

FINANCE WAYS & MEANS COMMITTEE  
**DRAFT MEETING MINUTES**  
Tuesday, March 12, 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  
Brenda Fournier  
Travis Konarzewski

Others Present: Keri Bertrand, County Clerk  
Kim Ludlow, County Treasurer  
Jennifer Mathis, Interim County Administrator/HR Specialist  
Kim MacArthur, Board Assistant  
Undersheriff Cash Kroll  
Earl Martin, Beaver Lake Park Manager  
Ted Somers, Equalization Director  
Steve Smigelski, Airport Manager  
Cindy Johnson, Mayor  
Duane Jennings  
Laura Lee  
Steve Mousseau, IT Director  
Cindy Cebula, Chief Deputy Treasurer (zoom)  
Janelle Mott, Juvenile Officer (zoom)  
Kim Schultz, Chief Deputy Clerk (zoom)  
Suzette Hawley, Deputy Clerk (zoom)  
Mike Mahler, Target Alpena (zoom)  
Phil Heimerl, True North Radio (zoom)  
Jessica Kendziorski, Deputy Register of Deeds  
Michelle McGirr, Deputy Clerk (zoom)  
Al Rapson, Deputy Director (zoom)

**CALL TO ORDER**

Finance Chair Burt Francisco called the meeting to order at 9:35 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 Fournier to approve the agenda with the following addition: 1) Closed Session. Motion carried.

## BILLS TO PAY

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

	SUBMITTED:	APPROVED:
General Funds & Other Funds	\$ 109,563.85	\$ 109,563.85

Moved by Commissioner Peterson and supported by Commissioner Lalonde 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: Equalization Director Ted Somers presented the Michigan Works MAAO (Michigan Advanced Assessing Officer) 2024 Grant Application for review and approval. An employee in the Equalization Office has been entered into the next advanced level of Assessing Officer. There is a one-year course in which Michigan Works has a tuition reimbursement program that if successful will pay for tuition of the course.

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

**ACTION ITEM #2: The Committee recommends to approve the Michigan Works MAAO (Michigan Advanced Assessing Officer) April 2024 Program Application for the Equalization Office for course reimbursement from the Michigan Works Talent Fund in the amount of \$1,000 with no County match and authorize the Board Chairman to sign all pertaining paperwork as presented. This has Grant Review Committee approval.**

## COUNTY TREASURER

INFORMATION ITEM: County Treasurer Kim Ludlow presented the monthly report for February 2024 reporting the Budgets should be at 16.16 for February, Revenues are at 12.05% (2023 at 9.37%) and Expenses are at 17.38% (2023 at 19.24%). Moved by Commissioner Fournier and supported by Commissioner Lalonde to approve receiving and filing of the monthly Treasurer's Report for February 2024 as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Peterson, Fournier, Konarzewski, Kozlowski, and Francisco. NAYS: None. Motion carried.

INFORMATION ITEM: Treasurer Ludlow presented the Alpena Land Bank Authority request to use Alpena County computers and printers to conduct Alpena County Land Bank Authority business going forward for approval. Treasurer Ludlow reported in the Intergovernmental Agreement it states that "Alpena County may provide staff and other support, including but not limited to clerical and information technology services." By statute the Alpena County Treasurer is the Chairman of the Land Bank Authority, and the Land Bank Authority Chairman is also the Treasurer for the Land Bank Authority.

Moved by Commissioner Osmer and supported by Commissioner LaHaie to approve the below action item as presented. Motion carried.

**ACTION ITEM #4: The Committee recommends to approve the Alpena County Land Bank Authority to use Alpena County computers and printers to conduct Alpena County Land Bank Authority business going forward as presented.**

INFORMATION ITEM: Jennifer Mathis, Interim County Administrator/HR Specialist, presented the Clark Hill Invoices Board Action for discussion. The approved Board Action #18 from the Full Board

meeting on February 27, 2024, needs to be rescinded and approved for a lesser amount. The previous board action approved a transfer of \$105,824 from the ARPA Funds to the General Fund to pay for two Clark Hill attorney invoices. One of those invoices had already been paid with 2023 funds therefore a lesser amount would be required to be transferred from the ARPA Fund to pay the remaining invoice.

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

**ACTION ITEM #5: The Committee recommends approval to rescind board action #18 approved at the Full Board meeting on 02.27.24 and to approve the transfer of \$61,595.00 from the ARPA Fund line item #214-290-995.000 (Transfer from ARPA) to the General Fund line item #101-969-699.009 (Transfer to GF) and to approve the Budget Adjustment to transfer \$61,595.00 from the General Fund line item #101-969-699.009 to the Outside Attorney Fees line item #101-200-801.002 to pay the Clark Hill Invoice #1405183 of \$61,688.42 as presented.**

INFORMATION ITEM: Interim County Administrator/HR Specialist Mathis presented the updated 2024 Alpena County Non-Union Employee Handbook to the Commissioners for approval. The handbook was updated with the help of Guardian HR (the legal support team through the HUB) to make sure all state and federal laws were up to date. There were also a few other minor changes that needed to be made. These changes had been sent to the Board for review.

Moved by Commissioner Fournier and supported by Commissioner LaHaie to approve the below action item as presented. Motion carried.

**ACTION ITEM #6: The Committee recommends approval of the updated 2024 Alpena County Employee Non-Union Handbook as presented.**

INFORMATION ITEM: Commissioner Bill Peterson presented discussion on a Purchase Agreement for Commercial Airport Lots. The purchase agreement with Duane Jennings is for Lot 6 with the option to purchase Lot 5 within a period of one year after the close of the sale. Mike Mahler with Target Alpena reported when the decision was made by the County to offer the county lots for sale the previous County Administrator had asked him to work with commercial appraiser Paul Rose to establish values for each of the six parcels. The offers made today on each lot are based on the full value.

Duane Jennings gave a background on himself and reported he would like to put in a gas station/convenience store at the location. This would help accommodate the airport and is a good location for this type of business as the town continues to build out west.

Commissioner Peterson reported the County would still need to do a survey and recommended doing all lots at the same time.

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, Osmer, Lalonde, Peterson, Fournier, Konarzewski, Kozlowski, and Francisco. NAYS: None. Motion carried.

**ACTION ITEM #7: The Committee recommends approval of the Purchase Agreement with Duane Jennings for the purchase of Airport Lot 6 with the option to purchase Airport Lot 5 within one year of closing as presented.**

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

**ACTION ITEM #8: The Committee recommends approval to put out a Request for Bids to have Airport Lots 1-6 which are owned by Alpena County surveyed and paid out of line item #101-200-801.000 Professional Services as presented.**

INFORMATION ITEM: Beaver Lake Park Manager Earl Martin presented the Community Foundation of Northeast Michigan new Grant Application for Beaver Lake Park for approval. They are asking for the cap amount of \$5,000 with no County match.

Moved by Commissioner Peterson and supported by Commissioner Osmer to approve the below action item as presented. Motion carried.

**ACTION ITEM #9: The Committee recommends approval of the Community Foundation of Northeast Michigan Grant Application for Beaver Lake Park for Day Park Enhancement and Accessibility in the amount of \$5,000 with no County match and authorize the Alpena County Board Chair to sign all pertaining documents as presented. This has been sent for Grant Review Committee approval. This has been approved by the Alpena County Parks & Recreation Commission.**

INFORMATION ITEM: Beaver Lake Park Manager Earl Martin presented the Ossineke Township new Grant Application Agreement for Beaver Lake Park for approval reporting they would offer \$10,000 this year and another \$10,000 next year for the second half if needed with no match from the County.

Moved by Commissioner LaHaie and supported by Commissioner Fournier to approve the below action item as presented. Motion carried.

**ACTION ITEM #10: The Committee recommends approval of the Ossineke Township Grant Application Agreement for Beaver Lake Park for Day Use Enhancement and Accessibility project in the amount of \$10,000 with no County match and authorize the Chairman of the Board of Commissioners to sign all pertaining documents. This has been sent for Grant Review Committee approval.**

**COMMISSIONERS OFFICE – BUDGET ADJUSTMENTS** – Finance Chair Francisco presented the following Budget Adjustments for approval.

### **BUDGET ADJUSTMENTS**

1. Transfer of Funds Request – Health Department Building

**ACTION ITEM #1: The Committee recommends approval to increase the 2024 District Health Building Fund 246 budgeted line item #246-265-975.001 Flooring Replacement & Painting by \$13,360.00 to pay the final bill to Young's Flooring of \$13,359.01 as presented. This was a budgeted and approved project completed in late 2023. No monies budgeted in 2024 to pay final bill.**

2. Expense Increase Request – Sheriff's Office

**ACTION ITEM #2: The Committee recommends approval to increase the 2024 GF Sheriff's**

**Office budgeted line item #101-301-969.015 ID School Violence Expenditures by \$3,608 to pay the last invoice to JJ’s Catering and Rental of \$4,000; the expense line item currently has \$392 available. Donations received to host a regional school violence training and are in the revenue line item #101-301-684.009 Donations-ID School Violence and the training occurred in January of 2024.**

Moved by Commissioner Konarzewski and supported by Commissioner LaHaie to recommend approving the Budget Adjustments as presented above. 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 LaHaie and supported by Commissioner Fournier to rise and report. 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 – February 27, 2024 (\*Minutes only)  
Budget Committee Workshop – February 27, 2024 (\*Minutes only)
  
- B) **Personnel Committee Meeting Minutes – March 5, 2024**

ACTION ITEM #PCM-1: The Committee recommends approval to continue the Assistant Airport Manager’s full-time position and pay for his wages out of line item 295-000-001 Cash-Airport Fund for FY2024 as presented. (Line item # was corrected to 295-595-704.000 per County Treasurer on the signed Board Action)

ACTION ITEM #PCM-2: The Committee recommends approval for the District Court to eliminate the Chief Probation Officer position and hire an additional Deputy Clerk at a rate of \$20.27 per hour and approve the following budget adjustment as presented:

- Decrease 101-286-702.004 Probation Officer by \$32,432.00
  
- Increase 101-286-702.002 Clerk Typist II by \$32,432.00

ACTION ITEM #PCM-3: The Committee recommends approval of the Letter of Agreement between the County of Alpena and the Fraternal Order of Police Labor Council to amend the normal working hours for 88<sup>th</sup> District Court’s full time and office clerical employees from 37.50 to 40 hours per workweek and to approve the following budget adjustments as presented:

- Decrease 101-286-702.004 Probation Officer by \$10,963.00
  
- Increase 101-286-702.001 Deputy II by \$2,353.00  
101-286-702.033 Court Recorder by \$2,504.00  
101-286-702.002 Clerk Typist II by \$6,156.00

**ACTION ITEM #PCM-4:** The Committee recommends approval for District Court to contract with Nicole Hatch (or someone approved by the Judge) to take on the case management duties of Drug Court being paid a contracted rate of \$250.00 per week and to approve the following budget adjustments as presented:

- Decrease 284.200.995.001 Opioid Settlement Fund by \$7,000.00
- Increase 101.299.699.284 Transfer in from 284 Opioid Settlements by \$7,000.00
  
- Decrease 101.299.699.284 Transfer in from 284 Opioid Settlements by \$7,000.00
- Increase 101.299.802.000 Contractual Services by \$7,000.00

**C) Animal Control Adhoc Committee Meeting Minutes – March 7, 2024**

**ACTION ITEM #ACACM-1:** The Committee recommends approval of an agreement between the City of Alpena and the County of Alpena when handling domestic animal (dogs and cats) incidents (pending legal review) as follows:

- a) Any domestic animal(s) that, based upon a Law Enforcement Officer assessment that is aggressive, vicious, alleged to be a danger to persons, property, or other animals, involved in a bite incident, or may be used as evidence in a criminal complaint will be turned over to the Alpena County Animal Control Shelter for impoundment IAW Article 7 of the Alpena County Animal Control Ordinance.
  
- b) Any domestic animal(s) that presents a friendly or docile disposition and/or is a stray picked up by a citizen or Law Enforcement Officer or is surrendered by the owner for further adoption will be taken to a local, licensed, protection shelter (i.e. Huron Humane Society or 2<sup>nd</sup> Chance Animal Shelter). Upon receiving the animal, the guidance contained in references 1b and 1c below will be followed for further disposition of the animal.

References in Effect:

- a) State of Michigan dog law of 1919, Section 287.261 thru 287.290
- b) Alpena County Animal Control Ordinance of Dec 11, 1985 to include all amendments through Dec 13, 2022.
- c) City of Alpena, Code of Ordinances, Chapter 10, Animals

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

**AMBULANCE MILLAGE BALLOT LANGUAGE**

Chairman Kozlowski presented the Ambulance Millage Ballot language for discussion and approval. It was noted that this millage is a renewal and that wording needs to be included.

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

**ACTION ITEM #11: Recommendation to approve the 2024 Ambulance Millage Renewal Ballot Language. This has had legal review and approval.**

AMBULANCE AND EMERGENCY SERVICES SYSTEM

MILLAGE RENEWAL PROPOSITION

Shall the Alpena County Board of Commissioners be authorized to levy a tax not to exceed 1.5 mills (\$1.50 per \$1,000.00 of state taxable value) on the taxable value of real and tangible personal property in the County. If authorized, such tax would be for a period of six (6) years, beginning with the levy made on December 1, 2024 for the purpose of funding ambulance and emergency services countywide. (Such tax would generate \$1,668,814 in the first year). The authority for this request is in Section 6, Article IX of the Michigan Constitution.

**PUBLIC COMMENT**

None.

**CLOSED SESSION**

Board went into closed session at 10:13 a.m. and opened session at 10:43 a.m. Roll call was taken: Commissioners LaHaie, Osmer, Lalonde, Peterson, Fournier, Francisco, Konarzewski, and Kozlowski present.

**AIRPORT LEASE AGREEMENT**

Moved by Commissioner Fournier and supported by Commissioner Osmer to approve a letter to be drafted regarding an Airport Lease Agreement. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Peterson, Fournier, Konarzewski, Francisco, and Kozlowski. NAYS: None. Motion carried.

**ADJOURNMENT**

Moved by Commissioner Osmer and supported by Commissioner Lalonde to adjourn the meeting. Motion carried. The meeting was adjourned at 10:45 a.m.

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John Kozlowski, Board Chairman

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Keri Bertrand, County Clerk

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