

"Menominee – Where the best of Michigan begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

Menominee County Courthouse
839 10th Avenue
Menominee, Michigan 49858-3000

Brian R. Bousley - County Administrator
Sherry Smith - Administrative Assistant
Telephone: (906) 863-7779 or 863-9648
Fax: (906) 863-8839

The Menominee County Board of Commissioners
will meet on Tuesday, August 23, 2011 @ 5:30 p.m. CST
at the Meyer Township Hall - Hermansville, MI

AGENDA

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approval of the Agenda
- E. Approval of Previous Minutes
- F. CB – August 9, 2011
- G. Public Comment (*Statements, not debate, limited to 5 minutes per person on agenda items only*)
- H. Presentations (*limited to twenty minutes*)
- I. Department Head/Elected Officials Reports (*limited to ten minutes*)
- J. Action Items
 - 1. Moved by _____ seconded by _____ to approve a bid submitted by _____ in the amount of _____ for the Design Build Project for the Courthouse Boiler replacement.
 - 2. Moved by _____ seconded by _____ to approve a bid submitted by _____ in the amount of _____ for snow removal at the Courthouse/Jail parking lots. (one year removal)
 - 3. Moved by _____ seconded by _____ to approve a bid submitted by _____ in the amount of _____ for snow removal at the County Library and Annex parking lots in Stephenson. (one year removal)
 - 4. Moved by _____ seconded by _____ to approve a bid submitted by _____ in the amount of _____ for pit toilet and septic tank cleaning/pumping at all County Parks. (Cleaning/pumping of all parks after 9/5/11).
 - 5. Moved by _____ seconded by _____ to approve the AFSCME/E911 Collective Bargaining Unit Contract effective 10/1/2010-9/30/2014.
 - 6. Moved by _____ seconded by _____ to approve Miscellaneous Bills as paid on July 28, Aug. 2 & 4, 2011 in the amount of \$117,359.39.
 - 7. Moved by _____ seconded by _____ to approve Commissioner Per diems and expenses as submitted.

James Furlong - Chairperson

Bernie Lang - Vice Chairperson

Charlie Meintz

Mark Jasper

Jim Pearson

8. Moved by _____ seconded by _____ to place miscellaneous boards/committees/commission reports on file in the office of the County Clerk.

K. New Business (*discussion only*)

1. Personnel Items:

a. None

2. Building and Grounds/Parks Items:

a. Jail recording equipment

3. Miscellaneous Items:

a. None

4. Finance Items:

a. Salaries of County Officers/Elected Officials

b. Miscellaneous Bills as paid on Aug. 4, 8, 10, & 11, 2011 in the amount of \$109,744.79.

c. Commissioner Per Diems and expenses

L. Misc. Boards/Committees/Commissions Reports

M. Public Comment (*limited to 5 minutes*)

N. Commissioner Comment

O. Any other items members may wish to present

P. Adjourn

August 9, 2011

UNAPPROVED

Proceedings of a Regular Meeting of the Board of Commissioners in and for the County of Menominee and the State of Michigan were held at the Meyer Township Hall, Hermansville, Michigan.

Vice-Chairman Lang called the meeting to order at 5:30 P.M. followed by the Pledge of Allegiance.

A call of the roll indicated that the following Commissioners were present/absent:

Present: Coms. Jasper, Lang, Meintz, Pearson

Absent: Com. Furlong was excused

Moved by Com. Meintz, seconded by Com. Jasper to approve the agenda. Discussion ensued about the need to remove Action Item #4 to approve the AFSCME/E911 Collective Bargaining Unit Contract.

Moved by Com. Meintz, seconded by Com. Jasper to amend the agenda removing Action Item #4. Motion was approved 4-0.

Moved by Com. Meintz, seconded by Com. Jasper to approve the agenda as amended. Motion was approved 4-0.

Vice-Chairman Lang called for public comment.

Public Comment:

-John Anderson – Budget not being presented to the public in July as it has been in the past.

Moved by Com. Pearson, seconded by Com. Meintz to approve the minutes from the July 26, 2011 Regular County Board Meeting. Motion was approved 4-0.

Presentations: Karen Thekan & Bill Adrian ~ Northpointe Appropriation Funding Use.

Department Head/Elected Officials Reports: None.

Discussion ensued about Action Item #1 to approve a bid for the Design Build Project for the Courthouse Boiler replacement. The Board listened to representatives from both W.D.M. Enterprises Inc. and Valley Mechanical Inc. Commissioners asked several question and it was decided to gather more information before proceeding.

Moved by Com. Meintz, seconded by Com. Pearson to table Action Item #1. Motion was approved 4-0.

Moved by Com. Meintz, seconded by Com. Jasper to approve Miscellaneous Bills as paid on July 11, 15, 20 & 21, 2011 in the amount of \$128,706.97. Motion was approved 4-0.

Moved by Com. Pearson, seconded by Com. Jasper to place miscellaneous boards/committees/commission reports on file in the office of the County Clerk. Motion was approved 4-0.

New Business (discussion only)

Personnel Items:

- a. None

Building and Grounds/Parks Items:

- a. None

Miscellaneous Items:

- a. Discussion to Move “Select” County Services North – Com. Pearson would like to see a questionnaire to go out to all county residence to see about what services they would like to see provided and where. Com. Lang stated that he could understand if we were moving offices for space need reasons, but moving offices “just because” he was not for. Com. Meintz said he would like to see services provide in the northern part of the county from the Clerk’s Office, Equalization Office, Health Dept., etc. County Clerk Marc Kleiman explained that his office has been provided services in Powers on a limited once a month basis already. He also offered to bring this issue up at the next Department Head Meeting and possible have each office take a survey of their customers to see where they are coming from. Com. Meintz stated that he feels residents of the North are not being treated fairly.

Finance Items:

- a. Budget Discussion – Administrative Assistant Sherry Smith explained the changes to the proposed budget from when the Commissioner’s received the budget at the Finance Committee meeting in July. Com. Pearson asked what needed to be done in order for the public to view the proposed budget. Sherry explained that it is already available for the public to view on the Menominee County website. Com. Jasper asked if 20 copies could be made available for the public at the next County Board Meeting.
- b. Miscellaneous Bills as paid on July 28, Aug. 2 & 4, 2011 in the amount of \$117,359.39. - The consensus of the board is to move this item forward to the next meeting.
- c. Commissioner Per Diems and expenses - The consensus of the board is to move this item forward to the next meeting.

Misc. Boards/Committees/Commissions Reports:

The consensus of the board is to move this item forward to the next meeting.

Public Comment:

-Gary Eichhorn – The Boiler Project, should have monitoring components and the bid looked equal. Com. Jasper asked his recommendations. Gary said he would recommend even putting in 4 boilers.

-John Anderson – Services provided up North. Thanked Commissioners for discussing this item.

Commissioner Comment:

-Com. Meintz – would like to remind everyone about the U.P. State Fair next week.

-Com. Jasper – Road Commission meeting and all Townships will be involved in the 3 Way Road Project. He also feels the County should have an office in Powers on the highway manned every day.

-Com. Lang – Was invited by Farm Bureau to visit 3 farms in Menominee County, it was very impressive.

Moved by Com. Meintz, seconded by Com. Pearson to adjourn at 6:56 p.m. Motion was approved 4-0.

James Furlong, Chairman

Marc Kleiman, County Clerk

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Design Build Project for the Courthouse Boiler replacement
DEPARTMENT:	Administration
ATTACHMENTS:	yes
SUMMARY	
Administration put an ad out for the design build project for the courthouse boiler replacement. Bid recap is attached.	
RECOMMENDED MOTION	
To approve a bid by one of the companies for the design build project for the courthouse boiler replacement.	

Submitted by: **Brian Bousley**

 08/15/2011
Date

WORKSHOP ACTION

	Forwarded to County Board for Approval as Recommended
	Reviewed with no motion to carry forward
	Continue after additional review/research is obtained
	Recommended with the following change(s):

COUNTY BOARD ACTION

DATE:

	Approved
	Disapproved
	Approved with the following change(s):

MENOMINEE COUNTY
MENOMINEE, MICHIGAN

BID
RECAPITULATION

ITEM(S): Courthouse Boiler Replacement
BY _____

Name/Address/Phone	BID	Information
W.D.M. Enterprises Inc. of Marinette, Wisconsin 2515 Cleveland Avenue Marinette, Wisconsin 54143 Phone: 715-732-2200	\$92,500.00	See Attachment # 1
Valley Mechanical, Inc. W6106 Oak Crest Drive Norway, MI 49870 Phone: 906-563-9129	\$117,420.00	See Attachment # 2

RECOMMENDED BID AWARD TO: _____

IN THE AMOUNT OF: \$ _____

BIDS OPENED ON: August 5, 2011 At 8:20

IN THE PRESENCE OF: Brian R. Bousley, Sherry Smith, Annette Filibeck,
and Peggy Schroud

Attachment # 1

W.D.M. Enterprises Inc. Of Marinette, Wisconsin

1. Install 2 Thermal APX800N-L Burnham Commercial Corp Apex Natural Gas, condensing boiler 95% efficiency, 800 mbh in/760 mbh out full modulation, coiled stainless steel heat exchanger, stainless steel mesh burner, variable speed combustion blower, negative reduction gas valve, supply and return temperature sensors, flue gas temp sensor, outdoor air temp sensor, front mounted terminal switch., line voltage junction box, polypropylene condensate trap, pressure relief valve, CSD-1 with all necessary piping and controls for an operating boiler system.
2. Remove the existing boilers, boiler piping, steam heat exchanger, water softener, hot water supply and return piping in the tunnel from the exterior of the courthouse to the inside of the boiler building and miscellaneous electrical devices.
3. Remove existing black top over tunnel. Remove tunnel cap to remove and reinstall 4" hot water supply and return piping. Reinstall tunnel cap, reinstall gravel and compact, and patch with new asphalt.
4. Remove existing service door and install (1) 7'x8' double door including structural support and temporary enclosure.
5. This includes all necessary permits and design fees for this project with stamped auto-cad drawings.

Alternate # 1 Provide (2) Thermal Solutions EVCA 1000 boilers, Natural Gas, Copper Tube, Sealed Combustion, Condensing (94%) boiler. 1000 mbh in/940 mbh out full modulation, UL Certified, ASME 160 psi WP, Electronic Ignition System w/ UV Flame Detection, FM/Csd-1 Gas Train with Redundant Gas valves, Hi/lo Gas Pressure Switches, flow switch LWCO, Manual reset high limits, ASME relief valve, drain valve diagnostic panel, 10 yea burner warranty, 10 year thermal shock heat exchanger warranty (gas train suitable for up to 5 Psi) Add of: \$15,150.00

Alternate # 2 install 2 new 4" MPV valves (balancing valves) on existing system piping. Add of: \$1,575.00

Attachment # 2

Valley Mechanical

1. Removal of old boilers, steam heat exchanger, condensate lift pump, condensate receiver, chemical feed pumps, all related steam piping, traps and valves.
2. Installation of three new 750,000 Btu high efficient boilers with outdoor reset and modulating burners.
3. Installation of new piping in tunnel, replace tunnel cap and replace asphalt that was removed to access tunnel.
4. Installation of new valves in chiller room
5. Installation of piping insulation
6. Installation of new primary secondary piping loop
7. Installation of double door and all structural requirements
8. Electrical demolition and rebook of new equipment
9. Installation of asphalt ramp at location of double door
10. All engineering, design and permitting
11. Start up and user training
12. A construction schedule shall be generated at award of contract and start date will follow notice to proceed
13. All sales tax is included.

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Sealed Bids Snow Removal at the Courthouse/Jail parking lots
DEPARTMENT:	Administration
ATTACHMENTS:	yes
SUMMARY:	
We received two bids for the parking lots at the Courthouse and jail.	
RECOMMENDED MOTION	
to approve a bid submitted for snow removal at the Courthouse and jail parking lots.	

Submitted by: **Brian Bousley**

 08/15/2011
Date

WORKSHOP ACTION

<input type="checkbox"/>	Forwarded to County Board for Approval as Recommended
<input type="checkbox"/>	Reviewed with no motion to carry forward
<input type="checkbox"/>	Continue after additional review/research is obtained
<input type="checkbox"/>	Recommended with the following change(s):

COUNTY BOARD ACTION

DATE:

<input type="checkbox"/>	Approved
<input type="checkbox"/>	Disapproved
<input type="checkbox"/>	Approved with the following change(s):

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Sealed Bids Snow Removal for the County Library and Annex
DEPARTMENT:	Administration
ATTACHMENTS:	yes
SUMMARY:	
We received one bid for snow removal at the County Annex and Library in Stephenson.	
RECOMMENDED MOTION	
to approve the bid submitted for snow removal at the County Annex and Library in Stephenson	

Submitted by: **Brian Bousley**

 08/18/2011
Date

WORKSHOP ACTION

	Forwarded to County Board for Approval as Recommended
	Reviewed with no motion to carry forward
	Continue after additional review/research is obtained
	Recommended with the following change(s):

COUNTY BOARD ACTION

DATE:

	Approved
	Disapproved
	Approved with the following change(s):

MENOMINEE COUNTY
 MENOMINEE, MICHIGAN

BID
 RECAPITULATION

ITEM(S): Snowplowing and Snow Removal
BY

Name/Address/Phone	BID	Information
M&M Trucking Inc. James Hoffman 2100 23rd Avenue Menominee, Michigan 49858 906-863-9598	\$80.00 Per Plowing \$55.00 Per Hour Dump Truck \$75.00 Per Hour Front End Loader \$80.00 Salting Plus Materials	Courthouse, Jail and Health Department
T.L.C. Lawn Service Tony Chaltry N1077 River Drive Menominee, Michigan 49858	\$120.00 Per Plowing \$100.00 Salting \$100.00 Loader \$100.00 Truck	Courthouse, Jail and Health Department
DDT Construction, Inc. Bart Tickler N6960 US HWY 41 Wallace, Michigan 49858 906-753-2634	\$80.00 Per Plowing \$90.00 Per Hour Front End Loader	Stephenson Library and Annex

BIDS OPENED ON: August 15, 2011, 9:10am @ Menominee County Courthouse, Administrator's Office
 IN THE PRESENCE OF: Brian R. Bousley, Sherry Smith, Annette Filibeck, Peggy Schroud



❖ PROPOSAL ❖

DDT CONSTRUCTION, INC.

Bart Tickler, President
N6960 US Hwy 41
Wallace, MI 49893

DDT Phone/Fax#:
(906) 753-4759
Fully Insured

Home: (906) 753-2655
Mobile: (715) 923-3251
Shop: (906) 753-2634

Proposal Submitted To: Menominee County	Phone#:	Date: 8/4/2011
Street Address: 839 10 th Ave	Job Name: Snow Removal 2011- 2012	Job Location: Stephenson Library and Annex
City, State & Zip Code Menominee, MI 49858		

We hereby submit specifications and estimates for:

DDT Construction, Inc. would like to submit the following bid for snow plowing for the 2011 – 2012 season for the sum of \$80.00 (Eighty Dollars) per plowing.

Front end loader available as needed at a rate of \$90.00 per hr.

If you agree to our proposal, please sign in the space indicated below and return in the enclosed envelope.

Thank You, we appreciate your business.

Bart

A certificate of insurance will be furnished upon request.

We, DDT Construction, Inc. propose to furnish material and labor – complete in accordance with above specifications, for the sum of: _____ dollars (\$ _____).

Payment to be made as follows:

\$ 80.00 per plowing

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are full covered by Workman's Compensation Insurance.

Authorized Signature: _____

Bart Tickler

Note: This proposal may be withdrawn by us if not accepted within 60 days

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____ Signature: _____

Signature: _____

Proposal

Page No. _____ of _____ Pages

M & M TRUCKING INC.

James Hoffman
2100 23RD AVENUE
MENOMINEE, MI 49858
(906) 863-9598

PROPOSAL SUBMITTED TO <i>Menominee County Courthouse</i>		PHONE <i>906-863-7525</i>	DATE <i>8/12/11</i>
STREET <i>839 10th Ave.</i>		JOB NAME <i>Snow Removal</i>	
CITY, STATE and ZIP CODE <i>Menominee, MI 49858</i>		JOB LOCATION	
ARCHITECT	DATE OF PLANS		JOB PHONE

We hereby submit specifications and estimates for:

Snow Plowing and Snow Removal

Menominee County Courthouse, Jail, and Health Department Buildings

\$80.00 Per Plowing
\$55.00 Per Hour Dump Truck
\$75.00 Per Hour Front End Loader
\$80.00 Salting plus Materials

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

Payment to be made as follows: _____ dollars (\$ _____).

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature _____

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized _____ Signature _____

T.L.C. Lawn Service

Tony Chaltry
N1077 River Dr.
Menominee, MI 49858

Estimate

DATE	ESTIMATE #
8/12/2011	207

NAME / ADDRESS
Menominee County Administrative Office 839 10th. Street Menominee, MI 49858

PROJECT

DESCRIPTION	TOTAL
SNOW REMOVAL BID:	0.00
SNOWPLOWING: Court House: \$60.00 per time Jail: \$60.00 per time TOTAL FOR SNOW PLOWING :\$120.00	
SALTING: Court House: \$50.00 per time Jail: \$50.00 per time TOTAL FOR SALTING : \$100.00	
HAULING AWAY OF SNOW: Loader/Truck: \$100.00 per hour	

Looking forward to working for you.

TOTAL

\$0.00

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/26/2011

PRODUCER
REISWITZ INSURANCE AGENCY, INC.
P.O. BOX 707
1501 PIERCE AVE
MARINETTE, WI. 54143

715-735-9521

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

NAIC #

INSURER A: AUTO-OWNERS

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURED
TLC LAWN SERVICE
TONY CHALTRY DBA
N1077 RIVER DRIVE
MENOMINEE, MI 49858

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	044601-61036156	06/21/2010	06/21/2011	EACH OCCURRENCF DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	41-975-258-00	07/19/2010	07/19/2011	COMBINED SINGLE LIMIT (Ea accident) \$ 500,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
A		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below <input type="checkbox"/> OTHER	041770-61034851	04/12/2010	04/12/2011	WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

LAWN & LANDSCAPE VEHICLES:
 1995 DODGE RAM 2000 FORD 2500SUPER DUTY 2005 LONG TRACTOR 1996 JOHN DEERE LOADER
 1994 FORD F-350 2004 DODGE RAM 2003 DODGE RAM 3500
 FOR SNOW PLOWING SERVICES

CERTIFICATE HOLDER

CHERRY LOGISTICS CORPORATION
 149 S LINCOLNWAY
 SUITE 100
 NORTH AURORA IL 60542

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE
 ANGELA C. FURTON



MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Sealed Bids for Pit Toilets and Septic tanks in parks
DEPARTMENT:	Administration
ATTACHMENTS:	yes
SUMMARY:	
We received one bid for all parks pit toilets and septic system cleaning/pumping for this fall (after Sept. 5, 2011)	
RECOMMENDED MOTION	
to approve a bid submitted for pit toilet and septic tank cleaning/pumping at all County Parks. (Cleaning/pumping of all parks after 9/5/11).	

Submitted by: **Brian Bousley**

 08/15/2011
Date

WORKSHOP ACTION

	Forwarded to County Board for Approval as Recommended
	Reviewed with no motion to carry forward
	Continue after additional review/research is obtained
	Recommended with the following change(s):

COUNTY BOARD ACTION

DATE:

	Approved
	Disapproved
	Approved with the following change(s):

MENOMINEE COUNTY
 MENOMINEE, MICHIGAN

BID
 RECAPITULATION

ITEM(S): Pit Toilet and Septic Tank Cleaning and Pumping at Menominee County Parks
By

Name/Address/Phone	BID	Information
Marks Septic Service Mark Wangerin W 4788 Million Dollar Road Menominee, Michigan 49858 906-863-7778	\$1249.00 Pump out septic tanks and pit toilets, clean out garbage in pit toilets and lime	# of Pit Toilets 16 # of Septic Tanks 8 # of Parks 5 1 Year Contract

BIDS OPENED ON: August 15, 2011 @ 9:20 am, Menominee County Courthouse, Administrator's Office
 IN THE PRESENCE OF: Brian R. Bousley, Sherry Smith, and Mike Dellisse

MARKS SEPTIC SERVICE
W 4788 MILLION DOLLAR RD
MENOMINEE, MI 49858
906-863-7778

AUG, 9TH, 2011

PROPOSAL FOR MENOMINEE COUNTY PARKS
CLEANING OF TOILETS.

OF PARKS

5

OF PIT TOILETS

16

OF SEPTIC TANKS

8

PUMP OUT SEPTIC TANKS AND PIT TOILETS, CLEAN OUT GARBAGE IN PIT
TOILETS AND LIME

BID TOTAL 1249.00

THANK YOU
MARK WANGERIN

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	AFSCME/E911 Collective Bargaining Agreement
DEPARTMENT:	Administration – E-911
ATTACHMENTS:	Sent to Commissioners with board packets
SUMMARY	
<p>The AFSCME bargaining agreement is attached with corrections. Administrator Bousley will go over the changes with the board.</p>	
RECOMMENDED MOTION	
<p>To approve the AFSCME/E-911 Collective Bargaining Unit Contract effective Oct. 1, 2010 – Sept. 30, 2014 as written.</p>	

Submitted by: **Brian Bousley**

 08/15/2011
Date

WORKSHOP ACTION

<input type="checkbox"/>	Forwarded to County Board for Approval as Recommended
<input type="checkbox"/>	Reviewed with no motion to carry forward
<input type="checkbox"/>	Continue after additional review/research is obtained
<input type="checkbox"/>	Recommended with the following change(s):

COUNTY BOARD ACTION

DATE:

<input type="checkbox"/>	Approved
<input type="checkbox"/>	Disapproved
<input type="checkbox"/>	Approved with the following change(s):

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Miscellaneous Bills
DEPARTMENT:	Administration/Board
ATTACHMENTS:	Yes
SUMMARY:	
Board to review recently submitted Miscellaneous Bills as paid on July 28, Aug. 2 & 4, 2011 in the amount of \$117,359.39	
RECOMMENDED MOTION	
To approve miscellaneous bills as paid on July 28, Aug.2 & 4, 2011 in the amount of \$117,359.39	

Submitted by: **Brian Bousley**

 08/15/2011
Date

WORKSHOP ACTION

<input type="checkbox"/>	Forwarded to County Board for Approval as Recommended
<input type="checkbox"/>	Reviewed with no motion to carry forward
<input type="checkbox"/>	Continue after additional review/research is obtained
<input type="checkbox"/>	Recommended with the following change(s):

COUNTY BOARD ACTION

DATE:

<input type="checkbox"/>	Approved
<input type="checkbox"/>	Disapproved
<input type="checkbox"/>	Approved with the following change(s):

General Fund Expenditures

101-101 Board of Commissioners
101-103 Other Legislative
101-131 Circuit/Family Court
101-132 Family Court
101-136 District Court
101-141 Friend of Court
101-148 Probate Court
101-150 Jury Commission
101-172 County Administrator
101-192 Board of Canvassers
101-211 Legal
101-215 County Clerk
101-253 County Treasurer
101-257 Equalization
101-261 MSU Extension
101-262 Elections
101-265 Courthouse Grounds
101-267 Prosecuting Attorney
101-268 Register of Deeds
101-275 Drain Commissioner
101-301 Sheriff Department
101-331 Marine Law
101-332 Snowmobile Law
101-334 Off-Road Recreational Vehicle
101-335 ATV Education
101-401 Planning Commission
101-426 Emergency Management
101-526 Waste Management
101-601 Health & Welfare
101-635 B&G/Hospital Operation
101-648 Medical Examiner
101-681 Vets Burial & Relief
101-682 Veterans Affairs
101-728 Economic Development
101-997 Appropriations
101-999 Operating Transfers

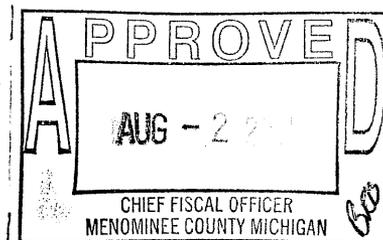
Special Revenue Funds

205 Road Patrol
208 County Parks
215 Friend of Court
220 Park Improvements
243 Remonumentation
249 Building Code
256 ROD - Automation Fund
264 Local Corrections Officers Training
265 Drug Law Enforcement Forfeiture
266 E911
269 Law Library
271 County Library
272 CDBG - Wells Fargo Grant
274 CDBG - County
276 CERT-Citzns Emerg. Response Team
277 LEPC
280 Inmate Canteen fund
281 K-9
282 Justice Training
284 Revenue Sharing
285 Senior Citizens
292 Child Care
294 Veterans' Trust
296 Special Child Care Funds

516 DTRF-Delinquent Tax Revolving Fund
517 DTRF-PA 123 Foreclosure

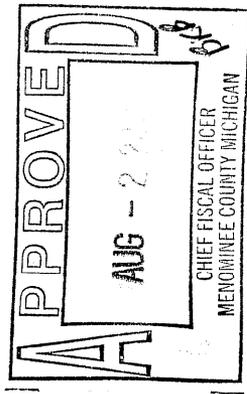
MENOMINEE COUNTY
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
MAC SERVICE CORPORATION	19031	07/26/2011	Dues	2012 County Membership Dues	101-103-802.00	5,543.46		\$5,543.46
UP 9-1-1 Authority	19030	07/27/2011	Cash Advance	CAD Databases - Per CB on 7/26/11	266-325-970.00	30,561.00		\$30,561.00
Total Amount for Bank Account: General								\$36,104.46



MENOMINEE COUNTY
Check Register Report

Check	Vchr#	Vendor Name	Vendor's Ref#	Description	Status	Debit Account	Check Date	Check Amount	CheckAmount\$
Check Date: 8/2/2011 - 8/2/2011 Check Number: 86439 - 86441 Bank Account: General - General									
86439		Mastercard			Open		08/02/2011		\$0.00
	19086		Credit Card	Shell Oil		101-301-860.00		\$63.00	
	19086		Credit Card	BP		101-301-860.00		\$80.03	
	19086		Credit Card	Shanty Creek Resorts		101-301-860.00		\$18.16	
	19086		Credit Card	The Store		101-301-860.00		\$42.96	
	19086		Credit Card	Shanty Creek Resorts		101-301-860.00		\$31.50	
	19086		Credit Card	Normans		101-301-755.00		\$101.68	
	19086		Credit Card	Smartdraw.com		101-301-934.03		\$216.95	
	19086		Credit Card	Holiday		101-301-860.00		\$50.96	
	19086		Credit Card	Big Boy of St. Johns		101-301-860.00		\$26.21	
	19086		Credit Card	Shell Oil		101-301-860.00		\$84.31	
	19086		Credit Card	Shell Oil		101-301-860.00		\$36.00	
	19086		Credit Card	Shell Oil		101-301-860.00		\$36.97	
86440		Mastercard			Open		08/02/2011		\$0.00
	19086		Credit Card	Shanty Creek Resort		101-301-860.00		\$287.98	
	19086		Credit Card	Shanty Creek Resort		205-315-860.00		\$190.72	
	19086		Credit Card	The Landmark Restaurant		101-301-860.00		\$45.18	
	19086		Credit Card	Landmark Resort		101-301-860.00		\$136.00	
	19086		Credit Card	ExxonMobil		101-301-860.00		\$37.01	
	19086		Credit Card	The English Inn		101-301-860.00		\$69.35	
	19086		Credit Card	PDR Network LLC		101-301-770.01		\$43.95	
	19086		Credit Card	Muffler Center		205-315-934.02		\$300.00	
	19086		Credit Card	Sam's Club		101-301-755.00		\$312.49	
	19086		Credit Card	SMC Amoco		101-301-860.00		\$39.01	
	19086		Credit Card	Intelius		101-301-755.00		\$19.95	
	19086		Credit Card	Cambro Manufacturing		101-301-770.00		\$24.87	
86441		Mastercard			Open		08/02/2011		\$2,302.24
	19086		Credit Card	Superior Touchless		101-301-981.00		\$7.00	
Total General									\$2,302.24
Grand Total:									\$2,302.24



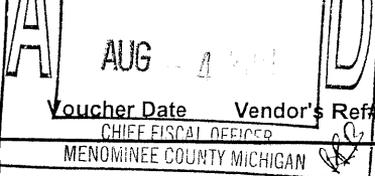
MENOMINEE COUNTY
Claims Audit Report

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Debit Acct#
\$Amount
SEPCK
CHIEF FISCAL OFFICER MENOMINEE COUNTY MICHIGAN

Claim Total

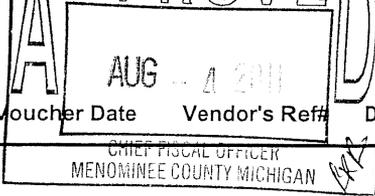
Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
AIRGAS NORTH CENTRAL	19209	7/21/2011	10547456	Compressed Oxygen (x2)	205-315-755.00	8.66		\$8.66
Albert Allgeyer	19159	7/29/2011	Reimbursement	Shakey Lakes Camping Refund	208-751-964.00	44.00		\$44.00
ALGER-DELTA COOPERATIVE ASSOCI	19096	7/31/2011	367100	July 2011 - Shakey Lakes Park Electric	208-751-920.01	558.38		\$6,076.86
	19097	7/31/2011	369802	July 2011 - Shakey Lakes Park Electric	208-751-920.01	640.99		
	19098	7/31/2011	367200	July 2011 - Shakey Lakes Park Electric	208-751-920.01	1,461.69		
	19099	7/31/2011	380300	July 2011 - Shakey Lakes Park Electric	208-751-920.01	368.16		
	19100	7/31/2011	370500	July 2011 - Shakey Lakes Park Electric	208-751-920.01	135.81		
	19101	7/31/2011	379700	July 2011 - Shakey Lakes Park Electric	208-751-920.01	338.76		
	19102	7/31/2011	383001	July 2011 - Shakey Lakes Park Electric	208-751-920.01	51.96		
	19103	7/31/2011	383200	July 2011 - Shakey Lakes Park Electric	208-751-920.01	985.41		
	19104	7/31/2011	383301	July 2011 - Shakey Lakes Park Electric	208-751-920.01	541.03		
	19105	7/31/2011	1503500	July 2011 - Shakey Lakes Park Electric	208-751-920.01	994.67		
Anderson Culligan	19117	7/31/2011	177378	Bottled Water - Circuit Court	101-131-931.00	27.00		\$27.00
AT&T - Carol Stream, IL	19106	7/19/2011	906863444107	July 19 - August 18, 2011	101-103-850.00	965.33		\$2,012.20
	19107	7/19/2011	906863202307	July 19 - August 18, 2011	101-103-850.00	593.02		
	19145	7/19/2011	906863661407	July 19 - August 18, 2011	266-325-850.00	401.19		
	19201	7/13/2011	616T49897707	Iron Mountain Phone Book	205-315-727.00	26.25		
	19202	6/13/2011	616T49897706	Escanaba Phone Book	205-315-727.00	26.41		
AT&T Long Distance	19116	7/19/2011	854528091	Long Distance Telephone Charges	101-103-850.00	455.63		\$455.63
Auto Parts Pitstop, Inc.	19233	7/7/2011	38615	Battery & Charger	208-751-930.02	61.98		\$140.47
	19234	7/7/2011	38616	Battery	208-751-930.02	78.49		
Banc of America Leasing	19147	7/23/2011	011933103	Probation/Parole Office - Konica	101-131-942.00	220.69		\$988.50
	19174	7/23/2011	011933104	August 2011	101-301-934.00	493.12		
	19174	7/23/2011	011933104	August 2011	101-261-942.00	274.69		
BELSON CO.	19192	7/26/2011	931009	Washer & Dryer Maintenance	101-301-770.00	182.02		\$182.02
Bergh, Erik	19215	7/25/2011	Per Diem	Planning Commission July 25, 2011	101-401-710.00	25.00		\$48.31
	19216	7/25/2011	Reimbursement	Mileage - Planning Commission July 25	101-401-710.00	23.31		
Bob Barker Company, Inc.	19193	7/29/2011	WEB000180062	Inmate Supplies	101-301-770.00	325.77		\$325.77
Body Works Plus	19204	7/21/2011	2569	Towing of 1998 Jeep Grand Cherokee	205-315-934.02	100.00		\$100.00
BP	19158	8/2/2011	30902588	Gasoline Sales - July 2011	249-371-742.00	247.78	x	\$247.78
BS&A Software	19114	8/1/2011	75404	Delinquent Tax System Support 8/1/11	101-103-857.00	3,200.00		\$3,625.00
	19115	8/1/2011	075486	P.R.E. Audit System Support 8/1/11 - 8/	101-103-857.00	425.00		

MENOMINEE COUNTY
Claims Audit Report



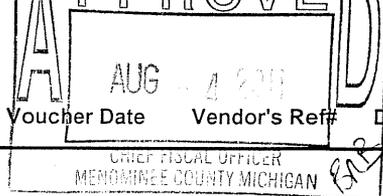
Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total	
Bank Account: General									
Burnham & Flower of Michigan	19162	7/19/2011	34557	11 - 12 Summer Tax Bond	101-253-830.00	1,499.00		\$1,499.00	
BUSINESS ON WHEELS	19093	7/22/2011	10942	1979 Chevy Dump Truck Maintenance	208-751-930.02	618.94		\$618.94	
Cedar River Plaza	19254	7/31/2011	Men 7-31	July 2011 Fuel Purchases	208-751-742.00	217.54		\$217.54	
CITY OF MENOMINEE - 2511 10TH ST.	19121	7/27/2011	2961	May 2011 Gasoline Charges	101-265-742.00	75.89		\$9,204.04	
	19121	7/27/2011	2961	May 2011 Gasoline Charges	101-426-860.00	71.53			
	19122	7/28/2011	2974	June 2011 Gasoline Charges	101-265-742.00	153.80			
	19122	7/28/2011	2974	June 2011 Gasoline Charges	101-682-860.00	17.10			
	19122	7/28/2011	2974	June 2011 Gasoline Charges	101-257-742.00	30.80			
	19122	7/28/2011	2974	June 2011 Gasoline Charges	266-325-860.00	18.40			
	19122	7/28/2011	2974	June 2011 Gasoline Charges	101-257-742.00	34.50			
	19122	7/28/2011	2974	June 2011 Gasoline Charges	101-257-742.00	21.46			
	19122	7/28/2011	2974	June 2011 Gasoline Charges	101-426-860.00	27.51			
	19205	7/27/2011	2965	May 2011 Gasoline Sales	205-315-742.00	4,322.08			
	19206	7/28/2011	2978	June 2011 Gasoline Sales	205-315-742.00	4,079.30			
	19237	8/4/2011	September 2011	Monthly Rent	266-326-942.00	351.67			
CLOVERLAND PAPER CO	19151	7/22/2011	95909	Multifold Towels	101-265-755.01	30.37			\$722.77
	19152	7/22/2011	95907	Toilet Tissue	101-265-755.01	56.49			
	19183	7/22/2011	95908	Lysol Foam, Comet Cleanser, Gloves	101-301-770.00	84.52			
	19184	7/15/2011	95822	Liners, Bleach, Degreaser, Towels, Lysol	101-301-770.00	332.74			
	19235	7/29/2011	95987	Soap, Toilet Tissue, Tissues, Towels	101-265-755.01	218.65			
Cody, Glenn	19087	7/27/2011	Reimbursement	Mileage - Parks Committee	208-751-860.00	16.09		\$16.09	
Dan Ebsch	19149	7/29/2011	15060	Rent - Michele Larson	294-683-835.00	1,500.00		\$1,500.00	
DeDamos, Jennifer L.	19241	8/1/2011	4573	Holdover Attendant	101-132-801.01	17.50		\$57.50	
	19241	8/1/2011	4573	Holdover Attendant	101-132-801.00	40.00			
DEKETO, LLC	19144	8/1/2011	CL 07-11	July 2011 Documents (x355)	256-277-857.00	781.00		\$781.00	
Dennis-Ruleau, Dawn	19242	8/1/2011	4574	Crisis Intervention - July 2011	296-668-801.00	675.00		\$675.00	
Dreamscape Communications	19247	7/20/2011	w1577	Annex - Wireless Internet	101-261-850.00	69.99		\$69.99	
DTE Energy	19178	7/27/2011	462245200011	Annex - Natural Gas Service	101-261-920.04	33.47		\$33.47	
EAGLEHERALD PUBLISHING, LLC	19186	8/1/2011	23219	12 Month Subscription	101-301-770.00	154.80		\$443.11	
	19187	8/1/2011	23432	12 Month Subscription	101-301-770.00	154.80			
	19251	7/31/2011	1406	Advertising - Design Build Project	101-101-901.00	31.51			
	19253	7/31/2011	4114	July 2011 - Tax Deferment Notice & Lar	101-253-901.00	54.00			
	19253	7/31/2011	4114	July 2011 - Tax Deferment Notice & Lar	517-252-900.00	48.00			
Equine Veterinary Services LLC	19256	7/15/2011	July 2011	Farm Call at Piper's Place	101-601-958.00	1,909.00		\$1,909.00	

MENOMINEE COUNTY
Claims Audit Report



Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Eric Laurin - N12233 J1 Road	19091	7/15/2011		Reimbursement	Shakey Lakes Camping Refund	208-751-964.00	44.00	\$44.00
ERICKSON WAYNE	19218	7/25/2011		Per Diem	Planning Commission July 25, 2011	101-401-710.00	25.00	\$25.00
Friends Ofc Prod Whse Direct	19119	7/26/2011	0146761		Correction Tape, Staples, Envelopes, R	101-141-727.00	207.14	\$207.14
Furlong, James	19231	8/3/2011		Reimbursement	July 2011 Mileage	101-101-860.02	72.14	\$72.14
Gallardo, Amy	19244	8/2/2011	4579		Community Service Mentor	296-667-801.01	112.00	\$128.41
	19245	8/2/2011	4580		Supplies Reimbursement	296-667-801.01	16.41	
Gibout's Sash & Door Co.	19156	7/22/2011	7-22-11		Front Door Maintenance	101-265-934.00	225.00	\$225.00
Gregory, Raymond G.	19246	8/3/2011	2011-113-MI		Court Appointed Legal - Mayville	101-148-807.00	110.00	\$110.00
Harbor Town Marine, Inc.	19199	7/19/2011	H19717		Marine Maintenance - Optimax/DFI/Gal	101-331-755.00	39.95	\$65.94
	19200	7/12/2011	H19718		Marine Maintenance - Outboard Oil	101-331-755.00	25.99	
Hartz, John	19176	7/27/2011		Reimbursement	Mileage & Per Diems - Airport Commis	101-101-860.08	4.98	\$104.98
	19176	7/27/2011		Reimbursement	Mileage & Per Diems - Airport Commis	101-101-860.08	100.00	
Hashimoto Sewer Service, Inc.	19090	7/27/2011	9087		Grease Pits in Kitchen & Cleaned Filter	101-265-934.00	205.00	\$205.00
Havelka, Glen	19265	8/1/2011	4577		Juvenile Restitution - D.O.A.	292-000-201.00	261.53	\$261.53
HERRILD, RENEE	19118	8/2/2011		Reimbursement	Bridge Toll Fee (x2) & Mileage 7/26 - 7/	101-141-860.00	262.30	\$262.30
Integrated Imaging, Inc.	19120	7/27/2011	057927		PO# 02573 Conversion of Digital Image	101-268-727.00	1,731.56	\$1,731.56
J S ELECTRONICS, INC.	19169	7/18/2011	16604		Maintenance on city law enforcement sy	266-325-934.01	234.95	\$2,139.95
	19198	7/21/2011	16612		Move safety cage from old car into new	101-301-981.00	50.00	
	19213	7/18/2011	16602		Strip out old squad 5505 & reinstall new	205-315-934.02	1,430.00	
	19239	8/1/2011	16631		Tower Lease August 2011	266-326-942.00	425.00	
Jasper, Mark	19153	7/30/2011		Reimbursement	Mileage - July 2011	101-101-860.05	38.85	\$38.85
Joel Hensley, RN	19148	7/29/2011		Blood Draw	M.R.M., F.W.P., G.J.P. Jr.	101-267-801.01	300.00	\$1,665.00
	19196	7/29/2011		Nursing Services	June 4 - June 18, 2011	101-301-770.01	1,365.00	
Kewley, Diane	19240	8/1/2011	4572		Holdover Attendant (H.P.)	101-132-801.01	22.75	\$66.75
	19240	8/1/2011	4572		Holdover Attendant (H.P.)	101-132-801.00	44.00	
Koehne	19197	6/21/2011	34715		2009 Chevy Tahoe Maintenance	101-301-881.01	466.87	\$466.87

**MENOMINEE COUNTY
Claims Audit Report**



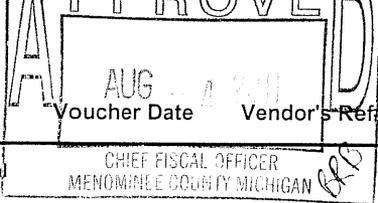
Vendor Name Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General							
Krygoski Construction 19266	8/1/2011	4576	Juvenile Restitution - A.J.K.	292-000-201.00	45.00		\$45.00
Kulwich, Gerald 19243	8/1/2011	4578	Mileage Reimbursement (J.P.O.)	296-665-860.00	329.11		\$329.11
LANG BERNARD 19154	7/27/2011	Reimbursement	Mileage - July 2011	101-101-860.01	405.15		\$405.15
LENCA SURVEYING 19172	7/27/2011	11081	Project Year 2011 - June 20 to July 27,	243-245-801.07	2,205.90		\$2,205.90
Marks Septic Service 19112	7/27/2011	502	Pump Tank Dump Station (x3) Bath on	208-751-930.03	775.00		\$775.00
MATHIEU MARYE 19225	7/27/2011	Reimbursement	Mileage - Jury Commission	101-150-860.00	3.36		\$203.36
19226	7/27/2011	Per Diem	Per Diem - Jury Commission	101-150-860.00	200.00		
Meintz, Charlie 19248	8/2/2011	Reimbursement	July 2011 Mileage	101-101-860.04	105.45		\$105.45
Menards - Marinette 19095	7/28/2011	57665	Dusters & Screw Combo	101-265-755.01	11.45		\$130.27
19173	7/26/2011	57115	Building & Grounds Supplies	101-265-934.00	93.82		
19260	8/1/2011	58906	Gutter Screw Spike, Joint Connect	208-751-756.01	25.00		
MENOMINEE COUNTY FAIR BOARD 19229	8/1/2011	2011	Gate Fees for 2011	208-751-884.00	6,231.00		\$8,642.90
19230	8/1/2011	Storage Rental	1/2 Storage Rental (inside)	208-751-884.01	2,411.90		
MENOMINEE MEDICAL CLINIC 19194	7/28/2011	110346	Inmate Medical Appointment - Finch	101-301-770.01	152.00		\$503.00
19195	7/27/2011	110355	Inmate Medical Appointment - Sorensen	101-301-770.01	351.00		
MI Asso. of County Clerks 19264	8/4/2011	Registration	MACC Summer Conference - Marc Klei	101-215-802.00	125.00		\$125.00
MI Assoc. of Dist. Crt. Magist 19236	8/4/2011	Dues	2012 Annual Dues	101-136-802.00	50.00		\$50.00
Michigan State University - CANR Budget Finance 19146	7/13/2011	41317	Salaries & Fringes - Sheryl Schrot	101-261-704.00	2,335.45		\$2,335.45
MILLERS ACTION OFFICE SUPPLY I 19161	7/22/2011	078969	Toner	101-215-727.00	134.99		\$260.85
19165	7/2/2011	078900	Folders	101-253-727.00	19.87		
19263	8/3/2011	079254	Toner for Vault Copier (Clerk's Office)	101-215-727.00	105.99		
MOORE MEDICAL CORP 19210	7/15/2011	96846690 RI	Inmate Medical Supplies	205-315-934.00	237.14		\$320.33
19211	7/20/2011	96853798 RI	Inmate Medical Supplies	205-315-934.00	83.19		
MP Biomedicals, LLC 19185	7/18/2011	903277	Drug Testing Supplies	101-301-770.00	281.75		\$281.75
Nast, Gregory S. 19171	7/26/2011	Reimbursement	HRA - Health Saving Reimbursement	101-103-712.02	60.00		\$60.00

MENOMINEE COUNTY
Claims Audit Report

APPROVED
 AUG 1 2011
 CHIEF FISCAL OFFICER
 MENOMINEE COUNTY MICHIGAN
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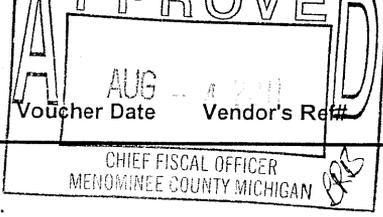
Vendor Name Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General							
PAIDL'S TRUE VALUE HARDWARE							\$218.26
19126	7/1/2011	A22030	Duct Tape	208-751-930.03	5.49		
19127	7/1/2011	A22108	Duct Tape	208-751-930.03	5.49		
19128	7/1/2011	B23291	Connector	208-751-930.03	3.29		
19129	7/1/2011	B23403	Float Lantern	208-751-930.03	7.49		
19130	7/1/2011	A22432	Hose Mender	208-751-930.03	4.79		
19131	7/7/2011	A22488	Bushing, FPT Adapter	208-751-930.03	10.87		
19132	7/7/2011	B23632	Cleanout Body & Adapter	208-751-930.03	3.28		
19133	7/11/2011	B23843	Coupling, Adapter, Bushing	208-751-930.03	18.86		
19134	7/12/2011	A22804	Trimmer Line	208-751-930.03	5.99		
19135	7/13/2011	A22891	Screen & Staple	208-751-930.03	10.76		
19136	7/14/2011	A22939	Cable Tie, Bulbs	208-751-930.03	19.98		
19137	7/16/2011	B24092	Hinge, Roach Killer	208-751-930.03	9.67		
19138	7/26/2011	B24627	Shower Curtain (x6)	208-751-930.03	89.94		
19139	7/27/2011	A23753	Marking Paint	208-751-930.03	10.58		
19140	7/29/2011	B24836	Shower Arm Mount	208-751-930.03	7.49		
19141	7/1/2011	B23214	Car Wash (Clean BookMobile for Parad	101-265-981.00	4.29		
Pan-O-Gold Baking Co.							\$96.46
19190	7/12/2011	40683119306	Inmate Groceries	101-301-770.00	46.76		
19191	7/19/2011	40683120003	Inmate Groceries	101-301-770.00	49.70		
Pathways Substance Abuse Serv.							\$12,061.00
19252	8/4/2011	Convention Facility	Convention & Tourism Tax	101-601-835.01	12,061.00	x	
Peterson, Charlene							\$43.87
19219	7/25/2011	Per Diem	Planning Commission July 25, 2011	101-401-710.00	25.00		
19220	7/25/2011	Reimbursement	Mileage - Planning Commission July 25	101-401-710.00	18.87		
Pinecrest Medical Center							\$16.75
19203	8/1/2011	July 2011	Telephone Charges	205-315-727.00	16.75		
Polasky, Nancy							\$166.10
19227	7/27/2011	Per Diem	Per Diem - Jury Commission	101-150-860.00	150.00		
19228	6/27/2011	Reimbursement	Mileage - Jury Commission	101-150-860.00	16.10		
Poupore Collision & Towing							\$27.70
19214	7/20/2011	464	2011 Chevy Impala Oil Change, Filter, V	205-315-934.02	27.70		
Poupore Towing							\$163.00
19208	7/12/2011	3124	Towing of 2001 Dodge Ram	205-315-755.00	163.00		
Quill Corporation							\$98.75
19180	7/14/2011	5450570	Lysol Wipes, Printer Ink	101-301-770.00	98.75		
REGISTER OF DEEDS							\$3.00
19094	8/1/2011	Copies	Remon Copies Grant Year 2011	243-245-801.08	3.00		
Reinhart Foodservice							\$1,165.43
19188	7/19/2011	958190	Inmate Groceries	101-301-770.00	705.27		
19189	7/21/2011	958042	Inmate Groceries	101-301-770.00	460.16		
Reisterer, Michael P.							\$100.00
19163	7/21/2011	2010-020-MI	Court Appointed Legal - Adams	101-148-807.00	100.00		
Riverside Chevrolet							\$26.00
19212	7/21/2011	5024928	Transpnder Key	205-315-934.02	26.00		
S & O LOCK AND PHONE SERVICE							\$5.00
19232	7/27/2011	31667	Keys (x2)	101-265-934.00	5.00		

MENOMINEE COUNTY
Claims Audit Report



Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
CHIEF FISCAL OFFICER MENOMINEE COUNTY MICHIGAN								
Schultz, Lillian R.								
	19221	7/25/2011	Reimbursement	Mileage - Planning Commission July 25	101-401-710.00	23.31		\$48.31
	19222	7/25/2011	Per Diem	Planning Commission July 25, 2011	101-401-710.00	25.00		
Servco FS Cooperative 100								
	19089	7/26/2011	64909	Parks - Gasoline Usage	208-751-743.00	556.13		\$556.13
Sherry Smith								
	19175	7/27/2011	Reimbursement	Mileage for CB Meetings (x2)	101-172-860.00	7.77		\$15.54
	19175	7/27/2011	Reimbursement	Mileage for CB Meetings (x2)	101-172-860.00	7.77		
Standard Insurance Company								
	19123	8/2/2011	STA53	Life Insurance for August 2011	101-101-713.00	11.50		\$193.20
	19123	8/2/2011	STA53	Life Insurance for August 2011	101-132-713.00	6.32		
	19123	8/2/2011	STA53	Life Insurance for August 2011	101-136-713.00	11.50		
	19123	8/2/2011	STA53	Life Insurance for August 2011	101-141-713.00	9.20		
	19123	8/2/2011	STA53	Life Insurance for August 2011	101-148-713.00	0.58		
	19123	8/2/2011	STA53	Life Insurance for August 2011	101-215-713.00	9.20		
	19123	8/2/2011	STA53	Life Insurance for August 2011	101-172-713.00	4.60		
	19123	8/2/2011	STA53	Life Insurance for August 2011	101-261-713.00	2.30		
	19123	8/2/2011	STA53	Life Insurance for August 2011	101-267-713.00	9.20		
	19123	8/2/2011	STA53	Life Insurance for August 2011	101-268-713.00	2.30		
	19123	8/2/2011	STA53	Life Insurance for August 2011	101-253-713.00	6.90		
	19123	8/2/2011	STA53	Life Insurance for August 2011	101-257-713.00	4.60		
	19123	8/2/2011	STA53	Life Insurance for August 2011	101-265-713.00	2.30		
	19123	8/2/2011	STA53	Life Insurance for August 2011	101-301-713.00	43.70		
	19123	8/2/2011	STA53	Life Insurance for August 2011	101-682-713.00	2.30		
	19123	8/2/2011	STA53	Life Insurance for August 2011	101-103-713.00	4.60		
	19123	8/2/2011	STA53	Life Insurance for August 2011	101-426-713.00	1.15		
	19123	8/2/2011	STA53	Life Insurance for August 2011	271-790-713.00	9.20		
	19123	8/2/2011	STA53	Life Insurance for August 2011	296-663-713.00	2.30		
	19123	8/2/2011	STA53	Life Insurance for August 2011	296-664-713.00	2.30		
	19123	8/2/2011	STA53	Life Insurance for August 2011	296-665-713.00	2.30		
	19123	8/2/2011	STA53	Life Insurance for August 2011	208-751-713.00	4.60		
	19123	8/2/2011	STA53	Life Insurance for August 2011	205-316-713.00	2.30		
	19123	8/2/2011	STA53	Life Insurance for August 2011	205-315-713.00	20.70		
	19123	8/2/2011	STA53	Life Insurance for August 2011	266-325-713.00	14.95		
	19123	8/2/2011	STA53	Life Insurance for August 2011	266-326-713.00	2.30		
STEPHENSON HIGH SCHOOL - P.O. Box 509								
	19267	8/1/2011	4575	Juvenile Restitution - J.T.H.	292-000-201.00	20.00		\$20.00
Sue Bonn								
	19092	7/26/2011	Reimbursement	Shakey Lakes Camping Refund	208-751-964.00	66.00		\$66.00
SUPERIOR STATE ADMINISTRATORS								
	19110	8/1/2011	18026	HRA Plan (x7)	101-103-712.02	24.25		\$24.25
The First National Bank&Trust								
	19238	7/29/2011	628840339	FOC Service Charge	101-141-817.00	32.00		\$32.00
Time Warner Cable								
	19155	7/20/2011	004-700185701-001	July 25, 2011 - August 24, 2011	101-103-851.00	329.95		\$329.95
Tony's Green Thumb								
	19255	5/31/2011	106280	Annual Bedding Plants	101-265-934.00	212.53		\$212.53

**MENOMINEE COUNTY
Claims Audit Report**



Vendor Name Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total	
Bank Account: General								
TWIN CITY ELECTRIC, Inc.								
19088	7/28/2011	77445	Shakey Lakes Camp Site Electrical Issu	208-751-920.01	556.95		\$681.35	
19249	8/3/2011	77451	Kleinke Park - Replacement of Circuit B	208-751-920.01	124.40			
U.E.S. COMPUTERS, INC.								
19108	7/28/2011	33466	Treasurer's Office - Possible Virus	101-103-857.00	35.00		\$2,844.98	
19124	7/30/2011	33458	Al Thompson - needs to be able to acce	101-103-857.00	15.00			
19125	7/30/2011	33401	Installation & Testing of new Pontom Se	101-103-857.00	365.00			
19160	7/2/2011	56795	Hard Drive for Pontom Server (x2)	101-103-857.00	460.00			
19164	7/19/2011	56767	New Computer for Marc Kleiman	101-103-857.00	915.00			
19168	7/19/2011	33100	Activate Deb Wormwoods accounts ont	101-103-857.00	35.00			
19177	7/2/2011	24957	PO# 02571 Video Cards & Monitors (x3	101-268-931.00	777.00			
19250	8/2/2011	56983	July 2011 - Monthly DVD Backup	101-103-857.00	100.00			
19261	8/2/2011	33505	Credit Memo - Western Digital Hard Dri	101-103-857.00	-61.99			
19262	7/18/2011	33375	Marc Kleiman - Computer Issues	101-103-857.00	204.97			
UNIFORM SHOPPE								
19181	7/13/2011	200801	Double Magazine Holder	101-301-745.00	52.95		\$230.80	
19182	7/10/2011	200733	Uniform Pants - Swearingen	101-301-745.00	45.95			
19207	7/19/2011	200898	Uniform Pants (x2) - Peterson	205-315-745.00	131.90			
US Bancorp Equip Finance Inc.								
19179	7/14/2011	181805961	Sheriff's Department Konica	101-301-727.00	66.76		\$66.76	
Vandenbush, Jerry								
19157	7/2/2011	Reimbursement	Replacement Cord (Accidently Cut by P	208-751-930.02	106.00		\$106.00	
Verizon Wireless								
19142	7/22/2011	2605389772	June 23 - July 22, 2011	101-265-850.01	162.47		\$162.47	
WALTER BROTHERS INC								
19143	7/20/2011	B119244	Mirror Holder, Brace, Window Frosting	101-265-930.01	23.72		\$23.72	
Warren Suchovsky								
19223	7/25/2011	Per Diem	Planning Commission July 25, 2011	101-401-710.00	25.00		\$34.99	
19224	7/25/2011	Reimbursement	Mileage - Planning Commission July 25	101-401-710.00	9.99			
Waste Management								
19150	8/1/2011	1282382-1856-3	August 2011	101-265-801.00	389.76		\$389.76	
Wil-Kil Pest Control								
19257	7/29/2011	1877107	Courthouse Commercial Contract	101-265-801.00	60.00		\$120.00	
19258	7/29/2011	1877191	Annex Commercial Contract	101-265-801.00	30.00			
19259	7/29/2011	1877190	Library Commercial Contract	101-265-801.00	30.00			
WISCONSIN PUBLIC SERVICE CORP - P O BOX 19003								
19109	7/25/2011	1027985604-00000	Bailey House	208-751-920.01	41.47		\$1,603.04	
19109	7/25/2011	1027985604-00000	Kleinke Park Streets	208-751-920.01	29.03			
19109	7/25/2011	1027985604-00000	Kleinke Park	208-751-920.01	55.23			
19109	7/25/2011	1027985604-00000	Bailey Park Streets	208-751-920.01	12.65			
19113	7/27/2011	0402047856-00004	Courthouse - Gas Charges	101-265-920.04	498.67			
19166	7/18/2011	0402047856-00005	Electrical Charges - Kleinke Park	208-751-920.01	122.67			
19167	7/18/2011	0402047856-00008	Electrical Charges - Kleinke Park	208-751-920.01	810.25			
19170	7/25/2011	0402047856-00006	Stoney Point Street Lighting	208-751-920.01	33.07			
Wolters Kluwer Law & Business								
19111	7/26/2011	79406734	Payroll Managers Letter	101-103-755.00	371.00			\$371.00

Total Amount for Bank Account: General \$78,952.69

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Commissioner Per Diems and Expenses
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY	
Board to review Commissioner Per Diems & Expenses as recently submitted for payment.	
RECOMMENDED MOTION	
To approve Commissioner Per Diems and expenses as submitted.	

Submitted by: **Brian Bousley**

 08/15/2011
Date

WORKSHOP ACTION

<input type="checkbox"/>	Forwarded to County Board for Approval as Recommended
<input type="checkbox"/>	Reviewed with no motion to carry forward
<input type="checkbox"/>	Continue after additional review/research is obtained
<input type="checkbox"/>	Recommended with the following change(s):

COUNTY BOARD ACTION

DATE:

<input type="checkbox"/>	Approved
<input type="checkbox"/>	Disapproved
<input type="checkbox"/>	Approved with the following change(s):

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Miscellaneous Boards/committees/commission reports
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
Miscellaneous reports discussed at the 8/9/11 County board meeting.	
RECOMMENDED MOTION	
To place miscellaneous reports on file in the County Clerk's office.	

Submitted by: Brian Bousley

 08/15/2011
Date

WORKSHOP ACTION

<input type="checkbox"/>	Forwarded to County Board for Approval as Recommended
<input type="checkbox"/>	Reviewed with no motion to carry forward
<input type="checkbox"/>	Continue after additional review/research is obtained
<input type="checkbox"/>	Recommended with the following change(s):

COUNTY BOARD ACTION

DATE:

<input type="checkbox"/>	Approved
<input type="checkbox"/>	Disapproved
<input type="checkbox"/>	Approved with the following change(s):

MENOMINEE COUNTY BUILDING CODE DEPARTMENT

S904 US HIGHWAY 41 STEPHENSON, MI 49887
TELEPHONE:(906) 753-6343 FAX:(906) 753-2200 www.menomineecounty.com

MONTHLY BUILDING PERMIT REPORT

08/01/2011

PERMIT#	DATE ISSUED	OWNER	ADDRESS	TWP.	PERMIT FEE
P12534-11	07/08/11	LEMERY TODD & DICKINSON	TRISHCO RD 577	MENOMINEE TWP.	\$511.31
Work :	1.NEW DWELLING	NEW HOME / GARAGE WALK OUT BASEMENT			010-020-014-16
P12535-11	07/06/11	JORASZ MARK A	N16103 LAFAVE D-3 LN	HARRIS TWP.	\$136.44
Work :	3.GARAGE	24X32 GARAGE			005-016-007-00
P12536-11	07/07/11	LESPERANCE RICHARD	COREY RD/19 RD	STEPENSON TWP.	\$422.04
Work :	1.NEW DWELLING				014-030-012-00
P12537-11	07/07/11	IHANDER SHARON ETAL	W5053 CO RD 366	NADEAU TWP.	\$156.92
Work :	3.GARAGE	32X32 DETACHED GARAGE			012-213-016-00
P12538-11	07/11/11	NUNNERY TIMMY & MARILYN	W5565 14 RD	MELLEN TWP.	\$275.26
Work :	1.NEW DWELLING	DOUBLE WIDE SECTIONAL HOME			009-126-011-10
P12539-11	07/11/11	BOUTY MICHAEL J JR & PAMELA	N15398 CO RD 566	SPALDING TWP.	\$228.60
Work :	3.GARAGE	40X48 DETACHED GARAGE			013-222-016-85
P12540-11	07/12/11	SMITH JOHN L & CYNTHIA	W6002 2 RD	MENOMINEE TWP.	\$142.20
Work :	3.GARAGE	28X30 DETACHED GARAGE			010-022-048-00
P12541-11	07/13/11	COOK JUSTIN R & CLAIRMONT JAI	W6367 SUMMIT DR	MELLEN TWP.	\$93.04
Work :	7.DECK/PORCH	451 SQ FT DECK			009-121-006-25
P12542-11	07/13/11	ZEIS WILLIAM & DEBRA	W432 G-30 RD	HARRIS TWP.	\$123.00
Work :	3.GARAGE	30X40 GARAGE REPLACES GARAGE THAT BURNT DOWN BUILT ON EXISTING SLAB			005-112-007-00
P12543-11	07/15/11	ZWERGEL DAVID	N7460 S-4 RD	LAKE TWP.	\$327.32
Work :	4.MANUFACTURED	1680 SQ FT MODULAR W/ GARAGE ON CRAWL			008-236-019-00
P12544-11	07/19/11	CADY THOMAS & JANE	N8090 Z-1 RD	LAKE TWP.	\$180.60
Work :	3.GARAGE	30X40 POLE BUILDING W/6' PORCH			008-426-001-00

P12545-11	07/19/11	WEBER D CRAIG & PATRICIA A	E801 DIVISION	STEPENSON TWP.	\$123.00
Work :	3.GARAGE	20X30 GARAGE ADDITION			014-223-002-00
P12546-11	07/20/11	TICHELAAR GEORGE ETAL	N16329 N-4 LN	MEYER TWP.	\$75.00
Work :	9.DEMOLITION	DEMO. 20X31 HOUSE			011-011-030-00
P12547-11	07/20/11	CAVADEAS ANTONE & BARBARA	N17102 BELLEFEUIL LN	HARRIS TWP.	\$182.52
Work :	3.GARAGE	28X48 GARAGE			005-134-008-00
P12548-11	07/20/11	SUESS TIMOTHY J & LYNN D	N7895 S-1 RD	LAKE TWP.	\$149.80
Work :	2.ADDITION	22X20 ROOM ADDITION			008-225-011-00
P12549-11	07/20/11	HASSE RICHARD	W7306 G-12	LAKE TWP.	\$129.40
Work :	2.ADDITION	16X20 ADDITION			008-224-011-00
P12550-11	07/25/11	GOGOLA JOE & JANE	N6011 CO RD 346	INGALLSTON TWP.	\$195.00
Work :	3.GARAGE	30X50 GARAGE "AFTER THE FACT"			007-421-001-00
P12551-11	07/25/11	LEBOEUF TIMOTHY	N1730 S N-3 DR	MENOMINEE TWP.	\$173.56
Work :	3.GARAGE	28X44 GARAGE			010-011-044-00
P12552-11	07/25/11	MACK VERLAND ETAL	N12594 MACK RD	GOURLEY TWP.	\$478.71
Work :	1.NEW DWELLING	NEW HOME ON BASEMENT			004-027-016-00
P12553-11	07/25/11	MULHOLLAND WILLIAM & CYNDI	N7667 S-4 RD	LAKE TWP.	\$297.96
Work :	4.MANUFACTURED	DEMO. EXISTING / INSTALL NEW			008-514-005-00
P12554-11	07/26/11	MULZER WILLIAM	N10229 US HWY 41	DAGGETT TWP.	\$117.24
Work :	3.GARAGE	22X24 DETACHED GARAGE			002-326-017-00
P12555-11	07/26/11	PIGNATARI ANDREW C	W2994 CO RD 366	NADEAU TWP.	\$136.44
Work :	3.GARAGE	24X32 POLE BUILDING			012-161-018-00
P12556-11	07/27/11	PLUNGER KELLY	W5493 FIFTH ST	MEYER TWP.	\$156.00
Work :	3.GARAGE	GARAGE W/ ROOM ABOVE			011-143-011-00
P12557-11	08/01/11	LARSON ALBERT C & MARY &	N2825 S-3 LN	MENOMINEE TWP.	\$182.52
Work :	3.GARAGE	32X42			010-336-007-00
P12558-11	07/28/11	DOMBROWSKI MARTY P & JOE A	N1560 CO RD 380	GOURLEY TWP.	\$263.52
Work :	3.GARAGE	ROOM ADDITION			004-009-008-00
P12559-11	07/28/11	SUPERIOR CEDAR PRODUCTS INC	285 S US HWY 41	NADEAU TWP.	\$108.60
Work :	12.OTHER	WOOD SHED ADDITION			042-019-083-10



PINECREST MEDICAL CARE FACILITY
BOARD OF TRUSTEES MEETING

Date: June 23, 2011
Presiding: Gerald McCole, Chairperson
Recording Secretary: Lois Ball, Executive Secretary

Time: 2:00 p.m. CST
Place: Board Room

Board Members Present: Gladys Elegeert, Gerald Smith, Elaine Boyne, Gerald McCole, Barbara Oliver, Barbara Thorne, Mary Bradley, Michael Kaufman, Margaret Bastien and Richard Mapes, Administrator.

Board Members Absent: None

Liaison Members Present: Ann Green and Charlie Meintz

Liaison Members Absent: Mary Harrington and John Degenaer, Jr.

Leadership Team Members Present: Darlene Smith, Candace Meintz and Sharline Corrigan

Guests: Todd Flath, Amy Lantagne

The Meeting was called to order at 2:00 p.m. CST by Chairperson McCole

Approval of Agenda

The Agenda was approved with no additions or deletions noted.

A motion was made by Trustee Smith, supported by Trustee Elegeert, to approve the Agenda as presented. Motion carried.

Board action on Minutes of the May 26, 2011 meeting

The minutes had been sent to Board Members prior to this meeting for review.

A motion was made by Trustee Elegeert, supported by Trustee Boyne, to approve the

Financial Statements for May 2011

minutes. Motion carried.

Candace Meintz, CFO, reviewed the Financial Statements for the month of May.

A motion was made by Trustee Boyne, supported by Trustee Bradley, to approve the Financial Statements as presented. Motion carried.

Manifest of Invoices

The Manifest of Invoices had been sent to Board Members for review prior to this meeting for review.

A motion was made by Trustee Bradley, supported by Trustee Boyne, to approve the Manifest of Invoices and to pay the bills. Motion carried.

Board Committee Reports

a. Executive Committee

1) Local 854 Wage Proposal: A recommendation was made by management to the Board requesting approval of a one time \$0.12 per hour wage increase for Local 854 members contingent upon member ratification scheduled for June 27, 2011.

A motion was made by Trustee Boyne, supported by Trustee Oliver, to approve the wage increase contingent upon ratification by Local 854. Motion carried.

2) Room Rate Increase: A recommendation was made by management to the Board requesting to increase Pinecrest's daily room and board rate by \$6.00 per day, effective August 1, 2011.

A motion was made by Trustee Kaufman, supported by Trustee Bastien, to approve the request for rate increase. Motion carried.

3) Bad Debt Write-off: A recommendation was made by management to the Board requesting approval of the bad debt write off of several uncollectible accounts. These unpaid accounts include third party coinsurance and Medical patient liability amounts.

A motion was made by Trustee Bastien, supported by Trustee Boyne, to approve the Bad Debt Write off. Motion carried.

Unfinished and New Business

a) Report of Quality Assurance: Darlene Smith reviewed the monthly Quality Assurance Meeting noting each department that reported and the highlights of each report.

A motion was made by Trustee Elegeert, supported by Trustee Boyne, to accept the Quality Assurance Report. Motion carried.

b) Safety Committee: Lois Ball reviewed the highlights of the monthly Safety Committee Meeting and the review of incidents for May. She did note that one discussion was held concerning youngsters leaving graffiti on the playground, with options suggested.

A motion was made by Trustee Elegeert, supported by Trustee Oliver, to accept the Safety Committee report as presented. Motion carried.

c) Report on Meetings attended:

Administrator Mapes reported that he had attended the OSF Advisory Board and discussed Accountable Health Care Organizations (AHCO). Administrator Mapes also reported that he had attended the Health Care Roundtable Meeting and they are working on the fall conference scheduled to be held at NMU.

Darlene Smith reported on attending the Iron Mountain networking meeting. Made up of personnel from hospitals, nursing homes and DME organizations, they discuss issues of interest to everyone. She also attended the monthly local Director of Nurses meeting.

Administrator's Report

a) Life Enrichment Center: Administrator Mapes showed Board Members a rendition of

A motion was made by Trustee Oliver, supported by Trustee Bastien, to accept the

a proposed Life Enrichment Center to be housed in the current classroom area. A kitchen and activities area would be constructed. Most work would be cosmetic, not construction. There is a conference call scheduled for Tuesday with the architect.

b) Eden Alternative Training for Board Members: Cheryl Rochon, Activities Director, has set up a schedule for Board Member Training. 45 minutes before each Board Meeting she will show 1 of the 10 Eden Alternative Tapes. A handout had been included in each board members packet.

Comments from Liaison Members

a) Charlie Meintz stated that he felt the room rate increase was a good idea and there was discussion concerning prevention of income loss.

b) Charlie Meintz suggested that a video camera be installed at the playground to ward off vandalism, and graffiti. Employee, Amy Lantagne, noted that recently staff went out to talk to some children about keeping the playground equipment nice.

Public Comment

Todd Flath discussed a petition he is working on concerning the Emergency Financial Manager position. He asked permission to circulate the petition within the facility.

Adjournment

The meeting adjourned at 2:40 p.m.

A motion was made by Trustee Smith, supported by Trustee Bastien, to adjourn the meeting. Motion carried.

Gerald Smith, Secretary



Richard Mapes, Administrator



*Menominee-Delta-Schoolcraft
Community Action Agency*

GOVERNING BOARD MEETING
Thursday, May 19, 2011
1:30 p.m. (EDT)

MINUTES

Chairperson Wigand called the meeting to order at 1:33 p.m. A quorum was present with the following in attendance:

MEMBERS PRESENT

Pastor Ingmar Levin, Schoolcraft
Dan LaFoille, Schoolcraft
Omer Doran, Schoolcraft
Gil Sablack, Schoolcraft
Bernie Lang, Menominee
George Lyon, Schoolcraft
Dave Rivard, Delta
Myra Croasdell, Delta
Mary Harrington, Delta
Marv Mayer, Menominee
Walter Multerer, Menominee
Karen Wigand, Delta
Ruth Helwig, Delta
Beth Pletcher, Menominee
Ken Penokie, Delta
George Arkens, Menominee

OTHERS PRESENT

William Dubord, Executive Director
Cathy Pearson, Executive Assistant
Sally Kidd, Senior Services Director
Joe Dehlin, WX/Housing Director
Connie Maule, SCP Director
Mary Bunnin, FGP Director
Theresa Nelson, RSVP Director
Beau Miller, Finance Director

MEMBERS ABSENT

Tom Lippens, excused
Helen Walker, excused
Charmaine Lehman, excused
John Stapleton, excused
Gil Vandenhouten, excused
Brenda Moya, excused
Ken Bryant, excused
Dave Anthony
Geri Nelson
Mari Negro
Ernest Hoholik

ACCEPTANCE OF MARY HARRINGTON TO REPRESENT THE DELTA COUNTY BOARD OF COMMISSIONERS ON OUR GOVERNING BOARD

Ms. Wigand noted that Mary Harrington has been appointed by the Delta County Board of Commissioners to represent them on our Governing Board, replacing Dave Schultz. ***DAVE RIVARD MOVED TO ACCEPT THE APPOINTMENT OF MARY HARRINGTON, SECONDED BY OMER DORAN; MOTION CARRIED.***

ACCEPTANCE OF APRIL 7, 2011 GOVERNING BOARD MINUTES

Members received a draft of the April 7, 2011 Governing Board minutes for their review. There were no questions and ***THEY WERE ACCEPTED WITH A MOTION FROM MR. LAFOILLE, SECONDED BY BERNIE LANG; MOTION CARRIED.***

FINANCE COMMITTEE REPORT

The Chair called on Treasurer Dan LaFoille who reported that the committee reviewed the accounts payable schedule for April. **MR. LAFOILLE MOVED THAT THE APRIL ACCOUNTS PAYABLE SCHEDULE BE ACCEPTED, SECONDED BY DAVE RIVARD; MOTION CARRIED.**

The Treasurer reported that the Finance Committee reviewed the audit for the fiscal year ending 9/30/2010. There were no findings or questioned costs. He noted that in the past the auditing firm presented the audit to the full board. We had scheduling issues with our new auditing firm for this board meeting. Also, there is no board meeting scheduled for June or August and our July meeting is in Menominee and has a pretty full agenda already. The Treasurer indicated that the Finance Committee is comfortable recommending acceptance of the audit. If any member wishes for a copy of the audit, they certainly may get one by calling our Finance Director, Beau Miller. In addition, should the board wish our auditing firm to present the audit in September, that can be arranged. **TREASURER LAFOILLE MOVED FOR ACCEPTANCE OF THE AUDIT, SECONDED BY MR. RIVARD; MOTION CARRIED.**

The Treasurer also indicated that the board needs to pass a resolution authorizing William Dubord, Karen Wigand and Dan LaFoille as authorized signers on our bank accounts, with Ms. Wigand and Mr. LaFoille replacing Bernice Wiecech and Dave Schultz respectively. **MR. RIVARD MOVED TO AUTHORIZE WILLIAM DUBORD, KAREN WIGAND AND DAN LAFOILLE AS AUTHORIZED SIGNERS ON OUR BANK ACCOUNTS, SUPPORTED BY MR. DORAN; MOTION CARRIED.** (see attachment "A")

SAFETY COMMITTEE REPORT

Ms. Wigand called on Gil Sablack who reported that the Safety Committee met on May 11, 2011 with the Loss/Prevention Specialist from our Worker's Compensation carrier. He noted the representative encouraged light duty placement when it is feasible. He also suggested we consider having someone like Marquette General Occupational Health as the place where we send employees who have a more serious injury that is likely to end up a W/C claim. There was some discussion on the feasibility of having employees from Menominee and Schoolcraft County drive all the way to our doctor when you consider the time and mileage that would entail. Mr. Penokie reminded the members that the presentation was from the Loss/Prevention point of view, which is focused on saving our carrier money, not necessarily what's in the best interest of our employees. **RUTH HELWIG MOVED TO ACCEPT THE SAFETY COMMITTEE REPORT, SUPPORTED BY MARV MAYER; MOTION CARRIED.** (see attachment "B")

PERSONNEL COMMITTEE REPORT

The Chair called on Ken Penokie who reported that the Personnel Committee met on May 3rd to begin the review and revision process for the Personnel Policies. He indicated this process will likely take several months. A full draft will be presented to the board before seeking approval. **GIL SABLACK MOVED TO ACCEPT THE PERSONNEL COMMITTEE REPORT, DAN LAFOILLE SUPPORTED THE MOTION; MOTION CARRIED.**

ACCEPTANCE OF APRIL EARLY CHILDHOOD PROGRAM REPORT

Members received a copy of the April Early Childhood Program report for their review. **THERE WERE NO QUESTIONS OR COMMENTS AND THE APRIL EARLY CHILDHOOD PROGRAM REPORT WAS ACCEPTED WITH A MOTION FROM GEORGE LYON, SECONDED BY DAVE RIVARD; MOTION CARRIED.**

DISCUSSION ON MILEAGE REIMBURSEMENT

Ms. Wigand called on Mr. Dubord who reminded the board that they have authorized him to review gas prices in relation to our mileage reimbursement rate and adjust the rate as needed. The Executive Director indicated in light of the extremely high gas prices (it's gone up over \$1 in the past several months) he is raising the mileage reimbursement rate from \$.45/mile to \$.48/mile effective 5/15/2011. He noted that our budgets can handle the increase. He suggested on October 1st he will revisit making the mileage rate the same as the federally approved rate. **MARV MAYER MOVED TO KEEP THE BOARD MILEAGE RATE AT \$.45/MILE WITH THE \$.03 DIFFERENCE DONATED AS NON-FEDERAL SHARE FOR OUR HEAD START PROGRAM; KEN PENOKIE SUPPORTED THE MOTION; MOTION CARRIED. 1 NO VOTE**

FUNDING UPDATE

The Chair called on Bill Dubord who reported that Head Start is slated for flat funding October 1, 2011. Although this is better news than for some of our programs, it is still difficult as operating costs continue to escalate. In addition, we have received word that there will be no COLA (Cost of Living Adjustment) for the Early Childhood Program this fiscal year. Mr. Lyon questioned how there could be no COLA offered when the inflation rate on necessities has risen considerably. Mr. Dubord noted that it's a Health & Human Services decision and is not related to the Consumer Price Index or other government measuring processes.

EXECUTIVE DIRECTOR'S REPORT

Ms. Wigand called on the Executive Director who asked Kim Johnson to talk about the upcoming strategic planning session that is scheduled. Ms. Johnson informed the board that they have an intensive Strategic Planning Session scheduled for 5/31 – 6/2 at the Rapid River Lodge. The Early Childhood Board Committee members are invited to attend but she noted that it is important for participants to attend the whole session as it's counter-productive to have people coming in and out and missing what's already been discussed, etc. Mr. Dubord noted there will be a follow up review session so the members can be apprised of the plan. **MR. LYON MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, MR. DORAN SECONDED THE MOTION; MOTION CARRIED.**

UPDATE ON EMPLOYEE GRIEVANCE

The Chair reminded the members that the board charged staff to discipline the employee with less than termination. An agreement was reached whereby the employee is suspended without pay for

the remainder of this school year. If there is an opening as a teaching assistant in the fall, she will be called back in that capacity.

PUBLIC COMMENT/OTHER BUSINESS

Ms. Wigand called on Dave Rivard who suggested we may want to check into purchasing our gasoline for our buses, etc. at one place in order to receive a better price.

ADJOURNMENT

There being no other business ***THE MEETING ADJOURNED AT 2:25 P.M. WITH A MOTION FROM DAN LAFOILLE, SUPPORTED BY BERNIE LANG; MOTION CARRIED.***

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH OF APRIL 2011 FOR THE MENOMINEE-DELTA-SCHOOLCRAFT COMMUNITY ACTION AGENCY. WE HAVE DETERMINED THAT THE EXPENDITURES MADE AGAINST THE VARIOUS PROGRAMS ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS IN THE FOLLOWING AMOUNTS:

HEAD START	\$	293,846
EARLY HEAD START		90,897
EARLY-ON CHILDHOOD		2,615
GSRP		58,604
ASSET & LIABILITY ACCOUNTS		192,126
TOTAL	\$	638,089

SIGNED 
(TREASURER)

DATE 5-19-11

FINANCE COMMITTEE MEETING
Thursday, May 19, 2011
12:45 p.m. (EDT)

MINUTES

The following were present: Karen Wigand, Dan LaFoille, Omer Doran, Bernie Lang, Pastor Levin, Gil Sablack, Bill Dubord, Beau Miller, Cathy Pearson.

Members were given a copy of the Head Start credit card charges from 3/24 – 4/25/11 for their review. Mr. Dubord explained that the charge for lodging in Escanaba was for a parent that had attended training in Kalamazoo. She lives in Menominee and arrived in Escanaba at midnight and staff felt it was better to have her stay the night. **THE HEAD START CHARGES WERE ACCEPTED WITH A MOTION FROM GIL SABLACK, SUPPORTED BY OMER DORAN; MOTION CARRIED.**

Members were mailed a copy of the CAA April accounts payable schedules for their review. **PASTOR LEVIN MOVED TO ACCEPT THE CAA APRIL ACCOUNTS PAYABLE SCHEDULES, SUPPORTED BY GIL SABLACK; MOTION CARRIED.**

Members were mailed a copy of the HRA April accounts payable schedules for their review **AND THEY WERE ACCEPTED WITH A MOTION FROM BERNIE LANG, SECONDED BY MR. DORAN; MOTION CARRIED.**

Beau Miller, Finance Director, reviewed the audit for the year ending 9/30/2010 with the members. He explained to the committee that scheduling conflicts prevented Anderson Tackman Co, our auditors, from presenting the audit to the full board at the May meeting. In addition, we have no June or August meeting scheduled and the July agenda is always pretty full with the election. Therefore, he presented the audit and told the committee that the remaining board members can request a copy of the audit if they wish and the audit could be presented at the September board meeting if the board wishes. The Finance Director reported that there were no findings or questioned costs. Our unrestricted balance is slightly higher than the norm of 10% of the annual budget (ours is 10.9%). Our management costs are on the low end of industry standards coming in at 5% (which is good). The auditors noted that staff were very cooperative. They have suggested some internal controls which we are implementing. Overall Mr. Miller reported that he felt our new auditors were well trained and well prepared. **OMER DORAN MOVED TO ACCEPT THE AUDIT FOR THE FISCAL YEAR ENDING 9/30/2010, SECONDED BY GIL SABLACK; MOTION CARRIED. MR. LAFOILLE ASKED FOR A ROLL CALL VOTE. 5 YEA, 0 NAY**

Mr. Miller explained that the board will be asked to pass a corporate resolution naming William Dubord, Karen Wigand and Dan LaFoille as signers for the agency's bank/checking accounts with Karen Wigand replacing Dave Schultz and Dan LaFoille replacing Bernice Wiecech. **MR. SABLACK MOVED TO AUTHORIZE WILLIAM DUBORD, KAREN WIGAND AND DAN LAFOILLE AS SIGNERS ON AGENCY ACCOUNTS, SUPPORTED BY PASTOR LEVIN; MOTION CARRIED.**

Finance Committee Minutes

May 19, 2011

Page 2

Bill Dubord indicated he will ask the board to authorize the mileage rate be raised from \$.45/mile to \$.48/mile due to the extremely high cost of gasoline. Mr. Lang suggested we may want to have our mileage rate always be the same as the federal rate as it is always adjusted based on prices, etc. Ms. Wigand indicated that the Executive Director has the authority to make the decision without board approval.

The Executive Director reminded the members that we were bequeathed money for the senior citizen program which we decided to use for much needed work at the Gladstone Senior Center. We have completed Phase one and have received bids for Phase Two and it will cost significantly more than the money we were bequeathed. Therefore, although we have available dollars to complete the project, we will wait for the final state budget to made the decision on Phase Two.

The meeting adjourned at 1:27 p.m. **WITH A MOTION FROM GIL SABLACK, SECONDED BY OMER DORAN; MOTION CARRIED.**

SAFETY COMMITTEE MEETING

Wednesday, May 11, 2011

12:00 noon

MINUTES

The following were present: Mari Negro, Omer Doran, Tom Lippens, Gil Sablack, George Arkens, Walter Multerer, Debby Wiltzius, Pat Royer, Cathy Pearson, Jill Johnsen. Marv Mayer, excused

Debby introduced Mike Taylor from the Accident Fund of Michigan, the Prevention/Loss Representative for our Worker's Comp. carrier. Mr. Taylor was available to answer questions regarding worker's compensation. It was asked why an employee might be told by their provider (for instance, a chiropractor) that they have ongoing visits coming, even if they feel they are better. It was explained that the W/C carrier will follow-up on any provider's medical statement that says treatment "ongoing" to get a more specific care plan from them. Usually a chiropractor will have a minimum of 3-5 visits.

Mike noted that if only medical is paid out (no lost work wages), any medical costs will be discounted 70% at the time of renewal. He noted that lost wage claims formerly made up about 65% of all W/C claims, but now it is approximately 50% lost wage and 50% medical.

He told the committee that the W/C carrier prefers a light duty option when it is feasible. Even if it's where the employee gets light duty for half of their time and W/C pays the other half of their time, it still helps. He reminded those present that worker's compensation begins paying on the 8th day an employee is off of work from a work injury. If the employee ends up out through the 15th day they will go back and pick up the first seven days as well. If an employee is out for ten days they will be paid for days 8, 9 & 10. Jill indicated that sometimes staff feel that rates will go up if you put someone on light duty when in effect, the more people that remain on worker's compensation the higher the rates are for our entire organization.

The issue of having a designated place to send employees who are injured at work should be established. There was some discussion on the fact that there may not be providers in Menominee and Manistique (that follow BC payout for claims). Mr. Taylor suggested that for potentially large claims we should have the employee go to MGH Occupational Medicine in Escanaba and we will pay their mileage to do so. (we will get reimbursed from our carrier.)

In response to last month's slip off the bus, it was suggested that employees who get on and off a bus with any frequency should be encouraged to wear the Yak Trax when it's slippery. They could be kept on the bus for convenience.

The members were given a copy of the ECP's accident report procedure and HRA's. The main difference is that ECP's has the supervisor fill out the report form & the employee signs off and HRA's has the employee fill out the form & then the supervisor signs off. After discussion it was decided that HRA will change their procedure to have the supervisor fill out the form after discussing with the employee what happened & then the employee will sign off.

The meeting adjourned at 1:35 p.m.

*Menominee-Delta-Schoolcraft
Human Resources Authority*

GOVERNING BOARD MEETING
Thursday, May 19, 2011
1:45 p.m. (EDT)

MINUTES

Chairperson Wigand called the meeting to order at 2:26 p.m. A quorum was present with the following in attendance:

MEMBERS PRESENT

Dan LaFoille, Schoolcraft
Omer Doran, Schoolcraft
Gil Sablack, Schoolcraft
Bernie Lang, Menominee
George Lyon, Schoolcraft
Dave Rivard, Delta
Myra Croasdell, Delta
Mary Harrington, Delta
Marv Mayer, Menominee
Walter Multerer, Menominee
Karen Wigand, Delta
Ruth Helwig, Delta
Beth Pletcher, Menominee
Ken Penokie, Delta
George Arkens, Menominee

OTHERS PRESENT

William Dubord, Executive Director
Cathy Pearson, Executive Assistant
Sally Kidd, Senior Services Director
Joe Dehlin, WX/Housing Director
Connie Maule, SCP Director
Mary Bunnin, FGP Director
Theresa Nelson, RSVP Director

MEMBERS ABSENT

Tom Lippens, excused
Helen Walker, excused
Charmaine Lehman, excused
John Stapleton, excused
Gil Vandenhouten, excused
Brenda Moya, excused
Ken Bryant, excused
Dave Anthony
Geri Nelson
Mari Negro
Ernest Hoholik

ACCEPTANCE OF MARY HARRINGTON TO REPRESENT THE DELTA COUNTY BOARD OF COMMISSIONERS ON OUR GOVERNING BOARD

Ms. Wigand noted that Mary Harrington has been appointed by the Delta County Board of Commissioners to represent them on our Governing Board, replacing Dave Schultz. **DAVE RIVARD MOVED TO ACCEPT THE APPOINTMENT OF MARY HARRINGTON, SECONDED BY MR. LAFOILLE; MOTION CARRIED.**

ACCEPTANCE OF APRIL 7, 2011 GOVERNING BOARD MINUTES

Members received a draft of the April 7, 2011 Governing Board minutes for their review. There were no questions or comments and **THEY WERE ACCEPTED WITH A MOTION FROM MR. LAFOILLE, SECONDED BY DAVE RIVARD; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

The Chair called on Treasurer Dan LaFoille who reported that the committee reviewed the accounts payable schedule for April. **MR. LAFOILLE MOVED THAT THE APRIL ACCOUNTS PAYABLE SCHEDULE BE ACCEPTED, SECONDED BY DAVE RIVARD; MOTION CARRIED.**

The Treasurer reported that the Finance Committee reviewed the audit for the fiscal year ending 9/30/2010. There were no findings or questioned costs. He noted that in the past the auditing firm presented the audit to the full board. We had scheduling issues with our new auditing firm for this board meeting. Also, there is no board meeting scheduled for June or August and our July meeting is in Menominee and has a pretty full agenda already. The Treasurer indicated that the Finance Committee is comfortable recommending acceptance of the audit. If any member wishes for a copy of the audit, they certainly may get one by calling our Finance Director, Beau Miller. In addition, should the board wish our auditing firm to present the audit in September, that can be arranged. **TREASURER LAFOILLE MOVED FOR ACCEPTANCE OF THE AUDIT, SECONDED BY MR. LANG; MOTION CARRIED.**

The Treasurer also indicated that the board needs to pass a resolution authorizing William Dubord, Karen Wigand and Dan LaFoille as authorized signers on our bank accounts, with Ms. Wigand and Mr. LaFoille replacing Bernice Wiecech and Dave Schultz respectively. **MR. RIVARD MOVED TO AUTHORIZE WILLIAM DUBORD, KAREN WIGAND AND DAN LAFOILLE AS AUTHORIZED SIGNERS ON OUR BANK ACCOUNTS, SUPPORTED BY MR. MULTERER; MOTION CARRIED.** (see attachment "A")

SAFETY COMMITTEE REPORT

Ms. Wigand called on Gil Sablack who reported that the Safety Committee met on May 11, 2011 with the Loss/Prevention Specialist from our Worker's Compensation carrier. He noted the representative encouraged light duty placement when it is feasible. He also suggested we consider having someone like Marquette General Occupational Health as the place where we send employees who have a more serious injury that is likely to end up a W/C claim. There was some discussion on the feasibility of having employees from Menominee and Schoolcraft County drive all the way to our doctor when you consider the time and mileage that would entail. Mr. Penokie reminded the members that the presentation was from the Loss/Prevention point of view, which is focused on saving our carrier money, not necessarily what's in the best interest of our employees. **GEORGE LYON MOVED TO ACCEPT THE SAFETY COMMITTEE REPORT, SUPPORTED BY OMER DORAN; MOTION CARRIED.** (see attachment "B")

PERSONNEL COMMITTEE REPORT

The Chair called on Ken Penokie who reported that the Personnel Committee met on May 3rd to begin the review and revision process for the Personnel Policies. He indicated this process will likely take several months. A full draft will be presented to the board before seeking approval. **MR. LAFOILLE MOVED TO ACCEPT THE PERSONNEL COMMITTEE REPORT, GIL SABLACK SUPPORTED THE MOTION; MOTION CARRIED.**

ACCEPTANCE OF POLICY ADVISORY COMMITTEE MINUTES

Members received copies of the following PAC minutes for their review:

- 4/19/11 Foster Grandparent Program PAC minutes
- 3/22 (Delta) & 4/29/11 (Menominee) Senior Companion Program PAC minutes
- 4/12 (Marinette/Menominee) & 4/14/11 (Delta) Retired & Senior Volunteer Program PAC minutes
- 2/8 (Rock) & 5/4/11 (Gladstone) Senior Center PAC minutes

There were no questions or comments **AND THE MINUTES WERE ACCEPTED WITH A MOTION FROM MR. LAFOILLE, SUPPORTED BY DAVE RIVARD; MOTION CARRIED.**

ACCEPTANCE OF UPCAP MONITORING REPORT FROM MARCH 16 & 17, 2011

Members were mailed a copy of the report for their review. Karen Wigand called on Senior Services Director, Sally Kidd who reported that there was one non-compliance issue resulting from our subs not having documentation of two training sessions in their file. Mrs. Kidd reported that they will be sure to have the required training for all staff, including subs. Another issue that UPCAP will be cracking down on is the carrying out of congregate meals to non-homebound seniors. This is prohibited as congregate meals are intended to be provided in conjunction with the seniors socializing with others seniors. The Chair called on Mr. Multerer who stated his total disagreement with this policy. He requested the actual regulation stating that meals cannot be carried out of congregate sites. Mrs. Kidd explained that we can charge a set price (probably \$4) for carry outs but then they cannot be counted in our senior services activities or receive reimbursement from USDA. The Board directed staff to write a letter to the Area Agency on Aging for the regulation and pass it on to the board.

DISCUSSION ON MILEAGE REIMBURSEMENT

Ms. Wigand called on Mr. Dubord who reminded the board that they have authorized him to review gas prices in relation to our mileage reimbursement rate and adjust the rate as needed. The Executive Director indicated in light of the extremely high gas prices (it's gone up over \$1 in the past several months) he is raising the mileage reimbursement rate from \$.45/mile to \$.48/mile effective 5/15/2011. He noted that our budgets can handle the increase. He suggested that on October 1st he will revisit making the mileage rate the same as the federally approved rate. **MARV MAYER MOVED TO KEEP THE BOARD MILEAGE RATE AT \$.45/MILE, WALTER MULTERER SUPPORTED THE MOTION; MOTION CARRIED. 3 nays** Mr. Rivard suggested we may want to reconsider making a decision for all the members, when some may have a greater need. If any member doesn't wish to get reimbursed for mileage, they do not have to.

AUTHORIZATION TO APPLY FOR AREA ON AGENCY FUNDS

The Chair called on Sally Kidd who indicated that every year we need to get board authorization to apply for AAA funds. This year we intend to apply for congregate and home delivered meals homemaker aide, respite, personal care, Adult Day Care and home injury funds. **MR. LAFOILLE**

**MOVED TO AUTHORIZE THE APPLICATION FOR AAA FUNDS, SECONDED BY DAVE RIVARD;
MOTION CARRIED.**

FUNDING UPDATE

The Chair called on Bill Dubord who reported that the State Conference Committees are meeting now regarding the budget so hopefully we will have a clearer picture very soon. The federal continuing resolution called for a 40% cut in RSVP (the funding year that starts July 1st). They have mitigated it to a 20% cut by running the program for 8 months rather than 12. This will be a significant cut forcing operational changes such as reduction in employee hours, built in lay-offs for the two staff people and eliminating mileage reimbursement. Additionally we will need to reduce the number of volunteers from 529 to 400. Some volunteers may decide to quit with the loss of mileage reimbursement.

Home delivered meals are primarily supported by state funds. We are anticipating a 15-18% cut for this program so we will have to make some hard decisions on how to continue to serve our rural homebound folks. Fortunately we have millage funds that can help fill some holes. The House budget calls for the elimination of the three Senior Volunteer Programs this coming October. If this occurred it may mean the programs are no longer feasible to run.

The Executive Director reported that we still have not received our regular Weatherization contract for the program year that began April 1st. We are progressing nicely with the Weatherization ARRA units and should have no problem meeting our completion goal before the March 31, 2012 deadline.

EXECUTIVE DIRECTOR'S REPORT

Ms. Wigand called on the Executive Director who reported that our four Client Service Workers are currently on lay-off as there is no direct assistance funds with which to help the people they serve. Mr. Dubord indicated that it is not unusual for these employees to be laid off this time of year as the majority of their workload is during the tax and heat season.

Mr. Dubord reminded the members that there is no meeting scheduled for June so our next meeting will be held on Thursday, July 21, 2011 at the Menominee VFW. This will be a luncheon meeting beginning at 11:30 a.m. (central time) with the board meeting to follow. He noted that we will be convening the Nominating Committee soon and the Personnel Committee will meet again soon to continue work on the Personnel Policies.

**MR. LAFOILLE MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, GEORGE LYON
SECONDED THE MOTION; MOTION CARRIED.**

PUBLIC COMMENT/OTHER BUSINESS

Ms. Wigand called on Dan LaFoille who asked if the board might consider making the board meeting time earlier as the meetings seem to be running longer. Cathy Pearson will survey the board regarding this request. Mr. Penokie noted he is happy that our new auditing firm is locally based.

ADJOURNMENT

There being no other business ***THE MEETING ADJOURNED AT 3:12 P.M. WITH A MOTION FROM DAN LAFOILLE, SUPPORTED BY DAVE RIVARD; MOTION CARRIED.***

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH OF APRIL 2011 FOR THE HUMAN RESOURCES AUTHORITY, INC. WE HAVE DETERMINED THAT THE EXPENDITURES MADE AGAINST THE VARIOUS PROGRAMS ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS IN THE FOLLOWING AMOUNTS:

SENIOR CITIZENS	\$	162,875
VOLUNTEER PROGRAMS		61,915
NUTRITION		109,485
STATE & LOCAL PROGRAMS		101,006
ENERGY AND HOUSING		297,134
ASSET & LIABILITY ACCOUNTS		152,884
TOTAL	\$	885,299

SIGNED 
(TREASURER)

DATE 5-19-11

Menominee County
Department of Human Services Board
2612 10th Street
Menominee, MI 49858

BOARD MEMBERS

MARY BRADLEY
MICHAEL KAUFMAN
PEGGY BASTIEN

DIRECTOR

RUSSELL K. SEXTON

Date: June 28, 2011

The regular meeting of the Menominee County Department of Human Services Board was called to order by Michael Kaufman, Board Chair, at 9:00 a.m. The meeting was held in the Menominee County Department of Human Services Board Room.

Present: Michael Kaufman, Board Chair; Mary Bradley, Board Member; Peggy Bastien, Board Member and Russell Sexton, Board Secretary.

Others Present: Bernie Lang, Menominee County Board of Commissioners

APPROVAL OF AGENDA:

A motion to approve the agenda was made by Mary Bradley and seconded by Peggy Bastien. Motion passed without opposition.

APPROVAL OF May 31, 2011 MINUTES:

Minutes of the May 31, 2011 Board Meeting were reviewed. A motion to accept the minutes was made by Mary Bradley and seconded by Peggy Bastien. Motion passed without opposition.

FINANCIAL REPORT:

The financial report for May 2011 was reviewed. There was \$100.00 in expenditures for DHS Board meeting attendance; leaving a balance of \$5,673.96. There were no expenditures from the Child Care fund, leaving a balance of \$3,500.00.

A motion to accept the financial report was made by Peggy Bastien and seconded by Mary Bradley. Motion passed without opposition.

DIRECTOR'S REPORT:

Staffing Information: Mr. Sexton reviewed the status of the hiring processes for Menominee County, what vacancies continue to exist and the anticipated staffing for FY 2012.

MCSSA Information: Various MCSSA documents were distributed. The next District One meeting scheduled for July 27, 2011 is cancelled since none of the DHS Directors could make this meeting due to a conflict with mandatory state meeting.

The next scheduled MCSSA District One meeting will be on October 26, 2011, in Marquette at the Ramada Inn.

The MCSSA Summer Conference will be held August 15th through August 17th at the Double Tree Hotel in Bay City.

Statewide Director's Meeting Information: Mr. Sexton discussed the conference call that was held with Director Corrigan and Chief Deputy Director Berger.

Collaborative Issues: No new information.

Business Plan Update: Mr. Sexton related that things continue to be fine at this time – especially given the current staffing situation in the AP unit.

Miscellaneous: Mr. Sexton reviewed the current Assistance Payments caseload with the board. For the month of June Menominee County had the following cases: 45 Cash Assistance; 1565 Food Assistance; 545 Family Medical; 980 Children and Pregnant Women Medical; 633 Non-SSI Medical; 385 SSI Medical; 73 < 21 Medical; 23 State Disability; 155 Adult Medical; 52 Child Day Care; and 667 Medical Cost Share cases.

Board Member Input/Suggestions: The Board Members provided a variety of input, which was greatly appreciated by the director.

Motion to accept the Director's Report as submitted made by Mary Bradley and supported by Peggy Bastien. Motion passed without opposition.

UNIT REPORTS: No unit report was provided.

BOARD BUSINESS:

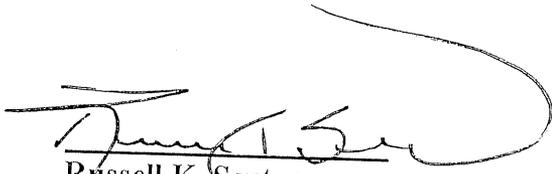
Approval of Vouchers: Vouchers were reviewed and approved. Motion made by Peggy Bastien and supported by Mary Bradley. Motion passed without opposition.

NEW BUSINESS: There was no new business presented.

PUBLIC COMMENT: None.

NEXT MEETING: July 26, 2011 at 9:00 a.m. in the Menominee County DHS Board Room.

ADJOURNMENT: Motion to adjourn made by Mary Bradley and supported by Peggy Bastien. Motion passed without opposition. Meeting adjourned at 9:25 a.m.



Russell K. Sexton
Board Secretary



Michael Kaufman
Chairperson

Pc: DHS Board Members
DHS Northern Area Office
Menominee County BOC
Menominee DHS Office File
Bernie Lang, Menominee County BOC Liaison

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Regular Monthly Meeting

MINUTES

715 Pyle Drive, Kingsford, Michigan

June 16, 2011 - 4:00 p.m.

CALL TO ORDER/ROLL CALL:

Karen Raether, Board Chairperson, called the meeting to order at 4:05 p.m. Mary Wendt, Board Secretary, conducted the roll call.

<u>MEMBERS</u>	<u>Present</u>	<u>Excused</u> <u>Absent</u>	<u>Absent</u>	<u>MEMBERS</u>	<u>Present</u>	<u>Excused</u> <u>Absent</u>	<u>Absent</u>
Connors, Peggy	X			Martin, Ann	X		
DeDie, William	X			Negro, Mari	X		
DeGrave, Marylee	X			Raether, Karen	X		
	(4:10 p.m.)						
Hofer, Millie	X			Plumley, Robert	X		
Lang, Bernie	X			Spence, Christine		X	
Luhtanen, Joan	*X						

*(VTC-Video Television Conference from Northpointe Iron River Office)

REPRESENTING ADMINISTRATION: K. Thekan, B. Adrian, T. Wendt, M. Wendt

PLEDGE OF ALLEGIANCE - The Pledge of Allegiance to the Flag was recited by all

PUBLIC COMMENTS - No public comments

APPROVAL OF THE AGENDA: Karen Raether stated the agenda would be amended to delete the Planning Committee Report as this meeting was cancelled on June 13, 2011.

ACTION: Moved to approve the amended agenda as stated above.

Motion by: P. Connors; supported by B. Lang. **Motion carried unanimously**

APPROVAL OF THE MINUTES:

There were no additions or corrections to the minutes from the Regular Board of Directors meeting on May 26, 2011. Millie Hofer stated that in the May 26, 2011 minutes it was stated that she asked if self-determination had an impact on the budget and wanted to clarify that she is not against self-determination but just asked a basic question about it.

ACTION: A motion was made to dispense with reading the minutes from the May 26, 2011 Regular Board of Directors meeting and approve as written.

Motion by: P. Connors; supported by M. Hofer. **Motion carried unanimously.**

M. DeGrave present at 4:10 p.m.

PRESENTATION: Older Adult Services - Laurie Bal

Laurie Bal, Northpointe Older Adult Services Manager, provided information on the different older adult service programs that are provided at Northpointe: OBRA (Omnibus Budget Reconciliation Act) and consultations. Questions were addressed by Ms. Bal.

FINANCE COMMITTEE REPORT - P. Connors

Ms. Connors highlighted the following from the Finance Committee meeting minutes:

- ISSUE:** Review Check Disbursement Report

The check disbursement report in the amount of \$1,232,930.63 was reviewed and recommended for Board approval.

ACTION: A motion was made by P. Connors, supported by M. Negro to approve the check disbursement report for bills paid in the amount of \$1,232,930.63 as presented.

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Connors, Peggy	X		Martin, Ann	X	
DeDie, William	X		Negro, Mari	X	
DeGrave, Marylee	X		Raether, Karen	X	
Hofer, Millie	X		Plumley, Robert	X	
Lang, Bernie	X		Spence, Christine		
Luhtanen, Joan	X				

Motion carried unanimously.

2. ISSUE: Review Financial Report – May 2011

The committee reviewed the May 2011 financial report and recommended for Board approval.

ACTION: A motion was made by P. Connors, supported by M. Hofer to approve the May 2011 financial report.

ROLL CALL VOTE:

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Connors, Peggy	X		Martin, Ann	X	
DeDie, William	X		Negro, Mari	X	
DeGrave, Marylee	X		Raether, Karen	X	
Hofer, Millie	X		Plumley, Robert	X	
Lang, Bernie	X		Spence, Christine		
Luhtanen, Joan	X				

Motion carried unanimously.

3. ISSUE: Contract(s)/Agreement(s)

#	Name of Contract	Purpose of Contract	Date of Contract	Old Rate	New Rate	Change
A.	Dr Amit Razdan	Medical Director and Psychiatric Services	10/1/11 – 9/30/14	\$145/hr. plus Expenses	Performance Payment	Performance Payment
<p>This is a renewal agreement for Medical Director and Psychiatric Services. The expenses include quarterly visits to Northpointe, air fare, motel, etc. The performance payment would be paid in December of each year, based on job performance and available funding as follows: Year 1 - \$6,000; Year 2 - \$8,000 and Year 3 - \$10,000.</p>						

ACTION: A motion was made by P. Connors, supported by M. DeGrave to approve Contract A as noted above.

DISCUSSION: Millie Hofer provided and reviewed information she had prepared in regards to cost of the above contract. Discussion ensued and questions were addressed by Karen Thekan and Bill Adrian.

ACTION: P. Connors rescinded her motion, M. DeGrave rescinded her second.

ACTION: A motion was made by A. Martin, supported by M. Negro to table Dr. Razdan's contract until more information is received and approve it no later than the July meeting.

DISCUSSION: Discussion ensued and a comparison of the total psychiatric costs from when Dr. Cools was Medical Director to the present will be provided to the Board. Miscellaneous questions were addressed by Ms. Thekan and Mr. Adrian.

ROLL CALL VOTE:

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Connors, Peggy		X	Martin, Ann	X	
DeDie, William	X		Negro, Mari	X	
DeGrave, Marylee	X		Raether, Karen		X
Hofer, Millie	X		Plumley, Robert	X	
Lang, Bernie		X	Spence, Christine		
Luhtanen, Joan		X			

6 Ayes; 4 Nays; Motion carried.

#	Name of Contract	Purpose of Contract	Date of Contract	Old Rate	New Rate	Change
B.	Goodwill Industries	Vocational Services	7/1/11 – 6/30/12	\$350,000	\$400,000/yr	Inc. \$50,000
<p>This is an addendum to the agreement for Goodwill Industries to provide vocational services in Menominee and Dickinson counties. They currently serve 77 Northpointe consumers and have increased the amount of Supported Employment services.</p>						

	Wilson	Intermediary	6/30/12	\$125/mo. hire staff \$25/mo. no staff	\$135/mo. hire staff \$35/mo. no staff	Inc. of \$5 or \$10/mo.
This is a renewal agreement for fiscal intermediary services for self-determination for two consumers. The "hire staff" refers to the fact that this consumer "hires" staff to come into the home and provide care. The \$25/mo. is to process checks for respite providers.						
D.	Mary VanHaute	Suicide Prevention	7/1/11 – 6/30/12	\$30/hr.	\$30/hr.	No change
This is a renewal agreement for the development and implementation of a suicide prevention network in Dickinson and Iron Counties						
E.	Little Ones of the U.P.	Reflective Supervision	7/1/11 – 12/31/11	\$50/hr.	\$50/hr.	No change
This is a renewal agreement with Melissa Copenhaver to provide reflective supervision hours to Northpointe home based staff to meet their infant mental health certification.						
F.	Wakeham Residential Services	Residential Services	6/1/11 – 5/31/12	\$157.11/day \$75/day respite \$307.00/day for special needs person who does not attend school	same	same
This is a renewal agreement for the Lighthouse. It is currently licensed for 6. There are 5 full time residents and one bed is used by several families for respite each month.						

ACTION: A motion was made by P. Connors, supported by M. Negro to approve Contracts B-F as noted above.

ROLL CALL VOTE:

MEMBERS

Connors, Peggy
DeDie, William
DeGrave, Marylee
Hofer, Millie
Lang, Bernie
Luhtanen, Joan

YES

X
X
X
X
X
X

NO

MEMBERS

Martin, Ann
Negro, Mari
Raether, Karen
Plumley, Robert
Spence, Christine

YES

X
X
X
X

NO

Motion carried unanimously.

4. Miscellaneous

- Millie Hofer had a question regarding when there is increase in operating expenses where does the funds come from to cover this increase. Bill Adrian and Karen Thekan provided information on what funds are used to cover an operating expense increase

PERSONNEL COMMITTEE REPORT – K. Raether

Ms. Raether highlighted the following from the Personnel Committee meeting that was held on June 16:

1. **ISSUE:** Human Resources Quarterly Reports

The following reports for the 2nd quarter (January 2011-March 2011) were reviewed:

- Employee Injuries - There were 4 employee injuries for the quarter.
- Separated Employees - There were 13 employees for the quarter that left Northpointe employment.
- Wage Increases - There were 40 employees during the quarter that received their annual performance review: 35 received a pay increase and 5 did not receive a pay increase due to being at the top of their pay scale. Of the 40 employees reviewed; 27 were hourly and 13 were salary.

ACTION: Information

2. **ISSUE:** Review Annual CEO Evaluation Results from Operations Team

Personnel Committee reviewed Karen Thekan's annual evaluation of compiled scores and comments from Operations Team members and staff that she supervises.

ACTION: Information

3. Miscellaneous

- Karen Raether stated that Millie Hofer requested comparison salaries for all administrative staff with names and job titles from May 1, 2010 to May 1, 2011. This information will be provided to all Board members.

CHAIRPERSONS REPORT – K. Raether

- The Great Lakes Executive committee met on June 7 at the Up North Lodge Restaurant in Gwinn to continue planning the fall Great Lakes conference.
- A copy of the final CARF audit report was received and Ms. Raether asked for Board permission to send out an e-mail to Northpointe staff commending them on the excellent audit report that was received. Consensus by all Board members was to send out an e-mail to staff.
- Karen Raether congratulated and presented Mari Negro with a certificate of completion from the Michigan Association of Community Mental Health Board for completing the Governance and Leadership Development Boardworks Program.

CEO REPORT

Karen Thekan stated that her May 2011 CEO report was in Board packets; she provided the following updates and highlights:

Federal/State Activity:

- At the State directors' meeting it was announced that Mike Head officially announced his retirement and his position should be filled in 30-45 days. Three main issues that continued to be discussed at the meeting were: 1) the preferred behavioral drug list, 2) the 20 outpatient visits for the mild to moderates that the health plans now serve, and 3) dual eligible consumers (with Medicare & Medicaid) going into the health plan managed care environment. Information regarding Olga Dazzo's view on administration costs was also provided. The General Fund allocation is expected to be provided in September for the next fiscal year.

B. Lang excused at 5:35 p.m.

Regional Activity:

- The NorthCare audit at Northpointe was conducted on June 13.
- Sam Harma, Hiawatha CEO, will be retiring at the end of July and Larry Pollack, Cooper Country CEO, will be retiring in July 2012.

Local Activity:

- A part-time Northpointe peer support specialist will now be employed full-time. His additional duties will include being a peer support specialist at the Powers Federally Qualified Health Clinic.

OLD BUSINESS – No old business

NEW BUSINESS – No new business

BOARD PREROGATIVE/AMBASSADOR MOMENT

- Mari Negro shared information on how she assisted an individual to help understand what self-determination is.
- Joan Luhtanen shared information on a PBS program on how music helps individuals and recommended that if anyone got a chance to watch they should.

PUBLIC COMMENTS – No public comments

ADJOURNMENT

Chairperson Raether stated the meeting adjourned. Meeting adjourned at 5:58 p.m.

The next regular monthly Board meeting is scheduled for July 21, 2011 in Iron River, Michigan beginning at 1:00 p.m.

Karen Raether, Chairperson

Peggy Connors, Secretary

Mary Wendt, Board Secretary

THE MENOMINEE COUNTY FAIR BOARD MEETING WAS HELD ON WEDNESDAY, JULY 6, 2011 AT THE FAIRGROUNDS AT SHAKEY LAKE PARK AT 6:30 PM. FAIR BOARD MEMBERS PRESENT WERE PHYLLIS KACZMARCZYK, KANDACE CURRAN, LARRY ROETZER, DIANE BRAZELTON, SALLY EBSCH, AND SCOTT DUNCAN FAIR SUPERINTENDENTS CHRISTINE RULEAU, DENISE TAYLOR, ED GRANQUIST AND COUNTY COMMISSIONER CHARLIE MEINTZ.

PUBLIC COMMENT: NONE

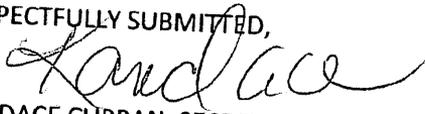
AGENDA: AGENDA WAS ACCEPTED AS PRESENTED. MOTION MADE BY PHYLLIS AND SUPPORTED BY DIANE. MOTION CARRIED. EVERYONE WALKED THE GROUNDS AND THE NEW PULL TRACK. THE FENCE WILL BE COMPLETED BY TOMORROW. THE GROUNDS LOOK VERY NICE AND THE PARK WORKERS HAVE BEEN WORKING HARD TO GET THINGS READY.

SECRETARY'S REPORT: SUBMITTED

TREASURER'S REPORT: SUBMITTED.

BUSINESS: THE BOARD TOURED THE BUILDING AND CHARLIE WAS CHECKING ON THE GENERATOR BECAUSE IT WAS NOT WORKING. IT WAS DETERMINED TO NEED A NEW BATTERY. EVERYTHING ELSE IS READY FOR THE FAIR. THE MEETING ADJOURNED AT 8:15 PM

RESPECTFULLY SUBMITTED,



KANDACE CURRAN, SECRETARY

MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

SUBJECT:	Jail Video Surveillance System
DEPARTMENT:	Sheriff Dept.
ATTACHMENTS:	Yes
SUMMARY:	
<p>The video surveillance system is currently outdated beyond repairing the equipment. We can no longer get replacement parts for failing equipment. Attached are bid specifications for a replacement system.</p>	
RECOMMENDED MOTION	

Submitted by: **Brian Bousley**

 08/18/2011
Date

WORKSHOP ACTION

	Forwarded to County Board for Approval as Recommended
	Reviewed with no motion to carry forward
	Continue after additional review/research is obtained
	Recommended with the following change(s):

COUNTY BOARD ACTION

DATE:

	Approved
	Disapproved
	Approved with the following change(s):

INTRODUCTION

The Menominee County Jail will be upgrading their current video surveillance system from legacy analog DVRs and matrix to an IP based, video surveillance solution. The existing system consists of 2, 16ch DVRs, 32 analog cameras, 2 microphones multiplexed to 2 monitors. The selected Security Systems Integrator (SSI) will remove the old analog DVRs and convert the existing analog cameras to IP, integrating the existing microphones and install 5 new IP cameras. The new Video Surveillance System (VSS) shall operate as an independent Video Surveillance Network (VSN). There shall be a Control Center PC with dual 32" LCD monitors for the management of the VSS installed in the main control room.

This RFP outlines the details of the project. It is the responsibility of the SSI to read and understand all aspects of the project and to perform an on-site walk-through prior to submitting a bid response. No bid responses will be accepted from those that do not perform an on-site evaluation.

If you have any question or to schedule an, on-site walkthrough please contact Roxanne Drust via email at RDrust@Menomineeco.com. Only emailed questions will be responded to.

The anticipated start of the project will be in the early summer of 2011 with completion no later than 90 days from commencement.

RFP Release Date: TBD

Bid Responses due: TBD

Please send bid responses to: TBD

PART 1 - GENERAL

1.1 Project Overview

- A. Furnish and install an IP based, VSS – including, but not limited to, cameras, video encoders, NVRs, network switches, rack and power supplies. The system shall include all peripheral devices and hardware to provide a complete turn-key system.
- B. The VSS shall be comprised of the following components:
 1. VIDEO ENCODERS – Video encoders shall be installed to convert the existing analog cameras to IP. The encoders shall include audio inputs on all channels; have Active Content Filtering (ACF), bandwidth management, multi-streaming and self-diagnostics. The encoders are to be network edge devices which shall operate independent of a central server.

2. NETWORK VIDEO RECORDER (NVR) – The NVR shall be a Linux based NVR. It shall have RAID5 with a minimum of 1.5TB of usable storage. The NVR shall have dual power supplies and dual NICs with automatic failover. The NVR shall have automatic failover to another NVR in case of complete system fail. When an NVR fails, the cameras on the NVR shall automatically record to the next NVR. In the case of a hardware or RAID failure the NVR shall send an email alert to Menominee County staff as well as the SSI's technical support.
 3. IP CAMERS – The new IP cameras shall be dome cameras, vandal resistant, true day/night (no digital day/night allowed must have IR cut filter) and shall be rated for outdoor use. The video compression shall be h.264, dual compression chips and capable of full 30fps. The IP cameras shall be network edge devices which shall operate independent of a central server.
 4. CONTROL CENTER – The new Control Center shall be a single PC with dual 32" LCD monitors. The Control Center Software shall manage the entire VSS across the VSN. Management is defined as, bandwidth management, multi-streaming, site and user management. Video feeds shall be viewed live at 30fps with full duplex audio. Recorded video/audio shall be viewed without disruption of live viewing. The Control Center software shall provide advanced recorded video search by direction, motion and object added/removed. The Control Center software shall come with 3yr unlimited software upgrades.
-
- C. The Video Surveillance Network (VSN) shall be an independent network where the cameras, management and NVRs shall operate on. The VSN will tie back to the County Network for remote view, remote management and remote support. Coordination with the County IT Department will be required for proper network routing.
 - D. The 2 existing microphones shall be integrated to the new VSS and synced with the respective cameras.
 - E. The 2, 32" LCD monitors shall be wall mounted. All cables are to be in wire molding or conduit as require, no exposed cable allowed.
 - F. 32 existing analog cameras are to be terminated into rack mounted encoders with audio to convert them to IP
 - G. Existing 24VAC power supplies at to be removed. 2 new 16ch 24VAC, rack mount power supplies are to be installed to power existing cameras
 - H. 24 Port PoE switch, 10/100/1000 shall be installed
 - I. All new network cable shall be CAT5e or greater
 - J. All existing BNC connectors are to be replaced with compression fitted BNC connectors
 - K. A 48 Port, RG59 patch panel is to be installed to run new RG59 cables to the new rack and encoders

- L. A 2200VA, rack mount UPS shall be installed which shall provide power to the NVRs, encoders, network switch and camera power supplies in case of power failure
- M. A new 45U, 2 post rack with cable management and 20 port, 15AMP power strip shall be installed in the upstairs boiler room
- N. All cables are to be clearly labeled and marked
- O. Existing DVRs, power supplies, UPS and rack shall be removed
- P. Old cable shall be removed
- Q. 5 new IP based, PoE cameras shall be installed
- R. The SSI shall provide the following level of support for the VSS and VSN.
 - 1. Manufactures depot warranty on all components furnished and installed
 - 2. 3 year, remote and on-site service agreement which shall include:
 - a. Remote technical support and systems management
 - i. Over the phone technical support
 - ii. Remote access to the system for service, support and updates
 - b. Health monitoring of hard drives, network, wireless network, computers and cameras
 - c. Annual on-site preventative maintenance of system and components
 - 3. Unlimited software and firmware upgrades for 3 years
 - 4. Complete system As-built outlining system topology, component mapping, IP address and network information
 - 5. 3 year, unlimited software and firmware upgrades to all VSS components
- S. Submittals
 - 1. Bidder shall submit bid response with the provided bid documents in Part 5
 - 2. Bidder shall submit supporting documents and specification sheets on all hardware quoted
 - 3. Bidder shall submit a minimum 3 professional references of similar projects with IP video surveillance
 - 4. Bidder shall submit a system preliminary topology drawing along with system design notes
 - 5. Bidder shall submit a plan for installation outlining the plan to migrate the old system to IP
 - 6. Bidder shall submit a proposed schedule for completion
 - 7. Bidder shall provide a letter stating the Integrators experience in projects of similar size and scope

8. Bidder shall provide copies of manufactures certifications for provided VMS hardware
9. Bidder shall provide an overview of the 3 year, Service Level Agreement for remote and on-site support

1.2 Security Systems Integrator Experience

- A. The Security Systems Integrator shall meet or exceed the following requirements:
 1. Minimum 5 years of experience in IP based, video surveillance and security installations
 2. Minimum 5 years of Information Technology (IT) and networking experience
 3. Hold current, manufactures certifications for components being installed
 4. Experience in projects of similar size and scope

1.3 General System Function

- A. The new VSS shall be an IP based video surveillance system
- B. The VSS shall be have a distributed architecture
Distributed Architecture Defined:
 1. Video management shall be performed at each camera
 2. Video compression shall be performed at each camera or encoder
 3. Live view is performed from the camera, not a central server
 4. Bandwidth management shall be performed at each camera
 5. Cameras shall operate independent, without the use of a central server
- C. Control Center Management
 1. The Control Center Software shall provide 30FPS live view
 2. The Control Center Software shall manage each camera
 - a. Video bandwidth
 - b. Frames Per Second
 - c. Multi Streaming
 - d. Video resolution
 - e. NTP Server
 - f. Network management
 - g. Video analytics
 - h. Diagnostics
 - i. Active Content Filtering
 - j. Audio sync
 - k. Recording rate
 - l. System alerts

3. Control Center Software shall manage NVRs and recording
 - a. Hardware failure alerts via email
 - b. Health monitoring
 - c. Network management
 - d. Diagnostics
 - e. NTP Server
 - f. Audio recording
 - g. Storage estimation
 - h. Camera recording status
 4. Control Center Software shall manage user accounts and credentials
 5. Control Center Software shall provide, recorded video analytic search on all video
 6. Control Center Software shall provide multi streaming of all cameras in Zoom Up Picture (ZUP)
- D. Control Center Client
1. Unlimited number of Control Center Client accounts on remote computers
 2. Manage user access and accounts
- E. The NVRs shall have systems redundancy and failover capabilities
1. System redundancy is defined as
 - a. RAID 5 Hard drive configuration
 - b. If there is NVR failure, cameras will automatically record to another NVR
 - c. Redundant power supplies
 - d. Redundant NICs
 - e. Email alerts on hardware failure
 - f. Hard drive health monitoring (temp., bad sectors etc.)
- F. NVRs shall have 1.2TB of available storage in a RAID 5 configuration to provide a minimum of 30 days of video and audio storage.
- G. The video encoders shall have bandwidth control so that the impact to the network can be managed
- H. The video encoders shall allow for multi-streaming. That is the ability to stream multiple video streams from a single encoder simultaneously
- I. The Video Management Software (VMS) shall allow for the addition of advanced video analytics (virtual trip wire, object left behind, directional search, etc.) to be added at a later time
- J. The system shall be set to record video/audio 24/7/365 and utilize Active Content Filtering (ACF) protocol

PART 2 – HARDWARE

2.1 Manufactures

- A. Due to the nature of this project and its complexity, designated manufactures and part numbers have been preselected to ensure the performance of the system. **No alternatives will be accepted.**

2.2 Cameras

- A. IndigoVision, 9000 Series vandal resistant, outdoor rated, day/night dome camera
Part # **749234**

2.3 Video Management Software

- A. IndigoVision Control Center Software shall be used as the video management software
Version 4.2 build 50 or newer
- B. General system requirements:
 - 1. Map interface function
 - 2. System management and health monitoring
 - 3. Multi-view camera display
 - 4. Audio and video integration
 - 5. ONVIF Compliant
 - 6. H.264 compliant

2.4 Network Video Recorder

- A. IndigoVision 3000 series NVR shall be used. Linux based 1.5TB usable with RAID 5
Part # **980396**
- B. IndigoVision redundant power supply
Part # **110063**

2.5 Video Encoders

- A. IndigoVision 8000 series video encoder with audio, 4ch unit rack mountable
Part # **741904**

2.6 Network Hardware

- A. HP 24 Port Procure Switch, PoE 10/100/1000
Part # **3500yl-24G-PWR**
- B. All cable shall be Cat5e minimum

2.7 Rack Hardware

A. Middle Atlantic rack and hardware

Part # RLA19-1245B	-	45U, 2 Post rack
Part # PB-5A	-	Outlet Mount
Part # CSB	-	UPS Support
Part # VCD-10-51-DC	-	Cable Management
Part # PD2015RNS	-	20 Outlet, 15Amp power strip
Part # HCM-2DV	-	Cable management rail
Part # HPM-4	-	4U, wall mount rack, hinged

B. Leviton, 48 Port Patch Panel

Part # **49255d48**

C. Leviton, BNC QuickPort Connector

Part # **41084-BEF**

2.8 UPS, Power supply, surge protection and equipment grounding

A. APC, 2200VA Smart UPS

Part # **SMT2200RM2U**

B. Altronix, 16ch 24VAC, fused power supply, rack mount

Part # **R2416UL**

2.9 Central Command Center PC

A. The Central Command Center PC must meet or exceed the following minimum specifications

1. Intel i7, 3.06GHz Processor
2. 4GB of RAM
3. 250GB SATA Hard drive
4. SATA DVDRW
5. EVGA GeForce GTX 570 HD, Dual HDMI/DVI
6. 400W Power Supply
7. 3 year warranty

B. 32" LCD Monitor with HDMI

Note: Must include a wall mount bracket for the monitor

PART 3 – EXECUTION

3.1 Installation

- A. The VSS shall be installed using industry best practices for the installation environment
- B. The SSI shall provide labor of the installation of all components required for a complete, turn-key system
- C. Subcontractors shall not be used for any part of the installation
- D. All equipment shall be installed in compliance with all federal and local code requirements as they are applicable

- E. Cables in jail cells and along jail hallways shall not be exposed and must be inside conduit
- F. Cables in the boiler room must be suspended from the ceiling in cable hooks
- G. All RG59 cables shall be terminated with compression fitted BNCs, no twists-on, crimp style or 3 piece BNCs will be accepted
- H. All cables are to be labeled
- I. An As-built shall be provided upon completion of project, providing VSS topology, IP address, and IP routing as well as a facility map with camera locations noted
- J. Rack shall be bolted to floor

3.2 Licensing

- A. Security Systems Integrator shall provide all software licenses for the Video Management Software and PC Operating System as required

3.4 Training

- A. Security Systems Integrator shall provide on-site training of all system components at an Administrators level for a minimum of 1 hour

1. Topics to cover

- System overview
- Viewing live video
- Reviewing recorded video
- Exporting video
- Searching recorded video
- NVR health monitoring
- Remote support and login details
- Adding users
- Firmware and software updates

- B. SSI shall provide on-site training for all system components at a general user level for a minimum of 1 hour

1. Topics to cover

- System overview
- Viewing live video
- Reviewing recorded video
- Exporting video
- Searching recorded video
- Remote support and login details

- C. SSI Integrator shall provide an on-site refresher course 14 days after completion of installation

3.5 Customer Responsibilities

- A. The customer shall provide the required IP addressing and network information for proper communication from the VSN to the County's network for remote access and remote support
- B. The customer will provide electrical service to the rack for the head-end equipment

3.6 Network

- A. It is the responsibility of the Security Systems Integrator to coordinate with the county's IT staff for proper tie into the county's network
- B. The system will be require to have access outside of the county's network for remote management of the system as well as health monitoring and remote support

PART 4 – SERVICE AND SUPPORT

The SSI shall provide a 3 year remote and on-site Service Level Agreement (SLA). The SLA shall be included into the cost of the project and must meet the following requirement.

4.1 Remote Support

- A. The SSI shall provide a 3 year, remote support by providing the following
 1. System health checks
 2. Remote technical support
 3. Remote software and firmware upgrades
 5. Remote troubleshooting
 6. RAID failures notification
 7. Hard drive failure notification
 8. Power supply failure notification
 9. NIC failure notification

4.2 On-site Service

- A. The SSI shall provide a 3 year on-site preventative maintenance plan to be performed at least once per year and to include the following
 1. Inspection of cameras
 2. Inspection of all connections
 3. Health report on NVRs
 4. Health report on Central Control PC
 5. Cleaning of cameras and camera lenses

B. The Security Systems Integrator shall provide the customer with a report after completing the annual system inspection

4.3 Response Time

A. System Health alerts are to be acknowledged by the Security Integrator within a 4 hour during normal business hours and 8 hours during afterhours and holidays.

B. Acknowledgments of System Health alerts are defined as initiating investigation of alert through remote access of the system

C. An analysis of the issue must be presented to the customer within 48 hours of alert

PART 5 – BID DOCUMENTS

5.1 Bid Response

A. The bidder shall submit the required submittal as outlined in Section 1.1 item D

B. The bidder must provide a bid in the following order

1. Cover letter

2. Company Information

3. Bid document (provided)

4. System design specs

5. Service Level Agreement Document

6. Professional references

7. Specification sheets and supporting documentation

5.2 Bid Document

Part Number	Description	Quantity	Price	Extended Price
741904	IndigoVision 8000 4ch Encoder w/ Audio RM	8		
749234	IndigoVision 9000 Dome Camera, vandal resistant day/night	5		
417813	IndigoVision 36 Month SUP Support	37		
980396	IndigoVision 1.5TB NVR, RAID 5	2		
R2416UL	Altronix 16ch, Rack Mount Power Supply	3		
SMT2200RM2U	APC, UPS 2200VA RM	1		
3500yl-24G-PWR	HP 24 Port, PoE Switch	1		
49255d48	Levitron 48 Port, BNC Patch Panel	2		
41084-BEF	Levitron BNC Snap-ins	32		
RLA19-1245B	Middle Atlantic 45U Open Rack	1		
PB-5A	Middle Atlantic Outlet Mount	1		
CSB	Middle Atlantic Supprt for UPS	1		
VCD-10-51-DC	Middle Atlantic Cable Management Raceway	1		
PD2015RNS	Middle Atlantic 20 outlet, Power Strip RM	1		
HPM-4	Middle Atlantic 4U, wall mount rack, hinged	2		
HCM-2DV	Middle Atlantic Cable Management Rail	5		
	Control Center PC	1		
	32" LCD Monitor w/ wall mount bracket	2		
	RG59 Cable, 95% Copper braided sheild, PVC	1000'		
	CAT6 Cable, PVC	1000'		
	Mounting Materials, conduit and misc parts	1		
	Custom Audio Cables	2		
	Installation, setup and configuration			
	3yr. Service Level Agreement			
	Onsite training			
	Freight			
Project Total Cost				

Company name: _____

Address: _____

Email address: _____

Contact number: _____

Contact name: _____

(authorized person)

Signature: _____ Date: _____

(authorized person)

MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

SUBJECT:	Salaries of County Officers/Elected Officials
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
By state laws, the annual salary of each salaried county officer shall be fixed by the board before November 1.	
RECOMMENDED MOTION	

Submitted by: **Brian Bousley**

 08/18/2011
Date

WORKSHOP ACTION

	Forwarded to County Board for Approval as Recommended
	Reviewed with no motion to carry forward
	Continue after additional review/research is obtained
	Recommended with the following change(s):

COUNTY BOARD ACTION

DATE:

	Approved
	Disapproved
	Approved with the following change(s):

SALARIES OF COUNTY OFFICERS
Act 154 of 1879

AN ACT relative to the salaries of county officers.

History: 1879, Act 154, Eff. Aug. 30, 1879.

The People of the State of Michigan enact:

45.421 Salaries of county officers; determination; change in compensation.

Sec. 1. (1) The annual salary of each salaried county officer, which is by law fixed by the county board of commissioners, shall be fixed by the board before November 1 each year and shall not be diminished during the term for which the county officer has been elected or appointed, but may be increased by the board during the officer's term of office.

(2) Notwithstanding subsection (1), for a county which has a county officers compensation commission, the compensation of each nonjudicial elected officer of the county shall be determined by that commission. A change in compensation for those officers of a county which has a county officers compensation commission shall commence at the beginning of the first odd numbered year after the determination is made by the county officers compensation commission and is not rejected.

History: 1879, Act 154, Eff. Aug. 30, 1879;—How. 508;—CL 1897, 2649;—CL 1915, 2514;—CL 1929, 1426;—CL 1948, 45.421;—Am. 1967, Act 163, Eff. Nov. 2, 1967;—Am. 1978, Act 487, Imd. Eff. Dec. 1, 1978.

ELECTED OFFICIAL ANNUAL SALARIES
AS OF OCTOBER 1, 2009
AND CURRENT

Clerk/ROD - \$52,718

Treasurer - \$50,084

Sheriff - \$59,309

Prosecuting Attorney - \$88,304

Chairman of the Board - \$4,500

Board Members - \$4,000

Drain Commissioner - \$500

MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

SUBJECT:	Miscellaneous Bills
DEPARTMENT:	Administration/Board
ATTACHMENTS:	Yes
SUMMARY:	
Board to review recently submitted Miscellaneous Bills as paid on Aug. 4, 8, 10, & 11, 2011 in the amount of \$109,744.79.	
RECOMMENDED MOTION	

Submitted by: **Brian Bousley**

 08/15/2011
Date

WORKSHOP ACTION

<input type="checkbox"/>	Forwarded to County Board for Approval as Recommended
<input type="checkbox"/>	Reviewed with no motion to carry forward
<input type="checkbox"/>	Continue after additional review/research is obtained
<input type="checkbox"/>	Recommended with the following change(s):

COUNTY BOARD ACTION

DATE:

<input type="checkbox"/>	Approved
<input type="checkbox"/>	Disapproved
<input type="checkbox"/>	Approved with the following change(s):
<input type="checkbox"/>	

General Fund Expenditures

101-101 Board of Commissioners
101-103 Other Legislative
101-131 Circuit/Family Court
101-132 Family Court
101-136 District Court
101-141 Friend of Court
101-148 Probate Court
101-150 Jury Commission
101-172 County Administrator
101-192 Board of Canvassers
101-211 Legal
101-215 County Clerk
101-253 County Treasurer
101-257 Equalization
101-261 MSU Extension
101-262 Elections
101-265 Courthouse Grounds
101-267 Prosecuting Attorney
101-268 Register of Deeds
101-275 Drain Commissioner
101-301 Sheriff Department
101-331 Marine Law
101-332 Snowmobile Law
101-334 Off-Road Recreational Vehicle
101-335 ATV Education
101-401 Planning Commission
101-426 Emergency Management
101-526 Waste Management
101-601 Health & Welfare
101-635 B&G/Hospital Operation
101-648 Medical Examiner
101-681 Vets Burial & Relief
101-682 Veterans Affairs
101-728 Economic Development
101-997 Appropriations
101-999 Operating Transfers

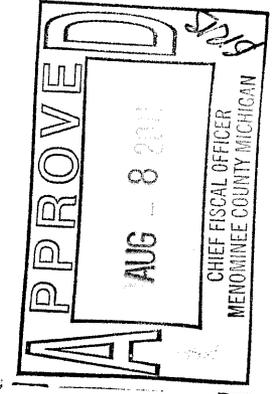
Special Revenue Funds

205 Road Patrol
208 County Parks
215 Friend of Court
220 Park Improvements
243 Remonumentation
249 Building Code
256 ROD - Automation Fund
264 Local Corrections Officers Training
265 Drug Law Enforcement Forfeiture
266 E911
269 Law Library
271 County Library
272 CDBG - Wells Fargo Grant
274 CDBG - County
276 CERT-Citzns Emerg. Response Team
277 LEPC
280 Inmate Canteen fund
281 K-9
282 Justice Training
284 Revenue Sharing
285 Senior Citizens
292 Child Care
294 Veterans' Trust
296 Special Child Care Funds

516 DTRF-Delinquent Tax Revolving Fund
517 DTRF-PA 123 Foreclosure

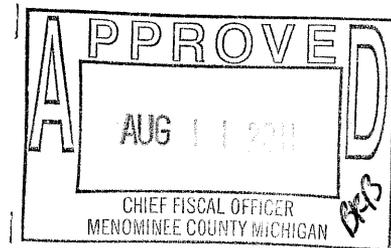
MENOMINEE COUNTY
Check Register Report

Check	Vendor Name	Vendor's Ref#	Description	Status	Check Date	Check Amount	Check Amounts	
	Vchr#			Debit Account	\$Amount			
Check Date: 8/1/2011 - 8/31/2011 Check Number: 86544 - 86545 Bank Account: General - General								
86544	ICT Training, LLC			Open	08/04/2011		\$480.00	
86545	Kleiman, Marc	19269	Practical Homicide Investigation - Greg Nast	205-315-881.03	08/04/2011	\$480.00	\$196.47	
		19268	Mileage - July 12, July 26, August 2, 2011	101-262-860.00		\$105.45		
		19268	Mileage - July 12, July 26, August 2, 2011	101-215-860.00		\$38.85		
		19268	Mileage - July 12, July 26, August 2, 2011	101-215-860.00		\$52.17		
Total General							\$676.47	
Grand Total:							\$676.47	



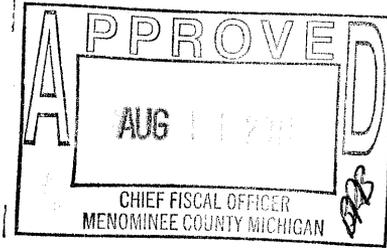
**MENOMINEE COUNTY
Claims Audit Report**

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Blue Cross Blue Shield of MI								\$104,166.75
	19270	8/8/2011	September 2011	45478 \$3187.59/8386-00 \$99654.18/83	101-103-712.00	60,217.51		
	19270	8/8/2011	September 2011	45478 \$3187.59/8386-00 \$99654.18/83	205-315-712.00	13,014.04		
	19270	8/8/2011	September 2011	45478 \$3187.59/8386-00 \$99654.18/83	205-316-712.00	1,639.59		
	19270	8/8/2011	September 2011	45478 \$3187.59/8386-00 \$99654.18/83	208-751-712.00	2,732.63		
	19270	8/8/2011	September 2011	45478 \$3187.59/8386-00 \$99654.18/83	266-325-712.00	2,524.75		
	19270	8/8/2011	September 2011	45478 \$3187.59/8386-00 \$99654.18/83	266-326-712.00	1,355.33		
	19270	8/8/2011	September 2011	45478 \$3187.59/8386-00 \$99654.18/83	271-790-712.00	6,968.24		
	19270	8/8/2011	September 2011	45478 \$3187.59/8386-00 \$99654.18/83	296-663-712.00	1,639.59		
	19270	8/8/2011	September 2011	Retirees	701-000-231.09	1,324.98		
	19270	8/8/2011	September 2011	Airport	701-000-231.08	2,049.47		
	19270	8/8/2011	September 2011	EE Contribution	704-000-232.00	9,941.59		
	19270	8/8/2011	September 2011	Brian Neumier	701-000-231.09	759.03		
Total Amount for Bank Account: General								\$104,166.75



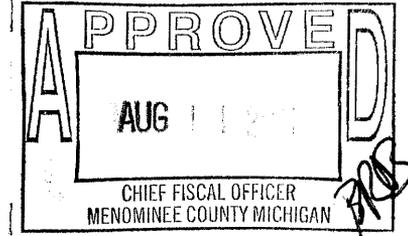
MENOMINEE COUNTY
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
L.E.R.M.A.	19346	8/10/2011	Registration	Fall Training - Tina Nast	101-301-881.00	90.00		\$90.00
Total Amount for Bank Account: General								\$90.00



**MENOMINEE COUNTY
Claims Audit Report**

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Blue Cross Blue Shield of MI								
	19349	8/11/2011	September 2011	45478-000	101-103-712.00	3,986.64		\$4,542.57
	19349	8/11/2011	September 2011	45478-000	266-325-712.00	-26.46		
	19349	8/11/2011	September 2011	45478-000	704-000-232.00	582.39		
Clean Kill Pest Control								
	19350	8/8/2011	Airport Park	Phragmites Chemical Treatment	208-751-755.08	100.00		\$100.00
Total Amount for Bank Account: General								<u>\$4,642.57</u>



MENOMINEE COUNTY
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
MMRMA	19351	8/11/2011	Training	Annual Canine & Handler Training - Tor	101-301-881.01	169.00		\$169.00
Total Amount for Bank Account: General								\$169.00

APPROVED
AUG 11 2011
CHIEF FISCAL OFFICER
MENOMINEE COUNTY MICHIGAN

MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

SUBJECT:	Commissioner Per Diems and Expenses
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY	
Board to review Commissioner Per Diems & Expenses as recently submitted for payment.	
RECOMMENDED MOTION	

Submitted by: **Brian Bousley**

 08/18/2011
Date

WORKSHOP ACTION

	Forwarded to County Board for Approval as Recommended
	Reviewed with no motion to carry forward
	Continue after additional review/research is obtained
	Recommended with the following change(s):

COUNTY BOARD ACTION

DATE:

	Approved
	Disapproved
	Approved with the following change(s):

MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER

RECEIVED
8/5/11
Menominee County Administrator

Mileage: ^{55.5} \$51/mile ~ effective 01 Jan. 2011

*Meals Break fast ~ up to \$7.50
 Lunch ~ up to \$10.00
 Dinner ~ up to \$17.50

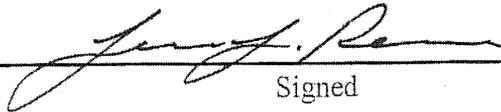
*must attach receipt for reimbursement

Name: Jim Pearson ~ District 3

Date	Mileage, meals, Bridge Tolls, Lodging, etc.	Account Number	Amount
7/7/11	Finance Committee meeting	101-101-860.03	16.65
7/11/11	Spinal Airport meeting	101-101-860.03	15.54
7/12/11	County Board meeting	101-101-860.03	21.17
7/20/11	Airport	101-101-860.03	15.54
7/25/11	Planning Commission	101-101-860.03	7.25
7/26/11	County Board meeting	101-101-860.03	21.17
		101-101-860.03	
		101-101-860.03	
		101-101-860.03	
		101-101-860.03	
		101-101-860.03	
		101-101-860.03	
	Conference Expenses		
		101-101-859.00	
		101-101-859.00	
		101-101-859.00	
		101-101-859.00	
		101-101-859.00	
		101-101-859.00	
Total Mileage, Meals, Lodging & Conference Expenses to be reimbursed			92.32

It is hereby certified that the above account is true and correct and that no part of the same has been paid.

92.32 J.P.



Signed

8/2/11

Date

MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

SUBJECT:	Miscellaneous Boards/committees/commission reports
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
Miscellaneous board/committee/commission reports, discussion	
RECOMMENDED MOTION	

Submitted by: **Brian Bousley**

 08/15/2011
Date

WORKSHOP ACTION

<input type="checkbox"/>	Forwarded to County Board for Approval as Recommended
<input type="checkbox"/>	Reviewed with no motion to carry forward
<input type="checkbox"/>	Continue after additional review/research is obtained
<input type="checkbox"/>	Recommended with the following change(s):

COUNTY BOARD ACTION

DATE:

<input type="checkbox"/>	Approved
<input type="checkbox"/>	Disapproved
<input type="checkbox"/>	Approved with the following change(s):

J. Bejgrowicz called the regular meeting of the Menominee County Library Board to order at 11:00 AM on Tuesday, July 19, 2011.

Roll call was taken and present were J. Bejgrowicz, M. Erdman, J. Freis, and C. Peterson. K. McNeely was excused.

C. Peterson moved to approve the agenda. Seconded by M. Erdman, motion carried.

Public Participation: There was no public participation at this time.

C. Peterson moved to approve the minutes from the June 21, 2011 meeting. Seconded by J. Freis, motion carried.

M. Erdman moved to approve the financial report. Seconded by C. Peterson, motion carried.

M. Erdman moved to pay the July bills. Seconded by C. Peterson, motion carried.

Director's Report:

- A. The monthly circulation stat comparisons are in the board packets.
- B. The Friends annual book sale will be held on Friday, July 29 and Saturday, July 30. They are also preparing for the Black Light Camp Show at the Tivoli Theater on Tuesday, August 2 at 6:30 PM.

The Summer Newsletter was mailed last Saturday, and hard copies are available at the circulation desk.

- C. The summer reading program concluded on July 12. Children are encouraged to continue reading through August, and they will be eligible to get prizes for every three books they read. In September, the library staff will evaluate this program and begin planning for next year's summer reading program.
- D. P. Cheski participated in the Superiorland Library Cooperative board meeting and the County Library Act meeting via ReadyTalk on Thursday, July 14. Both meetings were very informative.
- E. On Thursday, July 14, Vincent Babcock of the Employee Benefits Agency in Marquette and Brian Bousley presented the new insurance plan to library staff.
- F. As of July 1, the new IRS mileage rate was increased to 55.5 cents per mile.
- G. On Sunday, July 3, S. Harris drove the bookmobile in the Fourth of July parade here in Stephenson.
- H. The 4-H Photography Camp participants will be displaying their photographs here in the Hayward room beginning the second week in August.

Old Business:

- A. Waste Management Contract – Expires October 1, 2011 – We received the Certified Mail receipt and are waiting to hear from them. We are working on a one-year contract with Great American Disposal.
- B. AT&T Contracts – Update – We are working out the details to ensure that our contracts started on July 1, 2011.

New Business:

- A. Fiscal Year 2011-2012 Preliminary Budget – Update – After discussion, M. Erdman moved to increase the Revenue State Aid and State Aid Pass-Through line items to \$3,164.00, increase Penal Fines to \$70,000.00, decrease the County Appropriation to \$258,830, and increase the Expenditure State Aid line item to \$3,164.00. Seconded by C. Peterson, motion carried.
- B. USF Funding Commitment for Telecommunications – We received our funding commitment letter for USF funding beginning July 1, 2011 through June 30, 2012.
- C. Great Start Regional Resource Center Grant – We received notification that we were awarded a Great Start Regional Resource Center grant. The official details and Memo of Understanding will be sent in the near future. This collection will be a smaller version of the Great Start grants that were awarded to larger U.P. libraries last year.

Other Board Concerns: M. Erdman asked if the library had considered purchasing MP-3 audio books. Discussion ensued about downloadable books and e-books. C. Peterson asked if it would be possible to hold library board meetings on a less frequent basis. This would save money for Per Diems, mileage, etc. P. Cheski will include this topic on the next meeting agenda.

Public Participation: There was no public participation at this time.

As there was no further business, C. Peterson moved to adjourn the meeting. Seconded by J. Freis, motion carried. The meeting adjourned at 11:40 AM.

Menominee County Parks and Recreation Committee

Meeting Minutes

May 3, 2011

The meeting was called to order at 6:30 pm by Chair Bob Desjarlais in the Stephenson High School library on May 3, 2011.

Reporting for roll call were: Gail Jerzyk, Bob Desjarlais, Vola Bleile, Glenn Cody, County Administrator Brian Bousley, and County Commissioners Charlie Meintz and Mark Jasper. There was a quorum present to conduct the meeting. Al Thompson, Buildings and Grounds Supervisor, also attended the meeting.

Approval of agenda:

Minutes: Minutes from the previous meetings on March 7 and April 7, 2011 were approved. Gail made the motion that was seconded by Bob.

Public Comment: None

Business:

- a. **Budget:** The budget was reviewed by those present. There was no comment.
- b. **Park Office Manager/Park Ranger Updates:**
- c. **By-Laws Per Diem:** Brian announced that the county board wants to standardize compensation among the various committees. The Parks Committee members would like to receive \$25 per meeting plus mileage.
- d. **Shakey Lakes Bathhouse Project Update:** Brian reported that there are a few more changes required by the DNR, but the bidding process can proceed for now. There was a motion by Charlie to solicit bids for a new well. Vola seconded the motion. It passed.
- e. **Fishing Dock Project at Shakey Lakes Park:** Various options for the dock were discussed.
- f. **Kleinke Park Project:** A suggestion from a long-time camper to construct horseshoe pits was discussed. An anonymous donation toward the cost was received. Charlie made a motion to proceed with the project. Vola seconded the motion. It passed. The need for a new window fan in one of the restrooms was also discussed.
- g. **Lease Site Policy and Procedures:** Brian reminded the committee that according to current policy, at least 1/2 of the lake side camping sites must be short-term. The new fireworks policy was also discussed – in particular, the need for more enforcement personnel for the 4th of July holiday. Charlie made a motion to allow the sheriff to deputize the park rangers. Vola seconded the motion. It passed. Charlie made a second

motion to offer free campsites to auxilially police offers for the holiday as a way to encourage their assistance with the enforcement of the new fireworks policy. Mark seconded the motion. It passed

- h. **Any other matters:** Brian recognized Charlie Meintz for donating and hauling a load of topsoil for Shakey Lakes Park and the Conservation Department for donating many trees. Charlie also asked about the status of the advertising boards that had been discussed at a previous meeting. Gail made a motion to have Al construct and erect the signs at Kleinke Park and Shakey Lakes Park. Vola seconded the motion. It passed.

There was no additional correspondence and no additional business.

The meeting was motioned to adjourn by Charlie with a second by Gail.

The meeting was adjourned at 7:45 pm.

Respectfully submitted by Glenn D. Cody

Menominee County Parks & Recreation Committee

Meeting Minutes

June 7, 2011

The meeting was called to order by Chair Bob Desjarlais at 6:30 p.m. on June 7, 2011 at Kleinke Park on M-35.

Committee Members present were Vola Bleile, Bob Desjarlais, Gail Jerzyk, County Commissioners Charlie Meintz & Mark Jasper, Administrator Brian Bousley, Karen Kayser, Parks Office Manager, Al Thompson, Bldg & Grounds supervisor, & Dan Menacher, Bldg. Inspector.

Approval of Agenda: Motion by Mark Jasper with a second by Charlie Meintz. Motion carried.

Approval of Previous minutes: Motion by Gail Jerzyk with a second by Vola Bleile. Motion carried.

Public Comment: Questions were asked about how soon the horse shoe pits at Kleinke Park would be completed.

Business:

a. Discussion of Camp Host Training: C. Meintz made the motion to table the discussion until the July 5, 2011 meeting when Ruby Ivens would be present. G. Jerzyk added a second. Motion carried.

b. Park Office Manager/ Park Ranger Report: Karen Kayser reported Shakey Lakes Parks would be holding Easter in June weekend. Many Local businesses have contributed prizes. Camping is down. She will check to see if there are less campers from out of state or out of county or if there are less Menominee County campers.

B. Desjarlais made a motion for Al Thompson to build a boat dock to be put near the Park Office. This could be used as a fishing pier for children. V. Bleile made a second. Motion carried.

c. Budget- monthly review: B. Bousley & A. Thompson are looking into buying a new or used lawn mower for the parks.

d. Review of 2% Grants received: B. Bousley stated we received a \$14,000.00 grant for the Stoney Point boat landing but the permits have not come in. We also received \$5,121.00 for new park picnic tables.

e. Summer Projects at the Parks: Nothing can be done until after June 14, 2011.

f. Concession Stand: Pop machine has been installed at Kleinke Park by the Bathhouse.

g. Bylaws, Park Rules Review: R96-4 will stay the same. R96-11 A motion by C. Meintz to amend it to read meeting fee of \$25.00 will be paid to each public member who attends a regular or special committee meeting. Public members are responsible for submitting all of their expenses (mileage & meeting per diem). These expenses shall be submitted to the County Administrator's office by the seventh (7th) day of the following month or be forfeited. These expenses will be submitted on a form labeled "Menominee County Reimbursement Voucher, Menominee County Parks Committee" which will be made available for committee members through the County Administrator's Office. G. Jerzyk made a second. Motion carried.

No Correspondence

No Public Comment.

Adjournment motion was made by C. Meintz with a second from V. Bleile.

Adjournment was at 7:50 p.m

Submitted by Gail Jerzyk

Menominee County Parks and Recreation Committee

Meeting Minutes

July 5, 2011

The meeting was called to order at 6:30 pm by Chair Bob Desjarlais at the Bailey Park, West Shore Fishing Museum on July 5, 2011.

Reporting for roll call were: Gail Jerzyk, Bob Desjarlais, Vola Bleile, Ruby Ivens, Glenn Cody, County Administrator Brian Bousley, and County Commissioners Charlie Meintz and Mark Jasper. There was a quorum present to conduct the meeting. Al Thompson, Buildings and Grounds Supervisor, also attended the meeting.

Approval of agenda: Motion was made by Mark and seconded by Ruby. The motion carried.

Minutes: Minutes from the previous meetings on June 5, 2011 were approved. Charlie made the motion that was seconded by Glenn. The motion carried.

Public Comment: One long term camper from Klenke Park objected to the metal pins in the new horseshoe pits. She noted that they could be dangerous to children playing in the area. Al commented that the pits were constructed according to regulation. The same camper requested that vents be installed in the restrooms at Klenke Park. Al responded that they were to be installed the following week.

Business:

- a. **Discussion of Camp Training:** Earlier this year, Ruby attended a host camp training seminar that is required for all host campers at state-run campgrounds. She enumerated the various duties and responsibilities of host campers at state campgrounds, and suggested that the committee consider establishing a host-camper position for Klenke Park. Several campers at the meeting expressed their objection to this suggestion. They said that they didn't think it was necessary, especially considering the small number of campers there during the week. Glenn suggested that the host camper from Wells Park be invited to an upcoming meeting as a way for the committee to gather more information.
- b. **Park Office Manager/Park Ranger Updates:** Despite concerns regarding the enforcement of the new fireworks ban, it was reported that all went well over the July 4th holiday weekend. There were no citations issued and no complaints from the campers were received regarding the new policy. Charlie made a motion to offer complimentary campsites on holiday weekends to deputies at both Klenke and Shakey Lakes Park. Vola seconded the motion. The motion carried.
- c. **Budget-monthly review** Brian announced that expenditures were slightly over budget in some areas, but that the bottom line remained OK.

- d. **Summer Projects and the Parks:** Brian announced that bids had been awarded at Shakey Lakes Park for the new fence and for a well and a septic system for the new bathhouse.
- e. **Equipment Purchases:** Brian reported that rather than purchase a new lawnmower that would have cost between 10,000 and 15,000 dollars, it was decided to purchase a used one from the City of Stephenson for only \$1550.00. Bob suggested that the Parks Department purchase a maintenance contract for all mowers and snow blowers from “Business on Wheels” in Daggett. He will ask the owner for a proposal to be presented at the next meeting.

Brian announced that a suitable kids' fishing dock (all aluminum and adjustable) had been located at a price of \$1795.00. Mark made a motion to approve the purchase of the dock. It was seconded by Ruby. The motion carried.

- f. **Bylaws, Park Rules Review:** Brian announced that the Board of Commissioners was considering a proposal to pay just mileage costs to the membership of committees over which they had jurisdiction.
- g. **Lease site policy and procedures:** Charlie suggested that the committee establish a parking policy especially for Shakey Lakes Park. In particular, it seems necessary to prohibit “circle parking” by groups of campers. No action was taken.
- h. **Any other matters:** Charlie suggested that the committee consider establishing a fireworks display for the campers at Shakey Lakes Park for July 4th next year. The display would be paid for by donations. Mark suggested that the committee invite the “Fireworks Guy” to one of the upcoming meetings to discuss the idea.

Ruby distributed copies of the state's guidelines concerning cottage food enterprises. According to the regulations, all food products for sale to the general public must be processed in the producer's home kitchen – not in a recreational vehicle.

Vola relayed a complaint from a recent visitor to Shakey Lakes Park. In particular, the visitor noted that the bathroom doors have no locks, there are no urinals, the toilets are dirty, the sides of the bathroom stalls are not high enough, it's a very long walk to the bathroom from the camping area, and that a weed-whacker was being operated without any safety equipment. Airport Park was also criticized for offering no restroom facilities and for neglect in general. After considerable discussion about the condition of Airport Park, Ruby made a motion to install a portable toilet facility there. Vola seconded the motion. The motion carried.

Correspondence: Bob reported a complaint from a long-time camp patron that she was unable to secure a campsite for the weekend of the Menominee County Fair. It was suggested that a power failure at the park office on the first day that reservations were being accepted probably prevented this patron from being able to submit her request before the park became booked for the weekend. A letter of apology will be sent to the patron.

Public Comment: Eileen Behrend, President of the Bailey Property Preservation Association, expressed her appreciation to the committee for visiting The West Shore Fishing Museum. She also noted that the park is in need of restroom facilities. No action was taken.

There was no additional correspondence and no additional business.

The meeting was motioned to adjourn by Charlie with a second by Gail.

The meeting was adjourned at 7:45 pm.

Respectfully submitted by Glenn D. Cody

Minutes
Ad-Hoc Three Way Road Program
June 30, 2011

Present:

Charlie Mientz

Jim Pearson

Darrell Moilanen

Paul Anderson

John Starzynski

Roger Betzinger

Joe Linder

County Administrator Brian Bousley also present.

Meeting called to order by Mr. Betzinger at 5:00 pm.

Roll call, all present

Approval of agenda, moved by Mr. Meintz, support by Mr. Anderson. Unanimous.

Approval of previous minutes. Moved by Mr. Moilanen, support by Mr. Starzynski. Unanimous.

Public comment, None.

Business:

A. Discussion of responses by the Menominee County Board. Mr. Bousley indicated that he would send letter to all townships and cities to let them know that an account was set up by the County Board and that they can send their portions of the three way road program to that account. The Road Commission would also send their portion. Due to time constraints, it was recommended that they send by August 1st, 2011. Also recommend that those that do

not send to this account would not have funds to use for their township or city.

B. Project submission.

Projects for each township or city would also have to be detailed and sent with the funds.

C. Deadline for submittals:

The consensus of the committee was to also require the date of August 1st 2011 to submit projects.

D. Future funding.

Some research by Mr. Moilanen and Mr. Bousley has been done and so far indicates that a county wide sales tax may not be in line with the State of Michigan's requirements and more research will be done to determine this as a future funding possibility.

It was the consensus of the committee that if a Mileage was used, that it be a county wide mileage instead of a township level mileage.

Correspondence: None

Public Comment: Mr. Guard approves of this committee working together to assist with the three way road program.

Submitted by:

Jim Pearson

Secretary, Ad-Hoc Three Way Road Program

Minutes
Ad-Hoc Three Way Road Program
July 21st, 2011

Present:

Charlie Mientz Excused

Jim Pearson

Darrell Moilanen

Paul Anderson

John Starzynski Absent

Roger Betzinger

Joe Linder

County Administrator Brian Bousley also present.

Meeting called to order at 5:00 pm.

Roll call

Approval of Agenda: Mr. Anderson and Mr. Linder. Motion passed

Approval of previous minutes: Mr. Moilanen and Mr. Pearson. Motion passed.

Public comment: None

Business: Account practice for 3 way road program.

County Treasurer Diane Lesprance described the use of a spreadsheet that will be used for tracking and dispersals.

Mr. Anderson asked if these funds will be invested.

Mr. Moilanen indicated that a journal entry will be used to transfer Road Commission funds.

Mr. Moilanen indicated that the road commission would act as clearing house for invoices. Committee consensus approves.

Parameters for projects: Funds may be used for anything in the 66 ft. right of way.

Invoice payment procedure: Each invoice to be approved by the Menominee County Board.

Meeting adjourned at 5:18 pm

MINUTES

TWIN COUNTY AIRPORT COMMISSION
2801 NORTH 22ND STREET
MENOMINEE, MI 49858
906-863-8408
FAX 906-863-7392

Regular Session Committee Meeting 4:00 p.m. – 7/20/2011

MEMBERS PRESENT: Pearson, Lakari, Berman, Hartz, Furlong and Sauve
MEMBERS EXCUSED:
MEMBERS ABSENT:
OTHERS PRESENT: Airport Manager Spreen, Eagle Herald and Peshtigo Times

1. Call to order.

Pearson called the meeting to order at 4:00 p.m. and welcomes Nick Lakari to the Airport Board.

2. Pledge of Allegiance

3. Approve/Amend agenda

Motion (Sauve/Hartz) to approve agenda as presented. Motion carries. No negative votes.

4. Approve/amend minutes

6/15/2011 Regular Meeting

Motion (Sauve/Hartz) to approve with adding Nancy Douglas last name in the others present column. Motion carries. No negative votes.

5. Public comment

None

6. Discuss/consider reviewing our CIP, ALP and 5-10 year plan with URS Corp., action if any

Motion (Berman/Sauve) allow manager to present to MDOT Aero for their approval and then back to the commission for approval. Motion carries. No negative votes.

7. Discuss/consider Bylaws as presented by the Bylaws Committee, action if any

Motion (Furlong/Hartz) to approve Bylaws as printed. Motion carries. No negative votes.

8. Discuss/consider airport facility key and lock proposal, action if any

Motion (Furlong/Hartz) go with the recommended proposal by S & O Lock and to have one coded lock on north terminal door and upgraded keys. Motion carries. No negative votes.

Motion (Furlong/Berman) to amend budget to pay for project. Motion carries. No negative votes.

9. Discuss/consider signing URS and MDOT contracts, action if any

Motion (Hartz/Sauve) to sign contracts with MDOT and URS. Motion carries. No negative votes.

10. Managers report:

- a. **Discuss/consider Profit and Loss for 6/2010, action if any**
- b. **Discuss/consider Recon Summary for 6/2010, action if any**
- c. **Discuss/consider Vendor balance for 6/2010, Action if any**
- d. **Discuss/consider Customer balance for 6/2010, action if any**
- e. **Discuss/consider Check Detail and paying monthly bills for 6/2010 and 7/2011 action if any**
- f. **Discuss/consider Airport Traffic for 6/2010, action if any**

Motion (Furlong/Berman) to accept Managers report and to put all on file. Motion carries, no negative votes.

11. Communication/correspondence.

None

12. Dialog between Manager and TCAC.

Lightning strike that did damage to many items at the airport.

13. Dialog between airport users and the TCAC

None

14. Public comment.

None

15. Schedule next meeting

4:00 p.m., 8/17/2011

16. Adjourn

Motion (Berman/Hartz) to adjourn. Motion carried. No negative Votes.

February 18, 2011

APPROVED on 4/12/11

Proceedings of a Regular Meeting of the Apportionment Committee in and for the County of Menominee and the State of Michigan were held at the Menominee County Courthouse, Menominee, Michigan.

Chairman Pro Tem Kleiman called the meeting to order at 10:05 A.M.

A call of the roll indicated that the following Committee members were present/absent:

Present: Republican Party Chairperson John Anderson, Prosecuting Attorney Dan Hass, Democratic Party Chairperson Ruby Ivens, County Clerk Marc Kleiman, and County Treasurer Diane Lesperance.

Absent: None.

Chairman Pro Tem Kleiman called for public comment.

Public Comment: None.

Chairman Pro Tem Kleiman nominated Prosecuting Attorney Dan Hass to be Chairman of the Menominee County Apportionment Commission.

Moved by Diane Lesperance, seconded by Ruby Ivens to elect Dan Hass Chairman. Motion was approved 5-0.

The committee discussed the Rules of Procedure that were handed out prior to the meeting. The committee made several additions to the Rules. 1.) The Rules of Procedure may be amended at any regular meeting of the Menominee County Apportionment Commission by a majority vote of the Board, provided that the amendment is submitted in writing and properly noticed before that meeting. 2.) Roberts Rules of Order Latest Edition shall be the Parliamentary Authority.

Moved by Ruby Ivens, seconded by Diane Lesperance to approve the Rules of Procedure as amended. Motion was approved 5-0.

The committee discussed several other topics and came to an agreement on the following items:

- 1.) Committee members will not receive compensation for board meetings, but will be reimbursed for their mileage to attend meetings.
- 2.) The Committee will attempt to handle the apportionment process with out the use of a computer program, but will consider one if necessary.
- 3.) The Committee will next meet after the Secretary of State has provided the County Clerk with all the necessary census information for the committee to proceed. The Committee with then meet once per week on either Tuesdays or Thursdays at 8:15 a.m. until the apportionment process is complete.

- 4.) The Committee will attempt to hold at least two meetings outside of the City of Menominee. One meeting to be held at the Harris Township Hall, and one meeting at the Menominee County Annex in Stephenson.
- 5.) The Committee will ask the Menominee County Board of Commissioners for a budget of \$5,000 to complete the apportionment process. Any unused funds would be immediately returned to the fund from which it was dispursed.
- 6.) The Committee will hold two public hearings after they have chosen an apportionment plan.
- 7.) A deputy from the County Clerk's office will be present at each meeting to take minutes for that meeting.
- 8.) Prosecuting Attorney Dan Hass will be drafting a press release for the local news paper to inform the general public on what the Apportionment Committee will be doing.
- 9.) The Committee discussed possible commissioner seats and the consensus was there should be either 7 or 9 County Commissioner districts. This was based upon the feedback many of the committee members have been receiving from the citizens of Menominee County.

Presentations: None.

Public Comment: None.

Moved by Ruby Ivens, seconded by Diane Lesperance to adjourn at 11:15 a.m. Motion was approved 5-0.

Dan Hass, Chairman

Marc Kleiman, County Clerk

April 12, 2011

APPROVED 4/21/11

Proceedings of a Regular Meeting of the Apportionment Committee in and for the County of Menominee and the State of Michigan were held at the Menominee County Courthouse, Menominee MI.

Chairman Dan Hass called the meeting to order at 8:20 A.M.

A call of the roll indicated that the following committee members were present/absent:

Present: Republican Party Chairperson John Anderson, Prosecuting Attorney Dan Hass, Democratic Party Chairperson Ruby Ivens, County Clerk Marc Kleiman, and County Treasurer Diane Lesperance.

Absent: None

Moved by Ruby Ivens, supported by Diane Lesperance to approve the agenda. Motion was approved 5-0.

Moved by Diane Lesperance, supported by John Anderson to approve the minutes from the February 18, 2011 meeting. Motion was approved 5-0.

Public Comment: Bob Burie consideration of changing County Board to 9 members

Discussion of 2010 Census data and proposed Commissioner Districts ensued. The deadline for completion of the process is June 6, 2011. Marc Kleiman distributed a comparison of resident population by city/township reflecting the changes from the 2000 census to the current one.

Dan Hass provided a copy of the Reapportionment Plan from 1991 to use as a comparable plan to consider if a 7 member Board is sought. It was the consensus of the Board to draw up plans for both 7 and 9 member Boards. Ruby Ivens indicated she would prepare a 9 member plan. There will be a press release to inform the public the census data is available.

John Anderson, speaking on behalf of the Republican Party, stated based on the opinion of people in the community he has heard from, that he would like to see a 9 member board. Ruby Ivens, representative of the Democratic Party, would prefer a 9 member board but would consider 7 member plans. County Treasurer Diane Lesperance stated that people have contacted her and requested she vote for a nine member board.

Dan Hass and Marc Kleiman agree that the Board should review 7 and 9 member board plans before making a decision.

A schedule of meeting dates was prepared:

April 21, 2011	9:00 A.M.	Regular meeting
April 26, 2011	9:00 A.M.	Regular meeting
May 5, 2011	9:00 A.M.	Public Hearing (Courthouse)
May 12, 2011	6:00 P.M.	Public Hearing (Stephenson Annex)

May 17, 2011

9:00 A.M.

Regular meeting

Public Comment:

Bob Desjarlais
Bob Burie
Penny Mullins

Move forward with 9 member Board
Importance of decision being made by Board
No one designated to draw up 7 member plan

The meeting was adjourned at 9:37 A.M.

Respectfully submitted,

Carol Johnson
Deputy County Clerk

April 21, 2011

APPROVED 4/26/2011

Proceedings of a Regular Meeting of the Apportionment Committee in and for the County of Menominee and the State of Michigan were held at the Menominee County Courthouse, Menominee MI.

Chairman Dan Hass called the meeting to order at 9:03 A.M.

A call of the roll indicated that the following committee members were present/absent:

Present: Prosecuting Attorney Dan Hass, County Clerk Marc Kleiman; County Treasurer Diane Lesperance appeared by phone

Absent/Excused: Republican Party Chairperson John Anderson, Democratic Party Chairperson Ruby Ivens

Moved by Marc Kleiman, supported by Diane Lesperance to approve the agenda. Motion was approved 3-0.

Moved by Marc Kleiman, supported by Diane Lesperance to approve the minutes from the April 12, 2011 meeting. Motion was approved 3-0.

Public Comment:	James Furlong	consider increased costs to increase number of Commissioners
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Marc Kleiman stated that there is software available through the State of Michigan called Autobound. He is waiting for the price to purchase. Dan Hass stated software should be considered due to difficulty in drawing lines to meet criteria.

At this time there have been no plans submitted for consideration.

Diane Lesperance asked about maps. Marc Kleiman indicated that he has been in touch with City Engineer Tom Lesperance regarding getting them printed. He also noted that the Road Commission may be able to assist in this area. He will contact them.

Public Comment:	Bob Desjarlais	concerns regarding splitting township; move to 7 or 9 member board
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The meeting was adjourned at 9:24 A.M.

Respectfully submitted,

Carol Johnson
Deputy County Clerk

April 26, 2011

APPROVED 5/5/2011

Proceedings of a Regular Meeting of the Apportionment Committee in and for the County of Menominee and the State of Michigan were held at the Menominee County Courthouse, Menominee MI.

Chairman Pro Tem Marc Kleiman called the meeting to order at 9:08 A.M.

A call of the roll indicated that the following committee members were present/absent:

Present: County Clerk Marc Kleiman, Republican Party Chairperson John Anderson, Democratic Party Chairperson Ruby Ivens; County Treasurer Diane Lesperance appeared by phone; Prosecuting Attorney Dan Hass arrived at 9:12.

Moved by John Anderson, supported by Ruby Ivens to approve the agenda. Motion carried 4-0.

Moved by John Anderson, supported by Marc Kleiman to approve the minutes from the April 21, 2011 meeting. Motion carried 4-0.

Public Comment: None

Marc Kleiman informed the Committee about the software available to assist with the apportionment process. Autobound Software, which is available through the State of Michigan, would cost approximately \$6800.00 which includes support and maintenance. There was discussion on potential for other uses for this software. The question also was asked if there are other products available to assist with the mapping and specific population for split townships.. Dan Hass said people were hired to assist with population lines in the past. Marc Kleiman to check with other counties to see what else is available.

Plans were discussed. Ruby Ivens presented a 9 district plan. Bob Desjarlais and Marc Kleiman offered plans also. John Anderson requested they map out the districts and forward them to the Committee for review.

Public Comment: Bob Burie cost of more Commissioners
 Bob Desjarlais affect of # Commissioners on budget

The meeting was adjourned at 9:54 A.M.

Respectfully submitted,

Carol Johnson
Deputy County Clerk

May 5, 2011

APPROVED 5/12/2011

Proceedings of a Regular Meeting and Public Hearing of the Apportionment Committee in and for the County of Menominee and the State of Michigan were held at the Menominee County Courthouse, Menominee MI.

Chairman Dan Hass called the meeting to order at 9:02 A.M.

A call of the roll indicated that the following committee members were present/absent:

Present: Prosecuting Attorney Dan Hass, County Clerk Marc Kleiman, Democratic Party Chairperson Ruby Ivens; County Treasurer Diane Lesperance; Republican Party Chairperson John Anderson appeared by phone.

Dan Hass amended the agenda to include a report from Marc Kleiman regarding block maps. Moved by Marc Kleiman, supported by Ruby Ivens to approve the agenda as amended. Motion carried 5-0.

Moved by Marc Kleiman, supported by Ruby Ivens to approve the minutes from the April 26, 2011 meeting. Motion carried 5-0.

Public Comment:	Jean Anderson	support 9 member board
	Bob Desjarlais	support 9 member board
	Bob Burie	support 9 member board
	Steve Anderson	support 9 member board
	Dan Rotter	support 9 member board
	Ron Jenkins	support 9 member board

Marc Kleiman gave an update on the census block maps and the necessity in having them in order to adjust population lines. They will be available through CUPPAD. The cost will be for the actual maps only because the service is part of our contract with them. Marc Kleiman to notify committee members as soon as they are ready.

Public Comment:

Bob Desjarlais

map enlargement by Road
Commission

Bob Burie

geographics of county

Shannon Linderoff

location of maps

The meeting was adjourned at 9:20 A.M.

Respectfully submitted,

Carol Johnson
Deputy County Clerk

May 12, 2011

APPROVED 5/17/2011

Proceedings of a Regular Meeting and Public Hearing of the Apportionment Committee in and for the County of Menominee and the State of Michigan were held at the Stephenson Annex Building in Stephenson MI.

Chairman Dan Hass called the meeting to order at 6:01 P.M.

A call of the roll indicated that the following committee members were present/absent:

Present: Prosecuting Attorney Dan Hass, County Clerk Marc Kleiman, County Treasurer Diane Lesperance, Republican Party Chairperson John Anderson; Democratic Party Chairperson Ruby Ivens entered at 6:12.

Moved by Marc Kleiman, supported by John Anderson to approve the agenda. Motion carried 4-0.

Moved by Marc Kleiman, supported by Diane Lesperance to approve the minutes from the May 5, 2011 meeting. Motion carried 4-0.

Public Comment:	Jim Pearson	# commissioners versus decrease in population
	Jeanne Anderson	support 9 member board
	Lillian Schultz	support 14 member board
	Connie Armbrust	support 9 member board
	Dick Peterson	support 9 member board
	John Nerat	support 9 member board
	Gail Jerzyk	support 9 member board
	Darlene Nerat	support 9 member board
	Bill Hafeman	support 9 member board
	Bob Desjarlais	support 9 member board
	Joe Linder	support 9 member board Chairperson

Ruby Ivens;

	Dave LeBoeuf	support 9 member board
	Bob Mathias	support 9 member board
	Jan Hafeman	support 9 member board

Bob Burie	support 9 member board
Gary Eichhorn	support 7 or 9 member board
Steve Anderson	support 9 member board
Ron Jenkins	support 9 member board
Larry Pepin	support 9 member board
Earl Jerzyk	support 9 member board

Discussion ensued in length on various plans and ideas. Again the necessity of the maps was pointed out in order to be able to distribute population according to the specific rules. Ruby Ivens and Diane Lesperance presented a 9 member plan. Marc Kleiman proposed a 7 member plan. There was much public input also. The committee decided to remain after the meeting to continue working on details.

The meeting scheduled for Tuesday, May 17 will be a working session. There will also be an additional meeting held at the Stephennson Annex on Wednesday, May 18, 2011 at 6:00 P.M.

Public Comment	Gary Eichhorn	appreciation for efforts
	Connie Armbrust	appreciation for efforts
	Lilliam Schultz	appreciation for efforts
	Bob Desjarlais	appreciation public hearing
	John Anderson	appreciation for public interest
	Bill Hafeman	appreciation for efforts
	Darlene Nerat	consideration of public opinion

The meeting was adjourned at 6:57 P.M.

Respectfully submitted,

Carol Johnson
Deputy County Clerk

May 18, 2011

UNAPPROVED (final meeting)

Proceedings of a Regular Meeting and Public Hearing of the Apportionment Committee in and for the County of Menominee and the State of Michigan were held at the Menominee County Annex Building in Stephenson, MI.

Chairman Dan Hass called the meeting to order at 6:00 P.M.

A call of the roll indicated that the following committee members were present/absent:

Present: Prosecuting Attorney Dan Hass, County Clerk Marc Kleiman, County Treasurer Diane Lesperance, Republican Party Chairperson John Anderson and Democratic Party Chairperson Ruby Ivens

Moved by Marc Kleiman, supported by Ruby Ivens, to amend the agenda to add discussion of producing maps for all township and City of Menominee. Motion carried 5-0.

Moved by Ruby Ivens, supported by John Anderson to approve the agenda as amended. Motion carried 5-0.

Moved by Marc Kleiman, supported by Diane Lesperance to approve the minutes from the May 17, 2011 meeting. Motion carried 5-0.

Public Comment:	Clyde Thoune	7 member board more cost effective
	Bob Burie	support 9 member board
	Bob Desjarlais	support 9 member board
		commend panel
	Connie Armbrust	support 9 member board
	Charlie Meintz	support 9 member board

The 9 District Plan was presented. The districts were outlined on the maps and legal descriptions read.

Moved by John Anderson, supported by Ruby Ivens to approve the 9 District Plan as presented. Motion carried 5-0.

Moved by Ruby Ivens, supported by Diane Lesperance to supply information to each township and voting precinct, including the City of Menominee. Motion carried 5-0.

The Menominee County Board of Road Commissioners held a regular meeting in their offices north of Stephenson on Tuesday, July 12, 2011. Chair Betzinger called the meeting to order at 9:00 a.m. with the following persons present or absent:

PRESENT: William Anderson, Roger Betzinger, Anthony Kakuk, Darrell Moilanen and Lisa Savord. Also present were Chuck Behrend, Darlene Nerat, John Nerat, Dale Axtell, David Wesoloski, Leslie Serletic, Jeff Lynott, Dale Miller and Mark Jasper.

ABSENT: None

Public comments – Dale Axtell asked what decisions were made at the June 20, 2011 meeting regarding the Menominee shop. Moilanen stated that steel siding would be applied to the face of the building and the cement slab from the old office building would be removed.

Public appearances – None.

Additions/corrections to minutes of 06/07/11, 06/20/11 and 06/30/11 – Kakuk asked that the following correction be made to the 06/30/11 minutes to correct the quote price submitted by Wickstrom Builders:

Install firing, insulation, and siding on front façade of existing building – Quotes for this project had been received as follows: Beal Contracting, Menominee, MI \$,8,500.00, with \$4,500.00 paid up front and balance of \$4,000.00 upon completion; and Wickstrom Builders, Inc., Stephenson, MI ~~\$4,512.00~~ \$8,512.00. Moved by Anderson, seconded by Kakuk, to award the project to Wickstrom Builders as their quote did not require any upfront payment. Carried unanimously.

There being no further additions or corrections, Betzinger declared that the minutes of 06/07/11 and 06/20/11 will stand as recorded and the minutes of 06/30/11 will stand as corrected.

Financial Report:

	Receipts	Expenditures	Payables/ Reserves	Balances
Balance, June 06, 2011				\$1,601,632.93
Receipts thru 06/30/11	53,167.07			
Expenditures thru 06/30/11		251,293.62		
Balance, June 30, 2011				\$1,403,506.38
Michigan Transportation Funds	260,289.68			
Receipts thru 07/11/11	0.00			
Expenditures thru 07/11/11		70,819.57		
State Maint. & Equip. Advances			76,676.00	
Balance, July 11, 2011	313,456.75	322,113.19	76,676.00	\$1,516,300.49

Payables & Reserves

Payroll 07/21, 08/04 (Est.)	130,000.00
Soc. Sec. 07/21, 08/04 (Est.)	9,945.00
Reserve for workers compensation insurance	20,030.00
Reserve for liability insurance	35,883.00
Reserve for rental grader lease (Dec 2009)	73,871.12
Reserve for rental grader leases (Oct 2010)	323,179.20
Reserve 4% set-aside for township allocations (2005/2006)	12,110.91
Reserve 4% set-aside for township allocations (2006/2007)	39,557.03
Reserve for MCRC balance of Old US2 over Wilson Creek	85,059.58
Reserve Hannahville 2% Funds-Town Line Rd to Vincent Ln Const.	17,632.69
Reserve Hannahville 2% Funds-Town Line Rd to Vincent Ln Pave	26,092.51
Reserve for MCRC balance of Town Line Rd to Vincent Ln Pave	47,907.00
Reserve Hannahville 2% Funds-County Line Rd. Borings	1,217.76
Reserve Hannahville 2% Funds-Office Copier	5,000.00

Reserve Hannahville 2% Funds-Sign Truck	22,500.00	
Reserve for Design of F-4 Bridge over Big Cedar River	5,940.79	
Reserve for Culverts for special projects	20,000.00	
Reserve for 2011 bridge inspections & load ratings	30,505.00	
Reserve for F-4 Lane bridge (Harris Twp)	24,536.00	
Reserve for County 3-way Road Program	200,000.00	
Reserve for Forest Funds	161,023.46	
Reserve for equipment	30,974.00	\$1,322,965.05)
		\$ 193,335.44

There being no questions or comments, Betzinger declared the financial report accepted as read.

Vouchers # 11-0046, 11-0048, 11-0050 and 11-0630 – Moved by Kakuk, seconded by Anderson, that the vouchers be approved and ordered paid. Carried unanimously.

Open bids for Con-span installation at Old US2 over the Wilson Creek – Bids were received and read aloud as follows:

Havelka Construction, Wallace, MI: \$ 64,923.00
 Snowden, Inc., Escanaba, MI: \$130,000.00

Moved by Anderson, seconded by Kakuk, to award the bid to the low bidder, Havelka Construction. Carried unanimously.

Open bids for Crack Sealing – Bids were received and read aloud as follows:

American Pavement Solutions, Green Bay, WI:

CR 380 – US-41 thence 3.2 miles east, 20 ft. wide (3.2 miles)	10,734.24
CR 380 – CR 557 to Robinson Road, 22 ft. wide (2.25 miles)	5,513.64
CR 571 – CR 346 to No. 15 Road, 22 ft. wide (1.0 miles)	660.32
CR 571 – No. 14 Road to No. 13 Road, 22 ft. wide (1.0 miles)	1,461.80
CR 571 – No. 11 Road to Bay De Noc Ln, 20 ft. wide (1.0 miles)	2,189.44
G-08 - US-41 to Menominee River, 30 ft. wide (2.3 miles)	<u>9,725.76</u>
Total	\$30,285.20

Fahrner Asphalt Sealers, Plover, WI:

CR 380 – US-41 thence 3.2 miles east, 20 ft. wide (3.2 miles)	11,080.61
CR 380 – CR 557 to Robinson Road, 22 ft. wide (2.25 miles)	7,791.05
CR 571 – CR 346 to No. 15 Road, 22 ft. wide (1.0 miles)	3,462.69
CR 571 – No. 14 Road to No. 13 Road, 22 ft. wide (1.0 miles)	3,642.69
CR 571 – No. 11 Road to Bay De Noc Ln, 20 ft. wide (1.0 miles)	3,642.69
G-08 - US-41 to Menominee River, 30 ft. wide (2.3 miles)	<u>7,964.42</u>
Total	\$37,224.15

Moved by Kakuk, seconded by Anderson to award the bid to low bidder, American Pavement Solutions, pending a satisfactory reference check. Carried unanimously.

Act on MERS Benefit E COLA – Moved by Anderson, seconded by Kakuk that the Benefit E COLA would not be adopted at this time. Carried unanimously.

Discuss permit for Aquila Resources - Leslie Serletic and Jeff Lynott were in attendance on behalf of Aquila Resources/Hud Bay. Mr. Lynott explained that a wire that would be laid across the road in some areas was being used to measure conductivity in the bedrock. It is a 10 gauge wire that carries 180 volts (8 amps) which should not cause harm to humans. The wire is setup to break apart if it should become caught up in a passing vehicle. Betzinger asked if there was any danger of electrical shock to our mower operator if the wire should become tangled in the mower blades. Mr. Lynott stated that there would be no danger. A permit to allow Aquila Resources/Hud Bay to work within the right of way will be issued once a proper Certificate of Liability Insurance is received by the road commission. Leslie Serletic and Jeff Lynott left the meeting at 9:21 a.m.

Adopt GASB #54 Fund Balance Policy - Moved by Anderson, seconded by Kakuk to adopt the following GASB Statement No. 54 policy. Carried unanimously.

Menominee County Road Commission, Michigan
Fund Balance Policy in Accordance with GASB Statement No. 54

Purpose. The following policy has been adopted by the Menominee County Road Commission in order to address the implications of Governmental Accounting Standards Board ("GASB") Statement No. 54, *Fund Balance Reporting and Governmental Fund Definitions*. The policy is created in consideration of unanticipated events that could adversely affect the financial condition of the Road Commission and jeopardize the continuation of necessary public services. This policy will ensure that the Road Commission maintains adequate fund balances and reserves in order to:

- a. Provide sufficient cash flow for daily financial needs,
- b. Secure and maintain investment grade bond ratings,
- c. Offset significant economic downturns or revenue shortfalls, and
- d. Provide funds for unforeseen expenditures related to emergencies.

This policy and the procedures promulgated under it supersede all previous regulations regarding the Road Commission's fund balance and reserve policies.

Fund type definitions. The following definitions will be used in reporting activity in governmental funds across the Road Commission. The Road Commission may or may not report all fund types in any given reporting period, based on actual circumstances and activity.

The general fund is used to account for all financial resources not accounted for and reported in another fund.

Debt service funds are used to account for all financial resources restricted, committed or assigned to expenditure for principal and interest.

Capital projects funds are used to account for all financial resources restricted, committed or assigned to expenditure for the acquisition or construction of capital assets.

Permanent funds are used to account for resources restricted to the extent that only earnings, and not principal, may be used for purposes that support the government's purposes.

Fund balance reporting in governmental funds. Fund balance will be reported in governmental funds under the following categories using the definitions provided by GASB Statement No. 54:

Nonspendable fund balance

Definition – includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained in-tact.

Classification – Nonspendable amounts will be determined before all other classifications and consist of the following items (as applicable in any given fiscal year):

- The Road Commission will maintain a fund balance equal to the balance of any long-term outstanding balances due from others (including other funds of the government)
- The Road Commission will maintain a fund balance equal to the value of inventory balances and prepaid item
- The Road Commission will maintain a fund balance equal to the corpus (principal) of any permanent funds that are legally or contractually required to be maintained in-tact
- The Road Commission will maintain a fund balance equal to the balance of any land or other nonfinancial assets held for sale

Restricted fund balance

Definition – includes amounts that can be spent only for the specific purposes stipulated by the constitution, external resource providers, or through enabling legislation.

Committed fund balance

Definition – includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority.

Authority to Commit – Commitments will only be used for specific purposes pursuant to a formal action of the Menominee County Road Commission. A majority vote is required to approve a commitment and a two-thirds majority vote is required to remove a commitment.

Assigned fund balance

Definition – includes amounts intended to be used by the government for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed.

Authority to Assign – The Menominee County Road Commission delegates to the Engineer/Manager or his/her/their designee the authority to assign amounts to be used for specific purposes. Such assignments cannot exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund.

Unassigned fund balance

Definition – includes the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications. In other funds, the unassigned classification should be used only to report a deficit balance from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

Operational guidelines. The following guidelines address the classification and use of fund balance in governmental funds:

Classifying fund balance amounts – Fund balance classifications depict the nature of the net resources that are reported in a governmental fund. An individual governmental fund may include nonspendable resources and amounts that are restricted, committed, or assigned, or any combination of those classifications. The general fund may also include an unassigned amount.

Prioritization of fund balance use – When an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, it shall be the policy of the Menominee County Road Commission to consider restricted amounts to have been reduced first. When an expenditure is incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used, it shall be the policy of the Menominee County Road Commission that committed amounts would be reduced first, followed by assigned amounts and then unassigned amounts.

Implementation and review. Upon adoption of this policy the Menominee County Road Commission authorizes the Engineer/Manager to establish any standards and procedures which may be necessary for its implementation. The Engineer/Manager shall review this policy at least annually and make any recommendations for changes to the Menominee County Road Commission.

Act on amendment of 2010/2011 Budget - Moved by Kakuk, seconded by Anderson to adopt Budget Amendment # 1. Carried unanimously.

	FY 2009/2010	Budget 2010/2011	Budget 2010/2011 <u>Amended</u>	Budget 2010/2011
	<u>Actual</u>	<u>Recommended</u>	<u>Amount #1</u>	<u>Final</u>
<u>REVENUES</u>				
Mich. Transportation Funds	\$3,240,611	\$3,073,900	\$0	\$3,073,900
Special State Funds	562,350	698,343	72,276	770,619
Federal Funds	2,089,071	404,280	164,567	568,847
County Raised Funds	1,033,536	710,500	13,282	723,782
Gain/Loss Equip. Disposal	77,561	0	0	0
Other Contributions	<u>225,492</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL REVENUES	<u>\$7,228,621</u>	<u>\$4,887,023</u>	<u>\$250,125</u>	<u>\$5,137,148</u>
<u>EXPENDITURES</u>				
Primary Roads	\$2,831,494	\$1,900,240	\$66,701	\$1,966,941
Local Roads	2,977,135	1,664,600	261,730	1,926,330
State T/L Maintenance	576,499	535,000	0	535,000
TWA/Other T/L Maintenance	17,075	12,500	1,322	13,822
Equipment Expense (Net)	(26,445)	(225,000)	(83,000)	(308,000)
Administrative Expense (Net)	323,701	188,700	(10,000)	178,700
Distributive Expense	0	1,450,000	39,456	1,489,456
Capital Outlay (Net)	143,274	105,000	100,000	205,000
Miscellaneous	1,169	3,000	(2,030)	970
Special Projects	0	0	0	0
Contingencies	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL EXPENDITURES	<u>\$6,843,901</u>	<u>\$5,634,040</u>	<u>\$374,179</u>	<u>\$6,008,219</u>
	YEAR END			
Budgeted Net Revenue (Expenditures)	9/30/2011	<u>(\$747,017)</u>		<u>(\$871,071)</u>
(NOTE: 4% Township Funds from prior years)				
	YEAR END			
Current Estimated Operating Surplus (Deficit)	9/30/2010	\$384,720		
Accumulated Avail. Surplus (Deficit)	DATE			
from Prior Yrs.	9/30/2009	<u>\$2,257,857</u>		
	9/30/2010	<u>\$2,642,577</u>		
Projected Surplus at End of Budget Year		<u>\$1,895,560</u>		<u>\$1,771,506</u>

Discuss nominees for open MCRCSIP Board of Directors positions – Moved by Anderson, seconded by Kakuk to vote for the following candidates. Carried unanimously. Brian Gutowski, Darrel Spragg, Steven Puuri, Charles Anderson, Mike Larrabee

Permission to bid gravel crushing for 3-way Funding Program projects and MCRC projects – Moved by Anderson, seconded by Kakuk to grant permission for Moilanen to advertise for bids. Carried unanimously.

Any other business – Betzinger updated the board on the 3-way Funding ad hoc committee meetings. The next meeting will be on August 11, 2011. Discussion will be held regarding different avenues to raise funds for roads such as a millage or county sales tax and how much revenue would be generated.

Public comments – David Wesoloski stated that the cost of paving No. 9 Road was \$59,960.00 and that Menominee Township wants to use the \$48,939.00 available to them through the 3-way Funding Program to pay for the paving. He asked how the billing/payment should be handled. He will contact the county treasurer for more information.

John Nerat asked if the road commission would be renting a chip sealing machine this year. Moilanen stated that the road commission's work load was already too heavy this year and that the machine would possibly be rented next year.

Mark Jasper asked if all entities had responded with projects for the 3-way program. It was noted that Brian Bousley, County Administrator had sent a letter to all parties stating they need to respond by August 1, 2011 if they wish to be included in the program.

Darlene Nerat asked what hours Aquila Resources would be working on the testing that they are requesting the permit for. Moilanen stated during daylight hours only.

Dale Axtell asked who would be installing the steel siding on the Menominee shop. Moilanen stated that Wickstrom Builders would be doing the work.

Darlene Nerat asked who was responsible for paying for the insurance coverage that is required for Aquila Resources/Hud Bay to be issued the permit. Moilanen stated that Aquila Resources/Hud Bay would pay for the insurance.

There being no further business, Betzinger declared the meeting adjourned at 9:45 a.m.

Road Commission Finance Director/Clerk

Chair



Public Health Delta & Menominee Counties



Board of Health Meeting

Pinecrest Medical Care Facility, Powers

Meeting Minutes

Wednesday, May 18, 2011

Board Members Present

Bob Burie
Tom Elegeert

Mary Harrington
Mark Jasper

Bernie Lang
Tom Trudgeon

Public Health Staff

Mike Snyder, Interim Health Officer/ Administrator
Dr. Terry Frankovich, Medical Director
Casey Young, Community Health Promotion Director
Bridget Bartol, Health Educator
Sharon Engelsbjerg, Executive Secretary

1. Call to Order/Roll Call

The May 18, 2011, meeting of the Delta-Menominee District Board of Health was called to order at 4:30 p.m. CST by Vice Chairman Trudgeon. Roll call was taken and is recorded above. (Mr. Lang arrived soon after roll call but Mr. Trudgeon continued to chair the meeting.) The Board welcomed Mary Harrington who was appointed by the Delta County Board of Commissioners to fill Dave Schultz's position until a permanent replacement is elected this fall.

2. Approval of Agenda

Mr. Elegeert moved to approve the agenda. Motion was supported by Mr. Burie and carried.

3. Approval of Minutes

Mr. Jasper moved that the April 20 minutes be approved. Motion was supported by Mr. Elegeert and carried.

4. Education Session

4.1—Community Health Assessment and Improvement Plan Grant
Casey Young, PHDM's Community Health Promotion Director, and Bridget Bartol, a PHDM Health Educator, presented a grant opportunity that will allow PHDM to complete a health assessment and an improvement plan which would not only

enhance our ability to address health issues in our district but would also assist PHDM in preparing for National Accreditation. This fall National Accreditation will be offered as a voluntary program for Public Health departments and is expected to become a requirement in the future. Acquiring this certification now would benefit PHDM by giving the department national recognition as a high quality health department and by increasing opportunities for federal grants. To apply for National Accreditation, three actions must be completed within five years of applying: 1) a community health assessment (CHA), 2) a community health improvement plan (CHIP), and 3) an agency strategic plan. PHDM can address these requirements using the Community Health Assessment and Improvement Plan Grant. This grant, offered through the National Association of County and City Health Officials (NACCHO), would give PHDM \$35,000 for staff training and technical assistance to gather and analyze district-wide health data, identify root causes of health issues, and develop a plan to address these areas for health improvement. We have many community partners who will assist us in this project, four who will be especially involved: OSF St Francis Hospital, Northern Menominee Health Center, Upper Peninsula Community Action Program (UPCAP), and Hannahville Indian Community.

5. **New Business**

5.1—Letter of Support for Community Health Assessment and Improvement Plan Grant

Mr. Elegeert moved that the Board support PHDM's application for the Community Health Assessment and Improvement Plan Grant. Motion was supported by Ms. Harrington and carried.

6. **Committee Reports**

6.1—Personnel

Mr. Trudgeon presented the Personnel Committee's recommendation to alter the Nursing Program Supervisor salary range.

Mr. Elegeert moved that the Board approve the proposed salary range. Motion was supported by Mr. Jasper and carried.

7. **Medical Director's Report**

Dr. Frankovich reported:

- This year's flu season was similar to previous seasons, with the exception of the H1N1 year. The vaccine this year was a good match for the circulating virus strains and had a very good safety profile. Nation-wide, 100 pediatric flu-related deaths were reported, so flu is still a serious disease.
- In reference to the grant previously discussed, assessment of community health has always been a Public Health role. Lack of funds has limited these assessments; however, knowing the particular health needs in a community greatly enhances the health department's ability to efficiently apply staff and funds for the broadest effect. Some of the biggest health offenders, e.g.,

diabetes and heart disease, are preventable with weight control, exercise and nutrition. As better data from local assessments becomes available, the health department can focus on specific problems with their health promotion efforts.

8. **Health Officer's Report**

Mr. Snyder reported:

- Mr. Snyder thanked the Board for placing their confidence in him as Interim Health Officer. He has been meeting with supervisors, program coordinators and the Director of Finance and Budget to learn about the department's programs and the status of their funding.
- Mr. Snyder, along with other Upper Peninsula Health Officers and health officials, recently met with Senator Casperson in Newberry to discuss the importance of Public Health and its funding. The Senator seemed to understand and support our concerns.
- The Health Officer position has been reposted on Michigan and national websites with a deadline of May 31st.
- Mr. Snyder has provided the new Board of Health member Mary Harrington with an orientation to the Health Department and its programs.
- Reflecting on the Board's decision in January to meet at each PHDM office for a Board of Health meeting, Mr. Snyder proposed that the June 15 meeting be held in PHDM's Escanaba office and the August 17 meeting in PHDM's Menominee office. Board members were in agreement.
- On Monday, May 16, Escanaba Public Safety advised PHDM that two establishments in Escanaba may be selling bath salts. If this is confirmed, Mr. Snyder will take the proper legal action to stop this activity.

9. **Public Comment—None**

10. **Adjournment**

There being no further business, a motion was made by Mr. Burie with support by Mr. Lang to adjourn the meeting. Motion was carried and meeting adjourned at 5:22 p.m. CST.


Chairperson



Public Health Delta & Menominee Counties



Board of Health Meeting

Health Department Conference Room, Escanaba

Meeting Minutes

Wednesday, June 15, 2011

Board Members Present

Bob Burie
Tom Elegeert

Mary Harrington
Tom Trudgeon

Board Members Absent

Bernie Lang
Mark Jasper (excused)

Public Health Staff

Mike Snyder, Acting Health Officer/ Administrator
Dr. Terry Frankovich, Medical Director
Debbie Poquette, Director of Nursing
Sharon Engelsgerd, Executive Secretary

1. Call to Order/Roll Call

The June 15, 2011, meeting of the Delta-Menominee District Board of Health was called to order at 5:35 p.m. EST by Vice Chairman Trudgeon. Roll call was taken and is recorded above. A quorum was not present.

2. **Approval of Agenda**—The Agenda could not be approved due to the lack of a quorum.

3. **Approval of Minutes**— The May 18, 2011, minutes could not be approved due to the lack of a quorum.

4. Education Session

4.1—Maternal Infant Health Program (MIHP)

Debbie Poquette, PHDM's Director of Nursing, discussed a new home-visiting program that serves pregnant women and infants who have Medicaid health insurance. PHDM is the only agency—public or private—offering these services in our two counties. The goal of the Maternal Infant Health Program is to promote healthy pregnancies, good birth outcomes and healthy infants. Referrals to the program are received from physicians, hospitals, community partners, and from other programs in the Health Department, such as WIC (Women, Infants, & Children). After an extensive

risk assessment of the client's health and environment, a Plan of Care is developed by the PHDM team which includes a nurse, a social worker, and a dietician. The Plan of Care addresses not only medical care but also mental health, psychosocial factors, and nutrition. A staff member is assigned to each client to serve as a care coordinator who closely monitors the client's progress, advocates for the client and helps the client make appointments and receive care. Throughout the process PHDM interacts with the client's healthcare provider to include them as part of the care team.

5. **Health Officer Search**

Mr. Snyder provided an update on the selection of a new Health Officer:

- On April 20th, the Board appointed Mike Snyder as Acting Health Officer, and a letter signed by Mr. Lang was sent to the Michigan Department of Community Health for their approval. MDCH responded in a letter dated May 23, 2011, approving the appointment with the condition that Mr. Snyder mentor with a fully credentialed Health Officer. Mr. Snyder is, in fact, working closely with several of the U.P. Health Officers.
- PHDM has six applications for the Health Officer/Administrator position.
- Mr. Snyder reviewed anticipated budget cuts and additional expenses coming in FY2011-2012. He suggested the Board may want to delay selection of a new Health Officer until budget issues are resolved.

6. **Medical Director's Report**

Dr. Frankovich reported:

- Germany is experiencing an outbreak of illnesses due to *E. coli*, a bacteria transmitted via water and food. This *E. coli* strain is more aggressive than we usually see in the United States. Germany has reported 37 deaths and 3000 illnesses and currently believes the source to be contaminated sprouts, a type of sprout that absorbs the bacteria and so cannot be washed clean as can other vegetables.
- A *Salmonella* outbreak in Peshtigo seems to be connected to a private gathering, but we will watch for any related cases in Menominee County.

7. **Health Officer's Report**

Mr. Snyder reported:

- The first alternative On-site Sewage Treatment/Disposal System (OSTDS) since passage of our new Sanitary Code has been installed. It is a Sludge Hammer—an aerobic system—located on Stonington Peninsula.
- Next week the State will be at PHDM evaluating our water supply program, including well construction.
- We just conducted another certified food training class with 25 attendees. This class was initiated at the request of the Escanaba School District.

- Our Emergency Preparedness program recently had an on-site review by the State for our Strategic National Stockpile Plan. The visit went well and we anticipate a high score.

8. **Public Comment—None**

9. **Adjournment**

There being no further business, the meeting adjourned at 6:30 p.m. EST.


Chairperson

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