

"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 MAY BE PRESENT~

DATE: Wednesday ~ June 25, 2014
TIME: 8:30 AM
PLACE: Menominee County Courthouse~ Administrative Office

*****AGENDA*****

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Approval of Previous Minutes (June 12, 2014)
6. Public Comment (limited to 5 minutes on agenda items only)
7. Business
 - a. Budget Amendments #5 ~ 2013/2014 Budget Year
 - b. 2014/2015 Budget Discussion
8. Public Comment
9. Commissioner Comment
10. Adjournment

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

Menominee County Finance Committee
Minutes of Meeting
June 12, 2014

*****DRAFT*****

The Finance Committee met on June 12, 2014 at 9:30 AM at the Menominee County Courthouse, Administrative Office.

Present at the meeting were Coms. Nelson, Hafeman, and Schei, Brian Bousley, Sherry DuPont, & other members of the public.

Call Meeting to order: Chairperson Nelson called the meeting to order at 9:30 AM.

Pledge of Allegiance: The Pledge of Allegiance was recited by all

Roll Call: Roll call was taken; Commissioner Lang was excused.

Agenda was approved by Com. Hafeman and supported by Com. Schei to approve the agenda as written. Motion approved 3/0.

Previous Meeting minutes: April 25, 2014— moved by Com. Hafeman and supported by Com. Schei to approve the minutes of the April 25, 2014 Finance Committee meeting. Motion approved 3/0.

Public Comment: None

Business:

- a. **Budget Amendment #4 ~ 2013/14 Budget year:** Discussion of Budget amendment #4. This was two grants received for the library. One was an anonymous donation for \$500 and the other was a restricted donation of \$500 to purchase resources for the visually impaired. Moved by Com. Hafeman supported by Com. Schei to move this to the full board for approval.
- b. **2014/15 Budget Discussion:** Administrator Bousley discussed the preliminary 2014/15 budget.
 - 101-101-970.00 ~ remove from Commissioners account and place in the Other Legislative account. \$200,000 for the 3 way road projects.
 - 101-257 Equalization – Staff Appraiser, we have the pay grade in at a 9 step 3. When the DMG came back from MGT, the recommendation was a grade 10. Discussion to send the DMG to the personnel committee for discussion. If the chairman would like to take it to the board without the personnel

committee meeting, then we'll do that.

- 101-261 MSU – We currently have the secretary in there with 29 hrs./week. The committee feels this needs to be changed to 25 hrs./wk. Discussion of the MOA with MSU. Nelson: I don't think we should consider anything more than 30,000. Schei: They're going to move everything to the internet. They don't seem to follow through. Now it's time to prove that they're going to follow through with things. Nelson: Between Charlie and Jerry, we do have some pretty good knowledge out there.
- 101-265 – We currently have a park ranger working down here. I'd like to make him fulltime here at the courthouse. He can be used to work in the parks too if need be. Nelson: I think it's a good move. Schei concurs. Bousley: We need someone to cover our Buildings and Grounds person should something happen to him. Schei: Would like to see the vestibule into this budget. Nelson: I'm going to have Dan Menacher look at this again. Schei: revolving door would be the best. Other projects – Jail emergency exit and the Jail women's shower. The exit is in the hands of the DOC. We need to get it fixed or we'll be in violation with the DOC. Schei: All computer paper is purchased through the buildings and grounds. Bousley: Yes. We get a good deal with the school districts.
- 101-426 Emergency Management – that's moving from a full time to a part time person at 24 hrs/wk. No benefits. He will be housed at the annex. As you walk in the office space, we'll partition off that space. Secretary in the front and emergency management in the back. We're going to rekey the building. We don't know who has keys for that building. Nelson: Spalding twp. has offered space for county services if needed. Bousley: We picked up some more equipment for emergency management.
- 101-526 Waste Management – Bousley: We did it once in Stephenson and we didn't have very much business. And we did it once at city hall and didn't have that many people come there either. We need to have this again. We have a lot of phone calls about the pickup. I think the best place to have it is at the road commission? There are individuals that come to the recycling to collect tires and batteries. Nelson: Try to get a bid to see what we have to put out.
- 208-751 County Parks: General fund appropriation is down to \$2,771. This is due to moving the full time ranger to buildings and grounds. Bousley: Hopefully within the next two years we can be self-sufficient out there.
- 249-371 Building Code: Expenditures can be adjusted because the office is self-sufficient. This account should not gain any money. The overhead costs will be given back to the county. Recently there have been a few people been caught without permits within the county.

Nelson: what I suggest is we take some time to look at the budget. If changes are made, allow the coms to see what is changed. We should set aside more money for buildings and grounds. Our building fund is depleting. Brian suggested that we set aside the revenue at the end of the year to add money to the building fund and MERS. Schei: Lightning damage. If we have something happen again, we want money to be able to cover it.

Bousley: the next two big things are going to be the generator and the chiller system. The chiller should have been replaced with the boilers, but we chose not to at that time.

Bousley: MERS will be here at the end of the month to speak to the employees. DuPont: I'm just realizing that the 296 accounts are missing from the print out. I'll print them and send them to everyone.

Public Comment: Tom Cheski: Wheelchair access at the Courthouse. I have a few friends who are wheelchair handicap. That door needs to be repaired. (It has already been repaired). Tire recycling program was a special grant that was applied for. The City of Menominee and Ingallston Twp. are the only townships whom have recycling in place. Diane Lesperance: I'm glad you're still looking into the vestibule. Not only for the employees, but for anyone sitting in the hall waiting for court. Level 4 assessor – if the mine comes into play, we'll need a level four assessor for the Equalization Director position. The state has made it almost impossible for us to get a level four assessor. Because we don't have the sales here to compare to. Will need to look into that if the mine comes into play. Would like to look into the pay grades of her full time employees in her office. The Job qualifications have changed and half of the general ledger is in the treasurer's office. Kim and Julie did not come to me with this. I feel this needs to be looked at and that they be paid to compare with the other employees in the courthouse.

Commissioner Comment: Schei: I would like to thank Brian for being more hands on lately especially in the area of the annex. He should be commended for that. Brian: Sherry steps in too, Schei: Sherry too then, the Administration Department.

Adjourn: Moved by Hafeman supported by Schei to adjourn the meeting at 10:40 A.M. Motion approved 3/0.

Budget Amendment #5 - Finance Committee 6.25.14

20	6/25/2014	Shakey Lakes Improvements	\$ 12,272.74	220-752-953.01
		Bailey Park Improvements	\$ 1,148.05	220-752-953.04
	6/25/2014	Parks fund balance	\$ 13,420.79	220-000-390.00

Menominee County
Request for Budget Amendment

Budget Year: 2013/2014

Please Increase

Revenue/Expenditure Account 220-752-953.01 by \$12,272.74
Shakey Lakes Improvements

220-752-953.04 \$1,148.05
Bailey Park Improvements

Please Decrease

Revenue/Expenditure Account 208-000-390.00 by \$13,420.79
Parks Fund Balance

Date of Request 6/20/2014

Justification Biehl Construction - Pavment around Bath house (Shakey) \$9,500
All Phase - electrical work (Shakey) - \$2,772.74
Kozikowski Well & Pump (Bailey) - \$1,148.05

Requesting Department Administration

Elected Official/Dept. Head Brian R. Bousley

Chief Fiscal Officer's Approval 

Date Posted to General Ledger _____

Posted by: _____

MENOMINEE COUNTY
Balance Sheet

June 2014

Account Title	Balance	Account Number
Fund: COUNTY PARKS		
ASSETS		
Current Assets		
CASH	73,350.12	208-000-001.00
IMPREST CASH	300.00	208-000-004.00
TOTAL Current Assets	73,650.12	
Long-Term Assets		
PREPAID EXPENSE	1,498.54	208-000-123.00
TOTAL Long-Term Assets	1,498.54	
TOTAL ASSETS	75,148.66	
LIABILITIES		
Current Liabilities		
ACCOUNTS PAYABLE	-0.22	208-000-200.00
Accrued Wages Payable	0.00	208-000-257.00
UNDISTRIBUTED RECEIPTS	2,424.58	208-000-273.00
TOTAL Current Liabilities	2,424.36	
TOTAL LIABILITIES	2,424.36	
FUND EQUITY		
Fund Equity		
FUND BALANCE	44,570.38	208-000-390.00
DESIGNATED FUND BALANCE	724.50	208-000-393.03
CHANGE IN FUND EQUITY	27,429.42	
TOTAL Fund Equity	72,724.30	
TOTAL FUND EQUITY	72,724.30	
TOTAL LIABILITIES & FUND EQUITY	75,148.66	

44,570.38
 - 13,420.79

 + 31,149.59
 Fund Bal.

ALL PHASE - MARQUETTE
 1100 S. FRONT STREET
 MARQUETTE, MI 49855
 T: 906 228-3500 F: 906 228-5358

INVOICE NO.	INVOICE DATE
4430-641001	06/02/14
PLEASE SHOW INVOICE NO. AND REMIT TO:	
P. O. BOX 7 BENTON HARBOR, MI 49023-0007	

SOLD TO: COD SALES MARQUETTE
 ALL CASH ARE FINAL
 MARQUETTE, MI 49855

SHIP TO: COD SALES MARQUETTE
 ALL CASH SALES ARE
 FINAL
 MARQUETTE, MI 49855

ACCOUNT NO. 56-00038 COD SALES MARQUETTE	JOB NAME AND ADDRESS	CUSTOMER ORDER NO. MEMONONEE COUNTY
SALESPERSON 8778 MGR	SHIPPING INFORMATION PREPAID	SHIP VIA BEST-WAY
SHIP DATE 05/28/14	EXTENSION 0-00 2,772.74	
QUANTITY ORDERED	PRODUCT CODE	DESCRIPTION
2 CH	800A PANELS	
1 CH	LOT PRICE	
QUANTITY SHIPPED	PRICE	DISC.
2	.00E	E
1	2772.74	E
<p>TITLE AND RISK OF LOSS OR DAMAGE TO MERCHANDISE PASSES AT POINT OF SHIPMENT. CLAIMS FOR SHORT OR DAMAGED MERCHANDISE SHOULD BE MADE TO CARRIER. MERCHANDISE RETURNED WITHOUT OUR CONSENT WILL NOT BE ACCEPTED. A RESTOCKING CHARGE WILL BE MADE ON RETURNED GOODS UNLESS DEFECTIVE OR THRU ERROR ON OUR PART. A SERVICE CHARGE OF 1.5% PER MONTH, BUT NOT TO EXCEED THE HIGHEST AMOUNT LAWFULLY ALLOWED BY CONTRACT IN THIS STATE, WILL BE MADE ON ALL PAST DUE ACCOUNTS. OUR STANDARD TERMS AND CONDITIONS APPLY TO THIS SALE.</p>		
<p>CODE: TO ADVISE YOU PROMPTLY CONCERNING YOUR ORDER, THIS CODE IS USED ON OUR INVOICES. B - BACK ORDERED. WILL SHIP AS SOON AS RECEIVED UNLESS INSTRUCTED TO CANCEL. C - CANCELLED. NOT IN STOCK. UNABLE TO PURCHASE LOCALLY.</p>		
NET PAYMENT IS DUE BY THE 15TH OF THE MONTH FOLLOWING PURCHASE		TOTAL DUE 2939.10
<p>290-752-953.01 SHAKY LAKES ELECTRICAL -</p>		MERCHANDISE 2772.74 SALES TAX 166.36 SHIPPING CHARGE .00

BIEHL CONSTRUCTION CO., INC.

2505 BIEHL AVENUE
 P.O. BOX 502
 MARINETTE, WI 54143
 (715) 732-0678 1-800-223-5007

INVOICE

Date: 06/18/14

Inv. No.: 34345

Due Date: 07/03/14

Page No.: 1

MENOCTY-MI
 MENOMINEE COUNTY
 ATTN: BRIAN BOUSLEY
 839 10TH AVE
 MENOMINEE MI 49858

REFERENCE	TERMS	YOUR #	OUR #	SALES REP
34345	06/18/14	0/0/N15		

DESCRIPTION	UNIT MEASURE	QUANTITY	UNIT PRICE	EXTENDED PRICE
REFERENCE			ITEM DISCOUNT	

BATH HOUSE SHAKEY LAKES ASPHALT PAVING & PREP

9500.00

220-752-953.01

BALANCE DUE UPON RECEIPT
 1-1/2% (18% ANNUALLY) SERVICE CHARGE AFTER 30 DAYS.

SUB TOTAL	9500.00
TAX	0.00
TOTAL	9500.00
NET TO PAY	9500.00

KOZIKOWSKI WELL & PUMP INC.

W 5515 ELMWOOD RD.

MENOMINEE, MI 49858

(906) 863-9573 or (888) 560-9355

Invoice

Date	Invoice
6/8/2014	D 10562

Bill To

BAILEY PARK & WEST SHORE FISHING
MUSEUM
JOHN HELFERT
N1760 N-1 DRIVE

Terms Due Date

NET 10 6/18/2014

Description	Qty	Rate	Amount
WORK DONE 9-13-13 TECHNICIANS CHRIS, LOCATE WELL WITH LOCATOR, WELL APPEARS TO BE ON THE WEST SIDE OF THE RESIDENCE.			
1 1/4" PVC SCH. 40 PIPE	1	1.10	1.10T
1 1/4" MALE ADAPTOR PVC	1	1.10	1.10T
1 1/4" PVC UNION	1	7.75	7.75T
LABOR AND TRAVEL TIME	2.5	69.00	172.50
WORK DONE 10-7-13 EXCAVATED DOWN TO WELL AND WATERLINE, REMOVED CONCRETE CAP, FOUND 5" CASING WITH A 3" LINER INSIDE. NOTHING COULD BE DONE WITH THE WELL FOR UPGRADING. SLID A 6" PVC PIPE OVER THE 5" STEEL CASING AND BACKFILLED TRENCH.			
LABOR, 2 TECHNICIAN, BRYAN & CHRIS	10	69.00	690.00
BACK HOE/TRENCHING, MINIMUM CHARGE	1	275.00	275.00

220-752-953.04

Subtotal \$1,147.45

Sales Tax (6.0%) \$0.60

Total \$1,148.05

Payments/Credits \$0.00

Balance Due \$1,148.05

THANK YOU

