

COMMITTEE OF THE WHOLE

Tuesday ~ June 9, 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 Eichhorn, Furlong, Anderson, Peterson & Lang

Absent: None

Public Comment: There was no public comment

Department Head Reports/Comments: Diane Lesperance, Treasurer ~ Diane handed out a copy of the updated Road Commission investment policy. This policy is approved by the board on a yearly basis. It is the consensus of the board to add this to the June County board meeting agenda for approval.

Peggy Schroud, Equalization Director explained to the board that the Tax Rate Request form L-4029 does not need to be approved by the County Board. She explained, after speaking with a State representative, that this form only needs the County Chairperson's signature. The Levy tax rates from the L-4029 are entered into the County Appropriations Act during the budget process for the board's approval.

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

Approval of the Previous Meeting Minutes: Moved by Comm. Furlong, seconded by Comm. Peterson to approve the previous meeting minutes with a correction on page 3, "other items". (*June's County Board meeting will be held at Pinecrest in Powers*). Motion carried, 5-0

Presentations: Ray LaMarche, CPA from Anderson, Tackman & Co., PLC presented the 2007/2008 Audit report.

Agenda Items:

1. Personnel Items:

- a. **Administrator Position ~ Discussion of Administration Position:** Mr. Erdman suggested to the board that they begin a dialogue process about the Administrator's Position. "What are your plans for the administration position for the future?" Com. Eichhorn states his opinion, "Personally, I don't believe we need a Full Time administrator." Com. Furlong comments, after hearing the audit, we're running a multi-million dollar corporation here, I don't think that the five of us have the expertise to run that. He firmly believes that there should be a full time Administrator in the office to help us along on a day to day basis and that the board should make a hiring decision as soon as possible. Com. Furlong states his opinion, "you can't run a corporation on a part time basis. We need someone here full time to keep track of what the department heads are spending, so we don't have budget deficits. We need someone to be here for personnel concerns. These are things the county administrator should be doing on a daily basis and I really do believe that we'd be doing a disservice to the county if we don't have a full time administrator and to get one "on board" in a timely fashion." Com. Lang would like

a professional person from MSU to come and analyze whether the Admin. Position is a part time or fulltime position. He says the Administrator position is not just a 9-5 job. There is a lot more involved with the duties of the Administrator than what we see. Mr. Erdman states his opinion of the position, "My Brief experience in the position, it's multi-tasking, it's continuous, it's very busy, it requires a lot of organization. There needs to be knowledge of contractual negotiations, budgets and many other areas. It is certainly a multi-tasking position that will take a very unique person to fill." Com. Eichhorn states that he feels the administrator position could be part time with a full time admin asst.; which Sherry fits that bill very well. We contract a lot of services. Mr. Erdman states from his observation, Sherry does an excellent job of multi-tasking, because it's chaos in the office, we have people in and out of the office almost continually with different issues, which are relatively new to me, but she handles it. Com. Peterson asks if Delta and Dickenson Counties are operating with a full time administrator. Mr. Erdman will check into this and with MSU to see if there is someone who can come to analyze whether the Admin position is full time or part time. Consensus of the board is to keep bringing this item back to the Committee Of the Whole until a final decision is made for hiring a new Administrator.

2. Building & Grounds Items:

- a. Jail Building ~ Air Conditioner Compressor repairs – We asked a few local heating/cooling businesses to submit a quote to repair/replace the damaged compressor. When we got two quotes, we realized that the cost will be over the \$5,000 spending guideline, so we have to advertise for sealed bids. The vendor quotes already received will be asked to submit a "sealed bid". We will be asking for these bids back by 2:00 pm on 22 June so they are available at the County board meeting on the 23rd. It is the consensus of the board to bring this to the county board meeting for approval.

3. Miscellaneous Items:

- a. Resolution 09-09 ~ Support of the MI Energy Fair – It is the consensus of the board to bring this to the county board for approval.
- b. Resolution 09-10 ~ Support of Camp Manistique Being Reused as a Jail Facility – It is the consensus of the board to bring this to the county board for approval.
- c. Resolution 09-11 ~ Honoring Patricia E. Anderson – It is the consensus of the board to bring this to the county board for approval.
- d. Resolution 09-12 ~ Road Rage Awareness Week (July 12-18, 2009) – It is the consensus of the board to bring this to the county board for approval. Com. Anderson recommends these four resolutions go to the board for approval.
- e. LEPC (Local Emergency Planning Committee) Appointment – A recommendation from Bay Area Medical Center requests the board to appoint David Grovdahl to the LEPC. It is the consensus of the board to consider the recommendation and to bring this to the county board for approval. Com. Furlong states he believes David is the paramedic supervisor at BAMC.
- f. Jury Commission Appointment – A recommendation from the Circuit Court Judges request the board to consider Nancy Polasky be selected to the Jury Commission. It is the consensus of the board to consider the recommendation and to bring this to the county board for approval.
- g. Menominee County Board Liaison – There was some discussion of a member of the board NOT being appointed to the Library board. Because of State Laws and past procedures, a member of the County Board can not be appointed to the Library board. The County Board may assign a liaison to attend the Library Board meetings, with no voting privileges. Patricia Cheski was asked if the Library is an Authority. It is an independent board, but the county board has authority. It is the consensus of the board to bring this matter to the County Board for approval.
- h. FOIA ~ County Policy, tracking procedure – Mr. Erdman brought up the procedure we currently have in place for handling FOIA's. We do have a policy however, it is not being followed. We don't have a tracking procedure for making sure the invoices are paid. Mr. Erdman would like to work with the Department heads to get a procedure established for tracking FOIA payments. The board is in agreement with this. Com. Lang asks, ultimately

you're looking to change the policy. Erdman states, no, maybe just add on to what we currently have. Com. Anderson states he is in favor of Mr. Erdman getting with the Department heads to make sure the policies in place are followed. All commissioners are in agreement.

- i. Stiegerwaldt Land Services - Request permission to use Menominee County's Driveway point layer for updating dam failure maps. The commissioners are unsure of what exactly is needed for this. They would like Mike to find out what this is, and if this is something that can be given to outside sources. If a commission decision is needed, we should bring back to the board for a vote.
- j. Interlocal Agreement – UP State Fair Authority - Jonathan Mead was here at the last CB meeting to present the UP State Fair Authority. At that time it was not on the agenda to be voted upon, so we've added to the COW for discussion and it is the consensus of the board to put this on the agenda for the CB to vote on.

4. Finance Items:

- a. Employee Benefits information/paychecks – Com. Eichhorn previously asked about whether the current pay system has the capability to print employee benefits (both employee contributions and County Contributions) out on the pay stub, so employees are aware of how much money, as a whole, they cost the county for the position they are in. This has been checked into and the current software does not allow this to happen on checks, direct deposits, or custom forms. Mr. Erdman states if we do have to purchase new software, then there is going to be a learning curve and an uploading curve to get that done and a lot more work for the Clerks department. Mr. Erdman received a recommendation “we shouldn't fix something that's working well right now.” Com. Eichhorn states there is some misconception as to what is being paid out for each employee. The folks need to know exactly what they cost to the county. Com. Lang states he doesn't disagree, the examples are for an employers benefit. The information you're asking to be provided on the check stub is provided to us on a year end statement. But he does think that if it is something that can be done, it would certainly be helpful to the employees. The commissioners would like Mr. Erdman to check into possible software and the costs involved that will allow us to have this information available to the employees on a bi-weekly basis.
- b. LEPC – 2008/09 Hazardous Material Emergency Planning Grant – Ms. Wormwood would like to submit a grant to acquire money for the LEPC program. Because Ms. Wormwood was not placed into the emergency services position until Feb. 2009, she was allowed to submit the grant paperwork late. (Should have been submitted before Dec. 12, 2008). The money for the grant is used for training LEPC community members. Com. Furlong states that the Grant monies are used for the LEPC training. Not community members. To enhance the capability of the planners that plan for the Hazardous Emergencies. Ms. Wormwood needs the board chair's signature before this can be submitted. Com. Eichhorn is currently a member of the LEPC. Com. Anderson recommends this goes to the County Board meeting for a vote. Com. Eichhorn states that she would like it to be signed tonight so it can be submitted. It is the consensus of the board to bring this forward to the county board meeting for a vote.
- c. 2009 Tax Rate Request form L-4029 – Ms. Schroud spoke about this form earlier under the department head section of the agenda.
- d. 2008-09 General Appropriations Act- When the L4029 (Tax Rate Request form) is updated, the appropriations Act also needs to be changed with the current numbers. This is done on a yearly basis and will be entered into the current budget packet and the 2009-10 budget. Com. Anderson recommends they move this to the county board for a vote. It is the consensus of the board to bring this to the County Board meeting for a vote.
- e. Deputy Sheriff's Association of MI – The Deputy Sheriff's Association has offered a settlement in an ongoing FOIA lawsuit. They would like all entities involved to pay \$500 to drop the settlement. The recommendation of the lawyer is that we take the settlement offer and pay it off. This could be a costly procedure if it goes to court. Com. Anderson asks, how many people does the \$500 involve. Mr. Erdman states that the \$500 would cover Menominee County's part of it. It is the consensus of the board to vote on the settlement offer at the

County Board meeting.

- f. Per Diems/Expenses: Based on discussion, Com. Anderson recommends to place this on the next County Board agenda to approve the commissioner's per diems/expenses as paid.
- g. Miscellaneous Bills: Based on discussion, Administration will recommend to place the Misc. Bills in the amount of \$113,668.36 on the next County Board agenda to approve as paid.

Other Items Members may wish to present: Mr. Erdman also followed up with the Mayor of Stephenson on their request for Sheriff Assistance in the City of Stephenson. The Mayor would like to hold off on this until further notice. Also, the Sheriff Dept. discussed security issues that need to be addressed before the murder trials in the fall. We will need increased security throughout the courthouse and money for security equipment. Sheriff Marks will present his needs at the county board meeting on the 23rd of June. There will be an arbitration meeting on August 5th at 9:00 AM at the Annex in Stephenson for the grievance filed through the WPPA Corrections officer's Association. The attorney spoke with Mr. Erdman and would like to meet prior to Aug. 5th to discuss a possible settlement.

Mr. Erdman states that he has been contacted by Josef Pelc and David Block about getting a Video Teleconference Connection (VTC) from the courthouse to Northpointe Behavioral Healthcare Systems which can connect us to Marquette General Hospital. Currently, if the judges need to see someone who is admitted to the hospital via Northpointe, we have to send two officers to Marquette to pick up the patient bring them back here to the courthouse for their hearing and drive them back to Marquette. This is taking time for travel, pay of two officers to travel back and forth, and extra wear and tear on vehicles, mileage/gas. If we were to have the VTC installed in the courthouse, then the whole travel process can be eliminated. This is something that needs to be checked into. How much money will it cost to make this happen, and where will the money come from? It is the consensus of the board to check into the feasibility of making this happen.

Com. Furlong comments on the Opinion of Attorney Stoker about Brian Neumeier's payout. Was there an issue with the payout decision? Why do we have a bill for \$294? Com. Eichhorn states that there was a question. The Clerks office brought the payout breakdown to us with vacation leave calculated in. "I didn't think this should have been included with the payout, so I called Stoker for a legal opinion on the matter." Com. Furlong states, "This is something that should have come to the board before a legal opinion was asked for; the board "as a whole" should be making decisions to hire an attorney for legal opinions, not just the chairman." Com. Eichhorn stated that he thought the matter was pressing and needed to be looked into immediately.

We received a letter from WPPA informing us that they would like to meet to discuss Contract Negotiations (Deputy Sheriff's Association-Road Patrol). The current contract expired Sept 30, 2008. The Personnel committee will need to meet prior to negotiations.

Correspondence: None

Public Comment: Diane Lesperance concurred with Peggy Schroud, the L-4029 does not need a vote from the board. Also, she commented on the Audit report. All accounts have been balanced/reconciled. Beth, the part time person who did a majority of the reconciliation "catch up" has left us for a full time position with another company. Diane is currently trying to make a decision on filling that part time position, possibly with a full time person. Currently, Kim is learning the reconciliation side of the books, but we can't have the same person receive money and reconcile accounts. (Checks and Balances) When she has a final decision, she will bring it to the board for a vote.

Adjournment: Moved by Comm. Lang, supported by Comm. Peterson to adjourn this meeting at 7:50 pm. Motion carried, 5-0.