

"Menominee – Where the best of Michigan begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

*Menominee County Courthouse
839 10th Avenue
Menominee, Michigan 49858*

*Sherry DuPont - Administrative Assistant
Telephone: (906) 863-7779 or 863-9648
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EXECUTIVE COMMITTEE

Of the Menominee County Board of Commissioners

~ A Quorum of the Board may be present ~

DATE: Tuesday ~ Oct. 4, 2016
TIME: 3:30 PM (CST)
PLACE: Menominee County Administrators office

*****AGENDA*****

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Approval of Previous Minutes
February 22, 2016
6. Public Comment *(statements, not debate; limited to 5 minutes per person on agenda items only)*
7. Business
 - a. Discussion of Interim County Administrator pay increase
 - b. Discussion of Menominee County Charters of Standing Committees
 - c. Discussion of County Administrator position
8. Public Comment *(limited to five minutes)*
9. Adjournment

*Bernie Lang Charlie Meintz - Chairperson Larry Schei - Vice Chairperson James Furlong
Raymond Williams John Nelson William Cech Gerald Piche Jan Hafeman*

Menominee County Executive Committee
Minutes of Meeting
February 22, 2016

*****DRAFT*****

The Executive Committee met on February 22, 2016 at 2:00 PM at the Menominee County Library, Stephenson, MI.

Others present at the meeting were Jan Hafeman; Jerry Piche

Call Meeting to order: Com. Meintz called the meeting to order at 2:00 P.M.

Pledge of allegiance: was recited by all.

Roll Call: All Executive Com. Commissioners are present.

Agenda was approved by Com. Furlong and supported by Com. Nelson to approve the agenda as written. Motion approved 3/0.

Previous Meeting minutes: December 14, 2015 – moved by Com. Furlong and supported by Com. Nelson to approve the minutes of the December 14, 2015 Executive Committee meeting. Motion approved 3/0.

Public Comment: None

Business Items:

- A. Review of Menominee County Bylaws, Board Rules, County Policies and Charters of Standing Committees:** - **Meintz:** I asked Brian to put this on in conjunction partially with the questions we had the last time, and we had a phone call from Stoker at one of our boards' meetings. I'm concerned that we still have no written documentation on some of the actions that happened in previous meetings. We had a phone call, but in the write-up from Stoker, things were not said that he said on the phone and I think we need "preferably use Merkel" for legal advice. **Nelson:** In Stoker's letter from Perrone, it says we had followed our policies and procedures. According to our bylaws, we did not. It was cited that 2/3rd vote is required by state law, but our bylaws require a 4/5th vote. If we're not going to follow our policies and procedures, then I think we should change them. **Furlong:** I'm not a lawyer. To be frank I don't know what the 4/5th means. **Meintz:** I'd like to make a motion to get a legal opinion so we have a legal standing in case this comes up again. I would prefer from Merkel. He didn't want to do this before because there was a raise for him involved. **Furlong:** What exactly are we talking about, that section of the bylaws? **Nelson:** We have a lot of bylaws, but we have nothing in writing that we have to follow them. It created an issue. **Meintz:** It's a matter of, Stoker said on the phone we should

be able to do this or that with so many votes. None of that is explained in our written comment from him. Nothing says (in writing) it was legal action or not. **Nelson:** It was a big bill for what we got out of that. In part we did screw up. It's ok if we change them as long as we don't violate the state laws. **Furlong:** What is the ultimate goal here, to bring up the pay raise issue again? **Nelson:** No I think we should correct this so it doesn't happen again. **Furlong:** I wouldn't mind putting this issue to bed. The pay raises wasn't something that was hidden from the public. **Nelson:** No as far as the raises, we can put that to bed, it's done. We had an opinion from our PA in 2013 that cited our policies/procedures. **Furlong:** When we talk about changing our rules and following policies. Its fine under some circumstances, when it's good for certain people. But it's not fine under other circumstances. I do agree, let's find a rule that we can stick with, something that makes sense, something that everyone can understand and move on from there. But past practice of what we've already done, I'd be opposed to bringing it back to the county board. **Nelson:** I don't disagree with you, we're not bringing it back to the board. The employees have nothing to do with this, they shouldn't be punished for this. It's over, period. I'd like to clear up the policies and procedures. **Meintz:** We just need to have this in writing whether what we did is ok or not ok. We need to maintain consistency within our bylaws and procedures. **Furlong:** I hate dragging this out. I'd like that rule looked at, or simplified. **Nelson:** We should change our bylaws to 2/3 vote. **Furlong:** I recommend that every time we have an agenda put forward, that we send it off to an attorney to have him look at it to be sure everything on it is legal and binding to our bylaws. If we don't have rules, we have anarchy. I would get an opinion on Section 7 in the bylaws. Section 8 in the Personnel Manual, check the part about when the DMG pay will start. (page 7) Everyone has the right to sue. We are the keeper of the taxpayer money. If we can re-coop something from this or any other lawsuit, we should. If we don't ask for recoupment, that opens up the door for following rules. **Nelson:** In a lot of ways, instead of punishing Mr. Eichhorn, we should be thanking him for not putting egg on our face and stopping us from getting a raise before it ever happened. We should have done a little research first. I think we should thank Mr. Eichhorn, in public for what he did for us, because he stopped us from getting pay, when the state is harsh on this subject. I think this saved us a lot in the long run. The case was dismissed without prejudice. **Furlong:** Our lawyer during the disposition should have asked for attorney fees, if he didn't, then shame on him. If it's not done, we should have our attorney go after attorney fees. If it is done, closed, then we don't have a leg to stand on. I'm not proposing we go to small claims court to re-coop the fees. **Nelson:** We made a mistake, it took a private citizen to correct us. We were breaking the law. **Bousley:** the only thing we can do is follow these bylaws/personnel manual moving forward. **Furlong:** Article 7 sections 1 & 2 – to have Merkel look at this and explain this. **Nelson:** get Kandace's opinion that we got from Dan Hass on the start date.

- B. Discussion of Legal payments:** **Meintz:** Section B was passed until discussion of section C. below. With the discussion below, we'll make the payments as invoiced.
- C. Discussion of Legal representation for the County Board:** **Meintz:** After going through some of the expenditures from the case, I was worried about the cost factor. **Furlong:** May I suggest we have Brian talk to other counties on who they use for legal representation. **Bousley:** I try not to use legal unless we absolutely have to. I do go

through MAC at times too. They also use stoker. **Meintz:** Eichhorn should have been asked for retribution right away. I had no idea there would be no standing in court for this. **Furlong:** Stoker has done well for us. And the fact that he works with MAC tells me his reliability and knowledge of Michigan Law. I think we have the best attorney in the state of MI dealing with our labor laws. I think we should keep the same attorney. Brian is doing a good job keeping the costs down. **Meintz:** I thought the bill was awful pricy and perhaps we're being taken advantage of. **Nelson:** Stoker charges us \$175/hr. That's not outrageous. **Furlong:** I would think that Brian should look at other counties and who they are using and bring it back to the board. But we shouldn't change anything until we discuss this again.

Public Comment: None

Commissioner Comment: **Furlong:** Bylaws that were recommended for changes. Discuss this again next time. We didn't have time for this today.

Adjournment: Moved by Com. Furlong supported by Com. Nelson to adjourn the meeting at 3:00 PM. Motion approved 3/0.

Menominee County, Michigan Position Description

Title: Administrative Secretary
Department: Administration
Date: October 2012 – Grade 9

Purpose of Position

The purpose of this position is to provide secretarial support and assistance to the County Administrator and Board of Commissioners. The work is performed under the direction of the County Administrator.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Greets, screens, assists and directs callers and visitors; provides information and referrals to other departments and personnel; answers questions and takes and relays messages. Opens and distributes mail.
- Prepares a variety of documents, reports, records and correspondence. Prepares County Board and Committee agendas; composes and posts meeting notices in accordance with County requirements; composes and posts position vacancies. Types all union contracts. Codes department bills.
- Attends and records minutes of various meetings including closed sessions and contract negotiations; ensures follow up on all Board actions.
- Maintains files, records, databases and spreadsheets. Maintains calendars; schedules meetings for County Administrator and Commissioners.
- Assists in calculating and preparing the County Budget.
- Serves as “webmaster” for the Menominee County Website.
- Prepares various financial/cost saving analyses. Calculates employee wage scales and retroactive pay during contract negotiations; performs salary and benefit analysis of County employees.
- Performs a variety of multiple assignments and projects in an independent manner under a minimum of supervision.
- Develops and tracks employee codes for copier and long distance telephone use, is the “go to” person for copier, telephone and computer issues.
- Orders and maintains inventory of office supplies.
- Performs other related functions as assigned or required.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with vocational/technical training in Secretarial Science or a related field with one year of secretarial experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.
- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as insurance statements, agendas, meeting minutes, cost analyses, notices, reports, memos, manuals, contracts, policies, rules, bylaws, procedures and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the County Administrator and Board of Commissioners, all department heads and employees, legal counsel, insurance representatives, vendors, the media and the public.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

Physical Requirements

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

Menominee County, Michigan is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

CHARTERS OF STANDING COMMITTEES

Alcoholic Beverages at ANY public meeting or holding any public meetings at an establishment which serves alcoholic beverages is strictly prohibited by the Menominee County Board of Commissioners.

All non County Board committee members appointed by the Menominee County Board may receive a meeting fee. The meeting fee will be determined by each committee, the meeting fee will not exceed fifty dollars (\$50) per meeting. Mileage allowance shall be provided at the IRS rate per mile. (Refers to committees under the direct supervision of the County Board.)

Adopted: July 26, 2011
Amended: April 9, 2013
Amended: November 10, 2014

A. COMMITTEE OF THE WHOLE SHALL:

Meet for relative county business as needed by request of the County Administrator, Finance Chairman, or Personnel Chairman.

Amended: April 9, 2002
Amended: August 24, 2010
Amended: July 26, 2011

B. FINANCE COMMITTEE SHALL:

Consist of four (4) members of the Menominee County Board of Commissioners. Shall not be the chairman of the County Board and not a member of the Personnel Committee.

Receive reports and recommendations from the County Administrator and make such recommendations affecting all financial matters of the County to the Board.

Ascertain and determine the amount of money to be raised for County purposes for the ensuing year; apportion such amount and also the amount of the State tax and indebtedness of the county to the State (if any) among the several townships in proportion to the valuation of the taxable property as determined by the State Tax Commissioner.

Examine all certificates, statements, papers, and records submitted to the Board showing the monies to be raised in the several townships for school, highway, drain, townships, or other purposes.

Determine such amounts of money proposed to be raised as shall be authorized by law to be spread upon the assessment roll of the proper townships and cities.

Ascertain and recommend to the Board for the October session such salaries as it may propose for all elected officials of the county.

With the assistance of the director of Taxation & Equalization Dept., for the April session, examine the rolls of the townships and cities and ascertain whether the real and personal property in said townships and cities had been equally and uniformly assessed, and shall equalize the same by adding or deducting from the valuation of the taxable property in any township or city such amounts as in their judgment will represent the true cash value.

Prepare and submit at the first County Board session in July a preliminary budget of all expenses and revenues. The final budget shall be ready for approval in September at the last County Board meeting.

Receive and examine the Auditor General's Annual Statement of rejected taxes and submit to the Board at its' August meeting a proper resolution for effecting the reassessment and collection of such taxes.

The Finance Committee may review all purchase orders and claims against the County on a monthly basis. A complete report of monthly bills will be submitted to the full Board monthly.

Shall see that the purchasing policies and guidelines are implemented and enforced.

The following Boards and Commissions may authorize payment, as necessary, while remaining within their respective budgets; Library Board & Veterans' Trust.

Shall annually review all Rules and Policies of the Board in regard to all financial activity of the County.

Amended: April 9, 2002
Amended: August 24, 2010
Amended: July 26, 2011
Amended: April 9, 2013

C. DEPARTMENT OF HUMAN SERVICES (DHS) SHALL:

Receive and hear all communications and reports concerning the Department of Human Services and Northpointe Behavioral Healthcare and submit such reports as it may have from time to time to the Board for appropriate action and advice.

Amended: August 24, 2010

D. PINECREST BOARD OF DIRECTORS SHALL:

Receive and hear all communications and reports concerning the Pinecrest Medical Care Facility and submit any reports and recommendations which it may have to the Board.

Amended: August 24, 2010

E. LAW ENFORCEMENT, CRIMINAL JUSTICE, EMERGENCY SERVICES & ACT 347 SHALL:

Meet at the direction of the Committee of the Whole

Maintain close contact with the County Prosecutor, County Sheriff, District Judge and Magistrate and make such recommendations regarding the functions thereof, as it may from time to time deem necessary.

Keep the County Board informed of the functions of Emergency Services within the County, anytime deemed necessary.

Amended: April 9, 2002

F. DELTA-MENOMINEE COUNTY HEALTH DEPARTMENT BOARD OF HEALTH SHALL:

Consist of two (2) Board Members appointed annually by the County Board and one non-Board member to be appointed by the Board for a three year term and shall supervise the public programs of the County and shall sit as members of the Delta-Menominee County Health Department Board.

Amended: September 22, 1997

Amended: August 24, 2010

G. PERSONNEL COMMITTEE SHALL:

The personnel committee shall consist of four (4) members of the county Board of Commissioners. Shall not be the chairman of the County Board and not a member of the Finance Committee. Negotiate, administer and recommend employee contracts. Review and establish employee job descriptions and classifications. Review and make recommendations to the Board in regard to County Personnel Manual. Set review dates for contract employees; develop an objective and measurable evaluation system for contract employees. Assist in the development of secession plans for future vacancies at the Department Head level. Collaborate with Department Heads and Elected Officials to develop interdepartmental cross training.

Amended: September 22, 1997

Amended: April 9, 2002

Amended: August 24, 2010

Amended: July 26, 2011

Amended: April 9, 2013

Amended: August 27, 2013

Amended: November 10, 2014

H. CENTRAL UPPER PENINSULA PLANNING AND DEVELOPMENT REGIONAL COMMITTEE (CUPPAD) SHALL:

Amended: August 24, 2010

Rescinded: April 9, 2013

I. SIX COUNTY EMPLOYMENT ALLIANCE/MI-WORKS SHALL:

The mission of the Michigan Works! Association is to provide leadership and services, and promote quality and excellence for the advancement of Michigan's Workforce Development System and its customers and professionals.

Amended: August 24, 2010

J. UPPER PENINSULA COMMISSION FOR AREA PROGRESS (UPCAP) SHALL:

Established in 1961, UPCAP (the Upper Peninsula Commission for Area Progress) is a tax-exempt 501(c)(3) charitable regional organization responsible for development, coordination, and provision of human, social, and community resources within the 15 counties of the Upper Peninsula of Michigan. In 1974, UPCAP was designated as the Region XI (U.P.) Area Agency on Aging whose purpose is to advocate for and provide services to older adults residing in the Upper Peninsula.

Amended: August 24, 2010

K. COMMUNITY ACTION COMMITTEE (CAA) SHALL:

Provide opportunities for people of all ages and means to improve their quality of life through advocacy, education, housing, nutrition, volunteerism and support services.

Amended: August 24, 2010

L. AIRPORT COMMITTEE SHALL:

~~Represent the County Board on the Airport Commission. Menominee County members to the Commission will number the same as Marinette County membership. Presently the Bylaws of the Airport Commission state that there will be three (3) members representing each County. Two (2) members shall be County Board members and one (1) member at large from each County. All members are appointed by their respective County Boards. This Commission will remain in effect as long as the Twin County airport is operated by both Counties of Menominee and Marinette.~~ The Menominee County Airport Committee is an advisory committee whose purpose is to provide advice, direction and recommendations, in reference to the Airport, to the County Board of Commissioners. The Committee has no final authority or responsibility for policy making or administration.

Amended: August 24, 2010

M. REMONUMENTATION COMMITTEE SHALL:

Receive reports and recommendations from the Re-monumentation Committee, Grant Administrator and County Representative and make such recommendations affecting the implementation of the County Re-monumentation Plan to the County Board.

Amended: August 24, 2010

N. PARKS & RECREATION COMMITTEE SHALL:

The Menominee County Parks & Recreation Committee is an advisory committee who purpose is to provide advice, direction, and recommendations to the Parks Manager, County Administrator and Menominee County Board of Commissioners. The Committee has no final authority or responsibility for policy making or administration. Bylaws for Parks and Recreation Committee shall hereby be incorporated.

Reinstated: September 22, 1997

Amended: August 24, 2010

O. COUNTY PLANNING COMMISSION SHALL:

Consist of one (1) Board member. Also Six (6) non-Board members who serve a three year term with right of succession. They shall have their powers and duties as set forth in P.A. 33 of 2008, as amended, being the MI Planning Enabling Act, (MCL 125.3801 et seq.); and P.A. 110 of the Public Acts of 2006, as amended, being the MI Zoning Enabling Act, (MCL 125.3101 et seq.)

Amended: September 22, 1997

Amended: July 26, 2011

P. EXECUTIVE COMMITTEE SHALL:

Consist of the Board Chair, Finance Committee Chair, and Personnel Committee Chair. They shall meet on items that are not covered under any other committee. Shall also annually and/or as needed to review bylaws, rules and polices.

Amended: April 25, 1995

Q. MENOMINEE COUNTY COMMUNITY COLLABORATIVE BOARD SHALL:

The Collaborative board meets on a monthly. They discuss community programs such as the Healthy Youth Coalition, Early on, Strong Families/Safe Children, Housing, Suicide Prevention, Early Childhood, Childrens Trust Fund and Medical Care Access coalition. The County Administrator shall represent the County Board and report to the county board as necessary.

Adopted: September 22, 1997

Amended: April 9, 2002

Amended: August 24, 2010

R. LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) SHALL:

Investigate the potential for hazardous chemical and other possible accidents or threats in the community. Review, improve and implement plans to deal with such occurrences. Integrate such plans into the main County Emergency Operations Plan (EOP).

Disseminate information obtained under Title III to the general public. The County Board Chairman shall serve on this committee.

Adopted: September 22, 1997

Amended: August 24, 2010

Amended: July 26, 2011

S. E-911 GOVERNING BOARD SHALL:

The E-911 Governing Board shall develop rules and procedures for the Menominee County E-911 service area. The Governing Board shall be composed of one representative of the following agencies: Menominee City Fire Dept., Menominee Co. Fire Fighters Assoc., Menominee Co. Sheriff Dept., Emergency Medical Services, Menominee City Police Dept., Michigan State Police, Menominee Co. Board of Commissioners, Menominee City Council, Menominee Co. Township Assoc., Stephenson City Council, Stephenson City Police Dept., Stephenson City Fire Dept.,

Hannahville Police Dept., Paramedic Services, Citizen Representative.

Adopted: May 22, 2000

T. MENOMINEE BUSINESS DEVELOPMENT CORPORATION SHALL:

Consist of the County Administrator and an Appointed Commissioner. This Committee will establish a county wide economic development committee and participate in related issues.

Adopted: April 9, 2002
Amended: August 24, 2010
Amended: July 26, 2011

U. UPPER PENINSULA RESOURCE CONSERVATION & DEVELOPMENT COUNCIL (UPRC&D) SHALL:

The Upper Peninsula Resource Conservation & Development Council (UP RC&D) is a non-profit corporation whose vision is to promote the conservation of the natural resources of the Upper Peninsula for the benefit of its current and future residents. The Council will strive for a balance between the management of natural resources to protect the environment, and the implementation of economic development activities in order to sustain economy for the region. We will identify resource conservation and land use issues, and work with local communities to address these concerns.

Amended: August 24, 2010

V. NORTH POINTE BEHAVIORAL HEALTH CARE BOARD OF DIRECTORS SHALL:

Annually examine and evaluate the mental health needs of Menominee, Dickinson and Iron Counties and the public and non-public service necessary to meet those needs. Review and approve an annual plan and budget for the program. Take action to secure private, federal and other public funds as the Board determines necessary to help support the program. Submit to each Board of Commissioners a request for County funds to support the program as set forth in Article XII of the Interlocal Agreement (the "Agreement"). Such request shall be in the form and at the time determined by each Board of Commissioners.

Amended: August 24, 2010

W. FAIR BOARD SHALL:

The Menominee County Fair Board is in place to oversee the operations of the Fair. The Board Members attend a monthly meeting, possibly twice a month when the Fair gets close.

The Board assists in Fair preparations and out at the Fairgrounds (Shakey Lakes Park) during Fair weekend, which is "usually" the third (3rd) weekend in July.

The Fair Board consists of 5 Menominee County residents and a County Commissioner. The five residents are appointed by the Menominee County Board for a 3-year term.

Amended: August 24, 2010

X. FINANCIAL HARDSHIP COMMITTEE SHALL:

This committee is made up of the County Treasurer, a representative from the Department of Human Services and the commissioner appointed by the Chairman of the County Board. The Treasurer's objective is to assist delinquent taxpayers to fulfill their Real Property Tax obligation to avoid foreclosure. Foreclosure may be deferred in cases of substantial financial hardship. The person requesting that property be withheld from the petition for foreclosure because of a substantial financial hardship must hold the title to the property. It is the responsibility of this committee to meet and discuss foreclosed homes in Menominee County and offer an alternative to foreclosure if possible.

Amended: August 24, 2010

Y. COMMUNITY CORRECTIONS ADVISORY BOARD (CAAB) SHALL:

As a West-Central U.P. (WCUP) Regional Community Corrections Advisory Board Member (CAAB), responsibilities include quarterly attendance to Board Meetings. From time to time, the WCUP program may also call on board members for additional assistance as it relates to representing the West-Central U.P. Regional Community Corrections Advisory Board in your local area. The Community Corrections Program provides local Circuit and District Courts with community-based sentencing alternatives, and operates under the guidance of the West-Central U.P. Regional Community Corrections Board.

Amended: August 24, 2010

Z. TECHNICAL ADVISORY COMMITTEE (TAC) SHALL:

The Subcommittee for Alternative On-site Wastewater Treatment Systems was formed from the full Technical Advisory Committee whose 12 members were appointed by the Menominee and Delta Boards of Commissioners in 2007. The subcommittee meets as often as necessary to draft and review proposed sections of the Delta & Menominee Counties Sanitary Code Technical Manual and to review alternative technologies to determine if the technology meets the minimum requirements for use in Delta and Menominee Counties.

Amended: August 24, 2010

AA. LIBRARY BOARD SHALL:

Be a body corporate and shall be authorized to contract for the leasing, construction, or maintenance of buildings or quarters, including the acquisition of sites, to house the county library service, and to do any other thing necessary for the conducting of the county library service, the cost of the county library service to be a charge against the county library fund.

Amended: August 24, 2010

BB. BUILDING CODE – COUNSTRUCTION BOARD OF APPEALS SHALL:

The board of appeals shall hear the appeal and render and file its decision with a statement of reasons for the decision with the enforcing agency from whom the appeal was taken not more than 30 days after submission of the appeal.

Amended: August 24, 2010

CC. BOARD OF CANVASSERS SHALL:

The board is responsible for canvassing and certifying primaries and elections held in the county. In specified instances, county canvassing boards are required to forward the results obtained for primaries and elections to the Board of State canvassers in Lansing. The Board is responsible for conducting recounts of votes cast at primaries and elections held at the county. The board is responsible for resolving any allegations malfunctioning voting equipment may have affected the outcome of the vote in an office appearing on the ballot.

Amended: August 24, 2010

DD. MENOMINEE COUNTY ELECTION COMMISSION SHALL:

Be made up of the Probate Judge, County Clerk and the County Treasurer. They are responsible for approval of ballots for elections; they will meet if there is a recall for clarity hearing determinations. Two members shall be a quorum for the transaction of business.

Amended: August 24, 2010

EE. U.P. STATE FAIR AUTHORITY SHALL:

Be responsible for coordinating and providing a variety of services related to the U.P. State Fair and the fairgrounds for the citizens of the Upper Peninsula of Michigan.

Amended: August 24, 2010

FF. BUILDINGS AND GROUNDS COMMITTEE SHALL:

Consist of 2 County Commissioners, 2 members at large, 1 building code member, 1 buildings and grounds member.

Meet at the direction of the Committee of the Whole/County Board. Have general supervision of all real and personal property of Menominee County.

Re-adopted: April 9, 2013

GG. NORTHCARE NETWORK – SUBSTANCE USE DISORDER BOARD SHALL:

Consist of one (1) member appointed by each of the 15 Upper Peninsula Counties. Advise and make recommendations regarding NorthCare Network's budgets for substance use disorder treatment or prevention using non PA 2 (liquor tax) funds.

Advise and make recommendations regarding contracts with substance use disorder treatment or prevention providers.

Adopted: November 10, 2014

HH. NEGOTIATIONS COMMITTEE SHALL:

Consist of one member of the Personnel Committee and one member of the Finance Committee. To meet as needed for negotiations.

Adopted: November 10, 2014

II. Security Committee Shall:

Be compiled of two (2) County Commissioners; Two (2) Judges; The County Administrator; Buildings & Grounds Superintendent (or Asst.); Sheriff, and Undersheriff. The Security Committee is an advisory committee whose purpose is to provide advice, direction and recommendations, in reference to County Building Security, to the County Board of Commissioners. The Committee has no final authority or responsibility for policy making or administration. The Security Committee is responsible for maintaining a working "Security Policy" for the County.

Michigan Association of Counties <meiot@micounties.org>
 MAC Legislative Update - Sept. 30, 2016

To: Sherry DuPont
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MAC SERVICES

Have a job to fill? MAC can help.
 Need to fill a key position in your county team? MAC can help. Our Jobs Hub page is the go-to source for county leaders looking to find the best employees. A \$75 fee covers a 30-day posting, along with promotion via MAC's social media channels.

Jobs now to be found at the hub:

- **Legislative Affairs Director, Macomb County** (filling deadline just extended)
- **Journeyman Electrician, City of East Lansing**
- **Asst. County Administrator, Jackson County**

For more information, visit the [MAC Jobs Hub](#) or contact Derek Meiot, meiot@micounties.org or 517-372-6374.

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HELP WANTED

APPLY WITHIN

NEW MEMBER BENEFIT
group supplemental insurance plan

- ACCIDENT
- CRITICAL ILLNESS

October 20, 2009

From
2009

MENOMINEE COUNTY SEEKING COUNTY ADMINISTRATOR

Title: Full Time County Administrator
Department: Administration
Opening: October 20, 2009
Closing: November 3, 2009 – 2:00 PM (CST)

Minimum Qualifications: Bachelor's Degree and a minimum of 5 years experience in administrative management positions.

Essential Duties & Responsibilities: A detailed job description is available on the Menominee County Website at www.menomineecounty.com under "Career Opportunities".

Compensation package: 2010 budgeted \$80,000 inclusive of salary and/or negotiated benefits.

Submit detailed resume and credentials, including references to: County Administrator's Office, 839 10th Ave., Menominee MI. 49858; Fax (906)-863-8839; or via the Menominee County Website at www.menomineecounty.com – career opportunities. Resumes are due by 2:00 p.m. (CST) November 3, 2009.

Menominee County is an Equal Opportunity Employer

Eagle Herald, Marinette WI- phoagland@eagleherald.com	MI Works - hpeoples@jobforce.org
Escanaba Daily Press classified@dailypress.net	WI Jobs - jobcenterofwisconsin.com
Luft's Advertiser, Hermansville, MI- Luftsads@aol.com	Menominee Co. Courthouse
Menominee Co. Sheriff Dept.	MSU-Extension
Hannahville Community -	NMU – careers@nmu.edu
connees@islandresortandcasino.com	Menominee County Library
Menominee County Journal- journal@alphacomm.net	UW

Display Ad: Please publish once the week of Oct. 19th and once the week of Oct. 26th
(if time/deadlines permit.)

Bill to: Menominee County Board of Commissioners
839 Tenth Ave.
Menominee, MI 49858

Menominee County, Michigan Position Description

Title: County Administrator
Department: Administration
Dated: October 2009

MENOMINEE COUNTY ADMINISTRATOR JOB DESCRIPTION

Essential Duties and Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs administrative duties; coordinates, implements, and enforces County bylaws, policies, and rules; attends County Board and Committee meetings; approves agenda packets; records minutes; maintains relationships with federal, state, county, city, and township officials; oversees and coordinates building projects.
- Acts as Chief Fiscal Officer for the County; develops annual budget for review and approval; develops the Capital Improvement Plan; forecasts revenue and expenditures; enforces budget policies; conducts bidding for projects; oversees Remonumentation program; writes grants; administers grants for the housing program.
- Tracks and updates County fixed assets reports; submits insurance claims; prepares various financial analyses for projects; approves all county bills and standing payments.
- Acts as Human Resource/Personnel Director; enforces the personnel manual; negotiates employment contracts; prepares employment letters; conducts meetings; coordinates health insurance, workers' compensation, and retirement program; enforces and oversees compliance with COBRA and Family Medical Leave Act.
- Supervises department heads and administrative staff; assists Commissioners in hiring/firing employees; conducts performance evaluations.
- Has responsibility for the operation, maintenance, and repair of County buildings and grounds and all features, fixtures, and furnishings thereof.
- Represents the County Board as co-employer when disciplining employees under the direction of elected officials.
- Performs other related functions as assigned or required.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Public or Business Administration with five years of administration experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform mid- to upper-level data analysis, including the ability to coordinate, strategize, systematize, and correlate, using discretion in determining time, place, and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data and oversee the execution of these decisions.
- Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince, and train others. Ability to advise and interpret regarding the application of policies, procedures, and standards to specific situations.
- Requires the ability to utilize reference, descriptive, consulting, design, and advisory data and information such as invoices, correspondence, reports, records, ordinances, legal briefs, economic analysis, and organizational analysis.
- Requires the ability to communicate orally and in writing with the County Commissioners, all County employees, the media, and the public.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication, and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions.

Physical Requirements

- Requires the ability to operate, calibrate, tune, and synchronize, and perform complex, rapid adjustments on equipment, machinery, and tools such as a computer and other office machines and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and pulling of objects weighing five to ten pounds.
- Requires the ability to recognize and identify similarities or differences between character of colors, shapes, and sounds associated with job-related objects, materials, and tasks.

Environmental Adaptability

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

Menominee County, Michigan, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date: _____

Date: _____

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