

# AGENDA

## BUDGET/AUDIT COMMITTEE

111 S. Michigan Ave., Room 200, Saginaw, MI 48602

**Thursday, September 4, 2025 – 4:00 p.m.**

Members: Christopher Boyd – Chair, Tracey Slodowski – Vice-Chair, John Kaczynski, Michael Webster, Jack Tany

Others: County Clerk, Administrator, Finance Director, Treasurer, Civil Counsel, Board Staff, *Media*

- I. Call to Order
- II. Welcome
- III. Correction/Approval of Minutes (**August 7, 2025 – Attached**)
- IV. Public Comment (*Speakers limited to 3 minutes*)
- V. Agenda

1. **Koren Thurston, Finance Director**, re:

- **9-16-\_\_** Approval of Vendor Transactions, Aug. 1 – 31, 2025; \$\_\_\_\_\_ [Will be distributed prior to the meeting] (*Board Report*)
- **9-16-\_\_** Submission of Monthly Financial Report for August 2025 [Will be distributed prior to the meeting] (*Receive & File*)
- **9-16-11** Submitting FY25 year-end budget adjustments, none of which impact the General Fund or use of General Fund Balance (*Board Report*)

2. **Kelly Suppes, Purchasing/Risk Manager**, re:

- **9-16-9** Requesting approval to increase the revenue and expenditures of the FY25 Risk Management Budget by \$653,604 to account for increases in property, vehicle and liability claims (*Board Report*)

3. **Rachel Horton, Director, Animal Care & Control**, re:

- **9-16-10** Requesting an increase to its FY25 donation budget of \$100,000 to allow for essential repairs and improvements to the landscaping and fencing at the shelter (*Board Report*)

4. Any other matters to come before the committee

- VI. Miscellaneous
- VII. Adjournment

# MINUTES

DRAFT

## BUDGET/AUDIT COMMITTEE

111 S. Michigan Ave., Room 200, Saginaw, MI 48602

**Thursday, August 7, 2025 – 4:00 p.m.**

Present: Christopher Boyd – Chair, Tracey Slodowski – Vice-Chair, Michael Webster, Jack Tany  
Absent: John Kaczynski  
Others: Vanessa Guerra, Mary Catherine Hannah, Koren Thurston, Dave Gilbert, Gerald Little, Mark Piotrowski, Jaime Ceja, Andrew Klaczekiewicz, Kyle Bostwick, Linda James, Darcie Totten, Tony DePelsMaeker, Jessica Sargent, Kelly Suppes, Dana Westendorf, Nathan O’Neil, Suzy Koeplinger, Renee Sharkey, and Catherine Hicks

- I. Call to Order – ***Boyd at 4:02 p.m.***
- II. Welcome
- III. Correction/Approval of Minutes (***June 5, 2025***)
  - ***Moved by Tany, seconded by Slodowski, to approve. Motion Carried.***
- IV. Public Comment – **None**
- V. Agenda
  - **Chair Boyd announced that he would be changing the order of the agenda and postponing some of Administrator Hannah’s Agenda items until later in the meeting.**

1. **Mary Catherine Hannah, County Administrator, and Koren Thurston, Finance Director**, re:

- **8-19-12** Approval of Vendor Transactions, June 1 – 30, 2025; \$12,392,964.95
- **8-19-13** Approval of Vendor Transactions, July 1 – 31, 2025; \$13,701,284.01
- ***Slodowski moved, seconded by Tany, to approve 8-19-12 and 8-19-13. Motion carried. (Board Report)***
- **8-19-14** Submission of Monthly Financial Report for June 2025
- **8-19-28** Submission of Monthly Financial Report for July 2025
- ***Slodowski moved, seconded by Webster, to receive and file 8-19-14 and 8-19-28. Motion carried. (Receive & file)***
- **8-19-15** Submission of the Quarterly Budget Adjustments for Jan. 1 - March 31, 2025 and April 1 - June 30, 2025
- Finance Director Thurston reported that she did not send January – March budget adjustments sooner because she was working on the audit at the time these would have normally been submitted.
- ***Slodowski moved, seconded by Webster, to receive and file. Motion carried. (Receive & file)***
- **8-19-16** Requesting approval of a resolution authorizing entry of participation agreements in the Opiate Litigation with Sandoz, Inc. and appointing the County Administrator as the authorized representative for future participation agreements
- Director Hannah requested changes to the resolution drafted for this meeting. A lengthy discussion resulted in changes to the resolution that would make it clear that she is authorized to sign future settlement agreements and to accept them as they are recommended by Civil Counsel and the committee. Chair Boyd expressed his concern that they should be compliant with the Uniform Budgeting and Accounting Act and, not wanting to overlook responsibilities, he asked for verification that the Board will still give final approval. In an effort toward transparency, Commissioner Webster asked for the threshold for when to bring it back to the Board and when the Board will see what money comes in.

Administrator Hannah advised the Board has approved to receive the settlement dollars and the amount will be in the annual audit report. If the funds are not accepted, they will be forfeited. The committee agreed that the County Administrator will submit information to the Board within 90 days of signing a new settlement agreement. The resolution will be amended to include language authorizing Mary Catherine Hannah to sign “all future settlement agreements” accepting them as they are recommended by our attorneys and the committee and to report to the Board within 90 days of signing a new participation agreement.

- ***Webster moved, seconded by Tany, to approve the amendments to the resolution in communication 8-19-16. Motion carried.***
- ***Webster moved, seconded by Tany, to approve the resolution as amended. Motion carried. (Resolution 2025 – 13)***
- **8-19-17** Submitting amendments to Draft #1 of the proposed FY 2026 Budget that affect the General Fund, Animal Care & Control, Health Department, Commission on Aging, creation of a Master Plan, and changes to the Fee Schedule (*Board Report*)
- Chair Boyd called on Board Coordinator Suzy Koeplinger to clarify the procedure of approving this draft in committee and bringing it to the full Board. She clarified that, as in the past, a motion to approve draft #1, and the amendments, is to be presented to the full Board as draft #2 in August and laid on the table until September’s regular Board Session on September 16, 2025.
- ***Tany moved, seconded by Slodowski, to approve the slate/clump of amendments as presented in draft #1 of FY25/26 Budget. Motion Carried. (Board Report)***
- The reduction of staff is due to discontinuing the Grandparent program through Commission on Aging, consolidation of positions, reorganizing Animal Care & Control, eliminating nurses at the Health Department, a loss of the in-school Health Resource Advocate, reduction in programming and some schools continuing the program using their own resources. Commissioner Webster requested information on the expected outcomes from this reorganization.
- ***Tany moved, seconded by Slodowski, to approve the proposed staffing changes. Motion carried.***
- ***Webster moved, seconded by Slodowski, to approve changes to the fee schedules including the cremation fee for the Medical Examiner’s office which had been added later. Motion carried.***
- ***Tany moved, seconded by Slodowski, to approve adjustments of the Opioid Settlement Fund in the amount of \$500,000. Motion carried.***
- ***Tany moved, seconded by Slodowski, to approve the Commission on Aging Fund Draft that includes reduction in staffing and budget due to the loss of Foster Grandparent funding. Motion carried.***

2. **Kelly Suppes, Purchasing/Risk Manager**, re:

- **8-19-18** Requesting approval to increase the 2025 SCCJCC budget (Org Code #26632700) by \$56,600 to cover additional costs for mobile data terminal replacement
- Chair Boyd disclosed that Terry McDonald suggested the name Saginaw County Criminal Justice Coordination Committee (SCCJCC). The general fund of the SCCJCC does not affect the county’s general fund. The cost of equipment has gone up and revenue generated from traffic tickets has gone down. Kelly Suppes will sell the equipment that is being replaced.

- Chair Boyd called on District Court Administrator, Linda James, who stated that the request is not to receive money from the county, just to increase the line item in their budget. Purchase/Risk Manager Suppes discussed that the shortfall in expenditure is adequately covered by excess revenue received including sales of the surplus MDT's and a large rebate (\$1,000/modem in the form of a credit of \$138,000 rebate plus sales of terminals) received from Verizon Wireless for upgrading to SG Modems.
- **Slodowski moved, seconded by Tany, to approve. Motion Carried. (Board Report)**
- **8-19-19** Requesting approval to increase the 2025 SCCJCC various police agency budgets (Org Codes #26632701-26632720) to cover additional costs related to the mobile data terminal replacements
- **Webster moved, seconded by Slodowski, to approve. Motion Carried. (Board Report)**

3. **Suzy Koepplinger, Board Coordinator** re:

- **8-19-20** Requesting approval to increase the Saginaw County PNC Purchasing Card limit, up to \$10,000, as needed, for the Board of Commissioners office (*Board Report*)
- The Board Coordinator explained that occasionally, when expenses for conferences overlap, the \$5,000 limit is not enough to cover the expenses for that month. An increase will only be required occasionally. In which case, the County Administrator's office will be contacted for the temporary increase.
- **Tany moved, seconded by Webster, to approve. Motion carried. (Board Report)**

4. Any other matters to come before the committee

VI. Miscellaneous

1. Dana Westendorf, Financial Support Services Supervisor, Juvenile Division, requested an increase of \$49,100.00 to Saginaw County Community Mental Health Budget account 29266200 83920 to reflect their new contract. Family Institutional Clinical Homebased services (SCCMHA) of which \$36,825 is covered by the Childcare fund and the remaining \$12,275 is covered by Saginaw County Community Mental Health Authority.
  - **Webster moved, seconded by Slodowski, to approve. Motion carried. (Board Report)**
2. Discussion was held about the cost of the Eleanor Frank location remodel costing more than originally expected. Director Sargent got the cost down and needs \$150,000 to allow for extra unexpected expenses considering the cuts already seen and the ones that may still happen. The County Administrator is reluctant to have her use Commission on Aging funds in case these funds are needed to support existing programs. Jessica Sargent will be able to commit to her contractors on October 1<sup>st</sup> FY 2026.
  - **Webster moved, seconded by Slodowski, to approve the request to add a project into the FY25 Public Improvement Fund, in the current fiscal year, to cover the outstanding costs of \$150,000, which will cover the amount needed and provide some buffer in the event additional funds are needed. Motion carried. (Board Report)**
3. Chairman Tany inquired about Randy Pfau's project and funding for the Medical Examiner's office. Administrator Hannah reported that John Kaczor of Municipal Analytics will put together a proposal. The building will need to pay for itself, preferably through a lease program to generate enough revenue to cover the cost of the building. Commissioner Slodowski requested that a brief discussion be held at the August Board session, so all commissioners are aware of their intentions. Commissioner Boyd will mention it when he gives the report for the Courts and Public Safety Committee.

VII. Adjournment – ***Moved by Tany, seconded by Webster, to adjourn. Motion carried; time being 5:58 p.m.***

Respectfully Submitted,  
Christopher Boyd, Committee Chair  
Suzy Koeplinger, Committee Clerk



## County of Saginaw

111 South Michigan Avenue  
Saginaw, MI 48602

# BUDGET AUDIT

Mary Catherine Hannah  
County Administrator

August 27, 2025

Jack Tany, Chair  
Saginaw County Board of Commissioners  
111 S. Michigan Avenue  
Saginaw, MI 48602

9-16-11

SAGINAW COUNTY BOC  
AUG 29 '25 AM 9:48

### RE: Fiscal Year 2025 Year End Budget Adjustments

Dear Chairman Tany:

As we approach the end of Fiscal Year 2025, there are several budget adjustments that require the Board of Commissioner's approval. None of these adjustments impact the General Fund or use of General Fund fund balance.

1. There are several Special Revenue Funds that account for the receipt of property taxes and the pass through of these dollars to the respective organizations for which the millage supports. Specifically, the Castle Museum and Historical Society, the Saginaw Children's Zoo and the 911 Authority. All three of these funds are showing higher revenue received from property taxes and interest earnings than originally budgeted for in FY 2025. I am requesting the following increases in both the revenues and corresponding expenditures to cover the transfer of these dollars to each organization:
  - Castle Museum and Historical Society Fund – increase of \$35,000
  - Saginaw Children's Zoo Fund – increase of \$50,000
  - 911 Authority Millage Fund – increase of \$80,000
2. The Treasurer's Office has seen an increase in Accommodations Tax revenues for FY 2025. There is still one quarter of revenues left to receive and they are on trend to receive more revenue than originally anticipated for FY 2025. I am requesting an increase to the Accommodation Tax revenue line of \$591,000 with an increase to the respective expenditure lines to transfer these dollars to the Saginaw Convention & Visitors Bureau of \$304,000 and to the Frankenmuth Convention and Visitors Bureau of \$287,000.
3. The County Administrator's Office has received notice of a Final Accounting from the State of Michigan regarding an audit of the Saginaw County Metropolitan Planning Commission's MDOT Unified Work Program grant from FY 2016, FY 2018, FY 2019 and FY 2020. This audit was performed in February/March 2023, well after the County restructured our Planning Department and transitioned the Saginaw Metropolitan Area Transportation System (SMATS) to a new Metropolitan Planning Organization (the Saginaw Area Transportation Agency (SATA)). This transition was effective October 1, 2020. The audit and Final Accounting shows funds due to the



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County for FY 2016 grant program of \$5,251.89 and also requires the County to repay a total of \$76,696.92 to the State of Michigan for FY 2019 and FY 2020 grant programs. I am requesting to increase the Planning Department's budget by \$76,700 offset by the receipt of \$5,251 from the State and use of unobligated program income funds from the Planning CDBG Grant activity to make this payment to the State of Michigan.

4. With this being the first year of collecting and distributing Road millage dollars, it was necessary to establish a separate Special Revenue Fund for this purpose. I am requesting to establish a budget for this new fund in an amount of \$13,000,000. This would cover the distributions to Cities, Villages and the Road Commission of property tax revenues received as well as interest earned on those dollars while being held by the County.
5. The County is required to collect fines for violations of penal laws and these fines are to be apportioned among public libraries and county libraries based on population. FY 2025 saw a higher apportionment to the Public Libraries of Saginaw as compared to the original budget. I am requesting an increase in the County Library (Board) Fund of \$5,000 to account for the increased revenue and payment of penal fines.
6. Fuel sales in the Harry W. Browne Airport Fund are higher than budgeted. I am requesting an increase of \$30,000 for the fuel sales revenue and the corresponding expenditure of purchases for resale for FY 2025.

I will be in attendance at the September 4, 2025 Budget/Audit Committee to address any questions you or other committee members may have. Thank you for your consideration in this matter.

Sincerely,

*Koren A. Thurston*

Koren A. Thurston, CPA  
Finance Director

Cc: Mary Catherine Hannah, County Administrator  
Tim Novak, County Treasurer





# COUNTY OF SAGINAW BUDGET AUDIT

111 SOUTH MICHIGAN AVENUE  
SAGINAW, MICHIGAN 48602

*Administrator's Office*

9-16-9

August 26, 2025

SAGINAW COUNTY BOC  
AUG 26 '25 PM 1:46

Chairman Tany  
Saginaw County Board of Commissioners  
111 S. Michigan Ave.  
Saginaw, MI 48602

RE: Risk Management Fund Budget Increase (Org Code #67786500)

Dear Chair Tany:

I have recently completed a Fiscal Year 2025 analysis of the Risk Management Budget. During FY 25 the Risk Management fund had several circumstances which created changes in the budget including increases in property, vehicle and liability claims which also increased the required reserves.

I am requesting to amend the current operating budget by increasing Revenue (see attached spreadsheet) by \$653,604 which includes \$455,893 coming from the Risk Management Fund Balance and increasing the Expenditures (see attached spreadsheet) by \$653,604. I have attached a detailed line-item budget including estimated expenses through 9/30/25

If you have any questions, please feel free to contact me. I will also be available at the Budget Audit Committee meeting to answer any questions.

Sincerely,

Kelly M. Suppes  
Purchasing/Risk Manager



# RISK MANAGEMENT BUDGET FY 2025

ORG	DESCRIPTION	OBJECT	ACCT DESCRIPTION	ORIGINAL BUDGET	YTD ACTUAL	ACTUAL TO DATE	REQUESTED BUDGET-THRU 9/30
<b>REVENUES</b>							
67786500	Sales-Public Auctions	64209	Risk Manag Sales-Public Auctio	\$0	\$14,113	\$14,113	\$20,000
67786500	Interest Earned	66500	Risk Manag Interest Earned	\$0	\$9,186	\$9,186	\$12,000
67786500	Interest Earned-Investments	66510	Risk Manag Int Earned-Invtmnt	\$15,000	\$11,807	(\$3,193)	\$15,000
67786500	Reimb-Insurance Recoveries	67606	Risk Manag Reimb-Ins Recoverie	\$13,000	\$137,470	\$124,470	\$140,470
67786500	Reimb-Outside Agencies	67631	Risk Manag Reimb-Outside Agenc	\$155,328	\$171,597	\$16,269	\$171,697
67786500	Reimb-Other Funds	67705	Risk Manag Reimb-Other Funds	\$1,570,486	\$1,592,358	\$21,872	\$1,592,358
67786500	Other Revenue/Fund Balance	69000	Risk Management Fund Balance	\$0	\$18,477	\$18,477	\$455,893
				\$1,753,814	\$1,955,008	\$201,194	\$2,407,418
<b>EXPENDITURES</b>							
67786500	S & W-Full Time	70300	S & W-Full Time	\$69,958	\$58,436	\$11,522	\$69,958
67786500	S & W-Holiday Paid	70610	S & W-Holiday Paid	\$0	\$1,120	(\$1,120)	\$1,500
67786500	S & W-Earned Sick Time Used	70620	S & W-Earned Sick Time Used	\$0	\$51	(\$51)	\$51
67786500	S & W- PTO Used	70630	S & W- PTO Used	\$0	\$4,108	(\$4,108)	\$4,108
67786500	S & W-Longevity	70720	S & W-Longevity	\$876	\$875	\$1	\$875
67786500	S & W-PTO-Pay Out	70730	S & W-PTO-Pay Out	\$0	\$2,237	(\$2,237)	\$2,237
67786500	S & W-Insurance Opt Out	70900	S & W-Insurance Opt Out	\$1,200	\$1,100	\$1,100	\$1,200
67786500	Hospitalization Insurance	71100	Hospitalization Insurance	\$3,918	\$3,576	\$342	\$3,918
67786500	Dental Insurance	71200	Dental Insurance	\$1,030	\$894	\$136	\$1,030
67786500	Life Insurance	71300	Life Insurance	\$149	\$136	\$13	\$149
67786500	Vision Insurance	71400	Vision Insurance	\$113	\$94	\$19	\$113
67786500	Hosp. Retirees Reserve	71500	Hosp. Retirees Reserve	\$6,500	\$6,500	\$0	\$6,500
67786500	Retiree Health Savings Plan	71510	Retiree Health Savings Plan	\$255	\$230	\$25	\$255
67786500	Retirement Contributions	71600	Retirement Contributions	\$23,052	\$23,052	\$0	\$23,052
67786500	Retirement-Defined Contributio	71620	Retirement-Defined Contributio	\$5,612	\$5,849	(\$237)	\$6,622
67786500	Taxes-Social Security	71700	Taxes-Social Security	\$5,379	\$5,067	\$312	\$5,704
67786500	Workers' Compensation	71710	Workers' Compensation	\$136	\$127	\$9	\$143
67786500	Disability Insurance-Def Contr	71720	Disability Insurance-Def Contr	\$128	\$118	\$10	\$128
67786500	Office Supplies	73000	Office Supplies	\$500	\$41	\$459	\$500
67786500	Professional Services	80100	Risk Manag Professional Svcs	\$0	\$7,547	(\$7,547)	\$7,547

67786500	Telephone Charges	85000	Risk Manag Telephone Charges	\$600	\$546	\$54	\$640
67786500	Postage	85100	Risk Manag Postage	\$0	\$31	(\$31)	\$50
67786500	Transportation-Mileage Reimb	86100	Risk Manag Trans-Mileage Reimb	\$500	\$121	\$379	\$600
67786500	Printing & Publishings	90000	Risk Manag Printing&Publishing	\$500	\$0	\$500	\$500
67786500	Professional Development	91000	Risk Manag Professional Dev	\$3,000	\$1,453	\$1,547	\$3,000
67786500	Meeting Expenditures	91200	Meeting Expenditures	\$0	\$48	(\$48)	\$48
67786500	Memberships	91500	Risk Manag Memberships	\$500	\$0	\$500	\$500
67786500	Office Equipment R & M	93130	Office Equipment R & M	\$0	\$20	(\$20)	\$20
67786500	Software Licensing Fees	93320	Software Licensing Fees	\$0	\$16	(\$16)	\$16
67786500	Insurance-Public Liability	93700	Risk Manag Ins-Public Liabilit	\$515	\$515	\$0	\$515
67786500	Insurance-Liability Other	93710	Risk Manag Ins-Liability Other	\$850,000	\$1,156,037	(\$306,037)	\$1,156,037
67786500	Office Equipment Rental	94040	Risk Manag Office Equip Rental	\$160	\$0	\$160	\$0
67786500	Prior Year Claims Expense	96010	Prior Year Claims Expense	\$0	\$223,275	(\$223,275)	\$363,275
67786500	Current Year Claims Expense	96011	Current Year Claims Expense	\$0	\$81,302	(\$81,302)	\$116,302
67786500	Reserve Adjustment (Exp/Loss)	96012	Reserve Adjustment (Exp/Loss)	\$0	\$0	\$0	\$200,000
67786500	Claims-Vehicle	96015	Claims-Vehicle	\$125,000	\$116,272	\$8,728	\$125,000
67786500	Claims-Other	96016	Claims-Other	\$354,908	\$2,392	\$352,516	\$5,000
67786500	Claims-Property	96017	Claims-Property	\$200,000	\$162,827	\$37,173	\$200,000
67786500	Indirect Costs-County	96110	Indirect Costs-County	\$27,522	\$27,522	\$0	\$27,522
67786500	Computer Services-Processing	96111	Computer Services-Processing	\$1,927	\$1,927	\$0	\$1,927
67786500	Claims Administration Fees	96116	Claims Administration Fees	\$7,500	\$6,298	\$1,203	\$7,500
67786500	Auction Costs	96118	Auction Costs	\$0	\$724	(\$724)	\$1,000
67786500	Capital Outlay Under \$5000	97050	Risk Manag CapOutay Under \$5K	\$10,000	\$150	\$9,850	\$10,000
67786500	Contr-Prosecutor Special Proj	99514	Risk Manag Contr-Pros Spec Proj	\$2,376	\$2,376	\$0	\$2,376
67786500	Contr-Public Improvement	99525	Risk Manag Contr-Public Improv	\$50,000	\$50,000	\$0	\$50,000
				\$1,753,814	\$1,955,008	(\$201,194)	\$2,407,418



# Saginaw County Animal Care & Control

5615 Bay Rd. Saginaw, MI 48604

Rachel Horton

Director

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Fax: (989) 797-4509

Cell: (989) 385-0230



SAGINAW COUNTY BOC  
AUG 27 '25 PM4:55

To the Budget & Audit Board,

9-16-10

Saginaw County Animal Care & Control respectfully requests an increase in the donation budget for the year 2025. The purpose of this request is to allow for essential repairs and improvements to the landscaping and fencing at the shelter.

Currently, the area surrounding the generator is prone to flooding during rain due to inadequate ground cover. We propose tiling this area and replacing the grass with gravel to prevent water accumulation and ensure the generator remains protected and accessible.

Additionally, our outdoor dog runs are currently dirt-based, resulting in muddy conditions, increased disease transmission risk, and the inability to properly sanitize. To address this, we would like to replace the soil with pea gravel, which will allow for safe, sanitary, and durable outdoor areas. We also plan to add gates and fencing to expand playgroup spaces. This will enable more dogs to exercise outside simultaneously while ensuring security and preventing escapes.

To complete these improvements, we respectfully request a \$100,000 increase to the donation budget. Quotes have already been obtained from professional landscaping and fencing companies to ensure accurate cost planning.

Thank you for your consideration of this important request to improve health, safety, and quality of life for the animals in our care.

Sincerely,

Rachel Horton  
Director  
Saginaw County Animal Care & Control