

Menominee County Finance Committee
Minutes of Meeting
January 10, 2017

APPROVED 2.24.17

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