

Finance Committee Meeting Minutes  
May 19, 2021 - 9:30 a.m.  
Zoom Room

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

OTHERS PRESENT: Bonnie Friedrichs, County Clerk  
Kim Ludlow, County Treasurer  
Tammy Sumerix-Bates, Executive Manager  
Janelle Mott, Juvenile Officer  
Steve Mousseau, IT Director  
Thea Lucas, Home Improvement Director  
Undersheriff Erik Smith  
Lynn Edmonds, Probate Court  
Steve Smigelski, Airport Manager  
Kim Elkie, Administrative Assistant  
Gerald Fournier

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

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

	SUBMITTED:	APPROVED:
General Funds & Other Funds	\$193,595.03	\$193,595.03

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

INFORMATION ITEM: Janelle Mott, Juvenile Officer, presented the Child Care Fund February 2021 monthly financial report (attachment #1). Monthly revenue is \$36,331.45 with expenses of \$92,022.30. End of month balance is \$303,960.18. Their office has spent \$100,000.00 less in placements this year as compared to the same time last year. Two are currently in placement with all others being treated in the community.

INFORMATION ITEM: Steve Mousseau, IT Director, presented a sealed bid recommendation for the purchase of copy paper. Four bids were received and he is recommending to take the lowest bid. Moved by Commissioner Fournier and supported by Commissioner Karschnick to approve the Below Action Item. Roll call vote: AYES: Commissioners Kozlowski, Karschnick, Fournier, Gilmet and Peterson. NAYS: None. Motion carried.

**ACTION ITEM #1: The Committee recommends to approve the bid from Contract Paper Group (CPG) for the purchase of 180 cases of copy paper in the amount of \$5,076.00 (the lowest bid) with monies coming out of 101-228-727, as presented.**

INFORMATION ITEM: Thea Lucas, Home Improvement Director, presented the Michigan State Housing Development Authority (MSHDA) Neighborhood Enhancement Program (NEP) Grant. Moved by Commissioner Gilmet and supported by Commissioner Fournier to approve the Below Action Item. Roll call vote: AYES: Commissioners Karschnick, Fournier, Gilmet, Kozlowski and Peterson. NAYS: None. Motion carried.

**ACTION ITEM #2: The Committee recommends to approve the Michigan State Housing Development Authority (MSHDA) Neighborhood Enhancement Program (NEP) Grant in the amount of \$37,125.00, including an administrative fee of \$3,712.50, with no County match, as presented, and authorize the Chairman of the Board to sign all pertinent documents.**

INFORMATION ITEM: Commissioner Kevin Osbourne, Court Committee Chairman, presented a Family Division Attorney Request for consideration. He stated that \$3,000.00 has been negotiated for the remainder of the year for two additional attorneys to assist the public defender's office. Approval is being sought to transfer \$3,000.00 from the Contingency Account into the Public Advocate budget to handle the case presented. Moved by Commissioner Karschnick and supported by Commissioner Kozlowski to approve the Below Action Item. Roll call vote: AYES: Commissioners Fournier, Gilmet, Kozlowski, Karschnick and Peterson. NAYS: None. Motion carried.

**ACTION ITEM #3: The Committee recommends to approve a budget adjustment and authorize the Treasurer to transfer \$3,000.00 from the**

**Contingency Fund line item #101-941-955.000 into the Public Advocacy Fund line item #101-999-995.000 to include hiring two attorneys at 20 hours each at \$75.00 per hour with \$1,500.00 each for a total of \$3,000.00 and a contingency if the case goes to trial to send back to the Committee for discussion.**

INFORMATION ITEM: Commissioner Marty Thomson informed the Committee an issue has arisen regarding the Community Development Block Grant received by Alpena County through Michigan Economic Development Corporation (CARES Act). Builder's First Choice refunded the County \$579.48, per request from the Clerk's Office. Commissioner Thomson has spoken with our MEDC representative and made him aware of the situation. MEDC prefers the County spend the funds as originally intended rather than return them as unspent, particularly because there are approved projects pending completion using quoted materials from Builder's First Choice that have not yet been received. Suggestion was made to table this item until Full Board meeting next week to allow the Treasurer's Office time to research if they received the refund check from Builder's First Source.

INFORMATION ITEM: Tammy Sumerix-Bates, Executive Manager, presented Resolution #21-15 Credit Card Policy (attachment #2), which specifically lists responsible parties and credit limits for the departments who will have credit cards. A policy will be created and presented to the Full Board on May 25, 2021. Moved by Commissioner Gilmet and supported by Commissioner Fournier to approve the Below Action Item. Roll call vote: AYES: Commissioners Fournier, Gilmet, Kozlowski, Karschnick and Peterson. NAYS: None. Motion carried.

**ACTION ITEM #4: The Committee recommends to adopt Resolution #21-15 Credit Card Policy as amended, providing credit cards to elected officials and appointed department heads with responsibilities as outlined.**

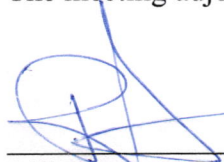
INFORMATION ITEM: Kim Ludlow, County Treasurer, presented the monthly reports for April 2021. The budget should be at 33.34%. Revenues are at 23.70% and expenditures are 36.21%.

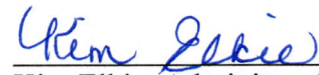
INFORMATION ITEM: Commissioner Peterson informed the Committee and those present that Alpena County has received the final payment from the Public Safety Public Health Payroll Reimbursement Grant Funds (CARES

Act) in the amount of \$25,907.49. Total reimbursement received from this grant is approximately \$270,000.00.

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

The meeting adjourned at 9:57 a.m.

  
5-20-21  
\_\_\_\_\_  
Bill Peterson, Finance Chairman

  
\_\_\_\_\_  
Kim Elkie, Administrative Assistant

**CHILD CARE BALANCE SHEET**

Month: April, 2021

<b>BEGINNING FUND BALANCE</b>	<b>\$359,651.03</b>
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**Revenue**

MONTHLY APPROPRIATION FROM COUNTY GENERAL	\$20,833.34
DEPOSITS	\$15,498.11
<b>* MONTHLY REVENUE TOTAL</b>	<b>\$36,331.45</b>

**Expenses**

Monthly Expense Total	\$92,022.30
<b>END OF THE MONTH BALANCE</b>	<b>\$303,960.18</b>
Anticipated Audit Adjustments	

Revenue to date for May	\$25,886.12
Expenses to date for May	\$21,954.65
<b>Anticipated Balance</b>	<b>\$307,891.65</b>

*Janell  
Mott  
5/17/2021*

**RESOLUTION #21-15  
CREDIT CARD POLICY  
P.A. 266 of 1995**

**WHEREAS, Public Act 266 of 1995 authorizes a county to be a party to a credit card arrangement if the county commission board has adopted by resolution a written policy governing the control and use of credit cards, and**

**WHEREAS, the Board of County Commissioners of Alpena County deems that it is in the best interest of the County to make certain County financial transactions by using a credit card as described in the Act, now**

**THEREFORE BE IT RESOLVED, that the following policy shall govern the use of County credit cards:**

- (a) The County Treasurer/Executive Manager/Board Secretary are responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the County's credit card policy.**
- (b) County credit cards may be used only by an officer or employee of the County for the purchase of goods or services for the official business of the County. The use of credit card is limited to the purchases listed on the attached sheet of department heads and credit limits for purchase of goods, services or approved travel expenses while on County business (excluding expenses incurred in operating a privately owned automobile) and gas, oil and other necessary expenses incurred in operating a County-owned vehicle.**
- (c) County officers and employees who use a County credit card shall, as soon as possible, submit a copy of the vendor's credit card slip to the Commissioners Office with the chart of account number indicating the line item to which the transaction is to be charged and a signature of the department head. (Elected officials who are issued a credit card are responsible to directly submit their receipts and bills to the Clerk's Office for payment.)**
- (d) An official or employee who is issued a credit card is responsible for its protection and custody. If a credit card is lost or stolen, the County Treasurer/Executive Manager/Board Secretary shall be notified. The entity issuing the lost or stolen credit card shall be immediately notified to cancel the card.**
- (e) An officer or employee issued a credit card shall return the credit card to the County Treasurer/Executive Manager/Board Secretary upon termination of his or her employment or service with the County.**
- (f) The County Treasurer/Executive Manager/Board Secretary shall maintain a list of all credit cards owned by the County, along with the name of the officer or employee who has been issued the credit card, the credit limit established, the date issued, and the date returned. Each employee shall initial the list beside his or her name to indicate agreement that the credit card has been issued, and that the employee has received and read a copy of this policy.**

**The County Treasurer/Executive Manager/Board Secretary shall review each credit card statement as soon as possible to ensure that transactions comply with this policy. Any transactions that appear on the statements that are not documented with a credit card slip or a signed voucher shall be immediately investigated. Transactions that do not appear to**

**comply with this policy shall be reported to the Board of County Commissioners for Alpena County.**

**(g) The County Board shall not approve a payment to the entity issuing the credit card until all transactions have been verified, including the approval of all transaction invoices if issued.**

**(h) The balance including interest due on an extension of credit under the credit card arrangement shall be paid for within not more than 60 days of the initial statement date.**

**(i) Officers and employees who use a County credit card in a manner contrary to this policy shall be subject to the following disciplinary actions, as deemed appropriate by the County Board:**

**verbal counseling**

**written reprimand**

**suspension**

**termination**

**reimbursement to the County Commission for unauthorized expenditures.**

**(j) The total amount of outstanding charges on the account not exceed the total credit limit as listed on the attached sheet.**

LIST OF CREDIT CARDS TO BE DISTRIBUTED:

Elected Officials:

Bills to be directly mailed to their offices:

Name on Card	Total Credit Amount	Contact person
County Clerk	\$1,500	Bonnie Friedrichs
County Treasurer	\$1,500	Kim Ludlow
County Register of Deeds	\$1,500	Catherine Murphy
County Prosecutor	\$1,500	Cynthia Muszynski
District Court	\$1,500	Thomas LaCross/Mary Muszynski
Probate Court	\$1,500	Thomas LaCross/Lynn Edmonds
Sheriff (4 cards)	\$10,000	Steve Kieliszewski/Erik Smith

Appointed Officials:

Bills to be mailed to: Alpena County Commissioners, 720 W. Chisholm Street, Suite 7, Alpena

Name on Card	Total Credit Amount	Contact person
Equalization Department	\$1,500	Tammy Bates/Kim Elkie
Alpena County Regional Airport	\$1,500	
Veterans Department	\$1,500	
911/Emergency Services (2 cards)	\$5,000	
IT Department (2 cards)	\$10,000	
Maintenance Department (3 cards)	\$10,000	
Parks Commission (2 cards)	\$5,000	
County Commissioners (3 cards)	\$20,000	
County Commissioners (802)	\$1,000	
County Commissioners (803)	\$1,000	
County Commissioners (804)	\$500	
County Commissioners (805)	\$500	