

FINANCE WAYS & MEANS COMMITTEE
DRAFT MEETING MINUTES
Tuesday, June 13, 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
Wes Wilder, County Maintenance Superintendent (zoom)
Ted Somers, Equalization Department (zoom)
Steve Schulwitz, The Alpena News
Undersheriff Cash Kroll
Cynthia Muszynski, Prosecutor (zoom)
Jennifer Mathis, County HR Specialist (zoom)
Phil Heimerl, True North Radio (zoom)
Michelle McGirr, Deputy Clerk (zoom)
Ted Somers, Equalization Director (zoom)
Kim Schultz, Family Division Referee (zoom)
Kim MacArthur, County Board Assistant (zoom)
Christie Williams, Deputy Clerk (zoom)
Catherine Murphy, Register of Deeds (zoom)
Cindy Cebula, Chief Deputy Treasurer (zoom)
Steve Smigelski, Airport Manager (zoom)
Kim MacArthur, County Board Assistant (zoom)
Christie Williams, Deputy Clerk (zoom)
Gerald Lucas, Alpena County Road Commission Chair
Tom Spaulding, Alpena County Road Commission
Al Rapson, 911-EM Assistant Director
Julie Patterson, Alpena County Road Commission
Curt Gonyea, Alpena County Road Commission
Ken Lobert, Ossineke Township Supervisor
Stacey Stewart, Prosecutor's Office

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. Jesse Osmer absent until after adoption of agenda.

PLEDGE OF ALLEGIANCE TO THE UNITED STATES OF AMERICA

ADOPT AGENDA

Moved by Commissioner LaHaie and supported by Commissioner Fournier to approve the agenda as presented. Motion carried.

BILLS TO PAY

County Clerk Keri Bertrand presented the bills to pay.

	SUBMITTED:	APPROVED:
General Funds & Other Funds	\$149,847.55	\$149,847.55

Moved by Commissioner LaHaie and supported by Commissioner Peterson 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.

INFORMATION ITEM: Airport Manager Steve Smigelski gave an update of the Runway Project reporting there was an asphalt/concrete issue with additional concrete needed and to replace/remove material with an extra cost of up to \$2 million. Steve reported that the FAA informed him that the extra cost will be covered with an additional grant. Steve informed the Commissioners that \$1.6 million in cares grant monies was taken back and though not committed those funds did help with funding operations which he noted will need to apply for additional AIP grant from the FAA. The issue with the asphalt/concrete was due to 30 years ago not applied properly.

Airport Manager Steve Smigelski presented the Primary Airport Services Invoices for approval to pay. Moved by Commissioner Peterson and supported by Commissioner Fournier to recommend the action item below as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Peterson, Fournier, Konarzewski, Kozlowski, and Francisco. NAYS: None. Motion carried.

ACTION ITEM #2: The Committee recommends approval of the Primary Airport Services Invoice #1102-34 in the amount of \$303.05 and invoice #1132-07 in the amount of \$89.80 to be paid from the PFC Charges Reserve line item #295-000-383.000 and expense from line item #295-595-805.000 as presented.

INFORMATION ITEM: Prosecutor Cynthia Muzynski presented the purchase of the Karpel Software for the Prosecutor’s Office for approval reporting she has presented to the Courts & Public Safety Committee and the prosecutor’s office is in need of replacing software which has been approved, but how to fund it is being requested today for approval.

Moved by Commissioner Peterson and supported by Commissioner Konarzewski to recommend the action item below 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 to approve the Karpel Software for the Prosecutor's Office for a one-time fee of \$54,000.00 for 2023 and to reduce \$39,000.00 in line item #101-296-704.000, and to reduce \$15,000.00 in line item #101-296-703.003; moving \$54,000.00 into line item #101-228-956.000 Software Purchases to pay for the software.

INFORMATION ITEM: Prosecutor Cynthia Muszynski presented the 2024 Title IV-D Cooperative Reimbursement Program Grant Application for approval reporting the County match is in the budget and the State of Michigan reimburses 66.6% of the funds and this grant funds the state mandated position in her office. Prosecutor Muszynski informed the board that this will be a 5-year contract with the state.

Moved by Commissioner Lalonde and supported by Commissioner LaHaie to recommend the action item below 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 approval of the State of Michigan/DHHS Title IV-D Cooperative Reimbursement Program 2024 Grant Application (5-year Contract effective 10.01.23/09.30.28) for the Prosecutor's Office in the amount of \$718,222.00 with a County match of \$244,195.00 and an organizational match of \$474,027.00. This has been sent for Grant Review Committee approval.

INFORMATION ITEM: Finance Chair Burt Francisco presented the Driving Caseflow Assistance Funds to District Court Budget for approval.

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

ACTION ITEM #5: The Committee recommends approval of the Drunk Driving Caseflow Assistance Fund for District Court received in the amount of \$5,338.82 and deposited in revenue line item #101-286-544.545 and to authorize the Treasurer to increase the 2023 budgeted line item #101-286-977.000 Drunk Driving Caseflow Equipment by \$5,338.82 to use funds for trainings, court room monitors for security, and any additional District Court needs.

COUNTY TREASURER

Treasurer Kim Ludlow presented the monthly report for May 2023. The budget should be at 41.37%. Revenues are at 26.40% and Expenditures are at 42.13%. Moved by Commissioner Fournier and supported by Commissioner LaHaie to approve receiving and filing of the monthly Treasurer's Report for May 2023 as presented. Motion carried.

Treasurer Ludlow presented the transfer request for the budgeted Energy Conservation Bond payment for approval.

Moved by Commissioner Peterson and supported by Commissioner Osmer 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 #7: The Committee recommends authorizing the Treasurer to transfer the budgeted Energy Conservation Bond payment of \$44,829.00 from General Fund line item #101-272-995.001 to the Capital Improvements P&I Fund line item #363-902-699.001.

COUNTY ADMINISTRATOR

Administrator Hannah presented the updated Procurement & Purchasing Policy for the Credit Card Policy section for approval reporting working through the County audit and the auditor recommended to add statutory language be added to the Credit Card Policy. Discussion on old policy versus new policy and the updated Procurement & Purchasing Policy approved on June 28, 2022 by the full board. Treasurer Ludlow informed the board that the approved updated policy needs to be sent to the Credit Union as well as other information that needs to be updated. Capital Outlay falls within definition in the policy for building and building improvements. Moved by Commissioner LaHaie and supported by Commissioner Lalonde to recommend to approve the updated Procurement & Purchasing Policy for the Credit Card Policy section as presented. Discussion to revisit the policy and to table, and who has the authority/responsibility to comply with the policy. County Administrator Hannah reported that the audit is due June 30th and the auditors need this statutory language added to the credit card policy, approved, and sent to them. Discussion and recommendation to amend motion and withdraw first motion.

Moved by Commissioner Peterson and supported by Commissioner Fournier to amend the motion to amend the Procurement & Purchasing Policy – Credit Card Policy section to include adding the County Administrator, Commissioners Office, and the County Treasurer as the authority responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the policy presented in below action item. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Peterson, Fournier, and Francisco. NAYS: Commissioners Konarzewski and Kozlowski. Motion carried.

Moved by Commissioner LaHaie and supported by Commissioner Lalonde to amend the Procurement & Purchasing Policy – Credit Card Policy section with the amended addition as presented in below action item. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Peterson, and Francisco. NAYS: Commissioners Fournier, Konarzewski, and Kozlowski. Motion carried.

ACTION ITEM #8: The Committee recommends approval of the updated County of Alpena Procurement & Purchasing Policy - Credit Card Policy section with the addition of the following:

That the balance including interest due on an extension of credit under the credit card arrangements shall be paid for not more than 60 days of the initial statement date. Alpena County shall comply with this provision of the credit card policy.

The total combined authorized credit limit of all credit cards issued by Alpena County shall not exceed 5% of the total budget of Alpena County for the current fiscal year. Alpena County may include in its budget the authorization to pay the balance due on any credit cards including the annual fee and interest.

and the following added at the end of the County of Alpena Procurement & Purchasing Policy:

Violations of any provision of the County of Alpena Procurement & Purchasing Policy will result in disciplinary measures up to and including immediate termination and may include criminal proceedings if warranted.

*Amended Addition: **The County Administrator, Commissioners Office; and the**

County Treasurer is responsible for issuing, accounting for, monitoring, retrieving, and generally overseeing compliance with the County of Alpena Procurement & Purchasing Policy – Credit Card Policy section.

MOTION TO RISE & REPORT

Moved by Commissioner LaHaie and supported by Commissioner Fournier to rise and report. Motion carried. The committee meeting closed at 10:25 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 LaHaie 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, Peterson, Fournier, Konarzewski, and Francisco. NAYS: Commissioner Kozlowski. 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 – May 23, 2023 (*Minutes only)**
- B) **Personnel Committee Meeting Minutes – June 6, 2023**

ACTION ITEM #PM-1: The Committee recommends to approve changing the County’s employee benefits provider from Assured Partners to HUB as presented.

ACTION ITEM #PM-2: The Committee recommends to approve reimbursement of 34.6 hours of PTO for employee that was involved in an accident while working in the field on May 9, 2023 as presented.

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

MICHIGAN ASSOCIATION OF COUNTIES PRESENTATION

MAC Executive Director Steve Currie made a presentation to the board sharing information about the Michigan Association of Counties, their goals, proposed bills in legislation, involved with programs including the Juvenile Justice request for increased funding for Michigan, remote discussion with virtual voting, contact information, and upcoming MAC Conferences. Discussion on funding and the need for a Juvenile Rehab Facility in Northern Michigan. Chairman Peterson recommended the Commissioners attend a MAC Conference as they are very informational.

ROAD COMMISSION BOARD DISCUSSION

Commissioner Travis Konarzewski reported they had a discussion at a Facilities Committee meeting that he is chair of on the number of road commission board members currently at 3 and recommending to be a 5 person board and presenting this for board discussion.

Road Commission Board Member Tom Spaulding presented to the board the Road Commission Board Members concerns of an increase in board members on their board with the increase in expenses. Road Commission Board Members present were Gerald Lucas, Chair; and Tom Spaulding. Other Road Commission Members present included Julie Patterson and Curt Gonyea. Discussion on Open Meetings Act, terms of appointment, voting, road projects, salary of board members, traffic congestion on M32 and 3rd street concerns.

County Administrator Hannah noted that if the Commissioners decide to increase the number of Road Commission Board Members they need to hold a public meeting and give an advance notice to the public and have one public hearing.

Commissioner LaHaie reported that he serves on the Road Commission Board as a liaison for the County and has attended a few of their meetings and gave an update on projects and will continue to keep the Commissioners updated.

PUBLIC COMMENT

None.

***Next Finance Ways & Means Committee Meeting: Tuesday, July 11, 2023 at 9:30 a.m. in the Howard Male Conference Room/Zoom Room**

ADJOURNMENT

Moved by Commissioner Konzowski and supported by Commissioner Konarzewski to adjourn the meeting. Motion carried. The meeting adjourned at 11:27 a.m.

Bill Peterson, Board Chairman

Keri Bertrand, County Clerk

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