

"Menominee – Where the best of Michigan Begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

*Menominee County Courthouse
839 10th Avenue
Menominee, MI 49858*

*Brian R. Bousley – County Administrator
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MENOMINEE COUNTY FINACNE COMMITTEE

–A QUORUM OF THE BOARD MAYBE PRESENT–

DATE: Tuesday~ April 16, 2013
TIME: 2:00 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
6. Public Comment (limited to 5 minutes on agenda items only)
7. Business
 - a. 2013/2014 Budget Timeline
 - b. 2013/2014 Budget Discussion
 - c. Schedule Next Meeting
8. Public Comment
9. Commissioner Comment
10. Adjournment

Charlie Meintz – Chairperson

Larry Schei – Vice Chairperson

Doug Krienke James Furlong Chris Plutchak Bernie Lang Gerald Piche Jan Hafeman John Nelson

Budget Timeline for 2013/2014 FY (DRAFT)

- April 5: Budget Worksheet packets presented to Department Heads and Elected Officials**
- May 3: Budget Worksheets from Department Heads and Elected Officials due**
- May 6 – May 17: Meetings with Department Heads and Elected Officials on Budget Changes**
- June 19: Finance Committee Meeting to review Budget**
- June 24: Finance Committee Meeting – presentation of First Draft of Balance Budget**
- July 9: Presentation of First Draft of Balanced Budget to County Board**
- July 23: Public Input on Budget Meeting (prior to County Board Meeting)**
- August 27: Public Input on Budget Meeting (prior to County Board Meeting)**
- September 10: Public Hearing on the Budget**
- September 10: Final Budget Submitted to County Board**
- September 24: 2013/2014 Budget Approved at County Board Meeting**

Additional Finance Committee Meetings will be scheduled throughout the process as needed

Menominee County Finance Committee
Minutes of Meeting
July 31, 2012

DRAFT

The Finance Committee met as a Committee of the Whole on July 31 at 3:00 pm at the Menominee County Administrator's office.
Present at the meeting were Com. Lang, Com. Furlong, Com. Jasper, Brian Bousley, & Sherry Smith

Also present: Renee Herrild, Jodie Barrette, Diane Lesperance

Call Meeting to order: Chairperson Lang called the meeting to order at 3:00 P.M.

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

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

Previous Meeting minutes: July 10, 2012 – moved to approve by Com. Furlong and supported by Com. Jasper to approve the minutes as written. 3-0

Public Comment: None

Business:

- a. **FOC, Renee Herrild – 215 Account Discussion** ~ I understand there were some questions regarding the 215 acct. Brian handed out info. regarding the 215 acct. I'd like to clear up the fact that the money isn't there as a slush fund. Its money that is earned and it is there for extraordinary expenses for the FOC office to enhance our operations. In the past it was received from the work we produced. Anything we spend the money on, we receive a 66% reimbursement for the cost. The reimbursement money goes back into that account. James: if money comes out of the 215 acct. for items, why do we budget for capital outlay for the FOC office. Renee: You don't, since I've been the Friend of the Court, I haven't asked for any money for the past 6 years. Bernie: Does the county have any control over the 215 money. Renee: No the Judge does. Bousley: We talked about imaging. The FOC office can purchase the imaging equip., get reimbursed at 66% and then the rest of the county can climb aboard for the other 34%.
- b. **Library Board Request** ~ Brian: Pat has asked for \$20,000 to be moved from her fund balance to her bookmobile designated fund. Fund Balance: the county gives them a certain amount of money to operate each year. Anything they don't use gets carried over into their fund balance. Bernie: Is she going to buy a bookmobile? It's just because we haven't been putting \$10,000 into that fund every year as was previously agreed upon by the County Board. Mark: Their

AC unit went out and cost us \$30,000. In theory we could ask them to pay for some of that? Brian: Yes, in theory we could. Pat is conservative and would like to keep some of the money in the fund balance acct. in case something catastrophic happens. James: Something catastrophic did happen, they lost their air conditioning and who stepped up to the plate and bought them new AC units? Lang: Social Services has a \$35,000 child care fund, and in my 20 years, they've never used it. We have budgeted \$9000 for the board and \$3500 for child care. It is actually budgeted, so they have to invoice us for the money. If it's not used, it stays in the general fund. Discussion ensued; consensus is to move the \$20,000 over from the library fund balance to the designated book mobile fund as requested by the Library board.

- c. **Non-Sufficient Fund (NSF) Checks** – This was brought up by Charlie at one of the County Board meetings. I spoke with Dan about this. He does take care of the NSF checks. It's not top priority, but he does process the paperwork when they come in. We only receive \$5 for processing of NSF checks.
- d. **Third Quarter Review – Budget expenditures** – Last time we were concerned about the revenue accounts. We're on track with previous years. Pg. 6 of 41 Other leg. hosp. ins. is at 92% because of the new ins. But if you look at the HRA, that's over 200,000. With the new ins. we won't need that, so we can transfer some over to offset the hosp. ins. Furlong: So this is something that will need board approval? Brian: Yes. Medical examiner – pg. 35 of 41 we just approved the contract for the next 4 years for him. Death/cremation Certificates can be charged for, so he would like us to receive the revenue to offset the autopsies. Coms. Agree, they do not want this to become a "special revenue" account. Pg. 3 of 63, road patrol/secondary RP. Insurance is like the other leg. Acct. We'll need to do a line item transfer for this too. They were budgeted for the HRA plan, but won't use it, because they are on Teamsters Ins.
- e. **FY 2011/12 Budget Amendments** – Brian: We'll start at #18, since we already approved 1-17. #18 is Emerg. Serv. There is \$1,000 that was supposed to be used from Capital outlay for a new computer but the computer payment came out of the "other legislative" account...because of the transition of the new employee. She is putting the money toward other accounts that will have a shortfall this year. #19: K-9 donation, which was the donation from the women's club. #20 GIS grant, for 911- that was the one we had to pay first to be reimbursed from the grant. #21 Travel expenses, that's the 215 FOC account. She created an account to transfer money into for travel.
- f. **Second Draft – FY 2012/13 Budget** – Revenue Sharing was increased by \$13,549, so we'll have to make a change there. Pg. 6 – HRA reimbursements was increased. We only had 20,000 there. The Five projects that we had under "Designated building projects" is now under the Other Legislative acct. Com. Furlong asked about the Jail Fire Door. Brian: that will be the next project. When Dan M. is done out at the Bathhouse project, he'll come over to create specs. for the Jail Fire door. What about the Entry Door Air lock? We can get away with a different latch on the door, having that closed and fixing the pad where people walk in so they won't stumble, and we're done with that. We could take the airport money out of there if necessary. Pg. 21 – We added a line

item (981.00) for vehicle maintenance. We now have 3 vehicles. We had it at \$3,000 now it's at \$5,000. Diane: What about the front wooden doors? Are they going to be replaced? That airlock money can be used for the new doors (approx. \$15,000), so we can redistribute the money. Emerg. Mgmt. – Cell phone, we increased. She has a Blackberry so she can be “mobile”. Pg. 45, Parks – We increased 801.00 contractual, because of the septic system pumping at the parks. We added 981. as vehicle maintenance. We don't have one for the parks...but have vehicles to repair. We've been taking it out of the other operating acct. Pg. 47, we appropriated \$5,000 for the park improvement designated fund, but I took it out. Bernie: do we have a revenue fund for boat launches? Brian: No. That's under park improvement; the boat fees “feed” the improvement fund. Bernie: Why do people have to pay for boat launch fees to put their boat in the water and in the winter, people launch their ice shanty's using the launch and don't have to pay? Brian: I don't know, that's a good question. Diane: Yes, I had a question about canoes. If someone takes a canoe into the water, they're not using the boat launch, do they still have to pay for a boat pass? Brian: I don't know. The thing is we don't have anyone to monitor this, it's on the honor system. Page 54, 911- they are on the HRA program, so I increased that to \$32,000. 727.01 – that's a new account for the new equipment she just received. Upkeep, update. Debra's revenue account is funded completely from the millage. None of this money comes from the general ledger. Pg. 67, Judge Hupy agreed to allow the surplus be applied to the budget this year, so the county is not appropriating any money in this account for this year. Pg. 71, this is the position where the county pays half and we get half through the grant. Because Marty is leaving us, we are putting a family ins. plan into the budget to be safe the new person coming in is covered. Brian: I have questions about the wellness program, do we want to add this into the budget? If the employees are healthy, the ins. claims go down, which then costs us less money. Furlong: in order to make it work it would have to be convenient for the employees. A reduced membership, or anytime fitness...so they can use the service. One last thing, the MAC meeting is set up for Aug. 29 (COW), here at the courthouse. Do we want a specific topic, the big issue is MAC's support of the upper peninsula. Consensus is to leave the discussion open with no specific topics.

Public Comment: None

Commissioner Comment: None

Any Other Items Members May Wish to Present: None

Adjournment: Moved by Com. Furlong seconded by Com. Jasper to adjourn at 4:15 P.M.
Motion approved 3/0