

FINANCE WAYS & MEANS COMMITTEE
DRAFT MEETING MINUTES
Tuesday, May 14, 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
Lynn Bunting, Board Assistant
Steve Mousseau, IT Director
Sheriff Erik Smith
Ted Somers, Equalization Director
Steve Schulwitz, The Alpena News
Kim Elkie, 911/EM Director
Cynthia Muszynski, Prosecuting Attorney
Catherine Murphy, Register of Deeds
Laura Lee
Duane Jennings
Steve Smigelski, Airport Manager (zoom)
Rachel Smolinski, City Manager
Phil Heimerl, True North Radio (zoom)
Nathan Skibbe, Charter Township of Alpena Supervisor
Jessica Kendziorski, Deputy Register of Deeds (zoom)
Wes Wilder, Maintenance Superintendent (zoom)
Nicki Janish, Home Improvement Director/Public Conservator
Cindy Cebula, Chief Deputy Treasurer (zoom)
Christie Williams, Deputy Clerk (zoom)
Elisa Seltzer, RRS Consultant
Sgt. JP Ritter, Sheriff's Office
Mayor Cindy Johnson
Madeline McConnell, Sunrise Mission
Michelle McGirr, Deputy Clerk (zoom)
Michelle Smith (zoom)
Logan Kemp, Assistant IT Director (zoom)
Kyle Peck, IT Technician (zoom)
Deputy Roy Wekwert, Sheriff's Office
Randy Moss (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

ADOPT AGENDA

Moved by Commissioner Kozlowski and supported by Commissioner Lalonde to approve the agenda with the following addition of Closed Session: Personnel Issue after adoption of the agenda. Motion carried.

CLOSED SESSION: The board moved into closed session for personnel issue at 9:35 am and in open session at 9:42 a.m. Roll call: All commissioners were present.

BILLS TO PAY

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

	SUBMITTED:	APPROVED:
General Funds & Other Funds	\$ 175,816.35	\$ 175,816.35

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.

INFORMATION ITEM: Equalization Director Ted Somers presented the 2024 County Tax Rate Request Form L-4029 and Resolution #24-14 Imposing 2024 Summer Property Tax Levy for approval.

RESOLUTION #24-14

Dated: May 14, 2024

THE HONORABLE BOARD OF COMMISSIONERS:

RESOLUTION IMPOSING 2024 SUMMER PROPERTY TAX LEVY PURSUANT TO PUBLIC ACT 357 OF 2004 AND NOTICE OF CERTIFICATION OF COUNTY ALLOCATED TAX LEVY.

WHEREAS, Alpena County is authorized under the General Property Tax Act, Public Act 206 of 1893, as amended to levy and collect County allocated property taxes; and

WHEREAS, the General Property Tax Act has been amended by Public Act 357 of 2004, being MCL 211.44a, to require all Michigan Counties to impose a summer tax levy.

BE IT FURTHER RESOLVED that pursuant to Public Act 357 of 2004, the Alpena County allocated tax shall be levied and collected on July 1, 2024, allocated after application of the "Headlee" millage reduction fraction, of 4.7749 mills for summer tax levy.

BE IT FURTHER RESOLVED that the Treasurer of each City and Township in Alpena County is directed to account for and deliver the County allocated tax collections for 2024 in accordance with the provisions of Public Act 357 of 2004; and

BE IT FURTHER RESOLVED that this Resolution constitutes certification of the levy of County allocated tax on July 1, 2024, allocated after application of the "Headlee" millage reduction fraction, of 4.7749 mills for summer.

NOW, THEREFORE, BE IT RESOLVED that the total 2024 millage rate for July 1st, 2024, for Alpena County of 4.7749 is hereby adopted; and

BE IT FURTHER RESOLVED that the 2024 Alpena County July levy shall be as follows:

Totals: 4.7749

BE IT FURTHER RESOLVED that the County Clerk shall deliver a copy of this resolution by first-class mail to the Treasurer of each City and Township in Alpena County, and

BE IT FURTHER RESOLVED that the Chairperson of the Board of Commissioners and the County Clerk be authorized to sign the form L-4029, 2024 Tax Rate Request with the above-mentioned millages, and

NOW THEREFORE BE IT HEREBY RESOLVED that this Resolution be adopted by the Alpena County Board of Commissioners, at the regular meeting on May 14, 2024.

Moved by Commissioner Kozlowski and supported by Commissioner Lalonde to approve the above Resolution #24-14 Imposing the 2024 Summer Property Tax Levy and approval of the 2024 Alpena County Tax Rate Request Form L-4029 and authorize the Chairman of the Board to sign all pertaining documents as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Peterson, Fournier, Konarzewski, Kozlowski, and Francisco. NAYS: None. Motion carried.

INFORMATION ITEM: Prosecuting Attorney Cynthia Muszynski presented the Retainer Fee for Litigation Support for approval reporting that funding is needed for upcoming trials and the fees are not under the Prosecutor's Budget but under the Medical Examiner's Budget. Cynthia noted that will also need retainer fees covered and the maximum fee that is charged is \$1,200 per individual; any retained fees not used get returned and if there is a \$250 cancel fee would get that back. Travel expenses, and other costs (car rental, hotel) are not included and are extra fees. If Zoom testimony can take place will save on costs. Treasurer recommended to move money from the Administration Service line item in the Medical Examiner Budget to cover these fees.

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 #3: The Committee recommends approval of the Prosecuting Attorney's request to pay any Testimony and upfront Expert Witness Retainer Fees from Medical Examiners Budgeted line item 101-648-811.000 Professional Witness Fees for litigation support and approval to do a budget adjustment by reducing the Administrative Service line item #101-648-806.000 by \$10,000 to pay for these services as presented.

INFORMATION ITEM: Elisa Seltzer, RRS Consultant, presented the Invoice for 50% of the Phase 1 work and the Phase 2 Project for the Materials Management Plan (MMP) Interlocal Agreement for approval. Elisa gave an update on the Phase I work wrapping up and stated that Alpena County was recommended to be the lead on this project as the designated planning agency (DPA) for the Michigan 5-County Region and that the bill is spread with all 5 entities and that Presque Isle County is not in place yet. All funds will go to Alpena County, the designated planning agency for the 5-County Region. County Treasurer Ludlow noted this bill is the Alpena County's and they have nothing budgeted for this expense and have spoken with the accounting firm for Alpena County stating they need to do as a receivable until new entity is set up and is not a county expense; posted as a receivable with paying out and money coming in.

Elisa made a presentation to the board on the Phase II work and the request to proceed stating that once Phase II is completed and the Notice of Intent goes in EGLE will send funds to Alpena County as the designated planning agency for the 5-county region. Discussion to create a separate fund. Elisa reported that the County will create an

ILA Planning Committee consisting of 11 members each from a county representative, NEMCOG representative, and an optional business representative from the community.

Moved by Commissioner Peterson and supported by Commissioner Konarzewski to approve the below action item as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Peterson, Konarzewski, Kozlowski, and Francisco. NAYS: Commissioner Fournier. Motion carried.

ACTION ITEM #4: The Committee recommends approval to set up the balance sheet as receivable and to pay the RRS Consultant Invoice SIN004127 in the amount of \$12,500, (50% payment), from line item 101-000-084.001 General Fund due from other Funds for the Michigan 5-County Materials Management Planning Support-Phase 1 as presented. Set up Enterprise Fund in future for the Michigan 5-County Materials Management Plan as Alpena County is the Designated Planning Agency (DPA).

Moved by Commissioner Lalonde and supported by Commissioner Kozlowski to approve the below action item as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Peterson, Konarzewski, Kozlowski, and Francisco. NAYS: Commissioner Fournier. Motion carried.

ACTION ITEM #5: The Committee recommends approval for RRS Consultants to enter into Phase 2 of the Michigan 5-County Materials Management Planning as presented.

INFORMATION ITEM: Sgt. JP Riter, Sheriff's Office, presented the 2024 MDNR Marine Safety Program Grant Application for approval stating this has been approved by the MDNR. Moved by Commissioner Osmer 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 #6: The Committee recommends approval of the 2024 MDNR Marine Safety Program Grant Application (01.01.24/09.30.24) for the Sheriff's Office in the amount of \$6,900 with no County match. This has been sent to the Grant Review Committee for approval.

INFORMATION ITEM: Sgt. JP Ritter, Sheriff's Office, presented the 2024 MDNR Operation Stonegarden Grant Application for approval stating that he will not know if this application will be approved until March 2025. Discussion on local drug court and sheriff's office for the jail and funds needed and the Executive Committee is made aware and will forward to requests from them. Moved by Commissioner LaHaie 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 #7: The Committee recommends approval of the FY24 Operation Stonegarden Grant Application (09.01.24/08.31.26) for the Sheriff's Office in the amount of \$155,925 with no County match. This has been sent to the Grant Review Committee for approval.

INFORMATION ITEM: Finance Chair Burt Francisco gave an update of the Opioid Settlement and presented the three RFP's the Executive Committee of the Opioid Planning Group recommended for approval stating the three proposals meet the requirements of the opioid prevention, recovery, and/or treatment. Moved by Commissioner Osmer and supported by Commissioner Konarzewski 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 provide Opioid Funding to the following three Requests for Proposals (RFPs) approved by the Opioid Partners Executive Committee and to include a letter of request of funds from each entity:

Alano Club \$83,881.30

Sunrise Centre \$50,000.00
Freedom Recovery Center \$20,000

INFORMATION ITEM: Commissioner Bill Peterson presented the discussion of the Airport Property Commercial Lots. Duane Jennings presented the estimate to the board from Huron Engineering for Lots 5 and 6 for Access Road, Entrance Drives, Sewer Connection, Water Connection, and Passing Flare requirements (attachment #1). Discussion on MDOT requirements. Charter Township of Alpena Supervisor Skibbe gave his input and recommendation. Mayor Johnson shared her recommendation regarding MRF Facility. Commissioner Kozlowski concurred with Supervisor Skibbe to get the shareholders together to meet and discuss and to research grants.

Moved by Commissioner Peterson and supported by Commissioner Fournier to convey (deed) lots 5 and 6 (\$135,000) to Duane Jennings and that he incur all costs and anything under the \$124,280 will be paid back to the County. Roll call vote was taken: AYES: Commissioners LaHaie, Peterson, Fournier, Konarzewski, and Francisco. NAYS: Commissioners Osmer, and Kozlowski. Commissioner Lalonde, excused. Motion carried.

An Amendment of the current Agreement with Duane Jennings will be presented to the Full Board at the June 2024 board meeting for approval.

COUNTY TREASURER

INFORMATION ITEM: County Treasurer Kim Ludlow presented the monthly report for April 2024 reporting the Budgets should be at 32.88% for April, Revenues are at 23.32% (2023 at 22.80%) and Expenses are at 32.53% (2023 at 34.95%). Moved by Commissioner Fournier and supported by Commissioner LaHaie to approve receiving and filing of the monthly Treasurer's Report for April 2024 as presented. Motion carried.

INFORMATION ITEM: Treasurer Ludlow presented the transfer for E911 Cost Allocation Overpayment Refund for approval. Moved by Commissioner Fournier and supported by Commissioner LaHaie to approve the below action item as presented. Motion carried. Roll call vote was taken: AYES: Commissioners LaHaie, Peterson, Fournier, Konarzewski, and Francisco. NAYS: Commissioner Osmer, and Kozlowski. Commissioner Lalonde, excused. Motion carried.

ACTION ITEM #9: The Committee recommends approval for the Alpena County Treasurer to transfer the \$82,530.98 due to E911 for overpaid Cost Allocations per the E911 State Audit as presented.

MOTION TO RISE & REPORT

Moved by Commissioner Fournier and supported by Commissioner LaHaie to rise and report. Motion carried.

CONSENT CALENDAR

Chairman John Kozlowski presented the Minutes and Board Actions from the following meetings for board approval. Interim County Administrator/HR Specialist Jennifer Mathis reported the County Administrator Agreement was sent to the board via email.

- A) **Approval of the Official Proceedings of the Alpena County Board of Commissioners**
Regular Session – April 23, 2024 (*Minutes only)
- B) **Budget Committee Workshop** – April 23, 2024 (*Minutes only)
- C) **Local Emergency Planning Committee Meeting Minutes** – April 30, 2024
- D) **Local Planning Team Meeting Minutes** – April 30, 2024
- E) **Central Dispatch Committee Meeting Minutes** – April 30, 2024

ACTION ITEM #CDC-1: The Committee recommends approval of the Ice Rescue/Cold Water Policy as presented.

ACTION ITEM #CDC-2: The Committee recommends approval of the Marine Emergencies Policy as presented.

F) **Personnel Committee Meeting Minutes – May 6, 2024**

ACTION ITEM #PC-1: The Committee recommends approval to accept the contract with Jesse Osmer as the new County Administrator for Alpena County as presented.

ACTION ITEM #PC-2: The Committee recommends approval of the request for a one- time pay out compensation to HR Specialist Jennifer Mathis in the amount of \$2,000 for the administrative roles performed as the Interim County Administrator and a one-time pay out compensation to Commissioner's Office employees' Kimberly MacArthur in the amount of \$1,000 and Lynn Bunting in the amount of \$1,000 for the increased workload over the past 4 months with no County Administrator and to approve the following budget adjustments as presented:

101-173-703.000 County Administrator Salary:	Decrease by \$4,000
101-101-702.003 HR Specialist Salary:	Increase by \$2,000
101-101-702.001 Board Assistant Salary:	Increase by \$1,000
101-101-702.002 Board Assistant Salary:	Increase by \$1,000

ACTION ITEM #PC-3: The Committee recommends approval for health insurance, and both vision and dental insurance to be offered to County employees effective immediately when rehired within a 13-week period as presented.

ACTION ITEM #PC-4: The Committee recommends approval to compensate the IT Department \$50 per week that they are on call to carry their phone and be always available during the on call for any IT issues as presented.

ACTION ITEM #PC-5: The Committee recommends approval for the IT Department to generate a generic email signature for all employees as presented.

ACTION ITEM #PC-6: The Committee recommends approval for the Register of Deeds to advertise for the upcoming Clerical Assistant vacancy in the Register of Deeds Office as presented.

ACTION ITEM #PC-7: The Committee recommends approval to hire Al Rapson as the Animal Control Shelter Manager part time for 20 hours per week and to transfer \$32,084 from line item 101-430-702.002 Shelter Manager to line item 101-430-702.000 Shelter Techs as presented.

ACTION ITEM #PC-8: The Committee recommends approval that Shelter Techs work no more than a combined 45 hours per week as presented.

ACTION ITEM #PC-9: The Committee recommends approval to change the Assistant Airport Manager's job title to Airfield Operations Supervisor as presented.

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

TAX ADVISORY LIMITATION COMMITTEE RECOMMENDATION

Chairman Kozlowski reported the Tax Advisory Limitation Committee met with Attorney John Axe and presented the below Resolution and Ballot Language for approval.

RESOLUTION OF THE ALPENA COUNTY BOARD
OF COMMISSIONERS

FOR THE PURPOSE OF SUBMITTING, TO THE COUNTY ELECTORS,
A PROPOSITION ESTABLISHING NEW SEPARATE TAX LIMITATIONS
FOR THE COUNTY, THE TOWNSHIPS AND
THE INTERMEDIATE SCHOOL DISTRICT

At a meeting of the County Board of Commissioners of Alpena, Michigan, held on the ____ day of _____, 2024, at __:___.m., Eastern Daylight Savings Time, in the _____ in City of Alpena, Michigan there were:

PRESENT:

ABSENT:

The following preambles and resolution were offered by _____ and seconded by _____.

NOW THEREFORE BE IT RESOLVED BY THE ALPENA COUNTY BOARD OF COMMISSIONERS, STATE OF MICHIGAN, as follows:

1. **The County shall submit to the registered electors residing within the boundaries of the County of Alpena the Proposition set forth in paragraph 4 below at the General Primary Election on Tuesday, August 6, 2024.**
2. **The Alpena County Clerk shall cause a Notice of Registration and a Notice of Proposition to be submitted to the County Voters for the General Primary Election on August 6, 2024 as required by law.**
3. **The County Board of Commissioners certifies to the County Clerk the following Proposition approved by the Alpena County Advisory Tax Limitation Committee on June 2, 2024 which shall be submitted to the qualified electors of the County of Alpena at the General Primary Election on Tuesday, August 6, 2024 in accordance with the provisions of Public Act 62 of the Public Acts of Michigan of 1933, as amended:**

NEW SEPARATE TAX LIMITATIONS

4. **As authorized by Public Act 62 of the Public Acts of Michigan of 1933, as amended, shall separate tax limitations be established for an indefinite period, or until altered by the voters of the County, for the county of Alpena and the townships and intermediate school district within the county, the aggregate of which shall not exceed 7.02 mills as follows:**

Mills

County of Alpena

5.4800

Townships

Alpena Township	1.2900
Green Township	1.2900
Long Rapids Township	1.2900
Maple Ridge Township	1.2900
Ossineke Township	1.2900
Sanborn Township	1.2900
Wellington Township	1.2900
Wilson Township	1.2900

INTERMEDIATE SCHOOL DISTRICT

AMA-ESD	0.2500
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YES []

NO []

5. **The Alpena County Clerk shall take all actions required by law to include this proposition on the ballot at the General Primary Election on August 6, 2024.**
6. **The General Primary Election shall be held in accordance with the Election Laws of the State of Michigan.**
7. **The Proposition to be voted in the ballot to be used in the General Primary Election for the purpose of submitting the foregoing proposition to electors shall be substantially in the form set forth in Appendix A.**
8. **The County Clerk is authorized to take whatever action is necessary under the Election Laws of the State of Michigan to notify electors of the County of Alpena of the proposition being submitted at the August 6, 2024 General Primary Election and of the last day of registration therefor. The Clerk shall cause appropriate registration and election notices to be published as required by the State Election Law in the _____, _____, Michigan a newspaper of general circulation in the County.**
9. **All resolutions and parts of resolution in conflict with the foregoing are hereby rescinded.**

APPENDIX A

OFFICIAL BALLOT

**ALPENA COUNTY
STATE OF MICHIGAN**

NEW SEPARATE TAX LIMITATIONS

As authorized by Public Act 62 of the Public Acts of Michigan of 1933,

as amended, shall separate tax limitations be established for an indefinite period, or until altered by the voters of the County, for the county of Alpena and the townships and intermediate school district within the county, the aggregate of which shall not exceed 7.02 mills as follows:

	Mills
County of Alpena	5.4800

Townships

Alpena Township	1.2900
Green Township	1.2900
Long Rapids Township	1.2900
Maple Ridge Township	1.2900
Ossineke Township	1.2900
Sanborn Township	1.2900
Wellington Township	1.2900
Wilson Township	1.2900

**INTERMEDIATE
SCHOOL DISTRICT**

AMA-ESD	0.2500
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YES []

NO []

Moved by Commissioner Francisco and supported by Commissioner Konarzewski to approve the Tax Advisory Committee recommendation and adopt the Resolution and Ballot Language above as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Peterson, Fournier, Konarzewski, Kozlowski, and Francisco. NAYS: None. Commissioner Lalonde, excused. Motion carried.

RESOLUTION #24-15 CONTINUATION OF BALLOT-SUPPORTED 911 OPERATING SURCHARGE

911/EM Director Kim Elkie presented Resolution #24-15 continuation of Ballot-supported 911 Operating Surcharge July 1, 2024 through June 30, 2025 for approval stating there is no change in the amount requested. Director Elkie reported that each year they are required to submit a funding expense to the State 911 and a resolution on what the local funding is. Director Elkie read the resolution to the board.

**RESOLUTION #24-15
911 OPERATING
SURCHARGE**

WHEREAS, the following ballot language was previously approved in May 2021:

911 OPERATING SURCHARGE

REAUTHORIZATION PROPOSAL

For the period beginning on January 1, 2022 and continuing through the month of December in the year 2026, Alpena County shall be authorized to continue to assess a monthly surcharge of up to and not to exceed \$3.00 in the monthly billings of landline, wireless and VOIP service suppliers within the geographic boundaries of Alpena County; to be used exclusively for the continuing funding of 911 emergency telephone call answering and dispatch services within Alpena County, including facilities, equipment and operations

WHEREAS, the intent of the 911 Operating Surcharge funding is to benefit the citizens of Alpena County by providing a well-known emergency telephone number, and

WHEREAS, the Alpena County Board of Commissioners continues to believe that the 911 service will benefit the citizens of Alpena County,

THEREFORE, BE IT RESOLVED, that the Alpena County Board of Commissioners continues to approve the collection of its ballot-supported 911 surcharge of \$3.00 with no change in the amount from July 1, 2024 through June 30, 2025.

LET IT BE FUTHER RESOLVED, that the Alpena County Board of Commissioners approve this resolution and authorize the Alpena County 911 Director to sign the letter advising of such.

Moved by Commissioner Peterson and supported by Commissioner Fournier to adopt Resolution #24-15 for the 911 Operating Surcharge above as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Peterson, Fournier, Konarzewski, Kozlowski, and Francisco. NAYS: None. Commissioner Lalonde, excused. Motion carried.

PUBLIC COMMENT

None.

ADJOURNMENT

Moved by Commissioner LaHaie and supported by Commissioner Osmer to adjourn the meeting. Motion carried. The meeting was adjourned at 11:07 a.m.

John Kozlowski, Board Chairman

Keri Bertrand, County Clerk

llb