"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, December 13, 2011 @ 5:30 p.m. CST
at the Menominee County Courthouse, Courtroom B

AGENDA

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Approval of the Agenda
E. Approval of Previous Minutes
CB – Nov. 22, 2011
F. Public Comment *(Statements, not debate, limited to 5 minutes per person on agenda items only)*
G. Presentations *(limited to twenty minutes)*
Menominee County Space Needs Study – Brian Neumeier
InSequence, Maps-InDeed – William Kennedy

H. Department Head/Elected Officials Reports *(limited to ten minutes)*
I. Action Items

1. Moved by _____ seconded by _____ to approve the "Opt Out" option in order for Menominee County to comply with Public Act 152.

2. Moved by _____ seconded by _____ to approve the "20/80" option in order for Menominee County to comply with Public Act 152. (20% employee paid, 80% Employer paid health insurance)

3. Moved by _____ seconded by _____ to approve Miscellaneous Bills as paid on Nov. 10 & 16, 2011 in the amount of $115,668.34.

4. Moved by _____ seconded by _____ to approve Commissioner Per Diems & Expenses as recently submitted for payment.

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

James Furlong - Chairperson *Bernie Lang - Vice Chairperson*

Charlie Meintz *Mark Jasper* *Jim Pearson*

J. New Business (discussion only)

1. Personnel Items:
   a. Vacancy on Twin County Airport Commission

2. Building and Grounds/Park Items:
   a. Camp Host at Kleinke Park
   b. Lease Agreement Policy and Procedures
   c. Parks Website Link

3. Miscellaneous Items:
   a. NONE

4. Finance Items
   a. Miscellaneous Bills as paid on Nov. 17, 23 & Dec. 6, 2011 in the amount of $156,094.23.
   b. Commissioner Per Diems and expenses

K. Moved by _____ to go into closed session, for strategy and negotiations of Courthouse and Corrections collective bargaining agreements. (Pursuant to the Open Meetings Act, Act 267 of 1976, 15.268 Section 8 (c)). Motion seconded by _____,

Individuals attending closed session:

_____

L. Moved by _____ seconded by _____ to return to open session at _____pm.

May consider voting on the final Courthouse and Corrections collective bargaining agreements

M. Misc. Boards/Committees/Commissions Reports
N. Public Comment *(limited to 5 minutes)*
O. Commissioner Comment
P. Any other items members may wish to present
Q. Adjourn

November 22, 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 Menominee County Courthouse in Courtroom B, Menominee, Michigan.

Chairman Furlong 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. Furlong, Lang, Jasper, Meintz, Pearson

Absent: None

Moved by Com. Meintz, supported by Com. Pearson to amend the agenda moving Item K (entering into Closed Session) under New Business to after Item P (Any other items members may wish to present). Motion was approved 5-0.

Moved by Com. Meintz, supported by Com. Jasper to approve agenda with amendment. Motion was approved 5-0.

Motion by Com. Pearson, supported by Com. Meintz to approve the minutes from the November 8, 2011 Regular County Board Meeting. Motion approved 5-0.

Public Comment: Bob Desjarlais Appreciation for amended agenda

Presentations: None

Department Head/Elected Officials Reports:

County Treasurer Diane Lesperance commented on the Fifth St. property having been torn down; Hermansville property effort still in progress; dog licenses will be available in multiple locations to encourage licensing

ACTION ITEMS:

Moved by Com. Jasper, seconded by Com. Meintz to ratify the reappointment of Charles Kalhoefer as a director on the Bay Area Medical Center Board. Motion approved 5-0.

Moved by Com. Pearson, seconded by Com. Lang to approve the proposal from Valley Mechanical, Inc. in the amount of $30,986 for replacement of the Courthouse boiler system tunnel cap, replacement of chilled water piping and the addition of temperature control alarms. (These items are in addition to the amount approved on 8/23/11-$117,420) Funds to be disbursed from account #101-103-998.00 (Designated Building Projects) Motion approved 5-0

Moved by Com. Lang, seconded by Com. Pearson to approve the proposed project diagram from the Menominee Women's Club and allow the club to solicit funding for the Menominee County Bell Shelter (display) project. Motion approved 5-0.

Moved by Com. Meintz, seconded by Com. Jasper to approve the amended MERS resolution for the Administrator Division to move to a Hybrid plan, to begin on October 1, 2011. Motion approved 5-0.

Moved by Com. Meintz, seconded by Com. Pearson to approve Resolution 2011-17 ~ Authorizing Employee Benefits Agency, Inc. to administer the HRA plan for Menominee County. Motion approved 5-0.

Moved by Com. Pearson, seconded by Com. Jasper to approve the transfer of $200,000 from account #101-997-999.31 (FY 2010-11) into account #401-000-699.00 for the County portion of the Three Way road Program Funding, to be carried over into FY 2011-12. Motion approved 5-0.

Moved by Com. Pearson, seconded by Com. Lang to approve the Memorandum of Agreement (MOA) between the Center for Shared Solutions and Technology Partnership and Menominee County. (9-1-1 GIS Grant) Motion approved 5-0.

Moved by Com. Lang, seconded by Com. Pearson to approve the Enhanced Access to Digital Public Records Policy. Motion approved 5-0.

Moved by Com. Lang, seconded by Com. Pearson to approve Resolution 2011-18 ~ Support of Guaranteed Revenue Replacement Should the State Repeal Personal Property Taxes. Motion approved 5-0.

Moved by Com. Lang, seconded by Com. Meintz to approve the 2011 Menominee County Apportionment report as amended due to the Nov. General Election. (Stephenson School Millage increase.) Motion approved 5-0.

Moved by Com. Pearson, seconded by Com. Jasper to approve Miscellaneous Bills as paid on October 27 & Nov. 2, 2011 in the amount of $162,090.39. Motion approved 5-0.

Moved by Com.Meintz, seconded by Com. Pearson to approve Commissioner Per Diems & Expenses as recently submitted for payment. Motion approved 5-0.

Moved by Com. Jasper, seconded by Com. Meintz to place miscellaneous boards/committees/commission reports on file in the office of the County Clerk. Motion approved 5-0.

New Business (discussion only)

Personnel Items: None

Building and Grounds/Park Items: None

Miscellaneous Items:

a. PA-152 ~ (Formerly Senate Bill 7):

County Administrator Bousley explained Public Act and the possible choices the Board is to choose from.

Com. Lang stated the cost of family coverage at the 80/20 ratio would be a very significant amount and negotiations over the years determined what percentage employees would pay. He feels the State is overstepping its boundaries. He would prefer the Opt Out option.

Com. Pearson would work toward implementing the 80/20 option. This is what is reflected in the private sector.

Com. Meintz, Com. Jasper and Com. Furlong were in agreement with Com. Pearson.

Com. Lang would like to see actual comparison figures between public and private sectors.

A motion to Opt Out and a motion to go with the 80/20 option will be on the next agenda.

b. InSequence for GIS, maps-in-deed

County Administrator Bousley to contact Company and have a representative do a presentation as soon as one can be scheduled

Finance Items

a. Miscellaneous Bills as paid on Nov. 10 & 16, 2011 in the amount of $115,668.34. Consensus of Board to move forward to next meeting for approval.

b. Commissioner Per Diems and expenses; Consensus of Board to move forward to next meeting for approval.

Misc. Boards/Committees/Commissions Reports – Consensus of Board to move forward

Public Comment:	Bob Desjarlais	GIS Maps website available to Assessors
	Diane Lesperance	MAC survey being done regarding PA-152 County Employees insurance in sinc with Public Sector – Majority of Counties are Opting Out

Commissioner Comment

Com. Jasper commented on survey of use of courthouse by north county

Com. Meintz wished all a Happy Thanksgiving

Any other items members may wish to present None

Moved by Com. Meintz to go into closed session at 6:15 p.m., for strategy and negotiations of Courthouse and Correction Officers collective bargaining agreements. (Pursuant to the Open Meetings Act, Act 267 of 1976, 15.268 Section 8 (c)). Motion seconded by Com. Pearson. Motion approved 5-0.

Individuals attending closed session:

Com. Furlong, Com. Jasper, Com. Lang, Com. Meintz, Com. Pearson, County Administrator Brian Bousley, Chief Deputy County Clerk Carol Johnson.

Moved by Com. Meintz, seconded by Com. Pearson to return to open session at 6:45 pm.

Moved by Com. Meintz, seconded by Com. Jasper to adjourn at 6:46 p.m. Motion was approved 5-0.

_____
James Furlong, Chairman

_____
Carol Johnson, Deputy County Clerk

MENOMINEE COUNTY BOARD OF COMMISSIONERS
PRESENTATION ITEM

SUBJECT:	**Menominee County Space Needs Study**
DEPARTMENT:	**Administration/Board**
ATTACHMENTS:	**No**

SUMMARY:

It was agreed upon at the April 12, 2011 meeting to have Brian Neumeier come to present the former studies done on the "space needs" problem at the courthouse/sheriff dept.

RECOMMENDED MOTION

Submitted by: Brian Bousley **12/08/2011**
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
PRESENTATION ITEM

SUBJECT:	**InSequence ~ Maps-in-deed**
DEPARTMENT:	**Administration**
ATTACHMENTS:	YES

SUMMARY:

On December 14, 2010 William Kennedy presented the Maps-in-deed information to the County Board. The next step at that time was to gather fee information and approve the fees so the public will be able to purchase information online. That has not happened.
Mr. Kennedy is here to discuss how the GIS Maps InDeed website will work for Menominee County

RECOMMENDED MOTION

Submitted by: Brian Bousley **12/08/2011**
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):

December 14, 2010

APPROVED on 12/28/10

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 Menominee County Courthouse, Menominee, Michigan.

Chairman Eichhorn called the meeting to order at 6:00 P.M. followed by the Pledge of Allegiance.

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

Present: Coms. Anderson, Eichhorn, Furlong, Lang, and Meintz

Absent: None

Brian Bousley asked to amend the agenda to add two items. Under Action Item #11 add other employee contracts to also be discussed during closed session. Under New Business Finance Items, add f. Discussion of paying Valley Mechanical's bill for work at the jail.

Moved by Com. Meintz, supported by Com. Anderson to approve the agenda as amended. Motion was approved 5-0.

Chairman Eichhorn called for public comment.

Public Comment:

-Mari Negro – Commented on the letter that Marylee DeGrave wrote to the County Commissioners.

Moved by Com. Furlong, supported by Com. Lang to approve the minutes from the November 23, 2010 Regular County Board meeting. Motion was approved 5-0.

Presentations:

-William Kennedy, InSequence – Menominee County Maps InDeed. William conducted his presentation on the phone while also using the courtroom video teleconferencing equipment. The commissioners asked several questions. The next step will be for the County Board to approve the fees charged by InSequence before the public will be able to purchase information from the website.

Department Head/Elected Officials Reports: None

Moved by Com. Anderson, supported by Com. Meintz to appoint Leslie Negro to the Building Code – Construction Board of Appeals for a two year term (1/1/2011 ~ 12/31/2012). Discussion ensued. Com. Furlong and Lang do not feel that this board should be making these appointments and it should be left up to the next board to make the appointments. Motion was approved 3-2, Com. Furlong and Lang voted nay.

Moved by Com. Furlong, supported by Com. Lang to approve Commissioner Per-Diems/Expenses as recently submitted for payment. Motion was approved 5-0.

Moved by Com. Furlong, supported by Com. Meintz to place miscellaneous boards/committees/commission reports on file at the courthouse. Motion was approved 5-0.

Moved by Com. Meintz, supported by Com. Eichhorn to go into closed session, per request of Brian Bousley (pursuant to the Open Meetings Act, Act 267 of 1976, 15.268 Section 8(a)) to discuss County Administrator, Brian Bousley's one year performance evaluation. And, to discuss health insurance negotiations with the E-911 department. Motion was approved by roll call vote 5-0 at 6:31 p.m.

Moved by Com. Meintz, supported by Com. Eichhorn to return to open session at 6:51 p.m. Motion was approved by roll call vote 5-0.

Moved by Com. Lang, supported by Com. Meintz to approve the AFSCME E-911 health insurance negotiations as discussed in closed session. Motion was approved 5-0.

12/28/10 CB mer.

New Business (discussion only)

Personnel Items:

a. None

Building and Grounds/Parks Items:

a. New Park and Camping Rates for 2011 - The consensus of the board is to move it forward to the next meeting.
b. Donated Minnie Property Bid Review – There was only one bid for $500. Brian Bousley stated the fair market value of the property is assessed at $5,200. The consensus of the board is to move it forward to the next meeting.
c. Mileage payment for Park and Recreation Committee members – Com. Eichhorn thinks that this should apply to all committees. Com. Furlong doesn't know why this is an issue since the Park and Recreation Committee has it in their by-laws that they can collect for this. Brian Bousley said they need to create a line item for this.

Miscellaneous Items:

a. Northpointe Health Care Systems Board – Brian stated that he went to their last meeting and they are handling the issue.
b. InSequence - Menominee County Maps Indeed-GIS – Brian thinks that any money made from the website should go towards improving the website first. The consensus of the board is to have Brian sit down with the townships and discuss this.
c. Mineral Rights – Com. Lang discussed a letter from Rebecca Humphries' office to Tom Boerner regarding state owned property. Dan Hass is waiting for the new Attorney General to take office before he resubmits a request from Menominee County.

Sherry Smith

From: Brian Bousley
Sent: Monday, November 01, 2010 9:36 AM
To: garry anderson; geichhorn3@hotmail.com; Bernie73@new.rr.com; meintz@wildblue.net; ltjfurlong@hotmail.com
Cc: Sherry Smith
Subject: FW: Maps inDeed Link

Commissioners,

Here is a link from InSequence for the GIS website for Menominee County. Let me know what you think. They would like to put on our website and will be contacting business to use it to obtain information. Please let me know what you think and how you want me to handle it with the website. If we want this on the agenda to discuss next week please let me know. It could be in the form of a motion to activate the site or for discussion. InSequence is ready to launch. We need input and a consensus before we put any type of link on the website.

Thanks,

Brian

From: William Kennedy [mailto:wkennedy@insequenceinc.com]
Sent: Tuesday, October 26, 2010 11:08 AM
To: Brian Bousley; pschoud@menomineeco.com
Subject: Maps inDeed Link

Here is the link to your Maps InDeed page for your IT Dept. so they could add it to your web page.

https://map.mapsindeed.com/midcollection?collectionname=mi-menominee

Thank you,

William Kennedy
InSequence Inc.
672 North River St
Suite 201
Plains Pa 18705
570.371.1341phone
570.829.6230 fax
wkennedy@insequenceinc.com

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MENOMINEE COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM

SUBJECT:	**Options to allow Menominee County to comply with Public Act 152**
DEPARTMENT:	**Administration**
ATTACHMENTS:	**Yes**

SUMMARY:

Commissioners discussed this and would like to have two options for the board to act upon.
Option to OPT OUT of PA 152 or
Option to use 20/80 to comply with PA 152 ("Employee pay 20% and Employer pay 80%)

RECOMMENDED MOTION

Submitted by: Brian Bousley **12/08/2011**
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

Employee Cost Per Contract

Purchased Plan: In Network: $5000/$10,000 Deductible - No Coinsurance $30 Office Visit, $30 Chiro Visit - Out-of-Network: 10000/20000 Deductible - $10/40 Rx MOPD2X PT

Funded Plan: In Network: No Deductible - 20% Coinsurance up to $1000/$2000 $20 Office Visit, $20 Chiro Visit - Out-of-Network No Deductible - 40% Coinsurance up to $3000/$6000 - $10/40 Rx MOPD2X PT

11% Employee Contribution

		Medical, Prescription, & MERP Total Monthly Premium	County 89%	Employee 11%
Single	3	$502.69	$447.39	$55.30
Two Person	1	$1,184.07	$1,053.82	$130.25
Family	3	$1,476.08	$1,313.71	$162.37

12.5% Employee Contribution

		Medical, Prescription, & MERP Total Monthly Premium	County 87.5%	Employee 12.5%
Single	0	$502.69	$439.85	$62.84
Two Person	0	$1,184.07	$1,036.06	$148.01
Family	1	$1,476.08	$1,291.57	$184.51

20% Employee Contribution

		Medical, Prescription, & MERP Total Monthly Premium	County 80%	Employee 20%
Single	14	$502.69	$402.15	$100.54
Two Person	18	$1,184.07	$947.26	$236.81
Family	20	$1,476.08	$1,180.86	$295.22
2 Reg One Comp	2	$1,621.43	$1,297.14	$324.29

Dental/Vision

		Dental	Vision	County 100%
Single	17	$28.49	$5.32	$33.81
Two Person	19	$68.37	$12.77	$81.14
Family	24	$85.46	$15.96	$101.42
2 Reg One Comp	2	$85.46	$15.96	$101.42

Monthly County	$61,274.30
Monthly Employee	$13,190.89

Annual County Total	$735,291.60
Annual Employee Total	$158,290.60

Based on January 2012 GWC Rates

Rates and calculations are based on Employee Benefits Agency, Inc.'s review of Public Act 152 and is not intended to impart legal advice. Interpretations of the legislation vary and efforts will be made to present accurate information. This does not replace a review of the law's applicability to individual circumstances and should not be relied upon as legal advice.

EMPLOYEE BENEFITS AGENCY INC.

Vincent Babcock, CBC, LIC, GBDS

11/17/2011

IMPORTANT LEGAL UPDATE
PUBLIC ACT 152 OF 2011/SENATE BILL 7
AND COMMON QUESTIONS

Prepared by Cohl, Stoker and Toskey, P.C.
601 North Capitol Avenue
Lansing, Michigan 48823
(517) 372-9000

OVERVIEW

On September 28, 2011, Public Act 152 (formerly Senate Bill 7) became law. PA 152 would prohibit the state, local governments, public schools, colleges and universities from paying more for employee health insurance benefits than the total cost (individually or in aggregate) of $5,500 for a single person, $11,000 for a couple and $15,000 for a family plan (indexed annually to the "medical price index"), or alternatively, require municipal employees (individually or in aggregate) and elected officials to contribute at least 20 percent of the total cost of healthcare. Only local governmental bodies as defined by the Act could waive the requirements annually with a two-thirds vote of their governing body.

PA 152 is intricate and, as of yet, not legally tested. However, there are a number of issues which need be addressed in the near future by public employers to comply with PA 152. Further, we have received a number of questions relating to PA 152. To assist our clients, we have provided the more common questions below:

Question:

1. How does a public employer decide and designate which of the options will be utilized?

Answer:

Unless a different decision is made by the governing body or bodies of a public employer, all public employees default to the hard cap limit. However, with a simple majority vote, a governing body or bodies of a public employer may opt to satisfy the Act with the "at least" 20% employee contribution option.

Question:

2. Can an employer choose a different option for different types/classifications of employees, or is one option applicable to all employees?

Answer:

This question has not been decided by a court, and the language of PA 152 on this topic is subject to challenge. Consequently, it is our recommendation at this point that a single option should be chosen.

Question:

3. What entities have the option to opt-out; and what entities do not have such an option?

Answer:

Certain, but not all, public employers (i.e., cities, villages, counties, municipal electric utilities, airport authorities and metropolitan park authorities) MAY elect to opt-out if the governing body or bodies pass such a motion by a 2/3 vote. Such opt-out must be made and passed by the governing body/bodies each medical plan year. Entities with a strong mayor or county executive must concur in this decision. However, all other public employers (other than those listed above) do NOT have the ability to opt-out. This would include, but is not limited to schools, colleges or universities, road commissions, mental health authorities or community health authorities.

Question:

4. When does PA 152 take effect, and when would the employees need to comply with any cap or co-payment requirements?

Answer:

PA 152 has immediate effect as of September 28, 2011. However, the requirement for employees to begin contributing (either based upon excess over the hard cap, if this option is elected, or "at least" 20% employee contribution if the 80/20 option is elected) would not commence until the first medical plan coverage year beginning on or after January 1, 2012.

Question:

5. Is there any discretion by the public body in determining how the employee contributions are to be attributed and distributed among employees?

Answer:

Yes. Under either option (i.e the hard cap or 80/20) a public employer can, but is not required to, aggregate the total employer costs for health care and distribute the employee share "as it sees fit" so long as the aggregate total employer cost does not exceed the method elected. However, this discretion to allocate to an employee a lesser share does not, as set forth in question 7, apply to elected officials where the "at least" 20% employee contribution option is utilized.

Question:

6. How is are the employer caps or employee contributions calculated?

Answer:

Premiums or illustrative rates and all employer paid reimbursements for health care (not including dental and vision) are included in the total annual cost of medical benefit plans. As such, the cap or employer/employee percentage of the costs under the "at least" 20% employee contribution option is not limited only to

premiums or illustrative rates charged by the carrier or plan. The public body must include sums equal to the total healthcare costs paid by the employer which would include all employer payments into health savings account or into flexible spending accounts, and reimbursements made by the employer or plan to the employee (such as prescription/co-pay or deductible reimbursements).

Further, where a plan is partially or fully self insured, it would be prudent for a public body not merely to utilize the illustrative rates based upon, as traditionally calculated, prior experience but should either make monthly adjustments based upon actual cost experience or should work with the plan administrator to build in a sufficient surplus to insure meeting the hard cap/employer 80% contribution cap of PA 152.

Question:

7. How does PA 152 apply to elected officials?

Answer:

Elected officials are covered by PA 152. However, where the public body chooses to utilize the "at least" 20% employee contribution option, all elected officials MUST pay at least 20% of the total health care costs. Unlike the discretion given to a public employer in allocating a lower employee contribution to certain employees (so long as aggregate employer contribution targets are met), there is no discretion to allocate to/permit elected officials to pay less than 20% of the total health care costs. However, there is discretion for the public body to require an elected official pay more than 20% of the total healthcare costs.

Question:

8. How does PA 152 affect existing union or employment contracts?

Answer:

It depends. The Act does not effect existing labor contracts until the contract expires or is modified. If an expired collective bargaining agreement is ratified AND signed on or before September 14, 2011, the public employer and union are bound by the terms contained in the collective bargaining agreement, but only for the remaining duration of the collective bargaining agreement. However, any collective bargaining agreement (including extensions or renewals) signed on or after September 15, 2011, MUST contain the provisions required by, and fully comply with, PA 152.

Individual employment agreements are not subject to this labor contract exemption from compliance, and must be modified to comply with PA 152.

Question:

9. What, if any, role does a union play in the decision, or the timing of the implementation of the governing body's decision on which option to utilize?

Answer:

Again, this issue has not been definitively decided by a Court or the Michigan Employment Relations Commission (MERC). However, our reading of PA 152 leads us to the conclusion that the decision as to what option (hard cap, the "at least" 20% employee contribution option, or for some entities, opt-out) is solely within the legislative discretion of the governing bodies of a public employer. Thus, it is our current opinion that such legislative decisions are not mandatory subjects of bargaining which a union may demand to bargain over to impasse.

Question:

10. What are the financial ramifications for a failure to comply with PA 152?

Answer:

PA 152 penalizes public employers that do not comply with the Act in that they are subject to the penalty of reducing by 10% school aid payments or 10% of economic vitality payments that were included in statutory revenue sharing in 2011. Public employers that operate under the hard-cap, operate under the 80/20 or who OPT-OUT legally are NOT subject to penalty.

Further, even if the public body is not impacted by the above penalty, this would not mean that the public body has the option not to comply with PA 152. All laws must be complied with, and there are other legal remedies which could be used to enforce and/or other liability imposed by a court for a failure to comply with PA 152.

If you have any questions or concerns, please feel free to contact us.

Peter A. Cohl
Richard D McNulty
Cohl, Stoker & Toskey, P.C.
601 North Capitol Avenue
Lansing, Michigan 48933
pcohl@cstmlaw.com
(517) 372-9000

October 10, 2011

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MENOMINEE COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM

SUBJECT:	**Miscellaneous Bills**
DEPARTMENT:	**Administration**
ATTACHMENTS:	**Yes**

SUMMARY:

Board to review recently submitted Miscellaneous Bills as paid on Nov. 10 & 16, 2011 in the amount of $115,668.34.

RECOMMENDED MOTION

To approve Miscellaneous Bills as paid on Nov. 10 & 16, 2011 in the amount of $115,668.34.

Submitted by: Brian Bousley **12/08/2011**
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):

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

APPROVED
NOV 10 2011
CHIEF FISCAL OFFICER
MENOMINEE COUNTY MICHIGAN
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MENOMINEE COUNTY
Claims Audit Report

Vendor Name / Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Accnt#	$Amount	SepCk	Claim Total
Bank Account: General							
Ace Hardware							$39.56
20749	10/27/2011	203317/2	Battery - 9V & AA	101-265-755.00	29.98		
20750	10/14/2011	203209/2	Spray Paint	101-265-755.00	9.58		
ALGER-DELTA COOPERATIVE ASSOCI							$806.61
20735	10/31/2011	383200	Shakey Lakes Electrical	208-751-920.01	50.49		
20736	10/31/2011	383001	Shakey Lakes Electrical	208-751-920.01	52.70		
20737	10/31/2011	1503500	Shakey Lakes Electrical	208-751-920.01	90.92		
20738	10/31/2011	380300	Shakey Lakes Electrical	208-751-920.01	119.87		
20739	10/31/2011	379700	Shakey Lakes Electrical	208-751-920.01	59.90		
20740	10/31/2011	370500	Shakey Lakes Electrical	208-751-920.01	90.38		
20741	10/31/2011	367100	Shakey Lakes Electrical	208-751-920.01	55.49		
20742	10/31/2011	369802	Shakey Lakes Electrical	208-751-920.01	38.73		
20743	10/31/2011	367200	Shakey Lakes Electrical	208-751-920.01	179.85		
20744	10/31/2011	383301	Shakey Lakes Electrical	208-751-920.01	68.28		
Anderson Culligan							$33.25
20812	10/31/2011	177810	Water for Circuit Court (x5)	101-131-931.00	33.25		
Anderson, Bill							$24.42
20941	11/7/2011	Reimbursement	Mileage - Planning Commission	101-401-755.00	24.42		
ANGELIS MENOMINEE INC							$479.82
20722	10/25/2011	0154211-IN	Food for E911 Training	266-326-881.00	128.35		
20723	10/26/2011	1001221-IN	Credit Memo (E911 Training)	266-326-881.00	-15.00		
20873	10/3/2011	3564211-IN	Inmate Groceries	101-301-770.00	51.38		
20874	10/3/2011	0162211-IN	Inmate Groceries	101-301-770.00	49.10		
20875	10/8/2011	2041211-IN	Inmate Groceries	101-301-770.00	78.75		
20876	10/19/2011	0374211-IN	Inmate Groceries	101-301-770.00	4.09		
20877	10/19/2011	2707211-IN	Inmate Groceries	101-301-770.00	48.15		
20878	10/19/2011	3642110-IN	Inmate Groceries	101-301-770.00	78.22		
20879	10/19/2011	7610211-IN	Credit for Inmate Groceries	101-301-770.00	-8.18		
20880	10/26/2011	1323211-IN	Inmate Groceries	101-301-770.00	64.96		
AT&T - Carol Stream, IL							$2,662.72
20763	10/19/2011	906863202310	October 19 - November 18, 2011	101-103-850.00	584.99		
20792	10/19/2011	90686344110	October 19 - November 18, 2011	101-103-850.00	960.73		
20802	10/19/2011	906863661410	October 19 - November 18, 2011	266-325-850.00	422.97		
20930	11/1/2011	906R41083911	November 1 - November 30, 2011	101-103-850.00	694.03		
AT&T Long Distance							$214.24
20860	10/19/2011	854528091	Telephone Services	101-103-850.00	214.24		
Badger Mailing & Shipping							$756.53
20753	11/1/2011	39198	Hasler Contract Charge for 1/6/12 - 1/5/	101-253-729.01	756.53		
Banc of America Leasing							$711.63
20806	10/22/2011	012000495	Probation/Parole Office - November 201	101-131-942.00	139.97		
20807	10/22/2011	012000496	November 2011	101-301-934.00	317.84		
20807	10/22/2011	012000496	November 2011	101-261-942.00	253.82		
BAY AREA MEDICAL CENTER							$113.00
20725	10/10/2011	MENCTY	Pre Employment Physical - Sally Filibec	101-268-727.00	113.00		
Bergh, Erik							$23.31
20942	11/7/2011	Reimbursement	Mileage - Planning Commission	101-401-755.00	23.31		
BP							$220.94
20797	11/2/2011	32012981	Gasoline Sales - October 2011	249-371-742.00	220.94	x	

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MENOMINEE COUNTY
Claims Audit Report

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Bank Account: General							
Brian Bousley							$383.58
20947	10/27/2011	Reimbursement	UP Fall Forum - HR Resources & Welln	101-172-860.00	86.58		
20948	11/3/2011	Reimbursement	Smart Compliance Workplace Cabinets	101-265-755.00	198.00		
20948	11/3/2011	Reimbursement	Smart Compliance Workplace Cabinets	208-751-755.02	99.00		
Brunelle, Jennifer							$56.61
20893	11/1/2011	Reimbursement	Mileage - October 2011	296-664-860.00	56.61		
BS&A Software							$1,075.00
20851	11/1/2011	078715	Annual Svc/Support Fee 11/1/11 - 11/1/	101-103-857.00	1,075.00		
BUSINESS ON WHEELS							$200.45
20780	10/31/2011	11022	1998 Dodge Ram Maintenance	208-751-930.02	200.45		
Cellcom Wisconsin RSA 04							$530.78
20903	10/27/2011	605109	Cellular Services	101-426-755.00	12.48		
20903	10/27/2011	605109	Cellular Services	101-301-850.00	518.30		
CITY OF MENOMINEE - 2511 10TH ST.							$9,465.84
20772	7/31/2011	3034	July 2011 Gasoline Charges	101-265-742.00	116.71		
20772	7/31/2011	3034	July 2011 Gasoline Charges	101-682-860.00	37.24		
20772	7/31/2011	3034	July 2011 Gasoline Charges	101-257-742.00	30.92		
20772	7/31/2011	3034	July 2011 Gasoline Charges	266-325-860.00	21.95		
20772	7/31/2011	3034	July 2011 Gasoline Charges	101-257-742.00	32.25		
20773	10/28/2011	3045	August 2011 Gasoline Charges	101-265-742.00	444.89		
20773	10/28/2011	3045	August 2011 Gasoline Charges	101-682-860.00	32.59		
20773	10/28/2011	3045	August 2011 Gasoline Charges	266-325-860.00	8.65		
20773	10/28/2011	3045	August 2011 Gasoline Charges	101-257-742.00	27.27		
20773	10/28/2011	3045	August 2011 Gasoline Charges	101-257-742.00	21.28		
20773	10/28/2011	3045	August 2011 Gasoline Charges	266-325-860.00	22.94		
20773	10/28/2011	3045	August 2011 Gasoline Charges	101-426-860.00	46.22		
20773	10/28/2011	3045	August 2011 Gasoline Charges	101-257-742.00	21.27		
20773	10/28/2011	3045	August 2011 Gasoline Charges	101-257-742.00	30.59		
20773	10/28/2011	3045	August 2011 Gasoline Charges	101-257-742.00	6.65		
20849	11/8/2011	December 2011	Tower Lease	266-326-942.00	351.67		
20907	10/28/2011	3037	Gasoline Sales - July 2011	205-315-742.00	4,193.82		
20908	10/28/2011	3048	Gasoline Sales - August 2011	205-315-742.00	4,018.93		
City of Stephenson - P.O. Box 467							$202.82
20810	10/31/2011	709	Annex - Water, Electric, Sewer	101-261-920.01	16.00		
20810	10/31/2011	709	Annex - Water, Electric, Sewer	101-261-920.02	30.00		
20810	10/31/2011	709	Annex - Water, Electric, Sewer	101-261-920.03	156.82		
CLOVERLAND PAPER CO							$679.47
20796	10/29/2011	96871	Courthouse - Towels, Tissues	101-265-755.01	161.92		
20870	10/21/2011	96783	Paper Cups	101-301-770.00	80.39		
20871	10/28/2011	96873	Liners, Steel Wool Pads, Degreaser, Tc	101-301-770.00	148.02		
20928	11/4/2011	96935	Annex - Towels, Tissue, Liners	101-265-755.01	111.04		
20929	11/4/2011	96934	Courthouse - Tissue, Towels, Liners	101-265-755.01	178.10		
COHL STOKER & TOSKEY P C							$66.00
20732	11/1/2011	41552	Legal - October 24, 2011	101-211-807.00	66.00		
CORE TECHNOLOGY CORPORATION							$4,175.00
20919	10/18/2011	63462	PO# 02592 Software Support	101-301-934.02	4,175.00		
Country Mile Document Destruct							$797.38
20786	10/31/2011	10833	Document Shredding on 10/27/2011	101-265-755.00	689.00		
20938	11/8/2011	11899	Shredding of Documents	101-265-755.00	108.38		

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Bank Account: General							
DEKETO, LLC							$873.40
20805	11/1/2011	DK10-11	October 2011 Documents (x397)	256-277-857.00	873.40		
Dennis-Ruleau, Dawn							$670.00
20895	11/1/2011	4658	Crisis Intervention - October 2011	296-668-801.00	670.00		
EAGLEHERALD PUBLISHING, LLC							$1,005.00
20776	10/31/2011	1445	PO# 02588 Election Notice	101-262-727.00	1,005.00		
Eldercare Home Pharmacy							$749.12
20901	10/31/2011	3025731	Inmate Medications	101-301-770.01	749.12		
Employee Benefits Agency, Inc.							$240.00
20746	11/1/2011	2495	November 2011 - Monthly Admin Fee	101-103-712.02	240.00		
ERICKSON WAYNE							$16.65
20943	11/7/2011	Reimbursement	Mileage - Planning Commission	101-401-755.00	16.65		
FRIEND OF COURT							$17.00
20924	11/8/2011	2000-009194-DM	Release of LEIN - Tom Bebo	101-141-803.00	17.00		
FRIEND OF COURT ASSOCIATION -							$275.00
20940	11/1/2011	Dues	2010 FOCA Dues for Friends & Associa	101-141-802.00	275.00		
Friends Ofc Prod Whse Direct							$194.29
20734	11/4/2011	015307I	FOC - Office Supplies	101-141-727.00	132.31		
20798	11/1/2011	015286I	CDR & Case's	101-257-727.00	61.98		
Furlong, James							$66.60
20757	10/26/2011	Reimbursement	Mileage - October 2011	101-101-860.02	66.60		
Gallardo, Amy							$417.05
20897	11/7/2011	Reimbursement	Community Garden - Mileage & Suipplie	296-667-801.01	57.41		
20897	11/7/2011	Reimbursement	Community Garden - Mileage & Suipplie	296-668-801.00	98.79		
20898	11/7/2011	4668	Community Garden	296-668-801.00	260.85		
Galls, An Aramark Company							$147.93
20910	10/17/2011	511695211	Ez Adju Cp Holster	205-315-755.00	147.93		
GREAT AMERICAN DISPOSAL CO THE							$429.27
20855	10/14/2011	1AE00009	Ash Container at Shakey Lakes	208-751-942.00	429.27		
Great Outdoors							$521.50
20816	10/20/2011	10806	Jail Door Repairs	101-265-755.00	521.50		
Gregory, Raymond G.							$175.00
20770	11/2/2011	2011-141-MI	Court Appointed Legal - Michael Shank:	101-148-807.00	95.00		
20887	11/7/2011	2011-142-MI	Court Appointed Legal - Simmons	101-148-807.00	80.00		
Hasler							$600.00
20809	10/31/2011	14804441	Postage Machine	101-253-729.01	600.00		
Hi Tec Building Services							$1,495.00
20856	10/30/2011	001901	Cleaning Service for October 2011	101-265-801.00	1,495.00		
Ivens, Ruby E.							$53.28
20764	11/2/2011	Reimbursement	Parks Committee - Mileage for Nov. 1, 2	208-751-860.00	26.64		
20765	11/2/2011	Reimbursement	Parks Committee - Mileage for Oct. 4, 2	208-751-860.00	26.64		
J S ELECTRONICS, INC.							$425.00
20848	11/1/2011	16813	Tower Lease - November 2011	266-326-942.00	425.00		
Jasper, Mark							$33.30
20724	10/27/2011	Reimbursement	October 2011 Mileage	101-101-860.05	33.30		

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Bank Account: General							
Joel Hensley, RN							$1,565.00
20800	10/30/2011	Blood Draw	P. Kuntze (10/27/11)	101-267-801.01	100.00		
20815	10/21/2011	Blood Draw	W. Price (10/21/11)	101-267-801.01	100.00		
20902	11/4/2011	Nursing Services	September 11 - September 24, 2011	101-301-770.01	1,365.00		
K MART 7031							$22.16
20813	10/28/2011	07031 102811 010 416	olored Pencils, Alcohol Swabs, Cleani	266-325-727.00	4.49		
20813	10/28/2011	07031 102811 010 416	olored Pencils, Alcohol Swabs, Cleani	266-325-755.00	17.67		
Kleiman, Marc							$132.65
20850	11/8/2011	Reimbursement	Mileage - Meetings & Election	101-215-860.00	23.31		
20850	11/8/2011	Reimbursement	Mileage - Meetings & Election	101-262-860.00	109.34		
Klumb, Joseph							$307.50
20925	11/8/2011	09-091-GA	Guardian-Ad-Litem Services	101-148-807.00	307.50		
Kulwich, Gerald							$204.57
20894	11/1/2011	Reimbursement	Mileage & Travel (J.P.O.)	296-665-860.00	204.57		
LANG BERNARD							$380.18
20733	11/3/2011	Reimbursement	Mileage - October 2011	101-101-860.01	380.18		
LENCA SURVEYING							$3,970.00
20931	11/5/2011	11140	Project Year 2011 - 10/3/11 - 11/6/11	243-245-801.07	3,970.00		
Lesperance, Sandra							$310.00
20891	10/28/2011	11-071	Clothing Allowance (E. H.)	292-662-843.02	310.00		
LexisNexis Matthew Bender							$90.51
20905	10/18/2011	23591811	MI Penal & Veh Hdbk - Fall 2011	205-315-727.00	90.51		
Linder Implement Co., Inc.							$82.00
20751	10/3/2011	94395	BSHS, Caps, Bolts, Nuts	208-751-930.02	23.00		
20752	10/4/2011	94399	Belt	208-751-930.02	59.00		
Linderoth, Janis							$97.68
20859	10/24/2011	Reimbursement	Mileage	101-101-860.09	97.68		
Lufts Advertiser							$312.50
20939	10/26/2011	October 2011	Advertising	101-262-727.00	275.00		
20939	10/26/2011	October 2011	Advertising	101-101-901.00	37.50		
M & M Trucking, Inc.							$405.00
20936	11/8/2011	6676	River Park - Gravel & Leveling	208-751-930.04	405.00		
Manpower							$944.00
20754	11/9/2011	23116345	Week Ending 10/30/2011	101-141-704.00	472.00		
20927	11/6/2011	23153158	Regina Mistark - Week Ending 11/6/201	101-141-704.00	472.00		
Meintz, Charlie							$38.85
20756	11/1/2011	Reimbursement	Mileage - October 2011	101-101-860.04	38.85		
Menards - Marinette							$245.33
20747	10/31/2011	84964	Gutter Screw Spike	208-751-755.02	10.94		
20748	10/31/2011	84778	WDG Anchor	208-751-755.02	51.12		
20759	10/27/2011	83609	Plastic Roof CMT, Straps	208-751-755.02	42.00		
20778	11/2/2011	85345	Exit Light (x3) & Batteries	101-265-755.00	141.27		
MENOMINEE ANIMAL SHELTER							$112.22
20766	10/27/2011	9111	September 2011 Impounding	101-601-958.00	112.22		
MENOMINEE COUNTY JOURNAL							$924.00
20777	11/1/2011	143	PO# 02586 - Election Notice	101-262-727.00	924.00		

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Bank Account: General							
MENOMINEE COUNTY SHERIFF DEPT							$358.00
20865	11/2/2011	Reimbursement	Travel gas transport	101-301-742.00	10.00	x	
20865	11/2/2011	Reimbursement	MSA Conference - Holmes	101-301-860.00	61.33	x	
20865	11/2/2011	Reimbursement	Transport (x2)	205-315-860.00	10.06	x	
20866	11/2/2011	Reimbursement	Groceries for Inmates	101-301-770.00	132.49	x	
20866	11/2/2011	Reimbursement	Firearms	101-301-860.00	20.87	x	
20866	11/2/2011	Reimbursement	Firearms	101-301-860.00	20.84	x	
20866	11/2/2011	Reimbursement	MSA Conferance - Drust	101-301-860.00	49.13	x	
20866	11/2/2011	Reimbursement	Transport (x2)	205-315-860.00	35.79	x	
20866	11/2/2011	Reimbursement	Firearms Update	205-315-860.00	7.29	x	
20866	11/2/2011	Reimbursement	Firearms	205-315-860.00	10.20	x	
MGT of America, Inc.							$1,184.80
20745	10/31/2011	21264	July, August, September 2011 - DHS-2(	101-141-801.00	1,184.80		
Michigan Sheriffs' Association							$343.48
20869	11/3/2011	20117205	Banner	101-301-755.00	68.48		
20904	8/22/2011	20116366	Registration Fall Conference 2011 - Mai	101-301-881.00	275.00		
MICHIGAN STATE INDUSTRIES							$168.40
20885	10/18/2011	1229 9265	Laundry Bleach & Detergent	101-301-770.00	168.40		
MID-COUNTY SMALL ENGINES, LLC							$51.45
20774	10/20/2011	701	Studs & Nuts	208-751-930.02	25.50		
20775	10/25/2011	702	Mix Oil, Oil & Filter	208-751-930.02	25.95		
MILLERS ACTION OFFICE SUPPLY I							$352.27
20801	11/1/2011	081360	E911 Office Supplies	266-325-727.00	79.98		
20804	10/31/2011	081319	Toner	101-215-727.00	102.99		
20811	10/28/2011	081270I	Receipt Book, Laminating Pouches, Cal	101-215-983.00	16.99		
20811	10/28/2011	081270I	Receipt Book, Laminating Pouches, Cal	101-215-727.00	85.75		
20922	11/1/2011	081332	Veteran's - Office Supplies	101-682-727.00	37.57		
20923	10/26/2011	081217	Veteran's - Office Supplies	101-682-727.00	28.99		
MSK, LLC							$1,680.00
20921	10/17/2011	Training	PO# 02589 Survival Solutions & Defens	264-363-881.00	1,680.00		
NKS Tire & Service, Inc.							$236.88
20913	11/3/2011	79794	2006 Chevy Impala - Alignment Four W	205-315-934.02	54.99		
20914	11/3/2011	79785	2006 Chevy Impala - Lug Nuts & Alignm	205-315-934.02	88.99		
20915	11/3/2011	79811	2009 Chevy Impala - Alignment	205-315-934.02	54.99		
20916	11/4/2011	79818	2011 Chevy Impala - Oil Change & Filte	205-315-934.02	37.91		
Northeast WI Technical College							$157.00
20814	10/26/2011	CS19382	Dispatcher Career Survival (Menghini)	266-326-881.00	157.00		
PAIDL'S TRUE VALUE HARDWARE							$1,045.48
20789	10/5/2011	A27667	Trees/Shrubs (x1000)	208-751-755.05	1,000.00		
20790	10/6/2011	B28505	12 Volt Batteries (x30)	208-751-930.02	36.99		
20791	10/30/2011	B30097	Grip Chuck	208-751-930.02	8.49		
Pan-O-Gold Baking Co.							$104.08
20883	10/25/2011	40683129803	Inmate Groceries	101-301-770.00	54.45		
20884	10/18/2011	40683129102	Inmate Groceries	101-301-770.00	49.63		
Pathways Substance Abuse Serv.							$7,183.00
20803	11/1/2011	Convention Facility	Convention & Tourism Tax	101-601-835.01	7,183.00	x	
Pearson, Jim							$55.55
20779	11/4/2011	Reimbursement	Mileage - October 2011	101-101-860.03	55.55		

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Bank Account: General							
Peterson, Charlene							$18.87
20944	11/7/2011	Reimbursement	Mileage - Planning Commission	101-401-755.00	18.87		
Pinecrest Medical Center							$15.03
20906	11/1/2011	October 2011	Telephone Charges	205-315-727.00	15.03		
Plutchak Fab, LLC							$586.25
20932	11/8/2011	34685	Manlift to Remove Windows	101-265-755.00	586.25		
Quill Corporation							$590.01
20719	11/1/2011	7757127	P.A.'s - Office Supplies	101-267-727.00	204.21		
20720	11/1/2011	7773207	P.A.'s Office Supplies	101-267-727.00	12.99		
20721	11/1/2011	7775302	Toner - PA's Office	101-267-727.00	55.78		
20847	11/3/2011	7847490	Keyboard & Phone Message Book	101-267-727.00	39.96		
20867	10/26/2011	7636077	Toner Cartridges & Envelopes	101-301-727.00	277.07		
Randall Phillipps							$125.00
20808	10/31/2011	Various Cases	Court Appointed Legal - Holmstrom	101-132-807.00	125.00		
RDJ SPECIALTIES, INC - P.O. BOX 1000, DEPT. 145							$1,148.36
20917	8/12/2011	023166	PO# 02590 - #2 Pencils	101-301-755.00	515.42		
20918	8/3/2011	022645	PO# 02591 Badge Stickers (x4000)	101-301-755.00	632.94		
Reinhart Foodservice							$895.04
20881	10/25/2011	978699	Inmate Groceries	101-301-770.00	752.89		
20882	10/25/2011	978827	Inmate Groceries	101-301-770.00	142.15		
Safelite Fulfillment, Inc.							$295.82
20793	10/21/2011	5170-131572	2000 Ford Ranger - Glass Claim	208-751-984.00	216.89		
20794	10/21/2011	5170-131573	1998 Dodge Pickup	208-751-984.00	78.93		
Salfai, Sharon							$23.50
20864	11/7/2011	Motion Hearing	September 8, 2011 Transcript - Teeple	101-267-806.00	3.00		
20888	11/7/2011	Motion Hearing	Transcript & Copy Fee - Teeple	101-132-806.00	20.50		
Sault Tribe Youth Facility							$2,400.00
20896	11/7/2011	10-015	Out of Home Placement Costs (A.N.)	292-662-843.05	2,400.00		
Schultz, Lillian R.							$23.31
20945	11/7/2011	Reimbursement	Mileage - Planning Commission	101-401-755.00	23.31		
Simple Distributors, LLC							$63.75
20854	10/26/2011	5637-1	Envelopes, Correction Tape, Arrow Flag	101-172-727.00	63.75		
State of Michigan - DNRE Cashier's Office ERMD CGL							$301.47
20781	10/30/2011	723869	Kleinke Park - Water Testing	208-751-920.00	100.49	x	
20861	10/30/2011	723875	Shakey Lakes Campground	208-751-920.00	100.49	x	
20862	10/30/2011	723876	Shakey Lakes Beach Well	208-751-920.00	100.49	x	
State of Michigan - MI Dept. of Human Services							$7,113.42
20892	11/1/2011	4656	Monthly Offset - September 2011	292-662-843.01	7,113.42		
State of Michigan - State Tax Commission							$125.00
20863	11/3/2011	11/1/2011	Renewal of Assessment Administration	101-257-802.00	125.00		
State of Michigan-SupremeCourt							$1,861.32
20758	10/27/2011	Circuit Court 2011	Software Support Oct, Nov, Dec 2011	101-131-858.03	1,861.32	x	
STEPHENSON MARKETING COOPERATI							$145.45
20933	10/31/2011	462643	October 2011 Sales	208-751-930.02	145.45		
Stericycle, Inc.							$101.97
20886	10/26/2011	4002931223	Inmate Medical Supplies	101-301-770.01	101.97		

APPROVED
NOV 10
CHIEF FISCAL OFFICER
MENOMINEE COUNTY MICHIGAN

MENOMINEE COUNTY
Claims Audit Report

Vendor Name / Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Accnt#	$Amount	SepCk	Claim Total
Bank Account: General							
SUPERIOR STATE ADMINISTRATORS							$16.75
20731	11/1/2011	19066	HRA Plan (x5)	101-103-712.02	16.75		
SVINICKI, GAIL M.							$25.60
20799	11/1/2011	Reimbursement	Genetic Testing - Walters/Collins 2011	101-267-840.00	25.60		
The Ebco Company, LLC							$448.00
20771	11/3/2011	011152	Legal Size Folders (x700)	101-136-727.00	448.00		
The First National Bank&Trust							$31.60
20755	10/31/2011	628840339	FOC Service Charge	101-141-817.00	31.60		
Time Warner Cable							$454.11
20853	10/25/2011	004-700185701-001	October 25 - November 24, 2011	101-103-851.01	329.95		
20872	10/30/2011	004-620475202-001	November 6 - December 5, 2011	101-301-770.00	124.16		
TWIN CITY ELECTRIC, Inc.							$63.00
20935	11/8/2011	77604	Service Call - Clear Call Log in ROD	101-103-850.00	63.00		
U.E.S. COMPUTERS, INC.							$6,637.96
20729	11/1/2011	58157	Monthly DVD Backup - October 2011	101-103-857.00	100.00		
20760	10/20/2011	34118	ROD - Virus Removal	101-103-857.00	65.00		
20761	10/26/2011	34158	PA Office & Juvenile Court - Connectior	101-103-857.00	149.99		
20782	10/31/2011	34082	Set up work station for Sally Filibeck	101-103-857.00	50.00		
20783	10/31/2011	34202	Equalization computer maintenance	101-103-857.00	95.00		
20787	10/31/2011	34200	Judge Hupy's PC Setup	101-103-857.00	112.99		
20788	10/31/2011	34119	Delivery & installation of District Court C	101-103-857.00	95.00		
20818	10/25/2011	34078	New Hard Drive & Installation - Veteran:	101-103-857.00	179.99		
20889	10/25/2011	58059	Work Station - Judge Hupy	101-132-970.00	542.50		
20889	10/25/2011	58059	Work Station - Judge Hupy	101-148-970.00	542.50		
20890	11/3/2011	58203	Word Perfect Office	101-132-970.00	115.00		
20890	11/3/2011	58203	Word Perfect Office	101-148-970.00	114.99		
20920	11/1/2011	58171	PO# 02587 Computer Towers (x6)	101-301-998.00	4,410.00		
20937	11/8/2011	34257	Maintenance on Election P.C.	101-103-857.00	65.00		
UNIFORM SHOPPE							$171.30
20868	10/10/2011	203285	Uniforms - Jennifer White	101-301-745.00	77.90		
20909	10/31/2011	203797	Uniform - Erdman	205-315-745.00	93.40		
UPCAP SERVICES INC							$86.76
20852	9/30/2011	1356	Work Crew at Shakey Lakes 8/9 & 8/11	208-751-930.04	86.76		
Valenti, Susan F.							$263.10
20730	10/31/2011	Reimbursement	October 2011 Meals & Mileage	101-131-860.00	263.10		
Verizon Wireless							$157.64
20795	10/22/2011	2647859036	Building & Grounds - Cellular Services	101-265-850.01	157.64		
WALTER BROTHERS INC							$137.86
20784	10/28/2011	A150819	Filter	101-265-755.00	14.99		
20785	10/5/2011	A148821	Humidifier Wick	101-265-755.00	31.98		
20911	10/2/2011	B123406	Stapler & Staples	205-315-755.00	82.94		
20912	10/11/2011	A149366	Staples	205-315-755.00	7.95		
Warner, Fredrick							$331.27
20899	11/7/2011	Reimbursement	Supplies & Mileage - Can Zone	296-667-801.01	8.72		
20899	11/7/2011	Reimbursement	Supplies & Mileage - Can Zone	296-668-801.00	146.30		
20900	11/7/2011	4670	Can Zone	296-668-801.00	176.25		
Warren Suchovsky							$9.99
20946	11/7/2011	Reimbursement	Mileage - Planning Commission	101-401-755.00	9.99		

MENOMINEE COUNTY
Claims Audit Report

Vendor Name / Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Accnt#	$Amount	SepCk	Claim Total
Bank Account: General							
Waste Management							$407.49
20817	11/1/2011	1315021-1856-8	November 2011	101-265-801.00	407.49		
White Water Associates, Inc.							$60.00
20762	10/28/2011	125626	Water Analysis (x4)	208-751-920.00	60.00		
Wil-Kil Pest Control							$120.00
20726	10/26/2011	1945616	Courthouse	101-265-801.00	60.00		
20727	10/27/2011	1945649	Annex	101-265-801.00	30.00		
20728	10/27/2011	1945648	Library	101-265-801.00	30.00		
WISCONSIN PUBLIC SERVICE CORP - P O BOX 19003							$5,224.45
20767	10/27/2011	0402047856-00004	Courthouse	101-265-920.04	1,091.96		
20768	10/27/2011	0402191663-00001	Health Center Electrical	101-265-920.03	224.86		
20769	10/27/2011	0402191663-00001	Commercial Gas - Health Care Center	101-265-920.04	89.83		
20857	10/25/2011	0402047856-00006	Stoney Point	208-751-920.01	33.08		
20858	10/25/2011	1052007726-00000	Bailey House	208-751-920.01	27.05		
20858	10/25/2011	1052007726-00000	Kleinke Park Street Lighting	208-751-920.01	29.03		
20858	10/25/2011	1052007726-00000	Kleinke Park	208-751-920.01	55.30		
20858	10/25/2011	1052007726-00000	Bailey Park Street Lighting	208-751-920.01	12.65		
20934	11/4/2011	0402055840-00001	Jail - Electrical Service	101-265-920.03	3,660.69		
Total Amount for Bank Account: General							$85,668.34

APPROVED
NOV 10
CHIEF FISCAL OFFICER
MENOMINEE COUNTY MICHIGAN

MENOMINEE COUNTY
Claims Audit Report

Vendor Name / Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Accnt#	$Amount	SepCk	Claim Total
Bank Account: General							
Valley Mechanical, Inc.							
20989	11/16/2011	Contract	Boiler House Upgrade	101-103-998.00	30,000.00		$30,000.00
Total Amount for Bank Account: General							$30,000.00

APPROVED
NOV 16
CHIEF FISCAL OFFICER
MENOMINEE COUNTY MICHIGAN

MENOMINEE COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM

SUBJECT:	**Commissioner Per Diems and Expenses**
DEPARTMENT:	**Administration**
ATTACHMENTS:	**yes**

SUMMARY:

Board to review Commissioner per diems and expenses as recently submitted for payment

RECOMMENDED MOTION

To approve Commissioner per diems and expenses as recently submitted for payment

Submitted by: Brian Bousley **12/08/2011**
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

COPY

RECEIVED
11/7/11
Menominee County Administrator

Mileage: $.51/mile ~ effective 01 Jan. 2011

*Meals Breakfast ~ 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
10-11-11	Wallace; Stephenson, Wallace	101-101-860.03	8.25
10-19-11	Wallace, Menominee, Wallace	101-101-860.03	15.40
10-24-11	Wallace, Stephenson, Wallace	101-101-860.03	8.25
10-25-11	Wallace, Stephenson, Wallace	101-101-860.03	8.25
10-31-11	Wallace, Menominee, Wallace	101-101-860.03	15.40
		101-101-860.03	
		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			55.55

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

Signed

11/04/11

Date

Commissioner Per Diem Expense Form

COPY

RECEIVED 11/7/11 Menominee County Administrator

Name of Commissioner Jim Pearson

$50.00 per meeting - Reg. or Special County Board meeting (Not more than $100 for unrelated meetings on any one day)
$75.00 MAC or UPACC Conference

Date	Meeting Description & Duration	Meeting Expense
10-11-11	County Board Meeting	50.00
10-19-11	Airport Meeting	50.00
10-24-11	Planning Commission	50.00
10-25-11	County Board meeting	50.00
10-31-11	Special airport meeting	50.00
	Total Per Diem	250.00

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

Commissioner Signature: [signature]

Date: 11/04/11

MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER

COPY

Mileage: $.51/mile ~ effective 01 Jan. 2011
.555

*Meals Breakfast ~ up to $7.50
Lunch ~ up to $10.00
Dinner ~ up to $17.50

*must attach receipt for reimbursement

Name: **Mark Jasper ~ District 5**

Date	Mileage, meals, Bridge Tolls, Lodging, etc.	Account Number	Amount
10/4/11	Stepensen parks 630	101-101-860.05	20 miles $11.10
10/11/11	MCC Stepensen 500-530	101-101-860.05	20 miles $11.10
10/25/11	" " "	101-101-860.05	20 miles 11.10
		101-101-860.05	
		101-101-860.05	
		101-101-860.05	
		101-101-860.05	
		101-101-860.05	
		101-101-860.05	
		101-101-860.05	
		101-101-860.05	
		101-101-860.05	
	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			$33.30

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

Mark J. Jasper
Signed

10/27/11
Date

Commissioner Per Diem Expense Form

COPY

Name of Commissioner Mark J Jasper

$50.00 per meeting - Reg. or Special County Board meeting (Not more than $100 for unrelated meetings on any one day)
$75.00 MAC or UPACC Conference

Date	Meeting Description & Duration	Meeting Expense
10/4/11	Parks Stepensen 6:30	$50.00
10/11/11	MCC Stepensen 5:00-5:30	$50.00
10/25/11	MCC Stepensen 5:30	$50.00
	Total Per Diem	150.00

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

Commissioner Signature: Mark J Jasper

Date: 10/27/11

MENOMINEE COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM

SUBJECT:	**Miscellaneous Boards/Committees/Commission Reports**
DEPARTMENT:	**Administration**
ATTACHMENTS:	**Yes**

SUMMARY:

Miscellaneous reports discussed at the 11/22/11 County Board meeting

RECOMMENDED MOTION

To approve the miscellaneous reports discussed at the 11/22/11 County Board meeting

Submitted by: Brian Bousley **12/08/2011**
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
Department of Human Services Board
2612 10th Street
Menominee, MI 49858

BOARD MEMBERS
MARY BRADLEY
MICHAEL KAUFMAN
PEGGY BASTIEN

DIRECTOR
RUSSELL K. SEXTON

Date: September 27, 2011

The regular meeting of the Menominee County Department of Human Services Board was called to order by Michael Kaufman, Boar 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 August 30, 2011 MINUTES:
Minutes of the August 30, 2011 Board Meeting were reviewed. A motion to accept the minutes was made by Peggy Bastien and seconded by Mary Bradley. Motion passed without opposition.

FINANCIAL REPORT:
The financial report for August 2011 was reviewed. There was $150.00 in expenditures for DHS Board meeting attendance and $650.00 in expenditures for reimbursement for MCSSA Summer Conference attendance; leaving a balance of $4,573.96.

Other expenditures for the MCSSA Summer Conference that were not annotated, but will be on the September report were: Registration fee - $195.00 and Hotel - $228.90.

Other expenditures for MCSSA Statewide and District One dues that were not annotated but will be on the September report were: Statewide - $819.10 and District One - $150.00

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 Mary Bradley and seconded by Peggy Bastien. Motion passed without opposition.

DIRECTOR'S REPORT:

Staffing Information: Mr. Sexton reviewed the staffing package for FY 2012 with the board.

MCSSA Information: Various MCSSA documents were distributed.

The next scheduled MCSSA District One meeting will be on October 12, 2011, in Marquette at the Ramada Inn. All future meetings will be the second Wednesday of the quarter and will be at the Ramada Inn in Marquette.

Statewide Director's Meeting Information: Mr. Sexton went over his notes from the September 20 and 21, 2011 Statewide Director's Conference that was held in Lansing.

Collaborative Issues: No new information.

Business Plan Update: No update.

Miscellaneous: Mr. Sexton reviewed a variety of policy changes and other current events with the board, including: FAP Asset policy change; FIP 48/60 month welfare reform policy change and numbers of clients affected; the Modified Settlement Agreement; Crawley update.

Board Member Input/Suggestions: The Board Members provided a variety of input regarding these changes, 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 Mary Bradley and supported by Peggy Bastien. Motion passed without opposition.

NEW BUSINESS: There was no new business presented.

PUBLIC COMMENT: None.

NEXT MEETING: October 25, 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 9:30 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

CITY OF MENOMINEE, MICHIGAN
SPECIAL COUNCIL PROCEEDINGS
NOVEMBER 4, 2011

A special meeting of the Menominee City Council, City of Menominee, County of Menominee, State of Michigan, was held Friday, November 4, 2011 immediately after an 8:15 a.m. Committee of the Whole meeting. The meeting was held in the Municipal Complex Council Chambers.

The Honorable George W. Krah called the meeting to order and led the pledge of allegiance to the flag.

PRESENT: Council Members Fernstrum, Hudon, Mick, Organ, Plemel, Pohlmann, Walker, and Williams; Mayor Krah
ABSENT: None

PRESENT: 9 ABSENT: 0

Mayor Krah opened the special meeting that he called for the purpose of considering the following agenda:

A) CALL THE MEETING TO ORDER.

B) PLEDGE OF ALLEGIANCE TO THE FLAG.

C) ROLL CALL.

D) APPROVAL OF MEETING AGENDA.

E) MINUTES OF PREVIOUS MEETINGS:
1) Special meeting of October 28, 2011.

F) PUBLIC HEARINGS:

G) PUBLIC COMMENT:
(1) Maximum 15-minute public comment session. Statements, not debate, limited to three minutes per person on agenda items only.

H) COMMUNICATIONS:

I) REPORTS OF OFFICERS:

J) MISCELLANEOUS:

K) REPORTS OF STANDING COMMITTEES:

L) MOTIONS AND RESOLUTIONS:
1) Ordinance amending M.O.C. 8:3.1 for the budget adjustment for the budget adjustment for Technology Plan.

M) PUBLIC COMMENT.

N) ADJOURN.

There being no additions or corrections to the minutes of the special meeting of October 28, 2011, the minutes stood approved as presented.

PUBLIC COMMENT:

Mayor Krah opened the public comment session called for the purpose of hearing citizen comments on agenda items only.

No one was heard.

A motion was made by Council Member Williams and seconded by Council Member Mick to close the public comment session. This motion was carried unanimously.

MOTIONS AND RESOLUTIONS:

The following ordinance amendment was next on the agenda:

ORDINANCE AMENDING THE FISCAL YEAR 2011-2012 M.O.C. 8.3.1 BUDGET, APPROPRIATION FOR THE GENERAL FUND (101)

Section 1:

THE CITY OF MENOMINEE HEREBY ORDAINS:

That the appropriation for the General Fund Budget be amended as follows:

SECTION 9. The objects and purposes for which the amounts appropriated in Section 1, 3 and 4 hereof for the City General Fund Operations are as follows:

City Council		21,000.
Judicial		1,500.
Mayor		1,322.
Manager	~~174,050~~	200,550.
Board of Review		2,700.
Assessor		78,285.
Clerk/Treasurer		315,171.
Elections		13,034.
Buildings and Grounds		158,157.
Attorney		134,207.
Fixed Expenses		419,143.
Police		1,403,661.
Auxiliary Police		2,000.
Crossing Guards		16,400.
MI Justice Training Fund		5,000.
Fire		1,151,866.

Building Inspector	114,830.
Animal Control	18,000.
Sidewalks	63,848.
Highways, Streets, Bridges	238,000.
Street Lighting	130,426.
Alleys	22,886
Zoning Board	1,500.
Economic Development	35,500.
Community Development	25,600.
Recreation	95,313.
Parks Maintenance	174,563.
Spies Field Maintenance	79,553.
Henes Park	79,679.
TOTALS	$5,003,722.

Section 2:

And, that this ordinance should become effective upon adoption.

A motion was made by Council Member Fernstrum and seconded by Council Member Williams to approve the foregoing ordinance amendment.

AYES: Krah, Mick, Pohlmann, Walker, Williams, and Fernstrum
NAYS: Hudon, Organ, and Plemel

This motion was carried.

PUBLIC COMMENT:

Mayor Krah opened the public comment session.

No one was heard.

A motion was made by Council Member Mick and seconded by Council Member Plemel to close the public comment session. This motion was carried unanimously.

ADJOURN:

A motion was made by Council Member Plemel and seconded by Council Member Mick to adjourn the meeting. This motion was carried unanimously.

Thomas F. DeNike, City Clerk/Treasurer

/skj

K. McNeely called the regular meeting of the Menominee County Library Board to order at 11:00 AM on Tuesday, October 18, 2011.

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

J. Bejgrowicz moved to approve the agenda. Seconded by J. Freis, motion carried.

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

J. Freis moved to approve the minutes from the September 20, 2011 meeting. Seconded by J. Bejgrowicz, motion carried.

J. Bejgrowicz moved to approve the financial report. Seconded by J. Freis, motion carried.

J. Freis moved to pay the October bills. Seconded by J. Bejgrowicz, motion carried.

Director's Report:

A. The monthly and year-end circulation stat comparisons are in the board packets.

B. The Friends held their Fall Gathering at the Little Nugget on Sunday, October 16. Their next regular meeting will be held this Friday, October 21 at 9:00 AM.

The Friends are continuing to sell tickets for the Holiday Festival raffle to be held on Saturday, November 5. Raffle items are on display in the display cabinet in the lobby.

C. P. Cheski attended the Superiorland Library Cooperative Board meeting via ReadyTalk on Wednesday, September 28.

D. On Thursday, September 29, P. Cheski attended the annual U.P.R.L.C. meeting in Marquette and also participated in the afternoon workshops at the Peter White Library.

E. We received confirmation that our USF Forms 486 and 472 were approved.

F. We are no longer able to purchase toner for the copier in the staff workroom. The Xerox representative from Marquette is sending me information on their newer copiers. Xerox would like to retire the WorkCentre 4118 copier and is making good deals on trade-ins. P. Cheski will start comparing prices on Xerox and other copier brands.

Old Business:

A. Great Start Regional Resource Center Grant – Update – We are continuing to catalog these items and are waiting for delivery of the hanger display bags for the puppets.

B. Great American Disposal – Update – The dumpster was delivered on October 3 and the bi-weekly pickup service began on Friday, October 14.

New Business:

A. Fiscal Year 2011-2012 Preliminary Budget – Update -- The County Board approved the budget at their regular meeting on Tuesday, September 27, 2011.

B. Board By-Laws – After discussion, J. Bejgrowicz moved to revise the by-laws, changing the reorganizational meeting to February and clarifying public participation at board meetings. Seconded by J. Freis, motion carried.

Other Board Concerns: K. McNeely asked how the van delivery service and customer placing holds on books was going. P. Cheski said that customers were using the hold system more frequently and that the van service was very efficient.

Public Participation: Commissioner Furlong asked how much was in the bookmobile replacement fund.

As there was no further business, J. Freis moved to adjourn the meeting. Seconded by J. Bejgrowicz, motion carried. The meeting adjourned at 11:17 AM.

Menominee-Delta-Schoolcraft
Community Action Agency

GOVERNING BOARD MEETING

Thursday, October 13, 2011
511 First Ave. N., Escanaba
1:30 p.m. (EDT)

MINUTES

The meeting was called to order 1:31 p.m. by Chair Karen Wigand. A quorum was noted with the following present:

MEMBERS PRESENT

Omer Doran, Schoolcraft
Dan LaFoille, Schoolcraft
Tom Lippens, Delta
Mari Negro, Menominee
Walter Multerer, Menominee
Marv Mayer, Menominee
Ken Bryant, Schoolcraft
Myra Croasdell, Delta
Gil Vandenhouten, Menominee
Bernie Lang, Menominee
John Stapleton, Schoolcraft
Karen Wigand, Delta
Dave Rivard, Delta
Beth Pletcher, Menominee
Dave Anthony, Menominee
Ken Penokie, Delta
Brenda Moya, Menominee
George Lyon, Schoolcraft

MEMBERS ABSENT

Gil Sablack, excused
Geri Nelson, excused
Charmaine Lehman, excused
Pastor Levin, excused
Dave Moyle
Ruth Helwig
George Arkens

OTHERS PRESENT

William Dubord, Executive Director
Cathy Pearson, Executive Assistant
Theresa Nelson, RSVP Director
Beau Miller, Finance Director

Members were mailed the September 8, 2011 Governing Board minutes for their review and ***THEY WERE ACCEPTED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY DAVE RIVARD; MOTION CARRIED.***

FINANCE COMMITTEE REPORT

The Chair called on Treasurer Dan LaFoille who reported that the Finance Committee met on 10/11/2011 and reviewed ***AND RECOMMENDS ACCEPTANCE OF THE CAA AUGUST ACCOUNTS PAYABLE SCHEDULES, SECONDED BY DAVE RIVARD; MOTION CARRIED.*** The committee also reviewed the September Accounts Payable Schedules ***AND RECOMMENDS THEIR ACCEPTANCE, SUPPORTED BY TOM LIPPENS; MOTION CARRIED; 1 – NAY*** Mr. LaFoille noted that the committee also reviewed the Financial Procedures Manual as is required annually, and recommends no changes at this time. They also reviewed the Cost Allocation Plan as required and recommends no changes to them at this time. Mr. Multerer asked if the summary

sheets for the accounts payable schedules could be provided to the members at the board meeting.***(see attachment "A")***

SAFETY COMMITTEE REPORT

Karen Wigand called on Tom Lippens who reported there was one accident involving a bus aide who hurt her thumb buckling a child into safety seat. There was no work time lost or recommendations. ***MR. BRYANT MOVED TO ACCEPT THE SAFETY COMMITTEE REPORT, GEORGE LYON SUPPORTED THE MOTION; MOTION CARRIED. (see attachment "B")***

NOMINATING COMMITTEE REPORT

The Chair called on George Lyon who reported that the Nominating Committee met on 10/11/2011 to discuss the two vacancies created by the deaths of Helen Walker and Ernie Hoholik. They also noted that several board terms are due to expire in the next several months. Due to these vacancies and reduced funding it was suggested that the size of our board be discussed. Our funding requirements dictate that we have between 15-51 board members. Most CAA's throughout the state have 18 or less and those with 27 or more have a much greater number of counties they operate. There is no requirement to have equal representation by county or sector, the only stipulation that there be ***at least*** one third consumer representation. The committee stressed that they do not wish to force anyone off the board should the board decide to decrease its size. It was suggested that the current board roster, statement of requirements for board composition, average size in the state for CAA's, and the budget/costs to support the board be given to the Nominating Committee for their review. After much discussion Mr. Mayer called the board size issue to question. ***KEN PENOKIE MOVED TO REFER THE BOARD COMPOSITION ISSUE BACK TO THE NOMINATING COMMITTEE FOR THEIR REVIEW AND RECOMMENDATION TO THE FULL BOARD, SUPPORTED BY WALTER MULTERER; MOTION CARRIED. (see attachment "C")***

APPROVAL OF PERSONNEL POLICY FINAL DRAFT

Members were mailed a copy of the proposed Personnel Policy final draft for their review. The Chair called on Mari Negro who suggested that "handicap" be changed to "disability" on page 2 & 3. Mr. LaFoille also suggested that we add a policy on retaining employees for a certain length of time if we pay for any classes for them, or have a payback policy if they leave within the stated timeframe.

Mr. Lyon noted that he thinks the Grievance and Appeals section should be reviewed to consider having grievances heard by a Grievance Committee rather than the full board. There was discussion on the fact that the last grievance process was cumbersome and painful for the grievant, staff and the board. It was noted that even that being said, the process seemed to work. It was suggested that a committee could be comprised of two board members chosen by management, two by the grievant and a third pulled out of a hat.

Mr. Lyon suggested that there be someone trained to guide the termination/grievance process. ***MARI NEGRO MOVED TO CONTINUE THE GRIEVANCE PROCESS AS IT IS, BERNIE LANG SUPPORTED THE MOTION; MOTION CARRIED, LAFOILLE & LYON – NAY.***

Ms. Wigand called on Brenda Moya who expressed some frustration that management's termination decision wasn't supported, when that's what we've hired them to do and they've studied all the facts. She also suggested that a written vote be taken in grievance decisions, rather than an oral vote. Mr. Penokie noted that whoever is hearing a grievance, it's their job to remain impartial. After much discussion ***MR. LAFOILLE MOVED TO REFER THE POLICIES BACK TO THE PERSONNEL COMMITTEE, SECONDED BY MR. RIVARD; MOTION CARRIED.***

Karen Wigand thanked the members for all of their input.

ACCEPTANCE OF 2010-2011 PROGRAM INFORMATION REPORT

Members were given a copy of the 2010-2011 Head Start Program Information Report for their review. The Chair called on Kim Johnson who explained that the white pages are the agency's numbers, the buff pages are our numbers compared to the rest of the state and the blue are our numbers compared to the nation. ***DAVE RIVARD MOVED TO ACCEPT THE 2010-2011 PIR REPORT AND PLACE IT ON FILE, JOHN STAPLETON SUPPORTED THE MOTION; MOTION CARRIED.***

ACCEPTANCE OF 8/31/11 HEAD START POLICY COUNCIL MINUTES

Members received a copy of the 8/31/11 Head Start Policy Council minutes for their review and ***THEY WERE ACCEPTED UPON A MOTION FROM MR. LAFOILLE, SECONDED BY MR. RIVARD; MOTION CARRIED.***

FUNDING UPDATE

Ms. Wigand called on Bill Dubord who reported that Head Start is operating under a Continuing Resolution until at least 11/15. They continue to be flat-funding which makes it difficult to maintain operations at the same level.

EXECUTIVE DIRECTOR'S REPORT

The Chair called on the Executive Director who noted that the Head Start classes are at full enrollment; however, there are extremely low wait lists. ***GEORGE LYON MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, MR. MAYER SUPPORTED THE MOTION; MOTION CARRIED.***

OTHER BUSINESS

There was no other business to come before the board.

ADJOURMENT

The meeting adjourned at 2:51 ***WITH A MOTION FROM GEORGE LYON, SECONDED BY DAVE RIVARD; MOTION CARRIED. THE NEXT MEETING IS THURSDAY NOVEMBER 10, 2011***

Attachment "A"

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH OF AUGUST 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	$	60,055
EARLY HEAD START		61,887
EARLY-ON CHILDHOOD		16,341
GSRP		-
ASSET & LIABILITY ACCOUNTS		63,284
TOTAL	$	201,566

SIGNED _____
(TREASURER)

DATE 10-11-11

Attachment "A"

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH OF SEPTEMBER 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	$	112,257
EARLY HEAD START		44,067
EARLY-ON CHILDHOOD		311
GSRP		-
ASSET & LIABILITY ACCOUNTS		85,831
TOTAL	$	242,465

SIGNED _____
(TREASURER)

DATE 10-11-11

Attachment "A"

FINANCE COMMITTEE MEETING
Tuesday, October 11, 2011
12:45 p.m.

MINUTES

The following were present: Dan LaFoille, Omer Doran, Bernie Lang, Rev. Ingmar Levin, Gil Sablack, Bill Dubord, Beau Miller and Cathy Pearson.

The committee reviewed the CAA Accounts Payable Schedules for Aug. ***AND THEY WERE ACCEPTED WITH A MOTION FROM OMER DORAN, SECONDED BY BERNIE LANG; MOTION CARRIED.***
The committee reviewed the HRA Accounts Payable Schedules for Aug. ***AND THEY WERE ACCEPTED WITH A MOTION FROM MR. DORAN, SUPPORTED BY GIL SABLACK; MOTION CARRIED.***

The committee reviewed the CAA Accounts Payable Schedules for Sept. ***AND THEY WERE ACCEPTED WITH A MOTION FROM PASTOR LEVIN, SECONDED BY GIL SABLACK; MOTION CARRIED.***

The committee reviewed the HRA Accounts Payable Schedules for Sept. ***AND THEY WERE ACCEPTED WITH A MOTION FROM BERNIE LANG, SUPPORTED BY MR. SABLACK; MOTION CARRIED.***

Members were given a copy of the Head Start credit card charges from July 27 – Aug. 24, 2011 for their review. The committee asked if they could be given the HRA credit card charges to review in the future as well.

Mr. LaFoille asked if we have any policy whereby when schooling is paid for by the agency for an employee, they are required to stay in our employ for a certain amount of time. Mr. Dubord indicated we do not have currently have a policy but will look into the matter for a future Personnel Policy revision.

Members were mailed a copy of the Financial Procedures Manual for their review as this needs to be done annually. Our Finance Director recommends no changes at this time. The committee discussed FDIC protection and the Finance Director indicated he will look into putting funds into another CD after the first of the year. ***MR. LEVIN MOVED TO NOTE THAT THE FINANCIAL PROCEDURES HAVE BEEN REVIEWED AND THERE ARE NO RECOMMENDED CHANGES AT THIS TIME, GIL SABLACK SUPPORTED THE MOTION; MOTION CARRIED.***

Members were also given a copy of our Cost Allocation Plan that is to be reviewed annually as well. ***BERNIE LANG MOVED TO NOTE THAT THE COST ALLOCATION PLAN HAS BEEN REVIEWED AND THERE ARE NO RECOMMENDED CHANGES AT THIS TIME, MR. SABLACK SECONDED THE MOTION; MOTION CARRIED.***

Mr. Dubord brought up the fact that our Head Start meals have been purchased through our Nutrition Program for many years. This is in part due to the fact that the Nutrition meals already meet most of the nutritional requirements of Head Start. In the past we went out for bids and never received any because it's not feasible for organizations outside of our Nutrition Program to provide what the Head Start Program requires and still make money. Our policies dictate that bidding take place due to the amount being over the $10,000 threshold. ***GIL SABLACK MOVED THAT UNLESS AND UNTIL THE LIMIT CHANGES, WE KEEP THE HEAD START MEALS WITHIN OUR NUTRITION KITCHEN, SECONDED BY BERNIE LANG; MOTION CARRIED.***

Mr. Dubord gave the members a "heads up" that the Head Start Program may end up overspent by $30,000-$60,000 (approximately 1-2% of total grant) this year. We may have to cover the overage out of a combination of corporate and CSBG funds. The committee asked if measurers are being taken to lessen the chances for future over expenditures. The Executive Director and Finance Director indicated that measures are being taken.

The meeting adjourned at 2:00 p.m.

Attachment "B"

SAFETY COMMITTEE MEETING
October 13, 2011
12:45 p.m.

MINUTES

The following were present: Tom Lippens, Marv Mayer, Omer Doran, Walter Multerer, Mari Negro, Kim Johnson, Debby Wiltzius and Pat Johnson.

The Committee reviewed the following two accidents:

1) **(EARLY CHILDHOOD PROGRAM)** A bus monitor jammed her thumb while buckling a child into his car seat. She did seek medical attention and was prescribed an anti-inflammatory medication. She lost a half day of work time. This was simply an unfortunate accident. She should be more aware of the position of her hands when buckling in children. This job can be pretty repetitious and we do things without thinking which can make us accident prone.

2) **(PERSONAL CARE PROGRAM)** The aide had her wheelchair client out for a walk around the block. When returning to her home and pushing the patient up the ramp she must have pulled a muscle in her leg/groin area. She didn't feel any pain until later in the evening when she was trying to sleep. Mari Negro noted that sometimes you don't feel any pain until your muscles are relaxed and warm and this may have been the case. Marv Mayer stated this accident wasn't reported in a timely manner. He had the Safety Policies booklet with him that states an accident should be reported to their supervisor as soon as possible or within 24 hours. This accident was reported after the 24 hour time period. Tom Lippens noted it is extremely hard work pushing a wheelchair up an incline. She did get medical treatment and lost time from work. Marv asked why she didn't get treatment in Menominee because that is where the accident occurred. Debbie explained she spends weekends in Escanaba with her family. This was an unfortunate accident.

Debbie addressed questions that were raised at the last Safety Committee meeting. Personal Care staff are offered both hepatitis and flu shots. Debbie also held a mandatory refresher course in proper procedures for all Personal Care aides.

The meeting adjourned at 1:00 p.m.

Attachment "C"

NOMINATING COMMITTEE MEETING
Tuesday, October 11, 2011
12:00 noon

MINUTES

The following were present: Omer Doran, Dan LaFoille, Tom Lippens, John Stapleton, George Lyon, Dave Anthony, Gil Vandenhouten, Bill Dubord and Cathy Pearson.

Mr. Dubord reviewed the current board vacancies of Helen Walker in the Consumer Sector of Delta County and Ernest Hoholik in the Public Sector of Schoolcraft County.

In addition, it was noted that the following members' board terms expire in the near future: Charmaine Lehman – 12/2011 (Schoolcraft Client Services PAC), Ken Bryant – 1/2012 (Germfask Area Service Club), Rev. Levin – 2/2012 (FGP PAC), Marv Mayer -2/2012 (Menominee Area Kiwanis), Ken Penokie – 2/2012 (Legal Services) & Ruth Helwig – 2/2012 (Delta Co. Client Services PAC).

The Executive Director asked the committee to consider the size of the board as our CSBG pertinent regulations stipulate that the board be tri-partate, with at least one-third consumer sector representation and consist of 15-51 members. He noted that in an informal survey of CAA's throughout the state he found the majority have 18 or less members and the few that have greater than that often cover up to ten counties.

There was discussion on the fact that there would be some cost and time savings associated with a smaller board number. The members expressed concern that no one be forced off, but there may be some members who would volunteer to come off. The members asked how we might tap into more consumer representatives and suggested we think of our service and program focus in the near future when considering new board members. It was also suggested that we re-evaluate the mission of each of our corporations.

MR. LIPPENS MOVED TO BRING THE DISCUSSION OF BOARD SIZE TO THE FULL BOARD AT THE 10/13/2011 GOVERNING BOARD MEETING, DAVE ANTHONY SUPPORTED THE MOTION; MOTION CARRIED.

George Lyon raised the issue of the grievance process and whether a Grievance Committee could be appointed to hear grievances rather than the full board. The members discussed the fact that the last grievance process was cumbersome and confusing for the board, staff and the grievant. The Executive Director suggested that this also be discussed at the 10/13/2011 board meeting as the process is outlined in the Personnel Policies which are on the agenda.

The meeting adjourned at 12:44 p.m.

Menominee-Delta-Schoolcraft
Human Resources Authority

GOVERNING BOARD MEETING

Thursday, October 13, 2011
511 First Ave. N., Escanaba
1:45 p.m. (EDT)

MINUTES

The meeting was called to order 2:52 p.m. by Chair Karen Wigand. A quorum was noted with the following present:

MEMBERS PRESENT

Omer Doran, Schoolcraft
Dan LaFoille, Schoolcraft
George Lyon, Schoolcraft
Mari Negro, Menominee
Walter Multerer, Menominee
Marv Mayer, Menominee
Ken Bryant, Schoolcraft
Myra Croasdell, Delta
Gil Vandenhouten, Menominee
Bernie Lang, Menominee
John Stapleton, Schoolcraft
Karen Wigand, Delta
Dave Rivard, Delta
Beth Pletcher, Menominee
Dave Anthony, Menominee
Ken Penokie, Delta
Brenda Moya, Menominee

MEMBERS ABSENT

Gil Sablack, excused
Geri Nelson, excused
Charmaine Lehman, excused
Pastor Levin, excused
Dave Moyle
Ruth Helwig
George Arkens

OTHERS PRESENT

William Dubord, Executive Director
Cathy Pearson, Executive Assistant
Theresa Nelson, RSVP Director
Beau Miller, Finance Director

Members were mailed the September 8, 2011 Governing Board minutes for their review and ***THEY WERE ACCEPTED WITH A MOTION FROM DAVE RIVARD, SECONDED BY JOHN STAPLETON; MOTION CARRIED.***

FINANCE COMMITTEE REPORT

The Chair called on Treasurer Dan LaFoille who reported that the Finance Committee met on 10/11/2011 and reviewed ***AND RECOMMENDS ACCEPTANCE OF THE HRA AUGUST ACCOUNTS PAYABLE SCHEDULES, SECONDED BY OMER DORAN; MOTION CARRIED.*** The committee also reviewed the HRA September Accounts Payable Schedules ***AND RECOMMENDS THEIR ACCEPTANCE, SUPPORTED BY MR. RIVARD; MOTION CARRIED; 1 – NAY.*** Mr. LaFoille noted that the committee also reviewed the Financial Procedures Manual as is required annually, and recommends no changes at this time. They also reviewed the Cost Allocation Plan as required and recommends no changes to them at this time. Mr. Multerer asked if the summary sheets for the accounts payable schedules could be provided to the members at the board meeting. ***(see attachment "A")***

SAFETY COMMITTEE REPORT

Karen Wigand called on Tom Lippens who reported there was one accident involving a Personnel Care Aide who may have pulled a muscle pushing a client in a wheelchair up an incline. The committee did note that the accident was not reported within 24 hours as it should be. As a follow-up to the July meeting where an employee received a prick from a needle, he told the members that our Personal Care staff are offered both hepatitis and flu shots and refresher training on proper procedures in this type of instance. ***MR. DORAN MOVED TO ACCEPT THE SAFETY COMMITTEE REPORT, GEORGE LYON SUPPORTED THE MOTION; MOTION CARRIED. (see attachment "B")***

NOMINATING COMMITTEE REPORT

The Chair called on George Lyon who reported that the Nominating Committee met on 10/11/2011 to discuss the two vacancies created by the deaths of Helen Walker and Ernie Hoholik. They also noted that several board terms are due to expire in the next several months. Due to these vacancies and reduced funding it was suggested that the size of our board be discussed. Our funding requirements dictate that we have between 15-51 board members. Most CAA's throughout the state have 18 or less and those with 27 or more have a much greater number of counties they operate. There is no requirement to have equal representation by county or sector, the only stipulation that there be ***at least*** one third consumer representation. The committee stressed that they do not wish to force anyone off the board should the board decide to decrease its size. It was suggested that the current board roster, statement of requirements for board composition, average size in the state for CAA's, and the budget/costs to support the board be given to the Nominating Committee for their review. After much discussion Mr. Mayer called the board size issue to question. ***KEN BRYANT MOVED TO REFER THE BOARD COMPOSITION ISSUE BACK TO THE NOMINATING COMMITTEE FOR THEIR REVIEW AND RECOMMENDATION TO THE FULL BOARD, SUPPORTED BY MR. DORAN; MOTION CARRIED. (see attachment "C")***

APPROVAL OF PERSONNEL POLICY FINAL DRAFT

Members were mailed a copy of the proposed Personnel Policy final draft for their review. The Chair called on Mari Negro who suggested that "handicap" be changed to "disability" on page 2 & 3. Mr. LaFoille also suggested that we add a policy on retaining employees for a certain length of time if we pay for any classes for them, or have a payback policy if they leave within the stated timeframe.

Mr. Lyon noted that he thinks the Grievance and Appeals section should be reviewed to consider having grievances heard by a Grievance Committee rather than the full board. There was discussion on the fact that the last grievance process was cumbersome and painful for the grievant, staff and the board. It was noted that even that being said, the process seemed to work. It was suggested that a committee could be comprised of two board members chosen by management, two by the grievant and a third pulled out of a hat.

Mr. Lyon suggested that there be someone trained to guide the termination/grievance process. ***MARI NEGRO MOVED TO CONTINUE THE GRIEVANCE PROCESS AS IT IS, BERNIE LANG SUPPORTED THE MOTION; MOTION CARRIED, 2 – NAY.***

Ms. Wigand called on Brenda Moya who expressed some frustration that management's termination decision wasn't supported, when that's what we've hired them to do and they've studied all the facts. She also suggested that a written vote be taken in grievance decisions, rather than an oral vote. Mr. Penokie noted that whoever is hearing a grievance, it's their job to remain impartial. After much discussion ***MR. LAFOILLE MOVED TO REFER THE POLICIES BACK TO THE PERSONNEL COMMITTEE, SECONDED BY MS. NEGRO; MOTION CARRIED.***

Karen Wigand thanked the members for all of their input.

ACCEPTANCE OF STAFF MONTHLY/YEAR END REPORTS

Members received copies of the staff monthly/year end reports for their review ***AND THEY WERE ACCEPTED WITH A MOTION FROM MARV MAYER, SECONDED BY MR. STAPLETON; MOTION CARRIED.***

ACCEPTANCE OF DHS MONITORING REPORTS FROM 7/18 – 7/19 DATED 9/27/2011 & DOE QUALITY CONTROL LETTER DATED 9/26/2011

Members received a copy of the DOE quality control letter dated 9/26/2011 & the DHS monitoring report dated 9/27/11 and ***THEY WERE ACCEPTED WITH A MOTION FROM MR. RIVARD, SECONDED BY KEN BRYANT; MOTION CARRIED.***

ACCEPTANCE OF POLICY ADVISORY COMMITTEE MINUTES

Members received copies of the following PAC minutes for their review: 9/13 (Menominee/Marinette) & 9/15/11 (Delta) Retired & Senior Volunteer Program and the 8/29 (Schoolcraft) & 9/28/11 (Delta) Senior Companion Program PAC minute. There were no questions or comments ***AND THEY WERE ACCEPTED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY OMER DORAN; MOTION CARRIED.***

FUNDING UPDATE

Ms. Wigand called on Bill Dubord who reported that RSVP federal funds are extended at least through 3/31/12 (they were scheduled to end 2/30/2012. He reported that we are set to receive LIHEAP deliverable fuel funds again of just over $200,000, however, our funders expect us to do asset testing for anyone who receives the funds. We aren't allowed to use any of these funds to pay wages or anything else, and the asset testing will take a great deal more time and hassle for the customer to receive a small amount of money to help them through an emergency. It was noted that at what point do we tell our funding source that it is not feasible for us to administer funds without any support funds, particularly when all other funding is stretched.

Mr. Dubord indicated that our Client Service staff are laid off (which is not unusual this time of year). However, when they are called back it will most likely not be full-time, but part-time seasonal as they work mainly during the heating season. We continue to operate under a Continuing Resolution for our CSBG funds.

EXECUTIVE DIRECTOR'S REPORT

The Chair called on the Executive Director who told the board that the Gladstone remodeling project is finished and it turned out very nice. The Menominee lighting project is complete and the Mid-County Senior Center lighting project has been bid out.

Mr. Dubord announced that we will be holding board training on Friday, December 16th at the Island Resort and Casino on Communication & Roles and Responsibilities in conjunction with our all staff training. The session will run in the morning with lunch to follow. In the afternoon we will have a session on "Striving and Thriving During Difficult Times" for all staff and the board is welcome to attend as well. Our presenter for both sessions is Dr. Lew Bender. More information will be forthcoming. ***MR. BRYANT MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, JOHN STAPLETON SECONDED THE MOTION; MOTION CARRIED.***

OTHER BUSINESS

Ms. Wigand called on Brenda Moya who asked about the fact that baking at the Hermansville Senior Center had to be cut back because they were making too much money. Mr. Dubord will check into this.

Marv Mayer thanked the Foster Grandparent Program for their continued involvement in their "Special Day for Special People"

ADJOURMENT

The meeting adjourned at 3:19 p.m. ***WITH A MOTION FROM GEORGE LYON, SECONDED BY JOHN STAPLETON; MOTION CARRIED.***

THE NEXT MEETING IS SCHEDULED FOR THURSDAY, NOVEMBER 10, 2011.

Attachment "A"

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH OF AUGUST 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	$	137,150
VOLUNTEER PROGRAMS		32,495
NUTRITION		121,193
STATE & LOCAL PROGRAMS		77,234
ENERGY AND HOUSING		221,774
ASSET & LIABILITY ACCOUNTS		43,697
TOTAL	$	633,543

SIGNED _____ (TREASURER)

DATE _____

Attachment "A"

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH OF SEPTEMBER 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	$	187,953
VOLUNTEER PROGRAMS		47,765
NUTRITION		82,152
STATE & LOCAL PROGRAMS		76,104
ENERGY AND HOUSING		246,071
ASSET & LIABILITY ACCOUNTS		70,279
TOTAL	$	710,323

SIGNED _____
(TREASURER)

DATE _____

The Menominee County Board of Road Commissioners held a special meeting in their offices north of Stephenson on Tuesday, October 25, 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.

ABSENT: None

The Pledge of Allegiance was recited.

Public comments – None.

Public Appearances – None.

Open/Award bids for Cutting Edges for Moldboard Assemblies – Bids were received and read aloud as follows:

Nortrax, Inc., Escanaba	6' Steel	$ 83.97 each
	7' Steel	$ 97.99 each
	4' Carbide	$222.23 each
	3' Carbide	$166.60 each
Total bid: $40,156.86		
H&L Mesabi, Negaunee	6' Steel	$ 87.70 each
	7' Steel	$102.35 each
	4' Carbide	$261.75 each
	3' Carbide	$195.00 each
Total bid: $43,053.50		
Fabco Equip, Marquette	6' Steel	$ 77.42 each
	7' Steel	$ 89.34 each
	4' Carbide	$179.68 each
	3' Carbide	$134.54 each
Total bid: $35,884.60		
DA MacPherson, Crystal Falls	6' Steel	$ 81.37 each
	7' Steel	$ 94.96 each
	4' Carbide	$215.36 each
	3' Carbide	$161.44 each
Total bid: $38,914.16		
Winter Equip., Willoughby, OH	6' Steel	$115.54 each
	7' Steel	$134.80 each
	4' Carbide	No Bid
	3' Carbide	No Bid
Total bid: $43,328.00		

Moved by Kakuk, seconded by Anderson to award to the low bidder, Fabco Equipment, Marquette, MI. Carried unanimously.

Discuss roadside mowing and existing equipment – Moilanen presented an analysis of the current mowing operation. It was noted that with equipment, repairs, labor & benefits the cost is approximately $80.92 per mile to mow. The following options were discussed: 1. Discontinue mowing. 2. Continue the mowing operation as is with the current equipment. 3. Purchase or lease new or used mowing equipment to replace our outdated equipment. 4. Request bids from private contractors to do the mowing on the county roads, while continuing to use our staff and equipment on the state trunkline. Moved by Kakuk, seconded by Anderson to request the bids from private

contractors after January 1, 2012 to see if that would be more cost efficient. Carried unanimously.

Other business – Betzinger stated that it has been road commission policy that a township would need to have their account paid in full and their share of a project's cost paid before a new project would be started, and that this should be brought to the attention of the Harris Township board prior to starting on the Spring Green Road project.

Betzinger noted that some of the salt spreaders from the Stephenson shop were sitting on the ground over the summer months. Since there is extra room on the spreader racks at Menominee and Powers it was suggested that some of the Stephenson spreaders be stored at the other shops over the summer months. Moilanen stated that when funding is available, a spreader rack for the Stephenson shop should be considered, along with truck cleaning platforms for Stephenson and Powers.

Betzinger asked if the 4% Set-aside balances could be recorded as a credit to the Townships with remaining balances so that the program could be closed out. Savord will discuss this with the auditor. Also discussed was the open AR balances that some of the townships have.

Kakuk asked if the area of US 41 by DDT Construction had been brush chopped yet. Moilanen stated that it had not because MDOT had not yet authorized the work.

Public Comments – None.

There being no further business, Betzinger declared the meeting adjourned at 9:50 a.m.

Road Commission Finance Director-Clerk

Road Commission Chair

The Menominee County Board of Road Commissioners held a regular meeting in their offices north of Stephenson on Tuesday, October 11, 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 Darlene Nerat, John Nerat, Dale Axtell, Chuck Behrend, Joe Linder and David Wesoloski.

ABSENT: None

Public comments – None.

Public appearances – None.

Additions/corrections to minutes for 09/13/11 and 08/31/11 – There being no additions or corrections, Betzinger declared that the minutes will stand as recorded.

Financial Report -

	Receipts	Expenditures	Payables / Reserves	Balances
Balance, September 12, 2011				$1,235,875.61
Receipts thru 9/30/11	52,892.45			
Expenditures thru 9/30/11		221,069.44		
Balance, September 30, 2011				1,067,698.62
Michigan Transportation Funds	277,325.10			
Receipts thru 10/10/11	54,795.26			
Expenditures thru 10/10/11		173,397.82		
State Maint. & Equip. Advances			76,676.00	
Balance, October 10, 2011	385,012.81	394,467.26	76,676.00	1,149,745.16
Payables & Reserves				
Payroll 10/13, 10/27 (Est.)			130,000.00	
Soc. Sec. 10/13, 10/27 (Est.)			9,945.00	
Reserve for workers compensation insurance			20,029.00	
Reserve for liability insurance			71,766.00	
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)			38,531.03	
Reserve for MCRC balance of Old US2 over Wilson Creek			24,499.56	
Reserve Hannahville 2% Funds-Town Line Rd to Vincent Ln Pave			0.00	
Reserve for MCRC balance of Town Line Rd to Vincent Ln Pave			0.00	
Reserve Hannahville 2% Funds-County Line Rd. Borings			1,217.76	
Reserve Hannahville 2% Funds-Sign Truck			22,500.00	
Reserve for siding on Menominee shop			8,512.00	
Reserve for 2011 bridge inspections & load ratings			24,852.50	
Reserve for F-4 Lane bridge (Harris Twp)			1,673.07	
Reserve for crack sealing various county roads			0.00	
Reserve for dirt work for pavement patches.			112,345.00	
Reserve for paving of pavement patches			156,630.85	
Reserve for Forest Funds			0.00	
Reserve for driveway plowing			2,362.30	
Reserve for equipment			100,000.00	(1,134,025.30)
			$	15,719.86

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

Vouchers # 11-0062, 11-0930, and 12-0001 – Moved by Kakuk, seconded by Anderson that the vouchers be approved and ordered paid. Carried unanimously.

Any other business – Moilanen presented a letter from Michigan Chloride stating they were willing to hold their prices on mineral well brine for an additional year. Moved by Anderson, seconded by Kakuk to accept Michigan Chloride's pricing for 2012. Carried unanimously.

Moilanen stated that the bid spec for blades was ready to be sent out. Moved by Kakuk, seconded by Anderson, to hold a special meeting on Tuesday, October 25, 2011 at 9:00 a.m., to open/award the bid. Carried unanimously.

The annual safety training day will be held on Wednesday, November 2, 2011, from 7:45 a.m. to approximately 2:30 p.m. Moilanen stated that there had been no lost time accidents during the work comp policy year of July 1, 2010 to June 30, 2011. Moved by Anderson, seconded by Kakuk to purchase safety jackets for the employees in honor of this accomplishment. Carried unanimously.

Moilanen asked permission for himself and Savord to attend a meeting in Mt. Pleasant on October 28, 2011 regarding upcoming changes to health insurance with the recently passed legislation. Move by Kakuk, seconded by Anderson to grant permission. Carried unanimously.

Betzinger asked the status of the roadside mowing in the county. Moilanen stated that the crews were nearly finished with the mowing. An analysis of the cost to maintain the mowers will be prepared for the October 25, 2011 special meeting.

Betzinger asked for an update on the remaining 4% funds. Moilanen stated that some of the townships wanted to use the funds for gravelling, but our crews did not have time to do the work before it is too late in the season to put down gravel, so that work would have to be done next year.

Public Comment – David Wesoloski asked if shoulder gravelling would be done yet this year. Moilanen stated that due to the current work load it likely would not be done until next year. Mr. Wesoloski also stated that he had received positive comments from township residents regarding the paving on Birch Creek Road and the brushing that had been done in Menominee Township.

Joe Linder asked about the contract for the gravel in the Kraniak pit. Moilanen stated that the contract would be between Iron City Enterprises and the Kraniaks. Mr. Linder asked how the quantity would be measured. Moilanen stated that Iron City would likely use their belt total, a survey of the gravel pile would also be done and that the road commission would double check the amount as they hauled the gravel.

Dale Axtell asked what the ton to yard conversion was for gravel. Moilanen stated there was 1.5 tons per cubic yard. Mr. Axtell asked if the scale on Iron City's belt was certified. Moilanen replied that he didn't know.

Darlene Nerat asked where the patches were located that had funds reserved in the financial report. Moilanen stated they were on River Road, Oakwood Road, CR551, CR366 and K-1 Road.

Joe Linder asked if Iron City would be paid by their belt weight. Moilanen replied that they would be paid by the survey amount.

Darlene Nerat asked if the dust control brine would be the same as what was used this year. Moilanen stated that it would be. Joe Linder stated that they had tested having a heavier application of the brine put down on approximately one mile of road and that it had held up for around three months, and that the residents were willing to share the cost of the heavier application.

There being no further business, Betzinger declared the meeting adjourned at 9:24a.m.

Road Commission Finance Director/Clerk

Chair

MENOMINEE COUNTY BOARD OF COMMISSIONERS
DISCUSSION ITEM

SUBJECT:	**Vacancy on Twin County Airport Commission**
DEPARTMENT:	**Administration**
ATTACHMENTS:	**Yes**

SUMMARY:

Menominee County representation on the TCAC has resigned. Vacancy has been sent to the newspapers for recruitment of applications. Applications will be accepted until noon on December 21, 2011.

RECOMMENDED MOTION

Submitted by: Brian Bousley **12/08/2011**
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):

RECEIVED
12/2/11 SL.
Menominee County Administrator

Nov. 30, 2011

Meominee County Board of Commissioners:

With this letter, I hereby resign my position on the Twin County Airport Commission effective immediatly.

John D. Hartz

NOTICE

Menominee County is seeking letters of interest from persons wishing to serve on the Twin County Airport Commission representing Menominee County for the remainder of a resigning member's term, to expire 12/31/2015.

If you are interested in serving on this board, please submit an application of appointment to:
Menominee County Board of Commissioners
839 Tenth Ave.
Menominee, MI 49858

Applications may be obtained at the County Clerk's office, the County Library, the Administrative office or on the County website at www.menomineecounty.com under "Latest news". Applications are **due December 21, 2011 at 12:00 Noon (CST).**

Please contact Sherry at (906) 863-7779 for a brief description of duties/responsibilities for this appointment.

Eagle Herald: Please publish once the week of Dec. 4th and once the week of Dec. 11th.

Lufts & Journal: Please publish once the week of Dec. 11th

MENOMINEE COUNTY BOARD OF COMMISSIONERS
DISCUSSION ITEM

SUBJECT:	**Camp Host at Kleinke Park**
DEPARTMENT:	**Parks/Administration**
ATTACHMENTS:	**Yes**

SUMMARY:

The Parks and Recreation Committee would like to have a Camp Host at Kleinke Park for one year as a trial period. The Committee feels a Camp Host will benefit all campers and will be able to report to the Park Rangers if any concerns need to be addressed. The Camp Host would not have the authority to do anything but make phone calls and report to the Park Rangers.

RECOMMENDED MOTION

Submitted by: Brian Bousley **12/08/2011**
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):

DRAFT PROPOSED: 3/29/2010

CAMPGROUND HOST - VOLUNTEER PROGRAM

POLICY

The Parks and Recreation Division encourages the use of volunteers as Campground Hosts at all units with campgrounds. Volunteer Hosts must comply with all State Laws, Administrative Rules, DNR Policies & Procedures and Director's Orders. DNR Policy and Procedure 23.01-02 Volunteer Program and 23.01-02 Supplement 1 Volunteer Program - General Information establishes the process of approval for campground hosts.

Hospitality is the most important function of Campground Hosts. Their duties include, but are not limited to the following:

- Extend a warm welcome to campground visitors.
- Maintain a friendly presence
- Provide answers to questions and information regarding local attractions
- Loan forgotten camping equipment to visitors when available.

Hosts contribute their services with the goal of assuring visitors a comfortable enjoyable stay and enhance the quality of their outdoor-recreation experience.

The Unit Host Program Liaison is the unit employee responsible for overseeing the Host Program within a specific campground. This employee is designated as such by the Unit Supervisor. The Host Program Liaison needs to be available to the Host and knowledgeable of the services and activities to be provided by the Host. The Host Program Liaison is responsible for the following:

- Collecting the Host Activity Report on a weekly basis (PR3280)
- Ensuring the Expenditure & Cash reports are completed and provided to Administrative Support for processing.
- Completing an evaluation of the Host's performance (PR3275) upon their departure.
- Receiving the Host's feedback on their experience, including the Unit's performance upon the Host's departure (PR3276).

The Volunteer Program Manager is a member of the Resource Management Section in the Division office as designated by Resource Management Section Chief.

PROCEDURE

Number of Hosts

Normally, each campground will be limited to one Host at a time. If simultaneous Hosts are desired, the Unit Supervisor/Manager may submit a written request of justification to the Volunteer Program Manager. Factors such as the following may justify a second campground Host:

- Campground occupancy rate
- Unique campground configuration
- Large numbers of special events

Timetables

Campground Hosts are required in campgrounds during the prime camp season months of June, July and August. Hosts on-site during the remaining camping months, while beneficial are optional to campground management. The Unit Supervisor/Manager may recommend to the Volunteer Program Manager that Hosts be present beyond the prime months of the camp year, based upon a unique need of the campground.

Selection and Application Process

Campground Host applications are accepted year-round.

- Applicants must be at least 18 years of age and Michigan residents are given priority.
- Applicants must submit a Volunteer Campground Host Application, DNR Form 3141 and Volunteer Release and Waiver of Liability Form PR0511, to the Unit Supervisor/Manager of the park where the applicant wishes to serve.
- Hosts may not be scheduled to relieve paid employees on breaks or scheduled to perform job tasks normally assigned to paid employees.
- Applicant interviews and selection will be conducted by the Unit Supervisor/Manager and are subject to criminal history background check.
- The Unit Supervisor/Manager or Administrative Support staff enters the Host applicant data necessary to complete the criminal history background check to the same data bank system utilized for STW hires.
- Once an "approval to hire" comes back from the criminal history check, the unit supervisor/manager has 60 days to notify the host of his/her assignment. A criminal history check does not have to be repeated unless the applicant returns the following year or the unit supervisor/manager thinks it necessary to do one before that.
- The DNR Human Resources office will notify the Volunteer Program Manager or his/her representative, and subsequently the Unit Supervisor/Managers of any problem discovered during criminal history checks.
- Volunteer Campground Host applications, the Volunteer Release and Waiver of Liability forms must be held on file at the Unit administrative office. Electronic copies of these documents and the applicant number from the criminal history check must be forwarded to the Volunteer Program Manager or his/her representative.
- Hosts may not begin service until the required forms are on file and the criminal history check is conducted. Units will only be notified of history checks which identify a problem.
- Unsuccessful applicants must be notified in writing by the Unit Supervisor/Manager.
- A new application is needed for each calendar year but not for repeat terms of service at the same unit within a calendar year. If a Host serves a second unit during the year, the first unit is to send a copy of their application to the second unit.
- Individuals chosen to serve as Hosts are not guaranteed selection for a succeeding service period.

Recreation Division (RD) employees are not eligible to be campground hosts. Campground Hosts who have an immediate relative (parent, sibling, child) serving as a full-time or seasonal employee assigned to a specific park cannot serve as Host at that same park, but may be eligible at a different location and will be reviewed under the same conditions as all other applicants.

Criminal History Check

Any adult who resides on the host site for more than 3 days, shall be subject to criminal history background checks. The Unit Supervisor/Manager submits the data for the criminal history background check in the same process as he/she does for the Campground Host (previously explained in the **Selection and Application Process** section of this Policy).

Training

All Hosts are required to attend a Campground Host Training Program within the first two years of their acceptance date into the host program. Failure of Hosts to conform to minimum training requirements will result in termination of Host assignments.

Campground Host duties should supplement the unit staff. The Host(s) are encouraged to attend summer orientation required of all unit staff.

Length of Service

All Campground Host schedules are assigned by the Unit Supervisor/Manager based on the needs of the Park.

- The intent is to schedule a Host for no less than four consecutive weeks at a time.
- Hosts wishing to serve another season are to complete the Volunteer Campground Host Application, DNR Form 3141 and submit it to the Unit Supervisor/Manager.
- Campground Hosts scheduled for more than eight continuous weeks, at a particular park in a single season are limited to a maximum term of three consecutive years at that park.
- Exceptions to the minimum or maximum time periods must be approved by the Volunteer Program Manager.

Scheduling

Being a Campground Host represents a major commitment of time. A minimum of 30 hours per week is to be contributed to each unit by the Campground Host.

Campground Host on-duty and off-duty hours should be mutually agreed upon by the Host and the Unit Supervisor/Manager. Hosts are required to provide services based on their units' needs, including weekends and holidays. On-duty and off-duty hours should be posted in a visible location at the Host site.

Additional days off and other changes in scheduling will be subject to the Unit Supervisor/Managers approval.

Uniforms

All Campground Hosts shall be provided uniforms from the Volunteer Campground Host uniform section at www.Logofit.com at the expense of the Unit. Nametags should be wood-grain, white lettering, this set-up:

Line 1: Host name (however you/they want it, first only, first & last, Mr or Mrs ???)
Line 2: Michigan Parks & Recreation Division
Line 3: Volunteer Campground Host

Name tags, and at least one other uniform part, must be worn at all times while on duty.

Uniforms should not be worn outside of the assigned unit unless on official business which has been approved by the Unit Supervisor/Manager.

Campground Host vests and name tags must be returned to the Unit Supervisor/Manager at the end of the Host's assignment.

Budget

Each Campground Host assignment is entitled to receive $150 per month from the Host program budget to purchase supplies for their Host duties. This amount will be prorated if a host assignment is filled for less than a full month.

Each Unit with a Host program is required to track expenditure of this Host budget on the Volunteer Host Expenditure and Cash Report Form PR3147. Form PR3147 must be kept with all verifying receipts at the Unit, in the administrative files, in compliance with state records retention schedules (i.e. FY plus 7 years). In addition, copies of the expenditure reports must be submitted upon request to the Volunteer Program Manager or his/her designee at the end of the host season.

The Unit has the following options for dispersing money to the Hosts:

1. Pay the invoices via MAIN as they are presented, using the host coding.
2. Give Host Funds to the Host, requiring they provide receipts for expenses.

3. Reimburse the Host from Host Funds on site as they provide receipts.
4. The Unit makes the purchases from a list of needed supplies the Host provides.

Whatever method, the Unit Supervisor/Manager is responsible to comply with state purchasing procedures.

Campsite

Campground Hosts must provide their own camping unit, equipment, and personal items. It is the Unit Supervisor/Manager's responsibility to select the site and facilities to be used by the Campground Host at no charge. The site is to be in a highly visible area, such as a location near the campground entrance or across from a campground restroom building. The Campground Host site should not be located on a high demand campsite.

The Host campsite must be kept neat and clean at all times.

The Unit Supervisor/Manager will provide the Host campsite with the following:

1. "Campground Host" sign
2. Bulletin Board or Eraser Board.
3. "On Duty/Off Duty" sign
4. Display rack or table for brochures, maps, etc.
5. Electricity (if available), Water (if available)

Visitors to Host's Campsite

Guest visits and lengths of stay must not interfere with the Host's duties. The only people, who may reside on the Host campsite for more than 3 days, are those on the application.

Recreation Passports

Campground Hosts are not required to have Recreation Passports for their vehicles when at their assigned parks; however a good example should be set for our guests. Any visitors to the Hosts are expected to follow Policy regarding entrance fees.

Equipment

The Unit Supervisor/Manager may loan the Host unit equipment for other campers to borrow during their camping experience. This camping equipment may include but is not limited to recreational equipment, hand tools and other items deemed necessary.

If a unit wishes to purchase some items for the host to loan, they may utilize host program money for such uses. Items which are not considered routine must be reviewed by the Volunteer Program Manager.

Duties

Campground Hosts duties will supplement the unit staff by assisting and directing visitors to a campsite, explaining camping fees, assisting with camping activities, supply visitors with information and similar tasks. Specific Host duties can vary with assignment, but should not include janitorial, building and/or grounds maintenance.

The following Campground Hosts activities contribute to the 30 weekly service hours for Hosts:

1. Weekly Coffee Hour
2. Providing or Assisting with at least one (1) Special Weekly Activity
3. Daily Tour of Campground
4. Loan of Recreational Equipment and/or hand tools
5. Maintain Bulletin Board at Host site with weekly activities listed

6. Assist Unit in "Green Initiatives" efforts (i.e. recycling programs)
7. Create and/or Update Local Attractions/Services Directory. Sample table of contents can be found as DNR form IC3290. Examples of items:
   - Points or places of recreational interest within/outside the park
   - Camping supply outlets within/outside the park
   - Faith-based organization locations
   - Maps of the local area and local phone books
   - Hospital/medical resources nearby and contact information
   - Emergency responder services and contact information
   - Weather service providers in the area
   - Emergency evacuation plans for the park
8. Create and/or update a Host Resource Manual to include items such as but not limited to:
   - Park history, natural and cultural resource and recreational opportunity information
   - Current DNR Issue information i.e. EAB, Beech Bark, fishing and wildlife information
   - Key PRD Management Policies i.e. Camping, Motorized Equipment, Dogs, Metal Detecting, Geo-caching, Volunteer, Camp Host
   - Camper courtesy brochure

Activity Report

Hosts are required to complete a weekly Volunteer Campground Host Activity Report, available as DNR template PR3280 on file at their site and available upon request.

Unit Supervisor/Managers are to report Host volunteer hours weekly from this form into the Volunteer Program monthly report in CARS.

Liability

While a volunteer is serving in the capacity of a Campground Host, he/she has the same immunity from civil liability as a Department employee.

Injuries/Accidents

At the time of an injury/accident, volunteers must notify their Unit Supervisor/Manager. Medical cases will be reviewed on an individual basis by the DNR Human Resources office. Unit Supervisors/Managers file these reports the same as for paid employees.

Prohibited Acts

1. Under no circumstances will Hosts be allowed to collect camping fees, Recreation Passport fees, or any other State of Michigan or concession operator's funds.
2. **Volunteers will not operate park vehicles or equipment (trucks, gators, golf carts etc.) without Unit Supervisor/Manager approval.**
3. Campground Hosts have no law enforcement authority. Infractions of DNR rules and policies are to be reported to Unit staff.
4. Personal gifts and gratuities will not be accepted.
5. Motor powered contrivances must comply with PRD Policy 7.21.

Departure

All equipment and specified uniform items must be returned to the unit when the volunteer assignment has ended.

Evaluations may be completed by the Campground Host and Host Program Liaison as frequently as desired but must be done at the completion of the agreed upon assignment. These evaluations are available as templates PR3275 and PR3276. Completed evaluations are to be kept at the unit and available upon request by the Volunteer Program Manager or his/her designee.

Michigan Department of Natural Resources

VOLUNTEER RELEASE AND WAIVER OF LIABILITY

This information is required by authority of the Michigan Department of Natural Resources, for volunteer assignment consideration.

Please read carefully! This is a legal document that affects your legal rights!

The Michigan Department of Natural Resources (MDNR) encourages and supports volunteers. As a volunteer, I have an important role in providing services and programs to the public.

I want to work as a volunteer for the MDNR which appoints people like me to serve and to help the MDNR. While I am serving as a volunteer, I have the same immunity from civil liability under Michigan law as an employee of the MDNR. After becoming a volunteer, the MDNR will provide me with support, supervision, training, and supplies for me to accomplish my assigned tasks.

Therefore, I do freely, voluntarily, and without duress, execute this Release and acknowledge the following terms:

1. **Waiver and Release.** I hereby release, waive, discharge and covenant not to sue the State of Michigan, its departments, officers, employees and agents, from any and all liability to me, for all losses, injury, death or damage, and any claims or demands thereto, on account of injury to person or property, or resulting in my death in reference to the activities authorized in my work as a volunteer. I hereby covenant and agree to indemnify and save harmless, the State of Michigan, its departments, officers, employees and agents, from any and all claims and demands, for all loss, injury, death or damage, that any person or entity may have or make, in any manner, arising out of any occurrence related to the activities authorized in my work as a volunteer.
2. **Medical treatment.** I release and discharge MDNR from any claim that arises or may arise due to any first aid, medical treatment, or service rendered to me. I understand that I may not be entitled to workers' compensation.
3. **Assumption of risk.** I understand that my work for the MDNR may include activities that may be hazardous. I assume the risk of injury or harm in those activities I choose to do and release the MDNR from all liability for injury, illness, death, or property damage occurring from my work for the MDNR.
4. **Insurance.** MDNR does not have responsibility for providing any health, medical or disability insurance coverage for me. IT IS MY RESPONSIBILITY AS A VOLUNTEER TO INSURE I HAVE MEDICAL/HEALTH INSURANCE. As with other members of the public, I may file a claim with the State Administrative Board for personal losses that are under $1,000.
5. **Photographic release.** I grant to MDNR the right to use photographic images and video or audio recordings of me that are made by MDNR or others during my work assignment for MDNR, including royalties, proceeds or other benefits from use of the photographs or recordings.
6. **Copyright laws.** I understand that showing videos in public that are intended for home viewing is prohibited under the U.S. copyright laws.
7. **Background check.** I understand that a criminal history check may be obtained prior to my appointment as a volunteer. By signing this agreement I agree to a criminal history check and agree to provide MDNR with my birth date.
8. **Discrimination laws.** I agree to follow DNR's policy along with state and federal laws that forbid discrimination in employment, education, housing, public accommodation, law enforcement or public service based on a person's religion, race, color, national origin, age, sex, marital status, height, weight, or disability.
9. **In-kind service.** The MDNR is eligible for some grants that require us to match the dollars received from the grant. Many of these grants allow us to use in-kind services as a portion of this match instead of actual dollars. Your volunteer time may be used as an in-kind service to help us earn our match for some grants from federal or other sources. By signing this form, you consent to the use of your volunteer time as a possible in-kind match for grants received by the MDNR.
10. **Other.** I agree that this Release is intended to be as broad and inclusive as permitted by the laws of Michigan, and that this Release is governed by and will be interpreted according to the laws of Michigan. I understand that should any part of this Release be ruled invalid by a court, the other parts will remain valid and continue to be in effect.

Volunteer From: *To:*

Name (please print)	*Date*	*Date*
Signature	*Date of Birth*	
Signature of Parent/Guardian		

Michigan Department of Natural Resources - Parks and Recreation

VOLUNTEER CAMPGROUND HOST APPLICATION

This information is required to be considered for a campground host position by authority of Part 741, Act 451, P.A. 1994, as amended.

List State Parks and dates you would be available to serve as Volunteer Campground Host(s)

1st Choice	*Available From*	*To*
Alternate Choice	*Available From*	*To*

Indicate Region(s) of State Parks you would be available to serve as Volunteer Campground Host(s) if the choices above are not available.

☐Anywhere in Michigan ☐Southern Lower Peninsula ☐Northern Lower Peninsula ☐Upper Peninsula

List two references and their relationship to you.

Name		Name	
Address		Address	
City, State, ZIP		City, State, ZIP	
Telephone	Relationship	Telephone	Relationship

In Case of Emergency, please notify:

Name and address of person to be notified (not living with you)	Relationship	Telephone

- *I certify that I have willfully provided all information on this application and it is true and accurate.*
- *I understand that the information provided is required under the authority of the Michigan Department of Natural Resources for the safety and well-being of all persons who utilize public campground facilities and this information will become public record.*
- *I understand that a criminal history check may be obtained prior to my appointment as a Volunteer Campground Host.*
- *I understand that once I have accepted a host assignment, I cannot change my assignment to another State park and will provide notice should I/we need to leave.*
- *I agree to abide by State and Federal laws and Department policy which prohibit discrimination in employment, education, housing, public accommodations, law enforcement or public service based on religion, race, color, national origin, age, sex, martial status, height, weight, or disability.*
- *I further certify that I have read, understand, and have signed the PR0511, Volunteer Release and Waiver of Liability.*
- *I further certify that I have read, understand and agree to abide by the Campground Host-Volunteer Program Policy#6.7.*

Applicant's Signature	Date	Co-Applicants Signature	Date
Applicant's Shirt Size		Co-Applicant's Shirt Size	
☐S ☐M ☐L ☐1X ☐2X ☐3X		☐S ☐M ☐L ☐1X ☐2X ☐3X	

SUBMIT TO THE MICHIGAN STATE PARK(S) INDICATED AS YOUR 1ST CHOICE TO SERVE AS A VOLUNTEER CAMPGROUND HOST.

FOR PARK SUPERVISOR USE ONLY

Approved by:

Confirmed Dates of Assignment

Park Supervisor Signature

Date

☐Criminal History Check completed and Volunteer is approved _____

Michigan Department of Natural Resources - Parks and Recreation

VOLUNTEER CAMPGROUND HOST APPLICATION

This information is required to be considered for a campground host position by authority of Part 741, 1994 PA 451, as amended.

*****Please refer to Host Policy #6.7, Timetables and Length of Service***

Applicant's Name	Retired? ☐Yes ☐No	Co-Applicant's Name	Retired? ☐Yes ☐No
Address		Address	
City, State, ZIP		City, State, ZIP	
Telephone	E-Mail Address	Telephone	E-Mail Address
Occupation (current or past)		Occupation (current or past)	
Drivers License Number and State of Issue	Date of Birth	Drivers License Number and State of Issue	Date of Birth
Have you attended training for Volunteer Campground Hosts? ☐No ☐Yes If Yes, Date of Training-		Have you attended training for Volunteer Campground Hosts? ☐No ☐Yes If Yes, Date of Training -	
Have you served as a Volunteer Host before? ☐No ☐Yes If Yes, where?		Have you served as a Volunteer Host before? ☐No ☐Yes If Yes, where?	
Dates served		Dates served	
What special talents/interests do you have? Use reverse side if additional space is needed.		What special talents/interests do you have? Use reverse side if additional space is needed.	
Have you ever been convicted of a felony or misdemeanor? ☐No ☐Yes - If Yes, what and when? _____		Have you ever been convicted of a felony or misdemeanor? ☐No ☐Yes - If Yes, what and when? _____	
Are you currently charged with a felony or misdemeanor? ☐No ☐Yes - If Yes, what and when? _____		Are you currently charged with a felony or misdemeanor? ☐No ☐Yes - If Yes, what and when? _____	

List names of all family members (in addition to Applicant and Co-Applicant) who will reside full time on the campsite.

_____ _____

_____ _____

Will any pets reside with you? If so, what kind?

☐No ☐Yes ☐Dog - How many? ____ ☐Cat - How many? ____ ☐Other (specify) _____ - How many? ____

Would you serve as a Volunteer Campground Host at a Rustic Campground? ☐No ☐Yes	What kind of camping equipment will you use? ☐Tent ☐Motor Home ☐Trailer/Camper	Size/Length of Unit

PR3141 (Rev. 11/10/2008)

Michigan Department of Natural Resources – Parks and Recreation

CAMPGROUND HOST ACTIVITY REPORT

Issued by authority of Part 741, 1994 P.A. 451, as amended.

Park Name _____

Report Period Dates _____ to _____

INSTRUCTIONS		*NUMBER OF CONTACTS
This form should be kept during your assignment and turned in at the end of your term. It should be available upon request.	SUNDAY	
	MONDAY	
***"Number of Contacts"** – Totals should be for the day, not just for your activities or events.	TUESDAY	
	WEDNESDAY	
	THURSDAY	
****"Daily Host Activities"** – Planned, structured events. Daily walks or contacts should only be included if unordinary in some way.	FRIDAY	
	SATURDAY	
	TOTALS	

**Daily Host Activities *(Identify category or type of activity performed)*

Sunday: _____

_____

_____

Monday: _____

_____

_____

Tuesday: _____

_____

_____

Wednesday: _____

_____

_____

Thursday: _____

_____

_____

Friday: _____

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Saturday: _____

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Campground Host Policy
Frequently Asked Questions

How many hosts can be at a campground during a given time period? A park is allowed to have one host per campground at a time. Exceptions might be made due to high occupancy rates, unique campground configurations or large numbers of special events being held at the campground. Requests for additional hosts will be reviewed by the Volunteer Program Manager.

When should a campground have hosts? Hosts are required in campgrounds during the busy camping season, considered to be from June through August. Having hosts during the shoulder seasons is optional. It is important to let the Volunteer Program Manager know when your campground would like to have hosts in place.

What are the requirements for becoming a host at a campground? To become a host, a person must:

- Be 18 years of age or older
- Pass a criminal history check
- Apply, be interviewed and be selected

How does one become a host? Persons interested in hosting at Michigan State Parks must do the following:

- Apply directly to the park to the park where the applicant wishes to serve using the Volunteer Campground Host Application (3141)
- Submit a signed copy of the Volunteer Release and Waiver of Liability (PR0511)
- Pass a criminal history check
- Be interviewed and selected by the unit supervisor/manager

What sort of criminal activities will keep a host from being accepted? A failed criminal history check will result from any felony conviction and certain misdemeanors. Misdemeanors that will result in a failed check include:

- Resisting and obstructing
- Indecent exposure
- Child abuse
- Criminal sexual conduct
- Assault and battery on a police officer
- Domestic assault

What if the conviction was from an offence that occurred a long time ago? Exceptions can be made by the Volunteer Program Manager and the Resource Management Section Chief. These exceptions can be made based on the nature of the crime, the time since the conviction, the applicant's recent record and the recurrence of the crime.

What if a DNR employee or their immediate family member wants to serve as a host? This is allowed, but only after a serious effort to locate a non-DNR employee/family member host has failed. If this is the case:

- The term of service for a DNR employee/family member shall not exceed 4 consecutive weeks
- The DNR employee/family member cannot serve at a park where they have an immediate relative (parent, sibling, child) member working
- Approval of the Volunteer Program Manager, the District Supervisor and the Operations Section Chief will be required
- Extensions to the 4 week maximum can be granted with the approval of the above PRD staff

Once a person is selected to be a host, are they guaranteed a spot at the park in the future? No. Applicants must reapply and be interviewed each subsequent year.

How long should we have a host serve at our campground? The intent is to have a host serve at a campground for no less than 4 consecutive weeks. .

Can we bring a host back year after year? It depends. If a host is scheduled for more than 8 continuous weeks at a park during a season, that host is limited to 3 consecutive years of hosting at that park. After the 3rd year, the host will need to take a year off from hosting at that particular park. They can, however, host at a different park during that 4th year. Requests for exceptions to this rule must be submitted to the Volunteer Program Manager.

Why do we have this rule? Shouldn't we want to keep good hosts around for as long as possible? We need to keep in mind that there is great demand to host at many of our parks and that the host position is very visible. With all of this demand and high visibility, it is important to make sure that the host hiring process is as fair and open as possible. By allowing hosts to monopolize certain locations, there is the appearance of favoritism in the host hiring process. Plus, who knows, by opening the position up to many applicants you might find better hosts.

Are the hosts always considered to be on duty? No. Each host is required to work at least 30 hours per week spread over at least 5 days per week. Hosts are required to work on weekends and holidays. Scheduling of shifts and off-duty days should be agreed upon by the host and Unit Supervisor/Manager and a written copy of the schedule is to be kept in the host file.

What are we required to provide for our host? You need to provide a campground host sign, a bulletin board or eraser board, a display rack or table for brochures,

electricity and water (if available), a coffee maker, uniforms and nametags and a free campsite located in a highly visible area.

Can we give them any other equipment? Sure can. Popular items to provide to campground hosts include brooms, rakes, recreational equipment, hoses and an "On Duty/Off Duty" sign. Think of what your campers might need to have quick access to and provide that to your host.

What is the host uniform and how do we get it? The host uniform includes a vest, t-shirt and hat or visor. One set of these will be provided to new hosts who attend the host training. For hosts whose uniforms are showing wear and tear, contact the Volunteer Program Manager for replacements parts.

How do we get nametags for our hosts? Nametags are to be purchased locally at the unit's expense. Many parks combine the host nametag order with the state worker nametag order. Another option is to purchase them from a local business.

What is the policy on visitors at the host campsite? Visitors are allowed at the host site, but their visit cannot interfere with the duties of the host. The visitors are also required to purchase motor vehicle permits for their vehicles when entering the park. Visitors can stay overnight as long as their stay does not violate PRD camping policy, but only individuals listed on the host application can stay on the site for more than 3 days.

What is a host required to do while on duty? Hosts should provide a weekly coffee hour, provide or assist with at least one Special Weekly Activity, walk through the campground, check bathrooms, loan equipment, maintain an informational bulletin board, create/update a local attractions directory and host resource manual and answer questions for campers.

Do we have a host budget? Yes. Hosts are provided a budget of $200 per month for host supplies. Expenditures against this amount are to be tracked using the Volunteer Host Expenditure and Cash Report form (PR3147). This must be kept at the park with all purchase receipts.

What can the host purchase with the funds? The funds are to be used for purchasing supplies and equipment that will directly assist the host in completing their required job duties. Examples include coffee, coffee cups, craft supplies, gloves, litter pick-up equipment, bulletin boards.

Can we buy cookies and juice with the host funds? No. The host is required to provide a weekly **coffee** hour. The funds can only be used for the purchase of coffee supplies. Providing additional beverages and food is not considered to be part of the host's duties.

Can hosts sell campsites or MVPs? No. Hosts are not allowed to collect camping fees, MVP fees or any other State of Michigan or concession operator's funds.

Can hosts enforce rules and regulations? No. Hosts have no law enforcement authority. Any violations of rules and regulations are to be reported to unit staff.

Are there any other restrictions on hosts? Hosts can only operate park vehicles and equipment with the unit manager's/supervisor's permission. They must also comply with the PRD policies on motor powered contrivances. In addition, they are not allowed to accept personal gifts and gratuities.

Are there any additional forms or reports that need to be filled out and submitted? At least once per year, hosts are required to fill out a Volunteer Campground Host Activity Report (PR 3280). These are to be kept on file at the unit. Unit managers/supervisors are to report host hours in the CARS Volunteer Program. At the end of the host period, the hosts and the Unit Host Program Leader are to complete evaluations for each other using forms PR3275 and PR3276. These are to be submitted to the Volunteer Program Manager and a copy is to be held on file at the park.

MENOMINEE COUNTY BOARD OF COMMISSIONERS
DISCUSSION ITEM

SUBJECT:	**Lease Agreement Policy and Procedures**
DEPARTMENT:	**Parks/Administration**
ATTACHMENTS:	**Yes**

SUMMARY:

The Parks committee would like the County Board to approve policies and procedures for the lease sites, such as length of leases at both parks, requesting to move to an alternate site, ratio of lease sites to day use site on the water, etc.

RECOMMENDED MOTION

Submitted by: Brian Bousley **12/08/2011**
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 Parks Lease Campsites
Policies and Procedures

1. Each leased campsite shall have the occupant (lessee) sign and abide by the Lease Agreement with Menominee County.
2. Lease sites of only five (5) months and six (6) months will be offered at Shakey Lakes Park.
3. Lease sites for Shakey Lakes Park will commence on the first of the month and terminate at the end of the month. Five months lease sites will begin on May 1st and end on September 30th. Six month lease sites will begin on May 1st and end on October 31st. Exceptions maybe noted on the lease with the approval of the Menominee County Administrator.
4. Lease sites of one (1), two (2), three (3), four (4), and five (5) and six (6) months will be offered at Kleinke Park.
5. Lease sites for Kleinke Park will commence on the first (1st) of the month or the fifteenth (15th) of the month starting in May.
6. Lessee staying longer then their initially agreed upon term, will be required to pay the daily camping rate for each additional day.
7. If a lessee requests to move to a different site to be leased, the requested site has to be an unoccupied non-water site.
8. If multiple lessees request the same unoccupied non-water site, the length of documented years of requesting the site shall be the determining factor. If multiple lessees have requested the same site for the same amount of the years, the multiple lessees will be placed in a lottery and the chairman of the Parks and Recreation Committee or the County Administrator will draw the name of the lessees who will be awarded the new site.
9. Water sites at Shakey Lakes will consist of 50% available for lease sites and 50% for daily use sites. Currently there are more than 50% leased water sites. The current lessees will be allowed to maintain their current sites but if a water site is forfeited by a lessee that site will not be available for lease until the available leased water sites are below 50%.
10. Water sites at Kleinke Park will consist of 50% available for lease sites of five (5) and six (6) months leases and 50% for daily use and short term leases of 4, 3, 2, and 1 month sites. Currently there are more than 50% lease water sites. The current 5 and 6 month lessees will be allowed to maintain their current sites but if a water site is forfeited by a lessee the site will not be available for lease until the available water sites are below 50%.

MENOMINEE COUNTY PARKS & RECREATION
SHAKEY LAKES PARK
N-8390 COUNTY PARK ROAD
STEPHENSON, MI 49887
(906)-863-7525
2012
SEASONAL SITE REGISTRATION

FIRST NAME: _____ LAST NAME: _____ M/INITIAL:
ADDRESS: _____ CITY: _____ STATE: _____ ZIP:

HOME PHONE: (____) _____ WORK/DAY PHONE: (____)

SPOUSE'S NAME: _____ WORK/DAY PHONE: (____)
(Family consists of: Father, Mother and children.)

NAMES OF CHILDREN:

_____ AGE: ____ _____ AGE: ____ _____ AGE:
_____ AGE: ____ _____ AGE: ____ _____ AGE:
RV MANUFACTURER: _____ MODEL: _____ LENGTH: _____ WIDTH:
_____ (Including slideouts)

YEAR OF MANUF: _____ LIC #: _____ STATE:
(Rigs over ten years old require management approval each year.)

TYPE: __ TRAILER __ FIFTH WHEEL __ MOTOR HOME __ PARK MODEL __ TRUCK CAMPER

__ POP UP __ OTHER

TRANSPORTATION VEHICLE: (Only two vehicles at site-other vehicle must be kept in guest parking.)

MAKE: _____ MODEL: _____ LIC # _____ STATE:

MAKE: _____ MODEL: _____ LIC # _____ STATE:

BOAT:

MAKE: _____ MODEL: _____ REG # _____ STATE: ____ LENGTH: ____ BEAM:
SITE #

Six-month leases will run May 1-12 - November 1-12.
Five-month lease will run May 1-12 – October 31-12.

1. Seasonal Rates (6 Months) for Electrical Site $1500.00 _____
   Seasonal Rates (6 Months) for Non-electrical Site $960.00 _____

   Seasonal Rates (5 Months) for Electric Site $1350.00 _____
   Seasonal Rates (5 Months) for Non-electric Site $840.00 _____

2. TWO VEHICLE ANNUAL FREE _____

3. LEASE SITE MUST BE PAID IN FULL BY FEBRUARY 15, 2012. FAILURE TO PAY IN FULL BY FEBRUARY 15, 2012 YOUR SITE MAY BE REASSIGNED TO NEXT AVAILABLE LESSEE.

4. BOAT
   REGULAR $ 20.00 _____
   SENIOR 65 AND OVER $ 10.00 _____
   OVER 70 FREE _____

5. TOTAL

6. **FULL PAYMENT** DUE FEBRUARY 15, 2012 _____

2012 SEASONAL CAMPSITE LEASE
- PLEASE READ CAREFULLY -

THIS INDENTURE, made this _____ Day of _____, 20 ___, by and between Menominee County Parks, Shakey Lakes Park, Stephenson, MI 49887, hereafter referred to as "LESSOR", and

Of _____, _____, hereafter referred to as "LESSEE."

WITNESS, that the Lessor does hereby lease, demise and let unto the Lessee the following described premises situated in the Township of Lake, County of Menominee, the State of Michigan, described as Site Number and Area, to-wit:

TERM: To hold for a term of _____ beginning on the ___ Day of _____ and ending on the ___ Day of _____.

RENTAL: Lessee shall pay for the total seasonal rent $_____ for the term, payable as follows: One payment to be paid in full by February 15, 2012.

FAMILY & GUESTS: It is agreed and understood that the seasonal family consists of father and/or mother and/or children. The seasonal site rental is for the sole use of your family and that any other person or persons using your camper must register with Lessor and pay the regular overnight campsite fee. All day visitors or overnight guests will be charged an additional fee. Guests must camp in your camping unit only. It is further agreed that dependant children are not allowed to occupy the campsite without their mother or father present. This site may not be sublet or transferred. Guest and visitor passes will be available and issued by the Lessor. LESSEE is responsible for the conduct of their guests and visitors.

SEASONAL CAR PASSES: ALL VEHICLES entering the campground must display 2012 pass or daily use pass. Only two vehicles are allowed at each site, additional vehicles will be parked in (the) guest parking lot. **Guest and visitor passes are issued at the discretion of the lessor and may be restricted on holiday or busy weekends.**

INSURANCE: All seasonal campers must maintain their own insurance for any or all damage to their property and equipment while parked or stored inside or outside the Lessor's premises.

CONDITION OF CAMPING UNIT: All camping units over ten (10) years old must have prior approval of Lessor. Lessee agrees to keep their camper in proper repair and condition during the term of this agreement. Household type air conditioners are not permitted.

MAINTENANCE OF SITE: Lessee agrees to maintain the area of their site excluding grass cutting which will be performed by the Lessor. All planting of flowers, shrubs, etc., must be approved by Lessor and becomes the property of Lessor. On site sheds (must be of a rubbermaid or heavy plastic material and maximum size to be determined by Parks Superintendent)(Max. H-8'; L-7';W-7' or H-6';W-7';L-8'), porches, decks screen houses or other such buildings or structures are permitted with approval of the Parks Committee. All garbage will be placed in appropriate campground receptacles in timely manner. No generators allowed in park.

FIREWOOD, PATIO AND BUG LIGHTS: Patio and bug lights shall be turned off when camper is not occupied and when retiring for the evening. No large wood piles will be allowed without approval of Park's Superintendent.

CAMPGROUND RULES: Lessee acknowledges they have read this agreement as well as the list of campground rules (attached) of the Menominee County Shakey Lakes Park and agrees to abide by both.

LIFEGUARD: The undersigned acknowledges that there will be no lifeguard on duty on the premises. The undersigned, his/her family and guests using boats of any type, swimming or being in the area of the pool, pier, beach or shoreline will be doing so at their own risk and shall hold the lessor harmless from any liability thereon and shall assume all responsibility for supervision of their family and guests. **This contract constitutes acknowledgment of the signing of a full release for this liability and responsibility.**

DEFAULT: If the Lessee does or shall neglect to perform and observe any or either of the covenants and conditions hereinbefore contained which on his or her guests part are to be performed, the Lessor lawfully may immediately or at any time thereafter any while such neglect or default continues, evict the said Lessee and those claiming under him and remove their effects without prejudice or any remedies which might otherwise be used for ridders of rent and such expulsion in removing, whether by the direct act of the Lessor or his assigns, or through the medium of legal proceedings for the purpose instituted, shall not affect the liability of the Lessee or his representatives, for the past rent due or future rent to accrue under this lease, but the same shall continue as if such removal or expulsion have not taken place. The Lessee further covenants to pay and discharge all responsible costs, attorneys fees and expenses that shall be made and incurred by the lessor in enforcing the covenant and agreements of this lease.

TERMINATION: Lessor reserves the right to terminate this lease at any time for any reason. If Lessor terminates lease during the term of agreement, LESSOR will refund on a pro-rata basis. Termination may be enforced immediately by Park Superintendent.

LESSEE may within ten (10) days file an appeal to the County Parks Committee. The County Parks Committee must respond with a written response or a scheduled public hearing within thirty (30) days. If the issue is not resolved to lessee's satisfaction, the lessee may within ten (10) days appeal to the Menominee County Board of Commissioners who within sixty (60) days shall respond with a written response or have the issue placed on a monthly agenda.

END OF TERM: The Lessee expressly agrees to quit and deliver of said premises to the Lessor peaceably and quietly at the end of said term. Lessee shall have the right of final renewal for the proceeding year.

Send payment to Menominee County Courthouse, Attn: Parks – Camping Lease, 839 10th Ave Menominee, Michigan 49858

IN WITNESS WHEREOF, the said parties have executed this lease the day and year set forth above.

LESSOR: By: _____

LESSEE: _____

DATE: _____

MENOMINEE COUNTY PARKS & RECREATION
KLEINKE PARK
M-35 INGALLSTON TOWNSHIP
(906)-863-7525
2012 SEASONAL SITE REGISTRATION

FIRST NAME: _____ LAST NAME: _____ M/INITIAL:
ADDRESS: _____ CITY: _____ STATE: _____ ZIP:

HOME PHONE: (___) _____ WORK/DAY PHONE: (____)

SPOUSE'S NAME: _____ WORK/DAY PHONE: (____)
(Family consists of: Father, Mother and children.)

NAMES OF CHILDREN:

_____ AGE: ____ _____ AGE: ____ _____ AGE:
_____ AGE: ____ _____ AGE: ____ _____ AGE:
RV MANUFACTURER: _____ MODEL: _____ LENGTH: _____ WIDTH:
_____ (Including slide outs)

YEAR OF MANUF: _____ LIC #: _____ STATE:
(Rigs over ten years old require management approval each year.)

TYPE: __ TRAILER __ FIFTH WHEEL __ MOTOR HOME __ PARK MODEL __ TRUCK CAMPER

__ POP UP __ OTHER

TRANSPORTATION VEHICLE: (Only two vehicles at site-other vehicle must be kept in guest parking.)

MAKE: _____ MODEL: _____ LIC # _____ STATE:

MAKE: _____ MODEL: _____ LIC # _____ STATE:

BOAT:

MAKE: _____ MODEL: _____ REG # _____ STATE: ____ LENGTH: ____ BEAM:
SITE #

Six month leases will run May 1, 2012 – November 1,2012 or May 15-2012 to November 15, 2012
Five month lease will run May 1, 2012 – October 1,2012 or May 15-2012 to October 15, 2012

1. Seasonal Rates (6 Months) for Electrical Site $1500.00_____

Seasonal Rates (5 Months) for Electric Site $1350.00_____

Four Month Rate for Electric Site $1260.00_____

Three Month Rate for Electric Site $1080.00_____

Two Month (back to back) Rate for Electric Site $870.00_____

One Month Rate for Electric Site $480.00_____

LEASE SITE MUST BE PAID IN FULL BY FEBRUARY 15, 2012. FAILURE TO PAY IN FULL BY FEBRUARY 15, 2011 YOUR SITE MAY BE REASSIGNED TO NEXT AVAILABLE LESSEE.

2. BOAT
   REGULAR $ 20.00 _____
   SENIOR 65 and OVER $ 10.00 _____
   OVER 70 FREE _____

3. TOTAL

4. **FULL PAYMENT** DUE FEBRUARY 15, 2012 _____

2012 SEASONAL CAMPSITE LEASE
- PLEASE READ CAREFULLY -

THIS INDENTURE, made this _____ Day of _____, 20 ___, by and between Menominee County Parks, Kleinke Park, Ingallston Twp, hereafter referred to as "LESSOR", and

Of _____, _____, hereafter referred to as "LESSEE."

WITNESS, that the Lessor does hereby lease, demise and let unto the Lessee the following described premises situated in the Township of Ingallston, County of Menominee, the State of Michigan, described as Site Number and Area, to-wit:

TERM: To hold for a term of _____ beginning on the ___ Day of _____ and ending on the ___ Day of _____.

RENTAL: Lessee shall pay for the total seasonal rent $_____ for the term, payable as follows: One payment to be paid in full by February 15, 2012.

FAMILY & GUESTS: It is agreed and understood that the seasonal family consists of father and/or mother and/or children. The seasonal site rental is for the sole use of your family and that any other person or persons using your camper must register with Lessor and pay the regular overnight campsite fee. All day visitors or overnight guests will be charged an additional fee. Guests must camp in your camping unit only. It is further agreed that dependant children are not allowed to occupy the campsite without their mother or father present. This site may not be sublet or transferred. Guest and visitor passes will be available and issued by the Lessor. LESSEE is responsible for the conduct of their guests and visitors.

SEASONAL CAR PASSES: ALL VEHICLES entering the campground must display 2011 pass or daily use pass. Only two vehicles are allowed at each site, additional vehicles will be parked in (the) guest parking lot. **Guest and visitor passes are issued at the discretion of the Lessor and may be restricted on holiday or busy weekends.**

INSURANCE: All seasonal campers must maintain their own insurance for any or all damage to their property and equipment while parked or stored inside or outside the Lessor's premises.

CONDITION OF CAMPING UNIT: All camping units over ten (10) years old must have prior approval of Lessor. Lessee agrees to keep their camper in proper repair and condition during the term of this agreement. Household type air conditioners are not permitted.

MAINTENANCE OF SITE: Lessee agrees to maintain the area of their site excluding grass cutting which will be performed by the Lessor. All planting of flowers, shrubs, etc., must be approved by Lessor and becomes the property of Lessor. On site sheds (must be of a Rubbermaid or heavy plastic material and maximum size to be determined by Parks Superintendent),(Max. H-8'; L-7';W-7' or H-6';W-7';L-8') porches, decks screen houses or other such buildings or structures are permitted with approval of the Parks Committee. All garbage will be placed in appropriate campground receptacles in timely manner. No generators allowed in park.

FIREWOOD, PATIO AND BUG LIGHTS: Patio and bug lights shall be turned off when camper is not occupied and when retiring for the evening. No large wood piles will be allowed without approval of Park's Superintendent.

CAMPGROUND RULES: Lessee acknowledges they have read this agreement as well as the list of campground rules (attached) of the Menominee County Kleinke Park and agrees to abide by both.

LIFEGUARD: The undersigned acknowledges that there will be no lifeguard on duty on the premises. The undersigned, his/her family and guests using boats of any type, swimming or being in the area of the pool, pier, beach or shoreline will be doing so at their own risk and shall hold the Lessor harmless from any liability thereon and shall assume all responsibility for supervision of their family and guests. **This contract constitutes acknowledgment of the signing of a full release for this liability and responsibility.**

DEFAULT: If the Lessee does or shall neglect to perform and observe any or either of the covenants and conditions hereinbefore contained which on his or her guests part are to be performed, the Lessor lawfully may immediately or at any time thereafter any while such neglect or default continues, evict the said Lessee and those claiming under him and remove their effects without prejudice or any remedies which might otherwise be used for ridders of rent and such expulsion in removing, whether by the direct act of the Lessor or his assigns, or through the medium of legal proceedings for the purpose instituted, shall not affect the liability of the Lessee or his representatives, for the past rent due or future rent to accrue under this lease, but the same shall continue as if such removal or expulsion have not taken place. The Lessee further covenants to pay and discharge all responsible costs, attorneys fees and expenses that shall be made and incurred by the Lessor in enforcing the covenant and agreements of this lease.

TERMINATION: Lessor reserves the right to terminate this lease at any time for any reason. If Lessor terminates lease during the term of agreement, LESSOR will refund on a pro-rata basis. Termination may be enforced immediately by Park Superintendent.

LESSEE may within ten (10) days file an appeal to the County Parks Committee. The County Parks Committee must respond with a written response or a scheduled public hearing within thirty (30) days. If the issue is not resolved to lessee's satisfaction, the lessee may within ten (10) days appeal to the Menominee County Board of Commissioners who within sixty (60) days shall respond with a written response or have the issue placed on a monthly agenda.

END OF TERM: The Lessee expressly agrees to quit and deliver of said premises to the Lessor peaceably and quietly at the end of said term. Lessee shall have the right of final renewal for the proceeding year.

Send payment to Menominee County Courthouse, Attn: Parks – Camping Lease, 839 10th Ave Menominee, Michigan 49858.

IN WITNESS WHEREOF, the said parties have executed this lease the day and year set forth above.

LESSOR: By: _____

LESSEE: _____

DATE: _____

MENOMINEE COUNTY BOARD OF COMMISSIONERS
DISCUSSION ITEM

SUBJECT:	**Parks Website Link**
DEPARTMENT:	**Park/Administration**
ATTACHMENTS:	**yes**

SUMMARY:

The Parks committee would like to develop a Parks website. The proposed website would be linked to the county website under parks. The website would showcase the campgrounds and the attractions and amenities near the campgrounds. The cost for the creation of the website with two updates would be $1500.

RECOMMENDED MOTION

Submitted by: Brian Bousley **12/08/2011**
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):

ESTIMATE

Date: December 6, 2011

Katelin Brown
Graphic Designer
W6111 Co. Rd. 358
Daggett, MI 49821
920.615.1912
katelin.brown@gmail.com
www.katelinbrown.com

Contact: Brian Bousley
Company: Menominee County Parks Board

Description: **Website Development**

A great web site is all about communication. Communicating the right message, to the right people, in a stimulating way. The parks are only as powerful as the people and processes that drive them, forming a brand image in the mind of your customers. Effectively communicating your strengths at every customer touchpoint is key to your long-term success.

Websites are multi-dimensional—taking into consideration architecture, user interface, end-user interactivity and of course visual appeal. I understand in order to produce a successful outcome, we must first go through a process to deliver the most effective result.

Design
It is vital to have a visually appealing website that draws the visitor into the site. The goal is to get the visitor to absorb themselves within the website. The design will reflect the parks rustic qualities, and be professional, informative, and easy to navigate.

I handcraft each website I design. Meaning it would be completely original and unlike any other existing website out there. It will also be designed to work in a WordPress CMS environment. This will maintain better flexibility for you to be able to edit content.

Design includes:

- Navigation plan
- One homepage layout and design
- Interior page layout and design
- Two rounds of revisions

Programming and Layout
After the design for the website has been finalized, my programmer will program the home page and secondary tier pages using a WordPress content management system. This program is user friendly and will allow you to make content updates to the website at your convenience from any computer with an Internet connection.

Administrative access will be password protected allowing only current administrators the ability to add new admins and set page permissions for these users. All user environments are considered during the programming phase. Each visitor will have the same experience regardless of platform (Mac or Windows), operating system (XP, Vista, or OSX), or browser (Internet Explorer, Firefox, or Safari). My programmer will also follow the World Wide Web Consortium's (W3C) recommendations when possible to ensure your web pages are compatible with the next generation of browsers. I recommend that administrative users have the

ESTIMATE

latest versions of web software (Internet Explorer 7, Adobe Flash Player 10, etc.) to ensure up-to-date style and functionality.

Programming includes:

- Sitemap development
- Quick links built in to the appropriate pages
- Email account
- Registration form with payment capabilities

Photography:	Purchase of stock photography additional
Proof:	Online live blind URL
Hosting:	Can be added to existing Menominee County website or we can talk about a possible unique URL

Estimate Total: $1,500

Authorized Signature _____ Date_____

The above estimate is for described work only and is based upon acceptance within 30 days. Please sign one copy and return to Katelin Brown. Should additional programming or project updates be necessary due to unanticipated factors, or are outside of the scope of the project, and if changes are made after the first two rounds and/or at press-proof stage, additional costs will be incurred.

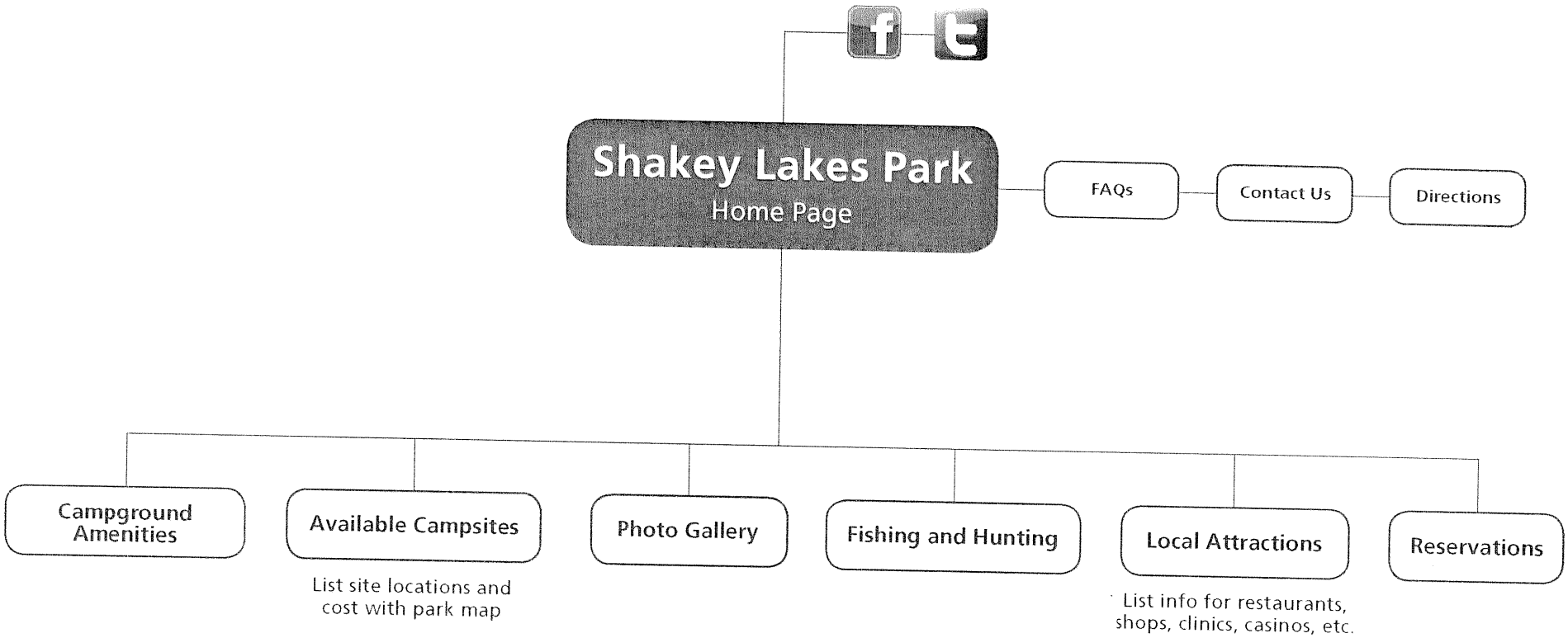
ESTIMATE

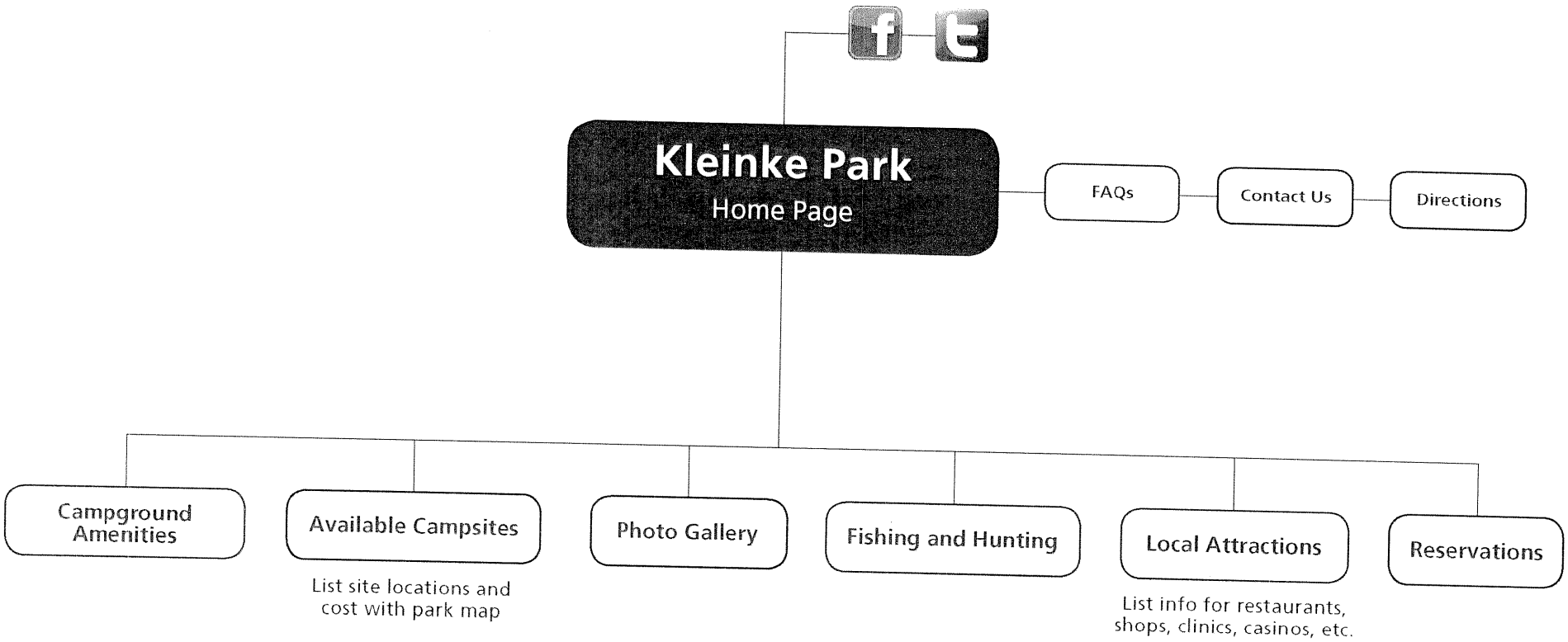
Definitions

WordPress CMS - is a free and open sourceblogging tool and publishing platform. It is often customized into a content management system (CMS). It has many features including a plug-in architecture and a template system.

Administrators-commonly known as admins or sysops (system operators), are editors trusted with access to restricted technical features ("tools"). For example, administrators can protect, delete and restore pages, move pages over redirects, hide and delete page revisions, edit protected pages, and block other editors.

URL- Uniform resource locator is a specific character string that constitutes a reference to an Internet resource i.e. website address.


Shakey Lakes Park
Home Page
FAQs
Contact Us
Directions
Campground Amenities
Available Campsites
List site locations and cost with park map
Photo Gallery
Fishing and Hunting
Local Attractions
List info for restaurants, shops, clinics, casinos, etc.
Reservations


Kleinke Park
Home Page
FAQs
Contact Us
Directions
Campground Amenities
Available Campsites
List site locations and cost with park map
Photo Gallery
Fishing and Hunting
Local Attractions
List info for restaurants, shops, clinics, casinos, etc.
Reservations

MENOMINEE COUNTY BOARD OF COMMISSIONERS
DISCUSSION ITEM

SUBJECT:	**Miscellaneous Bills**
DEPARTMENT:	**Administration**
ATTACHMENTS:	**yes**

SUMMARY:

Board to review recently submitted Miscellaneous Bills as paid on Nov. 17, 23 & Dec. 6, 2011 in the amount of $156,094.23.

RECOMMENDED MOTION

Submitted by: Brian Bousley **12/08/2011**
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):

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 Accnt#	$Amount	SepCk	Claim Total
Bank Account: General							
Baxa Contracting Company							
20990	11/16/2011	Milam	Roof Replacement	274-690-809.62	7,750.00		$7,750.00
Total Amount for Bank Account: General							$7,750.00

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MENOMINEE COUNTY
Claims Audit Report

Vendor Name / Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Accnt#	$Amount	SepCk	Claim Total
Bank Account: General							
AT&T - Carol Stream, IL							**$433.92**
21020	11/1/2011	906753458211	November 1 - November 30, 2011	101-103-850.00	52.66		
21021	11/1/2011	906753220911	November 1 - November 30, 2011	101-103-850.00	381.26		
Bob Barker Company, Inc.							**$335.85**
21072	11/16/2011	WEB000194833	Inmate Supplies	101-301-770.00	155.17		
21073	11/17/2011	WEB000195206	Inmate Supplies	101-301-770.00	20.99		
21074	11/11/2011	WEB000194350	Inmate Supplies	101-301-770.00	159.69		
Body Works Plus							**$250.00**
21089	10/17/2011	2632	Car #5501 - Deductable	205-315-934.02	250.00		
BP							**$488.08**
21063	11/5/2011	32066494	October 2011 Gasoline Sales	101-301-742.00	488.08		
BRANYAN WESLEY C							**$55.55**
21032	11/9/2011	Reimbursement	Mileage - Board of Canvassers	101-192-860.00	5.55		
21033	11/9/2011	Per Diem	Board of Canvassers	101-192-705.00	50.00		
Brian Bousley							**$50.00**
21014	11/21/2011	Reimbursement	Registration for SCHRP Forum	101-172-802.00	50.00		
Brunelle, Jennifer							**$109.34**
21053	11/22/2011	Reimbursement	Mileage - 11/1 to 11/18/11	296-664-860.00	109.34		
Cellcom Wisconsin RSA 04							**$129.81**
21011	11/5/2011	764651	Cellular Services - Medical Examiner	101-648-727.00	129.81		
CLOVERLAND PAPER CO							**$284.03**
21022	11/11/2011	96992	Towels, Toilet Tissue, Tissues	101-265-755.01	131.55		
21042	11/18/2011	97041	Toilet Tissue, Soap, Sanitizer	101-265-755.01	152.48		
Cooper Office Equipment							**$3,381.16**
20994	11/14/2011	82877	Contract Charge 11/20/11 - 2/19/12	101-136-931.00	440.07		
21001	11/14/2011	82874	Contract Charge 11/20/11 - 2/19/12 - 1s	101-172-931.01	239.94		
21002	11/14/2011	82878	Contract Charge 11/20/11 - 2/19/12 - 1s	101-172-931.01	871.25		
21003	11/14/2011	82875	Contract Charge 11/20/11 - 2/19/12 - 2n	101-172-931.01	160.00		
21004	11/14/2011	82876	Contract Charge 11/23/11 - 2/22/12 - Tr	101-253-727.00	140.00		
21066	11/14/2011	82872	Contract Charge & Impressions 11/20 -	101-301-755.00	1,339.90		
21067	11/14/2011	82871	Contract Charge 11/20/11 - 2/19/12	101-301-755.00	190.00		
DGR Engineering, LLC							**$1,500.00**
21015	10/31/2011	1077	Shakey Lakes Bath House, Re-Design	220-752-953.01	1,500.00		
Dictation Systems, Inc.							**$179.00**
20993	11/17/2011	20469	90 Minute Cassette Tapes	101-136-727.00	179.00		
Eichhorn, Jayne							**$94.96**
21030	11/9/2011	Per Diem	Board of Canvassers	101-192-705.00	50.00		
21031	11/9/2011	Reimbursement	Mileage - Board of Canvassers	101-192-860.00	44.96		
GREAT AMERICAN DISPOSAL CO THE							**$50.55**
21029	11/1/2011	1B100741	Annex - Garbage Removal - November	101-261-930.04	50.55		
Hafeman, Bill							**$93.29**
21036	11/9/2011	Per Diem	Board of Canvassers	101-192-705.00	50.00		
21037	11/9/2011	Reimbursement	Mileage - Board of Canvassers	101-192-860.00	43.29		
ID NETWORKS							**$750.00**
21080	11/23/2011	165735	Annual Service Fee 12/1/11 - 11/30/12	101-301-934.02	750.00		

MENOMINEE COUNTY
Claims Audit Report

Vendor Name / Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Accnt#	$Amount	SepCk	Claim Total
Bank Account: General							
Integrated Imaging, Inc.							**$785.00**
21047	11/10/2011	058198	PO# 02594 - Annual Maintenance Agre	256-277-857.00	785.00		
J S ELECTRONICS, INC.							**$286.75**
21028	11/8/2011	16832	LaBranche Tower Maintenance	266-325-934.01	222.50		
21087	11/10/2011	16838	Install Computer Mounting System/Belt	205-315-934.01	64.25		
Jerzyk, Audrey							**$13.88**
20995	11/16/2011	Reimbursement	Mileage - Parks Committee Mtg 11/1/11	208-751-860.00	13.88		
Joel Hensley, RN							**$1,965.00**
20991	11/6/2011	Blood Draw	P. Marsicek (11/6/11)	101-267-801.01	100.00		
20992	11/17/2011	Blood Draw	L. Peterson (11/8) & B. Guard (11/13)	101-267-801.01	200.00		
21008	11/20/2011	Blood Draw	S. Corey (11/19/11) & J. Peterson (11/1	101-267-801.01	200.00		
21009	11/19/2011	Blood Draw	J. Jaeger (11/19/11)	101-267-801.01	100.00		
21078	11/18/2011	Nursing Services	September 25 - October 7, 2011	101-301-770.01	1,365.00		
K MART 7031							**$177.03**
21055	8/24/2011	07031082411010047	Wireless Mouse	101-301-727.00	19.99		
21056	10/11/2011	07031101111010775	Cleaning Supplies	101-301-727.00	26.28		
21057	9/14/2011	07031091411005135	LexMark (x2)	101-301-727.00	35.98		
21058	9/20/2011	07031092011006793	ENR Max AAA8	101-301-727.00	6.99		
21064	8/10/2011	07031081011005625	Wireless Mouse & Laptop Case	101-301-755.00	37.98		
21069	8/13/2011	07031081311002016	Remote (x2)	101-301-770.00	18.98		
21083	9/8/2011	07031090811010633	Funnel & Oil	101-331-755.00	7.08		
21085	8/5/2011	07031080511005543	Car Washing Supplies	205-315-755.00	23.75		
Koehne							**$630.45**
21088	11/21/2011	42485	2006 Chevy Maintenance	205-315-934.02	630.45		
KOZIKOWSKI WELL & PUMP INC							**$5,638.12**
21019	11/11/2011	D9522	Drilling of 50' Well at Shakey Lakes Bat	220-752-953.01	5,638.12		
LENCA SURVEYING							**$1,926.70**
21013	11/13/2011	11144	Remon Project Yr 2011 - Nov 7 - Nov 1:	243-245-801.07	1,926.70		
M & M Trucking, Inc.							**$4,670.00**
21040	11/18/2011	6678	4 Loads Topsoail & Leveling	517-252-801.00	870.00		
21041	11/18/2011	6677	Demolition of House on 5th Street	517-252-801.00	3,800.00		
Macco's Floor Covering Ctr Inc							**$3,885.24**
21000	10/24/2011	CG131283	PO# 02583 - Carpet & Installation (1st F	101-103-970.00	3,885.24		
Manpower							**$501.50**
21005	11/13/2011	23190912	Week Ending 11/13/11 - Regina Mistark	101-141-704.00	501.50		

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MENOMINEE COUNTY
Claims Audit Report

Vendor Name / Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Accnt#	$Amount	SepCk	Claim Total
Bank Account: General							
Mastercard							**$3,256.60**
21052	11/11/2011	Credit Card	HJ Collegiate Apparel	101-131-727.00	282.36		
21052	11/11/2011	Credit Card	Bonanza	266-325-860.00	23.07		
21052	11/11/2011	Credit Card	Hudsons Classic Grill	266-325-860.00	22.32		
21052	11/11/2011	Credit Card	Bonanza	266-325-860.00	19.89		
21052	11/11/2011	Credit Card	Big Boy	266-325-860.00	11.53		
21052	11/11/2011	Credit Card	DHW Buckstaff	101-148-970.00	578.95		
21052	11/11/2011	Credit Card	Big Boy	266-325-860.00	9.94		
21052	11/11/2011	Credit Card	Hudsons Classic Grill	266-325-860.00	17.02		
21052	11/11/2011	Credit Card	Shell Oil	266-325-860.00	40.60		
21052	11/11/2011	Credit Card	Country Inn & Suites	266-325-860.00	206.70		
21052	11/11/2011	Credit Card	USPS	208-751-920.00	8.88		
21052	11/11/2011	Credit Card	DHW Buckstaff	101-148-970.00	21.00		
21052	11/11/2011	Credit Card	DHW Buckstaff	296-668-955.00	114.40		
21052	11/11/2011	Credit Card	Hazelden Publish & Ed	296-664-727.00	249.00		
21052	11/11/2011	Credit Card	Tractor Supply	208-751-755.02	42.19		
21103	11/11/2011	Credit Card	Shell Oil	101-301-860.00	37.22	x	
21103	11/11/2011	Credit Card	Radisson Hotel	101-301-860.00	410.64	x	
21103	11/11/2011	Credit Card	Radisson Hotel	101-301-860.00	422.69	x	
21103	11/11/2011	Credit Card	Radisson Hotel	101-301-860.00	388.41	x	
21103	11/11/2011	Credit Card	Holiday	101-301-860.00	26.16	x	
21103	11/11/2011	Credit Card	Great Northern Buffet	101-301-860.00	22.01	x	
21103	11/11/2011	Credit Card	St. Ignace EZ Mart	101-301-860.00	37.90	x	
21103	11/11/2011	Credit Card	Cedar River Plaza	101-301-860.00	55.67	x	
21103	11/11/2011	Credit Card	McDonalds	101-301-860.00	8.55	x	
21103	11/11/2011	Credit Card	Shell Oil	101-301-860.00	33.90	x	
21103	11/11/2011	Credit Card	McDonalds	101-301-860.00	16.82	x	
21103	11/11/2011	Credit Card	Walmart	101-301-755.00	42.07	x	
21103	11/11/2011	Credit Card	K Mart	101-301-755.00	36.96	x	
21103	11/11/2011	Credit Card	Exxon Mobil	101-301-860.00	42.00	x	
21103	11/11/2011	Credit Card	Jimmy John's	101-301-860.00	7.80	x	
21103	11/11/2011	Credit Card	InTelius	101-301-727.00	19.95	x	
Menards - Marinette							**$237.41**
21016	11/14/2011	88853	PVC Cement, Adapter, Wire	101-265-755.00	171.71		
21018	11/14/2011	88743	Steel Fence Post, Baords, Pipe, Door, E	101-265-755.00	65.70		
MILLERS ACTION OFFICE SUPPLY I							**$3,089.93**
21024	11/9/2011	081573	PO# 02585 Furniture/Desk for Admin O	101-103-970.00	1,969.98		
21024	11/9/2011	081573	PO# 02585 Furniture/Desk for Admin O	101-172-727.01	1,119.95		
MOORE MEDICAL CORP							**$811.93**
21075	11/3/2011	97006105 RI	Inmate Medical Supplies	101-301-770.01	61.90		
21076	11/9/2011	97014636 RI	Inmate Medical Supplies	101-301-770.01	471.08		
21077	11/10/2011	81709304 EI	Inmate Medical Supplies	101-301-770.01	278.95		

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MENOMINEE COUNTY
Claims Audit Report

Vendor Name / Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Accnt#	$Amount	SepCk	Claim Total
Bank Account: General							
NKS Tire & Service, Inc.							$4,358.55
21081	11/14/2011	80087	Tires, Mount, Balance - (x2)	101-301-981.00	299.63		
21090	11/10/2011	80009	2010 Chevy Impala - Alignment four Wh	205-315-934.02	54.99		
21091	11/11/2011	80070	2011 Chevy Impala - Vehicle Maintenan	205-315-934.02	168.49		
21092	10/17/2011	79207	2010 Chevy Impala - Tires (x4)	205-315-934.02	427.68		
21093	10/17/2011	79208	2010 Chevy Impala - Tires (x4)	205-315-934.02	427.68		
21094	10/17/2011	79209	2011 Chevy Impala - Tires (x4)	205-315-934.02	427.68		
21095	10/17/2011	79210	2011 Chevy Impala - Tires (x4)	205-315-934.02	427.68		
21096	10/17/2011	79211	2006 Chevy Impala - Tires (x4)	205-315-934.02	427.68		
21097	10/17/2011	79213	2006 Chevy Impala - Tires (x4)	205-315-934.02	427.68		
21098	10/17/2011	79216	2011 Chevy Impala - Tires (x4)	205-315-934.02	427.68		
21099	10/17/2011	79218	2009 Chevy Impala - Tires (x4)	205-315-934.02	427.68		
21100	10/8/2011	78944	2010 Chevy Impala - Tires (x4)	205-315-934.02	414.00		
NOVA							$50.00
21079	11/4/2011	13118	RACC Belt Repair	101-301-934.02	50.00		
Office Depot, Inc.							$90.59
21027	11/1/2011	584926823001	Panasonic Drum - District Court	101-136-727.00	90.59		
OTIS ELEVATOR COMPANY							$689.46
21039	11/21/2011	CVE05003C11	Contract 12/1/11 - 2/29/12	101-265-801.00	689.46		
Pack-N-Ship Center							$36.30
21065	11/10/2011	735826	Shipping	101-301-755.00	36.30		
Pan-O-Gold Baking Co.							$118.86
21071	11/8/2011	40683131204	Inmate Groceries	101-301-770.00	57.47		
21104	11/1/2011	40683130515	Inmate Groceries	101-301-770.00	61.39		
PrintersPlus!							$320.00
21059	11/10/2011	11112	Request Form Pads (x400)	101-301-727.00	320.00		
Quill Corporation							$442.20
21060	11/3/2011	7818067	Office Supplies	101-301-727.00	72.82		
21061	11/8/2011	7910675	Batteries & CDR's	101-301-727.00	85.45		
21062	11/11/2011	7999484	Office Supplies	101-301-727.00	168.94		
21082	11/14/2011	8024835	Computer Monitor	101-301-998.00	114.99		
R.T. Electric							$394.05
21023	11/10/2011	5233	Rewired 2 Pumps & Installed Thermosta	101-103-998.00	394.05		
Randall Phillipps							$162.50
20996	11/8/2011	2005-11249-DS	Court Appointed Legal - J. Anderson	101-131-807.00	25.00		
20997	11/8/2011	2010-13175-DS	Court Appointed Legal - D. Walters	101-131-807.00	25.00		
20998	11/8/2011	1996-7736-DM	Court Appointed Legal - M. Ambeau	101-131-807.00	25.00		
21006	11/11/2011	1999-8741-DP	Court Appointed Legal - K. Meunier	101-131-807.00	37.50		
21007	11/11/2011	1997-8080-DS	Court Appointed Legal - R. DeCamp	101-131-807.00	25.00		
21010	1/16/2011	2008-12351-DS	Court Appointed Legal - S. Sithamat	101-131-807.00	25.00		
Reinhart Foodservice							$791.41
21070	11/8/2011	980180	Inmate Groceries	101-301-770.00	791.41		
Salfai, Sharon							$4.08
21017	11/21/2011	Reimbursement	Postage Reimbursement	101-132-729.00	4.08		
SIRCHIE FINGER PRINT LABS							$125.39
21086	11/11/2011	0058760-IN	Drug Testing Supplies	205-315-755.00	125.39		

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MENOMINEE COUNTY MICHIGAN

MENOMINEE COUNTY
Claims Audit Report

Vendor Name / Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Accnt#	$Amount	SepCk	Claim Total
Bank Account: General							
Standard Insurance Company							**$195.50**
21051	11/22/2011	December 2011	Life Insurance Premium	101-101-713.00	11.50		
21051	11/22/2011	December 2011	Life Insurance Premium	101-132-713.00	6.32		
21051	11/22/2011	December 2011	Life Insurance Premium	101-136-713.00	11.50		
21051	11/22/2011	December 2011	Life Insurance Premium	101-141-713.00	9.20		
21051	11/22/2011	December 2011	Life Insurance Premium	101-148-713.00	0.58		
21051	11/22/2011	December 2011	Life Insurance Premium	101-215-713.00	11.50		
21051	11/22/2011	December 2011	Life Insurance Premium	101-172-713.00	4.60		
21051	11/22/2011	December 2011	Life Insurance Premium	101-261-713.00	2.30		
21051	11/22/2011	December 2011	Life Insurance Premium	101-267-713.00	9.20		
21051	11/22/2011	December 2011	Life Insurance Premium	101-268-713.00	2.30		
21051	11/22/2011	December 2011	Life Insurance Premium	101-253-713.00	6.90		
21051	11/22/2011	December 2011	Life Insurance Premium	101-257-713.00	4.60		
21051	11/22/2011	December 2011	Life Insurance Premium	101-265-713.00	2.30		
21051	11/22/2011	December 2011	Life Insurance Premium	101-301-713.00	46.00		
21051	11/22/2011	December 2011	Life Insurance Premium	101-682-713.00	2.30		
21051	11/22/2011	December 2011	Life Insurance Premium	101-103-713.00	2.30		
21051	11/22/2011	December 2011	Life Insurance Premium	101-426-713.00	1.15		
21051	11/22/2011	December 2011	Life Insurance Premium	271-790-713.00	9.20		
21051	11/22/2011	December 2011	Life Insurance Premium	296-663-713.00	2.30		
21051	11/22/2011	December 2011	Life Insurance Premium	296-664-713.00	2.30		
21051	11/22/2011	December 2011	Life Insurance Premium	296-665-713.00	2.30		
21051	11/22/2011	December 2011	Life Insurance Premium	208-751-713.00	4.60		
21051	11/22/2011	December 2011	Life Insurance Premium	205-316-713.00	2.30		
21051	11/22/2011	December 2011	Life Insurance Premium	205-315-713.00	20.70		
21051	11/22/2011	December 2011	Life Insurance Premium	266-325-713.00	14.95		
21051	11/22/2011	December 2011	Life Insurance Premium	266-326-713.00	2.30		
STEPHENSON MARKETING COOPERATI							**$2,187.90**
21084	10/31/2011	015579	Gasoline Sales - October 2011	205-315-742.00	2,187.90		
Tebo, Christopher							**$11.00**
21054	11/22/2011	4673	Detention Worker (T.S.)	101-132-801.01	11.00		
The Flower Gallery							**$50.00**
21025	9/13/2011	47181	Sympathy Plant - Donald Nast	101-301-755.00	50.00		
U.E.S. COMPUTERS, INC.							**$1,690.98**
20999	11/16/2011	34275	Printer Maintenance for Marc Kleiman	101-103-857.00	65.00		
21048	11/9/2011	58268	PO# 02593 ROD - Workstation Comput	101-268-970.00	1,625.98		
UP 9-1-1 Authority							**$139.69**
21012	11/9/2011	GIS Work	Work performed by TomComp for OSSI	266-325-970.00	139.69		
US Bancorp Equip Finance Inc.							**$66.76**
21068	11/13/2011	190527531	Konica	101-301-755.00	66.76		
Wennergren, Mary Jo							**$52.78**
21034	11/9/2011	Per Diem	Board of Canvassers	101-192-705.00	50.00		
21035	11/9/2011	Reimbursement	Mileage - Board of Canvassers	101-192-860.00	2.78		
WEST GROUP PAYMENT CENTER							**$385.65**
21026	11/1/2011	823810598	October 1 - October 31, 2011	269-145-801.00	385.65		
WISCONSIN PUBLIC SERVICE CORP - P O BOX 19003							**$63.52**
21038	11/16/2011	0402047856-00005	Kleinke Park	208-751-920.01	63.52		
Total Amount for Bank Account: General							**$48,488.25**

MENOMINEE COUNTY
Claims Audit Report

Vendor Name / Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Accnt#	$Amount	SepCk	Claim Total
Bank Account: General							
Waste Management							
21105	11/15/2011	098-0000715-0438-5	Waste Pick Up at 908 5th Street	517-252-801.00	130.40		**$130.40**
Total Amount for Bank Account: General							**$130.40**

COPY

APPROVED
NOV 29
CHIEF FISCAL OFFICER
MENOMINEE COUNTY MICHIGAN

COPY

MENOMINEE COUNTY
Claims Audit Report

Vendor Name / Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Accnt#	$Amount	SepCk	Claim Total
Bank Account: General							
Blue Cross Blue Shield of MI							$99,725.58
21250	11/22/2011	January 2012	45478 $16846.94, 400 $82216.15, 401 :	101-103-712.00	58,123.76		
21250	11/22/2011	January 2012	45478 $16846.94, 400 $82216.15, 401 :	205-315-712.00	13,503.12		
21250	11/22/2011	January 2012	45478 $16846.94, 400 $82216.15, 401 :	205-316-712.00	1,639.51		
21250	11/22/2011	January 2012	45478 $16846.94, 400 $82216.15, 401 :	208-751-712.00	2,732.51		
21250	11/22/2011	January 2012	45478 $16846.94, 400 $82216.15, 401 :	266-325-712.00	2,602.16		
21250	11/22/2011	January 2012	45478 $16846.94, 400 $82216.15, 401 :	266-326-712.00	1,259.09		
21250	11/22/2011	January 2012	45478 $16846.94, 400 $82216.15, 401 :	271-790-712.00	4,281.11		
21250	11/22/2011	January 2012	45478 $16846.94, 400 $82216.15, 401 :	296-663-712.00	1,639.51		
21250	11/22/2011	January 2012	Bernice Bauman	701-000-231.10	662.49		
21250	11/22/2011	January 2012	Airport	701-000-231.10	2,049.38		
21250	11/22/2011	January 2012	Employee Contribution	704-000-232.00	9,714.88		
21250	11/22/2011	January 2012	Brian Neumeier	701-000-231.10	759.03		
21250	11/22/2011	January 2012	Lynn Somero	701-000-231.10	759.03		
Total Amount for Bank Account: General							$99,725.58

APPROVED
DEC - 8 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 and expenses as recently submitted for payment

RECOMMENDED MOTION

Submitted by: Brian Bousley **12/08/2011**
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):

Commissioner Per Diem
Expense Form

RECEIVED
11/29/11
Menominee County Administrator
COPY

Name of Commissioner BERNIE LANG

$50.00 per meeting - Reg. or Special County Board meeting (Not more than $100 for unrelated meetings on any one day)
$75.00 MAC or UPACC Conference

2011

Date	Meeting Description & Duration	Meeting Expense
11-1	CAA PERS.	50.
11-3	MI. WKS!	50.
11-8	CO. BD.	50.
11-9	HEACTH DEPT.	50.
11-10	CAA FINANCE & BOARD	50.
11-17	M.H. PERS. & BOARD	50.
11-22	CO. BD.	50.
	Total Per Diem	350.00

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

Commissioner Signature: B. Lang

Date: 11-29-11

MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER

COPY
RECEIVED
11/29/11
Menominee County Administrator

Mileage: $~~.51~~ .555/mile ~ effective 01 Jan. 2011

*Meals
Breakfast ~ up to $7.50
Lunch ~ up to $10.00
Dinner ~ up to $17.50

*must attach receipt for reimbursement

Name: **Bernie Lang ~ District 1**

2011

Date	Mileage, meals, Bridge Tolls, Lodging, etc.	Account Number	Amount
11-1	CAA 116		
11-3	MI. WKS! 118	101-101-860.01	
11-8	CO. BD. 3	101-101-860.01	
11-9	HEALTH DEPT. 88	101-101-860.01	
11-10	CAA 116	101-101-860.01	
11-17	M.H. 144	101-101-860.01	
11-22	CO. BD 3	101-101-860.01	
		101-101-860.01	
	588	101-101-860.01	
		101-101-860.01	
	X .555	101-101-860.01	
		101-101-860.01	
	326.34	101-101-860.01	
	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			

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

B. Lang

Signed

11-29-11

Date

MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER

COPY
RECEIVED
12/1/11
Menominee County Administrator

Mileage: $~~.51~~/mile ~ effective 01 Jan. 2011
.555

*Meals Breakfast ~ up to $7.50
Lunch ~ up to $10.00
Dinner ~ up to $17.50

*must attach receipt for reimbursement

Name: **Mark Jasper ~ District 5**

Date	Mileage, meals, Bridge Tolls, Lodging, etc.	Account Number	Amount
11/1/11	Stepenson park 6:30 40 miles	101-101-860.05	22.20
11/9/11	Powers Health 4:30 35 miles	101-101-860.05	19.43
11/8/11	Menominee M.C.C. 5:30 50 miles	101-101-860.05	27.75
11/22/11	Menominee M.C.C. 5:30 50 miles	101-101-860.05	27.75
		101-101-860.05	
	175 Miles	101-101-860.05	
	X .555	101-101-860.05	
		101-101-860.05	
	$97.12	101-101-860.05	
		101-101-860.05	
		101-101-860.05	
		101-101-860.05	
	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	
			97.13
Total Mileage, Meals, Lodging & Conference Expenses to be reimbursed			647.00

BLB

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

Mark J Jasper
Signed

11/28/11
Date

Commissioner Per Diem Expense Form

COPY

RECEIVED
12/1/11
Menominee County Administrator

Name of Commissioner Mark J Jasper

$50.00 per meeting - Reg. or Special County Board meeting (Not more than $100 for unrelated meetings on any one day)
$75.00 MAC or UPACC Conference

Date	Meeting Description & Duration	Meeting Expense
11/1/11	Stephenson Park 630 PM	$50.00
11/8/11	Menominee M.C.C. 530 PM	$50.00
11/9/11	Powers Health 430 P.M.	$50.00
11/22/11	Menominee M.C.C. 5:30	$50.00
		RB
Total Per Diem		$200.00

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

Commissioner Signature: Mark J Jasper

Date: 11/28/11

Commissioner Per Diem Expense Form

COPY

RECEIVED
12/2/11
Menominee County Administrator

Name of Commissioner James Furlong

$50.00 per meeting - Reg. or Special County Board meeting (Not more than $100 for unrelated meetings on any one day)
$75.00 MAC or UPACC Conference

Date	Meeting Description & Duration	Meeting Expense
10-31-2011	Special Airport	50.00
11-2-2011	Special Airport	50.00
11-8-2011	MBDC	50.00
11-8-2011	County Board	50.00
11-10-2011	Special Airport	50.00
11-22-2011	County Board	50.00
11-30-2011	Airport	50.00
Total Per Diem		350.00

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

Commissioner Signature: J. M. Furlong

Date: 12-1-2011

RECEIVED
12/6/11
Menominee County Administrator
COPY

Commissioner Per Diem Expense Form

Name of Commissioner Jim Pearson

$50.00 per meeting - Reg. or Special County Board meeting (Not more than $100 for unrelated meetings on any one day)
$75.00 MAC or UPACC Conference

Date	Meeting Description & Duration	Meeting Expense
Nov 2, 2011	Airport meeting	50.00
Nov. 8, 2011	County Board meeting	50.00
Nov. 22, 2011	County Board meeting	50.00
Nov 7 2011	Planning commission	50.00
Nov 30 2011	Airport meeting	50.00
Total Per Diem		250.00

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

Commissioner Signature: [signature]

Date: 12/6/11

RECEIVED 12/6/11 Menominee County Administrator

COPY

Commissioner ~~Per Diem~~ Mileage Expense Form

Name of Commissioner Jim Pearson

$50.00 per meeting - Reg. or Special County Board meeting (Not more than $100 for unrelated meetings on any one day)
$75.00 MAC or UPACC Conference

Date	Meeting Description & Duration	Meeting Expense
NOV 2 2011	Wallace, Airport, Wallace	15.54
NOV 7 2011	Wallace, Stewart, Wallace	7.77
NOV 8 2011	Wallace, Menominee, Wallace	16.65
NOV 22, 2011	Wallace, Menominee, Wallace	16.65
NOV 30, 2011	Wallace, Airport, Wallace	15.54
	~~Total Per Diem~~ Mileage	72.15

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

Commissioner Signature: [signature]

Date: 12/6/11

12/6/11
DKB

MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER

COPY

Mileage: ~~$.51~~ 55.5/mile ~ effective 01 Jan. 2011

*Meals
Breakfast ~ up to $7.50
Lunch ~ up to $10.00
Dinner ~ up to $17.50

*must attach receipt for reimbursement

Name: **Charlie Meintz ~ District 4**

Date	Mileage, meals, Bridge Tolls, Lodging, etc.	Account Number	Amount
NOV 8	Board Meeting 50 miles	101-101-860.04	27.75
NOV 22	Board Meeting 50 miles	101-101-860.04	27.75
NOV 1	Parks & Rec	101-101-860.04	0
		101-101-860.04	
		101-101-860.04	
		101-101-860.04	
		101-101-860.04	
		101-101-860.04	
		101-101-860.04	
		101-101-860.04	
		101-101-860.04	
		101-101-860.04	
	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			55.50

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

Charlie Meintz
Signed

NOV 5 2011
Date

Commissioner Per Diem Expense Form

12/6/11 BRB

COPY

Name of Commissioner Charlie Meintz

$50.00 per meeting - Reg. or Special County Board meeting (Not more than $100 for unrelated meetings on any one day)
$75.00 MAC or UPACC Conference

Date	Meeting Description & Duration	Meeting Expense
Nov 8	Board Meeting	50
Nov 22	Board Meeting	50
Nov 1	Parks & Rec	50
Total Per Diem		150

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

Commissioner Signature: Charlie Meintz

Date: Dec 5 2011

MENOMINEE COUNTY BOARD OF COMMISSIONERS
DISCUSSION ITEM

SUBJECT:	**Miscellaneous Boards/Committees/Commission reports**
DEPARTMENT:	**Administration**
ATTACHMENTS:	**yes**

SUMMARY:

Miscellaneous Boards/Committees/Commission Reports, Discussion

RECOMMENDED MOTION

Submitted by: Brian Bousley **12/08/2011**
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 BUILDING CODE DEPARTMENT

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

MONTHLY BUILDING PERMIT REPORT

12/01/2011

PERMIT#	DATE ISSUED	OWNER	ADDRESS	TWP.	PERMIT FEE
P12633-11	11/01/11	MUELLER DIANE M	W4915 CO RD 338	MENOMINEE TWP.	$81.96
Work : 7.DECK/PORCH		21'9" X 8' FRONT PORCH		010-112-001-25	
P12628-11	11/01/11	KACZMARCZYK JODI	N7305 PARMENTER ST	MELLEN TWP.	$172.92
Work : 2.ADDITION		24X24 4SEASONS ROOM		009-440-030-00	
P12634-11	11/02/11	BYERS WILLIAM L & BERNADETTE J	N7306 HWY M-35	CEDARVILLE TWP	$382.60
Work : 1.NEW DWELLING		NEW HOME ON A CRAWLSPACE		001-134-012-00	
P12637-11	11/03/11	SCULLY MARK & TERRY	N418 WEST DR S	MENOMINEE TWP.	$115.00
Work : 3.GARAGE		GARDEN SHED		010-033-009-00	
P12636-11	11/03/11	SCHMITT WILLIAM & WIFE	W749 US HWY 2&41	HARRIS TWP.	$228.60
Work : 4.MANUFACTURED		16X80 SINGE WIDE		005-011-021-00	
P12635-11	11/03/11	PICHE DALE & DONNA	W2689 PICHE LN	SPALDING TWP.	$156.60
Work : 2.ADDITION		20X24 ROOM ADDITION		013-224-007-00	
P12638-11	11/09/11	LINSMEIER JOSEPH J & LAURIE L	N5972 HILLSIDE DR	MELLEN TWP.	$151.48
Work : 2.ADDITION		14X16 ADDITION 28X30 GARAGE 10X12 PORCH		009-450-014-00	
P12639-11	11/10/11	BROSLAVICK JOHN JR	N8690 I-2 RD	STEPENSON TWP.	$238.00
Work : 4.MANUFACTURED		MANUFACTURED HOME ON A BASEMENT		014-015-016-50	
P12640-11	11/29/11	LARSON EDWARD	N7582 CHURCH RD J-3	STEPENSON TWP.	$228.60
Work : 4.MANUFACTURED		INSTALL MOBILEHOME		014-033-003-00	

Total Permits **9**

Total Fees **$1,755.76**

Menominee County Parks and Recreation Committee

Meeting Minutes

November 1, 2011

The meeting was called to order at 6:30 pm by Chair Bob Desjarlais at the Menominee County Library in Stephenson, MI on November 1, 2011.

Reporting for roll call were: Bob Desjarlais, Ruby Ivens, Glenn Cody, Vola Bleile, 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 meeting on October 4, 2011 were approved. Glenn made the motion that was seconded by Charlie. The motion carried.

Public Comment: Candace Curran, president of the Menominee County Fair Committee, requested a joint meeting with the Parks and Recreation Committee in January to discuss the 2012 fair. She reported that the stray voltage problem at Shakey Lakes Park which had been a problem last year was recently corrected by the power company; grounding rods were installed. She announced that the 2012 event will be the 100th anniversary of the Menominee County Fair.

Bob Menacher from the Menominee County Sheriff's Department requested a reduced fee for a permanent campsite at Shakey Lakes Park. He remarked that his visibility there would help deter potential problems among the campers. His request was tabled until the next meeting.

Business:

a. **Park Office Manager/Park Ranger Report:** Brian reported that crews were busy closing everything up for the winter, and that a water hydrant had ruptured at Shakey Lakes Park. In addition, a new water pump had been installed in one of the trucks.

b. **Budget-monthly review:** Brian submitted the latest budget statement for review by the committee. Questions were raised concerning an overage for "gas and oil" as well as for "rental and contracting". Brian explained that the fuel tanks weren't full at the end of last year and that there had been unexpected increases in the rates for garbage removal and septic pumping. Bob suggested that much gasoline could be saved if those employees who were responsible for maintenance at Kleinke Park didn't have to report first to the maintenance facility at Shakey Lakes Park.

c. **Projects Updates:** Dan Menacher, Menominee County Building Inspector, presented updated plans for the placement of the new dump station at Shakey Lakes Park. After much discussion, the committee requested Dan to oversee additional changes including: moving the dump station to the south side of the new bath house, eliminating the parking area and replacing it with a sidewalk, and rotating the orientation of the dump

station by 90 degrees. On another matter, Al reported that new caps had been installed on the pit toilets at Kleinke Park to prevent ground water from entering the pits.

d. **Lease site policy and procedures:** The new policies and procedures were reviewed. Vola made a motion to approve them that was seconded by Charlie. The motion carried.

e. **Camp Hosts:** After a brief discussion, Ruby made a motion to institute the program on a trial basis for one year that was seconded by Charlie. The motion carried.

f. **Winter Projects:** Brian reported that the parks would be cleaned up, and that new signage would be constructed and installed at Kleinke Park. Additional winter projects would be forthcoming.

g. **Any other matters:** Glenn suggested that the summer meetings at the various county park include a brief tour of the facilities by Al Thompson so that the committee could see first hand what projects had been undertaken as well as what other improvements needed to be considered. Ruby requested that the committee consider an earlier meeting time. Brian suggested that the committee consider establishing a fitness trail at one of the parks.

Correspondence: A letter thanking the park system for the West Shore Fishing Museum was read.

Public Comment: Candace offered her thanks to Ruby for her efforts on the Camp Host program. She also asked if camp registration could be conducted at the annex.

A motion to adjourn the meeting at 8:25 pm. was offered by Charlie and seconded by Vola.

Respectfully submitted by Glenn D. Cody

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: October 25, 2011

The regular meeting of the Menominee County Department of Human Services Board was called to order by Russell Sexton, Boar Secretary, 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; 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 Mike Kaufman and seconded by Mary Bradley. Motion passed without opposition.

APPROVAL OF September 27, 2011 MINUTES:
Minutes of the September 27, 2011 Board Meeting were reviewed. A motion to accept the minutes was made by Mary Bradley and seconded by Mike Kaufman. Motion passed without opposition.

FINANCIAL REPORT:
The financial report for September 2011 was reviewed. There was $150.00 in expenditures for DHS Board meeting attendance and $969.09 in expenditures for MCSSA Statewide and District One dues; leaving a balance of $3,030.97.

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 Mike Kaufman and seconded by Mary Bradley. Motion passed without opposition.

Mr. Sexton explained to the board that the financial report is based upon the annual allocation received from the Menominee County Board of Commissioners and that it does not reflect the actual funds received from the county. Mr. Sexton explained that we draw funds from the county on a quarterly basis if there is a need to do so. If we have a

balance at the beginning of the year or if we have sufficient funds when a new quarter starts we do not receive funds and thus our financial report balance sheet will differ from what the county shows as having been provided to the board. Mr. Sexton explained that at the end of the fiscal year these differences are reconciled with the county. Mr. Sexton explained that we have to work from the overall allocation so we know how much money we have available throughout the year as the actual funds in our account don't provide an accurate representation of where we are with the allocated funds.

There was a discussion in regard to the letter received from the Menominee County Administrator that spoke to changes in how the Menominee County Board of Commissioners will be reimbursing community members who are on various boards funded by the county. Mr. Sexton will be drafting a letter to the Board of Commissioners in regard to that letter and the specific circumstances that exist in regard to the DHS Board.

DIRECTOR'S REPORT:

Staffing Information: Mr. Sexton reviewed the current staffing situation with the board.

MCSSA Information: Various MCSSA documents were distributed.

The next scheduled MCSSA District One meeting will be on January 11, 2012, in Marquette at the Ramada Inn.

Statewide Director's Meeting Information: Mr. Sexton went over his notes from the latest Statewide Director's meeting.

Collaborative Issues: No new information. Mr. Sexton related that he has been unable to attend the collaborative board as of late due to conflicts with other mandated meetings.

Business Plan Update: No update. Mr. Sexton reviewed the new DHS Strategic Plan with the board.

Miscellaneous: Mr. Sexton reviewed a variety of policy changes and other current events with the board.

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

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

UNIT REPORTS: No unit report was provided.

BOARD BUSINESS:

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

NEW BUSINESS: There was no new business presented.

PUBLIC COMMENT: None.

NEXT MEETING: November 29, 2011 at 9:00 a.m. in the Menominee County DHS Board Room.

ADJOURNMENT: Motion to adjourn made by Mary Bradley and supported by Mike Kaufman. Motion passed without opposition. Meeting adjourned at 9:36 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
October 27, 2011 4:00 p.m.

CALL TO ORDER/ROLL CALL:
Karen Raether, Board Chairperson, called the meeting to order at 4:00 p.m. Mary Wendt, Board Secretary, conducted the roll call.

MEMBERS	Present	Excused Absent	Absent	MEMBERS	Present	Excused Absent	Absent
Connors, Peggy	X			Luhtanen, Joan	X		
DeDie, William		X		Martin, Ann		X	
DeGrave, Marylee		X		Negro, Mari	X		
Erickson, Peggy	X (4:03 p.m.)			Raether, Karen	X		
Hofer, Millie	X			Plumley, Robert	X		
Lang, Bernie	X			Spence, Christine	X		

Others Present: Frank Smith (substituting for Ann Martin)

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

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

PUBLIC COMMENTS - No public comments

P. Erickson present at 4:03 p.m.

APPROVAL OF THE AGENDA: There were no additions to the agenda
ACTION: Moved to approve the agenda as presented.
Motion by: J. Luhtanen; supported by P. Connors. **Motion carried unanimously**

APPROVAL OF THE MINUTES:
There were no additions or corrections to the minutes from the regular Board of Directors meeting on September 22, 2011.
ACTION: A motion was made to dispense with reading the minutes from the September 22, 2011 regular Board of Directors meeting and approve as written.
Motion by: P. Connors; supported by B. Lang. **Motion carried unanimously**.

PRESENTATION: Michigan Municipal Risk Management Authority - Chris Katona
Chris Katona stated that he is the Regional Risk Manager for the Michigan Municipal Risk Management Authority (MMRMA) which represents Northpointe. MMRMA is the property and liability carrier for Northpointe and also handles the workers compensation program. Mr. Katona stated that he wanted to congratulate Terri Wendt and Sandy Giguere on the great job they have done in turning the workers compensation program into a very good piece of business for Northpointe and bringing the overall program cost down over the last 5 years. Mr. Katona reviewed Northpointe's property and liability insurance coverage. Mr. Katona stated that MMRMA, as a whole, has been doing very well financially and for the past few years has done a net asset distribution program. In the past year, MMRMA has given back almost $30,000.00 to Northpointe through the net asset distribution program. Mr. Katona stated the asset distribution monies are in excess of reported but not claimed losses which is money given back to MMRMA members and Northpointe uses these dollars for their loss/fund deductibles.

CEO REPORT
Karen Thekan stated that her October 2011 CEO report was in Board packets; she provided the following updates and highlights:
Federal/StateActivity:

- The State is in the process of forming 4 different workgroups for the dual eligible project and at this time there is not a U.P. representative being recommended for any of the workgroups. Ms. Thekan has corresponded with the Board Association that they would like to see Bill Slavin, NorthCare COO, considered to be the U.P. representative on a workgroup. A letter from Flo Cutter, Pathways Board Member, regarding the dual eligible project was provided to Board members for their information.
- An e-mail was received from the National Council of Behavioral Healthcare asking individuals or organizations

to sign a letter of support to ask the super-committee to protect Medicaid. The super-committee is a group of senators at the national level who will be coming up with a plan to introduce reductions/cuts. Discussion ensued and consensus of Board members is sign the letter of support as an organization.
Action: A motion was made by M. Negro, supported by J. Luhtanen to approve that Northpointe, as a whole, sign the letter from the National Council of Behavioral Healthcare in support of no reductions/cuts to Medicaid. **Motion carried unanimously.**

- There has not been any news received regarding the General Fund allocation as to what reduction community mental health agencies will be taking.
- Ms. Thekan stated that she attended the Fall conference and if anyone wanted handouts from the conference to contact her. Karen Raether stated that she also attended the conference. Ms. Raether attended the chairpersons meeting and many issues were dealt with regarding all the changes that are going on. Mari Negro stated that she also attended the conference and listening to Lynda Zeller speak was very encouraging. Ms. Negro also stated that one of the workshops she attended was on Board roles and responsibilities. Ms. Negro further stated that what she found out from this workshop is that every Board has statutory requirements that must be met, are responsible for the statutory requirements, and have duties as Board members they must do. Ms. Negro stated that this information should be included in the new Board member orientation manual and Ms. Thekan stated that some of this information will be added. Miscellaneous questions were addressed by Ms. Thekan.

Local Activity:

- Ms. Thekan stated there are quite a number of employees that are celebrating their 20 year anniversary of employment with Northpointe this month and wanted to congratulate all of them. The majority of these staff have worked in the same group home for their 20 years of employment.

Karen Raether stated that Board meetings are lasting too long and she is asking committee chairpersons to just highlight items that do not need discussion or a motion when reporting for their committee.

FINANCE COMMITTEE REPORT – P. Connors

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

1. **ISSUE:** Review Check Disbursement Report
   The check disbursement report in the amount of $1,878,439.54 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 $1,878,439.54 as presented.
   ROLL CALL VOTE:

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

   Motion carried unanimously.

2. **ISSUE:** Review Financial Report - September 2011
   The committee reviewed the September 2011 financial report and recommended for Board approval.
   ACTION: A motion was made by P. Connors, supported by C. Spence to approve the September 2011 financial report.
   ROLL CALL VOTE:

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

   Motion carried unanimously.

3. **ISSUE:** Contract(s)/Agreement(s)
   The committee reviewed the following contracts and recommended for Board approval.

#	Name of Contract	Purpose of Contract	Date of Contract	Old Rate	New Rate	Change
A.	Cherith Counseling Ctr.	Outpatient Counseling	11/1/11-5/31/12	$70/encounter	$70/encounter	n/a
	This is a renewal self-determination agreement for one person to have counseling services through Cherith.					
B.	Clean Kill Pest Control	Pest Control	11/1/11-10/31/13	$29/month to $288 annual service	same	n/a
	This is a renewal agreement for pest control at all 13 sites. The group homes are done monthly and the offices on an annual basis. The price varies due to the size of the facility.					
C.	D & J Enterprises	Snow Removal	10/1/11-9/30/12	$45/event	same	n/a
	Renewal agreement for snow removal of sidewalks, landing and parking area for "A" Street apartment building. Includes salting.					
D.	Marquette Med. Clinic – IR	Physician Services	10/1/11-9/30/12	$300/month	$300/month	n/a
	This is a renewal agreement with Dr. Kearney to provide physician services to consumers at Boyington.					
E.	LB MedWaste Services	Medical Waste Disposal	11/1/11-10/31/12	n/a	$58 every other month	n/a
	This is a new contract with LB MedWaste to handle infectious waste disposal. LB is replacing our current contract with Stericyle at a significant savings.					
F	Cornerstone Residential Services	Specialized Residential	10/14/11-12/31/11	$180.00	$240/day	
	This is an addendum to the current contract for one resident for an initial 30 day assessment period.The rate will be adjusted following the 30 days depending on behaviors and staffing needs.					
G.	HIS, Inc.	Lease Agreement	12/15/11-12/14/12	$350/mo.	$350/mo.	n/a
	This is a renewal lease agreement with HIS, Inc. for the Lane Street Home.					
H.	Carrie Zigman	Speech and Language Services	1/1/12-12/31/12	$57.75-direct services & $51.50-indirect	$58.50-direct & $53-indirect	Inc. of $.75-direct & $1.50-indirect
	This is a renewal agreement for speech and language services for our consumers for a maximum of 60 hours per month.					
I.	Northern Pines (aka Powers Activity Center)	Skill Building Services	1/1/12-12/31/12	$11/hr.	$11/hr.	n/a
	This is a renewal agreement for day program/skill building services in Powers for approximately 25 consumers. Total cap is $251,978.00/yr.					
J.	John Zinger II	Snow Plowing	11/1/11-9/30/12	$50/hr.	$50/hr.	
	This is a renewal agreement for snow plowing services for the IR office, Gathering Pointe, Boyington and Crossroads.					
K.	Ihander AFC	Specialized Residential	11/1/11-12/31/11	$82.53/day	$119.60/day	Inc. $37.07/day
	This is an addendum to the current contract to increase the daily rate due to increased medical needs. The resident is no longer able to attend Northern Pines. This increase will stop when he returns to the Northpointe program.					
L.	Cherith Counseling Ctr.	Outpatient Therapy	1/1/12-12/31/12	$70/hr.	$70/hr.	n/a
	This is a renewal agreement with Sandy Festian for outpatient services through self-determination.					

M.	MRS Cash Match Agreement	Vocational Services	10/1/11-9/30/12	$5227.00-Iron & Dickinson $6768.00-Menominee	$5227.00-Iron & Dickinson $6768.00-Menominee	No change
	This is Northpointe's cash match portion for Michigan Rehab. Services in the Iron, Dickinson & Menominee areas.					

ACTION: A motion was made by P. Connors, supported by C. Spence to approve all contracts as noted above.

ROLL CALL

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

Motion carried unanimously.

4. **ISSUE:** Michigan Association of Community Mental Health Boards (MACMHB) Dues
The MACMHB Fiscal Year (FY) 2012 dues are $9,355.00, the dues did not increase, and recommended for Board approval.
ACTION: A motion was made by P. Connors, supported by M. Negro to approve that the MACMHB FY2012 dues in the amount of $9,355.00 be paid.

ROLL CALL VOTE:

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

Motion carried unanimously.

5. Miscellaneous
   - Peggy Connors stated that Mari Negro asked to see a sample contract as there was nothing in the Board Policies as to who is delegated to sign Northpointe contracts. The Planning Committee was in the process of reviewing Board Policies and would be discussing that a statement should be added to Board Policies that the CEO is delegated to sign Northpointe contracts. Karen Thekan stated that a Board resolution was done in 2009 that was specific for her and Bill Adrian to sign contracts. Ms. Thekan also stated that she did contact Northpointe's attorney who provided that it was appropriate to add that the CEO be designated to sign Northpointe contracts to Board Policies and also to the CEO job description. Ms. Thekan stated that the attorney also provided that Northpointe is fine with all prior contracts that were signed. The attorney will also be providing a letter to have on file which states that Northpointe contracts previously signed are valid. Ms. Thekan will provide the attorney's letter to the Board when it is received. Miscellaneous questions were addressed by Ms. Thekan.
   - Peggy Connors stated there was a concern regarding the amount of e-mails that were distributed by employees prior to the last Board meeting regarding an issue that was discussed at a committee meeting. Some Board members were unaware of this issue before the September Board meeting because they do not receive copies of committee meeting minutes prior to the Board meeting so in order for them to be more informed of issues, committee meeting minutes will be e-mailed to Board members before the Board meeting.

RECIPIENT RIGHTS COMMITTEE REPORT – K. Raether

Ms. Raether highlighted the following from the Recipient Rights Committee meeting minutes:

1. The Recipient Rights Office Quarterly Report was reviewed.
2. The Annual State Recipient Rights Office Report was reviewed.
3. A training on the Recipient Rights investigate process was provided.

PLANNING COMMITTEE REPORT - J. Luhtanen

Ms. Luhtanen highlighted the following from the Planning Committee meeting minutes:

1. **ISSUE:** Housing Alternatives
   Joan Luhtanen stated that a goal for this year was to look at housing for consumers. Different alternative housing options for consumers were reviewed and information on the different living options at Belgium Pointe was provided.
   ACTION: Information
2. **ISSUE:** Skills Building Program
   Joan Luhtanen stated that there are individuals that are non-open Northpointe consumers who need socialization/interaction and cannot attend a Northpointe skills building program. A meeting will be scheduled with Northpointe supervisors and staff to look into the possibility of implementing a drop-in program for socialization in the Iron County area.
   ACTION: Information
3. **ISSUE:** 3rd Quarter Outcomes Report
   The 3rd quarter Outcomes Report was reviewed and performance indicators discussed were: Individual Plan of Service, Face-to-Face Contacts, and Peer Support Services. Miscellaneous questions were addressed by Karen Thekan and Lisa Dionne.
   ACTION: Information
4. **ISSUE:** Annual Review of Northpointe Board Policies
   Joan Luhtanen stated that Planning Committee members are recommending in the Board Policies under I.B.-#2 the following be added: "CEO has the authorization to sign contracts as authorized by the Board." Discussion ensued and it was recommended that the CFO also be added to the above.
   ACTION: A motion was made by M. Negro, supported by P. Connors to approve that the following be added in the Board Policies under I.B.-#2: "CEO and/or CFO has the authorization to sign contracts as authorized by the Board." **Motion carried unanimously.**
5. **ISSUE:** Annual Review of Northpointe By-Laws
   Chris Spence stated that in the Board By-Laws under Section 9.Board Officers for Treasurer it states "The treasurer shall oversee the management of the Authority's funds. The treasurer shall also be responsible for recommending to the Board the appropriate investment of surplus funds as permitted by law." Ms. Spence stated that as treasurer she did not feel comfortable recommending how the surplus funds are invested and this statement should be changed to: "The treasurer will oversee the management of the Authority's funds. The treasurer shall be kept advised of the investment of surplus funds as permitted by law." Discussion ensued. Ms. Luhtanen reviewed other revisions to the By-Laws. Millie Hofer stated that there should be a term limit set for a Board chairperson for diversification. Karen Thekan stated that elections are held annually for Board officers and officers can be changed annually by the Nominating Committee and the election.
   ACTION: The Board By-Laws will be approved at the November Board meeting.
6. **ISSUE:** Draft-Board Orientation Manual
   Additional information to add to the Board orientation manual was reviewed by committee members.
   ACTION: Updating the Board Orientation manual is ongoing until completed.

PERSONNEL COMMITTEE REPORT - B. Lang

Mr. Lang highlighted the following from the Personnel Committee meeting that was held on October 27, 2011:

1. **ISSUE:** Human Resources Quarterly Reports
   The following reports for the 4th quarter (July-September 2011) were reviewed:
   - Employee Injuries - There were 5 employee injuries for the quarter.
   - Separated Employees - There were 8 employees for the quarter that left Northpointe employment.
   - Wage Increases - There were 57 employees during the quarter that received their annual performance review: 47 received a pay increase and 10 did not receive a pay increase due to being at the top of their pay scale.

   Karen Thekan stated that she wanted to give "kudos" to Terri Wendt and her staff on the excellent job they have done with the Northpointe workers compensation program to lower costs.
   ACTION: Information
2. **ISSUE:** Background Checks Policy-Revisions
   The revisions to the Background Checks Policy were reviewed. Miscellaneous questions were addressed by Ms. T. Wendt and Karen Thekan.
   ACTION: A motion was made by J. Luhtanen, supported by P. Connors to approve the revisions to the Background Checks Policy. **Motion carried unanimously.**

3. **ISSUE:** Contract-Karen Thekan
Bernie Lang stated that after discussion in the Personnel Committee meeting they are recommending that Karen Thekan's contract be renewed for 2 years at her current base salary and benefits and one time performance payment of $1,500.00 awarded to Ms. Thekan in the first year of her contract. Discussion ensued and miscellaneous questions were addressed by Ms. Thekan.
ACTION: A motion was made by B. Lang, supported by P. Connors to approve that Ms. Thekan's contract be renewed for 2 years at her current base salary and benefits. A one time performance payment of $1,500.00 will be awarded to Ms. Thekan in the first year of her contract.

ROLL CALL

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

Motion carried unanimously.
Karen Raether, on behalf of the Board, thanked Ms. Thekan for the fine job she has done at Northpointe.

4. Miscellaneous
   - Bernie Lang stated that the Personnel Committee is recommending that the following be added to the CEO job description: "The CEO is authorized to sign contracts as approved by the Board of Directors."
     Action: A motion was made by B. Lang, supported by J. Luhtanen to add the following to the CEO job description: "The CEO is authorized to sign contracts as approved by the Board of Directors." **Motion carried unanimously**.

CHAIRPERSONS REPORT - K. Raether
- The Great Lakes Fall conference evaluation was provided to Board members for their information.
- The NorthCare Advisory Council will hold their first meeting on December 6.
- A draft of the 2012 Board of Directors meeting schedule was provided for review. Discussion ensued and miscellaneous questions were addressed by Karen Thekan and Bill Adrian.
  Action: A motion was made by P. Erickson, supported by M. Negro to approve the 2012 Board of Directors meeting schedule with a change to the November meetings: The Finance Committee meeting will be scheduled for Monday, November 19, 2012 and the Board meeting will be scheduled for Monday, November 26, 2012. **Motion carried unanimously**.

OLD BUSINESS - No old business

NEW BUSINESS - No new business

BOARD PREROGATIVE/AMBASSADOR MOMENT – None

PUBLIC COMMENTS
- Frank Smith stated that he was glad to be in attendance at the Board meeting to see the multitude of issues that were dealt with and how well everything seems to be going. Mr. Smith commended Northpointe on their leadership and the study that is put into the information that is provided to everyone. Mr. Smith stated he saw participation from everyone which indicated that the material they receive is reviewed.

ADJOURNMENT
Chairperson Raether stated the meeting adjourned. Meeting adjourned at 5:29 p.m.

The next regular monthly Board meeting is scheduled for November 17, 2011 in Kingsford, Michigan at 4:00 p.m.

Karen Raether, Chairperson

Peggy Connors, Secretary

Mary Wendt, Board Secretary

MINUTES

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

Personnel Committee Meeting
3:00 p.m. – 9/21/11

MEMBERS PRESENT: Pearson, Hartz and Furlong
MEMBERS EXCUSED:
MEMBERS ABSENT:
OTHERS PRESENT: Airport Manager Spreen & Peshtigo Times

1. Call to order.

Pearson called the meeting to order at 3:00 p.m.

2. Approve/Amend agenda

Motion (Hartz/Furlong) to approve agenda as presented. Motion carried. No negative votes. Furlong mentions that there has not been a chairman selected for this committee. The next committee meeting will have a selection process.

3. Public Comment

None

4. Discuss/consider employment options for future emergency help, action if any

Motion (Furlong/) to have a part time manager, part time lineman and a full time lineman. Motion fails due to no support.

Motion (Hartz/Pearson) to consider employment options for future emergency help. Motion carried. Furlong opposed.

5. Communications/correspondence.

6. Dialog between airport users and the TCAC

None

7. Dialog between manager and TCAC

None

8. Public Comment

None

9. Schedule next meeting.

TBA

10. Adjourn

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

MINUTES

TWIN COUNTY AIRPORT COMMISSION

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Executive/Finance Meeting, 9/26/2011 – 3:00 p.m.

MEMBERS PRESENT:	Pearson and Berman
MEMBERS EXCUSED:	Lakari
OTHERS PRESENT:	Airport Manager Spreen, Eagle Herald

1. Call to order

Pearson called the meeting to order at 3:00 p.m.

2. Approve/amend agenda

Motion (Pearson/Berman) to amend with quorum of the board may be present. Motion carries. No negative votes.

3. Public Comment

None

4. Discuss/consider TCA fiscal year 2011-2012 budget, action if any

Fiscal year 2010/2011 budget vs. actual was gone through to create fiscal year 2011/2012.

5. Communications/correspondence

None

6. Dialog between manager and the TCAC

None

7. Dialog between airport users and the TCAC

None

8. Public comment

None

9. Schedule next meeting

10/19/11 3:30 p.m.

11. Adjourn

Motion (Berman/Pearson) to adjourn. Motion carried. No negative votes.

MINUTES

TWIN COUNTY AIRPORT COMMISSION
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Regular Session Commission Meeting October 24, 2011 – 8:00 a.m.

MEMBERS PRESENT:	Jim Pearson, Dale Berman, James Furlong, John Hartz, Nick Lakari, Ted Sauve
MEMBERS EXCUSED:	None
OTHERS PRESENT:	Airport Users, Bay Cities Radio, Eagle Herald, Peshtigo Times, Public Citizens

1. Call to order

Chair Pearson called the meeting to order at 8:00 a.m.

2. Pledge of Allegiance

3. Roll call

4. Approve/amend agenda

Motion (Berman/Hartz) to approve the agenda. Vote – unanimous. Motion carried.

5. Approve/amend minutes
9/21/2011 Regular Meeting
7/11/2011 Special Meeting
9/26/2011 Special Meeting

Motion (Sauve/Lakari) to approve the minutes as presented. Vote – unanimous. Motion carried

6. Public Comment

None

7. Discuss/consider Jeff LaFleur's resignation, action if any

Motion (Furlong/Sauve) to put consideration of Jeff LaFleur's resignation on hold. Vote – Berman and Hartz opposed. Motion carried.

8. Discuss/consider advertisement for airport lineman, action if any

Motion (Furlong/Hartz) to follow Menominee County's hiring process and the Twin County Airport bylaws in searching for and potentially hiring a new lineman. Vote – unanimous. Motion carried.

9. Discuss/consider reviewing proposed 2011-12 budget, action if any

Motion (Hartz/Lakari) to move forward with the 2011-12 budget as proposed. Vote – unanimous. Motion carried.

10. Discuss/consider Explorer Solutions phase 1 contract signing and the project committee selection with Nancy Douglas, action if any

Nancy Douglas addressed the commission regarding phase 1 of the Explorer Solutions study.

Motion (Furlong/Hartz) to authorize Chair Jim Pearson to sign the contract for phase 1 of the Explorer Solutions study contingent upon receipt of a written opinion from the airport's attorney. Vote – unanimous. Motion carried.

Motion (Berman/Furlong) to approve the project committee as follows:

- Jim Pearson, Chairman, Twin County Airport Commission, member Menominee County Board
- Tim Spreen, Twin County Airport Manager
- Nancy Douglas, Director, Menominee Business Development Corp.
- Paul Putnam, UW Extension, Community, Natural Resource, and Economic Development Educator for Marinette County
- Nick Lakari, Marinette County Board, member Twin County Airport Commission, member Tourism and Economic Development Committee, Marinette County
- Jerry Mullins, CEO, Enstrom Helicopter Corp.
- Jason Lauzer, Transportation Manager, Marinette Marine Corp.
- Ron Kadlubowski, Advanced Technology Manager, Karl Schmidt Unisia, Inc.

Vote – unanimous. Motion carried.

11. Discuss/consider signing MDOT contract for the update of the exhibit "A" property map, including boundary survey, and update of airport layout plan, action if any

Motion (Furlong/Berman) to approve and sign the MDOT contracts. Vote – unanimous. Motion carried.

12. Discuss/consider resolution/authorization that specifically names the official(s) authorized to sign MDOT contracts and future signing requirements, action if any

Motion (Furlong/Sauve) to authorize the Twin County Airport Commission Chairman to sign all MDOT contracts with prior approval of the Commission. Vote – unanimous. Motion carried.

13. Discuss/consider approving the FY 2012 to 2022 Ten-Year Airport Capital Improvement Program (CIP), action if any

Motion (Furlong/Sauve) to approve the FY 2012 to 2022 Ten-Year Airport Capital Improvement Program as presented. Vote – unanimous. Motion carried.

14. Manager's report

Airport Manager Tim Spreen presented the manager's report to the commission.

Motion (Hartz/Lakari) to approve the manager's report as presented. Vote – unanimous. Motion carried.

15. Communications/correspondence

None

16. Dialog between manager and the TCAC

Commissioner Sauve asked Manager Spreen to include a thank you in the September 21, 2011 minutes to Don Witt for supplying information on the largest employers in Marinette and Menominee counties.

17. Dialog between airport users and the TCAC

None

18. Public comment

Wayne Beyer addressed the commission regarding Jeff LaFleur's resignation.

Nancy Douglas invited members of the commission to attend the Explorer Solutions phase 1 launch.

19. Schedule next meeting

A special meeting is scheduled for Wednesday, November 2, 2011 at 4:00 p.m.

20. Adjourn

Motion (Berman/Lakari) to adjourn. Vote – unanimous. Motion carried.

MINUTES

TWIN COUNTY AIRPORT COMMISSION

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Special Meeting October 31, 2011 – 4:30 p.m.

MEMBERS PRESENT: Jim Pearson, Dale Berman, James Furlong, John Hartz, Nick Lakari, Ted Sauve

MEMBERS EXCUSED: None

OTHERS PRESENT: Bay Cities Radio, Eagle Herald, Peshtigo Times, Public Citizens

1. Call to order

Chair Pearson called the meeting to order at 4:30 p.m.

2. Pledge of Allegiance

3. Roll call

4. Agenda

Motion (Sauve/Furlong) to approve the agenda. Vote – unanimous. Motion carried.

5. Public Comment

Everett Anderson and Wayne Beyer addressed the commission regarding Lineman Jeff LaFleur's resignation.

6. Discuss/consider the Marinette County offer to assist in TCAC agendas and minutes, action if any

Motion (Berman/Furlong) to accept the Marinette County offer to assist with the TCAC agendas and minutes, effective immediately. Vote – unanimous. Motion carried.

7. Discuss/consider request from Jeff LaFleur to rescind his resignation dated October 12, 2011, action if any

Motion (Furlong/Sauve) to allow Jeff LaFleur to rescind his resignation.

Discussion by the commission brought out the fact that since Jeff LaFleur was still employed, the motion to allow him to rescind his resignation was not necessary. Commissioner Sauve withdrew the second. Commissioner Furlong withdrew the motion.

Motion (Furlong/Sauve) to accept the legal opinion of Attorney Dan Hass that Jeff LaFleur rescinded his resignation prior to the last day of work and should report back to work November 1, 2011, and that any time used from October 17, 2011 to October 31, 2011 will be considered vacation time. Vote – Hartz opposed. Motion carried.

8. Communications/correspondence

None

9. Dialog between manager and the TCAC

None

10. Dialog between airport users and the TCAC

None

11. Public comment

None

14. Adjourn

Motion (Furlong/Lakari) to adjourn. Vote – unanimous. Motion carried.

MINUTES

TWIN COUNTY AIRPORT COMMISSION

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Special Meeting November 2, 2011 – 4:30 p.m.

MEMBERS PRESENT:	Jim Pearson, Dale Berman, James Furlong, John Hartz, Nick Lakari, Ted Sauve
MEMBERS EXCUSED:	None
OTHERS PRESENT:	Airport Manager Tim Spreen, Marinette County Administrative Secretary Gina Teeple, Airport Users, Bay Cities Radio, Eagle Herald, Peshtigo Times

1. Call to order

Chair Pearson called the meeting to order at 4:30 p.m.

2. Pledge of Allegiance

3. Roll call

4. Agenda

Motion (Furlong/Lakari) to amend the following agenda item:

7. Closed session pursuant to the open meetings act, ~~267 of 1976, MCL 15.268 section 8(c) and~~ Wisconsin Statute 19.85 (1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee…to-wit:
   - Current Airport Manager's contract

Vote – Hartz opposed. Motion carried.

Motion (Lakari/Furlong) to approve the agenda as amended. Vote – Hartz opposed. Motion carried.

5. Public Comment

Mary Negro addressed the Commission regarding the Wisconsin and Michigan Open Meeting Laws, the Wisconsin and Michigan statutes concerning aeronautics and aviation, and the airport's bylaws.

6. Discuss/consider approving the TCA 2011-2012 budget, action if any.

Motion (Hartz/Furlong) to approve the TCA 2011-2012 budget as presented. Vote – unanimous. Motion carried.

Motion (Sauve/Dale) to suspend the rules of order to discuss how the meeting should proceed. Vote – unanimous. Motion carried.

Motion (Hartz/Furlong) to table the following agenda items:

7. Closed session pursuant to the open meetings act, Wisconsin Statute 19.85 (1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee…to-wit:
    - Current Airport Manager's contract
8. Open session per Wisconsin Statute 19.85 (2), action if any

Vote – unanimous. Motion carried.

9. Discuss/consider Airport Manager's contract, action if any

Motion (Furlong/Sauve) to send a letter to Airport Manager acknowledging receipt of his letter requesting negotiations of his contract, and that contract negotiations will be held in a timely fashion. Vote – unanimous. Motion carried.

10. Communications/correspondence

None

11. Dialog between manager and the TCAC

Airport Manager Spreen informed the Commission that he is in the process of getting quotes to replace the cracked window panels.

Chair Pearson asked if Airport Manager Spreen had ideas for future public involvement at the airport.

12. Dialog between airport users and the TCAC

Rick Estebo informed the Commission that for the past two years on Thursday nights, from April through October, a brat fry has been held in the far south hangar building. The press, public, and Commission have all been invited.

13. Public comment

Ms. Negro further addressed the Commission regarding the Michigan and Wisconsin aeronautics and aviation statutes.

14. Adjourn

Motion (Hartz/Berman) to adjourn at 5:17 p.m. Vote – unanimous. Motion carried.

MINUTES

TWIN COUNTY AIRPORT COMMISSION

2801 NORTH 22ND STREET
MENOMINEE, MI 49858
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Special Meeting November 10, 2011 – 4:00 p.m.

MEMBERS PRESENT:	Jim Pearson, Dale Berman, James Furlong, John Hartz, Nick Lakari, Ted Sauve
MEMBERS EXCUSED:	None
OTHERS PRESENT:	Marinette County Administrative Secretary Gina Teeple, Airport Users, Bay Cities Radio, Eagle Herald, Menominee County News, Peshtigo Times, Public Citizens

1. Call to order

Chair Pearson called the meeting to order at 4:00 p.m.

2. Pledge of Allegiance

3. Roll call

4. Agenda

Motion (Furlong/Sauve) to approve the agenda. Vote – unanimous. Motion carried

5. Public Comment

None

6. Discuss/consider resignation letter Airport Manager Tim Spreen, action if any.

Chair Pearson read Airport Manager Tim Spreen's letter of resignation.

Motion (Furlong/Sauve) to accept Airport Manager Tim Spreen's letter of resignation and to send a letter to Mr. Spreen thanking him for his service and wishing him luck in his future endeavors. Vote – unanimous. Motion carried.

10. Communications/correspondence

Commissioner Sauve reported that representatives for Congressman Reid Ribble have agreed to put forth their best effort to locate an airplane to display in front of the Twin County Airport.

12. Dialog between airport users and the TCAC

Everett Anderson addressed the Commission regarding previous Airport Manager Tim Spreen.

13. Public comment

Dave Menor addressed the Commission regarding the resignation of previous Airport Manager Tim Spreen.

14. Adjourn

Motion (Lakari/Berman) to adjourn at 4:15 p.m. Vote – unanimous. Motion carried.

Public Health
Delta & Menominee Counties

Board of Health Meeting

Pinecrest Medical Care Facility, Powers

Meeting Minutes
Wednesday, September 21, 2011

Board Members Present

Bob Burie
Mark Jasper
Mary Harrington
Tom Elegeert
Bernie Lang

Board Members Absent

Tom Trudgeon (excused)

Public Health Staff

Mike Snyder, Acting Health Officer/ Administrator
Lynn Woelffer, Director of Finance
Sharon Engelsgjerd, Executive Secretary

1. **Call to Order/Roll Call**

The September 21, 2011, meeting of the Delta-Menominee District Board of Health was called to order at 4:32 p.m. CST by Chairman Lang. Roll call was taken and is recorded above. (Though not present at roll call, Mr. Jasper arrived at 4:35.)

2. **Approval of Agenda**

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

3. **Approval of Minutes**

Mr. Burie moved that the minutes of August 17, 2011 be approved. Motion was supported by Ms. Harrington and carried.

4. **Review and Approval of Fiscal Year 2012 Budget**

Mr. Burie reported the meeting of the Finance Committee with Ms. Woelffer, Director of Finance, and Mr. Snyder, Acting Health Officer. In the meeting, the FY12 Budget was thoroughly reviewed and all questions by committee members answered satisfactorily. The proposed budget is balanced using no monies from the fund balance. The Finance Committee recommends the Board approve the budget as written. Ms. Woelffer reviewed some changes reflected in the proposed budget:

- FY12 budget addresses $244,000 less than the FY11 Budget. This is mostly due to completion of some grants and funding reductions.
- We have received new funding in a WIC Peer Counseling Grant ($44,000) that enhances our WIC program.
- The Early On Program, which is subcontracted with the Delta-Schoolcraft ISD, has a $24,000 funding reduction.
- Building Healthy Communities, which is a community improvement grant, has $17,000 less funding.
- The Bioterrorism Program has $18,000 less funding.
- American Reinvestment and Recovery Act grants end January 31st. This primarily affects our immunizations program and our smoke-free housing activities.
- The ACHIEVE grant ($22,000) received thru National Association of City and County Health Officials ends September 30th.

The Board discussed PHDM's new Maternal Infant Health Program. Mr. Burie requested a review of the program be given to the Board in six months.

Mr. Burie moved the Board approve the Fiscal Year 2012 Budget. Motion was supported by Mr. Elegeert and carried.

5. **Delta County Treasurer Request**
The Board received a letter from the Delta County Treasurer requesting a waiver of fees for a Raw Land Evaluation done by Environmental Health. The evaluation was performed on foreclosed property to be sold by the county. The Board discussed the request and took no action.

6. **Menominee County By-Law Revision**
A letter from Menominee County Board of Commissioners advised the Board of Health of a Menominee County by-law revision. Their new by-law states: "All committee members appointed by the Menominee County Board are considered 'volunteers' and will not be compensated for meeting fees. Mileage allowance shall be provided at the IRS rate per mile."

Ms. Harrington moved the Board of Health continue with the current payment schedule, i.e., paying members-at-large the same amount paid to regular county board members of the same county. Motion was supported by Mr. Elegeert and carried.

7. **Health Officer Report**

Mr. Snyder reported:

- Dr. Frankovich was unable to attend the Board meeting. She is participating in the Obesity Summit in Lansing.

- PHDM's Drive-Thru Flu Clinic is scheduled for Saturday, October 8th in the parking lot of PHDM's Escanaba office. We also have flu clinics scheduled at Senior Centers in both counties as well as clinics in both the Delta and Menominee offices.
- On September 12th Mr. Snyder attended a meeting in Marquette with other Upper Peninsula Health Officers and Dr. Olga Dazzo, the new Director of Michigan Department of Community Health. Like the governor, the Director's emphasis was on obesity and infant mortality.
- In a recent speech by Michigan's Governor Snyder, he expressed a desire to rewrite the Public Health Code and make amendments to bring the food program up-to-date. The governor gave special recognition to Marquette for community improvements promoting such activities as biking and walking.
- Plans are being made to meet with the Union Bargaining Unit to negotiate a new contract.
- Mr. Snyder has contacted the State about the Board's request to extend his position as Acting Health Officer for an additional 12 months. No response has been received from the State to date.
- PHDM's Menominee office hours have been changed slightly. This office will now be open Monday thru Friday 8:00-4:00 p.m. CST, except Wednesdays when it will remain open for late night clinics.

8. **Public Comment**—None

9. **Adjournment**

There being no further business, a motion was made by Ms. Harrington with support by Mr. Elegeert to adjourn the meeting. Motion was carried and meeting adjourned at 5:19 p.m. CST.

Chairperson

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