

**BUDGET WORKSHOP
MINUTES
Tuesday, October 24, 2023 at 9:00 a.m.
Howard Male Conference Room**

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

OTHERS PRESENT: County Administrator Mary Catherine Hannah; County Clerk Keri Bertrand; County Treasurer Kim Ludlow; County Board Assistant Lynn Bunting; Sheriff Erik Smith; Airport Manager Steve Smigelski; Emergency Management E-911 Director Kim Elkie; District Court Administrator Chrissy Delekta; Register of Deeds Catherine Murphy; Veterans Counselor Dan Perge; 911 Dispatcher Rory Sherwood; Probate/District Court Judge Alan Curtis; Home Improvement Director Nicki Janish; County Board Assistant Kim MacArthur (zoom); County HR Specialist Jennifer Mathis (zoom); and Steve Schulwitz, The Alpena News.

The Budget Workshop was started by Finance Chair Francisco at 9:02 a.m.

DEPARTMENT LEVEL REVIEWS – GENERAL FUND 101-

INFORMATION ITEM: County Clerk Keri Bertrand reported on the Clerk Department 215, 261, 262, of the General Fund stating that she did not change much for the draft 2024 budget for her department. Health Department raised fees with increase in HIV testing which is court mandated. Clerk Bertrand noted that the prior clerk had a cell phone, and she does not so that is an expense she does not have in her department. Clerk Bertrand informed the Commissioners that there is an increase in appropriations in all line items due to additional elections with the extra cost of printing, binding of the ballots and extra fee for the extra election and an additional election if needed. Clerk Bertrand reported that the appropriation for the four canvassers have increased due to extra elections.

Clerk Bertrand reported the 428 Livestock Damage is required by statute for livestock in public safety and has to have a line item for this expense.

Clerk Bertrand reported the 605 Communicable Disease the Health Department tests for diseases and the County is responsible for paying; Health Department has raised their prices/fees and she receives only the bill with only the number of tests due to HIPPA law.

INFORMATION ITEM: County Treasurer Kim Ludlow reported on the Treasurer Department 253 of the General Fund stating the following: change in cost allocation when added parks and by statute Treasurer is required to sell dog licenses (3 Veterinarians sell dog licenses and currently under contract with Treasurer), self-sufficient department and the tax revolving fund helps support her budget, and no one in her office has a cell phone.

INFORMATION ITEM: Home Improvement Director Nicki Janish reported on the Home Fund

690 Home Improvement Fund - 276 of the General Fund stating this fund is the administration fund for the Home Improvement Program and accounting for funds and the first year the 690 Home Improvement Fund with the last couple of months of activity with grant funds that come in. Treasurer Ludlow informed the Commissioners that rent is charged for the Home Improvement Fund Office in Housing 101-690 of the General Fund. Director Janish gave a background of the Home Improvement Fund with revenue of grant dollars which are reimbursable grants. Director Janish informed the Commissioners she will be presenting at the Full Board a Home Improvement 101 Presentation of the Home Improvement Program.

Director Janish reported on the 276-703 Home Improvement Fund stating this covers the building inspector services and there are two funding sources 101-690 Home Improvement Fund of the General Fund and can charge costs to the 276-703 Home Improvement Fund for grant funds. Home Improvement and Public Conservator Offices split the work and are staffed for both offices but split between two budgets.

INFORMATION ITEM: County Administrator Mary Catherine Hannah reported on the 208 Parks & Recreation Fund stating there are four departments within this fund and the Parks & Recreation Commission approved their 2024 budget. Administrator Hannah reported a positive fund balance and with the parks projects they need to spend money to receive reimbursement from the state grants received. Discussion on administration services and cost allocation, cell phones/landline phones, internet, broadband, and Capital Improvement Plan Projects. CIP Projects in each parks expense maintenance line item will be moved out of that line item and put into each parks expense line item for Capital Outlay for that project.

INFORMATION ITEM: Administrator Hannah reported on the 210 Ambulance Fund stating the ambulance contract is in this fund and the fund stands on it own with the millage. Treasurer Ludlow reported transfers to other fund goes to the Central Tower Debt Fund of \$75,000 and \$75,000 to 911 offset their charges.

INFORMATION ITEM: Treasurer Ludlow reported on the 213 Jail Millage Fund stating that \$250,000 to Jail Fund to cover expenses. Administrator Hannah reported she recommends some funds increase from Jail Fund to Corrections expenses and to increase the appropriation to operate the jail. Discussion and recommendation to put \$350,000 into line item #213-301-995.000 Corrections budget expense line item for the 2024 budget instead of \$250,000 put in for the 2024 budget.

INFORMATION ITEM: ARPA Fund 214 Discussion \$350,000 to cover expenses for 402 Fund and \$250,000 to cover expenses for 631 Fund for the 2024 budget and that \$50,000 allocated to put towards the Parks Long Lake Park Boat Launch Project.

INFORMATION ITEM: District Health Department #4 Building Fund 246 revenue is rent with 2% increase, doing upgrades, NEMCSA slight adjustment on lease and wants to utilize another office; replace carpet in budget, rest in good space, no other upgrades needed. Administration Salary is County Maintenance.

INFORMATION ITEM: Enhanced 911 Fund Public Safety \$3 fee cell phones state having

discussion on raising maximum amount on ballot in 2026 to sustain \$3. Discussion on appropriations, revenue, expenses, tower, cost allocations. Director Elkie reported that they receive training funds from the state and are state audited. Treasurer Ludlow went through each fund that has cost allocation in their budget. Discussion on cost allocation concerns for E911 reporting too high and the cost allocation came from the cost allocation report done by the consultants, and Administrator Hannah informed the Commissioners that there is nothing requiring them to charge the full amount. Discussion and recommendation to reduce the E911 cost allocation by \$50,000. Commissioners requested to see the statue audit when comes in for the final report.

BREAK

Finance Chair Francisco presented a 10-minute break for the Commissioners at 10:53 am and reconvened the Budget Workshop at 11:04 a.m.

INFORMATION ITEM: Discussion and recommendation to go over health insurance after open enrollment and can do during the next budget workshop.

INFORMATION ITEM: Clerk Bertrand reported on the 263 Concealed Pistol Licensing Fund stating this is not part of the General Fund and state requires CPL items; need a card printer to replace in the future and not sure on the amount of the equipment.

INFORMATION ITEM: Administrator Hannah reported on the 272 NLA Surcharge Fund stating she did not receive input from them and that their project status is they have stairs (material), seal brick, and will need to carry over monies for project into 2024 as the work is not done yet.

INFORMATION ITEM: Treasurer Ludlow reported on the 292 Child Care Fund reporting approved with Janelle, blended funding, \$150,000 Sheriff's Office bills, CCF \$150,000 probation services juvenile, part of General Fund. Treasurer Ludlow reported 50% reimbursed by state to child care fund then Sheriffs Office bills child care fund \$75,000 and other \$75,000 comes back youth academy through BAC.

INFORMATION ITEM: Veterans Counselor Dan Perge presented the 293 Veterans Affairs Fund is funded through the Veterans Millage, expenses for per diems is over all decreased with new board and a lot started taking it now back down to 6 meetings per year, recommendation to budget higher. Dan reported that marketing is not reimbursed, but the MVA Grant covers it. Dan reported that the utilities and maintenance is included in their lease and is a perfect location, happy with landlord.

INFORMATION ITEM: Airport Manager Steve Smigelski reported on the 295 Airport Fund equipment, fuel flowage, hangars, ground services expenses, airport terminal bond payment, and will rerun numbers and get it to the Treasurer.

INFORMATION ITEM: Administrator Hannah reported on the 677 Self Insurance Fund stating claims were made in this fund used for seed and match money with \$80,000 estimated the

election of insurance to cover employees out of this fund.

INFORMATION ITEM: Treasurer Ludlow reported on the 730 Employees Sick Pay Fund is a Retirement Activities Fund and used to pay out PTO if needed and have had no adjustments in awhile.

INFORMATION ITEM: Administrator Hannah reported the other Funds listed are basically in/out and review and if any questions to let her or the Treasurer know.

INFORMATION ITEM: Discussion on Fund 403 ARMC – Treasurer Ludlow reported this fund is still active and MTT Adjusters can go back as far as they want as to why holding onto the funds.

INFORMATION ITEM: Finance Chair Francisco reported to make adjustments discussed today and have a potential course of action and to include the changes made the other day and review at next Budget Workshop to see where they are at for the 2024 budget.

***Next Workshop: Monday, November 20, 2023 at 9:00 a.m. in the Howard Male Conference Room**

ADJOURNMENT

The meeting adjourned at p.m.

Burt Francisco, Finance Chair

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