

## SCHOOLCRAFT COUNTY BOARD OF COMMISSIONERS/AUDIT FINANCE MEETING

The Schoolcraft County Board of Commissioners / Audit Finance Committee met on Thursday, May 26, 2011 in the District Courtroom of the Schoolcraft County Building, City of Manistique, Michigan, commencing at 7:00 PM. Chairperson Allen Grimm called the meeting to order at 7:00 p.m. The roll was called with the following members present and/or absent:

Present:                      Chairperson Allen Grimm  
                                    Vice-Chairperson Daniel J. LaFoilie  
                                    Commissioner George Ecclesine  
                                    Commissioner Gerald L. Zellar  
                                    Commissioner Craig Reiter  
                                    Schoolcraft Deputy County Clerk Shirley A. Thennes

Absent: None

Also present: Schoolcraft County Treasurer Julie B. Roscioli

Chairperson Allen Grimm led the Schoolcraft County Board of Commissioners and the members of the audience in the Pledge of Allegiance to the Flag of the United States of America.

**It was moved** by Commissioner Craig Reiter was seconded by Commissioner Gerald Zellar to approve the minutes of the May 17, 2011 meeting of the Schoolcraft County Board of Commissioners as printed. The motion carried by unanimous aye vote of the Board members present. [Copies of minutes are available at the Office of the Schoolcraft County Clerk.]

Chairperson Allen Grimm asked if there were any additions, deletions or corrections to the printed agenda. Under New Business, Commissioner Daniel LaFoilie requested to delete “Part Time” from the item Holiday Leave Policy Part-Time Employees, and also Under New Business, Commissioner Gerald Zellar requested to delete “Part-Time” from the item Personal Leave Policy For Part-Time Employees. **It was moved** by Commissioner Craig Reiter and was seconded by Commissioner Gerald Zellar to approve the amended agenda. The motion carried by unanimous aye vote of the Board members present.

“Public Hearings”: None

“Brief Public Comment”: Under Sheriff Robert Madden commented with reference to Forest Patrol that reimbursement for all types of enforcement activities shall be 51 cents per mile rather than a flat rate per

patrol and requested that the Board place USDA Forest Patrol on the June 9<sup>th</sup>, 2011 Audit meeting agenda.

**“Old And Unfinished Business”** There was discussion of the vacation hours of a Public Transit Employee. **It was moved by** Commissioner George Ecclesine was seconded by Commissioner Craig Reiter to give the Public Transit employee the current calculated hours of 49.5 for last years balance and this years allocation, allowing employee until March 14, 2012 to use these vacation hours. The Motion carried by an unanimous aye vote of all members present.

**Under “New Business”:** Brenda Owen, S.Low Ash Mortality (SLAM) Project Coordinator gave an Emerald Ash Borer presentation.

**Under “New Business”:** Jack Jadin, Director Of Business Development with the Health Professionals, LTD gave an Inmate Medical presentation. After questions and discussion, it was moved by Commissioner George Ecclesine and was seconded by Commissioner Craig Reiter to adopt services commencing July 1<sup>st</sup>, 2011. After further discussion, Commissioner George Ecclesine rescinded his motion along with Commissioner Craig Reiter rescinding his second to his motion. It was requested that the Clerk place this topic on the agenda for June 9, 2011 Audit meeting to allow another look at budget and past spending.

**Under “New Business”:** Discussion was made on Personal Leave Policy. **It was moved by** Commissioner Daniel LaFoille seconded by Commissioner Craig Reiter to change Personal Leave Policy to read under 15.3 Personal Day: Each **full-time** nonexempt employee shall be allowed two (2) personal days each anniversary year not to be deducted from the employee’s accumulated sick leave. Request for personal days must be made to the department head. When the employee returns he/she must indicate on the time report the personal day taken. Employees will not be paid for any unused personal day at termination, nor will the personal days accumulate from year to year. Motion carried by an unanimous aye vote of all members present.

**Under “New Business”:** The Board tabled Holiday Leave Policy requesting that this go back to the Personnel Committee.

**Under “New Business”:** **It was moved by** Commissioner Craig Reiter seconded by Commissioner George Ecclesine to adopt the proposed changes to the Courthouse Use Policy under item **9.4 Assignment & Use Of Meeting Or Conference Space:** **A.)** The use of any of the meeting or conference spaces in the Courthouse will be made available to any legitimate group or organization without cost, upon first obtaining permission from the Office of the County Clerk. All assignments and permission to use any of the facilities must first be obtained from the Office of the County Clerk. The acting Circuit Judge will be in charge of all assignments of Courtrooms and Court Conference rooms used during working hours. *The use of the upstairs conference room will be scheduled through the Tax Equalization office.* **B.)** The Building Supervisor shall schedule custodial staff to work until 9:30 P.M. *Tuesdays and Thursdays and 5:30 P.M. Monday, Wednesday, and Friday.* **C.)** All groups, committees, etc., requesting use of meeting or conference spaces in the Courthouse will be informed that all meetings will be required to end by 9:15 P.M. *on Tuesdays and Thursdays and by 5:00 P.M. on Mondays, Wednesdays, and Fridays.* The custodial employee on duty shall see that all persons have left the building by *the required times.* The custodial employee on duty shall turn down the thermostat to a setting to be agreed upon by the Courthouse/Grounds, and the Building Supervisor, and shall turn off the lights and lock all the outside doors. **D.)** The Courthouse may be used on weekends and *after posted closing times on weekdays* with prior approval of the Schoolcraft County Board of Commissioners for a public organization but only when there is a named department head or commissioner present to supervise the use. Motion carried by a majority aye vote of members present, with the voting as follows: Commissioner Craig Reiter-yes, Commissioner George Ecclesine-yes, Commissioner Daniel LaFoilie-yes, Commissioner Gerald Zellar-no, and Chairperson Allen Grimm-yes.

No further “New Business”.

**Under Committee and Department Reports, the following matters were heard:**

**Commissioner Daniel J. LaFoilie:** Attended DHS Board meeting. Under Act 280, the County is mandated to pay the per-diems of the DHS Board. **It was moved by** Commissioner Daniel LaFoilie seconded by Commissioner Gerald Zellar to pay the mandated per-diems for the DHS Board for the remainder of the this fiscal year. Motion carried by a majority aye vote of members present, with the voting as follows: Commissioner Daniel LaFoilie-yes, Commissioner Gerald Zellar-yes, Commissioner George Eccelsine-yes, Commissioner Craig Reiter-no, and Chairperson Allen Grimm-no.

Commissioner LaFoille congratulated Schoolcraft County's new Prosecuting Attorney, Mr. Timothy R. Noble.

**It was moved by** Commissioner Daniel LaFoille seconded by Commissioner George Ecclesine to have Chairperson Allen Grimm sign a letter of authorization for Blue Cross Blue Shield Of Michigan to allow Brogan Reed VanGorder and Associates Insurance Company of East Lansing, MI full access to the coverage information for Schoolcraft County Group: 49239-002, 49239-003, 49239-004, & 49239-900 for review and evaluation. Motion carried by an unanimous aye vote of all members present.

**Commissioner George Ecclesine:** None

**Commissioner Craig Reiter:** Attended Schoolcraft County Transit Board and Schoolcraft Memorial Hospital Board meetings.

**Commissioner Gerald Zellar:** Attended Personnel Committee meeting.

**Chairperson Allen Grimm:** Attended Schoolcraft County Road Commission meeting, and commended Mr. Bernard Lund on their good Audit Report. Also attended Emergency Preparedness exercises and requested the Clerk to place on agenda for the June 21<sup>st</sup>, 2011 County Board meeting the Emergency Preparedness position, with hopes that applicants can be given a job description and even attend the 21<sup>st</sup> meeting for any questions they may have or the County Board as a whole.

**Announcements and Notices:** None

**Public Comment:** None

**Under Communications:** Sheriff Grant Harris informed the County Board that he is has a need for more part time workers. Chairperson Allen Grimm suggested that the this be taken up at Sheriff Committee meeting that will meet Friday, May 27, 2011 at 10 A.M., and then can be addressed at a future County Board meeting.

No further "Communications".

Audit Finance Chairperson Daniel J. LaFoille called the Audit Finance Meeting to order at 9:03 P.M.

**It was moved by** Commissioner George Eccelsine seconded by Commissioner Gerald Zellar to review purchase requisitions. Motion carried by an unanimous aye vote of all members present.

**Purchase Requisitions: It was moved by** Commissioner Gerald Zellar and was seconded by Commissioner Craig Reiter to approve a purchase requisition from Schoolcraft County Treasurer Julie Roscioli in the amount of \$321.44 for a HP 2035N Laser Printer. The motion carried by a unanimous aye vote of all members present.

**Purchase Requisitions: It was moved by** Commissioner George Ecclesine and was seconded by Commissioner Craig Reiter to approve a purchase requisition from Schoolcraft County Airport Manager Jim Hursey in the amount of \$750.00 for 200 gallons of diesel fuel. The motion carried by a unanimous aye vote of all members present.

**Purchase Requisitions: It was moved by** Commissioner Allen Grimm and was seconded by Commissioner George Ecclesine to approve a purchase requisition from Schoolcraft County Accounts Payable Clerk Kimberly Fannin, for a 3 year virus protection software plan in the amount of \$2400.00. Motion carried by a majority aye vote of members present, with the voting as follows: Commissioner Allen Grimm -yes, Commissioner George Ecclesine -yes, Commissioner Gerald Zellar-no, Commissioner Craig Reiter-yes and Chairperson Daniel LaFoille-yes.

**It was moved by** Commissioner Gerald Zellar and was seconded by Commissioner Craig Reiter to approve budget adjustments numbered 171-11 through 195-11 . The motion carried by unanimous aye vote of the Board members present. It is noted that Commissioner Gerald Zellar questioned the increase on item 183-11, under Board of Commissioners, District 4 Lodging, Line Item 101-101-860.304.

**It was moved by** Commissioner George Ecclesine and was seconded by Commissioner Allen Grimm to approve the claims and vouchers numbered 2671 through 2805 . The motion carried by unanimous aye vote of the Board members present.

**Chairperson LaFoille** adjourned the Audit/Board Meeting at 9:15 P.M.

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Allen Grimm, Chairperson  
Schoolcraft County Board Of Commissioners

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Daniel J. LaFoille, Sr., Audit Finance Chairperson  
Schoolcraft County Board Of Commissioners

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Shirley A. Thennes, Deputy County Clerk

**SCHOOLCRAFT COUNTY BOARD OF COMMISSIONERS**  
**AUDIT FINANCE COMMITTEE**

The Schoolcraft County Audit Finance Committee met on Thursday, June 9, 2011 in the District Courtroom of the Schoolcraft County Building, City of Manistique, Michigan, commencing at 7:00 PM. Audit Finance Chairperson Daniel J. LaFoille called the meeting to order at 7:00 p.m. The roll was called with the following members present and/or absent:

Present:           Chairperson Daniel J. LaFoille  
                      Commissioner Allen Grimm  
                      Commissioner George Ecclesine  
                      Commissioner Gerald L. Zellar  
                      Commissioner Craig Reiter  
                      Schoolcraft Deputy County Clerk Shirley A. Thennes

Absent:           None

Also present: Schoolcraft County Treasurer Julie B. Roscioli

Audit Finance Chairperson Daniel J. LaFoille led the Schoolcraft County Board of Commissioners and the members of the audience in the Pledge of Allegiance to the Flag of the United States of America.

**Approval of Minutes:** It was moved by Commissioner Zellar and was seconded by Commissioner Reiter to approve the minutes of the May 12, 2011 Audit Finance Committee Meeting. The motion carried by a unanimous aye vote of all Committee Members present.

Audit Finance Chairperson Daniel J. LaFoille asked if there were any corrections, additions or deletions to the Agenda with the request that under “New Business” the Property Line Change On The Carpenter Dam be added and Commissioner Zellar requested to move Closed Session To Discuss Union Issues under “New Business” from its place on the agenda to the conclusion of Communications. It was moved by Commissioner Zellar and was seconded by Commissioner Ecclesine to adopt the agenda as amended. The motion carried by a unanimous aye vote of all Committee members present.

**Purchase Requisitions:** It was moved by Commissioner Zellar and was seconded by Commissioner Ecclesine to approve a purchase requisition from John Stapleton of Public Transit in the amount of \$394.77 for one 55 gallon drum of Mobil 5w20 oil. The motion carried by a unanimous aye vote of the Committee members present.

**Purchase Requisitions:** It was moved by Commissioner Reiter and was seconded by Commissioner Grimm to approve a purchase requisition from John Stapleton of Public Transit in the amount of \$295.00 for the attendance of a Transit employee to the 2011 Vehicle Maintenance Seminar In Higgins Lake including bridge tolls in the amount of \$7.00 for a total amount of \$302.00. The motion carried by a unanimous aye vote of the Committee members present.

**Purchase Requisitions:** It was moved by Commissioner Grimm and was seconded by Commissioner Ecclesine to approve a purchase requisition from Marcy Spriks of Schoolcraft County Juvenile Court in the amount of \$324.50 for the yearly maintenance agreement on the Sharp Digital Multi Functional Copier System Model AR-168D. The motion carried by a unanimous aye vote of the Committee members present.

**Purchase Requisitions:** It was moved by Commissioner Reiter and was seconded by Commissioner Grimm to approve a purchase requisition from Sheriff Grant Harris in the amount of \$189.00 for two Goodyear Eagle RSA Plus tires for the 2005 Ford LTD Crown Victoria Patrol Car. The motion carried by a unanimous aye vote of the Committee members present.

**It was moved** by Commissioner Ecclesine and was seconded by Commissioner Zellar to approve the claims and vouchers numbered 2806 through 2978 inclusive. The motion carried by unanimous aye vote of the Board members present.

**Old Business:** It was moved by Commissioner Reiter and was seconded by Commissioner Grimm to Accept the Cooperative Law Enforcement Agreement Re: Forest Patrol. Motion carried by a majority aye vote of members present, with the voting as follows: Commissioner Reiter-yes, Commissioner Grimm-yes, Commissioner Gerald Zellar-yes, Commissioner Ecclesine-yes and

Chairperson Daniel LaFoille-no.

**Further Under Old Business:** Jack Jadin, Director Of Business Development with the Health Professionals, LTD gave members of the Board a three page, four option proposal in regards to Inmate Healthcare Services. It was moved by Commissioner Reiter that the County go with Option 2 of said proposal commencing in the next Fiscal year. Motion died for lack of support. It was moved by Commissioner Zellar that the Board decide on one of the four options in the next fiscal year and then withdrew his motion. **It was moved** by Commissioner Ecclesine and was seconded by Commissioner Zellar to make a health care commitment in regards to Inmate Health Care by the August 16, 2011 Regular County Board Meeting. The motion carried by unanimous aye vote of the Board members present.

**New Business:** **It was moved** by Commissioner Zellar and seconded by Commissioner Grimm to open a Public Hearing Re: Rural Development Grant On Sheriff's Patrol Vehicle. The motion carried by unanimous aye vote of the board members present. There was discussion and Sheriff Harris placed a phone call to Anne Young, a USDA Representative and placed her on speaker so that the County Board could ask questions. **It was moved** by Commissioner Grimm and seconded by Commissioner Ecclesine to close the Public Hearing Re: Rural Development Grant On Sheriff's Patrol Vehicle. The motion carried by unanimous aye vote. **It was moved** by Commissioner Grimm and seconded by Commissioner Ecclesine to submit the commitment to meet the financial obligation on the Rural Development Grant For Sheriff's Patrol Vehicle, noting that the Board has three years to take advantage of said Grant. The motion carried by unanimous aye vote of the Board members present.

**Further Under New Business:** After discussion, it was the decision of the Board to return that the AFSCME Union Letter Of Understanding back to the Personnel Committee.

**Further Under New Business:** After discussion, it was the decision of the Board to return the AFSCME Union Addition Of Fourth Part-Time Employee back to the Personnel Committee.

**Further Under New Business:** Chairperson LaFoille explained to the members of the Board the situation of the property lines in and around the Carpenter Dam, along with the recent survey. **It was moved** by Commissioner Grimm and seconded by Commissioner Reiter to direct the County Board Chairperson and County Clerk to sign a new deed regarding the property line changes at the Carpenter Dam. The motion carried by unanimous aye vote of the Board members present.

**No further “New Business”.**

**Public Comment:** Undersheriff Robert Madden requested the Board for a decision on Sheriff’s part-time employees. **It was moved** by Commissioner Zellar and seconded by Commissioner Ecclesine that the Sheriff may hire one replacement part-time employee to replace the part time employee who has left; maintaining part-time personnel at 6 persons. The motion carried by unanimous aye vote of the Board members present.

Michael Johnson of Manistique, MI commented to the Board of the outstanding job of co-worker Ken Obrest at Schoolcraft County Public Transit.

**Communications:**

Schoolcraft County Treasurer, Julie Roscioli presented to the Board a written copy of her Annual Foreclosure Fund Report.

Commissioner Grimm shared a letter written to Steve Videtich/Head of Building & Grounds from Veterans Service Officer, Vicki Stewart, thanking department members Dana Demers and Rob Bosanic for the special attention and dedication to the Veterans Memorial Day service.

Commissioner Grimm shared that the Board may want to look at increasing the fines for

violations of the County Blight Ordinance.

Chairperson LaFoille commented on his conversation with Mr. George Montgomery, CEO, of the Schoolcraft Memorial Hospital concerning the issue of Inmate care and gave a 911-Authority update.

At 8:40 P.M., it was moved by Commissioner Zellar and was seconded by Commissioner Ecclesine to go into Closed Session. This motion and second was withdrawn and this session was tabled for a future meeting.

It was moved by Commissioner Zellar and seconded by Commissioner Grimm to adjourn the meeting of the Schoolcraft County Audit Finance Committee at 8:45 P.M. The motion carried by unanimous aye vote of the Committee members present.

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Daniel J. LaFoille  
Audit/Finance Chairperson

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Shirley A. Thennes, Deputy County Clerk