

TENTATIVE AGENDA

DELTA COUNTY BOARD OF COMMISSIONERS

March 3, 2015

5:15 p.m.

- I. CALL TO ORDER
- II. PRAYER
- III. PLEDGE OF ALLEGIANCE
- IV. ROLL CALL

SPECIAL ORDERS OF BUSINESS:

1. Executive Session

- V. APPROVAL OF MINUTES OF PREVIOUS MEETINGS
 - County Board minutes: 2-17-15
 - Committee of the Whole:
- VI. APPROVAL OF AGENDA
- VII. PRESENTATION OF WRITTEN COMMUNICATIONS
 - A. COMMUNICATIONS RECEIVED
 - B. COMMUNICATIONS FORWARDED
- VIII. REPORTS OF STANDING, STATUTORY, SPECIAL COMMITTEES AND OTHERS
- IX. **PUBLIC COMMENT ON AGENDA ITEMS** (Sign In)
 - Public Hearing for MI Trust Fund Grant- UP State Fair**
- X. **COMMITTEE REPORTS**
- XI. GENERAL ORDERS OF BUSINESS
 - A. UNFINISHED BUSINESS
 - 1. Reclassification- Intake Clerk, Prosecutor's Office**
 - B. NEW BUSINESS

1. **Payment of Bills**
2. **Forest Service- Road Easement at Rapid River Falls Park**
3. **Parks and Recreation Truck Bid**
4. **Florence Cutter**

XII. GENERAL PUBLIC COMMENT

XIII. COMMISSIONER'S COMMENTS

XIV. MEETING SCHEDULE

- A. Committee of the Whole Meeting on 3-6-15 at 8:00 a.m. in the Service Center Boardroom.
- B. Board of Commissioners Meeting on 3-17-15 at 5:15 p.m. in the Service Center Boardroom.
- C. Board of Commissioners Meeting on 4-7-15 at 5:15 p.m. in the Service Center Boardroom.

XV. NOTICES

XVI. ADJOURNMENT

*****DUE TO THE TIME CONSTRAINTS, THE DELTA COUNTY BOARD OF COMMISSIONERS HAS ADOPTED A POLICY THAT ANY INDIVIDUAL WISHING TO ADDRESS THE BOARD WILL BE ALLOCATED THREE (3) MINUTES. THE THREE MINUTES USED BY THE INDIVIDUAL ARE TO MAKE STATEMENTS. THERE WILL BE NO QUESTION AND ANSWER SESSION FORMAT. THIS WILL STRICTLY BE A STATEMENT TYPE FORMAT. IF YOU WISH TO ADDRESS THE BOARD, PLEASE SIGN YOUR NAME ON THE SIGN UP LIST AVAILABLE FROM THE COUNTY CLERK. SPEAKERS WILL BE CALLED IN ORDER OF SIGN UP.*****

THE COUNTY OF DELTA WILL PROVIDE REASONABLE AUXILIARY AIDS AND SERVICES FOR THE HEARING IMPAIRED AND TO INDIVIDUALS WITH DISABILITIES AT THE MEETING/HEARING UPON REASONABLE NOTICE TO THE COUNTY OF DELTA. INDIVIDUALS WITH DISABILITIES REQUIRING SERVICES SHOULD CONTACT THE COUNTY OF DELTA ADA COORDINATOR BY WRITING OR CALLING THE FOLLOWING:

Daniel Menacher, DELTA COUNTY ADA COORDINATOR
310 LUDINGTON STREET
ESCANABA, MI 49829
TELEPHONE (906) 789-5189

The Honorable Members of the Delta
County Board of Commissioners

Dear Commissioners:

A regular meeting of the Delta County Board of Commissioners is scheduled for
Tuesday, March 3, 2015 at 5:15 p.m. in the Board Room in the Delta County Service Center.

Sincerely yours,

Nancy J. Kolich
Delta County Clerk

Proposed

**DELTA COUNTY BOARD OF COMMISSIONERS MEETING
February 17, 2015**

Escanaba, Michigan

A Regular meeting of the Delta County Board of Commissioners was held this date, pursuant to the following call:

February 12, 2015

The Honorable Members of the Delta
County Board of Commissioners

Dear Commissioners:

A Regular Meeting of the Delta County Board of Commissioners is scheduled for Tuesday February 17, 2015, at 5:15 p.m. in the Boardroom of the Delta County Service Center.

Sincerely yours,
Nancy J. Kolich
Delta County Clerk

ROLL CALL

PRESENT: Commissioners Malnar, Johnson, Moyle, and Rivard.

EXCUSED: Commissioner Harrington.

The meeting was called to order at 5:15 p.m. in the Boardroom of the Delta County Service Center by Delta County Clerk, Nancy Kolich.

VIII. PUBLIC COMMENT ON AGENDA ITEMS

Sally Schultz, Pathways Board, addressed the Board with her concerns regarding the Pathways Board appointments.

Flo Cutter, Pathways Board, addressed the Board with her concerns regarding the Pathways Board appointments.

V. APPROVAL OF MINUTES OF PREVIOUS MEETING

Moved by Commissioner Moyle and seconded by Commissioner Johnson to approve the minutes of the February 3, 2015 meeting.
MOTION CARRIED.

Moved by Commissioner Malnar and seconded by Commissioner Moyle to revisit the issue of Elected and Non-bargaining employee bonuses at a Committee of the Whole meeting. MOTION CARRIED.

Proposed

Moved by Commissioner Moyle and seconded by Commissioner Johnson to approve the minutes of the February 13, 2015 Committee of the Whole meeting and place on file. MOTION CARRIED.

VI. APPROVAL OF AGENDA

Moved by Commissioner Moyle and seconded by Commissioner Johnson to approve the agenda adding Item 5. Sally Schultz, Pathway Board, under New Business. MOTION CARRIED.

VII. PRESENTATION OF WRITTEN COMMUNICATIONS

- A. Received: No Communications were received.
- B. Forwarded: No Communications were forwarded.

VIII. REPORTS OF STANDING AND STATUTORY SPECIAL COMMITTEES AND OTHERS

VII. REPORTS OF SPECIAL COMMITTEES AND OTHERS.

IX. COMMITTEE REPORTS:

X. GENERAL ORDERS OF BUSINESS

A. UNFINISHED BUSINESS

B. NEW BUSINESS

1. Payment of Bills.

Moved by Commissioner Johnson and seconded by Commissioner Malnar to approve payment of the bills in the amount of \$81,022.79 and Commissioner's expenses of \$557.48.

ROLL CALL	MALNAR	YES
	JOHNSON	YES
	MOYLE	YES
	RIVARD	YES
	HARRINGTON	ABSENT

MOTION CARRIED.

2. Zoning Case No. 2-15-PC.

Case 2-15-PC, Brien LaCrosse and Nathan Smith, Baldwin Township. Moved by Commissioner Moyle and seconded by Commissioner Johnson to approve the request to rezone from Timber Production to Resource Production as recommended by the Planning Commission.

Proposed

ROLL CALL	MALNAR	YES
	JOHNSON	YES
	MOYLE	YES
	RIVARD	YES
	HARRINGTON	ABSENT

MOTION CARRIED.

3. Equalization Service Contract.

Moved by Commissioner Moyle and seconded by Commissioner Johnson to accept the Equalization contract, as presented. MOTION CARRIED.

4. Sheriff Department Budget.

The Sheriff addressed the Board with his concerns regarding the Road Patrol millage and monies used to supplement the Courthouse Security officer and Airport security and the insurance dividend refund. Moved by Commissioner Johnson and seconded by Commissioner Moyle to move the issue to a Committee of the Whole.

5. Sally Schultz and Flo Cutter, Pathways Board.

Information on the Pathways Board

XII. PUBLIC COMMENT

Carol Schiltz, Rapid River, addressed the Board with her support for Flo Cutter's reappointment to the Pathways Board.

Mike Meteor, Escanaba, addressed the Board with his support for Flo Cutter's reappointment to the Pathways Board.

Bonnie Champeau, Escanaba, addressed the Board with her support for Flo Cutter's reappointment to the Pathways Board.

Pete Mark, Escanaba, addressed the Board with his concerns regarding elected official and non-bargaining bonuses.

Jodi Carlson, Escanaba, addressed the Board with her support for Flo Cutter's reappointment to the Pathways Board.

Scott Carlson, Escanaba, addressed the Board with his support for Flo Cutter's reappointment to the Pathways Board.

Philip Strom, Delta County Prosecutor, addressed the Board with his concerns regarding the elected and non-bargaining bonuses.

Proposed

Kristi Currie, Garden Township, addressed the Board with her concerns regarding the wind turbines and tax valuations.

Judy Trudell, Maple Ridge Township Supervisor, addressed the Board with her concerns regarding the Equalization Contract with the Townships.

Nancy Winneroski, Escanaba, addressed the Board with her support for Sally Schultz's reappointment to the Pathways Board.

Linda Robitaille, Escanaba Township Treasurer, addressed the Board with her concerns regarding the Equalization Contract with the Townships.

Rachael Fountaine, Ford River Township Supervisor, addressed the Board with her concerns regarding the Equalization Contract with the Townships.

Dan Menacher, Building and Zoning Administrator, addressed the Board with his concerns regarding the elected and non-bargaining bonuses.

XIII. COMMISSIONERS CONCERNS

Commissioner Malnar:

Commissioner Johnson: Feels that the employees need a cost of living increase and look at this closer.

Commissioner Moyle: Is more than happy to revisit those issues that the townships have with the equalization contract.

Commissioner Rivard: Need to critique and change the equalization contract.

Commissioner Harrington: None.

XIV. MEETING SCHEDULE

March 3 rd	5:15 p.m.	Board meeting.
March 17 th	5:15 p.m.	Board meeting.

XV. NOTICES

XVI. ADJOURNMENT

Moved by Commissioner Moyle and seconded by Commissioner Johnson to adjourn at 6:27 p.m.

Proposed

Respectfully Submitted,

Nancy J. Kolich, County Clerk

Mary K. Harrington, Board Chair

DELTA COUNTY BOARD OF COMMISSIONERS

ADMINISTRATION OFFICE
310 LUDINGTON STREET
ESCANABA, MICHIGAN 49829
PHONE: 906-789-5100
FAX: 906-789-5197



March 3, 2015

TO: Delta County Board of Commissioners
FR: Nora M. Viau, Administrator
RE: Payment of Bills

I have examined all claims presented, and recommend payment of the following; and that the County Clerk be directed to issue orders on the County Treasurer to the Claimants for the amounts allowed.

Nora M. Viau, Administrator

Date	Amount
02-20-15	159,949.43
02-26-15	213,026.63
Total Report of Claims \$	372,976.06
Total Jury Expense \$	0.00
GRAND TOTAL OF BILLS \$	372,976.06
Commissioner Expenses: \$	259.70 Paid

AUTHORIZED SIGNATURE _____
AUTHORIZED SIGNATURE _____
AUTHORIZED SIGNATURE _____
AUTHORIZED SIGNATURE _____
AUTHORIZED SIGNATURE _____

Check Date	Check	Vendor	Vendor Name	Description	Amount
Bank FIRST ALL FUNDS					
02/12/2015	155955	014212	NORTHERN UNITED FEDERAL CREDIT UNIO	OFFICE SUPPLIES - ACCT 7450 EXPENDITURES-CLOTHING - ACCT 0211	105.99 63.59 <u>169.58</u>
02/20/2015	155956	001012	A-1 DRAIN CLEANING	PUMPED HOLDING TANK	155.00
02/20/2015	155957	001027	ADVANCED AUTO PARTS	SPARK PLUGS PARTS CREDIT ON STATEMENT	9.77 32.99 (37.98) <u>4.78</u>
02/20/2015	155958	001062	AMATEUR RADIO SOCIETY	EMERGENCY COMMUNICATIONS TRAILER- PLUM C	3,000.00
02/20/2015	155959	001100	ANDERSON FUNERAL HOME, INC.	BURIAL ALLOWANCE-JERRY HEROD	300.00
02/20/2015	155960	0011019	KIESLER'S POLICE SUPPLY INC	RIFLES	100.44
02/20/2015	155961	001151	AT&T	PHONE - ACCT 906 786-3633 835 3	432.62
02/20/2015	155962	001184	AUTO OWNERS INSURANCE	RESTITUTION - JOHNSON - CLAIM#22-5064-20	10.00
02/20/2015	155963	002024	CANDICE BAKER	FOSTER CARE FOR JAN 2015 FOR ISAIAH LEDF HOLIDAY ALLOWANCE FOR ISAIAH LEDFORD	534.44 25.00 <u>559.44</u>
02/20/2015	155964	002073	BOB BARKER CO.	UNDERWEAR FOR INMATES SPORKS AND SOAP	191.88 187.62 <u>379.50</u>
02/20/2015	155965	002170	BENOIT'S GLASS & LOCK	COURTHOUSE FRONT DOOR REPAIR	65.00
02/20/2015	155966	002320	BRUNETTE & SON, INC.	SNOW REMOVAL SERVICE CENTER-JAN 2015 SNOW REMOVAL COURTHOUSE AND JAIL-JAN 201	390.00 435.00 <u>825.00</u>
02/20/2015	155967	003058	CBM FOOD SERVICE	FOOD SERVICE 1/22 - 1/28/15	2,982.59
02/20/2015	155968	003061	CARQUEST AUTO PARTS	SHOP SUPPLIES CHEVY OIL FILTER, MOTOR OIL TOP COG V BELTS OSH PLOW HI-POP OIL FILTER , OIL FILTER HI-POP OIL FILTER- HD	132.37 47.24 20.98 43.92 4.60 <u>249.11</u>
02/20/2015	155969	003116	CITIZENS INSURANCE COMPANY	RESTITUTION - SINN - 09-FC-8093	10.00
02/20/2015	155970	003120	CITY OF ESCANABA	PENAL FINES JAN 2015	3,161.97
02/20/2015	155971	003130	CITY OF ESCANABA	UTILITIES - ACCT: 4-35-3760-00 CRASH BU UTILITIES - ACCT: 4-35-4370-00 2900 AIRP UTILITIES - ACCT: 4-35-3750-00 RTE 2 BOX UTILITIES - ACCT: 4-35-3742-00 CAP 2908 UTILITIES - ACCT: 4-35-4360-00 AIRPORT R UTILITIES - ACCT: 4-35-4310-01 LOCATION UTILITIES - ACCT: 4-35-3730-00 T HANGER UTILITIES - ACCT: 4-35-4350-00 PUMP STAT UTILITIES - ACCT: 4-35-3761-00 UTILITIES - ACCT: 4-35-3720-00 AIRPORT S UTILITIES - ACCT 1-06-1540-00	28.81 115.37 3,296.17 18.74 511.36 11.07 16.86 21.96 45.33 13.47 141.36

Check Date	Check	Vendor	Vendor Name	Description	Amount
02/20/2015	155972	003140	CITY OF GLADSTONE	UTILITIES - ACCT 1-06-1500-00	2,054.70
02/20/2015	155973	003160	CLOVERLAND PAPER CO.	ELECTRICITY - CH - ACCT 1-06-1080-00	3,592.31
				SPRINKLER- SC - ACCT 1-06-0330-00	45.33
				ELECTRICAL SC-P ACCT- 1-06-1720-00	280.70
				WATER-GARBAGE - ACCT 1-06-0550-00	186.05
					<u>10,379.59</u>
02/20/2015	155974	003251	GARY AND TRACI CORRIGAN	PENAL FINES JAN 2015	100.00
				5816 ECONOM MD WIPE/WT	115.96
02/20/2015	155975	003323	CYCLE CITY	FOSTER CARE FOR JAN 2015 FOR DREDYN DESC	689.44
02/20/2015	155976	003331	CSM SERVICES	FOSTER CARE FOR JAN 2015 FOR MALACHI DES	534.44
					<u>1,223.88</u>
02/20/2015	155977	004030	DAILY PRESS	BELT HOLDER	5.90
				MONTHLY JANITORIAL 1 DAY PER WEEK TSA	966.88
02/20/2015	155978	004030	DAILY PRESS	REDZONE MONTHLY END-JAN 2015	225.70
				DC TAX NOTICE INSERT	476.56
					<u>702.26</u>
02/20/2015	155979	004159	DELTA ABSTRACT & TITLE COMPANY	OVERPAY DLO TAX J JACKSON 010-129-011-00	193.29
02/20/2015	155980	004230	DELTA COUNTY ROAD COMMISSION	CLERK'S SHARE - CVR - JANUARY 2015	67.50
02/20/2015	155981	004241	DELTA COUNTY 4-H COUNCIL	GASOLINE BILL - DEC 2014	3,027.55
				5 PLAT BOOKS FOR JAN 2015	170.00
02/20/2015	155982	004256	DELTA COUNTY AIRPORT	MDOT OFFICE OF AERONAUTICS UPS DOCS	9.25
				UPS PRESSURE GAUGE CALIBRATION	12.11
				PFC CLOSE OUT 3511 - POSTAGE	33.49
					<u>54.85</u>
02/20/2015	155983	004270	DELTA COUNTY TREASURER	RETURN ADDRESS POSTAGE	0.57
				RECORDING EXPENSE-AMBER HESS SODERMAN	10.00
				ADDRESS RETURN LORENSEN	0.57
				RECORDING 1 REDEMPTION	10.00
				15 REDEMPTION CERT 1/16-2/15/15	150.00
					<u>171.14</u>
02/20/2015	155984	004272	DELTA DISPOSAL	GARBAGE PICK UP	163.95
02/20/2015	155985	004331	DELTA SOLID WASTE MANAGEMENT	GENERAL REFUSE	5.00
02/20/2015	155986	006050	FIRST BANK	RESTITUTION - GUSTAFSON - 06-FH-7609	25.00
02/20/2015	155987	006088	DAN FORRESTER	THERAPY AND TRAVEL 2/11/2015	524.00
02/20/2015	155988	006101	FRAZER'S AUTO REPAIR CO	DELTA 8, TRANSMISSION REPAIR, LABOR AND	814.62
02/20/2015	155989	007005	DONALD GALLAGHER	MEAL REIMB- TRANSPORT 2/6/15	13.18
02/20/2015	155990	007075	NAPA AUTO PARTS	RADIATOR CAP MACK FLOW	6.99
02/20/2015	155991	007130	ROBERT E. GOEBEL JR.	PHONE REIMB - FEB 2015	35.00
02/20/2015	155992	007191	GREEN BAY SCUBA	BUTTON W/ MAGNET & SPRING, SHIPPING	27.62
02/20/2015	155993	008027	HANNAHVILLE TRIBAL COURT	OUT OF COUNTY BOND - CORRINA WANDAHSEGA	500.00
02/20/2015	155994	008090	HIAWATHA CHEF SUPPLY	LABOR AND PARTS FOR DISHWASHER	83.74
02/20/2015	155995	009048	JEFFREY IVERSON	MEAL REIMB- TRANSPORT 2/6/15	14.22
02/20/2015	155996	011070	KOBAS ELECTRIC CO., INC.	2 MIT1000U 1 AY - LAMP	91.00
				1 400 WATT HPS BALLAST KIT	150.92
				1 400W HPS CAPACITOR , 400W HP SIGNITOR	51.82
				10 PLT 42W/835/A/4P	103.40
				FUSES FOR COURTHOUSE AHU	33.60
					<u>430.74</u>

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Check Date	Check	Vendor	Vendor Name	Description	Amount
02/20/2015	155997	011071	KMB BROADCASTING INC	ANNUAL WDBC AM	325.00
02/20/2015	155998	011874	DAN LACARTE	MEAL REIMB - TRUCK TRAINING 1/19 - 1/22/ PHOTO FRAME IN LOBBY - FIXING IT AND ADD COURT APPT ATTY IN NEGLECT MATTER, FONTA COUNTY TREASURER PORTION FOR BLIGHT ELIM	52.24 92.75 641.25 2,488.00
02/20/2015	156000	012060	LAPORTE STUDIO		
02/20/2015	156001	013087	DONALD F. LEMIRE		
02/20/2015	156001	013087	MARQUETTE COUNTY ADMINISTRATION OFF		
02/20/2015	156002	013179	MENARDS	CORDS AND SUPPLIES FOR POWER OUTAGE STANDARD PLUG - TO FIX EXTENSION CORD TRASHBAGS INFRARED HEATERS - POWER OUTAGE SUPPLIES INSULATION	411.94 2.99 33.15 549.95 24.99 1,023.02
02/20/2015	156003	013285	MICHIGAN DEPT TECHNOLOGY, FINANCIAL	MIDEAL PRICING	230.00
02/20/2015	156004	013392	STATE OF MICHIGAN	CONCEALED PISTOL LICENSES NEW CONCEALED PISTOL LICENSE RENEWALS	1,088.00 2,112.00 3,200.00
02/20/2015	156005	013435	MIDWEST CLAIMS SERVICE	RESTITUTION - GUSTAFSON - 06-FH-7610	25.00
02/20/2015	156006	013602	MOTOROLA	RADIO AND ANTENNAS	919.26
02/20/2015	156007	013610	THE MUNISING NEWS	4" ADVERTISEMENT - DEC 2015	155.00
02/20/2015	156008	014221	NORTHERN SERVICE BUREAU	RESTITUTION PAID BY JASMINE SANTOSCOY	4,244.00
02/20/2015	156009	015039	OFFICE PLANNING GROUP	CANON IR5075 QTRLY	476.36
02/20/2015	156010	016014	PREFERRED PLATINUM PLAN (PERSONALS)	RESTITUTION - THERRIEN - 11-FH-8491 RESTITUTION - THERRIEN - 11-FH-8491	48.77 10.00 58.77
02/20/2015	156011	016040	P.R.O. LAWN & LANDSCAPE	COURTHOUSE SNOW REMOVAL-12/3 -12/8	100.00
02/20/2015	156012	016075	FRANCIS & PAMELA PERLICH	RESTITUTION - GREEN - 11-FH-8463	40.00
02/20/2015	156013	016088	PIT STOP QUICK LUBE	OIL CHANGE OIL CHANGE	55.00 12.00 67.00
02/20/2015	156014	017010	QUILL CORPORATION	SHARPIES AND DESK CALENDAR	55.26
02/20/2015	156015	018031	RADIO RESULTS NETWORK	PACKAGE BILL-WCHT AM WGLQ-FM - PACKAGE BILL	400.00 240.00 640.00
02/20/2015	156016	018063	REINHART FOOD SERVICE	GARBAGE BAGS, TOWELS DINNER FORKS	334.55 16.20 350.75
02/20/2015	156017	018067	REAL ESTATE TRF.TAX,DEPT.77627	RE TRANSFER 01012015 TO 01312015	27,120.00
02/20/2015	156018	018081	AUGUSTUS RAUTANEN	FOSTER CARE FOR BROOKLYN GORDON FOR JAN	638.29
02/20/2015	156019	019021	STAPLES	OFFICE SUPPLIES-ACCT 6011 1000 4030 441	90.95
02/20/2015	156020	019025	STAPLES CREDIT PLAN	SUPPLIES - ACCT 6035 5178 2022 2536	29.37
02/20/2015	156021	019168	KELLY SMITH	MRO SHOW- RENZONE CONVENTION-TRANSPORTAT	526.70
02/20/2015	156022	019196	STANDARD ELECTRIC COMPANY	SPONGE CLO GASKET WATER HEATER REPLACEMENT WATER HEATER REPLACEMENT	10.00 3,907.44 394.42 4,311.86

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Check Date	Check	Vendor	Vendor Name	Description	Amount
02/20/2015	156023	019201	STATE OF MICH,ST.EDUCATION TAX	SET & TLR TAX 01/15- 01/31/15 SET & TLR TAX 02/1 TO 2/15/15	17,048.40 12,474.00 <u>29,522.40</u>
02/20/2015	156024	019232	STATE OF MICHIGAN	RENEWAL 2015 JOURNEY PLUMBER LIC-CARLSON	40.00
02/20/2015	156025	019325	STATE OF MICHIGAN	COURT FEE TRANSMITTALS JANUARY 2015	30,261.99
02/20/2015	156026	019373	PHILIP STROM	TRAVEL REIMBURSEMENT FOR MID WINTER CONF	279.04
02/20/2015	156027	019377	LEE ANNE STRAND	MILEAGE REIMB FOR MBOOR SCHOOL IN KINGSFO	62.10
02/20/2015	156028	019385	SUNLIFE FINANCIAL	LIFE INSURANCE-MARCH 2015 - ACCT 221659	768.44
02/20/2015	156029	020010	T & T HARDWARE	WD40	4.19
				NUTS & BOLTS	4.95
					<u>9.14</u>
02/20/2015	156030	020087	TITLE CHECK LLC	FEB CERTIFIED MAILING 2013 BILLING CYCLE 2012 BILLING CYCLE CERTIFIED MAILINGS	5,266.61 988.51 <u>6,255.12</u>
02/20/2015	156031	020114	TRAVELERS INSURANCE	RESTITUTION - CLAIM EHS69998 - DUNCAN / RESTITUTION - CLAIM EHS69998 - DUNCAN /	35.00 35.00 <u>70.00</u>
02/20/2015	156032	021043	UPCAP SERVICES	WORK CREW SERVICES-1/6/15	24.00
02/20/2015	156033	021048	U.P.S.E.T.	RESTITUTION - NEUROHR - 14-FH-9027 RESTITUTION - LOFOUIST - 14-FH-9005	140.00 80.00 <u>220.00</u>
02/20/2015	156034	021070	U.P. POWER CO.	ELECTRICITY - ACCT 0420193263-00001	25.14
02/20/2015	156035	022025	VERIZON WIRELESS	CELL PHONE BILL-ACCT 482996167-00001	360.49
02/20/2015	156036	023121	WJMN-TV3	NFL AND SPOTS-JAN 2015	600.00
02/20/2015	156037	023140	WRIGHT EXPRESS FINANCIAL SERVICES	CREDIT CARD BILL-ACCT 8078 CREDIT CARD SERVICES - ACCT 5567 3400 03	699.00 1,588.44 <u>2,287.44</u>
02/20/2015	156038	026091	KAMMI YOUNG	FOSTER CARE FOR JAN 2015 FOR CALEIGH GOR	824.29
02/20/2015	156039	084668	BRENDA WERY	RESTITUTION - JOHNSON - 09-FH-8112	10.00
02/20/2015	156040	085083	JOHNATHON NORMAN	MEAL REIMB - TRAINING 2/2/15 - 2/6/15 MEAL REIMB 2/10 - 2/13/15	33.21 57.80 <u>91.01</u>
02/20/2015	156041	085090	STERLING INVESTMENT PROPERTIES, LLC	RESTITUTION PAID BY THOMAS SEYMOUR	48.00
02/20/2015	156042	085260	JOSH HEIRMAN	RESTITUTION - HARRIS - 03-FH-7096	20.00
02/20/2015	156043	085317	BRUCE & JENNIFER MESSERSMITH	FOSTER CARE FOR JAN 2015 FOR KALYN JONES FOSTER CARE FOR JAN 2015 FOR JORDON POPI	534.44 534.44 <u>1,068.88</u>
02/20/2015	156044	085408	ROBERT KOSKI	RESTITUTION - JOHNSON - 09-FH-8156	10.00
02/20/2015	156045	085556	KENNETH OOSTERHOUSE	RESTITUTION - MICHEAU - 09-8225-FH	114.12
02/20/2015	156046	ADMIN MISC	SHERRY DAWSON	BURIAL ALLOWANCE - CLIFFORD DAWSON	300.00
02/20/2015	156047	ADMIN MISC	DAVID MOBERG	BURIAL ALLOWANCE - RICHARD MOBERG	300.00
02/20/2015	156048	ADMIN MISC	JOAN SABER	BURIAL ALLOWANCE-JOHN ZIMMERMANN, JR	300.00

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Check Date	Check	Vendor	Vendor Name	Description	Amount
02/20/2015	156049	ADMIN MISC	ABBEY JOHNSON	BURIAL ALLOWANCE - HENRY BONALLI	300.00
02/20/2015	156050	CLERK MISC	APRIL DANIELLE EAGLE	RETURN BOND - 14-FH-9038 10%	900.00
02/20/2015	156051	CLERK MISC	WILLIAM WADDINGHAM	RESTITUTION - SPENCER - 13-FH-8764-FH	2,817.55
02/20/2015	156052	DLQ TAX	SHARON MAROZZA ESTATE	OVERPAYMENT OF DLQ TAX 009-126-001-20	205.54
02/20/2015	156053	DLQ TAX	ROBERT BOURLAND	OVERPAYMENT OF DLQ TAXES	30.00
02/20/2015	156054	DLQ TAX	WILLIAM RICHARDS	OVERPAYMENT ON 052-486-016-00	424.86
02/20/2015	156055	DLQ TAX	TODD BROCK	OVERPAYMENT 012-105-002-00	107.33
02/20/2015	156056	DLQ TAX	PENINSULA FEDERAL CREDIT UNION	OVERPAYMENT 2013 DLQ TAX 012-183-016-00	7.83
02/20/2015	156057	PROS MISC	KATIE NORMAN	WITNESS FEE	7.60
02/20/2015	156058	PROS MISC	TRINITY BREAULT	WITNESS FEE	6.00
02/20/2015	156059	PROS MISC	ELISHA MANGES	WITNESS FEE	7.40
02/20/2015	156060	SHERF MISC	CLARK COUNTY WISCONSIN CIRCUIT	OUT OF COUNTY BOND - RYAN TRAGOZONES	1,000.00
02/20/2015	156061	TREAS MISC	DAGENAIS REAL ESTATE	STEPHANI- 2000 COURT CASE	135.00

FIRST TOTALS:

Total of 107 Checks: 159,949.43
 Less 0 Void Checks: 0.00
 Total of 107 Disbursements: 159,949.43

5

Check Date	Check	Vendor	Vendor Name	Description	Amount
Bank FIRST ALL FUNDS					
02/26/2015	156062	001027	ADVANCED AUTO PARTS	WIPER BLADES	45.98
02/26/2015	156063	001132	APPLE OFFICE PRODUCTS	MISC OFFICE SUPPLIES	129.97
				MISC OFFICE SUPPLIES	20.98
				MISC OFFICE SUPPLIES	73.44
					<u>224.39</u>
02/26/2015	156064	001151	AT&T	JAN AND FEB PHONE - ACCT 906 786 4902 91	602.00
02/26/2015	156065	002070	BARK RIVER TOWNSHIP TREASURER	DISTRIBUCTION OF INTEREST FOR PRE DENIALS	134.62
02/26/2015	156066	002142	BERGMAN LAW OFFICE PC	PROBATE ATTORNEY FEES - FEBRUARY 2014	1,742.74
				CIRCUIT ATTORNEY FEES - FEB 2015 (JOHN)	1,979.16
				CIRCUIT ATTORNEY FEES - FEB 2015 (JACK)	1,979.16
				ATTORNEY FEES-S. LECLAIRE (14-9009-FH)	2,240.00
					<u>7,941.06</u>
02/26/2015	156067	002144	BERTRANDS	LABEL - MCDONOUGH	7.92
02/26/2015	156068	002151	ROBERT A. BERBOHM	EMERG MGMT SERVICES - FEB 2015	4,408.33
02/26/2015	156069	002164	BILLY ELECTRIC INC	PROVIDE GENERATOR EMER POWER TO CH IT RO	387.75
				CARD READERS AT SERVICE CENTER	407.63
				ADD ELECTRIC HEAT IN MECHANICAL ROOM AT	576.00
					<u>1,371.38</u>
02/26/2015	156070	002400	BURKHART, LEWANDOWSKI & MILLER, P.C	GRIEVANCE 14-10/AAA #01-14-0001-1968 CH	4,470.80
				FULLER PARK(UPECO/L&H UTILITY)	563.20
					<u>5,034.00</u>
02/26/2015	156071	003014	TIMOTHY F. CAIN	PROBATE ATTORNEY FEES - FEBRUARY 2015	1,742.74
				CIRCUIT ATTORNEY FEES - FEBRUARY 2015	1,979.16
					<u>3,721.90</u>
02/26/2015	156072	003058	CBM FOOD SERVICE	INMATE FOOD 1/29 - 2/4/15	3,018.15
				FOOD SERVICE - 25 - 2/11/15	3,107.74
					<u>6,125.89</u>
02/26/2015	156073	003110	CITY OF ESCANABA	DISPATCHING SERVICES-FEB 2015	63,500.00
				MODEMS IN POLICE CARS	609.20
					<u>64,109.20</u>
02/26/2015	156074	003130	CITY OF ESCANABA	UTILITY BILL - DISPATCH - ACCT 1-06-1320	25.40
02/26/2015	156075	003140	CITY OF GLADSTONE	DISTRIBUTION OF PRE INTEREST COLLECTED F	25.43
02/26/2015	156076	003250	CORNELL TOWNSHIP TREASURER	DISTRIBUTION OF INTEREST COLLECTED FROM	150.09
02/26/2015	156077	003323	CYCLE CITY	ARTIC CAT XF 7000	10,764.50
02/26/2015	156078	004068	SUBURBAN PROPANE - 7848	PROPANE BILL - ACCT 7848-023507	101.50
				PROPANE AND LATE CHARGE-ACCT 7848-023226	107.59
				PROPANE AND LATE FEE-ACCT 7848-004614	76.13
					<u>285.22</u>
02/26/2015	156079	004075	DEGRAND, REARDON & HALL P.C.	CIRCUIT ATTY FEES-FEB 2015 (PARMET)	1,979.16

Check Date	Check	Vendor	Vendor Name	Description	Amount
02/26/2015	156080	004164	DELTA COLLEGE	TRUCK TRAFFIC ENFORCEMENT SCHOOL - LACAR	250.00
02/26/2015	156081	004200	DELTA COUNTY CLERK	10% BOND- SNYDER - 14-FH-9038 APPLY BOND TO FINES - POPOUR - 14-FH-902 BALANCE BOND APPLY TO ATY FEES - MONROE APPLY BOND TO FINES - GOUDREAU - 14-FH-9 APPLY BOND TO FINES - 14-FH-9039 - GOUDR 10% BOND - KOLICH - 14-FH-9051 APPLY BOND TO FINES & 10% - JACK - 14-FH	100.00 348.00 20.69 198.00 248.00 50.00 500.00 <u>1,464.69</u>
02/26/2015	156082	004205	DELTA COUNTY FRIEND OF THE COURT	BOND - MONROE - 01-DC-16188 FOC BOND - FEHR - 10-DM-20431 BOND - BONNEAU - 14-DS-22326	329.31 500.00 400.00 <u>1,229.31</u>
02/26/2015	156083	004270	DELTA COUNTY TREASURER	REDISTRIBUTION OF AMT RECEIVED FROM BANK	355.72
02/26/2015	156084	004418	DTE ENERGY	NAT'L GAS - ACCT:4569 786 0001 7- 3300 A NAT'L GAS - ACCT:4576 043 0002 2 - 3100 NAT'L GAS - ACCT:4576 043 0003 0 - 3300 NAT'L GAS - ACCT 4576 021 0002 8 NAT'L GAS - ACCT: 4576 012 0002 7	1,555.34 461.77 751.72 6,098.14 94.94 <u>8,961.91</u>
02/26/2015	156085	004805	ECONOMOPOULOS LAW FIRM PC	PROBATE ATTORNEY FEES - FEBRUARY 2015 DISTRICT ATTORNEY FEES - FEBRUARY 2015	1,742.74 2,083.33 <u>3,826.07</u>
02/26/2015	156086	005110	ESCANABA TOWNSHIP TREASURER	DISTRIBUTION OF INTEREST COLLECTED FROM	6.72
02/26/2015	156087	006045	FIDLAR TECHNOLOGIES INC	AFFIDAVIT/CLAIM-SMALL CLAIMS - SUMMONS L	215.30
02/26/2015	156088	006057	FIRST LUTHERAN CHURCH	RESTITUTION - OLIVER - 99-FH-6468	30.00
02/26/2015	156089	006080	FORD RIVER TOWNSHIP TREASURER	DISTRIBUTION OF INTEREST FROM PRE DENIAL	71.05
02/26/2015	156090	007120	PAUL E. GLENDON	CASE#01-14-0001-1968, GRIEVANCES 14-08&1	2,785.00
02/26/2015	156091	007163	GOVPAYNET	WRONG PLC#-C WALES REF#13593287	125.00
02/26/2015	156092	007250	GUARDIAN PEST CONTROL, INC.	PEST CONTROL	51.05
02/26/2015	156093	008027	HANNAHVILLE TRIBAL COURT	OUT OF COUNTY BOND - SITHAMAT, BRITANY	1,000.00
02/26/2015	156094	010091	PATRICK JOHNSON	MILEAGE/PHONE REIMB-JAN 2015	99.70
02/26/2015	156095	012060	DONALD F. LEMIRE	DISTRICT ATTORNEY FEES - FEBRUARY 2015	2,083.33
02/26/2015	156096	012083	TOM LEWIS	DOG FOOD FOR BENNY BOARDING FOR BENNY, TOM DRAZE HOUSE	100.00 75.00 <u>175.00</u>
02/26/2015	156097	012138	HONORABLE MARK LUOMA	MILEAGE FOR 02.09.15 - VISITING JUDGE	64.40
02/26/2015	156098	013049	MICHAEL J. MANNING	RETURN BALANCE BOND - GOUDREAU - 14-CC-4 RETURN BALANCE BOND - 14-FH-9039 - GOUDR	2,302.00 2,252.00 <u>4,554.00</u>
02/26/2015	156099	013079	MEIERS SIGNS	VINYL LETTERING TO DELTA O, SHERIFF OSWA	303.20
02/26/2015	156100	013095	MARQUETTE GEN OCCUPATIONAL MEDICINE	PHYSICAL - ELIZABETH SCHWANDT	180.00
02/26/2015	156101	013120	MASONVILLE TOWNSHIP TREASURER	DISTRIBUTION OF INTEREST FROM PRE DENIAL	75.69
02/26/2015	156102	013175	ANNE B. MCNAMARA	COURT APPOINTED REFEREE - FEB 2015	2,000.00
02/26/2015	156103	013179	MENARDS	INSULATED CLAMP AND CORDS	20.67



Check Date	Check	Vendor	Vendor Name	Description	Amount
				ZIPLOC BAGS AND WASH WAX	23.10
				EXTRUDER	24.99
					<u>68.76</u>
02/26/2015	156104	013250	MICHIGAN ASSN OF REGISTER OF DEEDS	MARD DUES - 2015 KOLICH/BUCHLER	187.00
02/26/2015	156105	013426	MICHIGAN SUPREME COURT	JURY SERVICES- C47 BILLING 1530-03	366.61
02/26/2015	156106	014120	MARK WORM CONSTRUCTION	RAISE JUDGE PARKS DESK	475.00
02/26/2015	156107	014210	NORTHERN PLUMBING & HEATING	FLEX HOSES FOR WATER REPAIRS	34.53
02/26/2015	156108	015112	OTIS ELEVATOR CO.	ELEVATOR SERVICE	5,040.19
02/26/2015	156109	016032	P & M INSPECTIONS, INC.	PAYROLL 2-9-2015 THROUGH 2-20-2015	1,462.00
02/26/2015	156110	016033	PERFORMANCE AUDIO & RESTYLING	CONVENTION FACILITIES TAX- 50% PAYMENT	57,452.50
02/26/2015	156111	016069	PIT STOP QUICK LUBE	EMERGENCY LIGHTING FOR GENERAL FUND SHER	1,992.00
02/26/2015	156112	016088	QUILL CORPORATION	OIL CHANGE	46.00
02/26/2015	156113	017010	RADISSON HOTEL	LAMINATING POUCHES AND PENS	58.98
02/26/2015	156114	018032	REDWOOD TOXICOLOGY LABORATORY INC.	LODGING-MARY HARRINGTON CONF# HGKYJH2 3/	130.49
02/26/2015	156115	018064	REMY BATTERY	PROBATION DEPARTMENT DRUG SCREENS-ACCT 0	175.97
02/26/2015	156116	018069	UPPER MICHIGAN LAW	BATTERIES FOR 800 RADIOS	204.21
02/26/2015	156117	018077	SAYKLLY'S	DISTRICT ATTORNEY FEES - FEBRUARY 2015	2,083.33
02/26/2015	156118	019034	STANDARD ELECTRIC COMPANY	DISTRIBUTION OF PRE INTEREST STATE	445.76
02/26/2015	156119	019196	STATE OF MICHIGAN	PARTS FOR GAS ON NEW WATER HEATER	3.57
02/26/2015	156120	019301	STROPICH OIL COMPANY	4' LIGHT BULBS	84.60
02/26/2015	156121	019375	TELNET WORLDWIDE INC	ANTIFREEZE TEST KIT FOR ANIMAL SHELTER B	13.68
02/26/2015	156122	020010	VERIZON WIRELESS	ANTIFREEZE FOR ANIMAL SHELTER	63.68
02/26/2015	156123	020045	WELLS TOWNSHIP TREASURER	TRANSFER PUMP TO PUMP ANTIFREEZE IN BOIL	135.54
02/26/2015	156124	022025	MARK D SEYMOUR	ORDER OF FILLIATION - WILLIAMS - 14-22529	301.07
02/26/2015	156125	023070	VANDERMISSEN & SON	DIESEL GENERATOR AND TANK	50.00
02/26/2015	156126	084289	RAYMOND & SHIRLEY FONTAINE	UNLEADED FUEL	1,007.52
02/26/2015	156127	084861	NETWORK SYSTEMS PLUS		416.43
02/26/2015	156128	085463	CLERK MISC		<u>1,423.95</u>
02/26/2015	156129	085538	SHERF MISC	TORCH KIT	29.99
02/26/2015	156130	085538	TREAS MISC	TOGGLE BOLTS	14.99
02/26/2015	156131	085538	TREAS MISC	FENDER WASHERS AND TOGGLE BOLTS	16.53
02/26/2015	156132	085538	TREAS MISC		<u>61.51</u>
02/26/2015	156133	085538	TREAS MISC	PHONE - ACCT: CORP-005103	177.51
02/26/2015	156133	085538	TREAS MISC	PHONE - ACCT: CORP-000861	911.78
02/26/2015	156133	085538	TREAS MISC		<u>1,089.29</u>
02/26/2015	156124	022025	VERIZON WIRELESS	PHONE - ACCT 482996167-0001	124.77
02/26/2015	156124	022025	VERIZON WIRELESS	PHONE - ACCT 383057717-00001	115.58
02/26/2015	156124	022025	VERIZON WIRELESS		<u>240.35</u>
02/26/2015	156125	023070	WELLS TOWNSHIP TREASURER	DISTRIBUTION OF INTEREST COLLECTED PRE D	28.55
02/26/2015	156126	084289	MARK D SEYMOUR	RESET GENERATOR IN RAPID RIVER	201.00
02/26/2015	156127	084861	VANDERMISSEN & SON	RESTITUTION - GRAVES - 12-FH-8675	20.00
02/26/2015	156128	085463	RAYMOND & SHIRLEY FONTAINE	RESTITUTION - FONTAINE - 12-FH-8582	100.00
02/26/2015	156129	085538	NETWORK SYSTEMS PLUS	RESTITUTION - THERRIEN - 11-FH-8491 - PA	1.23
02/26/2015	156130	085538	CLERK MISC	RETURN BALANCE OF BOND - \$500 LESS 10% -	450.00
02/26/2015	156131	085538	SHERF MISC	RETURN BOND - GIERKE - 14-FH-9035	500.00
02/26/2015	156132	085538	TREAS MISC	BOND RETURNED TO CHRISTOPHER J. HOLM	325.00
02/26/2015	156133	085538	TREAS MISC	REFUND OF BANKRUPTCY PROCEEDS CASE# DM-1	<u>1,147.74</u>

8

Check Date	Check	Vendor	Vendor Name	Description	Amount
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FIRST TOTALS:

Total of 72 Checks:
Less 0 Void Checks:

213,026.63
0.00

Total of 72 Disbursements:

213,026.63

JESSICA E PELTO
Chief Assistant Prosecutor

MICHAEL W. DOBY
Assistant Prosecutor

JEANA LACARTE
Legal Assistant

Philip L Strom
PROSECUTING ATTORNEY

COUNTY OF DELTA
Suite 237 Second Floor
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Escanaba, Michigan 49829
Phone (906) 789-5115 Fax (906) 789-5149
Subpoena Line (906) 789-5185

CHRISTINE PEPIN
Office Manager

KAREN ALVORD
Victim Witness Coordinator

DIANNE GARTLAND
Intake Clerk



AI

MEMO

TO: Tracy Lantagne – Board Secretary

FROM: Phil Strom
Delta County Prosecutor *PCS*

RE: **Delta County Board of Commissioner's 3/3/15 Meeting**

DATE: February 23, 2015

Per the mediator's recommendation, I am requesting that the reclassification for the Intake Clerk in the Prosecutor's Office be added to the agenda for the March 3, 2015 Delta County Board of Commissioner's meeting.

Thank you

JESSICA E. PELTO
Chief Assistant Prosecutor

MICHAEL W. DOBY
Assistant Prosecutor

JEANA LACARTE
Legal Assistant

PHILIP L. STROM

PROSECUTING ATTORNEY

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Office Manager

KAREN ALVORD
Victim Witness Coordinator

DIANNE GARTLAND
Intake Clerk



February 17, 2015

Ms. Nora Viau, Administrator
310 Ludington Street
Escanaba, MI 49829

Commissioner Mary Harrington
4968 M-35
Escanaba, MI 49829

Commissioner Patrick Johnson
215 North Court St
Gladstone, MI 49837

Commissioner John Malnar
9728 N.5 Road
Gladstone, MI 49837

Commissioner David Rivard
4969 S. Pedersen 17.75
Escanaba, MI 49829

Commissioner David Moyle
1501 1st Avenue South
Escanaba, MI 49829

Dear Ms. Viau and Commissioners:

I write to request your support to realign the current position of Office Intake Clerk for the Delta County Prosecutor's Office. In recent meetings, the Board has echoed a desire to move forward and make efforts to be transparent. This issue has been unresolved for far too long. Most recently a mediator heard the issues and recommended that the issue be brought to the County Board of Commissioners as a whole.

While it is not my intent to dwell on the past, I have summarized the history of this issue in an attempt to provide a better understanding for the need of this realignment.

I hope that you will see that this request is modest, fair, and the right thing to do. Most importantly this realignment is to be funded by an increase in the Victim Rights Grant that is better explained and documented on pages 8 and 13 of the enclosed packet of information.

Please address this issue at the March 3, 2015 meeting. I will plan to attend with employee Dianne Gartland. Attached is a 13 page formal request with more specific

details and support for the requested action. If you have any questions, feel free to contact me at 906-241-2450.

Best Regards,

A handwritten signature in blue ink, appearing to read "Philip L. Strom". The signature is fluid and cursive, with a prominent initial "P" and a long, sweeping horizontal stroke at the end.

Philip L. Strom
Prosecuting Attorney

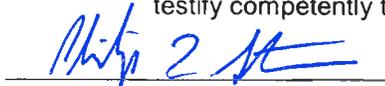
PLS/dg
enc

Written request to the County Board of Commissioners for Realignment of Legal Intake Clerk pursuant to Article 25(b) of existing Agreement between the Delta Board of Commissioners and The Employees of the Delta County Courthouse Chapter of local #2755, effective March 14, 2012 to March 13, 2015

By:

Delta County Prosecutor, Philip L. Strom (Co-Employer/Supervisor) and Employee, Dianne Gartland.

The information in this request is made on our personal knowledge and, if sworn as a witness, we can testify competently to the facts contained in this request:



Philip L. Strom



Dianne Gartland

Subscribed and sworn to before me on Feb 16, 2015 Delta County, Michigan.

My commission expires 2/22/2020 Signature:



Notary public, State of Michigan, County of Delta.

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REQUEST: For the reasons stated in this report, we are requesting the Delta County Board of Commissioners approve the proposed revised job duties and qualifications for the (Intake) Clerk. Most importantly, we are also asking the Delta County Board of Commissioners approve the realignment of the (Intake) Clerk from a level 8 to level 10. This proposed realignment is accounted for in a victim right's grant that has been increased and guaranteed for at least the next three years.

Historical Summary:

Years ago, a position was created in the prosecutor's office and titled "(Intake) Clerk." Initially, in the prosecutor's office and most legal practice, there was a high demand for clerical skills positions. Overtime, these positions have evolved and required additional skills and expertise in technology, communication, and organization. Also, attorneys have continued to rely on support staff to develop a more detailed understanding of the legal process and legal proceedings.

The best information we have is that, prior to 2014, the minimum qualifications and job description for the (Intake) Clerk position was last reviewed in 2004 but it appears to have gone unchanged at that time. In 2011/2012, the Office Manager position was eliminated from the prosecutor's office. The Office Manager was designated at the highest pay grade, level 12. By eliminating the Office Manager position, the duties held by the office manager were re-delegated within the office. The (Intake) Clerk and Misdemeanor Clerk were the only logical positions to assume the duties of the Office Manager. Initially, the Misdemeanor Clerk was originally in the best position to assume a great majority of these duties due to the Misdemeanor Clerk's experience and institutional knowledge of the prosecutor's office.

Over time, the (Intake) Clerk has been required to assume more and more of the prior duties of the Office Manager. Additionally, the (Intake) Clerk has been required to handle job duties previously held by the Misdemeanor Clerk to allow the Misdemeanor Clerk to handle additional job duties previously held by the Office Manager.

Prior and Current Qualifications for Intake Clerk are: (1) High School Diploma; (2) Ability to pass a physical; (3) Ability to pass a spelling test; Ability to type 55 words per minute; (4) Basic working knowledge of standard office equipment and computer experience. Due to the increased/additional job duties and the evolution of the legal practice, the (Intake) Clerk should now hold additional and more specific job requirements/qualifications. The new and additional job requirements/qualifications would be the following: (Replace current 1) Associate Degree in Office Administration (or related field), OR three years experience in the criminal justice system, OR three years experience working in a law office. (5) Demonstrated proficiency in Microsoft Office. (6) Ability to demonstrate superior communication and organizational skills.

Timeline of events causing change to job duties and requirements for position of Legal Intake Clerk

- **2011**
 - September 30 – (Dianne Gartland’s) 4H Assistant, level 9, position eliminated.
 - October 1 – Dianne Gartland bumps into prosecutor’s office as (Intake) Clerk, level 8.
 - November – Unilateral County Board decision to eliminate the position of Office Manager.
 - December – Retirement of Prosecutor’s Office Manager, level 12, Carol Kinnart.
- **2012**
 - January – Carol Kinnart gone with no replacement.
 - March 20 – Thomas Elegeert, Chairman sends letter to Steve Parks, Prosecutor, requesting reorganization in the prosecutor’s office.
 - May 1 – Short term reorganizational plan authorized by the Board that included proposal to reclassify and realign Christine Pepin from Misdemeanor Clerk to Misdemeanor Clerk/Office Manager (level 9 to level 11) due to immediate new job duties assumed by Christine Pepin. Long term plan discussed which included additional employees being delegated the remaining additional job duties created by the elimination of previous Office Manager, level 12, position.
 - Throughout 2012 – Dianne Gartland assuming more and more new job duties not described in the official “Job Description – General Duties”.
- **2013**
 - Throughout 2013 - Dianne Gartland performing all Clerk job duties contained in official “Job Description – General Duties”. Dianne Gartland also required to perform additional job duties not contained on the official “Job Description – General Duties” including but not limited to legal and secretarial job duties associated with eliminated Office Manager level 12 position, Misdemeanor Clerk level 11 position, and new job duties associated with the advancement of technology in the legal profession.
- **2014**
 - May – Dianne Gartland issues written reclassification request to Steve Parks.
 - August – Union Chapter Chair sends letter supporting reclass request by Dianne Gartland.
 - September 11 – Special conference to try to reach “amicable settlement.” Prosecutor’s Office attempt to reach settlement by obtaining additional grant monies to fund the difference in pay recognized by the reclassification.
 - September 29 – Letter to Dianne Gartland from Personnel Committee informing that the Committee again determined “there is no justification to support increasing to a new pay grade.”
 - December 17 – Mediation to identify issues, no proposals or attempt at amicable settlement. Mediator recommends an interested party bring the matter to the Commissioners at a regular Board meeting.

Contractual Authority:

[Article 25. Rates for New Jobs (b) Claimed Realignment of Position; page 18]

“[I]f the Employer deems it necessary to change the job duties or requirements for a position to the extent the employee feels it constitutes a reclassification, the employee may make an application in writing...”

“As a general rule, a significant change in job content duties and responsibilities must have occurred to justify any change. Increases in employee proficiency at the assigned tasks or heavier workloads, standing alone, will not normally be considered sufficient justification for favorable action.”

Changed (additional) Job Duties for (Intake) Clerk: (Old/Current Job Description attached)

1. Processing Warrants after entry of police report.
2. Preparing legal discovery packets for defense attorneys including making digital copies of sensitive and confidential evidence.
3. Processing Court files following District Court Arraignment.
4. Legal Record Maintenance.
5. Arranging accommodations (travel/motel) for out of town witnesses at all legal hearings.
6. Collect, analyze, and organize data for case status reports to Law Enforcement agencies.
7. Assist attorneys and staff with Microsoft Office and other technologies.
8. Gather legal evidence to support extradition warrants and procedures.
9. Open, organize, and prepare legal filings for District, Probate, and Circuit Court.
10. Enter Fingerprints in Livescan legal database.
11. Assist in preparation and submission of DHS monthly reports for reimbursement.
12. Receiving and processing pre-sentence reports for COBBS evaluation of Sentence length.
13. Assist in preparing Noelle (dismissal) and Add Count Pleadings.
14. Assisting in processing in PPO violation cases including scheduling and victim application.
15. Assist in scheduling and preparing legal filings for NEW mandatory hearings for probable cause conferences prior to preliminary examination.
16. Assists with keeping inventory of office supplies and preparing orders and vouchers for payment of bills.

Changed (additional) Job Requirements and Qualifications:

Prior and Current Qualifications for Intake Clerk are: (1) High School Diploma; (2) Ability to pass a physical; (3) Ability to pass a spelling test; Ability to type 55 words per minute; (4) Basic working knowledge of standard office equipment and computer experience. Due to the increased/additional job duties and the evolution of the legal practice, the (Intake) Clerk should now hold additional job requirements/qualifications.

The new and additional job requirements/qualifications would be the following: (Replace current 1) Associate Degree in Office Administration (or related field), OR three years experience in the criminal justice system, OR three years experience working in a law office; (5) Demonstrated proficiency in Microsoft Office; (6) Ability to demonstrate superior communication and organizational skills.

FINANCIAL IMPACT TO THE COUNTY

Request for grade/level 10 Intake Clerk	\$16.84
Current hourly salary for grade/level 8 Intake Clerk	- <u>\$15.43</u>
Difference	\$1.41/hr X 35 hr week = \$49.35 a week
\$49.52 X 52 weeks annual = \$2,566.20 per year	

***** Where would funding come from? *****

Short answer: Victim's Rights grant (see attached breakdown) increased by \$4,597.00 per year, guaranteed 2015-2018.

*Additional Information: The victim rights grant has been provided since 1985. Since its existence, the victim rights grant has never decreased in amount. The grant was revised and additional monies were requested to help cover additional anticipated salaries for the assistant to the victim rights advocate. The (Intake) Clerk is the assistant to the victim's rights advocate. This was done in anticipation of the proposed reclass request. The additional money from the grant represents 15% of the Intake Clerk's salary and totals \$4,597.00.

GRADE AND WAGE RATES

EFFECTIVE 3/14/12 through 3/13/15

SALARY POSITION	START	1 YEAR	2 YEAR	3 YEAR	4 YEAR	5 YEAR
Senior Account Clerk/Payroll	\$38,041.41	\$39,182.65	\$40,358.13	\$41,468.87	\$42,815.94	\$44,100.42

GRADE	START	6 MO.	1 YEAR	2 YEAR	3 YEAR	4 YEAR
12	15.22	15.82	16.42	17.02	17.62	18.22
11	14.52	15.12	15.72	16.32	16.92	17.52
10	13.84	14.44	15.04	15.64	16.24	16.84
9	13.13	13.73	14.33	14.93	15.53	16.13
8	12.43	13.03	13.63	14.23	14.83	15.43
7	11.75	12.35	12.95	13.55	14.15	14.75
6	11.07	11.67	12.27	12.87	13.47	14.07

NOTE: In regard to classification changes, current employees who were employed prior to March 14, 2012 will be grandfathered at the fourth year rate.

MINIMUM QUALIFICATIONS PROSECUTING ATTORNEY'S CLERK

POSITION: PA's Clerk

DUTIES: See attached job description

MINIMUM QUALIFICATIONS:

1. Must have high school diploma.
2. Ability to pass a physical
3. Must be able to pass spelling test
4. Must be able to type 55 words per minute
5. Must have basic working knowledge of standard office equipment as well as computer experience.

JOB DESCRIPTIONS

re tro 12-11-03

WJS Interdepartmental
Employee

POSITION TITLE: Prosecuting Attorney's Clerk

GENERAL DUTIES:

Job duties include typing, filing and telephone duties which includes screening calls for Prosecutors. Work under direct supervision of Prosecuting Attorney and Office Manager. Often up against deadlines and ability to prioritize tasks is essential. Cross trained to perform duties for other clerical staff. Responsibility is substantial; failure to perform adequately can result in inconvenience to many people and/or dismissal of important criminal cases.

Handle questions from general public including referrals for issues which are not criminal. Responsible for monitoring visitors to the office and dealing with difficult people in a professional and peace promoting manner. Must have working knowledge of computer system and basic understanding of case tracking system. Enter all warrant requests and disperse to prosecutors for review and authorization. Open all files. Gather all files for arraignments (done weekly). Type the list of plea offers and deliver to District Court. Change the state identification numbers in the computer for defendants. Type and file appearances and waivers in divorce cases. Run and distribute master schedule for the week. Open mail and route correspondence to prosecutors and secretaries. Gather and post all mail at end of day.

Work closely with District Court staff for scheduling of all preliminary examinations. Responsible for preparing cases for prelims which includes subpoenaing witnesses, securing certified copies of past convictions for repeat offenders and insuring witness appearances for hearings. Prepare Writ of Habeas Corpus to secure attendance of incarcerated defendants and witnesses where necessary. As backup Circuit Court Clerk Victim/Witness Coordinator, responsible for coordination with Circuit Court regarding hearings and calendar. Assist victims with paperwork, court hearing, etc. when Victim/Witness Coordinator is out of the office and attend victim meetings if Coordinator is unavailable to do so.

No Levels.

7-1-04

PROPOSED POSITION TITLE

INTAKE CLERK – PROSECUTING ATTORNEY'S OFFICE

PROPOSED GENERAL SUMMARY:

Job duties include processing legal documents, record maintenance, and screening telephone calls and the general public for the Prosecuting Attorneys. Assists police agencies and attorneys with status updates. Works under direct supervision of the Prosecuting Attorney and Office Manager.

PROPOSED MINIMUM QUALIFICATIONS/REQUIREMENTS:

1. Must have an Associate Degree in Office Administration (or related field), OR three years experience in the criminal justice system OR three years experience working in a law firm
2. Ability to pass a physical
3. Must be able to pass spelling test
4. Must be able to type 55 words per minute
5. Demonstrated proficiency in Microsoft Office
6. Ability to demonstrate superior communication and organizational skills

PROPOSED TYPICAL DUTIES:

Responsible for the entry of all district and probate warrant requests. Open all files. Prepare motions, modifications, nolle, and add counts for court. Gather files and all appropriate paperwork for prosecutors prior to arraignment. Enter disposition and serve appropriate attorneys from arraignments. Process issued or denied warrants. Prepare monthly case status reports for law enforcement agencies. Process incoming and outgoing mail. Prepare files for preliminary examinations and mandatory probable cause conferences prior to preliminary examinations by processing subpoenas, offer letters, and obtaining lab reports and any certified copies of prior convictions from various agencies/states. Arrange necessary travel/motel accommodations for out of town witnesses. Gather legal evidence to support extradition warrants/procedures.

Acts as main back up for the Victim Witness Coordinator. Prepare and mail victim correspondence with appropriate information, schedule appointments, assist prosecuting attorney with witness interviews, process amended informations on bindovers, including any new charges and habitual offender notices. Process pre-sentence reports for COBBS evaluation of sentence length. Process PPO Violations including the scheduling hearings and victim application.

Back up/assist Office Manager as needed with processing of warrants, entry of fingerprints, payment of bills and the processing of DHS monthly reports.

Back up/assist Legal Assistant as needed with processing of MAPS, FOIA's, Bond Hearings and Polycom requests.

Works in extremely busy and stressful office atmosphere, deals with confidential material and time sensitive deadlines. Must have the ability to deal with emotional people in a peaceful and professional manner.

Line Item	Qty	Rate	UOM	Amount	Cash	Inkind	Total
DIRECT EXPENSES							
Program Expenses							
1 Salary & Wages							
Advocate	1.0000	37898.000	FTE	37,898.00	0.00	0.00	37,898.00
Assistant	0.1500	30648.800	FTE	4,597.00	0.00	0.00	4,597.00
Total for Salary & Wages				42,495.00	0.00	0.00	42,495.00
2 Fringe Benefits							
FICA	0.0000	7.500		2,842.00	0.00	0.00	2,842.00
Worker's Compensation	0.0000	0.225		85.00	0.00	0.00	85.00
Total for Fringe Benefits				2,927.00	0.00	0.00	2,927.00
3 Travel							
Mileage-mileage to and from trainings	0.0000	0.000		650.00	0.00	0.00	650.00
bridge fee and meals while in tran	0.0000	0.000		50.00	0.00	0.00	50.00
Total for Travel				700.00	0.00	0.00	700.00
4 Supplies & Materials							
Office Supplies	0.0000	0.000		1,457.00	0.00	0.00	1,457.00
Computers/Tablets	0.0000	0.000		1,200.00	0.00	0.00	1,200.00
Total for Supplies & Materials				2,657.00	0.00	0.00	2,657.00
5 Contractual							
6 Equipment							
7 Other Expense							
Total Program Expenses				48,779.00	0.00	0.00	48,779.00
TOTAL DIRECT EXPENSES				48,779.00	0.00	0.00	48,779.00
INDIRECT EXPENSES							
Indirect Costs							
1 Indirect Costs							
Total Indirect Costs				0.00	0.00	0.00	0.00
TOTAL INDIRECT EXPENSES				0.00	0.00	0.00	0.00
TOTAL EXPENDITURES				48,779.00	0.00	0.00	48,779.00