

**CHEBOYGAN COUNTY BOARD OF COMMISSIONERS  
COMMITTEE OF THE WHOLE MEETING  
October 23, 2007**

The meeting was called to order in the Commissioners Room by Chairperson Linda Socha at 9:30 a.m.

Roll called and a quorum present.

**PRESENT:** Commissioners Socha, Makima, Redmond, Mushlock, Page, Wallace and Bolinger

**ABSENT:** None

Commissioner Bolinger gave the invocation and Commissioner Wallace led the Pledge of Allegiance.

**Motion** by Commissioner Bolinger, seconded by Commissioner Makima, to approve the agenda as presented. Motion carried with 7 yes, 0 no and 0 absent.

Chairperson Socha explained that Committee of the Whole meetings typically do not have action items on the agenda, but are intended for forum and discussion items and as an appeal to the Board at budget time if there is disagreement with the administrator's or finance's decision or recommendation. However, the agenda for this meeting does include one item that requires action.

**CITIZENS COMMENTS** – Assistant Prosecutor Tony Damiano, addressed the Board on behalf of Prosecutor Castagne, who could not be in attendance due to her mother having surgery, regarding the salaries of the Office Manager and Assistant Prosecutor Eric Kaiser. He said the Prosecutor would propose a 5% increase for the Office Manager, which would be more equitable and comparable to other counties; and to recognize the years of experience of Assistant Prosecutor Kaiser, and the current workload in the office, proposed a salary of \$70,000.

Sheriff Clarmont reminded everyone that the annual rapid response training in the County Building will be held tomorrow night.

**SCHEDULED VISITORS/DEPARTMENT REPORTS**

Tracy Meisterheim, the MSUE Children Youth & Family 4-H Educator, introduced two new employees in the Extension Office, Alicia Richey and Linda Baney. Ms. Richey was hired as the Family Nutrition Program/Breastfeeding Peer Counselor, and Ms. Baney, for a one-year term as a VISTA After-School Program/Youth Farm Stand. Chairperson Socha welcomed Alicia and Linda.

**NEW BUSINESS**

Administrator Overton presented the 2008 Salary and Wage Resolution which has been reformatted to include key information on each position being considered for upcoming pay adjustments in a focused, easier to read layout. He noted a 3% pay raise has been recommended for non-union employees, raises for elected officials were based on their individual 2007 base salary + COLA (2%) in accordance with the November 10, 2004 Human Resources Policies and Procedures Meeting minutes, and fair board officers' wages still are to be determined. Discussed COLA used for elected officials, and hourly wage comparables for the PA Office Manager and salary proposal for Assistant Prosecutor Kaiser. Administrator Overton said even though the prosecutor has proposed an increase from \$55,103 to \$70,000 for AP Kaiser, he would still recommend 3% for both positions in the PA Office. Chairperson Socha questioned the on-call amounts budgeted for District Court, IS, Maintenance, Probate and Prosecutor. Mr. Damiano explained how on-call is paid in Prosecutor's Office and District Court. Chairperson Socha disagreed with on-call compensation for those positions that are "deputies" to elected officials, and noted on-call compensation affects the total wages received. She also noted that the intern position in the prosecutor's office has never been approved by the Board. Mr. Damiano said historically the PA Office has always had an intern position since he has been here. Administrator Overton said the intern position should be included in the salary & wage resolution. Commissioner Page said prosecutor's office is vital to law enforcement in this county, and he would favor 5%

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increases for the two assistant prosecutors and the office manager. Chairperson Socha and Commissioner Mushlock disagreed and said all employees are essential, not just the three in the prosecutor's office, and this would throw other departments out of proportion. Administrator Overton said comparables for office manager are misleading as the majority of the comparable counties work 40 hours, not 35 hours. Chairperson Socha said she has heard concerns as to where Mr. Kaiser's office is located, does he work a majority of the time out of his home in Harbor Springs. Mr. Damiano said every day he has been here in the last three weeks Mr. Kaiser has been here, and he has been putting in the number of hours needed to get the job done. Lengthy discussion held on the value of an employee's years of experience. Commissioner Page said experience of a professional person should be worth at the minimum a 5% increase in salary.

**Motion** by Commissioner Makima, seconded by Commissioner Wallace, to approve Res. 07-028 2008 Salary and Wage Resolution with the exception of the on-call pay and the internship position in the prosecutor's office to be discussed with the prosecutor and authorize the Chairperson to sign the resolution. Discussion held, Commissioner Redmond said with the current economic climate of this county 3% is very generous. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent

### **BOARD MATTERS FOR DISCUSSION**

Administrator Overton presented the proposed Cheboygan County Recycling Ordinance and briefly reviewed the ordinance. He noted the fee is not established by the ordinance, but would be included in annual fee schedule adoption in December. He read the penalties set forth regarding violations as stated in the ordinance. Commissioner Bolinger said he feels this should have been voted on countywide, and was concerned with a fee imposed on those residents in townships that opted-out. Administrator Overton said he does expect additional townships to come on board, and explained if a resident of a township that opted-out desires to participate in recycling they could do so by paying a fee set by this board for participation by residents of opt-out townships. Chairperson Socha said she has concerns with the punishment for improper recycling, however, without proper education contaminants could be introduced which would result in added cost. She said no resident of an opt-out township would have a fee imposed unless the resident desires to participate in recycling. Commissioner Page said the option in Section 6 of the ordinance to charge a misdemeanor may be going a little too far. Chairperson Socha suggested asking civil counsel his rationale for the penalties. The recycling ordinance will be presented at the November 6, 2007 meeting.

Chairperson Socha said that following Citizens Comments a short break for lunch would be held prior to proceeding with the budget review.

**CITIZENS COMMENTS** – Assistant Prosecutor Tony Damiano told the Board he appreciated the board's discussion on his earlier comments; however, he thought it odd that Chairperson Socha criticized the fact that the 40 hour week was not prorated, while Commissioner Mushlock later criticized figures that had been prorated to a 40 hour week.

### **BOARD MATTERS FOR DISCUSSION – *continued***

Administrator Overton explained that this proposed budget is a draft subject to board discussion.

Finance Director Kari Kortz began a detailed review of each budget. Sheriff Clarmont and Treasurer Cronan were in attendance.

Dept 301 Sheriff \$1,128,164 - No significant changes to this budget, new vehicles are budgeted in major equipment. Bolinger said gas amount does not look to be enough. Ms. Kortz was directed to increase line item 101-301-747.03 Gas/Sheriff from \$30,000 to \$35,000.

Dept 302 ORV Enforcement \$15,120 – 2007 budget had included the purchase of an ATV.

Dept 331 Marine Safety \$90,942 – Administrator Overton said may have more storage space at the fair grounds this winter.

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Dept 332 Sno-mobile Safety \$36,026 – Change in equipment line item, two snowmobiles to be purchased which are grant funded.

Dept 333 Sheriff Secondary Road Patrol \$154,919 – All wages, nature of union contract

Dept 335 Sheriff – Local Grants \$10,332 – Extra patrols on the waters paid for by certain entities

Dept 337 Sheriff – Federal Grants \$18,117 – Matched in General Fund Revenue

Dept 338 Canine Unit \$4,000 – Ongoing costs of having the canine unit covered by an annual donation.

Dept 351 Corrections/Communications \$1,328,097 – Costs of the county jail no significant differences.

Fund 107 PA 32 Training Fund Sheriff \$4,000 – Self balancing fund.

Fund 211 Community Projects \$1,500 – All private donations used for kids ID program and Victim Services programs

Fund 264 Local Corrections Officer Training Fund \$10,000 – Funded by a fee charged at booking, now paying for the GED program through this fund. Kari to input recommended budget, which was inadvertently omitted.

Fund 595 Jail Commissary Fund \$12,000 – Run by private vendor, with profits going into this fund, to purchase pillows, blankets, mattresses, etc. for the betterment of the inmates.

Commissioner Mushlock commented on the 2% increase for elected officials, which was approved earlier in the meeting. She said she would like to see that changed to 3% increases. Discussion held.

**Motion** by Commissioner Mushlock, seconded by Commissioner Page, to increase the 2008 salaries of elected positions of Clerk/Register, Prosecutor, Sheriff and Treasurer from the CPI used of 2% to 3%, as other employees are receiving, and adjust the 2008 Salary and Wage Resolution accordingly.

	<i>Raise Determination</i>	<i>Number of Positions</i>	<i>Hours per Work Week</i>	<i>Hours per Year</i>	<i>2007 Salary or Hourly Rate</i>	<i>2008 Increase %</i>	<i>2008 Increase \$</i>	<i>2008 Salary or Hourly Rate</i>
<b>ADMINISTRATIVE OFFICE</b>								
Executive Secretary	General Recommendation	1	40	2080	15.18	3%	0.46	15.64
Union Positions Not Detailed in Wage Resolution	Union Contract	0						
<b>CIRCUIT COURT</b>								
Court Administrator	Determined in 2007	1	40	2080	17.27	4%	0.69	17.97
Court Reporter	General Recommendation	1	35	1820	20.04	3%	0.60	20.65
Assignment Clerk	General Recommendation	1	40	2080	15.42	3%	0.46	15.89
Collection Clerk	General Recommendation	1	40	2080	14.67	3%	0.44	15.11
Union Positions Not Detailed in Wage Resolution	Union Contract	0						
Temporary Part-Time	2008 Wage Resolution	1	NA	NA	1,020.00	0%	-	1,020.00
<b>CLERK / REGISTER OF DEEDS</b>								
Clerk/Register of Deeds	BOC Motion on 10/23/07	1	NA	NA	55,535.03	3%	1,666.05	57,201.08
Chief Deputy Clerk	General Recommendation	1	35	1820	17.97	3%	0.54	18.51
Union Positions Not Detailed in Wage Resolution	Union Contract	5						

**CONSTRUCTION CODE**

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Union Positions Not Detailed in Wage Resolution	Union Contract	5	40	2080				
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**DISTRICT COURT**

Magistrate	Determined in 2007	1	35	1820	19.91	5%	1.00	20.90
Probation Officer	General Recommendation	1	40	2080	20.34	3%	0.61	20.95
Court Clerk	Determined in 2007	1	35	1820	16.13	4%	0.65	16.78
Deputy Clerk II	General Recommendation	1	35	1820	12.72	3%	0.38	13.10
Deputy Clerk II	General Recommendation	1	35	1820	13.74	3%	0.41	14.15
Clerk II	General Recommendation	1	35	1820	12.72	3%	0.38	13.10
Court Administrator	Determined in 2007	1	35	1820	20.81	5%	1.04	21.85
Court Bailiff	General Recommendation	1	21	1092	13.85	3%	0.42	14.27
Part-Time	Determined in 2007	1	28	1456	14.30	5%	0.72	15.02
Part-Time	General Recommendation	1	7	364	10.04	3%	0.30	10.34
Union Positions Not Detailed in Wage Resolution	Union Contract	0						
Temporary Part-Time	2008 Wage Resolution	1	NA	NA	7,010.64	-76%	(5,310.64)	1,700.00
Magistrate On-Call	2008 Wage Resolution	NA	NA	NA	6,500.00	0%	-	6,500.00

**EQUALIZATION**

Equalization Director	General Recommendation	1	Salary	Salary	51,482.34	3%	1,544.47	53,026.81
Union Positions Not Detailed in Wage Resolution	Union Contract	3	35	1820				

**FAIR**

Fair Manager	Fair Board	1	NA	NA	6,000.00	TBD	TBD	TBD
Fair Board President	Fair Board	1	NA	NA	7,500.00	TBD	TBD	TBD
Fair Board Vice President	Fair Board	1	NA	NA	1,500.00	TBD	TBD	TBD
Fair Board Secretary	Fair Board	1	NA	NA	4,500.00	TBD	TBD	TBD
Fair Board Treasurer	Fair Board	1	NA	NA	3,100.00	TBD	TBD	TBD
Union Positions Not Detailed in Wage Resolution	Union Contract	0						

**FINANCE**

Finance Director	Determined in 2007	1	Salary	Salary	54,600.00	5%	2,730.00	57,330.00
Account Clerk	General Recommendation	1	40	2080	15.00	3%	0.45	15.45
Union Positions Not Detailed in Wage Resolution	Union Contract	1	35	1820				

**FRIEND OF THE COURT**

Friend of The Court	Contract at Hire	1	NA	NA	60,000.00	7%	4,000.00	64,000.00
Union Positions Not Detailed in Wage Resolution	Union Contract	6	40	2080				
Over-Time	2008 Wage Resolution	NA	NA	NA	10,000.00	-6%	(622.72)	9,377.28

**GIS**

Union Positions Not Detailed in Wage Resolution	Union Contract	1	35	1820				
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**HOUSING**

Housing Director	General Recommendation	1	Salary	Salary	32,711.77	3%	981.35	33,693.12
Union Positions Not Detailed in Wage Resolution	Union Contract	0.75	35	1820				

**HUMAN RESOURCES**

Human Resource Director	General Recommendation	1	Salary	Salary	45,000.00	3%	1,350.00	46,350.00
Union Positions Not Detailed in Wage Resolution	Union Contract	0.25	35	1820				

**INFORMATION SYSTEMS**

IS Manager	General Recommendation	1	Salary	Salary	47,250.00	3%	1,417.50	48,667.50
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Technology Director - Support	General Recommendation	1	35	1820	17.97		3%	0.54	18.51
Union Positions Not Detailed in Wage Resolution	Union Contract	0							
On-Call	2008 Wage Resolution	NA	NA	NA	500.00		0%	-	500.00

### MAINTENANCE

Building Maintenance Engineer	General Recommendation	1	Salary	Salary	34,531.77		3%	1,035.95	35,567.72
Union Positions Not Detailed in Wage Resolution	Union Contract	3	35	1820					
Union Positions Not Detailed in Wage Resolution	Union Contract	3	40	2080					
Temporary Part-Time	2008 Wage Resolution	NA	NA	NA	7,000.00		0%	-	7,000.00
On-Call	2008 Wage Resolution	NA	NA	NA	3,800.00		0%	-	3,800.00
Over-Time	2008 Wage Resolution	NA	NA	NA	1,200.00		0%	-	1,200.00
Shift Differential	Union Contract	NA	NA	NA	1,850.00		0%	-	1,850.00

### MARINA

Harbor Master	General Recommendation	1	Salary	Salary	38,676.50		TBD	TBD	TBD
Seasonal									
Assistant Harbor Master	2008 Wage Resolution	1	Hours Vary	Hours Vary	\$10.00 - \$12.50	NA - See Note	NA - See Note		\$10.00 - \$12.50
Shift Supervisor	2008 Wage Resolution	1	Hours Vary	Hours Vary	\$9.00 - \$11.00	NA - See Note	NA - See Note		\$9.00 - \$11.00
Dock Hands	2008 Wage Resolution	5	Hours Vary	Hours Vary	\$8.00 - \$10.00	NA - See Note	NA - See Note		\$8.00 - \$10.00
Night Security	2008 Wage Resolution	2	Hours Vary	Hours Vary	\$9.00 - \$11.00	NA - See Note	NA - See Note		\$9.00 - \$11.00
Union Positions Not Detailed in Wage Resolution	Union Contract	0							
Note: Returning Marina Employees receive a \$.50 per hour raise each year up to a maximum of:						\$ 12.50		for Assistant Harbor Master	
						\$ 11.00		for Shift Supervisor	
						\$ 10.00		for Dock Hands	
						\$ 11.00		for Night Security	

### MEDICAL EXAMINER

Part-Time Transporter	2008 Wage Resolution	NA	NA	150	New Position in 2008		NA	NA	12.00
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### MICHIGAN STATE UNIVERSITY EXTENSION

Union Positions Not Detailed in Wage Resolution	Union Contract	2	35	1820					
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### PLANNING AND ZONING

Community Development Director	General Recommendation	1	Salary	Salary	52,500.00		3%	1,575.00	54,075.00
Planner	2008 Wage Resolution	1	Salary	Salary	Vacant in 2007		NA	NA	40,000.00
Union Positions Not Detailed in Wage Resolution	Union Contract	1	40	2080					
Union Positions Not Detailed in Wage Resolution	Union Contract	3	35	1820					

### PROBATE COURT / JUVENILE PROBATION

Registrar of Probate	General Recommendation	1	35	1820	19.89		3%	0.60	20.48
Court Reporter	Determined in 2007	1	35	1820	16.75		5%	0.84	17.58
Deputy Probate Registrar *Clerk II	General Recommendation	1	35	1820	14.07		3%	0.42	14.49
Probation Officer Supplement (\$11.36 State Wage)	General Recommendation	1	35	1820	9.92		3%	0.30	10.22
Deputy Juvenile/Probate Registrar *Clerk II	General Recommendation	1	35	1820	14.07		3%	0.42	14.49
Deputy Juvenile Registrar *Clerk II	General Recommendation	1	35	1820	14.07		3%	0.42	14.49
Intensive Probation Officer #1	General Recommendation	1	35	1820	17.87		3%	0.54	18.41
Intensive Probation Officer #2	General Recommendation	1	35	1820	17.54		3%	0.53	18.07
Union Positions Not Detailed in Wage Resolution	Union Contract	0							
On-Call	2008 Wage Resolution	NA	NA	NA	3,640.00		0%	-	3,640.00

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### PROSECUTORS OFFICE / VICTIM'S ADVOCATE

Prosecuting Attorney	BOC Motion on 10/23/07	1	Salary	Salary	91,481.76	3%	2,744.45	94,226.21
Asst. Prosecuting Attorney #1	General Recommendation	1	Salary	Salary	65,236.08	3%	1,957.08	67,193.16
Asst. Prosecuting Attorney #2	General Recommendation	1	Salary	Salary	55,102.94	3%	1,653.09	56,756.03
Office Manager/Confidential Sec.	General Recommendation	1	35	1820	16.90	3%	0.51	17.41
Union Positions Not Detailed in Wage Resolution	Union Contract	1	20	1040				
Union Positions Not Detailed in Wage Resolution	Union Contract	4	35	1820				

### RECYCLING

Coordinator	2008 Wage Resolution	1	30	1560	New Position in 2008	NA	NA	\$13.00 - \$15.00
Union Positions Not Detailed in Wage Resolution	Union Contract	0						

### SANE

Prosecuting Attorney	C.C. P.A. in 3/07	1	30	1560	58,451.05	3%	1,753.53	60,204.58
Union Positions Not Detailed in Wage Resolution	Union Contract	0						
Note: Effective October 1, 2007 - September 30, 2008								

### SAYPA

Instructional Aid	General Recommendation	1	40	2080	11.02	3%	0.33	11.35
Instructional Aid	General Recommendation	1	40	2080	11.02	3%	0.33	11.35
Union Positions Not Detailed in Wage Resolution	Union Contract	0						

### SHERIFF'S DEPARTMENT - PATROL - DEPARTMENT 301

Sheriff	BOC Motion on 10/23/07	1	Salary	Salary	57,967.99	3%	1,739.04	59,707.03
Under Sheriff	General Recommendation	1	Salary	Salary	52,253.96	3%	1,567.62	53,821.58
Union Positions Not Detailed in Wage Resolution	Union Contract	13	40	2080				
Holiday Pay	Union Contract	NA	NA	NA	17,000.00	3%	510.00	17,510.00
Over-Time	2008 Wage Resolution	NA	NA	NA	15,000.00	3%	450.00	15,450.00
Shift Differential	Union Contract	NA	NA	NA	3,066.00	-2%	(66.00)	3,000.00

### SHERIFF'S DEPARTMENT - PATROL - DEPARTMENT 302-338

ORV Enforcement Seasonal - Supervisor	General Recommendation	1	Hours Vary	Hours Vary	19.22	3%	0.58	19.80
ORV Enforcement Seasonal - Employees - Certified	General Recommendation	2-3	Hours Vary	Hours Vary	16.88 - 19.22	3%	0.51 - 0.58	17.39 - 19.80
Marine Safety Seasonal - Supervisor (31 weeks)	Union Contract	1	40	1240				
Marine Safety Seasonal - Employees - Certified (8 weeks)	General Recommendation	2-3	Hours Vary	Hours Vary	16.88 - 19.22	3%	0.51 - 0.58	17.39 - 19.80
Marine Safety Seasonal - Employees - Non-Certified (8 weeks)	General Recommendation	4	40	320	10.22	3%	0.31	10.53
Marine Safety Over-Time	2008 Wage Resolution	NA	NA	NA	800.00	50%	400.00	1,200.00
Snowmobile Safety Seasonal - Supervisor	General Recommendation	1	Hours Vary	Hours Vary	19.22	3%	0.58	19.80
Snowmobile Safety Seasonal - Employees - Certified	General Recommendation	4-5	Hours Vary	Hours Vary	16.88 - 19.22	3%	0.51 - 0.58	17.39 - 19.80
Secondary Road Patrol Holiday Pay	Union Contract	NA	NA	NA	5,280.00	16%	820.00	6,100.00
Secondary Road Patrol Shift Differential	Union Contract	NA	NA	NA	800.00	0%	-	800.00
Secondary Road Patrol Over-Time	2008 Wage Resolution	NA	NA	NA	5,500.00	-5%	(273.00)	5,227.00
Local Grants Part-Time	2008 Wage Resolution	Varies	Hours Vary	Hours Vary	6,420.00	0%	-	6,420.00
Federal Grants Over-Time	2008 Wage Resolution	NA	NA	NA	11,412.00	2%	204.00	11,616.00
Canine Unit Over-Time	2008 Wage Resolution	NA	NA	NA	3,000.00	0%	-	3,000.00

Note: The payroll costs related to these departments are covered in part by grant revenue. Hours vary based on grant awards.

### SHERIFF'S DEPARTMENT - CORRECTIONS

Jail Administrator	General Recommendation	1	Salary	Salary	42,304.50	3%	1,269.14	43,573.64
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Union Positions Not Detailed in Wage Resolution	Union Contract	17	40	2080				
Holiday Pay	Union Contract	NA	NA	NA	28,000.00	4%	1,000.00	29,000.00
Over-Time	2008 Wage Resolution	NA	NA	NA	4,000.00	0%	-	4,000.00
Shift Differential	Union Contract	NA	NA	NA	6,400.00	-22%	(1,400.00)	5,000.00

### STRAITS REGIONAL RIDE

Transportation Manager - SRR	General Recommendation	1	Salary	Salary	40,000.00	3%	1,200.00	41,200.00
Union Positions Not Detailed in Wage Resolution	Union Contract	5	40	2080				
Union Positions Not Detailed in Wage Resolution	Union Contract	14	Hours Vary	Hours Vary				
Over-Time	2008 Wage Resolution	NA	NA	NA	New Budget Line Item for 2008		NA	4,034.10

### TREASURER

Treasurer	BOC Motion on 10/23/07	1	NA	NA	54,477.22	3%	1,634.32	56,111.53
Chief Deputy Treasurer	General Recommendation	1	35	1820	17.97	3%	0.54	18.51
Union Positions Not Detailed in Wage Resolution	Union Contract	2.6	35	1820				
Part-Time Treasurer Office (Stacey - 18 Weeks of the Year)	General Recommendation	1	14	252	10.20	3%	0.31	10.50

### VETERANS

Veterans Administrator (40 Hours per Week in 2007)	General Recommendation	1	NA	NA	37,384.88	3%	1,121.55	38,506.43
Union Positions Not Detailed in Wage Resolution	Union Contract	1						

### ELECTED OFFICIALS

#### CIRCUIT COURT

Judge County Supplement (Split for Family Court)	State Dictated		NA	NA	5,300.00	0%	-	5,300.00
Judge Standardization Supplement	State Dictated		NA	NA	40,424.00	0%	-	40,424.00
Total Circuit Court Judge		1			45,724.00			45,724.00

#### DISTRICT COURT

Judge County Supplement	State Dictated		NA	NA	5,685.00	0%	-	5,685.00
Judge Standardization Supplement	State Dictated		NA	NA	40,039.00	0%	-	40,039.00
Total District Court Judge		1			45,724.00			45,724.00

#### PROBATE COURT

Judge County Supplement	State Dictated		NA	NA	2,805.00	0%	-	2,805.00
Judge Statutory Supplement	State Dictated		NA	NA	6,000.00	0%	-	6,000.00
Judge Standardization Supplement	State Dictated		NA	NA	42,920.00	0%	-	42,920.00
Judge State Reimbursement	State Dictated		NA	NA	88,194.00	0%	-	88,194.00
Total Probate Court Judge		1			139,919.00			139,919.00

### OTHER

Drain Commissioner	Determined in 2004	1	NA	NA	500.00	0%	-	500.00
Medical Examiner	Determined in 2004	1	NA	NA	7,200.00	0%	-	7,200.00
Surveyor	Determined in 2004	1	NA	NA	500.00	0%	-	500.00

### BOARD of COMMISSIONERS

Chairperson	Determined in 2004	1	NA	NA	4,950.00	0%	-	4,950.00
Commissioner	Determined in 2004	6	NA	NA	4,500.00	0%	-	4,500.00

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<i>Per Diem Determination</i>		<i>2007 Rate per Meeting</i>	<i>2008 Increase %</i>	<i>2008 Increase \$</i>	<i>2008 Rate per Meeting</i>
<b>ELECTED BOARD PER DIEMS</b>					
Chairperson Per Diem	Determined in 2004	\$30 / \$60**	0%	-	\$30 / \$60**
Commissioner Per Diem	Determined in 2004	\$30 / \$60**	0%	-	\$30 / \$60**

\*\* More than 1 meeting per day / full day meeting / out of County meeting

Total Budgeted Per Diems = \$28,000

<i>Per Diem Determination</i>		<i>2007 Rate per Meeting</i>	<i>2008 Increase %</i>	<i>2008 Increase \$</i>	<i>2008 Rate per Meeting</i>
<b>NON-ELECTED BOARD PER DIEMS</b>					
Jury Board	Determined in 2004	\$30 / \$60**	0%	-	\$30 / \$60**
Total Budgeted Per Diems = \$5,850					
Elections	Determined in 2004	\$30 / \$60**	0%	-	\$30 / \$60**
Total Budgeted Per Diems = \$3,480					
Drain Commissioner	Determined in 2004	\$30 / \$60**	0%	-	\$30 / \$60**
Total Budgeted Per Diems = \$1,400					
Planning and Zoning	Determined in 2004	\$30 / \$60**	0%	-	\$30 / \$60**
Total Budgeted Per Diems = \$14,000					
Tri-County Emergency Management	Determined in 2004	\$30 / \$60**	0%	-	\$30 / \$60**
Total Budgeted Per Diems = \$2,100					
Veterans	Determined in 2004	\$30 / \$60**	0%	-	\$30 / \$60**
Total Budgeted Per Diems = \$1,800					
Plat Board	Determined in 2004	\$30 / \$60**	0%	-	\$30 / \$60**
Total Budgeted Per Diems = \$250					
Waterways Commission	Determined in 2004	\$30 / \$60**	0%	-	\$30 / \$60**
Total Budgeted Per Diems = \$750					

<i>Stipend Determination</i>		<i>Number of Board Members</i>	<i>2007 Stipend</i>	<i>2008 Increase %</i>	<i>2008 Increase \$</i>	<i>2008 Stipend</i>
<b>NON-ELECTED BOARD STIPENDS</b>						
Fair Board Directors	Fair Board	14	600.00	0%	-	600.00
Total Budgeted Stipends = \$8,400						

### NOTES RELATED TO THE 2008 SALARY AND WAGE RESOLUTION

Prosecutor's salary determined based on the November 10, 2004 Human Resources

Policies and Procedures Meeting Minutes; the 2008 increase was 2007 Base + COLA.

By a motion of the Board of Commissioner's at the Committee of the Whole Meeting on October 23, 2007 - this raise for 2008 was determined to be 3%.

Clerk's salary determined based on the November 10, 2004 Human Resources

Policies and Procedures Meeting Minutes; the 2008 increase was 2007 Base + COLA.

By a motion of the Board of Commissioner's at the Committee of the Whole Meeting on October 23, 2007 - this raise for 2008 was determined to be 3%.

Treasurer's salary determined based on the November 10, 2004 Human Resources

Policies and Procedures Meeting Minutes; the 2008 increase was 2007 Base + COLA.

By a motion of the Board of Commissioner's at the Committee of the Whole Meeting on October 23, 2007 - this raise for 2008 was determined to be 3%.

Sheriff's salary determined based on the November 10, 2004 Human Resources

Policies and Procedures Meeting Minutes; the 2008 increase was 2007 Base + COLA.

By a motion of the Board of Commissioner's at the Committee of the Whole Meeting on October 23, 2007 - this raise for 2008 was determined to be 3%.

Other elected officials salaries determined based on the November 10, 2004 Human Resources Policies

and Procedures Meeting Minutes, the salaries for these offices will remain the same from 2005 through 2008.

#### 2008 Increase - Cheboygan County Cost of Living Adjustment (COLA) Determination:

The annual COLA is equal to the percentage increase in the Consumer Price Index for

All Urban Consumers (CPI-U) for the Midwest Urban Area from the average for the 12-month

time periods of October 2005 through September 2006 and October 2006 through September 2007

as published by the United States Department of Labor, Bureau of Labor Statistics.

## Committee of the Whole Meeting – October 23, 2007

Salary employees are expected to work a minimum of 40 hours per week.

The general recommendation in the 2008 Salary and Wage Resolution is 3%.

TBD = To Be Determined

Adopted by the Cheboygan County Commissioners on the following date to be effective January 1, 2008

Signed by: Linda Socha Date Signed: 10/23/07

A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Community Development Director Steve Schnell was present for the discussions regarding Planning/Zoning and Construction Code. A proposed site plan of the county building grounds, which included a recycling area and a new pole barn was distributed, as well as proposed changes with the current garage converted to offices for the prosecutor and juvenile probation moved into part of the current prosecutor's office area, and changes in the Equalization Department, MSUE and Construction Code. The new pole barn would house the Maintenance Office, and heated file storage area. The current Juvenile Probation space would be used as part of the combined planning, zoning and construction code offices, as well as part of the current space used by the Equalization Department. Administrator Overton said it is yet to be determined how the current planning and zoning office in the Doris Reid Center would be utilized. According to preliminary figures, to build a pole barn and move the offices around as proposed would cost somewhere in excess of \$150,000. Commissioner Wallace left at 12:45 p.m. Following lengthy discussion, Administrator Overton, asked if the board consensus would be to include costs for these changes in the budget. It was.

Dept 243 GIS \$59,358 – Mr. Schnell explained that GIS, a new department, will have a community planning role and currently has been part of the Equalization Department budget. Administrator Overton said this position has been approved to receive 5% pay increases for each of the next three years.

Dept 412 Planning/Zoning Dept \$367,480 – Ms. Kortz noted new line item Community Development Director, also includes the Planning Administrator position, which has been vacant since Brian Duvalle left. \$8,442 has been included for rent, which most likely will change when department is relocated.

Fund 249 Building Department Fund \$400,000 – Mr. Schnell said still working on fee increases for 2008. Commissioner Wallace returned at 1:20 p.m. Ms. Kortz said Construction Code is self-funding. Mr. Schnell said he has asked the department for documentation of the need for additional personnel. A Building Official is required by the state and currently there is not one in place. Ms. Kortz said the wage resolution did not include a building official; however, it has been budgeted for. The \$400,000 is based on an increase in fees, a decrease in permits and money for additional position of building official.

General Fund Revenue \$11,056,268 - Finance Director Kari Kortz reviewed the general fund revenues, highlighting areas with substantial changes, including the large increase in current tax line due to no longer having to fund the revenue sharing reserve fund as in the last three years. Contribution from Restricted Fund may be changed by the state.

Dept 101 Commissioners \$140,987 – No significant changes, increase in fringe due to health insurance increase. Commissioner Page said his observation is that the Chairperson salary should be higher due to the amount of time and work for that person.

Dept 131 Circuit Court \$369,160 – Increase due mainly to salary and fringe increases.

Dept 136 District Court \$538,458 – Change due mainly to salary and fringe increases and one less position for 2008

Dept 139 Victims Rights \$52,653 – Grant that pays for this.

**Committee of the Whole Meeting – October 23, 2007**

Dept 145 Jury Board \$8,600 – No significant change

Dept 148 Probate Court \$655,310 – Increase due mainly to salary and fringe increases, looks like 2,150 for Lodging/Meals/Training included in Travel/Lodging/Meals also, need to correct

Dept 152 Juvenile Accountability -0- - Grant is gone

Dept 191 Elections \$40,000 – Increase due to full election year.

Dept 202 Finance \$208,200 – Significant changes includes a 2-day per week person, office supplies increased, will not need money for office furniture and equipment if part time person is housed in Treasurer's office.

Dept 212 Administrative Office \$179,999 – Significant changes in fringe as employee switched to county health insurance

Dept 215 Clerk/Register \$379,843 – Significant change decrease was vault included in 2007 – all other changes in wages and fringes

Dept 225 Equalization \$214,570 – GIS budget removed from this department for 2008 and address enforcement officer not included

Dept 228 Information System \$225,260 – Increases in wage and fringe

Dept 229 Prosecuting Attorney \$542,583 – Increases in wage and fringe; discussed large increase in on-call reimbursement and directed the amount be reduced to \$4,000 and requested information on whether other counties have this; and directed the amount of contractual services be reduced to \$1,000; increase in office equipment in anticipation of physical change in office space

Dept 230 D.A.R.E. \$1,200 – Same budget as prior year

Dept 253 County Treasurer \$223,150 – Increases in wage and fringe and computer hardware/software/maintenance

Dept 265 Maintenance \$393, 972 – Reduction in health insurance for single person and also have one less employee

Dept 267 Major Equipment \$195,000 – Planning to purchase 3 vehicles, also includes two sheriff vehicles; building repairs and maintenance increased to allow for fair ground expenditures

Dept 270 Human Resource \$99,138 – Allocated 50% of Michelle's time

Dept 275 Drain Commissioner \$3,350 – Slight increase in per diem and increase in Computer-Hard/Soft/Maint

Dept 284 County Surveyor \$750 – Same budget as prior year

Dept 285 General County \$573,088 – Added \$20,000 to contractual services for a citizens' survey and performance evaluation; other significant change in civil counsel

Dept 325 CCE 911 \$404,711 – Entered requested amount; will be reallocating fund balance for contingency fund of \$92,000

Dept 421 Bufferzone Protection Plan, 422 HSGP Block Grant & 424 Solutions Area Planner – Grants no longer available.

Dept 426 Tri-County Emergency Management \$35,100 – per diems included on wage resolution

**Committee of the Whole Meeting – October 23, 2007**

Dept 428 LEPC \$600 – No significant change

Dept 430 Animal Shelter/Dog Warden \$122,800 – Administrator Overton said the amount budgeted for animal control is cost effective as part of the Humane Society

Dept 600 Health Department \$328,964 – Have not received official request from District #4 Health so same appropriation as last year; Mental Health capped since it became an authority; cigarette tax is based on a formula

Dept 605 C/D Health Department \$875 – No change

Dept 648 Medical Examiner \$36,014 – Added a part-time transporter, gas cost

Dept 651 Ambulance \$75,000 – Increased allocation based on a total of \$75,000

Dept 682 Veterans \$124,381 – Increase mainly due to wages & fringes

Dept 691 Cheboygan County Housing \$69,219 – Moved 50% of Michelle's pay to HR

Dept 700 Cash Control \$350,193– To balance budget

Dept 731 County MSUE Office \$112,861 – Increase mainly due to wages & fringes and contractual service line item

Dept 751 Parks & Recreation \$81,664 New Department – Administrator Overton presented an organizational chart for a proposed Parks & Recreation Department, as well as a budget of \$81,664. Lengthy discussion held on including fair grounds and county marina in a Parks & Recreation Department, and how parks and recreation fits in with the board's goals. No consensus was reached.

**BOARD MEMBER COMMENTS – None**

**Motion** by Commissioner Wallace, seconded by Commissioner Bolinger, to adjourn. Meeting adjourned at 4:15 p.m.

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Mary Ellen Tryban  
Cheboygan County Clerk/Register

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Linda Socha  
Chairperson