

FINANCE WAYS & MEANS COMMITTEE
MEETING MINUTES
Tuesday, June 14, 2022 – 9:30 a.m.
Howard Male Conference Room/Zoom Room

Commissioners Present: Bob Adrian
Don Gilmet
Dave Karschnick
Brenda Fournier
Kevin Osbourne
John Kozlowski
Marty Thomson
Bill Peterson

Others Present: Mary Catherine Hannah, County Administrator
Kim MacArthur, County Board Assistant
Lynn Bunting, County Board Assistant (zoom)
Kim Ludlow, County Treasurer
Kim Elkie, Director of Emergency Management and E911 Services-In person & zoom
Ted Somers, Equalization Director (zoom)
Warren Miller, Spicer Group
Keri Bertrand, County Clerk
Phil Heimerl, True North Radio (zoom)
Bruce Johnson, WATZ (zoom)
Steve Smigelski, Airport Manager (zoom)
Lucas Patton, Circuit Court Administrator (zoom)
Wes Wilder, County Maintenance Superintendent (zoom)
Amanda Repke, Deputy Treasurer (zoom)
Judge Alan Curtis, District/Probate Court
Burt Francisco, Citizen
Christina Bednarski, Jail Administrator (zoom)
Janelle Mott, Juvenile Officer (zoom)
Chrissy Delekta, District Court Administrator
Mary Muszynski, District Court Office

CALL TO ORDER

Chairman Bill Peterson called the meeting to order at 9:30 a.m.

ROLL CALL

Roll call vote was taken. All committee members present.

PLEDGE OF ALLEGIANCE TO THE UNITED STATES OF AMERICA

BILLS TO PAY

County Clerk Keri Bertrand presented the bills to pay.

	SUBMITTED:	APPROVED:
General Funds & Other funds	\$ 121,213.56	\$ 121,213.56

Commissioner Kozlowski asked Clerk Keri Bertrand to present bills in a different format.

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

INFORMATION ITEM: Director of Emergency Management and E911 Services Kim Elkie presented a request to transfer funds for the central tower project payment which is due January 15, 2023. Motion was made by Commissioner Karschnick and supported by Commissioner Adrian to approve the below action item. Roll call vote was taken: AYES: Commissioners Adrian, Karschnick, Fournier, Osbourne, Thomson, Kozlowski, Gilmet, and Peterson. NAYS: None. Motion carried.

ACTION ITEM #2: The Committee recommends approval for the Treasurer to transfer the following funds for the central tower payment due January 15, 2023 as presented.

Reduce Ambulance Fund Central Tower Reserve E911	210-000-382.000	\$75,000.00
Budget & Transfer Ambulance Fund Expense Line Item (Transfer to Other Funds)	210-651-995.000	\$75,000.00
Budget & Transfer from E911 Fund (Transfer To Central Tower Lease)	261-325-995.001	\$15,000.00
Transfer in from Ambulance Fund	372-324-699.001	\$75,000.00

INFORMATION ITEM: Director Elkie presented the request to advertise and fill the full-time position of 911 Dispatcher/Telecommunicator. Motion was made by Commissioner Gilmet and supported by Commissioner Thomson to approve the below action item. Roll call vote was taken: AYES: Commissioners Karschnick, Fournier, Osbourne, Thomson, Kozlowski, Gilmet, Adrian, and Peterson. NAYS: None. Motion carried.

ACTION ITEM #3: The Committee recommends approval to advertise and fill the full-time position of 911 Dispatcher/Telecommunicator as presented.

INFORMATION ITEM: Warren Miller, PE Spicer Group, presented an update on the EGLE permit status and Beaver Lake Dam Assessment Roll. Warren submitted the permit for processing (30 days to review) and hopes to have bids open at the end of August.

Drain Commissioner Gerald Fournier stated they will not construct during deer season and reported that the Beaver Lake Dam is operating efficiently, and the water level is good. Gerald is requesting a locking system for the dam to prevent people from opening it.

CHILD CARE FUND MONTHLY REPORT

Juvenile Officer Janelle Mott gave an update and presented the Child Care Fund monthly report for May 2022 (attachment #1).

INFORMATION ITEM: Treasurer Kim Ludlow presented the monthly report for May 2022. The budget should be at 41.53%. Revenues are at 26.61% and Expenditures are at 40.58%.

Commissioner Adrian asked Treasurer Ludlow if we have received the \$500,000 refund on the Airport Terminal, and Treasurer Ludlow reported we have not.

INFORMATION ITEM: Commissioner Thomson inquired about the \$50,000 transfer to Home Improvement. Administrator Hannah reported that herself and Public Conservator Nicki Janish have been discussing the possibility of creating a department in the general fund. Administrator Hannah will put together a plan and hope to bring back next month and may ask Nicki to discuss her projects at the Facilities meeting.

INFORMATION ITEM: Treasurer Ludlow presented a request to transfer the budgeted Energy Conservation Bond payment of \$42,236.00 from General Fund line item 101-272-995.001 to the Capital Improvements P&I Fund line item 363-902-699.001. Motion was made by Commissioner Kozlowski and supported by Commissioner Gilmet for the Treasurer to transfer \$42,236.00 from the General Fund line item 101-272-995.001 to the Capital Improvements P&I Fund line item 363-902-699.001. Motion carried. Roll call vote was taken: AYES: Commissioners Fournier, Osbourne, Thomson, Kozlowski, Gilmet, Adrian, Karschnick, and Peterson. NAYS: None. Motion carried

INFORMATION ITEM: Treasurer Ludlow presented the 2022 Tax Revolving Fund Report. Motion was made by Commissioner Karschnick and supported by Commissioner Fournier. Motion carried.

INFORMATION ITEM: Airport Manager Steve Smigelski, presented a request to transfer \$1,623.90 to be paid from line item 295-000-383.000 to expense line item 295-595-805.000. Moved by Commissioner Adrian and supported by Commissioner Gilmet to approve the below action item. Roll call vote was taken: AYES: Commissioners Osbourne, Thomson, Kozlowski, Gilmet, Adrian, Karschnick, Fournier, and Peterson. NAYS: None. Motion carried.

ACTION ITEM #5: The Committee recommends approval of payment for Primary Airport Services invoices totaling \$1,623.90 to be paid from 295-000-383.000 PFC Charges Reserve – expense line item 295-595-805.000 as presented.

INFORMATION ITEM: Commissioner Fournier inquired about a problem with the runway. Airport Manager Smigelski reported that bigger planes were causing some aggregate to be left on the runway. The CRTC have been picking up the aggregate, the runway is safe, and plan to fix the runway next year.

INFORMATION ITEM: Commissioner Kevin Osbourne presented recommendation to increase mileage reimbursement to match the federal rate as of July 1, 2022. Motion was made by Commissioner Osbourne and supported by Commissioner Kozlowski to approve the new mileage reimbursement per diem to \$.625 per mile per the IRS rate. Roll call vote was taken: AYES: Commissioners Thomson, Kozlowski, Gilmet, Adrian, Karschnick, Fournier, Osbourne, and Peterson. NAYS: None. Motion carried.

INFORMATION ITEM: Administrator Mary Catherine Hannah presented a revised operating policy for review. Administrator Hannah merged the adopted Procurement and Department Head polices as they were contradicting and confusing. The Commissioners presented several corrections and Administrator Hannah will correct and bring back to Committee.

INFORMATION ITEM: Administrator Hannah presented a Resolution for the FY23 Community Corrections Grant Application (NEMCOG Fiscal Agent/Program Manager) to adopt and for authorization of the Chairman to sign all pertaining documents. Motion was made by Commissioner Thomson and supported by Commissioner Osbourne to approve the below action item. Motion carried.

**ACTION ITEM #6: Recommendation to adopt Resolution 22-14
FY23 Community Corrections Grant Application (NEMCOG Fiscal
Agent/Program Manager) and authorize the Chairman of the board
to sign all pertaining documents as presented.**

INFORMATION ITEM: Commissioner Peterson reported that the Montmorency, Oscoda, Alpena Landfill (MOA) received their permit for drilling which will save \$800,000 to \$1,000,000 per year once in place.

MOTION TO RISE & REPORT

Chair Robert Adrian presented the motion to rise and report. Moved by Commissioner Adrian and supported by Commissioner Thomson to rise and report. Motion carried. Committee meeting closed.

CONSENT CALENDAR

Chair Adrian presented the Consent Calendar, Full Board meeting minutes from May 24, 2022, Central Dispatch Policies & Procedures Committee meeting minutes from May 31, 2022, Facilities, Capital & Strategic Planning Committee meeting minutes from June 1, 2022, Intergovernmental meeting minutes from June 2, 2022, and Personnel Committee meeting minutes from June 7, 2022, for board approval. Commissioner Kozlowski requested to pull action items PC-1 and PC-4 from the calendar. Moved by Commissioner Peterson and supported by Commissioner Thomson to approve the Consent Calendar which includes actions as listed above and filing of all reports. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Peterson, Fournier, Thomson, Kozlowski, and Adrian. NAYS: Commissioner Osbourne. Motion carried.

PC-1: HUMAN RESOURCES SPECIALIST POSITION

INFORMATION ITEM: Commissioner Kozlowski presented his concern as to how the County plans to move forward to cover all the wage increases and discussion on Human Resource Specialist wages. Motion was made by Commissioner Peterson and supported by Commissioner Karschnick to approve the below action item as presented. Roll call vote was taken: AYES: Commissioners Karschnick, Peterson, Thomson, Gilmet, and Adrian. NAYS: Commissioners Fournier, Osbourne, and Kozlowski. Motion carried.

**ACTION ITEM #PC-1: The Committee recommends approval to increase the
Human Resource Specialist compensation by \$7,500 line item #101-101-702.003 as
presented.**

PC-4: SHERIFF AND UNDERSHERIFF SALARIES

INFORMATION ITEM: Commissioner Kozlowski presented his concern for the percentage increase. Discussion was made on the current wages of Undersheriff and Sheriff. Motion was made by

Commissioner Karschnick and supported by Commissioner Gilmet to approve the below action item as presented. Roll call vote was taken: AYES: Commissioners Peterson, Osbourne, Thomson, Gilmet, Karschnick, and Adrian. NAYS: Commissioners Fournier and Kozlowski. Motion carried.

ACTION ITEM #PC-4: The Committee recommends approval to increase the salary for Undersheriff to \$73,000 annually and to increase the salary for Sheriff to \$84,000 annually as presented; and to enter into a Memo of Understanding (MoU) with the appropriate Bargaining Unit regarding retirement benefits for the Sheriff and Undersheriff (maintaining existing benefits) as presented.

INFORMATION ITEM: Judge Alan Curtis, Probate/District Court, presented recommendation to deposit \$3,985.03 into line item #101-286-544.545 and redistribute back to line item #101-286-977.000. Motion was made by Commissioner Peterson and supported by Commissioner Osbourne to approve the below action item. Roll call vote was taken: AYES: Commissioners Fournier, Osbourne, Thomson, Kozlowski, Gilmet, Karschnick, Peterson, and Adrian. Motion carried.

ACTION ITEM #2: The Committee recommends approval to deposit of \$3,985.03 into line item #101-286-544.545 and redistribute back to line item #101-286-977.000 (Drunk Driving Caseflow Equipment) as presented.

POLL #1: LETTER OF SUPPORT FOR SENIOR CENTER

Chair Adrian presented Poll #1 for approval.

1) POLL #1: Letter of Support for Senior Center (attached)

POLL ACTION ITEM #1: Recommendation to approve the letter of support to NEMCSA that the Senior Citizens Council/Senior Citizens Center continues to be the focal point for senior services and recommends approval of the Alpena Area Senior Citizens Centers request for funding for 2022-2025 through NEMCSA.

Motion was made by Commissioner Gilmet and supported by Commissioner Peterson to approve the above poll action item #1. Roll call vote was taken: AYES: Commissioners Osbourne, Thomson, Kozlowski, Gilmet, Karschnick, Peterson, Fournier, and Adrian. NAYS: None. Motion carried.

POLL #2: MSP GRANT FOR LIVESCAN FINGERPRINTING MACHINE

Chair Adrian presented Poll #2 for approval.

2) POLL #2: MSP Grant for Livescan Fingerprinting Machine (attached)

POLL ACTION ITEM #2: Recommendation to approve the grant application from the Michigan State Police in the amount \$1,140 to purchase a Livescan fingerprinting machine for the Sheriff's Department with no County match as presented. There will be a maintenance fee of \$110 after year 2; this is optional but recommended. This has Grant Review Committee approval.

Motion was made by Commissioner Gilmet and supported by Commissioner Peterson to approve the above poll action item #2. Roll call vote was taken: AYES: Commissioners Osbourne, Thomson, Kozlowski, Gilmet, Karschnick, Peterson, Fournier, and Adrian. NAYS: None. Motion carried.

POLL #3: JUNETEENTH HOLIDAY FOR COURTS

Chair Adrian presented Poll # 3 for approval.

3) POLL Action Item #3 - Juneteenth Day Holiday for Courts

POLL ACTION ITEM #3: Following a recommendation from the Personnel Committee, to acknowledge the recent Michigan Supreme Court's order to close the courts for Juneteenth as a holiday [to be recognized through direction of the Chief Judge of the 26th Circuit Court on Friday, June 17th (just for 2022)], by closing the District, Juvenile, and Probate Courts to public business and giving staff the option to work or have that day off with no pay as presented.

Motion was made by Commissioner Gilmet and supported by Commissioner Peterson to approve the above poll action item #3. Roll call vote was taken: AYES: Commissioners Osbourne, Thomson, Kozlowski, Gilmet, Karschnick, Peterson, Fournier, and Adrian. NAYS: None. Motion carried.

CLOSED SESSION

Moved by Commissioner Gilmet and supported by Commissioner Osbourne to go into Closed Session for Union Negotiations. Motion carried. Closed Session at 10:51 a.m. and Opened Session at 11:07 a.m.

ROLL CALL

Roll call was taken with the following Commissioners present: Commissioners Gilmet, Karschnick, Fournier, Osbourne, Thomson, Kozlowski, and Adrian. Excused: Commissioner Peterson.

LETTER OF UNDERSTANDING TPOAM

Chair Adrian recommended approval for Letter of Understanding (LOU) with TPOAM as presented. Moved by Commissioner Gilmet and supported by Commissioner Thomson to approve a Letter of Understanding with TPOAM. Roll call vote was taken: AYES: Commissioners, Thomson, Kozlowski, Gilmet, Karschnick, Osbourne, and Adrian. NAYS: Commissioner Fournier. Excused: Commissioner Peterson. Motion carried.

PUBLIC COMMENT

None.

***Next Meeting: Tuesday, July 12, 2022 at 9:30 a.m. in the Howard Male Conference Room/Zoom Room**

ADJOURNMENT

Moved by Commissioner Gilmet and supported by Commissioner Fournier to adjourn the meeting. Motion carried. The meeting adjourned at 11:09 a.m.



Chairman Robert Adrian



County Clerk Keri Bertrand

kvm

#1

CHILD CARE BALANCE SHEET

Month: May, 2022

BEGINNING FUND BALANCE	\$77,472.93
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Revenue

MONTHLY APPROPRIATION FROM COUNTY GENERAL	\$17,474.25
DEPOSITS	\$54,489.40
* MONTHLY REVENUE TOTAL	\$71,963.65

Expenses

Monthly Expense Total	\$34,494.92
END OF THE MONTH BALANCE	\$114,941.66
Anticipated Audit Adjustments	
ACTUAL BALANCE:	\$114,941.66

Revenue to date for June	\$19,351.91
Expenses to date for June	\$9,340.61
Anticipated Balance	\$124,952.96

Janelle Mott 6/12/2022