

"Menominee – Where the best of Michigan Begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

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

*– 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 ~ February 24, 2017
TIME: 8:30 AM
PLACE: Menominee County Annex (MSU-E) – Stephenson, MI

*****AGENDA*****

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Approval of Previous Minutes ~ 1.10.17 & 1.31.17 (if avail.)
6. Public Comment *(limited to 5 minutes on agenda items only)*
7. Department Head/Elected Official Reports *(limited to 10 min.)*
8. Business
 - a. BayComm Invoice
 - b. Parks – new “advertisement” line item
 - c. 2016/17 Budget Amendments
 - d. 911 Budget
9. Public Comment
10. Commissioner Comment
11. Adjournment

Steven Gromala

Charlie Meintz – Chairperson

William Cech – Vice Chairman

Larry Phelps

John Nelson

Jan Hafeman

Gerald Piche

Bernie Lang

Larry Schei

Menominee County Finance Committee
Minutes of Meeting
January 10, 2017

The Finance Committee met on January 10, 2017 at 8:30 AM at the Menominee County Annex (MSU-E).

Call Meeting to order: Com. Cech called the meeting to order at 8:30 A.M.

Pledge of allegiance: was recited by all.

Roll Call: All Present: Finance Com. Commissioners are present. Others attended, Sandy Paschke, Peggy Shroud, Marc Kleiman, Diane Lesperance, Mike Holmes, Sherry Dupont, Jerry Piche.

Agenda was approved by Com. Gromala and supported by Com. Cech to approve the agenda as written. Motion approved 4/0.

Previous Meeting minutes: December 6, 2016– moved by Com. Cech and supported by Com. Schei to approve the minutes of the December 6, 2106 Finance Committee meeting. Motion approved 4/0.

Public Comment: None

Department Head/Elected Official Reports: Peggy- Last year there wasn't a real big increase in property taxes I think it was about \$55,000 over the previous year and looks like it will be tracking the same this year, keep in mind when you're planning for your budget. Nelson That does not include new construction? Peggy No, we will be paying particular attention to the building permits given for additions because there may be some assessors that may be confused about how to enter. That goes on top of property tax as new construction and some of them have not been doing that. That will be a goal this year to check that when the data bases are brought in. New Taco Bell will bring some increase in. The building permits last year were 187, this year 174, but that doesn't include the City of Menominee. Larry Does the old Taco Bell still pay the same? Peggy It is still a commercial building even though it is empty, it doesn't matter. Anything that is existing as of December 31, continues to be on the rolls.

Business Items:

- A. **BayCom Invoice-Port Security Grant:** Nelson- recap there was \$27,582 spent on Port Security, was supposed to be in a grant. There were three payments made of \$4500.00 we couldn't find a contract or bid process for it. There were three payments made three months in a row of \$4500.00 and shouldn't have been made, period. We still owe money on it. Sherry and I have both tried to get information. I talked to Mike about it. And we have to somehow pay the bill. Brian signed off on it in December of

2015 there were emails going back as early as 2012 and there was a grant submitted for it. And I don't think we have that either. Went to BayCom to find out who authorized it, and asked several questions about it in an email. Sherry came back with a second email to find who did what on this, do we have a contract or purchase agreement anything at all. 911 was supposed be included in this, correct? **Sherry-** They were supposed to have a direct link to the cameras at 911, but that didn't happen. **Nelson-** So none of that's there, but we owe the bill and Brian was paying out of "Other Legislative". I believe, which is not an appropriate place for it to come from. I would like to thank Mike for his efforts because he has been working on this with us and Sherry's done a lot with this. **Schei** – There are 3 purchase orders, all have account numbers where they were paid from, but were not budgeted from those accounts. If it was a grant, how would you normally pay? In installments or one time? **Nelson** One time. **Mike** This originally began with Trina, wanting to put up a camera at the marina. Trina left and Brian Bousley took it on. The whole system was to be done by August 31st. Brian had told Mike that he did not do a contract. A verbal agreement between he and Baycom. It was not finished in time, so Brian contacted Fema and the director had changed, the deadline was over and the new director would no longer work with Brian. Brian tried to get a Hannahville grant to cover the cost and was denied. **Nelson** We have no contract, no bid process, nothing. **Sherry** Debra did pay an invoice from 911, "Baycom was unable to install PTZ cameras for Sheriff's Dept. as Baycom would not return telephone calls". **Larry** Why don't we have our prosecuting attorney get hold of Baycom and tell them we want the 911 hooked up as originally agreed to and payment would be made when the job is done. **Nelson-** Because we have nothing in writing. We should take the money from the account we feel appropriate as soon as they can get some documentation they will pay the bill. Bring it to the full board. **Steve** Was there paperwork from FEMA for a grant? **Nelson** We need to find out if there was a grant, figure out where to pay it from and take it to the board. **Cech** There is a DNR grant available till March 2nd that may help to cover something like this. **Nelson** We have made 3 payments, attempt has been made, let's move forward, find info and bring to the board. **Larry** How come Marinette is hooked up and we are not? How did Baycom hook them up and not us? **Mike** We do have a live feed and would need a server. **Nelson** What Sherry has said is that it will go from the General Fund balance to the Marine Equipment. I will take a motion to transfer the amount from the General Fund to the Marine Equipment of \$14,082. Approved by Steve/Bill 4/0

- B. Salvage Inspections-SOS for salvage Cert. of title- Sherry-** We were under the assumption this was from vehicles that were being held by the county for people in jail. That is not true, actually it's from the Secretary of State for salvage vehicle titles. They need an officer inspect the vehicles before they can allow a salvage vehicle title to go through. That is what this is all about. We have one officer right know that is trained in doing this, and we just need to set an account up. A department is what we did. A special revenue account set up for this. Starting out with \$300.00, we do not know how many inspections we will have. The cost is \$100.00 charge per inspection. Approved by Larry , Bill seconds motion carried .4/0

- C. B&G and Security Committee meetings fees/mileage-acct needed:** Larry-Also move to set up account for people who go to meetings. Sherry- We have one account set up in the commissioner's account department which is used for the up state fair authority person on that board. I have sent a message to see if they can just change the name and just list as Committee per diems mileage, or just add an 01 or 02 on here and set up this general account for committees. . Nelson- \$1000.00 from the general fund to originally financing. Bill seconds, all approved motion carried. 4/0
- D. Retiring employee-vacation/sick leave payouts:** Sherry- What we have is a payout of \$17,190.00 of course a lot of taxes are being taken out of that. Nelson- And that is from the 911 account? Sherry- Yes that would come from 911, we will take it from the 911 fund balance and put it in the salary account because that's where it would come from through the payroll process. Showing \$320,000.00 in the fund balance. Approved by Bill, Steve to second, all approved motion carried. 4/0
- E. County Appropriation for Fair Board & Fair Manager Contract-**Nelson- As you recall, the original budget didn't have anything in it; there was no request for it. Commissioner Piche might have brought that issue up at some point. Sherry- There was a request but no account information was sent. Nelson- Well it was \$10,000.00 total it was \$4000.00 for fair manager and \$6,000.0 for fair. Last year we spent \$4900.00 and \$1000.00 that was not spent. With the documents we have that will be a \$1000.00 increase over last year for fair. That's also general fund expenditure because we did not include it in the original budget. Steve- Do they already have what was not used? Or does that revert to the General Fund? Nelson They have their own accounts. The balance in their account is actually county money. We should not be giving money without accountability. Sandy Doesn't know what this \$1000 is. The fair board was granted an increase. There had been a letter sent, thanking the Board for the increase last year and requested at that time the same amount for this coming year. She doesn't understand the question about the \$1000. Nelson When there is a surplus, it is the counties money that generates that surplus, unless the money is earmarked for a specific item, it would come back to the county. So, the county is giving more money than is required for service or purchasing. Sandy We also get \$1000 from the 4-H Foundation, and they go out and get sponsors for everything. Nelson The county should offset the cost, should not just give 5, 10, 15 thousand. It should not be a separate account because it doesn't come back to the county. . Sherry- Per service agreement that the Fair Board chairman and Charlie signed it, is specifically stated what the funds are being used for. Nelson Funding to the fair is actually like a donation, the county can't do that, it has to be for a specific purpose. If the surplus came back to the county every year, there would be no problem, but it does not. Gromala Agreed, that without a service contract, you can't do it. Nelson 3-way road project, Townships did not get the money, the work had to be done and if the amount was \$23,000 and the allocation was \$33,000, they didn't get \$33,000 they got the \$23,000. He recommends they put it the budget into the General fund like they have done in the past, make sure they get appropriate clarification for a specific service. Make a transfer but won't release it until they know it can be done. Schei -These

appropriations are requested every year, but what about the other requests. Are these same? For Example Rainbow House, Marina, Animal Shelter..... Do they all come back and say where they spend the money? **Sherry** Yes, we do not pay out unless we get a service agreement. **Schei** The Fair Board didn't do that? **Sherry** Yes they did.. **Schei** Then what's the question? Why is the Fair Board any different? It should be done the same for all the letters that we get, if we get 6 letters, everybody should be treated the same. **Sherry** John, Aside from the appropriations they are receiving, you are also talking about monies they are receiving from that building. **Schei** That's a whole other ballgame. **Sherry** That's a different story, right now we are talking about the appropriations that we give out every year. We receive a signed service agreement from them as well as every other person we give appropriations to. During the budget process, a letter is sent to all of these entities letting them know that if they wish to request an appropriation, the process will begin. In that letter their financials are requested. As it happened, the Fair Board didn't send financials with their letter. **Schei** I just wanted to make sure we are being fair to the Fair board, and I agree this other building is an issue, but we should have it in the budget. **Nelson** At the finance meeting we did not approve because we did not have the documents that needed to be provided. It was recommended to the Board that as soon as we got the documentation that we would put it in the budget. The question still is, can we make donations....**Schei** The others have to have a fund balance, rescue squad,etc... **Gromala** There are funds that all entities have. In his opinion, that is not their concern, only the services in the agreement that is made. If these services were provided, then it is a moot point. **Nelson** Put the money in the budget from the General fund. **Cech** Getting back to this \$1000. If in fact we give this same donation to the fair every year, if they spend it or not, the money will be in their account. **Nelson** If the fair were to stop, where would the \$24,000 from their account go? **Schei** County couldn't get it all, other sponsors would want a share as well. **Sherry** If the financials had been provided, we would know where the money had gone. All that was provided was a summary. **Sandy** Would like to see the service agreement, wasn't it signed? What specifically is there that they could show you. **Nelson** This shouldn't be general discussion.. Lets transfer this into the fair account and in the meantime we need to clarify. \$10,000 transfer to fair. Motion by **Gromala**, to transfer the funds with no disbursements made until a service contract is gotten. **Larry** to second all, motion. 4/0

- F. Circuit Court Judges Salaries for 2017-\$45,724:** **Sherry**-Circuit Court we have two judges we have \$45,724.00 we would split in half per judge. Currently what we have in our budget is \$37,494.00 so that is \$8000.00 less what we need for the two judges. Why we have to do that is because it is affecting the salaries. **Gramola**- motion to transfer general funds to this account to reach the \$8230.00 from general fund to this account to reach the \$45,724.00. **Cech** seconds, all in favor.
- G. 2016/17 Budget Amendments:** as discussed through this meeting
- H. 25 hr/wk hard cap for part time employees:** **Nelson**- Allow 29 hours to help get Sherry get caught up, paid from Admin split between Treasurer and Administration.

911 had 3 employees that went over the 25 hours. They have opted out or have gone full time. This would be a budget issue in admin. We have a 25 hr hard cap, with a need for typing and giving Sherry help. The state considers 30 hours full time. For catch-up purposes, bring it to the board, we have the money, I would ask that 29 hours be allowed to get Sherry some help. Add that to the agenda, make it short term. **Cech** In the meanwhile, she still has 5 hours available. You won't have to wait a week. **Gromala** You are saying temporary, could it become something that could last a lot longer. **Nelson** Indeterminate, until administrator is in place. **Gromala** Would like to see that the temporary 4 hours be reviewed upon the hiring of an administrator. By this we are saying that we have to go back to it. **Cech** makes a motion that we have the 29 hour temporary employee of hours (shared by the Treasurer office) for the admin office contingent on and limited by the hiring of a new administrator, at which time we will revisit this issue again. second by Gromala, approved

- I. **OSHA-Non Compliant Renalty: Nelson-** Some asbestos on the windows. **Sherry-** A film on old windows. Because of non-compliance, the state insists we have a full inspection, asbestos-lead on all of our buildings. It is supposed to be done per project and it has never been done. Will have to go out on bids Jim is working on that right now. Jim Hoffman and Pearson. Hoffman does not have lead certification. **Cech** Have you spoke to OSHA and that perhaps the penalty can be waived? **Nelson** That's not going to be an issue for us because we don't have to transfer any funds at this point. **Sherry** We do have a person coming today and have to have a response back to the state by the 17th. They just need names of who is going to do the inspections.

Public Comment: Piche- With the Fair board Sandy needs help with computer, she struggles with it. I will say it again there is a lot of loose ends. The fair board would get ½ of the rental fee for the building. A discussion should come up to dissolve the loose ends. He is definitely in support of Sandy, she knows that, and would like to see that she gets some help.

Commissioner Comment: Schei- I want this committee to understand Brian gave a lot of support to the Fair board, he saw to it that there is a manager, got a computer and software and now he is gone and the help is too. Sandy needs help with the building and 4H. The new administrator needs to be aware of all of these things. **Steve-** Possibly having Sandy take some Computer classes, online or not and use fair board funds for training. **Cech** I think it's a good idea that the county know where the money is going. The fair board is like a partnership, if they make money that is a good thing. We just want to know where the money is.

Adjournment: Moved by Com. Gromala supported by Com. Schei to adjourn the meeting at 9:55 A.M. Motion approved

Menominee County Finance Committee
Minutes of Meeting
01/31/ 2017

*****DRAFT*****

The Finance Committee met on January 31, 2017 at 9:00 AM at the Menominee County Administrative Office.

Others present at the meeting were Mike Holmes, Gerald Piche, Sherry DuPont,

Call Meeting to order: Com. Nelson called the meeting to order at 9:07 A.M.

Pledge of allegiance: was recited by all.

Roll Call: All Finance Com. Commissioners are present.

Agenda motion by Com. Schei and supported by Com. Gromala to approve the agenda as written. Motion approved 4/0.

Previous Meeting minutes: Minutes not available

Public Comment: None

Department Head/Elected Official Reports: None

Business Items:

A. 2016/17 Budget Amendment-New Building purchase/expenses

New Account: 101-103-998.11 ~ Purchase of Building at 1000 9th St.: – Nelson:

With new account structure, which has been set up, sufficient monies have to be transferred to cover the cost of the building as well as any cost incurred for repairs, etc. Will pay taxes on it this year, about \$2,500.00. \$30 to Register of Deeds, and the purchase price of \$85,000. After looking at the building, the carpeting in two of the units look good, unit on far north side is questionable. **Schei:** 1st one for sure needs to be cleaned, 2nd one is threadbare down the middle, 3rd one hard to tell because it is being used. Better to replace now than later, but if trying to save money, we could clean it. Recommends to look at the bigger picture, the total picture. **Nelson** Painting, doors, windows, would be nice to have all done so that people don't have to be disrupted once in the building and operating. **Gromala** One thing that also needs to be looked at is the middle section. Cooling/airflow etc. **Nelson** Also the boiler, 32 years old. Electric outlets, need GFIs. The lights are outdated, switches. North side of building: talked to Matt, his plan is to add a wall. Doors need insulating, etc.. **Schei** Will there need to be security doors? **Nelson** Dead bolted and insulated should be fine. **Cech** The window that is cloudy, needs to be replaced. **Schei** Recommendation is to

plan for the future, looking at the long-term, what needs to be done, do it correctly and get it done now. What would be the cost to run a Merit line over and get the communication up and running? That will be additional money, do we need to transfer that in right away? **Sherry** Checking into it, the City may also be interested in Merit. No prices yet, was going to talk with the City first. As far as the State probation and parole, the state will have to be involved with their secure connections. **Nelson** Matt and I talked about that, said that is not an issue. **Jim** Hoping that all the state stuff that is in 2nd floor of the jail, that fiber connections will be able to go onto that same pole. AT&T. **Mike H** Was contacted by Matt V. supervisor, will be here this afternoon and he may have plans, numbers. **Nelson** recommends that the electrical (outlets and switches) be replaced, also the windows, carpeting, the door, a good cleaning and a paint job and there might be some lights on ceiling that need to be replaced. **Jim** If we are just changing out existing, then can do ourselves, but if it is a matter of re-wiring, then have to have an electrician. **Schei/Nelson** Should go with LED lighting. **Gromala** Asks if vinyl or laminate should be looked at vs. Carpeting. **Nelson** carpeting would be less expensive. Durability is comparable. All the painting and work can be done internally. **Jim** Work has to be done in proper sequence, can be done, what kind of timeline? Could be less expensive to have contractor give estimate and get it all done at the same time. Not have to worry about weather and number of county employees it would take to get the job done. **Nelson** get costs, estimates, guestimate of \$8000.00 (windows, doors, carpeting, painting) Maybe go \$10,000 For just the one end, between \$6,000 and \$8000. Middle unit: Concern about access....Veterans...say we don't have to have ADA accessible, it is "grandfathered" in, if we didn't touch that, there is one door, windows, .. This is a big area, Judge Hass wants his probation officer there possibly in the future, should it be planned for now? **Schei** Agrees, it is a lot of space, someone could use it. **Jim** 20x13 for main section of that room and each of the offices are 12x11. **Nelson** The cost of this section would be a few grand. \$3-3,500. Has a wish list from Mike H. Is the desk being left? **Schei** If we are going to do cameras, each unit should have their own. **Sherry** IT should go in and look at what needs to be done. **Nelson** jot down numbers, with Mikes request, \$6000, with Merit, another \$6000, so about \$23,000., when other numbers are added in. **Mike** One interview room, and 3 detective rooms. Discussion continued about sizes of rooms and how best to use the space. Still concerns about "privacy" for clients and having nowhere to go for discussions that need to be private. **Nelson** Civil cases should not be the county's concern, attorneys should be responsible for the own business. **Cech** thinks that it is also for the constituents of Menominee County, they are the ones in court. It's not really the lawyer getting the benefit, it is the county individual. **Schei** All things "court" should come under the same entity, jail is different, fall under Sheriff dept. Court House offices should be those related to government. **Nelson** Wall for interview room for Mike? **Jim** if we are to have a room between the interview and vets office, it would have to be sound proof. **Cech** interview room location? Have in back where it will be more separated. **Nelson** \$117,500 approx to expect spending. Boilers- there are two one hasn't been used in about 4 years. Could be potential for replacement. \$10,000/\$12,000. **Gromala** need to look at the parking space. **Cech** would need handicapped accessibility....**Gromala**, that would have to come from the city. **Schei** leave vets where it is and move admin

over to new building. Nelson has thought about that, **Schei** Vets may not want to go through security. **Nelson** Vestibule was designed to accommodate the vets.. Lets narrow down this building, jacked up a bit on some numbers, **Gromala** again brings up parking, may be within historical district and need to provide additional space. **Schei /Nelson** let's take care of building now, do parking later. Motion to bring \$135,000 to the account (Designated building fund) to the board now. Motion by Schei, second by Gromala, motion carried.

Public Comment: Mike Holmes thanks the committee for the considerations of the sheriff department. Jerry, glad he came to meeting. We all knew it would be more, but good for the future. Jan Hafeman, in agreement, there are things she would look at a little different, but thinks all is reasonable.

Commissioner Comment: Nelson, thank you everyone, a very enjoyable meeting

Adjournment: Moved by Com. Gromala, supported by Com. Cech to adjourn the meeting at 10:28 AM. Motion approved 4/0.



serious mobility.
when it matters most.

2040 RADISSON STREET
GREEN BAY, WI 54302-2085

Invoice

Page 1/1
Invoice PB77
Date 01/21/2016

Amount Paid: \$ _____

Bill To: MENOMINEE COUNTY SHERIFF
831 10TH AVE
MENOMINEE MI 49858

Ship To: MENOMINEE COUNTY SHERIFF
BRAIN H. MARINA CAM
831 10TH AVE
MENOMINEE MI 49858

DETACH TOP PORTION AND RETURN WITH PAYMENT

Purchase Order No.		Customer ID	Salesperson	Shipping Method	Payment Terms	Req Ship Date
BRAIN H. MARINA CAM		4139	JASON PEDERSEN	UPS	DUE UPON RECEIPT	11/17/2015
Ordered	Shipped	B/O	Item # / Serial #	Description	Unit Price	Ext. Price
6	6	0	600SSH	CANOPY SURGE SUPPRESSOR	\$26.80	\$160.80
2	2	0	C058900A112A	EPMP, 1000, 5GHZ, CONNECTORIZED R	\$672.49	\$1,344.98
1	1	0	C058900A122A	EPMP 1000, 5GHZ, CONNECTORIZED R	\$113.43	\$113.43
3	3	0	C058900C132A	CAM EPMP 5GHZ INTEG RADIO	\$113.33	\$339.99
			7686PL25216			
			7686PL25285			
			7686PL25826			
6	2	0	SMMB1A	CANOPY UNIVERSAL MOUNTING	\$104.52	\$209.04
2	2	0	562147	ULTRA 2K ENVIRO PENDANT PTZ, 3	\$4,573.33	\$9,146.66
			41901818			
			41901835			
2	2	0	110060	INDIGOVISION PTZ POWER SUPPLY	\$69.07	\$138.14
2	2	0	417821	12 MONTH SUP ENHANCED MGMT LIC	\$56.00	\$112.00
2	2	0	110084	OUTDOOR PTZ WALLMOUNT INDIGOV	\$76.53	\$153.06
2	2	0	110096	PTZ DOME CAMER POLE MOUNT	\$81.20	\$162.40
2	2	0	V141206C6002HC	OUTDOOR NEMA ENCLOSURE	\$337.92	\$675.84
2	2	0	G5105	5 PORT SWITCH	\$53.33	\$106.66
			2N11273K0746F			
			2N11273P0748F			
100	100	0	5100FE	2 CON. 14 GA BELDIN, GRAY, NON P	\$0.33	\$33.00
5.00	5.00	0.00	..ENGINEERING LABOR	ENGINEERING LABOR	\$180.00	\$900.00
1	1	0	..SUBLET SERVICES	SUBLET SERVICES / TOWER CREW PO#59926	\$2,400.00	\$2,400.00
1	1	0	..SUBLET SERVICES	SUBLET SERVICES / BUCKET TRUCK RENTAL	\$450.00	\$450.00
1,300	1,300	0	22065172	CAT 5 OUTDOOR SHIELDED CABLE	\$0.67	\$871.00
3	3	0	C050900D007B	EPMP FORCE 5GHZ, 25DBI DISH ANT	\$286.66	\$859.98
1	1	0	SHIPPING & HANDLING	SHIPPING & HANDLING	\$295.02	\$295.02
1	1	0	MISC PARTS AND MATERIALS	MISC PARTS AND MATERIALS	\$250.00	\$250.00
1	1	0	...INSTALL LABOR	INSTALL LABOR	\$2,860.00	\$2,860.00
1	1	0	...IS LABOR	IS LABOR	\$6,000.00	\$6,000.00

Subtotal \$27,582.00
Tax \$0.00
Total \$27,582.00

BAYCOM, INC

2040 RADISSON STREET
GREEN BAY WI 54302

(920) 468-5426

Menominee County
Request for Budget Amendment

Budget Year: 2016/2017

Please Increase

Expenditure Account	<u>208-751-901.00</u>	by	<u>\$3,000.00</u>
	<u>Parks Advertising</u>		
	<u> </u>		

Please Decrease

Expenditure Account	<u>208-751-755.02</u>	by	<u>\$1,000.00</u>
	<u>Other Operating/General</u>		
	<u>208-751-801.00</u>		<u>\$1,000.00</u>
	<u>Contractual Services</u>		
	<u>208-751-981.00</u>		<u>\$1,000.00</u>
	<u>Vehicle Maintenance</u>		
	<u> </u>		

Date of Request 2.22.17

Justification Parks needs an advertising account created
We've been using "other operating/general" for advertising.

Requesting Department Administration

Elected Official/Dept. Head Sherry DuPont

Chief Fiscal Officer's Approval

Date Posted to General Ledger

Posted by:

Sherry DuPont

From: Jessica White
Sent: Thursday, February 16, 2017 9:08 AM
To: Sherry DuPont
Subject: RE: Emailing - e8e17f8b-b6ad-4d03-a4bb-c6582849e90d.pdf

Hi Sherry: The account is 208-751-901.00 (PARKS – ADVERTISING).

Jessica White

Deputy Clerk

Menominee County

839 10th Avenue

Menominee, MI 49858

906-863-9968

From: Sherry DuPont
Sent: Thursday, February 16, 2017 8:56 AM
To: Jessica White <jessicaw@Menomineeco.com>
Subject: RE: Emailing - e8e17f8b-b6ad-4d03-a4bb-c6582849e90d.pdf

Thanks Jessy! Can you tell me how many payments were made to Morning dove productions (ever)...and what accounts each was paid from. I think we made a payment to run the ads through one year of winter months (last winter I think...2015) because Brian didn't cancel it in time.

Also, will need an "advertisement" expense account added into the parks (208) budget. Can you create that and send me the acct. number please. (I thought we already did this one year, but I don't see it in the GL).

Thanks!

Sherry DuPont
Administrative Assistant

Menominee County

839 10th Ave.

Menominee, MI 49858

906-863-7779

Fax: 906-863-8839

Visit us on the web: www.menomineecounty.com

*"Life isn't about waiting for the storm to pass,
It's about learning to dance in the rain." Vivian Greene*

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Menominee County
Request for Budget Amendment

Budget Year: 2016/2017

Please Increase

Expenditure Account	<u>216-585-990.00</u>	by	<u>\$4,726.00</u>
	<u>New acct. Airport Loan Principal</u>		
	<u>216-585-990.01</u>		<u>\$1,345.91</u>
	<u>New acct. Airport Loan Interest</u>		
	<u> </u>		
	<u> </u>		
	<u> </u>		

Please Decrease

Expenditure Account	<u>216-585-970.00</u>	by	<u>\$6,072.00</u>
	<u>Capital outlay</u>		
	<u> </u>		

Date of Request 2.22.17

Justification Auditor suggested we have the airport (fuel farm) loan separate to include principal and interest accounts.

Requesting Department Administration

Elected Official/Dept. Head Sherry DuPont

Chief Fiscal Officer's Approval _____

Date Posted to General Ledger _____

Posted by: _____

Sherry DuPont

From: Jessica White
Sent: Friday, February 03, 2017 2:28 PM
To: Sherry DuPont
Subject: Airport Loan

Hi Sherry:

New Account #'s are:

216-585-990.00 (Airport Loan Principal)

216-585-990.01 (Airport Loan Interest)

I'll prepare the budget amendment taking out the \$6072.00 from the capital outlay and splitting it up into the above mentioned accounts.

Thanks for your help on this.

Jessica White

Deputy Clerk

Menominee County

839 10th Avenue

Menominee, MI 49858

906-863-9968

Princ - \$4726.09
Int. \$1345.91

6072.00

Menominee County
Request for Budget Amendment

Budget Year: 2016/2017

Please Increase

Expenditure Account	<u>101-103-970.15</u>	by	<u>\$8,132.81</u>
	<u>C.H. Security Screening Area</u>		
	<hr/>		<hr/>

Please Decrease

Expenditure Account	<u>101-103-998.00</u>	by	<u>\$8,132.81</u>
	<u>Designated Building Fund</u>		
	<hr/>		<hr/>

Date of Request 2.22.17

Justification Camera/computer equipment for the Vestibule Secure area

Requesting Department Administration

Elected Official/Dept. Head Sherry DuPont

Chief Fiscal Officer's Approval _____

Date Posted to General Ledger _____

Posted by: _____

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 101 GENERAL FUND							
10/01/2016			101-103-970.15 GRANT - CH SECURITY SCREENING A		BEG. BALANCE		0.00
01/25/2017	AP	INV	12/11/16 - 1/12/17 (Road/Sheriff)	Credit Card	60.81		60.81
02/09/2017	AP	INV	Camera Equipment for Install In Vest	75980 & 76058	8,072.00		8,132.81
10/01/2017			101-103-970.15	END BALANCE	8,132.81	0.00	0.00

Menominee County
Request for Budget Amendment

Budget Year: 2016/2017

Please Increase

Revenue Account

220-000-676.00
Park Improvement fund
designated misc. revenue

by

\$1,500.00

Please Increase

Expenditure Account

220-752-970.00
Grant/designated expenses

by

\$1,500.00

Date of Request

2.13.17

Justification

Designated donation received from Shakey Lakes Association
for parks picnic tables for the pavilions.

Requesting Department

Administration/Parks

Elected Official/Dept. Head

Chief Fiscal Officer's Approval

Date Posted to General Ledger

Posted by:

Menominee County
Request for Budget Amendment

Budget Year: 2016/2017

Please Increase

Expenditure Account	<u>101-103-998.12</u>	by	<u>\$1,800.00</u>
	<u>Moves within the Courthouse</u>		
	<hr/>		<hr/>

Please Decrease

Expenditure Account	<u>101-103-998.00</u>	by	<u>\$1,800.00</u>
	<u>Designated Building Fund</u>		
	<hr/>		<hr/>

Date of Request 2.22.17

Justification Account created for moves within the courthouse.

Requesting Department Administration

Elected Official/Dept. Head Sherry DuPont

Chief Fiscal Officer's Approval

Date Posted to General Ledger

Posted by:

Menominee County
Request for Budget Amendment

Budget Year: 2016/2017

Please Increase

Expenditure Account	<u>101-103-998.10</u>	by	<u>\$1,500.00</u>
	<u>Window Replacement</u>		
	<hr/>		<hr/>

Please Decrease

Expenditure Account	<u>101-103-998.00</u>	by	<u>\$1,500.00</u>
	<u>Designated Building Fund</u>		
	<hr/>		<hr/>

Date of Request 2.22.17

Justification Payment to the state of MI for Citation for asbestos violation

Requesting Department Administration

Elected Official/Dept. Head Sherry DuPont

Chief Fiscal Officer's Approval _____

Date Posted to General Ledger _____

Posted by: _____



STATE OF MICHIGAN

RICK SNYDER
GOVERNOR

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
MICHIGAN OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION
BARTON G. PICKELMAN, CIH
DIRECTOR

SHELLY EDGERTON
DIRECTOR

February 2, 2017

Ms. Sherry DuPont, Administrative Assistant
Menominee County
Menominee County Courthouse
839 10th Avenue
Menominee, Michigan 49858

Dear Ms. DuPont:

Subject: First Appeal of Inspection No. 1192390

DECISION IN RESPONSE TO EMPLOYER PETITION

On January 23, 2017, you filed a petition for modification or dismissal of the citation we issued on December 21, 2016 (inspection site: 839 10th Avenue, Menominee, MI 49858), pursuant to Act 154 of the Public Acts of 1974, as amended (the Michigan Occupational Safety and Health Act).

When this decision is received, it must immediately be posted for three days or until abatement occurs, whichever is later, along with any amended citation at or near the place where the original citation referred to above was posted.

If you have a reason to contest this decision or an amended citation, you must file a notice of contest with this office specifying the points of contest within 15 working days of receipt of this decision. The notice of contest will be transmitted to the Board of Health and Safety Compliance and Appeals for consideration in accordance with Section 42 of Act 154.

Section 41 of Act 154 gives employees the right to appeal the department decision with respect to the violation abatement period, classification of citation, or proposed penalty. The employees or their representative may file a notice of contest with the department within 15 working days of your receipt of this decision. The notice should specifically identify the issues being contested. Such notice will be transmitted to the Board of Health and Safety Compliance and Appeals in accordance with Section 42 of Act 154.

*101-103-998.10
Warranty Replacement
\$1500.00*

RECEIVED
FEB 06 2017
BY: *AD*

LARA is an equal opportunity employer.
Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.
CONSTRUCTION SAFETY AND HEALTH DIVISION - ASBESTOS PROGRAM
530 W. ALLEGAN • P. O. BOX 30671 • LANSING, MICHIGAN 48909-8171
OVERNIGHT MAIL ADDRESS: 525 W. ALLEGAN STREET • LANSING, MICHIGAN 48933
www.michigan.gov/asbestos • E-mail: asbestos@michigan.gov
517.284.7680 • FAX: 517.284.7700

Ms. Sherry DuPont, Administrative Assistant
February 2, 2017
Page 2

DECISION

Your petition, along with relevant information, has been considered, and the following decision has been made:

Citation 1, Item 1: This item which is an alleged violation of an asbestos regulation is reaffirmed. This item is considered to be corrected.

Original penalty \$3,000.00. Current penalty \$1,500.00.

If you have any questions regarding this letter, please call this office at (517) 284-7687.

Sincerely,



Michael T. Mason, CIH
Industrial Hygiene Manager
Construction Safety and Health Division

MTM:lv

Menominee - Where the best of Michigan Begins

MENOMINEE COUNTY BOARD OF COMMISSIONERS

Menominee County Courthouse
839 10th Avenue
Menominee, MI 49858

— County Administrator
Sherry DuPont — Administrative Assistant
Telephone: (906) 863-7779 or 863-9648
Fax: (906) 863-8839

January 23, 2017

Jim
COPY

Dennis Pearson
2715 Danforth Rd.
P.O. Box 1292
Escanaba, MI 49829

RE: Menominee County Asbestos agreement

Dear Mr. Pearson

Menominee County Chairman, Charlie Meintz has agreed to your quoted Asbestos inspection for Menominee County's Courthouse and Jail.

I have enclosed a signed copy of your quoted prices per building. Please give Jim Mekash a call at your convenience (906-290-4917) to set up a date/time for the inspections.

We are having the inspections done per MIOSHA requirements. Please see a copy the enclosed letter Menominee County sent to the MIOSHA offices in order to comply with state regulations.

Please feel free to contact me if you have any questions.

Sincerely

Sherry DuPont
Administrative Assistant

Asbestos & Lead
inspections

? need \$ amt -

What account
coming from?

Create New Acct.?

Approx cost 1,300 - Courthouse
700 - Jail
\$ 2,500 500 - New Bldg

Steven Gromala

Charlie Meintz - Chairpe

Larry Phelps

John Nelson

Jan Hafeman

Gerald Piehe

Bernie Lang

Larry Schei



2715 Danforth Road, P O Box 1292

Escanaba, MI 49829

Phone: 906-786-3001 Fax: 906-789-4010

Email: admin@pearsonasb.com

January 9, 2017

Menominee County Jail
839 10th Avenue
Menominee, MI 49858

Attn: Jim Mekash

RE: Inspection and sampling of the County Jail.

Per your request here is a quote to have a State of Michigan accredited asbestos inspector take samples of the accessible materials in the building as follows:

<u>Inspection fee:</u>	\$150.00
<u>Lab fees:</u>	
Sample analysis for asbestos per layer of material that the lab analyzes (24 hr.)	\$25.00 ea.

Please note: Since this is an occupied building, this will be a "non-destructive" inspection. Samples will be taken in as discrete locations as possible while still following the sampling protocol. Roofing materials will not be sampled.

Menominee County personnel will be responsible to patch/paint, etc. the sample spots if required.

Again, since this is an occupied building we are not planning to pull down ceilings to look above, bust holes in walls, pull up carpeting to check underneath, pull up layers of flooring to check for additional layers underneath, etc. unless you approve that in advance. Therefore additional sampling may be required in the future, when renovations are planned, so destructive sampling can be carried out in those areas prior to those renovations.

<u>Inspection fee:</u>	No additional charge if taken in conjunction with the asbestos inspection.
<u>Lab fees:</u>	
Option for lead and cadmium paint samples as required by the State of Michigan	\$49.00 ea.

Thank you for the opportunity to quote. If you have any questions or would like to schedule this job, please call.

PEARSON ASBESTOS ABATEMENT INC.

Dennis Pearson

Dennis Pearson
DJP/ik

Acceptance of the above work *Charlie [Signature]* 1-16-17
Signature Date

Menominee County
Request for Budget Amendment

Budget Year: 2016/2017

Please Increase

Expenditure Account

by

Please Decrease

Revenue/Expenditure Account

by

Date of Request

Justification

Requesting Department

Elected Official/Dept. Head

Chief Fiscal Officer's Approval

Date Posted to General Ledger

Posted by:

Budgetary Issues In Brief

Budget Issues:

The 2016/2017 Menominee County E-911 Budget was created, approved and implemented prior to my employment with Menominee County. In my review of this budget it is an unbalance budget with a deficit of \$80,849.00. This was prior to a budget amendment approved back in January 2017 in the amount of \$17,190.00 to pay Debra Wormwood for her sick leave and vacation upon retirement. This would put the budget even further in the red to \$98,039.00.

The part-time employee expenditure account 266-325-705.00 (**\$72,350.00**) is lower than what it should be by an estimated \$20,000.00 plus.

The Overtime expenditure account 266-325-706.00 (**\$12,000.00**) is probably estimated \$50,000.00 plus short.

My understanding of how overages in these line items were handled in the past is via budget amendments at year end. While the amendments may balance the budget at the close of the fiscal year, it does not remedy the continuing reduction to the fund balance.

My projection is, if those numbers are close to being correct, without budget amendments, we are operating with a deficit of \$148,059.00 and that is if the revenue comes in as budgeted.

The problem with the revenue side is it is uncertain from year to year. In addition to that, last year the 911 surcharge was changed in a Resolution signed by board members to lower the surcharge from \$2.20 to \$2.12 effective July 1, 2016. This can only be increased higher than \$2.12 by the vote of the people.

We pledge to respond to the needs of all citizens and public safety professionals with continuous improvement, compassion, respect, commitment, and persistence.

Regarding the fund balance of \$330,000.00 that was listed under revenue account number 266-000-699.01 (surplus applied) and same amount under expenditure account number 266-325-970.00 (capital outlay, replace radio console). This cannot be an accurate number if we take out the above listed \$148,059.00 for operating expenses. If the revenue comes in as listed, and we utilize the fund balance to balance the budget, we would have approximately \$181,941 left in fund balance for next year to keep operating under the same system. We would have to utilize that \$181,941.00 in attempt to balance the 2017/2018 budget for operating expenses.

Regarding Capital Outlay (Radio Console/Furniture): Based on preliminary quotes from Motorola the updates to this system will cost anywhere from \$400,000.00 to \$600,000.00 to do it the right way without cutting any corners. I am a firm believer that if we are going to do something, we do it right the first time; however I think we can come in on the lower end by electing for cheaper furniture or another vender. The current radio console is probably a good 5 plus years from exceeding its operable expectations. This has been a known issue and needs immediate attention.

I do not have all the information on this department as far as any of the operating /budgetary history. I have learned that in 2009 and 2010 the County transferred (\$94,052.50) and (\$89,731.50) respectively into this Department to cover the deficit.

In the absence of a County Administrator, I am trying to keep the Board of Commissioners informed while looking for support and guidance from the proper Commissioners. I would like to meet and discuss these issues/concerns with you personally at a finance committee, personnel committee or county board meeting of the whole (closed session – due to the contract issues).

Please advise, Thank you.

We pledge to respond to the needs of all citizens and public safety professionals with continuous improvement, compassion, respect, commitment, and persistence.

Fund 266 EMERGENCY 911

GL Number	Description	Balance
*** Assets ***		
266-000-001.00	CASH	76,002.16
266-000-040.00	ACCOUNTS RECEIVABLE	0.00
266-000-078.00	DUE FROM STATE	0.00
266-000-084.00	DUE FROM OTHER FUNDS	0.00
266-000-123.00	PREPAID EXPENSE	0.00
266-000-123.01	PREPAID INSURANCE	0.00
Total Assets		76,002.16
*** Liabilities ***		
266-000-200.00	ACCOUNTS PAYABLE	(5,183.29)
266-000-257.00	Accrued Wages Payable	0.00
266-000-273.00	UNDISTRIBUTED RECEIPTS	0.00
Total Liabilities		(5,183.29)
*** Fund Balance ***		
266-000-390.00	FUND BALANCE	320,473.90
266-000-393.01	FUND BALANCE-CMRS EMERG.TELEPHONE	0.00
266-000-393.02	FUND BALANCE-CMRS EMERG. TRAINING	0.00
266-000-393.03	FUND BALANCE - RESTRICTED TRAINING	11,087.34
Total Fund Balance		331,561.24
Beginning Fund Balance - 15-16		331,561.24
Net of Revenues VS Expenditures - 15-16		(107,939.33)
*15-16 End FB/16-17 Beg FB		223,621.91
Net of Revenues VS Expenditures - Current Year		(142,436.46)
Ending Fund Balance		81,185.45
Total Liabilities And Fund Balance		76,002.16

* Year Not Closed