

January 3, 2017

APPROVED on 1/24/17

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 Meintz called the meeting to order at 6:12 P.M. followed by the Pledge of Allegiance.

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

**Present:** Com. Cech, Gromala, Hafeman, Lang, Meintz, Nelson, Phelps, Piche, and Schei.

**Absent:** None.

Moved by Com. Nelson, seconded by Com. Hafeman to approve the agenda. Com. Nelson then stated that he would like to have the agenda amended to add under New Business, Miscellaneous Items B, Airport Management.

Moved by Com. Meintz, seconded by Com. Hafeman to amend the agenda adding New Business, Miscellaneous Item B, Airport Management. Motion was approved 9-0.

Moved by Com. Hafeman, seconded by Com. Schei to approve the agenda as amended. Motion was approved 9-0.

Moved by Com. Hafeman, seconded by Com. Piche to approve the minutes from the December 27, 2016 Regular County Board Meeting. Motion was approved 9-0.

**Public Comment:** None.

**Presentations:** None.

**Department Head/Elected Officials Reports:** None.

**Action Items:**

Moved by Com. Hafeman, seconded by Com. Nelson to approve payment of 10.75 hours of vacation time for Peggy Schroud. She was unable to use all of her leave in 2016. Motion was approved 9-0.

Moved by Com. Cech, seconded by Com. Nelson to approve miscellaneous bills as paid on December 15 & 19, 2016 in the combined amount of \$251,605.84. Motion was approved 9-0.

Moved by Com. Hafeman, seconded by Com. Lang to approve miscellaneous boards/committees/commission reports on file in the office of the County Clerk. Motion was approved 9-0.

## **New Business (discussion only)**

### **Personnel Items:**

- a. County Administrator. – This is a continued discussion from last meeting. The county still has only received 3 applications. Com. Schei commented that the board will need to go into Closed Session at the Special Meeting to review the applications. Com. Meintz stated that he would like to have a Special Meeting on Tuesday, January 17, 2017 at 5:00 p.m. Com. Gromala commented that at the time of the Closed Session the board could decide if they would like to go out for more options if the board does not receive enough qualified applicants. He also commented that the board should bring in someone local to moderate the interview process so that the board can just focus on the answers and the candidates. Com. Schei commented that there is also an Airport meeting that day and it could be adjusted if needed. Com. Nelson commented that he did not see a need for a moderator for the interviews. He feels the board can handle the interviews on their own. Com. Schei commented that the board may need to conduct 2 sets on interviews. An initial round of interviews to narrow the search down and maybe a second interview if needed. Com. Schei asked who was going to ask the questions. Com. Lang stated that you need to have someone asking the questions that know what kind of question you can and can't ask. Com. Phelps commented that everyone is on point and the board needs to stay focused on how they are going to interview. He also feels the county shouldn't put someone in the position just to fill a vacancy. Com. Gromala discussed hiring previous Administrators. He stated that in the past the board used a moderator to ask the questions. They board used John Hofer previously. Com. Cech agrees with the need for a moderator. There will be a Special Meeting and the board will go into Closed Session on Tuesday, January 17, 2017 at 5:30 p.m.
- b. Clarification of OT and Assistance in the Admin office. – Com. Nelson would like clarification on the overtime money that the board put into the Administrative account. Was it the board's intent to use that money to run the office, even if that means paying overtime for Sherry DuPont? Com. Hafeman stated that the board set the overtime amount at \$6,000. It can be used towards any position within the Administrative office. Sherry stated that she has not been using any overtime or an additional employee, but she really needs the help. Brenda from the County Treasurer's office was assisting before and her time was just charged to the Treasurer. The funds could be transferred at a later date from the Administrative account to the Treasurer's account to cover the hours worked. Diane Lesperance stated that Brenda works in her office 20 hours per week and can put in 5 hours per week in the Administrator's office if necessary. If the board would like to adjust their policy she could work up to 9 hours a week. The consensus of the board is to leave the hours at 25/week. It was agreed that the intent of the board is for Sherry to be paid overtime as necessary from the overtime account that was created.

### **Building and Grounds/Parks Items:**

- a. Purchase of building on 9<sup>th</sup> Street. – The Buildings and Grounds Committee met on December 21, 2016 and discussed some space needs issues within the county. Jim Mekash has been searching for answers within the area. He found some buildings that would work for purchase. One building was agreed upon, looked at, and an offer was made by Com. Meintz to purchase with some conditions. One of those conditions would be full approval of the County Board. The offer that Com. Meintz made was for \$85,000. That amount was accepted by the seller. Jim Mekash explained that it would give us 3,300 square feet of usable office space.

Approximately 2,100 square feet of office space and 1,200 square feet of storage space. Jim has also contacted the City of Menominee Building Inspector regarding an occupancy inspection. There would be less than \$300 worth of work that would need to be done to bring the building up to code for our occupancy. Jim also stated that he looked at the cost of utilities and they were approximately \$170/month. Even if that amount went up to \$200/month we would still only be looking at \$2,400 per year in utilities. The insurance based on a sole business would be \$1,800/year. If under the County policy it will be significantly lower. The building had a new roof put on last year and the location is ideal. Com. Lang asked if there are any issues with asbestos or handicap ramps. Jim said he did not see any issues with asbestos and to add the handicap ramps would not take much work. Com. Hafeman asked about security. Jim explained he could add security cameras and it would probably cost around \$500. Com. Hafeman also commented that we haven't yet occupied the second floor of the vestibule. Jim also addressed the mandate that the jail is currently facing to provide a meeting room for attorneys and inmates. That will cause for an additional need for space for the Probation/Parole Department. Com. Nelson feels that the county is adding space that they don't need and additional cost. He suggests putting the Equalization Department on the second floor of the vestibule. And then the Probation/Parole Department could occupy the spot formerly used by the Equalization Department. Com. Phelps commented about the mandates and that he is not familiar enough with the situation or the buildings yet to make a decision. Com. Phelps would like to have the board tour the proposed building with Jim and have him explain the layout. Com. Nelson asked about the additional space at the airport that is not being used. Com. Schei commented that we can't use that space for anything other than airport use. Com. Meintz commented that the board had an opportunity to take advantage of this building so he did. The board will have to vote on the purchase of this building at the next meeting. It wasn't brought before the board earlier because they did not want someone in the public to drive the bid up on the county. Com. Lang commented that he and Com. Gromala were on the board previously when the county was looking at these types of issues and we have come a long way. He feels that the board should look at all options. Including using the Health Department building and moving them to a different location. Com. Schei stated that moving the Health Department was looked at by the Buildings and Grounds Committee, but it would have an increased cost to renovate it to offices. The current offer is good until January 31<sup>st</sup>. The board is encouraged to meet with Jim and tour the proposed site before the next meeting. The consensus of the board is to move this item forward to the next meeting for a vote.

**Miscellaneous Items:**

- a. County Vehicle Insurance & Airport. – A discussion with our risk management agent led the county to having to adjust the insurance coverage on the courtesy van at the airport. We received a quote and Com. Nelson authorized it because it was less than \$5,000. It was \$639 for a year. This was just an informational item.
- b. Airport Management. – Com. Nelson discussed the fact that Com. Schei, as the chair of the Airport Committee has done a tremendous amount of work on getting the airport transitioned over from the Twin City Airport to the Menominee County Airport. He would like to know what the board can legally do so that if the Airport Committee Chairman is doing all of this work they can compensate him for it. Com. Meintz agrees and would like to have this looked at by the Executive Committee. Com. Hafeman asked what would happen if we hire an Airport Manager? At that point the manager would take over. This will be move to the Executive Committee.

**Finance Items:**

- a. MSU-Extension Agreement for services. – Paul Putnam presented this agreement to the board at the last meeting and discussed all the items that were included in this service agreement. MSU is currently looking for an Educator. Com. Meintz commented on his concerns with the agreement only stating a half time educator. He would like to show good faith with MSU and send them a letter. Com. Schei commented that Sherry sent a letter. There were additional questions about having someone at the Annex in the afternoons. Sherry stated that the building is open from 8:00 – 4:30. Com. Cech commented about MSU having someone cover the building when the county employee wasn't there. He remembers it being discussed, but isn't sure if it was ever put in writing. Com. Nelson commented about having the Annex open from 10:00 – 3:00 as core hours. Com. Piche commented that it was an agreement years back that someone would always be in the office. He said it is very quiet in the Annex most of the time. Com. Hafeman commented that it would be a good idea to see what hours most people come in. She stated that 10:00 – 3:00 might be adequate. Com. Piche talked about the advantages we have with Paul Putnam and he is sure he will get this worked out. He also commented on the need for 4H in Menominee County. Com. Hafeman further commented on the service agreement and it states that we will have access to an educator. It doesn't guarantee and educator will actually be onsite. Com. Schei asked if we should have a sign on the window with the hours. Sherry stated that MSU agreed to cover the office when Krista wasn't there. Krista mostly works with the Building Code Office but helps with MSU and Emergency Services. She has found that most of the builders are there in the morning so she has been working from 8:00 – 1:00 instead of 10:00 – 3:00. She has locked up the building in the past but people have complained about the building being locked. Krista had a sign in the window with the hours but MSU took it down and replaced it with a different one. Com. Schei commented that we need to have the Building Code hours strictly from 8:00 – 1:00 and MSU should have their own hours posted. Sherry commented that the office hours are a separate issue, but they need to be decided for sure. Com. Nelson would like to see the agreement moved forward to the next meeting for a vote. The consensus of the board is to move this item forward to the next meeting for a vote.
- b. Commissioner Per Diems and Expenses. – The consensus of the board is to move this item forward to the next meeting for approval.

**Misc. Boards/Committees/Commissions Reports:**

The consensus of the board is to move this item forward for approval at the next meeting.

Chairman Meintz called for public comment

**Public Comment:**

- Charlene Peterson – Commented that when she was working on the County Master Plan she was at the Annex a lot. There previously was a full-time person for the county at the Annex and most of the employees from MSU are working outside of the office.

**Commissioner Comment:**

- Com. Meintz – Wishes everyone a Happy New Year. The thanked the board for electing him as Chairman and he looks forward to working with everyone this upcoming year.
- Com. Schei – Commented that he would like to welcome the new commissioners. He also agrees with the committee assignments.
- Com. Cech – Commented that he is optimistic with the new commissioners and the commissioner that are back on the board for another term.
- Com. Hafeman – Welcomed the new commissioners.

Moved by Com. Nelson, seconded by Com. Hafeman to adjourn at 7:47 p.m. Motion was approved 9-0.

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Charlie Meintz, Chairman

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Marc Kleiman, County Clerk