

"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 DuPont - Administrative Assistant
Telephone: (906) 863-7779 or 863-9648
Fax: (906) 863-8839*

MENOMINEE COUNTY FINANCE COMMITTEE MEETING

~ A QUORUM OF THE BOARD MAY BE PRESENT ~

DATE: Tuesday ~ July 9, 2013
TIME: 9:00 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
June 24, 2013
6. Public Comment *(Statements, not debate; limited to 5 minutes per person on agenda items only)*
7. Business
 - a. FY 2012/13 – Budget Amendments #3
 - b. FY 2013/14 Budget ~ 2nd Draft
 - c. MSU memorandum of agreement – Dr. Thomas Coon
8. Public Comment
9. Commissioner Comment
10. Adjournment

*Bernie Lang Charlie Meintz - Chairperson Larry Schei - Vice Chairperson James Furlong
Doug Krienke John Nelson Chris Plutchak Gerald Piche Jan Hafeman*

Menominee County Finance Committee
Minutes of Meeting
June 24, 2013

*****Draft*****

The Finance Committee met on June 24, 2013 at 9:00 AM at the Menominee County Administrator's office. Due to public attendance, we moved this meeting to Courtroom B.

Present at the meeting were Com. Lang, Com. Nelson, Com. Schei, Com. Hafeman, Brian Bousley, & Sherry DuPont

Also present: Diane Lesperance, Pat Cheski, Doug Krienke, Marc Kleiman, Ken Connors, Gary Eichhorn, Jerry Piche, others.

Call Meeting to order: Chairperson Nelson called the meeting to order at 9:08 A.M.

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

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

Previous Meeting minutes: June 17, 2013 – moved to approve by Com. Hafeman and supported by Com. Lang to approve the minutes correcting “page 5 – change July 24th to June 24th for the next meeting date”. Motion approved 4/0

Public Comment: Gary Eichhorn – Questioned if the commissioners received a list of non-essential county employees yet.

Business:

- a. **FY 2013/14 Budget to the Committee for discussion:** Nelson: This budget draft has a \$320,000 surplus. We still don't have anything from MERS. We don't have info. about what is required by law. Hafeman: Has there been any progress with the unions and the defined contributions? Nelson: I see that the Sheriff Dept. budget is up \$170,000 from 2 years ago. Hafeman: I notice the board of coms. budget is up, partly because of the “Explorer Solutions” line item. Coms. would like to recess to allow Brian to finish up some other business before the meeting. All concur. Recess at 9:16 AM.
9:35 session resumes: Brian: the budget is \$304,000 right now...but there was a mistake on page 8. Travel was put in at 18,000 it should be only 1,800. Hafeman: What jobs are mandated and what are not. Brian: Basically what we got from everyone. We need an investigator, but it is not mandated. Things that are not mandated, we do to receive other revenues to operate. Animal Control came up. As a county we are obligated to provide animal control. But the Sheriff Dept. does not have to provide it. We have a corrections officer who does animal control and other things. This comes out of the jail fund. Nelson: I don't know if we have an Undersheriff requirement. I really need to have specific information in order to get to our \$750,000 goal. I would not recommend changing the tax structure. We won't ask the tax payers for more money. Lang: Because we have a county wide animal control ordinance, are we obligated to specify some degree of animal control? Brian: Yes. Schei: When you ask for a legal opinion, do we need to have a list of all of these items and then have our legal counsel identify each one individually? We talked about

this at the last three meetings. Can we say we'll have this list at the next meeting. Nelson: Brian do you see a way we can get to that number? Brian: We do have some money in the DTRF fund. Nelson: We're not going to take anything from savings. That doesn't fix anything. Is there a reason why the Obama care was put into the other legislative budget. Brian: Yes, because if we need it, we don't want to come back and ask for more money later. Nelson: can we correct that to read "Affordable Health Care Act". Nelson: Have you talked to the Library to see if we have any excess money there. Brian: There is some money there from last year, and there may be a little left over this year too. Nelson: I do want input from the department heads. This effects their staff. There's got to be some cuts there. If they can't come up with it on their own, we'll have to do it for them. I need to know what positions are required, is it done elsewhere, and can we afford them? Hafeman: Capital outlay? Can those be cut? Brian: Yes, and some appropriations can be cut. Nelson: Credit Cards, I don't think that's a good system for us. Mandated meetings/travel: I don't know what's required. Lang: you think the credit cards are costing the county more money. Nelson: Yes. Brian: The credit card would be more of a policy change. Nelson: Travel, what is mandated what is not? Brian: Some training is, some is not. I'll have to bring this up to the department heads. Nelson: Added fuel costs... is everything being billed to the right departments? Is any additional work associated to road patrol being charged against the road patrol? Lang: If that's an accountability issue, I agree with it. Nelson: Shouldn't we bill to the right department. Lang: Shouldn't the clerk right now be billed to the county board? There's plenty of things that overlap. Hafeman: Example, if a dept. is billed for copies, they're going to be more responsible about what they ask for. Like Kenny Marks and the brochure, would he have done that if he didn't think he had money for it? Lang: I think our first step in this committee is to establish the seriousness of the MERS deficit. I think it's important, but I think we're over playing the seriousness of it. Nelson: At the end of 11 years, we went from 1.5 to 7.5 million dollars (in the deficit). The deficit is becoming greater. Lang: if there's extra money in the budget, put it toward the MERS deficit, but as far as cutting services to the bone, I disagree with that. Hafeman: Bernie, our deficit is growing and growing. Nelson: Our costs keep going up and the revenue has a minimal increase. I don't know how this problem self corrects. Lang: If there is money in the budget, put it toward MERS, but to cut employees down to 35 hrs/wk or to eliminate positions in departments, I don't agree with that. Nelson: Every employee in this county deserves what was offered them. We promised them something. It isn't my fault if we can't fulfill the retirement they deserve. I want to at least try. Schei: when you brought up the 320,000 surplus this year and next year we have another 320,000. So we have 640,000 estimated, depending on revenues. Nelson: No that's not the way. It's each year, not the combined total years. Brian, when we switch, how much more will our retirement go up? Brian: If we switch to the defined contribution, what will happen, when an employee retires with us, then all costs to that employee are gone. Defined benefit, we have to pay off within the next 15 years. Nelson: 2008-10 the stock markets pushed us back with bad investments. If we think one year at a time, we're never going to get anywhere. Hafeman: The state is going to ask us for a plan to pay off the unfunded liabilities. I'd rather be on top of this than behind it. Nelson: Can we agree we'd like to see higher numbers? Can we at least agree that we look at a budget that Brian gives us with reductions to assess the impact on the county? Lang: Where are we with converting to the defined contribution? Brian: Unions are not willing to do anything right now. He wants to investigate it a bit. The BA wants our best offer cause this is the only one we're gonna get. Lang: So how long is this hiring freeze going to stay in effect? Nelson: Until we get this taken care of... until the next contract, I don't know. Lang: It could be never. Nelson: That's not my problem. Lang: I disagree with enforcing a hiring freeze month after month. Nelson: So you don't see any light at the end of the tunnel Brian? Brian: Yes I do. Schei: We haven't decided what we're going to do

with MSU yet and there's \$38,000 in this budget for that MOU. Nelson: If you have a budget with more cuts, be sure we all get it before the meeting. Lang: I have some questions about appropriations, why is there no appropriation for building code. Brian: Because it's been self-funded for the last couple of years. Lang: Animal shelter, they requested \$5,000...that's double from last year. Rescue Squads – Why so much? Brian: they send letters of request, these are only the requested amounts. Nelson: Brian bring back personal recommendations on the appropriated amounts, show both what is requested and what you recommend. Lang: Law Library, are we designating funds for an individual to maintain the books? Brian: No, Sherry takes care of making sure any books received are placed into the law library. Hafeman: Veterans Services – How much of his budget is coming from the state? Brian: That's all on us, no money is from the state. Hafeman: Can we get Mike into the state service officers program? It's not mandated to have a County Veterans' Service officer. Brian: I'll talk to Mike about this. Schei: LEIN, what is this? They are asking for \$3000 more this year. Brian: This is the law enforcement, background/criminal record check software. Nelson: are there any LEIN records that they can generate a revenue off of? Brian: Let me look into that one.

Public Comment: None

Commissioner Comment: Hafeman: Road Patrol – I'm wondering where they can cut to make their budget come out more even. The Sheriff dept. – as a big budget, we need to look more closely at. Also, appropriations need to be looked at. Brian: Don't forget this is a draft – we have to present it to the County Board on July 9th. Nelson: does a balanced budget mean...Brian: It means we don't have a deficit. Nelson: But when we owe for retirement, isn't that a deficit? Brian: No that's not considered a deficit when setting up the budget on a yearly basis. Nelson: to Brian, you will give the finance committee a budget with the proposed cuts. When's our next meeting? Brian: I have presented a balanced budget to the board. I can introduce this to the whole board. Can we meet before the county board meeting? **July 9th at 9:00 AM.** Nelson: Brian, provide us with a budget that can show not just requests, but show exactly where we're at.

Adjournment: Moved by Com. Hafeman seconded by Com. Lang to adjourn at 10:45 A.M. Motion approved 4/0.

Budget Amendment #3 - to Finance Committee 7.9.13

18	6/21/2013	Library Received an Anonymous Donation	\$	500.00	271-000-544.00
			\$	500.00	271-790-727.03
19	7/1/2013	Surveillance System-CH & Jail MMRMA Grant	\$	40,000.00	101-103-998.01
			\$	40,000.00	101-000-677.00
20	7/3/2013	Money Received from DocView & Needs to be Refunded	\$	790.00	101-000-645.01
			\$	790.00	101-301-755.00

Menominee County
Request for Budget Amendment

Budget Year: 2012/13

Please Increase

Revenue/Expenditure Account 271-000-544.00 by \$500.00
Shorts, Requests,

Please Decrease Increase

Revenue/Expenditure Account 271-790-727.03 by \$ 500.00
Restricted Purchases

Date of Request 6/21/13

Justification Anonymous donation received

Requesting Department County Library

Elected Official/Dept. Head Pat Cheski

Chief Fiscal Officer's Approval _____

Date Posted to General Ledger _____

Posted by: _____

2012 - 2013

BUDGET AMENDMENT
NUMBER #18
June 21, 2013

Re: **County Library - anonymous donation**

Account Number	DESCRIPTION		Budget
271-000-544.00	Grants & Bequests	\$	500.00
271-790-727.03	Restricted Purchases		500.00

Menominee County
Request for Budget Amendment

Budget Year: 2012/13

Please Increase

Revenue/Expenditure Account 101-103-998.01 by \$ 40,000
Surveillance System

Please ~~Decrease~~ *Increase*

Revenue/Expenditure Account 101-000-677.00 by \$ 40,000
- MURMA Grnt -

Date of Request 7/1/2013

Justification Grant awarded for Security

Requesting Department Administration

Elected Official/Dept. Head _____

Chief Fiscal Officer's Approval _____

Date Posted to General Ledger _____

Posted by: _____

2012 - 2013

BUDGET AMENDMENT
NUMBER #19
July 1, 2013

Re: Surveillance System / MMRMA Grant

Account Number	DESCRIPTION	Budget
101-000-677.00	MMRMA Grant	\$ 40,000.00
101-103-998.01	Surveillance System	40,000.00

MENOMINEE COUNTY
REQUEST FOR BUDGET AMENDMENT

BUDGET YEAR: 2012-2013

Please Increase

Revenue/Expenditure Account

101-000-245.01 by

\$790.00

Please Decrease

Revenue/Expenditure Account

101-301-755.00 by

\$ 790.00

Date of Request:

7/3/13

Justification:

\$ were sent to wrong state (menominee WI) refund \$

Requesting Department:

Admin / Sheriff

Elected Official/Dept Head

Chief Fiscal Officer's Approval

Date Posted to G/L

Posted by:

2012 - 2013

BUDGET AMENDMENT
NUMBER #20
July 3, 2013

Re: Money Received from DocView & Needs to be Refunded

Account Number	DESCRIPTION		Budget
101-000-645.01	Fingerprints/Copies	\$	790.00
101-301-755.00	Other Operating Supplies	\$	790.00

Sheriff Department Receipted Money in when it should have been sent to Menominee, WI
DocView has already paid Menominee, WI, so we have to refund the money to DocView.

**Agreement for Extension Services provided by
Michigan State University**

COPY

Michigan State University Extension ("MSUE"), in collaboration with Menominee County ("County") are committed to helping people improve their lives through initiatives in four Extension Educational Program Institutes:

- Enhancing Michigan's First Green Industry: Agriculture & Agribusiness
- Preparing Michigan's Children & Youth for the Future
- Greening Michigan: Leveraging Natural and Human Assets for Prosperity
- Improving the Health & Nutrition of Michigan's residents

MSUE and the County have a long history of working cooperatively to deliver Extension services. We agree to each contribute resources to continue the delivery of Extension services in the County.

I. Basic Contributions. Generally, each of us agrees to contribute the following:

A. MSUE will provide:

1. Access to programs in all four MSUE Institutes by residents in your County. This includes access to educators appointed to the institutes and MSU faculty affiliated with each Institute to deliver core programs.
2. Extension educators' salaries and benefits. At least one extension educator will be assigned to your County. The County may contract for additional extension educators at additional cost.
3. A 4-H program coordinator will be assigned for at least .5 FTE to the County, with up to 3.0 FTE assigned based on the youth population of the County. The County may contract for additional FTE employees at additional cost.
4. Administrative oversight of operating expenses for educators, 4-H coordinators, and other MSUE program staff and faculty ("Personnel") who provide programming to counties. Operating expenses include, for example, travel reimbursement, professional development and communications costs.
5. Supervision of the Personnel providing services to the residents of the county.
6. Supervision of County clerical staff assigned to the County Extension office, if desired.
7. Reporting at least once per year on the scope of services provided, the audiences served, and the impacts of programs delivered by MSUE in the County.

B. The County will provide:

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. The office must have access to high-speed internet sufficient to meet the needs of MSUE Personnel. Minimum standards for internet access can be found in Appendix A. The office and meeting space must be at least comparable to the average office space used by County employees. MSUE Administration will work with the county, clients and employees to meet applicable accommodations in order to be compliant with the ADA.
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.
3. Operating expenses for the office and Personnel.

Menominee County 2011 2012

Name Year

II. Funding

- A. MSU will pay the salary and benefits of the Personnel and the cost of the administrative oversight. These funds will be provided and disbursed within the University.
- B. The County will directly pay for the cost of the clerical staff (salary and benefits) and the general operating costs of the Extension office (see Appendix B).
- C. The County will provide funds to an annual assessment (see Annual Work Plan) that will be charged to the county and administered by MSU. The assessment will fund the operating expenses of the Personnel including the 4-H coordinator and the salary and fringe benefits of the 4-H coordinator position. The operating costs to be funded from the annual assessment are included in Appendix B. The assessment will be reviewed annually by MSU in consultation with the county.

III. Specific Contributions

Specific contributions and terms specific to the County are listed on Exhibit A, which is attached. Exhibit A will be updated annually to reflect the commitments for the upcoming year.

IV. Term and Termination

This agreement is effective on October 1, 2011 and terminates on September 30, 2016 (5 yrs later). Either MSUE or the County may terminate this agreement, with or without cause, with 120 days written notice.

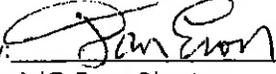
V. General Terms

- 1. Independent Contractor. The University is an independent contractor providing services to the County. The County and the University do not have the relationship of legal partners, joint venturers, principals or agents. MSUE Personnel have no right to any of County's employee benefits.
- 2. Force Majeure. Each party will be excused from the obligations of this agreement to the extent that its performance is delayed or prevented by circumstances (except financial) reasonably beyond its control, including, but not limited to, acts of government, embargoes, fire, flood, explosions, acts of God, or a public enemy, strikes, labor disputes, vandalism, or civil riots.
- 3. Assignment. This agreement is non-assignable and non-transferable.
- 4. Entire Agreement. The agreement, with its Exhibit A, is the entire agreement between MSUE and the County, superseding all previous agreements, for the subject matter of this Agreement. The agreement can only be modified in writing signed by both MSUE and the County.
- 5. No Third Party Beneficiaries. The agreement is solely for the benefit of MSUE and the County. It does not create any benefit or right for any other person, including residents of the County.
- 6. Indemnification: Without waiving any claim of governmental immunity, each party will protect, defend and indemnify the other and its elected officials, agents, representatives, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including attorney fees, of whatsoever kind and nature, such as, but not limited to, those resulting from injury or death to any persons, including the other party's own employees; or from loss or damage to any property, including property owned or in the care, custody or control of the other party, in any way incident to or arising out of the performance or non-performance of services by the other party or its agents, representatives and employees, or any subcontractor or its agents, representatives and employees, in connection with this Agreement. The obligations of the parties will survive any termination of this Agreement or completion of parties' performance under this Agreement.

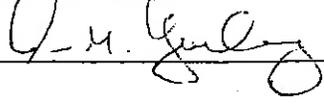
7. Nondiscrimination: The parties will adhere to all applicable federal, state and local laws, ordinances, rules and regulations prohibiting discrimination. The University, as required by law, will not discriminate against a person to be served or any employee or applicant for employment because of race, color, religion, national origin, age, sex, disability, height, weight, marital status, or any other factor prohibited by applicable law.

The individuals signing below each have authority to bind MSU and the County, respectively.

MICHIGAN STATE UNIVERSITY

By: 
Daniel T. Evon, Director,
Contract & Grant Administration
Its: _____
Date: 8/4/11

MENOMINEE COUNTY

By: 
Its: County Board Chair
Date: 7-27-2011

C. Assessment to County:

MSU Assessment	\$ 41,752.00
Credit to county from SOM appropriations	minus <u>3,543.00</u>
2014 TOTAL Assessment	\$ <u>38,209.00</u>

ADDITIONAL PERSONNEL

1. Educator (.8 FTE) at \$73,500 \$9,133 per 0.1 FTE	\$ <u>0.00</u>
2. 4-H Program Coordinators	
a. 1.0 FTE at \$56,700	\$ <u>0.00</u>
b. 0.5 FTE at \$28,400	\$ <u>0.00</u>
3. Support Staff at \$56,700 per FTE	
a. If contracted with MSUE ___ FTE	\$ <u>0.00</u>
4. Other Staff included in MOA	
a. Title and rate	\$ <u>0.00</u>
5. Other:	\$ <u>0.00</u>

TOTAL COUNTY PAYMENT FOR 2014

\$ 38,209

For the period, October 1, 2013 through September 30, 2014, Menominee County shall pay to MSUE **\$38,209**, 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: _____

Date: _____

Date: _____