

FINANCE WAYS & MEANS COMMITTEE
DRAFT MEETING MINUTES
Tuesday, November 21, 2023 – 9:30 a.m.
Howard Male Conference Room/Zoom Room

Commissioners Present: Bill Peterson, Chair
Burt Francisco, Vice Chair
William LaHaie
Jesse Osmer
Robin Lalonde
Brenda Fournier, excused
Travis Konarzewski
John Kozlowski

Others Present: Mary Catherine Hannah, County Administrator
Lynn Bunting, County Board Assistant
Kim Ludlow, County Treasurer
Sheriff Erik Smith
Steve Schulwitz, The Alpena News
Cindy Cebula, Chief Deputy Treasurer (zoom)
Amanda Repke, Deputy Treasurer (zoom)
Steve Smigelski, Airport Manager
Wes Wilder, County Maintenance Superintendent (zoom)
Phil Heimerl, True North Radio (zoom)
Kim MacArthur, County Board Assistant (zoom)
Ted Somers, Equalization Director
Catherine Murphy, Register of Deeds
Jessica Kendziorski, Deputy Register of Deeds (zoom)

CALL TO ORDER

Finance Chair Burt Francisco called the meeting to order at 9:30 a.m.

ROLL CALL

Roll call vote was taken: All committee members present except Commissioner Fournier, excused.

PLEDGE OF ALLEGIANCE TO THE UNITED STATES OF AMERICA

ADOPT AGENDA

Moved by Commissioner LaHaie and supported by Commissioner Konarzewski to approve the agenda as presented. Motion carried.

BILLS TO PAY

County Clerk Keri Bertrand presented the bills to pay.

	SUBMITTED:	APPROVED:
General Funds & Other Funds	\$240,497.86	\$240,497.86

Moved by Commissioner Lalonde and supported by Commissioner LaHaie to approve to pay the bills as submitted. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Peterson, Konarzewski, Kozlowski, and Francisco. NAYS: None. Motion carried.

INFORMATION ITEM: Airport Manager Steve Smigelski presented the new Huron Aviation Services Commercial Operating Agreement for approval reporting the agreement was extended until 12.09.23 and current agreement being presented today fueling was taken out with the County taking over fueling as of 12.10.23. Moved by Commissioner Osmer and supported by Commissioner Lalonde recommend approving the below Action Item as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Peterson, Konarzewski, Kozlowski, and Francisco. NAYS: None. Motion carried.

ACTION ITEM #2: The Committee recommends approval of the Huron Aviation Services (HAS) Commercial Operating Agreement for a term of 5 (five) years (Starting 12.10.23 and ending on 12.09.2028) for a minimum fee amount of \$250 per year, payable in advance and due the first day of December of each year as presented.

INFORMATION ITEM: Airport Manager Smigelski presented the Airport Fueling Contract with AvFuel for approval reporting the fuel contract is for 7 years and after that is a 5-year renewal with a 90-day letter termination if want. Steve reported that the tankers are on a 3-year lease, and the company is a Michigan based company. Steve informed the board that this lease includes maintenance which is beneficial as one hose to be replaced on one tanker amounts to \$4,000 to be replaced. Discussion on self-fueling and Airport Manager Smigelski recommended waiting until they are all set with the tankers for fueling. Moved by Commissioner Peterson and supported by Commissioner LaHaie to recommend approving the below action item as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Peterson, Konarzewski, Kozlowski, and Francisco. NAYS: None. Motion carried.

ACTION ITEM #3: The Committee recommends approval of the Airport Fueling Fixed Base Operator Aviation Fuel Supply Agreement with AvFuel Corporation effective December 10, 2023, for the Alpena County Regional Airport which includes leasing a fuel equipment vehicle for a term of 7 (seven) years as presented.

COUNTY TREASURER

Treasurer Kim Ludlow presented the monthly report for October 2023 reporting better than the first of this year and is close to last year's financials. Moved by Commissioner Konarzewski and supported by Commissioner Lalonde to approve receiving and filing of the monthly Treasurer's Report for October 2023 as presented. Motion carried.

INFORMATION ITEM: County Administrator Mary Catherine Hannah presented the Munetrix Contract for approval reporting this software provides transparency reporting, and reporting to the state, and this software manages the Capital Improvement Plan information which 2024 projects are in the proposed 2024 budget. which reporting to the state. Moved by Commissioner Lalonde and supported by Commissioner Kozlowski to recommend approving the below action item as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Peterson, Konarzewski, Kozlowski, and Francisco. NAYS: None. Motion carried.

ACTION ITEM #4: The Committee recommends approval of the Munetrix 3-Year Contract (2024-2026) in the total amount of \$23,250.00 and billed annually of \$7,750 as presented.

Treasurer Ludlow presented the request to transfer the Airport Construction Fund Balance to the General Fund and close out the Airport Construction Fund for approval. Treasurer Ludlow gave some history of this construction fund reporting that the General Fund paid \$500,000 to cover construction fund expenses. Moved by Commissioner Peterson and supported by Commissioner LaHaie to recommend approving the below action item as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Peterson, Konarzewski, Kozlowski, and Francisco. NAYS: None. Motion carried.

ACTION ITEM #6: The Committee recommends approval for the County Treasurer to transfer the Airport Terminal Construction Fund balance of \$339,115.00 to the General Fund as presented.

BUDGET ADJUSTMENTS

County Administrator Mary Catherine Hannah presented the budget adjustments for approval.

1. Request Transfer within Health Department Budget:

ACTION ITEM #1: The Committee recommends approval to transfer \$2,000 from the Natural Gas line item #246-265-920 and put into the Overtime line item #246-265-708; no overtime was budgeted for 2023. This overtime would be used to patch walls, paint, move furniture, etc. in preparation for the new vinyl flooring and base installation.

2. Medical Examiner Increase 2023 Budgeted Line-Item Request:

ACTION ITEM #2: The Committee recommends approval to increase 2023 budgeted line item #101-648-965.003 Cremation Fees by \$2,000 to cover cost of invoice voucher. (Revenues for Department have exceeded budget by \$3,500)

Moved by Commissioner Lalonde and supported by Commissioner LaHaie to recommend approving the Budget Adjustments as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Peterson, Konarzewski, Kozlowski, and Francisco. NAYS: None. Motion carried.

ECONOMIC DEVELOPMENT COMMITTEE

- 1) Alpena Land Bank Authority - Administrator Hannah presented the Alpena Land Bank Authority funding of start-up costs request for approval reporting discussion at the authority meeting with no funds to start and that costs can be paid back once grant is received. Administrator Hannah recommended an agreement with the authority to pay monies back to the County once the grant is received as the grant is a reimbursable grant and they need funds in their account when applying for the grant. Treasurer Ludlow reported that there will be ongoing operations expenses if an account is opened until the grant is approved, will need funds. Treasurer Ludlow informed the board that the authority does not need startup funds at this time. Board Chairman Bill Peterson reported that the CHILL Grant is not a reimbursable grant but can get 6% back if grant approved will need funds. Discussion and recommendation to wait until they hear back the status of the Chill Grant applied if receive or not. The Alpena Land Bank Authority will be meeting tomorrow.
- 2) Boys & Girls Club Request - Commissioner Lalonde requested to recuse from voting on the Boys & Girls Club request as she is a member of their board. Moved by Commissioner Osmer and supported by Commissioner Kozlowski to recuse Commissioner Lalonde from voting for any action for the Boys & Girls Club as she is a member of their board. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Peterson, Konarzewski, Kozlowski, and Francisco. NAYS: None. Commissioner Lalonde recused. Motion carried.

Administrator Hannah presented the Boys & Girls Club request to omit the reversion clause and allow them to retain the property for approval reporting if the Boys & Girls Club sell the property for not what it is supposed to be used for then the property will revert back to the County. Administrator Hannah gave a background history of the property and history of Boys & Girls Club which started out as a Boys Club of Alpena and owned a building where the annex lot is at one time and that there is a 2011 Warranty Deed for the current property that was the original deal that the Boys & Girls Club approved and signed, now they want the reversion clause lifted. Moved by Commissioner Konarzewski and supported by Commissioner Peterson to recommend approving the below action item as presented. Roll call vote was taken: AYES: Commissioner Francisco. NAYS: Commissioners LaHaie, Osmer, Peterson, Konarzewski, and Kozlowski. Commissioner Lalonde recused. Motion failed.

ACTION ITEM #8: The Committee recommends approval of the Executive Director of the Boys & Girls Club's request to omit the reversion clause on the 601 River Street address and to allow the Boys & Girls Club to retain the property and the proceeds of any sale, regardless of the buyer. The County will not be accountable for any costs incurred and will be assumed by the Boys & Girls Club of Alpena.

Discussion and recommendation to get an appraisal on the property and for Administrator Hannah to reach out to either area realtors or contact an appraiser and obtain an appraisal and bring back to the board. Moved by Commissioner Konarzewski and supported by Commissioner Kozlowski to approve to spend up to \$800 to get an appraisal on the property at 601 River Street, Alpena, MI 49707 and bring back to the board for review. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Peterson, Konarzewski, Kozlowski, and Francisco. NAYS: None. Commissioner Lalonde recused. Motion carried.

Administrator Hannah will contact an Appraiser.

- 3) Administrator Hannah presented the recommendation from the Economic Development Committee for discussion of the M-32 frontage lots at the Airport. Discussion and recommendation to go with Target Alpena to negotiate a price and bring it back to the board. Moved by Commissioner Osmer and supported by Commissioner Kozlowski to recommend approving Target Alpena to pursue sale of the M-32 front lots at the Airport and negotiate a price to bring back to the board for approval. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Peterson, Konarzewski, Kozlowski, and Francisco. NAYS: None. Motion carried.

COUNTY ADMINISTRATOR

- 1) County Administrator Mary Catherine Hannah presented the inmate healthcare coverage recommendation for approval. Discussion on inmate health coverage needed at the jail. Sheriff Smith gave a background on the need for healthcare services for the inmates as once they are in the jail the County has to provide and there are high costs to cover if no healthcare coverage. The Sheriff noted that once an inmate is incarcerated, especially for Medicaid, they lose their insurance. Discussion and recommendation to seek healthcare coverage and bring it back to the board for approval. Moved by Commissioner Osmer and supported by Commissioner Konarzewski to allow the County Human Resources Director and Sheriff's Office to seek healthcare coverage for the inmates at the jail and bring them back to the board for approval. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Peterson, Konarzewski, Kozlowski, and Francisco. NAYS: None. Motion carried.
- 2) Administrator Hannah presented the NMMMA request for balance of funding for approval. Finance Chair Burt Francisco reported that the grant was not received and needs to have matching funds when applying for grants. Administrator Hannah reported that NMMMA is obtaining debt financing as well and need funds to be able to finance with this service for construction and they do have a site plan ready for approval with bid documents on a design build, contract and plans for site work to begin in 2024. Moved by Commissioner Lalonde and supported by Commissioner Kozlowski to recommend approving the below action items as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Peterson, Konarzewski, Kozlowski, and Francisco. NAYS: None. Motion carried.

ACTION ITEM #9: The Committee recommends approval of the NMMMA (Northeast Michigan Materials Management Authority) request for the remaining \$350,000.00 allocation transferred to the MRF (Multi-Regional Recycling Facility) balance of funding as presented.

MOTION TO RISE & REPORT

Moved by Commissioner Lalonde and supported by Commissioner Osmer to rise and report. Motion carried. The committee meeting closed at 10:45 a.m.

FINANCE WAYS & MEANS RECOMMENDATIONS

Board Chairman Bill Peterson presented the action items from the Finance Ways & Means Committee for board approval. Moved by Commissioner Konarzewski and supported by Commissioner LaHaie to approve all the Action Items from the Finance Ways & Means Committee meeting as recommended. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Francisco, Konarzewski, Kozlowski, and Peterson. NAYS: None. Motion carried.

CONSENT CALENDAR

Chairman Bill Peterson presented the Minutes from the following meetings for board approval.

- A) **Approval of the Official Proceedings of the Alpena County Board of Commissioners Regular Session – October 24, 2023 (*Minutes only)**
- B) **Economic Development Committee Meeting Minutes – November 1, 2023**
- C) **Animal Control Adhoc Committee Meeting Minutes – November 2, 2023**
- D) **Personnel Committee Meeting Minutes – November 7, 2023**

Moved by Commissioner Francisco and supported by Commissioner Lalonde to approve the Consent Calendar which includes actions as listed above and filing of all reports as presented. Motion carried.

RESOLUTION OF TRIBUTE

Chairman Peterson presented the Resolution of Tribute for Janine Brown's Retirement and working for the County for 25 years for approval (attachment #1). Moved by Commissioner Kozlowski and supported by Commissioner Osmer to recommend approving the below action item and adopting Resolution #23-24 as presented. Motion carried.

ACTION ITEM #12: Recommendation to approve Resolution #23-24 to acknowledge County Maintenance Level II/Clerical Janine Brown's Retirement of 25 years as presented.

POLL ACTION ITEM – SALE OF DECOMMISSIONED AMBULANCE

Chairman Peterson presented the below approved POLL Action Item for action recorded in the minutes. Moved by Commissioner LaHaie and supported by Commissioner Francisco to recommend approving the below POLL Action Item as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Peterson, Konarzewski, Kozlowski, and Francisco. NAYS: None. Motion carried.

POLL Action Item #1: To approve the sale of the decommissioned ambulance through Elite Ambulance Sales for \$7,000; with Commissioner Konarzewski to deliver to dealer for \$500 and to authorize the Board Chair or the County Administrator to execute all documents necessary to complete the transaction.

POLL ACTION ITEM – PLAZA POOL FUND

Chairman Peterson presented the below approved POLL Action Item for action recorded in the minutes. Moved by Commissioner LaHaie and supported by Commissioner Francisco to recommend approving the below

POLL Action Item as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Peterson, Konarzewski, Kozlowski, and Francisco. NAYS: None. Motion carried.

POLL Action Item #2: Approve increasing the Contractual Help line item in the Plaza Pool Fund (273-774-803.000) by \$24,000 in order to account for the payroll expenses through the end of 2023.

FULL BOARD DECEMBER MEETING DATE CHANGE

Chairman Peterson presented the Full Board meeting date change from Tuesday, December 26, 2023 to Wednesday, December 27, 2023, due to December 26, 2023 is a County Holiday. Moved by Commissioner Osmer and supported by Commissioner Kozlowski to recommend approving the Full Board meeting date change from Tuesday, December 26, 2023 to Wednesday, December 27, 2023, as presented. Motion carried.

CLOSED SESSION

Moved by Commissioner Lalonde and supported by Commissioner Francisco to go into Closed Session for Litigation Updates. Motion carried. Closed session at 10:50 a.m. and reopened session at 11:11 a.m. Roll call: All Commissioners present.

PUBLIC COMMENT

None.

***Next Finance Ways & Means Committee Meeting: Tuesday, December 12, 2023 at 9:30 a.m. in the Howard Male Conference Room/Zoom Room**

ADJOURNMENT

Moved by Commissioner LaHaie and supported by Commissioner Lalonde to adjourn the meeting. Motion carried. The meeting was adjourned at 11:12 a.m.

Bill Peterson, Board Chairman

Keri Bertrand, County Clerk

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