

Menominee County Finance Committee
Minutes of Meeting
June 12, 2014

*****Approved 6.25.14*****

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.