

January 24, 2017  
Approved

Proceedings of Regular Meeting of the Board of Commissioners in and for the County of Menominee and the State of Michigan were held at the Menominee County Courthouse, Courtroom B, 839 10<sup>th</sup> Avenue, Menominee MI 49858.

Chairman Meintz 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. Cech, Lang, Meintz, Nelson, Piche, Schei, and Gromala.

**Absent/Excused:** Coms. Hafeman, Phelps.

Moved by Com. Nelson, seconded by Com. Piche to approve the agenda. Motion was approved 7-0.

Moved by Com. Nelson, seconded by Com. Cech to approve the minutes from the January 3, 2017 Reorganizational & County Board Meetings, and the January 17, 2017 Special County Board Meeting. Motion was approved 7-0.

**PUBLIC COMMENT:**

Matt Vanni, Probation Officer for the State of Michigan, addressed the Board as to the current and future space needs of the Probation Department, MDOC, and the Sheriff's Department.

Patrick Kenney of Menominee addressed the board as to the Civil War Grave Markers Project.

Charlene Peterson of Lake Township addressed the board as to Agenda Item #7 and in support of the nominations of Kathleen Branz and Robert Desjarlais.

**PRESENTATIONS:**

Colleen VanElls of Morning Dove Productions presented the current ad campaign promoted by Morning Dove Productions featuring Shakey Lakes and Klinke Parks and will run, as in the past, during the "Polka, Polka, Polks" television show. Ms VanElls is currently soliciting additional opportunities for segments to be uploaded to YouTube, the county's website, expos, tourism centers, etc. The costs for these additional segments at a costs of approximately \$500. Com. Meintz requests the costs for additional segments. Ms. VanElls will provide further information. Coms. Schei and Cech comment that Menominee County has additional parks and sites that could be promoted and featured. Ms. VanElls request that the board consider same services as in past year for \$2600.00.

Sheriff Marks conducted the annual presentation of the Menominee Sheriff's Department as to budget, space needs and demands, employee personnel concerns, and a pictorial tour of the space constraints of the current facility. Sheriff Marks is currently working with Atty. Stoker on ballot language for the renewal of the Emergency Response / 24-Hour Road Patrol Services millage. Sheriff Marks also acknowledged Jeff Messersmith a member of BayArea Search and Rescue who recently passed away. Com. Piche inquired as to the millage language which referred to the Brownfield Redevelopment Authorities. Sheriff Marks responded that per Atty. Stoker the language is required.

**DEPARTMENT HEAD/ELECTED OFFICIALS REPORTS:**

Diane Lesperance, County Treasurer, advises the board that the quarterly financial statements and reports are available within miscellaneous boards / committee / commission reports for the board's review.

#### **ACTION ITEMS:**

Moved by Com. Nelson, seconded by Com. Gromala to allow the Admin. Assistant to use other "interested" part time employees for clerical assistance in the Administrative office during the absence of a County Administrator. Per union contracts, seniority will be followed. No P.T. employee will go over 29 hours per week. Motion was approved 7-0.

Moved by Com. Cech, seconded by Com. Meintz to approve purchase of the building at 1000 9<sup>th</sup> Street, Menominee, MI in the amount of \$85,000 to be used for space needs for the courthouse & Jail. Com. Nelson concerned as to the actual costs but does not oppose the purchase. Com. Lang although originally opposed to the purchase however after viewing the jail recognizes the need. Com Piche is concerned that the board continues to add costs. Com. Schei asks where the funds will originate. Com. Meintz indicates that the purchase funds will be from the Building Fund. Motion was approved by Roll Call Vote 7-0.

Moved by Com. Piche, seconded by Com. Gromala to approve the MSU Extension 2016/17 ~ Agreement for Services contract. Total amount of the agreement is \$71,689 for the 2016/17 Fiscal year. Motion approved 7-0.

Moved by Com. Schei, seconded by Com. Cech to appoint one member David Herold to the M.C. Building Code Construction Board of Appeals for a term to expire 01/31/2019 (interested candidate: David Herold). Motion approved 6-1 (Com Piche opposed).

Moved by Com. Piche, seconded by Com. Nelson to appoint one member Eric Tickler to the M.C. Fair Board for a term to expire 01/31/2020 (interested candidate: Eric Tickler). Motion approved 7-0.

Moved by Com. Schei, seconded by Com. Cech to appoint one member Margaret Fagan to the M.C. Library Board for a five year term 02/01/2017-01/31/2022 (interested candidate: Margaret Fagan). Motion approved 7-0.

Moved by Com. Cech, seconded by Com. Gromala to appoint two members Bob Desjarlais & Kathy Branz to the Parks & Recreation Committee for a term to expire on 01/31/2020 (Interested Candidates: Bob Desjarlais, Kathy Branz, Eric Milbach). Motion approved 7-0.

Moved by Com. Nelson, seconded by Com. Gromala to approve Budget Amendments #3 as recommended by the Finance Committee. Motion was approved 7-0.

Moved by Com. Piche, seconded by Com. Nelson to approve commissioner per diems and expenses as recently submitted. Motion approved 7-0.

Moved by Com. Nelson, seconded by Com. Cech to place miscellaneous boards / committees / commission reports on file in the office of the County Clerk. Motion approved 7-0.

#### **NEW BUSINESS (DISCUSSION ONLY)**

##### **PERSONNEL ITEMS:**

- a. County Administrator – hire process. Com Schei recommends the board hire a search firm to assist the board with the hiring / interview process and provides information for Stang

Decision Systems. Com Lang suggests Michigan Works or MAC would be able to assist with screening of applicants. Com Meintz states that the board has begun the process and should continue. Com Schei believes the board needs better direction. Com Nelson agrees that better direction is necessary and questions if the board has a good grasp as to the actual job description and work hours for the position. Com Meintz comments that interview questions are readily available and the county has the ability to complete the interviews. Com Piche agrees that the board has the capability to complete the interview process and suggests that the board form a committee to work through the interviews and recommend to the board. Com Gromala proposes that the board use the services of a moderator to prepare the interview questions and conduct the interviews. Coms Lang and Cech agree. Com Nelson states that he has over the years conducted many job interviews and believes the board has the capability to conduct the interviews. However Com Nelson questions if the board in in a position to hire a full time administrator. Com Nelson favors hiring an interim administrator as the board sorts out the needs of the county. Com Meintz asks if the board can reach a consensus to have Michigan Works or MSU assist the board in developing interview questions. Com Gromala comments that the past board had begun the process of hiring a new full time administrator and believes that the board must continue along that direction. Com Meintz ask if there is an agreement as to possible interview dates. Com Cech suggests the 1<sup>st</sup> week of March. Com Gromala again suggests that the board retain the services of a moderator. Com Cech agrees. Com Gromala suggests that the interview meeting be a special board meeting. Com Meintz recommends that the board bring suggested interview questions, moderator, and interview dates to the next board meeting. The board concurs.

#### **BUILDING AND GROUNDS/PARKS ITEMS:**

- a. Recommendation from B&G Committee – space needs / moves. Com Schei presents the recommendation of the committee. Coms Schei and Cech advise that subsequent to the committee meeting they have reservations with the proposal. Com Cech proposed an alternate view of the space to provide office space for the Equalization Dept. Com Nelson comments that the committee made a recommendation and that the recommendation should be considered. Com Schei states that although he feels the space would be better utilized by Administration it was the consensus of the committee that the space be used by the Equalization Department. Forwarded to the County Board for Approval as Recommended.

#### **MISCELLANEOUS ITEMS:**

- a. Request for Civil War Veteran grave markers. Administrative Asst. DuPont informed the board that Veterans Services has funds available in the Soldiers Relief Fund to fund the grave marker program and that the costs of the project would be within the Department Head expenditure guidelines and within spending limits.
- b. Road Patrol Millage Renewal resolution. Com Meintz asks if the millage could be run without the 24 hrs reference. Sheriff Marks states that he feels it is necessary to adequately project what is being funded. Com Nelson asks about to the fund balance as a result of the accelerated MERS payment. Sheriff Marks responded that funding is currently in the range of 88% however with a recent resignation of a full time employee funding balance should have improved. Sheriff Marks states that Atty Stoker is reviewing the millage language and will be available for board review soon.
- c. Airport Committee. Com Schei addressed the board as to his request to be replaced however has agreed to continue as chair of the Airport Committee until such time as sponsorship approval has been completed. Further Com Schei that if he continues it will be necessary to have full board support together with access to Atty Stoker, Administrative Asst. DuPont, and

access to a computer with MS Word software. Com Nelson agrees with Com Schei's requests.

**FINANCE ITEMS:**

- a. Cost Allocations / Job Classification RFP. Administrative Asst. DuPont states that this is an annual requirement, used by our insurance and to received money back from the state for some services. Allow the RFP to be advertised and to bring back for opening of bids.
- b. Commissioner Per Diems and Expenses. Forwarded to the County Board for Approval as Recommended.
- c. Miscellaneous bills as paid on January 3, 5, 11, 12, 13, 2017 in the combined amount of \$143,408.54. Forwarded to the County Board for Approval as Recommended.

**MISC. BOARDS/COMMITTEES/COMMISSIONS REPORTS:**

- a. No questions/comments. Forwarded to the County Board for Approval as Recommended.

**PUBLIC COMMENT:**

Bob Desjarlais comments in support of the move of the Equalization Department to the 2<sup>nd</sup> fl vestibule space as the department is crowded and in need of space because of necessary records.

County Treasurer, Diane Lesperance, commented that whereas she has no objections to locating the Equalization Department to the 2<sup>nd</sup> fl vestibule space she does believe the board should consider Com Cech's proposal for a shared conference room to allow for space for attorneys to meet with clients and other additional needs. Ms. Lesperance also stated that Judge Hass has suggested that it could also serve as an additional courtroom for small hearings.

**COMMISSIONER COMMENT:**

**Com. Cech** – commented on County Treasurer Lesperance's comments that the board consider his proposed space allocation for shared conference room space. Further that Judge Hass has suggested that the space could also be used as an additional hearing room.

**Com. Nelson** – commented that he believes that because of its space needs the Equalization Department is deserving of the 2<sup>nd</sup> fl vestibule space and comments that the it's time for the department that is responsible for a significant, if not all, of the county's revenue to have adequate space do its job.

**Com. Gromala** – commented that he would like to see the board send Thank You notes to those that have applied for appointments to the county's committees and boards but were not selected.

Moved by Com. Gromala, seconded by Com. Nelson to adjourn at 7:57 p.m. Motion was approved 7-0.

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Charlie Meintz, Chairman

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Tom Faller Chief Deputy, County Clerk