

Menominee County Finance Committee
Minutes of Meeting
September 21, 2015

*****DRAFT*****

The Finance Committee met on Sept. 21, 2015 at 8:30 AM at the Menominee County Administrator's office, Menominee Courthouse.

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

Others present: Brian Bousley, Sherry DuPont, Diane Lesperance

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; Com. Cech was absent, excused.

Agenda was approved by Com. Hafeman and supported by Com. Schei as written. Motion approved 3/0.

Previous Meeting minutes: Com. Hafeman approved, Com. Schei supports previous minutes from Aug. 7, 2015. Minutes from 9.3.15 were not yet available for approval. 3/0

Public Comment: None

Business:

- a. **Budget Amendments 2014/15 (#27-32) –Bousley:** #27 - Child care increase in the Dell grant State special child care \$3000; #28 – Casino grant for sheriff dept. \$6,138; #29 – Hannahville Grant for Road Patrol vehicle; #30 – Paint project \$3,498.36. Jim was able to get this done this year. The \$ are for the paint and a wand to spray it on; He painted the jail and the health dept. and the boiler room bldg.; #31 – that is moving from DTRF travel, to Treasurer's office for when she was doing site visits. **Nelson:** I notice that we pay for meetings, to attend finance committee meetings in Stephenson, we pay for travel to and from training which isn't required, so is that part of it? **Bousley:** That I'll have to double check on. **Nelson:** That should not be covered under that. If someone chooses to do something that's not covered, we don't pay. We don't pay for anyone else but one person. **Bousley:** the last one #32, that's adding the airport in. Ray has to do an audit at the airport from Oct. to the end of July. We had to create the 216 account to include this in this year's budget for two months. **DuPont:** Basically these are ¼ of what was budgeted in the beginning of the year, the auditor told us to do it that way. He will do the audit and make corrections afterward. **Hafeman:** So this has gone from an appropriation to a...**DuPont:** Operating transfer. **Hafeman:** I think we should approve with the exception of #31. **Bousley:** I'll check on that today and will send an email to everyone. **Hafeman:** Move to approve with the exception of #31, Schei seconds. All concur. **Bousley:** One last thing with the amendments. We do have it on the board agenda under new business, we weren't sure the meeting would happen today. So it'll have to be moved forward at the meeting tomorrow.
- b. **Capital Improvements – Bousley:** Windows: we had one bid come in from a local business for \$276,636 for 85 windows. **Nelson:** we have to look at two things, we're putting in the chiller and we're doing the front entry, vestibule. So my thought was to do the windows. **Schei:** the windows have to match in the vestibule too. Everyone agrees. **Bousley:** The vestibule windows were set up to match what is here. **Hafeman:** Active shooter training. Where do we go to protect the lower level? **Nelson:** You can only minimize the risk factor. How far do you go, or what do you do? **Schei:** One thing that Brian and Jim suggested was that we could put

a translucent part on the bottom on the inside or a blind that can be kept closed. As far as getting a special window, I don't think that's viable. **Hafeman:** I think a reflective blind can work. **Nelson:** You're never going to make it 100% safe. Schools don't have it, child welfare placement agencies don't have it. Safety is one thing, but can you stop everything, no. If someone wants to get someone, they'll find a way. **BS&A:** **Nelson:** I'd like to get a system that's the same throughout. **Bousley:** I checked with Delta County. They went with all BS&A programs. I haven't had any contact with them as of yet. Marc was gathering all he needs so we can do HR, payroll, and budget, GL. **Hafeman:** All of the ROD recordings too... **Bousley:** that won't change; that's a different program. **Hafeman:** I don't know, I've seen Peggy using that information. **Nelson:** At this point if the window quote stays as is...and we look at the vestibule at \$150,000 **Hafeman:** do we have any other estimates for the windows? **Bousley:** Jim is checking on some of the bigger places in Green Bay. **Nelson:** In our current, estimating \$250,000 for BS&A; \$150,000 for the vestibule; 276,600 for the windows, will be \$676,000. Majority of that will come from the building fund. I didn't add the chiller, Brian how much was in the budget for that? **Bousley:** \$199,000. **Schei:** When you asked Delta Co. about the BS&A price, did that include hardware too or just software? You need hardware to put software onto. We can't just put it on the server we have, we'll need capacity. **DuPont:** We will need a server. We just got a quote from UES for a server. This would be our main server and the ones we currently have will be secondary. We have no secondary server at this time. We need a backup. The main server will have enough space on it with no issues adding BS&A. **Nelson:** So we're looking at about ¾ of a mil. **Hafeman:** what do we have in our building fund? **Nelson:** about 1.3 mil. The systems may come out of something else. **Bousley:** We can look at that. Also, whatever we have left over this year will go back into that building fund. **Nelson:** its major expenditures but a question of whether we let it slide again. How long can we operate on what we have? **Hafeman:** What kind of training will we have when we get in the BS&A system? **Nelson:** They will come in and do all of the training. I know that the assessors that have it available are happy with it. **Schei:** I'm in favor of what we talked about here. **Hafeman:** I think in a long run it's going to save us a lot of time. And when we were talking about having other departments help out, if the software is compatible, it can work. I'm in favor. All commissioners are in favor of the BS&A system. **Nelson:** Any other capital improvement items you want to discuss? We still had some other improvements that were requested. Fencing in the parking lot. **Hafeman:** Was that approved? **Nelson:** No. I think we shot down the garage. I think for record storage that one room used only once in a while can be used. **Bousley:** moving forward we will have that imaging project. That'll help cut down on things we don't have to have a hard copy of. We do have the security fence in the budget. That's part of the emergency exit at the jail...if you have the exit, you have to fence in the lot. Discussion of the west entrance parking lot. Jim has a few ideas on that too.

Public Comment: Diane Lesperance: Budget amendments, #31. That isn't an increase. It's just taken from the wrong account. If you leave it where it is, there's money in that account. It's not going into a different account, like office supplies. That is a concern that Ray has with anyone taking travel from office supplies. They should just be over budget if that's a concern. Because AMAR is making it very difficult, it'll get to the point that we'll have to have GIS. There should be more grants available under homeland security for this that we can try for.

Commissioner Comment: Nelson: We have GIS that we were already working on. That is a separate issue. Thank you for coming down. **Schei:** Budget transfer #31, we agreed to have Brian look into it. If that's strictly an audit function or account function so an account doesn't show negative that's one thing, but if it's something having to do with the rights of the treasurer to do what she's doing that's another issue, and not part of what we should be doing for budget amendments. **Hafeman:** I do agree with Larry on that. We can approve it after Brian checks into it.

Adjourn: Moved by Com. Hafeman supported by Com. Schei to adjourn the meeting at 10:11 A.M. Motion approved 3/0.