

“Menominee – Where the best of Michigan Begins”

MENOMINEE COUNTY BOARD OF COMMISSIONERS

*Menominee County Courthouse
839 10th Avenue
Menominee, MI 49858
www.menomineecounty.com*

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Finance Committee

*Tuesday, September 15, 2020 – 9:00 AM
Menominee County Courthouse – Courtroom B
839 10th Avenue Menominee, MI 49858
(906) 863-7779*

This meeting will be open to the public; however, due to COVID-19 concerns the public is strongly encouraged to attend this meeting remotely. Individuals attending the meeting remotely will have the ability to provide public comment in compliance with the Open Meetings Act.

BY COMPUTER:

Meeting Link:

<https://menomineecountygovernment.my.webex.com/menomineecountygovernment.my/j.php?MTID=m504acede601da00bfd297a5a34a8d2c>

Meeting Number: 126 763 4343

Password: bpGq329wRRY

BY PHONE:

Phone Number: 1-408-418-9388

Access Code: 126 763 4343

Password: 27473299

****Note: Standard telephone and internet rates may apply.**

If you have any questions or need assistance with the virtual software, please contact Jason Carviou, County Administrator, at 906-863-9648 (Work), 906-290-0002 (Cell), or by email at JCarviou@menomineeco.com.

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call (Commissioners: Hafeman, Schei, Gromala, & Prestin)
- D. Approval of the Agenda
- E. Approval of the Previous Minutes (None)
- F. Public Comment (*Statements, not debate, limited to 5 minutes on agenda items only*)
- G. Business
 - FY 19/20 Budget Review
 - FY 19/20 Budget Amendments
- H. Public Comment (*Limited to 5 Minutes*)
- I. Commissioner Comment
- J. Adjourn

MENOMINEE COUNTY FINANCE COMMITTEE

Minutes of Meeting

August 17, 2020

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

The Menominee County Finance Committee met on August 17, 2020 at 9:00 AM at the Menominee County Courthouse (Courtroom B) in Menominee, Michigan.

A. Call to Order: The meeting was called to order by Chair Hafeman at 9:00 A.M.

B. Pledge of Allegiance: The Pledge of Allegiance was recited by those in attendance.

C. Roll Call: Commissioners Present: Chair Hafeman, Schei and Gromala. Com. Prestin was excused.

D. Approval of the Agenda: Com. Schei moves to approve the agenda, support by Com. Gromala. 3/0 **MOTION CARRIED.**

E. Approval of Previous Minutes – July 21, 2020: Motion made by Com. Schei, seconded by Com. Gromala to approve the previous minutes as written. 3/0 **MOTION CARRIED.**

F. Public Comment: None

G. Business

- 1. FY 20/21 Budget – Final Discussion:** Review of a few things that changed. Transfer in from our GF \$17,383 (family court – PT position reduced from 25 to 20 hours). District court we moved some money from the office supplies account \$6500 and created a new account for cell phone and put \$900 from the supply account into that. I added \$500 in administration for office furniture and chair replacement. B&G our part time person was in the budget at 29 hrs/wk. We adjusted that to 24 hrs/wk. I had to adjust our budget for professional services. I had \$2,000 in there, I needed to increase that to \$6,000. Mainly due to Otis Elevator services and WilKil pest control services. I also had to increase the document shredder by another \$1,000. I based the calculations on monthly amounts, we also have them come one time per year for a large shredding job...purge court documents etc. that I didn't calculate in. I reduced the copy paper by \$500; And we increased the Courthouse improvements from \$15,000 to \$50,000 as discussed at the last Finance meeting. That is coming out of the

designated building fund. Lastly in the GF, we increased the M.C. Conservation District appropriation from \$3,000 to \$8,000 as was requested. So altogether those changes net about a \$1,000 increase we have to pull from the GF for next year. There was only one change in the “special revenue” departments; that was 911. They are requesting \$35,000 for emergency medical dispatching software.

- Commissioner Salaries – **Admin. Carviou** provided some information with county commissioner salaries throughout MI. Based on the data Menominee County Commissioners salaries are lower than most others. **Hafeman**: I don’t think it’s unreasonable to raise our salaries \$2,000, but we do have 9 commissioners so that puts a burden on the entire budget. **Schei**: What was recommended at the last meeting? I think we settled on \$1,500. **Carviou**: At the last meeting we discussed adding \$1,000 or \$1,500 to the commissioner’s salaries. **Gromala**: the number of commissioners reduces the amount of duties that are required. **Hafeman**: I personally like the idea of raising the commissioners’ salaries by \$1,500, chairman included. **Carviou**: at \$1,500 the total increase will be \$13,500. **Schei**: One of the reasons I remember from past discussions, was to attract more talented people to run for office. The past elections, we’ve had poor turnout as far as opposition. **Hafeman**: one of the things we’re facing, the younger people have a difficult time getting to the meetings, so it’s got to be older people or people who have their own businesses that run for office. **Carviou**: My personal experience, more money alone isn’t going to translate into better or more candidates necessarily running for the board. Part of it could be that people just aren’t interested in government. Maybe we need to think of a way to be better outreaching to the community to get more participation. To be honest, I think there’s a lack of interest in government, unfortunately. **Hafeman**: Having these meetings available online (video conferencing) has shown me that we have very few people interested unless it’s a particular issue that’s come up. **Gromala**: I feel the salaries should be increased and revisited before the next election (in two years). As far as the incentive for a person, it’s a group of people that run for office for a specific reason and don’t care about other issues that a board member has to be investigating and making a decision on. There will never be an incentive large enough. The incentive *should be* to make the county better and to offer their time and services to make the county better. **Schei**: I know commissioners attend a lot of meetings that they don’t get paid for. So you have to want to do it, and you have to be able to do it. If you want to give back to your county, maybe the elderly generation feels more strongly about that. **Gromala**: I move that we increase the commissioner salaries by \$1,500 and increase the Chairman from \$500 (extra) to \$1,000 (more than the other commissioners)No support. **Schei**: I move we increase the coms. Base salaries by \$1,500 but the board chair to remain at \$500 more than the others. Coms. Hafeman and Schei recommend this option. Coms. Gromala votes no. Vote: 2/1 **Carviou**: Ok, so that will be an increase of \$13,500 from the GF. So an increase to about \$30,000 total from the GF.
- Elected Official Salaries – **Carviou**: I used MAC’s data from 2015. I adjusted wages with a 1.5 and 2% increases. All of the elected officials are within the

pay range as other elected officials, except for the county clerk. He is also the Register of Deeds. He should increase to \$65,000 base salary to be adjusted to meet market values. We could probably absorb that without changing the GF.

Gromala: I make a motion we follow the EO proposed salaries. **Schei:** To clarify, you're proposing the 1.45% + \$1,025.63 increase in the Clerk's salary and a reduction of \$448 for the Drain Com. All other EO's are at a 1.45% increase as are most other employees. (Pending contract negotiations.) I'll second that. Vote 3/0 all in favor.

- BS&A Timesheet Software – **Carviou:** This software would take our timesheets and make them all electronic integrated into the BS&A software we already have. Currently everything is done manually. Everyone fills out a paper timesheet and Joann enters them into the system each pay period. Things I like: It deters the ability that aren't allowed with the Federal Leave Standards Act (FLSA). Tracking exactly with the employees are doing. (ex. Work an additional half hr. in the morning for an extra half hour at lunch). That may not be tracked in the timesheet now. In reality, if the employee puts something on their timesheet that is not 100% accurate, it's considered timesheet fraud; it's illegal. That's why it is very important that everything matches exactly what you work. The software acts like a punch clock. You clock in and out. There may be some resistance, but this is the better way to go to keep us safe under FLSA. **Schei:** I move we add the \$14,000 to the budget for the BS&A software. Anything we can do to increase the efficiency of the employees and to make their jobs easier is definitely worth the money. I think both of the softwares are necessary (inc. 911 below) Com. **Gromala** supports. Vote 3/0 all support.
- E-911 – Emergency Medical Dispatching Software – **Carviou:** This software integrates into the CAD system we currently have. It helps the dispatch people ask the right questions. When they type in answers, the information goes out to law enforcement, emergency services and fire depts. All at one time. **Schei:** I make the motion to add this software to the budget; Com. **Hafeman** seconds. Vote 3/0 all support.
- MSU Extension Analysis – **Carviou:** I don't understand the way MSU comes up with their base assessments. They said it is based on 30 cents per capita based on population. That doesn't add up to any of it. I don't think M.C. is getting too much of a raw deal here. We're paying similar to what other counties are paying for similar 4-H services. Couple of exceptions, Dickinson County. They have MSU services and they don't pay anything. Right now, concerns are similar across the counties. Biggest discussion among Administrators is MSU Extension because they're not mandated. What I hear is, 4-H matters. My concern is that MSU Extension or our regional director himself is not listening to what we're saying here; 4-H matters. He comes back saying "but you're getting all of these other services from MSU-extension". I say, "we're telling you what our concerns are, and we're looking at you to address them". Why is there a disconnect with the rest of the MSU services in the county (4-H aside). I think a lot of it is their Marketing. A lot of people don't know what they offer and they're not getting that information out to the community very well. The process I just had to go through in getting the documents from them didn't help with

my professional opinion of their organization. I do value 4-H and that's Important. I do think MSU needs to take some of this feedback and figure out how to provide services better. At \$292/child in 4-H, that becomes a high price tag if we start to run into budget issues down the road. If something happens, be prepared to justify having MSU Extension services. **Gromala:** In the past MSU would put articles in the M.C. Journal informing the community of what's happening with MSU. **Carviou:** the way MSU is delivering their services has changed. That's where the problem comes in, it used to be "in person" now moved to "online". You need to change the way you market also. Personally, aside from 4-H, I don't think people know what MSU Extension has to offer or exists in the County. **Schei:** Jason is right. Basically, we know we're getting a good 4-H program. MSU has gone from an agent in the community to an "online" system; I'm sure that's costing them a lot of money. I think what they're doing is allocating the xtra \$ to us to cover their expenses in their budget. I'd like to see Parker Jones and/or Paul at more of our meetings; tell us what's going on as far as MSU within our county. **Gromala:** They should educate the people on how to use their website.

H. Public Comment: Barb Parrett: Timesheet software: Does that include tracking of time off? **Carviou:** Yes. So they'd be able to log into a portal and be able to see their tracking of vacation/sick/personal time off. **Barb:** Then Joann wouldn't have to send emails with pay stubs, people can log into the system to get it themselves. I've used ADP software, **Carviou:** Yes, and this is very similar. **Larry Phelps:** About having Paul come to our meetings, I think it's necessary. When we met with Paul and requested information from him last fall, has he sent you what we requested? **Carviou:** Yes, that was what this was. We just got that at the last meeting. Regardless of how they think we're going to interpret the information, that's not their business to deal with. If we ask for something, we should get it; primarily because they're public documents and primarily because we're giving them \$73,000 a year. That alone should get us whatever we want. **Phelps:** Bringing the program to the city...doing things here would bring more knowledge of what MSU does.

I. Commissioner Comment: Gromala: A city with four districts, I agree if we look at the website we'll see that our 4-H director has done a very good job with "city" incentive programs. **Hafeman:** Every school has announcements every day. There's no reason why our 4-H person can't add an announcements of happenings so the kids get the info. to bring home to their parents.

J. Adjournment: Motion made by Commissioner Schei, seconded by Commissioner Hafeman to adjourn the meeting at 10:34 AM. 3/0 **MOTION CARRIED.**

2019/20 Budget Amendment Group #5 - FINAL

40	3/26/2020	Set up new account for MERS additional payments Funds to be taken from RP Fund Balance	\$	170,000.00	205-315-718.02
41	8/5/2020	Grant & Donations Received	\$	6,007.00	271-000-544.00
			\$	6,007.00	271-790-727.03
42	7/6/2020	ORV Grant Approval	\$	23,974.00	101-000-544.02
			\$	17,974.00	101-334-985.00
			\$	4,000.00	101-334-706.00
			\$	300.00	101-334-715.00
			\$	80.00	101-334-715.01
			\$	80.00	101-334-716.00
			\$	1,540.00	101-334-755.00
43	7/17/2020	New account number to identify in-car tablet exp	\$	1,750.00	205-315-850.02
			\$	1,750.00	205-000-697.00
44	7/6/2020	Increase in RP costs (expired body armor and expired AED batteries) and OT. Funds to be taken from RP Fund Balance	\$	5,000.00	205-315-706.00
			\$	12,000.00	205-315-745.00
			\$	3,000.00	205-315-934.00
			\$	4,000.00	205-315-934.01
			\$	24,000.00	205-000-697.00
45	7/6/2020	Increase in expenses, uniform costs due to new hires, phsicals and psych evals	\$	25,000.00	101-301-706.00
			\$	1,500.00	101-301-745.00
			\$	15,000.00	101-301-770.00
			\$	1,000.00	101-301-835.00
			\$	42,500.00	101-000-696.01
46	7/6/2020	Equip K9 Vehicle (K9 Plus Transport and Hop N Pop) Funds available in K9 fund balance	\$	4,374.11	281-345-981.00
			\$	4,374.11	281-000-699.01
47	9/10/2020	DC Retirement for two new hires in District Court - Not originally Budgeted for. Transfer in from Fund Balance (Operating)	\$	2,920.00	101-136-718.00
			\$	2,920.00	101-000-696.01
48	9/10/2020	Due to COVID - refund partial leases. Also many	\$	17,000.00	208-751-964.00

		campers have cancelled. From Parks Fund Balance.	\$	17,000.00	208-000-697.00
49	9/10/2020	Repairs made to the copier are covered in the rental maintenance contract	\$	1,000.00	215-141-942.00
			\$	(1,000.00)	215-141-934.00
50	9/10/2020	FOC Director opted out of Health Insurance and in to cash in lieu. Transfer in from Operating FB.	\$	2,800.00	101-141-712.00
			\$	2,800.00	101-000-696.01
51	9/10/2020	911 Infastructure - On Non Lapsing from 2018/19. Wasn't carried over. From 911 FB.	\$	281,000.00	266-325-970.06
			\$	281,000.00	266-000-699.04
52	9/11/2020	FOC office remodel to allow all caseworkers to have an office/office furniture. From 215 FB.	\$	11,180.33	215-000-699.00
			\$	11,180.33	215-141-970.00
53	9/10/2020	Contruccion Improvements for CAFA	\$	13,053.37	260-266-830.00
			\$	(5,000.00)	260-266-801.01
			\$	(5,000.00)	260-266-801.02
			\$	(3,053.37)	260-266-801.03
54	9/10/2020	Survey & Civil Engineer for Stoney Point Shoreline Restoration Project - from Park Improvements FB	\$	4,619.75	220-752-953.05
			\$	4,619.75	220-000-699.01
55	9/10/2020	Nothing budgeted in the Diverted Felon Keep - but we did have some that we were reimbursed for.	\$	24,160.00	101-000-630.00
56	9/10/2020	Nothing budgeted in the Unrealized Gains/Losses	\$	16,300.00	101-000-665.02
57	9/10/2020	CB approved the hiring of a Temporary Legal Secretary. From GF Opearting Fund.	\$	9,000.00	101-267-705.00
			\$	558.00	101-267-715.00
			\$	130.50	101-267-715.01
			\$	50.40	101-267-716.00
			\$	9,738.90	101-000-696.01
58	9/10/2020	When budgeting for professional services, only the cleaning service was included. There are many services included within this account.	\$	21,063.26	101-265-801.00
			\$	21,063.26	101-000-696.01
59	9/10/2020	More revenue was received for Property Transfer Tax (ROD) than budgeted.	\$	40,000.00	101-000-614.00
60	9/10/2020	Received a CARES Grant	\$	201,925.00	101-000-528.00

61	9/10/2020	County Board approved the hiring of a Court Reporter/Judicial Assistant in District Court, Longevity is over budget due to retirement of L. Menacher, and Stenographers is over budget due to so many transcripts being ordered. Funds to be taken out of GF FB (Operating)	\$	7,200.00	101-136-704.00
			\$	917.00	101-136-707.00
			\$	2,000.00	101-136-806.00
			\$	10,117.00	101-000-696.01
62	9/10/2020	Board of Canvassers is over budget due to the election recount (Grinsteiner). Transfer in from FB (Operating)	\$	330.00	101-192-705.00
			\$	51.84	101-192-860.00
			\$	384.84	101-000-696.01
63	9/10/2020	Treasurer's Office (Defined Contribution) B. Parrett. Transfer in from FB (Operating)	\$	4,330.00	101-253-718.00
			\$	4,330.00	101-000-696.01
64	9/10/2020	Vehicle Technology - Road Patrol. Transfer in from Fund Balance	\$	699.00	205-315-850.02
			\$	699.00	205-000-697.00
65	9/10/2020	Library Cares Grant	\$	800.00	271-790-727.05
			\$	800.00	271-000-528.00