

*"Menominee – Where the best of Michigan begins"*

## MENOMINEE COUNTY BOARD OF COMMISSIONERS

*Menominee County Courthouse  
839 10th Avenue  
Menominee, Michigan 49858-3000*

*Brian R. Bousley - County Administrator  
Sherry DuPont - Administrative Assistant  
Telephone: (906) 863-7779 or 863-9648  
Fax: (906) 863-8839*

### EXECUTIVE COMMITTEE Of the Menominee County Board of Commissioners

~ A Quorum of the Board may be present ~

**DATE:** Friday, July 19, 2013  
**TIME:** 7:30 AM (CST)  
**PLACE:** Menominee County Annex Bldg., Stephenson, MI – Conference room

#### \*\*\*\*\* AGENDA \*\*\*\*\*

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Approval of Previous Minutes  
February 14, 2013
6. Public Comment *(statements, not debate; limited to 5 minutes per person on agenda items only)*
7. Business
  - a. Review of the Menominee County By-Laws, Board Rules, County Policies and Charters of Standing Committees
    1. By-laws-Article VI & Charters of Standing Committees – Committee member Per Diems
    2. County Policies – Credit Card Policy P98-3
    3. Charters of Standing Committees – Personnel Committee
8. Public Comment *(limited to five minutes)*
9. Adjournment

*Bernie Lang    Charlie Meintz - Chairperson    Larry Schei - Vice Chairperson    James Furlong  
Doug Krienke    John Nelson    Chris Plutchak    Gerald Piche    Jan Hafeman*

**Menominee County Executive Committee  
Meeting Minutes**

February 14, 2013

~~~~~**DRAFT**~~~~~

The Executive Committee of the Menominee County Board met on Feb. 14, 2013 at 4:00 PM at the Menominee County Courthouse, Administrative Office. Present at the meeting were Com. Charlie Meintz, Com. John Nelson, Com. Chris Plutchak and Administrator Bousley.

**Also Present:** Marc Kleiman, Penny Mullins, Jerry Piche & Tom Cheski

**Agenda:** the agenda was approved by Com. Plutchak and supported by Com. Nelson 3/0

**Previous Meeting Minutes:** Meeting Minutes from Jan. 18, 2013 were approved by Com. Plutchak supported by Com. Meintz 3/0

**Public Comment:** None

**Department Head Reports/comments:** Marc Kleiman - Regarding the hiring freeze. I have one deputy retiring by this summer. The money has been budgeted for that deputy and the workload definitely calls for hiring another deputy. My plan is to move forward with hiring another deputy when she retires.

**Nelson:** Is that person employed now? The person replacing the one retiring is not in place yet. I do have one person retiring in two weeks, Chief Deputy, that replacement is currently being trained, and it is an appointed position.

**Business:**

**a. 2<sup>nd</sup> Review of the Menominee County By-laws, Board Rules, County Policies and Charters of standing committees:** **Meintz:** I have one thing I wanted to discuss right away was the agendas for the CB meetings. "any other items members wish to present", should be removed. **Bousley:** if we are going to appoint a buildings and grounds committee, we'll have to add that in the standing committees. At least six members should be on the board...with discussion items only to be forwarded to the board for approval if necessary. **Nelson:** we talked about the finance & personnel com. being a committee of the whole...that was with five members. I don't think we need a nine member board to be at the finance committee or the personnel committee meetings. Those committees will be responsible for bringing any details for the full board to vote on, if any. If we got to a three member finance committee, we can save several thousand dollars with meeting fees and mileage. **Plutchak:** The personnel committee doesn't have a lot of responsibility. If we make it a three man committee instead of all coms., we can save a lot of money there. Standing Committees: Remove CUPPAD (H) replace with Buildings and grounds committee. **Meintz:** I'd say we should change the number of members, let's bring it to the board for a

No. The Sheriff Dept. has an eligibility list, and they move up the list of eligible employees. Nelson: Do they have to go through the county board for hiring? Bousley: No. Nelson: where's that procedure found? If we don't have anything in writing, we have to follow what's there. Is it ok to violate our policies and procedures? If it is, why even have them. Get rid of all of them. Lets just throw a bunch of money in a pot and everyone can grab a handful and walk away. I think we should move forward with the hiring freeze. Meintz: It's not that we want the departments to short handed, understaffed, but I think we need to be sure we can get this retirement stuff under control. Nelson: we're at the max we can bill on taxes. We can't get any more money without an election. Nothing is coming out of commercial forest. We have a retirement system that we can't maintain. We have to put our foot down. Meintz: This has become a priority item. If we figured this out back to the employees, what does it really make their retirement benefit? Nelson: so should we put this on the agenda for the county board? Consensus of the committee is to bring this to the board for approval of the hiring freeze. Plutchak: we don't have much of a choice at this point. It's not going to be comfortable and convenient; we'll probably have some overtime costs in some departments. Bousley: If I can get the unions to allow this via a Letter of understanding, that would be good. We need to get this done before Marc has to hire behind his retiring employee. He can't be shorthanded up there. Meintz: Yes, but that doesn't mean he can't come to the board to have discussions. Nelson: If we don't have this fixed in four months, we have bigger problems.

**C. Discussion of Traveling Freeze:** Nelson: that goes back to policies and procedures. Meintz: Perhaps we should have some sort of form for authorization for travel. Nelson: Brian was going to look at travel and education, and break down the costs for us. Consensus is to table this item until Brian brings back some information. It's very important that the commissioners are informed of what each department is doing (as far as travel).

**Public Comment:** Tom Cheski: Travel Freeze, sheriff dept. transferring prisoners to be exempt.

**Adjournment:** Move by Com. Nelson, supported by Com. Plutchak to adjourn the meeting at 5:30 PM

Menominee County Committees/Boards

|                                               | Meeting Fee<br>Commissioners only | Meeting Fee<br>not commissioners | Mileage  | Notes                             |
|-----------------------------------------------|-----------------------------------|----------------------------------|----------|-----------------------------------|
| Airport, Twin County                          |                                   | \$0                              | IRS rate | from General Ledger               |
| Building Code Construction Board of Appeals   |                                   | \$0                              | IRS Rate | from General Ledger               |
| Board of Carvassers                           |                                   | \$50                             | IRS Rate | from General Ledger (per statute) |
| Community Action Agency                       |                                   | 0                                | .48/mi   | Human Resources Authority         |
| Corrections Advisory Board WCUP               |                                   | \$0                              | IRS Rate | CAB-WCUP                          |
| E-911 Governing Board                         |                                   | \$0                              | \$0      |                                   |
| DHS Board/Pinecrest Board of Trustees         |                                   | \$0                              | 0.55     | from DHS Board Approp.            |
| Menominee County Fair                         |                                   | \$0                              | IRS Rate | paid for MC Fair Board            |
| Menominee County Library Board                |                                   | \$0                              | IRS Rate | MC Library                        |
| Mental Health/ Northpointe Board of Directors | \$40                              | \$40                             | .50/mi   | from the NP board                 |
| Planning Commission                           |                                   | \$0                              | IRS Rate | from General Ledger               |
| Parks and Recreation Committee                |                                   | \$0                              | IRS Rate | from General Ledger               |
| Remonumentation Planning Committee            |                                   | \$0                              | \$0      |                                   |
| Board of Health                               |                                   | \$50                             | .48/mi   | From Board of Health              |
| UP State Fair Authority Gov. Board            |                                   | 0                                | IRS Rate | from the GL                       |
| Menominee County Road Commission              | \$50 or \$75 out of town          | \$50                             | IRS Rate | Road Commission - per resolution  |
| Men. Business Development Corp.               |                                   | 0                                | 0        |                                   |
| Jury Commission                               |                                   | \$50                             | IRS Rate | from General Ledger (Per statute) |
| Ad-Hoc 3 way road program                     |                                   | 0                                | IRS Rate | From General Ledger               |
| UP 9-1-1 Authority Board                      |                                   | 0                                | 0        |                                   |
| Six Co. Employment Alliance (MIWorks)         |                                   | \$22/dinner                      | IRS rate | Six county emp. Alliance          |
| UPCAP                                         |                                   | 0                                | Yes      | UPCAP                             |

Officer. The vote and the name of the member voting on other questions or motions shall be recorded at the request of: 1/5 of the members present if the question or motion is before the Board, or 1/3 of the members present if the question or motion is before a Committee of the Board. A record which is made pursuant to this section shall be available for public inspection.

**Section 4. Closed Session:**  
No commissioner or other attendees shall disclose information, comments, etc. from a closed session unless ordered by a court of law. County Board shall approve minutes of a closed session at their next regularly scheduled closed session meeting.

Adopted: April 8, 1997  
Amended: May 22, 2000  
Amended: August 24, 2010

**ARTICLE VI: Committees.**

All non County Board committee members appointed by the Menominee County Board are considered "volunteers" and will not be compensated by Menominee County for meeting fees. Mileage allowance shall be provided at the IRS rate per mile.

Adopted: July 26, 2011  
Amended: April 9, 2013

**Section 1. Standing Committees.**  
The Standing Committees of this Board shall be as follows:  
E-911 Governing Board; Road Commission; Board of Health; Inter-Government Relations; Pinecrest; Department of Human Services; NorthPointe Behavioral Healthcare; UPCAP; CAA; Airport; County Planning Commission; Corrections Advisory Board; Six County Alliance/MI-Works; Re-monumentation; LEPC; Parks and Recreation Committee; Fair Board; UPRC&D; Financial Hardship; Finance; Personnel; Executive; Menominee Business Development Corporation & Building and Grounds Committee.

Amended: September 22, 1997  
Amended: March 25, 2002  
Amended: November 21, 2005  
Amended: August 24, 2010  
Amended: April 9, 2013

**Section 2. Other:**  
Other standing, ad hoc, or special committees as deemed necessary by the Board to carry on its work may be appointed.

**Section 3.** Refer to Article IV Sec. 5, relative to the appointment procedure.

**Section 4.** The Charters defining the duties and responsibilities of the Standing Committees shall be appended to these Bylaws.

**Section 5.** Selection of Boards and Commissions External to the Board.

## 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 are considered "volunteers" and will not be compensated by Menominee County for meeting fees. Mileage allowance shall be provided at the IRS rate per mile.

Adopted: July 26, 2011

Amended: April 9, 2013

### 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.

**P97-2**      **RETIRING ELECTED OFFICIAL HEALTH INSURANCE**  
It shall be the Policy of the Board to terminate the health insurance coverage for retiring elected officials immediately upon the end of elected officials' term of office.

Adopted:      February 24, 1997

**P98-1**      **COMPUTER USAGE POLICY**  
See policy approved by the County Board on May 25, 2010. (Attachment B)

Adopted:      February 23, 1998 (Not Found)  
Amended:      May 25, 2010

**P98-2**      **INVESTMENT POLICY**  
Resolutions authorizing investment of County Funds and Approving the County Investment Policy are approved by the County Board on a yearly basis at the re-organizational meeting.

Adopted:      August 24, 1998  
Amended:      July 28, 2009 (Resolution 09-16)  
Amended:      August 24, 2010

**P98-3**      **CREDIT CARD POLICY**  
See Resolution 98-13 Menominee County Credit Card Policy approved by the County Board on August 24, 1998. (Attachment C)

Adopted:      August 24, 1998

**P98-4**      **FAX POLICY**  
Anyone using any county fax machine for non-county business will be charged \$1.00 for incoming and outgoing faxes. These rates are all inclusive of costs.

Amended:      August 24, 2010

**P98-5**      **NON-SUFFICIENT FUNDS (NSF) CHECKS**  
There will be a \$35 charge for all NSF checks issued to Menominee County. The Menominee County Treasurers Office will be responsible for the collection of all NSF checks and the NSF charges. NSF collection activity will accrue to the County Treasurers budget. If a NSF check is not collectible, the County Treasurers office will notify the applicable department so they correct their records accordingly. The statement, "A \$35 fee will be charged for all NSF checks issued to Menominee County" shall be posted in County offices which receive payment by check.

Adopted:      October 26, 1998  
Amended:      August 24, 2010

**P2000-1**      **EMPLOYEE AGREEMENTS/CONTRACTS**  
Agreements or contracts with employees or bargaining units will be strictly followed by Department Heads, Elected Officials, and the Administrator. All

"Menominee - Where the best of Michigan begins"

# MENOMINEE COUNTY BOARD OF COMMISSIONERS

Menominee County Courthouse  
839 10th Avenue  
Menominee, Michigan 49858-3000

Paul Bertagnoli - Administrator  
Telephone: (906) 863-7779 or 863-9648  
Fax: (906) 863-8839  
TDD (Michigan Relay Center) 1-800-649-3777

P98-13

## MENOMINEE COUNTY CREDIT CARD POLICY

August 24, 1998

The County Administrator is responsible for the issuance, accounting, monitoring, and retrieval and for overseeing compliance with the credit card policy.

The credit card may be used only by individuals designated by the County Administrator or Finance Committee for the purchase of goods or services for the official business of Menominee County.

The individual using the credit card must submit documentation detailing the goods or services purchased, date of the purchase, and the official business. The credit card may only be used for all of the following expenses as follows: lodging, meals, auto, telephone, and expenses for purchases, commercial transportation expense, and rental charges. The credit card may not be used for the following expenses as follows: Emergency auto expenses and purchases.

Credit cards can be obtained from major retailers upon application to the office. Credit cards are issued and controlled for the following retailers: Best Buy, Home Depot, and Sears.

The individual who is issued the card is responsible for its protection and custody and shall immediately notify the County Administrator if the card is lost or stolen.

The individual must immediately surrender the card upon termination of employment.

The County Administrator will maintain a system of internal control to monitor the use of credit cards.

The County Administrator or Elected Official or Department Head of the designated individual will approve the credit card invoices before payment.

The balance including interest due on an extension of credit under the credit card arrangement shall be paid for within 60 days of the initial statement date. The local unit shall comply with this provision of the credit card policy.

Misuse of credit cards shall be subject to discipline or criminal prosecution.

Wojciech Uchowsky - Chairman

Patricia Anderson - Vice Chairman Attachment C

Mike Jasper

Bernie Lang

Judy - Smeroy

Leonard Therrinuit

Michael Iltis

This policy will be incorporated as a subsection of Menominee County purchasing policy  
(P 98-3)

The total combined authorized credit limit of all credit cards issued shall not exceed 1% of  
Menominee County's total budget.

Approved:

Warren Suchovsky  
Warren Suchovsky, Chairman  
Menominee County Board of Commissioners

Barb Morrison  
Barbara Morrison  
Menominee County Clerk

8-24-98  
Date

8-24-98  
Date

Menominee - Where the best of Michigan begins

# MENOMINEE COUNTY BOARD OF COMMISSIONERS

Menominee County Courthouse  
839 10th Avenue  
Menominee, Michigan 49858-3000

Paul Bertagnoli - Administrator  
Telephone: (906) 863-7779 or 863-9648  
Fax: (906) 863-8839  
TDD (Michigan Relay Center) 1-800-649-3777

## RESOLUTION 98-13

WHEREAS; Pursuant to the provisions of Public Act 266 of Michigan of 1995; and

WHEREAS; The Board of Commissioners of Menominee County may authorize the use of credit cards by designated individuals for appropriate expenses; and

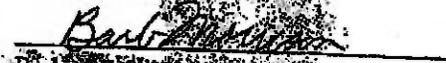
WHEREAS; The Menominee County Board wishes to authorize the use of credit cards as permitted by PA 266; and

WHEREAS; Section 206 of PA 266 requires this Board of Commissioners to adopt by resolution a policy which complies with the provisions of Act 266

BE IT THEREFORE RESOLVED, The Menominee County Board of Commissioners hereby adopts the Menominee County Credit Card Policy.

Approved:

  
Warren Suchowsky, Chairman  
Menominee County Board of Commissioners

  
Barbara Johnson  
Menominee County Clerk

8-24-98

8-24-98  
Date

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:

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.

Amended: September 22, 1997

Amended: April 9, 2002

Amended: August 24, 2010

Amended: July 26, 2011

Amended: April 9, 2013

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: