

FINANCE WAYS & MEANS COMMITTEE  
MEETING MINUTES

Tuesday, November 12, 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  
Lucille Bray  
Bill Peterson  
Brenda Fournier, excused  
Travis Konarzewski

Others Present: Keri Bertrand, County Clerk  
Kim Ludlow, County Treasurer  
Jennifer Mathis, HR Specialist  
Kim MacArthur, County Board Assistant  
Sgt. J.P. Ritter, Sheriff's Office  
Kim Elkie, Director of EM/E911 Services  
Steve Smigelski, Airport Manager

**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 except Commissioner Fournier, excused.

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

**ADOPT AGENDA**

Moved by Commissioner Peterson and supported by Commissioner LaHaie to adopt the agenda with the following changes: 1) Removal of RRS Invoice SIN004852 and 2) Addition of Budget Adjustment for Pool. 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	\$140,162.02	\$140,162.02

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, Peterson, Konarzewski, Kozlowski, and Francisco. NAYS: None. Commissioner Fournier, excused. Motion carried.

## COUNTY TREASURER MONTHLY REPORTS

INFORMATION ITEM: Treasurer Kim Ludlow presented the monthly reports for October 2024.

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

INFORMATION ITEM: Sgt. J.P. Ritter presented the 2025 ORV Enforcement Grant Agreement for review and approval.

Moved by Commissioner Peterson and supported by Commissioner Konarzewski to approve the ORV Grant Agreement as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Ludlow, Bray, Peterson, Konarzewski, Kozlowski, and Francisco. NAYS: None. Commissioner Fournier, excused. Motion carried.

**ACTION ITEM #3: The Committee recommends approval of the DNR-ORV Law Enforcement Program Grant Agreement for the Sheriff's Office in the amount of \$15,000 with no county match for a period of October 1, 2024, through September 30, 2025, and authorize the Chairman of the Board or County Administrator to sign all pertaining documents as presented. This has had Grant Review Committee approval.**

INFORMATION ITEM: Sgt. Ritter presented the 2025 Snowmobile Enforcement Grant Agreement for review and approval.

Moved by Commissioner Ludlow and supported by Commissioner Konarzewski to approve the Snowmobile Enforcement Grant Agreement as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Ludlow, Bray, Peterson, Konarzewski, Kozlowski, and Francisco. NAYS: None. Commissioner Fournier, excused. Motion carried.

**ACTION ITEM #4: The Committee recommends approval of the FY25 Snowmobile Law Enforcement Program Grant Agreement for the Sheriff's Office in the amount of \$3,000 with an organizational match of \$2,550 and a county match of \$450 effective October 1, 2024, through April 30, 2025, and authorize the Chairman of the Board or County Administrator to sign all pertaining documents as presented. This has had Grant Review Committee approval.**

INFORMATION ITEM: Emergency Management and E911 Services Director Kim Elkie presented the MSP/Emergency Management Homeland Security Division Performance Grant for review and approval.

**ACTION ITEM #5: The Committee recommends approval of the 2024-25 Emergency Management Performance Grant renewal application in the amount of \$4,771 with an in-kind county match of \$2,385.50, with revenue posting to 101-426-548.000 as presented. This has had Grant Review Committee approval.**

Moved by Commissioner Bray and supported by Commissioner LaHaie to approve the Emergency Management Performance Grant as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Ludlow, Bray, Peterson, Konarzewski, Kozlowski, and Francisco. NAYS: None. Commissioner Fournier, excused. Motion carried.

INFORMATION ITEM: County Administrator Jesse Osmer presented a budget adjustment request for the Alpena County Plaza Pool to move \$24,000 from the Pool Fund Balance into line item #273-774.803.000 Contractual Help to make payroll for the rest of the year due to additional events and services provided.

Moved by Commissioner Konarzewski and supported by Commissioner Ludlow to recommend approval of the Pool Budget Adjustment as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Ludlow, Bray, Peterson, Konarzewski, Kozlowski, and Francisco. NAYS: None. Commissioner Fournier, excused. Motion carried.

**ACTION ITEM #6: The Committee recommends approval of the budget adjustment for the Alpena County Plaza Pool to move \$24,000 from the Pool Fund Balance into #273-774-803.000 Contractual Help as presented.**

**BUDGET ADJUSTMENTS**

1. Budget Adjustment – Clerk’s Office

ACTION ITEM #1: The Committee recommends approval to decrease the budgeted amount in expense line item #101-261-956.000 Election Expenses by \$420, and to increase the budgeted amount in expense line item #101-262-725.000 Board of Canvassers by \$340 and expense line item #101-262-860.000 Travel Expense by \$80 as presented.

Moved by Commissioner Kozlowski and supported by Commissioner Peterson to recommend approval of the Clerk’s Office Budget Adjustment as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Ludlow, Bray, Peterson, Konarzewski, Kozlowski, and Francisco. NAYS: None. Commissioner Fournier, excused. Motion carried.

2. Budget Adjustment – 911

ACTION ITEM #2: The Committee recommends approval of a budget adjustment in the amount of \$98,350 from the 911 Fund Balance (261-000-390.000) with the increase to the line items as follows:

261-325-702.000	Dispatchers	\$74,000
261-325-709.000	Social Security	\$ 2,600
261-325-711.000	Medicare	\$ 700
261-325-712.000	In Lieu of Hospitalization	\$ 2,400
261-325-716.000	MERS Defined Cont Plan	\$ 4,000
261-325-717.000	MERS Defined Benefit	\$ 8,100
261-325-724.018	HAS	<u>\$ 6,550</u>
	Total	\$98,350

Moved by Commissioner Peterson and supported by Commissioner Bray to recommend approval of the 911 Budget Adjustment as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Ludlow, Bray, Peterson, Konarzewski, Kozlowski, and Francisco. NAYS: None. Commissioner Fournier, excused. Motion carried.

3. Budget Adjustment – Airport

ACTION ITEM #3: The Committee recommends approval to transfer \$2,000 from line item 295-595-729.001 100LL Purchase, currently at \$9,278.23, into line item 295-595-708.000 Overtime Wages as presented.

Moved by Commissioner Peterson and supported by Commissioner LaHaie to recommend approval of the Airport Budget Adjustment as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Ludlow, Bray, Peterson, Konarzewski, Kozlowski, and Francisco. NAYS: None. Commissioner Fournier, excused. Motion carried.

### **MOTION TO RISE & REPORT**

Moved by Commissioner LaHaie 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 – October 22, 2024 (\*Minutes only)**
- B) **Courts & Public Safety Committee Meeting Minutes – October 21, 2024**

ACTION ITEM #CPSC-1: The Committee recommends approval of a budget adjustment increase in the amount of \$31,000.00 to line item 201-651-820.000 Service Agreement Lifepak/Stryker and approval to reimburse the City of Alpena for the annual maintenance of the Stryker Power Load Cot/Lift System and Lifepak Cardiac Monitors per the Ambulance Service Agreement-Amendment 1 from this line item in the amount of \$30,999.20 as presented.

ACTION ITEM #CPSC-2: The Committee recommends approval of the Public Defender Contract with the Northeast Michigan Regional Public Defender's Office in the amount of \$893,947.92 with monthly installments of \$74,495.66 per month beginning October 1, 2024, and continuing through September 30, 2025, as presented.

ACTION ITEM #CPSC-3: The Committee recommends approval of the MAC Administrator Agreement with Bill Pfeifer in the amount of \$18,000 with monthly installments of \$1,500 per month to come out of line item 260-282-803.000 MAC Director/Administrator beginning October 1, 2024, and continuing through September 30, 2025, as presented.

ACTION ITEM #CPSC-4: The Committee recommends approval of the FY25 MIDC Grant Application amounts of \$1,321,511.04 (State contribution of \$992,977.91) with a County match of \$164,640.01 and authorize the Board Chairman or County Administrator to sign all pertaining documents as presented.

- B) **Personnel Committee Meeting Minutes – November 5, 2024**

ACTION ITEM #PC-1: The Committee recommends approval to increase the District Court Administrator's hours from 37.5 to 40 hours per week effective Monday, November 11, 2024, with no added cost to the County, as presented.

ACTION ITEM #PC-2: The Committee recommends approval to accept the resignation letter from Alpena County Home Improvement Inspector Mike Kieliszewski effective November 30, 2024, and to contract with Steve Hall based upon the Home Improvement Inspector's recommendation as presented.

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

### **RESOLUTION #24-28**

Chairman Kozlowski presented Resolution #24-28 recognizing the authorization to execute airport sponsor contracts.

#### Alpena County Board of Commissioners Local Resolution #24-28

The Alpena County Regional Airport enters into contracts, grants, and certifications through Federal and State programs,

and Commissioner Bill Peterson and/or County Administrator Jesse Osmer have the authority to execute airport sponsor contracts between the Alpena County Regional Airport and the State of Michigan Department of Transportation, Office of Aeronautics.

If the Designated Signer(s) have changed, the Alpena County Regional Airport will contact the State of Michigan Department of Transportation, Office of Aeronautics with the changes.

Be it resolved that Commissioner Bill Peterson and/or County Administrator Jesse Osmer of the County of Alpena, be authorized and directed to execute airport sponsor contracts with the State of Michigan Department of Transportation, Office of Aeronautics on behalf of the Alpena County Regional Airport.

Moved by Commissioner Francisco and supported by Commissioner Konarzewski to adopt Resolution #24-28 as presented. Motion carried.

### **COUNTY ADMINISTRATOR EVALUATION**

Chairman Kozlowski reported the Personnel Committee reviewed the overall results of the County Administrator's evaluation reporting an overall score of 4.45. Commissioner Bray was excused from the evaluation as she has only been a commissioner for a short period of time. The evaluation gave good feedback for the Administrator to work on.

### **POLL VOTE: OPEN ENROLLMENT 2025 HEALTHCARE HSA BENEFITS**

Chairman Kozlowski presented the Poll Vote approving the Open Enrollment 2025 Healthcare Benefits. Human Resources Specialist Jennifer Mathis reported the action item needed to be amended to state "24 pay periods" instead of "26 pay periods" for the match for HSA contributions. Due to the amendment a new roll call was taken.

Moved by Commissioner Konarzewski and supported by Commissioner Francisco to approve the poll vote as amended. Roll call vote was taken: Roll call vote was taken: AYES: Commissioners LaHaie, Ludlow, Bray, Peterson, Konarzewski, Kozlowski, and Francisco. NAYS: None. Commissioner Fournier, excused. Motion carried.

**POLL VOTE ACTION ITEM #1: Recommendation to approve the Open Enrollment 2025 Healthcare HAS benefits as follows:**

**911 Dispatchers Union**

- \$400 per month in lieu of payment if an employee opts out of our group health insurance plan per union contract
- No HSA 'seed' money for 2025
- Flat (same rate for single, double and family plans) \$800 'match' for the HSA contributions paid over 24 pay periods

**District Court, COAM, Corrections, TPOAM, Deputies, Nonunion**

- \$300 per month in lieu of payment if an employee opts out of our group health insurance plan (LoU for unions)
- \$500 'seed' month with half (\$250) to be paid out in January and half (\$250) to be paid out in July
- Flat (same rate for single, double and family plans) \$1000 'match' for the HSA contributions paid over 24 pay periods

**MATERIALS MANAGEMENT PLANNING COMMITTEE**

Administrator Osmer presented the final Materials Management Planning Committee as recommended by Northeast Michigan Council of Governments for approval.

Moved by Commissioner Francisco and supported by Commissioner Peterson to approve the final Materials Management Planning Committee as presented. Motion carried.

**ACTION ITEM #10: Recommendation to approve the final Material Management Planning Committee as recommended by Northeast Michigan Council of Governments at their October 11, 2024, meeting as presented.**

**HEALTHCARE OPT OUT OF PA 152**

Administrator Osmer presented the request to opt out of PA 152 for 2025 and set custom employee contribution amounts.

Moved by Commissioner Bray and supported by Commissioner Konarzewski to approve opting out of PA 152 as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Ludlow, Bray, Peterson, Konarzewski, Kozlowski, and Francisco. NAYS: None. Commissioner Fournier, excused. Motion carried.

**ACTION ITEM #11: Recommendation to opt out of PA 152 for 2025 and set custom employee contribution amounts as presented.**

**AIPORT SRE PURCHASE AGREEMENT**

Administrator Osmer presented a purchase agreement for two snowplow trucks for the airport for review and approval.

Moved by Commissioner LaHaie and supported by Commissioner Ludlow to approve the Airport SRE Purchase Agreement as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Ludlow, Bray, Peterson, Konarzewski, Kozlowski, and Francisco. NAYS: None. Commissioner Fournier, excused. Motion carried.

**ACTION ITEM #12: Recommendation to approve the Equipment Purchase Agreement for 2 Snowplow Trucks for the Airport in the amount of \$1,522,272 and authorize the Chairman of the Board to sign all pertaining documents as presented.**

### PUBLIC COMMENT

Commissioner Dan Ludlow reported now that the board knows they will need to appoint a commissioner for District #2, he announced he is submitting his application for the position.

### CLOSED SESSION

The Board of Commissioners went into Closed Session to discuss the following: 1) Union Negotiations; 2) Personnel Matter; and 3) Litigation Update. Session closed at 10:05 a.m. and opened at 11:08 a.m. Roll call was taken: All members present except Commissioner Fournier, excused.

### UNION NEGOTIATIONS

Moved by Commissioner Konarzewski and supported by Commissioner Peterson to move forward with accepting the TPOAM contracts for ratification as presented. Commissioner Ludlow was recused from voting. Roll call vote was taken: AYES: Commissioners LaHaie, Bray, Peterson, Konarzewski, Kozlowski, and Francisco. NAYS: None. Commissioner Fournier, excused. Commissioner Ludlow, recused. Motion carried.

**ACTION ITEM #13: Recommendation to approve moving forward with accepting the TPOAM contracts for ratification as presented.**

### LITIGATION

Moved by Commissioner Ludlow and supported by Commissioner Francisco to approve the recommended course of action provided by our attorney in the matter of Smolinski vs County of Alpena as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Ludlow, Bray, Peterson, Konarzewski, Kozlowski, and Francisco. NAYS: None. Commissioner Fournier, excused. Motion carried.

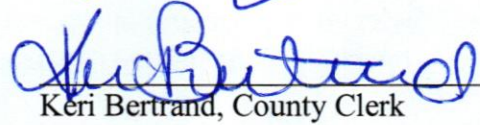
**ACTION ITEM #14: Recommendation to approve the recommended course of action provided by our attorney in the matter of Smolinski vs County of Alpena as presented.**

### ADJOURNMENT

Moved by Commissioner Peterson and supported by Commissioner Bray to adjourn the meeting. Motion carried. The meeting was adjourned at 11:10 a.m.

  
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John Kozlowski, Board Chairman

  
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Keri Bertrand, County Clerk

kvm