

MENOMINEE COUNTY BOARD OF COMMISSIONERS

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

Sherry Smith - Administrative Assistant
Telephone: (906) 863-7779 or 863-9648
Fax: (906) 863-8839

The Menominee County Board of Commissioners
will meet as a Committee of the Whole
on **Tuesday, October 13, 2009** at 6:00 p.m. C.D.T.
at the Menominee County Courthouse - Courtroom B

AGENDA

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Public Comment (*Statements, not debate, limited to 5 minutes per person on agenda items only*)
- E. Department Head Report/Comments
- F. Approval of the Agenda
- G. Approval of the Previous Meeting Minutes
- H. Presentations
- I. Agenda Items
 1. Personnel Items
 - a. Administrator Position ~ Guidance for MI Works negotiations
 - b. Request for Family Medical Leave ~ FOC, Robyn Bourgeois
 - c. Retirement of Building Code Inspector/Soil Erosion – Larry Pepin
 - d. Discussion of hiring a Part time Building Inspector/Soil erosion employee
 - e. Discussion of termination of Part Time Library Asst. due to budget cuts
 2. Building and Grounds/ Parks Items
 - a. County Parks & Rec. Committee ~ Preparation of Meeting Agenda
 - b. Approval of Amended Parks & Rec. Committee By-laws
 - c. Discussion of hiring a Part Time - Maintenance Worker
 - d. Resignation of County Parks & Rec. Committee Chairman ~ Mark Aubert
 3. Miscellaneous Items
 4. Finance Items
 - a. Discussion of 2009 Apportionment Report as submitted by the Equalization Dept. **NOTE: This report may need to be later amended due to the November elections.*
 - b. Acting County Clerk request P.T. to Full time Deputy County Clerk/payroll employee until further notice.

Gary Eichhorn - Chairperson

Dick Peterson - Vice Chairperson

Bernie Lang

James Furlong

Garry Anderson

- c. Commissioner Per Diems/Expenses
- d. Miscellaneous Bills

- J. Any other matters that may be properly presented
- K. Correspondence
- L. Public Comment
- M. Adjournment

COMMITTEE OF THE WHOLE

Tuesday ~ September 8, 2009
Menominee County Courthouse - Courtroom B
Menominee, MI 49858

MINUTES

The meeting was called to order at 6:00 p.m. (CDT) by Chairman Gary Eichhorn

The Pledge of Allegiance was recited.

Roll call was taken with the following in attendance:

Present: Commissioners Lang, Furlong, Anderson, Peterson & Eichhorn

Public Comment: Ms. Noreen Johnson, Ingallston Township – “Penny Wise, dollar foolish” Does not support proposed budget cuts. Support Steve Wery’s position on the maintenance and improvements on all parks. He has a vision for the parks in Menominee County it shows in his work. Steve Soby – submitted 90 + signatures in support of the Buildings and Grounds/Parks Supervisor position.

Department Head Reports/Comments: None.

Motion to amend Agenda: Com. Peterson would like to table Item 4c until the next meeting. Com. Lang is against postponing the budget until Friday. “We have a lot of people here to find out what we’re going to do with the budget”. Com. Furlong agrees with Lang, he says we should discuss this now. Erdman stated due to short staffing in the office, we’re unable to come up with more accurate figures for specific items. Amending the agenda to table item 4c “Discussion of the budget items not agreed upon at the 9/2/09 COW” was agreed upon by Coms. Peterson, Anderson & Eichhorn. Coms. Lang and Furlong disagreed.

Approval of the Amended Agenda: Moved by Comm. Anderson, seconded by Comm. Peterson to approve the agenda. Motion carried, 5-0

Approval of the Previous Meeting Minutes: Comm, Peterson would like to make two amendments to the previous minutes “page 2 of Sept. 2nd minutes, Peterson voted against putting the Library Bus back into the Budget and he also voted to add the \$10,000 back into the Parks improvement fund.” Com. Eichhorn added that only he and Furlong voted to add the \$15,000 to the Library Bus fund. Com. Anderson moved to approve the amended minutes of Sept. 2nd, Com Peterson supported. Motion carried, 5-0

Presentations: None

Agenda Items:

1. Finance Items:

- a. Discussion of Administrator Position – Mr. Erdman states his opinion remains the

same. He thinks we need a full time administrator. Com. Eichhorn would like to as soon as the budget is approved, move on this. Get together and establish a correct theory of what we want and move it as quickly as possible. Com. Furlong states, we have a good starting point, we have a job description. MI/Works did a good job with the City, I think we should talk to them. It looks like, from reading a letter from MSU that Nov. 31 is your last day (to Erdman). Erdman replies, "Yes, that's right". Com. Lang asked, "Why wait until after Oct. 1st we're behind the eight ball on a lot of things, we're behind because we don't meet our own schedules. Com. Eichhorn said, 'We can discuss this again on Friday since we're getting together on the budget'".

2. Building and Grounds Items:

- a. Appointment to the Parks and Recreation Committee – Mr. Erdman tells the board we've received letters of interest from community members. He points out the need to have a more formalized document or application process. Com. Anderson recommends we move this forward, supported by Com. Peterson.

3. Miscellaneous Items:

- a. Menominee County Road Commission Resolution and Investment Policy – Coms agree to move this item forward for approval.
- b. Democratic Appointment to the Board of County Canvasser – A letter received from Ruby Ivens just prior to this meeting is read. She is submitting names of candidates to the County Clerk, apologizing for late submission. Mr. Erdman recommends we move this forward. Com. Furlong takes issue with this. A letter was send out to the parties to submit 3 names and letters of interest for recommendation to each party. We don't have that. He would like this to go back to the County Clerk and do what is required by law and then bring it back to the board for submission of an appointment. Com. Furlong would like to see the 3 letters of interest and 3 names submitted by the current party Chairperson. All commissioners are in agreement.
- c. Republican Appointment to the Board of County Canvasser – Discussed above...bring back to the board when we have the information requested by law.
- d. Petition of Annexation – Village of Carney/Nadeau Township – Com Eichhorn asked if the Prosecutor has had a chance to look this document over? Mr. Erdman stated no, it has not been given to Attorney Hass. Com. Eichhorn is concerned that we're in compliance with everything needed. Com. Lang stated this came before the board once before and his opinion hasn't changed. We were led to believe all requirements were met. At this point, he's in favor to the annexation. Com. Eichhorn agrees that this is a worthwhile project. Mr. Erdman stated he has been involved with the sanitation issues of the area and that this could help with solving the sanitation problem. Com. Furlong says we should go take a look and see what the local input is. Com. Peterson asks Mr. Perron to give some updated information on the annexation. Most questions in the past were pointed at future land use. The village believes this will enhance our land for economic development. Com. Lang asks Mr. Perron, "Why is it necessary to annex the property to accomplish your economic development plan? Mr. Perron answers, "It really isn't, in a sense that's not the purpose of doing it. BTI industries petitioned the village, to become a part of the village to help us. Their reason is because they're from the village. Right now they're only talking about using about 80 acres of the land for the sewage treatment plant. The other part of the property can be used for example, as an industrial park.

Com. Eichhorn agrees with Com. Lang, he thinks we should move this forward.

4. Finance Items:

- a. Ms. Ruleau has submitted a proposal to add another probation officer. This person will help 20 clients at a time. This is a new position, a new probation officer. She can apply for a 50/50 state grant. We pay half of the costs. There is a potential of approval of a Hannahville 2% grant which would lower the costs to the county. Com. Furlong states he already has a problem with cutting positions, now you're asking to add a new position. Com. Eichhorn asks Mr. Erdman, "What is the potential cost savings". Roughly \$141,000. Com. Furlong asks, what about reimbursements for the child care? Approx. ten percent of the total bill is collected from the parents. According to Sharon they are actively doing everything they can to collect reimbursements. Dawn Dennis-Ruleau states the auditors say we are at the top for collections of reimbursements.
- b. Harris Township outstanding bill from Manatron – This bill is for Harris township. Menominee County has the contract with Manatron. Harris Township described that the previous administrator changed to BS&A half way through the year with the Manatron process. They paid for what they thought they used and stopped paying when BS&A went into effect. It is recommended to send the billing back to Harris Township to pay the bill.
- c. Item 4-c is tabled until next meeting, Friday Sept. 11, 2008. "Discussion of Budget items not agreed upon at 9/2/09 COW"
- d. Commissioner Per Diems/Expenses – Com. Anderson recommends we move this forward except there is a correction on his per diems. I marked down the executive Committee meeting. I'm not part of the executive committee. I'd like to remove that and the mileage for this meeting (8-28-09).
- e. Miscellaneous Bills – Mr. Erdman recommends to pay the bills.

Other Items Members may wish to present: Com. Lang states, even though the County board received the proposed budget a mere three hours before the last meeting. The Eagle Herald was able to FOIA a copy before the meeting. Mrs. Peterson and an unidentified person had copies during the meeting. So how is it that Jason Lauzer has to wait ten days for his FOIA for the same materials to be responded to? Mr. Erdman responds, As for the Eagle Herald, Ms. Mullins, she did hand me a FOIA as I was walking up the steps. I wouldn't give her the document until after. We had a staff shortage in our office due to a medical emergency. I put together as much as I could. But I didn't feel comfortable sending it out, not knowing if I had all of the information. Mr. Hass provided language for an extension of the FOIA. It's no more than that. I didn't want to choose the wrong draft to send. Because Sherry was not available to be at that meeting, I gave Mrs. Peterson a budget to help me take minutes to compare against mine.

Correspondence: None

Public Comment: Pat Kleicamp speaks of being heard by the board on the Aug. 11th meeting in regards to issues happening in front of my home with local farmers. He would like the board to look at all information presented and reply with something in writing stating their position on this. Jason Lauzer, Most people are here to listen to the issues with the budget. Why doesn't the board upload this to the Menominee County website? At least give the public

an option to see the documents. Immensely against cutting any positions. Talk it out, discuss the issues at hand.

The next COW meeting will be on Friday Sept. 11th, 2009 at 4:30 at the Annex in Stephenson.

Adjournment: Moved by Comm. Anderson supported by Comm. Peterson to adjourn this meeting at 8:50 P pm. Motion carried, 5-0.

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Administrator Position
DEPARTMENT:	Board
ATTACHMENTS:	Yes
SUMMARY: Guidance for MI Works negotiations	
RECOMMENDED MOTION: 	

Submitted by: Mike Erdman

10/07/2009

Date

WORKSHOP ACTION

	Forwarded to County Board for Approval as Recommended
	Reviewed with no motion to carry forward
	Continue after additional review/research is obtained
	Recommended with the following change(s):

COUNTY BOARD ACTION

DATE:

	Approved
	Disapproved
	Approved with the following change(s):



Menominee County Administrator Recruitment Proposal by Michigan Works! The Job Force Board

Michigan Works! The Job Force Board is equipped with the tools and personnel to assist organizations with their search for qualified executive level candidates.

As part of our value added services to assist companies with recruiting, we can design a holistic approach to hiring an executive that is adjusted to fit your needs.

For executive level recruitment, we offer the following services:

- ❑ Design marketing material to communicate information about the position, the company and the community;
- ❑ Recruit locally, regionally and nationally through selected media outlets as well as professional organizations and internet executive level jobsites;
- ❑ Network among community leaders across the region;
- ❑ Pre-screening activities that include the receipt of resumes via post office box or other method, background checks, qualification screening and sorting;
- ❑ Administer pre-employment assessments at any point during the process;
- ❑ Design a comprehensive and objective interview process with a scoring mechanism;
- ❑ Conduct reference checks;
- ❑ Personalized delivery to your search committee.

We are pleased to propose this opportunity to work with you and present the following value added services to assist Menominee County in its search for a County Administrator.

Project Design for Menominee County:

Job Description Development:

Our Business Service Team will provide you with a customized professional job description that can be modified to further meet your needs.

Cost: Complimentary (\$60.00 value)

Recruitment:

The Job Force Board Business Service Team will conduct recruitment activities as follows:

Upper Peninsula newspapers and their websites: Eagle Herald, Daily Press, The Daily News and the Mining Journal to feature a two column bordered ad to run for 3 weeks on the highest distribution days for these papers (Monday, Friday and Saturday).

Estimated Cost: \$ 2,500.00

Professional Associations:

Recruitment activities will be conducted with Professional Association Newsletters and/or websites:

Michigan Association of Counties will post a onetime posting in their monthly newsletter for \$75 per month. They also have a job board on their website for \$75 for a 30 day posting.

Cost: \$150.00 for 30 days

National Association of Counties will post on their website that averages 15,000 hits per day for \$100.00 per week.

Cost: \$400.00 for 30 days

The **International City/County Management Association (ICMA)** posting will run for 30 days. The posting will be on the ICMA website and in the monthly newsletter.

Cost: \$800.00 two editions of their monthly newsletter

The posting will run on the **Michigan Municipal League's (MML)** website for 4 weeks.

Cost: \$330.00

Executive Networking:

We will use our extensive network of contacts throughout the Upper Peninsula to confidentially search for executives who might be interested in a lateral move or career advancement.

Cost: \$180.00

Application Collection:

Application packets may be sent directly to the address of the Michigan Works! Office for collection and forwarded to the County at a timeframe of your choosing.

Cost: Complimentary (\$150.00 value)

Application Screening Objective Process Training:

Our team has a highly effective objective screening methodology utilizing criteria as defined in the employment advertisement. We are happy to consult with and train your decision makers at no cost.

Cost: Complimentary (\$150.00 value)

Application Screening Objective Process Implementation:

Our team will apply our objective screening process and maintain scores documentation in order for your decision makers to verify. It is important that the County decision makers ultimately choose the top candidates, however in order to begin with an objective ranking, we are happy to rate all applicants for an initial breakdown.

Cost: \$75.00 per hour

Interview Process:

We will work closely with you to design a behavioral based interview process with a set of behavioral based interviewing questions. This process will assist you in identifying candidates who have the behavioral traits and characteristics that you have selected as necessary for the position of County Administrator.

Cost: \$180.00

Interview Participation:

Our Business Solutions Professionals have strong background in interviewing and ensuring consistency and legality. We can help you through the process to whatever degree you prefer and even sit-in on interviews.

Cost: \$75.00 per hour

Post Interview Selection/Pre Employment Assessments:

We can help you identify the candidates who are most likely to become a valued employee. Professional level pre-employment

assessment(s) can be administered during the hiring process. This will aid you in your final interview session to determine which candidate meets your overall organizational needs.

Cost: \$250.00 per candidate

Perform Reference Checks:

Our team can assist you by telephoning professional and/or personal references and documenting reference responses.

Cost: \$75.00 per hour

Coordinate Background Checks:

Our team can assist you by coordinating background checks on potential candidates. Background checks are available that include a variety of reviews to meet your needs, from credit checks to social security trace and statewide criminal history checks.

Background checks require candidate permission and are generally performed post-offer.

Cost per candidate: \$45.00 per candidate

Total Package Cost: \$6827.00*

***Final cost determined based on a la carte choices and number of candidates.**

Project Costs	Total Cost	Assumptions
Job Description	\$0	
Recruitment		
UP Newspapers	\$2,500.00	
Michigan Talent Bank	\$0	
Michigan Association of Counties	\$150.00 per month	One month
NaCo Website	\$100.00 per week	One month
ICMA	\$800.00 per month	One month
MML	\$122.00 per month	One month
Executive Networking	\$180.00	One month
Resume Collection/Sorting	\$0	
Applicant Screening	\$75.00 per hour	Seven hours
Interview Process		
Process Design	\$180.00	
Process Participation	\$75.00 per hour	Seven hours
Pre-Employment Selection		
Assessments	\$250.00 per candidate	Five candidates
Perform Reference Checks	\$75.00 per hour	Two hours

Coordinate Background Checks	\$45.00 per candidate	One candidate
-------------------------------------	------------------------------	----------------------

Michigan Works! The Job Force Board looks forward to working with Menominee County and we are confident that you will be satisfied with our high value business services.

*Holly Peoples
Business Service Consultant
906-280-2441*

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Request for Family Medical Leave
DEPARTMENT:	FOC
ATTACHMENTS:	Yes
SUMMARY:	
Ms. Bourgeois is requesting Family and medical leave for a maximum of six weeks.	
RECOMMENDED MOTION	

Submitted by: Gary Eichhorn

 10/07/2009
Date

WORKSHOP ACTION

	Forwarded to County Board for Approval as Recommended
	Reviewed with no motion to carry forward
	Continue after additional review/research is obtained
	Recommended with the following change(s):

COUNTY BOARD ACTION

DATE:

	Approved
	Disapproved
	Approved with the following change(s):

Menominee County
Board of Commissioners
839 10th Ave
Menominee, MI 49858

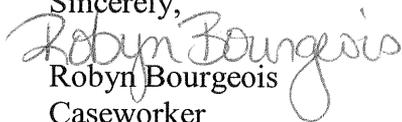
October 6, 2009

Dear Commissioners:

I am respectfully requesting a Leave of Absence under the federal Family and Medical Leave Act of 1993. I was informed on October 5, 2009 that I needed to have surgery. My surgery is scheduled for October 14, 2009. I am expected to be off of work for a minimum of four (4) weeks; maximum of six (6) weeks. I am requesting six (6) weeks Leave, with the intention of returning in less time. I have attached documentation from my physician.

If you have any further questions, please contact me.

Sincerely,

Handwritten signature of Robyn Bourgeois in cursive script.

Robyn Bourgeois

Caseworker

Friend of the Court Office

906-863-8981 (work)

COMPANY NAME/Contact Person/Phone #

PATIENT'S NAME (First) Robyn (Middle Initial) _____ (Last) Bourgeois DATE OF INJURY/ILLNESS _____

DIAGNOSIS neck condition

TO BE COMPLETED BY ATTENDING PHYSICIAN - PLEASE CHECK

I evaluated this patient on 10-5-09 and _____
Date

- Recommend his/her return to work with no limitations on _____
Date
- He/She may return to work on _____ capable of performing the degree of work checked below with the following limitations:
Date

DEGREE	LIMITATIONS																				
<input type="checkbox"/> Sedentary Work. Lifting 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	1. In an 8 hour work day patient may: a. Stand/Walk <input type="checkbox"/> None <input type="checkbox"/> 1-4 Hours <input type="checkbox"/> 4-6 Hours <input type="checkbox"/> 6-8 Hours b. Sit <input type="checkbox"/> 1-3 Hours <input type="checkbox"/> 3-5 Hours <input type="checkbox"/> 5-8 Hours c. Drive <input type="checkbox"/> 1-3 Hours <input type="checkbox"/> 3-5 Hours <input type="checkbox"/> 5-8 Hours 2. Patient may use hand(s) for repetitive: <input type="checkbox"/> Single Grasping <input type="checkbox"/> Pushing & Pulling <input type="checkbox"/> Fine Manipulation 3. Patient may use foot/feet for repetitive movement as in operating foot controls: <input type="checkbox"/> Yes <input type="checkbox"/> No 4. Patient is able to: <table border="0"> <tr> <td></td> <td>Frequently</td> <td>Occasionally</td> <td>Not At All</td> </tr> <tr> <td>a. Bend</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>b. Squat</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>c. Climb</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>d. Twist Body</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>		Frequently	Occasionally	Not At All	a. Bend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. Squat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c. Climb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	d. Twist Body	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Frequently	Occasionally	Not At All																	
a. Bend		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																	
b. Squat		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																	
c. Climb		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																	
d. Twist Body	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																		
<input type="checkbox"/> Light Work. Lifting _____ pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be only a negligible amount, a job is in this category when it requires walking or standing to a significant degree or when it involves sitting most of the time with a degree of pushing and pulling of arm and/or leg controls.																					
<input type="checkbox"/> Medium Work. Lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.																					
<input type="checkbox"/> Heavy Work. Lifting 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds.																					
<input type="checkbox"/> Very Heavy Work. Lifting objects in excess of 100 pounds with frequent lifting and/or carrying of objects weighing 50 pounds or more.																					

OTHER INSTRUCTIONS AND/OR LIMITATIONS:

3. Surgery has been scheduled for 10-14-09 and patient will be unable to work until approximately 3-6 wks
Date Date

4. These restrictions are in effect until _____ or until patient is reevaluated on 4 wks
Date Date

5. He/She is totally incapacitated at this time. Patient will be reevaluated on _____
Date

PHYSICIAN'S SIGNATURE [Signature] DATE 10-5-09

AUTHORIZATION TO RELEASE INFORMATION

I hereby authorize my attending physician and/or hospital to release the above information or copies thereof acquired in the course of my examination or treatment for the injury identified above to my employer or his representative.

PATIENT'S SIGNATURE _____ DATE _____

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Retirement of Building Code Inspector/Soil Erosion
DEPARTMENT:	County Board
ATTACHMENTS:	Yes
SUMMARY:	
<p>Mr. Pepin has informed the board he will terminate his employment with Menominee County at Close of business on 04 Jan, 2010. He will then apply for his retirement benefits.</p> <p>Board will discuss the hiring of a part time building inspector for a replacement of Mr. Pepin</p>	
RECOMMENDED MOTION	

Submitted by: Gary Eichhorn

10/07/2009
Date

WORKSHOP ACTION

	Forwarded to County Board for Approval as Recommended
	Reviewed with no motion to carry forward
	Continue after additional review/research is obtained
	Recommended with the following change(s):

COUNTY BOARD ACTION

DATE:

	Approved	
	Disapproved	
	Approved with the following change(s):	

MENOMINEE COUNTY BUILDING CODE DEPARTMENT

S904 U.S. HIGHWAY 41 STEPHENSON, MICHIGAN 49887

TELEPHONE: (906) 753-6343 FAX: (906)753-2200

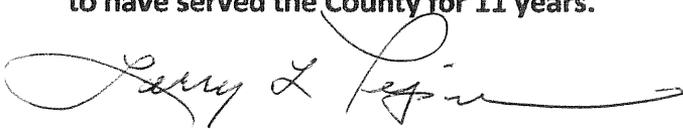
October 2, 2009

Mike Erdman

Intrim County Administrator

Dear Mr. Erdman,

In response to your letter dated September 30, 2009 please consider this my letter of notice that effective at the close of business on January 4, 2010 I will be terminating my employ with Menominee County and will hereby apply for retirement from MERS. Thank you for the opportunity to have served the County for 11 years.



Larry L. Pepin

Menominee County Building Code Official

Menominee County is an Affirmative Action/Equal Opportunity Employer

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Termination of Part time employee at Library due to budget cuts
DEPARTMENT:	Library
ATTACHMENTS:	Yes
SUMMARY:	Discussion of lay off of a part time library assistant due to budget cuts
RECOMMENDED MOTION	

Submitted by: Gary Eichhorn

10/07/2009
Date

WORKSHOP ACTION

	Forwarded to County Board for Approval as Recommended
	Reviewed with no motion to carry forward
	Continue after additional review/research is obtained
	Recommended with the following change(s):

COUNTY BOARD ACTION

DATE:

	Approved
	Disapproved
	Approved with the following change(s):

"Menominee – Where the best of Michigan begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

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

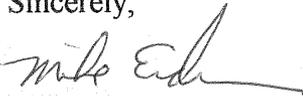
*Mike Erdman - County Interim Administrator
Sherry Smith - Administrative Assistant
Telephone: (906) 863-7779 or 863-9648
Fax: (906) 863-8839*

September 30, 2009

Dear Ms. Shuman:

On behalf of the County of Menominee, I regret to inform you that the County has eliminated your Library Assistant part time position with the County of Menominee. Please be advised that effective at the close of business on **September 30, 2009**, you are terminated from the County of Menominee employment.

Sincerely,



Mike Erdman
Interim County Administrator

cc: Ms. Patricia Cheski, Library Director
Commissioners Gary Anderson, Gary Eichhorn, James Furlong, Bernie Lang, Dick Peterson
County Clerk Mike Jasper
Administration Sherry Smith

Gary Eichhorn - Chairperson

Dick Peterson - Vice Chairperson

Bernie Lang

James Furlong

Garry Anderson

MENOMINEE COUNTY PERSONNEL ACTION FORM

EFFECTIVE DATE: September 30, 2009

EMPLOYEE NAME: Patricia J. Shuman

POSITION/DEPT: Library Assistant

I. CHANGE

DESCRIPTION	FROM	TO
Dept./Div.		
Job Classification		
Rate of Pay		
Account Number		
Change of Address/Telephone		

II REASONS FOR CHANGE (As applicable)

- | | | |
|--|---|---|
| <input type="checkbox"/> New Hire | <input type="checkbox"/> Status Change | |
| <input type="checkbox"/> Re-Hire | <input type="checkbox"/> Promotion | <input type="checkbox"/> Demotion |
| <input type="checkbox"/> Annual Evaluation | <input type="checkbox"/> Transfer - Voluntary | <input type="checkbox"/> Transfer - Involuntary |
| <input type="checkbox"/> Probationary Period Completed | <input type="checkbox"/> Part-Time to Full-Time | <input type="checkbox"/> Termination |
| <input type="checkbox"/> Leave of Absence | <input type="checkbox"/> Retirement | <input type="checkbox"/> Resignation with Notice |
| <input type="checkbox"/> Temporary Assignment | <input type="checkbox"/> Resignation without Notice | <input type="checkbox"/> Discharge |
| <input type="checkbox"/> Reclassification | <input checked="" type="checkbox"/> Layoff | <input type="checkbox"/> Temporary position ended |
| | <input type="checkbox"/> Suspended with Pay | <input type="checkbox"/> Suspended without Pay |
| | <input type="checkbox"/> Deceased | <input type="checkbox"/> Other |

Replacing (Status Changes/New Hires):

Explanation:

Layoff due to budget constraints resulting in elimination of part-time position at library.

III ATTACHMENTS (As Applicable)

- Employment Application/Interview Selection Record/Background Check
- Evaluation Form
- Letter/Memorandum

IV SIGNATURES

Department Head Authorization: Patricia J Cheski Date: 9/30/09

County Administrator Approval: _____ Date: _____

V DISTRIBUTION

- A. Original with Attachments - Personnel Records
- B. Copy without Attachments - Employee, Department Head(s), Payroll, Insurance Dept., Accounts Payable, County Board of Commissioners

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Submission of Agendas for the Parks and Rec. Committee
DEPARTMENT:	Parks & Rec
ATTACHMENTS:	
SUMMARY: Interim Administrator asked Parks & Rec. Committee to do their own agendas since his office does not have the time.	
RECOMMENDED MOTION: Consensus is that Parks & Rec. Com is advisory only and has no capacity to post the agenda to the county web site.	
Motion to return the agenda preparation to the county administrator in conjunction with the parks superintendent. Motion carried unanimously.	

Submitted by: Judy Bright, Secretary of Parks & Rec Comm. September 9, 2009
Date

WORKSHOP ACTION

	Forwarded to County Board for Approval as Recommended
	Reviewed with no motion to carry forward
	Continue after additional review/research is obtained
	Recommended with the following change(s):

COUNTY BOARD ACTION

DATE:

	Approved
	Disapproved
	Approved with the following change(s):

Menominee County
Parks and Recreation Committee
September 9, 2009
Minutes

Members Present: Mark Aubert, Judy Bright, Commissioner James Furlong, and Jason Lauzer. Absent: Vola Bleile and Commissioner Dick Peterson. (Position vacated by Mike Lyons still had not been filled as of meeting date.) Also in attendance: Steve Wery, Parks Superintendent.

The meeting was held at the Stephenson Annex and was called to order at 6:00 pm by Chairman Aubert.

Motion to approve agenda as presented made Judy Bright, seconded by Jason Lauzer. Motion carried.

Motion to approve August 12, 2009 minutes with reference to "Mike Aubert" being corrected to "Mark Aubert" was made by Jason Lauzer, seconded by James Furlong. Motion carried.

There was no public comment.

Since the last committee meeting, Chairman Aubert was advised by the interim county administrator that the secretary of the committee should prepare the agenda, since his office does not have the time to do this. The consensus was that the committee is advisory only and has no capacity to post the agenda to the county web site. A motion to return the agenda preparation to the county administrator in conjunction with the parks superintendent was made by James Furlong, seconded by Jason Lauzer. Motion carried.

A motion to approve the By-Laws as amended in their final form was made by Jason Lauzer and seconded by James Furlong. Roll call vote: Aubert – aye; Lauzer – aye; Furlong – aye; Bright – aye. Motion carried 4-0.

The committee has been made aware that the position of Building and Grounds and Parks Superintendent (equal to one full-time position and currently held by Steve Wery) is in jeopardy of being eliminated through the 2009-10 budget process. In discussion that followed, Chairman Aubert read into the minutes and shared a lengthy list of grants received and various improvements to the county parks (copy attached) while Superintendent Wery has been in charge of the parks. Jason Lauzer commented on Steve Wery's dedication to and interest in his position. James Furlong questioned long term effects on the parks by cutting this position. Judy Bright commented that she has seen many positive improvements in the parks over the past ten years. Following further discussion about the need for a parks superintendent, a motion was made by Jason Lauzer, seconded by James Furlong to "to support keeping Steve Wery on as Parks Superintendent and to authorize Chairman Aubert to advise the county of such motion." The secretary will draft a letter to the commissioners and the interim administrator advising them of this action. (Copy of letter attached.)

Superintendent Wery advised the committee that the new park fee schedule for 2010 was approved by the county board and that the resolution supporting efforts of the Front 40 group died for lack of a second.

Mark Aubert inquired into the status of filling the vacancy created by the resignation of Mike Lyons. Commissioner Furlong updated the committee stating that a new application process is a "work in progress" at this moment, but was hopeful that someone would be appointed by our next meeting in October.

Public comment:

Arlen Bright, Wallace, spoke to the cumulative effect of reduced outlays by the county over the years as revenues have increased at the parks.

Tina Lesperance, past committee member for 17 years, spoke in support of Mr. Wery and how he gets the job done. If there have been any problems with Mr. Wery's performance, there has been no documentation. She asked the committee to speak out as a group at the next meeting of the commissioners.

Kandace Curran, MSU Extension Secretary and Fair Board Manager, complimented Mr. Wery on his ability to find the money needed for projects and not waiting for money to come to the county. She further added that Mr. Wery was proactive in resolving any fair issues.

Karen Kayser, parks employee at Shakey Lakes Park, commented that Steve is her manager, is very conscientious and is always there.

Steve Sobay, seasonal camper, stated that Steve does things right and any issues at the park are resolved.

Following public comment, Steve Wery thanked everyone in attendance and said that this would probably be the last meeting he attends as parks superintendent. It has been a pleasure working for the county, and his dealings with the county board had always been positive, until this past February. He further commented that buildings and parks are major operations, and commended his workforce for their efforts and good work. He is also trying to arrange a walk-through to let the county board know the current status of the parks and buildings.

James Furlong advised all in attendance that it is very important for citizens to give input to their commissioners, since they represent the community and need to know what their constituents think.

A motion to adjourn was made by James Furlong, seconded by Jason Lauzer. Motion carried. Meeting adjourned at 7:15 pm.

Judy Bright, Secretary
Menominee County
Parks and Recreation Committee

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Parks By-laws
DEPARTMENT:	Parks & Rec. Committee
ATTACHMENTS:	Yes
SUMMARY:	
The Parks and recreation committee have revised some areas of their by-laws.	
RECOMMENDED MOTION	

Submitted by: Gary Eichhorn

 10/07/2009
Date

WORKSHOP ACTION

	Forwarded to County Board for Approval as Recommended
	Reviewed with no motion to carry forward
	Continue after additional review/research is obtained
	Recommended with the following change(s):

COUNTY BOARD ACTION

DATE:

	Approved
	Disapproved
	Approved with the following change(s):

BYLAWS

ARTICLE I: Name. Menominee County Parks & Recreation Committee.

ARTICLE II: Purpose. To act as an advisory committee to the Menominee County Parks & Recreation System.

ARTICLE III: Members. **Amended August 12, 2009, by the Parks & Recreation Committee.**

The members of this Committee are those persons who have been appointed by the Board of Commissioners. **There shall be five (5) public at-large representatives and two (2) County Board representatives.** All have voting powers.

All Public at-large representatives will serve three year staggered terms.

Section 1. Voting. All members who are present shall vote whenever the question is put by the Chair. **The Secretary or designee shall be the recorder.**

Sub. Section 1. Abstention.

No member may abstain from voting "yes or no" unless excused by a majority of those present.

ARTICLE IV: Officers

ARTICLE IV - **Amended August 12, 2009 by Parks & Recreation Committee.**

Section 1. The officers of this Committee shall be a **Chairperson, a Vice Chairperson and a Secretary.**

Section 2. The term of office shall be for one year. The individual may succeed her/himself.

Section 3. These officers shall be elected at its first meeting of the year.

Section 4. Candidates for these offices shall be nominated from the floor. It shall take a simple majority vote of the Committee to elect. The vote will be taken by a randomly selected call of the roll.

Section 5. Officer Powers and Duties.

Except for those powers and duties prescribed to the Chair by the