

Menominee County Finance Committee
Minutes of Meeting
June 2, 2016

*******APPROVED 6.20.16*******

The Finance Committee met on June 2, 2016 at 8:30 AM at the Menominee County Annex – MSU Extension Bldg.

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

Others present: Brian Bousley, Sherry DuPont, Mike Holmes

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 Finance Commissioners were present.

Agenda: was approved by Com. Hafeman and supported by Com. Cech as written. Motion approved 4/0.

Previous Meeting minutes: Minutes from 4.6.16 were approved by Com. Schei and supported by Com. Hafeman. Motion approved 4/0.

Public Comment: None – Question to let Mike Holmes talk when his department info. comes up. All agree to allow.

Department Head/Elected Official Reports: (*limited to 10 min.*) None

Business:

- a. **Proposal to remove/replace entry to Jail parking lot:** - **Bousley:** Jim MeKash has received a bid for the removal and replacement of the entry between the South entrance (by the admin office) and the boiler room. We will be using that back parking lot for the handicap and other patrons while the construction is going on with the vestibule. This area needs to be replaced. Since Biehl Construction won the bid for the other parking lot areas, they have given us a bid for this area too (approx.. \$6,500). I would like to give the job to Biehl since they'll already have their equipment available. Discussion ensued. **All commissioners agree to add an additional \$6,500 to the bid for the parking lots and included a change order to include the entry to the jail parking lot.**

- b. **2015/16 Budget Amendment #4 (32-37):** – **Bousley:** We have some budget amendments that need to be approved. Some just cleaning up the accounts for the new BS&A system.
#32 – Moving PT 911 employees to a PT account (rather than use the FT acct.) created new accounts PT salaries; Call in; and OT.
#33 – Adding “call in” and “OT” 911 accounts, currently all in within the FT employee salary account.
#34 – Moving PT family court employees to a PT salary acct. currently coming from a FT acct.
#35 – Hannahville Grant received (Shakey Lakes Improvements- Beach Pavilion roof replacement - **\$2,500**)
#36 – Hannahville Grant Received (Administration - Fair Horse Arena - **\$5,000** & CH Repeater - **\$2,500**)
#37 – Hannahville Grant Received (Emergency Services – Night lock classroom security project- **\$6,600**)
All commissioners agree to send budget amendments #4 to the full county board for approval.

- c. **Jail Food Service – hire employees (1FT & 2 PT):** - **Mike Holmes:** We currently contract with CBM Managed Services for our food services in the jail. Recently their full time cook quit, leaving us in a bind. We've had issues with the food service employees. We believe now is the time to discuss this. A few years

back we had the cooks within the county budget. When our full time cook retired, we went with CBM to see if there may be a cost savings to the county. Currently we are close to the costs we paid with our full time cook. I don't believe their service is satisfactory...in fact it's unacceptable. In order to maintain a peaceful balance within our jail, we need a "tool" to use with the inmates. That tool is their food. With CBM, we don't have control of that tool. I'd like to go back to hiring a full time cook and two part timers. Average annual (approx..) costs will be \$134,995.06, about \$56,300 more than the current cost, which can come down in cost if the new cooks shop around for food. I will have control of the cooks. Right now, I don't have any control of the cooks. **Nelson:** A lot of people can go in there, not just "major" criminals. If Mike is dissatisfied, then we need to take a more in-depth look at this. It may take a few years to get the cost to a neutral cost. MERS would be from the defined contribution plan. **Hafeman:** I really think food is the secret, it's all we've got. **Schei:** I think Mike should have total control of the jail, especially the food area. **Cech:** I think we have to listen to Mike on this issue. I assume going with the contract back then, that the price was less. **Holmes** it was less, but the service was "way" less. We just want to run a safe and secure jail. I'm not trying to give people more than what they deserve, but I'm definitely not trying to give them less than what they deserve. We have a 90 day out of the contract with CBM. **Hafeman/Cech** to move forward to the full board for discussion, **All commissioners agree to bring this subject to the full board for discussion. DuPont:** Are we just putting this into the budget, or sending to the full board for discussion first? **Nelson:** We'll discuss with the full board before putting it into the budget.

- d. **2016/17 Budget Discussion: - Bousley:** We have most everything plugged in except Dan's numbers? **DuPont,** for Dan, we actually plugged in what was in for last year. **Nelson:** What's our projected revenues? **Bousley:** We only went up about \$50,000 dollars from last year. **Nelson:** FLSA, how many people do we pay salary for...not hourly? With the new law, those people on salary must be within the \$47,400 (approx..) salary range. If not, they are to be paid for any time they put in beyond the 40 hrs/wk. **Bousley:** We're safe on this. We're talking with the city for an IT person. We've drawn it up as though the salary would be paid in half by the city. They don't have anything. **Nelson:** Is the city still under MERS. I'd rather see the person fall under the county if the city still has MERS DB in play. Our costs would be about the same, but we'd receive half of the salary. Total cost \$102,000 we would split the salary and benefits (\$32,000). **Schei:** How would you divide the time up? Who does the help desk? Will that still fall on Sherry? **Bousley:** you know things will happen so things won't be split equally. **Nelson:** There'll be imbalances, but will it balance out at year end? **Schei:** The need is going to be greater than the amount of time that one person is going to be able to provide and to split it into two parts will be even harder. I would prefer to hire our own. But I know John won't go along with that. I'd like to do it on a trial basis for a shorter period of time. **Nelson:** Would you settle for a 90 day out clause? **Bousley:** You won't get a good person if you don't go for a 3 year contract. We can even go for a 30 day out contract. **DuPont:** It's important to know that I spoke with UES and asked them if we were to hire an IT person, would one full time person be able to handle the workload? Their response was, "we could use 1.5 full time people. The sheriff department alone can use a person. **Nelson:** I say we try it and see what happens. **Schei:** I would say we consider it as long as we are cautious and have an out if it doesn't work. **Bousley:** I did talk to Delta County about the electrical inspector. Dan said if we have an electrical inspector, he will need more time from a secretary. **Nelson:** No, not until we see it generate revenue, then no problem. **Schei:** I think security is number one. **DuPont:** so are we in favor of putting something in the budget for the electrical inspector at this point? (Not the secretary, just the inspector). **Nelson:** we wait and see what the cost is from Delta County. All commissioners concur with seeing numbers before adding to the budget. **Bousley:** Jim had a few things for upgrades. Tuck pointing and exterior painting of courthouse - \$10,000; **Nelson:** to come up when it gets done. **Bousley:** Generator: Jim would go with a natural gas generator for the jail, courthouse and boiler room. We currently don't have a backup for the courthouse and boiler room. Total is \$105,000. **Schei:** Is there any grant money available for that? I think we should do it, but we should check out funding sources. Discussion of a work farm concept for the jail. Could take away from the department somewhat. **All commissioners agree we should check to see what grants are out there before budgeting for this. Nelson:** What departments are asking for more than 3% in their budgets? **DuPont:** 911 is asking to replace a 20 year old radio console (\$250,000-300,000). **Nelson:** We don't know what our projected revenues are for 911, do we? If we grant the radio console, we'll no longer have a fund balance. I would like to hold on the expenditure this year. Again, are there any grants available for this? If there's a change in 911, we're stuck with the costs. Don't put it in the budget as of yet. **Bousley:** We had to increase the salaries for Circuit Court. **DuPont:** For the last few years, we've been plugging in from the previous year. We don't get anything back from the judges for the budget process...until this year when Judge Barglind asked, "why only \$70,000 for

admin expenses; it's been over 100,000 for the past two years". She asked to have it increased; which we did. **Bousley:** Another one is the Medical Examiner budget we increased the autopsy/examination fees account. If requested, he has to do the autopsy. He'll fight the ones that are "known", but if someone requests the autopsy, he has to do it. Airport expenses are up by \$30,000 and Airport revenues are down too. We have to watch it closely. **Nelson:** I "was told" that fuel is 56 cents/gal. cheaper at Ford Airport than ours. **Schei:** No, we compare prices. He explains the fuel costs and all factors involved determining the costs. **Nelson:** Airport meeting to be scheduled at the annex to inform the public of FAA standards and the costs related to running an airport. We have to look at getting cost in control at the airport. **Schei:** Freight runners has requested to lease the big hangar, so if that happens, we'll have another (approx..) \$600/mo. in revenue. That'll help offset the revenues. Currently they rent the hangar on an "as needed" basis. Is the Library budget alright with the new director in there? **Bousley:** I'd like to pull some money from their fund balance to offset the operating expense somewhat. **Nelson:** Fund balance should not be there. They should be more accurate with their budgets, then they won't have such a big carryover every year.

- e. **ATV Enforcement Grant:** - **Bousley:** We got a DNR grant for equipment to purchase an ATV. This is not a very common grant...not normally done. This is a reimbursable grant, when we spend the money, we'll get reimbursed. **Nelson:** It'll come from the general fund, and be reimbursed? **DuPont:** It should come from a revenue account so it's contained within, and won't affect the general fund. All commissioners agree to keep it within the Road Patrol account. **Cech:** is that the only vehicle you have? **Holmes:** No the first one is at Cedar River; (emerg. Mgmt..) has a side by side up north. This is a second side by side. It's a faster vehicle so the plan is to keep it in the Jail trailer. Or possibly the City of Stephenson. **Nelson:** If by some chance the grant doesn't come through, then we bought a 4-wheeler...then adjusting of the budget will need to be done.

Public Comment: None

Commissioner Comment: **Nelson:** Substance Abuse money. A letter was sent to the schools in ref. to receiving money for "alcohol free" graduation parties. Each school was allotted \$250.00 to have alcohol free parties, only two (of 7) participated. Mike (Holmes) I really appreciate you being here to explain the issues you're having at the jail.

Adjourn: Moved by **Com. Schei** supported by **Com. Hafeman** to adjourn the meeting at 10:47 AM. Motion approved 4/0.