

**OFFICIAL PROCEEDINGS  
OF THE  
ALPENA COUNTY BOARD OF COMMISSIONERS  
Full Board Meeting Minutes  
Wednesday, December 17, 2025 – 1:00 p.m.  
Howard Male Conference Room/Zoom Room**

**CALL TO ORDER**

The Alpena County Board of Commissioners met, and the meeting was called to order by Chairman John Kozlowski in the County Annex Building, Howard Male Conference Room, Alpena, Michigan and via Zoom on Wednesday, December 17, 2025, at 1:00 p.m.

**PLEDGE OF ALLEGIANCE**

Chairman Kozlowski called for the Pledge of Allegiance to the Flag of the United States of America.

**PRAYER**

Prayer was offered by Major Prezma Morrison with the Salvation Army Church.

**ROLL CALL**

Roll was called with the following Commissioners present: Bill LaHaie, District #1; Dan Ludlow, District #2; Lucille Bray, District #3; Bill Peterson, District #4; Brenda Fournier, District #5; Todd Britton, District #6; and John Kozlowski, District #8. Commissioner Travis Konarzewski, District #7, excused.

**AGENDA**

Moved by Commissioner Peterson and supported by Commissioner Fournier to adopt the agenda with the additions of 1) FEMA Reimbursement Memo; 2) Warming Shelter and Finding My Way Home and removal of 1) Line Item Adjustment Transfers Policy. Motion carried. The motion was amended by Commissioner Peterson and supported by Commissioner Fournier to also add discussion on Animal Control. Motion carried.

**PUBLIC COMMENT**

None.

**BILLS TO PAY**

Chairman Kozlowski presented the bills to be paid.

	SUBMITTED:	APPROVED:
General Fund & Other Funds	\$44,063.71	\$44,063.71

Moved by Commissioner Britton and supported by Commissioner LaHaie to pay all bills as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Ludlow, Bray, Peterson, Fournier, Britton, and Kozlowski. NAYS: None. Commissioner Konarzewski, excused. Motion carried.

### **CONSENT CALENDAR**

Chairman Kozlowski presented the Consent Calendar with minutes for approval.

A) **Finance Ways & Means Committee Meeting Minutes** – December 9, 2025

B) **Courts & Public Safety Committee Meeting Minutes** – December 15, 2025

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

### **REPORTS OF SPECIAL OR AD HOC COMMITTEES**

**Facilities, Capital & Strategic Planning Committee Update:** Meeting was cancelled.

**Courts & Public Safety Committee Update** – Chair Bray reported the committee discussed security at the courthouse and moving forward with a feasibility study. There will be updates at the next meeting.

**Personnel Committee Update** – No update.

### **COMMISSIONER REPORTS OF OTHER BOARDS & COMMISSIONS**

District #1: Commissioner Bill LaHaie gave an update on the following boards/commissions he represents:

**Health Board** – The board met yesterday in Atlanta, and they now have hired a new director. A new sanitarian will also be hired, and they reviewed reports from the health director, medical director, nurses and doctor. Many parents are not vaccinating their children and they will need to get a waiver if they are not being vaccinated to go to school.

**Planning Commission** – No update.

District #2: Commissioner Dan Ludlow gave an update on the following boards/commissions he represents:

**NEMCOG** – NEMCOG went to quarterly meetings, and the next one will be in January.

**Thunder Bay Marine Sanctuary** – Closed due to the government shutdown.

District #3: Commissioner Lucille Bray gave an update on the following boards/commissions she represents:



**Thunder Bay Transportation** – The board did not meet in December. The next meeting will be in January.

District #4: Commissioner Bill Peterson gave an update on the following boards/commissions he represents:

**26<sup>th</sup> Judicial Court Mgt. Council** – The budget was set for next year and they are working on the proposed reimbursement to the county on their overages.

**Montmorency Oscoda Alpena (MOA) Landfill Authority** – MOA budgeted \$50,000 next year for reimbursement back to the county from the landfill. Commissioner Britton added they had a great presentation on their investment portfolio from Old Mission. There was also discussion on bid documents for the new cell.

**Target** – A new director was hired.

**Materials Management Planning** – The next meeting is tomorrow, and a survey has gone out to the five counties regarding recycling.

District #5: Commissioner Brenda Fournier gave an update on the following boards/commissions she represents:

**Parks & Recreation Commission** – No update.

District #7 Commissioner Travis Konarzewski was excused from today's meeting.

**Community Corrections Advisory Board** –

**Northern MI Counties Association** –

District #8 Commissioner John Kozlowski, excused.

**NE MI Consortium** – The House Appropriation bill will have a significant impact with an overall cut of \$645 million and approximately \$12.8 million affecting the NE MI Consortium.

**NMMA** – They are recycling glass. The cost of the new building was \$800,000 to \$900,000 over budget. They were able to make cuts and got it down to approximately \$346,000 short.

### **BOARD OF CANVASSER APPOINTMENTS**

County Clerk Keri Bertrand presented the two names that were submitted to her for the Board of Canvassers appointments.

Moved by Commissioner Bray and supported by Commissioner Peterson to approve the appointments of Ingrid Stepanski and Gloria Gregory to the Alpena County Board of Canvassers as presented. Motion carried.



**ACTION ITEM #1: Recommendation to approve Ingrid Stepanski (D) and Gloria Gregory (R) to the Alpena County Board of Canvassers each for a four (4) year term beginning November 1, 2025, and ending October 31, 2029, as presented.**

### **FEMA REIMBURSEMENT**

Administrator Osmer presented a memo on behalf of Central Dispatch Director Kim Elkie as the former Emergency Manager, requesting approval to submit the final documentation to FEMA for reimbursement of expenditures. We are anticipating a return of \$63,636.05. The only difference from what is requested in the memo would be for the reimbursement to go into the line item created by the Treasurer 101-200-502.001 FEMA Reimbursement and not be disbursed in various funds.

Moved by Commissioner Fournier and supported by Commissioner Peterson to approve submitting the final documentation to FEMA and distributing the funds into the FEMA line item as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Ludlow, Bray, Peterson, Fournier, Britton, and Kozlowski. NAYS: None. Commissioner Konarzewski, excused. Motion carried.

**ACTION ITEM #2: Recommendation to approve submitting the final documentation to FEMA for reimbursement of expenditures related to the 2025 Winter Ice Storm and to accept those reimbursed funds and put into line item 101-200-502.001 FEMA Reimbursement as presented.**

### **2026 BOARD POLICIES**

County Administrator Jesse Osmer presented the 2026 Board Policies for review and approval. Discussion was made page by page on any changes and updates. Notable changes are as follows:

- Page 19 was changed to allow the Treasurer to make any adjustments dealing with payroll within that same budget by either the County Clerk or County Administrator signing off on the adjustment. Any adjustments moving from one budget to another will come before the board.
- Chairmanship will be held every two years, and vice chairmanships will be held annually.
- The board agreed to release the agendas to the public two business days before meetings.
- A Contracts & Grants Committee will be added.
- DHD4 meetings that are held in Alpena should only have \$30 per diem not \$60.
- Meals will be reimbursed for up to \$25 per meal, not more than two per day.

Moved by Commissioner Peterson and supported by Commissioner Britton to approve the 2026 Board Policies with all corrections and amendments as presented. Motion carried.

**ACTION ITEM #3: Recommendation to approve the 2026 Board Policies with all discussed corrections and amendments as presented.**

### **COMMITTEE/COMMISSION MEETINGS & CHAIRMANSHIPS POLICY**

Administrator Osmer presented a policy regarding committee/commission meetings and chairmanships for review and approval. Last year, some committees held meetings prior to the



organizational meeting, and some appointments were changed out after the organizational meeting and the question was whether or not the business they conducted was valid. This policy is to make sure order is being conducted and there is clarification as to what is allowed and not allowed.

Moved by Commissioner Fournier and supported by Commissioner Britton to approve the Committee/Commission Meetings & Chairmanship Policy as presented. Motion carried.

**ACTION ITEM #4: Recommendation to approve the Committee/Commission Meetings & Chairmanships Policy as presented.**

### **PARKS ORDINANCE**

Administrator Osmer presented an updated draft Parks Ordinance that was approved by the Parks Ordinance Ad Hoc Committee.

Moved by Commissioner Bray and supported by Commissioner Fournier to approve the updated Parks Ordinance as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Ludlow, Bray, Peterson, Fournier, Britton, and Kozlowski. NAYS: None. Commissioner Konarzewski, excused. Motion carried.

**ACTION ITEM #5: Recommendation to approve the updated Parks Ordinance as presented.**

### **NMMA REQUEST FOR CLEAN UP & ELECTRONICS DAY**

Administrator Osmer presented a letter from NMMA Executive Director Bailey Barr requesting a financial allocation of \$7,500 for the 2026 Clean Up and Electronics Day but would be thankful for any contribution. In 2025 \$5,000 was provided and \$5,000 was budgeted for 2026. Commissioner Fournier would like a financial update on the allocated funds.

Moved by Commissioner LaHaie and supported by Commissioner Ludlow to approve a financial allocation of \$5,000 to NMMA for the 2026 Clean Up and Electronics Day as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Ludlow, Bray, Peterson, Fournier, Britton, and Kozlowski. NAYS: None. Commissioner Konarzewski, excused. Motion carried.

**ACTION ITEM #6: Recommendation to approve a financial allocation in the amount of \$5,000 to the Northeast Michigan Materials Management Authority (NMMA) for the 2026 Clean Up and Electronics Day as presented.**

### **EMERGENCY WARMING SHELTER**

Administrator Osmer reported the board was generous enough right before Thanksgiving to participate in a poll vote which passed to allocate \$15,000 to the Center for Charity for use of the merchant's building through the month of December for a warming shelter. Unfortunately, that plan fell through and in the meantime the board action was reversed. Since then, St. Vincent de Paul offered to step up and act as the corporate entity to oversee and run the shelter. St. Vincent questioned if the board would allow use



of the building through March 31<sup>st</sup> with discussion of approving \$15,000 to be released immediately and another \$15,000 to be released in January 2026. Costs will be provided by the county, and the city has allocated funding as well. Other entities will be outreached, and they are looking to open the shelter on Monday, December 22<sup>nd</sup>.

Moved by Commission Bray and supported by Commissioner Peterson to recommend approval of the one-time allocation in the amount of \$15,000 to St. Vincent de Paul as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Ludlow, Bray, Peterson, Fournier, Britton, and Kozlowski. NAYS: None. Commissioner Konarzewski, excused. Motion carried.

**ACTION ITEM #7: Recommendation to approve a one-time payment allocation to St. Vincent de Paul in the amount of \$15,000 for the warming shelter at the Fairgrounds Merchant's Building and authorize the County Administrator to create, execute, and sign all pertaining agreements and documentation as presented. Use of the Merchant's Building for the warming shelter will extend through March 31, 2026. Utilities used will be invoiced to St. Vincent for the duration of the agreement. The budget transfers are as follows:**

- \$13,000 from 101-941-955.000 Contingency Fund to 101-200-801.008 Contractual Services
- \$2,000 from 101-101-801.000 Professional Services to 101-200-801.008 Contractual Services

Administrator Osmer reported the agreement will only service people from the immediate area and the question was posed as to what happens when someone comes in from outside of the area. The Finding Your Way Home Program begins on January 1<sup>st</sup>, and discussion was made to release an additional \$1,000 to be used immediately to help people relocate rather than turning them back out into the streets.

Moved by Commissioner Peterson and supported by Commissioner Bray to approve an allocation of \$1,000 from line item 101-101-725.000 Committee Meetings to 101-301-860.001 Finding Your Way Home Program as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Ludlow, Bray, Peterson, Fournier, Britton, and Kozlowski. NAYS: None. Commissioner Konarzewski, excused. Motion carried.

**ACTION ITEM #8: Recommendation to approve an immediate allocation of \$1,000 from line item 101-101-725.000 Committee Meetings to 101-301-860.001 Finding Your Way Home Program to be used now through the end of the year to assist individuals that are not from the immediate area that come to the warming shelter relocated as presented.**

### **ANIMAL CONTROL**

Sheriff Erik Smith reported that the Shelter Manager has left employment, and three of the four Shelter Techs have resigned and will be leaving within the next couple of weeks. The employee that is staying has only been working for a short period of time and has worked at another shelter. Administrator Osmer, Chairman Kozlowski, Undersheriff Cash Kroll, and Sheriff Smith were very impressed with her professionalism and care for animals. Sheriff Smith is requesting approval to look for a replacement Animal Control Officer and to hire the remaining Shelter Tech as a part-time Shelter Manager.



Moved by Commissioner Fournier and supported by Commissioner Britton to approve Amanda Rodriguez as the part time Animal Control Shelter Manager and authorize the Sheriff to begin finding a replacement Animal Control Officer as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Ludlow, Bray, Peterson, Fournier, Britton, and Kozlowski. NAYS: None. Commissioner Konarzewski, excused. Motion carried.

**ACTION ITEM #9: Recommendation to approve Amanada Rodriguez as the part time Animal Control Shelter Manager and authorize the Sheriff to begin finding a replacement Animal Control Officer as presented.**

### PUBLIC COMMENT

None.

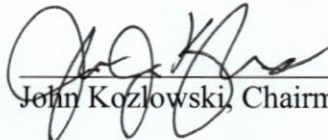
### CHAIRMAN KOZLOWSKI

Chairman Kozlowski thanked the board and all county staff for all contributions no matter how big or small. The board appreciates everything that has happened this year with all employees and highlighted several achievements:

- Successfully took over management of the plaza pool.
- Provided county residents with a warming shelter and meals for 7 days during the ice storm.
- Provided brush drop off at the airport for the summer months for county residents.
- Approved a new tower at the Sheriff's Office bringing in an additional \$150,000 in revenue.
- Purchase new radios for the Sheriff's Office.
- Sheriff's IGNITE program and inmate garden.
- Complete the 10-year Airport Joint Use Agreement with the NGB.
- Sheriff was able to acquire 11 generators for use by governmental agencies.
- Received funding from FEMA.
- Approved construction of the 10-unit T-hangars for \$2.3 million at the airport.
- Successfully completed our second balanced budget.
- Approved the emergency warming shelter for individuals within our community.

### ADJOURNMENT

Moved by Commissioner LaHaie and supported by Commissioner Bray to adjourn the meeting. Motion carried. The meeting was adjourned at 2:17 p.m.

  
John Kozlowski, Chairman of the Board

  
Keri Bertrand, County Clerk