

**2022 BUDGET MEETING MINUTES**  
**Wednesday, October 27, 2021**  
**Howard Male Conference Room**

**DRAFT**

COMMISSIONERS PRESENT: Bob Adrian, Marty Thomson, Bill Peterson, Brenda Fournier, Kevin Osbourne, Don Gilmet, and Dave Karschnick. Commissioner John Kozlowski, excused.

OTHERS PRESENT: County Administrator Mary Catherine Hannah, County Clerk Bonnie Friedrichs, County Treasurer Kim Ludlow, and County Board Assistant Lynn Bunting.

Chair Bob Adrian called the meeting to order at 9:00 a.m.

INFORMATION ITEM: Treasurer Kim Ludlow passed out a 2022 General Fund Budget report for review and discussion.

INFORMATION ITEM: Clerk Bonnie Friedrichs gave an update on the Health Care Savings Account.

INFORMATION ITEM: Discussion on December expenses. Clerk Bonnie reported that after the November bills are paid she will look at the budgets with Treasurer Kim and will inform the board where they are at with the budget.

Moved by Commissioner Gilmet and supported by Commissioner Peterson to approve the budget adjustments for 2021 and authorize the Treasurer to transfer \$65,000 into Fund #631 Building & Grounds Maintenance Fund, transfer \$50,000 into Fund #677 Health Reimbursement Fund, and transfer \$64,000 into Fund #402 Equipment & Replacement Fund with a total transfer authorized of \$179,000. Roll call vote: AYES: Commissioners Gilmet, Karschnick, Peterson, Fournier, Osbourne, Thomson, and Adrian. Motion carried.

INFORMATION ITEM: Discussion on the proposed wish list:

District Court – DR-C240 Scanner request \$900 – Approved at last Budget meeting on 10.19.21.

District Court – DMC Check Writing hardware/software/service/training request \$6,000 (total cost \$12,000 shared with Montmorency County) – Approved at last Budget meeting on 10.19.21.

Treasurer's Office and Equalization Office – Envelope Stacker/Folder/Inserting Machine request \$10,000 (equipment must be replaced when it stops functioning) – Discussed at last Budget meeting on 10.19.21 to be put on Capital Improvement Plan and look at lease options.

Treasurer's Office and Equalization Office – Xerox Phaser Printer, unknown cost (equipment must be replaced when it stops functioning) – Approved at last Budget

meeting on 10.19.21 to be put on Capital Improvement Plan and look at lease options.

Airport – Window shades for Building 1640 request \$7,000 (cost is eligible for CARES Act reimbursement) – Approved at last Budget meeting on 10.19.21 to purchase from the Airport budget and seek reimbursement from CARES Act.

Sheriff's Office – Two additional Deputy Positions – Denied at last Budget meeting on 10.19.21.

Sheriff's Office – Sheriff and Undersheriff pay increases – Denied at last Budget meeting on 10.19.21.

Sheriff's Office – Three new patrol vehicles – Denied at last Budget meeting on 10.19.21.

Prosecutor's Office and District Court carpeting request \$16,000 – Approved at last Budget meeting on 10.19.21.

Treasurer's Office - Calculator replacement (if needed) request \$500 – Approved at last Budget meeting on 10.19.21.

Clerk's Office – Equipment replacement (if needed) request \$2,000 – Approved at last Budget meeting on 10.19.21.

County Administrator Mary Catherine reported she can follow up and check into options on a leasing program to lease equipment for the big office machines.

Discussion on items denied for the Sheriff's Office wish list:

- 1) Two additional Deputy Positions – Clerk Bonnie reported that the Sheriff's Office has enough money in their budget for every position including two additional ones they are requesting. Chair Adrian informed the board that the Sheriff is requesting for two more additional deputies than their normal staffing. Discussion and recommendation to table this until further information and negotiations are finished.
- 2) Sheriff & Undersheriff Pay Increases – Discussion on the Sheriff and Undersheriff pay increases with recommendation to the Personnel Committee approval and recommendation to the Full Board for the 2021 budget and not the 2022 budget. Discussion on all elected officials pay. The board recommended to wait until negotiations are finished and take these requests back to personnel for review.
- 3) Three New Patrol Vehicles – Discussion and recommendation to approve one new Patrol Vehicle for the Sheriff's Office.

INFORMATION ITEM: Discussion on road patrol. Mary Catherine informed the board that other counties handle road patrol through a county millage and have townships contribute to the

budget for this. Discussion on leased vehicles to include maintenance in the contract versus purchase of vehicles for the County.

INFORMATION ITEM: Commissioner Fournier requested a smaller laptop for 2022, as the laptop she currently has is too heavy.

INFORMATION ITEM: Clerk Friedrichs requested to remove \$350 out of her budget for 2022. Discussion and recommendation on the proposed 2022 Budget.

Moved by Commissioner Peterson and supported by Commissioner Gilmet to approve to close the 2022 Budget and to include the Clerk's 2022 budget adjustment request to remove \$350 from her budget and to adopt the budget for 2022. Roll call vote was taken: AYES: Commissioners Peterson, Thomson, Fournier Osbourne, Gilmet, Karschnick, and Adrian. Motion carried.

Treasurer Ludlow reported that she will send out letters to the Department Heads and if they request any adjustments to their 2022 Budget she will inform them to present to the Finance Committee.

#### ADJOURNMENT

Moved by Commissioner Thomson and supported by Commissioner Gilmet to adjourn the meeting. Motion carried. The meeting adjourned at 10:19 a.m.

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Robert Adrian, Chair

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Lynn Bunting, Board Assistant

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