

FINANCE WAYS & MEANS COMMITTEE
DRAFT MEETING MINUTES
Tuesday, September 12, 2022 – 9:30 a.m.
Howard Male Conference Room/Zoom Room

Commissioners Present: Bob Adrian
Dave Karschnick
Brenda Fournier
Kevin Osbourne, excused
John Kozlowski
Marty Thomson
Bill Peterson
Don Gilmet, (zoom), excused

Others Present: Mary Catherine Hannah, County Administrator
Lynn Bunting, County Board Assistant
Kim Elkie, Director of Emergency Management and E911 Services (zoom)
Ted Somers, Equalization Director
Kim Ludlow, Treasurer
Kim MacArthur, County Board Assistant (zoom)
Catherine Murphy, Register of Deeds
Keri Bertrand, County Clerk
Cindy Cebula, Chief Deputy Treasurer (zoom)
Phil Heimerl, True North Radio (zoom)
Janelle Mott, Juvenile Officer
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
David Guzman, Alpena Rink Management/NLA
Norm Sommerfeld, Plaza Pool
Elaine Sommerfeld, Plaza Pool
Jeremy Winterstein, Alpena Rink Management/NLA
Jessica Henry, Alpena Rink Management/NLA
Steve Schulwitz, The Alpena News
Kim Bolanowski, Plaza Pool Director
Cynthia Muszynski, Prosecuting Attorney
Steve Mousseau, IT Director (zoom)

CALL TO ORDER

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

ROLL CALL

Roll call vote was taken. All committee members present, except Commissioner Osbourne, excused and Commissioner Gilmet (zoom), excused.

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

BILLS TO PAY

Finance Chair Bill Peterson presented the bills to pay.

	SUBMITTED:	APPROVED:
General Funds & Other funds	\$ 64,699.11	\$ 64,699.11

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

INFORMATION ITEM: Personnel Chair Marty Thomson gave an update on the 911 Assistant candidate position and presented below Action Item for approval. 911/Emergency Director Kim Elkie informed the board that there is funding through the state that she will get guidance for reporting/documentation purposes. Director Elkie reported she spoke with Lt. Castro who informed her that Homeland Security will not fund a second staff person. Director Elkie reported she has currently over \$10,000 in 2022 budget available for a candidate to work 29 hours per week and will budget for 2023. 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, Thomson, and Peterson. NAYS: Commissioner Kozlowski. Commissioner Gilmet and Osbourne, excused. Motion carried.

ACTION ITEM #2: The Committee recommends approval to an increase in hours for the Assistant Director for the Office of Emergency Management and E911 Services from 20 hours to 29 hours per week with available budgeted funds to cover the expense for the remainder of the 2022 budget year as presented.

INFORMATION ITEM: Ted Somers, Equalization Director, presented the L-4029 Tax Rate Request Form and Resolution #22-17 for approval (attachment #1). Moved by Commissioner Thomson and supported by Commissioner Kozlowski to recommend the Resolution #22-17. Amended motion by Commissioner Thomson and supported by Commissioner Kozlowski to include the L-4029 Tax Rate Request Form for approval as well as adopt Resolution #22-17. Roll call vote was taken: AYES: Commissioners Adrian, Karschnick, Fournier, Thomson, Kozlowski, and Peterson. NAYS: None. Commissioner Gilmet and Osbourne, excused. Motion carried.

ACTION ITEM #3: The Committee recommends approval of the L-4029 Tax Rate Request Form and to adopt Resolution #22-17 (2022 Winter Property Tax Levy) and authorize the Chairman of the Board to sign all pertaining documents as presented.

CHILD CARE FUND MONTHLY REPORT

Juvenile Officer Janelle Mott presented the Child Care Fund monthly report for August 2022 (attachment #2). Janelle gave an update reporting that there are no beds available, and they are unable to place juveniles at this time. Janelle informed the board that the state is working on opening more funding and gave a background on raise the age program. Janelle reported that the basic grant through the state has increased in reimbursement funding from 50% to 75%.

INFORMATION ITEM: Juvenile Officer Mott presented the FY2023 Child Care Fund Budget for approval. Moved by Commissioner Adrian and supported by Commissioner Fournier to recommend the below Action Item. Roll call vote was taken: AYES: Commissioners Adrian, Karschnick,

Fournier, Thomson, Kozlowski, and Peterson. NAYS: None. Commissioner Gilmet and Osbourne, excused. Motion carried.

ACTION ITEM #4: The Committee recommends approval of the FY2023 Child Care Fund Budget Proposal in the amount of \$919,235.00 for the Juvenile Division and to authorize the Chairman of the Board to sign all pertaining documents as presented.

INFORMATION ITEM: Sgt. JP Ritter, Sheriff's Office, presented the FY23 Stonegarden Grant Application for approval and gave a background of the usage of this grant reporting the inland marine boat comes with a motor and awning and is used on inland lakes such as Long Lake and Beaver Lakes. 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, Thomson, Kozlowski, and Peterson. NAYS: None. Commissioner Gilmet and Osbourne, excused. Motion carried.

ACTION ITEM #5: The Committee recommends approval of the grant application from the Department of Homeland Security in the amount of \$165,528.00 for the Operation Stonegarden Grant 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: Sgt. Ritter, Sheriff's Office, presented the First Federal of Northern Michigan Legacy Foundation new Grant Application for approval. Sgt. Ritter informed the board that it is difficult to obtain the AED units due to availability as there is currently a six month wait. Moved by Commissioner Fournier and supported by Commissioner Kozlowski to recommend the below Action Item. Roll call vote was taken: AYES: Commissioners Adrian, Karschnick, Fournier, Thomson, Kozlowski, and Peterson. NAYS: None. Commissioner Gilmet and Osbourne, excused. Motion carried.

ACTION ITEM #6: The Committee recommends approval of the grant application from First Federal of Northern Michigan Legacy Foundation in the amount of \$1,600.00 for AED Funding 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: Sgt. JP Ritter, Sheriff's Office, presented the Alpena Alcona Area Credit Union request for AED Funding. Moved by Commissioner Karschnick and supported by Committee Thomson to recommend the below Action Item. Roll call vote was taken: AYES: Commissioners Adrian, Karschnick, Fournier, Thomson, Kozlowski, and Peterson. NAYS: None. Commissioner Gilmet and Osbourne, excused. Motion carried.

ACTION ITEM #7: The Committee recommends approval of the grant application from Alpena Alcona Area Credit Union in the amount of \$3,200.00 for AED Funding 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: County Administrator Mary Catherine Hannah presented the payment of Primary Airport Services Invoices for approval in Airport Manager Steve Smigelski's absence as he is attending an MAAE Conference. 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, Thomson, Kozlowski, and Peterson. NAYS: None. Commissioner Gilmet and Osbourne, excused. Motion carried.

ACTION ITEM #8: The Committee recommends approval of the Primary Airport Services Invoices in the total amount of \$2,886.80 and to reduce line item #295-000-383-000 PFC Charges Reserve by \$2,886.80 to pay invoices from expense line item #295-595-805.000 as presented.

INFORMATION ITEM: Treasurer Kim Ludlow presented the monthly report for August 2022. The budget should be at 66.58%. Revenues are at 66.68% and Expenditures are at 64.92%.

INFORMATION ITEM: Administrator Hannah presented an increase in scope on Contract for Services at the Airport for the Runway Repair/Rehab Project for approval. Administrator Hannah gave an update on the project and CRTC contribution towards the project. Moved by Commissioner Adrian and supported by Commissioner Fournier to recommend the below Action Item. Roll call vote was taken: AYES: Commissioners Adrian, Karschnick, Fournier, Thomson, Kozlowski, and Peterson. NAYS: None. Commissioner Gilmet and Osbourne, excused. Motion carried.

ACTION ITEM #9: The Committee recommends approval of increase in scope of RS&H Design Contract for Services for the Runway Repair Project at the Alpena County Regional Airport to include Air National Guard (ANG) projects as presented. (To be paid by ANG)

INFORMATION ITEM: Administrator Hannah presented the request to close the Courthouse & Annex Buildings on Thursday, September 29, 2022 for In-House Training Day for all the staff for approval.

Moved by Commissioner Thomson and supported by Commissioner Karschnick to recommend approval to close the Courthouse & Annex Buildings on Thursday, September 29, 2022 for Employee In-House Training Day as presented. Roll call vote was taken: AYES: Commissioners Adrian, Karschnick, Fournier, Thomson, Kozlowski, and Peterson. NAYS: None. Commissioner Gilmet and Osbourne, excused. Motion carried.

BUDGET ADJUSTMENTS

Administrator Hannah presented the following Budget Adjustments for approval:

1. Maintenance Uniform Service Expense for balance of 2022 -

ACTION ITEM #1: Recommendation to reduce the budgeted line item #101-200-801.000 County General Professional Services by \$1,000 and reduce the budgeted line item #101-200-940.001 by \$500 and Transfer \$1,500 to line item #101-265-801.002 Maintenance Uniform Service to cover the anticipated Maintenance Uniform Service expense for the balance of 2022 as presented.

2. Attorney Fees associated with outstanding Litigation –

ACTION ITEM #2: Recommendation to increase the budgeted line item #101-200-801.002 Outside Attorney Fees by \$10,000 to account for attorney fees associated with outstanding litigation as presented.

3. Commercial Auto Renewal 2022/2023 – Two Vehicles on Airport Runway –

ACTION ITEM #3: Recommendation to increase the budgeted line item #295-595-803.002 Vehicle Insurance to pay the Commercial Auto Renewal Policy 2022/2023 in the amount of \$809 for the two airport vehicles as presented.

4. Fairgrounds Storage and Tools for Caretakers -

ACTION ITEM #4: The Committee recommends a budget adjustment to GL line 101-268-932.000 of \$6,000 from the General Fund for the cost of work to the truck barn to create a separate storage space for Fairground Caretaker(s) tools and equipment and for the purchase of any tools needed by the Fairgrounds Caretakers as presented.

5. DHD Air Conditioning Unit -

ACTION ITEM #5: The Committee recommends a budget adjustment to the District Health Building Fund to increase line 246-265-931.000 (Equipment Maintenance) by \$1,495 to cover the cost of a repair to an air conditioning unit as presented. The Fund has an adequate balance to cover the increase.

6. Plants and Flowerpots at Courthouse and Annex Buildings -

ACTION ITEM #6: The Committee recommends approval to increase budgeted line item #101-265-933 Grounds Maintenance by \$1,000 for County employees to purchase and maintain planting and flowerpots placed at the back entrance of the Courthouse and front and back entrances of the Annex building with monies coming from the General Fund as presented.
**Not approved on Budget Adjustment – Pulled to main Agenda*

Moved by Commissioner Thomson and supported by Commissioner Adrian 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, Thomson, Kozlowski, and Peterson. NAYS: None. Commissioners Gilmet and Osbourne, excused. Motion carried.

COURTHOUSE/ANNEX BUILDINGS

Commissioner Kozlowski pulled Action Item #6 - Plants and Flowerpots at Courthouse and Annex Buildings for discussion. Chairman Adrian informed the Commissioners the employees will be volunteering to maintain the flowerbeds placed at the Courthouse & Annex Buildings and the Facilities, Capital & Strategic Planning Committee recommended the County pay for the supplies. Commissioner Gilmet updated the Commissioners (via zoom) reporting the employees will be donating their time to make the Courthouse & Annex Building nice with flowers and should not pay for the supplies. Moved by Commissioner Fournier and supported by Commissioner Thomson to recommend the below Action Item. Roll call vote was taken: AYES: Commissioners Adrian,

Karschnick, Fournier, Thomson, Kozlowski, and Peterson. NAYS: None. Commissioner Gilmet and Osbourne, excused. Motion carried.

ACTION ITEM #6: The Committee recommends approval to increase budgeted line item #101-265-933 Grounds Maintenance by \$1,000 for County employees to purchase and maintain planting and flowerpots placed at the back entrance of the Courthouse and front and back entrances of the Annex building with monies coming from the General Fund as presented.

MOTION TO RISE & REPORT

Finance Chair Bill Peterson presented the motion to rise and report. Committee meeting closed at 10:10 a.m.

CONSENT CALENDAR

A) **Approval of the Official Proceedings of the Alpena County Board of Commissioners**
Regular Session – August 23, 2022 (*Minutes only)

B-1) **Facilities, Capital & Strategic Planning Committee Meeting Minutes** – August 24, 2022

ACTION ITEM #FCSPC-1: The Committee recommends approval to accept the bid on a generator from Todd Britton for the bid price of \$875.00 with monies deposited into the General Fund Miscellaneous line item #101-200-684.000 of \$875.00 as presented.

B-2) **Facilities, Capital & Strategic Planning Committee Meeting Minutes** – September 7, 2022

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

NORTHERN LIGHTS ARENA UPDATE

Jeremy Winterstein, Alpena Rink Management/NLA, passed out Profit & Loss Reports for 2019 to current 2022 to the Commissioners for review and gave an update on the arena. Jeremy reported he has spoken with Administrator Hannah and will work with her on their Capital Improvement Plans as well as work on Youth & Recreation Grants for the arena.

PLAZA POOL UPDATE

Norm Sommerfeld, Synchronizations/Plaza Pool, gave an update on the pool reporting it has been a tough year from water leaks, school shutting off water due to projects, rate increase in utilities, on their third director for the pool, Ameresco expense, and increase in wages to keep part time employees. Norm informed the board that the Ready Set Swim Program is back and have seen an increase in new people coming to the pool

Kim Bolanowski, Pool Director, reported an increase in attendance to the pool, schools/gym class involvement in attendance, and ROV-Shipwreck usage.

Commissioners requested that Administrator Hannah meet with Norm and come back to present a projected need of funds for the rest of 2022 and send to them before the next Board of Commissioners meeting.

CLOSED SESSION

Moved by Commissioner Kozlowski and supported by Commissioner Karschnick to go into Closed Session for Litigation and Union Updates. Motion carried. Closed session at 10:45 a.m. and reopened session at 11:24 a.m. All Commissioners present. Commissioner Gilmet and Osbourne excused.

PUBLIC COMMENT

None.

***Next Meeting: Tuesday, October 11, 2022 at 9:30 a.m. in the Howard Male Conference Room/Zoom Room**

ADJOURNMENT

Moved by Commissioner Kozlowski and supported by Commissioner Fournier to adjourn the meeting. Motion carried. The meeting adjourned at 11:26 a.m.

Chairman Robert Adrian

County Clerk Keri Bertrand

llb