

October 25, 2016

APPROVED on 7/18/17

Proceedings of a Committee of the Whole 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 Meintz called the meeting to order at 4:34 P.M. followed by the Pledge of Allegiance.

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

Present: Com. Cech, Hafeman, Lang, Meintz, Piche, Schei and Williams.

Absent: Com. Furlong and Com. Nelson (excused).

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

Moved by Com. Hafeman, seconded by Com. Williams to approve the minutes from the September 20, 2016 Committee of the Whole meeting. Motion was approved 7-0

Public Comment:

- Kenny Marks, Menominee County Sheriff – Commented on the qualities that he feels the board should look at in a new County Administrator. 1. Strong Leader, 2. Strong Chief Financial Officer, 3. Educated, 4. Good listener, 5. Grant writer.
- Charlene Peterson – Commented that she agreed with Sheriff Marks.

Business Items:

1. County Administrator Position discussion – The consensus of the board was that the county needs to hire a new County Administrator. Com. Lang thinks the board should hire Interim Administrator Sherry DuPont as the new County Administrator and a new Administrative Assistant to then replace Sherry. Com. Cech feels that we need to hire a new County Administrator, but in the meantime the board needs to get someone to assist Sherry. This could be done from within, hiring from a temp agency or looking at hiring an IT person. Com. Hafeman feels that the main focus right now should be on hiring a new County Administrator. Sherry DuPont commented on the basic day to day operation of the office and how overwhelming the phone calls and people coming into the office have been. Com. Lang asked if Sherry had a solution. Sherry commented that there is a need for a County Administrator. There are a lot of local meetings that the administrator should be attending. She also commented on the need to remove the airport management and the buildings and grounds/parks supervision from the County Administrator job duties. Com. Schei commented that he firmly believes that there needs to be someone separate from the county to take over and run the airport. Maybe a independent contractor that reports back to the County Board like a FBO (Fixed Base Operator). The county is kind of in limbo at the moment because the transition of the airport from Marinette and Menominee County to just Menominee County has not cleared the FAA yet. Com. Meintz discussed a conversation he had earlier in the day

with Com. Nelson regarding his feelings on hiring an IT person with some responsibilities over the building/grounds/parks. Com. Meintz also asked what the Department Heads/Elected Officials are looking for in a new County Administrator. He also commented on the new City Manager that the City of Menominee just hired. He has concerns over the contract they agreed to and the write-up from the newspaper. He discussed having candidates that are not from this area and they do not know the area well enough. This sometimes does not work out well. Com. Lang commented that he has been through this process six times now. You don't know what you are getting until after they have been in the job for a while. Com. Hafeman stated that she looked up the functions of a County Administrator and Manistee County had a good description. She read the description. Sherry DuPont commented that the description was very similar to what we have in Menominee County. County Clerk commented on the items he worked with former County Administrator Brian Bousley on and the need to hire a County Administrator. County Treasurer Diane Lesperance commented on Brian and the position. Diane also commented on Com. Lang's recommendation of hiring Sherry DuPont as administrator. She liked the idea and suggested doing that and giving her 6 months to see if she could do the job. The commissioners continued to discuss the IT position. Com. Hafeman asked how much we pay UES in labor per year. Sherry commented that it is approximately \$3,000 per month. The commissioners also discussed the committees stepping up and attending some of the meetings that the County Administrator had been attending. The issue could arise though over whether or not the commissioners could be paid a per diem or not for attending. Com. Shei also commented that the Buildings and Grounds Committee needs to meet ASAP to discuss some of the space issues and the new vestibule. Sherry commented that Undersheriff Mike Holmes is meeting with the Michigan State Police on Friday to discuss the old State Police Post in Stephenson. Com. Meintz asked if there was anyone internal that could assist Sherry with some items. Diane Lesperance stated that she has a part-time employee that works 20 hrs/week that could possibly help out. She could work up to an additional 9 more hours per week before the county would have to deal with benefit issues. The consensus of the board is to not hire a firm at this time to assist in hiring a new County Administrator. The county will advertise locally and with MAC, MML, MTA and MiWorks, if necessary, to find eligible candidates. The county would like to take resumes and applications until mid January. It is also the consensus of the board to take the management of the airport and the buildings/grounds/parks out of the job description when advertising. The job description and requirements that were used in 2009 will be used when advertising.

Public Comment:

-Charlene Peterson – Commented on the good discussion tonight and how good Brian Bousley was to work with.

Moved by Com. Piche, seconded by Com. Hafeman to adjourn at 5:47 p.m. Motion was approved 7-0.

Charlier Meintz, Chairman

Marc Kleiman, County Clerk