

Finance Committee Meeting
Minutes
Wednesday, June 16, 2021 - 9:30 a.m.
Zoom Conference Call in Howard Male Conference Room

COMMISSIONERS PRESENT: Bill Peterson, Chair
Brenda Fournier
Dave Karschnick
Don Gilmet
John Kozlowski
Kevin Osbourne, guest
Marty Thomson, guest

OTHERS PRESENT: Bonnie Friedrichs, County Clerk
Kim Ludlow, County Treasurer
Tammy Sumerix-Bates, Executive Manager
Lynn Bunting, Board Assistant
Steve Mousseau, IT Director
Mark Hall, Emergency Services Coordinator
Ted Somers, Equalization Director
Wes Wilder, Maintenance Superintendent
Steve Smigelski, Airport Manager
Mary Muszynski, District Court Administrator
Elizabeth Skiba, District Court
Cynthia Muszynski, Prosecuting Attorney
Stacey Stewart, Prosecutor's Office
Sgt. JP Ritter, Sheriff's Office
Undersheriff Erik Smith
Janelle Mott, Juvenile Officer
Thea Lucas, Home Improvement Director
Jeff Kowalski, Parks Chairman
Dan Perge, Veterans Counselor
Sgt. Christina Bednarski, Jail Administrator
Marcia Martin, Friend of the Court
Marcia Burns, Circuit Court
Judge Ed Black, Circuit Court

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

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

	SUBMITTED:	APPROVED:
General Funds & Other Funds	\$113,365.63	\$113,365.63

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

INFORMATION ITEM: Bonnie Friedrichs, County Clerk, presented the request to approve the reimbursement claim form for the City, County, and Township Clerks for the 911 Surcharge ballot questions in the total amount of \$40,252.80. Discussion on the City Clerk hours. Bonnie reported she will look at doing this differently in the future. Moved by Commissioner Peterson and supported by Commissioner Fournier to recommend the below action item. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Kozlowski, and Peterson. NAYS: Commissioner Fournier. Motion carried.

ACTION ITEM #1: The Committee recommends we approve the reimbursement claim form from the Clerk's Office for local entities to receive reimbursement for reasonable costs for conducting the 911 Surcharge ballot question and to not reimburse for the elected/appointed clerk hours and only authorize Green Township for janitorial services with a total reimbursement amount to all entities of \$38,639.72. The Treasurer will create a new line item for 911 expense, 261-325-956.000.

INFORMATION ITEM: Mark Hall, Emergency Services Coordinator, presented the request to pay Invoice #1085120 from Intrado Life & Safety Solutions Corporation for 2021-2022. Moved by Commissioner Gilmet and supported by Commissioner Fournier to recommend the below action item. Roll call vote was taken: AYES: Commissioners Karschnick, Fournier, Kozlowski, Gilmet, and Peterson. NAYS: None. Motion carried.

ACTION ITEM #2: The Committee recommends we approve the Invoice #1085120 from Intrado Life & Safety Solutions Corporation in the amount of \$7,912.80 and pay the Invoice with monies coming out of line item #261-325-820.007 for hardware protection, subscription services, software protection and remote support for Central Dispatch for coverage period June 22, 2021, to June 21, 2022, as presented.

INFORMATION ITEM: Mark presented the Transfer Funds Request and to pay off the Pager Lease, which will help save on interest. Mark reported that this is in the budget. Moved by Commissioner Karschnick and supported by Commissioner Fournier to recommend the below action item. Roll call vote was taken: AYES: Commissioners Karschnick, Fournier, Kozlowski, Gilmet, and Peterson. NAYS: None. Motion carried.

ACTION ITEM #3: The Committee recommends we authorize the Treasurer to transfer \$48,851.50 from line item #261-000-385.000 (pager Lease Reserve) and put into line item #261-325-970.000 (E-911 Improvement) and approve the payoff of \$48,851.50 to KS State Bank for the Pager Lease.

INFORMATION ITEM: Mark presented the Transfer Request for the Ambulance Fund from the First Responder Millage and to make the adjustment and reduce the allocation. Moved by Commissioner Fournier and supported by Commissioner Kozlowski to recommend the below action item. Roll call vote was taken: AYES: Commissioners Karschnick, Fournier, Kozlowski, Gilmet, and Peterson. NAYS: None. Motion carried.

ACTION ITEM #4: The Committee recommends we approve the budget adjustment request and authorize the Treasurer to reduce \$12,906.01 in the Ambulance Fund Expense line item #261-325-970.003, as the yearly payment will not be needed for 2021.

INFORMATION ITEM: Mark presented the Intrado Life & Safety Solutions Credit Invoice for informational purposes and request to pay the Invoice when it comes in. Discussion and recommendation to wait for the invoice and to present to Finance next month. Moved by Commissioner Gilmet and supported by Commissioner Fournier to recommend the below action item. Roll call vote was taken: AYES: Commissioners Karschnick, Fournier, Kozlowski, Gilmet, and Peterson. NAYS: None. Motion carried.

ACTION ITEM #5: The Committee recommends we approve the split Year 5 (2020-2021) expense in the amount of \$3,750 from Intrado Life & Safety Solutions Corporation and when the Emergency Services Coordinator receives the Invoice to present to the Finance Committee next month for approval to pay it from line item #261-325-820.007.

INFORMATION ITEM: Wes Wilder, Maintenance Superintendent, presented the request on hiring an additional Maintenance worker. The Personnel Committee approved the hiring of an additional employee for the Maintenance Department. Commissioner Thomson informed the committee that two workers are off on medical leave and the current staff is behind on maintenance and that the Personnel Committee recommends to hire someone. Moved by Commissioner Fournier and supported by Commissioner Gilmet to recommend the below action item. Roll call vote was taken: AYES: Commissioners Karschnick, Fournier, Gilmet, and Peterson. NAYS: Commissioner Kozlowski. Motion carried.

ACTION ITEM #6: The Committee recommends we approve the funding and hiring of an additional Maintenance Worker as presented.

INFORMATION ITEM: Wes presented the request to update the back door on the County Annex Building by the District Court Office with a mag lock for the public to use the front entrance and employees can use the back entrance with their code. He informed the Committee that Probate Court will provide \$2,000 grant money towards the cost and the County will need to pay the balance. Moved by Commissioner Fournier and supported by Commissioner Karschnick to recommend the below action item. Roll call vote was taken: AYES: Commissioners Karschnick, Fournier, Kozlowski, Gilmet, and Peterson. NAYS: None. Motion carried.

ACTION ITEM #7: The Committee recommends we authorize the Maintenance Superintendent to purchase the mag lock from Frank's Key & Lock in the amount of \$2,999 plus and additional \$500 for Cat 5 wire and electrician costs for the County Annex Building back door by the District Court Office. Funds for this will come from Probate Court - \$2,000 grant money and the County will pay the balance of approximately \$1,500 with monies to come out of the Building Maintenance line item #101-265-932.000.

INFORMATION ITEM: Liz Skiba, District Court, presented a Transfer Request for the Drunk Driving Caseflow Assistance Fund/Drug Case Management Fund. Moved by Commissioner Kozlowski and supported by Commissioner Gilmet to recommend the below action item. Roll call vote was taken: AYES: Commissioners Karschnick, Fournier, Kozlowski, Gilmet, and Peterson. NAYS: None. Motion carried.

ACTION ITEM #8: The Committee recommends we approve the transfer request for the monies received of the District Court's share of the Assistance Fund and authorize the Treasurer to increase the budgeted revenue line item #101-286-544.545 to \$4,736.45 and increase the budgeted expense line item #101-286-977.000 to \$4,736.45 for disbursement back to the District Court budget as requested.

INFORMATION ITEM: Cynthia Muszynski, Prosecuting Attorney presented the State of Michigan/DHHS Grant Renewal Title IV-D Cooperative Reimbursement Program Application for approval. This is a Grant funded mandated position and the County will be reimbursed. Moved by Commissioner Kozlowski and supported by Commissioner Fournier to recommend the below action item. Roll call vote was taken: AYES: Commissioners Karschnick, Fournier, Kozlowski, Gilmet, and Peterson. NAYS: None. Motion carried.

ACTION ITEM #9: The Committee recommend we approve the State of Michigan/DHHS Title IV-D Cooperative Reimbursement Program - 2017 Grant Renewal (10-01-21/9-30-2023) in the amount of \$129,980.99 (2022) & \$129,980.99 (2023) with an Organizational Match of \$85,787.45 (2022) & \$85,787.45 (2023) with a County Match of \$44,193.54 (2022) & \$44,193.54 (2023), as presented and authorize the Chairman of the Board to sign all pertaining paperwork. This has Grant Review Committee approval.

INFORMATION ITEM: Cynthia presented the MGT Consulting Services Renewal Contract 2021-2024 for approval. Moved by Commissioner Karshnick and supported by Commissioner Fournier to recommend the below action item. Roll call vote was taken: AYES: Commissioners Karschnick, Fournier, Kozlowski, Gilmet, and Peterson. NAYS: None. Motion carried.

ACTION ITEM #10: The Committee recommends we approve the renewal contract with MGT of America Consulting, LLC for the Title IV-D billing services with the Prosecuting Attorney's Office for the term of 3 years (10.01.21/09.30.24 in the amount of \$4,400 for the first year and \$5,000 for each year for two years thereafter (fee increase of \$204 for year 1 and 2, year 3 no increase) and monies to be taken out of linen item #101-296-801.000 Professional Services and authorize the Chairman of the Board to sign all pertaining paperwork. This has had attorney review.

INFORMATION ITEM: Sgt. JP Ritter, Sheriff's Office, presented the request to seek Bids for Officer Uniforms for 2021 for the Sheriff's Office. Moved by Commissioner Fournier and

supported by Commissioner Gilmet to recommend the below action item. Roll call vote was taken: AYES: Commissioners Karschnick, Fournier, Kozlowski, Gilmet, and Peterson. NAYS: None. Motion carried.

ACTION ITEM #11: The Committee recommends we authorize the Sheriff's Office to seek sealed bids for their 2021 Uniforms as presented.

INFORMATION ITEM: Janelle Mott, Financial Officer, presented the Child Care Fund's monthly report for May 2021 (attachment #1).

INFORMATION ITEM: Sgt. Christina Bednarski, Jail Administrator, presented the request for a Budget Adjustment for Corrections Officers Training with the funds going towards new hires and training for the corrections academy, which is a state required training. Moved by Commissioner Gilmet and supported by Commissioner Fournier to recommend the below action item. Roll call vote was taken: AYES: Commissioners Karschnick, Fournier, Kozlowski, Gilmet, and Peterson. NAYS: None. Motion carried.

ACTION ITEM #12: The Committee recommends we authorize the Treasurer to increase line item #264-632-801.000 in the Local Corrections Officers Training Personal Services by \$2,500.00 out of the Fund Balance to pay for the local Corrections Academy and the required certification of Corrections Officers.

INFORMATION ITEM: Thea Lucas, Home Improvement Director, presented the HPG – Housing Preservation Grant and Rural Development. Moved by Commissioner Fournier and supported by Commissioner Gilmet to recommend the below action item. Roll call vote was taken: AYES: Commissioners Karschnick, Fournier, Kozlowski, Gilmet, and Peterson. NAYS: None. Motion carried.

ACTION ITEM #13: The Committee recommends we approve the HPG Housing Preservation Grant and Rural Development in the amount of \$161,000 (2019 Program Income) with no County match and authorize the Chairman of the Board to sign all pertaining paperwork as presented. This has Grant Review Committee approval.

INFORMATION ITEM: Steve Smigelski, Airport Manager, presented the Transfer Request from the Airport Fund. Treasurer Kim Ludlow informed the Committee that \$25,500 was returned to the PFC Fund on May 26, 2021. No action was needed.

INFORMATION ITEM: Steve Smigelski, Airport Manager, presented the AGS Contract request for extending their current contract for an additional 7 years and Alpena Ground Services will acquire equipment by end of August 2021 and will prorate rest of 2021 if approved. Moved by Commissioner Karschnick and supported by Commissioner Gilmet to recommend the below action item. Roll call vote was taken: AYES: Commissioners Karschnick, Fournier, Kozlowski, Gilmet, and Peterson. NAYS: None. Motion carried.

ACTION ITEM #14: The Committee recommends we approve extending the current Alpena Ground Services Contract that expires on January 1, 2022, to be extended 7 years to January 1, 2029. The services, overtime, and materials will add \$10,000 per quarter taking the quarterly payments from \$85,515 to \$95,515 (annual cost from \$342,060 to \$382,060) due to adoption of the Airport Minimum Standards, additional ground services needed with overtime costs, insurance increase, and deicing fluid.

INFORMATION ITEM: Treasurer Kim Ludlow reported the bond payment will need to be paid and the Airport Manager will need to request the transfer request. Steve presented the request to transfer monies to make the bond payment for the airport. Moved by Commissioner Fournier and supported by Commissioner Kozlowski to recommend the below action item. Roll call vote: AYES: Commissioners Karschnick, Fournier, Kozlowski, Gilmet, and Peterson. NAYS: None. Motion carried.

ACTION ITEM #15: The Committee recommends we authorize the Treasurer to transfer \$83,538.000 from line item #295-595-995.000 (Airport Fund) into line item #381-595-699.000 (Airport P&I Fund) as presented.

INFORMATION ITEM: Jeff Kowalski, Parks Chairman, gave a history of the Long Lake Park Boat Launch Project and presented the Michigan Waterways DNR Grant Agreement and Resolution for 2021. Jeff reported he applied for the grant and is requesting that the County sign the grant agreement and send the resolution to the state. He informed the Committee that this is a reimbursement grant. Moved by Commissioner Gilmet and supported by Commissioner Karschnick to recommend the below action item. Roll call vote was taken: AYES: Commissioners Karschnick, Fournier, Kozlowski, Gilmet, and Peterson. NAYS: None. Motion carried.

ACTION ITEM #16: The Committee recommends we approve the 2021 Michigan Waterways DNR Grant Agreement and resolution in the amount of \$453,200 with an Organizational match of \$226,600 and a Youth & Recreation Grant of \$34,100, and Parks Commission General Fund of \$50,000 and a County match of \$142,500 (state allocation or ARPA) and authorize the Chairman of the Board to sign all pertaining paperwork as presented. This has Grant Review Committee approval.

INFORMATION ITEM: Commissioner Brenda Fournier, Chair Ambulance Committee presented the Sealed Bid Recommendation for the Sale of 1993 Ambulance (attachment #2) to accept the bid from Patti Briley-Jones in the amount of \$950. Moved by Commissioner Fournier and supported by Commissioner Karschnick to recommend the below action item. Roll call vote was taken: AYES: Commissioners Karschnick, Fournier, Kozlowski, Gilmet, and Peterson. NAYS: None. Motion carried.

ACTION ITEM #17: The Committee recommends we accept the highest bid from Patria Briley-Jones in the amount of \$950 for the sale of the 1993 Ambulance as presented.

INFORMATION ITEM: Finance Chair Bill Peterson, presented the Transfer Request to pay the expenses for the new Jail project. Chair Peterson informed the Committee that he received the Granger Pay Application last night in the amount of \$164,040.04 that will need to be paid after review. Moved by Commissioner Peterson and supported by Commissioner Karschnick to recommend the below action item. Roll call vote was taken: AYES: Commissioners Karschnick, Fournier, Kozlowski, Gilmet, and Peterson. NAYS: None. Motion carried.

ACTION ITEM #18: The Committee recommends we authorize the Treasurer to transfer \$207,468.54 from line item #213-000-001.000 and put into line item #466-301-975 (Jail Construction Fund) from the millage monies to pay bills for the construction of the new jail.

INFORMATION ITEM: Bill presented the Transfer Request to help pay expenses for the new Jail Project and the project was delayed due to COVID in 2020. He requested to utilize the monies from the American Rescue Plan Act of 2021 Grant Funds and if do not qualify to seek reimbursement out of the Jail Levy Fund. Moved by Commissioner Peterson and supported by Commissioner Karschnick to recommend the below action item. Roll call vote: AYES: Commissioners Karschnick, Fournier, Kozlowski, and Peterson. NAYS: Commissioner Gilmet. Motion carried.

ACTION ITEM #19: The Committee recommends we approve the request to transfer \$78,479.00 from the American Rescue Plan Act of 2021 Grant monies to be moved into the Jail Construction Fund for the new Jail project. This project delay was due to COVID in 2020 and if does not qualify will seek reimbursement from the Jail Levy Fund.

INFORMATION ITEM: Dan Perge, Veterans Affairs Counselor, presented the FY22 Veterans Service Fund Grant Letter of Consent for approval and signature to be submitted by June 25, 2021, with the application deadline on July 16, 2021. A Poll vote will need to be taken due to time constraints. Moved by Commissioner Peterson and supported by Commissioner Gilmet to poll the board on the following item:

POLL ITEM #1: Recommendation to submit the Letter of Intent for the FY22 County Veteran Service Fund Grant, base amount of grant is \$50,000 with no county match. Deadline for the Letter of Intent is June 25th with final deadline for grant to be submitted July 16.

Roll call vote was taken: AYES: Commissioners Karschnick, Fournier, Kozlowski, Gilmet, and Peterson. NAYS: None. Motion carried.

INFORMATION ITEM: Commissioner Don Gilmet presented the Administrator Adhoc Committee recommendation to hire a consulting firm to search for candidates for the County Administrator position. Don informed the Committee that the Administrator Adhoc Committee will be

meeting next Tuesday and will review the proposals from the consulting firms and want approval to hire a consulting firm. A Poll vote will be needed due to time constraints. Moved by Commissioner Gilmet and supported by Commissioner Karschnick to poll the board on the following board action:

POLL ITEM #2: Recommendation to approve the hiring of a Consulting Firm in the amount up to \$25,000 to be used to hire and pay expenses incurred to search for candidates for the County Administrator position.

Roll call vote was taken: AYES: Commissioners Karschnick, Gilmet, and Peterson. NAYS: Commissioners Fournier and Kozlowski. Motion carried.

INFORMATION ITEM: Discussion held on the urgency to advertise for the maintenance vacancy. A Poll vote will be needed due to time constraints. Moved by Commissioner Peterson and supported by Commissioner Gilmet to poll on the board on the following board action:

POLL ITEM #3: Recommendation to authorize advertising and filling the position of Maintenance Employee.

Roll call vote was taken: AYES: Commissioners Karschnick, Fournier, Gilmet, and Peterson. NAYS: Commissioner Kozlowski. Motion carried.

INFORMATION ITEM: Kim Ludlow, County Treasurer, presented the monthly reports for May 2021. The budget should be at 41.53%. Revenues are at 27.27% and expenditures are at 42.65%.

INFORMATION ITEM: Kim presented the transfer request for the Energy Conservation Bond Payment. This is a budgeted item. Moved by Commissioner Gilmet and supported by Commissioner Fournier to recommend the below action item. Roll call vote was taken: AYES: Commissioners Karschnick, Fournier, Kozlowski, Gilmet, and Peterson. NAYS: None. Motion carried.

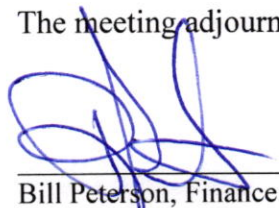
ACTION ITEM #23: The Committee recommends we authorize the Treasurer to transfer the Energy Conservation Bond payment from General Fund line item #101-272-995.001 in the amount of \$39,634.00 to the Capital Improvements P&I Fund line item #363-902-699.001.

INFORMATION ITEM: Kim presented the Delinquent Tax Revolving Fund Annual Report. Moved by Commissioner Gilmet and supported by Commissioner Fournier to recommend the below action item. Roll call vote was taken: AYES: Commissioners Karschnick, Fournier, Kozlowski, Gilmet, and Peterson. NAYS: None. Motion carried.

ACTION ITEM #24: The Committee recommends we approve receiving and filing of the Annual Tax Revolving Fund report as of May 31, 2021.

Moved by Commissioner Gilmet and supported by Commissioner Fournier to adjourn the meeting. Motion carried.

The meeting adjourned at 11:07 a.m.

 6-25-21
Bill Peterson, Finance Chairman


Lynn Bunting, Board Assistant

llb

***Next Finance Committee meeting – Wednesday, July 21, 2021, at 9:30 a.m. – Zoom Conference Call**

#1

CHILD CARE BALANCE SHEET

Month: May, 2021

BEGINNING FUND BALANCE	\$303,960.18
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Revenue

MONTHLY APPROPRIATION FROM COUNTY GENERAL	\$20,833.34
DEPOSITS	\$8,891.65
* MONTHLY REVENUE TOTAL	\$29,724.99

Expenses

Monthly Expense Total	\$21,954.65
END OF THE MONTH BALANCE	\$311,730.52
Anticipated Audit Adjustments	

Revenue to date for June	\$22,993.97
Expenses to date for June	\$29,160.20
Anticipated Balance	\$305,564.29

*Jamila Mott
6/14/2021*