

Finance Committee Meeting

Wednesday, January 20, 2021

9:30 a.m. - Zoom Conference Call

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


OTHERS PRESENT: Bonnie Friedrichs, County Clerk
Kim Ludlow, County Treasurer
Tammy Sumerix-Bates, Executive Manager
Kim Elkie, Administrative Assistant
Janelle Mott, Juvenile Officer
Mark Hall, Emergency Services Coordinator
Sheriff Steve Kieliszewski
Undersheriff Erik Smith
Sgt. J.P. Ritter, Sheriff's Office
Scott Gagnon, Jail Administrator
Dan Perge, Veterans Counselor
Steve Smigelski, Airport Manager
Catherine Murphy, Register of Deeds
Steve Mousseau, IT Director
Wes Wilder, Maintenance Superintendent
Logan Kemp, Network Technician
Marcia Burns, Circuit Court Administrator
Marcia Martin, Friend of the Court

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

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

	SUBMITTED:	APPROVED:
General Fund & Other Funds	\$229,446.30	\$229,446.30

Moved by Commissioner Gilmet and supported by Commissioner Kozlowski to pay all bills as submitted. Roll call vote was taken: AYES: Commissioners Fournier, Gilmet,



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Karschnick, Kozlowski and Peterson. NAYS: None. Motion carried.

INFORMATION ITEM: Janelle Mott, Juvenile Officer, presented the Child Care Fund December 2020 monthly financial report (attachment #1). Janelle provided an update to the Committee regarding current juvenile placements.

INFORMATION ITEM: Mark Hall, Emergency Services Coordinator, presented a past due invoice from Priority Dispatch for payment. The invoice is past due as it was being emailed to the previous Emergency Services Coordinator rather than being sent by mail.

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

ACTION ITEM #1: The Committee recommends we approve the invoice from Priority Dispatch Corporation in the amount of \$5,364.00 for ProQA annual license renewal service and support for 2019 and 2020, and authorize the Treasurer to transfer \$5,364.00 from the 911 Fund Balance line item #211-000-390 to Maintenance Priority Dispatch line item #211-325-955.002, as presented.

INFORMATION ITEM: Mark Hall, Emergency Services Coordinator, presented a current invoice from Priority Dispatch for payment.

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

ACTION ITEM #2: The Committee recommends we approve the invoice from Priority Dispatch Corporation in the amount of \$2,700.00 for ProQA annual license renewal service and support from 1/31/2021 through 1/31/2022 with budgeted monies coming from line item #211-325-955.002, as presented.

INFORMATION ITEM: Mark Hall, Emergency Services Coordinator, presented an invoice From CORE Technology Invoice for payment.

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

ACTION ITEM #3: The Committee recommends we approve the CORE Technology invoice in the amount of \$1,890.00 for the annual service agreement, from 1/1/2021 through 1/1/2022 with budgeted monies coming from line item #211-325-802, as presented.

INFORMATION ITEM: Mark Hall, Emergency Services Coordinator, presented an invoice from Equature/DSS Corporation for payment.

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

ACTION ITEM #4: The Committee recommends we approve the invoice from Equature/DSS Corporation for agreement for 911 recorder yearly maintenance from 1/5/2021 through 1/4/2022 in the amount of \$4,152.00 with budgeted monies coming from line item #211-325-955.004, as presented.

INFORMATION ITEM: Mark Hall, Emergency Services Coordinator, presented an invoice from Tele-Rad Inc. for payment.

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

ACTION ITEM #5: The Committee recommends we approve the invoice from Tele-Rad Inc. for upgrade to the County siren warning system as part of the 7500 console and fire service 800 MHz integration project previously approved, in the amount of \$3,600.00 with budgeted monies coming from line item #211-325-970.003, as presented.

INFORMATION ITEM: Mark Hall, Emergency Services Coordinator, presented an invoice from West Shore Services Inc. for payment.

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

ACTION ITEM #6: The Committee recommends we approve the invoice from West Shore Services Inc for agreement for annual maintenance for the warning siren from 08/28/2020 through 9/05/2021 in the amount of \$3,320.00 with budgeted monies coming from line item #101-426-932, as presented.

INFORMATION ITEM: Mark Hall, Emergency Services Coordinator, presented an invoice from AirWave Tower Lighting Inc. for payment.

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

ACTION ITEM #7: The Committee recommends we approve the invoice from AirWave Tower Lighting Inc. for removal of antennas at Manning Hill and Scott Road, as part of the 7500 console and fire service 800 MHz integration project previously approved, in the amount of \$4,000.00 with budgeted monies coming out of line item #211-325-946, as presented.

INFORMATION ITEM: Undersheriff Erik Smith presented a request to accept sealed bid for the purchase of a 2021 Chevrolet Tahoe using Stone Garden Grant funds at no cost to the County.

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

ACTION ITEM #8: The Committee recommends to approve the purchase of a 2021 Chevrolet Tahoe in the amount of \$39,165.69 from Wenzel Chevrolet using Stone Garden grant funds, as presented.

INFORMATION ITEM: Undersheriff Erik Smith presented invoice from American Widget Company for payment.

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

ACTION ITEM #9: The Committee recommends we approve the invoice from AWC in the amount of \$2,064.00 for video cameras at the jail with monies coming from line item #402-234-980.251, as presented.

INFORMATION ITEM: Sgt. J.P. Ritter presented a request to accept sealed bid for the purchase of a sandbagging machine using grant funds, at no cost to the County.

Moved by Commissioner Kozlowski and supported by Commissioner Karschnick to approve the below Action Item: Roll call vote: AYES: Commissioners Fournier,

Gilmet, Karschnick, Kozlowski and Peterson. NAYS: None. Motion carried.

ACTION ITEM #10: The Committee recommends we approve the purchase of a sandbagging machine from The Sandbagger, LLC in the amount of \$10,790.00 using Grant Funds, as presented. (\$2,000.00 has been received, the remaining grants have committed funds but are reimbursement grants.) Revenue line item #402-234-674.002, expense line item #402-235-981.007.

INFORMATION ITEM: Sgt. J.P. Ritter presented a request for a budget adjustment for the 2021 DNR ORV Law Enforcement Grant.

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

**ACTION ITEM #11: The Committee recommends we approve budget adjustments for the ORV Law Enforcement Grant as presented:
Increase ORV Law Enforcement Grant Revenue Line Item #101-306-546 by \$10,480.00;
Increase ORV Safety Officer Expenditures Line Item #101-306-702 by \$7,480.00;
Increase ORV Equipment Line Item #101-306-977.001 by \$1,500.00
Increase ORV Maintenance Line Item #101-306-934.001 by \$1,500.00.**

INFORMATION ITEM: Scott Gagnon, Jail Administrator, presented a request to hire two Corrections Officers for the new jail.

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

ACTION ITEM #12: The Committee recommends we table the request to hire two Corrections Officers and refer the matter to the January Full-Board meeting with additional information regarding costs to be provided.

INFORMATION ITEM: Dan Perge, Veterans Counselor, presented a request for 2021 budget adjustments.

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

ACTION ITEM #13: The Committee recommends we approve budget adjustments for the Alpena County Department of Veterans Affairs as presented:

Increase expense line item 267-683-977.001 by \$1,550.00 (from \$500.00 to \$2,050.00);

Increase expense line item 267-683-977.002 by \$650.00 (from \$500.00 to \$1,150.00);

Increase expense line item 267-683-729.001 by \$28,500.00 (from zero to \$28,500.00)

Increase expense line item 267-683-727.001 by \$200.00 (from zero to \$200.00).

INFORMATION ITEM: Steve Smigelski, Airport Manager presented request to carry over funds from 2020 to 2021 in line item 295-536-801.003.

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

ACTION ITEM #14: The Committee recommends to approve carry over of the funding from 2020 into 2021 in line item #295-536-801.003 (Short Term Storm Water Characterization Study) in the amount of \$21,057.50, as presented.

INFORMATION ITEM: Steve Smigelski, Airport Manager presented request to reimburse PFC Equity Fund using CARES Grant reimbursement funds.

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

ACTION ITEM #15: The Committee recommends to table the request to repay line item #295-536-625 PFC Equity Fund in the amount of \$63,500.00 (RS&H Engineering Services for 2020 projects \$25,500.00 and RS&H Terminal Land Use Study \$38,000.00) using CARES reimbursement funds, as presented.

INFORMATION ITEM: Steve Smigelski, Airport Manager, presented Airport Terminal final billings for payment.

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

ACTION ITEM #16: The Committee recommends to approve final invoices from Team Elmer's, Pay Application 20, Change Order 13 and RS&H in the total amount of \$241,409.00 and to approve the request to transfer \$91,446.00 from the Airport Operations Fund Balance to the Airport Terminal Construction Fund to pay the invoices, as presented.

INFORMATION ITEM: Catherine Murphy, Register of Deeds, presented request to enter a lease with Pitney Bowes for a new postage machine.

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

ACTION ITEM #17: The Committee recommends to approve the lease agreement with Pitney Bowes for a postage meter for 60 months with monthly payment of \$134.03 billed quarterly at \$402.09.

INFORMATION ITEM: Bonnie Friedrichs, County Clerk, presented a request for the Committee to reconsider hazard pay and 2021 salaried employee wages.

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

ACTION ITEM #18: The Committee recommends to table the request from the County Clerk regarding Hazard Pay and 2021 Salary Employee wages, as presented, and have the County Clerk prepare costs and present to February Personnel Committee.

INFORMATION ITEM: Bill Peterson, Finance Chairman, presented invoice from Huron Engineering for payment.

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

ACTION ITEM #19: The Committee recommends we approve the Huron Engineering Invoice #4058, for the new jail in the amount of \$190.00 with monies coming out of line item #466-301-975 (Jail Construction Costs) as presented.

INFORMATION ITEM: Bill Peterson, Finance Chairman, presented invoices from BKV for payment.

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

ACTION ITEM #20: The Committee recommends we approve the BKV Invoices #55003, #55189, #55393, #55587 and #55793, for the new jail totaling \$42,688.36 with monies coming out of line item #466-301-975 (Jail Construction Costs) as presented.

INFORMATION ITEM: Bill Peterson, Finance Chairman, presented fax and email charges for consideration, which have been suspended during COVID-19.

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

ACTION ITEM #21: The Committee recommends we continue to suspend charges for faxing and emailing records through March 2021, as presented.

INFORMATION ITEM: Steve Mousseau, IT Director, presented request for computer replacements and essential upgrades.

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.

ITEM TO BE PLACED ON REGULAR FULL-BOARD AGENDA

ACTION ITEM #22: The Committee recommends we approve computer replacements and essential upgrades in the amount of \$136,024.00 with \$56,024.00 transferred from the Technology Reserve in the General Fund to the 402 Fund for Data Processing, transfer \$72,600.00 from the fund balance of the General Fund into the 402 Fund for Data Processing and increase the

Data Processing line item 101-958-728 by \$7,400.00, as presented. A two-thirds vote of the Full Board will be needed.

INFORMATION ITEM: Kim Ludlow, County Treasurer, presented monthly report for December 2020. The budget should be at 100.00%. Revenues are at 100.74% and expenditures are at 93.86%.

INFORMATION ITEM: Kim Ludlow, County Treasurer, presented the Fourth Quarter Budget Adjustments for 2020. She reports that we were expecting an approximately \$800,000.00 deficit but, due to CARES Act funds, reduced spending and increased revenue, we ended the year with a positive \$8,506.14.

INFORMATION ITEM: Kim Ludlow, County Treasurer, presented Resolution #21-02 Waive Collection Fees/Senior Citizens (attachment #2) for approval and explained the process.

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

ACTION ITEM #23: The Committee recommends we approve the Resolution #21-02 Waive Collection Fees/Senior Citizens as presented.

INFORMATION ITEM: Kim Ludlow, County Treasurer, presented the 2021 Budgeted Child Care Blended Funding Disbursement Request and explained the process.

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

ACTION ITEM #24: The Committee recommends we approve the Treasurer disbursing the 2021 Budgeted Child Care Blended Funding of \$150,000.00 to the Child Care Fund, as presented.


INFORMATION ITEM: Kim Ludlow, County Treasurer, presented 2021 Budgeted Capital Improvement Airport Bond and explained that this fund pays the airport bond payment.

Moved by Commissioner Fournier and supported by Commissioner Kozlowski to

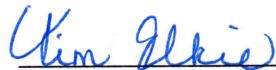
approve the below Action Item: Roll call vote: AYES: Commissioners Fournier, Gilmet, Karschnick, Kozlowski and Peterson. NAYS: None. Motion carried.

ACTION ITEM #25: The Committee recommends we approve the Treasurer disbursing the 2021 Budgeted Capital Improvement Airport Bond payment appropriation of \$23,523.00 to the Airport P&I Debt Fund, as presented.

Motion to adjourn by Commissioner Fournier with support from Commissioner Karschnick. Roll call vote: AYES: Commissioners Fournier, Gilmet, Karschnick, Kozlowski and Peterson. NAYS: None. Motion carried. The meeting adjourned at 11:05 a.m.

 1-22-21

Bill Peterson, Chairman



Kim Elkie, Administrative Assistant



CHILD CARE BALANCE SHEET

Month: December, 2020

BEGINNING FUND BALANCE	\$299,616.38
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Revenue

MONTHLY APPROPRIATION FROM COUNTY GENERAL	\$20,323.00
DEPOSITS	\$93,366.01
* MONTHLY REVENUE TOTAL	\$113,689.01

Expenses

Monthly Expense Total	\$28,935.55
END OF THE MONTH BALANCE	\$384,369.84
Anticipated Audit Adjustments	

Revenue to date for January	\$22,906.16
Expenses to date for January	\$94,901.44
Anticipated Balance	\$312,374.56

*Janelle Mott
1/15/2021*

RESOLUTION #21-02

WAIVE COLLECTION FEES/SENIOR CITIZENS

BE IT RESOLVED that the Alpena County Board of Commissioners waive, through April 30, 2021 the collection fees and interest in excess of those charged prior to February 15, 2021, on the 2020 property taxes currently being collected. This exemption applies only to qualified senior citizens – 62 years or older, paraplegics, eligible servicemen, and eligible veterans, and blind and totally and permanently disabled as defined in the State Income Tax Act who have filed Homestead Property Tax Credit prior to February 15, 2021.