

FINANCE WAYS & MEANS COMMITTEE MEETING
DRAFT MINUTES

Tuesday, February 8, 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 (zoom)
Bonnie Friedrichs, County Clerk
Keri Bertrand, Deputy Clerk
Phil Heimerl, True North Radio (zoom)
Undersheriff Erik Smith
Dave Guthrie, Remonumentation
Cindy Cebula, Chief Deputy Treasurer (zoom)
Steve Smigelski, Airport Manager (zoom)
Marcia Burns, Circuit Court Administrator (zoom)
Kim Elkie, Interim 911 Director/Central Dispatch (zoom)
Steve Schulwitz, The Alpena News
Wes Wilder, County Maintenance Superintendent
Janelle Mott, Juvenile Officer (zoom)
Kat Tomaszewski, Administrative Assistant, Sheriff's Office
Dan Perge, Veterans Counselor

CALL TO ORDER

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

ROLL CALL

Roll call vote was taken: All board members present.

PLEDGE OF ALLEGIANCE TO THE UNITED STATES OF AMERICA

INFORMATION ITEM: Kim Elkie, Interim 911/Central Dispatch Director, presented the Colligo GIS (911 Mapping) Invoice and the 2022 Annual Maintenance Agreement for approval. Moved by Commissioner Gilmet and supported by Commissioner Karschnick to recommend the below Action Item. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Fournier, Osbourne, Thomson, Kozlowski, and Adrian. NAYS: None. Motion carried.

ACTION ITEM #1: Recommendation to approve Invoice #119 from Colligo GIS in the amount of \$5,000 for the annual maintenance agreement (January 1, 2022 through December 31, 2022) and approve the Work Order Agreement for the 911/Central Dispatch Office with monies to come out of line item #261-325-820.004 and authorize the Chairman of the Board to sign all pertaining documents as presented.

INFORMATION ITEM: Interim 911/Central Dispatch Director Elkie presented the carry over budget adjustment request from 2021 budget to the Ambulance Fund 2022 budget. Moved by Commissioner Thomson and supported by Commissioner Adrian to recommend the below Action Item. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Fournier, Osbourne, Thomson, Kozlowski, and Adrian. NAYS: None. Motion carried.

ACTION ITEM #2: Recommendation to approve Interim 911/Central Dispatch Director Kim Elkie's request for a carry over budget adjustment from 2021 in the amount of \$11,115.17 Ambulance Fund line item #261-325-970.003 that was not spent and to put \$11,115.17 into line item #261-325-970.003 Ambulance Fund as presented.

INFORMATION ITEM: Kim presented the request to see RFPs (Request for Proposals) for 800 MHz radios (portables and mobiles) and G4 pagers in a quantity as per fire department request/availability of matching funds for a 3-year contract purchase agreement to lock the price and continue budgeted first responder radio replacements through 2024 from this RFP as presented. Moved by Commissioner Karschnick and supported by Commissioner Adrian to recommend the below Action Item. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Fournier, Osbourne, Thomson, Kozlowski, and Adrian. NAYS: None. Motion carried.

ACTION ITEM #3: Recommendation to approve Interim 911/Central Dispatch Director Kim Elkie's request to seek RFP for 800 MHz radios (portable and mobiles) and G4 pagers in a quantity as per fire department request/availability of matching funds for a 3-year contract purchase agreement to lock the price and continue budgeted first responder radio replacements through 2024 as presented.

BILLS TO PAY

County Clerk Bonnie Friedrichs presented the bills to pay.

| | SUBMITTED: | APPROVED: |
|-----------------------------|-------------------|------------------|
| General Funds & Other funds | \$ 69,787.11 | \$ 69,787.11 |

Moved by Commissioner Gilmet and supported by Commissioner Karschnick 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.

INFORMATION ITEM: Finance Chair Peterson presented the HUNT (Huron Undercover Narcotics Team) Invoice for first half funding of FY2022 in the amount of \$4,000 for payment. Treasurer Ludlow informed the committee that monies for HUNT are not budgeted for 2022 and recommends to budget \$8,000 for the full year for the 2022 allocation. Moved by Commissioner Peterson and supported by Commissioner Adrian to recommend to approve the Invoice from HUNT in the amount of \$4,000 and a budget adjustment of \$8,000 and authorize the Treasurer to make the necessary budget adjustments for 2022 as necessary. Roll call vote was taken: AYES: Commissioners Gilmet,

Karschnick, Peterson, Osbourne, Thomson, and Adrian. NAYS: Commissioners Fournier and Kozlowski. Motion carried.

INFORMATION ITEM: County Clerk Bonnie Friedrichs presented a budget adjustment request as the unemployment bill came in and is not budgeted for 2022. Moved by Commissioner Thomson and supported by Commissioner Gilmet to recommend the below Action Item. 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 the County Clerk Bonnie Friedrichs budget adjustment request to reduce the Fund Balance of Home Improvement by \$4,274.00 and to increase line item #276-705-842 Unemployment by \$4,274.00 as presented.

INFORMATION ITEM: Undersheriff Erik Smith presented the budget adjustment request for the correction officers line item. Treasurer Ludlow informed the undersheriff and board that this would be a budget adjustment for the General Fund Jail Correction line item and line item for officers not correction officer. Moved by Commissioner Thomson and supported by Commissioner Karschnick to recommend the below Action Item. 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 Sheriff's Office request for a budget adjustment to reduce line item #101-351-702.008 (Corrections Officer) by \$25,000 and to put \$25,000 into line item #101-351-704.000 (Part-Time Correction/Control Officer) and to authorize the Treasurer to make the necessary budget adjustment.

INFORMATION ITEM: Undersheriff Smith presented the budget adjustment request for the Sheriff's Office reimbursement and refunds. Moved by Commissioner Gilmet and supported by Commissioner Karschnick to recommend the below Action Item. 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 Sheriff's Office request for a budget adjustment to reduce the Sheriff Reimbursement & Refunds line item #101-301-677.000 by \$5,166.28 and to put \$2,753.62 into line item #101- 430-702.000 (Ordinance Enforcement) and put \$2,412.66 into line item #101-301- 708.002 and to authorize the Treasurer to make the necessary budget adjustment.

INFORMATION ITEM: Dave Guthrie, Remonumentation Director, presented the 2022 Professional Service Agreements for Remonumentation from Huron Engineering Surveying and Lewis & Lewis Surveying for approval. Moved by Commissioner Thomson and supported by Commissioner Fournier to recommend the below Action Item. 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 2022 Professional Services Agreement for Remonumentation with Huron Engineering Surveying, Inc. and

Lewis and Lewis Professional Surveying, Inc. and authorize the Chairman of the Board to sign all pertaining documents as presented.

INFORMATION ITEM: Wes Wilder, County Maintenance Superintendent, presented the request for a budget adjustment carry over from the 2021 budget to the 2022 budget for replacement of the sanitary sewer line at the Courthouse and reported he will be partnering with the city to use the same contractor as the city will be replacing the main this year. Moved by Commissioner Gilmet and supported by Commissioner Fournier to recommend the below Action Item. 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 approve the Maintenance Superintendents budget adjustment request to carry over \$26,000 unspent from the 2021 budget and put into line item #631-265-975.051 for replacing the sanitary sewer line at the Courthouse for 2022 as presented.

CHILD CARE FUND MONTHLY REPORT

Juvenile Officer Janelle Mott presented the Child Care Fund monthly report for January 2022 (attachment #1) and gave an update on placements for Alpena County.

INFORMATION ITEM: County Administrator Mary Catherine Hannah presented the Clark Hill Invoice for payment reporting this service was for the process for selling the old jail property. Moved by Commissioner Thomson and supported by Commissioner Karschnick to recommend the below Action Item. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Fournier, Osbourne, Thomson, Kozlowski, and Adrian. NAYS: None. Motion carried.

ACTION ITEM #9: The Committee recommends to approve the Clark Hill Invoice #1166199 in the amount of \$420 with monies to come out of line item #101-101-801.000 as presented.

INFORMATION ITEM: Administrator Hannah presented the Prosecutor's salary adjustment for approval reporting this was approved from Personnel and presented for the 2022 budget and missed going to the board in January 2022 for approval. Moved by Commissioner Thomson and supported by Commissioner Karschnick to recommend the below Action Item. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Thomson, and Adrian. NAYS: Commissioners Fournier, Osbourne, and Kozlowski. Motion carried.

ACTION ITEM #10: The Committee recommends to approve the Prosecutor's salary adjustment for 2022 and authorize the County Clerk to pay the increase in the Chief Assistant Prosecutor and Assistant Prosecutor salaries effective January 1, 2022 as listed with monies approved and budgeted for 2022:

Chief Assistant Prosecutor: \$60,799.70 to \$76,364.00
Assistant Prosecutor: \$47,082.88 to \$65,983.00

INFORMATION ITEM: Administrator Hannah presented the 2022 Family Probate Court Attorney Contract reporting that the extension will be expiring on February 28, 2022 and this contract would start March 1, 2022. Moved by Commissioner Gilmet and supported by Commissioner Karschnick to recommend the below Action Item. Roll call vote was taken: AYES: Commissioners Gilmet,

Karschnick, Peterson, Fournier, and Thomson. NAYS: Commissioners Osbourne and Kozlowski. Commissioner Adrian, excused. Motion carried.

ACTION ITEM #11: The Committee recommends to approve the 2022 Family Probate Court Attorney Contract for Alpena County from March 1, 2022 through December 31, 2023 as presented.

INFORMATION ITEM: Administrator Hannah presented the request for a budget adjustment for the 2022 Family Probate Court Attorney Contract line item. Moved by Commissioner Peterson and supported by Commissioner Karschnick to recommend to approve a budget adjustment for the 2022 Family Probate Court Attorney Contract line item #101-999-995.000 in the amount of \$11,000 and authorize the Treasurer to make the necessary budget adjustments as necessary. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Fournier, and Thomson. NAYS: Commissioners Osbourne and Kozlowski. Commissioner Adrian, excused. Motion carried.

INFORMATION ITEM: Administrator Hannah presented the request to pay the Mika Meyers Invoice that was for consulting of depositions. Moved by Commissioner Thomson and supported by Commissioner Peterson to recommend the below Action Item. Roll call vote was taken: AYES: Commissioners Karschnick, Peterson, Fournier, Osbourne, and Thomson. NAYS: Commissioner Kozlowski. Commissioners Gilmet and Adrian, excused. Motion carried.

ACTION ITEM #12: The Committee recommends to approve the Mika Meyers Invoice #669884 in the amount of \$980 with monies to come out of line item #101-101-801.000 as presented.

INFORMATION ITEM: Administrator Hannah presented the request to pay the Environmental & Asbestos Services, Inc. Assessment that was recommended from the Facilities, Capital & Strategic Planning Committee for the phase I study at the old jail/property. Moved by Commissioner Peterson and supported by Commissioner Gilmet to recommend the below Action Item. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Fournier, Osbourne, Thomson, and Kozlowski. NAYS: None. Commissioner Adrian, excused. Motion carried.

ACTION ITEM #13: The Committee recommends to approve to pay Environmental & Asbestos Services, Inc. in the amount of \$2,300 for the Environmental Assessment of the old jail/building property with monies to come out of line item #101-265-801.001 and authorize the County Administrator to sign the agreement as presented.

INFORMATION ITEM: Treasurer Kim Ludlow presented the monthly report for January 2022. The budget should be at 8.49%. Revenues are at 6.08% and Expenditures are at 9.44%.

INFORMATION ITEM: Treasurer Ludlow presented the Invoice from Clark Hill regarding the jail bond for payment. Moved by Commissioner Peterson and supported by Commissioner Kozlowski to recommend the below Action Item. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Fournier, and Thomson. NAYS: Commissioners Fournier and Kozlowski. Commissioner Adrian, excused. Motion carried

MOTION TO RISE & REPORT

Vice Chair Marty Thomson presented the motion to rise and report. Moved by Commissioner Peterson and supported by Commissioner Fournier to rise and report. Motion carried. Committee meeting closed.

FINANCE WAYS & MEANS RECOMMENDATIONS

Vice Chairman Marty Thomson presented the Action Items from the Finance Ways & Means Committee for board approval. Moved by Commissioner Peterson and supported by Commissioner Karschnick to approve the Finance Ways & Means Committee recommended Action Items as presented. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, and Thomson. NAYS: Commissioners Fournier, Osbourne, and Kozlowski. Commissioner Adrian, excused. Motion carried.

CONSENT CALENDAR

Vice Chair Thomson presented the Consent Calendar, Full Board meeting minutes from January 25, 2022 and Personnel Committee meeting minutes from February 2, 2022 for board approval. Moved by Commissioner Karschnick and supported by Commissioner Peterson to approve the Consent Calendar which includes actions as listed above and filing of all reports. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Fournier, Thomson, and Kozlowski. NAYS: Commissioner Osbourne. Commissioner Adrian, excused. Motion carried.

PUBLIC COMMENT

None.

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

ADJOURNMENT

Moved by Commissioner Gilmet and supported by Commissioner Osbourne to adjourn the meeting. Motion carried. The meeting adjourned at 10:41 a.m.

Finance Chair Bill Peterson

Vice Chair Marty Thomson

County Clerk Bonnie Friedrichs

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CHILD CARE BALANCE SHEET

Month: January, 2022

| | |
|-------------------------------|--------------------|
| BEGINNING FUND BALANCE | \$85,275.73 |
|-------------------------------|--------------------|

Revenue

| | |
|---|---------------------|
| MONTHLY APPROPRIATION FROM COUNTY GENERAL | \$17,474.25 |
| DEPOSITS | \$7,002.38 |
| Blending Funding Deposit | \$150,000.00 |
| Budget Adjustments | \$87,965.84 |
| | |
| * MONTHLY REVENUE TOTAL | \$262,442.47 |

Expenses

| | |
|---|--------------------|
| Monthly Expense Total | \$117,928.91 |
| Sheriff's Office - Return of Blending Funding | \$150,000.00 |
| | |
| | |
| END OF THE MONTH BALANCE | \$79,789.29 |
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|-------------------------------|--------------------|
| Revenue to date for February | \$18,204.25 |
| Expenses to date for February | \$71.01 |
| Anticipated Balance | \$97,922.53 |

*Janell Mott
2/4/2022*