

FINANCE WAYS & MEANS COMMITTEE
MEETING MINUTES

Tuesday, September 9, 2025 – 9:30 a.m.
Howard Male Conference Room/Zoom Room

Commissioners Present: Bill Peterson, Vice Chair/Finance Chair
John Kozlowski, Board Chair
William LaHaie
Dan Ludlow
Lucille Bray
Brenda Fournier
Todd Britton
Travis Konarzewski

Others Present: Keri Bertrand, County Clerk
Jesse Osmer, County Administrator
Cindy Cebula, County Treasurer
Sheriff Erik Smith
Kim Elkie, Emergency Management and E911 Director
Gerald Fournier, Drain Commissioner

CALL TO ORDER

Chairman Bill Peterson called the meeting to order at 9:30 a.m.

ROLL CALL

Roll call was taken: All committee members present.

PLEDGE OF ALLEGIANCE TO THE UNITED STATES OF AMERICA

ADOPT AGENDA

Moved by Commissioner Fournier and supported by Commissioner Britton to adopt the agenda with addition of updating the credit card policy. Motion carried.

PUBLIC COMMENT

None.

BILLS TO PAY

INFORMATION ITEM: Chairman Peterson presented the bills to pay for approval.

SUBMITTED:

APPROVED:

General Funds & Other Funds	\$111,233.92	\$111,233.92
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Moved by Commissioner LaHaie and supported by Commissioner Bray to approve paying the bills as submitted. Roll call vote was taken: AYES: Commissioners LaHaie, Ludlow, Bray, Fournier, Britton, Konarzewski, Kozlowski, and Peterson. NAYS: None. Motion carried.

DRAIN COMMISSIONER PROJECT AND CONTRACT UPDATES

Drain Commissioner Gerald Fournier received a letter from EGLE stating the dams needed to be inspected this year and he is seeking approval from the board to sign the contract with the engineer to perform the inspection for a total cost of \$1,000.00. This amount is for Long Lake only and has been budgeted for.

Beaver Lake dam was also budgeted for \$1,000.00, but that inspection will not need to take place this year so the amount will roll over into next year.

Moved by Commissioner LaHaie and supported by Commissioner Bray to recommend approval for the Drain Commissioner to sign the contract with the engineer for the dam inspection for Long Lake as presented. Roll call was taken: AYES: Commissioners LaHaie, Ludlow, Bray, Fournier, Britton, Konarzewski, Kozlowski, and Peterson. NAYS: None. Motion carried.

ACTION ITEM #2: The Committee recommends approval for the Drain Commissioner to sign the contract with the engineer pertaining to the dam inspection at Long Lake with a budgeted cost of \$1,000.00 as presented.

COUNTY TREASURER MONTHLY REPORTS

Treasurer Cindy Cebula presented the monthly financial reports for August 2025.

Moved by Commissioner Britton and supported by Commissioner Ludlow to approve receiving and filing of the monthly Treasurer's Reports for August 2025 as presented. Motion carried.

BUDGET ADJUSTMENTS

Sheriff Erik Smith presented the following budget adjustment requests for the Sheriff's Office:

1) Vehicle Maintenance – There were a couple of vehicle accidents that affected the vehicle maintenance line item and rather than asking for money out of the general fund Sheriff Smith is proposing to transfer money from the Prisoner Board and Inmate Medical line items to get through the year.

2) Donations/School Supplies – The Sheriff's Office school liaison did a back-to-school drive and received just over \$1,200.00 in monetary donations. The funds were put into the donation line item, and they are requesting the expense line item for Donations School Supplies be increased by \$1,256.52 to match the revenue that was receipted.

Moved by Commissioner Konarzewski and supported by Commissioner Britton to recommend approval of the Sheriff's Office budget adjustments as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Ludlow, Bray, Fournier, Britton, Konarzewski, Kozlowski, and Peterson. NAYS: None. Motion carried.

ACTION ITEM #1: The Committee recommends approval of the Sheriff's budget adjustment request to reduce line items 101-351-817.000 Prisoners Board by \$5,000.00 and 101-351-835.000 Inmate Medical Expense by \$5,000.00 and increase line item 101-301-934.000 Vehicle Maintenance by \$10,000.00 as presented.

ACTION ITEM #2: The Committee recommends approval of the Sheriff's budget adjustment request to increase expense line item 101-307-955.000 Donations School Supplies to \$1,256.52 to match the revenue that was receipted and approve payment of the Visa bill this month with the school supply expense purchases as presented.

CREDIT CARD POLICY UPDATE

County Administrator Jesse Osmer reported the county changed financial institutions that provide our credit cards and there were a few minor updates needed to the current policy such as making sure the Treasurer was listed in the appropriate spots and removing the Commissioner's Office. Verbiage about credit cards with AAACU was also removed.

RESOLUTION #25-16
CREDIT CARD POLICY
P.A. 266 of 1995

WHEREAS, Public Act 266 of 1995 authorizes a county to be a party to a credit card arrangement if the county commission board has adopted by resolution a written policy governing the control and use of credit cards, and

WHEREAS, the Board of County Commissioners of Alpena County deems that it is in the best interest of the County to make certain County financial transactions by using a credit card as described in the Act, now

THEREFORE BE IT RESOLVED, that the following policy shall govern the use of County credit cards:

- (a) The County Treasurer/County Administrator are responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the County's credit card policy.
- (b) County credit cards may be used only by an officer or employee of the County for the purchase of goods or services for the official business of the County. The use of credit card is limited to the purchases listed on the attached sheet of department heads and credit limits for purchase of goods, services or approved travel expenses while on County business (excluding expenses incurred in operating a privately owned automobile) and gas, oil and other necessary expenses incurred in operating a County-owned vehicle.
- (c) County employees who use a County credit card shall submit a copy of the vendor's credit card slip to the department head/elected official with the chart of account number indicating the line item to which the transaction is to be charged. The department head/elected official who is issued the credit card is responsible to directly submit their receipts and bills to the Clerk's Office for payment.
- (d) An official or employee who is issued a credit card is responsible for its protection and custody. If a credit card is lost or stolen, the County Treasurer/County Administrator shall be notified. The entity issuing the lost or stolen credit card shall be immediately notified to cancel the card.
- (e) An officer or employee issued a credit card shall return the credit card to the County Treasurer/County Administrator upon termination of his or her employment or service with the County.
- (f) The County Treasurer/County Administrator shall maintain a list of all credit cards owned by the County, along with the name of the officer or employee who has been issued the credit card, the credit limit established, the date issued, and the date returned. Each employee shall initial the list beside his or her name to indicate agreement that the credit card has been issued, and that the employee has received and read a copy of this policy.

The County Treasurer/County Administrator shall review each credit card statement as soon as possible to ensure that transactions comply with this policy. Any transactions that appear on the

statements that are not documented with a credit card slip or a signed voucher shall be immediately investigated. Transactions that do not appear to comply with this policy shall be reported to the Board of County Commissioners for Alpena County.

(g) The County Board shall not approve a payment to the entity issuing the credit card until all transactions have been verified, including the approval of all transaction invoices if issued.

(h) The balance including interest due on an extension of credit under the credit card arrangement shall be paid for within not more than 60 days of the initial statement date.

(i) Officers and employees who use a County credit card in a manner contrary to this policy shall be subject to the following disciplinary actions, as deemed appropriate by the County Board:

verbal counseling

written reprimand

suspension

termination

reimbursement to the County Commission for unauthorized expenditures.

(j) The total amount of outstanding charges on the account not exceed the total credit limit as listed on the attached sheet.

Moved by Commissioner Bray and supported by Commissioner LaHaie to adopt Resolution #25-16 and update the Credit Card Policy in the County of Alpena: Procurement & Purchasing Policy as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Ludlow, Bray, Fournier, Britton, Konarzewski, Kozlowski, and Peterson. NAYS: None. Motion carried.

MOTION TO RISE & REPORT

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

CONSENT CALENDAR

Board Chairman John Kozlowski presented the consent calendar for board approval:

A) **Approval of the Official Proceedings of the Alpena County Board of Commissioners Regular Session – August 26, 2025 (*Minutes only)**

B) **Personnel Committee Meeting Minutes – September 2, 2025**

PC ACTION ITEM #1: The Committee recommends approval of the Board Member Attendance Policy as presented.

PC ACTION ITEM #2: The Committee recommends approval to post the Road Commission vacancies notice as presented.

PC ACTION ITEM #3: The Committee recommends approval to adopt and sign the amendment to the contract with the Corrections Officers Union regarding the in lieu of as presented.

PC ACTION ITEM #4: The Committee recommends approval to adjust the District Court Administrator's payroll to reflect that which has been granted for 2026 to begin effective the next pay period as presented.

PC ACTION ITEM #5: The Committee recommends approval to do away with the Fairgrounds Manager contract and move forward with them as a regular employee as presented.

Moved by Commissioner Britton and supported by Commissioner Peterson to approve the Consent Calendar as listed above and filing of all reports as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Ludlow, Bray, Peterson, Fournier, Britton, Konarzewski and Kozlowski. NAYS: None. Motion carried.

EMERGENCY MANAGEMENT POSITION

Chair Kozlowski reported he has been in contact with Presque Isle County, and they are interested in an opportunity to partner with Alpena County with an Emergency Manager. Chair Kozlowski reached out to other counties in the Northeast region to speak with their Emergency Managers to gather more information on what other counties were doing. He also reached out to Lt. DeCastro who provided a lot of useful information, and he thinks Alpena would be a good place for a split position between two counties. Commissioner Fournier reported one candidate, JP Ritter, was no longer interested in the position and wanted to move forward with hiring Nic Modrzynski as the full time Emergency Manager for Alpena County and if Presque Isle wanted to partner with Alpena County they could come in at a later date. Chair Kozlowski told Presque Isle that this board would have a discussion today and depending on how the board wanted to proceed, Presque Isle will bring the topic up at their board meeting on Thursday. Current Emergency Management Director Kim Elkie reported there is more than enough work for a full-time person for Alpena County. Sheriff Erik Smith agrees that there is enough work for a full-time person to excel and make a good, robust program.

Motion was made by Commissioner Fournier to hire Nic Modrzynski as the full time Emergency Manager and if Presque Isle County would like to partner at a later time, allow them to do so if Alpena County agrees with their terms as presented. There was no support on the motion.

Motion was made by Commissioner Peterson and supported by Commissioner Britton to have further discussion with Presque Isle County and bring all information back to the Full Board meeting at the end of the month as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Ludlow, Bray, Peterson, Britton, Konarzewski, and Kozlowski. NAYS: Commissioner Fournier. Motion carried.

ACTION ITEM #4: Recommendation to pursue further discussions with Presque Isle County regarding partnering to hire a full time Emergency Manager and bring all information back to the September Full Board meeting as presented.

AJUA AGREEMENT

Major Anthony Hylko reported the Airport Joint Use Agreement is a 10-year legal and financial instrument that is in place at every installation where the Air National Guard exists with a civil airport authority. It defines the responsibilities for who does what regarding the shared use flying facilities and includes cutting of grass, snow removal, bird mitigation, and utility bills. The current agreement expires 2025 and the new agreement would go from 2025 to 2035. There have not been significant changes made to the agreement. Chair Kozlowski thanked Major Hylko for everything the base has done to help at the airport with equipment and manpower. The board will review the agreement and bring back to the Full Board meeting for voting.

PUBLIC COMMENT

None.

CLOSED SESSION

The Board went into closed session at 10:15 a.m. for personnel and contract matters and opened session at 10:47 a.m. Roll call was taken. All members present.

Motion was made by Commissioner Britton and supported by Commissioner Peterson to approve the 2026 Payroll Adjustments as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Ludlow, Bray, Peterson, Fournier, Britton, Konarzewski, and Kozlowski,

ACTION ITEM #5: Recommendation to approve the 2026 payroll adjustments as presented.

ADJOURNMENT

Moved by Commissioner LaHaie and supported by Commissioner Fournier to adjourn the meeting. Motion carried. The meeting was adjourned at 10:48 a.m.

John Kozlowski, Board Chairman

Keri Bertrand, County Clerk

kvm