



Manistee County Board of Commissioners

Manistee County Courthouse • 415 Third Street • Manistee, Michigan 49660

CHAIRPERSON
Allan O'Shea
VICE-CHAIRPERSON
Janice McCraner

Kathy Fenstermacher
Edward Haik
Ervin Kowalski
Glenn Lottie
Carl Rutske

CLERK

Marilyn Kliber
(231) 723-3331

CONTROLLER/ADMINISTRATOR

Thomas Kaminski
(231) 398-3500

POLICY COMMITTEE

Friday, April 4, 2008
10:30 A.M.

Courthouse & Government Center
Board of Commissioner's Room

AGENDA

1. 10:30 A.M. - Sheriff Dale Kowalkowski and Undersheriff John O'Hagan will appear before the Committee to discuss the Education Fund Policy.
2. Begin discussing the process to update the various Personnel Policy Manuals including a review of the responses received by Department Heads, Elected Officials and Judges. (APPENDIX A)
3. Review and discuss miscellaneous Resolutions from other Counties. (APPENDIX B, if any)
4. Other items from Committee members.
5. Adjournment.

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POLICY REQUEST FORM

Department/Court: County Clerk's Office January 29, 2008

Please describe any County Policy issues you would like to have addressed by the County Board of Commissioners in the next year.

Please see attached information.

A-3

CLERK
Marilyn Kliber
231-723-3331
Fax 231-723-1492



POLICY REQUEST FORM

MANISTEE COUNTY CLERK, PERSONNEL POLICY MANUAL, ADOPTED
APRIL 22, 2003.

Amendments needed to the Policy:

- Current Salary Progression Schedule
- Current Wage Classification System
- Current Retirement Insurance Benefit
- Current Insurance Benefits
- Definition of Employment Status - Eligible for benefits has changed.

I would appreciate current copies of the above documents to update my Policy Manual.

Thank You.

Marilyn Kliber

Marilyn Kliber, Manistee County Clerk

DATE: February 11, 2008

**MANISTEE COUNTY
CLERK
TREASURER
REGISTER OF DEEDS**

**PERSONNEL POLICY
MANUAL**

Adopted April 22, 2003
Effective April 22, 2003

LEVELS OF RESPONSIBILITY

The various levels of responsibilities are as follows:

- Manistee County Board of Commissioners/ Manistee County Clerk
- Manistee County Treasurer & Manistee County Register of Deeds

The Board and the County Clerk, County Treasurer & Register of Deeds are responsible for adoption, implementation, and subsequent amendment of this Manual. All policies, procedures, and practices shall be approved by the County Board and the Elected Officials.

- Personnel Committee of the Board of Commissioners

The Personnel Committee, the County Clerk, County Treasurer and the Register of Deeds shall review the policies, procedures, and practices contained in this Manual as it is deemed necessary. All amendments, modifications, new classifications, salary ranges for classifications, and/or changes to fringe benefits shall be recommended to the Board of Commissioners by the Personnel Committee, the County Clerk, County Treasurer and Register of Deeds.

County Controller/Administrator's Office

The County Controller/Administrator's Office is responsible for the implementation and administration of the County's personnel system. This includes preparation of new or revised job descriptions, position classifications, and compensation schedules based upon the duties, responsibilities, and nature of work, for recommendation by the Personnel Committee and adoption by the Board of Commissioners. This Office reviews all personnel transactions to assure conformance to County policies and procedures. Amendments or modifications to this Manual that are authorized by the Board of Commissioners shall be provided to Department Heads, Elected Officials, Judges, and staff by the County Controller/Administrator's Office.

- Department Heads, Elected Officials, and Judges

Each Department Head, Elected Official, and Judge is responsible for distributing and notifying their employees of new and revised policies and procedures and to insure compliance with this Manual. Each County Department Head, Elected Official, and Judge has the right to establish work rules and regulations that apply to the day-to-day performance of work in their department. Such work rules and regulations shall be consistent with the provisions of this Manual. In the event of a conflict between such work rules and regulations and this Manual, the terms and conditions of this Manual shall prevail. This Manual contains general provisions that apply to all County employees and Court staff regardless of the departmental requirements.

POLICY REQUEST FORM

Department/Court: PROSECUTING ATTORNEY January 29, 2008

Please describe any County Policy issues you would like to have addressed by the County Board of Commissioners in the next year.

I THINK WE NEED TO RE-VISIT THE COURTHOUSE
CLOSURE POLICY, IN VIEW OF LAST WEEK 1/30/08
SNOW/ICE SITUATION. THERE SEEMS TO BE SOME
CONFUSION ABOUT WHO DOES WHAT. NEEDS SOME DISCUSSION
AND CLARIFICATION.

HAZARDOUS WEATHER CONDITIONS

The provisions of this policy are as follows:

- If the Chairperson of the County Board of Commissioners closes County facilities due to inclement weather or some other unforeseen circumstance, and employees are given the option to leave work, employees shall be paid for their regularly scheduled hours regardless if they remain at work or go home. If an employee is on vacation, personal, or sick leave during the time the facility has been closed, the employee shall be required to use the vacation, personal, or sick day. If an office closes without action by the Chairperson, employees of that office shall be required to use vacation time, personal time, or take the time off without pay.

Iron County Board of Commissioners

2 South Sixth Street, Suite 7
Crystal Falls, Michigan 49920-1413
Telephone: (906) 875-3301
Fax: (906) 875-0655
TDD: 800-649-3777

APPENDIX B



Chairperson
Rosalie A. King
Vice Chairman
Lawrence M. Harrington
Finance Chair
George Brunswick
Commissioners
Robert T. Black
Francis A. Wills

Board of Commissioners
Office

County Administrator
Jan R. Huizing

Executive Assistant
Susan I. Passamani

February 20, 2008

To all Michigan Counties:

At the Regular Meeting of the Iron County Board of Commissioners held yesterday, the Board, at the urging of their Iron County Parks and Recreation Commission, adopted the attached resolution to require users of the surface waters to financially participate in economical application fees, prompt governmental review and issuance of permits, and management efforts to control aquatic nuisance species.

The issue of Eurasian Milfoil and other Invasive Species is of utmost concern to all counties in Michigan. This being the case, our Parks and Recreation Commission have held public hearings on this topic and brought in many knowledgeable experts resulting in the attached resolution.

Due to the fact that this issue is not limited to Iron County, we ask that you consider adopting this resolution and forwarding a copy to our office so that we can show an united front to our state legislative body. We need to be proactive. Even though your county may not be experiencing this problem now, it does not mean you are exempt from it in the future.

We need to be united in this effort. If you have any questions please do not hesitate to contact John Faccin, Chair of our Iron County Parks and Recreation Commission at (906) 875-7406.

Sincerely,

Rosalie A. King, Chair
Iron County Board of Commissioners

John Faccin, Chair
IC Parks and Recreation Commission

Attachment

Iron County Board of Commissioners

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RESOLUTION TO REQUIRE USERS OF THE SURFACE WATERS TO FINANCIALLY PARTICIPATE IN ECONOMICAL APPLICATION FEES, PROMPT GOVERNMENTAL REVIEW AND ISSUANCE OF PERMITS AND MANAGEMENT EFFORTS TO CONTROL AQUATIC NUISANCE SPECIES

WHEREAS aquatic nuisance species pose long term threats to the biodiversity, fisheries, recreational use, property values and aesthetics of the inland surface waters of Michigan;

AND WHEREAS riparian landowners have been in most areas the exclusive financial provider for management efforts to control aquatic nuisance species;

AND WHEREAS the State of Michigan holds the inland surface waters of this state in the public trust for all citizens of this state;

AND WHEREAS in the discharge of the public trust for all citizens of the State of Michigan, the financial participation of all users of the inland surface water of this state needs to be obtained to prudently manage aquatic nuisance species;

AND WHEREAS the current cost for permit applications and delay in agency action on such applications under Part 33 of Public Act 451 of 1994, as amended, has limited prudent management efforts of aquatic nuisance species;

AND WHEREAS delay in management efforts of aquatic nuisance species significantly magnifies the cost and scope of efforts to properly manage aquatic nuisance species.

NOW THEREFORE BE IT RESOLVED that the State of Michigan:

1. Establish an additional cost component to fishing licenses and/or creation of an inland lake/navigable river/navigable stream permit fee to fund an aquatic nuisance species fund;
2. The aquatic nuisance species fund shall be distributed annually for control of aquatic nuisance species to each county on a pro rata formula based upon per mile frontage of inland lakes, navigable rivers and navigable streams;
3. Each county shall become eligible for the pro rata annual distribution from the aquatic nuisance species fund upon adoption of an appropriate county ordinance and designation of a county enforcement agent over the management of aquatic nuisance species;
4. Once the foregoing adoption of a county ordinance and designation of a county enforcement agent has occurred, the Michigan Department of Environmental Quality shall thereafter be without legal responsibility in such county for the application for, review of permit applications, issuance of permits and enforcement of permits for the management efforts of aquatic nuisance species.

The foregoing resolution was moved by Black and supported by Brunswick.

Yeas: Black, Brunswick, Harrington, King, Wills

Nays: 0

I hereby certify that the foregoing is a true and correct copy of the resolution adopted at a meeting of the **BOARD OF THE COUNTY COMMISSIONERS OF THE COUNTY OF IRON** held on February 19, 2008.

BOARD OF COUNTY COMMISSIONERS
OF THE COUNTY OF IRON

By: Rosalie A. King
Rosalie A. King, Chair

By: Joan Luhtanen
Joan Luhtanen
Its Clerk

c:resolution.aquatic.021808

LAKE COUNTY BOARD OF COMMISSIONERS

Resolution

#03/12/2008 1163

WHEREAS, the Great Lakes and connecting waters represent an invaluable resource to the State of Michigan; and

WHEREAS, this resource is at great risk of diversion by parties outside of the Great Lakes – St. Lawrence River basin; and

WHEREAS, this risk is increasing as water shortages become more acute and the parties that oppose ceding control of the waters of the basin to the Great Lakes states and provinces become more powerful; and

WHEREAS, this resource can only be protected by joint agreement and action by the eight states, including Michigan, and the two Canadian provinces that are wholly or partially within the Great Lakes – St. Lawrence River Basin; and

WHEREAS, The Compact will also require Congressional approval and a treaty with Canada; and

WHEREAS, bills that are required to implement the Compact have already been introduced in Michigan’s House and Senate and they are nearly identical;

NOW THEREFORE BE IT RESOLVED that the Lake County Board of Commissioners urge the legislature, in the strongest possible terms, to ratify the Great Lakes – St. Lawrence River Basin Water Resources Compact without further delay.

BE IT FURTHER RESOLVED that the Governor promptly sign the ratification into law.

BE IT FURTHER RESOLVED that copies of this Resolution be sent to Governor Granholm, our Michigan Legislators and the other 82 Michigan Counties.

STATE OF MICHIGAN)

)SS

COUNTY OF LAKE)

I, Shelly Myers, Clerk of the County of Lake and of the County Board of Commissioners, do hereby certify that the foregoing is a true and complete copy of the resolution adopted by the Board at its regular meeting on March 12, 2008.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the County of Lake this 12th day of March, 2008 at Baldwin, Michigan.



Shelly Myers, Clerk of the Board