

"Menominee – Where the best of Michigan begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

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

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

MENOMINEE COUNTY FINANCE COMMITTEE

~ A QUORUM OF THE BOARD WILL BE PRESENT~

DATE: Tuesday ~ April 19, 2011
TIME: 5:30 PM (*Immediately Following Personnel Meeting*)
PLACE: Menominee County Courthouse ~ Courtroom B

*****AGENDA*****

1. Call Meeting to Order
2. Approval of Agenda
3. Approval of Previous Minutes
July 15, 2010 & November 19, 2010
4. Public Comment (*Statements, not debate; limited to 5 minutes per person on agenda items only*)
5. Business
 - a. John Nelson – Discussion of budget ideas
 - b. 2011/12 Budget Timeline
 - c. Michigan State University (MSU) – Memorandum of Agreement, Discussion
6. Correspondence
7. Any Other Items Members May Wish to Present
8. Public Comment
9. Adjournment

James Furlong - Chairperson

Bernie Lang - Vice Chairperson

Charlie Meintz

Mark Jasper

Jim Pearson

Menominee County Finance Committee
Minutes of Meeting
July 15, 2010

DRAFT

The Finance committee of the Menominee County Board met on July 15, 2010 at 4:00 p.m. in the Menominee County Library Conference Room, Stephenson. Present at the meeting were Com. Charlie Meintz, Com. Garry Anderson, Brian R. Bousley, Administrator, & Sherry Smith, Admin. Asst.

Also present: Dawn Dennis-Ruleau, Bob Desjarlais, and Jason Reece

Agenda was approved – Meintz/Anderson 2-0

Previous Meeting minutes: None

Business: a. Presentation by Jason Reece-Liberty Telecom

Vice president of Liberty Telecom Consultants. They deal with internet bills, cell phone bills, long distance calls, and advertising. In the Upper Peninsula we are seeing up to a 20-30% reduction in expense. Liberty Telecom Consultants take 50% percent of our savings. There is no obligation in the contract. Jason was asked to come back to a future Board meeting.

b. Discussion of 2010/11 Budget

Dawn Dennis-Ruleau- For in home care, the county pays 50% and the state pays the other 50%. Out of home care in 2009 it cost \$106,361.89 for Juvenile Delinquent placement. Dawn is here to fight to keep the other probation officer Marty. Comm. Anderson recommended that it stay in the budget and asked Dennis-Ruleau to put together a presentation with numbers to present to the Board. Bob Desjarlais- Moving forward with the bathhouse project at Shakey Lakes, need to get an architect or engineer. Need to put a dump station, a new septic system, and a well at Shakey Lakes. Bousley- Asked DNR for \$150,000 for the bathhouse and hasn't heard a response. Anderson- Brought up going to the Health Department for engineering plans, then getting the permit. Meintz- We have to have the DEQ permit and an engineered plan to start anything. Bousley- We are short up to three showers and we have no handicap bathrooms. Meintz- We were looking at blacktopping, so there would be a few handicap accessible camping sites. Anderson- Wondering if anyone was over-budget. Bousley- Everyone is within the budget. Bousley- Board of Commissioners, we budgeted less money this year than we did last year. It shows that our hospital insurance went down. The liability insurance went up a little bit. Friend of the Court needs a vault for a secure filing system. There is almost \$1,900 spent this year for marriage counseling. Smith- Instead of divorce, Judge Hupy allows the couples who do not have money, try marriage counseling. Anderson- Family court has an increase of \$12,536. Bousley- District court went down considerably. We had a retirement of our Magistrate, and we had a Magistrate come in at a lower level. Friend of the Court had a retirement, but the new person came in at the same pay rate.

Anderson- So Friend of the Court went up? Bousley- The big increases in Friend of the Court is that postage went up \$1,300. Smith- Brian is in here having retirement at this point in time. Bousley- We did put the cell phone in there too. Eichhorn asked me not to use my personal cell phone. Anderson- We had an increase in the County Clerk. Bousley- Office supplies is one that we dropped. We did add to electric. Elections stay the same. Anderson- I am concerned with the area of Building and Grounds. I think we should have money designated for projects. Bousley- Prosecuting Attorney is down as well. Register of Deeds has also dropped. The Sheriffs Department has increased \$100,000 over the past year. Anderson- The county library had an increase of \$20,000. Bousley- We are currently over-budget by \$87,000.

Any Other items Members may wish to present: None.

Public Comment: None.

The committee adjourned at 7:32 P.M. moved by Meintz, seconded by Anderson

Menominee County Finance Committee
Minutes of Meeting
November 19, 2010

~~~~~**DRAFT**~~~~~

The Finance committee of the Menominee County Board met on November 19, 2010 at 12:00 p.m. at the County Annex Building, Stephenson. Present at the meeting were Com. Charlie Meintz, Com. Garry Anderson, Brian R. Bousley, Administrator.

**Also present:** Diane Lesperance, Penny Mullins.

**Agenda** was approved by Meintz supported by Anderson 2-0

**Previous Meeting minutes:** September 16, 2010 ~ approved by Meintz supported by Anderson 2-0

**Public Comment:** Not addressed

**Business:** a. Review of 2010/11 Budget – Bousley: This is the first month in the new budget. Everything's ok. Couple of things that aren't on here that I just want to make you aware of is what we did... last year we had the Family Court-Video Teleconferencing budgeted and the BS&A Software/server-budgeted. Whatever we have left we moved forward in case we had anything left to purchase from there for the final of the projects. Anderson: BS&A software, we're done with that, right? Bousley: I don't think this reflects the City of Menominee. We just got the final on that. We may have some training to do with that yet, too. Whatever we had left over, we moved roughly \$26,000 over for that. The Video teleconferencing we have a couple of bills that have to come in yet for that, we moved forward the balance from that. Anderson: that went over didn't it? Bousley: no, we're good with that... we moved roughly \$35,000 over for anything needed to complete the project. Meintz: Did you use Stoker through the Video Teleconferencing? Bousley: No, he doesn't have the capability yet. Meintz: That could have saved us about \$5,000. How it works with Stoker, he either charges for the drive or he gets a plane ticket and rental car and charges for that, whichever is cheaper. Bousley: The judges have used the video teleconferencing and it has saved us some money. Anderson: Is it working 100% now? Bousley: We've got one that we need to build a cabinet for, the mobile unit; but other than that, everything's working. We've had training on it and will again soon. Also there are a few components that would probably be good to purchase. The scanner would be nice. As far as the rest of the accounts, we're ok. Building and grounds, we were under about \$78,000 last year. Anderson: So B&G we're under \$78,000, to move ahead? Bousley: No we're not moving that ahead. Anderson: Why? Bousley: Certain things that Al and I left to be fixed so we weren't tight on things. A couple of projects we had to jump through hoops to get a few things. Anderson: The heating and cooling system in the jail... that's on course? Bousley: The contractor stopped today, they start on Monday. He said he can rig everything so he can do one unit at a time, that way we're not completely out of heat. A bigger issue we have is right now is a problem with the boilers. Anderson: There should be a maintenance thing with the boilers to be sure

that gets checked. The monitor system was taken away from the boilers, that was a dangerous thing. There should be a maintenance program. Bousley: We've got someone in there now for a few things that need to be replaced; Couple of check valves, etc. Meintz: Is there anyone who does a yearly go through the boilers? Bousley: That's part of building & Grounds, Jim and Al have a good working knowledge of everything. It's just that the pipes and things are getting old. Anderson: That's the problem we had before; the maintenance wasn't getting taken care of. When dealing with boilers, you actually get into violations with State laws if you don't have certain things done. Bousley: HVAC is on track, after the holidays we'll hit the cell doors hard. The fire door may have to wait till spring because we'll have to put a hole in the wall.

- b. Employee Health Insurance - Bousley: This is just the rate increases. If we were to stay with the present insurance we'll have a 34.4% increase. That puts us at roughly a \$78,000 budget deficit. Anderson: Has that explained where all the increases have occurred? Bousley: Yes. Jan Stage came in and explained everything to the employees. Stoker and I had negotiated with all the unions. He'll be back on Monday because there are some questions the unions have. Anderson: Did Jan Stage come up with some plans to change this? Bousley: Yes, he did. I will discuss this during the closed session on Tuesday night. Meintz: This is the whole plan, the plans that were also discussed from our previous meetings with other insurance agencies. It has to be accepted with the union also? Were there some substantial savings discussed? Bousley: Yes. The only problem we can run into is if the union doesn't go for it, then we'll have to scramble to change some things. Meintz: I guess I don't see that as a problem. With the ins. the rates go up, and it does cost the employees. At some point somebody's going to have to take some responsibility, I don't think the county should always be handling all the responsibility. Bousley: I guess no one expected it to increase this much. Anderson: I did. The Obama care was gonna drive it up and that's exactly what it did.

Diane Lesperance: The committee agrees to allow Diane to speak. RE: Health care, In January when the new legislation comes into play, there's talk about repealing some of the healthcare. Jan didn't think it would make a difference. In reference to the audit Bids, I would like to bring up some points. Anderson: Who's got the lowest bid? Diane: Is there going to be extra charges other than the bid itself? Anderson: Tackman doesn't charge anything extra to come in for consulting with our offices. We know we can trust them on the price to be final. I've worked with Schenck. They charged extra for any services provided beyond the audit. Meintz: I think the point of putting the bid out is to make sure it's fair. That we're doing the right thing as fair and equal as possible. Diane: Anderson Tackman has 19 counties in MI. Schenck doesn't have any in MI.

**Correspondence:** None

**Any Other items Members may wish to present:** None

**Public Comment:** None

The committee adjourned at 12:26 P.M. moved by Meintz, seconded by Anderson

#### Tentative Budget Timeline for 2011/2012 FY

- April 13 and 14, 2011 Department Heads and Elected Officials will receive budget packets and work on their departmental budgets
- April 29, 2011 the Department Heads and Elected Officials budget packets due to the County Administrator
- May 2 through June 3, 2011 County Administrator will meet with Department Heads and Elected Officials to review and adjust departmental budgets
- June 30, 2011 Preliminary Budget presented to the Finance Committee
- July 7 through August 19, 2011 Review, revise and amend preliminary budget
- August 23, 2011 Preliminary Budget presented at County Board Meeting
- August 24, 2011 Public Review of Budget
- September 27, Public Meeting for 2011/2012 Budget
- September 27, 2011 Approval of 2011/2012 Budget

**MICHIGAN STATE**  
**UNIVERSITY**  
**EXTENSION**

July 7, 2010

Menominee County Commissioners  
Menominee County Administrator  
Menominee County Courthouse  
839 10th Ave.  
Menominee, MI 49858

Dear Commissioners and Administrator:

Presented below are internet links of a recorded presentation on the County memorandum of agreement discussions that occurred at six location across Michigan. If you were unable to attend one of the sessions in the Upper Peninsula and wish to listen to the presentation please go to one of the links listed below.

The larger, HTML version is available at: <http://av.anr.msu.edu/msuecommmoa/msuecommmoa.html>

This version allows the viewer to move to different slides in the presentation and start the audio feed at that point.

The Flash only version is <http://av.anr.msu.edu/msuecommmoa/msuecommmoa.swf>

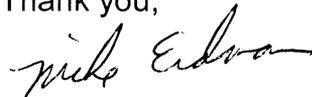
This version runs straight through without the ability to move around in the presentation.

It is important to remember that this presentation puts forward some ideas, none of which have been adopted or discarded, but rather were meant to stimulate discussion and generate feedback to help us build an effective and efficient vehicle for our county partnership agreements.

If you have any questions please do not hesitate to contact me.

Please contact me if you have any questions.

Thank you,



Mike Erdman, Ph.D.  
District 1 Coordinator

**MENOMINEE COUNTY**  
**Michigan State**  
**University Extension**  
S 904 U.S. Highway 41  
Stephenson, Michigan  
49887-8808

906/753-2209  
888/678-3464  
Ext. 63666

FAX: 906/753-2200

*Michigan State University Extension Programs and materials are open to all without regard to race, color, national origin, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or even veteran status.*

*M.S.U. is an affirmative-action equal opportunity institution.*

*Michigan State University U.S. Department of Agriculture and counties cooperating.*

*a prior (now)  
agreement w/MSU*

**MEMORANDUM OF AGREEMENT**  
between the  
Menominee County, Michigan, Board of Commissioners  
and  
MICHIGAN STATE UNIVERSITY

This agreement is entered into in good faith by the Menominee County Board of Commissioners and Michigan State University Extension whereby the following is hereby mutually agreed:

1. That the position of Extension CYF Agent, Extension Educator currently assigned to Menominee County on a 96% basis be increased to a 100% time status.
2. That Michigan State University Extension shall continue to employ a qualified person to fill this position per Michigan State University employment policies and procedures.
3. That the Menominee County Board of Commissioners shall provide a grant to Michigan State University to finance 50% of the salary (40% from the county and 10% from the Hannahville Indian Community) and 10% (10% from the Hannahville Indian Community) of the fringe costs for this position. At no time will the county be held responsible for the contribution of the Hannahville Indian Community. The resources from the Hannahville Indian Community are on an annual renewal basis.
4. That this grant shall be adjusted in accordance with Michigan State University Extension pay increases as approved by the Michigan State University Board of Trustees and is therefore subject to revision in amount necessary to meet 40% of the total salary from the county and 10% salary and fringe (contributed by the Hannahville Indian Community) making the entire county package 50% salary and 10% fringe.
5. That the Menominee County Board of Commissioners shall make payable to Michigan State University Extension a sum of money equal to 50% of total position salary and 10% fringe costs in semi-annual installments with payment due within 30 days upon receipt of billing statement.
6. That Michigan State University Extension shall assume liability for worker's compensation and unemployment compensation.
7. That the Menominee County Board of Commissioners shall supply adequate office furniture and facilities, office supplies and equipment, and secretarial assistance.
8. That the person occupying this position shall be an employee of Michigan State University and shall be subject to the same terms of employment, supervision and control as any other so classified employee of Michigan State University Extension.
9. That this agreement shall cover the period beginning October 1, 2002 and will continue through September 30<sup>th</sup> 2003. It may be terminated by either party with written notice of such intent which must be given to the other party at least one hundred twenty (120) days prior to the intended termination.

10.28.02

*Dee Dee Henry*

Date Chairperson, Menominee County Board of Commissioners

10-28-02

*Barbara Morrison*

Date County Clerk, Menominee County

10-29-02

*M. O. Erdman*

Date County Extension Director, Menominee County

11-07-02

*Margaret Bethel*

Director, Michigan State University Extension

Date

# MENOMINEE

*Draft 3/11/2011*

|                                                                                         | 2011 Budget      | 2012 Base MoA    | 2012 Optional  | 2012 MOA         |
|-----------------------------------------------------------------------------------------|------------------|------------------|----------------|------------------|
| Wages - Support staff 1 FTE ** Also works for Building Code Department and Fair Manager | \$32,566         | \$32,566         | \$0            | \$32,566         |
| Fringe - Support staff                                                                  | \$26,919         | \$26,919         | \$0            | \$26,919         |
| Operating dollars for Educators and 4H:                                                 |                  |                  |                |                  |
| Supplies                                                                                | \$3,000          | \$0              | \$0            | \$0              |
| Equipment                                                                               | \$500            | \$0              | \$0            | \$0              |
| Agriculture Testing/Diagnostics                                                         | \$500            | \$0              | \$0            | \$0              |
| Forestry Testing/Diagnostics                                                            | \$300            | \$0              | \$0            | \$0              |
| Other Operating Expenses                                                                | \$300            | \$0              | \$0            | \$0              |
| 4H Supplies                                                                             | \$300            | \$0              | \$0            | \$0              |
| Telephone/Internet                                                                      | \$1,500          | \$0              | \$0            | \$0              |
| Computer Hardware/Software                                                              | \$400            | \$0              | \$0            | \$0              |
| Computer Services                                                                       | \$600            | \$0              | \$0            | \$0              |
| Travel<br>(Agriculture \$2800, 4-H \$1,000, Snap-Ed \$800)                              | \$4,600          | \$0              | \$0            | \$0              |
| Equipment Repair/Maintenance                                                            | \$1,000          | \$0              | \$0            | \$0              |
| Copier Rental/Lease                                                                     | \$5,000          | \$0              | \$0            | \$0              |
| Operating dollars for county support staff                                              | \$0              | \$0              | \$0            | \$0              |
| 4H PA Sheryl Schrot 4-H EE                                                              | \$28,020         | \$0              | \$0            | \$0              |
| 4H PA fringe                                                                            |                  | \$0              | \$0            | \$0              |
| Additional Educator(s) (specify position requested, not individual Educator)            | \$0              | \$0              | \$0            | \$0              |
| Additional Prog Instructors (specify FTE's and location)                                | \$0              | \$0              | \$0            | \$0              |
| Base MOA Assessment                                                                     | \$0              | \$38,191         | \$0            | \$38,191         |
| Charge back: Water                                                                      | \$400            | \$400            | \$400          | \$400            |
| Charge back: Sewer                                                                      | \$400            | \$400            | \$400          | \$400            |
| Charge back: Electric                                                                   | \$2,700          | \$2,700          | \$2,700        | \$2,700          |
| Charge back: Natural Gas                                                                | \$1,600          | \$1,600          | \$1,600        | \$1,600          |
| Charge back: Trash Removal                                                              | \$650            | \$650            | \$650          | \$650            |
| <b>TOTAL</b>                                                                            | <b>\$111,255</b> | <b>\$103,426</b> | <b>\$5,750</b> | <b>\$103,426</b> |
| <b>COUNTY ALLOCATED FUNDING:</b>                                                        | <b>\$111,255</b> |                  |                |                  |

This row; enter total \$ in column B; in C, enter cost of 1.0 or present if lower than 1.0 FTE; in D, enter any additional support the county is providing

This row; enter total \$ in column B; in C, enter cost of 1.0 or present if lower than 1.0 FTE; in D, enter any additional support (included in base county assessment; )

OPTIONAL - Please specify the use of these dollars in comments column

(additional full or partial FTE 4H Prog. Coord. @\$55K per FTE) - **be sure to indicate that this is their option, not required**

(included in above)

**be sure to indicate that this is their option as to whether they do this or not @ \$87K per FTE (includes operating)**

**be sure to indicate that this is their option as to whether they do this or not @ \$45K per FTE (includes operating)**

use assessment figure for county here (includes the allotted FTE of 4H Prog. Coord.) use option c until decision made

| FTE housed in county                   | MSUE paid | County paid | Grant paid | Comments |
|----------------------------------------|-----------|-------------|------------|----------|
| Sheryl Schrot, EE, 4H, 1 FTE 60/40 MSU | X         | X           |            | MSU      |
| John Bruno, PI, SnapEd, 1 FTE          |           |             | X          | MSU      |
| John Erdman, DC, 1 FTE                 | X         |             |            | MSU      |
| Debra Curran, Office Manager, 1 FTE    |           | X           |            | County   |
|                                        | \$143,532 | \$87,505    | \$51,666   |          |