

FINANCE WAYS & MEANS COMMITTEE
DRAFT MEETING MINUTES
Tuesday, April 12, 2022 – 9:30 a.m.
Howard Male Conference Room/Zoom Room

Commissioners Present: Bob Adrian
Don Gilmet
Dave Karschnick
Brenda Fournier
Kevin Osbourne
John Kozlowski
Marty Thomson, excused
Bill Peterson, excused

Others Present: Mary Catherine Hannah, County Administrator
Lynn Bunting, County Board Assistant
Kim Ludlow, County Treasurer
Ted Somers, Equalization Director (zoom)
Keri Bertrand, County Clerk
Phil Heimerl, True North Radio (zoom)
Bruce Johnson, WATZ (zoom)
Undersheriff Erik Smith
Cindy Cebula, Chief Deputy Treasurer (zoom)
Cynthia Muszynski, Prosecuting Attorney
Steve Smigelski, Airport Manager (zoom)
Marcia Burns, Circuit Court Administrator (zoom)
Wes Wilder, County Maintenance Superintendent
Janelle Mott, Juvenile Officer (zoom)
Dan Perge, Veterans Counselor (zoom)
Steve Mousseau, IT Director
Sheriff Steve Kieliszewski
Ashley Repke, RS Scott Associates (zoom)
Judge Alan Curtis, Probate/District Court

CALL TO ORDER

Chairman Robert Adrian called the meeting to order at 9:30 a.m.

ROLL CALL

Roll call vote was taken: Commissioners Don Gilmet, Dave Karschnick, Brenda Fournier, Kevin Osbourne, John Kozlowski, and Robert Adrian. Commissioner Marty Thomson and Bill Peterson, excused.

PLEDGE OF ALLEGIANCE TO THE UNITED STATES OF AMERICA

BILLS TO PAY

County Clerk Keri Bertrand presented the bills to pay.

	SUBMITTED:	APPROVED:
General Funds & Other funds	\$ 77,127.45	\$ 77,127.45

Moved by Commissioner Gilmet and supported by Commissioner Karschnick to pay all bills as submitted. Roll call vote was taken: AYES: Commissioners Karschnick, Fournier, Osbourne, Kozlowski, Gilmet and Adrian. NAYS: None. Commissioners Thomson and Peterson, excused. Motion carried.

MOTION TO ADOPT AGENDA

Moved by Commissioner Karschnick and supported by Commissioner Fournier to approve the Agenda with the following addition: 1) Commissioner Brenda Fournier – Discussion on Full Board Agenda presentations. Motion carried.

INFORMATION ITEM: Undersheriff Erik Smith presented the budget adjustment request for the Jail Equipment Maintenance line-item number for approval. Moved by Commissioner Gilmet and supported by Commissioner Karschnick to recommend to create line items to pay invoices. Moved by Commissioner Gilmet and supported by Commissioner Karschnick to amend motion to take monies from jail levy fund and approve below Action Item. Roll call vote was taken: AYES: Commissioners Karschnick, Fournier, Osbourne, Kozlowski, Gilmet and Adrian. NAYS: None. Commissioners Thomson and Peterson, excused. Motion carried.

ACTION ITEM #1: The Committee recommends approval of the request as follows: Transfer \$4,000 from the Jail Levy Fund and put into the General Fund to offset the cost and authorize the Treasurer to make the necessary budget adjustments.

INFORMATION ITEM: Undersheriff presented the budget adjustment request for the Jail Building Maintenance line-item number for approval. Maintenance Superintendent Wes Wilder reported issues with the shower valves that need replacing and monies are not budgeted. Discussion and recommendation for Administrator Hannah and the Sheriff to reach out to the manufacturer on parts not lasting a year. Moved by Commissioner Fournier and supported by Commissioner Gilmet to approve the below Action Item. Roll call vote was taken: AYES: Commissioners Karschnick, Fournier, Osbourne, Kozlowski, Gilmet and Adrian. NAYS: None. Commissioners Thomson and Peterson, excused. Motion carried.

ACTION ITEM #2: The Committee recommends approval of the request as follows: Transfer an additional \$15,000 out of the Jail Levy Fund and put into the Jail Building Maintenance line item #101-351-932 to get through the rest of 2022 and authorize the Treasurer to make the necessary budget adjustments.

INFORMATION ITEM: Maintenance Superintendent Wilder presented the request to purchase a paper shredder as the current one is not working and has obtained three quotes. Discussion and recommendation to replace paper shredder as requested. Moved by Commissioner Karschnick and supported by Commissioner Gilmet to approve the below Action Item. Roll call vote was taken: AYES: Commissioners Karschnick, Fournier, Osbourne, Kozlowski, Gilmet and Adrian. NAYS: None. Commissioners Thomson and Peterson, excused. Motion carried.

ACTION ITEM #3: The Committee recommends approval of the request by the Maintenance Superintendent to purchase a new paper shredder unit from Quill in the amount of \$1,999.99 with monies to come out of line item #402-234-980.201 (aging equipment replacement) as presented.

INFORMATION ITEM: Judge Alan Curtis, Probate/District Court, reporting on the District Court vacancies expressing the immediate need for a District Court Administrator and staff position. Administrator Hannah will work with Judge Curtis on a contract and update the Courts & Public Safety Committee. Moved by Commissioner Osbourne and supported by Commissioner Fournier to approve the below Action Item. Roll call vote was taken: AYES: Commissioners Karschnick, Fournier, Osbourne, Kozlowski, Gilmet and Adrian. NAYS: None. Commissioners Thomson and Peterson, excused. Motion carried.

ACTION ITEM #4: The Committee recommends approval of the District Court request to hire Mary Muszynski (previous Court Administrator) as a 1099 Contract Employee to fill in as District Court Administrator not to exceed \$3,000 a month as presented.

Discussion and recommendation to adjust the District Court budget for 2022. Administrator Hannah informed the committee will bring recommendation from the Personnel Committee on a District Court Administrator Salary to the full board. Moved by Commissioner Gilmet and supported by Commissioner Osbourne to approve the below Action Item. Roll call vote was taken: AYES: Commissioners Karschnick, Fournier, Osbourne, Kozlowski, Gilmet and Adrian. NAYS: None. Commissioners Thomson and Peterson, excused. Motion carried.

ACTION ITEM #5: The Committee recommends approval of the budget adjustments for District Court as follows: Reduce District Court line item #101-286-703.001 by \$3,000 and put into line item #101-286-801.002 and authorize the Treasurer to make the necessary budget adjustments.

Discussion and recommendation to approve Sue Latuszek take care of Drug Court Grant. Administrator Hannah informed the committee that the opioid settlement monies can help support the drug court expenses. Moved by Commissioner Karschnick and supported by Commissioner Osbourne to approve the below Action Item. Roll call vote was taken: AYES: Commissioners Karschnick, Fournier, Osbourne, Kozlowski, Gilmet and Adrian. NAYS: None. Commissioners Thomson and Peterson, excused. Motion carried.

ACTION ITEM #6: The Committee recommends approval of District Court's request to pay Sue Latuszek hourly overtime rate not to exceed \$4,000 to take care of the Drug Court Grant by reducing line item #101-286-702.002 by \$4,000 and put into overtime line item #101-286-708 (District Court) and authorize the Treasurer to make the necessary budget adjustments.

INFORMATION ITEM: Judge Curtis presented the request for compensation for his current staff with being short staffed in his office and staff not able to take time off or use their comp time. Discussion and recommendation on compensation time and monies are in the District Court's budget. Moved by Commissioner Kozlowski and supported by Commissioner Gilmet to approve the below Action Item. Roll call vote was taken: AYES: Commissioners Karschnick, Fournier, Osbourne, Kozlowski, Gilmet and Adrian. NAYS: None. Commissioners Thomson and Peterson, excused. Motion carried.

ACTION ITEM #7: The Committee recommends approval of District Court's request and transfer \$8,000 into an overtime line item for District Court and pay overtime if hours are over 37.5 hours in the District Court Office and authorize the Treasurer to make the necessary budget adjustment.

INFORMATION ITEM: Prosecuting Attorney Cynthia Muszynski presented the budget adjustment request for approval for an approved grant funded position with grant monies extended and need put into the 2022 budget. Moved by Commissioner Gilmet and supported by Commissioner Fournier to approve the below Action Item. Roll call vote was taken: AYES: Commissioners Karschnick, Fournier, Osbourne, Kozlowski, Gilmet and Adrian. NAYS: None. Commissioners Thomson and Peterson, excused. Motion carried.

ACTION ITEM #8: The Committee recommend approval of the requested budget adjustment for the Prosecutor's Office for the Temporary Grant Funded Employee position for 2022 and authorize the Treasurer to make the following budget adjustments:

Increase Revenue line item #101-296-528.000 (CESF Grant Revenue) by \$57,858.34.

Increase Expenditure line item #101-296-704.000 (Temporary Assistant Prosecutor) By \$57,858.34.

CHILD CARE FUND MONTHLY REPORT

Juvenile Officer Janelle Mott presented the Child Care Fund monthly report for March 2022 (attachment #1)

INFORMATION ITEM: Treasurer Kim Ludlow presented the monthly report for March 2022. The budget should be at 24.66 %. Revenues are at 15.92% and Expenditures are at 25.99%.

INFORMATION ITEM: Treasurer Kim Ludlow presented the first quarter budget adjustments for 2022 for review and approval. Moved by Commissioner Gilmet and supported by Commissioner Karschnick to approve the below Action Item as presented. Roll call vote was taken: AYES: Commissioners Karschnick, Fournier, Osbourne, Kozlowski, Gilmet and Adrian. NAYS: None. Commissioners Thomson and Peterson, excused. Motion carried.

ACTION ITEM #9: The Committee recommends to approve the first quarter budget adjustments as presented.

INFORMATION ITEM: Administrator Hannah presented the amended County Investment Policy for review and approval. Moved by Commissioner Kozlowski and supported by Commissioner Fournier to approve the below Action Item as presented. Roll call vote was taken: AYES: Commissioners Karschnick, Fournier, Osbourne, Kozlowski, Gilmet and Adrian. NAYS: None. Commissioners Thomson and Peterson, excused. Motion carried.

ACTION ITEM #10: The Committee recommends to approve the amended County Investment Policy as presented.

MOTION TO RISE & REPORT

Chair Robert Adrian presented the motion to rise and report. Moved by Commissioner Gilmet and supported by Commissioner Kozlowski to rise and report. Motion carried. Committee meeting closed.

FINANCE WAYS & MEANS RECOMMENDATIONS

Chair Adrian presented the Consent Calendar and Action Items from the Finance Ways & Means Committee for board approval. Moved by Commissioner Karschnick and supported by Commissioner Osbourne to approve the Finance Ways & Means Committee recommended Action Items as presented. Roll call vote was taken: AYES: Commissioners Karschnick, Fournier, Osbourne, Kozlowski, Gilmet and Adrian. NAYS: None. Commissioners Thomson and Peterson, excused. Motion carried.

INFORMATION ITEM: Commissioner Fournier shared her concerns for the public to be able to be scheduled on the agenda to present and speak to the commissioners. Discussion on items scheduled on agenda for the board meetings and when people can speak to the commissioners during public comment.

PUBLIC COMMENT

Sheriff Steve Kieliszewski reported the old jail building is being used to house cats from hoarding issues and overflow of the current animal control facility and informed the board that Deputy Reid has been doing an excellent job and has gone above and beyond as the Animal Control Officer for Alpena County.

Sheriff Kieliszewski reported the wage increase for the staff and has helped with recruiting and obtaining applications for possible new candidates. Sheriff Kieliszewski informed the board that he has been received applications for road patrol and will present some items to the Personnel Committee.

Sheriff Kieliszewski also informed the board that Michigan Works can help alleviate some costs with training and is working with them.

Dr. David Dargis reported that he spoke with the Sheriff and the County a long time ago on his interest of the old jail building and property and expressed his interest again.

***Next Meeting: Wednesday, May 10, 2022 at 9:30 a.m. in the Howard Male Conference Room/Zoom Room**

ADJOURNMENT

Moved by Commissioner Gilmet and supported by Commissioner Karschnick to adjourn the meeting. Motion carried. The meeting adjourned at 11:37 a.m.

Chairman Robert Adrian

County Clerk Keri Bertrand

llb