

AMENDED AGENDA
Wednesday, April 20, 2022
9:00 a.m.
CLARE COUNTY BOARD OF COMMISSIONERS

MISSION STATEMENT:

The mission of Clare County government is to provide quality services among competing demands for limited resources in the most effective and efficient manner possible to the citizens and patrons of Clare County government.

1. **Call to Order**
Pledge of Allegiance
2. **Roll Call**
3. **Approval of Agenda** Pages 1-4
4. **Approval of Minutes**
A. **Board of Commissioners Minutes of March 16, 2022** ATTACHED
B. **Special Board of Commissioners Meeting Minutes of April 8, 2022** ATTACHED

5. **General Public Comment (Limited to Three Minutes per Speaker)**
6. **Communications List (None)**
7. **ADMINISTRATOR’S REPORT (Limited to three minutes)**
8. **Public Hearings/Special Presentation**

9:15 a.m. – Bob Brown, Region VII Area Agency on Aging – Update.

9:30 a.m. – Eric Karbowski, MSU Extension Director District 6 – Introduction of new staff

9:45 a.m. – Pete Preston – Equalization

1. **Resolution for adoption of County Equalization**
2. **Approval of State Tax Commission Assessment L-4037 to be distributed**
3. **Approval of the Personal and Real Property Totals L- 4024 to be distributed**
4. **Approval of the Contract for Services through the Clare County Equalization and the Townships.**

1. **Resolution # 20-08** Page 13

Motion: To accept the equalized value recommendation presented by the County Equalization Director of \$1,585,361,113 for Clare County set forth in Resolution # 20-08.

Motion By:	Seconded By:	Carried	Failed
Roll Call	Yeas:	Nays:	Absent:

2. State Tax Commission Assessment L-4037 To be Distributed

Motion: To approve the State Tax Commission Assessment Roll Certification, County Board of Commissioner, CBC, L-4037 and allow Chair to sign.

Motion By: Seconded By: Carried Failed

3. Personal Real Property – Totals L-4024 To Be Distributed

Motion: To approve the Personal and Real Property totals, L-4024 and allow Chair to sign.

Motion By: Seconded By: Carried Failed

**4. Contract for Service Through Clare County Equalization and Townships
Pages 17-19**

Motion: To approve the contract for services through Clare County Equalization and the Townships and allow the Chair to sign.

Motion By: Seconded By: Carried Failed

9. Committee Reports/Consent Calendar

A. Justice Committee

- 1. Courts Technology and Security Discussion

B. Health and Human Services Committee

- 1. Senior Services Amended Resolution for Senior Citizens Millage Renewal
Pages 23-24

Motion: To amend Resolution #22-06 Senior Citizen Services Millage Renewal Proposal to reflect the six-year renewal period to be 2022 – 2027 inclusive.

Motion By: Seconded By: Carried Failed
Roll Call Yeas: Nays: Absent:

C. Physical Resources and Economic Development Committee

- 1. Resolution for Transit Millage Renewal Pages 27-28

Motion: To amend Resolution #22-07, Clare County Transportation Millage Proposal, to remove the word “proposed” from the heading.

Motion By: Seconded By: Carried Failed
Roll Call Yeas: Nays: Absent:

- 2. Airport Appropriation Consideration

D. Finance and Administration Committee

1. Statutory Finance Committee

ATTACHED

Motion: To approve Statutory Finance Committee meeting minutes of March 21, 2022 in the amount of \$83,442.49 and minutes of April 4, 2022 in the amount of \$183,333.25 and approve the payout of \$1,346.59 due to resignation of Christine Brooks.

Motion By:	Seconded By:	Carried	Failed	
	Roll Call	Yeas:	Nays:	Absent:

2. Monthly Expenditures

Page 31

Motion: To approve the expenditures for the month of March 2022, in the amount of \$2,655,890.67 with the General Fund expenditures totaling \$1,719,364.92.

Motion By:	Seconded By:	Carried	Failed	
	Roll Call	Yeas:	Nays:	Absent:

3. Budget Adjustments

Pages 33-41

Motion: To approve Budget Adjustment 22-55, 22-57, 22-58, 22-59, 22-60, 22-61, 22-63, 22-64 and **22-67** in the amount of \$19, 580.00, \$5,250.00, \$25,000.00, \$70.42, \$11,700.00, \$50,309.00, \$31,103.92, \$33,548.01 and **\$95,000.00** to be distributed.

Motion By:	Seconded By:	Carried	Failed	
	Roll Call	Yeas:	Nays:	Absent:

4. Commissioner Asplund – Request to allow for NACO Conference Registration

5. County Administrator Replacement Discussion

6. Adoption of the Budget Calendar

Motion: To adopt the budget calendar for the preparation of the FY2023 Budget.

Motion By:	Seconded By:	Carried	Failed
-------------------	---------------------	----------------	---------------

- 10. **CLERK’S REPORT (Limited to five minutes)**
- 11. **TREASURER’S REPORT (Limited to five minutes)**
- 12. **COMMUNITY SERVICES DIRECTOR (Limited to five minutes)**
- 13. **PROSECUTING ATTORNEY (Limited to five minutes)**
- 14. **SHERIFF (Limited to five minutes)**
- 15. **INFORMATION TECHNOLOGY DIRECTOR (Limited to five minutes)**
- 16. **CHAIRPERSON REPORT (Limited to five minutes)**
- 17. **VICE CHAIRPERSON REPORT (Limited to five minutes)**
- 18. **COMMISSIONER REPORT (Limited to five minutes for each Commissioner)**
- 19. **STATE OF COUNTY BUDGET**
- 20. **PUBLIC COMMENT (Limited to three minutes per speaker)**
- 21. **UNFINISHED BUSINESS**
- 22. **NEW BUSINESS**
- 23. **ADJOURNMENT**

**MINUTES OF THE CLARE COUNTY
BOARD OF COMMISSIONERS**

H/A

225 W. Main St.
Harrison, Michigan 48625

Unapproved minutes
March 16, 2022

Meeting was called to order at 9:00 a.m.

Pledge of Allegiance to the Flag of the United States of America, and moment of silence for our active military, veterans and first responders.

COMMISSIONERS PRESENT

District 1 Dale Majewski, District 2 Samantha Pitchford, District 3 Rick Fancon, District 4 Stephanie Brown, District 5 Sandy Bristol, District 6 Bronwyn Asplund and District 7 Jeff Haskell

COMMISSIONERS ABSENT

None

OTHERS PRESENT

Chief Deputy Register of Deeds Joy Bringold, Administrator Tracy Byard, Administrative Assistant Dawn Raupp, Prosecuting Attorney Michelle Ambrozaitis, Chief Assistant Prosecuting Attorney Eilisia Schwarz, Community Services Director Lori Phelps, Sheriff John Wilson, Undersheriff Dwayne Miedzianowski, Clare County Transit Director Tom Pirnstill, David Hoefling, William Hoefling, Lisa Ashley and zoom participants.

APPROVAL OF AGENDA

It was moved by Commissioner Majewski, seconded by Commissioner Fancon to approve the agenda as *amended. **Motion carried**

- *Pay Out of Vacation Time
- *Airport Appropriation Request Discussion
- *Add Budget Adjustments 22-47, 22-48, 22-49, and 22-50 in the amount of \$7,300.00, \$10,000.00, \$9,700.00, and \$55,814.04 to be distributed.
- *District Court ARPA Request
- *Elected/Non-Union Wage Committee Discussion

APPROVAL OF MINUTES

It was moved by Commissioner Pitchford, seconded by Commissioner Majewski to approve the Board of Commissioners Minutes of February 16, 2022. **Motion carried**

GENERAL PUBLIC COMMENT

None

COMMUNICATIONS LIST

None

ADMINISTRATOR'S REPORT

Administrator Tracy Byard reported that she is working together with Lori Phelps on preparing the American Rescue Plan funding report which is due the end of April. As requested by the Board of Commissioners, Administrator Byard provided the budget report and also a report from the Animal Shelter. She spoke with Michigan Association of Counties (MAC) regarding the submission of a Veteran's Bill, which will provide tax credits for Veterans payable to counties to replace funding that was previously taken away. MAC is also working on a Pension Bill which relates to grant funding for counties; this bill is in the early stages. Administrator Byard also provided the Board with options for the Consulting firm the county uses for cost allocation services and has received a quote from another company in the event the Board decides to discontinue the contract with MGT Consulting.

COMMUNITY SERVICES DIRECTOR

No report.

PUBLIC HEARINGS/SPECIAL PRESENTATION

Karen Moore, Indigent Defense Consultants, P.C. (IDC) Administrator notified the Board of Commissioners that the current contract her company has with Clare County is due to expire in September of 2022. Ms. Moore asked the Board to approve another contract with IDC. Chairman Haskell asked for an explanation of the program. Ms. Moore informed the Board of Commissioners that this program is a state mandated program implemented in 2018, with explanation of the cost and requirements of attorneys to stay in compliance.

It was moved by Commissioner Bristol, seconded by Commissioner Asplund to renew the Independent Contractor Agreement for Clare and Gladwin Counties for 3 years. Chairman Haskell asked for discussion, hearing none, roll call vote revealed:

Yeas: (7) being Commissioners Bristol, Asplund, Majewski, Pitchford, Fancon, Brown and Haskell

Nays: (0)

Absent: (0)

Motion carried

COMMITTEE REPORTS/CONSENT CALENDAR

A. Justice Committee

1. Clare County Disaster Debris Management Plan

It was moved by Commissioner Brown, seconded by Commissioner Majewski to approve the Clare County Disaster Debris Management Plan as presented by the Clare County Emergency Management. Chairman Haskell asked for discussion, hearing none, **Motion carried**

2. Letter of Understanding for donating sick time

It was moved by Commissioner Majewski, seconded by Commissioner Pitchford to approve the Letter of Understanding for all Sheriff's Department unions in order to allow for donated sick time for those that have been on Family Medical Leave but have exhausted all their time and used all current accrued time. Chairman Haskell asked for discussion, hearing none, roll call vote revealed:

Yeas: (7) being Commissioners Majewski, Pitchford, Fancon, Brown, Bristol, Asplund and Haskell

Nays: (0)

Absent: (0)

Motion carried

COMMITTEE REPORTS/CONSENT CALENDAR – continued

B. Health and Human Services Committee

1. Senior Services/Community Development

a. Resolution for Senior Citizens Millage Renewal

It was moved by Commissioner Pitchford, seconded by Commissioner Bristol to adopt Resolution #22-06 for the purpose of submitting a proposal to the qualified voters of Clare County for the Senior Citizens Services Millage Renewal Proposal. Chairman Haskell asked for discussion, hearing none, roll call vote revealed:

Yeas: (7) being Commissioners Pitchford, Bristol, Majewski, Fancon, Brown, Asplund and Haskell

Nays: (0)

Absent: (0)

Motion carried

b. Wage increase for Senior Services/Community Development Staff

It was moved by Commissioner Bristol, seconded by Commissioner Asplund to approve a 3% wage increase to staff in the Senior Services/Community Development for those that haven't received an increase since FY2016 effective March 16, 2022 and again on October 1, 2022. Chairman Haskell asked for discussion, hearing none, roll call vote revealed:

Yeas: (6) being Commissioners Bristol, Asplund, Pitchford, Fancon, Brown and Haskell

Nays: (0)

Absent: (0)

Abstained: (1) being Commissioner Majewski

Motion carried

2. Out of state travel approval

It was moved by Commissioner Asplund, seconded by Commissioner Bristol to allow the Veteran's Affairs Director to attend the National Association of County Veteran Service Officers Conference in San Antonio Texas from June 5, 2022 through June 10, 2022 with all funds to come from approved grant monies. Chairman Haskell asked for discussion, hearing none, roll call vote revealed:

Yeas: (7) being Commissioners Asplund, Bristol, Majewski, Pitchford, Fancon, Brown and Haskell

Nays: (0)

Absent: (0)

Motion carried

3. Community Mental Health Reappointment

It was moved by Commissioner Fancon, seconded by Commissioner Majewski to reappoint Joe Phillips to the Community Mental Health Board for a 3 year term to expire on March 31, 2025. **Motion carried**

COMMITTEE REPORTS/CONSENT CALENDAR – continued

B. Health and Human Services Committee - continued

4. Pay out of vacation time

It was moved by Commissioner Brown, seconded by Commissioner Bristol to allow the payout of 22.5 hours of vacation time exceeding the amount in the personnel manual for Carol Majewski due to staff shortage. Chairman Haskell confirmed with Community Services Director Lori Phelps that Majewski was unable to take time off because of the workload. Roll call vote revealed:

Yeas: (6) being Commissioners Brown, Bristol, Pitchford, Fancon, Asplund and Haskell

Nays: (0)

Absent: (0)

Abstained: (1) being Commissioner Majewski

Motion carried

C. Physical Resources and Economic Development Committee

1. Resolution for Transit Millage Renewal

It was moved by Commissioner Fancon, seconded by Commissioner Bristol to adopt Resolution #22-07, Clare County Transportation Millage Proposal, for the purpose of continuing to fund a county-wide public transportation system to serve Clare County. Chairman Haskell asked for discussion, hearing none, roll call vote revealed:

Yeas: (7) being Commissioners Fancon, Bristol, Majewski, Pitchford, Brown, Asplund and Haskell

Nays: (0)

Absent: (0)

Motion carried

2. Airport Appropriation Request Discussion

Commissioner Bristol asked the Board of Commissioners if they would agree to give the Airport \$10,000.00 like they used to, being matched with the City of Harrison and Hayes Township contributing \$5,000.00 each to be used to rebuild the airport and get it to the point when it can sustain itself. This money would be used to update the pilots lounge and the runway. By doing this, it will re-categorize the airport from a basic airport to a general airport, which will qualify the airport board to apply for Federal grant funding. It was decided that the Board of Commissioners would table the request until April after the budget numbers are in from the auditors.

D. Finance and Administration Committee

1. Statutory Finance Committee

It was moved by Commissioner Majewski, seconded by Commissioner Asplund to approve the Statutory Finance Committee meeting minutes of February 24, 2022 in the amount of \$170,638.25 and approve the payout of sick time due to retirement for Cindy Wright in the amount of \$4,641.02 and minutes of March 7, 2022 in the amount of \$108,137.23. Roll call vote revealed:

Yeas: (7) being Commissioners Majewski, Asplund, Pitchford, Fancon, Brown, Bristol and Haskell

Nays: (0)

Absent: (0)

Motion carried

COMMITTEE REPORTS/CONSENT CALENDAR - continued

D. Finance and Administration Committee - continued

2. Monthly Expenditures

It was moved by Commissioner Pitchford, seconded by Commissioner Majewski to approve the expenditures for the month of February 2022 in the amount of \$2,335,344.92 with the General Fund expenditures totaling \$1,022,971.65. Roll call vote revealed:

Yeas: (7) being Commissioners Pitchford, Majewski, Fancon, Brown, Bristol, Asplund and Haskell

Nays: (0)

Absent: (0)

Motion carried

3. Budget Adjustments

It was moved by Commissioner Bristol, seconded by Commissioner Asplund to approve Budget Adjustments 22-40, 22-41, 22-46, 22-47, 22-48, 22-49, and 22-50 in the amount of \$782,923.89, \$3,405.30, \$20,945.00, \$7,300.00, \$10,000.00, \$9,700.00 and \$55,814.04 to be distributed. Roll call vote revealed:

Yeas: (7) being Commissioners Bristol, Asplund, Majewski, Pitchford, Fancon, Brown and Haskell

Nays: (0)

Absent: (0)

Motion carried

4. District Court American Rescue Plan Act (ARPA) Request

It was moved by Commissioner Asplund, seconded by Commissioner Bristol to allow up to \$3,500.00 to be provided through ARPA funds for the District Court for the purchases of furniture and supplies for a new employee previously approved through ARPA funding. Roll call vote revealed:

Yeas: (7) being Commissioners Asplund, Bristol, Majewski, Pitchford, Fancon, Brown and Haskell

Nays: (0)

Absent: (0)

Motion carried

5. Elected/Non-Union Wage Committee Discussion

It was moved by Commissioner Majewski, seconded by Commissioner Haskell to increase the Sheriff and Undersheriff's wages by 10% each in FY2022 and possibly 10% each in FY2023. Commissioner Bristol asked if that figure would bring them up to the wage they were requesting, Commissioner Fancon confirmed it would not. Commissioner Fancon stated that they did not hit the benchmark that was set by the surrounding counties. There was a tremendous amount of discussion, comparing figures and benefits. The motion was amended as follows:

It was moved by Commissioner Majewski, seconded by Commissioner Haskell to increase the Sheriff and Undersheriff's wages by 12% each in FY2022 and possibly 12% each in FY2023. Commissioner Bristol asked if that figure would bring them up to the wage they were requesting, Commissioner Fancon confirmed it would not. Roll call vote revealed:

Yeas: (3) being Commissioners Majewski, Haskell and Pitchford

Nays: (4) being Commissioners Fancon, Brown, Bristol and Asplund

Absent: (0)

Motion failed

COMMITTEE REPORTS/CONSENT CALENDAR – continued

D. Finance and Administration Committee – continued

Elected/Non-Union Wage Committee Discussion - continued

It was moved by Commissioner Asplund, seconded by Commissioner Fancon to increase the Sheriff and Undersheriff's wages by \$10,000.00 each in FY2022 and \$10,000.00 each in FY2023. Chairman Haskell asked for discussion, hearing none, roll call vote revealed:

Yeas: (3) being Commissioners Asplund, Fancon and Brown

Nays: (4) being Commissioners Majewski, Pitchford, Bristol and Haskell

Motion failed

It was moved by Commissioner Bristol, seconded by Commissioner Fancon to increase the Sheriff's salary in the amount of \$17,033.00 in 2 parts; the first half to take effect immediately, the second half to take effect on October 1, 2022 and to increase the Undersheriff's salary in the amount of \$18,064.00 in 2 parts; the first half to take effect immediately, the second half to take effect on October 1, 2022. Chairman Haskell asked for discussion, hearing none, roll call vote revealed:

Yeas: (5) being Commissioners Bristol, Fancon, Pitchford, Brown and Asplund

Nays: (2) being Commissioners Majewski and Haskell

Motion carried

CLERK/REGISTER OF DEEDS REPORT

Chief Deputy Register of Deeds Joy Bringold reported that the ballots for the May 3, 2022 Special Election are complete and have been distributed to the City of Clare Clerk, and informed the Board of Commissioners of the filing deadline for candidates to appear the ballot for the August 2, 2022 Primary Election.

TREASURER'S REPORT

Treasurer Jenny Beemer-Fritzinger provided the Board of Commissioners with a statutory cash investment and fund balance report as of March 15, 2022. She is currently working on tax settlements for 2021 taxes with all of the local units, there are 2 units remaining to settle with.

Treasurer Beemer-Fritzinger reported that the annual hardship hearings have concluded but she is working on holding a second hearing for individuals in danger of losing their property. Mid Michigan Community Action Agency and MDHHS have been working together and with the Clare County Treasurer's office to help people facing foreclosure. The State of Michigan MIHAF program has been up and running for a couple of weeks. This program is designed to financially help people who meet the criteria and are behind on their mortgage or property taxes.

PROSECUTING ATTORNEY'S REPORT

Prosecuting Attorney Michelle Ambrozaitis provided an update on the heavy caseload in her office; currently 117 open cases. Jury trials are starting back up, with one in April, one in May, and a murder trial in July. An employee that was recently hired to fill one of the positions took a position as the Attorney Referee in Family Court and the Circuit Court Administrator because the pay is better. Prosecutor Ambrozaitis reminded the Board of Commissioners of her inability to attract talent and keep talent because the

PROSECUTING ATTORNEY'S REPORT - continued

starting wage is so low. For the open position that is funded with ARPA funds, she is in communication with an experienced attorney she hopes to recruit, but informed the Board of Commissioners that she needs the wage to be set at \$60,000.00, rather than the \$57,000.00 already approved. She requested the decision be made at this meeting so she can move forward with hiring.

It was moved by Commissioner Pitchford, seconded by Commissioner Bristol to increase the starting wage for the Assistant Prosecutor position funded by ARPA, from \$57,000.00 to \$60,000.00. Roll call vote revealed:

Yeas: (7) being Commissioners Pitchford, Bristol, Majewski, Fancon, Brown, Asplund and Haskell

Nays: (0)

Motion carried

Recess: 10:25 a.m. due to audio equipment failure

Reconvened: 10:30 a.m.

SHERIFF'S REPORT

Sheriff John Wilson spoke about the Michigan Sheriff's Association Scholarship Program he is a sponsor for in the 3 school districts in Clare County. Sheriff Wilson is trying to recruit local students by offering scholarships to help put them through the academy.

Sheriff Wilson invited anyone who would like to attend today, to go to the Amble School Building as the Northern Michigan Emergency Response Team is doing a training scenario.

INFORMATION TECHNOLOGY REPORT

Director Jesse Bellinger reported they are staying busy with their server installs, email project and answering numerous tickets. He stated the lien audit is complete and are now working on FOC and Prosecutor Child Support state audit, a new server project, and several smaller projects.

CHAIRMAN'S REPORT

Chairman Jeff Haskell reported that it was an uneventful month. He would like to schedule a few more meetings of the wage committee to address the remainder of the court house. He would like the Department Heads and Elected Officials to start working on their budgets now.

VICE CHAIRMAN'S REPORT

Vice Chairman Dale Majewski had nothing to report.

COMMISSIONER'S REPORT

Commissioner Fancon reminded everyone of the St. Patrick's Day festival in Clare this weekend.

Commissioner Brown answered several emails regarding issues that have been discussed in meetings. She informed the Commissioners that there was a letter to the editor in the Clare County Review stating people were upset that she was not attending the monthly Board Meetings.

COMMISSIONER'S REPORT - continued

Commissioner Pitchford informed everyone that the Clare County Road Commission was at Surrey Township this month and announced that they are putting in a roundabout at the intersection of Surrey and Old State Roads.

Commissioner Bristol said that her townships are still discussing what they can use the ARPA funds for. Two of her townships are seeking a candidate to run for their new Commissioner District.

Commissioner Asplund asked Administrator Tracy Byard for a detailed report separated by department rather than as a whole. Treasurer Beemer-Fritzingher chimed in and said that the report can be created as an excel spreadsheet. Administrator Byard said she would work on it.

STATE OF THE COUNTY BUDGET

The Board of Commissioners felt the budget was looking pretty good. They will have a better idea in April after the audit is complete.

PUBLIC COMMENT

None

UNFINISHED BUSINESS

None

NEW BUSINESS

Commissioner Brown announced her resignation effective March 16, 2022.

Meeting Adjourned at 10:51 a.m.

Joy Bringold, Chief Deputy Clerk of the
Clare County Board of Commissioners

Jeff Haskell, Chairman
Clare County Board of Commissioners

H/B.

**MINUTES OF THE CLARE COUNTY
BOARD OF COMMISSIONERS
SPECIAL BOARD MEETING**

225 W. Main St.
Harrison, Michigan 48625

Unapproved minutes
April 8, 2022

Meeting was called to order at 9:00 a.m.

Pledge of Allegiance to the Flag of the United States of America, and moment of silence for our active military, veterans and first responders.

COMMISSIONERS PRESENT

District 1 Dale Majewski, District 2 Samantha Pitchford, District 4 vacant seat, District 5 Sandra Bristol, District 6 Bronwyn Asplund and District 7 Jeff Haskell

COMMISSIONERS ABSENT

District 3 Rickie Fancon

OTHERS PRESENT

Clerk & Register of Deeds Lori Mott, George Gilmore, Jack Kleinhardt, and zoom participants.

APPROVAL OF AGENDA

It was moved by Commissioner Majewski, seconded by Commissioner Pitchford, to approve the agenda. Chairman Haskell asked for discussion, hearing none **motion carried.**

**COUNTY COMMISSIONER
APPOINTMENT FOR DISTRICT 4**

Administrator Byard handed out an Attorney Opinion for review on the procedure of appointment. After a few questions for both candidates, George Gilmore and Jack Kleinhardt and a short discussion it was moved by Commissioner Majewski, seconded by Commissioner Pitchford to appoint Jack Kleinhardt as County Commissioner for District 4. Roll call vote revealed:

Yeas: (4) being Commissioners Majewski, Pitchford, Bristol and Haskell

Nays: (0)

Absent: (0)

Abstained: (1) being Commissioner Asplund for the reason she knows the Kleinhardt family very well)

PUBLIC COMMENT

Administrator Byard announced that effective June 3, 2022 she will be resigning her position, and recommends Lori Phelps replace her as County Administrator.

Hayes Township Precinct Delegate Mark DeYoung asked the Commissioners to consider changing their meeting time to the evening hours and add an additional meeting so more of the public can attend. Mr. DeYoung also commented that the Department Heads have urgent issues that need attention more than once a month.

Meeting Adjourned at 9:21 a.m.

Lori Mott, Clerk
Clare County Board of Commissioners

Jeff Haskell, Chairman
Clare County Board of Commissioners

Di.

**STATUTORY FINANCE COMMITTEE
MEETING MINUTES OF
MARCH 21, 2022**

Per legal counsel opinion, the County Board of Commissioners established a separate meeting for review of claims by the Statutory Finance Committee.

Committee Members Present: Committee Member Jeff Haskell, Committee Member Bronwyn Asplund and Committee Member Sandra Bristol (Bristol arrived at 9:04 a.m.)

Committee Member Absent: None

Others present: County Clerk Lori Martin, Chief Assistant Prosecuting Attorney Eilisia Schwarz, Administrative Assistant Dawn Raupp, and zoom participants.

Committee Member Haskell called the meeting to order at 9:00 a.m.

COMMITTEE ITEMS

1. March 21, 2022 claims
It was moved by Committee Member Asplund, seconded by Committee Member Bristol to approve the general fund claims of \$83,442.49 for March 21, 2022, roll call revealed:

Yeas: (3) being Committee Members Haskell, Bristol and Asplund
Nays: (0)
Absent: (0)
Motion carried

PUBLIC COMMENT

Lori Phelps thanked Member Bristol for coming out yesterday.

Next meeting date will be April 4, 2022 at 9:00 a.m.

Meeting adjourned at 9:39 a.m.

Lori Martin, Clerk
Clare County Finance Committee

**STATUTORY FINANCE COMMITTEE
MEETING MINUTES OF
APRIL 4, 2022**

Per legal counsel opinion, the County Board of Commissioners established a separate meeting for review of claims by the Statutory Finance Committee.

Committee Members Present: Committee Member Jeff Haskell and Committee Member Bronwyn Asplund

Committee Member Absent: Committee Member Sandra Bristol

Others present: County Clerk Lori Martin, Prosecuting Attorney Michelle Ambrozaitis, Administrative Assistant Dawn Raupp, and zoom participants.

Committee Member Haskell called the meeting to order at 9:00 a.m.

COMMITTEE ITEMS

1. April 4, 2022 claims

It was moved by Committee Member Asplund, seconded by Committee Member Haskell to approve the April 4, 2022 general fund claims as submitted in the amount of \$183,333.25, roll call revealed:

Yeas: (2) being Committee Members Haskell and Asplund

Nays: (0)

Absent: (1) being Committee Member Bristol

Motion carried

It was moved by Committee Member Asplund, seconded by Committee Member Haskell to approve payout to Christine Brooks for unused and accrued vacation time and 50% of sick times due to resignation in the amount of \$1,346.59, roll call vote revealed:

Yeas: (2) being Committee Members Haskell and Asplund

Nays: (0)

Absent: (1) being Committee Member Bristol

Motion carried

PUBLIC COMMENT

No public comment

Finance Committee Meeting
April 4, 2022

Next meeting date will be April 18, 2022 at 9:00 a.m.

Meeting adjourned at 9:9:00 a.m.

Lori Mott, Clerk
Clare County Finance Committee

BUDGET PLANNING MANUAL

**FISCAL YEAR 2023
BUDGET CALENDAR**



<u>DATES</u>	<u>EVENT</u>
April 20	Adopt FY '23 Budget Calendar
May 2	FY '23 Budget and Manual Distribution
May 3 - June 3	County Administrator assists Departments with Budget Preparation and Budget Trainings
June 3	Department requests due in County Administrator's Office
June 13- June 24	County Administrator Budget Review/meetings with Departments
July 20	County Administrator Presents Budget Recommendation to the Board of Commissioners at their regular Board Meeting - COMMISSIONERS
July 27-29	Special County Board Work Sessions to Review Budgets/Board of Commissioners Meeting -COMMISSIONERS
August 10 & 11	Special County Board Work Sessions for Department- -COMMISSIONERS
September 7	Appeals/Special Board of Commissioners Meeting - COMMISSIONERS
September 21	Public Hearing on FY 2023 Budget County Board Adopts FY 2023 Budget – COMMISSIONERS

**ALL MEETINGS BEGIN AT 9:00A.M. IN THE BOARD OF COMMISSIONERS ROOM
A QUORUM OF THE COUNTY COMMISSIONER WILL BE PRESENT**

LINE ITEM TRANSFER/BUDGET ADJUSTMENT #22-67

REQUESTING DEPARTMENT: TREASURER

EXPLANATION OF REQUEST: (explain fully)

DATE: 04/19/2022

UPDATE NEW CLAIMS PROCESS

FROM				TO			
Acct.#	518-000-941.000	CONTINGENCY	\$80,000.00	Acct.#	518-000-808.000	TAX CLAIMS	\$80,000.00
Acct.#				Acct.#			
Acct.#	518-000-699.900	BEG FB	\$15,000.00	Acct.#	518-000-640.000	CLAIM COMMISSION FEE	\$5,000.00
Acct.#				Acct.#	518-000-671.054	ADDTL FILING FEE	\$10,000.00
Acct.#				Acct.#			
Acct.#				Acct.#			
Acct.#				Acct.#			
INCREASE				INCREASE			
Acct.#				Acct.#			
Acct.#				Acct.#			
Acct.#				Acct.#			
Acct.#				Acct.#			
Acct.#				Acct.#			
Acct.#				Acct.#			
Acct.#				Acct.#			
Acct.#				Acct.#			
Acct.#				Acct.#			
Acct.#				Acct.#			
Acct.#				Acct.#			
Acct.#				Acct.#			
TOTAL			\$95,000.00	TOTAL			\$95,000.00

Jenny Beemer-Fritzingert
Department Head/Authorized Signature

DO NOT WRITE BELOW THIS LINE

- Verification:
- 1. Finance/Budget Committee _____
 - 2. Finance Chair _____
 - 3. Board Chair _____
 - Administrator _____

Action Req: _____

D3

