

FINANCE WAYS & MEANS COMMITTEE
DRAFT MEETING MINUTES
Tuesday, February 13, 2024 – 9:30 a.m.
Howard Male Conference Room/Zoom Room

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

Others Present: Keri Bertrand, County Clerk
Kim Ludlow, County Treasurer
Jennifer Mathis, Interim County Administrator/HR Specialist
Lynn Bunting, Board Assistant
Sheriff Erik Smith
Amanda Repke, Deputy Treasurer (zoom)
Steve Smigelski, Airport Manager (zoom)
Wes Wilder, County Maintenance Superintendent
Steve Schulwitz, The Alpena News (zoom)
Phil Heimerl, True North Radio (zoom)
Jessica Kendziorski, Deputy Register of Deeds
Kim MacArthur, County Board Assistant (zoom)
Ted Somers, Equalization Director
Catherine Murphy, Register of Deeds
Michelle McGirr, Deputy Clerk (zoom)
Steve Mousseau, IT Director
Kim Elkie, 911/EM Director
Al Rapson, Deputy Director (zoom)
Lenny Avery, Target Alpena
Dave Guthrie, Remonumentation Director
Dan Ludlow, Alpena County Citizen
Gerald Fournier, Drain Commissioner
Al Rapson, Deputy 911/EM Director

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 Commissioner Peterson, excused.

PLEDGE OF ALLEGIANCE TO THE UNITED STATES OF AMERICA

ADOPT AGENDA

Moved by Commissioner Kozlowski and supported by Commissioner Lalonde to approve the agenda with the following change and addition: 1) Move Land Bank Authority Discussion after the bills presented –

Chair Francisco, 2) Add Courts & Public Safety Committee after the bills presented – Commissioner Kozlowski, and 3) Add Zoom Discussion after the CPSC Action Item – Commissioner Kozlowski. Motion carried.

BILLS TO PAY

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

	SUBMITTED:	APPROVED:
General Funds & Other Funds	\$ 265,568.18	\$ 265,568.18

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

COURTS & PUBLIC SAFETY COMMITTEE ACTION ITEM

Commissioner John Kozlowski presented the Courts & Public Safety Committee Action Item from last evening’s Courts & Public Safety Committee meeting as Chair for that Committee for approval reporting the draft meeting minutes will be presented at a later date. Commissioner Kozlowski gave a background history of monies distributed for first responders and recommends approving for the city and townships for 2024.

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

ACTION ITEM #1: The Committee recommends approval to authorize the Treasurer to disperse the quarterly First Responder Calls payments from First Responder Calls line item #210-651-803.001 and appropriate on a quarterly basis in 2024 as presented:

City of Alpena:	\$50,000.00
Charter Township of Alpena:	\$39,000.00
Green Township:	\$ 6,000.00
Hubbard Lake Township:	\$ 3,000.00
Long Rapids Township:	\$ 4,000.00
Maple Ridge Township:	\$ 3,000.00
Sanborn Township:	\$ 6,000.00
Wilson Township:	<u>\$ 6,000.00</u>
Total Amount:	\$117,000.00

ZOOM MEETINGS DISCUSSION

Commissioner Kozlowski reported that the only committee that does not have Zoom offered for their meeting is Personnel and recommends do have Zoom available also for this committee meeting.

Commissioner Kozlowski presented the Zoom meetings for discussion and a recommendation that a County IT Tech Support attend the Finance and Full Board meetings to assist if needed for Zoom and not needed for the Committee meetings as only the Full Board have presentations presented via Zoom and in

person. The Commissioners shared their concerns of wasted time and unprofessionalism and need better Zoom availability for presenters and the public.

Moved by Commissioner Osmer and supported by Commissioner Lalonde to approve Zoom meetings to be held for the Personnel Committee meetings and available for the public and for the IT Department to assist with all Finance and Full Board Zoom meetings and that the presentations be given to the IT Department on the Friday before the Finance and Full Board Zoom meetings. Motion carried.

LAND BANK AUTHORITY APPROPRIATION

Chair Francisco reported that Lenny Avery, Target of Alpena, did a presentation at the Intergovernmental Council Meeting and at the Full Board of Commissioners on January 23, 2024, and recommends an Action Item be presented today for approval. Lenny presented the options that the board could decide to vote upon with either a one-time allocation or a recurring amount annually to contribute to the Blight Fund for Alpena County through the Land Bank Authority. Treasurer Ludlow reported that she recommends not setting up another fund and putting the allocation towards the Land Bank Fund. Treasurer Ludlow informed the board that he spoke with the representatives of the Michigan State Land Bank and mentioned with a County our size a start up appropriation would be \$25,000 and she recommends paying out of the General Fund.

Moved by Commissioner Kozlowski and supported by Commissioner Fournier to approve an appropriation and payment of \$25,000 to the Alpena County Land Bank Authority line item #101-714-955.007. Transfer ARPA Funds of \$25,000 from line item #214-209-995.000 Transfers to General Fund, to be receipted to line item #101-969-699.009 Transfer from ARPA Fund to reimburse the General Fund to help support General Fund operations for the County. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Fournier, Konarzewski, Kozlowski, and Francisco. NAYS: None. Motion carried.

REMONUMENTATION PROFESSIONAL SERVICE AGREEMENTS

Dave Guthrie, Remonumentation Director, presented the 2024 Professional Services Agreements for Remonumentation for Alpena County with Huron Engineering & Surveying, and Lewis & Lewis Surveying for approval. Dave reported that 80% of the fees are budgeted for contractors and 20% budgeted for administration and peer review, informing the board that the two surveyors are local, experienced, and the most qualified. Moved by Commissioner Lalonde and supported by Commissioner Konarzewski to approve the below action item as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Fournier, Konarzewski, Kozlowski, and Francisco. NAYS: None. Motion carried.

ACTION ITEM #4: The Committee recommends approval of the Professional Services Agreements (01.25.24 to 11.01.24) with Huron Engineering & Surveying (Fees per Corner: 13 corners at \$1,200 each = Total \$15,600) and Lewis and Lewis Professional Surveying, Inc (Fees per Corner: 14 corners at \$1,200 each = Total \$16,800) for Remonumentation Services as presented.

COUNTY TREASURER

INFORMATION ITEM: County Treasurer Kim Ludlow presented the monthly report for January 2024 reporting the Budgets should be at 8.47% for January, Revenues are at 7.04% (2023 at 5.47%) and Expenses are at 10.90% (2023 at 11.79%), reminding the Commissioners that these are unaudited numbers. Moved by Commissioner Konarzewski and supported by Commissioner Kozlowski to approve receiving and filing of the monthly Treasurer's Report for January 2024 as presented. Motion carried.

INFORMATION ITEM: Treasurer Ludlow presented the Budget Adjustment request for the Ambulance Fund for 2024 for approval. Treasurer Ludlow clarified the money comes out of the surplus. Moved by Commissioner Lalonde and supported by Commissioner Konarzewski to recommend approval of the below action item as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Fournier, Konarzewski, and Francisco. NAYS: Commissioner Kozlowski. Motion carried.

ACTION ITEM #5: The Committee recommends approval of a budget adjustment increasing line item 210-651-801.000 (City Contract Payments 2021-2024) by \$172,524.00 as presented. The Board approved the Amended Ambulance Service Agreement increasing the annual compensation from \$940,000.00 to \$1,112,542.00 on December 27, 2023.

FY22 STATE/LOCAL CYBERSECURITY GRANT PROGRAM APPLICATION/AGREEMENT

Steve Mousseau, County IT Director, presented the FY22 State/Local Cybersecurity Grant Program Application/Agreement for approval reporting there is no obligation for this grant, no County match, and the application will be sent to the state to see if the County qualifies for this grant. Moved by Commissioner Fournier and supported by Commission Osmer to approve the below action item as presented. Motion carried.

ACTION ITEM #6: The Committee recommends approval of the FY24 State and Local Cybersecurity Grant Application in the estimated amount of \$5,000 with no County match as presented. This has been sent for Grant Review Committee approval.

911/EMERGENCY MANAGEMENT BUDGET ADJUSTMENTS REQUEST

Kim Elkie, 911/EM Director, presented the 2024 Budget Adjustment request for the 911 Fund & Emergency Manager Budgets for approval reporting on the need for the part-time Deputy Director to full-time status. Director Elkie gave a background of her position and the amount of time she puts into the 911 Director and Emergency Manager Director position with 20 hours each position between the two budgets. Director Elkie reported on the justifications for the need for the part-time Deputy 911/EM Director who is currently working 30 hours to go to full-time status. She noted that she continues to work on training and activities that would qualify for reimbursements through the state and other outside funding sources. Commissioner Lalonde shared her concerns of reducing the 911 Fund balance and reducing the EM budget as there are needed items and reported that she would like to know if the cost allocation through the County could be contributed towards the Deputy Director's wages. Director Elkie reported that she would contact the state to see if allowed for Homeland Security Funding. Finance Chair Francisco asked if the 911 Director and the EM Director can both be full-time positions instead of part-time positions and Director Elkie noted that this can be further discussed. Commissioner Fournier commended Director Elkie on her position with the budget she has had to work with and to keep up the good work. Board Chair Kozlowski shared his concerns for the overall budget deficit and the need to cut expenses.

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

ACTION ITEM #7: The Committee recommends approval to adjust the 2024 911 budget line items as follows:

Reduce 911 fund balance 261-000-390.000 in the amount of \$10,809.00 with the increase to line items as below:

\$ 912.00 261-325-716.000 MERS Defined Contribution Plan
 \$2,279.00 261-325-718.000 Hospitalization
 \$ 500.00 261-325-724.018 HSA ER
 \$ 500.00 261-325-724.018 HSA ER FLAT
 \$ 80.00 261-325-711.000 Medicare
 \$ 684.00 261-325-717.000 457 Match
 \$ 342.00 261-325-709.000 Social Security
 \$5,512.00 261-325-704.000 Assistant Director Payroll

The Committee recommends to reduce the Contingency Fund 101-941-955.000 by \$6,000.00 and adjust the 2024 Emergency Preparedness budget line items as follows:

Reduce:

\$1,000.00 101-426-727.001 Emergency Preparedness Supplies
 \$1,500.00 101-426-931.001 RACES Upgrades
 \$2,000.00 101-426-932.000 Siren Maintenance
 \$ 309.00 101-426-955.002 Dues & Subscriptions

Increase:

\$ 912.00 101-426-716.000 MERS Defined Contribution Plan
 \$2,279.00 101-426-718.000 Hospitalization
 \$ 500.00 101-426-724.018 HSA ER
 \$ 500.00 101-426-724.018 HSA ER FLAT
 \$ 80.00 101-426-711.000 Medicare
 \$ 684.00 101-426-717.000 457 Match
 \$ 342.00 101-426-709.000 Social Security
 \$5,512.00 101-426-704.001 Assistant Director Payroll

ALPENA COUNTY PLAZA POOL & APLEX CORPORATE MEMBERSHIP DISCUSSION

Jennifer Mathis, Interim County Administrator/HR Specialist, presented the Alpena County Plaza Pool Membership and APlex Corporate Membership for the County Employees for 2024 as discussion and noted the amount that the Commissioners paid for 2023 membership (\$650 APlex, \$2,500 Pool) for the County Employees. Discussion on the number of County employees utilizing the free memberships for the pool (9 employees utilizing) and the aplex (no number provided) in the past including half off memberships for family members and noted that it was low in attendance of memberships with the County Employees. Jennifer informed the board that through the wellness program for the County there is a Bay Athletic Club discount for County Employees.

Moved by Commissioner Osmer and supported by Commissioner Fournier to recommend **not** approving the Alpena County Plaza Pool Membership and APlex Corporate Membership for the County Employees for 2024. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Fournier, and Kozlowski. NAYS: Commissioners Lalonde, Konarzewski, and Francisco. Motion carried.

HUNT FUNDING REQUEST FOR 2024

Finance Chair Francisco presented the HUNT Funding request for 2024 for one-half the year in the amount of \$4,000 for approval. Treasurer Ludlow gave a background of the HUNT Funding requests noting that this fund provides for a HUNT Officer (\$95,000 full-time for 2024) and monies from the Opioid Fund of \$100,000 helps to offset the costs. Treasurer Ludlow recommends approving for the whole year of \$8,000 (\$4,000 for one-half, and \$4,000 for the second half of 2024) as they will come back in 6 months for the other half of \$4,000. Moved by Commissioner Konarzewski and supported by

Commissioner Lalonde to recommend approving the HUNT Funding request for 2024 and allocating \$8,000 to support HUNT operations with monies to come out of line item #101-314-959.000. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Fournier, Konarzewski, Kozlowski, and Francisco. NAYS: None. Motion carried.

Finance Chair Francisco reported that he will speak with the Opioid Partners so that they are aware that the County is using some of the Opioid Funds towards HUNT.

COMMISSIONERS OFFICE – BUDGET ADJUSTMENTS – Finance Chair Francisco presented the following Budget Adjustments for approval. IT Director Mousseau reported the need for the budget adjustments for the 2024 budgeted data processing and equipment fund line items informing the board that these items are necessary and needed for 2024, though he has money budgeted in 2024, the following costs will not cover the items needed in 2024.

BUDGET ADJUSTMENTS

1. Increase 2024 Budgeted Data Processing line items & Equipment Fund line items for IT Department – (attached)

ACTION ITEM #1: The Committee recommends approval to increase the following 2024 budgeted line items for the Karpel Project approved in 2023 was not completed and is not budgeted for 2024 and to increase the following 2024 budgeted line item to cover increase in maintenance costs on 3 primary copier/printers for 2024:

Increase line item #101-228-957.000 Software Purchases for additional cloud backup storage subscription for Karpel by \$12,225.00

Increase line item #402-234-980.251 Data Processing for additional data storage for Karpel by \$22,500.00

Increase line item #101-228-738.000 Copier Supplies/Per Copy Charge to cover increase in maintenance costs for 2024 by \$2,625.00

2. Buildings & Grounds Fund Transfer Request – (attached)

ACTION ITEM #2: The Committee recommends approval to transfer \$5,200.00 from the Buildings & Grounds Fund into the Merchant Bldg Repairs line item 631-265-975.068 to continue with improvements to the Merchants Building including installing FRP in showers, painting walls, grinding and painting floors etc. as presented.

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

MOTION TO RISE & REPORT

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

FINANCE WAYS & MEANS RECOMMENDATIONS

Chairman John Kozlowski presented the action items from the Finance Ways & Means Committee for board approval. Moved by Commissioner Osmer and supported by Commissioner Lalonde 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, Konarzewski, Francisco, and Kozlowski. NAYS: None. Motion carried.

CONSENT CALENDAR

Chairman 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 – January 23, 2024 (*Minutes only)
Intergovernmental Council – February 1, 2024 (*Minutes only)
- B) **Animal Control Adhoc Committee Meeting Minutes** – February 1, 2024
- C) **Personnel Committee Meeting Minutes** – February 6, 2024

ACTION ITEM PCM-1: The Committee recommends approval to appoint Dave Guthrie to the Alpena County Parks & Recreation Commission for the term beginning immediately and ending December 31, 2026, as presented. Motion carried.

ACTION ITEM PCM-2: The Committee recommends approval of the IT Director's request to work full-time, with benefits, at 30 hours per week at a rate of \$39.76 per hour for a period of 30 days effective May 1, 2024. During the 30-day period, the IT Director has the option to transition down to part time, with no benefits, at 20 hours per work week at a rate of \$39.76 per hour. If during the 30 days the IT Director has not already transferred down to part time, the Director will move to 20 hours per week as presented.

ACTION ITEM PCM-3: The Committee recommends approval to update the current job description for Board Assistant and to change the title of Board Assistant to Board Assistant & Accounts Specialist for both employees in the Commissioner's Office as presented.

ACTION ITEM PCM-4: The Committee recommends approval of amending the restriction in the Employee Handbook on the number of hours that a retiree can work through the end of 2027 as presented.

ACTION ITEM PCM-5: The Committee recommends approval of removing the 30-day waiting period for Short Term Disability and Life Insurance, so both benefits go into effect as soon as a part-time employee becomes full time as presented.

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

BOARD POLL: EMERGENCY REPAIRS - PLAZA POOL

Chairman Kozlowski presented the Board Poll Action Item for Emergency Repairs for the Plaza Pool for action item documentation in the meeting minutes. Commissioner Fournier shared her concerns of the continuous repairs to the pool and recommended selling the pool if able. Treasurer Ludlow informed the board of the \$30,000 bond payment the pool covers with the bond payment being \$140,000 due this year. Discussion on paying the bond payment in full and Treasurer Ludlow noted that she would check to see if there is a penalty for early payoff and let the Commissioners know (payoff is \$700,000 just for the principal balance). Treasurer Ludlow reported that the pool will receive \$90,000 from the Youth & Recreation Grant and \$30,000 from the Older Persons Grant for 2024. Moved by Commissioner Konarzewski and supported by Commissioner Osmer to approve the below action item on record. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Konarzewski, Kozlowski, and Francisco. NAYS: Commissioner Fournier. Motion carried.

POLL ACTION ITEM #14: Recommendation to transfer \$25,000.00 from the General Fund line item #101-969-995.006 (Transfer to Plaza Pool) and to transfer to the Pool line item #273-774-699.000 (Contribution from General Fund) to cover emergency equipment/building repairs, and to increase the 2024 budgeted Plaza Pool Fund Equipment Maintenance line item #273-774-931.001 by \$18,000.00 as presented.

ALPENA COUNTY PLAZA POOL MEMBERSHIP

Commissioner Lalonde reported that she recommends that the County Employees should have free access to the Plaza Pool being that the County owns it. Moved by Commissioner Lalonde and supported by Commissioner Osmer to approve that all Alpena County Employees have free and unlimited use of the Alpena County Plaza Pool, being that the County owns it, for a period of a two-year term. Roll call vote was taken: AYES: Commissioners Osmer, Lalonde, and Konarzewski. NAYS: Commissioners LaHaie, Fournier, Kozlowski, and Francisco. Motion failed.

MEDICAL EXAMINER CONTRACT RENEWAL

Chairman Kozlowski presented the Medical Examiner Contract Renewal (01.01.24 to 12.31.27) for approval. Moved by Commissioner Fournier and supported by Commissioner Osmer to recommend approving the below action items as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Fournier, Francisco, Konarzewski, and Kozlowski. NAYS: None. Motion carried.

ACTION ITEM #16: Recommendation to approve the Medical Examiner Services Renewal Contract (01.01.24/12.31.27) with Mid-Michigan Medical Examiner Group, LLC/Dr. Paul Wagner, D.O. in the annual fee amount of \$31,658 for 2024 and incrementing annually by 2% for 2025, 2026, and 2027.

PUBLIC COMMENT

None.

BOARD OF COMMISSIONERS UPDATE

Commissioner Osmer reported that he recommends the Board of Commissioners help with drug court and Commissioner Lalonde noted that she will have this added to the Courts & Public Safety Committee Agenda as she is the Chair of that Committee.

Commissioner Francisco reported that Commissioner Peterson is the Chair of the Budget Committee and recommends holding a Budget Committee meeting soon to go over the current budget for 2024 and the proposed 2025 budget. Commissioner Francisco noted that the discussion of a public safety millage on the ballot should be held at the Budget Committee meeting soon as there is a June/July deadline to get this on the ballot for 2024 as well as the ambulance millage. Clerk Keri reported that the ambulance millage language was sent for attorney review by previous County Administrator Mary Catherine Hannah and has not heard back yet of their recommendation. Interim CA/HR Jennifer reported that she did reach out and is waiting to hear back and will follow up with the ambulance millage language with the attorney.

Commissioner Lalonde reported and shared her concerns of the non-county employee's wellness programs and reminded commissioners to value the employees. Interim County Administrator/HR Specialist Mathis noted that the biweekly bonuses the employees receive may rely on in 2025 if not renewed. Chairman Kozlowski reported this will be discussed at the Budget meetings this year.

ADJOURNMENT

Moved by Commissioner LaHaie and supported by Commissioner Lalonde to adjourn the meeting. Motion carried. The meeting was adjourned at 11:20 a.m.

John Kozlowski, Board Chairman

Keri Bertrand, County Clerk

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