

Menominee Town/County Board of Supervisors

W3269 Courthouse Lane
P.O. Box 279
Keshena, WI 54135



PERSONNEL & FINANCE/BUILDINGS AND GROUNDS

COMMITTEE MEETING

Members Present: Beth Moses, Muriel Bzdawka, Patricia Roberts

Others Present: Shelley Williams, barb Nelson, Becky Arrowood, Lee Stoehr, Tim Gatz, Lona Tourtillott, Laure Pecore.

DATE: December 8, 2016

TIME: 5:00pm

PLACE: Menominee County Courthouse, W3269 Courthouse Lane, Keshena, WI. 54135

COUNTY AGENDA

1. Roll Call, Call to order: Meeting was called to order @ 5:03pm. Quorum present.
2. Community Input: Chris and Karla Delabrué were present and asked the committee to let them pay their back taxes. They were served papers to be out by January 9th. Beth told them that they could not make any decisions on this and that it would be put on the Full Board agenda for the 15th.
3. Approval of Minutes: November 22, 2016: **Motion by Patricia Roberts to approve the County portion of the minutes from November 22, 2016 as presented. Seconded by Muriel Bzdawka. All in favor. Motion carried.**
4. HSD Voucher Payment Requests: **Motion by Muriel Bzdawka to approve vouchers 171-178 in the amount of \$151,381.84. Seconded by Patricia Roberts. Discussion on HSD lawn care provider. Committee would like them to find out if they could get bids for this service; the current vendor seems to charge a lot. All in favor. Motion carried.**
5. County Voucher Payment Requests: **Motion by Patricia Roberts to approve vouchers 958-959 in the amount of \$620.25, vouchers 960-997 in the amount of \$189,457.79 and vouchers 998-1007 in the amount of \$14,396.54. Seconded by Muriel Bzdawka. All in favor. Motion carried. Motion by Muriel Bzdawka to send a letter to department heads to let them know that they need to be following the procedures**

for when invoices are due to the Clerk's office. Seconded by Patricia Roberts. All in favor. Motion carried.

6. Employee Donation Request: Administrative assistant, Lona Tourtillott presented a request to the Committee asking if she could send out a letter and a form asking Menominee County Employee's to donate \$1.00 per pay period, the donations would be split between the 2 food pantries's and toys for tots at the end of the year. **Motion by Patricia Roberts to approve the employee donation request form to be sent to all County employees. Seconded by Muriel Bzdawka. All in favor. Motion carried.**
7. Building and Grounds Report: Maintenance Supervisor, Tim Gatz reviewed his report with the committee. The maintenance Dept. wrapped up a lot of grounds items for the month of November, they also had their first snowfall and the new truck and equipment worked well. He also told the committee that he had received to quotes for the parking lot. One for the work to be done addressing the drainage issue and one without. Beth says that there needs to be a discussion with the Tribe on this issue. She would like to see this back on the next agenda to discuss when the Administrative Coordinator was present. **Motion by Muriel Bzdawka to approve the Maintenance report along with the mileage logs as presented. Seconded by Patricia Roberts. All in favor. Motion carried.**
8. Personnel, Policies and Procedures Handbook Amendments: Shelley Williams presented the amendments to the Committee. Administration and Department heads are asking the Personnel and finance committee to support 12 amendments. Discussion about the amendments. The committee would like to see what other County's provide for holidays and other compensation, and bring back to the next meeting.
9. Public Health Agreement: Jamie Bodden from Shawano/Menominee County Public Health was at the meeting to address any concerns that the committee might have. **Motion by Patricia Roberts to recommend the new Public Health Agreement to the Full Board. Seconded by Muriel Bzdawka. All in favor. Motion carried.**
10. Adjourn.

TOWN AGENDA

1. Community Input: None.
2. Approval of Minutes: November 22, 2016: Motion by Patricia Roberts to approve the Town portion of the minutes from November 22, 2016 as presented. Seconded by Muriel Bzdawka. All in favor. Motion carried.
3. Town Voucher Payment Requests: **Motion by Muriel Bzdawka to approve vouchers 130-133 in the amount of \$2,439.39, voucher 134 in the amount of \$1,341.01. Seconded by Patricia Roberts. All in favor. Motion carried.**
4. Adjourn: Meeting adjourned at 6:05pm