

FINANCE WAYS & MEANS COMMITTEE  
MEETING MINUTES  
Tuesday, October 10, 2023 – 9:30 a.m.  
Howard Male Conference Room/Zoom Room

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

Others Present: Mary Catherine Hannah, County Administrator  
Kim MacArthur, County Board Assistant  
Kim Schultz, Chief Deputy County Clerk  
Kim Ludlow, County Treasurer  
Steve Mousseau, IT Director  
Janelle Mott, Juvenile Officer  
Nicki Janish, Home Improvement Director  
Cynthia Muszynski, Prosecutor  
Steve Schulwitz, The Alpena News  
Cindy Cebula, Chief Deputy Treasurer (zoom)  
Christie Willaims, Deputy Clerk (zoom)  
Gerald Fournier, Drain Commissioner  
Steve Smigelski, Airport Manager  
Wes Wilder, County Maintenance Superintendent (zoom)  
Lynn Bunting, County Board Assistant (zoom)  
Phil Heimerl, True North Radio (zoom)  
Ted Somers, Equalization Director (phone)  
Michelle McGirr, Deputy Clerk (zoom)  
Catherine Murphy, Register of Deeds (zoom)  
Kim Elkie, 911-Emergency Management Director (zoom)  
Amanda Repke, Deputy Treasurer (zoom)

**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.

**PLEDGE OF ALLEGIANCE TO THE UNITED STATES OF AMERICA**

**PUBLIC HEARING FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
PROGRAM INCOME FUNDING FOR EMERGENCY REPAIR:**

A Public Hearing was held in the Howard Male Conference Room and via Zoom Conference Call in the County Annex Building, 719 W. Chisholm Street, 3<sup>rd</sup> Floor, Alpena, MI, on Tuesday, October 10, 2023 at 9:30 a.m.

**PUBLIC HEARING OPEN FOR PUBLIC COMMENT:** Vice Chairman Burt Francisco opened the Public Hearing for Public Comment for the proposed Community Development Block Grant (CDBG) Program Income Funding for Emergency Repair at 9:30 a.m. No comments made.

**PUBLIC HEARING CLOSED FOR PUBLIC COMMENT:** The Public Hearing closed for public comment at 9:32 a.m. Motion made by Commissioner LaHaie and supported by Commissioner Fournier to close public comment. Motion carried.

**ADOPT AGENDA**

Moved by Commissioner Fournier and supported by Commissioner Lalonde to approve the agenda with the following addition: 1) Chief Financial Officer Letter for MOA. Motion carried.

**BILLS TO PAY**

Chief Deputy County Clerk Kim Schultz presented the bills to pay.

	SUBMITTED:	APPROVED:
General Funds & Other Funds	\$ 104,608.82	\$ 104,608.82

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

**BUDGET ADJUSTMENTS**

County Administrator Mary Catherine Hannah presented the budget adjustments for approval.

1. Budget Transfer and Amendment Requests for Home Improvement –

**ACTION ITEM #1:** The Committee recommends approval to transfer \$59,375.00 from the Home Improvement Fund Housing Commission line item #276-703-995.002 (Trans to GF-Reimb Grant Advance) and put into the General Fund Appropriations/Other Co Funds line item #101-969-699.276 (Trans from 276 Reimb Grant Adv) with the full amount of \$59,375.00 being returned to the General Fund prior to December 31, 2023.

**ACTION ITEM #2:** The Committee recommends approval to transfer \$24,183.11 from the Home Improvement Fund Housing Commission line item #276-703-995.001 (Trans to GF-Admin Rev) and put into the General Fund Housing line item #101-690-699.001 (Trans from 276 Admin Dollars) with the majority of the administrative money occurring in the final quarter of 2023.

**ACTION ITEM #3:** The Committee recommends approval to increase the 2023 budgeted Home Improvement Fund Housing Commission line item #276-703-969.001 (Prog Inc Expended) by \$40,000 with grant monies needing to be spent in 2023 to allow Program Income Emergency Repair money to continue to be spent in the 4<sup>th</sup> quarter of 2023.

**ACTION ITEM #4:** The Committee recommends approval to increase the following 2023 budgeted administrative line items in order to continue spending grant monies during the remainder of 2023:

- General Fund Housing line item #101-690-805.000 (Register of Deeds) by \$180.00
- General Fund Housing line item #101-690-825.000 (Building Inspector Services) by \$2,000.00
- General Fund Housing line item #101-690-903.001 (Advertising) by \$150.00

The budgeted revenues for 2023 exceed the budgeted expenditures by \$5,530.00.



2. Budget Adjustment Request – Prosecutor’s Office –

**ACTION ITEM #5: The Committee recommends approval for the deduction of \$30,049.96 from line item #101-296-703.003 (which currently has \$44,663.00) and adding that same amount (\$30,049.96) to the Equipment Replacement Fund (402) to be used specifically for the proposed new/replacement recording equipment (402-234-980.112) for District & Probate Court.**

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

**INFORMATION ITEM:** Airport Manager Steve Smigelski presented the request for payment of the Primary Services Invoice #1102-36 for approval.

Moved by Commissioner Kozlowski and supported by Commissioner Osmer to recommend payment of the Primary Service Invoice #1102-36 as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Peterson, Fournier, Kozlowski, and Francisco. NAYS: None. Motion carried. Commissioner Konarzewski, excused.

**ACTION ITEM #3: The Committee recommends approval of Primary Services Invoice #1102-36 in the amount of \$59.95 to be paid from the PFC Charges Reserve line item #295-000-383.000 and expense from Airport Fund Consulting Services line item #295-595-805.000 as presented.**

**INFORMATION ITEM:** Airport Manager Steve Smigelski presented the request for approval of the quote from J. Rank Electric to repair the windsock light at the approach end of Runway 7 in the amount of \$7,639.27 and to increase the Airport Fund Runway Maintenance line item by \$7,639.27. The repair will be claimed on the 3<sup>rd</sup> quarter CARES Act Reimbursement request.

Moved by Commissioner Peterson and supported by Commissioner Fournier to recommend the quote from J. Rank Electric and to increase the Airport Fund Runway Maintenance line 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 #4: The Committee recommends approval of the quote from J. Rank Electric in the amount of \$7,639.27 to repair the windsock light at the approach end of Runway 7 and to increase Airport Fund Runway Maintenance line item #295-595-933.002 by \$7,639.27 as presented. The repair will be claimed on the 3<sup>rd</sup> Quarter CARES Act Reimbursement request.**

**INFORMATION ITEM:** Juvenile Officer Janelle Mott presented the FY2024 Child Care Fund Budget for approval in the amount of \$1,083,925.

Moved by Commissioner Fournier and supported by Commissioner Konarzewski to recommend approval of the FY2024 Child Care Fund Budget 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 of the FY2024 Child Care Fund Budget for Alpena County in the amount of \$1,083,925 for the Juvenile Division as presented.**

**INFORMATION ITEM:** Equalization Director Ted Somers presented the 2023 Apportionment Report and Resolution for approval.

**ALPENA COUNTY BOARD OF COMMISSIONERS  
RESOLUTION APPROVING THE 2023 APPORTIONMENT REPORT  
PURSANT TO MICHIGAN COMPILED LAW 211.37**

WHEREAS, Michigan Compiled Law 211.36 requires each township clerk to submit to the County Clerk on or before September 30 each year a statement which sets forth the amount of money to be raised in the Township by Taxation;

WHEREAS, Michigan Compiled Law 211.37 requires the County Board of Commissioners to hold an apportionment session and approve an Apportionment Report in October of each year;

WHEREAS, at the annual apportionment session, the County Board of Commissioners must examine documents and records submitted to the Board that show the amount of money to be raised by ad valorem levies in each Township for schools, highway, drains, township operations, and all other purposes as authorized by law and required the correction of any defects or omissions with regard to those levies; and

WHEREAS, the action of the County Board of Commissioners concerning the spread of these levies is final, except in situations where a change is made to the equalization of the County through an equalization appeal to the Michigan Tax Tribunal or a Levy passed at the November elections; and

WHEREAS, the action of the County Board of Commissioners for 2023 will be the official authorization for 16 taxing authorities within the County to levy property taxes for 2023, and

WHEREAS, the Alpena County Equalization Department has prepared an Apportionment Report for consideration by the County Board of Commissioners; and

WHEREAS, the proposed Apportionment Report, if approved, will provide final authorization for the levy of property taxes upon which taxing authorities depend to provide educational, health, economic development, public safety, and other services which are important to the well-being of the county's economy and Alpena County Residents; and

NOW, THEREFORE, BE IT RESOLVED that the attached 2023 Apportionment Report showing the millage levies apportioned to various taxing authorities in Alpena County for the year 2023 is hereby approved in accordance with Michigan Compiled Law 211.37; and

BE IT FURTHER RESOLVED that the Alpena Board of Commissioners, under the authority of Michigan Compiled Law 211.37, directs that the millage rates specified in the attached 2023 Apportionment Report for Township, school, highway, drain, and all other purposes as authorized by law shall be spread against the taxable value of properties on the proper assessment rolls of the Townships and Cities in the County.

Moved by Commissioner Kozlowski and supported by Commissioner Lalonde to recommend approval of the 2023 Apportionment Report and to adopt Resolution #23-21 as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Peterson, Fournier, Konarzewski, Kozlowski, and Francisco. NAYS: None. Motion carried.

**COUNTY TREASURER**

Treasurer Kim Ludlow presented the monthly report for September 2023. Moved by Commissioner Osmer and supported by Commissioner Fournier to approve receiving and filing of the monthly Treasurer's Report for September 2023 as presented. Motion carried.

**INFORMATION ITEM:** Treasurer Ludlow presented the 3<sup>rd</sup> Quarter Budget Adjustments for approval. Moved by Commissioner Peterson and supported by Commissioner LaHaie to recommend approval of the 3<sup>rd</sup> Quarter Budget Adjustments 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 of the 3<sup>rd</sup> Quarter Budget Adjustments as presented.**



**COUNTY ADMINISTRATOR**

County Administrator Mary Catherine Hannah presented the 2022 Cost Allocation Plan for approval. Moved by Commissioner Kozlowski and supported by Commissioner LaHaie to recommend approval of the 2022 Cost Allocation Plan as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Peterson, Fournier, Konarzewski, Kozlowski, and Francisco. NAYS: None. Motion carried.

**ACTION ITEM #9: The Committee recommends approval of the final 2022 Cost Allocation Plan as presented and authorize the Board Chairman and/or County Administrator to sign all pertaining documents as presented.**

**INFORMATION ITEM:** Chair Francisco presented the Marihuana Operation and Oversight Grant Financial Status Report for review.

**MOTION TO RISE & REPORT**

Moved by Commissioner Fournier and supported by Commissioner Konarzewski to rise and report. Motion carried. The committee meeting closed at 9:51 a.m.

**FINANCE WAYS & MEANS RECOMMENDATIONS**

Board Chairman Bill Peterson presented the Action Items from the Finance Ways & Means Committee for board approval. Moved by Commissioner Francisco 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, Francisco, Konarzewski, Kozlowski, and Peterson. NAYS: None. Motion carried.

**CONSENT CALENDAR**

Board Chairman Bill Peterson presented the Consent Calendar for approval.

- A) **Approval of the Official Proceedings of the Alpena County Board of Commissioners Regular Session – September 26, 2023 (\*Minutes only)**
- B) **Joint Planning Commission Meeting Minutes – August 24, 2023 (\*Minutes only)**
- C) **Central Dispatch Committee Meeting Minutes – September 12, 2023**
- D) **Personnel Committee Meeting – October 4, 2023**  
*\*minutes not approved on consent calendar*

**ACTION ITEM PCM#1:** The Committee recommends to approve the renewal of the current health insurance as presented.

**ACTION ITEM PCM#2:** The Committee recommends approval to tier the HSA County match as follows: \$1,000 for single; \$1,500 for double; and \$2,000 for family coverage as presented.

Commissioner Kozlowski made note of two corrections for the Joint Planning Commission Meeting Minutes from August 24, 2023. It is listed that Commissioner Kozlowski was not present at the meeting, but he did attend and on page 2 the spelling of Ryan Fairchild was incorrect. These changes will be corrected in the minutes.

Moved by Commissioner Osmer and supported by Commissioner Lalonde to approve the Consent Calendar which includes actions as listed above and filing of all reports as presented. Motion carried.

### **PERSONNEL COMMITTEE MEETING MINUTES**

Personnel Committee Chair Osmer pulled the Personnel Committee Meeting Minutes from the consent calendar to address questions the Commissioners may have regarding the evaluation for the County Administrator. During the evaluation process there was discussion made on future evaluations ensuring consistency on formatting so that it does not change every year. Commissioner Osmer asked that after reviewing the evaluation to please share any ideas for preparation of next year's evaluation and to meet with the County Administrator and go over their evaluations with her. Moved by Commissioner Francisco and supported by Commissioner Osmer to approve the Personnel Committee Meeting Minutes as presented. Motion carried.

### **RESOLUTION #23-22 MICHIGAN LIBRARY APPRECIATION MONTH**

Commissioner Francisco presented Resolution #23-22 commemorating Michigan Library Appreciation Month for October 2023 for approval.

#### **Michigan Library Appreciation Month October 2023**

Proclamation

Whereas, the Michigan Library Association (MLA) annually designates the month of October as a statewide observance to celebrate the contributions of Michigan's public, school, academic, tribal, cooperative and special libraries;

WHEREAS, Michigan's libraries are essential institutions that serve as cornerstones of knowledge, learning, and community engagement; and

WHEREAS, libraries play a vital role in fostering education, lifelong learning, and literacy for people of all ages, backgrounds, and abilities; and

WHEREAS, libraries provide a welcoming and inclusive environment that encourages exploration, discovery, and personal growth; and

WHEREAS, libraries-offering access to a diverse array of resources including books, digital media, educational programs, and technology; and

WHEREAS, libraries play a significant role in promoting the right to read and the right to access information, enabling individuals to make informed decisions and engage in open discourse; and

WHEREAS, libraries provide essential services to underserved communities, bridging the digital divide and offering critical support for job seekers, students, and individuals seeking to improve their lives; and

Whereas, hundreds of libraries and millions of library supporters across Michigan are celebrating Michigan Library Appreciation Month this October;

Now, therefore, I, Gretchen Whitmer, Governor of Michigan, do hereby proclaim October 2023 as Michigan Library Appreciation Month. During this time, I encourage all residents, community organizations, and public officials to join in celebrating the libraries in our state, their dedicated staff, and the countless ways in which libraries enrich our lives and contribute to the betterment of society.



Moved by Commissioner Lalonde and supported by Commissioner LaHaie to approve Resolution #23-22 Michigan Library Appreciation Month October 2023 as presented. Motion carried.

**CHIEF FINANCIAL OFFICER LETTER – MOA**

Chair Peterson presented the Montmorency-Oscoda-Alpena Landfill Authority CFO Letter for review and approval. Moved by Commissioner LaHaie and supported by Commissioner Fournier to recommend approval of the CFO Letter as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Fournier, Francisco, Konarzewski, Kozlowski, and Peterson. NAYS: None. Motion carried.

**ACTION ITEM #13: Recommendation to approve the Montmorency, Oscoda, Alpena Landfill Chief Financial Officer Letter and all pertaining documents and authorize the Chairman of the Board to sign all pertaining documents as presented.**

**CLOSED SESSION**

Moved by Commissioner Francisco and supported by Commissioner Osmer to go into Closed Session for Litigation Updates. Motion carried. Closed session at 10:00 a.m. and reopened session at 10:09 a.m. All Commissioners present.

**PUBLIC COMMENT**

None.

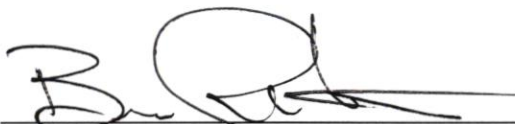
Commissioner Konarzewski inquired about the upcoming budget meetings and Administrator Hannah discussed the process of those meetings.

Chair Peterson reported that the Alpena Land Bank Authority met yesterday and will be applying for the CHILL Program Grant in the amount of \$6,145,000 for housing development in Alpena County.

**\*Next Finance Ways & Means Committee Meeting: Tuesday, November 21, 2023 at 9:30 a.m. in the Howard Male Conference Room/Zoom Room**

**ADJOURNMENT**

Moved by Commissioner LaHaie and supported by Commissioner Lalonde to adjourn the meeting. Motion carried. The meeting adjourned at 10:17 a.m.



Bill Peterson, Board Chairman



Kim Schultz, Chief Deputy County Clerk

kvm