

**DRAFT OFFICIAL PROCEEDINGS  
OF THE  
ALPENA COUNTY BOARD OF COMMISSIONERS  
Organizational Board Meeting Minutes  
January 3, 2024 - 1:00 p.m.  
Howard Male Conference Room**

The Alpena County Board of Commissioners met in an organizational session in the Howard Male Conference Room on January 3, 2024 at 1:00 p.m. The meeting was called to order by County Clerk Keri Bertrand who called for the Pledge of Allegiance to the Flag of the United States of America.

**ROLL CALL**

Roll was called with the following Commissioners present: William LaHaie, District #1; Jesse Osmer, District #2; Robin Lalonde, District #3; Bill Peterson, District #4; Brenda Fournier, District #5; Burton Francisco, District #6; Travis Konarzewski, District #7 and John Kozlowski, District #8.

**AGENDA**

Moved by Commissioner Lalonde and supported by Commissioner Fournier to adopt the agenda. Motion carried.

**PUBLIC COMMENT**

None.

**NOMINATIONS FOR CHAIRMAN OF THE BOARD FOR 2024**

Commissioner Brenda Fournier nominated Commissioner John Kozlowski for Chairman of the Board. Commissioner Bill Peterson nominated Commissioner Burt Francisco for Chairman of the Board. Moved by Commissioner Fournier and supported by Commissioner Lalonde to close the nomination. Motion carried.

County Clerk Keri Bertrand passed out ballot sheets and the Commissioners voted by secret ballot for Chairman. County Clerk Keri Bertrand counted the ballots in the public meeting with Commissioner Kozlowski receiving five votes. Moved by Commissioner Konarzewski and supported by Commissioner Osmer to destroy the ballots. Motion carried.

Commissioner John Kozlowski was declared Chairman for 2024 and assumed leadership of the meeting.

**NOMINATIONS FOR VICE-CHAIRMAN FOR 2024**

Commissioner Bill LaHaie nominated Commissioner Burt Francisco for Vice-Chairman of the Board. Moved by Commissioner Osmer and supported by Commissioner Konarzewski to close nominations and cast a unanimous ballot with support by Commissioner Konarzewski. Motion carried.

Commissioner Burt Francisco is elected Vice-Chairman of the Board for 2024.

**VARIOUS BOARD APPOINTMENTS & STANDING COMMITTEES FOR 2024**

Chairman Kozlowski requested more time to review the information for the Various Board Appointments and

Standing Committees for 2024 and will bring his recommendations back to the Finance, Ways & Means Committee meeting on January 9, 2024. The members of the 2023 Appointments and Committees will stand until then.

### **2024 RULES OF ORDER**

Chairman Kozlowski presented the 2024 Rules of Order for approval. Moved by Commissioner Peterson and supported by Commissioner Lalonde to adopt the Rules of Order for 2024 for the Board of Commissioners as presented. Motion carried.

**ACTION ITEM #3: Recommendation to adopt Rules of Order for the Board of Commissioners for 2024 as presented.**

### **2024 PER DIEM AND MILEAGE POLICY**

Chairman Kozlowski presented the 2024 Per Diem and Mileage Policy for approval. Moved by Commissioner Fournier and supported by Commissioner Osmer to adopt the 2024 Per Diem and Mileage Policy as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Peterson, Fournier, Francisco, Konarzewski, and Kozlowski. NAYS: None. Motion carried.

**ACTION ITEM #4: Recommendation to adopt the 2024 Per Diem and Mileage Policy as presented.**

### **2024 COUNTY DEPOSITORIES**

Chairman Kozlowski presented the 2024 County Depositories for approval. Moved by Commissioner Lalonde and supported by Commissioner Fournier to approve the 2024 County Depositories as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Peterson, Fournier, Francisco, Konarzewski, and Kozlowski. NAYS: None. Motion carried.

**ACTION ITEM #5: Recommendation that the County Depositories for 2024 be Huntington National Bank, PNC Financial Services Group, Nicolet National Bank, Flagstar Bank, PFM Asset Management LLC - GovMic, HPC Credit Union and Alpena Alcona Area Credit Union and that these depositories be authorized to accept depositories or withdrawals made by Treasurer Ludlow or her designated deputies in the case of Investments, certificates of deposit, or savings accounts, also to accept deposits and withdrawals on demand accounts (checking) by Treasurer Ludlow or her designated deputies and Clerk Bertrand or her designated deputies (two signatures required).**

### **RESOLUTION #24-01** **Act 20 of the Public Acts of 1943** **Treasurer**

**WHEREAS**, Act 20 of the Public Acts of 1943, as amended, provides that the "... legislative or governing body of a county, city, village, township, or special assessment district, or an agency, board, or commission of a county, by resolutions, may authorize its Treasurer or other Chief Fiscal Officer to invest surplus funds belonging to and under the control of the political subdivision, special assessment district, or agency, board, or commission of a county per the Investment Policy for the County of Alpena as required by Public Act 20, of 1943 as amended.

**WHEREAS**, it is the intent of the County of Alpena to maximize its return on balances from time to time available in the various funds of the County of Alpena; and,

**WHEREAS**, it has been the past practice of the County of Alpena to have its Treasurer make immediate investment of available balances;

**NOW, THEREFORE, BE IT RESOLVED**, that the Treasurer be authorized and is hereby directed to invest the balances from time to time available in the various funds of the County of Alpena in accordance with Act 20 of the Public Act of 1943, as amended; and,

**BE IT FURTHER RESOLVED**, that all such investments heretofore made are hereby ratified and validated.

Moved by Commissioner Osmer and supported by Commissioner Lalonde to adopt the above resolution. Motion carried.

### **AIRPORT SNOWBLOWER**

Chairman Kozlowski presented discussion on the County snowblower at the airport. Parts need to be purchased to fix the snowblower and Commissioner Konarzewski will speak with Airport Manager Steve Smigelski to get an update on what is needed to fix the snowblower.

### **2024 COUNTY FEE SCHEDULE**

Chairman Kozlowski presented the 2024 Proposed County Fee Schedule for approval. Moved by Commissioner Lalonde and supported by Commissioner Konarzewski to adopt the 2024 Fee Schedule as presented. Administrator Hannah reported there were a few updates but remains much the same as 2023. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Peterson, Fournier, Francisco, Konarzewski, and Kozlowski. NAYS: None. Motion carried.

**ACTION ITEM #7: Recommendation to approve the 2024 Alpena County Fee Schedule as set by the County Board as presented.**

### **COUNTY ADMINISTRATOR JOB POSTING REVIEW/RECOMMENDATION**

County Administrator Mary Catherine Hannah presented a Request for Proposal from Walsh Municipal Service for the County Administrator search. Another proposal from MML will be sent out to the Board to review once it has been received. Administrator Hannah recommends putting a deadline on submitting the proposals that provide recruiting services for the County so a decision on a search firm can be made by the end of the month. An Administrator could then potentially be hired at the end of February with a start date in March. Chairman Kozlowski reported he was contacted by another recruiting company and will forward the proposal once received. Discussion was made to put a deadline of January 15<sup>th</sup> on submitting proposals and to review the proposals at the January Personnel Committee meeting.

### **PUBLIC COMMENT**

Commissioner Osmer announced that he would like to be considered for the County Administrator position and asked that to be recused from any voting pertaining to the hiring of a County Administrator. Administrator Hannah reported the position will be posted locally and the search firm will also post through their networks. Motion was made by Commissioner Lalonde with support by Commissioner Fournier to recuse Commissioner Osmer from any voting pertaining to the hiring of a County Administrator. Motion carried.

### **ADJOURNMENT**

Moved by Commissioner Francisco and supported by Commissioner Peterson to adjourn. Motion carried.  
Meeting adjourned at 1:28 p.m.

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John Kozlowski, Chairman of the Board

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Keri Bertrand, County Clerk

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