

# Finance Committee Meeting

G

March 17, 2021 - 9:30 a.m.

Merchant's Building, Alpena County Fairgrounds

COMMISSIONERS PRESENT: Bill Peterson, Chair  
Don Gilmet  
Dave Karschnick  
Brenda Fournier  
John Kozlowski

OTHERS PRESENT: Bonnie Friedrichs, County Clerk  
Tammy Sumerix-Bates, Executive Manager  
Kim Elkie, Administrative Assistant  
Janelle Mott, Juvenile Officer  
Mark Hall, Emergency Services Coordinator  
Dave Guthrie, Remonumentation Director  
Sgt. Christina Bednarski, Jail Administrator  
Sheriff Steve Kieliszewski  
Erik Smith, Undersheriff  
Wes Wilder, Maintenance Superintendent  
Steve Smigelski, Airport Manager  
Steve Mousseau, IT Director  
Gerald Fournier, Drain Commissioner  
Jeff Kowalski, Chairman Parks Commission  
Kurt Pratel, Parks Commission

MEDIA PRESENT: Bruce Wozniak, WATZ  
Phil Heimerl, True North Radio

INFORMATION ITEM: Bonnie Friedrichs, County Clerk presented bills to pay.

	SUBMITTED:	APPROVED:
General Funds & Other Funds	\$124,527.63	\$124,527.63

Moved by Commissioner Gilmet and supported by Commissioner Karschnick to pay all bills as submitted. Motion carried.

INFORMATION ITEM: Janelle Mott, Juvenile Officer, presented the Child Care Fund February 2021 monthly financial report (attachment #1). Their office had expenses for the month of February in the amount of \$30,741.61 and revenue in the amount of \$27,235.65 with an end-of-the month audited balance of \$222,801.36. We had two recent juvenile placements with

nowhere to treat them in the County.

INFORMATION ITEM: Mark Hall, Emergency Services Coordinator, presented the invoice from Colligo GIS (previously known as Coleman Engineering Co) for payment. Mark explained the reasoning behind the increase in this year's bill was due to the number of address updates we have been providing to have entered into the system. Moved by Commissioner Karschnick and supported by Commissioner Gilmet to approve the below Action Item. Motion carried.

**ACTION ITEM #1: The Committee recommends we approve the Colligo GIS (previously known as Coleman Engineering Co) invoice for yearly maintenance agreement (1.1.21 – 12.31.21) on 911 mapping in the amount of \$5,000.00 with budgeted funds coming out of line item #211-325-955.006 as presented.**

INFORMATION ITEM: Mark Hall presented the Power Outlet Upgrade request for the 911 Center. The item will be tabled to Full Board and Mark will obtain one additional quote, for a total of two.

INFORMATION ITEM: Dave Guthrie, Remonumentation Director, presented the Professional Services Agreement with Lewis and Lewis Professional Surveying and Huron Engineering & Surveying, Inc. for Remonumentation Services. Moved by Commissioner Gilmet and supported by Commissioner Kozlowski to approve the below Action Item. Motion carried.

**ACTION ITEM #2: The Committee recommends we approve the annual Professional Services Agreement for 2021 for Alpena County with Lewis and Lewis Professional Surveying Inc. for Remonumentation Services as presented.**

**ACTION ITEM #3: The Committee recommends we approve the annual Professional Services Agreement for 2021 for Alpena County with Huron Engineering & Surveying, Inc. for Remonumentation Services as presented.**

INFORMATION ITEM: Sgt. Christina Bednarski, Jail Administrator, presented Advanced Correctional Health Care Contract for renewal. Moved by Commissioner Gilmet and supported by Commissioner Kozlowski to approve the below Action Item. Motion carried.

**ACTION ITEM #4: The Committee recommends we approve renewal of the jail medical contract agreement (April 1, 2021 to March 31, 2022) for the provision of health care to incarcerated patients with Advanced Correctional Healthcare, Inc. at**

**a 4% increase with the new cost \$173,174.32, from line item 101-301-819, as presented. This increase is included in the budget.**

INFORMATION ITEM: Sheriff Steve Kieliszewski presented request for pay rate for Jail Administrator Christina Bednarski. Moved by Commissioner Gilmet and supported by Commissioner Karschnick to approve the below Action Item. Motion carried.

**ACTION ITEM #5: The Committee recommends to approve to pay Sgt. Christina Bednarski \$1,500.00, the difference in pay for 240 hours since she started the position of Jail Administrator on March 1, 2021, along with associated costs of benefits with a budget adjustment after a mid-year budget review, as presented.**

INFORMATION ITEM: Wes Wilder, Maintenance Superintendent, presented information to the Committee regarding removal of hazardous material at the Fairgrounds. Moved by Commissioner Fournier and supported by Commissioner Kozlowski to approve the below Action Item. Motion carried.

**ACTION ITEM #6: The Committee recommends to approve the transfer of \$3,500.00 from line item #101-265-801.001 into line item #101-268-801.001 (Professional Services Hazardous Waste Removal) to pay for removal of hazardous material at the Fairgrounds, as presented. The Fair Board will be billed for half the total cost.**

INFORMATION ITEM: Wes Wilder, Maintenance Superintendent, presented information to the Committee regarding repair of the 2012 Ford F250 Maintenance plow truck versus placing the truck for sale by sealed bids. Moved by Commissioner Peterson and supported by Commissioner Gilmet to table this item until the fall. Motion carried.

INFORMATION ITEM: Steve Smigelski, Airport Manager, presented the request to purchase a new floor scrubbing machine for the ceramic tile in the new terminal. Moved by Commissioner Karschnick and supported by Commissioner Kozlowski to approve the below Action Item. Motion carried.

**ACTION ITEM #7: The Committee recommends to approve the Airport Manager's request to purchase a new floor scrubber for the new airport terminal for \$3,399.00 and an additional \$132.95 for the scrubber head (total cost \$3,531.95) with monies coming from Equipment Maintenance line item #295-536-931, as presented. This item is eligible for CARES Act reimbursement.**

INFORMATION ITEM: Steve Mousseau, IT Director, presented a request, previously approved by the Personnel Committee and referred to Finance Committee for discussion of funding, to promote Logan Kemp to Assistant IT

Director. Moved by Commissioner Karschnick and supported by Commissioner Gilmet to approve the below Action Item. Motion carried.

**ACTION ITEM #8: The Committee recommends to approve Logan Kemp's promotion to Assistant IT Director at Step 1 with unbudgeted monies to be transferred from Software Line Item #101-958-728 to the wages line item #101-958-704, as presented.**

INFORMATION ITEM: Gerald Fournier, Drain Commissioner, presented the contract amendment with Spicer Group to Furnish Professional Engineering Services regarding Beaver Lake. Moved by Commissioner Peterson and supported by Commissioner Karschnick to approve the below Action Item. Motion carried.

**ACTION ITEM #9: The Committee recommends to approve Gerald Fournier, Drain Commissioner, to sign the Amended Contract with Spicer Group for Professional Engineering Services regarding Beaver Lake in the amount of \$76,000.00 to be invoiced monthly, pending attorney review, and to have funds transferred from the Fund Balance into the Drain Commissioner's budget.**

INFORMATION ITEM: Jeff Kowalski, Chairman Parks Commission, presented Resolution #21-01 for 2021 Waterways Grant Application (attachment #2). Moved by Commissioner Gilmet and supported by Commissioner Kozlowski to approve the below Action Item. Motion carried.

**ACTION ITEM #10: The Committee recommends to approve Resolution #21-05 to apply for the 2021 Waterways Grant Application, as presented.**

INFORMATION ITEM: Commissioner Bill Peterson, Finance Chairman, presented for review the March 31, 2021 expiration date for suspension of the fees for email/faxing, per Board Action 012621.34. Moved by Commissioner Peterson and supported by Commissioner Kozlowski to approve the below Action Item. Motion carried.

**ACTION ITEM #11: The Committee recommends to allow the expiration on March 31, 2021 the suspension of fees for email/faxing and to follow normal procedure for fees, as presented.**

INFORMATION ITEM: Bill Peterson, Finance Chairman, presented the monthly Treasurer's report for February 2021. The budget should be at 16.16%. Revenues are at 12.61% and expenditures are at 22.48%.

INFORMATION ITEM: Bill Peterson, Finance Chairman, presented a transfer request from the Treasurer from the Insurance Fund to General Fund. Moved by

Commissioner Fournier and supported by Commissioner Gilmet to approve the below Action Item. Motion carried.

**ACTION ITEM #12: The Committee recommends we approve the Treasurer to transfer the 2021 budgeted amount of \$51,000.00 from the Self Insurance Fund with \$48,000.00 to the General Fund, \$1,000.00 to Housing and \$2,000.00 to 911 to cover HSA Incentives, which have been paid from the General Fund, as presented.**

INFORMATION ITEM: Commissioner Kozlowski had questions regarding the jail project and storage building/morgue project. His questions were answered and he was encouraged to contact any member of the Jail Committee anytime he has questions or concerns.

Motion to adjourn was made by Commissioner Gilmet with support by Commisser Karschnick. Motion carried. The meeting adjourned at 10:39 a.m.

---

Bill Peterson, Finance Chairman

---

Kim Elkie, Administrative Assistant

#1

**CHILD CARE BALANCE SHEET**

Month: February, 2021

<b>BEGINNING FUND BALANCE</b>	<b>\$299,537.78</b>
-------------------------------	---------------------

**Revenue**

MONTHLY APPROPRIATION FROM COUNTY GENERAL	\$20,833.34
DEPOSITS	\$6,402.31
<b>* MONTHLY REVENUE TOTAL</b>	<b>\$27,235.65</b>

**Expenses**

Monthly Expense Total	\$30,741.61
<b>END OF THE MONTH BALANCE</b>	<b>\$296,031.82</b>
Anticipated Audit Adjustments	\$73,230.46
<b>ACTUAL BALANCE:</b>	<b>\$222,801.36</b>

Revenue to date for March	\$28,147.11
Expenses to date for March	\$0.00
Anticipated Balance	\$250,948.47

*Janelle Mott  
3/15/2021*



## Alpena County Parks Commission

720 W. Chisholm Street, Suite #3  
Alpena, Michigan 49707

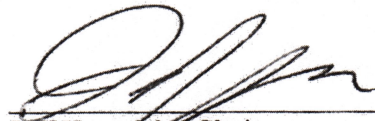


### ALPENA COUNTY PARKS COMMISSION RESOLUTION #21-01 2021 WATERWAYS GRANT APPLICATION

**“RESOLVED**, that the Alpena County Parks Commission, County of Alpena, Michigan, accepts the terms of the Application as received from the Michigan Department of Natural Resources, and that the Alpena County Parks Commission agrees, but not by way of liminary, as follows:

1. To accept the sum of money equal to one hundred (100) percent of the total cost of the reconstruction of the Long Lake boating access site called for by the plans and specifications, including engineering costs, and 100% reimbursement. The state’s payments must be supported by documentation of actual costs, and actual payments made to the contractor.
2. To maintain satisfactory financial accounts, documents, and recorded, and to make them available to the Department for auditing at reasonable times.
3. To construct the facilities and provide the funds, services, and materials as may be necessary to satisfy the terms of the Application.
4. To ensure that all premises, buildings, and equipment related procedures comply with all applicable State and Federal regulations.
5. To establish and appoint the Alpena County Parks & Recreation Commission to regulate the use of the facilities constructed under this Application to assure the use thereof by the public on equal and reasonable terms.
6. To enforce all State statues and local ordinances pertaining to marine safety and to enforce statutes of the State of Michigan within the confines of the County pertaining to the licensing of watercraft. Watercraft not fully complying with the laws of the State of Michigan relative to licensing shall not be permitted to use the facility until full compliance with those laws has been made.
7. To comply with all terms of the Application, including all terms not specifically set forth in the foregoing portions of this Resolution.”

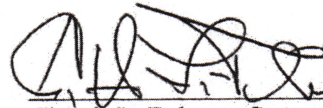
Moved by Parks Commission Board Member Marty Thomson and supported by Parks Commission Board Member Kurt Pratel to approve the above Resolution #21-01.



---

Jeff Kowalski, Chairman  
Alpena County Parks Commission

I hereby certify that the above Resolution #21-01 was adopted at the Alpena County Parks Commission meeting held on Thursday, March 11, 2021.



---

Chuck LeFebvre, Secretary  
Alpena County Parks Commission