

FINANCE WAYS & MEANS COMMITTEE
DRAFT MEETING MINUTES
Tuesday, January 10, 2023 – 9:30 a.m.
Howard Male Conference Room/Zoom Room

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

Others Present: Mary Catherine Hannah, County Administrator
Lynn Bunting, County Board Assistant
Kim Ludlow, County Treasurer
Keri Bertrand, County Clerk
Phil Heimerl, True North Radio (zoom)
Cindy Cebula, Chief Deputy Treasurer (zoom)
Steve Smigelski, Airport Manager (zoom)
Wes Wilder, County Maintenance Superintendent
Janelle Mott, Juvenile Officer (zoom)
Anne Gentry, DDA Executive Director
Mike Mahler, DDA representative
Sheriff Erik Smith
John Kozlowski
Nathan Skibbe, Charter Township of Alpena Supervisor
Steve Mousseau, IT Director
Todd Britton
Amanda Repke, Deputy Treasurer (zoom)
Cindy Cebula, Chief Deputy Treasurer (zoom)
Kim Schultz (zoom)
C. Williams (zoom)
Kim MacArthur, County Board Assistant (zoom)
Michelle McGirr, Deputy County Clerk (zoom)
Steve Schulwitz, The Alpena News (zoom)
Kim Elkie, 911/EM Director

CALL TO ORDER

Board Vice Chairman Burt Francisco called the meeting to order at 9:30 a.m.

ROLL CALL

Roll call vote was taken: All present except Commissioner Bill Peterson, excused.

PLEDGE OF ALLEGIANCE TO THE UNITED STATES OF AMERICA

ADOPT AGENDA

County Administrator Mary Catherine Hannah presented a request to amend the current Agenda to include to discuss payment for the Building Use Study Phase 1 that the Facilities, Capital & Strategic Planning Committee approved. Moved by Commissioner Karschnick and supported by Commissioner Konarzewski to amend the current agenda and include the discussion of payment for the Building Use Study recommendation. Motion carried.

Moved by Commissioner LaHaie and supported by Commissioner Karschnick to approve the agenda with amendment to include the Building Use Study Phase 1 for payment 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	\$149,389.22	\$149,389.22

Commissioner Fournier requested to pull one invoice from Jerome’s Towing for discussion and clarification. Moved by Commissioner Osmer and supported by Commissioner Fournier to pay all bills as submitted. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Karschnick, Fournier, Konarzewski, and Francisco. NAYS: None. Commissioner Bill Peterson, excused. Motion carried.

INFORMATION ITEM: Steve Mousseau, IT Director, presented the BSB Communications Invoice for payment reporting this will replace the current phone system. Moved by Commissioner Karschnick and supported by Commissioner LaHaie to recommend the below Action Item as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Karschnick, Fournier, Konarzewski, and Francisco. NAYS: None. Commissioner Bill Peterson, excused. Motion carried.

ACTION ITEM #2: The Committee recommends approval to pay the BSB Communications Invoice #170001 (50% deposit of MiVB, MiCollab, MBG, and CX Installation) in the amount of \$60,491.84 with monies to come from line item #402-234-980.251 (budgeted 2023) as presented by the IT Director.

INFORMATION ITEM: Anne Gentry, Executive Director of the Downtown Development Authority (DDA), made a presentation to the board on the DDA Expansion Project and gave a background of the DDA and the reason for the project. Mike Mahler, DDA representative, and Economic Development Director for the Alpena Area Chamber of Commerce, presented information for the commissioners and answered any questions they had.

Commissioner Konarzewski shared his support for this project. Nathan Skibbe, Charter Township Supervisor shared his support for this project.

Commissioner Karschnick presented a proposal to prepare a resolution to opt out of certain things and he shared his opposition. Discussion and recommendation to put a resolution together to present to the commissioners before the next full board meeting for review. Moved by Commissioner Karschnick and supported by Commissioner Fournier to recommend the County Administrator put a resolution together with a list of options and send out to the board prior to the next Full Board meeting on January 24, 2023 and to decide at that board meeting the commissioners recommendation. Motion carried.

COUNTY TREASURER

1) Treasurer Kim Ludlow presented the monthly report for December 2022. The budget should be at 100.47%. Revenues are at 101.21% and Expenditures are at 95.94%. Moved by Commissioner Karschnick and supported by Commissioner Osmer to approve receiving and filing of the monthly Treasurer's Report for December 2022 as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Karschnick, Fournier, Konarzewski, and Francisco. NAYS: None. Commissioner Bill Peterson, excused. Motion carried.

2) Treasurer Ludlow presented the Fourth Quarter 2022 General Fund Budget Adjustments report for review and approval and explained the reason for the budget adjustments. Moved by Commissioner LaHaie and supported by Commissioner Osmer to recommend the below Action Item as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Karschnick, Fournier, Konarzewski, and Francisco. NAYS: None. Commissioner Bill Peterson, excused. Motion carried.

ACTION ITEM #4: The Committee recommends to approve the Fourth Quarter General Fund Budget Adjustments for 2022 as Presented by the County Treasurer.

3) Treasurer Ludlow presented Resolution #22-02 Waive Collection Fees/Senior Citizens for approval and explained the process.

RESOLUTION #23-03
WAIVE COLLECTION FEES/SENIOR CITIZENS

BE IT RESOLVED that the Alpena County Board of Commissioners waive, through April 30, 2023 the collection fees and interest in excess of those charged prior to February 15, 2023, on the 2022 property taxes currently being collected. This exemption applies only to qualified senior citizens – 62 years or older, paraplegics, eligible servicemen, and eligible veterans, and blind and totally and permanently disabled as defined in the State Income Tax Act who filed Homestead Property Tax Credit prior to February 15, 2023.

Moved by Commissioner Fournier and supported by Commissioner Konarzewski to approve above Resolution #23-03 Waive Collection Fees/Senior Citizens as presented by the County Treasurer. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Karschnick, Fournier, Konarzewski, and Francisco. NAYS: None. Commissioner Bill Peterson, excused. Motion carried.

4) Treasurer Ludlow presented the First of the Year Transfer Requests for 2023 and reported on the process for the appropriations and would like approval to take care of the larger one-time transfers today. Moved by Commissioner Karschnick and supported by Commissioner LaHaie to recommend the below Action Item as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Karschnick, Fournier, Konarzewski, and Francisco. NAYS: None. Commissioner Bill Peterson, excused. Motion carried.

ACTION ITEM #6: The Committee recommends approval for the County Treasurer to complete the 2023 Budgeted Transfers as listed below:

Airport Fund to Airport Debt Fund	\$104,615.00
GF to Child Care Blended Fund	\$150,000.00
Ambulance to Central Tower Debt	\$75,000.00
E911 to Central Tower Debt	\$15,000.00
ARPA to Equip Fund	\$250,000.00
ARPA to Bldg & Grounds	\$25,000.00
Self Ins Fund t GF & E911	\$55,000.00

5) Treasurer Ludlow presented the request to purchase the BS&A Special Assessment Software reporting that this software program will help the Treasurer's Office to track the Special Assessment payments for the Beaver Lake Level District for parcels being split or combined and taxes that would be due. Moved by Commissioner Fournier and supported by Commissioner Osmer to recommend the below Action Item as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Karschnick, Fournier, Konarzewski, and Francisco. NAYS: None. Commissioner Bill Peterson, excused. Motion carried.

ACTION ITEM #7: The Committee recommends approval for the County Treasurer to transfer \$8,920.22 from the Restricted DTRF 525 Delinquent Property Tax Sales line item #525-254-995.101 FC Funds to the General Fund line item #101-228-956.000 Software Purchases to purchase the BS&A Special Assessment Software Program as presented by the County Treasurer.

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

1. Maintenance Superintendent Carry Over Request from 2022 to 2023 –

ACTION ITEM #1: The Committee recommends approval to carry over unspent funds from the attached 2022 budgeted line items and to increase the attached 2023 budgeted line items as presented.

2. Maintenance Superintendent 2023 Budget Adjustment Request to pay for final Invoice for Annex Restroom Upgrade Project –

ACTION ITEM #2: The Committee recommends approval to increase the 2023 budgeted Annex Building Bathroom Access Upgrade line item #631-265-975.055 by \$144.00 to pay final invoice for the Annex restroom upgrade project.

3. Airport Insurance Claim Carry Over Request from 2022 to 2023 –

ACTION ITEM #3: The Committee recommends approval to carry over the unspent funds from the 2022 budget in the amount of \$14,876.00 (\$16,196.00 minus \$1,319.68 water bill) from the Airport Water Main Repair line item #631-265-975.038 and increase the 2023 budgeted Airport Water Main Repair line item #631-265-975.038 by \$14,876.00 as presented.

4. DHS Budget Adjustment Request to Pay Alpena Agency Invoice –

ACTION ITEM #4: The Committee recommends approval to increase 2023 budgeted line item #101-267-803.000 General Fund DHS State Lease Public Liability Insurance to \$3,347.00 and decrease the 2023 budgeted line item #101-265-803.000 General Fund Building & Grounds Public Liability Insurance by \$3,588.00 to pay the Alpena Agency Invoice #41915 as presented. The Alpena Agency Insurance for General Liability and Property Insurance was previously approved at the Full Board on October 25, 2022 (Board Action #01 attached).

5. DHD#4 Budget Adjustment Request to Pay Alpena Agency Invoice –

ACTION ITEM #5: The Committee recommends approval to increase 2023 budgeted line item #246-265-803.000 District Health Department Fund/Building & Grounds Maintenance Public Liability Insurance by \$538 to pay the Alpena Agency Invoice #41915 as presented. The Alpena Agency Insurance for General Liability and Property Insurance was previously approved at the Full Board on October 25, 2022 (Board Action #01).

6. Wayfinding Signage Carry Over Request from 2022 to 2023 –

ACTION ITEM #6: The Committee recommends approval to carry over unspent funds from the 2022 budget in the amount of \$13,850.00 from Building and Grounds Maintenance Fund Wayfinding Signage line item #631-265-975.056 and increase the 2023 budgeted amount for the Building and Grounds Maintenance Fund Wayfinding Signage line item #631-265-975.056 by \$13,850.00 as presented.

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

COUNTY ADMINISTRATOR

Administrator Hannah presented the Building Use Study Phase I from Plante Moran Cresa in the amount of \$75,000 for discussion reporting that there is monies of \$50,000 budgeted for 2023 in the Building and Grounds Fund to cover this study. Administrator Hannah reported that the Fairgrounds Study for 2023 will be included in this project with the title of line item #631-265-975.060 be changed from Fairgrounds Grandstand Study to County Building Use Study Phase 1 and increase the 2023 budgeted line item #631-265-975.060 from \$50,000 to \$75,000 to pay for this study. Moved by Commissioner Karschnick and supported by Commissioner Konarzewski to authorize County Administrator to spend \$75,000 for the Building Use Study Phase I from Plante Moran Cresa with monies to come out of the Building and Grounds Fund line item #631-265-975.060 as presented by the County Administrator. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Karschnick, Fournier, Konarzewski, and Francisco. NAYS: None. Commissioner Bill Peterson, excused. Motion carried.

MOTION TO RISE & REPORT

Moved by Commissioner Fournier and supported by Commissioner LaHaie to rise and report. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Karschnick, Fournier, Konarzewski, and Francisco. NAYS: None. Commissioner Bill Peterson, excused. Motion carried. Committee meeting closed.

FINANCE WAYS & MEANS RECOMMENDATIONS

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

CONSENT CALENDAR

- A) **Approval of the Official Proceedings of the Alpena County Board of Commissioners**
Regular Session – December 20, 2022 (*Minutes only)
Organizational Meeting – January 3, 2023 (*Minutes only)
- B) **Courts & Public Safety Committee Meeting – December 20, 2022 (*Minutes only)**
- C) **Facilities, Capital & Strategic Planning Committee Meeting – December 21, 2022**

ACTION ITEM #FCSPC-1: The Committee recommends approval of the proposal from Control Solutions in the amount of \$14,815.00 to come from the Equipment Maintenance line item 295-595-931 for the installation of building temperature controls on the two new units at the new airport terminal as presented. This item is eligible for CARES ACT funding reimbursement.

ACTION ITEM #FCSPC-2: The Committee recommends approval of Plante Moran Cresa's proposal of \$75,000 for a Phase 1 building study as presented.

Moved by Commissioner Karschnick 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, Konarzewski, and Francisco. NAYS: None. Commissioner Peterson, excused. Motion carried.

PUBLIC COMMENT

None.

Next Full Board Meeting: Intergovernmental Meeting, Thursday, January 12, 2023 at 6:30 p.m. at ACC

Full Board Meeting, Tuesday, January 24, 2023 at 1:00 p.m. in the Howard Male Conference Room and via Zoom

Next Finance Ways & Means Committee Meeting: Tuesday, February 14, 2022 at 9:30 a.m. in the Howard Male Conference Room/Zoom Room

ADJOURNMENT

Moved by Commissioner Osmer and supported by Commissioner LaHaie to adjourn the meeting. Motion carried. The meeting adjourned at 11:17 a.m.

Burt Francisco, Board Vice Chairman

Keri Bertrand, County Clerk

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