

BUDGET WORKSHOP
Draft MINUTES
Tuesday, October 11, 2022
Howard Male Conference Room

COMMISSIONERS PRESENT: Don Gilmet, Bob Adrian, Dave Karschnick, Bill Peterson, Brenda Fournier, Kevin Osbourne, Marty Thomson, and John Kozlowski.

OTHERS PRESENT: County Administrator Mary Catherine Hannah; County Clerk Keri Bertrand; County Treasurer Kim Ludlow; Steve Schulwitz, The Alpena News; County Board Assistant Kim MacArthur; Sheriff Erik Smith; and County Board Assistant Lynn Bunting.

The Budget Workshop started at 11:17 a.m. with Finance Chair Bill Peterson requesting that County Administrator Mary Catherine Hannah present with County Clerk Keri Bertrand and County Treasurer Kim Ludlow and thanked their offices for their assistance.

INFORMATION ITEM: County Administrator Mary Catherine Hannah presented an Historical Data/Trends report for Alpena County for the board to review. County Treasurer Kim Ludlow reminded the board that all the judicial expenses come out of the General Fund and not separated out. Also the Treasurer reminded the board that debt services consist of the Jail, Airport, Library, Ameresco, Central Tower, Unfunded Liability, etc.

Administrator Hannah informed the board that Munetrix reports are available for them to view in Munetrix and she can give them the County login information and to let her know.

INFORMATION ITEM: Administrator Hannah presented the 2022 Budget Policies for review. Discussion to update “will be” to “shall be”, add nonmandated employees, and leave rest of the language as is. Treasurer informed the board that the County Parks do not pay cost allocation and that departments that do not stand on their own do not get charged and this is broken down in the Commissioners Budget Books for review. Discussion to adjust funds for minimum requirement. Administrator Hannah will edit the 2023 Budget Policy and bring back to the review.

INFORMATION ITEM: Administrator Hannah requested that the CIP projects for the IT Department be reviewed along with the IT Department 2023 Budget, and she will contact the IT Director to attend the next Budget Workshop on October 20th to go over these.

INFORMATION ITEM: Administrator Hannah reported that the sale of the old jail will be put into the General Funds. A discussion to Transfer \$100,000.00 to Building and Grounds Fund and \$100,000.00 to Equipment Fund once the money from the sale of the old jail has been received in the General Fund followed. Will discuss further and make recommendation at another meeting.

INFORMATION ITEM: Discussion on the 730 Fund; as part of the Audit the 730 Fund is added to the General Fund Balance. Administrator Hannah reported she will check into and work with County Clerk Keri Bertrand and County HR Specialist Jennifer Mathis on what the balance may be for the 730 Fund (sick pay/PTO) and let the commissioners know.

INFORMATION ITEM: Discussion on ARPA Fund and what amount used for CIP Projects for 2023. Recycling of \$500,000.00, outfit of Sheriff Vehicles (body cameras) and administrator costs and fees have already been approved using ARPA monies. Recommendation to leave monies in ARPA Fund and to use when need it for the CIP Projects, etc. and to include

documentation to back up the expenses using the ARPA monies.

Administrator Hannah reported she spoke with the County Auditors and the report has been filed and no further reporting required from the Federal Government regarding the ARPA monies.

(The Commissioners took lunch break from 12:30 pm to 1:30 pm)

Finance Chair Bill Peterson called the Workshop meeting to order at 1:33 p.m.

Administrator Hannah requested an adjustment to the agenda by adding: 1) Review CIP, and 2) Projects 2023 to Fund.

INFORMATION ITEM: Discussion on capital projects by fund and if the Department Heads want to put in a CIP request to present their projects to the Facilities Committee. Administrator Hannah reported that she tentatively entered projects into Munetrix for review/discussion for 2023.

Discussion and recommendation to allocate monies into Fund 402 for 2023 as Fund will be in the negative. Treasurer Ludlow reported that she will put in requested numbers for the 2023 budget after today and bring back to the board.

INFORMATION ITEM: Treasurer Ludlow informed the board that the Fairgrounds are unable to support themselves and do use General Fund monies and with winter storage revenue received will break even as the County is paying staff now at the Fairgrounds.

Discussion and recommendation of corner of truck barn/building to be used for Fairgrounds Caretakers' storage and recommendation to concrete one-half the floor, corner of the building, using two posts to separate. County Maintenance Superintendent Wes Wilder requested to have a Truck Barn Bay addition for the new equipment so that he can move the newer County Maintenance Trucks inside during the winter.

INFORMATION ITEM: Discussion on County Animal Control Shelter to be moved out of the fairgrounds and for all the three shelters to work together; possibly contract with the two local shelters instead of out to other counties or do an RFQ, or contract for services.

ADJOURNMENT

The meeting adjourned at 4:09 p.m.

Bill Peterson, Finance, Chair

Lynn Bunting, Board Assistant

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