"Menominee – Where the best of Michigan begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

Menominee County Courthouse
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Menominee, Michigan 49858-3000

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EXECUTIVE COMMITTEE
Of the Menominee County Board of Commissioners

~ A Quorum of the Board may be present ~

DATE: Tuesday ~ April 6, 2010
TIME: 4:30 p.m. (CDT)
PLACE: Menominee County MSU Annex ~ Stephenson

AGENDA

1. Call Meeting to Order
2. Approval of Agenda
3. Approval of Previous Minutes
4. Business

    a. Draft/Second reading of the Menominee County By-Laws, Board Rules, County Policies and Charters of Standing Committees.

5. Correspondence
6. Any Other Items Members May Wish to Present
7. Public Comment
8. Adjournment

Gary Eichhorn - Chairperson *Dick Peterson - Vice Chairperson*

Bernie Lang *James Furlong* *Garry Anderson*

Menominee County Executive Committee
Minutes of Meeting
August 28, 2009

The Executive committee of the Menominee County Board met on August 28, 2009 at 4:30 p.m. at the MSU Annex, Stephenson. Present at the meeting were Com. Peterson, Com. Furlong, Com. Eichhorn, Sherry Smith and Mr. Erdman.

Also present: Com. Garry Anderson, Penny Mullins

Agenda was approved by Com. Furlong and supported by Com. Peterson

Previous Meeting minutes: August 05, 2009 meeting minutes approved by Com. Furlong supported by Com. Peterson

Public Comment: None

Business: Recommendation from Personnel Committee – Discussion of P91-2 of the County Policies – Overtime and Compensatory time ~ Com. Furlong states that this policy is not currently being done. We're looking for approval prior. Normally overtime/in lieu of comp. time, is usually something that comes up pretty quick. The Supervisor and the Administrator sign off on the time sheets now. James states all work assignments involving overtime or comp time shall be "approved" (remove the word previously) by the appropriate department head…
Recommendation from Personnel Committee – Discussion of P2001-03 - Report to Work ~ Mr. Erdman states this comes from the building and grounds supervisor. The supervisor was driving the county vehicle home and to work every day. Now he is leaving the vehicle at the annex building, so there isn't a problem. Com. Furlong states this should read as is with the exception the last sentence. "Seasonal adjustments to this policy can be made by the department head with the approval of the County Administrator or chairman of the Personnel Committee."
Discussion of Charters of Standing Committees ~ *First Sentence has changed to: Committee of the Whole Shall – "Meet for Discussion of relevant items in Personnel, Buildings & Grounds, miscellaneous Finance and any other issues." (B) Finance Committee (remove Equalization & Misc. Bills Committee) There is much discussion on removing Equalization & Misc. Bills) The department heads should contact the County Administrator with any finance items and the administrator will make recommendations to the Finance Committee. *"Prepare and submit at the July session a preliminary budget of all expenses and revenues. The final budget shall be ready for approval in September at the last County Board meeting." Mr. Erdman stated, "Obviously we have a problem with that, this year." There is much discussion about the time frame when the budget should be approved. Com. Peterson says a Public Hearing should come before final approval. Com. Eichhorn said the Public Hearing should be before final approval that way there is time for public input before final approval. Com. Eichhorn thinks early September a Preliminary Budget should be ready for Public Hearing and final budget shall be ready for approval at the last County Board meeting in September. All Commissioners agree. * The following Boards and Commissions may authorize payment, as necessary, while remaining within their respective budgets: Library

Board & Veterans' Trust. *Buildings & Grounds Committee is removed from the committees. *Road, Bridges…is to be looked into further. From time to time the Road Commission needs the approval of the board for specific issues. CUPPAD, Six county alliance/MI Works…shall attend, remove "All" meetings. Planning Commission should be left "as is" until the new ordinance is accepted. Executive committee shall also annually…add "and/or as needed to" review by-laws, rules and policies. Menominee County Community Collaborative Board – add to the Administrator job description as a function of the administrator to attend the meetings…to report to the county board as necessary. LEPC – and other possible accidents ADD "or threats" in the community. Substance Abuse Committee IS REMOVED. This committee doesn't exist any longer. Economic Development Committee – and appointed "Commissioner" REMOVE "s" on commissioners. Draft/First reading of the Menominee County By-laws, Board Rules, County Policies and Charters of Standing Committees: Starting at the beginning of the packet, In table of contents, U.P. REMOVE "state" fair Authority. Section 4 – Closed session, No Commissioner ADD "or other attendees" shall disclose…Standing Committees will be addressed as previously discussed. R91-2 – all committees are required to report "meeting minutes" (remove at least once a year) Com. Furlong states that the Standing committees should be submitting their meeting minutes to the county board to remain a committee. Com. Peterson stated that the standing committees should report a summary at least once per year. P91-3 Committee packets will be available in the Administrator's office "3" (remove five) days prior to the scheduled meetings. Com. Furlong states that if the board needs to have a special meeting following the committee of the whole meeting for action of specific items, then the commissioners should waive their per-diem for the special meeting. Or put something in the by-laws to have commissioners Not be paid per-diem for each meeting of related discussion. There is discussion to have Dan Hass check out the order of agendas to see if we can add motions to the COW meetings and have two working meetings per month. If Dan is too busy, then we can send the questions to Filoramo. Purchase orders, we should readdress this for specific items (service contracts). We need to be in compliance with the auditors reports. Mike, to check into this further. Emergency Purchase – such emergency purchase "with concurrence of at least 2 members of the executive committee" (remove…out Finance Committee Chairman and board of commissioner chairman approval.) Fax Policy (P98-4) Check to find out what all offices are charging for faxes if non-county business. Get everyone on the same page. Emergent Action Items…check with Dan. Clarify the 10/40 prescription drug card…what does this mean.

Any Other Items: None

Public Comment: None

The next meeting will be called when we have all corrections changed.

Com. Furlong moved to adjourn the meeting at 6:50 p.m. Motion supported by Com. Eichhorn
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