

FINANCE WAYS & MEANS COMMITTEE
DRAFT MEETING MINUTES
Tuesday, February 14, 2023 – 9:30 a.m.
Howard Male Conference Room/Zoom Room

Commissioners Present: Burt Francisco, Chair
William LaHaie
Jesse Osmer
Dave Karschnick
Bill Peterson
Brenda Fournier
Travis Konarzewski
John Kozlowski
Burt Francisco

Others Present: Mary Catherine Hannah, County Administrator
Kim MacArthur, County Board Assistant
Kim Ludlow, County Treasurer
Keri Bertrand, County Clerk
Wes Wilder, County Maintenance Superintendent
Undersheriff Cash Kroll
Steve Mousseau, IT Director
Kyle Peck, IT Department
Kim Elkie, 911/EM Director
Al Rapson, Assistant 911/EM Director
Ted Somers, Equalization Director
Cynthia Muszynski, Prosecutor
Elaine Sommerfeld, Plaza Pool

(Zoom was not working. IT Department was present to work on the issues.)

CALL TO ORDER

Board Chairman Bill Peterson called the meeting to order at 9:35 a.m.

ROLL CALL

Roll call vote was taken: All committee members present.

PLEDGE OF ALLEGIANCE TO THE UNITED STATES OF AMERICA

Board Chairman Peterson turned the meeting over to the new Finance Chair Burt Francisco.

ADOPT AGENDA

Moved by Commissioner Fournier and supported by Commissioner Osmer to approve the agenda with the addition of Opioid Settlement Funds discussion as recommended by the County Administrator. Motion carried.

BILLS TO PAY

County Clerk Keri Bertrand presented the bills to pay.

	SUBMITTED:	APPROVED:
General Funds & Other Funds	\$153,791.27	\$153,791.27

Commissioner Kozlowski asked for clarification on one invoice from B & J Young, Inc. Moved by Commissioner Karschnick and supported by Commissioner LaHaie to pay all bills as submitted. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Karschnick, Peterson, Fournier, Konarzewski, Kozlowski and Francisco. NAYS: None. Motion carried.

INFORMATION ITEM: Chair Francisco presented Poll Action Item #1: Budget Adjustments for 2023 to pay Unemployment Bills. Moved by Commissioner Osmer and supported by Commissioner Konarzewski to approve poll action item as presented. Roll call vote was taken: AYES: Commissioners, Osmer, Karschnick, Peterson, Fournier, Konarzewski, Kozlowski, LaHaie and Francisco. NAYS: None. Motion carried.

POLL ACTION ITEM #1: Recommend approval to authorize the Treasurer to do the following Budget Adjustments and for the Clerk to pay the unemployment bills as follows:

Budget adjustment for \$3,440.00 to line #208-760-842.000 Parks Unemployment – this would come from the Parks Fund Balance

Budget adjustment for \$724.00 to line #261-325-842.000 911 Unemployment – this would come from E911 Fund Balance

Budget adjustment for \$2,323.00 to line #101-690-842.000 Housing Unemployment – This one is General Fund. Treasurer recommends to reduce the Contingency line item 101-941-955.000 by the \$2,323.00 to cover the amount that needs to be paid. Total Budget Adjustments of \$6,487.00

INFORMATION ITEM: Plaza Pool Administrator Elaine Sommerfeld presented a First Federal Legacy Foundation grant application for approval. This grant is for replacement of the Fun Run that was used at the pool for 12 years. The original life expectancy of the fun run was 3 years. Motion was made by Commissioner Peterson and supported by Commissioner Fournier to recommend the action item below as presented. Roll call vote was taken: AYES: Commissioners Karschnick, Peterson, Fournier, Konarzewski, Kozlowski, LaHaie, Osmer and Francisco. NAYS: None. Motion carried.

ACTION ITEM #2: The Committee recommends approval of the First Federal Legacy Foundation Application for the Plaza Pool in the amount of \$20,000 with no County Match for an inflatable in-pool aquatic fun station

and to authorize the County Administrator to sign all pertaining documents as presented. This has Grant Review Committee approval.

INFORMATION ITEM: Chair Francisco presented a Primary Airport Services invoices for approval.

Motion was made by Commissioner Osmer and supported by Commissioner Kozlowski to recommend the action item below as presented. Roll call vote was taken: AYES: Commissioners Peterson, Fournier, Konarzewski, Kozlowski, LaHaie, Osmer, Karschnick, and Francisco. NAYS: None. Motion carried.

ACTION ITEM #3: The Committee recommends approval of the Primary Airport Services Invoice #1132-03 in the amount of \$59.95 to be paid from the PFC Charges Reserve line item #295-000-383.00 and expense from line item #295-595-805.000 for the PFC Application 03 Closeout as presented by the Airport Manager.

INFORMATION ITEM: Emergency Manager/E911 Director Kim Elkie presented the MSP Emergency Management & Homeland Security Division, Hazardous Materials Emergency Preparedness grant renewal application for approval.

Motion was made by Commissioner Peterson and supported by Commissioner Karschnick to recommend the action item below as presented. Roll call vote was taken: AYES: Commissioners Fournier, Konarzewski, Kozlowski, LaHaie, Osmer, Karschnick, Peterson, and Francisco. NAYS: None. Motion carried.

ACTION ITEM #4: The Committee recommends approval of the MSP Emergency Management & Homeland Security Division Hazardous Materials Emergency Preparedness Grant in the amount of \$1,500 with \$300 in kind County match and to authorize the Local Emergency Planning Committee Chair to sign all pertaining documents as presented. This has Grant Review Committee approval.

COUNTY TREASURER

1) Treasurer Kim Ludlow presented the monthly report for January 2023. The budget should be at 8.49%. Revenues are at 5.49% and Expenditures are at 11.79%. Moved by Commissioner Kozlowski and supported by Commissioner Fournier to approve receiving and filing of the monthly Treasurer's Report for January 2023 as presented. Roll call vote was taken: AYES: Commissioners, Konarzewski, Kozlowski, LaHaie, Osmer, Karschnick, Peterson, Fournier, and Francisco. NAYS: None. Motion carried.

ACTION ITEM #5: The Committee recommends to receive and file the monthly Treasurer's Report for the month of January 2023 as presented.

INFORMATION ITEM: County Administrator Mary Catherine Hannah presented a request from the NE Michigan Materials Management Authority for financial support for the 2023 Clean Up Day and Electronics Day. Hewlett Packard (who typically sponsored) is not in a position to

do so anymore, and they are looking for sponsorships to help with the cost of these events. Charter Township of Alpena has committed, City Council will meet at the end of the month for discussion, and other townships have committed to help as well.

Moved by Commissioner LaHaie and supported by Commissioner Konarzewski to recommend the below action item as presented. Commissioner Fournier made an amended motion to table the action until hearing further from the recycling center director Stan Mischley. Administrator Hannah reported Ken Lobert is the Chair of the new authority and she could have Stan or Ken come to a meeting for further discussion. Commissioner Osmer inquired about Lafarge accepting tires and Administrator Hannah reported Lafarge is in the process to accept tires but they do not yet have their EGLE permits. If they are able to accept by the time this program starts, they will only be able to accept standard car tires and there will still be a cost to dispose of larger tires. If the authority does not have enough funds, they will cancel. If approved money would come from 101-704-959.001. Roll call vote was taken: AYES: Commissioners Kozlowski, LaHaie, Karschnick, Peterson, Konarzewski, and Francisco. NAYS: Commissioners Osmer and Fournier. Motion carried.

ACTION ITEM #6: The Committee recommends approval to provide \$5,000 in support of the NE Michigan Materials Management Authority for the 2023 Clean Up and Electronics Days with monies coming out of the contingency line item 101-941-955.000 and going into 101-704-959.001 as presented.

INFORMATION ITEM: Administrator Hannah reported Superintendent Wilder put together a basic budget for the old DHHS building at 711 W. Chisholm at \$140,000 to do the work that was requested as part of the lease proposal for the building. Bids for flooring were requested as that will be the largest cost for the renovations. The lease rate that is proposed would more than cover the cost to renovate the building within the first year. Assuming the budget of \$140,000 is approved, the flooring bid needs to be approved and eventually deciding where to put the lease revenue. Treasurer Ludlow reported if the budget is approved, she would recommend getting funds from the building and grounds fund. There is currently \$100,000 in a reserve line item that is specifically for the DHHS building and/or the MDOT building. This money could be moved into the General Fund and transferred to the Building & Grounds Fund to used on the DHHS building if the Board decides to do so.

Moved by Commissioner Peterson and supported by Commissioner Konarzewski to recommend the below action item as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Karschnick, Peterson, Fournier, Konarzewski, Kozlowski and Francisco. NAYS: None. Motion carried.

ACTION ITEM #7: The Committee recommends approval of \$140,000 budget for renovations to the old DHHS Building (711 W. Chisholm St.) to come from the Building and Grounds Fund line item 631-265-975.064 as presented.

Moved by Commissioner Fournier and supported by Commissioner Konarzewski to recommend the action item below as presented. Roll call vote was taken: AYES: Commissioners Osmer, Karschnick, Peterson, Fournier, Konarzewski, Kozlowski, LaHaie and Francisco. NAYS: None. Motion carried.

ACTION ITEM #8: The Committee recommends approval of moving the balance of \$100,000 from 101.000.383 (FIA/MDOT Obligations) to the General Fund and then move into the Building and Grounds Fund (631) to offset needed improvements to 711 W. Chisholm St. as presented.

Moved by Commissioner Karschnick and supported by Commissioner Fournier to recommend the action item below as presented. Roll call vote was taken: AYES: Commissioners Karschnick, Peterson, Fournier, Konarzewski, Kozlowski, LaHaie, Osmer, and Francisco. NAYS: None. Motion carried.

ACTION ITEM #9: The Committee recommends approval of bid from Young's Flooring in the amount of \$87,078.31 to replace the flooring in the old DHHS building (711 W. Chisholm St.) as presented.

INFORMATION ITEM: Board Chairman Peterson discussed creating an AdHoc Committee on Economic Development. We have economic development with Target and the Chamber of Commerce and Chair Peterson would like the County to have an economic development committee as well which would help develop a brownfield authority. This Committee and help with the Airport property that needs to be sold, the new recycling facility, juvenile facility, Boys and Girls Club, Housing, and Grants. Chair Peterson would like appoint Commissioners Karschnick, Osmer, and Konarzewski to that adhoc committee with help by the County Administrator. Moved by Commissioner Kozlowski and supported by Commissioner Francisco to recommend the action item below. Roll call vote was taken: AYES: Commissioners Peterson, Fournier, Konarzewski, Kozlowski, LaHaie, Osmer, Karschnick, and Francisco. NAYS: None. Motion carried.

ACTION ITEM #10: The Committee recommends approval to create an AdHoc Committee on Economic Development as presented. Committee members are to include Commissioner Karschnick, Commissioner Osmer, and Commissioner Konarzewski.

BUDGET ADJUSTMENTS – County Administrator Hannah presented the following Budget Adjustments for review and approval:

1. Pay Increases for Non-Union & Elected Officials 2023 Budget

ACTION ITEM #1: The Committee recommends approval to confirm funding approved cost of living adjustment/wage increases for non-union and elected officials to be funded by transfer from General Fund Contingency line item #101-941-955.000 in the amount of \$58,725; and to have each of the following funds absorb the increase associated with those

funds' employees as follows: Veterans Fund - \$4,098; E911 Fund - \$2,248; and Airport Fund - \$5,235 as presented.

Moved by Commissioner Osmer and supported by Commissioner Kozlowski to recommend to approve the Budget Adjustment as presented. Roll call vote was taken: AYES: Commissioners, Konarzewski, Kozlowski, LaHaie, Osmer, Karschnick, Peterson, Fournier, and Francisco. NAYS: None. Motion carried.

INFORMATION ITEM: Administrator Hannah gave the Committee an update on the opioid settlement funds. The County received funds of \$158,910.05 which are currently sitting in fund 284 Opioid Settlement Fund until the Board decides what to do with these funds. There is an agenda item on the next Courts & Public Safety for more discussion. Treasurer Ludlow reported the County has received two settlement funds totaling \$212,467.36 and updated the new Commissioners that \$60,000 of those funds were previously approved to come into the general fund to cover the cost of a HUNT officer.

MOTION TO RISE & REPORT

Moved by Commissioner Karschnick and supported by Commissioner Fournier to rise and report. Motion carried. Committee meeting closed.

FINANCE WAYS & MEANS RECOMMENDATIONS

Board Chairman Peterson presented the Action Items from the Finance Ways & Means Committee for board approval. Moved by Commissioner Osmer and supported by Commissioner Kozlowski to approve the Finance Ways & Means Committee recommended Action Items as presented. Motion carried.

CONSENT CALENDAR

- A) **Approval of the Official Proceedings of the Alpena County Board of Commissioners Regular Session – January 24, 2023 (*Minutes only)**
- B) **Courts & Public Safety Committee Meeting Minutes – January 19, 2023**

ACTION ITEM CPSC#1: The Committee recommends approval of the distribution from the First Responder Calls line item #210-651-803.001, appropriate on a quarterly basis and authorize the Treasurer to make the necessary budget adjustments as presented:

City of Alpena:	\$50,000.00
Charter Township of Alpena:	\$39,000.00
Green Township:	\$ 6,000.00
Hubbard Lake Township:	\$ 3,000.00
Long Rapids Township:	\$ 4,000.00
Maple Ridge Township:	\$ 3,000.00
Sanborn Township:	\$ 6,000.00
Wilson Township:	<u>\$ 6,000.00</u>

Total: \$117,000.00

ACTION ITEM CPSC#2: The Committee recommends approval to carry over the Ambulance Fund Public/Private Road Signs 2022 budgeted line item #210-651-972.002 in the amount of \$2,000 to the 2023 budgeted Ambulance Fund Public/Private Road Signs line item #210-651-972.002 as presented.

C) **Facilities, Capital & Strategic Planning Committee Meeting Minutes – February 1, 2023**

ACTION ITEM FCSPC#1: The Committee recommends approval of a \$5,000 contribution towards a Feasibility Study with Branro Enterprises & Goldberg Group Architects, PC for a regional juvenile justice facility as presented. [Professional Services Line Item 101-101-801.000] (See Proposal as attached #1)

INFORMATIONAL ONLY

Parks Commission Meeting Minutes – January 11, 2023 Organizational

Moved by Commissioner Fournier and supported by Commissioner Francisco to approve the Consent Calendar which includes actions as listed above and filing of all reports as presented. Commissioner Osmer asked for clarification on funding for the regional Juvenile Center. Administrator Hannah reported the state temporarily shut down requests due to so many. It does not mean all money is gone, it is just temporarily shut down and there are other opportunities that could help fund this project. Roll call vote was taken: AYES: Commissioners Konarzewski, Kozlowski, LaHaie, Osmer, Karschnick, Fournier, Francisco, and Commissioner Peterson. NAYS: None. Motion carried.

RESOLUTION #23-05 HONOR MICHIGAN ASSOCIATION OF COUNTIES 125TH ANNIVERSARY

Chair Peterson presented a resolution #23-05 to honor Michigan Association of Counties on their 125th Anniversary.

Moved by Commissioner Francisco and supported by Commissioner LaHaie to approve Resolution #23-05 as presented. Motion carried.

Chair Peterson addressed the Board and would like any committee members that have conflict with a meeting date to contact everyone else on that committee before changing dates.

PUBLIC COMMENT

None.

Next Finance Ways & Means Committee Meeting: Tuesday, March 14, 2023 at

9:30 a.m. in the Howard Male Conference Room/Zoom Room

ADJOURNMENT

Moved by Commissioner Karschnick and supported by Commissioner Osmer to adjourn the meeting. Motion carried. The meeting adjourned at 10:45 a.m.

Bill Peterson, Board Chairman

Keri Bertrand, County Clerk

kvm

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