

## DRAFT 2022 BUDGET MEETING MINUTES

October 19, 2021 – 1:00 p.m.

Howard Male Conference Room

COMMISSIONERS PRESENT: Robert Adrian, Chair  
Don Gilmet  
David Karschnick  
Bill Peterson  
Brenda Fournier  
Kevin Osbourne  
Marty Thomson  
John Kozlowski

OTHERS PRESENT: Mary Catherine Hannah, County Administrator  
Bonnie Friedrichs, County Clerk  
Kim Ludlow, County Treasurer  
Kim Elkie, Board Assistant

Chairman Adrian called the meeting to order. The Pledge of Allegiance to the Flag of the United States of America was recited. Roll call was taken by the Clerk and all commissioners are present.

INFORMATION ITEM: Handouts were provided by Clerk Friedrichs and Treasurer Ludlow. Mandated versus non-mandated services were discussed as well as the anticipated shortage for 2021 that will be covered from the Fund Balance. The Clerk informed the Board that, while her office provides both mandated and non-mandated services, the non-mandated services are a source of revenue and, if discontinued, would have an impact on her budget.

INFORMATION ITEM: Retirement and healthcare options were discussed. Chairman Adrian informed the Board that Union negotiations are underway.

INFORMATION ITEM: Upcoming employee retirements were reviewed, including their impact on the respective departments.

INFORMATION ITEM: Discussion was held regarding using jail bond funds, after completion of the building construction, to pay for additional corrections staff as the bond language included construction and operations. Treasurer Ludlow informed the Board there are enough funds available this year to accomplish the request for two additional corrections officers.

INFORMATION ITEM: Conversation ensued as to the need for roof repairs on the Courthouse (for which there is a Reserve Fund within the General Fund). The Treasurer also informed the Board there is a reserve within the General Fund dedicated to the building currently occupied by DHHS, which could assist with modifications to make the building suit the County's needs when the current tenant relocates to their new building.

INFORMATION ITEM: Russ Rhynard's contract to provide legal counsel to the Board through the end of the year was discussed. Two projects may continue into next year with Russ already familiar and also the counsel on record. Allocating funds to the line item for completion of these cases was discussed, provided Russ is willing to follow them to conclusion.

INFORMATION ITEM: The budgeting process was reviewed. While historical data is helpful, there is also a component of best guessing. Along with expenses, revenue needs to be considered in the budgeting process. The need for long-term planning was discussed. Mary Catherine Hannah, County Administrator, explained that a budget is a planning document and is also a strategic document to help the County prepare for where we want to be in two years, five years, ten years. She cautioned to be mindful of budget cuts that may impede us from achieving the end goal. Revenue must match the cost of doing business, otherwise we have to reconsider services.

INFORMATION ITEM: Administrator Hannah recommended the Board consider contacting NEMCOG to assist with a look at building usage throughout the County to determine if consolidations would be possible and beneficial.

INFORMATION ITEM: The County's current process for pre-employment background checks was discussed.

INFORMATION ITEM: The submitted wish list items were discussed.

- District Court – DR-C240 Scanner, \$900 – Approved
- District Court – DMC Check Writing hardware/software/service/training, \$6,000 (total cost \$12,000 shared with Montmorency County) – Approved
- Treasurer's Office and Equalization Office – Envelope Stacker/Folder/Inserting Machine \$10,000 (equipment must be replaced when it stops functioning) – Approved
- Treasurer's Office and Equalization Office – Xerox Phaser Printer, unknown cost (equipment must be replaced when it stops functioning) – Approved
- Airport – Window shades for Building 1640, \$7,000 (cost is eligible for CARES Act reimbursement) – Approved to purchase from Airport budget and seek reimbursement from CARES Act
- Sheriff's Office – Two additional staff positions – Approved with monies from jail bond
- Sheriff's Office – Sheriff and Undersheriff pay increases – Denied
- Sheriff's Office – Three new patrol vehicles – Denied
- Prosecutor's Office and District Court carpeting, \$16,000 – Approved
- Treasurer's Office - Calculator replacement (if needed), \$500 – Approved
- Clerk's Office – Equipment replacement (if needed), \$2,000 – Approved

INFORMATION ITEM: Bonnie Friedrichs, County Clerk, informed the Board the State will be Archiving her office records dating from 1857-1960 with archiving to 1990 being the next step. She informed the Board the records are available at anytime during the process, should the County need them. A small team will be sent to pack the records. Normally there is a charge to have this performed but because of the historical value of the records, the fees are being waived.

Motion to adjourn by Commissioner Osbourne with support by Commissioner Karschnick.  
Motion carried. The meeting adjourned at 3:58 p.m.

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Robert Adrian, Chairman

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Kim Elkie, Board Assistant

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