

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

## MENOMINEE COUNTY BOARD OF COMMISSIONERS

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

*Brian R. Bousley - County Administrator  
Sherry DuPont - Administrative Assistant  
Telephone: (906) 863-7779 or 863-9648  
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### **MENOMINEE COUNTY FINANCE COMMITTEE**

~A QUORUM OF THE BOARD MAYBE PRESENT~

**DATE:** Wednesday ~ April 6, 2016  
**TIME:** 9:00 AM  
**PLACE:** Menominee County Administration office; Courthouse

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

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Approval of Previous Minutes ~ 3.16.16
6. Public Comment *(limited to 5 minutes on agenda items only)*
7. Department Head/Elected Official Reports *(limited to 10 min.)*
8. Business
  - a. Twin County Airport – Full time lineman
  - b. 2015/16 Budget Amendment #3 (29-30)
  - c. 2014/15 Audit surplus discussion
9. Public Comment
10. Commissioner Comment
11. Adjournment

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

Menominee County Finance Committee  
Minutes of Meeting  
March 16, 2016

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

The Finance Committee met on March 16, 2016 at 10:30 AM at the Menominee County Courthouse, Administrative office.

Present at the meeting were Coms. Schei, Hafeman, Cech and Nelson

**Others present:** Sherry DuPont, Brian Bousley, Peggy Schroud, Bill Hafeman

**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 Finance Commissioners were present.

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

**Previous Meeting minutes:** Minutes from 11.23.15 & 12.17.15 were approved by Com. Hafeman and supported by Com. Cech. Motion approved 4/0.

**Public Comment:** None

**Business:**

- a. **Twin County Airport – Full Time lineman – Bousley:** Currently we have one full time lineman and one part time lineman. We're looking to add another lineman out there. We had one out there before and the PT Manager used to do lineman duties also. With no manager out there and only one full time and one part time person out there, it causes some problems out there. If our full time guy can't come in or is sick or needs vacation (which he can't take) we essentially have to have the part time lineman do it. But there are certain things he is not qualified to do out there. So if anything happened to our full time person, we'll have to close down the airport. The proposal (additional \$10,815 max) would be to remove the Manager and the part time salary currently budgeted; add in a full time person. We used the family plan for hospital ins. A single or two person ins. would lower the proposal. Nelson: Our total outlay, with this position, would be approx. \$144,000 per year. At one time we were around \$70 something. In the last ten months we doubled our expenditures on the airport. We have an aggressive budget for fuel sales, \$170,000 (revenue), so we basically added \$72,000 in the last 14/15 months from the county budget with no additional revenue. Schei: We also have Enstrom and Freight Runners that pay too. Nelson: It would be nice if we had some business there that would offset some of our expenditures, but we're not there yet. Hafeman: Larry, if we end up with the college there, what are we going to be bringing in per year? Bousley: I don't remember the total monthly lease proposal, but it does not include the hangar that we currently rent to house transient planes overnight (\$60/night). We told them if they need the hangar, then the price will be increasing. So far there has been no response. Schei: Explorer solutions has come back with another interested company, which is "a Global Company". If it would happen, it would be very beneficial to the airport. Nelson: We have nothing fixed though? So as it stands right now, we've basically doubled what we had 15-16 months ago with no assurance of any additional revenue. That's a long term projection. Hafeman: If we are looking at the flight school, when would we be looking at that? Bousley: They want to do it by fall, that's a very aggressive schedule. Perhaps Jan/Feb. or even next summer/fall. Schei: They have to publish their class schedule 6 months in advance. Bousley: the soonest they could do that would be Jan. Cech: Are they ready to make a move? Schei: We finally got the Quit Claim Deed signed by

Marinette County. So now Menominee County owns the airport. The State of MI FAA wouldn't allow us to move forward with negotiations or even the capital outlay projects in our six year plan until we have full ownership; which we do now. Nelson: I like to offset costs with revenues. I'd like to see this delayed until we know more. We don't have the lease issues finalized, there's a bunch of stuff on the table. I'd like to see, before we add any more indebtedness to the county. I'd like to see something where we have revenue to offset expenditures. Hafeman: From what I'm seeing, it doesn't look like we'll be getting anything in during this budget year. Cech: I see what you mean, the cart before the horse, which makes sense. We don't have a manager, Jeff's been working more/less a double job. If this guy leaves, it could get tough. So we'd like to get him some help, and let him take some vacation. I think we should wait for a month or two and see what begins to happen at the airport; and then schedule something to address perhaps a new found revenue that's come in, to take care of the people we do have at the airport. Hafeman: The person we have working as Part time right now, can't do all of the lineman's job, because he isn't trained to do all of that job, right? Schei: He doesn't have all of the licenses and certifications, he's only been trained for the amount of time he's been there, basically part of the summer and the winter, so he's limited in the amount of training he's had. He has also indicated that has no interest in taking full time position, at this time, he is a retired individual. The FAA requires that the airport be operation every day. If our employee doesn't show up, and we don't have him there, we'd have to contact the FAA and get permission to shut it down. Bousley: It could affect any type of funding that we get from them for the projects. Schei: My main worry is, do we get fined from the FAA or can we just close because we don't have a guy there. This is not a finance decision 100%. This is a full county board decision. Nelson: This is a recommendation group, that's it. I think asking for time and additional info. about the funding source for it for a couple of months is not catastrophic. Schei: I think any of the positions at the airport need to go through the DMG study. Nelson: I would like to see that happen. The process of the DMG Study is the administrator of that position will have to request it. I don't see a need for that study. Schei: I don't mean a DMG study, I just mean adding the employee into the DMG. I don't know if that takes a whole new study or not. Nelson: What's the plan to increase revenue? We can't continue to spend without balance. We've muddled through before with one person, now we have one and a half. Hafeman: If we don't do this now, are we going to get those contracts for the aviation school and the other business? They might just say, "You don't have a solid plan". Cech: I don't think we have to have it today. We're trying to push this airport. We don't want to make any foolish decisions to save a couple of dollars. Let's talk about this in a month and see what's happening with the businesses. Nelson: The problem is the "long term". Cech: if we need to do a DMG study on Mr. Lafleur, let's do it. Hafeman: We just got the title signed. Let's see what happens now that the people know we have full ownership of the airport. We're premature in jumping to the 2<sup>nd</sup> full time position. Let's at least give it time to get there. Nelson: I'd like to see what the county would put in for a full year. Schei: The personnel committee did unanimously forward this to the finance committee. Nelson: I would like to see a full projected budget. For next year I'd like to see the position description and salary for that person. Can we sustain this for a number of years without more revenue? Bousley: The only thing I worry about is the general liability out there for the person who is out there doing the job "alone" for the majority of the time. I worry about him getting burnt out, I do worry about him not taking vacation. Cech: Should something happen to Jeff; is there an independent contractor to do this for a period of time? Schei: We spoke to Delta County about that. Their situation is a bit different since it's a commercial airline. But I spoke to Jeff about that, he said he does have someone at Enstrom that he can call to cover, but it's not a guarantee. I thank John for saying my heart is in this. I'm really torn between two masters on this. The one master is the taxpayers, I don't feel we should increase our budget at all. People just don't have money. On the other hand, we got this airport dumped on our laps and it's an asset to the county that could grow, but it's a future thing. If we don't pursue it we're never going to get anywhere. Nelson: How about this, I'd like to meet in two weeks with a layout of what it will cost, remove the airport manager pay. I'd like to see the long term expenditures to get some idea of what we'll have in expenditures, long term. Schei: Just so you all know. The current FT lineman, Jeff, is eligible for retirement right now. DuPont: **So you need a budget for the airport for the next 6 years, projected? All commissioners concur, and we'll meet in two weeks.**

- b. **Parks summer hire – Part time, seasonal park ranger** – Bousley: last year we tried to do it with one less seasonal person (we had a retirement here and replaced that position with one of the park rangers). They had rangers running all over the place, and had a real difficult time covering the parks. It wasn't until after the budget process that they approached me and said they need another person. Hafeman: How much will that cost? Bousley: About \$7,800 and that will come out of the Park Fund Balance; there's \$58,000 in there. We were under budget last year. Nelson: It's coming out of the parks budget. So with that said, is there any real

discussion on this? Hafeman: No let's go ahead and do it. DuPont: So the paperwork in this agenda shows the employee coming out of the General Fund. That will change to allow this to come from the Parks Fund Balance. **All commissioners agree to move this forward to the full board for approval.**

- c. **2015/16 Budget Amendment #2 (20-28)** – Bousley: Library retiree payout, that's for two employees. We'd have to adjust that budget by \$26,733.07. Nelson: Right, that's contractual, we have no choice. Bousley: I would like that to come from their fund balance. DuPont: Ok, again, it will not come from the GF operating transfers then (as shown in this agenda), it'll change and come from the Library Fund Balance. Nelson: They have close to \$70,000 in their fund balance. Bousley: The next one is Remon. We budgeted \$50,000 and the grant was a little more. (\$819.00). The next one is a grant received for the Road Patrol (\$5,523.85) that wasn't budgeted for in the beginning. Next one: Moving funds from Park Fund Balance to River Park Improvements. That's a well that we did, which we got a DNR Grant to do. We'll get 75% of the funding back from that grant. The other one is funds we had to move from travel to cover audit expenses at the airport. We had sales tax issues. DuPont: The fuel sales tax. We've never done it here before and coming from WI to MI it was a mess. Months of auditors helping. Bousley: We'll take from travel and put it into the audit account; a line item transfer. The next one is to move funds from Parks Fund Balance to River Park Improvement. It was just coded into the wrong account in the beginning. The next one, Corrections officer resigned. Nelson: There should be money within their budget without taking it from the GF. Bousley: the next one is a RAP grant that is the metal detector we got \$3,000 for. The next one (#28) is from the fires we had on 6<sup>th</sup> street. Nelson: This comes from the PA123 fund, just like the demolition for the Hermansville building. It comes from the Treasurer's foreclosure fund. It doesn't come from the General Fund. Bousley: This is a check (minus deductible) we got for the demo we had done to the property, which got paid out to the contractor. So basically we're just a pass through for the money. **All commissioners agree to move the budget amendments to the full board for approval (with changes as discussed).**
- d. **2014/15 Audit surplus discussion** – Nelson: I haven't seen the audit. Bousley: It's coming. It's \$701,134. Nelson: I'd like to put that on the agenda in two weeks. See what we have for projections at the airport. I'd like to see actual vs actuarial. Bousley: I'd like to put about \$300,000 into MERS (not send it to MERS, but into a rollover account). I'd like to add \$180,000 to the building fund; I'd like to put \$100,000 in the child care fund; we do have to put some in for our deficits. Nelson: The substance abuse board may be another alternative for funds. Bousley: The last thing, we do need some vehicles around here. Running around in squad cars that are not the best. I would like to see two new vehicles and one leased for Buildings & Grounds. They don't put a lot of miles on it, but they would need it. Nelson: The trouble with leasing a vehicle. It's the other things you pay for if you don't maintain it. I will not back away from trying to refund something back to the taxpayer. Let's think about this one too. Nelson: I think we'll see what the final is and what the gap between actual and actuarial is. It'll give us a better idea.

**Public Comment:** Peggy Schroud: The CPI this year is very, very small .003 and the only unit of Gov. that I'm aware of that is going to have a significant decrease in taxable value is the City of Menominee, only because it was brought to my attention...\$8 million. The bulk of that is personal property because of the changes happening at the City. I don't know the exact amount, but personal property is going to affect the taxable value this year. If you are going to lessen your millage that the county collects, keep in mind that it is collected at the summer tax and I have to report that to the state. The board of review is meeting this week, so I'll have a better idea what the numbers look like. Bill Hafeman: You made a comment earlier John about not putting in any expenses with no revenue. Larry was talking of possible revenue. Larry seems to have his heart in the airport. A lot of comment he made, made a lot of sense to me. Keep in mind the possible revenue coming in. I wouldn't be afraid of tackling the global co. coming in too.

**Commissioner Comment:** Nelson: We'll meet again in two weeks. Schei: We have the rest of this year, hopefully we'll have our ducks in order to move forward with the new board in Jan. Nelson: We have no projected revenues. If we had projected revenues that would change things a lot. If it was a cost neutral, wouldn't have an issue with it. I really appreciate the discussion on the airport.

**Adjourn:** Moved by Com. Hafeman supported by Com. Cech to adjourn the meeting at 12:00 PM. Motion approved 4/0.

Airport Expenses

	2016	2017	2018	2019	2020
Salaries	\$53,989.00	\$73,429.00	\$74,892.00	\$76,399.00	\$77,926.00
Overtime/On Call/Call In	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
Longevity	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
Hospital insurance	\$31,641.15	\$34,024.00	\$36,746.00	\$39,686.00	\$42,861.00
Life Insurance	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00
FICA-OASDI	\$2,919.00	\$4,087.00	\$4,136.00	\$4,184.00	\$4,229.00
FICA-MED	\$683.00	\$956.00	\$967.00	\$978.00	\$989.00
Workers Compensation	\$2,185.00	\$2,957.00	\$3,015.00	\$3,075.00	\$3,136.00
Retirement	Flat Rate				
DC Retirement	\$1,056.00	\$2,546.00	\$2,597.00	\$2,649.00	\$2,702.00
Office Supplies	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00
Office Equipment	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00
Postage	\$600.00	\$300.00	\$300.00	\$300.00	\$300.00
Misc. Purchases	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00
Gas, Oil, Etc.	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00
Aviation Fuel purchases	\$170,500.00	\$170,500.00	\$170,500.00	\$170,500.00	\$170,500.00
Credit Card Processing Fees	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00
Equipment Fuel Purchases	\$1,000.00	\$1,500.00	\$1,700.00	\$1,800.00	\$2,000.00
Uniforms	\$2,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
Other Operating -Janitorial	\$1,000.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
Other Operating - General	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
Licenses/Permits	\$700.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
Construction Supplies	\$2,000.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
Contractual Services	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
Audit Services	\$3,600.00	\$0.00	\$0.00	\$0.00	\$0.00
Liability Insurance	\$27,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
Telephone/Internet	\$4,300.00	\$4,300.00	\$4,300.00	\$4,300.00	\$4,300.00
Travel/Conferences	\$1,500.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
Advertising	\$1,400.00	\$500.00	\$500.00	\$500.00	\$500.00
Natural Gas/Heating	\$10,000.00	\$11,000.00	\$11,500.00	\$12,000.00	\$12,500.00
Water	\$300.00	\$350.00	\$375.00	\$400.00	\$425.00
Sewer	\$500.00	\$525.00	\$550.00	\$575.00	\$600.00
Electric	\$7,000.00	\$7,500.00	\$7,700.00	\$7,800.00	\$7,900.00
Capital Outlay	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00
Equipment Maintenance/Parts	\$5,500.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
Airfield Maintenance/Repairs	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
Building Maintenance/Repairs	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
New/Replacement Equipment	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
Total	\$414,083.15	\$423,184.00	\$428,488.00	\$433,856.00	\$439,578.00

2016 Salary figures are based on the remainder of the fiscal year

	2016	2017	2018	2019	2020	Fund Balance
<b>Airport Revenues</b>						\$159,470.53
<b>Grants</b>						
State	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	
<b>Charge for Services</b>						
Landing Fees	\$9,900.00	\$9,900.00	\$9,900.00	\$9,900.00	\$9,900.00	
Engine Pre Heat	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	
Cargo Handling	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	
De-icing	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00	
Fuel Business	\$95,000.00	\$95,000.00	\$95,000.00	\$95,000.00	\$95,000.00	
Fuel Cash	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	
Fuel Credit Card	\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00	
Soda Machine	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	
Oil Sales	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	
<b>Interests and Rents</b>						
Rent/Hanger Fee	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	
<b>Other Revenue</b>						
After Hours Fees	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00	
Terminal Signs	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	
Miscellaneous	\$5,600.00	\$5,600.00	\$5,600.00	\$5,600.00	\$5,600.00	
Transfer/Appropriation						
Capital Outlay	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	
<b>Total</b>	\$345,375.00	\$345,375.00	\$345,375.00	\$345,375.00	\$345,375.00	
<b>Expense Totals</b>	\$414,083.15	\$423,184.00	\$428,488.00	\$433,856.00	\$439,578.00	
<b>Appropriation</b>	\$68,708.15	\$77,809.00	\$83,113.00	\$88,481.00	\$94,203.00	

Airport Revenues	2016	1% 2017	1% 2018	1% 2019	1% 2020
<b>Grants</b>					
State	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
<b>Charge for Services</b>					
Landing Fees	\$9,900.00	\$9,999.00	\$10,098.99	\$10,199.98	\$10,301.98
Engine Pre Heat	\$100.00	\$101.00	\$102.01	\$103.03	\$104.06
Cargo Handling	\$300.00	\$303.00	\$306.03	\$309.09	\$312.18
De-icing	\$1,200.00	\$1,212.00	\$1,224.12	\$1,236.36	\$1,248.72
Fuel Business	\$95,000.00	\$95,950.00	\$96,909.50	\$97,878.60	\$98,857.38
Fuel Cash	\$500.00	\$505.00	\$510.05	\$515.15	\$520.30
Fuel Credit Card	\$150,000.00	\$151,500.00	\$153,015.00	\$154,545.15	\$156,090.60
Soda Machine	\$125.00	\$126.25	\$127.51	\$128.79	\$130.08
Oil Sales	\$150.00	\$151.50	\$153.02	\$154.55	\$156.09
<b>Interests and Rents</b>					
Rent/Hanger Fee	\$30,000.00	\$30,300.00	\$30,603.00	\$30,909.03	\$31,218.12
<b>Other Revenue</b>					
After Hours Fees	\$1,800.00	\$1,818.00	\$1,836.18	\$1,854.54	\$1,873.09
Terminal Signs	\$200.00	\$202.00	\$204.02	\$206.06	\$208.12
Miscellaneous	\$5,600.00	\$5,656.00	\$5,712.56	\$5,769.69	\$5,827.38
Transfer/Appropriation					
Capital Outlay	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00
<b>Total</b>	\$345,375.00	\$348,828.75	\$352,317.04	\$355,840.21	\$359,398.61
<b>Expense Totals</b>	\$414,083.15	\$423,184.00	\$428,488.00	\$433,856.00	\$439,578.00
<b>Appropriation</b>	\$68,708.15	\$74,355.25	\$76,170.96	\$78,015.79	\$80,179.39
<b>2015/2016 Appropriation</b>	\$134,200.00				

Airport Revenues	2.00%	2.00%	2.00%	2.00%	2.00%
	2016	2017	2018	2019	2020
<b>Grants</b>					
State	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
<b>Charge for Services</b>					
Landing Fees	\$9,900.00	\$10,098.00	\$10,299.96	\$10,505.96	\$10,716.08
Engine Pre Heat	\$100.00	\$102.00	\$104.04	\$106.12	\$108.24
Cargo Handling	\$300.00	\$306.00	\$312.12	\$318.36	\$324.73
De-icing	\$1,200.00	\$1,224.00	\$1,248.48	\$1,273.45	\$1,298.92
Fuel Business	\$95,000.00	\$96,900.00	\$98,838.00	\$100,814.76	\$102,831.06
Fuel Cash	\$500.00	\$510.00	\$520.20	\$530.60	\$541.22
Fuel Credit Card	\$150,000.00	\$153,000.00	\$156,060.00	\$159,181.20	\$162,364.82
Soda Machine	\$125.00	\$127.50	\$130.05	\$132.65	\$135.30
Oil Sales	\$150.00	\$153.00	\$156.06	\$159.18	\$162.36
<b>Interests and Rents</b>					
Rent/Hanger Fee	\$30,000.00	\$30,600.00	\$31,212.00	\$31,836.24	\$32,472.96
<b>Other Revenue</b>					
After Hours Fees	\$1,800.00	\$1,836.00	\$1,872.72	\$1,910.17	\$1,948.38
Terminal Signs	\$200.00	\$204.00	\$208.08	\$212.24	\$216.49
Miscellaneous	\$5,600.00	\$5,712.00	\$5,826.24	\$5,942.76	\$6,061.62
Transfer/Appropriation					
Capital Outlay	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00
<b>Total</b>	\$345,375.00	\$352,282.50	\$359,328.15	\$366,514.71	\$373,845.01
<b>Expense Totals</b>	\$414,083.15	\$423,184.00	\$428,488.00	\$433,856.00	\$439,578.00
<b>Appropriation</b>	\$68,708.15	\$70,901.50	\$69,159.85	\$67,341.29	\$65,732.99

870 Salary increase  
 870 Pension  
 Health ins.  
 870 Pension

2015/16	2016/17	2017/18	2018/19	2019/2020
AIROPT	AIROPT	AIROPT	AIROPT	AIROPT
Employee Name/Grade/Step				
Current Sa % INCREASE				
PROJECTED SALARIES				
LONGEVITY	LONGEVITY	LONGEVITY	LONGEVITY	LONGEVITY
HOSP PLAN				
HOSPITAL INS				
LIFE INS				
FICA	FICA	FICA	FICA	FICA
FICA-MED COMP				
WORK RETIREMENT TOTAL				
Airport Mgr./Line1 Vacant				
Maintenance-Line LaFleur, Jeff per agreement				
Maintenance-Line vacant				

Manominee County  
Request for Budget Amendment

*Budget Amendment #3*

Budget Year: 2015/2016

Please indicate

Expenditure	Revenue/Expense	Amount	By	Amount
101-148-704.00	\$	1,145.00		\$1,145.00
101-148-715.00	\$	71.00		\$71.00
101-148-715.01	\$	17.00		\$17.00
101-148-716.00	\$	4.00		\$4.00
101-132-704.00	\$	12,261.00		
101-132-715.00	\$	761.00		
101-132-715.01	\$	178.00		
101-132-716.00	\$	42.00		
101-132-718.00	\$	2,332.00		

29 3/31/2016 Vacation Payout - Probate Court  
Employee was denied vacation in 2015

30 3/31/2016 Retirement Payout (Sharon Salfai) Family Ct.  
New EE: DC Retirement;

Date of Request

Justification

Requesting Department

Elected Official Name

Chief Fiscal Officer Name

Date Posted to General Ledger

Posted by

3/31/16

Vacation payout (Gulickson) - she was denied vacation in 2015

Probate Court

Judge Daniel Hess

March 28, 2015

To: Brian Bousley, County Administrator  
From: Joann Klumb, Deputy Clerk-Payroll  
Re: Linda Gullicksen Pay Out

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The following is the calculated payout for Linda Gullicksen-Deputy Register Probate, per approval of Judge Daniel Hass. Please approve and return to me by Monday, March 28, 2016.

Let me know if you have questions. I have attached a printout of her attendance.

Thank you.

Joann

	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Vacation	66	\$ 18.74	\$ 1,236.84
	<b>TOTAL:</b>		<b>\$ 1,236.84</b>

**MERS – do not include illness payout for MERS contribution for ABRA (after entering hours go to Deductions & Taxes, enter the check date that belongs to this pay period end date, ok, change MERS, click on the plus sign. In the deduction detail box, check override amount and change amount.**

**Add all wages except illness payout and multiply by the MERS percent (Linda is 1.50%). This will be the new MERS amount.**

*B. Bousley*  
3-29-15

**Linda Gullicksen**

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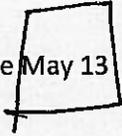
**From:** Joann Klumb  
**Sent:** Monday, March 21, 2016 8:58 AM  
**To:** Linda Gullicksen  
**Subject:** RE: Vacation Days

You are correct. I thought you were going to get paid out for those hours and not a carry over?

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**From:** Linda Gullicksen  
**Sent:** Monday, March 21, 2016 8:48 AM  
**To:** Joann Klumb <[jkumb@Menomineeeco.com](mailto:jkumb@Menomineeeco.com)>  
**Subject:** Vacation Days

Good Morning –

On Friday's check I have 130 hours of vacation – if I use 16 before  May 13 it will be 114

My max carry over is 48 hours

I believe that leaves me with 66 hours that Dan will have to ask to be carried over

Is the above correct?  
Thanks-  
Linda G

*ok to  
payout 66 hours unused  
vacation DEH  
3/24/16*

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**Fund: General (101)**  
**Activity: Probate Court (148)**

<u>Account Number</u>	<u>Account Title</u>	<u>2013/2014 Budget</u>	<u>2013/14 Actual</u>	<u>2014/15 Budget</u>	<u>2015/16 Budget</u>
704.00	Salaries - Permanent	73,140	72,669	73,889	75,804
707.00	Longevity	500	500	550	600
713.00	Life Insurance	38	696	38	38
715.00	FICA-OASDI	4,319	4,064	4,368	4,428
715.01	FICA-Med	1,010	1,038	1,022	1,036
716.00	Workmen's Compensation	166	151	169	175
718.00	Retirement DC	6,924	6,885	7,531	-
727.00	Office Supplies	1,300	1,084	1,450	1,450
729.00	Postage	600	647	600	650
802.00	Memberships/Subscriptions	1,500	300	1,500	1,200
804.00	Witness Fees	200	34	200	200
805.00	Jury Fees	500	-	500	500
806.00	Stenographers	500	-	500	500
807.00	Legal	28,000	15,065	28,000	28,000
858.03	Computer Services		-	3,156	3,200
860.00	Travel	1,000	61	1,000	1,000
931.00	Office Equipment - Maintenanc	400	-	400	400
970.00	Capital Outlay	2,000	1,994	4,325	-
	<b>Total</b>	<b>\$ 122,097</b>	<b>\$ 105,687</b>	<b>\$ 129,198</b>	<b>\$ 119,180</b>
	Hospital Ins. - Other legislati	15,941		15,941	19,935
	flat rate retirement				\$ 9,143
		\$ 138,038			\$ 148,257



March 9, 2016

To: Brian Bousley, County Administrator

*BBB*

From: Joann Klumb, Deputy Clerk-Payroll

Re: Sharon Salfai Pay Out

The following is the calculated payout for Sharon Salfai, Register of Probate/Juvenile Court Reporter, per employment contract. Please approve and return to me by Monday, March 14, 2016. Per Sharon Salfai's contract, she will receive ½ of their remaining illness hours up to 360 hrs.

Let me know if you have questions. I have attached a printout of her attendance.

Thank you.

Joann

	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Illness	360	\$ 21.85	\$ 7,866.00
Vacation	49	\$ 21.85	\$ 1,070.65
Comp	30.5	\$ 21.85	\$ 666.42
	<b>TOTAL:</b>		<b>\$ 9,603.07</b>

**MERS – do not include illness payout for MERS contribution for ABRA (after entering hours go to Deductions & Taxes, enter the check date that belongs to this pay period end date, ok, change MERS, click on the plus sign. In the deduction detail box, check override amount and change amount.**

**Add all wages except illness payout and multiply by the MERS percent (Sharon is 1.50%). This will be the new MERS amount.**

**Fund: General (101)**  
**Activity: Family Court (132)**

S & R

<u>Account Number</u>	<u>Account Title</u>	<u>2013/2014 Budget</u>	<u>2013/14 Actual</u>	<u>2014/15 Budget</u>	<u>2015/16 Budget</u>
704.00	Salaries - Permanent	150,739	148,856	151,613	164,747
705.00	Salaries -Part time	23,413	21,443	23,881	24,362
707.00	Longevity	1,000	1,000	1,000	1,000
712.00	Hospital Insurance-opt out	-	-	-	-
713.00	Life Insurance	53	76	53	53
715.00	FICA-OASDI	10,566	9,462	10,649	11,331
715.01	FICA-Med	2,471	2,474	2,490	2,650
716.00	Workmen's Compensation	340	503	345	391
718.00	Retirement-DC	8,153	8,106	8,855	2,332
727.00	Office Supplies	3,000	1,995	3,000	3,000
729.00	Postage	1,800	1,599	1,800	1,800
730.00	Drug Test supplies	300	-	300	300
801.00	Contracted Services - RDSS	9,000	6,954	8,000	8,000
801.01	Contracted Services	5,000	2,948	5,000	5,000
802.00	Memberships/Subscriptions	2,500	1,913	2,500	2,500
804.00	Witness Fees	300	235	300	300
805.00	Jury Fees	2,500	-	2,500	2,500
806.00	Stenographers	1,000	19	1,000	1,000
807.00	Legal	38,000	40,931	40,000	40,000
831.00	Liability Insurance	900	-	900	900
835.00	Health Services	150	113	150	150
850.00	Telephone	500	1,180	600	1,400
858.03	Computer Services	12,000	10,038	13,884	13,887
860.00	Travel	1,800	857	1,800	1,800
931.00	Office Equipment - Maintenanc	1,000	-	1,000	1,000
970.00	Capital Outlay - security windo	-	-	-	8,500
	<b>Total</b>	<b>\$ 276,485</b>	<b>\$ 260,702</b>	<b>\$ 281,620</b>	<b>\$ 298,902</b>
	Hospital Ins. - other legislati	\$ 18,948		\$ 18,948	\$ 29,428
	Flat rate retirement				\$ 9,143
		\$ 295,433		\$ 300,568	\$ 337,473