

**SCHOOLCRAFT COUNTY BOARD OF COMMISSIONERS
BOARD MEETING and AUDIT/FINANCE MEETING**

The Schoolcraft County Board of Commissioners / Audit Finance Committee met on Tuesday, November 24, 2015, in the District Courtroom of the Schoolcraft County Building, City of Manistique, Michigan. Chairperson Craig Reiter called the meeting to order at 7:00 p.m. The roll was called with the following members present and/or absent:

Present: Commissioner Craig Reiter
 Commissioner Allan Ott
 Commissioner Larry Mersnick
 Commissioner Christine Rantanen
 Commissioner Patrick Carley
 Schoolcraft County Clerk Beth A. Edwards

Absent: None

Chairperson Craig Reiter 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 Patrick Carley and was seconded by Commissioner Allan Ott to approve the minutes of the November 12, 2015 Board and Audit-Finance Meeting of the Schoolcraft County Board of Commissioners. 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.]

It was moved by Commissioner Larry Mersnick and was seconded by Commissioner Patrick Carley to approve the minutes of the November 12, 2015 Closed Session Board Meeting of the Schoolcraft County Board of Commissioners. The motion carried by unanimous aye vote of the Board members present.

It was moved by Commissioner Christine Rantanen and was seconded by Allan Ott to approve the minutes of the November 20, 2015 Special Board Meeting of the Schoolcraft County Board of Commissioners. The motion carried by unanimous aye vote of the Board members present. [Copies of the minutes are available at the Office of the Schoolcraft County Clerk.]

Chairperson Craig Reiter asked if there were any additions, deletions or corrections to the printed agenda. Commissioner Craig Reiter asked to move the closed session to #16.5 on the agenda and add Revenue Sharing CIP Submission and Mental Health Court Grant Acceptance. **It was**

moved by Commissioner Patrick Carley and was seconded by Commissioner Larry Mersnick to approve the amended agenda. The motion carried by a unanimous aye vote of the Board members present.

“Public Hearings”: None

“Brief Public Comment”: None

“Unfinished Business”: None

“New Business”: It was **moved** by Commissioner Christine Rantanen and was seconded by Commissioner Allan Ott to accept the amended MMRMA Grant increase in the amount of \$9,320. The motion carried by a unanimous aye vote of all members present.

It was moved by Commissioner Larry Mersnick and was seconded by Commissioner Craig Reiter to accept the recommendation of the Audit-Finance Committee to not pursue the \$5,000 wage increase for Timothy Noble and Darrell Dixson at this time. Vote as follows: Larry Mersnick, yes; Craig Reiter, yes; Christine Rantanen, no; Patrick Carley, yes; Allan Ott, yes. The motion carried by a majority aye vote of all members present.

Commissioner Larry Mersnick also addressed the recommendation from the Audit-Finance Committee to explore the cost for an independent reclassification and wage study to be done for all departments. There was discussion and the cost would be explored. No formal action taken.

It was moved by Commissioner Christine Rantanen and was seconded by Commissioner Larry Mersnick to move \$20,000 to Miscellaneous Contingencies, \$10,000 from Fund Balance and \$10,000 from Over Revenues. The motion carried by a unanimous aye vote of all members present.

It was moved by Commissioner Patrick Carley and was seconded by Commissioner Christine Rantanen to approve a contract renewal with AT&T for Magistrate David Maddox for two years and authorize Dave Maddox to sign the same. The motion carried by a unanimous aye vote of all members present.

It was moved by Commissioner Larry Mersnick and was seconded by Commissioner Craig Reiter to approve a \$2,500 increase in pay for Marilyn Benish for 911 Services performed. There was discussion. Commissioner Craig Reiter withdrew his support for this motion. The motion failed for lack of support.

It was moved by Commissioner Craig Reiter and was seconded by Commissioner Larry Mersnick to refer the 911 wage increase in the amount of \$2,500 for Marilyn Benish to the Audit-Finance Committee and would welcome thoughts from other commissioners regarding this increase. The motion carried by a unanimous aye vote of all members present.

Sheriff J. Norrington submitted a request for a new copier and shredder and presented a quote from Cooper Office Supply for the Schoolcraft County Sheriff's Department. **It was moved** by Commissioner Patrick Carley and was seconded by Commissioner Allan Ott to refer the request by Sheriff J. Norrington for a new copier and shredder to the Judicial Committee for review and recommendation. The motion carried by a unanimous aye vote of all Board members present.

John Stapleton, Schoolcraft County Public Transit Director, presented to the Board the option of making the Schoolcraft County Public Transit a Transit Authority. There was discussion. **It was moved** by Commissioner Christine Rantanen and was seconded by Commissioner Larry Mersnick to allow John Stapleton to work with Commissioner Christine Rantanen and Commissioner Allan Ott to present a time frame for what needs to be done and when. The motion carried by a unanimous aye vote of all Board members present.

Chairperson Craig Reiter calls for a brief recess at 7:54 p.m.

Chairperson Craig Reiter recalls the meeting to order at 8:00 p.m. with all board members being present.

It was moved by Commissioner Allan Ott and was seconded by Commissioner Patrick Carley to accept the resignation of Laurie Jasmin from the Housing Commission Board and to advertise for the vacant seat term ending October 15, 2018. The motion carried by a unanimous aye vote of all Board members present.

It was moved by Commissioner Patrick Carley and was seconded by Commissioner Christine Rantanen to approve the Acknowledgement of Environmental Review for the Housing Commission, Parkview Estates Germfask Location regarding the new generator and for Craig

Reiter, Chairperson to sign the Letter of Acknowledgment. The motion carried by a unanimous aye vote of all Board members present.

It was moved by Commissioner Patrick Carley and was seconded by Commissioner Allan Ott to approve Craig Reiter, Chairperson, to sign the agreement with Peninsula Fiber Network and INdigital Telecom for Mutual Non-Disclosure Agreement to share mapping information for 911 texting. The motion carried by a unanimous aye vote of all Board members present.

It was moved by Commissioner Patrick Carley and was seconded by Commissioner Larry Mersnick to approve the newly proposed revision to the Network and Internet Access as follows:

“8.12 Network and Internet Access:

This Internet Usage Policy applies to all employees of Schoolcraft County who have access to computers and the Internet to be used in the performance of their work. Use of the Internet by employees of Schoolcraft County is permitted and encouraged where such use supports the goals and objectives of the business. However, access to the Internet through Schoolcraft County is a privilege and all employees must adhere to the policies concerning Computer, Email and Internet usage. Violation of these policies could result in disciplinary and/or legal action leading up to and including termination of employment. Employees may also be held personally liable for damages caused by any violations of this policy.

8.13 Computer, email and internet usage

Company employees are expected to use the Internet responsibly and productively. Internet access is limited to job-related activities only and personal use is not permitted

Job-related activities include research and educational tasks that may be found via the Internet that would help in an employee's role

All Internet data that is composed, transmitted and/or received by Schoolcraft County's computer systems is considered to belong to Schoolcraft County and is recognized as part of its official data, this includes accessed web based email systems. It is therefore subject to the rules of the Freedom of Information Act

The equipment, services and technology used to access the Internet are the property of Schoolcraft County and the company reserves the right to monitor Internet traffic and monitor and access data that is composed, sent or received through its online connections
Emails sent via the company email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images

All sites and downloads may be monitored and/or blocked by Schoolcraft County if they are deemed to be harmful and/or not productive to business

The installation of software such as instant messaging technology is strictly prohibited

8.14 Unacceptable use of the Internet or Network by employees includes, but is not limited to:

Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via Schoolcraft County email service

Using computers to perpetrate any form of fraud, and/or software, film or music piracy

Stealing, using, or disclosing someone else's password without authorization

Downloading, copying or pirating software and electronic files that are copyrighted or without authorization

Sharing confidential material, trade secrets, or proprietary information outside of the organization

Hacking into unauthorized websites

Sending or posting information that is defamatory to Schoolcraft County, its products/services, colleagues and/or customers

Introducing malicious software onto the company network and/or jeopardizing the security of the organization's electronic communications systems

Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities

Passing off personal views as representing those of the organization

If an employee is unsure about what constituted acceptable Internet usage, then he/she should ask his/her supervisor for further guidance and clarification

All terms and conditions as stated 8.12, 8.13, 8.14 are applicable to all users of Schoolcraft County's network and Internet connection. All terms and conditions as stated in this document reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above. Any user violating these policies is subject to disciplinary actions deemed appropriate by Schoolcraft County."

to the Personnel Policy and Procedures. The motion carried by a unanimous aye vote of all Board members present.

It was moved by Commissioner Patrick Carley and was seconded by Commissioner Christine Rantanen to approve the newly proposed policy regarding Training/Certificate Reimbursement as follows:

"2.13 Training:

Any training/certification that is required for a position and paid for with county funds, whether initial or on-going, must have a Memorandum of Agreement for Recovering the Cost For Specialized Training completed and signed before training is approved or reimbursed."

to the Personnel Policy and Procedures if employment is terminated within the specified time providing for prorated reimbursement to Schoolcraft County. The motion carried by a unanimous aye vote of all Board members present.

It was moved by Commissioner Patrick Carley and was seconded by Commissioner Allan Ott to allow Marilyn Benish in Tax Equalization to carry over 39 hours of vacation time to be taken within 60 days of carryover date. The motion carried by a unanimous aye vote of all Board members present.

It was moved by Commissioner Larry Mersnick and was seconded by Commissioner Patrick Carley to the set a Public Hearing on January 7, 2016, regarding the expansion of the Schoolcraft County Road Commission Board from a three member Board to a five member Board. The motion carried by a unanimous aye vote of all Board members present.

It was moved by Commissioner Allan Ott and was seconded by Commissioner Patrick Carley to accept the SCAO Mental Health Court Planning Grant in the amount of \$16,032.12 and approve Craig Reiter, Chairperson, to sign accepting the grant. The motion carried by a unanimous aye vote of all Board members present.

It was moved by Commissioner Patrick Carley and was seconded by Commissioner Larry Mersnick to approve Schoolcraft County Incentive Plan and for Craig Retier, Chairperson, to sign the Revenue Sharing/County Incentive Program Certification of Accountability and Transparency. The motion carried by a unanimous aye vote of all Board members present.

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

Commissioner Craig Reiter: None

Commissioner Allan Ott: None

Commissioner Larry Mersnick: None

Commissioner Christine Rantanen: None

Commissioner Patrick Carley: Airport Bids need to be in by December 10, 2015 and decision made prior to December 15, 2015.

Announcements and Notices: None

Public Comment:

Sheriff J. Norrington addresses the decision made by the Board to not give Undersheriff Dixson a raise.

Lisa Kleeman addressed the Road Commissioner's yearly salary is \$2,300 and then they receive a per diem per meeting.

Keith Rochefort again asked for clarification on why one employee can be under contract and then another cannot.

Dale DuFour addressed the issue of increasing the size of the Road Commission Board. He said the issue was addressed about five years ago and then dropped.

Darrell Dixson asked the board to please do something with the undersheriff position as the board has been dragging this issue on since last September.

Dale DuFour addressed Executive Session Minutes once approved in open session would those records now be open to the public.

Communications: Commissioner Craig Reiter stated that Schoolcraft County Community Giving Program received \$2,299.21 in 2% funds from the Sault Ste. Marie Tribe of Chippewa Indians.

At 8:39 p.m., meeting was turned over to Larry Mersnick, Audit-Finance Chairperson;

It was moved by Commissioner Patrick Carley and was seconded by Commissioner Craig Reiter to deny the Budget Increase for Building and Grounds for a Trilogy Lock/Digital System for Circuit Court Hallway in the amount of \$595.00. The motion carried by a unanimous aye vote of all Board members present.

It was moved by Commissioner Christine Rantanen and was seconded by Commissioner Craig Reiter to approve budget adjustments numbered **JR-10-15** through **JR-48-15**, inclusive. The motion carried by unanimous aye vote of the Board members present.

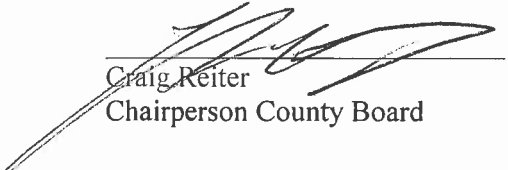
At 8:42 p.m., Chairperson Craig Reiter stated without there being an objection we will go into Closed Session to discuss Deputy Union Contract and the AFSCME Union Contract. The meeting is in recess.

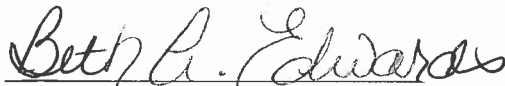
At 10:35 p.m., all Board members being present. **It was moved** by Commissioner Allan Ott and was seconded by Commissioner Patrick Carley to reconvene in open session. The motion carried by a unanimous aye vote of all Board members present.

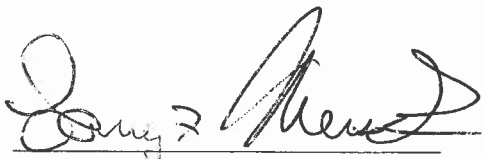
It was moved by Commissioner Craig Reiter and was seconded by Commissioner Allan Ott to send a letter to the AFSCME Union to not ratify the contract at this time due to the unforeseen medical insurance rate hikes and request a meeting with the Insurance Committee to address possible options. Vote as follows: Craig Reiter, yes; Allan Ott, yes; Larry Mersnick, no; Christine Rantanen, yes; Patrick Carley, yes. The motion carried by a majority aye vote of all Board members present.

Chairperson Craig Reiter asked if there was any further business to come before the Board.

Chairperson Craig Reiter adjourned the Board and Audit Finance Meeting at 10:40 P.M.


Craig Reiter
Chairperson County Board


Beth A. Edwards, County Clerk


Larry Mersnick
Audit-Finance Chairperson