

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

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

Others Present: Mary Catherine Hannah, County Administrator
Lynn Bunting, County Board Assistant
Keri Bertrand, County Clerk
Kim Ludlow, County Treasurer
Wes Wilder, County Maintenance Superintendent
Sheriff Erik Smith
Steve Mousseau, IT Director
Al Rapson, Assistant 911/EM Director
Cynthia Muszynski, Prosecutor
Phil Heimerl, True North Radio (zoom)
Cindy Cebula, Chief Deputy Treasurer (zoom)
Amanda Repke, Deputy Treasurer (zoom)
Janelle Mott, Juvenile Officer (zoom)
Commissioner Travis Konarzewski (zoom)
Dan Perge, Veterans Affairs Counselor (zoom)
Sgt. JP Ritter, Sheriff's Office (zoom)
Michelle McGirr, Deputy Clerk (zoom)
Kim Schultz, Family Division Referee (zoom)
Kim MacArthur, County Board Assistant (zoom)
Steve Smigelski, Airport Manager (zoom)
C. Murphy (zoom)
Christie Williams, Deputy Clerk (zoom)

(Zoom was going in and out. IT Director was present to work on the issues.)

CALL TO ORDER

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

ROLL CALL

Roll call vote was taken: All committee members present except Commissioner Burt Francisco and Commissioner Travis Konarzewski who were excused.

PLEDGE OF ALLEGIANCE TO THE UNITED STATES OF AMERICA

ADOPT AGENDA

Moved by Commissioner Fournier and supported by Commissioner Osmer to approve the agenda with the addition of the following: 1) Commissioner John Kozlowski – Parks Commission, and 2) Chairman Bill Peterson – DHD #4 Appointment. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Karschnick, Fournier, Kozlowski, and Bill Peterson. NAYS: None. Commissioners Francisco and Konarzewski, excused. Motion carried.

BILLS TO PAY

County Clerk Keri Bertrand presented the bills to pay.

	SUBMITTED:	APPROVED:
General Funds & Other Funds	\$ 86,473.39	\$ 86,473.39

Moved by Commissioner Karschnick and supported by Commissioner Fournier to pay all bills as submitted. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Karschnick, Fournier, Kozlowski, and Bill Peterson. NAYS: None. Commissioners Francisco and Konarzewski, excused. Motion carried.

INFORMATION ITEM: County Administrator Mary Catherine Hannah presented the payment of the Primary Airport Services Invoice for approval. Moved by Commissioner Osmer and supported by Commissioner Kozlowski to recommend the action item below as presented.

ACTION ITEM #2: The Committee recommends approval of the Primary Airport Services Invoice #1132-04 in the amount of \$119.90 to be paid from the PFC Charges Reserve line item #295-000-383-000 and expense from line item #295-595-805.000 for the PFC Application 03 Closeout, PFC Application submission as presented.

INFORMATION ITEM: Sheriff Erik Smith presented the Michigan Department of Natural Resources Marine Safety Grant Renewal Application for approval. Moved by Commissioner Karschnick and supported by Commissioner Osmer to recommend the action item below as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Karschnick, Fournier, Kozlowski, and Bill Peterson. NAYS: None. Commissioners Francisco and Konarzewski, excused. Motion carried.

ACTION ITEM #3: The Committee recommends approval of the MDNR Marine Safety Grant Renewal Application for the Sheriff's Office in the amount of \$20,303.00 (no County match if Federal Funded at 100% covered, 15% County match of \$3,045.45 if state funded at 85% covered) and authorize the Chairman of the Board and/or the County Administrator to sign all pertaining documents. This has been sent for Grant Review Committee approval.

INFORMATION ITEM: Sheriff Erik Smith presented the Alpena Alcona Area Credit Union – AED Protective Equipment Funds for approval reporting that this is for the AED Unit and Tourniquet equipment for the Sheriff's Office. County Treasurer Kim Ludlow informed the board that this grant was approved last year and will need to put in a budgeted revenue and expense line item number for 2023. Moved by Commissioner Kozlowski and supported by Commissioner Fournier to recommend the action item below as presented. Roll call vote was

taken: AYES: Commissioners LaHaie, Osmer, Karschnick, Fournier, Kozlowski, and Bill Peterson. NAYS: None. Commissioners Francisco and Konarzewski, excused. Motion carried.

ACTION ITEM #4: The Committee recommends approval of the Alpena Alcona Area Credit Union funds in the amount of \$3,110.00 for the Sheriff's Office to receive for AED protective and Tournequit equipment with no funds needed by the County as this will be fully funded. (One AED unit \$1,750 plus Tourniquets and holders \$1,360) and authorize the Treasurer to put in a budgeted revenue and expense line-item number for 2023 as presented.

COUNTY TREASURER

Treasurer Kim Ludlow presented the monthly report for February 2023. The budget should be at 16.16%. Revenues are at 9.40% and Expenditures are at 19.24%. Moved by Commissioner Kozlowski and supported by Commissioner Fournier to approve receiving and filing of the monthly Treasurer's Report for February 2023 as presented. Motion carried.

Discussion on the budget's requests for 2024 and the budget process for 2023. Administrator Hannah reported that the workshops with budget requests will be presented to the Commissioners in October but will start the budget process with reviewing the Capital Improvement Plan and priorities a few months prior to that with the Department Heads.

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

1. Pay Alpena Agency Invoices #42022 & 42023

ACTION ITEM #1: The Committee recommends approval to increase 2023 budgeted line item #101-265-803 Public Liability Insurance in the total amount of \$12,145 (Invoice 42022 of \$11,012 plus Invoice 42023 of \$1,133) by transfer from General Fund Contingency line item #101-941-955.000 in the amount of \$12,145 to pay the Alpena Agency Invoices #42022 of \$11,012 and #42023 of \$1,133 and authorize the Treasurer to make the budget adjustments as presented.

2. Veterans Donations – Increase Expense Line Items

ACTION ITEM #2: The Committee recommends approval to carry over unspent funds from the 2022 Budget in the amount of \$200 from the private donation line item #293-682-674 and in the amount of \$500 from the AAACU donation line item #293-682-674.001 both received in FY22 and increase the 2023 budgeted expense line item #293-682-955.005 in the amount of \$500 and to increase the 2023 budgeted expense line item #293-682-955.006 in the amount of \$200 and authorize the Treasurer to make the budget adjustments as presented.

3. Runway and Taxiway Maintenance – Increase Line Item

ACTION ITEM #3: The Committee recommends approval to increase the 2023 budgeted line item #295-595-933.002 Runway and Taxiway Maintenance by \$28,810 to cover damage repairs to runway lighting caused by lightning strike to pay the Thunder Bay Electric bills

(Invoice #232248 of \$3,215.80, Invoice #232552 of \$20,012.00) and to pay Blue Globes expenses of \$5,581.33 (internal payments) and \$1,836.79 was already paid to Blue Globes with balance of repairs to be paid \$28,809.13 and authorize the Treasurer to make the budget adjustments as presented. This is an Insurance claim, and the Insurance Company is to cover.

Administrator Hannah gave an update on the Alpena Agency Invoices reporting that Alpena Agency had a change in office and when an audit was done at their office a new employee found these invoices that were not paid to Alpena Agency. Administrator Hannah reported that this does not affect any lapse in coverage as the County is covered. Treasurer Ludlow informed the board that the Veterans Affairs Office Carryover request from 2022 to 2023 will not have any revenue carried over, just the increase request in the 2023 budgeted expenditure line-item numbers. Administrator Hannah reported that the equipment is in to do the repairs on the runway lightening damage insurance claim at the Airport and the insurance will cover. Treasurer Ludlow reported that \$15,000 was received from the insurance company on February 23, 2023. Moved by Commissioner Karschnick and supported by Commissioner LaHaie to recommend to approve the Budget Adjustment as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Karschnick, Fournier, Kozlowski, and Bill Peterson. NAYS: None. Commissioners Francisco and Konarzewski, excused. Motion carried.

MOTION TO RISE & REPORT

Moved by Commissioner LaHaie 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 Karschnick and supported by Commissioner Osmer to approve all the Action Items from the Finance Ways & Means Committee meeting as recommended. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Karschnick, Fournier, Kozlowski, and Bill Peterson. NAYS: None. Commissioners Francisco and Konarzewski, excused. Motion carried.

CONSENT CALENDAR

- A) **Approval of the Official Proceedings of the Alpena County Board of Commissioners**
Regular Session – February 28, 2023 (*Minutes only)
- B) **Courts & Public Safety Committee Meeting Minutes – February 27, 2023**

ACTION ITEM #CPSC-1: The Committee recommends to approve the purchase of a 2018 ambulance from the Charter Township of Alpena in the amount of \$135,000 plus an additional \$10,000 for outfitting to be paid out of line item 210-651-972.000 Ambulance Fund Equipment/City Contract as presented. [\$200,000 Budgeted for FY23]

ACTION ITEM #CPSC-2: The Committee recommends to approve an additional \$59,225 for in-car cameras for Sheriff's Office vehicles and an additional \$114,031 for vehicle outfitting for Sheriff's Office vehicles with monies to come from the ARPA Fund as presented.

C) Central Dispatch Policies and Procedures Committee Meeting Minutes – March 6, 2023

ACTION ITEM #CDPPC-1: The Committee recommends to approve updates to the following Central Dispatch policies as presented:

- Policy I-03 – Media Inquiries;
- Policy I-10 – Weather Watches and Warning Sirens;
- Policy I-16 – Traffic Flasher and Street Light Outages;
- Policy II-03 – Complaint Numbers and Blotter;
- Policy II-04 – Civil Standby Policy for Law;
- Policy II-10 – Vehicle Pursuit;
- Policy II-11 – BOLs;
- Policy II-15 – Road Hazards;
- Policy II-18 – Alpena City PD Warrants

D) Personnel Committee Meeting Minutes – March 7, 2023

ACTION ITEM #PCM-1: The Committee recommends to approve the reappointment of Edna Sorenson to the Central Dispatch Committee as a Private Citizen at Large for a two-year term (01.01.23 through 12.31.24) as presented.

INFORMATIONAL ONLY

Parks Commission Meeting Minutes – February 8, 2023

Moved by Commissioner Fournier and supported by Commissioner LaHaie to approve the Consent Calendar which includes actions as listed above and filing of all reports as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Karschnick, Fournier, Kozlowski, and Bill Peterson. NAYS: None. Commissioners Francisco and Konarzewski, excused. Motion carried.

NEW BUSINESS

1) Chairman Bill Peterson presented Resolution #23-06 of Support for the Alpena County Parks Commission for 2024 Michigan Department of Natural Resources Trust Fund Grant Application for Beaver Lake County Park Safety and Access Improvements for approval. Discussion on match of 25% required for the MDNR Trust Fund Grant. Moved by Commissioner Fournier and supported by Commissioner LaHaie to approve the MDNR Trust Fund Grant Application with the Parks Commission paying the 25% match for the grant. Discussion further on the matching funds required. Commissioner Fournier rescinded her motion. Moved by Commissioner Karschnick and supported by Commissioner LaHaie to approve the recommendation to adopt Resolution #23-06 below in the amount of \$337,155.00 (25% local match \$85,000 and DNR Trust Fund request \$252,155) and authorize the County Board Chairman and/or the County Administrator to sign all pertaining documents as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Karschnick, Fournier, Kozlowski, and Bill Peterson. NAYS: None. Commissioners Francisco and Konarzewski, excused. Motion carried.

RESOLUTION #23-06
OF SUPPORT FOR
ALPENA COUNTY BEAVER LAKE PARK MDNR TRUST FUND GRANT
FOR BEAVER LAKE COUNTY PARK
SAFETY AND ACCESS IMPROVEMENTS 2024

Upon motion made by Commissioner Karschnick, seconded by Commissioner LaHaie the following resolution was adopted:

RESOLVED, that the Alpena County Board of Commissioners of Alpena, Michigan, does hereby approve the Parks Commission to complete and submit the Michigan Department of Natural Resources Trust Fund Grant Application for Beaver Lake Park for Safety and Access Improvements 2024, and that the Alpena County Board of Commissioners does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide ADA compliance benefit to the community; and,
2. To maintain satisfactory financial accounts, documents, and records to make them available for auditing at reasonable times.
3. To construct the project and provide such funds, services, and materials as may be necessary to satisfy the terms of any grant awarded.
4. To regulate the use of any facilities constructed and reserved under these projects to assure the use thereof by the public on equal and reasonable terms.
5. To comply with any and all terms of said grants including all terms not specifically set forth in the foregoing portions of this Resolution.

The following aye votes were recorded: Commissioners LaHaie, Osmer, Karschnick, Fournier, Kozlowski, and Peterson.

The following nay votes were recorded: None.

2) Chairman Peterson presented the Alpena County Road Commission Liaison Appointment and Alternate for recommendation. Commissioner Bill LaHaie reported he would like to serve as liaison for the County on the Alpena County Road Commission Board. Commissioner Travis Konarzewski reported that he would be willing to attend when needed as an alternate. Chairman Bill Peterson recommended Commissioner Bill LaHaie serve as Liaison and Commissioner Travis Konarzewski serve as an alternate to the Alpena County Road Commission Board effective immediately. Moved by Commissioner Kozlowski and supported by Commissioner Karschnick to approve the Chairman of the Board recommended appointments of Commissioner Bill LaHaie as the Liaison and Commissioner Travis Konarzewski as the alternate to the Alpena County Road Commission Board. Motion carried.

3) Chairman Peterson reported that Commissioner Karschnick is stepping aside on the DHD #4 Board and needs an appointee. Commissioner Karschnick reported the next DHD #4 Board meeting is on March 24, 2023 at 10 am in Cheboygan. Commissioner LaHaie reported he will step in for Commissioner Karschnick. Chairman Peterson appointed Commissioner Bill LaHaie to the DHD #4 Board representing Alpena County for Commissioner Dave Karschnick. Commissioner Brenda Fournier is already representing the County and is currently the Chair of the DHD#4 Board.

4) Commissioner John Kozlowski informed the board that he would like to sit on the Parks Commission as a County representative. Administrator Hannah reported that Jeff Kowalski has been excused from attending the Parks Commission and the Beaver Lake Park Committee meetings but has not attended one for 2023. Commissioner Osmer reported that he spoke with the Parks Commission Chair Kirchoff and she stated she spoke with Jeff and he noted that he will step down and a seat will be vacant. Moved by Commissioner Fournier and supported by Commissioner Karschnick to approve that Commissioner John Kozlowski sit on the Parks Commission Board pending receipt of the resignation letter from Jeff Kowalski. Motion carried.

PUBLIC COMMENT

None.

Next Finance Ways & Means Committee Meeting: Tuesday, April 11, 2023 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 10:06 a.m.

Bill Peterson, Board Chairman

Keri Bertrand, County Clerk

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