

Finance Committee Meeting

July 21, 2021 - 9:30 a.m.

Zoom Conference Call in the Howard Male Conference Room

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

OTHERS PRESENT: Bonnie Friedrichs, County Clerk
Tammy Sumerix-Bates, Executive Manager
Janelle Mott, Juvenile Officer
Phil Straley, Straley Lamp & Kraenzlein PC
Mark Hall, Emergency Services Coordinator
Craig Zelazny, Chairman, Older Persons Committee
Dan Perge, Veterans Affairs Counselor
Liz Skiba, District Court Administrator
Steve Smigelski, Airport Manager
Kim Ludlow, County Treasurer
Catherine Murphy, Register of Deeds
Ted Somers, Equalization Director
Wes Wilder, Maintenance Superintendent
Steve Mousseau, IT Director
Kim Elkie, Administrative Assistant

MEDIA PRESENT: Bruce Johnson, WATZ
Steve Schulwitz, The Alpena News
Phil Heimerl, True North Radio

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

	SUBMITTED:	APPROVED:
General Funds & Other Funds	\$103,912.74	\$103,912.74

Moved by Commissioner Gilmet and supported by Commissioner Kozlowski to pay all bills as submitted. Roll call vote: AYES: Commissioners Gilmet, Kozlowski, Fournier, Karschnick and Peterson. NAYS: None. Motion carried.

INFORMATION ITEM: Janelle Mott, Juvenile Officer, presented the Child Care Fund June 2021 monthly financial report (attachment #1). The office currently has four youth in County-funded placement out of the area; two are

permanent wards of the State. Foster care placement of teenage youth is challenging so placement out of the area is a necessary option.

INFORMATION ITEM: Commissioner Marty Thomson, Personnel Committee Chairman, presented a request for funding for reclassification of Kim Elkie from Administrative Assistant to Board Assistant in the Commissioners' Office. The reclassification has been recommended by the Personnel Committee and is related to the upcoming retirement of Executive Manager Tammy Sumerix-Bates and the resultant redistribution of duties, which will continue with the new Administrator. The Personnel Committee is requesting funding from Finance Committee.

Moved by Commissioner Fournier and supported by Commissioner Kozlowski to table the item related to the wage increase due to reclassification change from Administrative Assistant to Board Assistant for Kim Elkie as presented. Roll call vote: AYES: Commissioners Fournier and Kozlowski. NAYS: Commissioners Gilmet, Karschnick and Peterson. Motion failed.

Moved by Commissioner Karschnick and supported by Commissioner Gilmet to approve the below Action Item. Roll call vote: AYES: Commissioners Gilmet, Karschnick and Peterson. NAYS: Commissioners Fournier and Kozlowski. Motion carried.

ACTION ITEM #1: The Committee recommends to make an exception to the Board Policy and approve an increase in the wage line item of approximately \$1,064.00 plus FICA and associated costs for the remainder of the year due to reclassification change from Administrative Assistant to Board Assistant for Kim Elkie, as presented.

INFORMATION ITEM: Phil Straley presented a handout to the Finance Committee regarding the ARPA funds allocated to Alpena County. He informed the Committee this is a fluid situation; the FAQs have been updated six times to date. He stated his purpose is to offer his firm's assistance and open a dialogue as advisor/auditors for the County in this process. The Committee requested Phil to submit rates for their services. This item will be placed on the Full Board agenda for July 27, 2021.

INFORMATION ITEM: Wes Wilder, Maintenance Superintendent, presented Sealed Bids results for six water fountains/coolers with Restrooms Direct submitting the lower bid even when accounting for the 5% local bidder allowance. The stated price does not include installation, which Wes estimates at approximately \$1,500.00, for which a local vendor will be retained.

Moved by Commissioner Gilmet and supported by Commissioner Karschnick to approve the below Action Item. Roll call vote: AYES: Commissioners Gilmet, Kozlowski, Fournier, Karschnick and Peterson. NAYS: None. Motion carried.

ACTION ITEM #2: The Committee recommends to approve the sealed bid selection of Restrooms Direct in the amount of \$5,694.00 (with no freight charge) with additional cost for installation and monies to come from the Building and Grounds Fund with line item to be created in the 631 Fund, as presented.

INFORMATION ITEM: Wes Wilder reported an air conditioning unit at the Health Dept is no longer working, is not repairable and needs to be replaced as soon as possible. Wes will obtain two quotes for the unit as well as for the electric disconnect component of the process. As this is an emergency situation and the cost will be over \$5,000.00 the Finance Chair has the authority to proceed without sealed bids being required. Wes is seeking authority to move forward when he receives the quotes, with monies from District Health Department's 426 Fund.

Moved by Commissioner Peterson and supported by Commissioner Karschnick to approve the below Action Item. Roll call vote: AYES: Commissioners Gilmet, Kozlowski, Fournier, Karschnick and Peterson. NAYS: None. Motion carried.

ACTION ITEM #3: The Committee recommends to authorize the Maintenance Superintendent to obtain quotes and replace the air conditioning unit at District Health Department #4 including electrical costs, as presented.

INFORMATION ITEM: Mark Hall, Emergency Services Coordinator, presented Intrado Life & Safety Solutions invoice for payment in the amount of \$3,750.00. This is a 5-year contract that was signed with the previous Emergency Manager.

Moved by Commissioner Peterson and supported by Commissioner Fournier to approve the below Action Item. Roll call vote: AYES: Commissioners Gilmet, Kozlowski, Fournier, Karschnick and Peterson. NAYS: None. Motion carried.

ACTION ITEM #4: The Committee recommends we approve the split Year 5 (2020-2021) expense in the amount of \$3,750.00 from Intrado Life & Safety Solutions Corporation with monies coming from line item #261-325-820.007.

INFORMATION ITEM: Craig Zelazny, Older Persons Committee Chair, presented a Letter of Support for Northeast Michigan Community Service Agency's (NEMCSA's) Fiscal Year 2022 Annual Implementation Plan for Aging Services. The Committee requests an opportunity to review the plan ahead of vote.

Moved by Commissioner Karschnick and supported by Commissioner Gilmet to table and refer to full board for presentation and action the below Action Item. Roll call vote: AYES: Commissioners Gilmet, Kozlowski, Fournier, Karschnick and Peterson. NAYS: None. Motion carried.

THE FOLLOWING ACTION ITEM WAS REFERRED TO THE FULL BOARD FOR ACTION:

ACTION ITEM #5: The Committee recommends to approve the Northeast Michigan Community Service Agency's FY 2022 Annual Implementation Plan for Aging Services.

INFORMATION ITEM: Dan Perge, Veterans Affairs Counselor, presented FY22 Veterans Affairs Fund Grant Application. This grant has approval from the Veterans Board and the Grant Review Committee.

Moved by Commissioner Kozlowski and supported by Commissioner Gilmet to approve the below Action Item. Roll call vote: AYES: Commissioners Gilmet, Kozlowski, Fournier, Karschnick and Peterson. NAYS: None. Motion carried.

ACTION ITEM #6: The Committee recommends we approve the FY22 Veterans Affairs Fund Grant in the amount of \$28,398.00 with no County match, as presented, and authorize the Chairman of the Board to sign all pertinent documents. This has Grant Review Committee approval.

INFORMATION ITEM: Liz Skiba, District Court Administrator, presented the Michigan Drug Court Grant. Liz explained to the Committee the phased process a participant encounters in Drug Court. This grant has Grant Review Committee approval.

Moved by Commissioner Kozlowski and supported by Commissioner Gilmet to approve the below Action Item. Roll call vote: AYES: Commissioners Gilmet, Kozlowski, Fournier, Karschnick and Peterson. NAYS: None. Motion carried.

ACTION ITEM #7: The Committee recommends we approve the Michigan Drug Court Grant in the amount of \$35,083.80 with an Organization Match of \$10,000.00 of In-Kind Services, no County cash match, for the 88th District Adult Drug & Alcohol Treatment Court, as presented, and authorize the Chairman of the Board to sign all pertinent documents. This has Grant Review Committee approval.

INFORMATION ITEM: Steve Smigelski, Airport Manager, presented a request to increase the line item for Alpena Ground Services' quarterly payments due to additional services, such as de-icing, anti-icing, power cart and lavatory services, now being provided by AGS. These services add an

additional \$10,000.00 cost per quarter to the contract. Steve, however, anticipates increased traffic at the airport over the winter by providing these services. The contract has a 7-year fixed price.

Moved by Commissioner Gilmet and supported by Commissioner Karschnick to approve the below Action Item. Roll call vote: AYES: Commissioners Gilmet, Kozlowski, Fournier, Karschnick and Peterson. NAYS: None. Motion carried.

ACTION ITEM #8: The Committee recommends to increase line item #295-595-801 to \$382,060.00 for the \$10,000 quarterly increase (\$20,000 total for 2021) from Alpena Ground Services due to additional services being provided, as presented.

INFORMATION ITEM: Commissioner Kevin Osbourne presented information he collected regarding consulting firms recommended for assistance with ARPA by Michigan Association of Counties. The information from the two firms who responded is provided in the Board's agenda packet. This item will be placed on the agenda for the Full Board meeting scheduled on July 27, 2021 meeting and will include the information Straley Lamp & Kraenzlein will submit.

INFORMATION ITEM: Kim Ludlow, County Treasurer, presented the monthly Treasurer's report for June 2021. The budget should be at 50%. Revenues are at 32.23% and expenditures are at 48.42%.

INFORMATION ITEM: Kim Ludlow, County Treasurer, presented the 2021 Second Quarter Budget Adjustments.

Moved by Commissioner Gilmet and supported by Commissioner Kozlowski to approve the below Action Item. Roll call vote: AYES: Commissioners Gilmet, Kozlowski, Fournier, Karschnick and Peterson. NAYS: None. Motion carried.

ACTION ITEM #9: The Committee recommends we approve the 2021 Second Quarter Budget Adjustments as presented.

Motion to adjourn was made by Commissioner Kozlowski with support by Commissioner Fournier. Motion carried. The meeting adjourned at 10:38 a.m.

Bill Peterson, Finance Chairman



Kim Elkie, Administrative Assistant

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CHILD CARE BALANCE SHEET

Month: June, 2021

BEGINNING FUND BALANCE	\$311,730.52
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Revenue

MONTHLY APPROPRIATION FROM COUNTY GENERAL	\$20,833.34
DEPOSITS	\$4,161.88
* MONTHLY REVENUE TOTAL	\$24,995.22

Expenses

Monthly Expense Total	\$40,071.73
END OF THE MONTH BALANCE	\$296,654.01
Anticipated Audit Adjustments	\$4,688.00
	\$291,966.01

Revenue to date for July	\$23,840.42
Expenses to date for July	\$57,084.50
Anticipated Balance	\$263,409.93

Jayla Holt
7/19/2021