

FINANCE WAYS & MEANS COMMITTEE
DRAFT MEETING MINUTES
Tuesday, November 8, 2022 – 9:30 a.m.
Howard Male Conference Room/Zoom Room

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

Others Present: Mary Catherine Hannah, County Administrator
Lynn Bunting, County Board Assistant
Kim Ludlow, Treasurer
Kim MacArthur, County Board Assistant (zoom)
Keri Bertrand, County Clerk
Cindy Cebula, Chief Deputy Treasurer (zoom)
Phil Heimerl, True North Radio (zoom)
Undersheriff Cash Kroll
Janelle Mott, Juvenile Officer
Wes Wilder, County Maintenance Superintendent (zoom)
Amanda Repke, Deputy Treasurer (zoom)
Jennifer Mathis, County HR Specialist (zoom)
Steve Mousseau, IT Director (zoom)

CALL TO ORDER

Vice Chair Marty Thomson called the meeting to order at 9:30 a.m.

ROLL CALL

Roll call vote was taken.

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

BILLS TO PAY

Vice Chair Thomson presented the bills to pay.

	SUBMITTED:	APPROVED:
General Funds & Other funds	\$130,153.27	\$130,153.27

Moved by Commissioner Osbourne and supported by Commissioner Gilmet to pay all bills as submitted. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Fournier, Osbourne, and Thomson. NAYS: Commissioner Kozlowski. Commissioners Peterson and Adrian, excused. Motion carried.

INFORMATION ITEM: 911/Emergency Manager Director Kim Elkie presented the Emergency Management Performance Grant Renewal 2022/2023 for approval reporting this grant is received from Homeland Security which has increased \$14,918 this year and the County match of \$4,695 is in the

budget. Moved by Commissioner Gilmet and supported by Commissioner Karschnick to recommend the below Action Item. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Fournier, Osbourne, Kozlowski, and Thomson. NAYS: None. Commissioners Peterson and Adrian, excused. Motion carried.

ACTION ITEM #2: The Committee recommends approval of the 2022-2023 Emergency Management Performance Grant Renewal Agreement in the amount of \$14,918.00 with a County match of \$4,695.00 as presented. This has Grant Review Committee approval.

INFORMATION ITEM: Juvenile Officer Janelle Mott presented the Child Care Fund monthly report for October 2022 (attachment #1). Janelle gave an update reporting that there is a cashflow issue with the state delaying their payment and she still has bills to pay. Janelle reported on the raise the age to fund a juvenile facility here and could find funds for it and possibly hold at the new jail with a separate facility. Janelle spoke with the Sheriff and will be meeting tomorrow. Janelle reported that Roscommon closed their Juvenile Facility and there is a need for one in our area as she has to currently go out of state to find placements. Janelle reported that they will have separate expenses and that would be reimbursed through the Child Care Fund.

INFORMATION ITEM: Treasurer Kim Ludlow presented the monthly report for October 2022. The budget should be at 83.34%. Revenues are at 94.18% and Expenditures are at 79.30%. Moved by Commissioner Gilmet and supported by Commissioner Fournier to receive and file the monthly Treasurer's report for October 2022. Motion carried.

INFORMATION ITEM: County Administrator Mary Catherine Hannah presented the Huron Aviation Services Flight School Application/License and Commercial Operator Agreement for the Alpena County Regional Airport for approval. Administrator Hannah noted that there is a new manager hired by the operator for the Flight School at the Airport and the license application and agreement needed to be updated. Moved by Commissioner Karschnick and supported by Commissioner Osbourne to recommend the below Action Item. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Fournier, Osbourne, Kozlowski and Thomson. NAYS: None. Commissioners Peterson and Adrian, excused. Motion carried.

ACTION ITEM #3: The Committee recommends approval to authorize the Airport Manager to execute all documents needed to complete the licensing for a flight school at the Alpena County Regional Airport, as previously approved. (New application/license is needed as a new Flight School Manager has been hired by the operator)

INFORMATION ITEM: Administrator Hannah presented the MGT Cost Allocation Plan/Agreement for approval reporting that the fee has increased \$1,000 from \$8,000 annually to \$9,000 annually with a three-year agreement presented. Moved by Commissioner Gilmet and supported by Commissioner Karschnick to recommend the below Action Item with changes as presented. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Fournier, Osbourne, Kozlowski and Thomson. NAYS: None. Commissioners Peterson and Adrian, excused. Motion carried.

ACTION ITEM #4: The Committee recommends approval of the Cost Allocation Plan for 2023 and the new three-year MGT Consulting Cost Allocation Agreement (10/12/2022 to 10/12/2025) in the amount of \$9,000 annually (\$1,000 budgeted increase for 2023) with monies to come out of line item #101-200-821.000 Cost Allocation Contract as

presented. The fee of \$8,000 has been paid for annually in the 2022 Budget.

BUDGET ADJUSTMENTS

Administrator Hannah presented the following Budget Adjustment for approval:

1. Huron Engineering and Surveying Invoice

ACTION ITEM #1: The Committee recommends approval to pay the Huron Engineering and Surveying, Inc. Invoice #5174 in the amount of \$5,358.75, as previously approved on March 8, 2022, with monies to come from the 214 American Rescue Plan Act Fund line item #214-209-995.631 Transfer to 631 B&G Fund to line item #631-265-975.063 Airport Development Project.

Moved by Commissioner Gilmet and supported by Commissioner Osbourne to approve the Budget Adjustment which include actions as listed above and filing of all reports. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Fournier, Osbourne, Kozlowski, and Thomson. NAYS: None. Commissioners Peterson and Adrian, excused. Motion carried.

BUDGET ADJUSTMENT – AIRPORT INSURANCE CLAIM

Administrator Hannah presented the budget adjustment request for the Airport insurance claim payment received yesterday and no monies are in the expense line item to pay the bills for this claim. Moved by Commissioner Fournier and supported by Commissioner Gilmet to recommend approval to increase the Building and Grounds Maintenance Fund – Airport Water Main Repair line item #631-265-975.038 by \$16,195.84 with monies from the Building & Grounds Maintenance Fund - Insurance Recoveries line item #631-265-698.000. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Fournier, Osbourne, Kozlowski, and Thomson. NAYS: None. Commissioners Peterson and Adrian, excused. Motion carried.

MOTION TO RISE & REPORT

Vice Chair Marty Thomson presented the motion to rise and report. Moved by Commissioner Karschnick and supported by Commissioner Fournier to rise and report. Motion carried. The Committee meeting closed at 10:20 a.m.

FINANCE WAYS & MEANS RECOMMENDATIONS

Vice Chairman Thomson presented the Action Items from the Finance Ways & Means Committee for board approval. Moved by Commissioner Karschnick and supported by Commissioner Fournier to approve the Finance Ways & Means Committee recommended Action Items as presented. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Fournier, Osbourne, Kozlowski, and Thomson. NAYS: None. Commissioners Peterson and Adrian, excused. Motion carried.

Vice Chairman Thomson presented the Consent Calendar for discussion and recommendation.

CONSENT CALENDAR

- A) **Approval of the Official Proceedings of the Alpena County Board of Commissioners**
Regular Session – October 25, 2022 (*Minutes only)

- B-1) **Budget Committee Workshop** – October 21, 2022
- B-2) **Budget Committee Meeting Minutes** – October 25, 2022
- C) **Local Emergency Planning Committee Meeting Minutes**– November 1, 2022
- D) **Personnel Committee Meeting Minutes**– November 1, 2022
- E) **Facilities, Capital & Strategic Planning Committee Meeting Minutes** – November 2, 2022

ACTION ITEM #FCSPC-1: The Committee recommends approval of Alpena Rink Management’s reimbursement request for repairs and maintenance to the Northern Lights Arena facility in the amount of \$7,179.27 with monies to come from the NLA Surcharge Fund 272 line item #272-763-975.000 Buildings/Additions & Improvements as presented.

Not Approved on Consent Calendar

ACTION ITEM #FCSPC-2: The Committee recommends approval to accept the proposal from Environmental Excavating & Contracting, Inc in the amount of \$7,332 to replace the Courthouse sewer line with monies to come from line item #631-265-975.051 Courthouse Sanitation System as presented.

Moved by Commissioner Kozlowski and supported by Commissioner Fournier 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, Fournier, Osbourne, Kozlowski, and Thomson. NAYS: None. Commissioners Peterson and Adrian, excused. Motion carried.

NLA MANAGEMENT REIMBURSEMENT

Administrator Hannah presented the Alpena Rink Management reimbursement request minus the sales tax for discussion. Discussion and recommendation to pay for the bills submitted minus the sales tax, ice paint, and ice decal and for Administrator Hannah to recalculate payment to be reimbursed and submitted to the Clerk’s Office for payment.

Moved by Commissioner Gilmet and supported by Commissioner Fournier to recommend to approve the bills as submitted for repairs and maintenance to the Northern Lights Arena Facility minus the cost of ice paint and ice decal with the new recalculated amount of \$2,547.02 to be submitted to the Clerk’s Office for reimbursement payment with monies to come from the NLA Surcharge Fund 272 line item #272-763-975.000 Buildings/Additions & Improvements. Roll call vote was taken: AYES: Commissioners Gilmet, Karschnick, Fournier, Osbourne, and Thomson. NAYS: Commissioner Kozlowski. Commissioners Peterson and Adrian, excused. Motion carried.

OTHER DISCUSSION

Clerk Keri Bertrand informed the board that the Organizational Meeting for January 2023 will need to take place on Tuesday, January 3, 2022 and not Monday, January 2, 2023 as it is a holiday.

Clerk Keri reminded the board to add Public Comment to the Agenda before Adjournment for the Full Board meeting.

PUBLIC COMMENT

Gerald MacArthur, Road Commission Board Chair, thanked the board for appointing him to serve on the Road Commission Board. Gerald reported that he attends seminars that work with their board and the board of commissioners and plans on better communication moving forward. Gerald also reported that he will be working on promoting a project for a bypass road for the Bagley traffic issues and will come back and present information to the board.

ADJOURNMENT

Moved by Commissioner Osbourne and supported by Commissioner Kozlowski to adjourn the meeting. Motion carried. The meeting adjourned at 10:55 a.m.

Vice Chairman Marty Thomson

County Clerk Keri Bertrand

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CHILD CARE BALANCE SHEET

#1

Month: October, 2022

BEGINNING FUND BALANCE	\$86,186.38
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Revenue

MONTHLY APPROPRIATION FROM COUNTY GENERAL	\$17,474.25
DEPOSITS	\$34,593.49
* MONTHLY REVENUE TOTAL	\$52,067.74

Expenses

Monthly Expense Total	\$28,423.93
END OF THE MONTH BALANCE	\$109,830.19
Fund Balance Adjustments	
ACTUAL BALANCE:	\$109,830.19

Revenue to date for November	\$34,110.06
Expenses to date for November	\$76,421.40
Anticipated Balance	\$67,518.85

Janelle Mott 11/7/2022