

FINANCE WAYS & MEANS COMMITTEE
DRAFT MEETING MINUTES
Tuesday, September 12, 2023 – 9:30 a.m.
Howard Male Conference Room/Zoom Room

Commissioners Present: Bill Peterson, Chair
Burt Francisco, Vice Chair
William LaHaie
Jesse Osmer
Robin Lalonde
Brenda Fournier
Travis Konarzewski
John Kozlowski

Others Present: Mary Catherine Hannah, County Administrator
Lynn Bunting, County Board Assistant
Keri Bertrand, County Clerk
Kim Ludlow, County Treasurer
Cindy Cebula, Chief Deputy Treasurer (zoom)
Wes Wilder, County Maintenance Superintendent (zoom)
Steve Schulwitz, The Alpena News
Sheriff Erik Smith
Cynthia Muszynski, Prosecutor
Stacey Stewart, Prosecutors Office
Jennifer Mathis, County Human Resources Specialist (zoom)
Phil Heimerl, True North Radio (zoom)
Ted Somers, Equalization Director
Michelle McGirr, Deputy Clerk (zoom)
Kim Schultz, Family Division Referee (zoom)
Catherine Murphy, Register of Deeds (zoom)
Kim Elkie, 911-Emergency Management Director (zoom)
Al Rapson, 911-Emergency Management Assistant Director
Lenny Avery, Economic Development Coordinator, Target Alpena
Amanda Repke, Deputy Treasurer (zoom)
Mike Mahler, Director of Economic Development, Target Alpena
Anne Gentry, Alpena Downtown Development Authority Executive Director
Cindy Johnson, City of Alpena

CALL TO ORDER

Finance Chair Burt Francisco 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 UNITED STATES OF AMERICA

ADOPT AGENDA

Moved by Commissioner Fournier and supported by Commissioner Osmer to approve the agenda with the following changes/additions: 1) Move Enterprise Presentation after Action Item #9, and 2) Add discussion of gravel issue at Airport – Commissioner Travis Konarzewski. Motion carried.

BILLS TO PAY

County Clerk Keri Bertrand presented the bills to pay.

	SUBMITTED:	APPROVED:
General Funds & Other Funds	\$ 119,564.94	\$ 119,564.94

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

BUDGET ADJUSTMENTS

County Administrator Mary Catherine Hannah presented the budget adjustments for approval.

1. Prosecutor Budget Line Item Transfer Request -

ACTION ITEM #1: Recommendation to reduce 2023 budgeted line item #101-296-703.003 (Assistant Prosecutor #3) by \$5,000 and to increase 2023 budgeted line item #101-296-812.000 (Extradition Expenses) by \$5,000 for expense incurred for the extradition of two individuals for the Prosecutor’s Office as presented.

2. 911 Fund Balance Transfer Request -

ACTION ITEM #2: The Committee recommends approval to increase the 2023 budgeted line item #261-325-708.000 (Dispatcher Overtime) by \$25,000 to cover overtime work due to staffing shortage. There is one new hire coming off training soon and another still training with being fully staffed approximately October or November 2023.

3. Insurance Line-Item Increase Request to pay two Alpena Agency Invoices -

ACTION ITEM #3: The Committee recommends approval to increase the 2023 budgeted line item #101-265-803.000 by \$5,043.00 to pay for two insurance invoices from Alpena Agency and to cover expenses in this line item for the rest of 2023. Received a refund check from Alpena Agency in the amount of \$5,042.52 for liability insurance.

4) Approve Animal Control Misc Revenue/Donations & Expense/Donations Request -

ACTION ITEM #4: The Committee recommends approval to increase 2023 budgeted line item #101-430-969.001 Animal Control Misc. Expense Donation Pass Thru by \$20,000 to cover overages and invoices to be paid through the remainder of the year as presented.

5) Sheriff’s Office Increase 2023 Budgeted Line Item Request -

ACTION ITEM #5: The Committee recommends approval to increase the 2023 budgeted line item #101-301-542.004 By \$13,598.00 (Livescan 2 Grant Revenue) and to increase the 2023 budgeted line item #101-301-969.009 (Livescan 2 Grant Expense) by \$13,598.00 so that the Sheriff’s Office can purchase the equipment for the Livescan machine. The Livescan 2 Grant Application was approved and the Board Action is attached. This expense will be reimbursed by the Livescan 2 Grant.

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

COUNTY TREASURER

Treasurer Ludlow presented the following for approval:

1) County change to modified accrual accounting – Treasurer Ludlow reported they had a meeting and there has been growth of the County over 10+ years and most counties have already changed to accrual based accounting and would overall be cleaner. Moved by Commissioner Osmer and supported by Commissioner Peterson to recommend the below action item as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Peterson, Fournier, Konarzewski, Kozlowski, and Francisco. NAYS: None. Motion carried.

ACTION ITEM #3: The Committee recommends the County change from a cash-based accounting to a modified accrual-based accounting as soon as practical.

2) BS&A Conversion from Cash Basis to Accrual Accounting – Treasurer Ludlow presented the BS&A Conversion for approval from a cash-based accounting to a modified accrual-based accounting. Moved by Commissioner Peterson and supported by Commissioner Fournier to recommend the below action item as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Peterson, Fournier, Konarzewski, Kozlowski, and Francisco. NAYS: None. Motion carried.

ACTION ITEM #4: The Committee recommends the Board Chairman sign the attached Proposal from BS&A Software for conversion from Cash Basis to Accrual Accounting of the County's BS&A Accounting Software programs and to authorize a budget adjustment of \$2,500.00 from #101-228-956.000 Software Purchases to #101-228-956.001 BS&A Cash to Accrual to cover the cost of the Proposal.

3) Monthly Reports - The budget should be at 66.58%. Revenues are at 64.89% and Expenditures are at 65.45%. Moved by Commissioner Osmer and supported by Commissioner Fournier to approve receiving and filing of the monthly Treasurer's Report for August 2023 as presented. Motion carried.

4) Annual Delinquent Tax Revolving Fund Reports – Treasurer Ludlow presented the annual delinquent tax revolving fund reports for review and gave a summary report of the property taxes, charged different fees, changed laws in 2021, no longer available to transfer and stay in the 525 fund, gave report on 2023 policy and obligation with settlement minus obligation leaving a balance of 1 million in the account.

5) Indigent Defense Appropriation – Treasurer Ludlow reported the original quarterly appropriation for the Indigent Defense was previously approved and need authorization to make the transfer. Moved by Commissioner Fournier and supported by Commissioner LaHaie to recommend the below action item as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Peterson, Fournier, Konarzewski, Kozlowski, and Francisco. NAYS: None. Motion carried.

ACTION ITEM #6: The Committee recommends to authorize the Treasurer to transfer the balance of the budgeted Indigent Defense appropriation for 2023 on or about October 4, 2023. (attached Board Action #6 approved at July 11, 2023 Finance Ways & Means for the original quarterly appropriation of \$41,160.00 and the additional appropriation of \$100,000.00)

INFORMATION ITEM: Ted Somers, Equalization Director, presented Resolution #23-18 & L-4029 for the 2023 Winter Property Tax Levy for approval reporting no roll back for 2023 and that 2022 and 2023 are the same.

RESOLUTION #23-18

Dated: September 12, 2023

THE HONORABLE BOARD OF COMMISSIONERS:

RESOLUTION IMPOSING 2023 WINTER PROPERTY TAX LEVY PURSUANT TO PUBLIC ACT 357 OF 2004 AND NOTICE OF CERTIFICATION OF COUNTY ALLOCATED TAX LEVY.

WHEREAS, Alpena County is authorized under the General Property Tax Act, Public Act 206 of 1893, as amended to levy and collect County allocated property taxes; and

WHEREAS, the General Property Tax Act has been amended by Public Act 357 of 2004, being MCL 211.44a.

BE IT FURTHER RESOLVED that pursuant to Public Act 357 of 2004, the Alpena County extra voted millage rates on December 1, 2023 at a rate, allocated after application of the "Headlee" millage reduction fraction, 4.7424 mills for winter.

BE IT FURTHER RESOLVED, that the Treasurer of each City and Township in Alpena County is directed to account for and deliver the County allocated tax collections for 2023 in accordance with the provisions of Public Act 357 of 2004; and

BE IT FURTHER RESOLVED that this Resolution constitutes certification of the levy of extra voted millage rates on December 1, 2023 at a rate, allocated after application of the "Headlee" millage reduction fraction, 4.7424 mills for winter.

NOW, THEREFORE, BE IT RESOLVED that the total 2023 millage rate for December 1, 2023 for Alpena County of 4.7424 mills is hereby adopted; and

BE IT FURTHER RESOLVED that the 2023 Alpena County December levies shall be as follows:

Library	0.7462	Levied December 1, 2023
Library	0.2487	Levied December 1, 2023
Ambulance Services	1.4925	Levied December 1, 2023
County Jail	0.9950	Levied December 1, 2023
Older Persons 1	0.5500	Levied December 1, 2023
Veterans Services	0.2100	Levied December 1, 2023
Recreational	0.5000	Levied December 1, 2023
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Totals:	4.7424	

BE IT FURTHER RESOLVED, that the County Clerk shall deliver a copy of this resolution by first-class mail to the Treasurer of each City and Township in Alpena County, and

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners and the County Clerk be authorized to sign the form L-4029 2023 Tax Rate Request with the above mentioned millage rates, and

WHEREAS, The County Revenue will be reduced due to the State distribution to Alpena County of the Convention Facility and Health and Safety Facility payment, and

NOW THEREFORE BE IT HEREBY RESOLVED, that this Resolution be adopted by the Alpena County Board of Commissioners, at the regular meeting on, September 12, 2023.

Moved by Commissioner LaHaie and supported by Commissioner Konarzewski to approve L-4029 and adopt the above Resolution as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Peterson, Fournier, Konarzewski, Kozlowski, and Francisco. NAYS: None. Motion carried.

INFORMATION ITEM: Mary Catherine Hannah, County Administrator, presented the request for payment of the

Primary Airport Services Invoice #1102-35 for approval reporting that the Airport Manager is currently at a conference. Moved by Commissioner Lalonde and supported by Commissioner Lahaie to recommend the below action item as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Peterson, Fournier, Konarzewski, Kozlowski, and Francisco. NAYS: None. Motion carried.

ACTION ITEM #8: The Committee recommends approval of the Primary Airport Services Invoice #1102-35 in the amount of \$362.70 to be paid from the PFC Charges Reserve line item #295-000-383.000 and expense from line item #292-595-805.000 as presented. All work done by Primary Airport Services is 100% refundable by the FAA as administrative costs.

INFORMATION ITEM: Stacey Stewart, Prosecutors Office, presented the new State IV-D Grant Contract for approval reporting this grant is for five years and has two one-year extensions. Stacey informed the board that safety guards are in place and they work with the state with this contract. Moved by Commissioner Peterson and supported by Commissioner Fournier to approve the below action item as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Peterson, Fournier, Konarzewski, Kozlowski, and Francisco. NAYS: None. Motion carried.

ACTION ITEM #9: The Committee recommends approval of the new State IV-D Grant Contract (5-year contract) beginning on 10.01.23 with the Prosecutor's Office for the IV-D Child Support Grant Program. The current one-year extension expires 09.30.23.

INFORMATION ITEM: Commissioner Travis Konarzewski reported on the gravel issue at the airport stating there is little savings and the loader is small and is not a profitable situation for the County. Discussion and recommendation for the contractor to keep it and remove. Administrator Hannah noted that it states in the bid documents that the contractor selected will need to remove the material. Moved by Commissioner Konarzewski and supported by Commissioner LaHaie to approve to allow the contractor for the Airport Runway Project retain the gravel and to remove off the premises. Motion carried.

INFORMATION ITEM: Jami Gumper, Enterprise Client Strategy Manager, made a presentation to the board reporting on the Enterprise Program is and how they help the County with vehicle maintenance, life cycle of the vehicles, save money, and resell older vehicles and how it impacts the budget over all. Jami will send Administrator Hannah a copy of the presentation for the Commissioners per their request. Administrator Hannah reported that the department heads, enterprise and herself decide the type of vehicle and what they can get for their department at the time. Jami noted that they sold 10 older County vehicles so far to date. Administrator Hannah informed the Commissioners that if they wish she can set up a login for the Enterprise portal so they can see what vehicles the County have. Jami reported there is still shortages and delays to obtain vehicles and that they go to the manufacturer directly to ask ahead of time so they are on the list for vehicles for the County.

COUNTY ADMINISTRATOR

Administrator Hannah presented the DDA Expanding Funding Options for review, discussion, and approval. Discussion on the funding and interlocal agreement options.

Moved by Commissioner LaHaie and supported by Commissioner Peterson to recommend to approve the Interlocal Agreement – Option B with County Contribution – Option A with the City of Alpena for the Downtown Development Authority Expansion. Roll call vote was taken: AYES: Commissioners LaHaie, Peterson, and Francisco. NAYS: Commissioners Osmer, Lalonde, Fournier, Konarzewski, and Kozlowski. Motion failed.

Moved by Commissioner Fournier and supported by Commissioner Kozlowski to recommend to approve the Interlocal Agreement – Option C with County Contribution – Option B with first two years of \$129, 166 per year then \$4,166 in years 3-30 with the City of Alpena for the Downtown Development Authority Expansion. Discussion on the option recommended and what is best for the citizens now and moving forward.

Moved by Commissioner Fournier and supported by Commissioner Kozlowski to call the question and end discussion on motion. Roll call vote was taken: AYES: Commissioners Lalonde and Fournier. NAYS:

Commissioners LaHaie, Osmer, Peterson, Konarzewski, Kozlowski, and Francisco. Motion failed.

Continued discussion on the options available and what is best for the citizens, businesses, and the County.

Commissioner Osmer asked Commissioner Fournier if she would amend the motion to change the language of the terms in the Option C interlocal agreement item #4 to “The County Commissioners may choose to appoint a representative to serve on a Committee of the DDA and may recommend a representative to be appointed to the DDA Board.” Request to amend accepted by Commissioner Fournier. Commissioner Osmer also asked Commissioner Fournier if she would amend the motion to change the boundaries of the DDA to end at Twelfth Avenue in Alpena. Request to amend denied by Commissioner Fournier. Commissioner Konarzewski asked Commissioner Fournier if she would amend motion to include \$100,000 the first year for Option C then break down evenly next 29 years and equally. Request to amend denied by Commissioner Fournier. Vote on motion. Roll call vote was taken: AYES: Commissioners Lalonde, Fournier, Konarzewski, Kozlowski, and Francisco. NAYS: Commissioners LaHaie, Osmer, and Peterson. Motion carried.

MOTION TO RISE & REPORT

Moved by Commissioner Fournier and supported by Commissioner Konarzewski to rise and report. Motion carried. The committee meeting closed at 11:13 a.m.

FINANCE WAYS & MEANS RECOMMENDATIONS

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

CONSENT CALENDAR

Board Chairman Bill Peterson presented the Consent Calendar for approval.

- A) **Approval of the Official Proceedings of the Alpena County Board of Commissioners Regular Session – August 22, 2023 (*Minutes only)**
- B) **Finance Ways & Means Committee Meeting – June 13, 2023**

ACTION ITEM #3: The Committee recommends to approve the Karpal Software Contract for the Prosecutor’s Office for 2023 (attached) and to authorize the Chairman of the Board or the County Administrator to sign the contract and submit to Prosecutor By Karpel (PBK) by the deadline of September 30, 2023. The Karpal Software Purchase was approved at the Finance Ways & Means Committee meeting on June 13, 2023. (See attached previous Memo and approved Board Action as reference)

- C) **Courts & Public Safety Committee Meeting Minutes – August 21, 2023**

ACTION ITEM #CPSC-1: The Committee recommends approval of the FY24 MIDC Grant Application (10.01.23 to 09.30.24) in the amount of \$1,321,511.04 (State grant contribution of \$1,156,871.03) with a County match of \$164,640.01 and authorize the Board Chairman or County Administrator to sign all pertaining documents as presented. This has Grant Review Committee approval.

ACTION ITEM #CPSC-2: The committee recommends approval of the MAC Administrator Agreement (10.01.23 to 09.30.24) with MAC Administrator Bill Pfeifer in the amount of \$1,200.00 per month with monies to come out of line item #260-282-803.000 each month on the first day of each month (October 1, 2023 to September 30, 2024) as presented.

ACTION ITEM #CPSC-3: The Committee recommends approval of the Public Defender Contract (10.01.23 to 09.20.24) in the amount of \$67,840.42 per Month beginning on the first day of each month (October 1, 2023 to September 30, 2024) as presented.

C) **Personnel Committee Meeting Minutes – September 5, 2023**

Moved by Commissioner Fournier and supported by Commissioner Konarzewski 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, Lalonde, Fournier, Francisco, Konarzewski, Kozlowski, and Peterson. NAYS: None. Motion carried.

BOARD POLL – TRANSFER FUNDS FROM GF TO PLAZA POOL

Chair Peterson presented the Board Poll as information only to inform the board that the Board Poll passed and was approved by the board with no action needed today other than noting in the minutes that this Poll was approved. See below Action Item.

Board POLL Action Item #12: Recommendation to authorize the Alpena County Treasurer to transfer \$5,000 from the General Fund to the Alpena County Plaza Pool Fund. Roll call vote was taken: AYES: Yes - 6, NAYS: No - 2, Motion carried.

COMMISSIONER APPOINTMENT – VETERANS AFFAIRS BOARD

Chair Peterson reported that Commissioner Francisco has a conflicting meeting on the same date as the Veterans Affairs Board and asked that someone volunteer from the board to sit on the Veterans Affairs Board and to attend their meetings. Commissioner LaHaie volunteered to serve on the Veterans Affairs Board and Commissioner Lalonde volunteered to serve as an alternate on the Veterans Affairs Board. Moved by Commissioner Francisco and supported by Commissioner Kozlowski to approve the appointment of Commissioner Bill LaHaie to the Veterans Affairs Board with Commissioner Robin Lalonde as the alternate. Motion carried.

PUBLIC COMMENT

Lenny Avery of Alpena, presented to the board as a citizen encouraged the board to continue to invest in the people to help businesses in the community for Alpena to grow and have a vision for the future.

***Next Finance Ways & Means Committee Meeting: Tuesday, October 10, 2023 at 9:30 a.m. in the Howard Male Conference Room/Zoom Room**

ADJOURNMENT

Moved by Commissioner Kozlowski and supported by Commissioner Osmer to adjourn the meeting. Motion carried. The meeting adjourned at 11:18 a.m.

Bill Peterson, Board Chairman

Keri Bertrand, County Clerk

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