

DRAFT - FINANCE COMMITTEE
MEETING
MINUTES

November 23, 2021 - 9:30 a.m.
Howard Male Conference Room

COMMISSIONERS PRESENT: Bill Peterson, Chair
Don Gilmet
David Karschnick
Brenda Fournier
John Kozlowski
Marty Thomson, Guest
Kevin Osbourne, Guest

OTHERS PRESENT: Mary Catherine Hannah, County Administrator
Bonnie Friedrichs, County Clerk
Kim Ludlow, County Treasurer
Janelle Mott, Juvenile Officer
Mark Hall, Emergency Services Coordinator
Sgt J.P. Ritter, Sheriff's Office
Deputy Michelle Reid, Animal Control Officer
Mary Duncel, Michigan State University Extension Educator
Tony Suszek, Youth & Recreation Committee Chairman
Craig Zelazny, Older Persons Committee Chairman
Kim Elkie, Board Assistant
Steve Mousseau, IT Director
Ted Somers, Equalization Director
Catherine Murphy, Register of Deeds
Undersheriff Erik Smith
Marcia Burns, Circuit Court Administrator
Kat Tomaszewski, Sheriff's Office
Lynn Bunting, Board Assistant

MEDIA PRESENT: Phil Heimerl, True North Radio

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

	SUBMITTED	APPROVED
General Funds & Other Funds	\$151,001.46	\$151,001.46

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

INFORMATION ITEM: Janelle Mott, Juvenile Officer, presented the Child Care Fund monthly financial report for October 2021 (attachment #1). There are currently four out-of-County juvenile placements. Waiting lists are currently months out for placement. Her team is

looking at alternatives and also working with neighboring counties.

INFORMATION ITEM: Mark Hall, Emergency Services Coordinator, presented an invoice from Tele-Rad for payment. Moved by Commissioner Karschnick with support by Commissioner Gilmet to recommend the Action Item below. Motion carried.

ACTION ITEM #1: The Committee recommends to approve \$2,000.00 to Tele-Rad Inc. for tower mapping and cleaning related to the Central Tower project with monies coming from 2021 budget line item #261-325-820.002, as presented, when the work has been completed and invoice provided.

INFORMATION ITEM: Sgt. J.P. Ritter presented a request to apply for a First Federal Foundation Legacy Grant in the amount of \$2,000.00 toward the purchase of a used forklift. Moved by Commissioner Karschnick with support by Commissioner Gilmet to recommend the Action Item below. Motion carried.

ACTION ITEM #2: The Committee recommends to approve the First Federal Foundation Legacy Grant Application in the amount of \$2,000.00 with no County match toward the purchase of a used forklift. This has Grant Review Committee approval. If the \$2,000.00 grant is awarded, approval is given to spend up to \$3,000.00 for a total of up to \$5,000.00, to include staff training and certification, as presented.

INFORMATION ITEM: Sgt. J.P. Ritter presented a request to obtain quotes for the purchase of a used forklift for use in the storage building at the jail, which has pallets of PPE and jail supplies stored on wall shelving units and on a mezzanine over the morgue and storage room. Moved by Commissioner Gilmet with support by Commissioner Peterson to request Sgt. Ritter obtain quotes from two vendors and present the information to the Full Board of Commissioners at their meeting later this month, to allow the expense to be reflected in the 2021 budget. Motion carried.

INFORMATION ITEM: Deputy Michelle Reid, Animal Control Officer, presented a request for three budget adjustments. Moved by Commissioner Fournier with support by Commissioner Gilmet to recommend the Action Item below. Motion carried.

ACTION ITEM #3: The Committee recommends to approve the following budget adjustments for Animal Control: Increase #101-430-801.001 Prof Services – Animal Control by \$2,500.00; increasing 101-430-727 Animal Control Supplies by \$100.00; and increasing 101-430-969.001 Misc Expense Donation Pass Thru by \$10,000.00, as presented.

INFORMATION ITEM: Deputy Michelle Reid, Animal Control Officer, presented a request for discussion and reconsideration of the Animal Control 2022 Budget. She is requesting a third part-time employee as the current staffing level does not provide sufficient coverage. County Clerk Friedrichs informed Deputy Reid there is an item on the Personnel Committee agenda this afternoon at 4:15 regarding the extra hours being worked by Animal Control staff and she

invited Michelle to attend the meeting. Treasurer Ludlow informed the Committee an adjustment to the 2022 budget could be approved in December, should the additional part-time employee be approved.

INFORMATION ITEM: Mary Dunckel, Michigan State University Extension Office, presented the 2022 Memorandum of Agreement for Extension Services. She explained that each year they submit a request through the Youth & Recreation Grant Fund for \$40,000.00 and these monies fund a substantial portion of the MOA, with the remainder paid by the County. Moved by Commissioner Karschnick with support by Commissioner Gilmet to recommend the Action Item below. Motion carried.

ACTION ITEM #4: The Committee recommends to approve the Memorandum of Agreement for Extension Services provided by Michigan State University to Alpena County, which includes Appendix A – Technical Standards for County Internet Connections, for the term January 1, 2022 - December 31, 2022, in the amount of \$47,391.00 and authorize the County Administrator to sign. This has had attorney review.

INFORMATION ITEM: Tony Suszek, Chairman Youth & Recreation Committee, presented the 2022 Youth & Recreation Committee Grant Agreements for approval. Requests for 2022 were submitted in the amount of \$766,325.00. Funding in the amount of \$500,623.00 was granted to 33 applications. Moved by Commissioner Kozlowski with support by Commissioner Fournier to recommend the Action Item below. Motion carried.

ACTION ITEM #5: The Committee recommends to approve the 2022 Youth & Recreation Committee Grant Agreements as presented and authorize the County Administrator to sign them upon final approval of the 2022 budget.

INFORMATION ITEM: Craig Zelazny, Chairman Older Persons Committee, presented the 2022 Older Persons Grant Agreements for approval. Twelve applications were received for 2022, including two new applicants. Moved by Commissioner Karschnick with support by Commissioner Gilmet to recommend the Action Item below. Motion carried.

ACTION ITEM #6: The Committee recommends to approve the 2022 Older Persons Committee Grant Agreements, as presented, and authorize the County Administrator to sign them upon final approval of the 2022 budget.

INFORMATION ITEM: Commissioner Marty Thomson, Home Improvement/Public Conservator Adhoc Committee Chairman, presented a request to amend the Home Improvement Budget for 2021 to reflect program changes. He explained this is a one-time request to enable the program to move forward as it missed two grant cycles which, in turn, impacted the program's income from administrative fees. The funds received cannot be used to cover office rent, IT support fee and MERS retirement payments; the Home Improvement Committee is requesting the County to waive these costs for 2021 in the amount of \$21,804. Commissioner Thomson explained that \$50,000.00 has been added to the Home Improvement 2022 budget and can be used to cover these expenses next year; however, he assured the Finance Committee that

grants will be written for 2022 so the \$50,000.00 buffer may or may not be needed. Following discussion, it was determined the MERS liability cannot be waived and a line item for Home Improvement MERS unfunded liability will be created with contingency funds used to cover the expense. Any Home Improvement funds remaining at the end of 2021 will reimburse the contingency fund. If the General Fund assumes the MERS cost, adjustment will need to be made to the unfunded MERS liability within the General Fund.

Moved by Commissioner Karschnick with support by Commissioner Gilmet to recommend the Action Item below. Motion carried.

ACTION ITEM #7: The Committee recommends to approve amending the Home Improvement Budget for 2021, as presented, and request the Treasurer to create Housing MERS Unfunded Liability line item 101-200-724.024.

INFORMATION ITEM: Commissioner Marty Thomson, Personnel Committee Chairman, explained to the Finance Committee members that he plans to propose at this afternoon's Personnel Committee meeting to pay all nonunion employees and full-time elected officials (excluding Commissioners) a \$1/hour worked stipend for 2021 as they did not receive a raise; all union employees received raises. ARPA funds would be used to cover this cost. Due to a necessary reschedule, Personnel Committee will be meeting after the Finance Committee meeting so Commissioner Thomson further explained, if the request is approved by Personnel Committee, it would be helpful for payroll staff to start processing the payments rather than waiting for December. The cost would be approximately \$80,000.00 plus social security. Motion by Commissioner Gilmet to approve Personnel Committee to take the stipend request directly to November's Full Board meeting, if approved at Personnel. Support by Commissioner Karschnick. Motion carried.

INFORMATION ITEM: Commissioner Kevin Osbourne presented information to the Committee regarding Enterprise Fleet Management. Enterprise estimates a savings for the County of \$854,000.00 over ten years. The County currently owns 34 vehicles. Enterprise recommends replacing 21 vehicles during the first year of the contract, due to their age. Enterprise would purchase the vehicles currently in use. Maintenance would be contracted to a local provider. Moved by Commissioner Peterson with support by Commissioner Gilmet for Commissioner Osbourne to present the Enterprise Fleet Management contract to the Full Board of Commissioners at their November 2021 meeting. Motion carried. Attorney review will be requested.

INFORMATION ITEM: Finance Committee Chairman Bill Peterson presented Mika Meyers Invoice #665258 for payment. Moved by Commissioner Peterson with support by Commissioner Gilmet to recommend the Action Item below. Motion carried.

ACTION ITEM #8: The Committee recommends to approve Mika Meyers Invoice #665258 in the amount of \$1,566.00 for legal services with monies coming out of line item #101-200-801.002 (outside attorney fees), as presented.

INFORMATION ITEM: Mary Catherine Hannah, County Administrator, presented information

to the Committee regarding tracking utility and maintenance budgets for the County buildings. She has done a lot of research and talked with other county administrators. The item is on the agenda for the upcoming Building, Maintenance, Recreation and Insurance Committee. Mary Catherine would like Treasurer Ludlow's input and will then present for a recommendation.

INFORMATION ITEM: Kim Ludlow, County Treasurer, presented the monthly Treasurer's report for October 2021. The budget should be at 83.34%. Budgeted revenues are at 92.86% and budgeted expenditures are at 75.55%.

INFORMATION ITEM: Treasurer Ludlow presented the 2021 Projected Fund Balances. They will all have \$100,000.00 balance at the end of the year. At the end of 2022, however, the 402 Equipment Fund and 631 Building & Grounds Fund are both projected to be below \$100,000.00.

INFORMATION ITEM: Kim Ludlow presented the Treasurer's Reserve Recommendations. She advises that none of the projected unrestricted general fund balance for December 2021 be transferred, as the fund balance is below the required minimum of 30%.

INFORMATION ITEM: Kim Ludlow presented the 2022 Preliminary Budget Recommendation with a budgeted deficit of \$1,263,497.00. Moved by Commissioner Gilmet and supported by Commissioner Karschnick to send the 2022 Budget to the Full Board of Commissioners for approval. Motion carried.

INFORMATION ITEM: Treasurer Ludlow presented a request to increase line item #101-820-821 for FY2020 Cost Allocation. The previous invoice was paid January 7, 2021 so funds are not budgeted to pay the new invoice. We are under contract for them to perform another cost allocation in 2022.

Moved by Commissioner Peterson with support by Commissioner Fournier to recommend the Action Item below. Motion carried.

ACTION ITEM #9: The Committee recommends to increase line item #101-820-821 by \$8,000.00 to pay MGT Consulting invoice #41743 for FY2020 Cost Allocation.

Moved by Commissioner Kozlowski and supported by Commissioner Fournier to adjourn. Motion carried. Meeting adjourned at 11:24 a.m.

Bill Peterson, Finance Chair

Kim Elkie, Board Assistant

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