

April 9, 2019

APPROVED on 4/23/19

Proceedings of a 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 Annex, Stephenson, Michigan.

Chairman Piche 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: Commissioners: William Cech, Steven Gromala, Larry Johnson Jr., Bernie Lang, Larry Phelps, Gerald Piche, David Prestin and Larry Schei.

Absent: Commissioner: Jan Hafeman (excused).

Moved by Com. Cech, seconded by Com. Prestin to approve the agenda. Motion was approved 8-0.

Moved by Com. Prestin, seconded by Com. Johnson Jr. to approve the minutes from the March 26, 2019 Regular County Board Meeting. Motion was approved 8-0.

Public Comment: None.

Presentations: None.

Department Head/Elected Officials Reports:

- Jeffrey Rogg, Prosecuting Attorney – Discussed the possible addition of an Assistant Prosecuting Attorney in his office.
- Kenny Marks, County Sheriff – Discussed the possible conversion of three part time corrections positions to two full time corrections positions.
- Jason Carviou, County Administrator – Gave Administrator’s Report with updates and announcements.

Action Items:

Moved by Com. Cech, seconded by Com. Prestin to approve adding an additional Assistant Prosecuting Attorney position in the Prosecuting Attorney’s office at a pay grade 12. . Motion was approved 8-0.

Moved by Com. Cech, seconded by Com. Prestin to approve designation of one of the Assistant Prosecuting Attorney positions in the Prosecuting Attorney’s office as the “Chief” Assistant Prosecuting Attorney at a pay grade 17. Motion was approved 8-0.

Moved by Com. Prestin, seconded by Com. Cech to approve new and updated job descriptions for the Chief Assistant Prosecuting Attorney and the Assistant Prosecuting Attorney. Motion was approved 8-0.

Moved by Com. Cech, seconded by Com. Johnson Jr. to approve eliminating two part time Deputy Corrections Officer positions and one part time Corrections Work Van position in the Sheriff's Office, and adding two additional full time Deputy Corrections Officer positions at a pay grade 8. Motion was approved 8-0.

Moved by Com. Schei, seconded by Com. Gromala to approve eliminating the full time Airport Manager's position and the part time lineman position at the Menominee Regional Airport, and add one additional full time Operations Technician at a pay grade 9. Motion was approved 8-0.

Moved by Com. Schei, seconded by Com. Cech to approve changing the current full time "Lineman" title to a "Lead Operations Technician" at a pay grade 10. Motion was approved 8-0.

Moved by Com. Schei, seconded by Com. Cech to approve the new and updated job descriptions for the Airport Lead Operations Technician and Airport Operations Technician positions. Motion was approved 8-0.

Moved by Com. Schei, seconded by Com. Prestin to approve updating the County Administrator's job description to include management responsibilities of the Menominee Regional Airport. Motion was approved 8-0.

Moved by Com. Johnson Jr., seconded by Com. Lang to approve an updated version of the Menominee County Drug-Free Workplace Policy to include an exemption for the law enforcement and staff that handle controlled substances as part of their job responsibilities. Motion was approved 8-0.

Moved by Com. Cech, seconded by Com. Gromala to approve the contract agreement with MGT Consulting to provide an IT Security Audit for a cost of \$17,020 (net cost to the County is \$6,500) for the Friend of the Court and Prosecuting Attorney's offices, as required by the State of Michigan. To be paid from the "Cyber Security Risk Assessment Account, #101-103-970.20". Motion was approved 8-0.

Moved by Com. Schei, seconded by Com. Johnson Jr. to approve Commissioner per diems and expenses as recently submitted. Motion was approved 8-0.

Moved by Com. Cech, seconded by Com. Johnson Jr. to approve miscellaneous bills as paid on March 21, 2019 in the combined amount of \$77,172.80. Motion was approved 8-0.

Moved by Com. Cech, seconded by Com. Lang to approve miscellaneous boards/committees/commission reports on file in the office of the County Clerk. Motion was approved 8-0.

New Business (discussion only)

Personnel Items:

- a. None.

Building and Grounds/Parks Items:

- a. Parks Price List – Kleinke: buy six nights get 7th night free. – The County Board approved the parks list for 2019 on 11.13.2018. Now the parks committee would like the board to agree to add (for Kleinke Park only) buy six nights, get the 7th night free. This has been past procedure to bring more patrons to the park for camping. Lengthy discussed ensued regarding moving this item forward at this meeting along with if it should be approved for just Kleinke or other parks also. Administrator Carviou stated that if the board did not approve this amendment then he would not be allowing this option for this year. The consensus of the board is to move this item forward to the next meeting as an action item.
- b. Parks solid waste removal bids. – Administration has requested bids for the parks solid waste removal for multiple years. We've received two bids. The two bids came from Waste Management and Great American Disposal (GAD). Administrator Carviou is asking that this item be moved forward at this meeting with the approval of the bid from Waste Management.

Moved by Com. Cech, seconded by Com. Prestin to move the approval of a parks solid waste removal bid and action item at this meeting. Motion was approved by a roll call vote 8-0.

Moved by Com. Johnson Jr., seconded by Com. Cech to approve a three year bid from Waste Management for solid waste removal at both Shakey Lakes and Kleinke Parks. Motion was approved by a roll call vote 8-0.

Miscellaneous Items:

- a. Security & Detection Systems quote. – On or about March 14, 2019, the courthouse had an electrical outage (off & on). Since then, we've had issues with the x-ray scanner belt in the vestibule. It is also now having sporadic electrical power outages. We have submitted the power outage damage to our liability insurance carrier. The quote within the board packet is an estimate to have the x-ray scanner looked at and have the belt replaced. Costs could be more than what is quoted. We won't know until they are able to come here to inspect the equipment. Administrator Carviou has questioned some items in the quote, but he would like permission for him to pursue the quote. The consensus of the board is to allow Administrator Carviou to have the x-ray scanner looked at and fixed.
- b. Judge Hass request for employee vacation roll over or payout. – Judge Hass is asking for the board to either roll over or payout vacation hours for his employee, Linda Gullicksen. His office had an employee leave awhile back and has been short staffed since. Under these circumstances Ms. Gullicksen has not been able to use her vacation time. She will need to carry over or be paid out for 103 hours. The consensus of the board is to move paying out Ms. Gullicksen for unused vacation time forward as an action item at the next meeting.
- c. Building Code spring/summer hours. – It's the busy season again for building code enforcement. The Building Code secretary is currently being paid for 25 hours/week. Administrator Carviou is looking for board approval to allow her up to 30 hours/week if needed during the spring/summer months. The consensus of the board is to move this item forward as an action item at the next meeting.

Finance Items:

- a. FOIA Fee Schedule – update Equalization info. – At the March 22, 2019 Finance Committee meeting, discussion of adding fees for documents/databases within the Equalization office. Recommendations from the Equalization Director (based on fees for surrounding areas) are on the enclosed Resolution. The consensus of the board is to move this item forward as an action item at the next meeting.
- b. FEMA payout of invoices to patrons who helped with the flood. – During the flooding last June, we had some local patrons help with saving a road in Menominee County by using their heavy equipment to pump water from one side of the road to the other. Without their help, this road may have been washed away and still not be in use. We have received the 75% Federal Share of the FEMA funding \$6,648.56. Administration would like to reimburse the patrons for their time and equipment used to help save the road. Administrator Carviou would like this item moved forward as an action item at this meeting.

Moved by Com. Prestin, seconded by Com. Cech to make the approval of paying out invoices to the local patrons who assisted with the June 2018 flooding in Menominee County an action item at this meeting. Motion was approved by a roll call vote 8-0.

Moved by Com. Cech, seconded by Com. Prestin to approve paying the invoices to the local patrons that assisted with the June 2018 flooding in Menominee County. Motion was approved by a roll call vote 8-0.

- c. Auditor Bids. – Our contract for audit services has expired with the 2018 audit. Administration has advertised for a multi-year contract for audit services. We have received one bid from our current auditor. The consensus of the board is to move this item forward as an action item at the next meeting.
- d. Courthouse complex cleaning contract. – Administration has advertised for the courthouse complex cleaning contract. Bids were due back to us on April 1, 2019, however no bids were received. On April 2nd Jim Mekash received an email from Hi-Tec in reference to why the bid was not received by the deadline. Administrator Carviou would the board to discuss whether they would like to allow the late bid, or move forward with an additional proposal from administration. Administrator Carviou has put together a proposal to hire a part time person at 29 hours/week or less for cleaning of the Courthouse, Health Department, Annex, Library and the 9th Street building. The consensus of the board is to move this item forward as an action item at the next meeting.
- e. Commissioner Per Diems and Expenses. – The consensus of the board is to move this item forward to the next meeting for approval.
- f. Miscellaneous bills as paid on March 21, 26, 29 & April 4, 2019 in the amount of \$271,302.98. – 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 to the next meeting for approval.

Public Comment:

- Prosecuting Attorney Jeffrey Rogg – Thanked the board for the addition of an Assistant Prosecuting Attorney and complimented Administrator Carviou on his hard work.

Commissioner Comment:

- Com. Gromala – Commented on the 4H event being held at the Stephenson High School this Saturday.
- Com. Phelps – Commented on Prosecuting Attorney Jeffrey Rogg’s swearing in ceremony.
- Com. Cech – Commented on all the decisions that the board came to an agreement on tonight.

Moved by Com. Johnson Jr., seconded by Com. Cech to enter into closed session under section 8(a) of the Open Meetings Act, as requested by the County Administrator, Jason Carviou to discuss his one year personnel evaluation. Members entering into closed session will be all nine Commissioners, Administrator Carviou, County Clerk Kleiman and Administrative Assistant DuPont. Motion was approved by roll call vote 8-0 at 7:46 p.m.

Returned to open session at 8:45 p.m.

Moved by Com. Prestin, seconded by Com. Cech to adjourn at 8:45 p.m. Motion was approved 8-0.

Gerald Piche, Chairman

Marc Kleiman, County Clerk