

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

## MENOMINEE COUNTY BOARD OF COMMISSIONERS

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

*Brian R. Bousley - County Administrator  
Sherry DuPont - Administrative Assistant  
Telephone: (906) 863-7779 or 863-9648  
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### MENOMINEE COUNTY PERSONNEL COMMITTEE MEETING

**~A QUORUM OF THE BOARD MAY BE PRESENT~**

**DATE:** Friday ~ March 6, 2015  
**TIME:** 11:00 AM  
**PLACE:** Menominee County Courthouse ~ Administrative Office

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

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Approval of Previous Meeting Minutes  
August 21, 2014
6. Public Comment *(Statements, not debate; limited to 5 minutes per person on agenda items only)*
7. Business
  - a. Menominee County DMG wage and classification plan
8. Public Comment
9. Commissioner Comment *(limited to 5 minutes)*
10. Adjournment

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

Menominee County Personnel Committee  
Minutes of Meeting  
August 21, 2014

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

The Personnel Committee met on August 21, 2014 at 9:00 AM at the Menominee County Courthouse, Administrative Office.

Present at the meeting were Coms. Krienke, Plutchak, and Piche, Brian Bousley, & other members of the public.

**Call Meeting to order:** Chairperson Plutchak called the meeting to order at 9:00 AM.

**Pledge of Allegiance:** The Pledge of Allegiance was recited

**Roll Call:** Roll call was taken; Commissioner Furlong is excused.

**Agenda** was approved by Com. Krienke and supported by Com. Piche to approve the agenda as written. Motion approved 3/0.

**Previous Meeting minutes:** Previous minutes from 4/17/2014 were approved. Moved by Com. Piche and seconded by Com. Plutchak 3/0

**Public Comment:** None

**Business:**

- a. **Equalization Department DMG Study:** Peggy Schroud requested that her employee Kandace Curran be named deputy director and followed through with the DMG study and it came back recommended with a grade 10. They said that they compared the duties of the grade 10 and the grade 12, but I was unable to get a copy of the grade 12 job description so I don't know where the differences lay. In MCL 211.34 paragraph 3, it says, the personnel of the department shall be under the direct supervision and control of the director of the tax or equalization department who may designate an employee of the department as his/her deputy. So Kandace is performing the same duties as I am as well as completing the duties of the Staff Cartographer position; except she is not able to sign the roll because she doesn't have the state certification. The certification that she does have is the advanced training and certification required for the position. So I'm leaving it up to you to direct what you would like to do with it. I did find appendix B, from abt. 2000 which is where I discovered that the deputy director was listed as a grade 12. The finance committee has put it in the budget as a grade 10. Krienke: Is the DMG study...and the response is a suggestion, it's not mandatory. Schroud: Yes, it's a recommendation. Bousley: What we do is, we contract with MGT to do these studies, so we have a third party recommendation and

no fighting back and forth or no favoritism one way or another. But yes, it is a recommendation to the board. The board can do something else, but my argument is, if we're going to have a third party do this, it leaves the argument out. The last couple of times we have gone with it. Sometimes when we do a DMG study, some might come back lower than what they get now, some might be higher. There's always that risk with the study. Schroud: The other thing is, the grade 12 is a non-union position, whereas the 10 is. Plutchak: that wasn't brought to my attention. Bousley: We put the 10 into the budget. That's about a 4.5% increase from what the position is now. If we go to an 11 step 1, it would be about an 11% increase, so a 12 would be even higher than that. Plutchak: is there any benefits of a 12 being a non-union position? Bousley: That position is already vested, so it'll stay where it's at (MERS). If it's a non-union, then it will be moved to the non-union. But it pretty much stays the same. Schroud: I wanted to add that Kandace is 7 years at the building code department and using the BS&A software was very advantageous in coming into this position because she was familiar with it and she could step right in with using it. With building code she has more knowledge with the different types of buildings and what we do. When she took her courses, she took them on her own. And she didn't have the application of what she learned. She is now; she's in the field today with an assessor up in Meyer Township; and we have been doing field work all summer. Krienke: What is the current pay grade? Schroud: a seven (7) When I got the director position, I went from a 9 to a 15. I should have stated that the advance training and certification is the difference here. I don't think the DMG study realizes the importance. When I got the position, Earl Grandchamp wrote a letter to the personnel committee, and it still holds true. The state tax commission requires more work to be put into the equalization study that is completed by the department staff. Every class of property in every township and city requires studies to be included each year. And we have to do land value and economic condition factor studies in each unit. So the demands have increased, the laws have changed. They require more and more each year. It requires someone who is knowledgeable and professionally educated to provide the taxpayers of this county with the answers that they're requesting. This year the state tax commission suggested that we notify all the taxpayers who we're going to be visiting their properties, and we've had quite a few phone calls, we've both had to "field" the questions. This year people are more aware of what's going on with property taxes, they're paying more attention so it's important that we are able to "field" those calls. Bousley: is there anything in the DMG study that are exclusive to the equalization director's duties? Schroud: Just the signing of the roll requires a level three. Piche: I'm trying to sift through it. The county pays for the people that do the study. As far as I'm concerned, and Com. Lang mentioned it also, we hire these people to do a job, you follow their recommendation. Unless you come to the conclusion that their doing everything wrong, then you abandon that and go on your own instinct. I think it's really important that we go along with their thoughts. I would follow what the study says. Plutchak: Those are my thoughts. We do the study for a reason, we've followed the study throughout, there's no reason we shouldn't follow the study now. Krienke: That is the point, why hire a company to do this if we're not going to. But do the people who do this understand all the underlying circumstances? That this person, through her own initiative, has gone out and gotten the education necessary to make the transition into a very important department almost seamless. There's some merit in that too. Bousley: Well they are looking at the job duties. Peggy filled everything out. That is what we sent in. There

was no title put on it, but everything was sent in. Piche: A year or two down the road, when Kandace has received more education, at the expense of the county, does that study follow through. Bousley: This goes with the position. If we decide to have a new position, then we would have to have a new study done. In other offices because of staff being cut, other people having to pick up other duties, I'm sure other offices would like to redo their DMG studies as well. This has been an ongoing thing with departments. Krienke: Right now it's an untitled. Schroud: the DMG recommended it a Senior Appraiser...Plutchak: or Staff Appraiser. Bousley: If we were to go with the staff appraiser position, it would replace the current 9 to a 10. Krienke: How long is the training supposed to last? Schroud: It depends on when she can get into the level 3 (four courses required first). Krienke: after she completes the courses for level 3. Will she qualify for the Deputy Director position? Schroud: Yes, I believe so. Kreinke: so we're going to be revisiting this in the future? Schroud: Yes, we could. Krienke: And she's going from a seven to a ten? Plutchak: Yes, that is what we're proposing. And that's what the finance committee put into the budget, the grade 10. Schroud: The two classes she signed up for in Sept. and Oct. are coming out of my budget for this year. I've always given money back, and never gone over budget so I don't make a lot of requests for this. Krienke: Am I making a correct assumption that this pay grade will be retroactive to her first day of taking on the position? Schroud: No it's starts Oct. 1, it's budgeted in the 14/15 budget. Bousley: No, there is no retro pay anymore. Consensus of the committee is to move this to the full board as a grade 10 staff appraiser.

**B. Personnel Manual updates:** The personnel manual has not been updated in quite some time. This is mostly to clean this up to match the contracts.

- 1) Page 4/d (applications) Take out the word "be".
- 2) Page 4/e Employee Selection and processing: Number 5. Remove the word "requested"
- 3) Page 7/c (longevity) this needs to be changed here due to contract language changes. Should read "After completing three (3) years of service, each full-time employee shall receive annually as of December 1<sup>st</sup> of each year, longevity pay of one hundred dollars (\$100) plus fifty dollars (\$50) for each additional year completed over and above three years; up to a maximum of one thousand dollars (\$1,000)".
- 4) Page 8/b hospitalization and medical insurance: (retirement insurance) "upon retirement from the County's service, the employee may elect to remain in the group hospital insurance program subject to the same being approved by the employer's group hospitalization carrier. In the event that an employee shall remain a member of the group hospitalization program, he must pay the full cost of the insurance premium charged by the group carrier for said benefit. The premium will be paid to the employer, who shall forward the same to the group carrier." This is what is currently in the contracts. Right now, teamsters doesn't allow for retirement insurance. This is up to the insurance carrier.

This is really a lot of stuff that needs to be fixed since it hasn't been updated since 2007. We have Delta County's personnel manual, so we may even be adding a few things. Would like to possibly add training: if taken at the cost to the county, they must pass the course or reimburse the county 100% of the cost. May add, certification training must work for the county for a certain number of years to recoup the cost, or they reimburse the county for the cost of certification. These are a few we may look at

in the future.

**Public Comment:** Dan Hass, PA: I'm speaking to the committee as a department head who feels his department is understaffed. A few years ago when the county claimed it was suffering in financial straits, I had an employee leave who was full time, and to help the county out, I agreed to fill that position with a ¾ time position to save the county a heck of a lot of money. Now today I sit here at a personnel committee meeting and I see there's a recommendation, in light of a hiring freeze, to increase a person's job classification from a 7 to a 10. My question is, why wasn't this thought of months ago when this person was moved into this position, why is it coming up now after the person is in the position. To me that's short sightedness either on the county board or the department head who put that person into position. What's changed from then until now? Also, where's the MERS study, the impact on MERS this may have, increasing from a 7 to a 10? My concerns: I have an understaffed department; there's a hiring freeze; I look at another dept. where there's basically a change in a job description (if approved); there's no MERS impact that this may have on the county's future budgets; and why wasn't this planned for when this person was put into this position, what's changed over the last few months? Diane Lesperance, County Treasurer: I agree with what Dan said as far as the impact here. I think this is going to effect the moral throughout the courthouse. I have staff that have been in their positions a long time. If you compare their jobs with others in the county, I think their pay grade is way below what it should be. I looked over the DMG questionnaire and I see things in there that I feel are the job of the equalization director. I don't see where a person with a level 2 can do some of the duties on listed on the DMG questionnaire. I have an issue with that. I agree, what is the impact with MERS?

**Commissioner Comment:** Piche: after listening to Mr. Hass and Diane. We've got some thinking to do about processing things. More studying to do, I guess. Krienke: I seem to recall you sent a email to the board or some of us talking about you wanting this position to have a higher pay grade, some months ago. So it's not out of the blue. Plutchak: this was actually requested a couple months ago, originally to the finance committee then to personnel. In light of the comments we've heard, I guess we have to give a little thought. I'm sure like Dan stated, his office is understaffed, it needs to be dealt with. We'll try to work with each office and try to get things back to where they need to be. Brian whatever you can do to come up with ideas to help department heads would be great.

**Adjourn:** Moved by Com. Krienke supported by Com. Piche to adjourn the meeting at 9:32 A.M. Motion approved 3/0.

*History of the DMG Pay and Classification Plan ~ This plan was looked into because of the retirement of the FOC. When comparing the pay scale for a current union employee to go to the FOC position, we found that the FOC was placed on the Department Head pay scale **\*\***(which we have found no evidence of this DH pay scale ever being approved by the county board) causing an employee (qualified for the FOC position) to be making almost the same \$ as the FOC. After an extensive search, we have found **ONLY** the following County Board approved motions in reference to the DMG.*

**7.23.01** Contracts with: Sheriff Secretary (no indiv. contract found); E-911 Director (salary increases and adjustments shall be given based on the current pay and classification plan in place in the M.C. Personnel Policy. First adjustment based on the DMG-Pay and Class plan, as adopted, will be effective on 10.1.02 and each Oct. 1 of each year thereafter); Equalization Director (salary increases and adjustments shall be given based on the current pay and classification plan in place in the M.C. Personnel Policy. First adjustment based on the DMG-Pay and Class plan, as adopted, will be effective on 10.1.02 and each Oct. 1 of each year thereafter); and Chief Deputy RoD (contract dates 1.1.2001-9.30.2001) were approved to follow the CH union for benefits and salaries per the DMG.

**8.27.01** Contracts for the Deputy Co. Clerk (**\*\*this is a one year contract.** Effective 5.21.01 falls into Orig. DMG at Grade 10 Step 3 - \$28,714 this amt. was not what was approved by the CB) and Asst. Prosecuting Atty. were approved. (**\*\*To include Appendix A: effective 10.1.01, salary increases will be determined by the annual adjustment of the current pay and classification plan as provided by DMG Maximus; the Asst. PA DID fall into the original DMG... then 10.1.02 fell into the Department Head DMG pay scale..**)

**9.24.2001** County Board: Moved by Com. Lang, supported by Com. Berger to approve the DMG Pay and Classification plan as presented. 6/1 vote Parrette voted nay.  
**\*\*** (The pay and classification plan approved is the "original DMG" plus a 3% increase to be implemented on 10.1.2001).

**9.24.2001** County Board: Moved by Com. Anderson, supported by Com. Berger to approve the Personnel Manual as amended for implementation effective 10.1.2001 for non-bargaining unit employees only.  
**\*\*** (In the back of the personnel manual approved 9.24.01, is "appendix B" Job Classification List and a salary study-pay grade by steps chart. Both of these documents have the same salaries as approved above.)

**8.28.2001** Special COW: Recommendations were made on what to do with those employees that are under-paid according to the study and those employees over-paid according to the study. Recommendations were to raise the salary of those under-paid and those overpaid would have a salary freeze, but paid the cost of living increase in lump sum.  
Ken Veil was asked if the study took into account the different work hours between counties. He commented that the study was based on salaries on a yearly basis not hourly. Pat Cheski asked why the Library was not part of the study.

**9.16.2002** County Board: Moved by Com. Gromala, Supported by Com Mouritsen to approve the DMG pay and Classification Plan. Motion approved by a roll call vote 4-3; Coms. Anderson, Burie and Parrette voted nay.

*\*\* (It was unclear what DMG Pay and Classification plan was approved here... But as you can see with the motion below (10.28.02), The plan included a 9.1% increase (due to the DMG study using a 35-37.5 hr. work week instead of 40 hr.) to the previously approved pay and classification plan on 9.24.01)*

**9.19.2002** A memo from Co. Admin. Hester to Carol Johnson, Payroll and Benefits: The original DMG job classification study presented to Menominee County had some discrepancies. The Courthouse employee positions were compared to other UP courthouses. The comparison was not based on equal hours worked in each entity. The rate of pay had to be adjusted to correct this. The attached chart reflects the changes made... *\*\* (the attached chart is the 2000-2001 DMG Board approved chart plus adjustments for the 35-37.5 hour error in DMG Study... with a 9.1% increase).* Please process these changes to the Courthouse Union employees' payroll. This was approved at the 9/16/2002 County Board meeting and is effective as of that day.

**10.28.2002** County Board: Move by Com. Gromala, supported by Com. Mouritsen to extend the 9.1% DMG Pay and Classification grid scale increase, adopted on 9.16.2002 to the following positions: Chief Deputy Treasurer; Chief Deputy County Clerk/Register of Deeds; Chief Deputy Reg. of Deeds; Sheriff Dept. Secretary; Administrative Secretary. Motion approved 6-1; Com Anderson voted nay.  
*\*\* (These changes did take affect within the "full" DMG Pay scale.)*

*\*\* (For a reference of employees with contracts only; also on this date 10.28.02, contracts for the Building/Grnds. Supervisor; Emergency Services Coordinator and Equalization Director were amended to remove a paragraph not associated with the DMG.)*

**1.27.2003** County Board: Moved by Com Lang, supported by Com. Stein to approve the proposed contract extension between Menominee County and Menominee County E-911 Chapter of Local #2075, AFSCME, AFL-CIO. Motion approved, 4-0

*\*\* (This was the DMG pay scale approved on 9/16/2002. The 911 employees were not placed into the correct DMG).*

**2.24.2003** County Board: Moved by Com. Stein, supported by Com. Furmanski to approve placing the 911 Director position into the DMG Pay and Classification Study as stated in the Employment Contract. This action is retroactive to 10.1.2002. Motion approved 5-0

*\*\* (This contract fell within the DMG (Department Head) pay scale as a Gr. 13 step 6 on the 10.1.2002 pay scale.)*

**3.24.2003** County Board: Moved by Com. Stein, supported by Com. Lynch to approve placing the **Library employees into the DMG pay and Classification Plan** retroactive to 10.1.2002. Motion approved 5-0 *\*\* (The library employees were placed into the DMG as approved for the CH on 10/1/02.)*

**4.21.2003** Sheriff Secretary Position to be part of the teamster bargaining unit. **\*\* (Follows Courthouse contract).**

**11.22.2004** County Board: Employment contract approved for Building and grounds Superintendent. **\*\* (Not placed into the DMG. Salaries were set into the contract until 2.2007)**

**1.25.2005** County Board: Moved by Com Berger, supported by Com. Furmanski to approve the hiring of Tom Hayward as Menominee County Undersheriff. Undersheriff to follow the Personnel manual. Salary for 2005 is 45,607. Motion was approved 5-0  
**\*\* (This salary amount does not exist within the DMG for 2005 or any other year.)**

**1.25.2005** County Board: Moved by Com. Lynch, seconded by Com Berger, to approve the same wage and benefit changes as approved with the Courthouse Bargaining Unit (also approved 1.25.2005), to be implemented for the Elected Officials and Non-Represented Employees. This would affect salary and insurance benefits only. Motion approved 5-0. **\*\* (The contract approved has the original DMG included with a 2% inc. on 10/1/03; 2.5% increase on 1//1/04; &3% inc. on 10/1/05)**

**3.22.2005** County Board: Approve the E-911 Contract

**8.22.2005** County Board: Com Burie moved, Com Berger supported to approve the hiring of Peggy Schroud as Equalization Director starting at Step 1 of Department Head Grade 15, effective September 1, 2005. Motion approved 3-2; Coms. Furmanski and Lynch voted nay. **\*\* (This is the ONLY reference I found to the Department Head Grade scale).**

**11.27.2006** County Board: To approve employee Contract with the Equalization Director.



*File  
Dm 6.*

May 31, 2001

Mr. Ralph Hester  
Menominee County  
Administrator  
839 10th Avenue  
Menominee, MI 49858

Dear Ralph:

As part of our Human Resource client services, DMG-MAXIMUS annually provides recommendations for adjustments to salary ranges. This is done to provide our clients with information on market changes in compensation.

As you know, when DMG-MAXIMUS develops a compensation plan, a salary survey is conducted to determine the rates paid by similar organizations in the market. This information is combined with the position evaluations to recommend salary ranges. However, each year those organizations that were part of the original salary survey are providing increases to their employees. In order for your organization to remain competitive, your salary ranges should be adjusted to reflect the changes in those rates.

For 2001, DMG-MAXIMUS is recommending that a 3.5% adjustment be applied to your current salary ranges. Regular economic adjustments will enable Menominee County to: remain competitive, attract qualified employees from your labor market, and retain current employees. Our recommendation is based upon analysis of information obtained from the American Compensation Association, local and regional salary data and the Employers Compensation Index (ECI) published by the Bureau of Labor Statistics.

If Menominee County believes it needs additional assistance in adjusting the current salary structure, and/or future salary structures, or wishes to redesign the current structure, please contact us for further information and assistance.

Sincerely,

A handwritten signature in black ink, appearing to read 'K. Veil', is written over the typed name.

Kenneth J. Veil  
Regional Manager

KJV:km

*prior to - 10/1/2001*  
*original DMS Day Scale*

GR	B		C		D		E		F		G		MAX
	MIN	1	2	3	4	5	MID	6	7	8	9	10	
1	10667	11093.6	11520.2	11946.8	12373.4	12800	13226.8	13653.6	14080.4	14507.2	14934		
2	12435	12932.4	13429.8	13927.2	14424.6	14922	15419.4	15916.8	16414.2	16911.6	17409		
3	14204	14772.2	15340.4	15908.6	16476.8	17045	17613.2	18181.4	18749.6	19317.8	19886		
4	15973	16612	17251	17890	18529	19168	19806.8	20445.6	21084.4	21723.2	22362		
5	17742	18451.6	19161.2	19870.8	20580.4	21290	21999.8	22709.6	23419.4	24129.2	24839		
6	19511	20291.4	21071.8	21852.2	22632.6	23413	24193.4	24973.8	25754.2	26534.6	27315		
7	21280	22131.2	22982.4	23833.6	24684.8	25536	26387.2	27238.4	28089.6	28940.8	29792		
8	23049	23971	24893	25815	26737	27659	28581	29503	30425	31347	32269		
9	24818	25810.6	26803.2	27795.8	28788.4	29781	30773.8	31766.6	32759.4	33752.2	34745		
10	26587	27650.4	28713.8	29777.2	30840.6	31904	32967.6	34031.2	35094.8	36158.4	37222		
11	28356	29490.2	30624.4	31758.6	32892.8	34027	35161.2	36295.4	37429.6	38563.8	39698		
12	30124	31329	32534	33739	34944	36149	37354	38559	39764	40969	42174		
13	31893	33168.8	34444.6	35720.4	36996.2	38272	39547.6	40823.2	42098.8	43374.4	44650		
14	33663	35009.4	36355.8	37702.2	39048.6	40395	41741.6	43088.2	44434.8	45781.4	47128		
15	35431	36848.2	38265.4	39682.6	41099.8	42517	43934.2	45351.4	46768.6	48185.8	49603		
16	37200	38688	40176	41664	43152	44640	46128	47616	49104	50592	52080		
17	38969	40527.8	42086.6	43645.4	45204.2	46763	48321.8	49880.6	51439.4	52998.2	54557		
18	40738	42367.6	43997.2	45626.8	47256.4	48886	50515.4	52144.8	53774.2	55403.6	57033		
19	42507	44207.2	45907.4	47607.6	49307.8	51008	52708.4	54408.8	56109.2	57809.6	59510		
20	44276	46047	47818	49589	51360	53131	54902	56673	58444	60215	61986		
21	46045	47886.8	49728.6	51570.4	53412.2	55254	57095.8	58937.6	60779.4	62621.2	64463		
22	47813	49725.6	51638.2	53550.8	55463.4	57376	59288.4	61200.8	63113.2	65025.6	66938		
23	49583	51566.2	53549.4	55532.6	57515.8	59499	61482.4	63465.8	65449.2	67432.6	69416		
24	51352	53406	55460	57514	59568	61622	63676.2	65730.4	67784.6	69838.8	71893		
25	53121	55245.8	57370.6	59495.4	61620.2	63745	65869.8	67994.6	70119.4	72244.2	74369		

September 24, 2001

Proceedings of a regular meeting of the Board of Commissioners in and for the County of Menominee and the State of Michigan were held in Courtroom B, Courthouse, Menominee, Michigan.

Chairman Gromala called the meeting to order at 6:00 P.M. followed by the Pledge of Allegiance, then a prayer for the victims of the recent tragedy America suffered at the hands of terrorists.

A call of the roll indicated that the following Commissioners were present/absent:

Present: Coms. Anderson, Berger, Burie, Gromala, Lang, Mouritsen and Parrette

Absent: None

Chairman Gromala called for public comment. Comments were made by:

Bob Marcoe                      Investigation of Equalization  
Christine Koller Request to reinstate funding for Neighborhood Family Center

Moved by Com. Anderson, supported by Com. Lang to approve the amended agenda. Motion carried, 7-0.

Moved by Com. Burie, supported by Com. Mouritsen to approve the previous minutes as amended. Motion carried, 7-0.

Field Specialist Wendy Sexton from U.S. Department of Agriculture addressed the Board regarding grants and loans in the areas of economic development, rural housing repairs, rehabilitation of community facilities, etc.

Administrator Hester covered the results of the County's Surplus Sale, progress on the 911 Grievance Case and next year's budget.

Moved by Com. Berger, supported by Com. Mouritsen to approve the Taxpayer Financial Hardship Resolution and Policy. Motion carried, 7-0.

Moved by Com. Mouritsen, supported by Com. Anderson to approve the proposal submitted by Peninsula Office Supply for the digital copier as specified in the bidding process in the amount of \$265.00 per month for sixty (60) months with maintenance costs of .0085 per copy billed monthly. Motion carried, 7-0.

Moved by Com. Anderson, supported by Com. Burie to authorize the Chair of the Menominee County Board of Commissioners to sign and certify the proposed millage as listed in the attached 2001 tax rate request form L-4029.

Moved by Com. Mouritsen, supported by Com. Anderson to approve the agreement for County Resident Prescription Discount Program with Benefit Control Methods, Inc. for an initial period of one year. Com. Burie moved, Com Anderson supported to amend the motion to strike "age 18 years". The motion to amend was approved 6-1; Com. Mouritsen voted nay. The original motion as amended was approved, 7-0.

Moved by Com. Anderson, supported by Com. Burie to appoint Fran Decker, representing the Democratic Party and Wes Branyan, representing the Republican Party to a four (4) year term (11-1-2001 to 10-31-2005) on the County Board of Canvassers. Motion carried, 7-0.

Moved by Com. Anderson, supported by Com. Mouritsen to approve the General Appropriations Act- 2001/2002. Motion carried, 7-0.

Moved by Com. Lang, supported by Com. Berger to approve the DMG Pay and Classification Plan as presented. Motion passed 6-1, Com. Parrette voted nay.

Moved by Com. Lang, supported by Com. Anderson to approve the specifications and authorize the RFP for Payroll Services. Motion carried, 7-0.

Com. Lang moved, Com. Mouritsen supported to recess for five minutes at 7:05 P.M. Motion approved, 7-0. The meeting was called back to order at 7:10 P.M.

Moved by Com. Anderson, supported by Com. Berger to approve the Personnel Manual as amended for implementation effective October 1, 2001 for non-bargaining unit employees only. Motion carried, 4-3; Coms. Burie, Lang, and Parrette voted nay.

Moved by Com. Anderson, supported by Com. Burie to approve the miscellaneous bills in the amount of \$133,333.13 for bills paid on August 16<sup>th</sup> & 31<sup>st</sup>. Motion carried, 7-0.

Moved by Com. Burie, supported by Com. Mouritsen to approve Commissioner Per Diems/ Vouchers for meetings attended between June and July. Motion carried, 7-0.

Moved by Com. Anderson, supported by Com. Mouritsen to approve the Resolution request from NACO condemning the cowardly and deadly actions of the terrorist acts of September 11<sup>th</sup>; and supporting the President of the United States. Motion carried, 7-0.

Moved by Com. Burie, supported by Com. Berger to authorize the transfer of funds from the General Fund into the Special Revenue Funds to eliminate any deficit balances as of September 30,2001. Motion carried, 7-0

*CB Approved 9.24.01  
effective 10/1/01  
3% inc.*

DMG-Maximus Salary Study

PAY GRADE BY STEPS

October 1, 2001

GRADE	MIN	MID					1.03
	Start	Year 1	Year 2	Year 3	Year 4	Year 5	
	1	2	3	4	5	6	
1	10987.01	11426.408	11865.806	12305.204	12744.602	13184	
	5.282216346	5.493465385	5.704714423	5.915963462	6.1272125	6.338461538	
2	12808.05	13320.372	13832.694	14345.016	14857.338	15369.66	
	6.157716346	6.404025	6.650333654	6.896642308	7.142950962	7.389259615	
3	14630.12	15215.366	15800.612	16385.858	16971.104	17556.35	
	7.033711538	7.315079808	7.596448077	7.877816346	8.159184615	8.440552885	
4	16452.19	17110.36	17768.53	18426.7	19084.87	19743.04	
	7.909706731	8.226134615	8.5425625	8.858990385	9.175418269	9.491846154	
5	18274.26	19005.148	19736.036	20466.924	21197.812	21928.7	
	8.785701923	9.137090385	9.488478846	9.839867308	10.19125577	10.54264423	
6	20096.33	20900.142	21703.954	22507.766	23311.578	24115.39	
	9.661697115	10.04814519	10.43459327	10.82104135	11.20748942	11.5939375	
7	21918.4	22795.136	23671.872	24548.608	25425.344	26302.08	
	10.53769231	10.9592	11.38070769	11.80221538	12.22372308	12.64523077	
8	23740.47	24690.13	25639.79	26589.45	27539.11	28488.77	
	11.4136875	11.87025481	12.32682212	12.78338942	13.23995673	13.69652404	
9	25562.54	26584.918	27607.296	28629.674	29652.052	30674.43	
	12.28968269	12.78121058	13.27273846	13.76426635	14.25579423	14.74732212	
10	27384.61	28479.912	29575.214	30670.516	31765.818	32861.12	
	13.16567788	13.69226538	14.21885288	14.74544038	15.27202788	15.79861538	
11	29206.68	30374.906	31543.132	32711.358	33879.584	35047.81	
	14.04167308	14.60332019	15.16496731	15.72661442	16.28826154	16.84990865	
12	31027.72	32268.87	33510.02	34751.17	35992.32	37233.47	
	14.91717308	15.51387981	16.11058654	16.70729327	17.304	17.90070673	
13	32849.79	34163.864	35477.938	36792.012	38106.086	39420.16	
	15.79316827	16.42493462	17.05670096	17.68846731	18.32023365	18.952	
14	34672.89	36059.682	37446.474	38833.266	40220.058	41606.85	
	16.66965865	17.33638558	18.0031125	18.66983942	19.33656635	20.00329327	
15	36493.93	37953.646	39413.362	40873.078	42332.794	43792.51	
	17.54515865	18.24694519	18.94873173	19.65051827	20.35230481	21.05409135	
16	38316	39848.64	41381.28	42913.92	44446.56	45979.2	
	18.42115385	19.158	19.89484615	20.63169231	21.36853846	22.10538462	
17	40138.07	41743.634	43349.198	44954.762	46560.326	48165.89	
	19.29714904	20.06905481	20.84096058	21.61286635	22.38477212	23.15667788	
18	41960.14	43638.628	45317.116	46995.604	48674.092	50352.58	
	20.17314423	20.98010962	21.787075	22.59404038	23.40100577	24.20797115	
19	43782.21	45533.416	47284.622	49035.828	50787.034	52538.24	
	21.04913942	21.89106538	22.73299135	23.57491731	24.41684327	25.25876923	
20	45604.28	47428.41	49252.54	51076.67	52900.8	54724.93	
	21.92513462	22.80212019	23.67910577	24.55609135	25.43307692	26.3100625	
21	47426.35	49323.404	51220.458	53117.512	55014.566	56911.62	
	22.80112981	23.713175	24.62522019	25.53726538	26.44931058	27.36135577	
22	49247.39	51217.368	53187.346	55157.324	57127.302	59097.28	
	23.67662981	24.62373462	25.57083942	26.51794423	27.46504904	28.41215385	
23	51070.49	53113.186	55155.882	57198.578	59241.274	61283.97	
	24.55312019	25.53518558	26.51725096	27.49931635	28.48138173	29.46344712	
24	52892.56	55008.18	57123.8	59239.42	61355.04	63470.66	
	25.42911538	26.44624038	27.46336538	28.48049038	29.49761538	30.51474038	
25	54714.63	56903.174	59091.718	61280.262	63468.806	65657.35	
	26.30511058	27.35729519	28.40947981	29.46166442	30.51384904	31.56603365	

**APPENDIX "B"**  
**MENOMINEE COUNTY**  
**JOB CLASSIFICATION LIST - GRADE ORDER**

*Personnel  
Manual  
9.24.2001*

<u>Grade</u>	<u>Annual Salary Range</u>			<u>Job Code and Title</u>
	<u>Minimum</u>	<u>Mid-Point</u>	<u>Maximum</u>	
5	18,274	21,929	25,584	2005 Bookmobile Assistant (library) 2006 Branch Attendant - Hermansville (library) 1204 Custodian (B&G) 2007 Library Assistant (library)
6	20,096	24,115	28,134	2003 Circulation Coordinator (library) 1102 Building Inspector Secretary (PT) (bldg code) 1308 Deputy Clerk (PT) (clerk) 1904 Computer Operator/Clerk (FOC) 2312 Cook (sheriff) 1503 E911 Telecommunicator (e911) 1203 Park Ranger (Parks)
7	21,918	26,302	30,686	2002 Cataloger (library) 1405 Deputy District Court Clerk (dist ct) 2004 Outreach Coordinator (library) 1903 Computer Operator/Secretary (FOC) 1306 Dep. Cnty Clerk - Circuit/Family Ct (clerk) 1304 Dep. Cnty Clerk - Cir Ct records & Pay (clerk) 1305 Dep. Cnty Clerk - Elec&Acct Payable (clerk) 1307 Dep. Register of Deeds (register of deeds) 2203 Dep. Register of Probate (pro/fam ct) 2204 Dep. Register of Probate/Juvenile (pro/fam ct) 2404 Dep. Treasurer 1801 Extension Secretary (ext) 1702 Staff Cartographer/Tax Bill Coord (equalization)
8	23,740	28,489	33,237	1002 Administrative Secretary (admin) 1303 Chief Deputy ROD (clerk/register of deeds) 1404 District Court Clerk (dist. ct) 1403 District Court Reporter (dist ct) 2308 Secretary (sheriff) 2311 Bailiff (sheriff) 2310 Corrections (sheriff) 2313 Corrections - Corporal (sheriff) 1502 E911 Telecommunications Specialist (E911) 2104 Legal Secretary/Computer Operator (Prosecutor) 2501 Veterans Service Officer 2403 Dep. Treasurer - Taxes
9	25,563	30,674	35,787	1202 Asst. Maintenance Superintendent (B&G) 1902 Caseworker (FOC) 1402 Dist Ct Probation Officer (dist ct) 2205 Intense Probation Officer (prob/fam ct) 2103 Investigator (prosecutor) 2202 Register of Probate/Juv Court Rec (prob/fam ct)
10	27,385	32,861	38,339	Emergency Services Coordinator 2402 Chief Dpty Treasurer/Financial System Admin (treasr) 2404 Jail Sergeant 2309 Road Patrol

				1302 Chief Deputy Cnty Clerk/ROD (clerk/rod)
11	29,207	35,048	40,889	1101 Building Inspector 2201 Juvenile Probation Officer/Referee (prob/fam ct) 2303 Road Sergeant
12	31,027	37,233	43,439	2001 Library Director (library) 1401 Magistrate (dist ct) 1701 Dep. Equalization Director
13	32,850	39,420	45,990	1501 E911 Director (E911) 2305 Liet. Detective 2307 Liet/Jail Administrator 2306 Liet/Road Patrol
14	34,673	41,607	48,542	1301 County Clerk 2401 County Treasurer 1901 Friend of Court
15	36,494	43,793	51,091	1201 B&G/Parks Superintendent 2302 Undersheriff (sheriff) Equalization Director
17	40,138	48,166	56,194	2102 Assistant Prosecuting Attorney (Prosecutor)
19	43,782	52,538	61,295	2301 Sheriff
22	47,813	57,376	68,946	1001 County Administrator (admin)

*Personnel  
Manual  
9.24.2001*

## DMG-Maximus Salary Study PAY GRADE BY STEPS

GRADE	MIN Start 1	Year 1 2	Year 2 3	Year 3 4	Year 4 5	MID Year 5 6
1	10987	11426	11866	12305	12745	13184
2	12808	13320	13833	14345	14857	15370
3	14630	15215	15801	16386	16971	17556
4	16452	17110	17769	18427	19085	19743
5	18274	19005	19736	20467	21198	21929
6	20096	20900	21704	22508	23312	24115
7	21918	22795	23672	24549	25425	26302
8	23740	24690	25640	26589	27539	28489
9	25563	26585	27607	28630	29652	30674
10	27385	28480	29575	30671	31766	32861
11	29207	30375	31543	32711	33880	35048
12	31028	32269	33510	34751	35992	37233
13	32850	34164	35478	36792	38106	39420
14	34673	36060	37446	38833	40220	41607
15	36494	37954	39413	40873	42333	43793
16	38316	39849	41381	42914	44447	45979
17	40138	41744	43349	44955	46560	48166
18	41960	43639	45317	46996	48674	50353
19	43782	45533	47285	49036	50787	52538
20	45604	47428	49253	51077	52901	54725
21	47426	49323	51220	53118	55015	56912
22	49247	51217	53187	55157	57127	59097
23	51070	53113	55156	57199	59241	61284
24	52893	55008	57124	59239	61355	63471
25	54715	56903	59092	61280	63469	65657

September 16, 2002

Proceedings of a special meeting of the Board of Commissioners in and for the County of Menominee and the State of Michigan were held at Bay Area Medical Center Conference Room, Menominee, Michigan.

Chairman Lang called the meeting to order at 9:00 A.M. followed by the Pledge of Allegiance.

A call of the roll indicated that the following Commissioners were present/absent:

Present: Coms. Anderson, Berger, Burie, Gromala, Lang, Mouritsen and Parrette.

Chairman Lang called for public comment:

Walter Multerer

Public opinion: Road Patrol services/  
Board's proposed staff cuts

Moved by Com. Burie, supported by Com. Mouritsen to approve the amended agenda. Motion approved 7-0.

Moved by Com. Gromala, supported by Com. Burie to approve the previous minutes. Motion approved 7-0.

Com. Mouritsen asked for a roll call vote on the budget items.

Moved by Com. Burie, supported by Com. Parrette to establish the levy of 7 mills for the ensuing year 2002-3. Motion failed, roll call vote 3-4; Coms. Berger, Gromala, Lang and Mouritsen voted nay.

Moved by Com. Gromala, supported by Com. Mouritsen to approve 7.3954 mills for the County, 1.1339 for the Road Patrol and .5916 for the Senior Citizens. Motion approved, roll call vote 5-2; Coms. Burie and Parrette voted nay.

Moved by Com. Mouritsen, supported by Com. Berger to appropriate \$8,000 for the Rescue Squads. Motion to amend made by Com. Gromala, supported by Com. Burie to have the Rescue Squads enter into a contract with the County and that they open their books to the County; also if the financial statements are not offered we will not fund them. The amendment passed with a roll call vote 5-2; Coms. Lang and Mouritsen voted nay. The original motion as amended was passed 6-1; Com. Burie voted nay.

The Board continued to review the budget line by line.

Moved by Com. Anderson, supported by Com. Mouritsen to give each museum \$2500. Motion approved with a roll call vote, 6-1; Com. Gromala voted nay.

Moved by Com. Gromala to appropriate \$102,108 to Northpointe contingent upon an equal amount appropriated by Dickinson County and if they reduce it, a likewise percentage reduction by Menominee County. Motion approved by roll call vote 7-0.

Moved by Com. Parrette, supported by Com. Berger to put an additional \$96,243 into Public Health's appropriation. Motion defeated by roll call vote 1-6; Coms. Anderson, Berger, Burie, Gromala, Lang and Mouritsen voted nay.

Moved by Com. Burie, supported by Com. Parrette to adopt the resolution establishing a County Improvement and Promotional Fund. Motion failed with a roll call vote 2-5; Coms. Anderson, Berger, Gromala, Lang and Parrette voted nay.

Moved by Com. Gromala, supported by Com. Mouritsen to approve the DMG pay and Classification Plan. Motion approved by a roll call vote 4-3; Coms. Anderson, Burie and Parrette voted nay.

Moved by Com. Anderson, supported by Com. Gromala to accept the 8-5-02 letter from Steve Erdman regarding the increase for Head Cook—this takes place with all others thrown out. Motion passed, 7-0.

Other pending union issues were discussed. Moved by Com. Gromala, supported by Com. Parrette to rescind the hiring freeze. Motion approved, 6-1; Com Burie voted nay.

Moved by Com. Gromala, supported by Com. Berger to allow the Administrator/Controller to enter into contract negotiations with 9-1-1 and Sheriff's department to present to the Board for approval. Motion approved 5-2; Coms. Burie and Parrette voted nay.

Administrator Hester handed out the engineer designs for the proposed paved parking lot.

Moved by Com. Gromala, supported by Com. Burie to support the Neighborhood Family Center Hannahville Grant Application. Motion approved 7-0.

Commissioners asked questions regarding the bills. Moved by Com. Berger, supported by Com. Mouritsen to place the miscellaneous reports on file. Motion approved 7-0.

Commissioners discussed various informational items including parties who may be interested in the BAMC-Menominee facility.

Chairman Lang called for public comment. Public comments were made by:

*Original Plus 3% inc 10/1/01*  
*Plus 9.1% inc. 9/16/02*  
*CB Approved*

DMG-Maximus Salary Study

PAY GRADE BY STEPS

September 16, 2002

GRADE	MIN	MID					1.091
	Start	Year 1	Year 2	Year 3	Year 4	Year 5	
	1	2	3	4	5	6	
1	11986.82791	12466.21113	12945.59435	13424.97756	13904.36078	14383.744	
	5.762898034	5.993370735	6.223843436	6.454316137	6.684788838	6.915261538	
2	13973.58255	14532.52585	15091.46915	15650.41246	16209.35576	16768.29906	
	6.718068534	6.986791275	7.255514016	7.524236758	7.792959499	8.06168224	
3	15961.46092	16599.96431	17238.46769	17876.97108	18515.47446	19153.97785	
	7.673779288	7.98075207	8.287724852	8.594697634	8.901670415	9.208643197	
4	17949.33929	18667.40276	19385.46623	20103.5297	20821.59317	21539.65664	
	8.629490043	8.974712865	9.319935688	9.66515851	10.01038133	10.35560415	
5	19937.21766	20734.61647	21532.01528	22329.41408	23126.81289	23924.2117	
	9.585200798	9.96856561	10.35193042	10.73529523	11.11866004	11.50202486	
6	21925.09603	22802.05492	23679.01381	24555.97271	25432.9316	26309.89049	
	10.54081155	10.9625264	11.38414126	11.80575611	12.22737096	12.64898581	
7	23912.9744	24869.49338	25826.01235	26782.53133	27739.0503	28695.56928	
	11.49662231	11.9564872	12.41635209	12.87621698	13.33608188	13.79594677	
8	25900.85277	26936.93183	27973.01089	29009.08995	30045.16901	31081.24807	
	12.45233306	12.950448	13.44856293	13.94667786	14.44479279	14.94290773	
9	27888.73114	29004.14554	30119.55994	31234.97433	32350.38873	33465.80313	
	13.40804382	13.94430074	14.48055766	15.01681458	15.55307151	16.08932843	
10	29876.60951	31071.58399	32266.55847	33461.53296	34656.50744	35851.48192	
	14.36375457	14.93826153	15.5127685	16.08727546	16.66178242	17.23628938	
11	31864.48788	33139.02245	34413.55701	35688.09158	36962.62614	38237.16071	
	15.31946533	15.93222233	16.54497933	17.15773634	17.77049334	18.38325034	
12	33851.24252	35205.33717	36559.43182	37913.52647	39267.62112	40621.71577	
	16.27463583	16.92564287	17.57664991	18.22765696	18.878664	19.52967104	
13	35839.12089	37272.77562	38706.43036	40140.08509	41573.73983	43007.39456	
	17.23034658	17.91960367	18.60886075	19.29811783	19.98737492	20.676632	
14	37828.12299	39341.11306	40854.10313	42367.09321	43880.08328	45393.07335	
	18.18659759	18.91399666	19.64139574	20.36879481	21.09619388	21.82359296	
15	39814.87763	41407.42779	42999.97794	44592.5281	46185.07825	47777.62841	
	19.14176809	19.9074172	20.67306632	21.43871543	22.20436455	22.97001366	
16	41802.756	43474.86624	45146.97648	46819.08672	48491.19696	50163.3072	
	20.09747885	20.901378	21.70527715	22.50917631	23.31307546	24.11697462	
17	43790.63437	45542.30469	47293.97502	49045.64534	50797.31567	52548.98599	
	21.0531896	21.8953388	22.73748799	23.57963718	24.42178638	25.26393557	
18	45778.51274	47609.74315	49440.97356	51272.20396	53103.43437	54934.66478	
	22.00850036	22.88929959	23.76969883	24.65009806	25.53049729	26.41089653	
19	47766.39111	49676.95686	51587.5226	53498.08835	55408.65409	57319.21984	
	22.96461111	23.88315233	24.80169356	25.72023478	26.63877601	27.55731723	
20	49754.26948	51744.39531	53734.52114	55724.64697	57714.7728	59704.89863	
	23.92032187	24.87711313	25.83390439	26.79069566	27.74748692	28.70427819	
21	51742.14785	53811.83376	55881.51968	57951.20559	60020.89151	62090.57742	
	24.87603262	25.87107393	26.86611523	27.86115653	28.85619784	29.85123914	
22	53728.90249	55878.14849	58027.39449	60176.64048	62325.88648	64475.13248	
	25.83120312	26.86449447	27.89778581	28.93107716	29.9643685	30.99765985	
23	55717.50459	57946.48593	60175.06726	62403.6486	64632.22993	66860.81127	
	26.78745413	27.85888746	28.9303208	30.00175413	31.07318747	32.1446208	
24	57705.78296	60013.92438	62322.0658	64630.20722	66938.34864	69246.49006	
	27.74316488	28.85284826	29.96253163	31.07221501	32.18189838	33.29158176	
25	59693.66133	62081.36283	64469.06434	66856.76584	69244.46735	71632.16885	
	28.69887564	29.84680905	30.99474247	32.14267589	33.2906093	34.43854272	

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

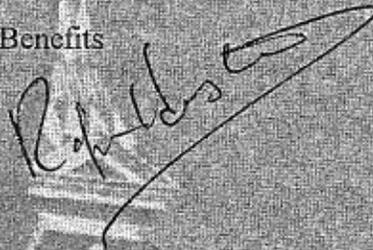
## MENOMINEE COUNTY BOARD OF COMMISSIONERS

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

*Ralph K. Hester - County Administrator  
Telephone: (906) 863-7779 or 863-9648  
Fax: (906) 863-8839  
TDD (Michigan Relay Center) 1-800-649-3777*

### MEMO

To: Carol Johnson, Payroll & Benefits  
From: Ralph Hester  
Date: September 19, 2002  
Re: DMG



The Teamsters Courthouse Union contract states acceptance of DMG and implementation to be in the both the second and third year of the contract. The three year contract expires in September of 2003.

The original DMG job classification study presented to Menominee County had some discrepancies. The Courthouse employee positions were compared to other Upper Peninsula courthouses. The comparison was not based on equal hours worked in each entity. The rate of pay had to be adjusted to correct this. The attached chart reflects the changes made.

Please process these changes to the Courthouse Union employees payroll according to this chart. This was approved at the September 16, 2002 County Board meeting and is effective as of that day.

*Bernie Lang - Chairperson*

*Patricia Anderson - Vice Chairperson*

*Floyd Berger*

*Robert Burie*

*Steven Gramala*

*Erv Mouritsen*

*Scott Parrette*

2000-2001 DMG Board approved chart plus adjustments for the 35 - 37.5 hour error in DMG Study

Name	Title	Position Start Date	Step at Start	2000-01 Salary	Grade	Start	Year						Step Based on Adjusted Seniority - effective 9/16/02	Retro Pay on only the 3%
							1	2	3	4	5	6		
Pepin, Larry	Building Inspector	1/4/99	3	32018	11	31865	33139	34413	35689	36963	38237	38237	\$ 2,920.00	
Fillbeck, Annette	Building Inspector Secretary	6/24/96	n/a	15272	6	16444	17101	17759	18417	19075	19732	19732	\$ 2,921.34	
Sieg, Michael	Custodian	10/16/00	3	20943	5	19937	20736	21532	22329	23126	23925	23126	\$ 232.44	
Zamba, Dwaine	Park Ranger	4/23/01	1	21642	6	21925	22802	23679	24556	25433	26309	23679	\$ 26.40	
Quist, Jim	Park Ranger	5/24/99	2	22776	6	21925	22802	23679	24556	25433	26309	26309	\$ 1,166.63	
Thompson, Al	Asst. Maintenance	3/19/01	3	25564	9	27889	29004	30119	31235	32350	33465	32350	\$ 4,048.60	
DePas, Mary	Dep. Clerk Circuit/Family	1/4/99	2	25490	7	23913	24869	25825	26783	27740	28695	28695	\$ 780.00	
Klitzke, Barb	Dep. Register of Deeds	5/21/93	n/a	24558	7	23913	24869	25825	26783	27740	28695	28695	\$ 1,680.00	
Bellislie, Kim	Dep. Clerk PT	4/26/02	3	16271	6	16444	17101	17759	18417	19075	19732	17759	\$ 6.75	
Johnson, Carol	Payroll Clerk	2/24/93	n/a	27691	7	23913	24869	25825	26783	27740	28695	28695	\$ -	
Barrette, Jodie	Accounts Payable Clerk	6/28/99	2	27691	7	23913	24869	25825	26783	27740	28695	28695	\$ -	
Schroud, Peggy	Staff Appraiser	8/13/01	DMG 3	27607	9	27889	29004	30119	31235	32350	33465	31235	\$ 96.00	
Hubbard, Karen	Extension Secretary	5/24/01	3	22923	7	23913	24869	25825	26783	27740	28695	27740	\$ 2,217.20	
Somero, Lynn	Computer Operator/Clerk	9/15/97	start	20429	6	21925	22802	23679	24556	25433	26309	26309	\$ 2,760.00	
Miller, Mary	Computer Operator/Sec	1/31/91	n/a	26297	7	23913	24869	25825	26783	27740	28695	28695	\$ 4.80	
Herrild, Renee	Caseworker	6/1/84	n/a	32091	9	27889	29004	30119	31235	32350	33465	33465	\$ -	
Shampo, Pat	Caseworker	3/9/88	n/a	32091	9	27889	29004	30119	31235	32350	33465	33465	\$ -	
Johnson, Jeann	Deputy Register of Prob	1/2/91	n/a	29964	7	23913	24869	25825	26783	27740	28695	28695	\$ -	
Gulicksen, Linda	Deputy Register of Prob	5/13/02	start	23013	7	23913	24869	25825	26783	27740	28695	23913	\$ -	
Everson, Sharon	Register of Probate	8/1/88	n/a	30991	9	27889	29004	30119	31235	32350	33465	33465	\$ -	
Huntley, Sharon	Juvenile Probation Officer	9/24/98	start	36004	11	31865	33139	34413	35689	36963	38237	35689	\$ -	
Mouford, Toni	Legal Sec./Computer Op	1/21/85	n/a	28131	8	25900	26937	27973	29009	30045	31081	31081	\$ 340.00	
Caplett, Julia	Legal Sec./Computer Op	12/19/95	n/a	28131	8	25900	26937	27973	29009	30045	31081	31081	\$ 340.00	
Svinicki, Gail	Investigator	9/17/84	n/a	31872	9	27889	29004	30119	31235	32350	33465	33465	\$ -	
Kewley, Kim	Deputy Treasurer	9/29/00	3	23656	7	23913	24869	25825	26783	27740	28695	27740	\$ 1,700.00	
Englund, Julie	Deputy Treasurer - Taxes	12/19/83	n/a	28058	8	25900	26937	27973	29009	30045	31081	31081	\$ 420.00	
Bruckardt, Rob	Veteran Service Officer	4/9/97	start	29964	8	25900	26937	27973	29009	30045	31081	31081	\$ -	

October 28, 2002

Proceedings of a regular meeting of the Board of Commissioners in and for the County of Menominee and the State of Michigan were held in Courtroom B, Courthouse, Menominee, Michigan.

Chairman Lang called the meeting to order at 6:00 P.M. followed by the Pledge of Allegiance.

A call of the roll indicated that the following Commissioners were present/absent:

Present: Coms. Anderson, Berger, Burie, Gromala, Lang, Mouritsen and Parrette

Chairman Lang called for public comment. There was no public comment.

Moved by Com. Burie, supported by Com. Mouritsen to approve the amended agenda. Motion approved 7-0.

Moved by Com. Burie, supported by Com. Gromala to approve the previous minutes. Motion approved 7-0.

Administrator Hester stated he would report on the 9-1-1 negotiations at the next Committee of the Whole.

Moved by Com. Mouritsen, supported by Com. Berger to approve the contribution of \$1,000.00 to the Michigan Communication Directors Association to represent Menominee County in the lawsuit against Ameritech filed in the Barry County Circuit Court. Motion approved 5-2; Coms. Anderson and Lang voted nay.

Moved by Com. Gromala, supported by Com. Anderson to approve the 2002 Menominee County Apportionment Report. Motion approved 7-0.

Moved by Com. Burie, supported by Com. Parrette to appoint Mary Fleissner to the Menominee County Fair Board to finish the term of Mike Lyons(current to 12/31/03). Motion approved 7-0.

Moved by Com. Parrette, supported by Com. Mouritsen to approve the Memorandum of Agreement between Menominee County and the MSU Extension for the period 10/1/02 to 9/30/03 regarding the Extension CYF Agent. Motion approved 7-0.

Moved by Com. Berger, supported by Com. Mouritsen to amend the employee contracts of the Building and Grounds/Park Supervisor, Emergency Services Coordinator and the Equalization Director, removing paragraph 4.c as follows:

- C. By a majority vote of the County Board of Commissioners, the County may terminate this Contract and the Employee's compensation for any other reason not specified in subsection B above, including, but not limited to, the reason that the County, in its sole discretion, deems it to be in the best interest of the County, by providing Employee ninety(90) days prior written notice of such termination. In the event that the County terminates this Contract as authorized in this subsection, it shall have the option of either having the Employee continue to perform services under this Contract until the effective date of termination, or to require the Employee to cease employment and performance of services at any time during the ninety(90) day notice period. If the Employee is required to cease employment and performance of services during the ninety(90) day notice period, she shall continue to receive salary and benefits set forth in this Contract until the effective date of the termination, provided the Employee does not obtain other employment nor receive unemployment benefits during this period. Should the Employee obtain other employment, or receive unemployment benefits, the salary and benefits shall cease upon the effective date of the receipt of such other employment or unemployment benefits.

Com. Gromala moved that the words after "just cause" in section 4 B be stricken if agreed to by the employees affected. After much discussion, Com. Gromala withdrew his motion. The motion was approved, 4-3; Coms. Burie, Gromala and Parrette voted nay.

Moved by Com. Gromala, supported by Com. Mouritsen to extend the 9.1% DMG Pay and Classification grid scale increase, adopted on September 16, 2002 to the following positions: Chief Deputy Treasurer; Chief Deputy County Clerk/Reg. of Deeds; Chief Deputy Reg. of Deeds; Sheriff Dept. Secretary; Administrative Secretary. Motion approved 6-1; Com. Anderson voted nay.

Moved by Com. Gromala, supported by Com. Berger to amend the Personnel Manual, Section 15, paragraph 4 to read as follows:

4. An employee must use at least 35% of their accrued personal leave in the year that it is earned.

Com. Mouritsen moved, Com. Berger supported to amend the motion to send it back to the Committee of the Whole. The amendment passed 6-1; Com. Gromala voted nay. Then the original motion as amended was voted upon. It failed 2-5; Coms. Anderson, Burie, Lang, Mouritsen and Parrette voted nay.

Moved by Com. Burie, supported by Com. Anderson to send the last agenda item back to committee. Motion approved, 7-0.

911 Director  
Added to  
BMC  
2.24.2003

February 24, 2003

Proceedings of a regular meeting of the Board of Commissioners in and for the County of Menominee and the State of Michigan were held in Courtroom B, Courthouse, Menominee, Michigan.

Chairman Parrette called the meeting to order at 6:00 P.M. followed by the Pledge of Allegiance.

A call of the roll indicated that the following Commissioners were present/absent:

Present: Coms. Furmanski, Lang, Lynch, Parrette and Stein.

Excused: None

Chairman Parrette called for public comment. Public comments were made by:

Bob Marcoe	Public Address System
Ed Powell, Sr.	County Funds
Pat Kass	County's Inmate Trust Fund

Moved by Com. Lang, supported by Com. Lynch to approve the amended agenda. Motion approved, 5-0.

Moved by Com. Stein, supported by Com. Furmanski to approve the previous meeting's minutes. Motion approved, 5-0.

Dave Higley, BAMC Board member, gave the County Board a summary report on the survey of services/improvements. BAMC Administrator Dave Olson reported that the hospital is doing very well despite the competition from the new Aurora facility. He then discussed the new proposed Cardiology facility as well as the work of the BAMC Foundation.

Ray LaMarche of Anderson, Tackman and Co. gave the County's financial report for the past fiscal year. He noted that the County was in good shape with the long-term debt account and a healthy fund balance.

There was no Administrator Report.

County Treasurer Pat Kass explained the concept of fund balances and "reserved fund balance". He reported on the results of the 1997 and 1999 Delinquent Tax Land Sale.

The Board asked the administrator if he wanted to discuss his possible termination of contract in closed session; he indicated that he wanted to go into closed session. Com. Stein moved, Com. Lynch supported to go into closed session at 7:20 P.M. to discuss

possible termination/dismissal of Administrator Hester, with Mr. Hester, Prosecutor Hass and County Clerk Morrison remaining. Roll call vote, motion approved, 5-0.

Com. Furmanski moved, Com. Lynch supported to go back into Open Session at 8:07 P.M. Roll call vote, motion approved, 5-0.

The Chair asked if the Board wished to make a motion. Com. Lynch moved that the Board ask if the Administrator/Controller wanted to resign. Discussion followed regarding this motion. Prosecutor Hass stated that the Board could discuss resignation if the agenda were amended with a 2/3 vote. Com. Lynch's motion died for lack of support.

Moved by Com. Lang, supported by Com. Furmanski to approve the Indigent Appointment Agreement. Judge Barstow addressed the Board on the issue of a 3% increase in the contract for the attorneys. Motion approved, 5-0.

Moved by Com. Lynch, supported by Com. Stein to authorize the Menominee County Sheriff to execute the Mutual Aid Agreement with Marinette County. Motion approved, 5-0.

Moved by Com. Furmanski, supported by Com. Stein to approve Public Health-Delta & Menominee Counties' proposal for the Soil Erosion and Sedimentation Control Program. After some discussion Com. Stein withdrew her support. Moved by Com. Furmanski, supported by Com. Stein to amend the motion directing the administrator to enter into negotiations with Public Health for the Soil Erosion and Sedimentation Contract Program. Amendment approve 4-1; Com. Lang voted nay. Com. Stein supported the original motion. The original motion as amended was approved 4-1; Com. Lang voted nay.

Moved by Com. Lynch, supported by Com. Stein to approve the purchase of a Dodge Durango from Bill Snethkamp-Fleet, through the State Purchasing Program, in the amount of \$23,198.84. Motion approved, 5-0.

Moved by Com. Stein, supported by Com. Furmanski to approve placing the 911 Director position into the DMG Pay and Classification Study, as stated in the Employment Contract. This action is retroactive to October 1, 2002. Motion approved, 5-0.

Moved by Com. Furmanski, supported by Com. Lynch to authorize the Leave without Pay or benefits for John Zoberski for twelve(12) weeks, February 1, 2003 through April 26, 2003. Motion approved, 5-0.

Moved by Com. Stein, supported by Com. Lang to approve a one grade increase(to Grade 10) for PA Investigator position(#2103) and a one grade increase(to Grade 9) for the Secretary/Crime Victim Advocate(#2104), as recommended by DMG Maximus. Motion approved, 4-1; Com. Parrette voted nay.

*Prob. emp added to BMC  
3.24.03*

March 24, 2003

Proceedings of a regular meeting of the Board of Commissioners in and for the County of Menominee and the State of Michigan were held in Courtroom B, Courthouse, Menominee, Michigan.

Chairman Parrette called the meeting to order at 6:00 P.M. followed by the Pledge of Allegiance.

A call of the roll indicated that the following Commissioners were present/absent:

Present: Coms. Furmanski, Lang, Lynch, Parrette and Stein.

Excused: None

Chairman Parrette called for public comment. Public comments were made by:

- |                      |   |
|----------------------|---|
| Mary Jean LaValliere | Copier Maintenance Agreements   |
| Walter Multerer      | Jail Project  |
| Mary Nitkowski       | Zoning-Mining Ordinance/<br>Cyanide Prohibition/Document<br>Recording |

Moved by Com. Furmanski, supported by Com. Lynch to approve the amended agenda. Motion approved, 5-0.

Moved by Com. Lang to add to the agenda the issue of resolving the \$10,000-2% money from the Hannahville Tribe. Motion died for lack of support.

Moved by Com. Lynch, supported by Com. Stein to approve the previous meeting's minutes. Motion approved, 5-0.

The Administrator's Report: Mr. Hester mentioned the possible dates for the commissioner workshop. The Chairman asked the Administrator to look into the incorrect billing from the PA 451 agent.

The Board discussed with the Prosecutor the matter of the Eagle-Herald's FOIA appeal for the administrator's payroll records. Moved by Com. Lynch, supported by Com. Furmanski to approve the release of the payroll records requested by the Eagle-Herald through the FOIA appeal. Motion approved 4-1; Com. Lang voted nay.

Moved by Com. Furmanski, supported by Com. Lynch for termination of the administrator/controller to be effective immediately. The Board then discussed possible termination of the administrator/controller. Motion approved 4-1; Com. Lang voted nay. The Prosecutor was asked to escort the administrator out.

Moved by Com. Furmanski, supported by Com. Stein to approve the leave of absence for employee Jackie Kass. Motion approved 5-0.

Moved by Com. Lynch, supported by Com. Stein to table the Teamsters Local No. 328 grievance agenda item. Motion approved 4-1; Com. Furmanski voted nay.

Silvie Nelson, Director of the River Cities Chamber of Commerce, addressed the Board about the new Regional Guide. Cindy Boyle who collaborated on the project also made some remarks.

Moved by Com. Furmanski, supported by Com. Stein to approve the contract for Soil Erosion and Sedimentation Control (SESC) between Public Health and Menominee County for the period of March 1, 2003 to September 30, 2003. Moved by Com. Lynch, supported by Com. Furmanski to amend the contract with the two recommended changes. The amendment was approved, 5-0. The original motion as amended was approved, 4-1; Com. Lang voted nay.

Moved by Com. Lynch, supported by Com. Furmanski to approve Resolution 3-10 for the Soil Erosion program. Motion approved 4-1; Com. Lang voted nay.

Moved by Com. Stein, supported by Com. Lynch to approve placing the Library employees into the DMG Pay and Classification Plan retroactive to October 1, 2002. Motion approved 5-0.

Commissioners discussed the copier service agreements. No action was taken; the agenda item will be discussed further at the next Committee of the Whole.

Moved by Com. Lang, supported by Com. Lynch to support the Federal Emergency Management Agency (FEMA) Planning Grant, to update County plans to include terrorist and weapons of mass destruction (WMD) elements, in the amount of \$16,561.58. Motion approved 5-0.

Moved by Com. Lynch, supported by Com. Stein to support Resolution 03-05 to proclaim April 2003 as "Head Start Month". Motion approved 5-0.

Moved by Com. Stein, supported by Com. Furmanski to approve the Cherry LAN Software License Agreement between Cherry LAN Systems, Inc. and Menominee County Clerk/Register of Deeds Office. Motion approved 5-0.

Moved by Com. Furmanski, supported by Com. Lynch to approve Resolution 03-06 to establish Register of Deeds Automation Fund. Motion approved 5-0.

Moved by Com. Stein, supported by Com. Lynch to approve Resolution 03-07 to create Register of Deeds Automation Fund Budget. Motion approved 5-0.

Moved by Com. Lynch, supported by Com. Furmanski to approved Resolution 03-08 for Budget adjustment to increase Register of Deeds Revenue for Fiscal Year 2003. Motion approved, 5-0

*Undersheriff  
follows Per. Manual*

January 25, 2005

Proceedings of a regular meeting of the Board of Commissioners in and for the County of Menominee and the State of Michigan were held in Courtroom B, Courthouse, Menominee, Michigan.

Chairman Lang called the meeting to order at 5:00 P.M. followed by the Pledge of Allegiance.

A call of the roll indicated that the following Commissioners were present/absent:

Present: Coms. Berger, Burie, Lang, Lynch, Furmanski

Excused: None

Chairman Lang called for public comment; there was none.

Moved by Com. Berger, supported by Com. Burie, to approve the agenda. Motion approved, 4-0.

Moved by Com. Burie, supported by Com. Lynch, to approve the 12/23/04 Regular Meeting and the 1/6/05 Reorganizational Meeting minutes. Motion approved, 5-0.

CUPPAD Representative Dave Gillis gave a presentation on the benefits of membership in their organization.

Sheriff Brett Botbyl addressed the Board. He wanted specifics on information to include in his monthly department head report to the Board.

Moved by Com. Lynch, supported by Com. Berger, to approve Menominee County's membership in CUPPAD and payment of the dues in total of \$9,000.00. Funds to be disbursed from account #101-103-802.00 (Other Leg-Memberships/Subscriptions). Motion approved, 5-0.

Moved by Com. Furmanski, supported by Com. Burie, to ratify Sue Polito's appointment to the BAMC Board of Directors for another four-year term. Motion was approved 5-0.

*Wrong \$ amt.  
used for  
bug*

Moved by Com. Berger, supported by Com. Furmanski, to approve the hiring of Tom Hayward as Menominee County Undersheriff. Undersheriff to follow under the Personnel manual. Salary for 2005 is \$45,607.. Motion was approved, 5-0.

Moved by Com. Burie, supported by Com. Lynch, to approve Resolution 05-01 regarding County of Menominee Depositories. Motion was approved, 5-0.

Moved by Com. Berger, supported by Com. Furmanski, to approve Resolution 05-02 regarding Deferred Payment. Motion approved, 5-0.

Moved by Com. Lynch, supported by Com. Burie, to approve Resolution 05-03 regarding Authorizing Investment of County Funds and approving the County Investment Policy. Motion approved, 5-0.

Moved by Com. Berger, supported by Com. Lynch, to approve Resolution 05-04 regarding Support for Enstrom Helicopter Corporation's protest. Motion approved, 5-0.

Moved by Com. Furmanski, supported by Com. Lynch, to approve entering into the Mutual Aid Agreement between Marinette County, Wisconsin and Menominee County, Michigan Law Enforcement Services. Motion approved, 5-0.

Moved by Com. Furmanski, supported by Com. Berger, to approve the purchase of a 27' Vigilant Boston Whaler boat (for Marine Patrol Program) from Brunswick Commercial in the amount of \$102,936.00, with possible additional shipping costs of \$3,913.00, to total \$106,849.00. Funds to be disbursed from the 2004 Homeland Security Grant. Motion approved, 5-0.

Moved by Com. Burie, supported by Com. Furmanski, to approve amending the meeting times on the 2005 Menominee County Board of Commissioner's meeting schedule to 4:00 p.m. C.S.T. Motion approved, 5-0.

Moved by Com. Berger, seconded by Com. Lynch, to approve the Agreement between Menominee County Board of Commissioners and Menominee County Courthouse Employee Association; with typographical errors corrected. Motion approved 5-0.

Moved by Com. Lynch, seconded by Com. Berger, to approve the same wage and benefit changes, as approved with the Courthouse Bargaining Unit, to be implemented for the Elected Officials and Non-Represented Employees. This would affect salary and insurance benefits only. Motion approved 5-0.

Moved by Com. Lynch, seconded by Com. Berger, to approve the Commissioner Per Diems/Vouchers as paid. Motion approved 5-0.

Moved by Furmanski, seconded by Com. Lynch, to approve Miscellaneous Bills paid on December 3<sup>rd</sup> and 16<sup>th</sup> in the total amount of \$245,572.18. Motion approved 5-0.

Moved by Com. Berger, seconded by Com. Furmanski, to place Misc. Boards/Committees/Commissions Reports on file. Motion approved 5-0.

Moved by Com. Burie, seconded by Com. Berger, to deposit rebate from Workers' Compensation Fund in the 2005 Contingency Fund. Motion approved 5-0.

Moved by Com. Burie, seconded by Com. Berger, to adopt the Arenac County resolution regarding Public Act 451 Sedimentation Control and to have copies forwarded to our State Representatives indicating our agreement. Motion approved 3-2; Coms. Furmanski and Lynch voted nay.

*Were changed using 970 increases NOT per pay scale*

8-22-05

Com. Berger moved, Com. Furmanski supported to approve, for the second and final reading, the amended Menominee County Board Policy P91-3 as follows:

**P91-3 DISSEMINATION OF INFORMATION.** It shall be the policy of the Board that all information pertaining to business of the County Board obtained by individual commissioners, committees of the Board, employees of the county and other Elected Officials shall be transmitted in a timely fashion to all Board members so that they would be better able to make informed decisions. Regularly scheduled County Board packets and regularly scheduled committee packets will be available in the Administrator's Office five days prior to the scheduled meeting.

Motion approved, 5-0.

Com. Burie moved, Com. Berger supported to approve the hiring of Peggy Schroud as Equalization Director starting at Step 1 of Department Head Grade 15, effective September 1, 2005. Motion approved, 3-2; Coms. Furmanski and Lynch voted nay.

Com. Burie moved, Com. Furmanski supported to approve the miscellaneous bills paid on June 15<sup>th</sup> and 27<sup>th</sup> in the total amount of \$138,436.64. Motion approved, 5-0.

Com. Burie moved, Com. Furmanski supported to approve the Commissioner Per Diems as paid. Motion approved, 5-0.

Com. Burie moved, Com. Berger supported to approve the attached (see Attachment B) ballot language for the County Office Building and Jail Proposition. Motion approved, 4-1; Com. Lynch voted nay.

Com. Furmanski moved, Com. Lynch supported to amend the motion from the July 14<sup>th</sup> meeting to state: Brian to develop all costs involved to provide move to the hospital, razing of present buildings excluding the original courthouse and boiler house and Building and Grounds to work with Brian and report back to the County Board by August 22<sup>nd</sup>. (Note: stricken was the language -- "selling of the Extension Office".) Motion approved, 4-1; Com. Burie voted nay.

There was a brief discussion about county board size.

Public comment was called for:

- |                 |                            |
|-----------------|----------------------------|
| Clyde Thoun     | Board size                 |
| Walter Multerer | Ballot language            |
| Bob Desjarlais  | Ballot language change     |
| Larry Pepin     | Department head and union  |
| Darlene Nerat   | Lease out Extension Office |

*Dept. Head Pay Scale  
Was Never approved  
by the CB.*