

FINANCE WAYS & MEANS COMMITTEE MEETING  
MINUTES

Tuesday, January 11, 2022 – 9:30 a.m.  
Howard Male Conference Room/Zoom Room

Commissioners Present: Bob Adrian  
Marty Thomson  
Bill Peterson  
Don Gilmet  
Dave Karschnick  
Brenda Fournier  
Kevin Osbourne  
John Kozlowski

Others Present: Mary Catherine Hannah, County Administrator  
Lynn Bunting, County Board Assistant  
Kim Ludlow, County Treasurer  
Ted Somers, Equalization Director  
Bonnie Friedrichs, County Clerk  
Phil Heimerl, True North Radio (zoom)  
Bruce Johnson, WATZ (zoom)  
Cindy Cebula, Chief Deputy Treasurer (zoom)  
Steve Smigelski, Airport Manager (zoom)  
Marcia Burns, Circuit Court Administrator (zoom)  
Wes Wilder, County Maintenance Superintendent (zoom)  
Janelle Mott, Juvenile Officer (zoom)  
Elizabeth Skiba, District Court Administrator/Magistrate (zoom)

CALL TO ORDER

Board Chairman Bob Adrian called the meeting to order at 9:30 a.m.

ROLL CALL

Roll call vote was taken: All present.

PLEDGE OF ALLEGIANCE TO THE UNITED STATES OF AMERICA

PUBLIC COMMENT

Jack Tufts of Hubbard Lake presented his concern of the cat issue around his home and asked the commissioners to assist with removal.

APPOINTMENT OF COMMITTEE CHAIR

Board Chairman Robert Adrian appointed Commissioner Bill Peterson to the Finance Ways & Means Committee.

Finance Ways & Means Committee Chair Bill Peterson chaired the meeting.

BILLS TO PAY

County Clerk Bonnie Friedrichs presented the bills to pay.

	SUBMITTED:	APPROVED:
General Funds & Other funds	\$197,057.89	\$197,057.89

Moved by Commissioner Karschnick and supported by Commissioner Gilmet to pay all bills as submitted. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Fournier, Osbourne, Thomson, Kozlowski, and Adrian. NAYS: None. Motion carried.

CHILD CARE FUND MONTHLY REPORT

Juvenile Officer Janelle Mott presented the Child Care Fund monthly report for December 2021 (attachment #1). Janelle informed the committee that if monies due by the state are not received by end of month she will be back next month for a budget request.

AIRPORT BUDGET REQUEST

Airport Manager Steve Smigelski presented a budget request to carry over funds budgeted in 2021 to 2022. Moved by Commissioner Thomson and supported by Commissioner Adrian to recommend the below Action Item as presented. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Fournier, Osbourne, Thomson, Kozlowski, and Adrian. NAYS: None. Motion carried.

**ACTION ITEM #2: The Committee recommends to approve budget request from Airport Manager to carry over funds budgeted in 2021 from line item #295-595-801.003 in the amount of \$3,688.34 to 2022 and authorize the Treasurer to make the necessary budget adjustments.**

COUNTY ADMINISTRATOR

1) County Administrator Mary Catherine Hannah presented the 2022 tentative Ratio & Factors for informational purposes only. Equalization Director Ted Somers was present for any questions.

2) Administrator Hannah presented the transfer request to pay Alpena Area Chamber of Commerce Membership Invoice #21624. Moved by Commissioner Gilmet and supported by Commissioner Osbourne to recommend the below Action Item as presented. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Fournier, Osbourne, Thomson, Kozlowski, and Adrian. NAYS: None. Motion carried.

**ACTION ITEM #3: The Committee recommends to approve a transfer request to pay the Alpena Area Chamber of Commerce Membership Invoice #21624 in the amount of \$5,000 and authorize the Treasurer to make the necessary budget adjustments.**

COUNTY TREASURER

1) Treasurer Kim Ludlow presented the monthly report for December 2021. The budget should be at 100%. Revenues are at 100.47% and Expenditures are at 93.82%.

2) Treasurer Ludlow presented the Fourth Quarter 2021 Budget Adjustments report.

3) Treasurer Ludlow presented Resolution #22-02 Waive Collection Fees/Senior Citizens for approval and explained the process. Moved by Commissioner Peterson and supported by Commissioner Fournier to recommend the below Action Item as presented. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Fournier, Osbourne, Thomson, Kozlowski, and Adrian. NAYS: None. Motion carried.

**ACTION ITEM #4: The Committee recommends to approve Resolution #22-02 Waive Collection Fees/Senior Citizens as presented.**

4) Treasurer Ludlow presented the Transfer Request for the Capital Improvement P&I Debt Fund for approval reporting the monies are in their Airport Budget to cover their share of the emergency conservation bond payment. Moved by Commissioner Thomson and supported by Commissioner Kozlowski to recommend the below Action Item as presented. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Fournier, Osbourne, Thomson, Kozlowski, and Adrian. NAYS: None. Motion carried.

**ACTION ITEM #5: The Committee recommends to approve the Treasurer transferring the budgeted \$14,879.33 from the Airport Fund (295) to the Capital Improvement P&I Debt Fund (363) as presented.**

5) Treasurer Ludlow presented the Transfer Request for the Airport P&I Debt Fund for approval reporting this is for the Airport to cover the terminal bond payment for 2022. Moved by Commissioner Gilmet and supported by Commissioner Fournier to recommend the below Action Item as presented. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Fournier, Osbourne, Thomson, Kozlowski, and Adrian. NAYS: None. Motion carried.

**ACTION ITEM #6: The Committee recommends to approve the Treasurer transferring the budgeted \$105,515.00 from the Airport Fund (295) to the Airport P&I Debt Fund (381) as presented.**

6) Treasurer Ludlow presented the Disbursement of 2022 Budgeted Child Care Blended Funding for approval reporting this is for community preventative and outreach. Moved by Commissioner Fournier and supported by Commissioner Thomson to recommend the below Action Item as presented. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Fournier, Osbourne, Thomson, Kozlowski, and Adrian. NAYS: None. Motion carried.

**ACTION ITEM #7: The Committee recommends to approve the Treasurer disbursing the 2022 Budgeted Child Care Blended Funding of \$150,000.00 to the Child Care Fund as presented.**

BOARD CHAIR & COUNTY ADMINISTRATOR

1) County Administrator Hannah presented the request to create a General Ledger Account #351 currently for the jail and sheriff office expenses to split out the expenses into separate general ledger account numbers for approval. Treasurer Ludlow reported she will work with the Sheriff's Office to see where they want split and where to set up the numbers and will work with the clerks office for the payroll information to be put into all new numbers. Treasure Ludlow informed the committee that utilities for the jail are in building and grounds. Committee discussed and recommended that all utilities be assigned to buildings.

Moved by Commissioner Fournier and supported by Commissioner Gilmet to recommend the below Action Item as presented. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Fournier, Osbourne, Thomson, Kozlowski, and Adrian. NAYS: None. Motion carried.

**ACTION ITEM #8: The Committee recommends to authorize the Treasurer to create a general ledger account for department #351 (Correction/Jail) to split out Jail revenue appropriations and expenses from department #301 (Sheriff/Constable) line item and make the necessary budget adjustments.**

2) Board Chair Adrian reported the board completed the scoring sheet for ARPA projects and sent to Administrator Hannah to compile into priorities. Administrator Hannah reported the final rule is out for ARPA and takes effect 1.22.22 and informed the committee that she will be attending a webinar this week on ARPA funds and restrictions. Commissioner Osbourne reported he attended the webinar last night and gave an update to the committee.

Administrator Hannah informed the committee that the average revenue and growth rate should be determined for the past 2-3 years of COVID if this did not happen and can only make election once. She noted that the reporting deadline is April 2022 and will check to see when the election is due.

Discussion on developing a time frame and how to seek out additional funding through the state for a multi year budget plan.

RECESS

The committee recessed at 10:32 a.m. and was back in the meeting at 10:40 am.

Administrator Hannah went through the scoring sheet on average list of priorities.

Chairman Adrian opened for comment from the Board of Commissioners.

The committee recommended that maintenance general items, fair board/fairground upgrades requests be discussed at the Facilities, Capital & Strategic Planning Committee. Facilities, Capital & Strategic Planning Committee Chair Gilmet or Administrator Hannah will reach out to the Alpena Montmorency Districts request and to evaluate information.

The committee recommended broadband, water, sewer for the Parks and the Manning Hills handicap area requests be discussed at the Parks Commission.

The committee recommended that the public advocacy request be discussed at the Courts & Public Safety Committee.

Administrator Hannah reported she has been sitting on discussions at the Recycling Authority meetings and will forward information to the Commissioners on their plan for a new recycling facility and infrastructure build out and future development of lots.

#### MOTION TO RISE & REPORT

Moved by Commissioner Peterson and supported by Commissioner Gilmet to rise and report. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Fournier, Osbourne, Thomson, Kozlowski, and Adrian. NAYS: None. Motion carried. Committee meeting closed.

#### FACILITIES, CAPITAL & STRATEGIC PLANNING COMMITTEE

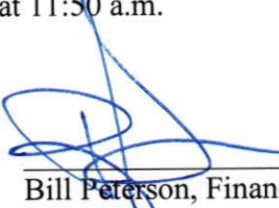
Chairman Adrian presented the action items from the Facilities, Capital & Strategic Planning Committee for board approval. Moved by Commissioner Thomson and supported by Commissioner Peterson to adopt all actions taken by the Facilities, Capital & Strategic Planning Committee as presented. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Fournier, Osbourne, Thomson, Kozlowski, and Adrian. NAYS: None. Motion carried.


**Next Meeting: Tuesday, February 8, 2022 at 9:30 a.m. in the Howard Male Conference Room/Zoom Room**

#### ADJOURNMENT

Moved by Commissioner Osbourne and supported by Commissioner Gilmet to adjourn the meeting. Motion carried. The meeting adjourned at 11:50 a.m.

  
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Robert Adrian, Board Chairman

 1-25-22  
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Bill Peterson, Finance Chair

  
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Lynn Bunting, Board Assistant

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#1

**CHILD CARE BALANCE SHEET**

Month: December, 2021

<b>BEGINNING FUND BALANCE</b>	<b>\$144,348.52</b>
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**Revenue**

MONTHLY APPROPRIATION FROM COUNTY GENERAL	\$20,833.26
DEPOSITS	\$4,710.66
<b>* MONTHLY REVENUE TOTAL</b>	<b>\$25,543.92</b>

**Expenses**

Monthly Expense Total	\$69,616.71
	\$15,000.00
<b>END OF THE MONTH BALANCE</b>	<b>\$85,275.73</b>
Anticipated Audit Adjustments	

Revenue to date for January	\$18,381.52
Expenses to date for January	\$26,157.66
Anticipated Balance	<b>\$77,499.59</b>

*Janelle Mott  
1/7/2022*