

*"Menominee – Where the best of Michigan Begins"*

## MENOMINEE COUNTY BOARD OF COMMISSIONERS

*Menominee County Courthouse  
839 10<sup>th</sup> Avenue  
Menominee, MI 49858*

*Brian R. Bousley – County Administrator  
Sherry DuPont – Administrative Assistant  
Telephone: (906) 863-7779 or 863-9648  
Fax: (906) 863-8839*

## MENOMINEE COUNTY FINANCE COMMITTEE

~A QUORUM OF THE BOARD MAYBE PRESENT~

**DATE:** Thursday ~ April 23, 2015  
**TIME:** 8:00 AM  
**PLACE:** Menominee County Courthouse~ Administrative Office

### \*\*\*\*\*AGENDA\*\*\*\*\*

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Approval of Previous Minutes
6. Public Comment (limited to 5 minutes on agenda items only)
7. Business
  - a. Budget Amendments 2014/2015 # 2
  - b. MSUE MOA funding 4H Full Time Position
  - c. Airport Funding
  - d. Deficit Elimination Plan 2013/2014 FY
8. Public Comment (limited to 5 minutes)
9. Commissioner Comment (limited to 5 minutes)
10. Adjournment

*Charlie Meintz – Chairperson*

*Larry Schei – Vice Chairperson*

*Bill Cech James Furlong Ray Williams Bernie Lang Gerald Piche Jan Hafeman John Nelson*

Menominee County Finance Committee  
Minutes of Meeting  
February 19, 2015

\*\*\*\*\*DRAFT\*\*\*\*\*

The Finance Committee met on February 19, 2015 at 10:30 AM at the Menominee County Courthouse, Administrative Office.

Present at the meeting were Coms. Hafeman, Cech and Schei, and Nelson, Brian Bousley, Sherry DuPont. **Others present:** Diane Lesperance, Debra Wormwood

**Call Meeting to order:** Chairperson Nelson called the meeting to order at 10:30 AM.

**Pledge of Allegiance:** The Pledge of Allegiance was recited

**Roll Call:** Roll call was taken; all commissioners are present.

**Agenda** was approved by Com. Schei and supported by Com. Hafeman as written. Motion approved 4/0.

**Previous Meeting minutes:** Previous minutes September 18, 2014 were not available. They will be approved at the next finance committee meeting.

**Public Comment:** None

**Business:**

- a. **Budget Amendments (1-7) 2014/2015:** We pass our Budget for Oct. 1. We have some changes throughout the budget process that we do quarterly. Bousley: 911 – moving money over from the fund balance to the line items for tower maintenance & CAD/Phone maintenance. (13,463.80) After we approved the budget, we received a letter from the Airport Commission reducing our appropriation (10,000). We received a Hannahville Grant for the Merit Networking “Fiber” Project at the Annex. (11,360). An anonymous Donation for the Library (500). Reimbursement for MMRMA (50,179). Hannahville Grant for the Fair Board (1,300). Remonumentation Grant amount budgeted was less than what the state approved. (20,466). Jan/Larry to approve the amendments...to move forward to the County Board for approval. 4/0
- b. **MSUE MOA funding:** This year we budgeted \$30,000. With this MOA, they are asking for more \$39,737 (9,737 more than what we budgeted). Hafeman, where would we take it from. Nelson, were they fully running in Oct., Nov., Dec.? We need to be sure they were there and working before we pay out more \$. Schei, my opinion is that we should pay them the full amount. They’ve done what we’ve asked them to do (above and beyond). They’re

putting the 4-H in at the Fair again this year. Schei, I move that we pay them \$39,737 for this budget year. Hafeman supports the motion. 4/0

- c. **Audit and Audit Renewal:** This is the last year for our audit services. We need to put out for a proposal for the coming years. We had an exit interview. We put a little over \$300,000 back into the GF. He has to really start digging to find stuff on us. Nelson: The audit shows a surplus of \$12 mil. we owe about 7 mil in MERS. Diane keeps a fund balance for delinquent taxes, so some is tied up. We've gone from DB to DC so we'll need to pay up now. Brian we'll start seeing the aux \$ in a couple of years. Brian, you talked about any excess going to the building fund, so once we get the audit back, we'll talk about that. I would like to go out for bids as soon as possible for the next three years. We normally get two to three bids. The Committee is in agreement to allow administration to put out for audit bids.
- d. **2015/2016 Budget Timeline and discussion:** This is basically what we've done in the past. We meet when necessary through the budget process. Bousley: Everything comes out of this office. We give the Dept. Heads/elected officials a breakdown of their numbers from last year and they make changes accordingly. We meet with them, go over any projects if any. When that is all compiled, then we come to the board for any changes. All members concur the timeline will work.
- e. **911 Equipment Upgrades:** Debra Wormwood: 911 is funded by the 911 surcharge which is \$2.38 for each phone that can access 911. We do have a bit of a fund balance and are self-funding at this time. We started March 1, 1996 and we still have the same radio consoles that we had then. We need to replace them. It's going to cost between \$200-250,000. Which was given as an estimate from Motorola last July. We'd like to upgrade to an IP Consoles so it doesn't have to be replaced in the next few years. Dickinson Co. paid \$336,000 and Iron Co. paid \$418,000 to have the upgrade. Hafeman: what will the IP consoles do that the current ones don't? Wormwood: Intractability with other dispatch centers in the UP, future of AVL (Automatic Vehicle Locators) MDT's (Mobile digital terminals) it would be ready for that. It would be ready for the upgrade of fiber and phone patches. Schei: Isn't the IP strictly all digital compared to what you have now? It is, but we would still be able to run our County Fire rescue and paging off of the radio system. Because the volunteer fire/rescue can't afford the IP phone systems. Nelson: They've tossed this around before. Why isn't 911 consolidated with Dickinson/Delta counties? Dickenson just went out for a Millage, Delta has one too. Since we use the surcharge, we were like the "cash cow" when it came to money. Wormwood: one of the disadvantages to consolidate is distance. They wouldn't be able to page for fire and ems. Nelson: we can share the costs. Explore the options. Pinecrest could be used for a central dispatch area. My end of the county is much more tied to Delta and Dickinson Counties. Hafeman: These units could be moved to a new location if needed. Wormwood: Yes. Schei: What about maintenance? Currently we pay on a "per call" basis. The new consoles will be \$10,000 /year for maintenance. What are the training requirements? Wormwood: That will be included in the cost. Cech: Dickinson and Iron County currently have the upgraded consoles. Wormwood: Dickinson we call on the telephone (paramedic intercepts). Nelson: the funding would come from the surplus. No fee from the county unless they don't have

enough to cover it in their fund balance. Schei: I'd like to move this forward to our next meeting. I'm all in favor of the IP system, it's the way to go. I have mixed feelings on the consolidation. Nelson: I don't see 911 employees anyplace. In times of emergency, people are pretty good. I do feel we should explore looking into consolidation. Wormwood: If we look at consolidation, we need to look at Hannahville. They were under us at first, then went to Delta for a while but came back to Menominee County due to service issues. Cech asks questions in ref. to meetings for 911. Wormwood extends a welcome to the coms. to visit the dispatch center. Nelson: I'd say we need to look at it to see if consolidation may be a way to save money. Brian to bring more information back to the finance com. for more discussion. Cech asks, "What is "Pinecrest"? The other commissioners explain the facility.

**Public Comment:** None

**Commissioner Comment:** Nelson: the only comment I'll make is that I've probably been at the sheriff dept. 15 times or more.

**Adjourn:** Moved by Com. Hafeman supported by Com. Cech to adjourn the meeting at 11:30 A.M. Motion approved 4/0.

## Budget Amendment Summary 2014-15

<u>Number</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Account</u>
8	2/25/2015	County Board approved MSU agreement and it was more than originally budgeted	\$ 9,737.00	101-261-801.00

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MENOMINEE COUNTY  
REQUEST FOR BUDGET AMENDMENT

BUDGET YEAR: 2014/15

By Amount of: \_\_\_\_\_

Please Increase (Decrease):

\$ 9,737.00

Revenue Account: \_\_\_\_\_

Expenditure Account:

101-261-801.00

Date of Request: \_\_\_\_\_

2/25/15

Justification:

CB approved agreement w/USU  
for \$39,737 - for 2015 FY. Only \$30,000  
was originally budgeted.

Name of Requesting Dept: \_\_\_\_\_

Administration

Name of Elected Official/Dept Head: \_\_\_\_\_

Brian Bousley

Signature of Elected Official/Dept Head: \_\_\_\_\_

Approval by Chief Fiscal Officer: \_\_\_\_\_

Date Posted to General Ledger: \_\_\_\_\_

Posted by: \_\_\_\_\_

**COPY**

**A. Specific Contributions by MSUE:**

1. At least 1.0 FTE Extension Educator whose primary office of operations will be the county Extension office is included in the assessment, unless otherwise agreed to by the county
2. \_\_\_\_\_ FTE - Extension educators. Please indicate the area(s) of Expertise: \_\_\_\_\_
3. .5 FTE - 4-H program coordinator(s).
4. \_\_\_\_\_ FTE - Additional 4-H program coordinators/other paraprofessional.
5. \_\_\_\_\_ FTE - Support Staff
6. \_\_\_\_\_ FTE - Other Staff to be included Agreement for Extension Services. Please indicate title and rank \_\_\_\_\_
7. Administrative oversight included in annual assessment.
8. Access to Extension Educators with expertise in each of the MSUE Institutes included in annual assessment.
9. Supervision of University provided academic and paraprofessional staff. Supervision of county clerical staff and/or county staff upon request. Supervision is included in the annual assessment.
10. Annual reporting of services provided, audiences served, and impact of programs in the county.

**B. Specific Contributions by the County:**

1. Office space for a County Extension office. The office will include space for at least one Extension educator, one 4-H program coordinator and one clerical staff person, access to space for delivering Extension programs, and utilities, including telephone. Office space will be available for additional MSUE and/or county staff as mutually agreed. The office must be provided high-speed internet sufficient to meet the needs of MSUE Personnel. Minimum standards for internet access can be found in Appendix A. The office space must be at least comparable to the average office space used by County employees.
2. Clerical staff for the Extension office that will perform clerical functions, including assisting county residents in accessing MSUE resources by office visit, telephone, email, internet and media. This can be a county employee or the county can contract with MSU for their services.
3. General operating expenses for the office and non-MSU Personnel.

C. Assessment to County:

2015 TOTAL Assessment

\$ 39,737

**ADDITIONAL PERSONNEL**

- 1. Educator 0
- 2. 4-H Program Coordinators 0
- 3. Additional 4-H program coordinators/other  
paraprofessional 0
- 4. Support Staff 0
- 5. Other Staff

TOTAL COUNTY PAYMENT FOR 2015

\$39,737

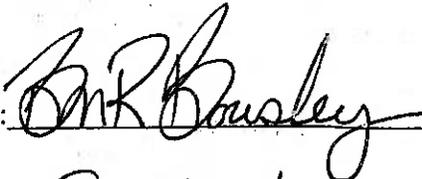
For the period, October 1, 2014 to September 31, 2015, MENOMINEE County shall pay to MSUE **\$39,737**, which is the cost of the assessment (minus the credit) plus any additional personnel costs. Payment will be made the first month of each quarter of the county fiscal year. Payments should be sent to

MSUE Extension Budget Office  
446 W. Circle Dr.  
160 Agriculture Hall  
East Lansing, MI 48824

MICHIGAN STATE UNIVERSITY

MENOMINEE COUNTY

By:   
Daniel T. Evon, Director,  
Contract & Grant Administration

By:   
Title: County Administrator

Date: 3/25/15

Date: 3/4/2015

**RECEIVED**  
APR 06 2015  
BY: AD

MSU  
Contract & Grant Admin  
MAR 25 2015  
**RECEIVED**

**Proposed Budget Request Menominee County  
2015-2016 MSUE proposal budget - 1.0 FTE 4H/GMI**

2015 - 2018 (3 years)

Projected expenses	2015	2016	2017	
Menominee County/MSUE salary (1.0 FTE)	\$35,000	\$36,050	\$37,132	3% increase/year
Fringe Benefits/FICA	\$21,350	\$21,991	\$22,650	3% increase/year
Operating	\$6,000	\$6,000	\$6,000	
Travel	\$3,000	\$3,000	\$3,000	
Expenses/Appropriations	\$65,350	\$67,041	\$68,782	

\*\*2015 amount would be pro-rated based upon start date of employee

2015 Menominee County contribution is estimated to be approximately \$20,000  
\$32,000 x .6

2015-2017 Budget estimate	
2015	\$20,000
2016	\$33,000
2017	\$34,000
<b>Total</b>	<b>\$87,000</b>

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**RESOLUTION – 2015-09  
Menominee County Deficit Elimination Plan  
For FY ending September 30, 2014**

WHEREAS, Menominee County experienced deficit fund balances at the conclusion of the Fiscal Year ending on September 30, 2014 in the following fund:

State-Special Child Care #296-000-001.00 in the amount of \$42,826  
Remonumentation #243-000-001.00 in the amount of \$425  
Law Library #269-000.001.00 in the amount of \$2,393

WHEREAS, Act 275 of the Public Acts of 1980 requires that a Deficit Elimination Plan be formulated by the local unit of government and filed with the Michigan Department of Treasury:

NOW THEREFORE, IT IS RESOLVED that the Menominee County Board of Commissioners approves the amount of \$45,644 to be transferred from General Fund, cash account #101-000-001.00 to balance the deficit fund incurred in State-Special Child Care at the conclusion of the Fiscal Year ending September 30, 2014.

BE IT FURTHER RESOLVED that Menominee County's Board of Commissioners submits the Deficit Elimination Plan to the Michigan Department of Treasury for certification.

\_\_\_\_\_  
Charlie Meintz, Board Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Marc Kleiman, County Clerk

\_\_\_\_\_  
Date

*Charlie Meintz – Chairperson      Larry Schei – Vice Chairperson      James Furlong  
Raymond Williams    William Cech    Bernie Lang    Gerald Piche    Jan Hafeman    John Nelson*