

FINANCE WAYS & MEANS COMMITTEE  
**DRAFT MEETING MINUTES**  
Tuesday, July 12, 2022 – 9:30 a.m.  
Howard Male Conference Room/Zoom Room

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

Others Present: Mary Catherine Hannah, County Administrator  
Kim MacArthur, County Board Assistant (zoom)  
Lynn Bunting, County Board Assistant  
Kim Ludlow, County Treasurer  
Kim Elkie, Director of Emergency Management and E911 Services-In person & zoom  
Ted Somers, Equalization Director  
Keri Bertrand, County Clerk  
Phil Heimerl, True North Radio (zoom)  
Janelle Mott, Juvenile Officer  
Cindy Cebula, Chief Deputy Treasurer  
Steve Smigelski, Airport Manager (zoom)  
Wes Wilder, County Maintenance Superintendent (zoom)  
Amanda Repke, Deputy Treasurer (zoom)  
Catherine Murphy, Register of Deeds (zoom)

**CALL TO ORDER**

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

PLEDGE OF ALLEGIANCE TO THE UNITED STATES OF AMERICA

**ROLL CALL**

Roll call vote was taken. All committee members present, except Commissioner Don Gilmet, excused.

**BILLS TO PAY**

County Clerk Keri Bertrand presented the bills to pay.

	SUBMITTED:	APPROVED:
General Funds & Other funds	\$ 54,677.24	\$ 54,677.24

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

INFORMATION ITEM: Dt/Lt. Stuart Sharp, HUNT, presented the 2023 HUNT Byrne Jag Grant Renewal Application for approval. Dt/Lt. Sharp reported they needed to purchase two vehicles and gave an update on the HUNT program. Moved by Commissioner Adrian and supported by Commissioner

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

**ACTION ITEM #2: The Committee recommend approval of the 2023 HUNT Byrne Jag Grant Renewal Application in the amount of \$146,000 with no County match and authorize the Chairman of the Board to sign all pertaining documentation as presented. This has Grant Review Committee approval.**

#### **CHILD CARE FUND MONTHLY REPORT**

Juvenile Officer Janelle Mott presented the Child Care Fund monthly report for June 2022 (attachment #1). Janelle gave an update to the board on the program and reported she is working on a grant application and with the Sheriff and will present information to the board for approval when documentation is ready.

INFORMATION ITEM: Treasurer Kim Ludlow presented the monthly report for June 2022. The budget should be at 50%. Revenues are at 29.98 % and Expenditures are at 48.59%.

INFORMATION ITEM: Treasurer Ludlow presented the second quarter budget adjustment to the board for review and approval. Moved by Commissioner Thomson and supported by Commissioner Karschnick to recommend the below Action Item. Roll call vote was taken: AYES: Commissioners Adrian, Karschnick, Fournier, Osbourne, Thomson, Kozlowski and Peterson. NAYS: None. Commissioner Gilmet, excused. Motion carried.

**ACTION ITEM #3: The Committee recommends to approval of the Second Quarter Budget Adjustments for 2022 as presented.**

INFORMATION ITEM: County Administrator Mary Catherine Hannah presented the Michigan Association of Counties Annual Dues Invoice for 2022/2023 for approval reporting there were no monies budgeted to pay the bill. Moved by Commissioner Adrian and supported by Commissioner Thomson to recommend to authorize the Treasurer to transfer \$7,465.44 from the Contingency Fund expense line item #101-941-955.000 and put into line item #101-704-955.002 to cover this expense and approve to pay the 2022/2023 MAC Annual Dues Invoice in the amount of \$7,465.44 as presented.

INFORMATION ITEM: Commissioner Osbourne presented an update on the County Enterprise Vehicle Program reporting that we have one vehicle due for lease payment this month and three other vehicles are in production. Discussion to create a line item for 2022 and to budget for 2023. Commissioner Osbourne will present to the Courts & Public Safety Committee meeting to get direction to move forward.

#### **MOTION TO RISE & REPORT**

Finance Chair Bill Peterson presented the motion to rise and report. Moved by Commissioner Karschnick and supported by Commissioner Thomson to rise and report. Motion carried. Committee meeting closed.

#### **FINANCE WAYS & MEANS RECOMMENDATIONS**

Chairman Adrian presented the Action Items from the Finance Ways & Means Committee for board approval. Moved by Commissioner Karschnick and supported by Commissioner Peterson to approve the Finance Ways & Means Committee recommended Action Items as presented. Roll call vote was taken: AYES: Commissioners Karschnick, Peterson, Osbourne, Thomson, Kozlowski, and Adrian. NAYS: Commissioner Fournier. Commissioner Gilmet, excused. Motion carried.

**CONSENT CALENDAR**

A) **Approval of the Official Proceedings of the Alpena County Board of Commissioners Regular Session – June 28, 2022 (\*Minutes only)**

B) **LEPC Meeting Minutes – June 30, 2022 (\*Minutes only)**

C) **Facilities, Capital & Strategic Planning Committee Meeting Minutes – July 6, 2022**

ACTION ITEM #FCSPC-1: The Committee recommends approval to purchase a 10x12 shed from North Star Storage Barns on a concrete pad with tools not to exceed the budgeted amount of \$5,500 for the Fairground Managers as presented. (Previously approved to increase Maintenance Equipment line item #101-265-931.000 by \$5,500 (\$1,000 tools, \$4,500 shed).

**Not approved on Consent Calendar**

ACTION ITEM #FCSPC-2: The Committee recommends approval of bid from Control Solutions, not to exceed \$5,650, for the courthouse boiler repair with the monies coming from the building and ground's maintenance line item 101-941-955.000 as presented.

**Not approved on Consent Calendar**

ACTION ITEM #FCSPC-3: The Committee recommends approval to accept the bid from G&K Plumbing and Heating of \$6,980 to replace Courthouse IT server room mini-split with monies to come from the equipment fund line item 402-234-980.251 as presented.

**Not approved on Consent Calendar**

ACTION ITEM #FCSPC-4: The Committee recommends approval of a budget adjustment of \$7,500 for DHHS building utilities through the end of the year 2022 broken out as follows:

101-265-920.005	Natural Gas	\$1,500
101-265-921.005	Lights (power)	\$5,000
101-265-922.005	Water & Sewage	\$1,000

**Not approved on Consent Calendar**

ACTION ITEM #FCSPC-5: The Committee recommends approval of \$225 logo decal package with blue lettering, per vehicle, (Enterprise) from Omega Electric with monies coming from the vehicle maintenance line item 101-265-934.000 as presented.

ACTION ITEM #FCSPC-6: The Committee recommends approval of the Airport Manager's airport fund budget adjustment recommendation of \$43,600 (to be reimbursed by the CARES Act funds) to the following line items as presented:

295-595-920.000	Natural Gas	\$26,000
295-595-743.001	Diesel Fuel	\$ 8,000
295-595-932.000	Building Maintenance	\$ 3,000
295-595-931.000	Equipment Maintenance	\$ 4,600
295-595-803.000	Liability Insurance	\$ 2,000

ACTION ITEM #FCSPC-7: The Committee recommends approval of a transfer from the general fund [contingency line item 101.941.955.000] to the Plaza Pool fund of \$5,000 and recommends a budget

adjustment of \$5,000 added to line 273.774.922.000 (Water & Sewer) to account for water loss/usage during pool leaks and leak repairs.

**Not approved on Consent Calendar**

Chairman Adrian presented the Consent Calendar, Full Board meeting minutes from June 28, 2022, LEPC meeting minutes from June 30, 2022 and Facilities, Capital & Strategic Planning Committee meeting minutes from July 6, 2022 for board approval. Commissioner Kozlowski requested to pull Action Item #FCSPC-1 from the calendar. Commissioner Fournier requested to pull Action Item #FCSPC-7 from the calendar. Chairman Adrian requested to pull Action Items #FCSPC-2, FCSPC-3, and FCSPC-4 from the calendar.

Moved by Commissioner Thomson and supported by Commissioner Peterson to approve the Consent Calendar which includes actions as listed above and filing of all reports. Roll call vote was taken: AYES: Commissioners Karschnick, Peterson, Osbourne, Thomson, Kozlowski, and Adrian. NAYS: Commissioner Fournier. Commissioner Gilmet, excused. Motion carried.

**AI #FCSPC-1 – SHED FOR FAIRGROUND CARETAKER**

Commissioner Kozlowski presented Action Item #FCSPC-1 sharing his concerns of purchasing a new shed when other sheds/buildings should be cleaned out and utilized. Maintenance Superintendent Wes Wilder gave an update on the sheds and buildings at the fairgrounds. Administrator Hannah reported that there is an approved Board Action approving the purchase of a shed in the amount of \$4,500 and the purchase of tools in the amount of \$1,000 for the fairground's caretaker. Administrator Hannah informed the board that Wes brought this back to the Facilities Committee so that they were aware that he could not afford to get a bigger shed and tools to stay within the approved amount. Administrator Hannah reported that Wes was able to find a smaller shed and can stay within original budgeted approved amount. Discussion on the two vaccination clinic sheds that the County purchased with the CDBG MEDC Grant monies. Moved by Commissioner Kozlowski and supported by Commissioner Adrian to rescind Board Action #23 from June 14, 2022 board meeting and use monies to fix current shed and send back to the Facilities Committee for review and bring back recommendation to the board. Roll call vote was taken: AYES: Commissioners Karschnick, Peterson, Osbourne, Thomson, Kozlowski, and Adrian. NAYS: Commissioner Fournier. Commissioner Gilmet, excused. Motion carried.

Discussion on putting concrete floor in the white pole barn and mark off an area to put up partitions for the fairgrounds caretaker's items. Moved by Commissioner Fournier and supported by Commissioner Osbourne to recommend to approve to remodel the white pole barn with a concrete floor, partitions and not to exceed \$4,500 with an additional \$1,000 for tools. Discussion to allow extra time due to Wes being short staffed and board requesting an estimate of the cost to do this project. Wes will bring estimate to the Facilities Committee meeting for their review and recommendation to the board.

**AI #FCSPC-2 – BID FROM CONTROL SOLUTIONS**

Chairman Adrian presented Action Item #FCSPC-2 for discussion and approval. Moved by Commissioner Peterson and supported by Commissioner Fournier to recommend the below Action Item. Roll call vote was taken: AYES: Commissioners Karschnick, Peterson, Osbourne, Thomson, Kozlowski, and Adrian. NAYS: Commissioner Fournier. Commissioner Gilmet, excused. Motion carried.

**ACTION ITEM #FCSPC-2: The Committee recommends approval of bid from Control Solutions, not to exceed \$5,650, for the courthouse boiler repair, and authorize the Treasurer to transfer \$5,650 from the Contingency**

**Fund expense line item # #101-941-955.000 and transfer to the equipment maintenance line item #101-265-931 as presented.**

**AI #FCSPC-3 – BID FROM G&K PLUMBING & HEATING**

Chairman Adrian presented Action Item #FCSPC-3 for discussion and approval. Moved by Commissioner Osbourne and supported by Commissioner Peterson to recommend the below Action Item. Roll call vote was taken: AYES: Commissioners Karschnick, Peterson, Osbourne, Thomson, Kozlowski, and Adrian. NAYS: Commissioner Fournier. Commissioner Gilmet, excused. Motion carried.

**ACTION ITEM #FCSPC-3: The Committee recommends approval to accept the bid from G&K Plumbing and Heating in the amount of \$6,980 to replace the Courthouse IT server room mini-split and authorize the Treasurer to transfer \$6,980 from the Contingency Fund expense line item #101-941-955.000 and transfer to the equipment fund line item #402-234-980.251 as presented.**

**AI #FCSPC-4 – DHHS BULDING UTILITIES**

Chairman Adrian presented Action Item #FCSPC-4 for discussion and approval. Moved by Commissioner Peterson and supported by Commissioner Karschnick to recommend the below Action Item. Roll call vote was taken: AYES: Commissioners Karschnick, Peterson, Osbourne, Thomson, Kozlowski, and Adrian. NAYS: Commissioner Fournier. Commissioner Gilmet, excused. Motion carried.

**ACTION ITEM #FCSPC-4: The Committee recommends approval of a budget adjustment for the DHHS Building utilities through the end of the year (2022) and authorize the Treasurer to transfer \$7,500 from the Contingency Fund expense line item #101-941-955.000 and transfer to the following line items:**

<b>Natural Gas</b>	<b>#101-265-920.005</b>	<b>\$1,500</b>
<b>Lights (power)</b>	<b>#101-265-921.005</b>	<b>\$5,000</b>
<b>Water &amp; Sewage</b>	<b>#101-265-922.005</b>	<b>\$1,000</b>

**AI #FCSPC-7 – PLAZA POOL FUND**

Commissioner Fournier presented Action Item #FCSPC-7 for discussion and shared her concerns. Administrator Hannah gave an update on the pool maintenance and repairs that have been done to correct issues stating the pool is operating and open. Treasurer informed the board of the expenses the pool pays including the annual Energy Conservation payment. Administrator Hannah informed the board that there are other stakeholders interested in the pool and a committee has been formed to address the future of the pool and the plants for it to see if this is an asset the community wants to support.

Moved by Commissioner Fournier and supported by Commissioner Osbourne to recommend the below Action Item. Roll call vote was taken: AYES: Commissioners Karschnick, Peterson, Osbourne, Thomson, Kozlowski, and Adrian. NAYS: Commissioner Fournier. Commissioner Gilmet, excused. Motion carried.

**ACTION ITEM #FCSPC-7: The Committee recommends approval of a budget adjustment and authorize the Treasurer to transfer \$5,000 from the Contingency Fund expense line item #101-941-955.000 and transfer to the Plaza Pool Fund line item #273-774-922.000 (Water & Sewer) for water loss/usage during pool leaks and leak repairs as presented.**

**PUBLIC COMMENT**

Commissioner Kozlowski informed the board as he attended the Sanborn Township meeting last night, they spoke highly of Equalization Director Ted Somers and he wanted to acknowledge and share with Director Somers

Commissioner Fournier reported that she received a voice message from an attorney that handles the civil cases for the County. Administrator Hannah reported she will contact him.

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

**ADJOURNMENT**

Moved by Commissioner Karschnick and supported by Commissioner Osbourne to adjourn the meeting. Motion carried. The meeting adjourned at 11:10 a.m.

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Chairman Robert Adrian

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County Clerk Keri Bertrand

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**CHILD CARE BALANCE SHEET**

Month: June, 2022

<b>BEGINNING FUND BALANCE</b>	<b>\$114,941.66</b>
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**Revenue**

MONTHLY APPROPRIATION FROM COUNTY GENERAL	\$17,474.25
DEPOSITS	\$24,464.62
<b>* MONTHLY REVENUE TOTAL</b>	<b>\$41,938.87</b>

**Expenses**

Monthly Expense Total	\$104,953.64
<b>END OF THE MONTH BALANCE</b>	<b>\$51,926.89</b>
Fund Balance Adjustments	\$42,539.00
<b>ACTUAL BALANCE:</b>	<b>\$94,465.89</b>

Revenue to date for July	\$17,474.25
Expenses to date for July	\$109.18
Anticipated Balance	<b>\$111,830.96</b>

*Janelle Mott* 7/7/2022