

FINANCE WAYS & MEANS COMMITTEE  
MEETING MINUTES  
Tuesday, July 9, 2024 – 9:30 a.m.  
Howard Male Conference Room/Zoom Room

Commissioners Present: John Kozlowski, Board Chair  
Burt Francisco, Vice Chair/Finance Chair  
William LaHaie  
Dan Ludlow  
Robin Lalonde  
Bill Peterson  
Brenda Fournier  
Travis Konarzewski

Others Present: Keri Bertrand, County Clerk  
Kim Ludlow, County Treasurer  
Jesse Osmer, County Administrator  
Kim MacArthur, County Board Assistant  
Steve Smigelski, Airport Manager  
Logan Kemp, IT Director  
Ryan Brege, Alpena County Road Commission  
Julie Jackson, Victim Service Coordinator  
D/Lt. Stuart Sharp, HUNT

**CALL TO ORDER**

Finance Chairman Burt Francisco 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 LaHaie and supported by Commissioner Ludlow to approve the agenda with the following addition: 1) Library Discussion – The Way Ahead. Motion carried.

**PUBLIC COMMENT:** None.

**BILLS TO PAY**

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

	SUBMITTED:	APPROVED:
General Funds & Other Funds	\$ 33,887.45	\$ 33,887.45

Discussion was made on the invoice from Berger Chevrolet in the amount of \$3,415.14. Sheriff Erik Smith reported the invoice was delayed in getting to us and should have been paid back in 2022.

Discussion was made on the credit for Office 365 License Subscription in the amount of \$5,366.90. IT Director Logan Kemp reported the credit was due to changing the licensing.

Moved by Commissioner Peterson and supported by Commissioner Fournier to approve to pay the bills as submitted. Roll call vote was taken: AYES: Commissioners LaHaie, Ludlow, Lalonde, Peterson, Fournier, Konarzewski, Kozlowski, and Francisco. NAYS: None. Motion carried.

INFORMATION ITEM: Alpena County Road Commission Managing Director Ryan Brege presented an option to the Board of using the remaining ARPA money towards the Third Ave Extension Project which has been in the works since 2003. Ryan reported the Area Wide Comprehensive Transportation Plan identifies this project as a high priority to extend Third Ave down to Tamrack and pave Tamrack to M-32. To fund the project 50% or more of the funding must come from somewhere besides the Road Commission's sources. The estimated total cost of the project will be \$2 million.

Commissioner Fournier inquired how much the township was willing to put into the project. Ryan reported Township Supervisor Nathan Skibbe was unable to attend this meeting but does support the project. Usually, the township contributes approximately \$150,000 for special projects.

Commissioner Lalonde inquired if the school has been addressed and if the project could be done in stages. Ryan reported he has not spoken with the school recently, but in the past, they were not willing to spearhead any grants. Typically, projects are not done in stages due to mobilization costs which are generally 10% of the project.

Chair Francisco suggested the Commissioners attend a school board meeting and speak with the Superintendent and Board of Education for further information.

Chair Francisco thanked Ryan for attending the meeting and reported the Board will take this project under advisement.

INFORMATION ITEM: Victim Service Coordinator Julie Jackson presented the FY25 Crime Victim Rights (CVR) Grant Application for approval in the amount of \$77,079 with no County match. The grant pays salary and covers all victims' needs.

Moved by Commissioner Fournier and supported by Commissioner Lalonde to approve the FY25 Crime Victim Rights Grant Application as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Ludlow, Lalonde, Peterson, Fournier, Konarzewski, Kozlowski, and Francisco. NAYS: None. Motion carried.

**ACTION ITEM #2: The Committee recommends approval of the FY25 Crime Victims' Rights (CVR) Grant Application for the Prosecutor's Office in the amount of \$77,079 with no County match and authorize the Chairman of the Board and/or the County Administrator to sign all pertaining documents.**

INFORMATION ITEM: D/Lt. Stuart Sharp with the Huron Undercover Narcotics Team (HUNT) presented the 2025 Byrne Jag Grant Application for approval in the amount of approximately \$85,000 with no County match. Due to medical leave in the office D/Lt. Sharp did not have the exact amount of the grant at this time.

Moved by Commissioner Peterson and supported by Commissioner Fournier to approve the HUNT 2025 Byrnes Jag Grant Application as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Ludlow, Lalonde, Peterson, Fournier, Konarzewski, Kozlowski, and Francisco. NAYS: None. Motion carried.

**ACTION ITEM #3: The Committee recommends approval of the HUNT Grant Application in the amount of approximately \$85,000 with no County match and authorize the Chairman of the Board and/or County Administrator to sign all pertaining documents as presented. The deadline to submit the grant is July 23, 2024. D/Lt. Sharp will provide grant documentation for signature.**

#### **AIRPORT MANAGER**

Airport Manager Steve Smigelski presented the following items:

- 1) FAA Invoice Payment Memo and RS&H Invoice Payment Memo – Discussion was made to move the memos to the Airport Committee meeting on Thursday pending further information and documentation.
- 2) Budget Adjustment Overtime Wages – Steve is requesting a budget adjustment in the amount of \$1,500 be transferred from the 100LL Purchase 295-595-729.001 into 295-595-708.000 Overtime Wages due to Mr. Higgins putting in overtime because of his aircraft refueling duties. This will catch up his overtime to date.

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

**ACTION ITEM #4: The Committee recommends approval to transfer \$1,500 from 100LL Purchase 295-595-729.001 into 295-595-708.000 Overtime Wages and pay Edward (Mick) Higgins the overtime due for aircraft refueling duties as presented.**

**COUNTY TREASURER MONTHLY REPORTS**

INFORMATION ITEM: Treasurer Kim Ludlow presented the monthly report for June 2024.

Moved by Commissioner Peterson and supported by Commissioner Kozlowski to approve receiving and filing of the monthly Treasurer’s Report for June 2024 as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Ludlow, Lalonde, Peterson, Fournier, Konarzewski, Kozlowski, and Francisco. NAYS: None. Motion carried.

INFORMATION ITEM: Treasurer Ludlow presented the Second Quarter Budget Adjustments for 2024 for approval.

Moved by Commissioner Lalonde and supported by Commissioner Fournier to approve the Second Quarter Budget Adjustments for 2024 as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Ludlow, Lalonde, Peterson, Fournier, Konarzewski, Kozlowski, and Francisco. NAYS: None. Motion carried.

**ACTION ITEM #5: The Committee recommends approval of the Second Quarter Budget Adjustments for 2024 as presented.**

**MOTION TO RISE & REPORT**

Moved by Commissioner Lalonde and supported by Commissioner Ludlow to rise and report. Motion carried.

**CONSENT CALENDAR**

Board Chairman John 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 – June 25, 2024 (\*Minutes only)
- B) **Personnel Committee Meeting Minutes – July 2, 2024**

ACTION ITEM #PC-1: The Committee recommends approval to eliminate the requirement of new employee physicals and to begin performing drug screenings in house as presented.

ACTION ITEM #PC-2: The Committee recommends approval to update the Employee Handbook as follows:

1. Eliminate the requirement of new employee physicals.
2. Include that drug screenings may be performed by the County’s Drug Court Office.
3. Include the County’s ability to require employees voluntarily submit drug screenings at the County’s request.

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

### **BOARD POLL: ATTORNEY RECOMMENDATION**

Board Chairman Kozlowski presented the Board Poll for informational purposes: Recommendation to approve the change recommended by the attorney that the County has the option to repurchase the lots for the actual cost of the infrastructure improvements paid for by Jennings, or \$135,000 whichever amount is lower, and get the documentation delivered today, July 5, 2024, preferably by close of business. Administrator Osmer reported the contract has been sent to the title company. Consensus by all Commissioners for the below POLL Action Item. Previous Roll call vote was taken: AYES: Commissioners LaHaie, Ludlow, Lalonde, Peterson, Fournier, Francisco, Konarzewski, and Kozlowski. NAYS: None. Motion carried.

**POLL VOTE ACTION ITEM #1: Recommendation to approve the change recommended by the attorney that the County has the option to repurchase the lots for the actual cost of the infrastructure improvements paid for by Jennings, or \$135,000 whichever amount is lower, and get the documentation delivered today, July 5, 2024, preferably by close of business.**

### **IT PURCHASING POLICY**

IT Director Logan Kemp presented the IT Department's Technology Purchasing Policy for approval. This policy sets formal standards that would require approval by the IT Department before purchasing technology-related items regardless of the funding source.

Moved by Commissioner Francisco and supported by Commissioner Peterson to approve the IT Department's Technology Purchasing Policy as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Ludlow, Lalonde, Peterson, Fournier, Francisco, Konarzewski, and Kozlowski. NAYS: None. Motion carried.

**ACTION ITEM #7: Recommendation to approve the IT Department's Technology Purchasing Policy as presented.**

### **LIBRARY DISCUSSION – THE WAY AHEAD**

Chair Kozlowski reported there will be an informational presentation for the Full Board at their meeting on July 23<sup>rd</sup>. The presentation was originally scheduled for the Facilities meeting but moving to Full Board will allow all Commissioners to participate.

### **CORRESPONDENCE**

Chair Kozlowski reported the Board of Commissioners received a thank you letter from Freedom Recovery Center. Commissioner Francisco provided an overview that Freedom Recovery Center was one of the three Opioid Settlement Fund disbursements that were made. Chair Kozlowski reported the funds are only to be used on certain things and thanked Commissioner Francisco for working with the community partners to disburse the money.

Chair Kozlowski presented a resolution from Huron County opposing the current MDHHS proposals for Conflict Free Access & Planning. The Board can review the resolution and decide to move forward with Alpena County.

**PUBLIC COMMENT**

Matt Waligora of Alpena (former Mayor) shared his support for the Third Ave Expansion Project. The issue should have been addressed prior to the Thunder Bay Junior High being built there. There are safety concerns with a school of that size to be on a dead end. Matt reported the City has always supported the project. He asked the Board to focus on the public safety aspect and the project will keep getting more expensive each year. He supports his tax dollars going towards something that will get us more ready for the future growth that we've already started to see.

**ADJOURNMENT**

Moved by Commissioner LaHaie and supported by Commissioner Fournier to adjourn the meeting. Motion carried. The meeting was adjourned at 10:29 a.m.



John Kozlowski, Board Chairman



Keri Bertrand, County Clerk

kvm