarzewski, and Francisco. NAYS: None. Motion carried.

**ACTION ITEM #5: The Committee recommends approval of the carryover request from the Ambulance Fund Expenditure line item #261-325-970.003 from 2023 and increase the 2024 budgeted line item #261-325-970.003 by \$23,999.00. This is for the annual radio purchase project with the fire departments and the invoice has not come in yet and funds are needed to cover that 2023 expense.**

6. IT Department Request Carryover of 2023 Expenses to 2024 – Administrator Hannah reported that an updated memo from the IT Director was email to the board last evening and passed out today for review and approval. Treasurer Ludlow informed the board that the 2023 expenses budgeted for these items no longer exist for a carryover. Discussion for more information before approving. Administrator Hannah reported that she will speak with the IT Director to provide more information with a list of purchases and to look to fund another way to purchase these as some of these items are necessary to purchase. Discussion and recommendation to remove below action item and move to next full board with more information.

**ACTION ITEM #6: The Committee recommends approval of the carryover request from the IT Director from 2023 budgeted expenses to the following 2024 budgeted expense line items as the items were not purchased due to timing issues. Increase the following 2024 budgeted line item numbers by:**

101-228-727.000 Supplies	\$2,625.00
101-228-804.000 ACC – Consortium Dues	500.00
101-228-803.002 Cyber Liability Insurance	18,656.00
101-228-956.000 Software Purchases	34,714.00

402-234-980.251 Data Processing 6,705.00

*Not approved – Item Pulled/Removed*

Treasurer Ludlow explained the payables process for the County are now switched from a cash basis to accruals and only accrue for 60 days.

### **MOTION TO RISE & REPORT**

Moved by Commissioner Osmer and supported by Commissioner Fournier to rise and report. Motion carried. The committee meeting closed at 10:20 a.m.

### **FINANCE WAYS & MEANS RECOMMENDATIONS**

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

### **CONSENT CALENDAR**

Vice Chairman Francisco 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 – December 27, 2023 (\*Minutes only)**  
Organizational Meeting – January 3, 2024\*
- B) **Personnel Committee Meeting Minutes – December 5, 2023\*** (Presented at FW&M on 12.12.23 – Minutes were pulled, Items discussed and changes made and approved on 12.12.23) \*Need Personnel Committee meeting minutes of 12.05.23 approved – See attached signed and approved FW&M Committee meeting minutes of 12.12.23 for items discussed and changes made and approved from Personnel Committee meeting minutes of 12.05.23)
- C) **Central Dispatch Committee Meeting Minutes – January 3, 2024**

ACTION ITEM CDC#1: The Committee recommends approval to add the City Fire Chief to the Central Dispatch Committee’s list of Executive Committee members as presented.

- D) **LPT Meeting Minutes – January 3, 2024**
- E) **LEPC Meeting Minutes – January 3, 2024**
- F) **Animal Control Adhoc Committee Meeting – January 4, 2024**

ACTION ITEM ACACM#1: The Committee recommends approval for the Sheriff to contact the City Police Chief and request all animals seized or taken in by the City of Alpena Police Department are taken to the Huron Humane Society, as per the written contract between Huron Humane Society and the City of Alpena, effective immediately as presented.

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 as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Fournier, Konarzewski, and Francisco. NAYS: None. Motion carried.

**RESOLUTION #24-03 ALPENA AREA JOINT RECREATION PLAN**

Vice Chairman Francisco reported that Alpena County Planning Commission and NEMCOG worked together with Alpena County, Charter Township of Alpena, Green Township, Ossineke Township, Sanborn Township and Wilson Township on the Alpena Area Joint Recreation Plan and is presenting the below resolution for approval.

**RESOLUTION #24-03  
ALPENA COUNTY BOARD OF COMMISSIONERS  
ALPENA AREA JOINT RECREATION PLAN**

WHEREAS, Alpena County has undertaken a planning process to determine the recreation needs and desires of its residents during a five year period covering the years 2024 through 2028, and

WHEREAS, Alpena County has entered into this planning process in collaboration with Charter Township of Alpena, Green Township, Ossineke Township, Sanborn Township, and Wilson Township, and

WHEREAS, the combined area of the aforementioned local units of government constitutes the planning area, and



WHEREAS, Alpena County is of the understanding that the governing bodies of the aforementioned local units of government intend to pass a similar resolution of adoption of the Joint Recreation Planning Effort of Alpena Communities, and

WHEREAS, Alpena County began the process of developing a community recreation plan in accordance with the most recent guidelines developed by the Department of Natural Resources and made available to local communities, and

WHEREAS, residents of Alpena County were provided with a well-advertised opportunity during the development of the draft plan to express opinions, ask questions, and discuss all aspects of the recreation and natural resource conservation plan, and

WHEREAS, the public was given a well-advertised opportunity and reasonable accommodations to review the final draft plan for a period of at least 30 days, and

WHEREAS, a public hearing was held by the Alpena County Planning Commission on January 3rd, 2024 at the Alpena County Annex to provide an opportunity for all residents of the planning area to express opinions, ask questions, and discuss all aspects of the Alpena Area Joint Recreation Plan, and

WHEREAS, the Alpena County Planning Commission recommended adoption of the Alpena Area Joint Recreation Plan

WHEREAS, Alpena County has developed the plan as a guideline for improving recreation for Alpena County, and

NOW, THEREFORE BE IT RESOLVED the Alpena County Board of Commissioners hereby adopts the Alpena Area Joint Recreation Plan.

Moved by Commissioner Konarzewski and supported by Commissioner LaHaie to adopt Resolution #24-03 Alpena Area Joint Recreation Plan as presented above. Motion carried.

**COUNTY HR SPECIALIST APPOINTED INTERIM/TEMPORARY  
ADMINISTRATOR FOR LIMITED ADDITIONAL TASKS**

Vice Chairman Francisco presented the following motion for approval:

Moved by Commissioner Konarzewski and supported by Commissioner LaHaie to appoint Jennifer Mathis, HR Specialist, as Interim/Temporary Administrator only for those tasks related to HR/Payroll and Financial approvals per the County's Purchasing and Procurement Policy and to serve as Interim/Temporary Department Head for Parks & Recreation at no cost to the County. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Fournier, Konarzewski, and Francisco. NAYS: None. Motion carried.

**PUBLIC COMMENT**

Treasurer Kim Ludlow of Alpena informed the board that she will not be running as County Treasurer in the upcoming election and will complete her term through December 2024. Kim reported

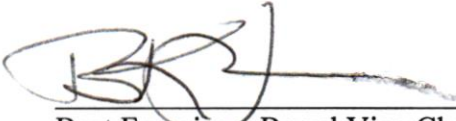
that she will prepare her office, the commissioners, and the County to get ready for work with a new County Treasurer.

**COUNTY ADMINISTRATOR**

Administrator Hannah informed the board that she has updated the list of appointment recommendations she received from Board Chairman John Kozlowski and has sent it to Chairman Kozlowski for final review. Once Chairman Kozlowski has reviewed the final updated appointment recommendations list, she will send to the Commissioners.

**ADJOURNMENT**

Moved by Commissioner LaHaie and supported by Commissioner Osmer to adjourn the meeting. Motion carried. The meeting was adjourned at 10:26 a.m.



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Burt Francisco, Board Vice Chairman



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Keri Bertrand, County Clerk

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