

**BUDGET WORKSHOP  
MINUTES  
Tuesday, October 17, 2023  
Howard Male Conference Room**

COMMISSIONERS PRESENT: William LaHaie, Jesse Osmer, Robin Lalonde, Bill Peterson, Brenda Fournier, Burt Francisco, Travis Konarzewski, and John Kozlowski.

OTHERS PRESENT: County Administrator Mary Catherine Hannah; County Clerk Keri Bertrand; County Treasurer Kim Ludlow; County Board Assistant Kim MacArthur; Sheriff Erik Smith; Maintenance Superintendent Wes Wilder; Equalization Director Ted Somers; Veterans Affairs Director Dan Perge; Emergency Management E-911 Director Kim Elkie; Deputy Emergency Management E-911 Director Al Rapson; Probate Register Liz Smigelski; District Court Administrator Chrissy Delekta; Public Conservator & Home Improvement Director Nicki Janish; IT Director Steve Mousseau

The Budget Workshop was started by Finance Chair Francisco at 9:03 a.m.

INFORMATION ITEM: Treasurer Kim Ludlow presented a cost allocation spreadsheet and a packet on 2024 budget considerations for the board to review.

INFORMATION ITEM: County Administrator Mary Catherine Hannah presented a Historical Data/Trends report for Alpena County for the board to review. A large portion of expenses are found within law enforcement and courts.

INFORMATION ITEM: Administrator Hannah presented the 2023 Budget Policies for review. This policy was adopted by the board at the beginning of the year. These policies vary from county to county.

INFORMATION ITEM: Administrator Hannah reported department 430 Ordinance Enforcement Officer now only handles Animal Control and requested a name change. Soil Erosion had been part of the 430 department but will now be a separate 225 fund. Treasurer Ludlow changed the department name for 430 from Ordinance Enforcement Officer to Animal Control.

Administrator Hannah also requested department 690 Housing be changed to Home Improvement. Treasurer Ludlow changed the department name for 690 from Housing to Home Improvement.

**GENERAL FUND DEPARTMENT BUDGETS FOR 2024:**

**101 Board of Commissioners:** Review and discussion.

- Treasurer Ludlow noted that Parks is now being charged a cost allocation and is included in the 2024 budget.
- HR Assistant should be removed from Department 101-Board of Commissioners and put into Department 270-Human Resources.

- Commissioner Osmer wanted to red flag Cell Phones included in this department for further discussion.

**173 County Administrator:** Review and discussion.

- It was noted that the projected 4% increase for non-union employees and elected officials was not included in the County Administrator's Salary.

**200 County General:** Review and discussion.

- The County no longer is leasing a County Use Vehicle. Treasurer Ludlow will remove the \$9,000 from Vehicle Lease line item 101-200-948.000.

**228 Data Processing:** Review and discussion.

**245 Survey & Remonumentation:** Review and discussion.

**257 Equalization:** Review and discussion.

**265 Building and Grounds Maintenance:** Review and discussion.

- Discussion was made to look into pulling the Maintenance Superintendent's salary all to one department. Currently, multiple departments contain a percentage of the salary.

**268 Fairgrounds:** Review and discussion.

- The fairgrounds budget did not save properly and will be brought back to next budget workshop meeting.

**270 Human Resources:** Review and discussion.

- Noted that HR wage will be removed from department 101 Board of Commissioners and entered into 270 Human Resources.
- Discussion made on the Sheriff's Office performing all background checks.

**272 Capital Improvements:** Review and discussion.

**273 Building Authority:** Review and discussion.

**278 Public Conservator:** Review and discussion.

**426 Emergency Preparedness:** Review and discussion.

- Discussion on the increase in Siren Maintenance. Emergency Management E911 Director Kim Elkie will send an email to the Board with more information on the siren maintenance increase.

**430 Animal Control:** Review and discussion.

- The Dog License Fees line item needs to be removed from 430 Animal Control budget in the amount of \$30,000. Animal Control cannot sell dog licenses and by statute is a duty Treasurer and is included in the Treasurer's budget.
- Cost allocation is not normally charged to a department and will be removed from this

budget.

- Treasurer Ludlow reported the Treasurer's Office handles the Dog License Software Service Agreement and should not be in this budget.
- Recommendation to remove Vehicle Lease 101-430-934.000 and include within the Sheriff's Office budget.
- Budget will be updated and brought back for review.

**704 Community Development Appropriation to Outside Organizations:** Review and discussion.

**969 Appropriations/Other Co Funds:** Review and discussion.

**FUNDS:**

**402 Equipment & Replacement Fund:** Review and discussion.

**631 Building & Grounds Fund:** Review and discussion.

\*Next Workshop: Friday, October 20, 2023 at 9:00 a.m. in the Howard Male Conference Room

ADJOURNMENT

The meeting adjourned at 12:20 p.m.

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Burt Francisco, Finance Chair