

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

## MENOMINEE COUNTY BOARD OF COMMISSIONERS

*Menominee County Courthouse  
839 10<sup>th</sup> Avenue  
Menominee, MI 49858*

*Jason Carviou – 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:** April 16, 2018  
**TIME:** 2:00 PM  
**PLACE:** Menominee County Administration Office  
Menominee, MI 49863 – 906-863-7779

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

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Approval of Previous Minutes - 9.21.17
6. Public Comment (limited to 5 minutes on agenda items only)
7. Department Head/Elected official comment (limited to 10 min.)
8. Business
  - a. Parks Committee Request – one additional employee
  - b. Road patrol budget projections
  - c. Audit discussion
  - d. Extension Secretary – Increase spring hours
  - e. 2017/18 Budget balances as of 3.31.18
9. Public Comment (limited to 5 minutes)
10. Commissioner Comment (limited to 5 minutes)
11. Adjournment

*Charlie Meintz    Gerald Piche – Chairperson    William Cech – Vice Chairperson    Bernie Lang  
Larry Phelps    Steven Gromala    Larry Schei    Jan Hafeman    John Nelson*

Menominee County Finance Committee  
Minutes of Meeting  
09/21/2017

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

The Finance Committee met on September 21, 2017 at 9:00 AM at the Menominee County Courthouse, Administration Office

Others present at the meeting were Sherry DuPont, Diane Lesperance, Marc Kleiman, Larry Phelps, Cassandra Sturos and Doreen Averill

**Call Meeting to order:** Com. Hafeman called the meeting to order at 9:00 A.M.

**Pledge of allegiance:** was recited by all.

**Roll Call:** Commissioner Nelson was absent (Gromala, Hafeman, Schei are present)

**Approval of Agenda** motion by Com. Schei and supported by Com. Gromala to approve the agenda as written. Motion approved 3/0.

**Previous Meeting minutes:** Minutes from 8.3.17 & 9.6.17 were approved by Com. Gromala supported by Com. Larry Schei. Motion approved 3/0.

**Public Comment:** None

**Department Head/Elected Official Reports:** Diane Lesperance – MAC updates on Veterans Property Tax exemptions.

**Business Items**

a. **2016/17 Final Budget Amendments (#11) – DuPont:** Discussion of #58-64 budget items.

**58-** Library Donation received \$400

**59 –** Moving money from the bookmobile designated fund to the expense account so the bookmobile can be purchased. (\$26,426.80)

**60 –** Transfer funds from GF DC retirement into the IT fund to cover the revenue NOT shared with another entity. The IT person was not hired but we used the accounts for UES monthly invoices. Was more than was budgeted. (\$25,000)

**61 –** Donations for Marine Division (non-lapsing) were carried over to the expense account to purchase items. (\$5,292.32)

**62 –** Refund for the Senior Citizens Stabilization appropriation. (millage) (\$11,585.44)

**63 –** GIS Mapping – 2<sup>nd</sup> year fees (\$7,200)

**64 –** One half of the part time person in FOC is to be paid from the FOC 215 fund. (\$14,080 from the 215 fund to the GF)

Com. Schei moves to approve the budget amendments as discussed and to send to the full board for approval; supported by Com. Gromala. With number 63 to be researched to be sure we owe that. Motion approved 3/0.

**Public Comment:** None

**Commissioner Comment:** None

**Adjournment:** Moved by Com. Gromala, supported by Com. Schei to adjourn the meeting at 9:21 AM. Motion approved 3/0.

# Menominee County Parks and Recreation Committee

## Meeting Minutes – April 2, 2018

The meeting was called to order at 6:00 PM by Chair, Bob Desjarlais at the Annex in Stephenson.

**Reporting for roll call were:** Bob Desjarlais, Dick Peterson, Kathy Branz, Vola Bleile, and County Commissioner Larry Phelps. Excused were County Administrator Sherry DuPont. Excused were Mike Kass & Commissioner Bill Cech. Others present were Jim Quist, Karen Kayser, and Eric Tickler.

**Approval of agenda:** Bob Desjarlais amended the agenda by adding 7)a)2) Handicap sites. Motion by Vola Bleile to approve the amended agenda; support by Dick Peterson. Motion carried.

**Minutes:** Motion by Dick Peterson to approve the March 5, 2018 minutes with the correction of the spelling of Piche supported by Vola Bleile. All in agreement - motion carried.

**Public Comments:** None.

### **Business:**

- a. 1) Fair Board Request 15 additional sites: Karen Kayser reported last year 24 sites were set aside for the Fair and 16 were used. Three vendors camped by their site. There are 117 electrical sites with 30 available and 17 non electric sties. Those reserved for the Fair are in section CA and VA. Eric Tickler from the Fair Board stated they are using a different way to gain sponsors. The sponsors are being put in tiers depending on the amount of the sponsorship – those donating \$2,500 may include camp sites and stated due to the interest in sponsorship they are asking for 39 campsites. A motion by Kathy Branz to set aside the 24 as in the past plus the 15 additional – but the list and payment must be to Karen Kayser by June 1<sup>st</sup> – if not committed by June 1<sup>st</sup> the remaining sites will be available to the public. This was supported by Vola Bleile. Vote records 4 yes and one opposed. Tickler stated the Diezic's are sponsors and would still like to have sites B6 & 7, which are their normal spots. Karen will put this in.
- 2) Handicapped sites: Put on hold until more information is acquired.
- b. Road Commission drawdown to repair culverts by dam at Shakey Lakes: Bob Desjarlais stated that on March 23<sup>rd</sup> at the Menominee County MTA meeting Darrell Moilanen stated the Menominee County Road Commission (MCRC) was going to start a draw down around July 23<sup>rd</sup> to replace culverts that have damage. It would take a week or more for the draw down and about 2-3 weeks for the repair. Desjarlais talked to Sherry DuPont and she was in agreement that this should take place after Labor Day. Desjarlais and Commissioner Phelps will attend the MCRC meeting on April 3<sup>rd</sup> and 9AM and obtain more information. Tickler stated they have \$4,000 invested in a kids Fishing Derby during the Fair.

- c. Lawn Mower Purchase: Jim Quist has picked up the new lawn moser ad it is in the shop. He is putting a guard on for protection.
- d. Permission for steel for Linderoth Paviion: Jim Quist called Desjarlais for permission to obtain the steel need to replace the roof on the Linderoth Pavilion. A bid was used from 2 years ago from \_\_\_\_\_ with an upcharge of \$200.00 for a total of \$\_\_\_\_\_.
- e. Dick Peterson – Forrester follow-up with Dean Francis Jim Quist and Brian Reitter (NRCS-DC): Peterson and Quist along with Francis and Reitter walked over the cuttings that were completed at Shakey Lakes Park this winter. Plantings for various species were suggested along with blueberries and raspberries. Desjarlais stated he had been advised by Warren Suchovsky to wait 2 years and re-value the regrowth and then make a decision. This will be tabled for more information.
- f. Remove 4 dead Hemlock trees at Kleinke Park: Quist turned in a quote to remove 3 hemlocks, 1 birch tree and 1 dead limb from a hemlock for \$465. A motion by Dick Peterson to accept the quote of \$465 from Town & Country Tree Service for the above work supported by Vola Bleile. All in favor.
- g. 2017/2018 Monthly Budget review: Desjarlais has been reviewing the budget to actual spending from last year. Quist asked if the budget supported adding one more to the part-time staff for the parks. After checking the budget there is enough to support 2 for the office 2 for outside plus Karen and one more to be split between the office and outside as needed. **A motion by Desjarlais to recommend to the County Commissioners to ad one more for a total of 5 part time plus Karen.** This was supported by Peterson with all in favor. Branz will contact Sherry DuPont to put this on the agenda.  
  
Desjarlais feels some of the dollars should be redistributed to bring the budget closer to the actual dollars spent. This will be discussed in more detail at the next meeting.
- h. He feels some of the dollars should be redistributed to bring the budget closer to actual monies spent. This will be discussed in more detail at next meeting.

*We currently have 5 workers plus Karen in the budget*

8. Correspondence: None

9. Public Comment: None

A motion to adjourn by Vola Bleile supported by Kathy Branz at 7:20PM with all in favor.

**Menominee County Park & Recreation Committee  
c/o Menominee County Administrator  
839 10<sup>th</sup> Avenue  
Menominee MI 49858**

April 4, 2018

Menominee County Commissioners  
839 10<sup>th</sup> Avenue  
Menominee MI 49858

Dear Commissioners:

At the Menominee County Parks and Recreation Committee meeting last night it was brought to our attention that we could use one more part time person for the Parks.

A motion was made by Bob Desjarlais to add one more part time Parks personnel, in addition to the two that are being advertised for, to be split between office and maintenance. This motion was supported by Dick Peterson with all in favor. (This would be a total of 3 part time being advertised for.)

Thank you for your consideration of this request.

Sincerely,

Kathy Branz  
Parks & Recreation Secretary



# Parks -

## Budget -

Tim & — 1 Michael

Karen —

2 Shawn  
office

1 - ?

Need floater

Both office/grounds

5 Workers

3 - Ken  
Shawn  
Michael

1 - ?  
Grounds

Finance Com. → Need 1 add'l emp.

2 - .

on hand

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Minutes of a regular meeting of the Menominee County Board of Commissioners, held at the Menominee County MSU Extension, S904 US HWY 41, Stephenson, Michigan 49887, on the twenty-fifth (25<sup>th</sup>) day of April, 2017, at 6:00 p.m.

PRESENT Com. Cech, Gromala, Hafeman, Lang, Meintz, Phelps, Piche & Schei

ABSENT: Com. Nelson

The following preamble and resolution were offered by Commissioner Cech and supported by Commissioner Gromala.

### RESOLUTION NO. 2017-04

#### SHERIFF'S EMERGENCY RESPONSE/24-HOUR ROAD PATROL SERVICES MILLAGE RENEWAL PROPOSAL

**WHEREAS**, County Sheriff Emergency Response Services are of substantial benefit to the citizens of the County of Menominee; and

**WHEREAS**, the Board of Commissioners of the County of Menominee deems it necessary and expedient for the County to operate and maintain the County Sheriff's Emergency Response/24-Hour Road Patrol functions; and

**WHEREAS**, a county-wide Sheriff's Emergency Response/24-Hour Road Patrol millage of 1.795 mills was authorized by the voters on May 3, 2011 and 1.15 mills was authorized by the voters on August 6, 2002, August 6, 1998, and November 15, 1994, and will expire in 2017; and

**WHEREAS**, it is anticipated that 1.795 mills will be necessary to continue a county-wide Sheriff's Emergency Response/24-Hour Road Patrol Services Program; and

**WHEREAS**, the Board of Commissioners of the County of Menominee has determined that it is appropriate to submit a millage proposition to the electors of the County to determine whether or not they desire to raise funds for the purpose of continued Sheriff's Emergency Response/24-Hour Road Patrol Services at the next election to be held on November 7, 2017; and

**WHEREAS**, the Board of Commissioners for the County of Menominee seeks to have the voters of said County determine whether or not they desire to raise funds for the purpose of supportive activities directed toward the provision of Sheriff's Emergency Response/24-Hour Road Patrol Services by approving a millage 1.795 mills for a period of six (6) years, 2018 through 2023, inclusive.

**NOW, THEREFORE, BE IT RESOLVED**, that the following question be submitted to a vote of the electorate of Menominee County at the next election to be held on November 7, 2017.

*Steven Gromala*

*Charlie Meintz - Chairperson*

*William Cech - Vice Chairman*

*Larry Phelps*

*John Nelson*

*Jan Hafeman*

*Gerald Piche*

*Bernie Lang*

*Larry Schei*

**SHERIFF'S EMERGENCY RESPONSE/24-HOUR ROAD PATROL SERVICES MILLAGE PROPOSAL**

For the purpose of authorizing funding for the operation of Sheriff's Emergency Response/24-Hour Road Patrol Services, shall the constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Menominee, Michigan, be continued and renewed by up to 1.795 mills (\$1.795 per \$1,000 of taxable value) and levied for a period of six (6) years, from 2018 through 2023 inclusive?

(If approved and levied in full, this millage will raise an estimated \$1,318,623.54 for Sheriff Emergency Response Road Patrol purposes in the first calendar year. In accordance with State law, a portion of the millage may be disbursed to the City of Menominee Downtown Development and Brownfield Redevelopment Authorities)

- Yes
- No

**BE IT FURTHER RESOLVED**, that this question is hereby certified to the County Clerk.

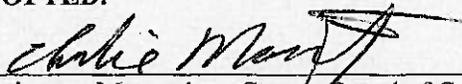
**BE IT FURTHER RESOLVED**, that the County Clerk is hereby directed to cause the proposition to be stated on the November 7, 2017 ballot and to be prepared and distributed in the manner required by law.

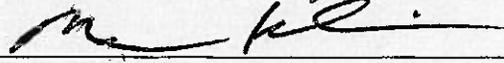
A ROLL CALL VOTE WAS TAKEN AS FOLLOWS

AYES: 8

NAYS: 0

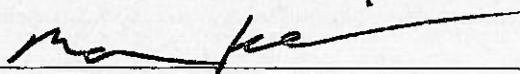
**RESOLUTION DECLARED ADOPTED.**

  
\_\_\_\_\_  
Chairman, Menominee County Board of Commissioners

  
\_\_\_\_\_  
Marc Kleiman, County Clerk

STATE OF MICHIGAN        )  
  ) ss.  
COUNTY OF Menominee    )

I hereby certify that the foregoing is a true and complete copy of Resolution 2017-04 adopted by the County Board of Commissioners of Menominee County at a regular meeting held on 4-25-17, 2017, and I further certify that public notice of such meeting was given as provided by law.

  
\_\_\_\_\_  
Marc Kleiman, County Clerk

Salaries Increase 4.60% 4.20%  
 All others: 2.50% 2.50%

	2017/2018	Increase by	2018/2019	Increase by	2019/2020	Increase by	2020/2021
205-315-704-00 Road - Salaries	\$ 562,535.00	\$ 25,876.61	\$ 588,411.61	\$ 25,301.70	\$ 613,713.31	\$ 25,775.96	\$ 639,489.27
205-315-705-00 Road - Salaries-Part Time	\$ 78,104.00	\$ 3,592.78	\$ 81,696.78	\$ 3,512.96	\$ 85,209.75	\$ 3,578.81	\$ 88,788.56
205-315-706-00 Road - Overtime	\$ 39,000.00	\$ 1,794.00	\$ 40,794.00	\$ 1,754.14	\$ 42,548.14	\$ 1,787.02	\$ 44,335.16
205-315-707-00 Road - Longevity	\$ 6,200.00	\$ 285.20	\$ 6,150.00	\$ 264.45	\$ 6,300.00	\$ 264.60	\$ 6,700.00
205-315-712-00 Road - BCBS	\$ 141,316.00	\$ 6,500.54	\$ 147,816.54	\$ 6,356.11	\$ 154,172.65	\$ 6,475.25	\$ 160,647.90
205-315-713-00 Road - Life Ins	\$ 330.00	\$ -	\$ 330.00	\$ -	\$ 330.00	\$ -	\$ 330.00
205-315-715-00 Road - FICA	\$ 40,781.00	\$ 1,875.93	\$ 42,656.93	\$ 1,834.25	\$ 44,491.17	\$ 1,868.63	\$ 46,359.80
205-315-715-01 Road - FICA - Med	\$ 9,538.00	\$ 438.75	\$ 9,976.75	\$ 429.00	\$ 10,405.75	\$ 437.04	\$ 10,842.79
205-315-716-00 Road - Workmen's Comp	\$ 34,168.00	\$ 1,571.73	\$ 35,739.73	\$ 1,536.81	\$ 37,276.54	\$ 1,565.61	\$ 38,842.15
205-315-718-00 Road - MERS - Defined Contribution	\$ 3,816.00	\$ 175.54	\$ 3,991.54	\$ 171.64	\$ 4,163.17	\$ 174.85	\$ 4,338.03
205-315-718-01 Road - MERS - unfunded liability	\$ 109,812.00	\$ 5,051.35	\$ 114,863.35	\$ 4,939.12	\$ 119,802.48	\$ 5,031.70	\$ 124,834.18
205-315-727-00 Road - Office Supplies	\$ 3,588.00	\$ 89.70	\$ 3,677.70	\$ 91.94	\$ 3,769.64	\$ 94.24	\$ 3,863.88
205-315-742-00 Road - Gas, Oil, Ect.	\$ 83,250.00	\$ 2,081.25	\$ 85,331.25	\$ 2,133.28	\$ 87,464.53	\$ 2,186.61	\$ 89,651.14
205-315-745-00 Road - Uniforms	\$ 9,635.00	\$ 240.88	\$ 9,875.88	\$ 246.90	\$ 10,122.77	\$ 253.07	\$ 10,375.84
205-315-755-00 Road - Other Operating Expenses	\$ 5,125.00	\$ 128.13	\$ 5,253.13	\$ 131.33	\$ 5,384.45	\$ 134.61	\$ 5,519.06
205-315-755-02 Road - Other Operating/Weapons, Etc.	\$ 6,150.00	\$ 153.75	\$ 6,303.75	\$ 157.59	\$ 6,461.34	\$ 161.53	\$ 6,622.88
205-315-850-00 Road - Telephone	\$ 5,637.00	\$ 140.93	\$ 5,777.93	\$ 144.45	\$ 5,922.37	\$ 148.06	\$ 6,070.43
205-315-850-01 Merit fiber-Annex.5	\$ 1,600.00	\$ -	\$ 1,600.00	\$ -	\$ 1,600.00	\$ -	\$ 1,600.00
205-315-860-00 Road - Travel	\$ 3,152.00	\$ 78.80	\$ 3,230.80	\$ 80.77	\$ 3,311.57	\$ 82.79	\$ 3,394.36
205-315-881-00 Road - Justice Training - PA 302	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
205-315-881-01 Road - Safe-Communities-Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
205-315-881-03 Road - General Training	\$ 4,705.00	\$ 117.63	\$ 4,822.63	\$ 120.57	\$ 4,943.19	\$ 123.58	\$ 5,066.77
205-315-934-00 Road - Equipment Repair	\$ 3,137.00	\$ 78.43	\$ 3,215.43	\$ 80.39	\$ 3,295.81	\$ 82.40	\$ 3,378.21
205-315-934-01 Road - Equipment Repair & Maint./Radio	\$ 5,638.00	\$ 140.95	\$ 5,778.95	\$ 144.47	\$ 5,923.42	\$ 148.09	\$ 6,071.51
205-315-934-02 Road - Equipment Repair & Maint./Vehicles	\$ 30,750.00	\$ 768.75	\$ 31,518.75	\$ 787.97	\$ 32,306.72	\$ 807.67	\$ 33,114.39
205-315-934-03 Road - Casino Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
205-315-934-04 MMRMA Designated grant (aka RAP grant)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
205-315-955-00 Road - Miscellaneous Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
205-315-981-00 Road - Vehicle Maintenance	\$ 75,092.00	\$ 1,877.30	\$ 76,969.30	\$ 1,924.23	\$ 78,893.53	\$ 1,972.34	\$ 80,865.87
205-315-997-00 Road - Transfer Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total:</b>	<b>\$ 1,263,059.00</b>	<b>\$ 53,058.90</b>	<b>\$ 1,315,782.70</b>	<b>\$ 52,144.07</b>	<b>\$ 1,367,812.31</b>	<b>\$ 53,154.47</b>	<b>\$ 1,421,102.18</b>

205-316-704-00	SRP - Salaries	\$	44,138.00	\$	2,030.35	\$	46,168.35	\$	1,985.24	\$	48,153.59	\$	2,022.45	\$	50,176.04
205-316-706-00	SRP - Overtime	\$	4,159.00	\$	191.31	\$	4,350.31	\$	187.06	\$	4,537.38	\$	190.57	\$	4,727.95
205-316-707-00	SRP - Longevity	\$	100.00	\$	-	\$	150.00	\$	-	\$	200.00	\$	-	\$	250.00
205-316-708-00	SRP - Misc. Salaries	\$	4,800.00	\$	220.80	\$	5,020.80	\$	215.89	\$	5,236.69	\$	219.94	\$	5,456.64
205-316-712-00	SRP - Ins	\$	30.00	\$	1.38	\$	31.38	\$	1.35	\$	32.73	\$	1.37	\$	34.10
205-316-713-00	SRP - Life Ins	\$	3,292.00	\$	151.43	\$	3,443.43	\$	148.07	\$	3,591.50	\$	150.84	\$	3,742.34
205-316-715-00	SRP - FICA OASDI	\$	770.00	\$	35.42	\$	805.42	\$	34.63	\$	840.05	\$	35.28	\$	875.34
205-316-715-01	SRP - FICA - Med	\$	2,427.00	\$	111.64	\$	2,538.64	\$	109.16	\$	2,647.80	\$	111.21	\$	2,759.01
205-316-716-00	SRP - Workmen's Comp	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
205-316-718-00	SRP - MERS (retirement) Defined Contribution	\$	700.00	\$	-	\$	700.00	\$	-	\$	700.00	\$	-	\$	700.00
205-316-718-01	SRP - MERS Unfunded liability	\$	1,025.00	\$	25.63	\$	1,050.63	\$	26.27	\$	1,076.89	\$	26.92	\$	1,103.81
205-316-745-00	SRP - Uniforms	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
205-316-755-00	SRP - Other Operating Exp	\$	61,441.00	\$	2,767.96	\$	64,258.96	\$	2,707.67	\$	67,016.64	\$	2,758.59	\$	69,825.23
<b>Total:</b>		\$		\$		\$		\$		\$		\$		\$	

Note: No grant figures are included in this projection