

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

## MENOMINEE COUNTY BOARD OF COMMISSIONERS

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

*Brian R. Bousley – County Administrator  
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### **MENOMINEE COUNTY FINANCE COMMITTEE**

~A QUORUM OF THE BOARD MAYBE PRESENT~

**DATE:** Monday~ November 23, 2015  
**TIME:** 8:30 AM  
**PLACE:** Menominee County Annex Building, Stephenson, Michigan

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

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Approval of Previous Minutes
6. Public Comment (limited to 5 minutes on agenda items only)
7. Business
  - a. 2014/2015 Budget Discussion
  - b. 2015/2016 Budget Discussion
8. Public Comment (limited to 5 minutes)
9. Commissioner Comment (limited to 5 minutes)
10. Adjournment

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

Menominee County Finance Committee  
Minutes of Meeting  
September 3, 2015

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

The Finance Committee met on Sept. 3, 2015 at 8:30 AM at the Menominee County Administrator's office, Menominee Courthouse.

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

**Others present:** Brian Bousley, Sherry DuPont, Diane Lesperance, Mike Holmes, Peggy Schroud

**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; Com. Cech was absent, excused.

**Agenda** was approved by Com. Hafeman and supported by Com. Schei as written. Motion approved 3/0.

**Previous Meeting minutes:** Com. Schei approved, Com. Hafeman supports previous minutes from Aug. 7, 2015. I'm not so sure my comment was correct in here. I think I was trying to say it doesn't make a lot of sense to pay off MERS all at once. Consensus it to wait until the minutes are corrected until the next meeting.

**Public Comment:** None

Com. Cech enters the meeting at 8:34 AM

**Business:**

- a. **Budget Amendments 2014/15 – Bousley: #18.** Rate increase for health ins. \$4,305.84 **#19.** Library Director Search fees. Because Pat's retiring, they hired an outside firm to take the applications and go through the hiring process. \$3,895.00. These will come from the Library Fund balance. Note: the Library fund balance is about \$69,000 after these are taken out, it'll be about \$61,000 in their fund balance. **#20.** Two anonymous \$500 donations to the Library; \$1,000. **#21.** Increase of State Aid \$650.92 **#22.** Increase reimbursable salary \$410. That will go against the county appropriation. **Nelson:** Where does that come from? **Bousley:** there are certain duties that one of the staff members gets reimbursed for. **#23.** Probate court/Family Court. – office furniture, that's something that was increased in cost since they were quoted. Moving from travel acct. to capital outlay acct. **#24.** Increase in State Aid received, that's for the Library again. That will go against the general fund appropriation. **#25.** We had pumps in the drain field go out at Kleinke Park. \$4,952.95 We had to take money from the Park Fund to cover that. **#26.** Electrical Upgrade Shakey Lakes. The county board approved in Oct./Nov. of last year for the upgrade of the electric at Shakey Lakes. \$9,027.28 We took that from the park fund. The Park fund balance was at \$43,000. After taking these out of the fund, we'll have a balance of \$28,000. The drain field was not expected. **Schei:** for the lift pumps? **Bousley:** Yes. We were originally quoted \$10,000 but we did a lot of the work ourselves, it helps to have capable people. **Schei:** Where did the pumps come from? **Hafeman:** How old were

they? **Brian:** I don't remember where they came from, they were the original ones, about 20 years old. That's what we have, any questions on those? **DuPont:** We are going to have a breakdown of the airport accounts to place in the budget. Per Ray, he wanted us to put ¼ of what was budgeted in for 2014/15 and at year end during the audit process, he'll do a journal entry for everything that was spent out and correct everything. **Schei:** Is that going to take care of everything, I thought he had some concerns. **Bousley:** What will happen is he'll have to do an audit from Oct. 1, 2014 to July 31, 2015. So he has to do an audit from the airport itself and then move everything over to us for Aug. and Sept. into the current budget. **Nelson:** Did Marinette County have to make good with their commitment to the airport, or did they just walk away. **Bousley:** They walk away from everything. **Schei:** The contract that was signed, allowed them to walk away. That was the agreement the County board approved. So they forfeited all their equity which was all the money they put in for the last 40 years, plus the assets and any land value will revert to the Twp. and City. **Nelson:** So we're adding in ¼ of the budgeted amount for the two months we have left to pay out. **DuPont:** Yes. The Auditor asked us to do it that way, some accounts won't be touched because they're already paid out, and some may go over, but in the end he'll make the adjustments. **Schei:** Well the fuel sales are doing better than expected, so whatever was budgeted is probably going to be less than what the actual is. Then in other expenses, there will be less spent out of salaries because of not having a manager position. So there will be adjustments. So he's comfortable with everything? **DuPont:** he had a few things he had to check on per law, but yes, he was comfortable with us putting everything in as a revenue account. It used to be an Enterprise account. **Com. Hafeman** made a motion to approve sending the amendments to the County Board for approval. All commissioners concur.

- b. **2015/16 Budget Discussion – Nelson:** We have some positions that we talked about that we have to look at for funding. **Bousley:** Yes, they are plugged into this budget (dated 8.25.15). **Bousley:** The chiller exploded and is done as of Tuesday morning. As of right now the only thing we have cooling the building is a roof top unit cooling the hallways; so the offices don't have any air conditioning. So we've put out a RFP for that. **Nelson:** Do we have an estimate for that? **Bousley:** We did put in \$141,000 for that, and it should be considerably less. Bids will be due on the 17<sup>th</sup> of Sept. so we can put it on the board agenda. **Hafeman:** Do you have any idea how much that's going to cost? **Bousley:** Between \$80-85,000. **Nelson:** That comes from the building fund. So technically, it's not coming from this year's revenues... it comes from what we consider savings. **Nelson:** What was our final expenditure for 2013/14? **Bousley:** Total expenditures was \$6.9 million. Last year we put back into the fund balance. **DuPont:** Just so you know, the color coding that you see on your iPad in the draft budget; The "red" ones are from the first changes we made, and the "purple" were from the last meeting. They were the final changes we made so far. **Nelson:** PA's office we added a position. So the final budget for the PA's office expenses is \$454,901. The previous year they had final expenses of \$405,351. So we're up about \$49,500. Then we had the Sheriff Dept. positions. Is that one of the divisions we paid off? **Bousley:** We paid off the non-union. So that wouldn't be reflected here. That's the added position of court house security. **Nelson:** the question I have with courthouse security is, one of the things I thought, was the jail has an exec. Secretary. It was described to us in the past that that position bills out for prisoner care costs, and it generated some funds for that position. If we have someone sitting here for CH security, can that person also be responsible for billing? I'd be embarrassed to ask for a tax revenue increase. Our revenues are relatively flat, we increase 8-10% for insurance and a 2% increase in wages and salaries. That's \$120,000. We can pilfer from what we have in savings. We have to look at what it is down the road, not what we do today. I just don't see it available. Whatever we come up with, where do the revenues come from? We've also inherited the airport and we're looking at optimistically an additional \$50,000 per year. **Hafeman:** you were talking about the CH security person doing the billing for the jail. Are they capable of doing that job? **Nelson:** You find someone that is capable of doing both. I don't like this anymore than anyone else. I would hate to come to the taxpayers for more money. **Schei:** Isn't our millage already at the max? **Nelson:** it is, and it isn't. Max is 7.5 but

you get headlee so it's probably 6.9. **Schei:** I would like to ask Mike if that could be possible. **Holmes:** You'd have to figure out a training plan. To be a security person, doing billing?? There would be a designated person at the door screening anyone who goes through the metal detector. **Schei:** is that person armed and authorized to use force? **Holmes:** Yes that person will be armed and yes, can use deadly force. **Schei:** If we were to share duties, do we have someone that can do both? Is there staff available to do the billing? **Holmes:** We will be training all corrections officers to be the CH security person. So to train them all on doing the billing, that would be tough. I don't think it would be a good thing. **Nelson:** I think when we have department head meetings internally here, they have to sit down and discuss what positions can go, right now. The money isn't there. It's nice to have everything, but we need money to pay for it. **Cech:** with the security person at the door. At some times you'll have two people in the CH, the bailiff and the CH security person... **Peggy Schroud:** two weeks ago we finished our field work and it's pretty interesting, we always find new construction that they didn't have a permit for; it's up to the assessor to know this; I have no authority over the local assessors. Some of the township boards don't understand what they need to do. It would be hue of the County board to put pressure on the township boards to insist that their assessors give full accounting of the work they're doing. Right now the City of Menominee has been without an assessor of record since last October. There were 115 building permits in the city. 114 have had no new or loss added to them. So that's a loss of revenue to everyone who collects taxes. I understand they have one application for an assessor. The applications are due tomorrow. They need a 2/3 vote to hire someone. If they don't do that, then they're still without an assessor and everyone loses. That's 2014 building permits, so no one is doing the work for this year. If any of you can put some pressure on these units to ensure their assessors are picking up the values. There are a lot more sales this year so we are going to generate some revenue for the uncapping, but that is limited by the headlee. We'll only go up by the CPI. **Cech:** Now you know the count of how many building permits there were? **Peggy:** No I did not know that I would be talking today. But the sales are up. (sales of properties) So when that happens, if there is no extenuating circumstances, the taxable value increases substantially, depending on the type of transfer. So that's going to generate property taxes for everyone. We discover people putting up buildings that don't have permits. **Diane:** I agree with Peggy. I think the assessors are supposed to check 20% of their properties each year to see if there are any upgrades. We had issues in our office too. There were board of reviews that came back wrong from the city because they had no one there to tell them how to handle the Board of review. So we got information to tax people, that didn't even own the property. The assessors/supervisors aren't turning in their info. to us within 30 days. We have to get the refunds out by a certain timeline and we're not getting information, so people are calling us waiting for payment. **Nelson:** (to coms.) We have no say over the townships. Talk to the township supervisors. **Peggy:** Talk to your legislators too. The exec. Secretary for the state tax commission was just demoted and that was as a result of Mr. McBroom and Mr. Casperson going to the state tax commission and taking some action on behalf of jurisdictions in the U.P. for things that were being done illegally to seize rolls. They made the difference. **Nelson:** Brian check with Dan to see if we can do anything about helping Diane. The money is due to the county. **Schei:** I'm on the library board and they are hiring a new director. They're keeping the salary at the same level. They haven't looked at an increase in salary. I'm also on the airport committee, and the airport is running with one person right now. The part time person had surgery and can't do anything. They're running an operation out there and one guy's doing everything. My problem with this is, I don't believe we should be adding new positions. I sympathize with the sheriff dept. because I've been a proponent of adding more security. We need a person at that door if we're going with one point of entry. I would hope that Brian can meet with the department and see if there is a way to do this without adding another new position. On the other hand, I wish the airport had a manager right now because the guy we have is a lineman, he's not a manager. He's running the whole airport by himself and he can't even take his own vacation. So the personnel committee has made a recommendation to the full board to compensate him for not being able to take his vacation. It's not his fault he can't take it. **Nelson:** Therein lies our issues. Everyone has certain things they

like. What point in time do we say what do we have to have and what don't we have to have. I favor the Library, we are the only county that funds a library. Everyone wants something. **Schei:** Brian and I have put a lot of effort into this. We need to get business into the airport. The FAA won't let the county out of this. If they decide they don't want to fund the grants anymore, then we'd have an option to do something. **Cech:** If we do the vestibule, we have to do the windows. Not only that, we have to buy a new air conditioner. **Mike Holmes:** The sheriff and I didn't ask for this security person; that was for the courthouse. I was not planning on hiring a person. We only offered to take this person in and make sure they're fully trained. It wasn't meant to go into our budget. **Bousley:** The big thing is, if we have them in the jail fund, then Kenny and Mike can train them. That way I won't have to go outside to hire a "rent a cop". I felt it best to come from the sheriff dept. budget. **Nelson:** I'm struggling on where payment will come from for all we need to do. Maybe for this year, but what about long term? **Hafeman:** If Fair revenues were up this year, why did we increase that? **Bousley:** And we increased MSU too, bringing that 4-H person up to full time. **Schei:** MSU costs a lot more than I thought it would. Can we agree to either do the security at the door, through the sheriff dept. or Brian's office? **Nelson:** We're going to do it through the sheriff dept. **Hafeman:** is there a way a different department can work on the prisoner board billings. **Nelson:** What's our revenue for that? **Bousley:** it's between 40 & 60, it fluctuates. **Schei:** doesn't that person do other things besides the prisoner board billings? **Bousley:** Yes that person does lots of things. **Schei:** so if we find someone else that can do the prisoner board billing, that positions won't go away, there are still other duties to take care of. **Nelson:** it was a created position a few years back. It wasn't in existence before. Part of the justification for that position was for prisoner board billing. **Nelson:** System issues between departments. We need to get everyone on the same system. Many things have to be put into the system again and again when going from office to office. Because our systems aren't married. **Cech:** We should take it upon ourselves and make a list for capital improvements for next year. **Nelson:** We can adjust the budget at any time when we need to. My problem here is things that need to be done get pushed down the road and we do other things instead. **Peggy:** I know that Spalding Township went to BS&A for all of their programs. I believe there are programs for the clerks, and the ROD, I think it works very well for our two departments. **Nelson:** we discussed it last year. **Schei:** Could I make a suggestion? They have department head meetings every month, could the departments each month put out a set of goals they intend to accomplish each year. I'd like to see goals. We're supposed to forecast the future and how we're gonna pay for it. Can we do that Brian? **Nelson:** (To Mike H.) would you like a system that was married? **Mike:** Yes, that would be nice... Diane also agrees that would be great... DuPont also agrees. It would be great for budgeting purposes. **Nelson:** I think we recommend to the board that we proceed to get a "married" system in here to improve functions. **Peggy:** you are going have an increase from the qualified forest program because the deadline was September 1<sup>st</sup> and they were allowing people to withdrawal from the Commercial forest if they went into the qualified Ag. Brian to proceed to talk to the department heads about the BS&A program. **Hafeman:** That's going to have to come from the building fund. **Nelson:** Leave the budget as is for the public hearing. **Schei:** can we start the public hearing at 5:45 instead of 5:30? **DuPont:** we will need have another meeting to input the airport into this budget 2014/15.

**Public Comment:** None

**Commissioner Comment:** **Cech:** I think this was a good meeting. We turned a corner today, I feel very optimistic for next year. Everyone have a good weekend. **Nelson:** Thank you all for coming down.

**Adjourn:** Moved by Com. Hafeman supported by Com. Cech to adjourn the meeting at 10:11 A.M. Motion approved 4/0.

Menominee County Finance Committee  
Minutes of Meeting  
September 21, 2015

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

The Finance Committee met on Sept. 21, 2015 at 8:30 AM at the Menominee County Administrator's office, Menominee Courthouse.

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

**Others present:** Brian Bousley, Sherry DuPont, Diane Lesperance

**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; Com. Cech was absent, excused.

**Agenda** was approved by Com. Hafeman and supported by Com. Schei as written. Motion approved 3/0.

**Previous Meeting minutes:** Com. Hafeman approved, Com. Schei supports previous minutes from Aug. 7, 2015. Minutes from 9.3.15 were not yet available for approval. 3/0

**Public Comment:** None

**Business:**

- a. **Budget Amendments 2014/15 (#27-32) –Bousley:** #27 - Child care increase in the Dell grant State special child care \$3000; #28 – Casino grant for sheriff dept. \$6,138; #29 – Hannahville Grant for Road Patrol vehicle; #30 – Paint project \$3,498.36. Jim was able to get this done this year. The \$ are for the paint and a wand to spray it on; He painted the jail and the health dept. and the boiler room bldg.; #31 – that is moving from DTRF travel, to Treasurer's office for when she was doing site visits. **Nelson:** I notice that we pay for meetings, to attend finance committee meetings in Stephenson, we pay for travel to and from training which isn't required, so is that part of it? **Bousley:** That I'll have to double check on. **Nelson:** That should not be covered under that. If someone chooses to do something that's not covered, we don't pay. We don't pay for anyone else but one person. **Bousley:** the last one #32, that's adding the airport in. Ray has to do an audit at the airport from Oct. to the end of July. We had to create the 216 account to include this in this year's budget for two months. **DuPont:** Basically these are ¼ of what was budgeted in the beginning of the year, the auditor told us to do it that way. He will do the audit and make corrections afterward. **Hafeman:** So this has gone from an appropriation to a...**DuPont:** Operating transfer. **Hafeman:** I think we should approve with the exception of #31. **Bousley:** I'll check on that today and will send an email to everyone. **Hafeman:** Move to approve with the exception of #31, Schei seconds. All concur. **Bousley:** One last thing with the amendments. We do have it on the board agenda under new business, we weren't sure the meeting would happen today. So it'll have to be moved forward at the meeting tomorrow.
- b. **Capital Improvements – Bousley:** Windows: we had one bid come in from a local business for \$276,636 for 85 windows. **Nelson:** we have to look at two things, we're putting in the chiller and we're doing the front entry, vestibule. So my thought was to do the windows. **Schei:** the windows have to match in the vestibule too. Everyone agrees. **Bousley:** The vestibule windows were set up to match what is here. **Hafeman:** Active shooter training. Where do we go to protect the lower level? **Nelson:** You can only minimize the risk factor. How far do you go, or what do you do? **Schei:** One thing that Brian and Jim suggested was that we could put

a translucent part on the bottom on the inside or a blind that can be kept closed. As far as getting a special window, I don't think that's viable. **Hafeman:** I think a reflective blind can work. **Nelson:** You're never going to make it 100% safe. Schools don't have it, child welfare placement agencies don't have it. Safety is one thing, but can you stop everything, no. If someone wants to get someone, they'll find a way. **BS&A:** **Nelson:** I'd like to get a system that's the same throughout. **Bousley:** I checked with Delta County. They went with all BS&A programs. I haven't had any contact with them as of yet. Marc was gathering all he needs so we can do HR, payroll, and budget, GL. **Hafeman:** All of the ROD recordings too... **Bousley:** that won't change; that's a different program. **Hafeman:** I don't know, I've seen Peggy using that information. **Nelson:** At this point if the window quote stays as is...and we look at the vestibule at \$150,000 **Hafeman:** do we have any other estimates for the windows? **Bousley:** Jim is checking on some of the bigger places in Green Bay. **Nelson:** In our current, estimating \$250,000 for BS&A; \$150,000 for the vestibule; 276,600 for the windows, will be \$676,000. Majority of that will come from the building fund. I didn't add the chiller, Brian how much was in the budget for that? **Bousley:** \$199,000. **Schei:** When you asked Delta Co. about the BS&A price, did that include hardware too or just software? You need hardware to put software onto. We can't just put it on the server we have, we'll need capacity. **DuPont:** We will need a server. We just got a quote from UES for a server. This would be our main server and the ones we currently have will be secondary. We have no secondary server at this time. We need a backup. The main server will have enough space on it with no issues adding BS&A. **Nelson:** So we're looking at about ¾ of a mil. **Hafeman:** what do we have in our building fund? **Nelson:** about 1.3 mil. The systems may come out of something else. **Bousley:** We can look at that. Also, whatever we have left over this year will go back into that building fund. **Nelson:** its major expenditures but a question of whether we let it slide again. How long can we operate on what we have? **Hafeman:** What kind of training will we have when we get in the BS&A system? **Nelson:** They will come in and do all of the training. I know that the assessors that have it available are happy with it. **Schei:** I'm in favor of what we talked about here. **Hafeman:** I think in a long run it's going to save us a lot of time. And when we were talking about having other departments help out, if the software is compatible, it can work. I'm in favor. All commissioners are in favor of the BS&A system. **Nelson:** Any other capital improvement items you want to discuss? We still had some other improvements that were requested. Fencing in the parking lot. **Hafeman:** Was that approved? **Nelson:** No. I think we shot down the garage. I think for record storage that one room used only once in a while can be used. **Bousley:** moving forward we will have that imaging project. That'll help cut down on things we don't have to have a hard copy of. We do have the security fence in the budget. That's part of the emergency exit at the jail...if you have the exit, you have to fence in the lot. Discussion of the west entrance parking lot. Jim has a few ideas on that too.

**Public Comment: Diane Lesperance:** Budget amendments, #31. That isn't an increase. It's just taken from the wrong account. If you leave it where it is, there's money in that account. It's not going into a different account, like office supplies. That is a concern that Ray has with anyone taking travel from office supplies. They should just be over budget if that's a concern. Because AMAR is making it very difficult, it'll get to the point that we'll have to have GIS. There should be more grants available under homeland security for this that we can try for.

**Commissioner Comment: Nelson:** We have GIS that we were already working on. That is a separate issue. Thank you for coming down. **Schei:** Budget transfer #31, we agreed to have Brian look into it. If that's strictly an audit function or account function so an account doesn't show negative that's one thing, but if it's something having to do with the rights of the treasurer to do what she's doing that's another issue, and not part of what we should be doing for budget amendments. **Hafeman:** I do agree with Larry on that. We can approve it after Brian checks into it.

**Adjourn:** Moved by Com. Hafeman supported by Com. Schei to adjourn the meeting at 10:11 A.M. Motion approved 3/0.