

FINANCE WAYS & MEANS COMMITTEE  
MEETING MINUTES  
Tuesday, October 11, 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  
Lynn Bunting, County Board Assistant  
Kim Ludlow, Treasurer  
Kim MacArthur, County Board Assistant (zoom)  
Catherine Murphy, Register of Deeds (zoom)  
Keri Bertrand, County Clerk  
Cindy Cebula, Chief Deputy Treasurer (zoom)  
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  
Nicki Janish, County Home Improvement/Public Conservator Director  
Jennifer Mathis, County HR Specialist (zoom)  
Jeremy Winterstein, Alpena Rink Management/NLA  
Jessica Henry, Alpena Rink Management/NLA  
Steve Mousseau, IT Director (zoom)  
Steve Smigelski, Airport Manager (zoom)  
Deputy Michelle Reid, Animal Control Officer (zoom)

**CALL TO ORDER**

Chair Robert Adrian called the meeting to order at 9:30 a.m.

**ROLL CALL**

Roll call vote was taken. All committee members present.

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

**ADOPT AGENDA**

Moved by Commissioner Gilmet and supported by Commissioner Fournier to adopt the agenda as presented. Motion carried.

**BILLS TO PAY**

Finance Chair Bill Peterson presented the bills to pay.



	SUBMITTED:	APPROVED:
General Funds & Other funds	\$102,210.49	\$102,210.49

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

INFORMATION ITEM: Jeremy Winterstein, Alpena Rink Management, presented the Northern Lights Arena reimbursement requests for approval. Jeremy gave an update on the arena and reported on reimbursements for equipment expenses per their maintenance contract. Discussion on maintenance contract and eligible expenses for reimbursement from the County. Jeremy informed the board that the icemaker is replaced, and has information on the new ice maker and will need to have the old icemaker pumped down and disposed.

County Treasurer Kim Ludlow gave an update on the invoices being requested for reimbursement and the Committee recommended to send to the Facilities Committee to review the invoices at their next meeting in October.

County Administrator Mary Catherine Hannah reported she will send a copy of the surcharge policy and contract for the arena to the Commissioners for review and recommends an amendment be made to the contract regarding some of the language.

Jeremy gave an update to the committee informing them that they requested \$23,000 from the Youth & Recreation Committee to level ice system and will need an additional \$11,000 as an upgrade will need to be done for the Zamboni.

INFORMATION ITEM: Airport Manager Steve Smigelski presented the request to increase the MDOT Building Maintenance line item to pay the boiler repairs for approval. Moved by Commissioner Karschnick and supported by Commissioner Thomson to recommend the below Action Item. Roll call vote was taken: AYES: Commissioners Gilmet, Adrian, Karschnick, Fournier, Osbourne, Thomson, Kozlowski, and Peterson. NAYS: None. Motion carried.

**ACTION ITEM #2: The Committee recommends increasing line item #295-595-932.001 \$9,125.09 to cover the repairs to the boiler in the MDOT building with funds being claimed on the 4th quarter CARES Act reimbursement submission as presented.**

INFORMATION ITEM: Airport Manager Smigelski presented the request to pay the Primary Airport Services Invoice for approval. Moved by Commissioner Thomson and supported by Commissioner Gilmet to recommend the below Action Item. Roll call vote was taken: AYES: Commissioners Gilmet, Adrian, Karschnick, Fournier, Osbourne, Thomson, Kozlowski, and Peterson. NAYS: None. Motion carried.

**ACTION ITEM #3: The Committee recommends approval of payment for Primary Airport Service invoice totaling \$239.80 to be paid from line item #295-000-383.000 PFC Charges Reserve and expense from line item #295-595-805.000 as presented**



## CHILD CARE FUND MONTHLY REPORT

Juvenile Officer Janelle Mott presented the Child Care Fund monthly report for September 2022 (attachment #1). Janelle gave an update reporting that placement is still difficult statewide and is working closely with the County Treasurer as there are fund delays with the state.

INFORMATION ITEM: Sheriff Erik Smith presented the Secondary Road Patrol Grant Renewal Application for 2022/2023 for approval. Sheriff Smith gave an update on the grant to the Committee informing them that the monies allocated for the grant from the state will increase and the County match will go down but not sure on the amount yet. 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, and Peterson. NAYS: None. Commissioner Gilmet, excused. Motion carried.

**ACTION ITEM #4: The Committee recommends approval of the 2023 Secondary Road Patrol Grant Renewal Application (October 1, 2022/September 30, 2023) for the Sheriff's Office in the amount of \$115,125.00 with an Organizational match of \$35,836.00 and a County match of \$79,289.00 and authorize the Chairman of the Board to sign all pertaining paperwork as presented. This grant includes mileage, operating expenses and wages for this position. This has Grant Review Committee approval.**

INFORMATION ITEM: County Administrator Mary Catherine Hannah presented the 2022 Apportionment Report & Resolution for approval reporting she review the report with the Equalization Director.

**RESOLUTION #22-18**  
**ALPENA COUNTY BOARD OF COMMISSIONERS**  
**RESOLUTION APPROVING THE 2022 APPORTIONMENT REPORT**  
**PURSANT TO MICHIGAN COMPILED LAW 211.37**

WHEREAS, Michigan Compiled Law 211.36 requires each township clerk to submit to the County Clerk on or before September 30 each year a statement which sets forth the amount of money to be raised in the Township by Taxation;

WHEREAS, Michigan Compiled Law 211.37 requires the County Board of Commissioners to hold an apportionment session and approve an Apportionment Report in October of each year;

WHEREAS, at the annual apportionment session, the County Board of Commissioners must examine documents and records submitted to the Board that show the amount of money to be raised by ad valorem levies in each Township for schools, highway, drains, township operations, and all other purposes as authorized by law and required the correction of any defects or omissions with regard to those levies; and

WHEREAS, the action of the County Board of Commissioners concerning the spread of these levies is final, except in situations where a change is made to the equalization of the County through an equalization appeal to the Michigan Tax Tribunal or a Levy passed at the November elections; and



WHEREAS, the action of the County Board of Commissioners for 2022 will be the official authorization for 16 taxing authorities within the County to levy property taxes for 2022, and

WHEREAS, the Alpena County Equalization Department has prepared an Apportionment Report for consideration by the County Board of Commissioners; and

WHEREAS, the proposed Apportionment Report, if approved, will provide final authorization for the levy of property taxes upon which taxing authorities depend to provide educational, health, economic development, public safety, and other services which are important to the well-being of the county's economy and Alpena County Residents; and

NOW, THEREFORE, BE IT RESOLVED that the attached 2022 Apportionment Report showing the millage levies apportioned to various taxing authorities in Alpena County for the year 2022 is hereby approved in accordance with Michigan Compiled Law 211.37; and

BE IT FURTHER RESOLVED that the Alpena Board of Commissioners, under the authority of Michigan Compiled Law 211.37, directs that the millage rates specified in the attached 2022 Apportionment Report for Township, school, highway, drain, and all other purposes as authorized by law shall be spread against the taxable value of properties on the proper assessment rolls of the Townships and Cities in the County.

Moved by Commissioner Karschnick and supported by Commissioner Thomson to approve the 2022 Apportionment Report and adopt Resolution #22-18 as above. Roll call vote was taken: AYES: Commissioners Gilmet, Adrian, Karschnick, Fournier, Osbourne, Thomson, Kozlowski, and Peterson. NAYS: None. Motion carried.

INFORMATION ITEM: Commissioner Kevin Osbourne presented the new power feed quotes for the pedestals, caretakers house meter and a meter for the fair office at the fairgrounds with a total of three separate meters for recommendation. Administrator Hannah reported that she has them listed as a CIP project and can present at the Budget Workshop to discuss how to fund this project. Commissioner Osbourne reported that a long-term goal project for the fairgrounds for the MSU building, Maintenance building and fairgrounds campground with separate meters would be needed.

INFORMATION ITEM: County Administrator Mary Catherine Hannah reported that the Health Care Steering Committee met, discussed, and recommended the proposed health insurance for the County. Administrator Hannah passed out information to the Committee for review and approval. Moved by Commissioner Thomson and supported by Commissioner Gilmet to recommend the below Action Item. Roll call vote was taken: AYES: Commissioners Gilmet, Adrian, Karschnick, Fournier, Osbourne, Thomson, Kozlowski, and Peterson. NAYS: None. Motion carried.

**ACTION ITEM #6: The Committee recommends approval of the 2023 Proposed Health Insurance for the County as presented.**

INFORMATION ITEM: Administrator Hannah presented the RFP/RFI for the DHHS building for review and approval. Discussion and recommendation to have RFP/RFI due October 28, 2022 and to present them for review and recommendation at the Facilities Committee meeting on November 2, 2022. Moved by Commissioner Thomson and supported by Commissioner Osbourne to recommend the below Action Item. Roll call vote was taken: AYES:



Commissioners Gilmet, Adrian, Karschnick, Fournier, Osbourne, Thomson, Kozlowski, and Peterson. NAYS: None. Motion carried.

**ACTION ITEM #7: The Committee recommends approval of the Department of Health & Human Services (DHHS) RFP/RFI as presented.**

INFORMATION ITEM: Treasurer Kim Ludlow presented the monthly report for September 2022. The budget should be at 75.00%. Revenues are at 87.46% and Expenditures are at 71.51%.

INFORMATION ITEM: Treasurer Ludlow presented the 3<sup>rd</sup> Quarter Budget Adjustments for approval. Moved by Commissioner Gilmet and supported by Commissioner Karschnick to recommend the below Action Item. Roll call vote was taken: AYES: Commissioners Adrian, Karschnick, Fournier, Osbourne, Thomson, Kozlowski, and Peterson. NAYS: None. Commissioner Gilmet, excused. Motion carried.

**ACTION ITEM #8: The Committee recommends approval of the Third Quarter Budget Adjustments as presented.**

**BUDGET ADJUSTMENTS**

Administrator Hannah presented the following Budget Adjustments for approval:

**1. Emergency/911 Services Request**

ACTION ITEM #1: The Committee recommends approval to increase line item #261-325 860 Travel Expense by \$1,258.08 from line item #261-325-677 Reimbursements & Refunds to cover additional training travel for 2022. Refund in the amount of \$1,258.08 was received for attending the Great Lakes Homeland Security Conference this past year and was deposited into Reimbursements & Refunds line item #261-325-677.

**2. Home Improvement Director Request**

ACTION ITEM #2: The Committee recommends approval to increase line item #276-703-969.013 Program Income Returned (1984 to Present) by \$40,392.68 from the Housing Fund Balance.

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

**MOTION TO RISE & REPORT**

Finance Chair Bill Peterson presented the motion to rise and report. Moved by Commissioner Thomson and supported by Commissioner Gilmet to rise and report. The Committee meeting closed at 10:39 a.m.



Board Chairman Robert Adrian presented the Consent Calendar for discussion and recommendation.

### CONSENT CALENDAR

A) **Approval of the Official Proceedings of the Alpena County Board of Commissioners**  
Regular Session – September 27, 2022 (\*Minutes only)

B) **Home Improvement ADHOC Committee Meeting Minutes – October 3, 2022**

ACTION ITEM #HIAC-1: The Committee recommends offering Home Improvement grants for HPG and MEDC/CDBG projects not exceeding \$15,000 for all homeowners that qualify for assistance with income not exceeding 80% of AMI as presented.

ACTION ITEM #HIAC-2: The Committee recommends continuing to lien Home Improvement projects exceeding \$15,000; however, rather than having two types of loans (deferred or local) depending on income level, making all loans deferred at 0% interest for homeowners with income not exceeding 80% AMI as presented.

ACTION ITEM #HIAC-3: The Committee recommends increasing the Home Improvement Program applicant's total liquid asset from \$25,000 to \$50,000 and to define liquid assets as savings and checking accounts as presented.

ACTION ITEM #HIAC-4: The Committee recommends approval of Home Improvement Director's revised set of procedure guidelines for the Home Improvement Programs as presented.

C) **Facilities, Capital & Strategic Planning Committee Meeting Minutes – October 5, 2022**

ACTION ITEM #FCSPC-1: The Committee recommends approval of Veterans Affairs Office lease renewal between Alpena Harborside, LLC and the County of Alpena for 4 years beginning January 1, 2023 and ending December 31, 2026 in the amount of \$811.67 per month and authorize the County Administrator to execute as presented.

ACTION ITEM #FCSPC-2: The Committee recommends approval of wayfinding signage for the Courthouse and Annex Buildings in the amount of \$13,850.00 from Omega Electric with monies to come from the Building and Grounds Fund as presented.

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.

### FINANCE WAYS & MEANS COMMITTEE MEETING – November 8, 2022

Chairman Adrian reported he received a concern from a citizen that the Finance meeting on November 8, 2022 is on Election Day. County Clerk Keri Bertrand reported that this will not



affect their office. Discussion and recommendation to keep the date for the Finance meeting on November 8, 2022.

### 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.

### CLOSED SESSION

Moved by Commissioner Gilmet and supported by Commissioner Peterson to go into Closed Session for Union Negotiations and Litigation Update. Motion carried. Closed session at 10:43 a.m. and reopened session at 11:04 a.m. Roll call vote was taken. All board members present.

### PUBLIC COMMENT

None.

### UNION NEGOTIATIONS

The Board recommended Administrator Hannah bring back to them after they ratify a proposed union contract.

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

### ADJOURNMENT

Moved by Commissioner Peterson and supported by Commissioner Osbourne to adjourn the meeting. Motion carried. The meeting adjourned at 11:05 a.m.



Chairman Robert Adrian

  
County Clerk Keri Bertrand

llb

#1

CHILD CARE BALANCE SHEET

Month: September, 2022

<b>BEGINNING FUND BALANCE</b>	<b>\$103,364.23</b>
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**Revenue**

MONTHLY APPROPRIATION FROM COUNTY GENERAL	\$17,474.25
DEPOSITS	\$34,097.02
Bay Athletic Club - Blending Funding	\$30,000.00
<b>* MONTHLY REVENUE TOTAL</b>	<b>\$51,571.27</b>

**Expenses**

Monthly Expense Total	\$38,749.12
Bay Athletic Club - Return of Blending Funding	\$30,000.00
<b>END OF THE MONTH BALANCE</b>	<b>\$86,186.38</b>
Fund Balance Adjustments	
<b>ACTUAL BALANCE:</b>	<b>\$86,186.38</b>

Revenue to date for October	\$18,485.36
Expenses to date for October	\$0.00
<b>Anticipated Balance</b>	<b>\$104,671.74</b>

*Janelle Mott* 10/10/2022



**OFFICIAL PROCEEDINGS  
OF THE  
ALPENA COUNTY BOARD OF COMMISSIONERS**

October 6, 2022

The Alpena County Board of Commissioners met in a joint session with the City of Alpena and all Townships at the Charter Township of Alpena Office, 4385 US-23 North, Alpena, MI 49707. The meeting was called to order at 6:30 p.m.

**ROLL CALL**

Roll was called, the following Commissioners were present: Donald Gilmet, Robert Adrian, Dave Karschnick, Brenda Fournier, Kevin Osbourne, Marty Thomson and John Kozlowski. Excused: Commissioner Bill Peterson.

**REVIEW OF MINUTES**

Minutes from the June 2, 2022 meeting were reviewed and approved.

**GOVERNMENT ENTITY REPORTS**

Updates were given by the various entities.


**PRIORITY TOPIC DISCUSSION**

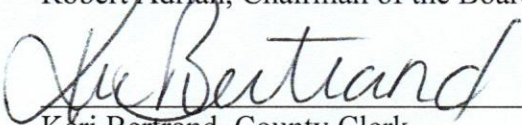
Update on the recycling initiative was provided by Rachel Smolinski, Alpena City Manager, and Mary Catherine Hannah, Alpena County Administrator.

**NEXT INTERGOVERNMENTAL MEETING**

The next regular Intergovernmental Council meeting would be Thursday, February 2, 2023, hosted by Alpena County at 6:30 p.m.; however, the City may need to request a reschedule to January 12, 2023. Upon final decision, the meeting date will be distributed to the group.

Meeting adjourned at 8:38 p.m.

  
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Robert Adrian, Chairman of the Board

  
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Keri Bertrand, County Clerk