



Manistee County Board of Commissioners

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

CHAIRPERSON
Ken Hilliard
VICE-CHAIRPERSON
Jeff Dontz

Mark Bergstrom
Karen Goodman
Alan Marshall
Richard Schmidt
Brook Shafer

CLERK

Jill Nowak
(231) 723-3331

CONTROLLER/ADMINISTRATOR

Thomas Kaminski
(231) 398-3500

COUNTY BOARD OF COMMISSIONERS STUDY SESSION

Monday, August 24, 2015
1:00 p.m.

Board of Commissioners Meeting Room
415 Third Street, Manistee, MI

MINUTES

Members Present: Ken Hilliard, Chairperson, Mark Bergstrom, Jeff Dontz, Karen Goodman, Alan W. Marshall, Richard Schmidt and Brook Shafer

Members Absent: None

Others Present: Tom Kaminski, County Administrator/Controller; Lisa Sagala, Administrative Assistant/Personnel Officer; Dale Kowalkowski, County Sheriff; John O'Hagan, Undersheriff; Russ Pomeroy, County Treasurer; Lindsey Marquardt, Chief Deputy County Clerk

The Study Session was called to Order by Chairman Hilliard at 1:04 p.m.

Pledge of Allegiance

Invocation was given by Mr. Bergstrom

Roll Call – All members present.

PUBLIC COMMENT

None.

OTHER BUDGET DISCUSSION ITEMS

Dale Kowalkowski addressed the Board regarding the wage of Jail Administrator, Lt. Steve Pizzala. Sheriff Kowalkowski distributed a memo dated August 24, 2015 (APPENDIX A) to the Board. The memo outlines a timeline regarding Step pay increase requests for the Jail Administrator. Sheriff Kowalkowski addressed from the memo his reasons for requesting a wage increase for the Jail Administrator.

It was the **consensus** of the Board to approve a pay increase for the Jail Administrator, Lt. Steve Pizzala, from \$51,084.73 to a wage of \$54,595.58

Jennifer Berkley, from the MSU Extension appeared before the Board. (APPENDIX B) Ms. Berkley requested \$1,000 for a desktop computer for support staff with the MSU Extension. There was discussion as to whether this was money would be allocated to the MSU Extension or be placed in the IT budget.

It was the **consensus** of the Board to increase the IT budget/line items by \$1,000 to allow for the purchase of a new computer for the support staff for the MSU Extension.

Cameron Clark, Juvenile Services Director, addressed the Board regarding the Child Care Fund. Currently a majority of the resources from the fund are spent on institutional placement, foster-care placements and detention. These costs are the result of Juveniles who are already in the Court system. Mr. Clark would like to work on preventative or diversionary programs to help prevent kids from even becoming part of the Court system. Preventative measures would save money as opposed to paying for placements costs once a child becomes part of the system.

It was the **consensus** of the Board to give Cameron Clark room to work within his budget to create preventative or diversionary programs.

MILLAGE LEVY

Roger Elbers, Equalization Director, appeared before the Board for clarification on the Millage Levy. Mr. Hilliard stated it was a previous consensus of the Board to levy the full millage rates.

Tom Kaminski, County Administrator, addressed the Board regarding the old Animal Control building. The building was set at a minimum bid of \$10,000 auction.

It was the **consensus** of the Board to lower the minimum bid to \$5,000.

MISCELLANEOUS BOARD MEMBERS

Richard Schmidt brought up the Fair Board appropriation of \$10,000. The Fair Board receives an appropriation request sheet every year. Very seldom is that paperwork returned. Mr. Hilliard is a member of the Board and has requested the same. The County has never received their request. Tom Kaminski will send a letter to the Fair Board regarding their appropriation.

Adjourn at the Call of the Chair at 2:23 p.m.

Clerk

County of Manistee

Appendix A



Office of the Sheriff

Dale Kowalkowski

Sheriff

DATE: August 24, 2015

TO: Manistee County Board of Commissioners – 2015/16 Budget Study Session

FROM: Sheriff Dale Kowalkowski

RE: Jail Administrator, Lt. Steve Pizzala – Merit Based Pay Increase

April 1, 2015: Request for Step pay increase Jail Administrator, Lt. Steve Pizzala

June 3, 2015: Personnel Committee rejects request of a Step pay increase until reevaluation of the Non-Union Pay Grade Policy. This is accepted by the full Board June 21, 2015.

Aug. 3, 2015: Personnel Committee moved to award:

- Maintenance Supervisor an increase in salary of approximately \$3,500.
- County Planner an increase of \$3,500.
- Equalization Director a 1.5% to 1.6% increase.

Aug. 5, 2015: Personnel Committee moves to support a Step increase for the County Treasurer from Step 7 to Step 8, using the wage difference from 7 to 8.

Aug. 24, 2015: 2nd request for salary adjustment for Jail Administrator, Lt. Steve Pizzala.

As the County is moving away from the present system of Step increases, the Sheriff's Office requests the Jail Administrator receive a pay increase from \$51,084.73 (plus 1% budgeted COLA raise county-wide) to \$54,595.58 (an additional \$3,000). This is a merit based request.

[Note: Within old Step system, this is still just shy of the original request to increase to Pay Grade 9, Step 8]

The request is made for the following reasons:

- Lt. Pizzala is directly responsible for \$30,000 increase in unbudgeted revenue to the County in 2014/15 (\$20,000 to General Fund and \$10,000 to Capital Improvement).

- Responsible for anticipated increase of \$200,000 to \$215,000 in Jail revenue in FY 2015/2016.
- Developed Medical Asset Recovery Program with Concierge Corrections.
- Developing potential savings of \$30,000 to our Food Service Program.
- Increased commissary income. \$10,000 deposited in Capital Improvement Fund in FY 2014/2015.
- These increased revenues are a direct result of his leadership.
- The following is an excerpt from a March 18, 2015, correspondence from Undersheriff O'Hagan to Sheriff Kowalkowski:

Since you sent this email to me, I feel the need to express my feelings in more detail. The caliber of person we have in Lt. Pizzala is a true blessing. Unfortunately, I don't believe he is compensated appropriately for his experience, continued dedication and selfless effort to make improvements to our jail.

I would totally support and hope you would consider approaching the Board for another step increase for October 1. When other counties our size (specifically Oceana started their new Jail Administrator at \$58,000) it is hard to imagine why Steve didn't jump ship. He didn't jump because he is not about the money or recognition, he is about commitment. I hope you agree with me that Steve is only beginning to scratch the surface of what he is capable of. I am sometimes in awe of how much he is dedicated to the Corrections field.

I think we owe it as managers to keep and retain our 'good' people by rewarding them on their multiple accomplishments as Steve, for one, continues to demonstrate on a regular basis.

I know county dollars are tight; however investing in our leadership team is a win-win for us and the County of Manistee. I couldn't imagine losing a guy like him over a few thousand dollars.

I just wanted to give you my input, boss. Consider it 'food for thought'.

John O'Hagan
Manistee County Undersheriff

- Recent County comparables used by Manistee County Fee Wage Studies:

Antrim, Benzie, Leelanau, Wexford (Note: We would add Mason and Oceana due to size and proximity) 2014 salaries for Jail Administrators average \$54,594 for these 6 Counties. The Sheriff's Office asks for a vote on this average so we are at this salary.

- As Jail Administrator, Lt. Pizzala is a leading professional. He is not in an "on the job training program" learning to operate our facility. He came to us with extensive Jail Administration experience.
- As other management positions were awarded similar increases, the Sheriff's Office asks for a vote on this request.
- The request is still below the wage of retired Captain Robert Lancaster, who retired May 2014. Pay Grade 9, Step 10, 13/14 Wage \$55,416.

Appendix B

**MICHIGAN STATE
UNIVERSITY**

Extension

August 13, 2015

Mr. Thomas Kaminski
Manistee County Administrator
415 Third Street
Manistee, MI 49660

Mr. Kaminski,

As per our conversation, please consider this letter my request to have the Manistee Board of Commissioners reinstate our technology budget request of \$1,000 for FY 2015/2016.

In May, I submitted the MSU Extension budget which included a replacement computer for our support staff person. Our current technology is from 2008 and runs very poorly. This technology need was confirmed by both Manistee County IT as well as MSU Extension Technology Services. This technology request was offset within our 2015/2016 projections through a decreased budget request in telephone costs based on our 2015 actual expenditures which resulted in a flat budget request between the two fiscal years.



Please convey our deep gratitude for the continued partnership between Manistee County and MSU Extension. We appreciate the continued support to be able to provide education and resources to the residents of Manistee County. Feel free to contact me with any questions at (231) 922-4921.

District Office

10850 E. Traverse Hwy.
Suite 4440
Traverse City, MI 49684

231-929-3902
Fax: 231-929-0454
www.msue.msu.edu

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer Berkey".

Jennifer Berkey
Interim District Coordinator
MSU Extension

