

FINANCE WAYS & MEANS COMMITTEE  
MEETING MINUTES  
Tuesday, August 9, 2022 – 9:30 a.m.  
Howard Male Conference Room/Zoom Room

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

Others Present: Mary Catherine Hannah, County Administrator  
Kim MacArthur, County Board Assistant (zoom)  
Lynn Bunting, County Board Assistant  
Kim Elkie, Director of Emergency Management and E911 Services  
Ted Somers, Equalization Director  
Catherine Murphy, Register of Deeds  
Keri Bertrand, County Clerk  
Phil Heimerl, True North Radio (zoom)  
Janelle Mott, Juvenile Officer (zoom)  
Wes Wilder, County Maintenance Superintendent (zoom)  
Amanda Repke, Deputy Treasurer (zoom)  
Sheriff Erik Smith  
Sgt. JP Ritter, Sheriff's Office  
Jennifer Mathis, County HR Specialist (zoom)  
Anne Gentry, DDA Director  
Mike Mahler, President of DDA  
Todd Britton, DDA Board Member  
Nicki Janish, Home Improvement/Public Conservator Director  
Jessica Spangler, TeleRad  
Deputy Michelle Reid, Animal Control Officer, Sheriff's Office (zoom)  
Dan Perge, Veterans Counselor (zoom)

**CALL TO ORDER**

Chairman Bill Peterson called the meeting to order at 9:30 a.m.

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

Chairman Robert Adrian called for a moment of silence for Roger Frye (CMH board member).

**ROLL CALL**

Roll call vote was taken. All committee members present.

**BILLS TO PAY**

County Clerk Keri Bertrand presented the bills to pay.

	SUBMITTED:	APPROVED:
General Funds & Other funds	\$ 53,224.13	\$ 53,224.13



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

INFORMATION ITEM: Finance Chair Peterson presented the Montmorency-Oscoda-Alpena Landfill Authority CFO Letter for review and approval. Moved by Commissioner Karschnick and supported by Commissioner Thomson to recommend the below Action Item. Roll call vote was taken: AYES: Commissioners Adrian, Karschnick, Fournier, Osbourne, Thomson, Kozlowski, Gilmet, and Peterson. NAYS: None. Motion carried.

**ACTION ITEM #2: The Committee recommends approval of the Montmorency, Oscoda, Alpena Landfill Chief Financial Officer Letter and all pertaining documents and authorize the Chairman of the Board to sign all pertaining documents as presented.**

INFORMATION ITEM: Anne Gentry, DDA Director, gave an update to the board on the DDA (Downtown Development Authority) expansion along with DDA Board President Mike Mahler and DDA Board Member Todd Britton. Anne passed out a copy of the DDA boundary map of the proposed expansion area to the board for informational purposes. The board shared their concerns and County Equalization Director Somers gave an update on the homes that would not be considered County tax revenue and reported on what the loss tax revenue would be for the County.

#### CHILD CARE FUND MONTHLY REPORT

Juvenile Officer Janelle Mott presented the Child Care Fund monthly report for July 2022 (attachment #1). Janelle gave an update to the board on the placement program.

INFORMATION ITEM: Administrator Hannah presented the Crime Victims Right (CVR) Advocate 2023 Grant renewal application for review and approval. Moved by Commissioner Gilmet and supported by Commissioner Thomson to recommend the below action item. Roll call vote was taken: AYES: Commissioners Adrian, Karschnick, Fournier, Osbourne, Thomson, Kozlowski, Gilmet, and Peterson. NAYS: None. Motion carried.

**ACTION ITEM #3: The Committee recommends approval of the grant renewal application from the Michigan Department of Health and Human Services in the amount of \$78,105.00 for CVR Advocate 2023 Grant renewal application with no County match and authorize the Chairman of the Board or the County Administrator to sign all pertaining documents as presented. This has Grant Review Committee approval.**

INFORMATION ITEM: Administrator Hannah presented the CVR Navigator Pilot Program 2023 Grant renewal application for review and approval. Moved by Commissioner Gilmet and supported by Commissioner Thomson to recommend the below action item. Roll call vote was taken: AYES: Commissioners Adrian, Karschnick, Fournier, Osbourne, Thomson, Kozlowski, Gilmet, and Peterson. NAYS: None. Motion carried.

**ACTION ITEM #4: The Committee recommends approval of the grant renewal application from the Department of Health and Human Services in the amount of \$60,000.00 for Crime Victim Rights Navigator Pilot Program-2023 Grant renewal application with no County match and authorize the Chairman of the Board or the County Administrator to sign all pertaining documents as presented. This has Grant Review**



### **Committee approval.**

INFORMATION ITEM: Sheriff Erik Smith presented the over budget line item for Professional Services-Animal Control for transfer request for approval. Moved by Commissioner Thomson and supported by Commissioner Gilmet to recommend the below action item. Roll call vote was taken: AYES: Commissioners Adrian, Karschnick, Fournier, Osbourne, Thomson, Kozlowski, Gilmet, and Peterson. NAYS: None. Motion carried.

**ACTION ITEM #5: The Committee recommends approval to increase the Professional Services-Animal Control line item #101-430-801.001 by \$4,000 to cover expenses throughout the remainder of the year as presented.**

INFORMATION ITEM: Sheriff Smith presented the request to purchase In-Car Cameras and Body Cameras for the new sheriff patrol vehicles for approval. The Courts & Public Safety Committee recommends approval to purchase 6 in-car cameras and 20 body cameras for the Sheriff's Department at a cost of \$20,218 per year on a 5-year contract subscription fee using ARPA monies for the first year then budgeting the year after. Discussion and recommendation to use ARPA monies for the whole purchase of in-car cameras and body cameras for the patrol vehicles.

Moved by Commissioner Gilmet and supported by Commissioner Osbourne to recommend the Sheriff purchase 7 in-car cameras and 20 body cameras for the new Sheriff's Department vehicles from Enterprise for 2022 using ARPA monies in the total amount of \$112,000 as presented. Roll call vote was taken: AYES: Commissioners Adrian, Karschnick, Fournier, Osbourne, Thomson, Kozlowski, Gilmet, and Peterson. NAYS: None. Motion carried.

INFORMATION ITEM: Sheriff Smith presented the request to Outfit the Sheriff Department Vehicles using ARPA funds for approval. Moved by Commissioner Gilmet and supported by Commissioner Osbourne to recommend the below action item. Roll call vote was taken: AYES: Commissioners Adrian, Karschnick, Fournier, Osbourne, Thomson, Kozlowski, Gilmet, and Peterson. NAYS: None. Motion carried.

**ACTION ITEM #7: The Committee recommends approval of using monies from the ARPA Funding in the amount of \$76,172.32 (Outfit Ford Inceptor is \$10,345.65 x 6 Vehicles = \$62,073.90 plus Outfit Ford Expedition is \$7,049.21 x 2 Vehicles = \$14,098.42) to purchase 8 new Sheriff's Department vehicles from Enterprise.**

INFORMATION ITEM: Sgt. JP Ritter, Sheriff's Office, presented the Snowmobile Enforcement 2022/2023 Grant renewal application for approval. Moved by Commissioner Thomson and supported by Commissioner Adrian to recommend the below action item. Roll call vote was taken: AYES: Commissioners Adrian, Karschnick, Fournier, Osbourne, Thomson, Kozlowski, Gilmet, and Peterson. NAYS: None. Motion carried.

**ACTION ITEM #8: The Committee recommends approval of the State of Michigan Snowmobile Enforcement 2022/2023 Grant renewal application (10.01.22/04.30.23) for the Sheriff's Office in the amount of \$8,678.00 with an organizational match of \$7,376.30 and a County match of \$1,301.70 and authorize the Chairman of the Board or County Administrator to sign all pertaining documents as presented. This has Grant Review Committee approval.**



INFORMATION ITEM: Sgt. Ritter presented the DNR - ORV Law Enforcement 2022/2023 Grant renewal application for approval. Moved by Commissioner Adrian and supported by Commissioner Thomson to recommend the below action item. Roll call vote was taken: AYES: Commissioners Adrian, Karschnick, Fournier, Osbourne, Thomson, Kozlowski, Gilmet, and Peterson. NAYS: None. Motion carried.

**ACTION ITEM #9: The Committee recommends approval of the State of Michigan DNR-ORV Law Enforcement 2022/2023 Grant renewal application (10.01.22/09.30.23) for the Sheriff's Office in the amount of \$42,997.50 with no County match and authorize the Chairman of the Board or County Administrator to sign all pertaining documents as presented. This has Grant Review Committee approval.**

INFORMATION ITEM: Nicki Janish, Home Improvement Director, presented the new MSHDA- MI HOPE Grant Application for approval. Moved by Commissioner Karschnick and supported by Commissioner Thomson to recommend the below action item. Roll call vote was taken: AYES: Commissioners Adrian, Karschnick, Fournier, Osbourne, Thomson, Kozlowski, Gilmet, and Peterson. NAYS: None. Motion carried.

**ACTION ITEM #10: The Committee recommends approval of the MSHDA - Michigan's Housing Opportunities Promote Energy – Efficiency (MI-HOPE) Program Grant Application in the amount of \$400,000 with no County match and authorize the Chairman of the Board or the County Administrator to sign all pertaining documents as presented. This has Grant Review Committee approval.**

INFORMATION ITEM: Administrator Hannah presented the monthly report for July 2022 in Treasurer Kim Ludlow's excused absence. The budget should be at 58.08%. Revenues are at 44.77% and Expenditures are at 56.97%.

### **BUDGET ADJUSTMENTS**

Administrator Hannah presented the following Budget Adjustments for approval:

1. Cyber Renewal Insurance Invoice (2022/2023) – Moved by Commissioner Thomson and supported by Commissioner Karschnick to recommend the below action item. Roll call vote was taken: AYES: Commissioners Adrian, Karschnick, Fournier, Osbourne, Thomson, Gilmet, and Peterson. NAYS: Commissioner Kozlowski. Motion carried.

**ACTION ITEM #11: Recommendation to increase GL line item #101-228-803.002 by \$6,384 from General Fund to account for increased premium cost and pay Alpena Agency Invoice #41600 in the amount of \$18,884.00 as presented. The insurance company will invoice the City for their share.**

2. Home Improvement Fund – Moved by Commissioner Thomson and supported by Commissioner Karschnick to recommend the below action item. Roll call vote was taken: AYES: Commissioners Adrian, Karschnick, Fournier, Osbourne, Thomson, Gilmet, and Peterson. NAYS: Commissioner Kozlowski. Motion carried.

**ACTION ITEM #12: Recommendation to appropriate from the ARPA Funds to the Home Improvement Fund line item #276-703-699.000 of \$50,000, as per minutes of November 23, 2021; to**



**support program operations as presented.**

3. Plaza Pool Capital Repair Items – Fire Alarm Invoice - Moved by Commissioner Thomson and supported by Commissioner Karschnick to recommend the below action item. Roll call vote was taken: AYES: Commissioners Adrian, Karschnick, Fournier, Osbourne, Thomson, Gilmet, and Peterson. NAYS: Commissioner Kozlowski. Motion carried.

**ACTION ITEM #13: Recommendation to increase budget of line item #402-234-931.000 (Equipment Fund) to pay the Fire Alarm Service Team LLC Invoice #1072-7705 in the amount of \$3,630 (\$1,090 material; \$2,240 labor; and \$300 for service call) as presented. (Projected to be below fund balance policy)**

4. 911/Emergency Director Budget Adjustment request - Moved by Commissioner Thomson and supported by Commissioner Karschnick to recommend the below action item. Roll call vote was taken: AYES: Commissioners Adrian, Karschnick, Fournier, Osbourne, Thomson, Gilmet, and Peterson. NAYS: Commissioner Kozlowski. Motion carried.

**ACTION ITEM #14: Recommendation to transfer \$25,000 from the 911 Fund Balance line Item #261-000-390 and put into the Dispatch Overtime line item #261-325-708 as presented.**

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

Finance Chair Bill Peterson presented the motion to rise and report. Moved by Commissioner Gilmet and supported by Commissioner Osbourne to rise and report. Motion carried. Committee meeting closed.

#### **FINANCE WAYS & MEANS RECOMMENDATIONS**

Chairman Adrian presented the Action Items from the Finance Ways & Means Committee for board approval. Moved by Commissioner Peterson and supported by Commissioner Gilmet to approve the Finance Ways & Means Committee recommended Action Items as presented. Roll call vote was taken: AYES: Commissioners Adrian, Karschnick, Fournier, Osbourne, Thomson, Kozlowski, Gilmet, and Peterson. NAYS: None. Motion carried.

#### **CONSENT CALENDAR**

- A) **Approval of the Official Proceedings of the Alpena County Board of Commissioners Regular Session – July 26, 2022 (\*Minutes only)**
- B) **Facilities, Capital & Strategic Planning Committee Meeting Minutes – August 3, 2022**

ACTION ITEM #FCSPC-1: The Committee recommends approval of an adhoc committee to work with the Home Improvement Director to create the guidelines for the program and with Chairman Adrian's recommendation as to who will sit on this committee as presented.

**Not approved on Consent Calendar – Pulled to Main Agenda**

ACTION ITEM #FCSPC-2: The Committee recommends approval of Control Solution's quote of \$8,623 to repair an air conditioning unit in the DHD building with monies coming from line item #246-265-931.000 as presented.



ACTION ITEM #FCSPC-3: The Committee recommends approval of IT Director to move forward with the contract with Miller Office Machines for a 4-year lease of business machines as presented. Budget Adjustments will be presented as needed.

Moved by Commissioner Fournier and supported by Commissioner Thomson to approve the Consent Calendar which includes actions as listed above and filing of all reports. Roll call vote was taken: AYES: Commissioners Adrian, Karschnick, Fournier, Osbourne, Thomson, Kozlowski, Gilmet, and Peterson. NAYS: None. Motion carried.

### ADHOC COMMITTEE – HOME IMPROVEMENT

Commissioner Kozlowski shared his concerns of commissioners sitting on this committee that will not longer be a commissioner next year. Chairman Robert Adrian reported that an Adhoc Committee would work with the Home Improvement Director on the policy for the Home Improvement Program right away that are experienced before next year comes. Chairman Adrian noted that the committee would not need to meet on a regular basis like other committees, but only meet when needed. Chairman Adrian asked the board if there were any members that would like to sit on this committee. Chairman Adrian recommends the following commissioners sit on this adhoc committee: Commissioners Gilmet, Thomson, Peterson and Fournier.

### CLOSED SESSION

Moved by Commissioner Fournier and supported by Commissioner Thomson to go into Closed Session for Union Negotiations and Litigation Matters. Motion carried. Closed session at 10:58 a.m. and reopened session at 11:24 a.m. All Commissioners present except Commissioner Fournier excused.


### PUBLIC COMMENT

Commissioner Gilmet presented concerns shared in the community of the smell DPI is producing in the area and downtown.

**\*Next Meeting: Tuesday, September 13, 2022 at 9:30 a.m. in the Howard Male Conference Room/Zoom Room**

### ADJOURNMENT

Moved by Commissioner Peterson and supported by Commissioner Kozlowski to adjourn the meeting. Motion carried. The meeting adjourned at 11:34 a.m.

  
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Chairman Robert Adrian

  
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County Clerk Keri Bertrand

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CHILD CARE BALANCE SHEET

#1

Month: July, 2022

<b>BEGINNING FUND BALANCE</b>	<b>\$94,465.89</b>
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Revenue

MONTHLY APPROPRIATION FROM COUNTY GENERAL	\$17,474.25
DEPOSITS	\$23,556.86
* MONTHLY REVENUE TOTAL	<b>\$41,031.11</b>

Expenses

Monthly Expense Total	\$44,696.55
<b>END OF THE MONTH BALANCE</b>	<b>\$90,800.45</b>
Fund Balance Adjustments	
<b>ACTUAL BALANCE:</b>	<b>\$90,800.45</b>

Revenue to date for July	\$19,301.05
Expenses to date for July	\$9,962.72
Anticipated Balance	<b>\$100,138.78</b>

*Janelle Mott*

8/8/2022