

"Menominee – Where the best of Michigan begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

Menominee County Courthouse
839 10th Avenue
Menominee, Michigan 49858-3000

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MENOMINEE COUNTY FINANCE COMMITTEE

Meeting as the Committee of the Whole

~ A QUORUM OF THE BOARD WILL BE PRESENT~

DATE: Monday ~ April 30, 2012
TIME: 3:00 PM
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
January 30, 2012
6. Public Comment *(Statements, not debate; limited to 5 minutes per person on agenda items only)*
7. Business
 - a. Quarterly Review of Budget expenditures for FY 2011-12
 - b. FY 2011-12 Budget Amendments
 - c. Discussion of FY 2012-13 Budget Process-Timeline
8. Public Comment
9. Commissioner Comment
10. Any Other Items Members May Wish to Present
11. Adjournment

James Furlong - Chairperson

Charlie Meintz - Vice Chairperson

Bernie Lang

Mark Jasper

Jim Pearson

Menominee County Finance Committee
Minutes of Meeting
January 30, 2012

DRAFT

The Finance Committee met as a Committee of the Whole on January 30th at 4:00 p.m. at the Menominee County Courthouse – Administrator’s office/conference
Present at the meeting were Com. Lang, Com. Pearson, Com. Furlong, Brian Bousley & Sherry Smith.

Also present: Kandace Curran, Diane Lesperance

Call Meeting to order: Chairperson Lang called the meeting to order at 4:00 P.M.

Roll Call: Roll call was taken; Com. Meintz and Com. Jasper were absent

Agenda was approved by Com. Pearson and supported by Com. Furlong 3-0

Previous Meeting minutes: September 2, 2011 – moved to approve by Com. Pearson and supported by Com. Furlong 3-0

Public Comment: Kandace Curran, Extension Secretary/Fair Manager ~ handed out a spreadsheet to show the cost of Fair members and their dedication to the County Fair. There are five members plus the Mgr. and Com. Meintz appointed by the county board. Prior to the county board stopping all meeting fees, the fair board members received a \$25 stipend for each meeting attended. The volunteers only meet about 6 months out of the year. Com. Lang: Are you asking the county board to do something? Curran: No, This information is to show that the \$5,000 that is appropriated to the fair board goes back into the county. All of the Fair volunteers work free of charge. They all wear two hats, if not more. If we had to pay for the people that volunteer for the fair, we’d be going into the hole. Com Pearson: You’re very fortunate to have such generous volunteers. Curran: I myself used my personal vehicle for a total of 788 miles that I didn’t charge the fair for either. I don’t take anything for the meetings, or comp time or anything like that. It is a lot of volunteer, a lot of give. FYI Brian, I did some research on 100th anniv. of the fair. Historical society is looking into the “actual” first year the fair began...it’s difficult to pinpoint due to the name of the fair back then. Com. Furlong: Very informative, Thank you.

Business:

- a. Quarterly Review of the Budget expenditures for FY 2011-12 ~ This is for the first quarter of the Budget year. (Oct.-Dec.) Com Lang: I know Brian that you track this on a routine basis, and follow up with it. I think the board should be aware of the discrepancies. It gives us a better understanding of the mechanism involved in the whole budget process. I appreciate Diane’s report on the swamp tax, I did a little playing with figures, we’re dealing with 896 acres of land. Two years ago the state paid \$2 per acre, last year they paid \$1.76 and this year

they're paying \$1.50. The state statutory obligation is \$2 per acre. They want to settle a way of reimbursing the loss of personal property tax by putting a statutory clause. This is an example of how good their word is. In my opinion, we need a constitutional solution of the tax. When we look at the fact that the townships get 50% and the counties get 50%, last year each lost \$21,505 this year we're each going to be losing half of \$45,122 that's a significant amount of the budgets to lose. Diane: Every year they keep cutting it more, what will it be next year? Com. Lang: The state is not very true to their word. They're leaning on the counties to balance the state budget, but this is money that is paid to us for land that they took over that they are not paying taxes on. Diane: Now, the state is doing an estate recovery and taking property away from the elderly. Commercial Forest Reserve (CFR) money, was supposed to be \$1.20 but it was only \$1.06 for this year. Dog licenses will be significantly higher this year. Com. Pearson: It was a great idea to involve the veterinary services to sell the dog licenses. Com. Lang: Not only convenient, but more income for the county. Diane: The Auditors finished up here today. He said it was the cleanest audit since Pat Kass was here. Com. Lang: Standard Budget Report: Brian has a list of revenues and expenditures with some items that he highlighted. I'd like to discuss why these highlighted. Brian: The first three pages are just revenue. I'll always show these so you can see where we're at since revenues come in at all different times through the budget year. Everything should be at about 25%. The fourth page is "Other Legislative", the first item is Hospital Ins. – It's a little high because a majority of the people were on the higher program. "Liability Ins." There are three payments. We're on track with this: "Capital Outlay" was for the carpeting paint and furniture in here (admin office). Probate court – legal fees is the one we need to keep an eye on. "Capital outlay", Judge Hupy had a computer that crashed and he needed one. He didn't have anything budgeted so he's showing the deficit. Treasurers: Hosp. Ins. is the "opt out"...we moved to \$400/mo. instead of the budgeted \$300. "Postage Machine", you have to buy \$5,000 worth of postage at a time, for some reason there was only 4,000 budgeted. This is used for all departments, then we charge each dept. back. Buildings & Grounds, other operating are things that don't fit into other line items. We've have a lot of things that needed to be done to correct the boiler system, so we'll need to keep a close eye on that acct. "Sheriff Dept." Hosp. Ins. is again, opt out...that went up to \$400/mo.; Uniforms is contractual, it is paid out...in a lump sum and is included as part of their salary. This is handled different in the parks. The parks employees purchase their uniforms and either the county is billed, or the employee is reimbursed when they turn in a receipt up to \$350. Discussion on how the sheriff dept. allows the uniform allowance to be paid out. The commissioners ask if the contracts state that they get the money without providing receipts. The contracts were pulled and it does say the employer shall pay a maintenance allowance of \$600 per year. Commissioners all agree, this needs to be corrected during contract negotiations. It may seem petty, but it needs to be tracked. It's budgeted at \$13,000. Travel – is used for transports and training at schools. Emergency Management – we budgeted for a part time person in this budget. A lot of

things will need to be amended. Road Patrol – Gas and oil will need to be watched more closely. Com. Pearson asked for permission to be excused. He has another meeting he needs to attend. Com. Pearson is excused at 4:40 PM. James where is the revenue stored that comes in for the Road Patrol? There is an account that the percentage of taxes goes into for RP. If they go over budget in RP, does that come from the general fund or the millage? Bousley: it will come out of the millage. We will need to keep an eagle eye on this one, the new millage won't go into effect until this Dec. County Parks – tree replacement all was spent at the end of the year. We got a great deal for the overage of trees. DEQ permits – water discharge, campground fees, phragmite cutting. Prof. Cont. fees will need to be adjusted. Building Code: revenues are very low. Only \$5,742 for the first three months. 9-1-1 telephone line is over budget...because of the AT&T contract increase, which should be straightened out now. County library – Ins. is because of the HRA program. Child Care acct. looks good! That's Great! He should be commended now for keeping his budget numbers, but we're only in the first quarter. Juv. Probation Officer...he was approved for the ins, then opted out instead. He's still able to be insured by his mother. PA-123 – Contracted services is high because of the demolition and disposal on 5th Street that wasn't expected, or budgeted for. Bernie: Curious about the state land and how it's obtained. In Marinette Co. the land stays with the county, not the state. The Co. then leases the property to loggers for removal of the timber. And the county revenues are increased because of the timber sold. Diane: When we have a foreclosure, we have to offer the property to the state first. I've never had the state take any property that's been foreclosed on. Bernie: What about the Hermansville building? The grant money is all used up, so they can't help us. It will cost \$75,000 for asbestos removal, (*but there may be another option*) and another \$75,000 for demolition. We may need to budget for this in the upcoming budget. If we leave the building, it's a risk to the county. Liability is questioned. Is there a "clause" in our ins. policy to cover us for foreclosed properties held by the county? James: Lets look at a grant that's provided for the "leaky storage containers" (MAC - Florence McDermott) and see if they can help us, otherwise we should budget for the removal of this building.

Public Comment:

Commissioner Comment: None

Any Other Items Members May Wish to Present: April 30th, 2012 for next quarterly finance committee meeting at 4:00 PM.

Adjournment:

Moved by Com. Pearson seconded by Com. Jasper to adjourn at 5:20 P.M. Motion approved 3/0

Budget Amendment Summary 2011-2012

<u>Number</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Account</u>
1	11/7/2011	Carpet Installation in Admin Office	\$ (1,500.00) \$ 1,500.00	101-103-755.00 101-103-970.00
2	11/23/2011	Yearly Postage Transfer for Veterans Trust/Affairs	\$ (300.00) \$ 300.00	294-683-729.00 101-682-729.00
3	11/29/2011	Grant Received for 2 Plow Trucks (Hannahville Grant)	\$ 6,320.00 \$ 6,320.00	101-000-441.01 101-265-930.03
4	12/5/2011	State Funding Was Different Than Budgeted	\$ 39,708.00 \$ 105.00 \$ 1,826.00 \$ 41,500.00 \$ (3,723.00)	243-000-542.01 243-246-710.00 243-246-765.00 243-246-801.07 243-246-801.08
5	11/30/2011	Reimbursement for Gasoline for Work Van	\$ 811.36 \$ 811.36	101-000-677.00 101-301-742.00
6	12/28/2011	Library Received Anonymous Grant	\$ 500.00 \$ 500.00	271-000-544.00 271-790-727.03
7	1/20/2012	Rental & Supplies for FOC Copier (New Account Created)	\$ (2,500.00) \$ 2,500.00	215-141-801.01 215-141-942.00
8	1/16/2012	State Grant - Crash/Capture	\$ 16,207.00 \$ 16,207.00	101-000-544.05 101-301-934.05
9	3/1/2012	Office File Cabinet Needed	\$ (1,100.00) \$ 1,100.00	101-103-801.02 101-132-931.00

Other Leg.- Other Operating
Other Leg. - Capital Outlay
Veterans Trust fund
Veterans affairs - postage
New acct.-Admin. Hannahville Grant
New acct. -Hannahville Grant
Remonumentation
grant amount 91,708
increase budgeted amt. by
39,708
reimbursements
Gas, Oil, ETC.
Grants/bequests
restricted purchases
sheriff bench warrants
New acct.- Copier Equip. Rental and supplies
New acct.-State Grant Crash/capture
New acct.-State Grant Crash/capture
Other Leg. - prof. physicals
Family court - office equip/maint.

<u>Number</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Account</u>
10	3/9/2012	Laminating Supplies & Revenue	\$ 100.00	101-000-642.01 Clerk-laminating revenue
			\$ 100.00	101-215-983.00 Clerk-laminating supplies
12	3/28/2012	Reimbursement for damage to #5505 which happened at casino parking lot	\$ 3,218.92	205-000-607.00 Reimbursement
			\$ 3,218.92	205-315-934.02 Road Patrol - equip repairs/veh. Maint.
13	3/30/2012	New account Created for Repair	\$ 2,000.00	215-141-931.00 New Acct. - FOC - Repair/maint.
14	4/3/2012	New Account Created for Equipment	\$ 4,000.00	215-141-934.00 New Acct. - FOC-Equipment
15	1/11/2012	Approval for Hannahville Hotel	\$ 150.00	517-252-801.00 PA123 foreclosure-contracted serv.
16	1/11/2012	Costs for Demolition of House at 908 5th Street	\$ 8,948.50	517-252-801.00 PA123 foreclosure-contracted serv.
17	4/20/2012	Reimbursement for Damage to UD-10 Profit Sharing Sales	\$ 11.00	101-000-677.00 reimbursements
				101-301-727.00 sheriff-office supplies

2012/2013 FY Budget Timeline (DRAFT)

- April 5th – Budget Worksheet Packets presented to Department Heads/Elected Officials
- April 30th –Department Head/Elected Officials Budget Packets Due
- May 1st to June 8th –Meeting with Department/Elected Offices on preliminary budget
- May 22nd-Public Input on Budget (before any draft is prepared)
- June 25th-Finance Meeting (review Proposed First Budget)
- July 10th- Draft of the Budget ready for the County Board
- July 23rd –Scheduled Finance Committee Meeting
- July 24th- Public Input on Budget
- August 28th – Public Input on Budget
- September 11th-Public Hearing on the Budget
- September 11th –Final Budget submitted
- September 25th-12/13 Budget Approved