

"Menominee – Where the best of Michigan Begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

*Menominee County Courthouse
839 10th Avenue
Menominee, MI 49858*

*Jason Carviou—County Administrator
Sherry DuPont – Administrative Assistant
Telephone: (906) 863-7779 or 863-9648
Fax: (906) 863-8839*

MENOMINEE COUNTY FINANCE COMMITTEE

~A QUORUM OF THE BOARD MAYBE PRESENT~

DATE: April 24, 2018
TIME: 4:00 PM
PLACE: Menominee County MSU Extension (Annex) Office
Stephenson, MI 906-753-2209

*******AGENDA*******

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Approval of Previous Minutes - **9.21.17 & 2.1.18**
6. Public Comment (limited to 5 minutes on agenda items only)
7. Department Head/Elected official comment (limited to 10 min.)
8. Business
 - a. Parks Committee Request – one additional employee
 - b. Road patrol budget projections
 - c. Audit discussion
 - d. Extension Secretary – Increase spring/summer hours
 - e. 2017/18 Budget balances as of 3.31.18
 - f. Equalization Director Retirement Costs
 - g. Temporary Manpower Assistant – Airport/Admin.
9. Public Comment (limited to 5 minutes)
10. Commissioner Comment (limited to 5 minutes)

Charlie Meintz Gerald Piche – Chairperson William Cech – Vice Chairperson Bernie Lang

Larry Phelps Steven Gromala Larry Schei Jan Hafeman John Nelson

Menominee County Finance Committee
Minutes of Meeting
09/21/2017

*****DRAFT*****

The Finance Committee met on September 21, 2017 at 9:00 AM at the Menominee County Courthouse, Administration Office

Others present at the meeting were Sherry DuPont, Diane Lesperance, Marc Kleiman, Larry Phelps, Cassandra Sturos and Doreen Averill

Call Meeting to order: Com. Hafeman called the meeting to order at 9:00 A.M.

Pledge of allegiance: was recited by all.

Roll Call: Commissioner Nelson was absent (Gromala, Hafeman, Schei are present)

Approval of Agenda motion by Com. Schei and supported by Com. Gromala to approve the agenda as written. Motion approved 3/0.

Previous Meeting minutes: Minutes from 8.3.17 & 9.6.17 were approved by Com. Gromala supported by Com. Larry Schei. Motion approved 3/0.

Public Comment: None

Department Head/Elected Official Reports: Diane Lesperance – MAC updates on Veterans Property Tax exemptions.

Business Items

a. **2016/17 Final Budget Amendments (#11) – DuPont:** Discussion of #58-64 budget items.

58- Library Donation received \$400

59 – Moving money from the bookmobile designated fund to the expense account so the bookmobile can be purchased. (\$26,426.80)

60 – Transfer funds from GF DC retirement into the IT fund to cover the revenue NOT shared with another entity. The IT person was not hired but we used the accounts for UES monthly invoices. Was more than was budgeted. (\$25,000)

61 – Donations for Marine Division (non-lapsing) were carried over to the expense account to purchase items. (\$5,292.32)

62 – Refund for the Senior Citizens Stabilization appropriation. (millage) (\$11,585.44)

63 – GIS Mapping – 2nd year fees (\$7,200)

64 – One half of the part time person in FOC is to be paid from the FOC 215 fund. (\$14,080 from the 215 fund to the GF)

Com. Schei moves to approve the budget amendments as discussed and to send to the full board for approval; supported by Com. Gromala. With number 63 to be researched to be sure we owe that. Motion approved 3/0.

Public Comment: None

Commissioner Comment: None

Adjournment: Moved by Com. Gromala, supported by Com. Schei to adjourn the meeting at 9:21 AM. Motion approved 3/0.

Menominee County Finance Committee
Minutes of Meeting
2/1/2018

*******DRAFT*******

The Finance Committee met on February 1, 2018 at 3:30 PM at the Menominee County Annex, Stephenson

Others present at the meeting were Sherry DuPont, Gerald Piche

Call Meeting to order: Com. Hafeman called the meeting to order at 3:46 P.M. (late due to Sherry being late from another meeting.)

Pledge of allegiance: was recited by all.

Roll Call: All Finance Commissioners are present (Hafeman, Gromala, Meintz, Nelson)

Approval of Agenda motion by Com. Gromala and supported by Com. Nelson to approve the agenda as written. Motion approved 4/0.

Previous Meeting minutes: No previous minutes from 9.21.18 are available at this time

Public Comment: None

Department Head/Elected Official Reports: None present

Business Items

- a. **2016/17 Budget Carryover accounts - #11-29 amendments – DuPont:** in the past we have not normally moved the carryover funds back into the budgets...but then they are not seen within our General funds or fund balances. This has been tracked via a spreadsheet for the past “many” years. The Auditors are asking us to carry over the funds (and show them) so the departments know how much money is in their carryover accounts for spending purposes. Within, a few capital outlay accounts also were carried over to finish/start projects that were not able to get done due to the “unbudgeted” purchase of the new building (9th St.). **Move by Com. Gromala supported by Com. Meintz to recommend the budget amendments #11-29 (carryover accounts) to the full board for approval.** 3 yes/1 no vote. Com. Nelson voted no.
- b. **2017/18 Budget Amendments ~ DuPont:** Budget amendments were discussed. Only one was questioned by Com. Nelson. There was a typo when preparing the budget and NO dollar amount went into the budget for Overtime in the Sheriff Dept. corrections account. It was missed by everyone (sheriff employees, Admin and commissioners) and we should budget an amount for overtime. \$50,000 was requested for the budget amendment. Com. Nelson stated that he caught this at a previous Finance meeting and the sheriff dept. should have given us more information on this. This oversight on overtime was NOT approved to move forward for approval until justification is received. A motion by Com. Meintz, support by Com. Gromala to approve all 2017/18 Budget amendments except \$50,000 for the Sheriff Dept. Overtime budget.

Public Comment: Gerald Piche – Short meeting; learned much.

Commissioner Comment: None

Adjournment: Moved by Com. Meintz, supported by Com. Nelson to adjourn the meeting at 4:39 PM. Motion approved 4/0.

2017/18 Budget Amendment's #1 ~ (#1-29)

<u>Number</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Account</u>
1	12/19/2017	Hannahville Grants Received	\$ 16,200.00	205-000-441.00
		for Panasonic Tough Books	\$ 16,200.00	205-315-934.03
		for New Vehicle (Sheriff Dept)	\$ 10,000.00	101-000-441.02
			\$ 10,000.00	101-301-934.03
2	1/21/2018	EMS Grant Received for Radio	\$ 4,162.00	101-000-441.04
			\$ 4,162.00	101-426-934.02
		From GF Balance for new EOC Phone Service	\$ 250.00	101-426-850.00
3	1/21/2018	Board Approved Additional GIS mapping for Cedarville & Menominee Townships From PA123 Fund Balance	\$ 20,000.00	517-252-970.00
4	1/21/2018	Overlooked at Budget approval - typo when entering the numbers for approval from Road Patrol Fund Balance (\$8325 entered, when it should have been \$83250)	\$ 74,925.00	205-315-742.00
5	1/21/2018	MERS Flat rate now being charged for Airport From Airport Fund Balance	\$ 6,180.00	216-585-718.01
6	1/21/2018	Airport Loan Interest & Principal Amount Changes	\$ 411.39	216-585-990.00
			\$ (411.39)	216-585-990.01
7	1/21/2018	Reimbursement received from SOM for the move of Probation/Parole to New Building	\$ 10,000.00	101-000-677.00
8	1/21/2018	New Accounts Created for Energy Conservation Expenses & Refunds. To be included on Non-Lapsing Carry Over spreadsheet in future	\$ 1,613.52	101-000-677.15
			\$ 1,613.52	101-265-970.12
9	1/21/2018	New Account Created for Park Improvements	\$ 44,874.00	220-000-642.06
		Tree Harvesting (For all Parks) - Move Budget	\$ (10,000.00)	220-000-642.01
		from individual budgeted accounts	\$ (5,000.00)	220-000-642.02
			\$ (5,000.00)	220-000-642.03
			\$ (5,000.00)	220-000-642.04
			\$ (20,000.00)	220-000-642.05
10	1/21/2018	Larger Refund Received for County Stabilization Authority than Budgeted	\$ 100,838.25	101-000-573.00

11	10/1/2017	From Non Lapsing as of 9/30/17 Vestibule Project	\$	3,500.00	101-103-998.04
12	10/1/2017	From Non Lapsing as of 9/30/17 Emergency Generator Project	\$	109,748.84	101-103-998.05
13	10/1/2017	From Non Lapsing as of 9/30/17 Jail Emergency Exit/Security Fence	\$	341.00	101-103-998.06
14	10/1/2017	From Non Lapsing as of 9/30/17 Jail/B&G Camera/Light Access	\$	40,000.00	101-103-998.09
15	10/1/2017	From Non Lapsing as of 9/30/17 Building Purchase	\$	3,001.68	101-103-998.11
16	10/1/2017	From Non Lapsing as of 9/30/17 Admin Salary Account (for Administrator Search)	\$	51,698.64	101-172-704.00
17	10/1/2017	From Non Lapsing as of 9/30/17 B&G Capital Outlay	\$	5,704.96	101-265-970.00
18	10/1/2017	From Non Lapsing as of 9/30/17 Backflow Preventer	\$	13,500.00	101-265-970.05
19	10/1/2017	From Non Lapsing as of 9/30/17 Security Door/Window (Sheriff)	\$	7,889.98	101-265-970.07
20	10/1/2017	From Non Lapsing as of 9/30/17 PA302 (Justice Training)	\$	15,810.57	205-315-881.00
21	10/1/2017	From Non Lapsing as of 9/30/17 Airport Capital Outlay & Courtesy Van	\$	27,245.09	216-585-970.00
			\$	15,000.00	216-585-970.01
22	10/1/2017	From Non Lapsing as of 9/30/17 911 Capital Outlay (Grant for console)	\$	10,000.00	266-325-970.00
23	10/1/2017	From Non Lapsing as of 9/30/17 Casino Grant (Sheriff Department)	\$	3,046.48	101-301-934.03
24	10/1/2017	From Non Lapsing as of 9/30/17 Casino Grant (Road Patrol)	\$	8,140.80	205-315-934.03
25	10/1/2017	From Non Lapsing as of 9/30/17 Grant for ORV Equipment	\$	2,807.75	101-334-985.00
26	10/1/2017	From Non Lapsing as of 9/30/17 Grant for Snowmobile Grant	\$	303.59	101-332-985.00
27	10/1/2017	From Non Lapsing as of 9/30/17 Marine Expenses	\$	6,330.21	101-331-755.01
28	10/1/2017	From Non Lapsing as of 9/30/17 Library - Restricted Purchases	\$	6,304.03	271-790-727.03
29	10/1/2017	From Non Lapsing as of 9/30/17 Community Beautification Svcs, Teen Court & Drug Testing Supplies	\$	4,916.76	296-667-801.01
			\$	1,999.62	296-667-802.02
			\$	3,520.14	296-667-730.00

Menominee County Parks and Recreation Committee

Meeting Minutes – April 2, 2018

The meeting was called to order at 6:00 PM by Chair, Bob Desjarlais at the Annex in Stephenson.

Reporting for roll call were: Bob Desjarlais, Dick Peterson, Kathy Branz, Vola Bleile, and County Commissioner Larry Phelps. Excused were County Administrator Sherry DuPont. Excused were Mike Kass & Commissioner Bill Cech. Others present were Jim Quist, Karen Kayser, and Eric Tickler.

Approval of agenda: Bob Desjarlais amended the agenda by adding 7)a)2) Handicap sites. Motion by Vola Bleile to approve the amended agenda; support by Dick Peterson. Motion carried.

Minutes: Motion by Dick Peterson to approve the March 5, 2018 minutes with the correction of the spelling of Piche supported by Vola Bleile. All in agreement - motion carried.

Public Comments: None.

Business:

- a. 1) Fair Board Request 15 additional sites: Karen Kayser reported last year 24 sites were set aside for the Fair and 16 were used. Three vendors camped by their site. There are 117 electrical sites with 30 available and 17 non electric sties. Those reserved for the Fair are in section CA and VA. Eric Tickler from the Fair Board stated they are using a different way to gain sponsors. The sponsors are being put in tiers depending on the amount of the sponsorship – those donating \$2,500 may include camp sites and stated due to the interest in sponsorship they are asking for 39 campsites. A motion by Kathy Branz to set aside the 24 as in the past plus the 15 additional – but the list and payment must be to Karen Kayser by June 1st – if not committed by June 1st the remaining sites will be available to the public. This was supported by Vola Bleile. Vote records 4 yes and one opposed. Tickler stated the Diezic's are sponsors and would still like to have sites B6 & 7, which are their normal spots. Karen will put this in.
- 2) Handicapped sites: Put on hold until more information is acquired.
- b. Road Commission drawdown to repair culverts by dam at Shakey Lakes: Bob Desjarlais stated that on March 23rd at the Menominee County MTA meeting Darrell Moilanen stated the Menominee County Road Commission (MCRC) was going to start a draw down around July 23rd to replace culverts that have damage. It would take a week or more for the draw down and about 2-3 weeks for the repair. Desjarlais talked to Sherry DuPont and she was in agreement that this should take place after Labor Day. Desjarlais and Commissioner Phelps will attend the MCRC meeting on April 3rd and 9AM and obtain more information. Tickler stated they have \$4,000 invested in a kids Fishing Derby during the Fair.

- c. Lawn Mower Purchase: Jim Quist has picked up the new lawn moser ad it is in the shop. He is putting a guard on for protection.
- d. Permission for steel for Linderoth Pavilion: Jim Quist called Desjarlais for permission to obtain the steel need to replace the roof on the Linderoth Pavilion. A bid was used from 2 years ago from _____ with an upcharge of \$200.00 for a total of \$_____.
- e. Dick Peterson – Forrester follow-up with Dean Francis Jim Quist and Brian Reitter (NRCS-DC): Peterson and Quist along with Francis and Reitter walked over the cuttings that were completed at Shakey Lakes Park this winter. Plantings for various species were suggested along with blueberries and raspberries. Desjarlais stated he had been advised by Warren Suchovsky to wait 2 years and re-value the regrowth and then make a decision. This will be tabled for more information.
- f. Remove 4 dead Hemlock trees at Kleinke Park: Quist turned in a quote to remove 3 hemlocks, 1 birch tree and 1 dead limb from a hemlock for \$465. A motion by Dick Peterson to accept the quote of \$465 from Town & Country Tree Service for the above work supported by Vola Bleile. All in favor.
- g. 2017/2018 Monthly Budget review: Desjarlais has been reviewing the budget to actual spending from last year. Quist asked if the budget supported adding one more to the part-time staff for the parks. After checking the budget there is enough to support 2 for the office 2 for outside plus Karen and one more to be split between the office and outside as needed. **A motion by Desjarlais to recommend to the County Commissioners to ad one more for a total of 5 part time plus Karen.** This was supported by Peterson with all in favor. Branz will contact Sherry DuPont to put this on the agenda.

Desjarlais feels some of the dollars should be redistributed to bring the budget closer to the actual dollars spent. This will be discussed in more detail at the next meeting.
- h. He feels some of the dollars should be redistributed to bring the budget closer to actual monies spent. This will be discussed in more detail at next meeting.

8. Correspondence: None

9. Public Comment: None

A motion to adjourn by Vola Bleile supported by Kathy Branz at 7:20PM with all in favor.

We currently have 5 workers plus Karen in the budget

**Menominee County Park & Recreation Committee
c/o Menominee County Administrator
839 10th Avenue
Menominee MI 49858**

April 4, 2018

Menominee County Commissioners
839 10th Avenue
Menominee MI 49858

Dear Commissioners:

At the Menominee County Parks and Recreation Committee meeting last night it was brought to our attention that we could use one more part time person for the Parks.

A motion was made by Bob Desjarlais to add one more part time Parks personnel, in addition to the two that are being advertised for, to be split between office and maintenance. This motion was supported by Dick Peterson with all in favor. (This would be a total of 3 part time being advertised for.)

Thank you for your consideration of this request.

Sincerely,

Kathy Branz
Parks & Recreation Secretary

PARKS	Employee Name	Grade/Step	Current hourly	PROJECTED % INCREASE	PROJECTED SALARIES	LONGEVITY	HOSP PLAN	HOSPITAL INS
Park Ranger	Quist, Jim	DMG Gr 6 Step 6	\$36,441.00		\$36,441	850	Emp. + Spouse	\$15,197.52
Parks Seas. Office Mgr.	Kayser, Karen	Seasonal	\$14,000		\$10,920	0	N/A	\$0.00
Parks Seas. Office Worker	Brooke Tickler	Seasonal	\$10,000		\$7,800	0	N/A	\$0.00
Parks Seas. Parks/office Worker	Shaun Mikus	Seasonal	\$10,000		\$7,800	0	N/A	\$0.00
Parks Seasonal Worker	Jim Sand	Seasonal	\$12,000		\$9,360	0	N/A	\$0.00
Parks Seasonal Worker	Michael Labs	Seasonal	\$10,000		\$7,800	0	N/A	\$0.00
Parks Seasonal Worker	Ken Anderson	Seasonal	\$10,000	12.00	\$7,800	0	N/A	\$0.00

Seasonal workers NTE 780 hrs/yr

FT	\$36,441		
PT-Temp	\$51,480	\$	850
On-call /overtime Pay	\$1,800		
	\$89,721		\$15,198

CIRCUIT COURT	Employee Name	Grade/Step	PROJECTED SALARIES	LONGEVITY	HOSP PLAN	HOSPITAL INS
Circuit Court Judge	Barglind, Mary B	STATE	\$22,862			
Circuit Court Judge	Ceello, Richard J.	STATE	\$22,862			
Legal 35%	per indigent contract	per indigent contract	\$62,738			

COUNTY BOARD

Board Chairman	Commissioner	Commissioner	Commissioner	Commissioner	Commissioner	Commissioner	Commissioner	Commissioner	Commissioner
Charlie Meintz	Larry Phelps	Steve Gromala	Larry Schei	Lang, Bernie	William Cech	Gerald Piche	Jan Hafeman	John Nelson	
BD	BD	BD	BD	BD	BD	BD	BD	BD	
\$4,500	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	
plus per diem 1000	1000	1000	1000	1000	1000	1000	1000	1000	
\$5,500	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	
\$36,500	\$9,000								\$45,500

Drain Commissioner	Kleiman, Caleb	BD	\$526
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Parks -

Budget -

Tim Q — 1 Michael

Karen — 2 Shawn office 1 - ? Need floater
Both office/grounds

5 Workers

3 - Ken — 1 - ? Grounds
Shawn
Michael

Finance Com. → Need 1 ad'l emp.

2 - .

on hand

MENOMINEE COUNTY BOARD OF COMMISSIONERS

*Menominee County Courthouse
839 10th Avenue
Menominee, MI 49858*

*- County Administrator
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Minutes of a regular meeting of the Menominee County Board of Commissioners, held at the Menominee County MSU Extension, S904 US HWY 41, Stephenson, Michigan 49887, on the twenty-fifth (25th) day of April, 2017, at 6:00 p.m.

PRESENT: Com. Cech, Gromala, Hafeman, Lang, Meintz, Phelps, Piche & Schei

ABSENT: Com. Nelson

The following preamble and resolution were offered by Commissioner Cech and supported by Commissioner Gromala.

RESOLUTION NO. 2017-04

SHERIFF'S EMERGENCY RESPONSE/24-HOUR ROAD PATROL SERVICES MILLAGE RENEWAL PROPOSAL

WHEREAS, County Sheriff Emergency Response Services are of substantial benefit to the citizens of the County of Menominee; and

WHEREAS, the Board of Commissioners of the County of Menominee deems it necessary and expedient for the County to operate and maintain the County Sheriff's Emergency Response/24-Hour Road Patrol functions; and

WHEREAS, a county-wide Sheriff's Emergency Response/24-Hour Road Patrol millage of 1.795 mills was authorized by the voters on May 3, 2011 and 1.15 mills was authorized by the voters on August 6, 2002, August 6, 1998, and November 15, 1994, and will expire in 2017; and

WHEREAS, it is anticipated that 1.795 mills will be necessary to continue a county-wide Sheriff's Emergency Response/24-Hour Road Patrol Services Program; and

WHEREAS, the Board of Commissioners of the County of Menominee has determined that it is appropriate to submit a millage proposition to the electors of the County to determine whether or not they desire to raise funds for the purpose of continued Sheriff's Emergency Response/24-Hour Road Patrol Services at the next election to be held on November 7, 2017; and

WHEREAS, the Board of Commissioners for the County of Menominee seeks to have the voters of said County determine whether or not they desire to raise funds for the purpose of supportive activities directed toward the provision of Sheriff's Emergency Response/24-Hour Road Patrol Services by approving a millage 1.795 mills for a period of six (6) years, 2018 through 2023, inclusive.

NOW, THEREFORE, BE IT RESOLVED, that the following question be submitted to a vote of the electorate of Menominee County at the next election to be held on November 7, 2017.

Steven Gromala

Charlie Meintz - Chairperson

William Cech - Vice Chairman

Larry Phelps

John Nelson

Jan Hafeman

Gerald Piche

Bernie Lang

Larry Schei

SHERIFF'S EMERGENCY RESPONSE/24-HOUR ROAD PATROL SERVICES MILLAGE PROPOSAL

For the purpose of authorizing funding for the operation of Sheriff's Emergency Response/24-Hour Road Patrol Services, shall the constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Menominee, Michigan, be continued and renewed by up to 1.795 mills (\$1.795 per \$1,000 of taxable value) and levied for a period of six (6) years, from 2018 through 2023 inclusive?

(If approved and levied in full, this millage will raise an estimated \$1,318,623.54 for Sheriff Emergency Response Road Patrol purposes in the first calendar year. In accordance with State law, a portion of the millage may be disbursed to the City of Menominee Downtown Development and Brownfield Redevelopment Authorities)

- Yes
- No

BE IT FURTHER RESOLVED, that this question is hereby certified to the County Clerk.

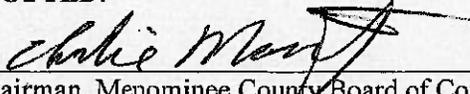
BE IT FURTHER RESOLVED, that the County Clerk is hereby directed to cause the proposition to be stated on the November 7, 2017 ballot and to be prepared and distributed in the manner required by law.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS

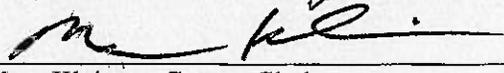
AYES: 8

NAYS: 0

RESOLUTION DECLARED ADOPTED.



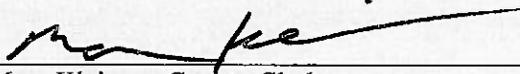
Chairman, Menominee County Board of Commissioners



Marc Kleiman, County Clerk

STATE OF MICHIGAN)
) ss.
COUNTY OF Menominee)

I hereby certify that the foregoing is a true and complete copy of Resolution 2017-04 adopted by the County Board of Commissioners of Menominee County at a regular meeting held on 4-25-17, 2017, and I further certify that public notice of such meeting was given as provided by law.



Marc Kleiman, County Clerk

Salaries Increase 4.60% 4.20%
 All others: 2.50% 2.50%

	2017/2018	Increase by	2018/2019	Increase by	2019/2020	Increase by	2020/2021
205-315-704-00 Road - Salaries	\$ 562,535.00	\$ 25,876.61	\$ 588,411.61	\$ 25,301.70	\$ 613,713.31	\$ 25,775.96	\$ 639,489.27
205-315-705-00 Road - Salaries-Part Time	\$ 78,104.00	\$ 3,592.78	\$ 81,696.78	\$ 3,512.96	\$ 85,209.75	\$ 3,578.81	\$ 88,788.56
205-315-706-00 Road - Overtime	\$ 39,000.00	\$ 1,794.00	\$ 40,794.00	\$ 1,754.14	\$ 42,548.14	\$ 1,787.02	\$ 44,335.16
205-315-707-00 Road - Longevity	\$ 6,200.00	\$ 285.20	\$ 6,150.00	\$ 264.45	\$ 6,300.00	\$ 264.60	\$ 6,700.00
205-315-712-00 Road - BCBS	\$ 141,316.00	\$ 6,500.54	\$ 147,816.54	\$ 6,356.11	\$ 154,172.65	\$ 6,475.25	\$ 160,647.90
205-315-713-00 Road - Life Ins	\$ 330.00	\$ -	\$ 330.00	\$ -	\$ 330.00	\$ -	\$ 330.00
205-315-715-00 Road - FICA	\$ 40,781.00	\$ 1,875.93	\$ 42,656.93	\$ 1,834.25	\$ 44,491.17	\$ 1,868.63	\$ 46,359.80
205-315-715-01 Road - FICA - Med	\$ 9,538.00	\$ 438.75	\$ 9,976.75	\$ 429.00	\$ 10,405.75	\$ 437.04	\$ 10,842.79
205-315-716-00 Road - Workmen's Comp	\$ 34,168.00	\$ 1,571.73	\$ 35,739.73	\$ 1,536.81	\$ 37,276.54	\$ 1,565.61	\$ 38,842.15
205-315-718-00 Road - MERS - Defined Contribution	\$ 3,816.00	\$ 175.54	\$ 3,991.54	\$ 171.64	\$ 4,163.17	\$ 174.85	\$ 4,338.03
205-315-718-01 Road - MERS - unfunded liability	\$ 109,812.00	\$ 5,051.35	\$ 114,863.35	\$ 4,939.12	\$ 119,802.48	\$ 5,031.70	\$ 124,834.18
205-315-727-00 Road - Office Supplies	\$ 3,588.00	\$ 89.70	\$ 3,677.70	\$ 91.94	\$ 3,769.64	\$ 94.24	\$ 3,863.88
205-315-742-00 Road - Gas, Oil, Ect.	\$ 83,250.00	\$ 2,081.25	\$ 85,331.25	\$ 2,133.28	\$ 87,464.53	\$ 2,186.61	\$ 89,651.14
205-315-745-00 Road - Uniforms	\$ 9,635.00	\$ 240.88	\$ 9,875.88	\$ 246.90	\$ 10,122.77	\$ 253.07	\$ 10,375.84
205-315-755-00 Road - Other Operating Expenses	\$ 5,125.00	\$ 128.13	\$ 5,253.13	\$ 131.33	\$ 5,384.45	\$ 134.61	\$ 5,519.06
205-315-755-02 Road - Other Operating/Weapons, Etc.	\$ 6,150.00	\$ 153.75	\$ 6,303.75	\$ 157.59	\$ 6,461.34	\$ 161.53	\$ 6,622.88
205-315-850-00 Road - Telephone	\$ 5,637.00	\$ 140.93	\$ 5,777.93	\$ 144.45	\$ 5,922.37	\$ 148.06	\$ 6,070.43
205-315-850-01 Merit fiber-Annex 5	\$ 1,600.00	\$ -	\$ 1,600.00	\$ -	\$ 1,600.00	\$ -	\$ 1,600.00
205-315-860-00 Road - Travel	\$ 3,152.00	\$ 78.80	\$ 3,230.80	\$ 80.77	\$ 3,311.57	\$ 82.79	\$ 3,394.36
205-315-881-00 Road - Justice Training - PA 302	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
205-315-881-01 Road-Safe-Communities-Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
205-315-881-03 Road - General Training	\$ 4,705.00	\$ 117.63	\$ 4,822.63	\$ 120.57	\$ 4,943.19	\$ 123.58	\$ 5,066.77
205-315-934-00 Road - Equipment Repair	\$ 3,137.00	\$ 78.43	\$ 3,215.43	\$ 80.39	\$ 3,295.81	\$ 82.40	\$ 3,378.21
205-315-934-01 Road - Equipment Repair & Maint./Radio	\$ 5,638.00	\$ 140.95	\$ 5,778.95	\$ 144.47	\$ 5,923.42	\$ 148.09	\$ 6,071.51
205-315-934-02 Road - Equipment Repair & Maint./Vehicles	\$ 30,750.00	\$ 768.75	\$ 31,518.75	\$ 787.97	\$ 32,306.72	\$ 807.67	\$ 33,114.39
205-315-934-03 Road - Casino Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
205-315-934-04 MMRMA Designated grant (aka RAP grant)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
205-315-955-00 Road - Miscellaneous Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
205-315-981-00 Road - Vehicle Maintenance	\$ 75,092.00	\$ 1,877.30	\$ 76,969.30	\$ 1,924.23	\$ 78,893.53	\$ 1,972.34	\$ 80,865.87
205-315-997-00 Road - Transfer Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ 1,263,059.00	\$ 53,058.90	\$ 1,315,782.70	\$ 52,144.07	\$ 1,367,812.31	\$ 53,154.47	\$ 1,421,102.18

205-316-704-00	SRP - Salaries	\$	44,138.00	\$	2,030.35	\$	46,168.35	\$	1,985.24	\$	48,153.59	\$	2,022.45	\$	50,176.04
205-316-706-00	SRP - Overtime	\$	4,159.00	\$	191.31	\$	4,350.31	\$	187.06	\$	4,537.38	\$	190.57	\$	4,727.95
205-316-707-00	SRP - Longevity	\$	100.00	\$	-	\$	150.00	\$	-	\$	200.00	\$	-	\$	250.00
205-316-708-00	SRP - Misc. Salaries	\$	4,800.00	\$	220.80	\$	5,020.80	\$	215.89	\$	5,236.69	\$	219.94	\$	5,456.64
205-316-712-00	SRP - Ins	\$	30.00	\$	1.38	\$	31.38	\$	1.35	\$	32.73	\$	1.37	\$	34.10
205-316-713-00	SRP - Life Ins	\$	3,292.00	\$	151.43	\$	3,443.43	\$	148.07	\$	3,591.50	\$	150.84	\$	3,742.34
205-316-715-00	SRP - FICA OASDI	\$	770.00	\$	35.42	\$	805.42	\$	34.63	\$	840.05	\$	35.28	\$	875.34
205-316-715-01	SRP - FICA - Med	\$	2,427.00	\$	111.64	\$	2,538.64	\$	109.16	\$	2,647.80	\$	111.21	\$	2,759.01
205-316-716-00	SRP - Workmen's Comp	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
205-316-718-00	SRP - MERS (retirement) Defined Contribution	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
205-316-718-01	SRP - MERS Unfunded liability	\$	700.00	\$	-	\$	700.00	\$	-	\$	700.00	\$	-	\$	700.00
205-316-745-00	SRP - Uniforms	\$	1,025.00	\$	25.63	\$	1,050.63	\$	26.27	\$	1,076.89	\$	26.92	\$	1,103.81
205-316-755-00	SRP - Other Operating Exp	\$	61,441.00	\$	2,767.96	\$	64,258.96	\$	2,707.67	\$	67,016.64	\$	2,758.59	\$	69,825.23
Total:		\$		\$		\$		\$		\$		\$		\$	

Note: No grant figures are included in this projection

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE		ACTIVITY FOR		AVAILABLE BALANCE	% BGDG USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	04/30/2017	NORMAL (ABNORMAL)	MONTH 04/30/2017	INCREASE (DECREASE)		
Fund 249 - BUILDING CODE DEPARTMENT									
Revenues									
Dept 000									
249-000-480.00	BUILDING CODE ENFORCEMENT	35,000.00		17,792.78		5,864.12		17,207.22	50.84
249-000-480.01	BUILDING CODE SERVICES	0.00		0.00		0.00		0.00	0.00
249-000-480.02	ELECTRICAL ENFORCEMENT	0.00		0.00		0.00		0.00	0.00
249-000-482.00	SOIL & SEDIMENTATION PERMITS	4,000.00		2,000.00		950.00		2,000.00	50.00
249-000-699.00	TRANSFERS/APPROPRIATION	0.00		0.00		0.00		0.00	0.00
Total Dept 000		39,000.00		19,792.78		6,814.12		19,207.22	50.75
TOTAL REVENUES									
		39,000.00		19,792.78		6,814.12		19,207.22	50.75
Expenditures									
Dept 261									
249-261-718.00	RETIREMENT	0.00		0.00		0.00		0.00	0.00
249-261-727.00	OFFICE SUPPLIES	0.00		0.00		0.00		0.00	0.00
249-261-850.00	249-261-850.00	0.00		0.00		0.00		0.00	0.00
Total Dept 261		0.00		0.00		0.00		0.00	0.00
Dept 371									
249-371-704.00	SALARIES	0.00		0.00		0.00		0.00	0.00
249-371-705.00	SALARIES - PART TIME	0.00		0.00		0.00		0.00	0.00
249-371-707.00	LONGEVITY	0.00		0.00		0.00		0.00	0.00
249-371-712.00	HOSPITAL DEDUCTIBLE	0.00		0.00		0.00		0.00	0.00
249-371-713.00	LIFE INSURANCE	0.00		0.00		0.00		0.00	0.00
249-371-715.00	FICA-QASDI	0.00		0.00		0.00		0.00	0.00
249-371-715.01	FICA-MEDI	0.00		0.00		0.00		0.00	0.00
249-371-716.00	WORKMENS COMPENSATION	294.00		162.18		0.00		131.82	55.16
249-371-718.00	RETIREMENT	0.00		0.00		0.00		0.00	0.00
249-371-727.00	OFFICE SUPPLIES	0.00		0.00		0.00		0.00	0.00
249-371-728.00	OFFICE EQUIPMENT	16,835.00		11,277.98		11,150.00		5,557.02	66.99
249-371-728.01	OFFICE EQUIPMENT-MAINTENANCE	1,500.00		348.87		0.00		1,151.13	23.26
249-371-729.00	POSTAGE-BUILDING CODE	0.00		0.00		0.00		0.00	0.00
249-371-742.00	GAS, OIL ETC	400.00		98.00		98.00		302.00	24.50
249-371-801.00	PROFESSIONAL/CONTRACTURAL SERVICES	3,500.00		799.53		195.86		2,700.47	22.84
249-371-801.01	OVERHEAD COSTS -RENT/STAFF/PHONE/INTERN	20,607.52		15,453.24		5,151.08		5,154.28	74.99
249-371-802.00	MEMBERSHIPS - SUBSCRIPTIONS	10,000.00		5,000.00		0.00		5,000.00	50.00
249-371-850.00	TELEPHONE-BUILDING CODE	500.00		535.00		0.00		(35.00)	107.00
249-371-857.00	COMPUTER SERVICES/UPDATES	0.00		0.00		0.00		0.00	0.00
249-371-860.00	TRAVEL	500.00		0.00		0.00		500.00	0.00
249-371-964.00	REFUNDS/REBATES	350.00		0.00		0.00		350.00	0.00
Total Dept 371		54,486.52		33,674.80		16,594.94		20,811.72	61.80
TOTAL EXPENDITURES									
		54,486.52		33,674.80		16,594.94		20,811.72	61.80
Fund 249 - BUILDING CODE DEPARTMENT:									
TOTAL REVENUES		39,000.00		19,792.78		6,814.12		19,207.22	50.75
TOTAL EXPENDITURES		54,486.52		33,674.80		16,594.94		20,811.72	61.80
NET OF REVENUES & EXPENDITURES		(15,486.52)		(13,882.02)		(9,780.82)		(1,604.50)	89.64

Fund 249 BUILDING CODE DEPARTMENT

GL Number	Description	Balance
*** Assets ***		
249-000-001.00	CASH	44,725.47
249-000-004.00	IMPREST CASH	100.00
249-000-040.00	ACCOUNTS RECEIVABLE	0.00
249-000-084.00	DUE FROM OTHER FUNDS	0.00
249-000-123.00	PREPAID EXPENSE	0.00
249-000-123.01	PREPAID INSURANCE	0.00
Total Assets		44,825.47
*** Liabilities ***		
249-000-200.00	ACCOUNTS PAYABLE	0.00
249-000-257.00	Accrued Wages Payable	0.00
Total Liabilities		0.00
*** Fund Balance ***		
249-000-390.00	FUND BALANCE	58,707.49
Total Fund Balance		58,707.49
Beginning Fund Balance		58,707.49
Net of Revenues VS Expenditures		(13,882.02)
Ending Fund Balance		44,825.47
Total Liabilities And Fund Balance		44,825.47

Permit List

04/12/2018

Permit #	Address	Category	Applicant Name	Date Issued	Date Expires	Amount Billed
P13503-17	W186 A-1 RD	3.GARAGE		03/28/2017	07/08/2018	\$395.00
P13426-17	W3750 US 2&41	11.COMMERCLAL		03/07/2017	02/03/2018	\$1,212.20
P13493-17	W2710 VESSER LN	4.MANUFACTURED		01/18/2017	01/03/2018	\$252.76
P13499-17	N7317 US HWY 41	9.DEMOLITION		03/15/2017	09/11/2017	\$75.00
P13497-17	N18774 CO RD 551	6.REPAIR/REMODEL		03/07/2017	09/02/2017	\$100.00
P13491-16	N1832 S-1 LN	5.MOVED STRUCTURE		12/06/2016	06/05/2017	\$117.56
P13494-17	W4491 MENARD ST	2.ADDITION		01/25/2017	11/08/2017	\$264.83
P13504-17	W285 CONSTANTINEAU LN	1.NEW BUILDING		03/28/2017	01/30/2018	\$467.64
P13502-17	W4675 MILLION DOLLAR RD	3.GARAGE		03/29/2017	11/20/2017	\$305.40
P13492-16	N15933 MAIN ST	9.DEMOLITION		12/13/2016	06/11/2017	\$75.00
P13496-17	W5401 ELMWOOD RD 4	3.GARAGE		03/07/2017	06/04/2018	\$144.12
P13498-17	W7139 19 RD	7.DECK/PORCH		03/15/2017	11/07/2017	\$78.20
P13495-17	N1626 US HWY 41	3.GARAGE		02/06/2017	08/05/2017	\$161.40

Number of Permits: 13

Total Billed: \$3,649.11

Population: All Records

Permit.DateIssued Between 12/1/2016 12:00:00 AM AND 4/1/2017 11:59:59 PM

P13353-16	N1181 HWY M-35	3.GARAGE	05/10/2016	11/06/2016	\$155.64
P13391-16	W4335 CO RD 388	3.GARAGE	06/23/2016	02/19/2017	\$141.56
P13402-16	W5728 OLD US 2 & 41	11.COMMERCIAL	07/06/2016	01/25/2017	\$555.80
P13413-16	N2497 RIVER DR	3.GARAGE	07/25/2016	03/18/2017	\$151.80
P13403-16	W8477 PHILLIPS RD	3.GARAGE	07/06/2016	01/02/2017	\$136.44
P13396-16	W3110 LABELLE RD	2.ADDITION	06/29/2016	04/22/2017	\$394.85
P13412-16	N130 OLD US HWY 41	3.GARAGE	07/22/2016	02/08/2017	\$132.60

Number of Permits: 162

Total Billed: \$37,994.73

Population: All Records
 Permit Date Issued Between 4/1/2016 12:00:00 AM AND
 11/30/2016 11:59:59 PM

Permit List

04/12/2018

Permit #	Address	Category	Applicant Name	Date Issued	Date Expires	Amount Billed
P13656-18	W8173 DEACON LN 29	3.GARAGE		03/02/2018	08/29/2018	\$171.00
P13652-18	15 LN	3.GARAGE		02/13/2018	09/11/2018	\$132.60
P13657-18	W6674 CO RD 356	9.DEMOLITION		03/14/2018	09/10/2018	\$75.00
P13651-18	SNUFF BOX RD	3.GARAGE		02/02/2018	08/01/2018	\$177.40
P13650-18	N9076 DUNKAS RD A-3	2.ADDITION		02/01/2018	07/31/2018	\$183.80
P13659-18	N16185 HANSEN LN	3.GARAGE		03/29/2018	09/25/2018	\$445.80
P13649-18	N16088 BALSAM LN	11.COMMERCIAL		01/09/2018	09/03/2018	\$300.00
P13648-18	N644 RIVER DR	2.ADDITION		01/03/2018	09/24/2018	\$113.08
P13655-18	NOWAK RD	1.NEW BUILDING		03/01/2018	08/28/2018	\$264.28
P13658-18	MISCA RIVER FF & INTERIOR	3.GARAGE		03/26/2018	09/22/2018	\$167.16
P13653-18	N3399 HWY M-35	1.NEW BUILDING		02/19/2018	08/18/2018	\$174.84
P13647-17	CO RD 338	3.GARAGE		12/22/2017	06/20/2018	\$136.44
P13646-17	W2119 US HWY 2 & 41	11.COMMERCIAL		12/11/2017	06/09/2018	\$325.00
P13654-18	N10432 HWY M-35	3.GARAGE		02/14/2018	08/13/2018	\$136.44

Number of Permits: 14

Total Billed: \$2,802.84

Population: All Records

Permit Date Issued Between 12/1/2017 12:00:00 AM AND 4/1/2018 11:59:59 PM

P13654-18	N10432 HWY M-35	3.GARAGE	02/14/2018	08/13/2018	\$136.44
P13614-17	N16900 CO LINE RD	3.GARAGE	09/20/2017	03/19/2018	\$236.28
P13535-17	N6159 SHORE DR Q-4	1.NEW BUILDING	05/22/2017	11/18/2017	\$148.92
P13616-17	N4714 HWY M-35	1.NEW BUILDING	09/25/2017	08/05/2018	\$301.47

Number of Permits: 159

Total Billed: \$32,727.07

Population: All Records
 Permit.DateIssued Between 4/1/2017 12:00:00 AM AND
 11/30/2018 11:59:59 PM

2016 - EROSION PERMITS

Applicant	Address	Project Description	Fee	Start Date	End Date	Permit No.
Upper Per Phone	Spalding/Harris	utility installation	\$250.00	4/22/2016	4/22/2017	16-SE-104
MI Environs/waste mg	Menominee	landfill	\$1,550.00	4/26/2016	4/26/2017	16-SE-105
Greg Horvath	Menominee	new home	\$50.00	4/27/2016	4/27/2017	16-SE-106
Christine Shepherd	Wallace, MI	cabin addition	\$50.00	5/2/2016	5/2/2017	16-SE-107
Brent Berquist	Menominee	garage addition	\$50.00	5/9/2016	5/9/2017	16-SE-108
WPS	Co Rd 342	utility installation	\$250.00	5/16/2016	5/16/2017	16-SE-109
Brian Rivard	W6773 N Fairland	garage prep	\$50.00	5/18/2016	5/18/2017	16-SE-110
Dan Mueller	N1065 River dr	home prep	\$50.00	6/7/2016	6/7/2017	16-SE-111
Ron Peterson	N5610 M-35	home prep	\$50.00	6/7/2016	6/7/2017	16-SE-112
Martin Bunting	N1278 M-35	home prep	\$50.00	6/13/2016	6/13/2017	16-SE-113
Christopher Bolton	W5434 374	home prep	\$50.00	6/14/2016	6/14/2017	16-SE-114
Paul Wenner	Ingallston Twn	remove trees	\$65.00	6/25/2016	6/25/2017	16-SE-115
Debra Ferdon	Meilen Twnshp	garage prep	\$50.00	6/28/2016	6/28/2017	16-SE-116
Neil Cameron	Ingallston Twn	new home	\$50.00	6/28/2016	6/28/2017	16-SE-117
Max Bornstad	Menominee	patio	\$65.00	7/9/2016	7/9/2017	16-SE-118
NE WI Hydro	Menominee	hydro plant	\$125.00	7/26/2016	7/26/2017	16-SE-119
Borderland Com.	Nadeau	fiber optics	\$125.00	7/26/2016	7/26/2017	16-SE-120
Imperial Dev. Comp.	Spalding/Harris	retail store	\$350.00	7/19/2016	7/19/2017	16-SE-121
Larry Wilke	menominee twn	garage	\$50.00	7/21/2016	7/21/2017	16-SE-122
RSBR Investments	Stephenson	retail store	\$350.00	8/2/2016	8/2/2017	16-SE-123
Gerard Sullivan	Menominee	garage	\$50.00	8/3/2016	8/3/2017	16-SE-124
Ruth Vandenber	Wallace, MI	garage	\$50.00	8/17/2016	8/17/2016	16-SE-125
Dave Pomeroy	Stephenson	garage	\$50.00	8/24/2016	8/24/2017	16-SE-126
Wallace Building	Wallace, MI	garage	\$50.00	8/30/2016	8/30/2017	16-SE-127
Garry Anderson	Menominee	garage	\$65.00	8/31/2016	8/31/2017	16-SE-128
Getchall Builders	Menominee	garage	\$50.00	9/6/2016	9/6/2017	16-SE-129
WPS	Menominee	utility installation	\$125.00	9/15/2016	9/15/2017	16-SE-130
Thomas Sherry	Lake Township	new home	\$50.00	9/21/2016	9/21/2017	16-SE-131
Donald Doolin	Daggett	garage	\$50.00	10/5/2016	10/5/2017	16-SE-132
Craig Melon	Ingallston Twn	garage	\$50.00	10/14/2016	10/14/2017	16-SE-133
Bob Johnson	Menominee	addition	\$501.00	10/14/2016	10/14/2017	16-SE-134
Mike Raeser	ABS	expansion to ABS	\$350.00	10/19/2016	10/19/2017	16-SE-135
Dave Wickstrom	W3932 co rd 348	garage	\$50.00	10/25/2016	10/25/2017	16-SE-136
All Am Dream/Francis	Ingallston Twn	home prep	\$65.00	11/22/2016	11/22/2017	16-SE-137

2017 - EROSION PERMITS

WPS	909 1st St. Men	utility install	\$250.00	1/26/2017	1/28/2018 17-SE-138	3/7/2017
WPS	1299 15th street	gas mains/service lines	\$250.00	3/7/2017	3/7/2018 17-SE-139	
Phil Land Leas	W265 Constantineau	septic and home	\$50.00	3/28/2017	3/28/2018 17-SE-140	
UP Telephone	Carney	fiber optic boring	\$125.00	3/29/2017	3/29/2018 17-SE-141	
Waste Management	Elmwood Rd	landfill ops	\$775.00	4/24/2017	4/24/2018 16-SE-105	
Kevin Johnson	N8159 River Dr	install septic	\$65.00	5/2/2017	5/2/2018 17-SE-142	
Svnicki/Zamborini	N6159 Shore Drive	building prep	\$50.00	5/22/2017	5/22/2018 17-SE-143	
Murphy Dupler	N4221 River Dr	shop	\$50.00	5/19/2017	5/19/2018 17-SE-144	
Jeff Jensen	W8923 Snakey Lake	addition	\$50.00	5/23/2017	5/23/2018 17-SE-145	
Bill Getchel	5601 13 th street	addition	\$200.00	5/24/2017	5/24/2018 17-SE-146	
James Manders	W9887 Mis. Isl lane	new cottage	\$50.00	6/5/2017	6/5/2018 17-SE-147	
Richard Coppock	N5150 M-35	remodel/addition	\$50.00	6/12/2017	6/12/2018 17-SE-148	
Martin English	N3068A M-35	deck/porch	\$50.00	6/13/2017	6/13/2018 17-SE-149	8/15/2017
Robert Stutzman	N7344 M-35	garage	\$50.00	6/30/2017	6/30/2018 17-SE-150	
Kevin Codi	N393 River Dr	addition	\$50.00	7/13/2017	7/13/2018 17-SE-151	
James Beyer	N13255	cabin	\$50.00	7/13/2017	7/13/2018 17-SE-152	
Jamie Nuthals/WPS	N6651 P3 Rd	utility install	\$125.00	7/14/2018	7/14/2018 17-SE-153	
Micah Aubert	N4115 River Dr	garage	\$50.00	7/19/2017	7/19/2018 17-SE-154	
Joseph Pascoe	cedarville	order to restore from deq	\$65.00	9/1/2017	9/1/2018 17-SE-155	
WPS	Menominee	utility install	\$125.00	9/11/2017	9/11/2018 17-SE-156	
Adam Stewart	N3098 M-35	home addition	\$50.00	9/18/2017	9/18/2018 17-SE-157	
Jeff Zuraski	N4714 M-35	new building	\$50.00	9/22/2017	9/22/2018 17-SE-158	
William Swan	Wallace	new building	\$50.00	9/22/2017	9/22/2018 17-SE-159	?
Neal Phillbeck	6349 Co Rd 577	garage	\$50.00	10/6/2017	10/6/2018 17-SE-160	
WE Energies	Chalk Hill Rd	access road and stockpile	\$125.00	10/16/2017	10/16/2018 17-SE-161	
King's Hill Prop	N7161 M-35	demo of home, cabin	\$50.00	10/23/2017	10/23/2018 17-SE-162	
WPS	City of Menominee	natural gas service expans	\$350.00	11/16/2017	11/16/2018 17-SE-163	
David Hess	N5237 R-1 Lane	cabin addition	\$50.00	11/21/2017	11/21/2018 17-SE-164	
Frontier Builders	Kaukauna	medical clinic	\$250.00	12/12/2017	12/12/2018 17-SE-165	
\$3,555.00						

2018 SOIL EROSION PERMITS

David Dunn	Old Mill Lane	building prep	\$65.00	1/9/2018	1/3/2019 18-SE-166	
Josephine Neumeier	N6445 River drive	addition	\$50.00	1/9/2018	1/3/2019 18-SE-167	
WPS for David Hess	Melen Twnship	utility install	\$65.00	1/8/2018	1/8/2019 18-SE-168	
Spaulding Township	Spaulding Twnsp	Vets Memorial Park	\$250.00	1/15/2018	1/15/2019 18-SE-169	
WPS for David Hess	N1526 Zimmerman L	undergrnd service	\$65.00	1/16/2018	1/16/2019 18-SE-170	
William Wctruba	N10432 M35	attached garage	\$50.00	2/13/2018	2/13/2019 18-SE-171	
KK Integrated	501 4th ave	addition	\$50.00	2/23/2018	2/23/2019 18-SE-172	
WPS	10-14th Ave	utility install	\$125.00	3/19/2018	3/19/2019 18-SE-173	
WPS	Menominee	utility install	\$125.00	3/26/2018	3/26/2019 18-SE-174	
David Moulford	Wilson	garage	\$50.00	3/28/2018	3/28/2019 18-SE-175	
\$895.00						

April 18, 2018

To: Sherry DuPont, Administrative Assistant
From: Joann Klumb, Deputy Clerk-Payroll
Re: Peggy Schroud Pay Out

The following is the calculated payout for Peggy Schroud-Equalization Director, per employment contract.

These hours are based on the last pay period

March 25 thru April 7, 2018

	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Comp	4.75	\$ 32.4608	\$ 154.18
Vacation	240	\$ 32.4608	\$ 7,790.59
Illness	75.25	\$ 32.4608	\$ 2,442.67
Longevity			950.00
	TOTAL:		\$ 11,337.44

Check Date	Check No.	Leave Bank ID	Prior Balance	Leave Accrued	Leave Used	Leave Lost	Leave Adjusted	Leave Bought Out	Ending Balance
624 - Schroud, Margaret									
Employee Totals:									
		COMP	4.75	0.00	0.00	0.00	0.00	0.00	4.75
		CRT Annual	240.00	0.00	0.00	0.00	0.00	0.00	240.00
		ILL-STD	143.50	8.00	1.25	0.00	0.00	0.00	150.25
		PER-STD	9.75	0.00	0.00	0.00	0.00	0.00	9.75
				8.00	1.25	0.00	0.00	0.00	75.12
Grand Totals:									
		COMP	4.75	0.00	0.00	0.00	0.00	0.00	4.75
		CRT Annual	240.00	0.00	0.00	0.00	0.00	0.00	240.00
		ILL-STD	143.50	8.00	1.25	0.00	0.00	0.00	150.25
		PER-STD	9.75	0.00	0.00	0.00	0.00	0.00	9.75
				8.00	1.25	0.00	0.00	0.00	75.12

1. **Recognized Holidays.** Recognized County holidays are: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, the Friday after Thanksgiving, Thanksgiving, Christmas Eve, Christmas, and New Year's Eve.
2. **Holiday Pay.** Full-time employees not required to work on a recognized holiday shall receive eight (8) hours pay at their regular rate for the holiday.
3. **Holidays Worked.** Non-exempt employees required to work on a holiday shall receive time and one-half (1-1/2) times their regular rate of pay for hours worked on the holiday. Exempt employees will not receive additional compensation when working holidays.
4. **Designation.** Any of the recognized holidays falling on a Saturday shall be observed on the preceding Friday; any of the recognized holidays falling on a Sunday shall be observed on the following Monday, with the exceptions of holidays for employees working in a seven (7) day a week operation, for whom holidays will be recognized on the nationally designated date.

Personnel Manual

SECTION 15

PERSONAL LEAVE

The intent of the personal Leave policy is to allow employees the ability to take time from their employment during a year.

It is further understood that an employee, whenever possible, will attempt to schedule personal leave time in advance with the department head so normal operations will not be affected.

Vacation Eligibility: Vacation leave with pay will be granted to all permanent full-time and regular part-time employees who have completed one (1) year of service; said vacation to be credited to the employee on each anniversary date of County employment.

Vacation Benefit: The vacation benefit will follow the Collective Bargaining Agreement of the Menominee County Courthouse Employees Association in all aspects including but not limited to: amount earned, payment, accumulations, use, scheduling, payment upon separation, etc.

Sick Leave: Sick leave benefits shall follow the Collective Bargaining Agreement of the Menominee County Courthouse Employees Association in all aspects including but not limited to: accumulation, use, payment upon separation, notification, verification, etc.

Personal Days: as per the Collective Bargaining Agreement of the Menominee County Courthouse Employees. If not used, personal days will not be paid for upon separation of employment.

Compensatory Time: No compensatory time may be accumulated beyond forty (40) hours at any one time. Any accrued compensatory time (no more than 40 hours) will be paid for in full upon separation of employment.

SECTION 16

An employee wishing to exercise his/her bumping rights must inform the Department Head or his/her designee, of his/her decision to bump in writing within five (5) working days from the date of receipt of the layoff notification. Employees who exercise their bumping rights shall then receive the rate of pay of the classification into which he/she has bumped.

The bumped employee shall have the same bumping rights as the laid off employee, seniority permitting, and must be given at least two (2) working days notification of his/her layoff due to being bumped.

SECTION 8. Layoff Alternatives.

- A. **Voluntary Layoffs.** When faced with a layoff, the Employer may, at its sole option, prior to enactment of the above layoff provisions, solicit voluntary layoffs from members of the bargaining unit. In requesting such volunteers, the Employer shall state with certainty at the time of solicitations the length of such layoffs. If the employee shall volunteer for such layoff for the time specified by the Employer, and a layoff should extend beyond the time period specified, the employee(s) in question shall be recalled, and, if necessary, layoff procedures will proceed in a manner outlined above. Should more than one employee volunteer for layoff, seniority shall prevail. However, should the senior volunteer employee be deemed essential to operations by the Department Head, that employee will remain working. Determination of essential employees shall be mutually agreed upon by the Union and the Employer.

ARTICLE 12 PAID LEAVES

SECTION 1. Sick Leave.

- A. **Sick Leave Accumulation.** Full-time employees covered by this Agreement shall accumulate one (1) day of sick leave for each month of his/her continuous employment for the employee's personal illness or injury incurred off the job, except no more than one hundred twenty (120) work days of paid sick leave shall be accumulated at any time. Regular part-time employees shall accumulate sick leave on a pro rata basis based on the number of hours they are regularly scheduled to work.
- B. **Payment Upon Separation.** Regular employees shall receive one-half (1/2) of all unused accrued sick leave earned up to a maximum of forty-five (45) days of sick leave in the case of the following separations from employment:
1. **Upon retirement or resignation** of a bargaining unit member;
 2. Upon a bargaining unit member's death, payment shall be made to the employee's beneficiaries.

Regular employees shall receive one-quarter (1/4) of all unused accrued sick leave earned up to a maximum of twenty-two and one-half (22-1/2) days of sick leave in the case of separations from employment upon an employee's discharge.

Funeral leave will not extend more than three (3) consecutive working days; provisions for taking such funeral leave must be approved by the Department Head.

SECTION 3. Personal Days. A new employee will be given one personal day for the quarter they are hired in and one for each remaining quarter during the calendar year. Permanent full-time employees will be allowed four (4) personal days per year (not to be deducted from sick leave), and will be used with the approval of the Department Head, which will not be unreasonably withheld. Regular part-time employees shall receive pro rata personal days based on the hours they are regularly scheduled to work. **Personal days must be used in the calendar year they are earned or will be lost.**

SECTION 4. Military Reserve Training Leaves. Upon presentation of official orders requiring training, a full-time employee who is a member of an armed forces reserve unit or National Guard will be granted a leave of absence to engage in annual training. Upon presentation by a regular full-time employee of compensation records identifying the date of and payment made for the training program, the County shall pay the difference between the compensation that would have been received had the regular full-time employee worked as scheduled for up to ten (10) working days annually. In the event that the annual training required for an employee exceeds the ten (10) days specified above, the additional days shall be granted as a leave of absence without pay (or charged against the employee's accumulated vacation leave, if requested by the employee.)

SECTION 5. Duty Incurred Disability Leaves.

- A. Employee, while performing within the scope of his/her employment, as provided by the Michigan Worker's Compensation Act, shall receive compensation as provided in said Act.
- B. Any employee involved in a work related accident or injury must report that accident or injury to his/her supervisor and the County Clerk as soon as possible and fill out the proper reporting forms. Failure to properly report an injury may disqualify the employee for benefits under Worker's Compensation Insurance.
- C. Regular employees covered under this manual who have been employed for one(1) year or more sustaining all occupational injury for which compensation is paid by the Worker's Compensation Insurance carrier may use accumulated sick or vacation leave pay to equal the difference between the compensation benefits and his/her regular bi-weekly salary less normal tax withholdings. An employee receiving Worker's Compensation payments shall not earn vacation and sick leave credits while on Worker's Compensation nor shall they be eligible to receive holiday pay. In the event a regular employee is off work and is being compensated under the Worker's Compensation Law for an on-the-job injury or illness, the Employer will continue, for eligible employees for a maximum of six (6) months from the date of the injury, to pay the premiums on health insurance, where applicable. Thereafter, the employee may make arrangements to pay the premiums to continue those insurances to the extent provided by law. All other fringe benefits shall cease while on Worker's Compensation.

SECTION 3. Payment. Vacation pay shall be paid at the employee's regular rate of pay.

SECTION 4. Accumulations. Unused vacation during an anniversary year may be carried to the succeeding year, not to exceed a maximum of thirty (30) days of accumulation. Any unused days in excess of that amount shall be lost if not taken.

SECTION 5. Vacation Use. Vacations may be taken in hourly increments with the prior approval of the Employer and the Employer shall be the sole arbiter of the personnel needs of the department.

SECTION 6. Vacation Scheduling. All vacation time off must be scheduled with the Department Head as far in advance as possible. As far as possible, vacations shall be granted at the times most desired by employees, but the final right to allot vacation periods is reserved exclusively to the Employer in order to assure the orderly operation of the County.

SECTION 7. Payment Upon Separation.

- A. Regular employees after completing one (1) year or more of uninterrupted service, and is in good standing, shall be paid for their prorated unused accumulated vacation upon termination based on their anniversary date in case of the following separations from employment:
1. Upon retirement or resignation of a bargaining unit member;
 2. Upon a bargaining unit member's death, payment shall be made to the employee's beneficiaries;
 3. Upon being indefinitely laid off, provided the employee may be allowed to retain the vacation credit for up to six (6) months. In a layoff situation, if the credit is paid out after the initial layoff date, it will be at the employee's rate at the time of the layoff. Once there has been a vacation payoff, there shall be no restoration of that vacation credit upon return to the work force.
- B. All vacation leave credits shall be canceled and shall not be reinstated or paid for upon any separation of an employee with less than one (1) year continuous service.

ARTICLE 16
HOURS OF WORK, OVERTIME AND PREMIUM PAY

SECTION 1. Standard Work Week. The standard week for computing pay will begin at 12:00 Midnight Saturday and extend until Saturday Midnight seven (7) days hence.

SECTION 2. Breaks. Employees are allowed two (2) paid fifteen (15) minute rest breaks; one to be taken in the first half of the work day and one to be taken in the second half. A one-half hour unpaid lunch break will be provided. The scheduling of the breaks is the responsibility of the Department Head or his/her designee. Rest breaks may not be accumulated in any way.