

FINANCE WAYS & MEANS COMMITTEE  
MEETING MINUTES  
Tuesday, May 13, 2025 – 9:30 a.m.  
Howard Male Conference Room/Zoom Room

Commissioners Present: Bill Peterson, Vice Chair/Finance Chair  
John Kozlowski, Board Chair  
William LaHaie  
Dan Ludlow  
Lucille Bray  
Brenda Fournier  
Todd Britton  
Travis Konarzewski

Others Present: Keri Bertrand, County Clerk  
Jesse Osmer, County Administrator  
Cindy Cebula, County Treasurer  
Kim Elkie, Emergency Manager and E911 Director  
Nicki Janish, Home Improvement Director & Public Conservator  
Ted Somers, Equalization Director  
Steve Currie, MAC Executive Director

**CALL TO ORDER**

Chairman Bill Peterson 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 Fournier to adopt the agenda as presented. Motion carried.

**PUBLIC COMMENT**

None.

**BILLS TO PAY**

INFORMATION ITEM: Chairman Peterson presented the bills to pay for approval.

	SUBMITTED:	APPROVED:
General Funds & Other Funds	\$259,012.47	\$259,012.47

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

**MICHIGAN ASSOCIATION OF COUNTIES PRESENTATION**

Executive Director of Michigan Association of Counties Steve Currie shared a PowerPoint presentation with information regarding MAC. First and foremost, MAC is known for advocacy for Michigan counties

at the state and federal level. MAC provides a variety of education and services including new commissioner schooling. There are 16 board members that are elected by commissioners with two seats from each of the six regions to ensure broad representation. Discussion was made on a variety of topics such as 2024 accomplishments, 2025 priorities, road plans, and policy development.

### **FY26 COUNTY VETERANS SERVICE FUND GRANT APPLICATION**

Alpena County Veterans Affairs Director Dan Perge presented the FY26 County Veterans Service Fund Grant Application for review and approval. The amount of the grant is \$22,635.00 with no county match. The grant is used primarily for marketing and promotional items to advertise services to veterans.

Moved by Commissioner Konarzewski and supported by Commissioner LaHaie to recommend approval of the FY26 County Veteran Service Fund Grant Application as presented. Motion carried.

**ACTION ITEM #2: The Committee recommends approval of the FY26 (CVSF) County Veteran Service Fund Grant Application in the amount of \$22,635.00 with no county match and authorize the Chairman of the Board and/or County Administrator to sign all pertaining documents as presented. (This has been sent for Grant Review Committee approval.)**

### **TAX RATE REQUEST FORM & RESOLUTION**

Equalization Director Ted Somers presented the 2025 Alpena County Tax Rate Request Form L-4029 & Resolution #25-08 Imposing 2025 Summer and Winter Property Tax Levy for review and approval.

Dated: May 13, 2025

THE HONORABLE BOARD OF COMMISSIONERS:

RESOLUTION IMPOSING 2025 SUMMER and WINTER 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, 2025, allocated after application of the "Headlee" millage reduction fraction, of 4.7599 mills for summer tax levy and the Alpena County extra voted millage rates on December 1, 2025, at a rate, allocated after application of the "Headlee" millage reduction fraction, 4.7339 mills for winter.

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 and extra voted tax collections for 2025 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, 2025, allocated after application of the "Headlee" millage reduction fraction, of 4.7599 mills for summer and 4.7339 for extra voted mills collected December 1, 2025.

NOW, THEREFORE, BE IT RESOLVED that the total 2025 millage rate for July 1<sup>st</sup>, 2025, for Alpena County of 4.7599 is hereby adopted; and total 2025 extra voted millage rate for December 1, 2025, of 4.7339.

BE IT FURTHER RESOLVED that the 2025 Alpena County July and December levy shall be as follows:

County Operating	4.7599		Levied July 1, 2025
Library		0.7438	Levied December 1, 2025
Library		0.2478	Levied December 1, 2025
Ambulance Services		1.4953	Levied December 1, 2025
County Jail		0.9916	Levied December 1, 2025
Older Persons		0.5480	Levied December 1, 2025
Veterans Services		0.2092	Levied December 1, 2025
Recreational		0.4982	Levied December 1, 2025
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Totals:	4.7599	4.7339	

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, 2025 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 13, 2025.

Motion was made by Commissioner Fournier and supported by Commissioner Bray to recommend approval of form L-4029 and Resolution #25-08 as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Ludlow, Bray, Fournier, Britton, Konarzewski, Kozlowski, and Peterson. NAYS: None. Motion carried.

**ACTION ITEM #3: The Committee recommends approval of the 2025 Alpena County tax request form L-4029 and to adopt Resolution #25-08 Imposing 2025 Summer and Winter Property Tax Levy pursuant to Public Act 357 of 2004 and notice of certification of County allocated tax levy as presented.**

### COUNTY TREASURER MONTHLY REPORTS

Treasurer Cindy Cebula presented the monthly reports for April 2025.

Moved by Commissioner Fournier and supported by Commissioner Britton to approve receiving and filing of the monthly Treasurer’s Reports for April 2025 as presented. Motion carried.

### NMMMA – USDA APPROPRIATION

NMMMA Chair Cindy Johnson is seeking the board’s approval to resubmit a joint application with NMMMA for a USDA grant. The County of Alpena had originally applied for the \$2.7 million dollar grant because the Northeast Michigan Materials Management Authority had not yet been formed. The grant has since been awarded and is in the county’s name. The only way to get the funds to NMMMA is to submit a joint application between NMMMA and the County of Alpena and all funds must go into a joint account.

Motion was made by Commissioner LaHaie and supported by Commissioner Bray to approve the joint USDA application with NMMMA as presented. Roll call vote was taken: AYES: Commissioners LaHaie,

Ludlow, Bray, Britton, Konarzewski, Kozlowski, and Peterson. NAYS: Commissioner Fournier. Motion carried.

**ACTION ITEM #4: The Committee recommends approval to resubmit a joint application with NMMMA so that they may receive the USDA grant funding in the amount of \$2.7 million dollars with funds to go into a joint account and authorize the Chairman of the Board to sign all pertaining documents as presented.**

#### **CREDIT CARD DISCUSSION**

County Administrator Jesse Osmer reported that the auditors are recommending language be put into the credit card policy that requires receipts for reimbursement for all credit card purchases with failure to do so making that individual responsible for the charges.

Motion was made by Commissioner Kozlowski and supported by Commissioner Fournier to recommend approval to require that receipts are turned in will all credit card charges as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Ludlow, Bray, Fournier, Britton, Konarzewski, Kozlowski, and Peterson. NAYS: None. Motion carried.

**ACTION ITEM #5: The Committee recommends approval to require that all receipts be turned in for reimbursement for all credit card purchases and failure to do so will result in the individual making the charge to be held responsible for those charges as presented.**

Administrator Osmer reported that three new credit cards will need to be issued in place of the former ones. The credit union now requires names on each card. Cards will need to be issued for Maintenance Superintendent Nick Akins in place of Wes Wilder; Interim Airport Manager Edward (Mick) Higgins in place of Steve Smigelski; and Board Chairman John Kozlowski to represent the Commissioner's Office.

Motion was made by Commissioner Fournier and supported by Commissioner Konarzewski to recommend approval to issue three new credit cards as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Ludlow, Bray, Fournier, Britton, Konarzewski, Kozlowski, and Peterson. NAYS: None. Motion carried.

**ACTION ITEM #6: The Committee recommends approval to issue three new credits cards in place of the old cards to Maintenance Superintendent Nick Akins, Interim Airport Manager Edward (Mick) Higgins, and Board Chairman John Kozlowski (for the Commissioner's Office) as presented.**

#### **PROPOSED FY26 BUDGET PROCESS**

Administrator Osmer presented a proposed budget process for 2026:

- July 8<sup>th</sup> – Budget Subcommittee Assignments Distributed
- July 22<sup>nd</sup> – Budget Subcommittee Work Concludes and Reports Due
- August 12<sup>th</sup> and 26<sup>th</sup> – Elected Officials present before the Board
- September 9<sup>th</sup> and 23<sup>rd</sup> – Department Heads present before the Board
- September 26<sup>th</sup> – County Admin Submits CIP List
- September 29<sup>th</sup> through October 24<sup>th</sup> – Treasurer, Clerk & Administrator Compile Draft Budget
- October 28<sup>th</sup> – Review of Draft Budget with Presentation by the Administrator
- November 12<sup>th</sup> – First Reading of Budget – Commissioner Input and Final Adjustments
- November 25<sup>th</sup> – Second Reading of Budget – Voting to Publicly Display the Budget
- December 9<sup>th</sup> – Third Reading – Public Hearing & Adoption

- December 23<sup>rd</sup> – Hold date in case budget is not adopted on December 9<sup>th</sup>

Motion was made by Commissioner LaHaie and supported by Commissioner Britton to recommend approval of the proposed budget process for 2026 as presented. Motion carried.

**ACTION ITEM #7: The Committee recommends approval of the proposed 2026 Budget Process as presented.**

## **BUDGET ADJUSTMENTS**

### **1. Budget Adjustments – Public Conservator**

ACTION ITEM #1: The Committee recommends approval of the following budget adjustments and approval of the Check Request Voucher to Public Conservator Nicki Janish in the amount of \$1,663.22 for reimbursement of out-of-pocket hotel lodging for clients of the Office of the Public Conservator as presented:

- 101-278-677.000 Reimbursements and Refunds – increase from \$0 to \$1,664
- 101-278-955.000 Miscellaneous Expense – increase from \$250 to \$1,914

Motion was made by Commissioner Kozlowski and supported by Commissioner Ludlow to approve the Public Conservator budget adjustment as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Ludlow, Bray, Fournier, Britton, Konarzewski, Kozlowski, and Peterson. NAYS: None. Motion carried.

### **2. Budget Adjustment – Home Improvement**

ACTION ITEM #2: The Committee recommends approval of the following Home Improvement budget adjustments and budget transfer as presented:

Increase Budgeted Revenues as follows:

- 276-703-503.000 Current HPG Grant \$142,000 (an increase of \$14,500)
- 276-703-556.005 MSHDA MI-HOPE Grant \$200,000 (an increase of \$100,000)

Increase Budgeted Expenditures as follows:

- 276-703-969.014 MSHDA MI-HOPE EXP \$230,000 (an increase of \$110,000)

Transfer

- \$19,228.88 from line 276-703-830.000 to 101-690-635.000

Motion was made by Commissioner Kozlowski and supported by Commissioner Bray to recommend approval of the Home Improvement budget adjustment as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Ludlow, Bray, Fournier, Britton, Konarzewski, Kozlowski, and Peterson. NAYS: None. Motion carried.

### **3. Budget Adjustment – Emergency Management**

ACTION ITEM #3: The Committee recommends approval of a budget increase to the EOC Support line item 101-426-704-000, in the amount of \$2,374 for administrative assistance during the recent ice storm as presented.

#### 4. Budget Adjustment – Plaza Pool

ACTION ITEM #4: The Committee recommends injection of two (2) grants that were received and where funds exist but were left out of the FY2025 Revised Plaza Pool budget as an oversight. This will not impact the revenue/expenditure as it currently stands as this adjustment would be net neutral.

##### Revenue Line Items:

- 273-774-674.007 NE MI Women’s Giving Circle Fund Grant \$1,250
- 273-774-674.008 Com Impact Fund Grant \$1,901 (\$1,099 was spent in FY24 of the \$3,000 that was allocated)

##### Expenditure Line Items:

- 273-774-969.007 NE MI Women’s Giving Circle Fund Grant Expense \$1,250
- 273-774-969.008 Com Impact Fund Grant Expense \$1,901 (\$1,099 was spent in FY24 of the \$3,000 that was allocated)

Moved by Commissioner Kozlowski and supported by Commissioner Fournier to recommend approval of the Emergency Management and Plaza Pool budget adjustments as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Ludlow, Bray, Fournier, Britton, Konarzewski, Kozlowski, and Peterson. NAYS: None. Motion carried.

#### MOTION TO RISE & REPORT

Moved by Commissioner Peterson to rise and report. Motion carried.

### CONSENT CALENDAR

Board Chairman John Kozlowski presented the consent calendar for board approval:

- A) **Approval of the Official Proceedings of the Alpena County Board of Commissioners Regular Session – April 22, 2025 (\*Minutes only)**
- B) **Facilities, Capital & Strategic Planning Committee Meeting Minutes – April 30, 2025**

ACTION ITEM #FCSPC-1: The Committee recommends approval to accept the bid from Top Cut Tree Service, not to exceed \$4,500 – if no other bids come in below that amount as presented.

*\*\*Correction to Facilities minutes – Commissioner Britton was excused.*

- C) **Personnel Committee Meeting Minutes – May 6, 2025**

ACTION ITEM #PC-1: The Committee recommends approval to begin the recruiting and hiring process of a 911 dispatcher ahead of a planned retirement later this year as presented.

ACTION ITEM #PC-2: The Committee recommends approval to move forward filling the Emergency Management position without partnering with Montmorency County as presented.

*\*\*Pulled from Consent Calendar*

ACTION ITEM #PC-3: The Committee recommends approval of the Fairgrounds Park Management Employment Agreement effective May 1, 2025, through December 31, 2026, as presented.

ACTION ITEM #PC-4: The Committee recommends approval for the Prosecutor's Office to hire Elizabeth Reed under contract and allow the County Administrator to make the necessary budget adjustments as presented.

*\*\*Correction to Personnel minutes – Other Discussion – Replace “union” with “Department Heads and elected officials” regarding discussion on TPOAM Letter of Understanding.*

**D) Jury Appointments**

ACTION ITEM #5: The Committee recommends approval to appoint Bonnie Friedrichs (Republican) to the Alpena County Jury Board for a 6-year term effective May 1, 2025, and expiring on April 30, 2031, as presented.

ACTION ITEM #6: The Committee recommends approval to appoint Marcia Burns (Democrat) to the Alpena County Jury Board for a 6-year term effective May 1, 2025, and expiring on April 30, 2031, as presented.

Moved by Commissioner Peterson and supported by Commissioner Britton to approve the Consent Calendar as listed above and filing of all reports 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 #PC-2 EMERGENCY MANAGER POSITION**

Chair Kozlowski pulled action item #PC-2 for further discussion. He would like to hold off on filling the Emergency Manager position temporarily until he can look into other options and do more research.

Moved by Commissioner Kozlowski and supported by Commissioner Peterson to hold off on hiring an Emergency Management position at this time as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Ludlow, Bray, Peterson, Britton, Konarzewski, and Kozlowski. NAYS: Commissioner Fournier. Motion carried

Commissioner Ludlow asked for Emergency Management and E911 Director Kim Elkie's perspective. Director Elkie is disappointed in how the situation turned out with Montmorency County but understands if the board chooses to temporarily hold off on filling the position to make sure we are moving in the best direction for the county and she is willing to help in any way.

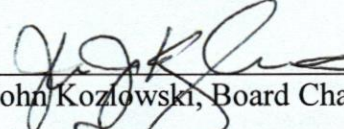
**ACTION ITEM #8: Recommendation to temporarily hold off on filling the Emergency Management position and the county absorbing \$45,000 by not partnering with Montmorency County pending further information and research as presented.**

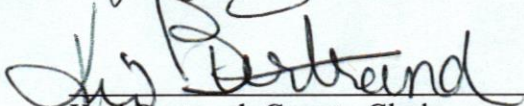
**PUBLIC COMMENT**

None.

**ADJOURNMENT**

Moved by Commissioner LaHaie and supported by Commissioner Bray to adjourn the meeting.  
Motion carried. The meeting was adjourned at 10:43 a.m.

  
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John Kozlowski, Board Chairman

  
\_\_\_\_\_  
Keri Bertrand, County Clerk

kvm