

FINANCE WAYS & MEANS COMMITTEE
DRAFT MEETING MINUTES
Tuesday, May 10, 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
Bill Peterson

Others Present: Mary Catherine Hannah, County Administrator
Kim MacArthur, County Board Assistant
Lynn Bunting, County Board Assistant (zoom)
Kim Ludlow, County Treasurer (zoom)
Ted Somers, Equalization Director (zoom)
Keri Bertrand, County Clerk
Phil Heimerl, True North Radio (zoom)
Nicki Janish, Home Improvement/Public Conservator Director
Bruce Johnson, WATZ (zoom)
Erik Smith, Undersheriff
Cindy Cebula, Chief Deputy Treasurer (zoom)
Catherine Murphy, Register of Deeds (zoom)
Steve Smigelski, Airport Manager (zoom)
Marcia Burns, Circuit Court Administrator (zoom)
Wes Wilder, County Maintenance Superintendent (zoom)
Dan Perge, Veterans Counselor
Sheriff Steve Kieliszewski
Ashley Repke, RS Scott Associates (zoom)
JP Ritter, Sheriff's Office (zoom)
Ryan Wilson, Sheriff's Office (zoom)
Peggy Tomaczewski (zoom)
Scott Parkham (zoom)
Travis Konarzewski

CALL TO ORDER

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

ROLL CALL

Roll call vote was taken. All board members present.

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	\$ 44,344.92	\$ 44,344.92

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

INFORMATION ITEM: Commissioner Osbourne presented on behalf of Kim Elkie, 911 Emergency Manager Director, to recommend approval of bid for portable radios, mobile radios, and pagers from Grand Traverse Mobile Communications. (attachment #1) Moved by Commissioner Karschnick and supported by Commissioner Thomson to approve below action item. Roll call vote was taken: AYES: Commissioners Adrian, Karschnick, Fournier, Osbourne, Thomson, Kozlowski, Gilmet and Peterson. NAYS: None. Motion carried.

ACTION ITEM #2: The Committee recommends approval of sealed bids from Grand Traverse Mobile Communications for portable radios, mobile radios, and pagers with monies to come from line item #261-325-970.003 per recommendation from Courts & Public Safety Committee as presented.

INFORMATION ITEM: Dan Perge, Veterans Counselor, presented the FY2023 County Veteran Service Fund Grant Application. 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, Thomson, Kozlowski, Gilmet, Adrian, and Peterson. NAYS: None. Motion carried.

ACTION ITEM #3: The Committee recommends approval of the FY2023 (CVSF) County Veteran Service Fund Grant Application in the amount of \$34,460.00 with no County match. The grant application deadline is May 20, 2022. This has been sent out to the Grant Review Committee for review/approval.

INFORMATION ITEM: Sgt. JP Ritter, Sheriff's Office, presented the request to purchase SHOX seats for the patrol boat. He reported the current seats are standard factory seats and the SHOX seats are air rise and will provide more comfort in rough water with no cost to the County. Moved by Commissioner Thomson and supported by Commissioner Fournier to approve the below Action Item. Roll call vote was taken: AYES: Commissioners Fournier, Osbourne, Thomson, Kozlowski, Gilmet, Adrian, Karschnick, and Peterson. NAYS: None. Motion carried.

ACTION ITEM #4: The Committee recommends approval of the Sheriff's Office request to seek bids to purchase the SHOX seats for their patrol boat with monies covered under the FY20 Stonegarden Grant as presented.

INFORMATION ITEM: Nicki Janish, Home Improvement/Public Conservator Director, presented a subordination request. Moved by Commissioner Gilmet and supported by Commissioner Thomson to approve the below Action Item. Roll call vote was taken: AYES: Commissioners Osbourne, Thomson, Kozlowski, Gilmet, Adrian, Karschnick, Fournier, and Peterson. NAYS: None. Motion carried.

ACTION ITEM #5: The Committee recommends approval of the Home Improvement/Public Conservator Director's subordination request for Project #008-16-EM as presented.

CHILD CARE FUND MONTHLY REPORT

Juvenile Officer Janelle Mott was not present (due to court) to report on the Child Care Fund monthly report for April 2022 (attachment #2)

INFORMATION ITEM: Steve Smigelski, Airport Manager, presented a budget adjustment request to transfer \$4,538.10 from line item 295-000-383.000 to line item 295-595-805.000. Smigelski informed the committee why the invoices were late. Moved by Commissioner Karschnick and supported by Commissioner Gilmet to

approve the below Action Item. Roll call vote was taken: AYES: Commissioners Thomson, Kozlowski, Gilmet, Adrian, Karschnick, Fournier, Osbourne, and Peterson. NAYS: None. Motion carried.

ACTION ITEM #6: The Committee recommends approval of the Airport Manager's budget adjustment request to transfer \$4,538.10 from line item #295-000-383.000 and put into line item #295-595-805.000 to pay the following PAS (Primary Airport Services) invoices:

Invoice #1102-25	\$359.70
Invoice #1096-19	\$239.80
Invoice #1102-26	\$119.90
Invoice #1112-15	\$899.25
Invoice #1102-27	\$302.75
Invoice #1112-16	\$2,316.95
Invoice #1112-18	\$299.75

INFORMATION ITEM: Steve Smigelski, Airport Manager, presented a budget adjustment request to transfer \$13,173.00 from line item 295-000-383.000 to line item 295-595-805.000. Moved by Commissioner Karschnick and supported by Commissioner Thomson to approve the below Action Item. Roll call vote was taken: AYES: Commissioners Kozlowski, Gilmet, Adrian, Karschnick, Fournier, Osbourne, Thomson and Peterson. NAYS: None. Motion carried.

ACTION ITEM #7: The Committee recommends approval of the Airport Manager's budget adjustment request to transfer \$13,173.00 from line item #295-000-383 an put into line item #295-595-805 to pay the following invoices for J. Rank Electric:

Invoice #320018-3	\$4,302.00
Invoice #320018-4	\$8,871.00

INFORMATION ITEM: Commissioner Thomson requested to withdraw Action Item 8, paying Sunken Lake Park Project invoice. He will take to Parks meeting.

INFORMATION ITEM: Treasurer Kim Ludlow presented the monthly report for April 2022. The budget should be at 33.34 %. Revenues are at 22.76% and Expenditures are at 32.77%.

INFORMATION ITEM: Administrator Mary Catherine Hannah presented the first reading of the amended County Investment Policy and required extra time and will bring back to Committee.

INFORMATION ITEM: Administrator Hannah presented an updated Munetrix pro-rated upgrade price quote. The upgrade would go to the remainder of the contract that ends in September 2022. Discussion was made on how helpful the CIP & budgeting modules will be. Moved by Commissioner Karschnick and supported by Commissioner Gilmet to approve Munetrix pro-rated upgrade price quote of \$969 through the end of September 2022. Roll call vote was taken. AYES: Commissioners Gilmet, Adrian, Karschnick, Fournier, Osbourne, Thomson, Kozlowski, and Peterson. Motion carried.

MOTION TO RISE & REPORT

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

Sheriff Steve Kieliszewski presented the Corrections Officer of the Year Award to Officer Ryan Wilson and the Officer of the Year Award to Sgt. Michael Jones. Chair Adrian thanked both for what they do and the difficulties they go through.

CONSENT CALENDAR

Chair Adrian presented the Consent Calendar, Full Board meeting minutes from April 26, 2022, Facilities, Capital & Strategic Planning committee meeting minutes from April 27, 2022, Personnel Committee meeting minutes from May 2, 2022, and Facilities, Capital, & Strategic Planning Committee meeting minutes from May 4, 2022 for board approval. Moved by Commissioner Karschnick and supported by Commissioner Osbourne to approve the Consent Calendar which includes actions as listed above and filing of all reports. Roll call vote was taken: AYES: Commissioners Karschnick, Fournier, Osbourne, Thomson, Gilmet, Peterson, and Adrian. NAYS: Commissioner Kozlowski. Motion carried.

RESOLUTION TRIBUTE TO SHERIFF STEVE KIELISZEWSKI

Chair Adrian recommended approval of a Resolution of Tribute to Sheriff Steve Kieliszewski for 35 years of service. Moved by Commissioner Peterson and supported by Commissioner Gilmet to approve below action item. Motion carried.

ACTION ITEM #8: Recommendation to approve a Resolution of Tribute to Sheriff Steve Kieliszewski for 35 Years of Service.

FINANCE WAYS & MEANS RECOMMENDATIONS

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

PUBLIC COMMENT

None.

***Next Meeting: Tuesday, June 14, 2022 at 9:30 a.m. in the Howard Male Conference Room/Zoom Room**

ADJOURNMENT

Moved by Commissioner Thomson and supported by Commissioner Fournier to adjourn the meeting. Motion carried. The meeting adjourned at 10:07 a.m.

Chairman Robert Adrian

County Clerk Keri Bertrand

kvm