

Finance Committee Meeting  
Minutes  
April 21, 2021 - 9:30 a.m.  
Merchant's Building, Alpena County Fairgrounds

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

OTHERS PRESENT: Bonnie Friedrichs, County Clerk  
Kim Ludlow, County Treasurer  
Tammy Sumerix-Bates, Executive Manager  
Lynn Bunting, Board Assistant  
Gerald Fournier  
Steve Smigelski, Airport Manager  
Dan Ludlow  
Ted Somers, Equalization Director  
Mark Hall, Emergency Services Coordinator  
Sgt. JP Ritter, Sheriff's Office  
Krista Morrow, Synchronizations Pool Director  
Sheriff Steve Kieliszewski  
Norm Sommerfeld, Synchronizations  
Undersheriff Erik Smith

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

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

	SUBMITTED:	APPROVED:
General Funds & Other Funds	\$144,513.47	\$144,513.47

Moved by Commissioner Gilmet and supported by Commissioner Fournier to pay all bills as submitted.  
Motion carried.

INFORMATION ITEM: Bonnie Friedrichs, County Clerk, presented the request for water provided for employees as the water fountains are closed off for usage due to COVID prevention. Mark Hall, Emergency Services Coordinator, reported that he spoke with the Health Department and they said it is a public health issue at this point with no CDC changes and that the drinking fountains should remain shut off until further notice. Discussion on Culligan water

provided and not to have cups with the water dispenser due to COVID prevention. The Committee asked the County Clerk to investigate prices to have a temporary culligan water dispenser and to put out a memo to the employees informing them to bring their own drinking cups until COVID is over and the drinking fountains are available. Emergency Services Coordinator, Mark Hall, informed the committee that he will find monies within the Emergency Management Budget to help keep people safe with the COVID response. Bonnie reported she will contact Culligan Water and follow up with Mark Hall.

INFORMATION ITEM: Bonnie Friedrichs, County Clerk, presented the request for an additional 7 hours for part-time employee hours reporting she has monies in her CPL funds to cover the 14 hours needed but needs an additional 7 hours covered. Treasurer Kim Ludlow informed the committee that departments should continue paying out of the proper line items that there are and at the end of the year will need to make some adjustments. Moved by Commissioner Karschnick and supported by Commissioner Gilmet to approve the below action item. Motion carried.

**ACTION ITEM #1: The Committee recommends we approve the additional 7 hours per week for part-time employee hours for the Clerk's Office (\$4,200 approximate) with monies coming out of the Clerk's Office budget.**

INFORMATION ITEM: Mark Hall, Emergency Services Coordinator, presented the Rave Mobile Safety Invoice for payment. He gave a background summary reporting the Rave Mobility Safety is an alerting system to the citizens of Alpena County and is currently under contract until next year 2022 and he will reevaluate. He informed the committee that this contract does not affect the general budget. Moved by Commissioner Fournier and supported by Commissioner Karschnick to approve the below action item. Motion carried.

**ACTION ITEM #2: The Committee recommends we approve the Rave Mobile Safety Invoice in the amount of \$3,900 with monies coming out of the 911 line item #211-325-955.010. This is a budgeted item.**

INFORMATION ITEM: Mark presented the transfer request to pay the Smart 911 Invoice for payment. He gave a background summary reporting the Smart 911 is a software program that dispatchers use every day and has been paid for by the State of Michigan in the past, but now is different. He informed the committee that he is looking at the FEMA Grant to see if he can receive reimbursement, but needs to pay the invoice. Moved by Commissioner Gilmet and supported by Commissioner Fournier to approve the below action item. Motion carried.

**ACTION ITEM #3: The Committee recommends we authorize the Treasurer to transfer \$4,000 from line item #211-325-955.008 to line item #211-325-955.010 and recommend to pay the Smart 911 Invoice in the amount of \$5,000 with monies coming out of line item #211-325-955.010.**

INFORMATION ITEM: Finance Chair Bill Peterson informed the committee that Janelle is working from home. Chair Peterson reported on the Child Care Fund's monthly report for March 2021 (attachment #1).

INFORMATION ITEM: Sgt. JP Ritter, Sheriff's Office, presented the FY21 Stonegarden Grant Application for approval. He reported this grant includes wages, benefits, fuel and a couple of equipment items. Moved by Commissioner Gilmet and supported by Commissioner Karschnick to approve the below action item. Motion carried.

**ACTION ITEM #4: The Committee recommends we approve the Sheriff's Office FY21 Stonegarden Grant Application in the amount of \$157,089.64 with no county match and authorize the Chairman of the Board to sign all pertaining documents. This has Grant Review Committee approval.**

INFORMATION ITEM: Sgt. Ritter, Sheriff's Office, presented the 2021 DNR Marine Safety Grant Budget Adjustments request reporting the grant was approved with an increased in the amount. Moved by Commissioner Fournier and supported by Commissioner Kozlowski to approve the below action item. Motion carried.

**ACTION ITEM #5: The Committee recommends we approve the Sheriff's Office 2021 DNR Marine Safety Grant Budget Adjustments to increase the revenue line item #101-306-545.000 by \$7,700.00 and increase the expenditure line item #101-306-701.000 (Marine Safety Office) by \$6,700.00 and increase the Marine Maintenance line item #101-306-934.000 by \$1,000.00 due to notification received from the State of the approved amount. (FY21 DNR Marine Safety Grant Application was previously approved)**

INFORMATION ITEM: Krista Morrow, Synchronizations Pool Director, presented the reimbursement request for the Optimist Club reporting she did not address right away as hoping to reopen the pool. She reported she submitted invoice to Clerk's Office and was denied and brought to the Finance Committee for approval. Treasurer Kim Ludlow informed Krista that there is no mechanism in place for refunds to be automatically given from the pool and there is no line item to pay out a refund. Kim reported she needs approval by Finance and Full Board to

send the refund. Kim reported their office is in a middle of chart of accounts with the State and cannot create a line item. Moved by Commissioner Gilmet and supported by Commissioner Karschnick to approve the below action item. Motion carried.

**ACTION ITEM #6: The Committee recommends we approve the Alpena County Plaza Pool request to reimburse the Optimist Club \$600 for the rental payment made on March 31, 2020 (Optimist Fund Day) being cancelled due to the COVID shutdown with monies coming out of line item #587-774-669.000 as presented.**

INFORMATION ITEM: Steve Smigelski, Airport Manager, reported they held a bid opening on April 14, 2021 for sealed bids received for equipment purchases for the airport. (attachment #2) He reported the equipment replacement is not approved for AIP, but is eligible for CARES monies and based on equipment already in use at the Airport. Steve reported he reached out to all the local dealerships requesting to send a sealed bid. Steve reported he is working with the Airport Committee on projects approved with the FAA using CARES monies and he will present along with Dave Joye of RS&H at the Full Board meeting a full report of the projects they will be doing at the airport.

INFORMATION ITEM: John Kozlowski, Chair of Building Maintenance Recreation & Insurance Committee, presented the property lease with Alpena Rink Management, LLC for approval. He reported he made some minor changes including adding \$1 per hour ice time that was not in the previous lease, with a 5 year lease starting on April 28, 2021 through April 27, 2026 pending attorney review. He reported the Building Maintenance Recreation & Insurance Committee discussed and reviewed. Moved by Commissioner Gilmet and supported by Commissioner Kozlowski to approve the below action item. Motion carried.

**ACTION ITEM #7: The Committee recommends we approve the Property Lease with Alpena Rink Management, LLC for managing Northern Lights Arena with a starting date of April 28, 2021 through April 27, 2026 pending attorney review.**

The Finance Committee members requested a highlighted copy of the changes made.

INFORMATION ITEM: Kim Ludlow, County Treasurer, presented the monthly reports for March 2021. The budget should be at 24.66%. Revenues are at 18.92% and expenditures are at 29.33%.

INFORMATION ITEM: Kim presented the 2021 First Quarter Budget Adjustments. Moved by Commissioner Fournier and supported by Commissioner Gilmet to approve the below action item. Motion carried.

**ACTION ITEM #8: The Committee recommends we approve the  
First Quarter Budget Adjustments for 2021 as presented.**

Moved by Commissioner Kozlowski and supported by Commissioner Karschnick to adjourn the meeting. Motion carried.

The meeting adjourned at 10:31 a.m.

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Bill Peterson, Finance Chairman

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Lynn Bunting, Board Assistant

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