

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

## MENOMINEE COUNTY BOARD OF COMMISSIONERS

*Menominee County Courthouse  
839 10<sup>th</sup> Avenue  
Menominee, MI 49858*

*– County Administrator  
Sherry DuPont – Administrative Assistant  
Telephone: (906) 863-7779 or 863-9648  
Fax: (906) 863-8839*

### MENOMINEE COUNTY FINANCE COMMITTEE

~A QUORUM OF THE BOARD MAYBE PRESENT~

**DATE:** Thursday ~ August 3, 2017  
**TIME:** 8:30 AM  
**PLACE:** Menominee County Annex, Stephenson

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

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Approval of Previous Minutes ~ 6.19.17
6. Public Comment *(limited to 5 minutes on agenda items only)*
7. Department Head/Elected Official Reports *(limited to 10 min.)*
8. Business
  - a. COBRA 2% administrative fee
  - b. 2016/17 Budget amendments -- #10
  - c. County Administrator ~ Agency Hiring Fees
  - d. 2017/18 Budget discussion
    - 2% Salary increase for all employees
    - County Administrator salary
    - Asst. PA additional staff
    - 911 ~ MGT position recommendations
    - 911 Radio Console
    - Airport Manager ~ MGT position recommendation
    - Airport Capital outlay
9. Public Comment
10. Commissioner Comment
11. Adjournment

*Steven Gromala*

*Charlie Meintz – Chairperson*

*William Cech – Vice Chairperson*

*Larry Phelps*

*John Nelson*

*Jan Hafeman*

*Gerald Piche*

*Bernie Lang*

*Larry Schei*

Menominee County Finance Committee  
Minutes of Meeting  
06/19/2017

\*\*\*\*\*DRAFT\*\*\*\*\*

The Finance Committee met on June 19, 2017 at 8:15 AM at the Menominee County Annex Building

Others present at the meeting were Diane Lesperance, Jodie Barrette, Marc Kleiman, Brian Barrette, and Peggy Schroud

**Call Meeting to order:** Com. Nelson called the meeting to order at 8:20 A.M.

**Pledge of allegiance:** was recited by all.

**Roll Call:** All Finance Com. Commissioners are present.

**Approval of Agenda** motion by Com. Cech and supported by Com. Gromala to approve the agenda as written. Motion approved 4/0. Com. Schei asks what the Administrators Pay on the agenda is all about. Com. Cech put it on there to discuss the Administrators pay and the interim administrators pay.

**Previous Meeting minutes:** 6.1.2017 Com. Schei made a motion to approve minutes, second by Com. Cech, motion carried.

**Public Comment:** None

**Department Head/Elected Official Reports:** **Marc** Is working on his budget now. He is looking at some increases in revenue for the Register of Deeds office as the State changed the recording fees to a flat rate of \$30. He will get more information and get back with the numbers. Looking at the previous years numbers he was estimating \$45,000. This goes into the general fund.

**Business Items**

- a. **Administrators Pay –Com. Cech** There was a \$77,000 salary that Brian was making while administrator. When we advertise for a new administrator are we going to keep that amount or do you think we should raise it a bit. We had talked about \$85,000 before he left. We didn't get much in candidates before, maybe we should offer more. **Com. Nelson** He was never thinking \$85,000, **Com. Gromala** I think that it behooves us, I believe that there is going to be a possibility of meeting with people that will give us a better idea of what the administrator's salary should be when these consulting firms come in. Sherry has looked into putting numbers into the budget. **Com. Nelson** Under whose authority, this is the first I have heard of it, I didn't request it. So I wonder what authority does someone insert a different without talking to somebody, should come to us and me first. **Com. Gromala** I think it would be all of us, but she is just looking into it as the proposed budget. Looking into local records what the salaries are for this position in other counties. **Com. Nelson** Dickinson was \$100 more than the top bar with all the

experience, so not sure how you look into it. **Com. Cech** We aren't looking for official sanction of any sort, thought that it would be a good idea to introduce it to this board, as far as looking for somebody of a top caliber nature to fill this post and what we might have to face when it comes to meeting their demands and what we think is realistic for our needs also. Nothing is official, nothing has been sent to any outside entities. **Com. Nelson** What we found, and I'm on the negotiation committee is that we have a lot of work to do that should have been done awhile back, if we are going to continue to use board members for negotiation... we have Equalization director coming to the board now, you look at the position itself, exactly what are they doing? There is Buildings and Grounds, the question about the airport is still not resolved. We have a Veterans Services officer, some contracts, Parks,, but what exactly is the position going to entail? I think that is part of the problem of attracting people is that we kept the other global description but I'm not sure what's there. You can make the position sound one of two ways, like it is everything or exactly what it is and I haven't seen.... Now we are talking about an airport manager, and IT, all of these other things, so what exactly is the responsibility of the position going to be? **Com. Cech** It was described earlier, he or she would be directly involved in the airport. **Com. Schei** Remember we pulled that out of the administrator position, so they would have no responsibility for the airport other than budget or financial approval. That was done by the county board, that's the way the job description was advertised. If there are going to be changes, it would have to go back to the Personnel Committee and to the Board for approval. The process now is the Airport manager prepares the budget, it is approved by the Airport board and sent to the Administrator's office. **Com. Cech** Is it not the case though that the Administrator has the lion's share of taking care of these finances? **Com. Schei** No, that is the Airport managers job, that is why there is an Airport manager position. *Further discussion ensued about the Airport and the Airport Manager's position* **Com. Nelson** Again, I don't know what the position is going to be doing. Departments run their own grants, director for EM does all of his own, before we approach the Administrator's pay, I would like to be very clear and concise on what the job is going to be. **Com. Schei** Personal opinion is that I know what the previous Administrator made, that came about in the period of 6-7 years. Two things, number 1.- The population of our county compared to others in Michigan, and our county budget compared to Dickinson, Delta, etc., I think our job has to fit into our situation. Dickinson County position is Chief Financial Officer/Administrator. Delta hired a full-fledged Administrator through a search firm. #2. Look at the budget, what can we afford, when we hire a company to do the search for us they will sit down with us and want to know our criteria, what is the job? This will be through the Personnel Committee and then to the Finance Committee, at that point you can look at what a salary should be. **Com. Cech** Maybe I'm forward thinking, but whether or not things come to pass, we need to have an idea of what we will be looking at. We should be looking at duties, what it will cost the county and just be thinking about it. **Com. Nelson** We just hired through Michigan Works! It covered all 15 counties in the UP, and the position is less than the number you mentioned for Menominee County. I have a lot of experience hiring for high level experience positions and creating 3 county responsibility for Human Services and when he looks at the responsibility based on experience and nothing else, he is missing the boat completely on what is really there. I know in the last 8 months we are behind in typing and stuff like that but we have

functioned to a point and have found some things out that we didn't know. He's glad to see the board members a little more active like in negotiations for contracts. **Com. Gromala** We are functioning, but the kind of functioning that we want for the future? We still have board members that don't see the need for a full-time administrator. Each commissioner should be approached and asked about their feelings on the issue. Then bring an outside company to look at all avenues in fair and unbiased manner. We need to do what is best for the county. **Com. Nelson** Let's get back to talking about pay. **Com. Cech** Not talking about interim administrator, but the full-time. Interim should be paid what is already on the books for administrator's pay. **Com. Nelson** There are some changes with Equalization going to the board now, negotiations committee that is taking on contract negotiations. *Com. Cech inquires about Equalization....* Most counties have done it this way, it being the department that brings in the most revenue. There were problems in the past also, so we brought it right to the board. **Com. Schei** not aware of other changes than the airport not being under administrator duties along with Equalization. John doesn't think that the interim position should receive the same pay as a tenured person who was in the position for 7-8 years. And by the way the number we were looking at was \$75000.

- b. **Credit Card limit – increase** **Marc Kleiman** recently we have problems with people going over the credit limit. With multiple people using it with the lower limit, there have been problems. Would like to get a higher limit. **Com. Nelson** This would have to go to the executive committee. What figure are you looking at? The current limit is \$5000. Our limits are at \$500 and \$5000, so we shouldn't be just going out and purchasing. We should recommend to the executive committee that they look at and change these policies.
- c. **2017/18 Budget discussion** **Com. Schei** First of all, Sherry didn't key any of that in yet so we don't have a print out to look at. **Com. Nelson** Let's look at MERS, the reason is we have a request about changing our divisions. Because the position changed from being a courthouse employee to an elected official it changed from a defined benefit to defined contributions. Request is to do a retroactive, which would be in perpetuity that if this happens again, they would stay in the old system. Have you looked at the cost? **Com. Gromala** It would cost the county more to do a retroactive situation. No number now. **Com. Nelson** Depending on the amount of money, say from \$60,000 to \$95,000, it could cost with the expenditures over a 20 year period, \$500,000 in pay out. Right now we aren't paying anywhere near what we should be paying into MERS. At 5.75 with continuing to make our present payments, by the year 2022 we would be at 51% funding. This doesn't show the 1.6 million we put in last year. *Discussion continued about defined contribution vrs. Benefits...employee vrs. Elected official. / Personnel Manual should be good for one, good for all. / Doing a study to compare with other counties. / 5 year plan when the budget is yearly. How to present so that future boards, etc. know what has been done. / Road patrol millage and 911 scenarios /* Should ask the board if they want to see a long-term study in the hopes that future boards would keep. **Com. Schei** Put something in the budget books so that it is there for future boards to look at. Is there a mechanism of putting it in writing? It will help future boards to know. **Com. Nelson** Board will want at some point in time to increase indebtedness to MERS and passing a resolution, of course he will not favor it. **Com. Gromala** A previous board had wanted these items to be met, things need to be equal, all treated the same. **Com. Schei** The

board made the decision that all new hires, etc., would be defined contribution, that's done. This situation is different, one employee is changing departments, going to an elected official. Was that ever in the plan? Is there a resolution? **Com. Nelson** It was a resolution sent to us by MERS. It's just sitting there. The question is do we encumber the county further or do we say no. **Com. Gromala** Repeats his opinion that the previous board had set up defined contributions and that is what they should adhere to. **Com. Nelson** At some point in time this has to come up to the board, because they have to clarify with MERS how we are going to deal with this. Moving on: The airport is doing a title search that is going to cost at least \$5000, that has never been voted on. **Com. Schei** As soon as there has been an amount given, he will submit a purchase order to the board. **Com. Nelson** Explains again, the bid process.....*discussion between Com. Schei and Com. Nelson*..... **Com. Gromala** If budgets aren't received by departments soon, we may say we will proceed to do it ourselves and then they will have to live with it. **Com. Nelson** The last thing is the 911 trip. **Com. Gromala** Nothing as yet to present, they (with Com. Cech) did go to Dickinson county on Friday and are developing additional information from other entities. Should be complete within a couple weeks. **Marc Kleiman** Going back to the credit card issue, in the bylaws it references resolution 98-13. Assuming that the administrator approved \$5000 because of the limit before bids are necessary. Will look up the resolution and come back with a recommendation.

**Public Comment: Jerry Piche:** Back to administrators pay, he thinks it was a good idea for the numbers to be tried. **Nothing** should delay the administrator position being filled.

**Commissioner Comment: Com. Cech** I think we are trying to do the best we can for the county.

**Adjournment:** Moved by Com. Schei, supported by Com. Gromala to adjourn the meeting at 9:45 AM. Motion approved 4/0.

## Section 6: Continuation of Coverage

### COBRA eligibility ends:

- When the qualified beneficiary reaches the end of the allowed time limit (18, 29 or 36 months).
- When your organization terminates its group health plan.
- When the qualified beneficiary does not make the premium payment to you within 30 days of the due date. (You must allow 45 days for the initial payment.) Although you are required to provide a grace period for the payment, you are not required to keep the contract active.
- If you choose to keep the contract active, your organization will be responsible for the premium in the event of non-payment by the COBRA beneficiary.
- When the qualified beneficiary becomes covered under another group health plan or becomes entitled to Medicare Parts A or B (see NOTE below).
- For cause on the same basis that coverage is terminated for similarly situated active employees.

**NOTE:** Qualified beneficiaries may continue COBRA coverage after they become covered under another plan if the new plan limits coverage for "pre-existing conditions" that are covered under your plan. If the qualified beneficiary has a pre-existing condition that would be subject to a waiting period under the new plan, he or she may have dual coverage up to the period allowed for COBRA for the purpose of providing coverage for that condition.

### Coverage

Continuation coverage must be identical to the coverage provided under the plan to similarly situated non-COBRA beneficiaries. For example, as with active employees, COBRA beneficiaries may change their coverage during open enrollment.

### Charges

Charges for coverage through COBRA are the same as for active workers; however, you're allowed to charge an additional 2 percent of the beneficiary's monthly rate to cover administrative costs. If the beneficiary is disabled, you may charge an additional 50 percent during the extension allowed for disabled beneficiaries in months 19 through 29.

The qualified beneficiary or a representative must remit the initial payment to you within 45 days from the date he or she notifies you in writing about accepting COBRA. He or she must also be allowed a 30-day period for each subsequent payment.

## Budget Amendment #10

55	6/7/2017	Grant received from Dollar general for Library Summer Reading	\$	800.00	271-000-544.00
			\$	800.00	271-790-727.03
56	7/12/2017	Library Refund Received from UPROC that was money being held for special projects.	\$	6,883.34	271-000-544.00
			\$	6,883.34	271-790-727.03
57	7/24/2017	ORV Grants	\$	4,200.00	101-000-544.02
		Equipment	\$	4,200.00	101-334-985.00

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2016-17

BUDGET AMENDMENT  
NUMBER: 55  
Date: June 7, 2017

RE: Library Grant Received for Summer Reading (Dollar General)

Account Number	DESCRIPTION		Budget
271-000-544.00	Grants, Bequests	\$	800.00
271-790-727.03	Restricted Purchases	\$	800.00

Check was deposited in Treasurer's Office on May 26, 2017  
Transmittal #659

2016-17

BUDGET AMENDMENT  
NUMBER: 56  
Date: July 12, 2017

RE: Library Refund Received for Special Projects

Account Number	DESCRIPTION		Budget
271-000-544.00	Grants, Bequests	\$	6,883.34
271-790-727.03	Restricted Purchases	\$	6,883.34

Check was deposited in Treasurer's Office on 6/26/17  
Transmittal #18921

Money was being held by UPROC, and returned to us for special projects.

2016-17

BUDGET AMENDMENT  
NUMBER: 57  
Date: July 25, 2017

RE: ORV

Account Number	DESCRIPTION		Budget
101-000-544.02	ORV Grants	\$	4,200.00
101-334-985.00	Equipment	\$	4,200.00

ORV Grant approval for cost of equipment purchased for ORV Law Enforcement purposes.

Equipped and installed radios in 2 orv units.

**Menominee County**  
Request for Budget Amendment

Budget Year: 2016-2017

Please Increase  
Revenue Account 101-000-544.02 by \$4,200.00

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Please Increase  
Expenditure Account 101-334-985.00 by \$4,200.00

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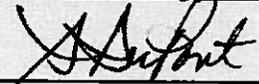
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Date of Request 7/25/2017

Justification ORV grant approval for cost of equipment purchased for ORV law enforcement purposes. Equipped & installed radios into 2 ORV units

Requesting Department Sheriff

Elected Official/Dept. Head 

Chief Fiscal Officer's Approval 

Date Posted to General Ledger \_\_\_\_\_

Posted by: \_\_\_\_\_



**FY 2016-17 OFF-ROAD VEHICLE (ORV) LAW ENFORCEMENT PROGRAM  
GRANT AGREEMENT**

*By authority of Part 811 Off-Road Vehicles, 1994 PA 451, as amended.*

This Agreement is between the Department of Natural Resources for, and on behalf of, the State of Michigan (DEPARTMENT) and the Menominee County  
Federal Tax Identification Number 38-6005907 (GRANTEE).

1. The Agreement period is **October 1, 2016 through September 30, 2017.**
2. The GRANTEE has been approved by the DEPARTMENT to receive Off-Road Vehicle (ORV) Law Enforcement funding for the following scope of work:
  - a. ORV law enforcement and related activities with emphasis on the state-designated ORV trail system and other public land. This funding is not meant to support enforcement of local ordinances enacted pursuant to Section 81131, Part 811 Off-Road Vehicles 1994 PA 451, as amended.
  - b. ORV law enforcement program operating expenses.
  - c. Contractual services, supplies and materials (CSS&M), including purchase of personal gear, such as boots, gloves, goggles, uniforms, and first aid kits; purchase of parts for equipment used in the program and cost of labor for installation or repair work; purchase of electronics and associated items costing \$1,000 or less each.
  - d. Purchase of the following equipment for ORV law enforcement purposes:

Radios

3. The DEPARTMENT agrees as follows:
  - a. To grant to the GRANTEE a sum of money up to 100 percent of the total eligible cost of ORV law enforcement and related activities, operating expenses and CSS&M, but not to exceed  
Ten thousand Dollars **\$ 10,000**
  - b. To grant to the GRANTEE a sum of money up to 100 percent of the total eligible cost of equipment purchased for ORV law enforcement purposes and authorized under item 2.d. in this Agreement, but not to exceed  
Four thousand two hundred Dollars **\$ 4,200**
4. This Agreement shall be administered on behalf of the DEPARTMENT through Parks and Recreation Division (PRD).
  - a. All reports, documents, or actions required of the GRANTEE are to be submitted to PRD, Department of Natural Resources, P.O. Box 30257, Lansing, MI 48909-7757.
  - b. The GRANTEE'S contact for this grant is:

Name Greg Smith

Title Deputy Sheriff

Address 831 10<sup>th</sup> Ave

City, State, ZIP Menominee, MI 49858

Telephone No. 906-863-4441

FAX No. 906-863-2239

E-mail GSMITH@MENOMINEECO.COM

OFF-ROAD VEHICLE (ORV) LAW ENFORCEMENT  
GRANT AGREEMENT

5. The GRANTEE may not assign or transfer any interest in this Agreement to any other agency, group or individual.
6. To receive reimbursement under this Agreement, the GRANTEE shall submit a completed State Aid Voucher (form PR1988-2) along with required documentation of expenditures and an activity report to the DEPARTMENT by October 31, 2017.
7. The Agreement may be executed separately by the parties. This Agreement is not effective until:
  - a) the GRANTEE has signed it and returned it, and
  - b) the DEPARTMENT has signed it.

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*The individuals signing for the parties indicated below certify by their signatures that they have the authority to do so and will ensure the terms of the Agreement are fulfilled.*

**GRANTEE**

Name (Print) MICHAEL HOLMES Title UNDERSECRETARY  
Signature [Handwritten Signature] Date 2/28/17

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**DEPARTMENT OF NATURAL RESOURCES**

Name (Print) \_\_\_\_\_ Title \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

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Send this completed, signed agreement to:

**MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PARKS AND RECREATION DIVISION  
PROGRAM SERVICES SECTION  
P.O. BOX 30257  
LANSING MI 48909-7757**



*Stang Pg. 1*

## MENOMINEE COUNTY PROPOSAL FOR SERVICES

### KeyHire Service for placement of County Administrator \$6,000 per position

**The KeyHire \$6,000 process includes:**

- 1) creation of and access to your customized hiring site (ex: menomineecounty.sdsjobs.com)
- 2) customized online application developed for the position (ex: County Administrator)
- 3) recruiting assistance
- 4) applicant tracking
- 5) personality testing
- 6) telephone/video/in-person interview
- 7) problem solving test battery unique to the position (numerical ability, verbal reasoning, logical thinking)
- 8) postings to 100+ job boards, social media, 80+ college/alumni job boards
- 9) structured situational final interview
- 10) dedicated project manager
- 11) Requests for added services are billed at cost. Stang is not a fan of billing surprises, so should this come up, you would be made aware of when a billable situation may occur (ex: travel expenses, mileage at current IRS rate, background screening, etc.)

**For reference, Stang Decision Systems has worked with employers in hiring the following:**

- CEOs, CFOs & Executive Directors
- City/County Managers & Administrators (Marquette, Negaunee, Iron County, WUPPDR)
- Chief Commercial Officer (MTEC SmartZone-Houghton)
- Marketing Directors, Specialists and Assistants
- Human Resources, Administrative & support staff
- Refinery, manufacturing, production & skilled trade employees
- Pro football players
- Engineers & Architects
- Surgeons, nurses, pharmacy staff
- Opticians, eye care, patient care, lab technicians
- Inside & Outside Sales Representatives, Account Managers
- Bankers, Tellers, Accountants, CPAs, Bookkeepers & Financial Analysts
- Software, IT, Data Integration, Programmers, Web developers & Interns
- Nannies, daycare providers & everything in between



Stang  
Pg. 2

## JOB POSTING STRATEGY

### Goals

Establish priority of open position(s).

Obtain qualified candidates within 30-45 days of live posting using Levels 1-3.

### Level 1

Posting sites included complimentary as part of the Stang Decision Systems client agreement.

Level 1 postings occur at 'go live' date.

- Social Media
- Nationwide job boards
- Stang Decision Systems Job Boards
- State & Federal Job Boards
- Nationwide University & College/Alumni Job Boards

### Level 2

Specific paid posting sites and newspapers billed to client at cost.

Level 2 postings occur at 'go live' date.

- Client determines posting budget. (Generally \$1,750 for a County Administrator and may include: Indeed, specific City/County Associations; Planning Associations, newspapers.)

### Level 3

Targeted recruiting.

Level 3 recruiting determined by urgency to fill and billed to client at cost.

### Next Step

It is our commitment to well publicize and attract highly qualified talent to your open position. We do not and cannot force applicants to apply. The Stang process quickly identifies the talent you require and the personality profiles that deliver success. Contact Jody Johnson to discuss strategy and begin development. Questions are free and welcome at any time.

date: 6.14.2017  
project manager: Jody Johnson  
email: [jody@stangds.com](mailto:jody@stangds.com)  
phone: 906.370.0733

## PRICING METHODOLOGY

*Slavin  
Pg. 1*

### Professional Fees

Our fees are based on a rate schedule that reflects the experience of the individual assigned. We use a flat fee rate schedule. Therefore, there are no project limitations based on annual salary. For this assignment we are proposing to use only consultants who have specific experience on similar assignments for other clients. We will use senior consultants where appropriate and to reduce the overall cost. We will use staff consultants when feasible. The following tables show the level of involvement by project step and cost.

PROJECT COSTS					
STEPS	ASSIGNED HOURS (Approximate)			RATE (Hr)	FEES
	Project Manager	Consultant	Total		
1. Project Planning/Develop Position Profile/Prepare Advertising	36		36	75	\$2,700
2. Identify & Recruit Candidate/Acknowledge Resumes	32		32	75	\$2,400
		35	35	35	\$1,225
3. Preliminary Candidate Screening	16		16	75	\$1,200
		4	4	35	\$140
4. Progress Report to County/Reduce Candidate Pool	8		8	75	\$600
		8	8	35	\$280
5. In-depth Candidate Evaluation (Includes on-site consultant interviews with semi-finalist candidates)	40		40	75	\$3,000
		16	16	35	\$560
6. Arrange for & Schedule Final Interviews	4		4	75	\$300
7. Prepare Final Report with Interview Questions and Selection Criteria	10		10	75	\$750
		16	16	35	\$560
8. Present Final Report and Attend Interviews	12		12	75	\$900
9. Assist in Employee Selection	2		2	75	\$150
10. Negotiate Employment Agreement	6		6	75	\$450
11. Establish Performance Goals	6		6	No Charge	\$0
12. Follow-up	4		4	No Charge	\$0
<b>TOTAL HOURS</b>	176	79	255		
<b>TOTAL PROFESSIONAL FEE</b>					<b>\$15,215</b>

### Expenses (Not-to-Exceed)

**Consultant Travel Costs:** The client pays direct cost for all necessary consultant travel using coach or, when available, lower air rates, corporate hotel rates at moderately priced properties (Holiday Inn or equivalent), rental cars, using the corporate discount and normal meals. Our client controls these costs in the following ways: (1) when appropriate, consultants will accomplish multiple purposes when traveling

Slavin  
Pg. 2

and will allocate costs to multiple clients; (2) the client pre-approves all work plans including all consultant (and candidate) travel.

**Office Costs Include:** Telephone (\$350 flat fee, billed in two installments), FAX, postage, messenger, copier, and clerical costs.

**Consultant travel, classified advertising and office costs** to support the executive search project described in this proposal **will not exceed 55%** of the professional fee (**\$8,368.25**). Therefore the total not-to-exceed cost the City will be **\$23,583.25**.

**The costs for final candidates to travel to Menominee** for interviews are not covered by this proposal. These costs vary widely and are impossible to anticipate at the beginning of a search. Candidate travel expenses are typically paid by the City on a reimbursement basis, directly to the candidates, and controlled through the City's prior approval of the finalist candidates.

Should the City's needs result in additional project scope that significantly increases costs it may be necessary to increase the expense budget for the project.

Your liability to Slavin Management Consultants for services rendered under this agreement will not exceed the agreed upon price unless an increase is authorized by you in writing.

We will submit monthly invoices for fees and expenses. It is our practice to bill 30% at the start of the searches, 30% at the end of thirty days, 30% at the end of sixty days, and the remaining 10% shortly after the time the new County Administrator accepts employment with the City. Each invoice will be payable upon receipt for professional services. SMC does not provide discounts.

Expenses will be billed in addition and shown as a separate figure. Attached is a pro-forma invoice showing the level of accounting detail we will provide.

Expenses will be billed in addition and shown as a separate figure. Attached is a pro-forma invoice showing the level of accounting detail we will provide.

We will comply with all applicable laws, rules, and regulations of federal, state, and local government entities.

Our ability to carry out the work required will be heavily dependent upon our experience in providing similar services to others, and we expect to continue such work in the future. We will, to the degree possible, preserve the confidential nature of any information received from you or developed during the work in accordance with our professional standards.

We assure you that we will devote our best efforts to carrying out this engagement. The results obtained, our recommendations, and any written material provided by us will represent our best judgment based on the information available to us. Our liability, if any, will not be greater than the amount paid to us for the services rendered.

This proposal constitutes the agreement between us. It cannot be modified except in writing by both parties. Our agreement will be interpreted according to the laws of the State of Michigan.

**III. Proposed Costs**

The all-inclusive professional fee to conduct the recruitment is provided below and includes the cost of professional services by the Recruitment Project Team Leader, the project support staff and all project-related expenses such as advertising, preparation of the recruitment brochure, printing, candidate background, reference and academic verification checks and travel expenses for on-site visits. Travel expenses incurred by candidates for on-site interviews with the client are not the responsibility of SJW and are handled directly by the client organization.

The all-inclusive professional fee will be billed in four installments: 30% of the fee will be billed at the beginning of the recruitment; 30% at the implementation of Phase I; 30% at the implementation of Phase II; and 10% upon acceptance of an offer by the candidate. We are open to negotiate an alternative payment schedule if selected for this recruitment.

All questions regarding the professional fees and project-related expenses should be directed to Sharon Klumpp, Senior Vice President at [sklumpp@springsted.com](mailto:sklumpp@springsted.com) or via phone at 651-223-3053.

PHASE	DESCRIPTION OF PROFESSIONAL SERVICES	FEES
Phase I	Task 1 – Candidate Profile Development/Advertising/Marketing (includes one day on site by Recruitment Project Team Leader) Task 2 – Identify Quality Candidates	
Phase II	Task 3 – Screening of Applications and Submission of Recommended Semi-Finalists to Client (includes one day on site by the Recruitment Project Team Leader) Task 4 – Reference Checks, Background Checks and Academic Verifications	
Phase III	Task 5 – Final Process/On-Site Interviews with Finalists (includes two days on site by Recruitment Project Team Leader)	
Conclusion	Acceptance of offer by candidate	
<b>TOTAL ALL-INCLUSIVE PROFESSIONAL FEE</b>		<b>\$24,500</b>

OPTIONAL SERVICES FOR CONSIDERATION	FEES
At the County's option, SJW will conduct a web-based survey to determine key community-wide issues and priorities that could be considered in the selection of a new Administrator. This survey is completed by community leaders, citizens, and County employees and would alter the project timeline.	<b>\$1,650</b>
On rare occasions, SJW is asked to provide additional search services that are not included in this scope of service or to provide more than three on-site visits to the County. Additional work specifically requested by the County which is outside of the scope of this project will be invoiced at the hourly rate of \$220 plus expenses. SJW will submit a written explanation of the additional services to be provided and the estimated hours that will be required prior to commencing any additional services.	<b>\$220 per hour plus expenses</b>