

BUDGET WORKSHOP
DRAFT MINUTES
Monday, November 20, 2023
Howard Male Conference Room

COMMISSIONERS PRESENT: William LaHaie, Robin Lalonde, Bill Peterson, Brenda Fournier, Burt Francisco, John Kozlowski, Jesse Osmer, and Travis Konarzewski.

OTHERS PRESENT: County Administrator Mary Catherine Hannah; County Clerk Keri Bertrand; County Treasurer Kim Ludlow; County Board Assistant Lynn Bunting; Sheriff Erik Smith; Emergency Management E-911 Director Kim Elkie; Probate Court Administrator Liz Smigelski; Veterans Counselor Dan Perge; Airport Manager Steve Smigelski; Steve Schulwitz, The Alpena News; and IT Director Steve Mousseau.

The Budget Workshop was started by Board Chairman Bill Peterson at 9:00 a.m.

INFORMATION ITEM: County Administrator Mary Catherine Hannah presented an updated 2024 budget summary for discussion and recommendations. Administrator Hannah noted she sent the summary to the board yesterday for review and the biggest change is cost allocation and looked at again with state auditors request with 911 square footage vs Emergency Management square footage and the consulting firm representing the County updated with changes made, and revised the previous year and this year and then sent to the state on the County's behalf.

INFORMATION ITEM: Administrator Hannah presented the Workshop Proposals for the 2024 Budget for discussion. Recommendations on the 402 Fund proposed Capital Improvement Plan Projects with only one new mower purchase instead of two for 2024, no scissor lift purchase for 2024, only portion of radios; and on the 631 Fund proposed Capital Improvement Plan Projects with small court room ceiling, fairgrounds electrical, DHD#4 parking lot, District Court workstation, and Annex flooring budgeted for 2024.

Estimated Revenues for 2024:

Additional Marijuana shop \$50,000, Sale of M32 Lots \$360,000, APRA Funds \$250,000. Discussion and review of the Estimated Revenues of the 101 General Fund Totals for all Departments. Recommend proposed \$150,000 for sale of M32 Lots for estimated revenues.

Estimated Appropriations for 2024:

Discussion and review of the Estimated Appropriations for all Departments. County Administrator no wage increase. Building and Grounds Maintenance freezes hiring of one position. DHS State Lease is utilities. Human Resources are not new expenses. CVR Navigator are Prosecutors budgeted Grant Funds as well as Victims Rights Services. Public Advocate-Family/Probate are the Attorney Contracts for Indigent Defense. Adult Drug Court is budgeted Grant Funds. The Sheriff's Office is Payroll. HUNT Program, Secondary Road Patrol Program, and the DNR Safety Programs are all budgeted for Grant Funds. School liaison program are wages split between the Township, Alpena Public Schools, and the County. Stone Garden Federal Grant is

budgeted Grant Funds. All State and Federal Grants are reimbursable grants, need to spend the approved expenses then get reimbursed either in full amount or based on percentage. Jail/Corrections removed vegetable garden proposed in 2024 budget. Emergency Preparedness are wages, training, County obligation on some state funds. Livestock damage budget is statutory and have to have a line item. Animal Control are wages budgeted currently in 2023 of 4 techs and proposing \$60,000 for one FTE and one PTE. Communicable Disease is a budgeted placeholder and required by the State of Michigan. Veterans Counselor budget is an outside fund budget. Planning Commission current budget for 2023 is more than the proposed 2024 budget due to the current Recreation Study being updated; expires 12.31.23 and is required to apply for grants. Register of Deeds is wages. APlex Expansion will carry 2023 budgeted balance forward into 2024. Appropriations/Other County Funds reduces by \$100,000 for 2024.

INFORMATION ITEM: Administrator Hannah reported the Prosecuting Attorney is requesting one more prosecuting attorney position for 2024 and the Alpena County Prosecuting Attorney sent an Employment Shortfall Review and an Analysis of the Prosecutor Staffing Crisis among Michigan Counties to Administrator Hannah to share with the board as information to review. Recommendation to add this to the list of Workshop Proposals for review.

INFORMATION ITEM: Discussion and recommendation to review the Revenue changes on the Workshop Proposal for 2024 Budget:

Revenue

1. Recommendation to increase revenue of Marijuana Shops from \$50,000 to \$200,000 (\$50,000 for each shop-three in City and one in Ossineke = total four shops)
2. Recommendation of the ARPA \$250,000 revenue, not building/maintenance fund (balance of \$60,000 in ARPA Fund)
3. Recommendation of potential sale of M32 Lots, not listed yet, decrease potential revenue for 2024 from \$360,000 to \$150,000

Appropriations

1. Discussion on eliminating some conferences the Commissioners attend for 2024. Maintain 2023 numbers and per diems (removed \$13,599)
2. Discussion to cut Professional Services by \$10,000. Use 2023 numbers for 2024 budget.
3. Recommendation to freeze hiring one maintenance technician (save \$50,000)
4. Commissioners request County HR Specialist Mathis send them a list of part time people and department they are in.
5. Discussion on Opioid Revenue Funds – transfer to cover HUNT person, part of Sheriff's Office, this position is for prevention and educational purposes expense in General Fund. Opioid Fund Balance is \$268,749.02 for Revenue.
5. Recommendation to separate human resources into Cost Allocation GL line item for Departments that utilize human resources per auditors' recommendation.
6. Recommendation of Prosecuting Attorney request for one additional position, not fill for 2024.
7. Recommendation of DNR Safety Programs – reduce \$10,000 for Marine program, ORV down \$12,000 and take \$50,000 out.
8. Discussion on Jail/Corrections – Removed vegetable garden.
9. Recommendation of Animal Control – proposed 2024 budget increased due to reorganization

of department, budget one FTE and one PTE and have volunteers help with weekends and can add another staff person if find out not enough staff for 2024 budget. Currently have four techs for 2023 budget. Administrator Hannah will get amended numbers to Clerk Bertrand.

10. Community Development Appropriation to outside Organizations 704 – Treasurer Ludlow reported this comes from the stat and just a pass through.

11. Recommendation of Appropriations to other County Funds 969 – Reduce by \$100,000 of the DHD#4 Fund offset by waiving rent for 2024, tenants in County owned building, not paying out of General Fund; a temporary fix and to try this for one year with the balance in fund to help cover repairs. Mandated services in this fund per the Treasurer and reran report after putting in adjustments and presented to the board for review and discussion.

INFORMATION ITEM: Discussion to check into the Opioid balance with some funds budgeted in 2023 and 2024. Treasurer Ludlow informed the board on the budget policy projected end of year fund balance.

Recommendation to approve a one-time flat bonus of \$1,500 instead of percentage increase in wages for twenty-nine nonunion employees and five elected officials (excludes Commissioners) for 2024.

Administrator Hannah recommended get numbers put into where they are at with decisions made today and present at the Full Board on November 28th to look at and pass a draft 2024 budget and put the draft budget on display for 10 days and pass the 2024 budget in December.

INFORMATION ITEM: Discussion and Recommendation to put the December Full Board Meeting Change from December 26, 2023, to December 27, 2023, on the November 21st Finance Ways & Means Committee Meeting Agenda for approval.

ADJOURNMENT

The meeting adjourned at 11:52 a.m.

Burt Francisco, Finance Chair