FINANCE WAYS & MEANS COMMITTEE
MEETING MINUTES
Tuesday, July 14, 2026 – 9:30 a.m.
Howard Male Conference Room/Zoom Room

Commissioners Present:	John Kozlowski, Board Chairman Bill Peterson, Finance 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 Sheriff Erik Smith Cynthia Muszynski, Prosector Kim Elkie, Central Dispatch Director

CALL TO ORDER
Chair 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 Ludlow to adopt the agenda as presented. Motion carried.

PUBLIC COMMENT
None.

BILLS TO PAY
Chair Peterson presented the bills to pay for approval.

	SUBMITTED:	APPROVED:
General Funds & Other Funds	$154,221.27	$154,221.27

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.

COUNTY TREASURER MONTHLY REPORTS
Treasurer Cindy Cebula presented the monthly financial reports for June 2026.

Moved by Commissioner Fournier and supported by Commissioner Britton to approve receiving and filing the monthly Treasurer's reports for June 2026 as presented. Motion carried.

ALPENA COUNTY 2025 AUDIT

CPA Chelsea McConnell with Straley, Lamp & Kraenzlein, PC, presented Alpena County's annual audit for 2025.

BUDGET ADJUSTMENT – PROSECUTOR

Alpena County Prosecutor Cynthia Muszynski presented a budget adjustment request to increase PA Transcripts line item in the amount of $3,000.00 to pay for transcripts that are necessary and required for trials, appeals, etc. The funds currently budgeted for have been expended and this increase will be used towards the second half of the year. County Administrator Jesse Osmer reported that there are funds in line item 101-173-716.000 MERS Defined Contribution Plan that can be transferred to the transcript line item.

Moved by Commissioner Bray and supported by Commissioner Konarzewski to approve Prosecutor's budget adjustment 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 to increase line item 101-296-813.000 PA Transcripts in the amount of $3,000.00 and decrease line item 101-173-716.000 MERS Defined Contribution Plan in the amount of $3,000.00 as presented.**

BUDGET ADJUSTMENT – CENTRAL DISPATCH

Central Dispatch Director Kim Elkie presented a budget adjustment request to increase the Siren Maintenance line item in the amount of $2,438 from the Ambulance Fund to pay the West Shore Services invoice for siren maintenance and repairs.

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

> **ACTION ITEM #4: The Committee recommends approval of the budget adjustment as follows:**
>
> **Decrease Amb Fund: Transfer to Other Fund 210-651-995 in the amount of $2,438**
>
> **Increase to 911 Rev: Transfer in Siren Main 210 Amb Fund 261-325-699.004 in the amount of $2,438**
>
> **Increase to 911 Exp: Siren Maintenance 261-325-932 in the amount of $2,438**

BUDGET ADJUSTMENT – TREASURER

Treasurer Cebula presented the 2nd quarter budget adjustments for 2026 for review and approval.

Moved by Commissioner Bray and supported by Commissioner Ludlow to approve the 2nd quarter budget adjustments 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 of the 2nd Quarter Budget Adjustments for 2026 as presented.**

BUDGET ADJUSTMENT – COUNTY ADMINISTRATOR
County Administrator Jesse Osmer presented a budget adjustment request memo for review and approval.

Moved by Commissioner LaHaie and supported by Commissioner Fournier to approve the County Administrator's budget adjustment request as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Ludlow, Bray, Fournier, Britton, Konarzewski, and Peterson. NAYS: Commissioner Kozlowski. Motion carried.

ACTION ITEM #6: The Committee recommends approval of the following adjustments:

Decrease:
631-265-975.074 Courthouse HVAC Duct Cleaning ($14,850)

Increase:
631-265-975.075 Courthouse Sculpture Cement/Bench ($1,850)
631-265-995.000 Transfer Out ($13,000)
273-774-699.003 Transfer In ($13,000)

Journal Entry:
631-265-995.000 Transfer Out ($13,000)
273-774-699.003 Transfer In ($13,000)

INFORMATIONAL
Chair Peterson presented an informational email from Treasurer Cebula for review.

Treasurer Cindy Cebula: "Cynthia Muszynski called me 06/30/26 and asked if she could have the limit raised on her HPC Visa card. She is trying to register and book her 2026 Prosecutors Conference on Mackinaw Island. Her current limit is $1000.00, and she would like it raised to $2000.00. I called the Chairman of the Board John Kozlowski if this would be ok to process and he agreed. I called HPC and had them raise her card limit to $2000.00."

RISE & REPORT
Moved by Commissioner LaHaie and supported by Commissioner Ludlow to rise and report. Motion carried.

<u>CONSENT CALENDAR</u>

Board Chairman John Kozlowski presented the consent calendar for approval:

A) **Approval of the Official Proceedings of the Alpena County Board of Commissioners** Regular Session – June 23, 2026 (***Minutes only**)

B) **Personnel Committee Meeting Minutes** – July 7, 2026

ACTION ITEM #PC-1: The Committee recommends approval to allow up to $2,000 from the Contingency line item to be moved into the County Clerk's overtime line item for any overtime accrued while the office is vetting signatures for the recall petitions as presented. Any funds not used will be returned to Contingency.

ACTION ITEM #PC-2: The Committee recommends approval to make the changes to the PTO Usage and Teleworking Policies as presented.

ACTION ITEM #PC-3: The Committee recommends approval to move Emergency Management out to the Sheriff's Office as presented.
***Not Approved. Pulled from Consent Calendar.*

ACTION ITEM #PC-4: The Committee recommends approval of the County of Alpena Administrator Agreement for a term beginning July 1, 2026, and ending June 30, 2029, with a 3% stipend based off the current salary of $87,870 to be paid July 17, 2026, as presented.

C) **Grants & Contracts Committee Meeting Minutes** – July 9, 2026

ACTION ITEM #GCC-1: The Committee recommends approval to advertise space available for lease at the District Health Department #4 building at a lease rate of $13.75 a square foot as presented.

D) **Local Emergency Planning Committee Meeting Minutes** – January 15, 2026

E) **Local Planning Team Meeting Minutes** – January 15, 2026

Moved by Commissioner Peterson 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, Fournier, Britton, Konarzewski, and Kozlowski. NAYS: None. Motion carried.

ACTION ITEM #PC-3 EM POSITION AT SHERIFF'S OFFICE

Chairman Kozlowski pulled action item #PC-3 from the consent calendar for further discussion. The current position is salary and by moving it to the Sheriff's Office it would become hourly. There are concerns about the amount of overtime hours that would be spent in the event of an emergency. The board would also like to see a job description.

Moved by Commissioner Peterson and supported by Commissioner Britton to approve moving the Emergency Management position out to the Sheriff's Office pending review of the job description as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Ludlow, Bray, Peterson, Fournier, Britton, Konarzewski, and Kozlowski. NAYS: None. Motion carried.

ACTION ITEM #7: Recommendation to approve moving the Emergency Management out to the Sheriff's Office pending board review of a job description as presented.

NEMCSA 2027-2029 PLAN FOR AGING SERVICES

Administrator Osmer presented NEMCSA's 2027-2029 Multi-Year Plan for Aging Services for review and approval. NEMCSA provided the board with a video link of their presentation to view before the meeting.

Moved by Commissioner Britton and supported by Commissioner Ludlow to approve NEMCSA's 2027-2029 Aging Services Plan as presented. Roll call vote was taken: AYES: Commissioners Ludlow, Bray, Peterson, Fournier, Britton, and Kozlowski. NAYS: Commissioners LaHaie and Konarzewski. Motion carried.

ACTION ITEM #8: Recommendation to approve the Northeast Michigan Community Service Agency (NEMCSA) 2027-2029 Multi-Year Plan for Aging Services as presented.

EQUALIZATION DOCUMENT DISBURSEMENT

Administrator Osmer reported there have recently been companies submitting FOIA requests asking for GIS layering maps from the Equalization Office. These maps are on the county fee schedule for purchase in the amount of $3,000.00. After speaking with the attorney, not only does a fee schedule need to be in place an Enhanced Access to Public Records written policy needs to be in place as well to charge that rate. An ordinance was presented for review, but Administrator Osmer requested a policy from the attorney rather than an ordinance which will have the same language, just in policy format. Once in place, the county can charge for the GIS maps.

Moved by Commissioner Ludlow and supported by Commissioner Peterson to approve a policy for the Enhanced Access to Public Records Act as presented. Roll call vote was taken: AYES: Commissioners Ludlow, Bray, Peterson, Fournier, Britton, and Kozlowski. NAYS: Commissioners LaHaie and Konarzewski. Motion carried.

ACTION ITEM #9: Recommendation to approve a written policy for the Enhanced Access to Public Records Act as presented.

FY2027 BUDGET TIMELINE

Administrator Osmer presented the proposed budget timeline for FY2027. The board will have one month to go over a draft budget rather than two weeks, and there will be no assigned budgets this year so the board can meet with any department for discussion on individual budgets. November 10th is tentatively scheduled to be the third reading and adoption of the budget.

PUBLIC COMMENT

None.

OTHER DISCUSSION

Commissioner Fournier inquired about the status of the recall petition from County Clerk Keri Bertrand. Clerk Bertrand reported they are currently in the process of helping the township. The Clerk's portion must be done by July 21st and can be challenged until the 29th.

ADJOURNMENT

Moved by Commissioner LaHaie and supported by Commissioner Bray to adjourn the meeting. Motion carried. The meeting was adjourned at 10:23 a.m.

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John Kozlowski, Board Chairman

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Keri Bertrand, County Clerk

kvm