

Menominee County Finance Committee  
Minutes of Meeting  
May 19, 2015

\*\*\*\*\*Approved 6.17.15\*\*\*\*\*

The Finance Committee met on May 19, 2015 at 8:30 AM at the Menominee County Annex Building, Stephenson, MI.

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

**Others present:** Diane Lesperance, Charlene Peterson

**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; all commissioners are present.

**Agenda** was approved by Com. Hafeman and supported by Com. Schei as written. Motion approved 4/0.

**Previous Meeting minutes:** Com. Hafeman approves, Com. Cech supports previous minutes from April 23, 2015 were approved as submitted. 4/0 ~ it is noted that Charlene Peterson and Diane Lesperance were also present at this meeting. Minutes will be changed to reflect their attendance.

**Public Comment:** None

**Business:**

a. **Budget Amendments 2014/2015 (10-13):**

1. **Unused Hannahville Grants:** Hafeman: Don't the Hannahville grants go back to them if they're not used? Bousley: They usually do everything in their power to be sure the entities use them. This grant was for the mobile EOC @ Hannahville and the Ranger. "Personnel changes" is the reason for the grant not being used. Richard is using them now, and then we'll close them out. \$11,210.13
2. **Vestibule Project:** Bousley: This was approved by the board, only not approved for the budget amendment. \$76,500
3. **Deficit Elimination:** Bousley: This too was approved by the board. The budget amendment was never happened. (Child care appropriation-\$42,826; Remonumentation-\$425; Law Library-\$2,393.)
4. **Child Care fund:** Bousley: This was budgeted incorrectly from the very

beginning. The grant pays 50% County pays 50%. Just correcting the way the budget was set up. (\$9,913.50) Hafeman: So we're actually gaining on this one? Bousley: Yes.

- b. **MERS funding:** Bousley: Last week we received the flat rates for the upcoming MERS. Once we moved to the DC back in march, all of the divisions are closed now except for the Old Admin. that is linked to the new admin. division which is the hybrid. (#26 or #27) Flat rates are: #10 – Non Union, closed out last year; #16 – Courthouse union; #18 is 911- because we divided them out of the non-union before; then we have the sheriff department and Road patrol has their own division as well. Basically what we're looking at for next year is about \$716,000. Out of that, 911 and Road Patrol will pay for their own flat rates from their budgets. Leaving us with \$555,000 to come from the general fund. Nelson: what's the change from the previous year? Bousley: It was about \$640,000 with Road and 911 factored in. Schei: This is for the next budget? Bousley: Yes, for next budget year. Nelson: We're trying to pay down the MERS where we can, explaining to Com. Cech how the MERS process works. MERS guarantees nothing, we do. Bousley: over the next 15 years we'll put out quite a chunk of money to pay this all down...though it'll never truly be paid down, until everyone covered (and their beneficiaries) die.
- c. **Building Fund:** Bousley: We talked last year about taking the excess from the general fund and putting into the designated building fund. I would like a motion to move the excess (\$300,000) to the building fund. Hafeman moves Schei seconds, to move the excess (surplus) from last year's budget ending from the general fund to the designated building fund. Schei: that fund is used for building projects then, I assume, anytime we need to, it doesn't just sit there. Bousley: that's where the big capital improvements come from that we approve through the budget. Nelson: The excess would come from the 2013/14 budget surplus. Bousley: Yes, and that's how I'd like to keep doing it each year, to at least take a portion of the surplus money to the designated fund. Hafeman: If we put this from the GF to the designated building fund, and next year there's something major we need to use that on, is it specifically designated? Nelson: Well you can transfer money back and forth between accounts. Bousley: If we need to raid that account to put somewhere else, we can do that. Nelson: It's better to have it there. Let's say we do a building project for \$30,000 and there's nothing in the building budget. Then we have to come back and amend the budget for it to come from the GF. This leaves it in the building fund and we just have to come back and do the general stuff. Bousley: it's gonna help if we replenish it every year. At least we have a plan to start building it back up, any of our capital improvement projects can come from there, rather than the GF. All commissioners approve moving the money (\$300,000) from the GF to the designated building fund. This will go before the full board for approval.
- d. **2014/15 Capital Projects:** Bousley: **Vestibule**, at the last department head meeting someone brought up the vestibule project. They wanted to know if it was just going to be a single floor or two floors. I asked the architect afterward how much it would cost to add a second floor so we can have an additional office. I have them looking at that and getting us a price for adding the second floor. Nelson: What office would you put there? Bousley: Marc was talking about possibly putting the ROD there and letting EQ have the current

ROD office. Nelson: Which would be the larger area? Bousley: I think that one up there would be bigger, but there is a vault in the ROD (and must per the laws) and cost to put one up there would be a big expense. Schei: I suggested putting a spiral staircase up between the two floors if that would be feasible. Nelson: My suggestion, if we're going to look at that space, I think we have to do something with Equalization, that's just an embarrassment. When do you expect to see the dollar value of this? Bousley: Within the next couple of weeks. When I spoke to the architect, he didn't think it would be that much more. Basically adding three walls and a few windows. Cech: I saw the number on the project, is that \$75,000? Nelson: Yes that was phase two. Phase one we put in \$12,000. Bousley: basically everything will be roughed in and our personnel will finish it. It should be about a 20x20 ft. office. We need to look into it to see what offices we can move around. It was something brought up because we originally were looking for space for a conference room. Attorneys are meeting with clients in the hallways. Nelson: If we're going to do this I think we should do what should have been done before, find adequate space for the EQ office. They should never have been in that space. Hafeman: It's a cubby hole. Bousley: That's where we were for quite some time.

**GIS** – Bousley: Diane is here, we do want to get this project going, funding wise we do have the PA account that we can pull from to pay for it. Diane Lesperance – I was just at a treasurer's conference. It doesn't look like we'll be able to apply for grants for this...unless possibly we receive something through the Casino (2% grant). It wouldn't hurt to try. Bousley: I can't see them doing it. I submitted four or five grants this year and we only got funded for one. Nelson: well we had some grants that weren't cleaned up. That hurts us. Unfortunately the previous emergency management person didn't take care of business and now we're scrambling to get that taken care of. Bousley: She left right when she got it, so it didn't get finished. Richard's taking care of it now. Schei: She made the comment that it was outstanding before she left. Bousley: They contacted me for the outstanding grants. Nelson: Any possibility that townships that don't have GIS, we can ask for some contributions? Bousley: I talked to John about that, his units don't have the money to do that. If the county puts in the initial share, then the townships would have to pay the yearly maintenance fees of about \$5,000. They should pay that or at least pick up a portion of that. Nelson: If they don't pay it, what do we have? Nothing. To keep it going, we'll have to pay it anyway, if they don't. Schei: the county is going to have to bite the bullet on the basic layer. Any additional layers a township wants, they would have to pay for. Bousley: There is a lot of data out there that we can pull in to use. We're talking about \$80,000 for the basic layer and the process to begin. Nelson: the consensus is, we need to have this. Bousley: I will meet with Dave Anthony in a few weeks. We'll see what he says about the 2% grants covering a portion of this. Diane: at our UP assessors meeting the gentleman was there from title check. He has layers that we can purchase – parcel layers. This could help in getting some buildings deep into properties onto the tax role. Schei: How much of the \$80,000 would come from capital projects this year (2014/15)? Bousley: we do have the funds available in the PA123 account. Nelson: to move this forward to another future meeting since we aren't budgeting in the 15/16 budget year. Bousley: Tom Lesperance was supposed to put together an RFP, but he's on vacation. Diane: should I put this in my budget for the 2015/16 budget year from the PA123 fund? Nelson: We can always adjust. Capital projects – Windows. Bousley: I contacted Astro, and have contacted Esser, but they need to come in and get us some estimates. Nelson: outside windows, would like to get

some functional windows. The cold spots in the windows at the CH are horrible. We'll work on it for the upcoming budget...even if we break it up and do some this year, some next year, etc. Schei: Make sure all windows match. Nelson: I'd like to see the full window replaced, not just the glass. Single pane windows are not efficient.

- e. **2015/16 Budget Discussion:** Bousley: budgets are being turned in from department heads. Tax revenue went up a little bit. MERS, payments will go up. Defined contribution: based on 10 employees making 50,000 which is a little overkill. Airport: Appropriations were at 42,500. So next year we're looking at "at least" 85,000. There are some projects coming up (our portion is 5%) that will need to be budgeted for. MSU we raised by \$59,000, figure a little more. PA is looking to move a PT to a FT person. Emergency management – would like to move from 24 hrs. to 32 hrs./wk. We will have to factor in insurance and retirement. Anything over 29 hrs, we factor in benefits. Schei: I don't know if we should be blaming past employees. If he has a 32 hr./wk workload, then we should budget him for 32. Bousley: Trina had things up to date when she left, we didn't have an emergency management person in there until Richard was hired, so nothing was updated until he stepped in. Hafeman: I know Richard fairly well, he's a guy who doesn't see the job entailing 32 hrs. and feels that he can get by with 24. Schei: But what if he got run over by a truck, let's keep the personalities out of this and look at it from the dollars and cents and the amount of the workload. Bousley: He'd fall under the defined contribution plan if he works 10, 8 hour days in a month. This position does get a percentage of reimbursement from Homeland Security (37.5%)...of the salary part of his budget. FOC had a state audit, the state says that they need another full time person in there. So we've put another person in their budget. Nelson: If the state says they need another person, then the state can pay for it. Bousley: Security: what the sheriff dept. is doing now is send someone over for when court is in session...we don't have a full time bailiff, but we're working on different scenarios for this, and possibly bringing in a full time person. We do have cameras in the courthouse, that person can also monitor the cameras. Schei: Airport capital outlay...depends on what happens, even that portion of it is going to be ongoing. Any part that is not funded by the grants, has to be picked up by the joint owners. We're waiting on Stoker's opinion on some of the legalities...and waiting to hear from the engineering firms to get us the info. where the grant is and what we're obligated to do. The FAA and the airport own the land. The hanger buildings are owned by the individual people. The airport gets the lease fee for the land, not the building. You didn't project probate court or district court. Nelson: Until we see the other departments, we won't know where we stand. Bousley: The emergency exit project at the jail. We're having issues. Dept. of Corrections now says we need to have a secure area "outside" where the prisoners can be taken to. "save zone". This is a project that will decrease the building fund. We've been looking at it, and it's going to cost a lot more money than what we budgeted. Hafeman: That also means we'd have to close the back entrance to the courthouse. Bousley: They've got us coming and going. Hafeman: is it possible that we can get some of the funds from the insurance companies for security issues? Bousley: I'll check into it. Nelson: Seems like every year we're putting money into the jail. I'd like to see the food services separated out. We used to hire someone to do that. Has this been more costly than hiring a person? Bousley: No. It would cost more to hire people than to stay with the contracted people. MERS should be able to provide us with projections for the next 15 years. Schei: In our budget, do we show

a line item for fixed costs services (electric, garbage, etc.)? Bousley: Yes those fall under the building and grounds budget. Schei: Marinette County just went to a health care clinic that is supposed to reduce their health ins. costs. Maybe we can do that too? What about our health department? Can't they do something like that for us? Bousley: We're locked in with Teamsters ins. at this time. Perhaps in the future we can re-address it. Nelson: right now, we have a partial budget to look at. Bousley: we have a few people who fall under the DC. One in the sheriff dept. and one in the clerk's office. Nelson: FOC, we can look at part time if necessary. I'm not sure if anyone will get another full time person, I'm not even sure if we can add part time people. Hafeman: Anytime someone gets into an office, they want to add people in there. Schei: Our current Veterans service officer is talking about retirement a few years out. Nelson: UPCAP and MIWorks is supposed to have a veteran's service officer added.

**Public Comment:** Charlene Peterson: would like to talk about the Emergency management person. I don't think they pro-rate it to get reimbursements unless it's full time. Is that right? Bousley: NO, they do pro-rate it. We do get reimbursements for the part time person. Peterson: the recording requirements for that position is horrendous. We need to address this position. This person doesn't go home at 4:30 and the job ends...emergencies happen all the time. Diane: The state just passed a law to increase a fee from \$1 to \$5 for certifying a deed. Comment on the move, maybe moving equalization. I would recommend using some space for attorney's outside of probate court. Possibly use where the EQ office is now but move the office area so people don't have to go through the break room to get in there.

**Commissioner Comment:** Schei: I think we're on the right track here. I agree that we need courthouse security # 1. Looking at the future, so future boards aren't stuck with a lot of problems caused by us. Cech: I think we need to be proactive in the present for the future. Nelson: Memorial Day is coming up. Please remember, our veterans. There's a lot of things we get to do today because of our veterans. Charlene I do appreciate you being here. We corrected meeting minutes because we excluded you.

**Adjourn:** Moved by Com. Hafeman supported by Com. Schei to adjourn the meeting at 10:23 A.M. Motion approved 4/0.