

**Finance Committee Meeting Minutes  
Wednesday, October 20, 2021 - 9:30 a.m.  
Howard Male Conference Room/Zoom Room**

**DRAFT**

COMMISSIONERS PRESENT: Bill Peterson, Chair  
Dave Karschnick  
Don Gilmet  
Brenda Fournier  
John Kozlowski

OTHERS PRESENT: Mary Catherine Hannah, County Administrator  
Lynn Bunting, Board Assistant  
Bonnie Friedrichs, County Clerk  
Kim Ludlow, County Treasurer  
Undersheriff Erik Smith  
Mark Hall, Emergency Services Coordinator  
Ted Somers, Equalization Director  
Catherine Murphy, Register of Deeds  
Norm Sommerfeld, Plaza Pool  
Elaine Sommerfeld, Plaza Pool  
Wes Wilder, Maintenance Superintendent  
Steve Mousseau, IT Director  
Janelle Mott, Juvenile Officer (by Zoom)  
Marcia Burns, Circuit Court Administrator (by Zoom)  
Lynn Edmonds, Probate Court (by Zoom)

MEDIA PRESENT: Bruce Johnson, WATZ (by Zoom)  
Phil Heimerl, True North Radio (by Zoom)

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

	SUBMITTED:	APPROVED:
General Funds & Other funds	\$125,941.38	\$125,941.38

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

INFORMATION ITEM: Janelle Mott, Juvenile Officer, presented the Child Care Fund monthly financial report for September 2021 (attachment #1).

INFORMATION ITEM: Wes Wilder, County Maintenance Superintendent, presented the request to increase the lights expenditure line item to cover utility expenses through the end of the year. Moved by Commissioner Karschnick with support by Commissioner Gilmet to recommend the Action Item below. Motion carried.

**ACTION ITEM #1: The Committee recommends we approve the request to increase line item #101-265-921.000 (Lights) by \$45,000 to pay for the lights at the new jail and cover the cost of the lights expense through the rest of 2021 and to authorize the Treasurer to make the necessary budget adjustment for 2021.**

INFORMATION ITEM: Steve Mousseau, IT Director, informed the committee that he did not put monies in his budget for 2022 for a spare switch for backup purposes. He reported that he has monies in his 2021 budget to cover but there is a delay in receiving items and if order now will not receive until 2022. Discussion and recommendation to put this item in his budget for 2022.

INFORMATION ITEM: Mary Catherine Hannah, County Administrator, reported she would like to table this request and do more research to see what options are available for the Point & Pay System for the Plaza Pool and will bring back to the committee.

INFORMATION ITEM: Finance Chair Bill Peterson presented the Invoice from Straley, Lamp & Kraenzlein (ARPA Consultants) for payment. Moved by Commissioner Peterson with support by Commissioner Karschnick to recommend the Action Item below. Motion carried.

**ACTION ITEM #2: The Committee recommends we approve the Invoice #34373 from Straley Lamp & Kraenzlein in the amount of \$8,775.00 for Consulting Services of ARPA Funds with monies coming out of line item #214-209-801.000 as presented.**

INFORMATION ITEM: Finance Chair Peterson presented the Invoice from Clark Hill for payment. Moved by Commissioner Gilmet with support by Commissioner Karschnick to recommend the Action Item below. Motion carried.

**ACTION ITEM #3: The Committee recommends we approve the budget adjustments to cover outside attorney fees and authorize the Treasurer to increase line item #101-200-801.002 by \$8,000 and to approve Invoice #1126836 from Clark Hill in the amount of \$2,345.00 for legal services relating to the new jail agreement with Montmorency County with monies coming out of line item #101-200-801.002 (outside attorney fees) as presented.**

INFORMATION ITEM: Finance Chair Bill Peterson presented the transfer request to cover expenses to finish the new Jail Project. Motion rescinded by Commissioner Peterson and

Commissioner Karschnick. Moved by Commissioner Gilmet and approved by Commissioner Peterson to recommend the Action Item below. Motion carried.

**ACTION ITEM #4: The Committee recommends we approve the budget adjustments to cover expenses to finish the new Jail Project and authorize the Treasurer to transfer \$45,000 from the Jail Levy Fund expenditure line item #213-301-995.000 and put into the Jail Construction Fund Revenue line item #466-301-699 as presented.**

INFORMATION ITEM: Lynn Edmonds, Probate Court Registrar, presented the request to purchase an additional scanner for their office. She informed the committee that the monies are in their budget. Moved by Commissioner Kozlowski and supported by Commissioner Fournier to recommend the Action Item below. Motion carried.

**ACTION ITEM #5: The Committee recommends we approve the budget adjustments to cover the purchase of a scanner for Probate Court and authorize the Treasurer to transfer \$ and put into the Probate equipment line item #402-234-980.251 to pay for the scanner as presented.**

INFORMATION ITEM: Kim Ludlow, County Treasurer, presented the monthly Treasurer's report for September 2021. The budget should be at 75%. Revenues are at 87.33% and expenditures are at 68.25%.

INFORMATION ITEM: Treasurer Ludlow presented the Third Quarter Budget Adjustments for approval. Moved by Commissioner Kozlowski with support by Commissioner Karschnick to recommend the Action Item below. Motion carried.

**ACTION ITEM #6: The Committee recommends we approve the Third Quarter Budget Adjustments as presented.**

INFORMATION ITEM: Finance Chair Peterson presented a budget adjustment for line item #101-101-880.000 by \$150 for the framing/matting of resolutions. Moved by Commissioner Peterson and supported by Commissioner Gilmet to approve the budget adjustment and authorize the Treasurer to increase line item #101-101-880.000 by \$150.00 as presented. Motion carried.

ADJOURNMENT: Motion to adjourn by Commissioner Karschnick with support by Commissioner Peterson. Motion carried. The meeting adjourned at 10:08 a.m.

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Bill Peterson, Finance Chair

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Lynn Bunting, Board Assistant

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