"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
Fax: (906) 863-8839

MENOMINEE COUNTY FINANCE COMMITTEE

~A QUORUM OF THE BOARD MAYBE PRESENT~

DATE: Friday ~ July 17, 2015
TIME: 9:00 AM
PLACE: Menominee County Administrator's office

********AGENDA*******

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Approval of Previous Minutes ~ 6.17.15
6. Public Comment (limited to 5 minutes on agenda items only)
7. Business
   a. Budget Amendment #17 ~ 2014/15 Budget Year
   b. 2015/2016 Budget Discussion
8. Public Comment
9. Commissioner Comment
10. 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
June 17, 2015

****************DRAFT****************

The Finance Committee met on June 17, 2015 at 8:30 AM at the Menominee County Annex Building, Stephenson, MI.

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

Others present: Brian Bousley, Sherry DuPont, Charlene Peterson, Marc Kleiman, and Richard Sexton

Call Meeting to order: Chairperson Nelson called the meeting to order at 8:30 AM.

Pledge of Allegiance: The Pledge of Allegiance was recited

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

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

Previous Meeting minutes: Com. Hafeman approves, Com. Schei supports previous minutes from April 23, 2015 were approved as submitted. 4/0

Public Comment: Charlene Peterson, Lake Twp. requests if during the budget discussion, if there are a couple of topics she'd like to comment on, if the commissioners will allow her to speak at that time. All commissioners concur to allow Charlene to speak if she has something to add during the discussion.

Business:

a. **Budget Amendments 2014/2015 (14-15):**
   1. **Emergency Services:** To take $300 from the office supply acct. to move to the "other operating" and "Travel" acct. for funds to be better used.
   2. **Hannahville Grant:** We received a grant to help fund the electrical upgrades to Shakey Lakes Park. $6,000. That'll help offset the project we did out there.
      Jan/Larry approve the changes go to the full board for approval. All commissioners concur. 4/0

b. **Concealed Pistol Licensing Special Revenue Accounts:** Marc Kleiman: The state of MI changed the law regarding the Concealed Pistol licensing. They did away with the gun board. You still apply at the county clerk's office. But the state police will now approve them. Through the whole process, there'll be more work now. Currently we receive $26 for each renewal. The state says we have to use the CPL fund. New card printers, notices to be sent, etc. We had to create the acct. for the current budget year. Dec. 1, there will be $36 charge for the renewals (our part). But new apps. We will still receive $26. The state regulates it all, we have no say in the matter. Nelson: How many renewals do we process per year? Last year we did about 240 renewals. Marc: We'll have to use a new scanner/printer like our ID cards are. Com. Cech/Hafeman vote to approve. All in favor.

c. **2015/16 Budget Discussion:** Bousley: Expenses: 101-101 everything is pretty much the same as this year. 101-103 other legislative. We adjusted our ins. we've got our costs already. MERS retirement DC – we have 32,000 in there for any potential new hires. Right now we have a few. MERS flat rate has been given to us. Road patrol & 911 have their own. The liability will fall on the county if the millages don't cover it. Capital outlay project – Imaging. County wide everything is scanned into a system to be pulled up electronically.

There is an additional cost for the big bound books in ROD and clerk's office that can be done…additional cost for next year. Marc: The big bound books are items we have to keep forever. The binders are falling apart, so if we don't go with the imaging, we'll need to have the books rebound before they completely fall apart. I think it makes more sense to spend the money to have them scanned electronically. Bousley: Building projects: Emergency generator, for the courthouse. If a power outage happens in the winter, our boiler lines could freeze up. The jail already has its own generator. Schei: Where would you put it? Bousley: right by the boiler house. Jail emergency exit & Security Fence: We spoke about this before. Hafeman: this is enclosing the parking lot, right? Bousley: Behind the courthouse to the jail with gates, electronic entry. Since we're losing parking due to the jail security, Jim is proposing to put another parking lot on the east side of the jail, for more parking. That's something that would be great in a perfect world. Hafeman: With the security we're putting in, I think we're ok. Bousley: One point of entry. We're going to try a keypad on the south entrance to see how it works. Back door where the prisoners come in, possibly a fob would be the easiest way to enter. Storage Bldg. as an evidence garage, possibly store vehicles. We don't have anything in play right now. Schei: when I came in, there was no parking out there. We should think about this. Hafeman: are we eventually adding on to this building? Bousley: if we need to we can, Dan looked through the blueprints, and it can be added onto if needed. Courthouse air conditioner chiller. The last few years we've had issues with it. Now it's to the point that we have to manually run it. Schei: Are you looking at replacing or fixing it? Bousley: Replacing it. Parts are really tough to get for repairs. Hafeman: This will come out of the building fund? Bousley: Yes. The way they're placed in the budget (except for the chiller) are in the order of need. Schei: What about our window project? Bousley: Jim and I are looking at that too. Because we're on the Historical registry, there's a bunch of paperwork involved with that. Nelson: It doesn't make sense to replace the air conditioner without replacing the windows. Hafeman: We're also adding the vestibule on the west side. That's going to change the whole dynamics of the heat in that building. Nelson: You talked about adding a second floor. That's not in the budget. Bousley: We will add in once we get the figures back from the Engineers. Nelson: I think the garage is not needed this year. We have other issues to look at. Schei: I'd like to see the windows budgeted. Even though we don't have a price, we should put something in for that. Bousley: The state says we have to do the security at the jail. Nelson: the jail needs a lot more work than this. If the jail is good for the next 15 years, then we can make the security changes. If we put money into the jail, this will be a non-issue for the next 15 years? Projecting long term at the airport, do we have any room there for storage/evidence? Schei: no they actually need another bldg. themselves. Hafeman: Liability ins. high because of the jail. I wonder if we can't get a grant to help with the security fence. Bousley: they do have the RAP grants. I've asked them if we can apply for this project. Nelson: is there a place we can rent a generator? What's the most cost effective way to do this? Sexton: Usually the generators are wired in to take over when power fails. In that case, renting won't work. Bousley: Circuit Ct.: Jury fees are down. Right now they're at zero. I may increase that a little bit. Every year there is more that comes into that. State computers will need to be replaced. Hafeman: I thought we just replaced the computers. Bousley: The state is pulling out their computers and we have to replace them. Family Ct.: we have a security window budgeted. It's for Judge Hupy's office door. FOC asked for an additional employee. Now they have a manpower person in there halftime. This budget includes a full time person. Nelson: I don't know why. It would be nice to know specifically why they need it. Hafeman: You've got a part time person working there now, a part time contracted person, and they're certainly not going to do the work that a permanent employee will do because their heart's not in it. Bousley: 101-172: Brian's computer turns on and off at will, it needs to be replaced. County Clerk: Marc is asking for two computers. Kleiman: The computes we're using for elections are old and are running off of the old XP system. We have to use the XP system because of the elections software, one of the computers is doing the same thing, shutting off at will. I hope to wait to purchase these until they change the software. Treasurer's office: Nelson: The last meeting in ref. to doing a contract. I think we should pursue that issue. We're spending money every year. I've asked for an itemized bill about the dates of services and where services were. It's been called to my attention by more than one person. It's an ongoing expenditure that should be contracted out. Cech: are you talking about foreclosures? Nelson: Yes. This is an ongoing expenditure with a contract for three years for $9,000, $7,000, $6,000 whatever it is. I asked for specific dates and services. Here's what I got for the bill, I think we should have that information. Not saying it isn't a good price. Cech: What you're saying is you want to bid out the work itself. Nelson: what I'm saying is I don't know what they do per day. Are they doing 3 a day or 20 a day? Are they doing it in the city or throughout the county? I notice they are billing for the treasurer's office to do it, for mileage. Schei: Are there expenses in this budget that you're referring to? Nelson: well it must be the salary part time. Bousley: It's actually from the PA 123. DuPont: It's not out of the treasurer's account, it comes from the PA123 account.

Schei: That is an elected office, is there something legally that we don't know about it? I read Diane's reply to John's email. I didn't see anything about legalities in there. Nelson: Neither did I. It's just some people said they would like to bid for it. Cech: She does it cheaper than anyone else. Just because someone wants a part time job…I think she works well with the people she always works with. Nelson: If it's strictly a decision she can make, not every treasurer's office does it this way, many in the state do their own. If it's strictly in her ballpark, fine. So far I can't answer. Cech: She does them with her office, and she does some on her own. If she wants to use her own people, why not? Others do it that way too. I believe Delta Co. is one of them. Hafeman: when it's over a certain amt. it should be bid. Cech: If it's over $5,000 it has to be bid out. Nelson: but it's an ongoing contract, the last two years it was $6,000. The question was brought to me. I'd like an answer. I'd like to know the date of service and what they're doing. I don't think that's wrong. Cech: I don't mean to sound like you don't have the right to know. Hafeman: I've actually had a number of people ask the very same thing. Based on that it should be looked into. Bousley: EQ – increase in travel. Hafeman: Do we have something for Kandy's schooling in here? Because I think we've been paying for that, haven't we? Bousley: It's all done. The last couple she took she had scholarships for. As far as I know all the classes she's taken, she's completed. Hafeman: so tuition is taken care of? Nelson: And that's the first time it was put on the employee. If the employee didn't successfully complete, they would have to reimburse us for this. Bousley: MSU the big thing here is the contracted service MOA, that increase is due to the fulltime 4-H person you approved. Schei: Any concerns with this building? Bousley: No, no major concerns. The 4-H person will start July 6th. Bousley: Buildings n ground: Jail window glass. Courtroom A – no controls in there for heat/air control. Boiler roof replacement, it's falling apart. PA's office – Dan has a part time position right now and he wants to move that PT position to a full time position. Right now he has a part time manpower person in there. About 6 years ago he had two full time people there. Due to the cut backs, he agreed to allow that 2nd full time person to go to part time, to see if it would work for him. It's not working and he's asking for his full time position back. Hafeman: are they able to get their work done? Bousley: Dan's argument is that he needs the full time person in there to get everything done. Nelson: Didn't we shift the retirement to the "other legislative"? Bousley: Yes. Nelson: These budgets are substantially higher than it shows here. It should be indicated here. It's misleading. Hafeman: It can be put down at the bottom where we show the insurance. Bousley: we can't really break it down, it comes as a full dollar amount per the flat rate amount for each division. ROD: Marc put in for two computers there. Marc: the capital outlay is for receipt-ers and scanners. Drain Commission: we added $500 for travel and training. Currently he's not able to attend any meetings. Prisoner Board went up, that's for food service. We kept the same amount of people in there. Hafeman: Why would we keep people in there when we contract out for this? Bousley: at first we didn't know if the contracting out would work. We've taken them out now. Hafeman: Why did the budget go up so much then? Bousley: Hiring an additional person for CH security we're removing three part time people and having an additional full time person. Schei: I'm in favor of CH Security. How they do it, I feel we need some presence in the courthouse. Bousley: Adding an additional corrections officer to be trained to do bailiff duties and do courthouse security. Nelson: By law, isn't the sheriff dept. responsible for providing security to the courthouse? Bousley: No, within the courtrooms, not the courthouse itself. We're moving from four part time to two full time employees. Plus one person for courthouse security. So three total. Schei: I'm in favor of courthouse security. I want our employees to feel safe when they come to work. Hafeman: And our community can feel safe when they come to the courthouse. Nelson: Is this an absolute necessity? Bousley: Planning com. Charlene: we're not doing per diems so I don't think we need that much in there. We do pay mileage. We will have some additional meetings if the mining comes up again. Emerg. Mgmt. this budget will move Richard up to 32 hrs/wk. Richard Sexton: The reality of it all is I don't have time to do what needs to be done because I'm working only 24 hrs/wk on the clock…but I'm actually working over 40 hrs/wk. Krista is helping out a lot and is taking the courses. By having her help with the updating of the paperwork, I can do it with 32 hrs. We hope to have continuity in there, with Krista there, we can have someone who knows what's going on. Schei: I support this. We had a fulltime person and I do think this is full time work. So I think this is realistic. Hafeman: I think he's justified. Nelson: well, probably. Bousley: Medical examiner: Investigations is increased. Toxicology investigations are on the rise. Veteran's affairs: Mike added $ for training that he's not able to normally attend due to so far away. Appropriations: Fair/Mgr. asked for more money. West Shore Fishing Museum requested $1,000. Disabled veterans: same as usual. Hafeman: Why do we have that in there for Veterans?? Bousley: It's for the DAV van transportation. Hafeman: They have a bus that goes to Milwaukee on Tues. and Thurs. They do transport to Iron Mt. not Milwaukee. Nelson: Conservation district went up Bousley: mostly for tourism. Three way road, we'll budget for a three year cycle. We can't do this every year, so we're budgeting for every year for three years. Hafeman: Is the $20,000 for the electrical

upgrade at Shakey? Bousley: No, I'll explain when we get to that budget. Road Patrol: Unfunded liability is the flat rate for the Road Patrol people. Parks: I'm hoping we can increase revenues out there after the upgrade to the electric. FOC: this fund is from the 66% they receive for certain things they do. Airport: we added 85,000 in for the county appropriation. Capital improvement was added to be sure there is money in there when things come up. Larry and I will meet with the DOT tomorrow morning to be sure we're covering everything. Park improvement: this is to continue the project at Shakey – 50 amp upgrade. Bailey park improvements: The road is sinking, so we need to do some grating and graveling out there. Stony Point, we'll move over if we don't use it this year…but we plan to use it. Building Code: We are currently low on revenues. Overhead costs are to cover his office space. This may vary due to revenues. Training for Corrections: a portion of the booking fees, by law, goes into the training for corrections officers. 911: we have MERS Liability in there. We hired a PT person there. Law Library: Our surplus is gone so the county appropriation has gone up this year. County Library: county appropriation 254,461. Charlene Peterson: (on the Library board) my concern is, we're in the process of looking for a new library director. We've not had success in getting a qualified applicant yet. The agency say's the problem is that the salary is meager. Pat said we can go as far as step 3. Bousley: They can start at a step two, but if they go to a step 3, the County Board will have approve that. Nelson: The library board is separate from us. C. Peterson: I have fought very hard for five years to get the CB liaison to be allowed to participate in our meetings, I finally got it done two months ago. It's in our minutes. Nelson: As this comes up, we'll go with a step two, and if the CB needs to approve the step three, we can call a meeting. Hafeman: What is the CDBG? Bousley: It's the housing program. Community Development Block Grant. Child Care: They're doing a lot of programs for the kids. Pushing them in other directions. If we didn't have the probation officers, our child care would be through the roof. DTRF we added GIS Project into the budget, $85,000. Nelson: Back to Health & Welfare, They're not spending much because they're not going on fancy trips anymore; we've got $6,500 and I don't know where they'd spend anywhere near that. Most of the stuff they said they were doing can come from accounts they get from the state, not from us. That can probably be decreased. If there's nothing else, I'd like to thank you, Brian and Sherry for putting it all together.

Public Comment: Charlene Peterson: Thank you for letting me join in on the couple of boards I sit on. I'd like to support Richard's request I think the committee is in favor of that. That is a department that is 24/7. I still need to work with him on a project, and we haven't gotten anywhere near. FOC is asking for another person, maybe they should give that a rest and see what they're doing. I don't know anything about that dept. but I keep hearing they need more employees all the time. I think that is something you need to look at before we hire new people. Pt to FT, you get out of paying the benefits. Plus side to having PT, you have some schedule flexibility. Some people only want to work PT. Richard Sexton: Very informative coming to the meeting. Sad to see there are a lot of empty chairs, other people should know what you're doing as well in maintaining the County's budget.

Commissioner Comment: Bill Cech: (to Nelson) I think you're doing a good job of being a watchdog of the county's money. I respect your opinion. Keep up the good work sir. Nelson: Thank you Charlene for coming. Richard thank you for coming down and giving us the most clarifying answer I've ever received on why a department should have more money.

Adjourn: Moved by Com. Hafeman supported by Com. Cech to adjourn the meeting at 10:50 A.M. Motion approved 4/0.

2014-2015

BUDGET AMENDMENT
NUMBER #17
June 22, 2015

Re: Stacy Hansen moved from Clerk's Office to FOC. Move her Health Insurance Opt out to FOC.

Account Number	DESCRIPTION		Budget
101-215-712.00	Clerk - Health Insurance Opt Out	$	(3,200.00)
101-141-712.00	FOC - Health Insurance Opt Out	$	3,200.00

MENOMINEE COUNTY
REQUEST FOR BUDGET AMENDMENT

BUDGET YEAR: 2014-2015

Please Increase
Revenue/Expenditure Account 101-141-712.00 by $ 3,200.00

FOC - Hosp. Ins. Opt. out

Please Decrease
Revenue/Expenditure Account 101-215-712.00 by $ 3,200.00

Clerk - Hosp. Ins. opt out

Date of Request: 6/22/15

Justification: new employee Stacy Hansen moved from County Clerk to FOC - insurance payout not budgeted for FOC

Requesting Department:

Elected Official/Dept Head Jodie Barrette

Chief Fiscal Officer's Approval

Date Posted to G/L

Posted by: