

FINANCE WAYS & MEANS COMMITTEE
DRAFT MEETING MINUTES
Tuesday, June 11, 2024 – 9:30 a.m.
Howard Male Conference Room/Zoom Room

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

Others Present: Keri Bertrand, County Clerk
Kim Ludlow, County Treasurer
Jesse Osmer, County Administrator
Jennifer Mathis, County HR Specialist
Lynn Bunting, County Board Assistant
Sgt. JP Ritter, Alpena County Sheriff's Office
Ted Somers, Equalization Director
Dan Ludlow, Citizen
Mandy Smith, Interim Register of Deeds
Kim MacArthur, County Board Assistant (zoom)
Steve Schulwitz, The Alpena News
Kim Elkie, 911/EM Director
Robert Adrian, Citizen
Laura Lee (zoom)
Duane Jennings
Steve Smigelski, Airport Manager (zoom)
Rachel Smolinski, City of Alpena Manager/NMMMA
Phil Heimerl, True North Radio (zoom)
Michelle McGirr, Deputy Clerk
Wes Wilder, Maintenance Superintendent (zoom)
Nicki Janish, Home Improvement Director/Public Conservator
Cindy Cebula, Chief Deputy Treasurer (zoom)
Mayor Cindy Johnson, City of Alpena/NMMMA
Michelle McGirr, Deputy Clerk (zoom)
Logan Kemp, IT Director
Rory Sherwood (zoom)
Susan P. (zoom)
Amanda Hamilton (zoom)
Rory Sherwood, 911 Dispatch (zoom)
Jim Zybtowski (zoom)
Amanda Repke, Deputy Treasurer (zoom)
Dan Perge, County Veterans Counselor
Marcia Martin, FOC Administrator (zoom)
Erin Kieliszewski (zoom)

CALL TO ORDER

Finance Chairman Burt Francisco called the meeting to order at 9:30 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 Peterson to approve the agenda with the following additions: 1) Equalization Director Ted Somers – Updated mills for summer tax levy, and 2) County Administrator Jesse Osmer – Remove Item #3 under Jesse in the Full Board section of the agenda. Motion carried.

BILLS TO PAY

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

	SUBMITTED:	APPROVED:
General Funds & Other Funds	\$ 63,174.20	\$ 63,174.20

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

INFORMATION ITEM: Finance Chair Francisco presented the Cyber Liability Insurance Renewal Application (07.01.24 to 06.30.25) for approval reporting IT Director Logan Kemp is present to answer any questions. IT Director Kemp informed the board that he did not receive the invoice information in time to share with the board and reported the premium for this year is \$10,373 for the County’s portion and he has \$13,035 budgeted for 2024. IT Director Kemp will send the board a copy of the invoice.

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

ACTION ITEM #2: The Committee recommends approval of the Cyber Liability Insurance Renewal 07.01.24 to 06.30.25 with the County and City with the County's portion of \$10,373 being paid from the 2024 budgeted line item #101-228-803.002 (\$13,035 budgeted for 2024) as presented. Alpena Agency will invoice the city their portion of the bill.

INFORMATION ITEM: Finance Chair Francisco presented the Drunk Driving Caseflow Assistant Fund Appropriation for approval.

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

ACTION ITEM #3: The Committee recommends approval of the State Drunk Driving Caseflow Assistant Fund Appropriation deposited by the Treasurer in the amount of \$5,686.95 into line item #101-286-544.545 as revenue and then put into the Drunk Driving Caseflow Equipment line item #101-286-977.000 for disbursement back to the District Court Budget for training, courtroom monitors for security, and any additional District Court needs.

INFORMATION ITEM: Finance Chair Francisco presented the new call-handling equipment purchase request for Central Dispatch for approval reporting 911/EM Director Elkie is present to answer any questions.

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

ACTION ITEM #4: The Committee recommends approval of the new call-handling equipment quote from Central Square Technologies per 911 Director Elkie's request and the 911 Fund Balance will be responsible

for the startup cost of this project with no general fund monies involved. Years 2-5 of the project will be included in 911's annual budget with oversight and approval by the Board of Commissioners.

COUNTY ADMINISTRATOR

Jesse Osmer presented the following items:

1) Approve New National Opioid Settlement Notice – Administrator Osmer reported that this is a new opioid settlement notice and not affiliated with the current opioid settlements.

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

ACTION ITEM #5: The Committee recommends approval to "opt in" to participate in the new National Opioid Settlement Notice as presented and to authorize the Board Chair and/or the County Administrator to sign and return the required documentation once received before the deadline of August 12, 2024.

2) Approve Updated NMMMA Land Lease – Finance Chair Francisco presented the updated Northeast Michigan Materials Management Land Lease for approval.

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

ACTION ITEM #6: The Committee recommends approval of the updated Northeast Michigan Materials Management Authority Land Lease with the following changes:

Section 7 added the FAA

Section 12 changed 120 days to 60 days

3) Approve Capital Asset Schedule Accounting Assistance – Finance Chair Francisco presented the Capital Asset Schedule Accounting Assistance for approval. Administrator Osmer informed the board that he met with the auditors who handles the County Audit and found out there is duplicate work being done and being they do the assets schedule it is already in the budget to pay them.

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

ACTION ITEM #7: The Committee recommends approval of the proposal from Straley, Lamp & Kraenzlein P.C. to provide accounting assistance in maintaining the capital asset schedule for Alpena County starting with fiscal year ending December 31, 2023, and 2022 at an estimated amount of \$5,740 and utilizing their software. For the setup time in the initial year of this transition, they will discount the rates for their fee not to exceed \$5,250 in the initial year.

COUNTY TREASURER

INFORMATION ITEM: Finance Chair Francisco presented the monthly report for May 2024 noting that the County Treasurer Kim Ludlow is present for any questions. Moved by Commissioner Peterson and supported by Commissioner LaHaie to approve receiving and filing of the monthly Treasurer's Report for May 2024 as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Lalonde, Peterson, Fournier, Konarzewski, Kozlowski, and Francisco. NAYS: None. Motion carried.

INFORMATION ITEM: Treasurer Ludlow presented the 2024 Annual Tax Revolving Fund Report & Summary for approval.

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

ACTION ITEM #8: The Committee recommends approval of the 2024 Annual Tax Revolving Fund Report & Summary as of May 31, 2024 as presented.

INFORMATION ITEM: Equalization Director Ted Somers presented the updated mills amount of 4.7748 and is not 4.7749 as previously approved and in error on his part. The updated information was passed to the board prior to the meeting for review. Equalization Director Somers requested approval for revision and to resubmit the corrected form. Moved by Commissioner Kozlowski and supported by Commissioner LaHaie to recommend approval of the updated operating millage rate from 4.7749 to the correct mills amount of 4.7748. Motion carried.

MOTION TO RISE & REPORT

Moved by Commissioner Lalonde and supported by Commissioner Fournier to rise and report. Motion carried.

DISTRICT 2 COMMISSIONER PUBLIC INTERVIEWS

Board Chairman John Kozlowski presented the Public Interviews for the District 2 Commissioner Vacant Seat. County Administrator Osmer informed the board that if they fail to fill the vacancy by the end of this week there will need to be a special election held and then the new commissioner will be appointed to fill in the remainder of the year 2024. County Clerk Keri Bertrand clarified the election process for this vacant seat and that this will not be able to get on the August ballot this year. Commissioner Brenda Fournier was asked by the board if there is a conflict of interest for candidate Dan Ludlow and she said no that she is related to him only by marriage and they do not do anything together so she can stand nonpartisan. Board Chair Kozlowski reported the interviews will be conducted alphabetically starting with Bob Adrian.

Bob Adrian gave a background of his work history, accomplishments, and experiences working as a previous commissioner and board chairman. Each Commissioner by District asked questions of Bob during the public interview process available to the public in person and by zoom.

Dan Ludlow gave a background of his work history, accomplishments, and experience working as a previous commissioner. Each Commissioner by District asked questions of Dan during the public interview process available to the public in person and by zoom.

Moved by Commissioner LaHaie and supported by Commissioner Francisco to appoint Bob Adrian as the District 2 Commissioner effective immediately and continue through the rest of the 2024 term. Roll call vote was taken: AYES: Commissioners LaHaie, Peterson, and Francisco. NAYS: Commissioners Lalonde, Fournier, Konarzewski, and Kozlowski. Motion failed.

Moved by Commissioner Fournier and supported by Commissioner Lalonde to appoint Dan Ludlow as the District 2 Commissioner effective immediately and continue through the rest of the 2024 term. Roll call vote was taken: AYES: Commissioners Lalonde, Fournier, Konarzewski, and Kozlowski. NAYS: Commissioners Peterson, Francisco, and LaHaie. Motion carried.

CONSENT CALENDAR

Board Chairman John Kozlowski presented the Minutes and Board Actions from the following meetings for board approval.

- A) **Approval of the Official Proceedings of the Alpena County Board of Commissioners**
 - Regular Session – May 28, 2024 (*Minutes only)
 - Intergovernmental Meeting – June 6, 2024 (*Minutes only)

B) **Budget Committee Workshop Minutes – May 28, 2024 (*Minutes only)**

C) **Personnel Committee Meeting Minutes – June 4, 2024**

ACTION ITEM #PC-1: The Committee recommends approval of the revised PTO Payout Policy as presented.

ACTION ITEM #PC-2: The Committee recommends approval of the County Vehicle Policy as presented.

ACTION ITEM #PC-3: The Committee recommends approval for the County Administrator to seek bids for cleaning services for County facilities from an outside third party as presented.

ACTION ITEM #PC-4: The Committee recommends approval of the I.T. Department's restructure request to promote Logan Kemp to I.T. Director, a training wage increase, and to fill the vacant position as presented.

D) **LEPC Meeting Minutes – June 5, 2024**

ACTION ITEM #LEPC-1: The Committee recommends approval of Holcim's Off-Site Response Plan as presented.

ACTION ITEM #LEPC-2: The Committee recommends approval of the updated Besser Off-Site Response Plan as presented.

E) **LPT Meeting Minutes – June 5, 2024**

F) **Central Dispatch Committee Meeting Minutes – June 5, 2024**

ACTION ITEM #CDC-1: The Committee recommends approval of the updated Policy I-10 Weather Watches and Warnings – Sirens as presented.

ACTION ITEM #CDC-2: The Committee recommends approval of the updated Policy III-12 Dive Team Activation as presented.

Moved by Commissioner LaHaie and supported by Commissioner Lalonde 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, Lalonde, Peterson, Fournier, Konarzewski, Kozlowski, and Francisco. NAYS: None. Motion carried.

BOARD POLL: PAYOUT OF PREVIOUS IT DIRECTOR'S PTO

Board Chairman Kozlowski reported the Board Poll: Payout of Previous IT Director's PTO was previously approved and is presented for documentation purposes. Consensus by all Commissioners for the below POLL Action Item. Previous Roll call vote was taken: AYES: Commissioners LaHaie, Lalonde, Peterson, Fournier, Francisco, Konarzewski, and Kozlowski. NAYS: None. Motion carried.

POLL VOTE ACTION ITEM #1: Recommendation to approve paying previous IT Director Steve Mousseau 100% of his 57.49 PTO hours remaining.

BOARD POLL: SHELTER MANAGER-OPERATIONS

Board Chairman Kozlowski reported the Board Poll: Shelter Manager Operations was previously approved and is presented for documentation purposes. Consensus by all Commissioners for the below POLL Action Item. Previous Roll call vote was taken: AYES: Commissioners LaHaie, Lalonde, Peterson, Fournier, Francisco, Konarzewski, and Kozlowski. NAYS: None. Motion carried.

POLL VOTE ACTION ITEM #2: Recommendation to approve current Shelter Tech Evan Ortwine become the part time Site Supervisor for the Animal Control Shelter working 20 hours per week at \$18.00 per hour as presented.

AIRPORT LOTS AMENDED CONTRACT FOR DISCUSSION

County Administrator Osmer reported that he received a letter from Duane Jennings yesterday requesting extending the inspection period for the airport lots for 90 days starting 6/13/2024 per the executed purchase agreement dated 03/13/2024; in section 6, paragraph 6.1 it says the buyer is to inform seller of this action in writing. The letter was passed out today to the board prior to the meeting for review. Commissioner Peterson reported the attorney reviewed the contract. County Administrator Osmer reported that the attorney noted section 2e of the contract (Jesse read to the board). Discussion on actual costs versus reasonable value. Mr. Jennings gave clarification of the actual costs versus reasonable value. Recommendation to send the contract to the Facilities Committee at their next meeting on June 19th for review and recommendation back to the board at the Full Board meeting on June 25th. Administrator Osmer noted that he will contact Mr. Jennings.

COUNTY ADMINISTRATOR

County Administrator Jesse Osmer presented the following items for approval:

1) Agenda Request Form – Administrator Osmer reported that he spoke with the chairs of the committees and felt this document will have more control to the chair of the subcommittee and given to the department heads to present request one week prior to the meeting as a few items have been coming late.

2) Public Comment Index Card – Administrator Osmer reported this is better tracking for the clerk and does not require a person to fill out the card in order to present for public comment. Clerk Bertrand clarified this is more for organization and record keeping.

Moved by Commissioner Peterson and supported by Commissioner Konarzewski to recommend approval of the Agenda Request Form and the Public Comment Index Card as presented. Motion carried.

3) Updated Rules of Order – Public Comment – Removed off Agenda.

4) Approve Updated County Vehicle Policy – Administrator Osmer reported added no smoking verbiage to the policy. Moved by Commissioner Konarzewski and supported by Commissioner Lalonde to recommend approval of the updated County Vehicle Policy with clarification and the added no smoking verbiage as presented. Motion carried.

5) Campground Reservations “Online Booking Fee” – Administrator Osmer reported the campground reservation system has an online booking fee and is not just for online reservations for the parks. Moved by Commissioner Fournier and supported by Commissioner Lalonde to approve the online booking fee for campground reservations for the parks as it helps cover the cost as presented. Motion carried.

PUBLIC COMMENT

Bruce Heath of Alpena shared his concerns with the board on the books at the library that are controversial and not in the best public interest for children. Bruce passed out information to the board along with a disk to view about a letter to the American Church.

CLOSED SESSION: PERSONNEL ISSUE

Board Chairman John Kozlowski presented the request for the board to go into Closed Session for Personnel Issue at 11:16 a.m. and Opened Session at 12:08 p.m. All Commissioners present.

ADJOURNMENT

Moved by Commissioner LaHaie and supported by Commissioner Lalonde to adjourn the meeting. Motion carried. The meeting was adjourned at 12:08 p.m.

John Kozlowski, Board Chairman

Keri Bertrand, County Clerk

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