

"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 ~ April 24, 2012 @ 5:30 p.m. CDT  
at Meyer Township Hall, Hermansville, MI

### AGENDA

- A. Call to Order
  - B. Pledge of Allegiance
  - C. Roll Call
  - D. Approval of the Agenda
  - E. Approval of Previous Minutes  
    CB – April 10, 2012
  - F. Public Comment (*Statements, not debate, limited to 5 minutes per person on agenda items only*)
  - G. Presentations (*limited to twenty minutes*)
  - H. Department Head/Elected Officials Reports (*limited to ten minutes*)
  - I. Action Items
1. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve the Menominee County Bylaws, Board Rules, County Policies, and Charters of Standing Committees as discussed at the 4/10/12 County Board Meeting.
  2. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve a bid from \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ to build the Airlock Breezeway for the Courthouse West Entrance. Funds to be disbursed from account # 101-103-970.06 (other legislative, capital outlay).
  3. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve Commissioner per diems and expenses as recently submitted for payment
  4. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve Miscellaneous Bills as paid on March 29, 2012 in the amount of \$101,202.74.
  5. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to place miscellaneous boards/committees/commission reports on file in the office of the County Clerk.

James Furlong - Chairperson

Charlie Meintz - Vice Chairperson

Bernie Lang

Mark Jasper

Jim Pearson

J. New Business (discussion only)

1. Personnel Items:
  - a. None
2. Building and Grounds/Park Items:
  - a. Digital Recording Equipment for the courtrooms/chambers
3. Miscellaneous Items:
  - a. Survey in Courthouse – Discussion of North County Liaison possibility
4. Finance Items
  - a. Deficit Elimination Plan for Re-monumentation (\$16,217) and State-Special Child Care (\$14,424).
  - b. Miscellaneous Bills as paid on April 11 & 13, 2012 in the amount of \$221,833.76.

K. Misc. Boards/Committees/Commissions Reports

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

M. Commissioner Comment

N. Any other items members may wish to present

O. Adjourn

April 10, 2012

UNAPPROVED

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

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, Jasper, Lang, Meintz, Pearson

**Absent:** None

Chairman Furlong stated that the agenda would need to be amended to add under "New Business" Building and Grounds/Parks Items, "Item A" to be a discussion of new Digital Recording equipment in Courtroom A, B and Judge Hupy's Chambers.

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

Moved by Com. Lang, seconded by Com. Jasper to approve the minutes from the March 30, 2012 Regular County Board Meeting. Motion was approved 5-0.

Chairman Furlong called for public comment.

**Public Comment:**

-Charlene Petersen – Agenda Item #6 the appointment to the Menominee County Planning Commission. She and the MTA supports Lillian Schultz.

-Bob Desjarlais – MTA supports Lillian Schultz for the Planning Commission.

-John Nelson – He supports Lillian Schultz for the Planning Commission.

-Gary Eichhorn – Agenda Item #3 approval of bid for video surveillance system, urged the board to look at this item carefully. Also he supports Lillian Schultz for the Planning Commission.

**Presentations:** Ray LaMarche – Anderson Tackman & Co., PLC ~ FY2011 Audit Report.

**Department Head/Elected Officials Reports:**

-Diane Lesperance – Informed the board that she has finished the foreclosures for Menominee County, and there are 11 parcels.

-Dan Menacher – Discussed the audit and establishing a policy for his department handling money.

Moved by Com. Meintz, seconded by Com. Pearson to allow the County Administrator to not file an appeal to the Bureau of Indian Affairs in reference to the Fee to Trust Acquisition on the Beauchamp parcel. Motion was approved 5-0.

Moved by Com. Jasper, seconded by Com. Meintz to approve Menominee County's Soil Erosion Permit fee scale as proposed by the County Building Inspector. Motion was approved 5-0.

Moved by Com. Furlong, seconded by Com. Pearson to approve a bid by Twin City Electric of Menominee/U.E.S of Marinette in the amount of \$ 90,669.00 for the replacement of the video surveillance system in the Jail and exterior of the jail and courthouse buildings. Funds to be disbursed from account # 101-103-998.00 (designated building fund). Discussion ensued. Brian Bousley explained

that Cyberzone of Marinette went through the specs for the bids and made a list of their preference based on compliance with the requested specs. Com. Meintz asked Sheriff Marks several questions regarding the current system and the new purposed system. Motion was approved 4-1, Com. Meintz voted nay.

Discussion ensued regarding Agenda Item 4. The board asked building inspector Dan Menacher for his recommendation on the bids. He said both sides are comparable, but he is concerned that this project as proposed will not solve the energy efficiency issue that the board is looking to solve. He recommends that they table this item until he can look into it further.

Moved by Com. Meintz, seconded by Com. Furlong to table Agenda Item #4 (to approve a bid from \_\_\_\_\_ in the amount of \$\_\_\_\_\_ to build the Airlock Breezeway for the Courthouse West Entrance. Funds to be disbursed from account # 101-103-970.06 (other legislative, capital outlay).) Motion was approved 5-0.

Moved by Com. Furlong, seconded by Com. Jasper to appoint Donna Buechler as a Citizen member with recreational & tourist interests, to the Menominee County Planning Commission for a 3 year term (5/1/2012-4/30/2015). Motion was approved 5-0.

Moved by Com. Furlong, seconded by Com. Pearson to appoint Lillian Schultz as a Citizen with gov. municipal interests, to the Menominee County Planning Commission for a 3 year term (5/1/2012-4/30/2015). Motion was approved 5-0.

Moved by Com. Furlong, seconded by Com. Meintz to appoint Janis Linderoth to the U.P. State Fair Board for a 3 year term. (5/1/2012 – 4/30/2015). Motion was approved 5-0.

Moved by Com. Jasper, seconded by Com. Meintz to approve Miscellaneous Bills as paid on March 9, 15 & 21, 2012 in the amount of \$87,713.03. Discussion ensued, Com. Meintz asked Brian about at bill for Attorney Stoker and also about a bill for snow plows. Motion was approved 5-0.

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

## **New Business (discussion only)**

### **Personnel Items:**

- a. None

### **Building and Grounds/Parks Items:**

- a. Digital Recording Equipment – Brian explained that there is a need to replace the current recording equipment that is being used in Courtroom A, B and Judge Hupy’s chambers. The new equipment would be digital equipment similar to what is being used in Dickinson County. It is important to use similar equipment to Dickinson County since the 41<sup>st</sup> Circuit Court covers both counties and the staff would be familiar with it. Brian explained that this will cost between \$35,000 and \$40,000. This is something the county has been looking into for the past few budget years, but has put off in the hope that the old equipment would still work. Clerk Kleiman explained that some parts for maintenance of the old equipment and technicians to complete that work are no longer available. This equipment would not only be used for the courts, but will be used by the county board during meetings. Commissioners asked several question. Com. Furlong would like Brian to look into the possibility of having the State of Michigan help pay for some of the cost. Brian will bring this item back to the board upon receiving more information.

**Miscellaneous Items:**

- a. Resolution 2012-08 ~ April 2012 Head Start Month. – The Community Action Agency has requested for the County Board to approve a resolution in support of Head Start Month to celebrate the accomplishments of the local Head Start program through our early childhood center and the community. Brian read the resolution to the board. Com. Furlong stated that since it was already April the board should move this item to an action item for approval.

Moved by Com. Furlong, seconded by Com. Pearson to make the approval of Resolution 2012-08 ~ April 2012 Head Start Month as an action item for approval. Motion was approved 5-0 by a roll call vote.

Moved by Com. Pearson, seconded by Com. Jasper to approve Resolution 2012-08 ~ April 2012 Head Start Month. Motion was approved 5-0. (Attachment A)

- b. Menominee County Bylaws, Board Rules, County Policies, and Charters of Standing Committees. – The Executive committee met twice and has made some changes to the bylaws, board rules & county policies. Those changes were outlined and a copy was given to all of the commissioners. The board is asked to discuss/accept the recommended changes from the Executive committee. Brian read the changes that the Executive committee recommended. Com. Meintz stated that he likes the cap of \$100 in per diems for the day that are in the current bylaws. The new bylaws would lift that cap, and allow commissioners to receive per diems for as many meetings as they attend in a day. Com. Meintz also stated that with the new 9 member board coming in next year he feels this board should set an example and not take the \$50 per diem for each regularly scheduled county board meeting. He stated that this would save the new board \$900 per month. He feels that the \$4,000 salary that the commissioners currently receive should cover their regularly scheduled meetings. He is in favor of still receiving per diems for special meetings, and committee meetings. Com. Lang disagrees with Com. Meintz. Com. Furlong said he disagrees also. He also stated that he uses his salary to pay for his cell phone and his other expenses related to his job as a commissioner. Com. Pearson also does not agree with Com. Meintz as he feels per diems are a per item payment and they should receive it for attending meetings. The consensus of the board is to move this item forward to the next meeting

**Finance Items:**

- a. Miscellaneous Bills as paid on March 29, 2012 in the amount of \$101,202.74. – The consensus of the board is to move this item forward to the next meeting.
- b. Commissioner Per Diems and expenses. – The consensus of the board is to move this item forward to the next meeting.

**Misc. Boards/Committees/Commissions Reports:**

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

Chairman Furlong called for public comment

**Public Comment:**

- Bob Desjarlais – Thanks the board for appointing Lillian Schultz to the Planning Commission, and he agrees with Com. Meintz about the per diems.
- John Anderson – Asked about the county having a an office in the Powers or Hermansville area.
- Ray Gurgall – He supports Com. Meintz proposal.
- Lillian Schultz – Thanks the board for appointing her to the Planning Commission.
- John Nelson – Thanks the board for appointing Lillian Schultz to the Planning Commisison.
- Pat Kleikamp – Would like to inform the board about the transportation of paper mill sludge on the county roads and illegal activity that is not being dealt with.

**Commissioner Comment:**

-Com. Meintz – Asked Diane Lesperance what has been happening around the state with the PILT payments. She said she has heard nothing so far. Com. Meintz would still like to pursue action on the state for non payment. Also, he hopes everyone had a nice Easter.

-Com. Furlong – Also asked Diane about this and if we could pursue legal action.

-Com. Pearson – Would like to learn more about the sludge being spread on the roads and if the previous board issued a permit for this to be transported.

-Com. Jasper – commented about Com. Meintz idea of commissioner pay and thinks Brian should look into what other counties are doing. He asked about the survey on the number of people from the northern part of the county utilizing the courthouse on a daily basis, and if it warrants putting an office in Powers. He wants to keep working on taking down the red brick building in Hermansville.

**Any other items members may wish to present:** None

Moved by Com. Meintz, seconded by Com. Pearson to adjourn at 7:08 p.m. Motion was approved 5-0.

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James Furlong, Chairman

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Marc Kleiman, County Clerk

April 10, 2012

UNAPPROVED

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

Chairman Furlong called the meeting to order at 7:09 P.M. followed by the Pledge of Allegiance.

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

**Present:** Coms. Furlong, Jasper, Lang, Meintz, Pearson

**Absent:** None

Chairman Furlong called for public comment.

**Public Comment:** None

Moved by Com. Meintz, seconded by Com. Lang to approve the agenda. Motion was approved 5-0.

**Department Head/Elected Officials Reports:** None

Moved by Com. Pearson, seconded by Com. Jasper to approve the 2012 Equalization Report (form L-4024). Discussion ensued, and Com. Meintz asked Equalization Director Peggy Shroud a few questions. Motion was approved 5-0.

**Informational Items:** None.

Chairman Furlong called for public comment

**Public Comment:** None.

Moved by Com. Meintz, seconded by Com. Lang to adjourn at 7:14 p.m. Motion was approved 5-0.

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James Furlong, Chairman

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Marc Kleiman, County Clerk

# MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>County Bylaws, Board Rules &amp; County Policies</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>No changes since presented on 4/10/12</b>
<b>SUMMARY:</b>	
<p>The Executive committee met twice and has made some changes to the bylaws, board rules &amp; county policies. Those changes were outlined and a copy was given to all of the commissioners. The board is asked to discuss/accept the recommended changes from the Executive committee.</p>	
<b>RECOMMENDED MOTION</b>	
<p>to approve the Menominee County Bylaws, Board Rules, County Policies, and Charters of Standing Committees as discussed at the 4/10/12 County Board Meeting.</p>	

Submitted by:     **Brian Bousley**    

    **04/20/2012**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

	<b>Approved</b>
	<b>Disapproved</b>
	<b>Approved with the following change(s):</b>

# MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Airlock Breezeway bids for the Courthouse West Entrance</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
The County received two bids for the Airlock Breezeway for the Courthouse. Commissioners are asked to approve on one of the bids.	
<b>RECOMMENDED MOTION</b>	
To approved a bid from _____ in the amount of \$_____ to build the Airlock Breezeway for the Courthouse West Entrance. Funds to be disbursed from account # 101-103-970.06 (other legislative, capital outlay)	

Submitted by:     **Brian Bousley**    

    **04/20/2012**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

	<b>Approved</b>
	<b>Disapproved</b>
	<b>Approved with the following change(s):</b>

**MENOMINEE COUNTY  
MENOMINEE, MICHIGAN**

**BID RECAPITULATION**

**ITEM(S): Airlock Breezeway for Courthouse West Entrance**

Bids due by: March 16<sup>th</sup>, 2012

Company Name	Bid	Information
Alfredson Brothers 1610 15 <sup>th</sup> Street, PO Box 425 Menominee, MI 49858 906-863-5564	\$51,692	<u>Subcontractors:</u> Solander Electric, Inc. (electrical) Tri-City Glass & Door (glass & Glazing) Havelka Construction (Excavation/backfill) Markell Co. of WI (roofing) Architects Grp. Limited (Design/Engineering)
DGR Engineering, LLC Suite C, 54N US Highway 41 Carney, MI 49812 906-639-3122	Option 1: \$36,879 Option 2: \$39,582 Option 3: \$35,535	<u>Subcontractors:</u> Blahnik Construction Solander Electric Valley Mechanical

Bids opened on: March 22, 2012 @ 9:14 AM

In the presence of: Administrator, Brian Bousley  
 Veterans Service Officer, Mike Dellisse  
 Administrative Assistant, Sherry Smith

Recommended Bid Award to: \_\_\_\_\_ In the Amount of: \_\_\_\_\_

# MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	Commissioner Per Diems and Expenses
<b>DEPARTMENT:</b>	Administration
<b>ATTACHMENTS:</b>	Yes
<b>SUMMARY:</b>	
Board to review Commissioner per diems and expenses as recently submitted for payment	
<b>RECOMMENDED MOTION</b>	

Submitted by:     Brian Bousley    

    04/20/2012      
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

3/20/12

Menominee County Administrator

Mileage: \$.555/mile ~ effective 01 January 2012

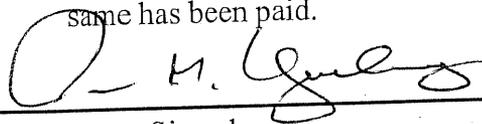
\*Meals Breakfast ~ up to \$7.50  
Lunch ~ up to \$10.00  
Dinner ~ up to \$17.50

\*must attach receipt for reimbursement

Name: James Furlong ~ District 2

Date	Meeting Place	# of miles	X .555/mile	Total Cost	Account Number
3-1-2012	BScanaba	118		65.49	101-101-860.02
3-20-2012	STEPHENSON	40		22.20	101-101-860.02
3-26-2012	Breakfast, Lunch, Dinner		29.85	35.25	101-101-860.02
3-27-2012	Dinner		9.01	12.25	101-101-860.02
3-28-2012	Lunch			10.00	101-101-860.02
					101-101-860.02
			<b>Total Mileage</b>		136.55
				<b>Total Mileage Fee</b>	144.95

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



Signed

3-30-12

Date



MENOMINEE COUNTY  
 BOARD OF COMMISSIONERS  
 REIMBURSEMENT VOUCHER

RECEIVED

4/2/12

Menominee County Administrator

COPY

Mileage: \$.555/mile ~ effective 01 July 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

<u>2012</u> Date	Mileage, meals, Bridge Tolls, Lodging, etc.	Account Number	Amount
3-1	MLOUWS 118	101-101-860.01	
3-1	UPCAP	101-101-860.01	
3-7	CAA 116	101-101-860.01	
3-8	CAA 116	101-101-860.01	
3-12	EX. COM. 3	101-101-860.01	
3-13	CO. BD 3	101-101-860.01	
3-15	M.H. 144	101-101-860.01	
3-16	UPCAP EX. 110	101-101-860.01	
3-21	PUB. TO RETN 88	101-101-860.01	
3-22	Mo Ho 144	101-101-860.01	
3-26	MAC 55	101-101-860.01	
3-27	MAC	101-101-860.01	
3-28	MAC Conference Expenses 55		
3-29	CAA	101-101-859.00	
3-30	CO. BD 3	101-101-859.00	
		101-101-859.00	
		101-101-859.00	
	X .555	101-101-859.00	
		101-101-859.00	
	530.02		
	+ MEALS 32.44		
	562.97		
			33.44
			563.46
<b>Total Mileage, Meals, Lodging &amp; Conference Expenses to be reimbursed</b>			<b>562.97</b>

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

\$ 563.46 *BLS*

*B. Lang*  
 Signed

03-30-12  
 Date

MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER

RECEIVED  
4/2/12  
Menominee County Administrator

Mileage: \$.555/mile ~ effective 01 January 2012

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

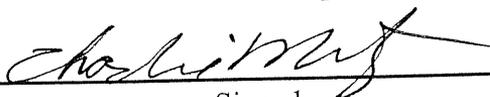
\*must attach receipt for reimbursement

Name: Charlie Meintz ~ District 4

COPY

Date	Meeting Place	# of miles	X .555/mile	Total Cost	Account Number
3-13	Board Meeting	50	27.75		101-101-860.04
3-30	Board Meeting	50	27.75		101-101-860.04
					101-101-860.04
					101-101-860.04
					101-101-860.04
					101-101-860.04
					101-101-860.04
			<b>Total Mileage</b>		
				<b>Total Mileage Fee</b>	<b>55.50</b>

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

  
\_\_\_\_\_  
Signed

4-2-12  
\_\_\_\_\_  
Date





MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER

RECEIVED

4/3/12

Menominee County Administrator

COPY

Mileage: \$0.555/mile ~ effective 01 January 2012

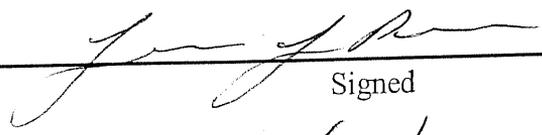
\*Meals      Breakfast ~ up to \$7.50  
                 Lunch ~ up to \$10.00  
                 Dinner ~ up to \$17.50

\*must attach receipt for reimbursement

Name: Jim Pearson ~ District 3

Date	Meeting Place	# of miles	X .555/mile	Total Cost	Account Number
3/13/12	CBM	30			101-101-860.03
3/19/12	Airport	28			101-101-860.03
3/20/12	Airport	28			101-101-860.03
3/30/12	CBM	30			101-101-860.03
3/30/12	Airport	28			101-101-860.03
					101-101-860.03
			<b>Total Mileage</b>		
<b>Total Mileage Fee</b>					<b>79.92</b>

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



Signed

3/30/12

Date

# MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Miscellaneous Bills</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
Board to review recently submitted Miscellaneous Bills as paid on March 29, 2012 in the amount of \$101,202.74	
<b>RECOMMENDED MOTION</b>	
To approve Miscellaneous Bills as paid on March 29, 2012 in the amount of \$101,202.74	

Submitted by:     **Brian Bousley**    

    **04/20/2012**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

	<b>Approved</b>
	<b>Disapproved</b>
	<b>Approved with the following change(s):</b>

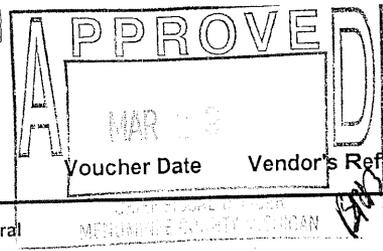
**APPROVED**  
**MAR 29**  
 CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

**MENOMINEE COUNTY  
 Claims Audit Report**

**COPY**

Claim Total

Vendor Name Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General							\$445.04
A B C PRINTERS 23431	3/22/2012	94372	Catalog Envelopes (x3000)	101-141-727.00	445.04		\$445.04
							\$8.66
AIRGAS NORTH CENTRAL 23401	3/12/2012	105451550	Oxygen	205-315-727.00	8.66		\$8.66
							\$200.00
Allvest Information Services 23441	3/21/2012	211179	Mental Health Assessments 2/1/12 - 5/3	296-668-801.00	200.00		\$200.00
							\$1,048.22
AT&T - Carol Stream, IL 23451	3/19/2012	906863444103	March 19 - April 18, 2012	101-103-850.00	458.67		\$241.93
23457	3/19/2012	906863202303	March 19 - April 18, 2012	101-103-850.00	371.89		
23460	3/19/2012	906863661403	March 19 - April 18, 2012	266-325-850.00	217.66		
AT&T Long Distance 23464	3/19/2012	854528091	Telephone Services	101-103-850.00	241.93		\$241.93
							\$241.05
Badger Mailing & Shipping 23373	3/16/2012	43614	Ink Cartridge	101-253-729.01	241.05		\$241.05
							\$317.84
Banc of America Leasing 23397	3/22/2012	012094441	April 2012 - Sheriff Konica	101-301-934.00	317.84		\$317.84
							\$304.00
Big Bear Custom Graphics 23438	3/19/2012	309	Polo Shirts for Teen Court (x30)	296-667-801.02	304.00		\$304.00
							\$22.59
BOURQUE PENNY 23458	3/28/2012	Reimbursement	Meals	266-326-881.00	22.59		\$22.59
							\$19.97
Brunelle, Jennifer 23439	3/19/2012	Reimbursement	Pencil Sharpener	296-667-801.01	19.97		\$19.97
							\$69.99
Carquest Auto Parts 23399	3/27/2012	2825-204549	Car Wash Powder	101-301-981.00	69.99		\$69.99
							\$100.64
Cellcom Wisconsin RSA 04 23354	3/5/2012	857580	Medical Examiner - Cellular Services	101-648-727.00	15.17	x	\$100.64
23436	3/5/2012	850946	Cellular Services	101-132-850.00	20.16	x	
23436	3/5/2012	850946	Cellular Services	296-664-850.00	51.29	x	
23436	3/5/2012	850946	Cellular Services	296-665-850.00	14.02	x	
							\$867.44
CIMA COMPANIES, INC. 23442	3/21/2012	4767 MIMEN01	Volunteer Insurance Renewal 7/1/12 - 7	101-132-802.00	867.44		\$867.44
							\$351.67
CITY OF MENOMINEE - 2511 10TH ST. 23349	3/21/2012	April 2012	Monthly Rent	266-326-942.00	351.67		\$351.67
							\$226.78
City of Stephenson - P.O. Box 467 23430	3/22/2012	709	Annex - 2/20 to 3/22/12	101-261-920.01	16.00		\$226.78
23430	3/22/2012	709	Annex - 2/20 to 3/22/12	101-261-920.02	30.00		
23430	3/22/2012	709	Annex - 2/20 to 3/22/12	101-261-920.03	180.78		
							\$596.52
CLOVERLAND PAPER CO 23345	3/16/2012	98088	Towels, Sprayer, Gloves, Toilet Tissue,	101-265-755.01	221.42		\$596.52
23346	3/16/2012	98089	Toilet Tissue, Spray	101-265-755.01	106.48		
23454	3/23/2012	98112	Bowl Cleaner	101-265-755.01	33.53		
23455	3/23/2012	98141	Linens, Facial Tissue, Toilet Tissue, Glo	101-265-755.01	204.72		
23456	3/23/2012	98143	Multifold Towels	101-265-755.01	30.37		
COMMUNITY ACTION AGENCY 23371	3/21/2012	Tax Collection	Senior Citizen Tax Collection Through 2	285-672-801.00	68,126.63		\$68,126.63



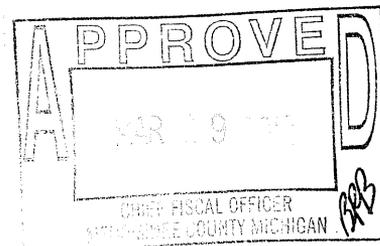
MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								\$400.00
DDT Construction, Inc.	23360	3/14/2012	00433	Snowplowing 2/10/12 - 3/3/12	101-265-930.00	400.00		\$665.00
Dennis-Ruleau, Dawn	23463	3/29/2012	4771	Crisis Intervention - March 2012	296-668-801.00	665.00		\$69.99
Dreamscape Communications	23386	3/20/2012	w2312	Annex - Wireless Internet	101-261-850.00	69.99		\$443.84
Friends Ofc Prod Whse Direct	23334	3/15/2012	016135I	ROD office Supplies	101-268-727.00	144.15		
	23335	3/15/2012	016143	ROD - Office Supplies	101-268-727.00	20.99		
	23348	2/16/2012	015972I	Equalization - Office Supplies	101-257-727.00	41.44		
	23363	3/22/2012	016180I	FOC - Office Supplies	101-141-727.00	91.95		
	23364	3/21/2012	016164I	FOC - Office Supplies	101-141-727.00	145.31		\$295.00
Great Outdoors	23344	3/14/2012	12111	Replacement Door Cables (Library)	101-265-930.01	295.00		\$110.00
Gregory, Raymond G.	23432	3/21/2012	2012-008-MI	Court Appointed Legal - Anderson	101-148-807.00	110.00		\$399.80
HOTFLAME GAS COMPANY	23366	3/16/2012	12139803	Kleinke Bath House	101-265-920.04	399.80		\$2,249.00
ID NETWORKS	23398	3/28/2012	166031	Annual Equipment Svc/Maintenance Fe	101-301-934.02	2,249.00		\$421.00
IMAGEWORKS	23367	3/9/2012	4435	Work Uniforms - James Mekash	101-265-745.00	341.00		
	23368	3/14/2012	4442	Work Uniforms - Al Thompson	101-265-745.00	80.00		\$122.50
INSTITUTE OF CONTINUING LEGAL	23435	3/15/2012	658703	MI Probate Sourcebook	101-132-802.00	61.25		\$69.00
	23435	3/15/2012	658703	MI Probate Sourcebook	101-148-802.00	61.25		\$30.00
J S ELECTRONICS, INC.	23355	3/1/2012	17015	Paging Service - Medical Examiner	101-648-727.00	69.00		\$30.00
Jeff's Service	23387	3/26/2012	5515	2007 Chevy Silverado - Oil Change	249-371-742.00	30.00		\$1,797.75
Joel Hensley, RN	23380	3/24/2012	Blood Draws	Miller (3/4) Maus (3/7) Martinez (3/14)	101-267-801.01	300.00		
	23395	3/26/2012	Nursing Services	March 16 to March 31, 2012	101-301-770.01	1,365.00		
	23396	3/26/2012	Reimbursement	Malpractice Insurance	101-301-770.01	132.75		\$378.08
Kakuk, Tammany	23437	3/16/2012	4761	Foster Care 2/27 - 3/15/12	292-662-843.02	378.08		\$233.21
Kulwich, Gerald	23444	3/27/2012	Reimbursement	Stamps & Water for Teen Court, Mileag	296-665-860.00	220.22		
	23444	3/27/2012	Reimbursement	Stamps & Water for Teen Court, Mileag	296-667-801.02	12.99		\$4,455.20
LENCA SURVEYING	23378	3/23/2012	12032	Remon Project Yr 2012 - March 12 to M	243-246-801.07	4,455.20		\$35.49
Lesperance, Diane	23379	3/26/2012	Reimbursement	Mileage - MTA Meeting in Carney 3/22/	101-253-860.00	35.49		\$135.75
Lufts Advertiser	23461	3/21/2012	Advertising	March 2012	101-101-901.00	135.75		

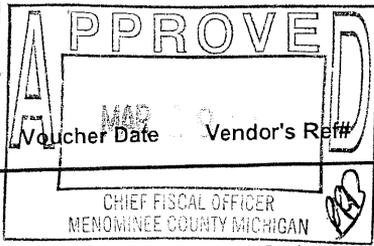
MENOMINEE COUNTY  
Claims Audit Report

Claim Total

Vendor Name Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General							\$472.00
Manpower 23365	3/18/2012	23778334	Week Ending 3/18/12 - Regina Mistark	101-141-704.00	472.00		

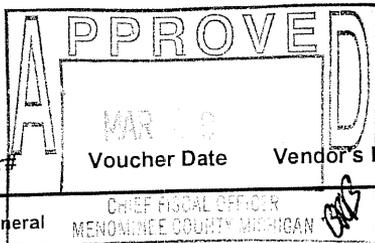






**MENOMINEE COUNTY**  
Claims Audit Report

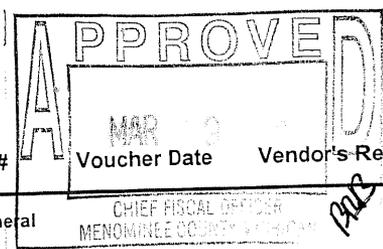
Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								\$4,801.07
<b>Mastercard</b>								
	23465	3/12/2012		Credit Card Superior Touchless	101-301-981.00	8.00	x	
	23465	3/12/2012		Credit Card Wahlstrom's Restaurant	101-301-860.00	17.46	x	
	23465	3/12/2012		Credit Card Superior Touchless	101-301-981.00	7.00	x	
	23465	3/12/2012		Credit Card Jimmy John's	101-301-860.00	15.29	x	
	23465	3/12/2012		Credit Card LexisNexis Risk Mgt	101-301-727.00	50.00	x	
	23465	3/12/2012		Credit Card Intelius	101-301-727.00	19.95	x	
	23465	3/12/2012		Credit Card Holiday Inn Of Marquette	101-301-860.00	68.90	x	
	23465	3/12/2012		Credit Card Crystal Mtn Lodging	101-301-860.00	84.24	x	
	23465	3/12/2012		Credit Card Cedar River Plaza	101-301-742.00	48.00	x	
	23465	3/12/2012		Credit Card Kendall Hunt Publishing	264-363-881.00	72.54	x	
	23465	3/12/2012		Credit Card Superior Touchless	101-301-981.00	8.00	x	
	23465	3/12/2012		Credit Card Ramanda Inn of Marquette	264-363-881.00	344.50	x	
								<b>\$409.29</b>
<b>Menards - Marinette</b>								
	23338	3/16/2012	17916	Credit Memo	101-265-755.00	-18.99		
	23339	3/16/2012	17838	Fixture Mount (x2)	101-265-755.00	28.91		
	23340	3/14/2012	17342	Building & Ground Supplies	101-265-755.00	335.00		
	23341	3/16/2012	17835	Credit Memo	101-265-755.00	-27.98		
	23342	3/16/2012	17926	Tri-Tap	101-265-755.00	22.95		
	23343	3/2/2012	14694	Credit Memo	101-265-755.00	-75.94		
	23450	3/21/2012	18976	Building & Grounds Supplies	101-265-755.00	145.34		
								<b>\$595.25</b>
<b>MENOMINEE ANIMAL SHELTER</b>								
	23452	3/23/2012	1202	February 2012 Impounding	101-601-958.00	119.05		
	23453	3/23/2012	1201	January 2012 Impounding	101-601-958.00	476.20		
								<b>\$226.00</b>
<b>MENOMINEE MEDICAL CLINIC</b>								
	23394	2/28/2012	4437 10	Inmate Medical	101-301-770.01	226.00		
								<b>\$231.26</b>
<b>MILLERS ACTION OFFICE SUPPLY I</b>								
	23350	3/6/2012	084154	3 Ring Binders	266-325-728.01	170.00		
	23350	3/6/2012	084154	3 Ring Binders	266-325-727.00	31.27		
	23434	3/19/2012	084424	Storage Box	101-132-727.00	29.99		
								<b>\$184.27</b>
<b>Naser Propane Company, Inc.</b>								
	23351	2/3/2012	85372	Propane	266-325-934.00	184.27		
								<b>\$24.01</b>
<b>Nault, Tamra</b>								
	23459	3/28/2012		Reimbursement Meals	266-326-881.00	24.01		
								<b>\$71.71</b>
<b>NESTEGG MARINE</b>								
	23400	3/16/2012	80130	Marine Battery - Test & Installation	101-331-755.00	71.71		
								<b>\$19.50</b>
<b>NORTHPOINTE BEHAVIORAL</b>								
	23352	3/12/2012		Medical Records Copying & Releasing Records - Klingan	101-136-807.00	19.50		
								<b>\$142.24</b>
<b>Pan-O-Gold Baking Co.</b>								
	23390	3/6/2012	00040683206606	Inmate Groceries	101-301-770.00	47.74		
	23391	2/7/2012	040683203807	Inmate Groceries	101-301-770.00	44.80		
	23392	3/13/2012	00040683207307	Inmate Groceries	101-301-770.00	49.70		
								<b>\$86.20</b>
<b>Poupore Collision &amp; Towing</b>								
	23403	3/9/2012	494	2011 Chevy Impala - Oil Change & Filte	205-315-934.02	28.25		
	23404	3/9/2012	493	2009 Chevy Tahoe - Oil Change/Filter/A	205-315-934.02	57.95		
								<b>\$137.12</b>
<b>Quill Corporation</b>								
	23333	3/12/2012	1750456	P.A.'s Office	101-267-727.00	137.12		



MENOMINEE COUNTY  
Claims Audit Report

Claim Total

Vendor Name Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General							\$87.50
Randall Phillpps							
23362	3/21/2012	20-13175-DS	Court Appointed Legal - Walters	101-131-807.00	37.50		
23429	3/26/2012	2008-12351-DS	Court Appointed Legal - Sithamat	101-131-807.00	50.00		
							\$98.75
REDWOOD TOXICOLOGY LABORATORY							
23356	2/29/2012	00718420122	Drug Testing	101-136-727.00	8.75		
23440	3/20/2012	00719820122	Drug Test Results	296-668-835.00	90.00		
							\$31.64
REMY Battery Co., Inc.							
23375	3/15/2012	5140942	Sealed Lead Acid Battery (x2)	266-325-934.00	31.64		
							\$59.90
Riverside Chevrolet							
23402	3/1/2012	5029985 1	Service for 5501 & 5505 Keys	205-315-934.02	59.90		
							\$28.70
Salfai, Sharon							
23359	3/23/2012	11-13857-PH	Transcript Fee - Stacey/Scott	101-267-806.00	28.70		
							\$56.80
Short, Mary Kay							
23372	3/21/2012	M11-3417-FH	Transcripts (People vs Leisner)	101-131-806.00	56.80		
							\$935.00
Simple Distributors, LLC							
23445	3/19/2012	9311-1	PO# 02625 5-Drawer File Cabinet	101-132-931.00	935.00		
							\$1,348.00
SimplexGrinnell							
23361	3/22/2012	75074388	Annual Fire Alarm & Sprinkler Inspectio	101-265-801.00	1,348.00		
							\$152.10
SPAN Publishing, Inc.							
23389	3/14/2012	0087423	2012 National Directory of Law Enforcer	101-301-755.00	152.10		
							\$197.80
Standard Insurance Company							
23376	3/26/2012	April 2012	Life Insurance	101-101-713.00	11.50		
23376	3/26/2012	April 2012	Life Insurance	101-132-713.00	6.32		
23376	3/26/2012	April 2012	Life Insurance	101-136-713.00	11.50		
23376	3/26/2012	April 2012	Life Insurance	101-141-713.00	6.90		
23376	3/26/2012	April 2012	Life Insurance	101-148-713.00	0.58		
23376	3/26/2012	April 2012	Life Insurance	101-215-713.00	11.50		
23376	3/26/2012	April 2012	Life Insurance	101-172-713.00	4.60		
23376	3/26/2012	April 2012	Life Insurance	101-261-713.00	2.30		
23376	3/26/2012	April 2012	Life Insurance	101-267-713.00	9.20		
23376	3/26/2012	April 2012	Life Insurance	101-268-713.00	2.30		
23376	3/26/2012	April 2012	Life Insurance	101-253-713.00	6.90		
23376	3/26/2012	April 2012	Life Insurance	101-257-713.00	4.60		
23376	3/26/2012	April 2012	Life Insurance	101-265-713.00	2.30		
23376	3/26/2012	April 2012	Life Insurance	101-301-713.00	48.30		
23376	3/26/2012	April 2012	Life Insurance	101-682-713.00	2.30		
23376	3/26/2012	April 2012	Life Insurance	101-103-713.00	2.30		
23376	3/26/2012	April 2012	Life Insurance	101-426-713.00	2.30		
23376	3/26/2012	April 2012	Life Insurance	271-790-713.00	9.20		
23376	3/26/2012	April 2012	Life Insurance	296-663-713.00	2.30		
23376	3/26/2012	April 2012	Life Insurance	296-664-713.00	2.30		
23376	3/26/2012	April 2012	Life Insurance	296-665-713.00	2.30		
23376	3/26/2012	April 2012	Life Insurance	208-751-713.00	4.60		
23376	3/26/2012	April 2012	Life Insurance	205-316-713.00	2.30		
23376	3/26/2012	April 2012	Life Insurance	205-315-713.00	20.70		
23376	3/26/2012	April 2012	Life Insurance	266-325-713.00	16.10		
23376	3/26/2012	April 2012	Life Insurance	266-326-713.00	2.30		
							\$370.00
State of Michigan - Licensing & Regulatory Affairs							
23374	3/16/2012	BLR325763	Boiler Inspection	101-265-755.00	370.00		



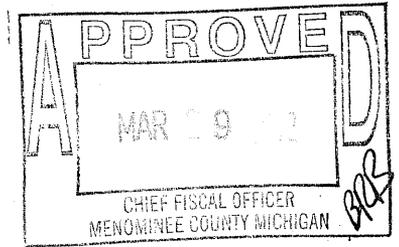
**MENOMINEE COUNTY  
Claims Audit Report**

Vendor Name Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General							\$20.00
Stellar Pizza, LLC 23443	3/26/2012	31	Pizza for Teen Court	296-667-801.02	20.00		\$55.35
TARGET INFORMATION MANAGEMENT 23377	3/23/2012	268290	District Forms	101-136-727.00	55.35		\$472.00
TC Cleaning 23393	3/14/2012	1844	Strip & Wax Hallways at Jail	101-301-770.00	472.00		\$329.95
Time Warner Cable 23447	3/21/2012	004-700185701-001	March 25 - April 24, 2012	101-103-851.01	329.95		\$1,740.36
Tire Trax							
23405	3/15/2012	3418	Impala - Replace Left Rear Tail Lamp	205-315-934.02	121.00		
23406	1/5/2012	3195	Impala - Front Brake Pads & Rotors, Oil	205-315-934.02	323.88		
23407	1/5/2012	3196	Impala - Brake Pads/Rotors	205-315-934.02	288.88		
23408	3/26/2012	2575	Jeep - Battery & Fan Relay	205-315-934.02	126.00		
23409	1/5/2012	3268	Tahoe - Oil Chage, Tire Rotation, Right	205-315-934.02	43.60		
23410	1/3/2012	3301	Interstate Battery, Oil Change, Rotation	205-315-934.02	143.00		
23411	1/3/2012	3184	Impala - Interstate Battery	205-315-934.02	99.00		
23412	1/3/2012	3185	Impala - Oil Change & Filter	205-315-934.02	35.00		
23413	1/3/2012	3295	Oil Change & Filter	205-315-934.02	35.00		
23414	1/18/2012	3296	Impala - Oil Change & Filter	205-315-934.02	35.00		
23415	12/23/2011	3156	Impala - Oil Change & Filter	205-315-934.02	35.00		
23416	1/5/2012	3194	Impala - Oil Change & Filter	205-315-934.02	35.00		
23417	1/5/2012	3193	Oil Change & Filter	205-315-934.02	35.00		
23418	2/2/2012	3293	Oil Change & Filter	205-315-934.02	35.00		
23419	1/25/2012	3266	Oil Change & Filter	205-315-934.02	35.00		
23420	2/7/2012	3288	Oil Change & Filter	205-315-934.02	35.00		
23421	1/25/2012	3267	Oil Change & Filter	205-315-934.02	35.00		
23422	1/25/2012	3265	Chevy Truck - Oil Change & Filter	205-315-934.02	35.00		
23423	2/6/2012	3287	Oil Change & Filter	205-315-934.02	35.00		
23424	2/6/2012	3300	Oil Change & Filter	205-315-934.02	35.00		
23425	2/15/2012	3327	Tahoe - Oil Change & Filter	205-315-934.02	35.00		
23426	3/16/2012	3409	Impala - Oil Change & Filter	205-315-934.02	35.00		
23427	3/8/2012	3396	Impala - Oil Change & Filter	205-315-934.02	35.00		
23428	2/21/2012	3359	Impala - Oil Change & Filter/Fuse	205-315-934.02	35.00		\$63.00
TWIN CITY ELECTRIC, Inc. 23347	3/15/2012	77797	Courtroom A - Conference Phone Use	101-103-850.00	63.00		\$60.00
U.E.S. COMPUTERS, INC. 23462	3/27/2012	35341	Install SSL Certificate for domain	101-103-857.00	60.00		\$66.76
U.S. Bank Equipment Finance 23388	3/14/2012	199046871	Konica at Sheriff's Department	101-301-727.00	66.76		\$702.00
UP 9-1-1 Authority 23369	2/17/2012	2012 Dues	PO# 02610 2012 Membership Dues	266-325-802.00	702.00		\$413.51
Waste Management 23448	3/29/2012	1342728-1856-5	April 2012	101-265-801.00	413.51		\$250.00
Wells Fargo Bank - Finance & Acct - Minneapolis 23337	3/20/2012	1/1/12 - 3/31/12	Quarterly Interest Payments	272-692-998.00	250.00		

**MENOMINEE COUNTY  
Claims Audit Report**

Claim Total

Vendor Name Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General							\$713.00
<b>WEST GROUP PAYMENT CENTER</b>							
23336	3/4/2012	824606811	February 5 - March 4, 2012	101-267-802.00	208.00	x	
23353	3/4/2012	824622268	February 5 - March 4, 2012	101-136-802.00	148.50	x	
23370	3/4/2012	824641635	February 5 - March 4, 2012	269-145-982.00	148.50	x	
23433	3/4/2012	824622267	February 5 - March 4, 2012	101-148-802.00	208.00	x	
							\$51.12
<b>WISCONSIN PUBLIC SERVICE CORP - P O BOX 19003</b>							
23449	3/20/2012	0402047856-00005	Kleinke Park Electrical	208-751-920.01	51.12		
Total Amount for Bank Account: General							<u>\$101,202.74</u>



# MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	Miscellaneous Boards/Committees/Commission Reports
<b>DEPARTMENT:</b>	Administration
<b>ATTACHMENTS:</b>	Yes
<b>SUMMARY:</b>	
Miscellaneous reports discussed at the 4/10/12 County Board meeting	
<b>RECOMMENDED MOTION</b>	
To approve the miscellaneous reports discussed at the 4/10/12 County Board meeting	

Submitted by:     Brian Bousley    

    04/20/2012      
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

04/02/2012

PERMIT#	DATE ISSUED	OWNER	ADDRESS	TWP.	PERMIT FEE
<b>P12646-12</b>	02/14/12	ZINKE GREG A & DANA	CO RD 551	GOURLEY TWP.	\$155.41
Work : 2.ADDITION		ROOM ADDITION GU-27 7/5			004-027-013-20
<b>P12645-12</b>	02/16/12	JT MAXX LLC	18TH AVE	MENOMINEE	\$412.92
Work : 3.GARAGE		48X88 POLE @MO-33 2/7			010-033-072-40
<b>P12647-12</b>	02/20/12	DULAK JOSEPH	N5910 P-1 RD	MELLEN TWP.	\$128.76
Work : 3.GARAGE		24X28 GARAGE/ POLE			009-122-015-30
<b>P12649-12</b>	02/29/12	HAYWARD LAKE	W3555 CLUB LN	INGALLSTON	\$121.08
Work :					007-410-002-00
<b>P12648-12</b>	02/29/12	GARNETT JOSEPH JR &	W3849 CO RD 348	INGALLSTON	\$172.24
Work : 2.ADDITION		22X24 ROOM			007-404-002-00
<b>P12651-12</b>	03/15/12	KLUMB JOHN P & SUSAN C	N1273 RIVER DR	MENOMINEE	\$128.76
Work : 3.GARAGE		24X28 DETACHED			010-224-004-10
<b>P12650-12</b>	03/15/12	MELLEN TWP	MELLEN ELEMENTARY	MELLEN TWP.	\$200.00
Work : 12.OTHER		CHANGE OF			009-123-014-00
<b>P12653-12</b>	03/22/12	PETERSON	W8788 CO RD 577	FAITHORN TWP.	\$151.80
Work : 3.GARAGE		24X40 DETACHED			003-221-009-00
<b>P12652-12</b>	03/22/12	PETERSON RICHARD & CODY	N6931 P-1 LN	MELLEN TWP.	\$128.04
Work : 2.ADDITION		12X26 ROOM			009-104-020-00
<b>P12655-12</b>	03/27/12	HARRIS RICHARD &	US HWY 2&41	HARRIS TWP.	\$370.64
Work :		SINGE STORY ONE FAMILY DWELLING W/ ATTACHED			005-009-011-00
<b>P12654-12</b>	03/27/12	VALLE DAN &	N6612 K-1 DR	INGALLSTON	\$119.88
Work : 2.ADDITION		22X12 ROOM			007-409-010-00

**Total Permits**

**11**

**Total Fees**

**\$2,089.53**

# NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

## Regular Monthly Meeting

### MINUTES

715 Pyle Drive; Kingsford, Michigan

February 23, 2012 - 4:00 p.m.

#### CALL TO ORDER/ROLL CALL:

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

<u>MEMBERS</u>	<u>Present</u>	<u>Excused</u> <u>Absent</u>	<u>Absent</u>	<u>MEMBERS</u>	<u>Present</u>	<u>Excused</u> <u>Absent</u>	<u>Absent</u>
Connors, Peggy	X			Luhtanen, Joan	X		
DeDie, William	X			Martin, Ann	X		
DeGrave, Marylee	X			Negro, Mari		X	
Erickson, Peggy	X			Raether, Karen	X		
Hofer, Millie	X			Plumley, Robert	X		
Lang, Bernie	X			Spence, Christine	X		

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

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

PUBLIC COMMENTS - No public comments

APPROVAL OF THE AGENDA: There were no additions to the agenda

ACTION: Moved to approve the agenda as presented.

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

#### APPROVAL OF THE MINUTES:

There were no additions or corrections to the minutes from the regular Board of Directors meeting on January 19, 2012.

ACTION: A motion was made to dispense with reading the minutes from the January 19, 2012 regular Board of Directors meeting and approve as written.

Motion by: J. Luhtanen; supported by P. Connors. **Motion carried unanimously.**

#### PRESENTATION: DIVER - Deb Davis

Deb Davis, Northpointe IT Business Analyst, provided a PowerPoint presentation on DIVER data for a 5 year comparison of clients served at Northpointe and cost per client. Ms. Davis also reviewed data on the top 30 highest cost Northpointe clients; Medicaid eligibles/Medicaid-Medicare client mix; a comparison for cost of services across the region; and compared to the State of Michigan for fiscal years (FY) 2009 and 2010. Questions were addressed by Ms. Davis.

#### CEO REPORT

Karen Thekan stated that her February 2012 CEO Report was in Board packets; she provided the following updates and highlights:

##### Federal/State Activity:

- Ms. Thekan attended the winter Board Association conference and information from Lynda Zeller's presentation was provided to Board members for their review. The Dual Eligibles public forum is now rescheduled to March 23, 2012 at Marquette General Hospital and this forum can be video tele-conferenced from all three Northpointe office sites. The Dual Eligibles plan will be released March 5 and will be sent out for review before the public forum. The Dual Eligibles plan will set the stage for the rest of the reform of the public mental health system.
- The governor's budget is out for the next fiscal year and there are slight increases for behavioral health.
- There is legislative action for parity of autism in the private insurances and to put more money into Medicaid and MI Child for children with autism.

##### Regional Activity:

- The Pathways Board recently approved a new policy to reallocate Medicaid dollars to the U.P. Community Mental Health (CMH) agencies. Larry Pollack, Copper Country CMH director, will be retiring soon and Vicki Mikkola has been hired to replace him. The U.P. CMHs are involved in a State project to identify and offer

outreach/support to persons with developmental disabilities (DD) living in group homes with 5 or more beds or in a private residence. A letter will be sent out to individuals between the ages of 18-26 and 45-55 with a DD diagnosis living in a 5+ bed facility or living in their family home to see if they would like to live in a more independent living setting.

- The Board Association U.P. CMH regional board member forum will be held in Sault Ste. Marie, Michigan on September 11 and 12. The Board Association is asking for feedback on what presentations individuals would like to see presented at this forum.
- At the Board Association winter conference regional meeting officer nominations recommended were: Don Johnson for Secretary, Ed Woods for president, and Stephen Taub for first vice-president. John Basse is on the executive board with Lisa Hinkson as the alternate.

**Local Activity:**

- There have been a large number of consumers and staff with respiratory and influenza illnesses and a couple of group homes were on an informal quarantine. Staff have been working overtime and double shifts because of other staff being sick and Ms. Thekan stated that she wanted to recognize staff for going above and beyond during the last month.
- There are two Northpointe staff being deployed to Afghanistan: Jesse Gendron a case manager in Kingsford and Tim Ellison who works at Belgium Pointe. We wish them a safe return.

**FINANCE COMMITTEE REPORT - C. Spence**

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

1. **ISSUE:** Review Check Disbursement Report

The check disbursement report in the amount of \$1,309,741.73 was reviewed and recommended for Board approval.

**ACTION:** A motion was made by C. Spence, supported by M. Hofer to approve the check disbursement report for bills paid in the amount of \$1,309,741.73 as presented.

**ROLL CALL VOTE:**

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Connors, Peggy	X		Luhtanen, Joan	X	
DeDie, William	X		Martin, Ann	X	
DeGrave, Marylee	X		Negro, Mari		
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 – January 2012

The committee reviewed the January 2012 financial report and recommended for Board approval.

**ACTION:** A motion was made by C. Spence, supported by M. Hofer to approve the January 2012 financial report.

**ROLL CALL VOTE:**

<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>	<u>MEMBERS</u>	<u>YES</u>	<u>NO</u>
Connors, Peggy	X		Luhtanen, Joan	X	
DeDie, William	X		Martin, Ann	X	
DeGrave, Marylee	X		Negro, Mari		
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.	Berkley Court	Specialized Residential	3/1/12-2/28/13	\$145/day	\$145/day	n/a
This is a renewal agreement for one person placed in Livonia.						
B.	Case Mgt. of	Case Mgt.	3/1/12-	T1017-CM \$100.00/Mo	T1017CM-	3% inc.

	Michigan	and Psych. Services	2/28/13	90806-Indiv. Therapy \$55.00/hr. 90853-Grp.Th. \$39.00/event H0032-Serv.Rev. \$45.00/Enc. H0032-IPOS Dev. \$55.00 90862-Med. Rev.\$75.00 T1002-Health Svs. \$30/Enc. T1001-HealthAsst. \$45.00/hr. 90772-Med.Admin. \$15.00/Enc. H0031-Psych.Asst. \$175/Enc. S9484-Crises Int. \$25.00/30 min.	\$103.00/Mo 90806-Indiv. Therapy\$56.65/hr. 90853-Grp. Th.\$40.17/event H0032-Serv. Rev.\$46.65/Enc. H0032-IPOSDev. \$56.65 Per Discipline-3 disciplines annual 90862-Med.Rev. \$77.25 T1002-Health Svs.\$30.90/Enc. T1001-Health Asst. \$46.65/hr. 90772-Mcd. Admin.\$15.45/ Enc. H0031-Psych. Asst.\$180.00/Enc. S9484-Crises Int. \$25.00/30 min.	
This is a renewal agreement for case management and psychiatric services to consumers placed downstate.						
C.	Birchwood AFC	Specialized Residential	1/1/12-12/31/12	\$58.30 w/o day program \$52.80 w/ day program	\$73.00 w/o day program \$70.00 w/day program.	Inc. of \$14.70/day
This is an addendum to the contract for specialized residential due to the increase medical care needs for one consumer.						
D.	Trico Opportunities	Vocational Assessment	1/25/12-9/30/12	n/a	\$200/encounter	n/a
This is an addendum to the current contract to add the Vocational Assessment service. Typically this service is funded through MRS but this particular consumer does not qualify for MRS services.						
E.	Adult Learning Systems	Specialized Residential	1/26/12-7/26/12	n/a	\$185.11/day	n/a
This is a new agreement with ALS for specialized residential for one consumer in the Spring St. home in Marquette.						
F.	St Jude's AFC	Specialized Residential	3/9/12-3/8/13	\$56.23/day	\$56.23/day	n/a
This is a renewal to our agreement for specialized residential services for one consumer living in Escanaba. This consumer requires supervision in the community at all times.						

**ACTION:** A motion was made by C. Spence, supported by M. DeGrave to approve all contracts as noted above.

**ROLL CALL**

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

**Motion carried unanimously.**

**4. Miscellaneous**

- An addendum to the contract will be signed with the State because there were some minor language changes.

### **PLANNING COMMITTEE MEETING REPORT - J. Luhtanen**

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

1. **ISSUE:** Review Applications and Appoint Members to Northpointe Recipient Rights Advisory Committee  
Joan Luhtanen stated that there are three openings on the Northpointe Recipient Rights Advisory Committee, three applications were received, and all of these applicants are asking to be reappointed to the committee.  
**ACTION:** A motion was made by J. Luhtanen, supported by M. DeGrave to approve the reappointments of Ceil Atanasoff, William Bouchard, and Loren Veesser to the Northpointe Recipient Rights Advisory Committee.  
**Motion carried unanimously.**
2. **ISSUE:** Final FY 2010-11 Outcomes Report  
The final FY 2010-11 Outcomes Report was reviewed by Lisa Dionne. Board members discussed in length the IPOS performance indicator continually not being met over the last year. Karen Thekan stated that this issue is continually addressed by clinical supervisors with clinicians. Miscellaneous questions were addressed by Ms. Thekan and Lisa Dionne.  
**ACTION:** Information
3. **ISSUE:** Draft-Board Orientation Manual  
A draft Board orientation manual was provided to all Board members for their review.  
**ACTION:** After reviewing this orientation manual if anyone has additional input for changes/additions please let Karen Thekan or Mary Wendt know within the next two weeks.
4. **Miscellaneous**
  - Stakeholder Committee Meeting Report  
The Stakeholder Committee meeting was held on February 7, 2012 at the Kingsford office. Lisa Dionne stated that the presentation at this meeting was provided by Fran McKay, Menominee Peer Support Specialist, on anti-stigma which generated a lot of discussion with committee members. Ms. Dionne also stated that Ms. McKay did a very good job on her presentation.
  - Joan Luhtanen stated that she had asked what the status was on providing an exercise group at the YMCA for consumers. Karen Thekan stated that Theresa Harvey and Connie Smith are in the process of putting together a health and wellness package which will include classes at the YMCA for consumers.

### **PERSONNEL COMMITTEE MEETING REPORT - B. Lang**

Mr. Lang highlighted the following from the Personnel Committee Meeting that was held on February 23, 2012:

1. **ISSUE:** Benefits Discussion  
Additional information on Northpointe staff benefits, retirement comparisons, and wage scales were further discussed.  
**ACTION:** Ongoing Discussion
2. **ISSUE:** Defined Contribution Request for Proposal (RFP) Personnel Committee Representative  
A Personnel Committee representative is needed on the review panel for the defined contribution RFPs.  
**ACTION:** Peggy Erickson volunteered to be on the review panel for the defined contribution RFPs.
3. **ISSUE:** Clinical Provider Recruitment and Retention Plan  
A draft of the Northpointe Clinical Provider Recruitment and Retention Plan was provided for review.  
**ACTION:** This draft plan will be further reviewed for additional input at the March Personnel Committee meeting.
4. **ISSUE:** Demo of the Performance, Recognition and Review (PRR) Program  
**ACTION:** This agenda item was tabled due to time constraints
5. **Miscellaneous**

- A Personnel Committee meeting is scheduled for Thursday, March 15, 2012 at 3:00 p.m.

### **CHAIRPERSONS REPORT**

Karen Raether stated there is no chairperson report this month.

**OLD BUSINESS** - No old business

**NEW BUSINESS** - No new business

**BOARD PREROGATIVE/AMBASSADOR MOMENT**

- Joan Luhtanen stated she wanted to provide a big Thank You to the wonderful Northpointe staff for all of their excellent care and help they provide for her son and other Northpointe consumers.

**PUBLIC COMMENTS** – No public comments

**ADJOURNMENT**

Chairperson Raether stated the meeting adjourned. Meeting adjourned at 5:45 p.m.

The next regular monthly Board meeting is scheduled for March 22, 2012 in Kingsford, Michigan at 4:00 p.m.

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Karen Raether, Chairperson

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Peggy Connors, Secretary

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Mary Wendt, Board Secretary

K. McNeely called the regular meeting of the Menominee County Library Board to order at 11:00 AM on Tuesday, February 21, 2012.

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

K. McNeely turned the meeting over to P. Cheski at 11:01 AM to begin the reorganization meeting.

P. Cheski opened the floor for nominations for Library Board President.

J. Bejgrowicz nominated K. McNeely for President, seconded by J. Freis.  
C. Peterson nominated J. Bejgrowicz for President, seconded by K. Bates.  
As there were no other nominations for president, nominations were closed.

Roll call vote was taken to elect K. McNeely for President. K. Bates—Yes, J. Bejgrowicz—Yes, J. Freis—Yes, K. McNeely—Yes, C. Peterson—No. Motion carried to elect K. McNeely as President.

P. Cheski turned the meeting over to K. McNeely at 11:03 AM

K. McNeely opened the floor for nominations for Vice President.

C. Peterson nominated J. Bejgrowicz for Vice President, seconded by J. Freis.  
As there were no other nominations for Vice President, nominations were closed.

C. Peterson moved to elect J. Bejgrowicz as Vice President. Seconded by J. Freis, motion carried.

After discussion, J. Bejgrowicz moved to hold board meetings at 11:00 AM on the third Tuesday of the month through February 2013. Seconded by C. Peterson, motion carried. All meetings will be held in Stephenson, unless a meeting at the Hermansville Branch Library is specifically requested by Hermansville residents.

After the by-laws were reviewed, J. Bejgrowicz moved to keep the by-laws as they currently stand. Seconded by J. Freis, motion carried.

C. Peterson moved to adjourn the reorganization meeting and resume the regular board meeting at 11:09 AM. Seconded by J. Bejgrowicz, motion carried.

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

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

J. Freis moved to approve the minutes from the January 17, 2012 meeting. Seconded by C. Peterson, motion carried.

J. Bejgrowicz moved to approve the January financial reports. Seconded by K. Bates, motion carried.

C. Peterson moved to pay the February bills. Seconded by J. Freis, motion carried.

In order to avoid late payment charges, C. Peterson moved to authorize P. Cheski to pay utility, telephone, and other bills prior to each monthly meeting. Seconded by J. Bejgrowicz, motion carried.

Director's Report:

- A. The monthly circulation stat comparisons are in the board packets.
- B. The Friends next regular meeting will be on Thursday, February 21, 2012 at 3:00 PM. They will be sponsoring Gordon Russ, a magician, for the summer reading wrap-up program on Thursday, July 12. The Stephenson Township officials are again letting us use their hall for summer reading.

The Friends will be holding a Pajama StoryTime Party at the library on Thursday, March 8. National Honor Society students from Stephenson High School will be reading stories to the children.

- C. On February 16, Sally and Ann participated in the summer reading workshop presented by the Nicolet Federated Library System in Green Bay. They both brought back craft ideas and recommended books to use in our summer reading program.
- D. The bookmobile shelves are falling apart due to the shelf pins shearing off. We have contacted Matthews Specialty Vehicles to see if the pins are still available to purchase.
- E. We will be participating in the Park & Read program again this year. The program has been expanded to include some museums in Michigan. The program runs from April 1 through October 1, however passes will continue to be honored through December 31 each year.
- F. Kimberly Galica, an N.W.T.C. student, inquired about doing an internship at the library. We referred her to the M.S.U. extension office, as her course requires more routine office work than we have available at the library.

Old Business:

- A. Library Board New Member and Liaison Appointments – We received official notification of both appointments from the Administrator's Office.
- B. The Great Start Resource open house was very successful and over 40 items were circulated that Friday.

New Business:

- A. Gift Policy -- After discussion, C. Peterson moved to approve the gift policy. Seconded by J. Freis, motion carried.
- B. Bookmobile Designation of Funds from FY 2010-2011 – After the auditors have finalized the county's year-end figures, we should discuss an amount we would like the County Board to designate toward the bookmobile replacement fund.

Other Board Concerns: There were no board concerns at this time.

Public Participation: Commissioner Furlong informed the board that the county commissioners now have county email accounts.

As there was no further business, J. Bejgrowicz moved to adjourn the meeting. Seconded by J. Freis, motion carried. The meeting adjourned at 11:27 AM.

**MINUTES**

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

**Personnel Committee, 2/27/2012  
No earlier than 11:00 a.m.**

MEMBERS PRESENT: James Furlong, Nick Lakari, James Pearson  
MEMBERS EXCUSED: None  
OTHERS PRESENT: Menominee County Administrator Brian Bousley, Airport Lineman Jeff LaFleur

**1. Call to order**

Menominee County Administrator Brian Bousley called the meeting to order.

**2. Pledge of Allegiance**

**3. Roll call**

**4. Approve/amend agenda**

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

**5. Approve/amend minutes of November 30, 2011**

Motion (Furlong/Lakari) to approve the minutes of November 30, 2011. Vote – unanimous. Motion carried.

**6. Elect Chair**

Commissioner Pearson nominated Nick Lakari to serve as Chair.

Motion (Furlong) to close nominations and cast a unanimous ballot to elect Nick Lakari as Chair. Vote – unanimous. Motion carried.

**7. Elect Vice-Chair**

Commissioner Furlong nominated Jim Pearson to serve as Vice-Chair.

Motion (Furlong) to close nominations and cast a unanimous ballot to elect Jim Pearson as Vice-Chair. Vote – unanimous. Motion carried.

**8. Elect Secretary**

Commissioner Pearson nominated James Furlong to serve as Secretary.

Motion (Pearson) to close nominations and cast a unanimous ballot to elect James Furlong as Secretary. Vote – unanimous. Motion carried.

**9. Public Comment**

None

**10. Discuss/consider recommendation from Job Description Committee to approve the job description for the part time airport manager's position, action if any**

Chair Lakari explained changes the Job Description Committee made to the job description.

**11. Discuss/consider recommending approval of the job description for the part time airport manager's position to the full Twin County Airport Commission, action if any**

Motion (Pearson/Furlong) to recommend approval of the job description to the full Twin County Airport Commission. Vote – unanimous. Motion carried.

**12. Discuss/consider revision of September 21, 2011 Personnel Committee minutes, action if any**

Commissioner Pearson explained that the correction Mr. Hartz asked to be placed on the September 21, 2011 meeting actually took place at another meeting.

Motion (Pearson/Furlong) to amend the minutes of September 21, 2011 by removing the addition at the end of the minutes. Vote – unanimous. Motion carried.

**13. Public Comment**

None

**14. Future agenda items**

Review Lineman Job Description  
Review Work Rules

**15. Schedule next meeting**

The next meeting is scheduled for Friday, March 30<sup>th</sup> at 3:00 p.m.

**16. Adjourn**

Motion (Furlong/Pearson) to adjourn at 11:30 a.m.. Vote – unanimous. Motion carried.

Respectfully submitted,  
Gina K. Teeple  
Marinette County Administrative Secretary

Date approved/corrected:

**Menominee County  
Department of Human Services Board  
2612 10<sup>th</sup> Street  
Menominee, MI 49858**

**BOARD MEMBERS**

**MARY BRADLEY  
MICHAEL KAUFMAN  
PEGGY BASTIEN**

**DIRECTOR**

**RUSSELL K. SEXTON**

**Date:** February 28, 2012

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

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

Others Present: Bernie Lang, Menominee County Board of Commissioners; Mark Kwarciany, Menominee County DHS.

**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 January 31, 2012 MINUTES:**

Minutes of the January 31, 2012 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 January 2012 was reviewed. There was \$150.00 in expenditures for DHS Board meeting attendance and \$161.00 in expenditures for MCSSA District One Meeting attendance; leaving a balance of \$8,339.00.

It was noted that Board Member Bastien forgot to submit charges for mileage to the MCSSA District One meeting – those charges will be reimbursed on the February voucher.

There were no expenditures from the Child Care fund, leaving a balance of \$3,500.00.

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

## **DIRECTOR'S REPORT:**

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

**MCSSA Information:** Various MCSSA documents were distributed.

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

There will be an MCSSA Legislative Conference on March 13<sup>th</sup> through March 15, 2012 in Lansing, MI at the Radisson Hotel. None of the Menominee County DHS Board members will be attending.

**Statewide Director's Meeting Information:** Mr. Sexton went over his notes from the February Statewide Director's phone conference.

**Collaborative Issues:** No new information.

**Business Plan Update:** Mr. Sexton related that a new business plan is being worked on and when that is finished he will go over it with the board. Mr. Sexton related that he continues to work off of the Strategic Plan, the Modified Settlement Agreement and the Federal Child and Family Services Review along with other various goals and priorities to monitor how his counties are performing.

**Miscellaneous:** There was continued discussion regarding the Pinecrest Medicaid billing situation as well as the proposed Pinecrest MARA (DHS Eligibility Specialist) worker.

**Board Member Input/Suggestions:** The Board Members provided a variety of input, which was very much appreciated by Mr. Sexton.

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

**UNIT REPORTS:** Mr. Mark Kwarciany, Family Independence Manager, provided to the board a report and statistical information pertaining to his Assistance Payments unit.

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

## **BOARD BUSINESS:**

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

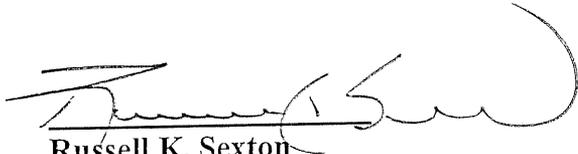
**NEW BUSINESS:** No new business presented.

**PUBLIC COMMENT:** Mr. Lang, Menominee County Board of Commissioners, discussed the new Estate Recovery Law and a specific complaint generated as a result of that law.

Board Member Bastien had talked with the same complainant and was able to guide the complainant through the process and assist complainant in getting their issue resolved to the satisfaction of complainant.

**NEXT MEETING:** March 27, 2012 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 9:36 a.m.

  
**Russell K. Sexton**  
Board Secretary

  
**Michael Kaufman**  
Chairperson

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

# MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

<b>SUBJECT:</b>	<b>Digital Recording Equipment</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>VarTec, LLS was here to demonstrate the Digital recording system currently used in other courtrooms in the state. It uses our state program (JIS) to interface with to make the recording process very user friendly. Dickinson County's court reporter has been using the system since June with outstanding reviews.</p>	
<b>RECOMMENDED MOTION</b>	

Submitted by:     **Brian Bousley**    

    **04/20/2012**      
Date

**WORKSHOP ACTION**

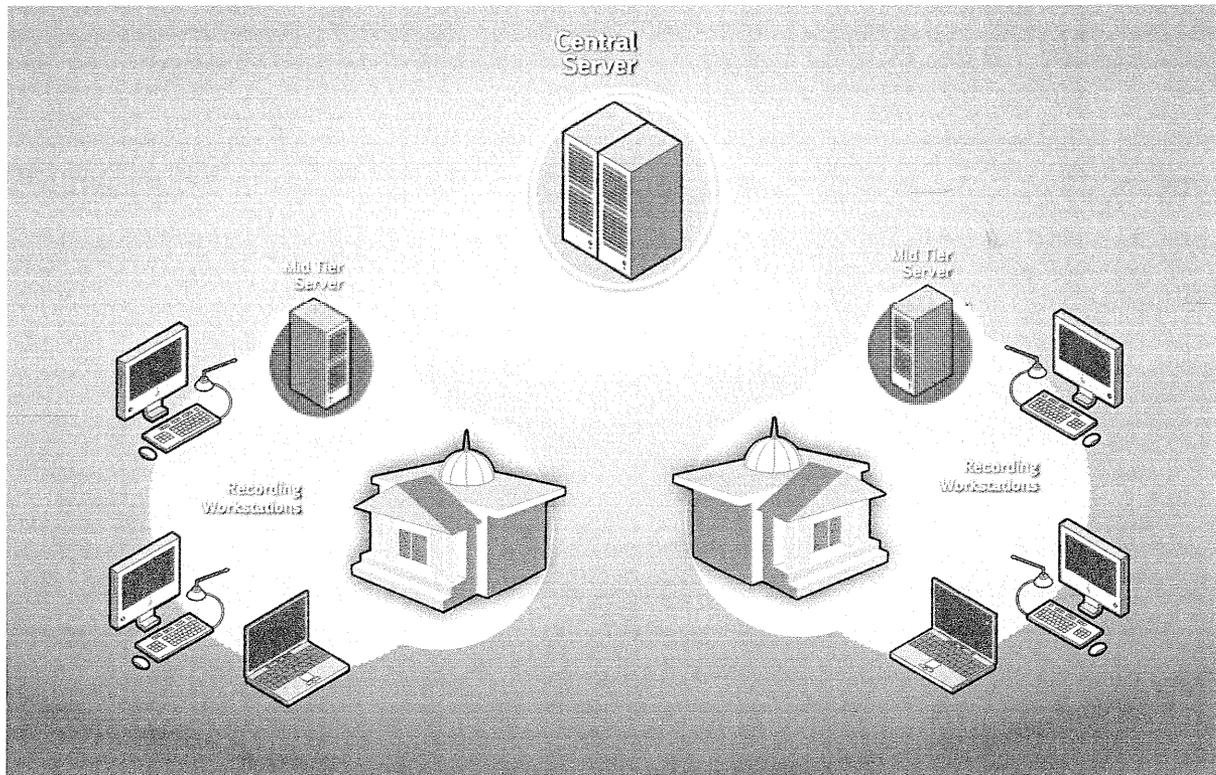
<input type="checkbox"/>	<b>Forwarded to County Board for Approval as Recommended</b>
<input type="checkbox"/>	<b>Reviewed with no motion to carry forward</b>
<input type="checkbox"/>	<b>Continue after additional review/research is obtained</b>
<input type="checkbox"/>	<b>Recommended with the following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

**COUNTY BOARD ACTION**

**DATE:**

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

# ENCOMPASS PRO



The Encompass Pro Suite is a complete multi-tiered audio capture workflow that provides automated real-time or on-demand redundancy to a server and an unmatched suite of management utilities.

The Encompass Pro Suite consists of a customizable configuration of three key components: **Encompass Workstations**, the recording workstations that capture digital audio and case information; the **Middle Tier Servers** that serve as an intermediate repository for real-time or on-demand synchronization, providing immediate redundancy; and the **Central Server**; a final repository for the storage and management of audio and case information for the entire system. A single server can also be used for smaller sites.

The synchronization process copies the audio and associated case information to the next tier in the system, providing automated redundancy and backup. Synchronization can occur in real-time for instantaneous redundancy, or can be scheduled for off-peak hours to avoid overly taxing your network resources. The flexible, scalable synchronization process allows you to choose the number and configuration of servers that works for your environment.

Optional modules for the Encompass Pro Suite include VIQ's ICM Tool for integration with case management systems.

## Key Features

- Network-based solution for centralized storage and access of all recordings
- Automated real-time or on-demand synchronization of digital audio and case information between locations
- Ability to redact portions of audio and notes or seal entire cases for privacy and security

**VIQ**  
Solutions

# ENCOMPASS PRO

The Encompass Pro software suite allows you to record in multiple locations and have all your audio and recording information automatically stored in a central repository where it can be easily searched and shared. The synchronization process is fully automated and secure so your critical recordings will always be complete and accessible to authorized users from anywhere on the network.

## FEATURES

### Audio Capture and Annotations

- Records up to eight separate channels of digital audio
- Integrated text annotations and multimedia attachments, such as electronic presentations, become part of the digital record
- Customizable speaker/event buttons, hotkeys and case lists to facilitate detailed annotations and aid transcriptionists
- Allows multiple defendants to be associated with the same case number and recording
- Allows a defendant and recording to be associated with multiple case numbers
- "Easy Search" feature quickly locates cases based on a range of criteria including date/time, location, case number, node, judge and even annotation text
- User-friendly interface means minimal training required

### Redundancy and Storage

- Provides automated synchronization for central storage of all recordings for easy search and management
- Choice of real-time synchronization for immediate redundancy of all recordings and metadata or on-demand/scheduled synchronization to control utilization of network resources during peak hours
- Remote laptops will automatically sync up once connected to network
- Burn basic CD/DVD for playback in standard disc player or digital music players
- Burn advanced CD/DVD for multi-channel playback with annotations using free VIQ Player

### Security and Privacy

- Ability to redact portions of audio and notes without affecting the original copy of the proceedings
- Ability to seal cases to restrict access to audio and case information to designated users
- Ability to mark portions of audio as inadmissible
- Customizable audit logs detail all activity on the system
- Ability for judges to make private notes that cannot be read by any other users

### Available Add-ons

- Optional integration with case management systems for customized recording with no data re-entry (not included)

For more information contact:

# VIQ

905 - 948 - 8266

[www.viqsolutions.com](http://www.viqsolutions.com)

[info@viqsolutions.com](mailto:info@viqsolutions.com)

## TECHNICAL SPECIFICATIONS

- Captures up to eight independent channels of digital audio in MPEG-2 format
- Compatible with Active Directory
- Ability to securely seal cases to restrict access to audio and case information
- Ability to redact portions of audio and notes and export to CD/DVD
- Multiple redaction filters can be created for a recording and applied at time of disk burning
- Middle and Central Tier servers can be installed on virtual machines
- Middle and Central Tier servers can be manually installed in a clustered environment
- Customizable workstation-server workflow for completely scalable solution
- Full event log and administrative reports to monitor activity on systems
- Customizable user profiles and roles to control user access and system usage
- Customizable synchronization/delete schedule for workstations and servers
- Storage on Central Server can be configured with multiple volumes or logical drives
- Compatible with VIQ's NetScribe and AccessPOINT Portal web-based transcription and remote access solutions (not included)

### Workstations

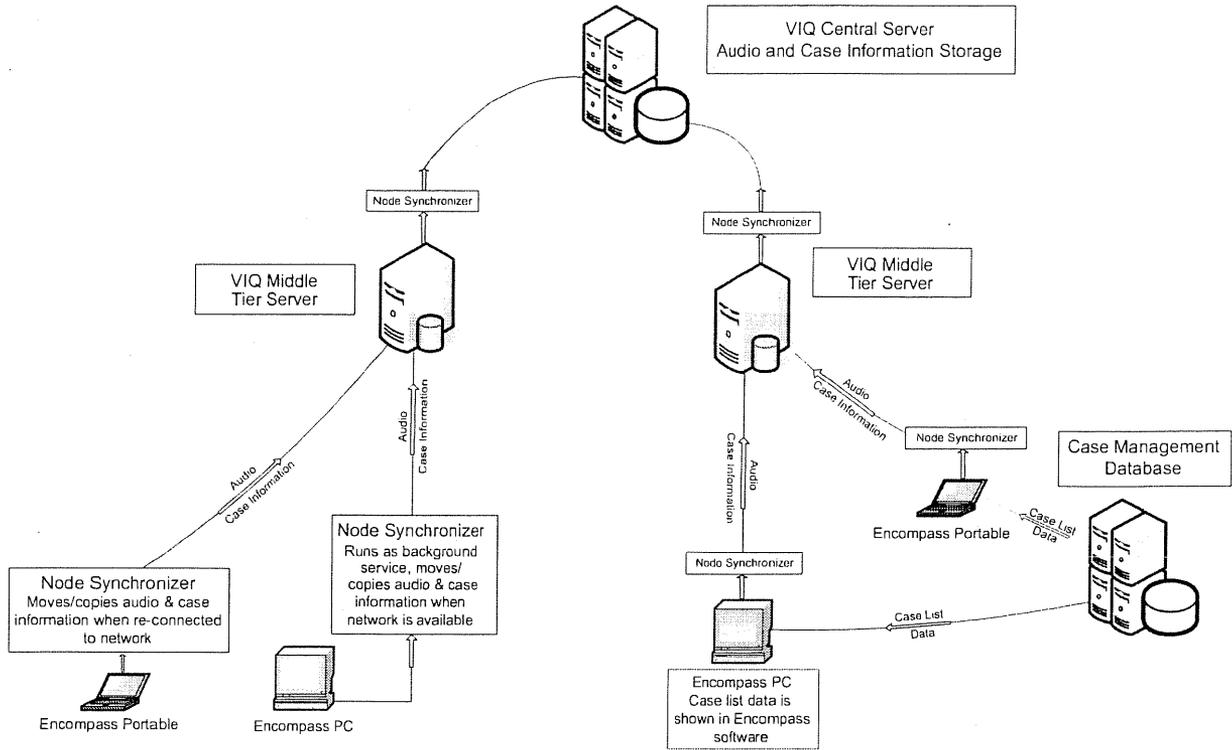
- Windows XP (SP3); Windows 7 Professional, Ultimate, or Enterprise (SP1) (32 and 64 bit)
- SQL Server 2008 R2 Express With Tools (SP1)
- Windows 7 IIS7
- Intel Core i5 2.0 GHz
- 4GB RAM
- High capacity 7200 RPM (min.) hard drive (disk space depends on storage requirements)
- 1GB network card (connected to a Gigabit switch)
- 1024 x 768 display resolution (32-bit color depth or greater)
- WDM-compatible audio device for playback
- ASIO-based digital recording device or Digigram card. USB 2.0 port or PCI slot may be required. Contact VIQ for full list of compatible recording devices.

### Middle-Tier and Central Servers

- Windows 2003 Server (SP2), Windows 2008 R2 Server (SP1) (64 bit)
- SQL Server 2008 R2 (all Service Packs installed)
- High-capacity fault-tolerant disk array (RAID 5)  
– SAN/NAS, 2008 Storage Server recommended
- 4GB RAM minimum (higher recommended)
- 1GB network card (connected to a GB switch)
- Pentium Dual-Core Xeon processor

\* Contact VIQ for the most recent specifications prior to purchase.

# ENCOMPASS PRO SUITE



The Encompass Pro Suite is an enterprise-level digital recording and management solution suitable for multi-location federal or state agencies and other large-scale organizations. The automated, multi-tiered workflow provides real-time or on-demand redundancy, while the unmatched suite of management utilities gives you total control of your recording system.

The Encompass Pro Suite consists of a customizable configuration of three key components: **Encompass Workstations**, the recording workstations that capture digital audio, video and case information; the **Middle Tier Servers** that serve as an intermediate repository for real-time or on-demand synchronization, providing immediate redundancy; and the **Central Server**; a final repository for the storage and management of audio and case information for the entire system. A single Middle Tier Server can also be used for smaller sites.

The synchronization process copies the audio and associated case information to the next tier in the system, providing automated redundancy and backup. Synchronization can occur in real-time for instantaneous redundancy, or can be scheduled for off-peak hours to avoid overly your taxing network resources. The flexible, scalable synchronization process allows you to choose the number and configuration of servers that works for your environment.

The Encompass Pro Suite also includes VIQ's ICM Tool, for optional integration with case management systems. The ICM Tool provides customized recording and annotations with no data re-entry and is included with each Encompass Workstation.\*

## Key Features

- Enterprise-level, multi-tiered digital recording solution for federal or state agencies and other large-scale organizations
- Automated real-time or on-demand synchronization of digital audio and case information between locations
- Includes ICM Tool for integration with third-party case management systems for customized recording with no data re-entry

**VIQ**  
Solutions

# ENCOMPASS PRO SUITE

## FEATURES

### Audio and Video Capture

- Records up to eight separate channels of digital audio
- Records a single channel of video that can be split into multiple video feeds
- Independent confidence monitoring on each channel to ensure signal strength and quality
- Integrated text annotations and multimedia attachments, such as electronic presentations, become part of the digital record
- Customizable speaker/event buttons, hotkeys and case lists to facilitate detailed annotations and aid transcriptionists
- Includes VIQ ICM Tool for optional integration with third-party case management systems for customized recording with no data re-entry
- Allows multiple defendants to be associated with the same case number and recording
- Allows a defendant and recording to be associated with multiple case numbers
- "Easy Search" feature quickly locates cases based on a range of criteria including date/time, location, case number, annotation text, node and judge
- User-friendly graphical interface means minimal training required
- Icon-based touchscreen mode for use with touchscreen monitors
- Encompass Pro Workstation is available as a software-only solution or pre-loaded on a Shuttle small form factor PC with built-in 8-channel recording card and mixer, CD/DVD burner and two 160 GB harddrives

### Redundancy and Storage

- Provides standalone (local) recording with automated synchronization for central storage of all recordings for easy search and management
- Choice of real-time synchronization for immediate redundancy of all recordings and metadata or on-demand/scheduled synchronization to control utilization of network resources during peak hours
- Remote laptops can automatically sync up once connected to network
- CD/DVD burning from Workstations or Central Server
- Burn basic CD/DVD for mixed-channel playback in standard disc player or digital music players
- Burn advanced CD/DVD for multi-channel playback with annotations using free VIQ Player

### Security and Privacy

- Ability to seal cases to restrict access to audio and case information to designated users
- Ability to mark portions of audio as inadmissible
- Customizable audit logs detail all activity on the system
- Ability for judges to make private notes that can not be read by any other users

For more information contact:

# VIQ

905 - 948 - 8266

[www.viqsolutions.com](http://www.viqsolutions.com)

[info@viqsolutions.com](mailto:info@viqsolutions.com)

## TECHNICAL SPECIFICATIONS

- Up to eight independent channels of digital audio using ASIO-based USB 2.0 capture devices or Digigram cards
- Records in MPEG-2 format
- Works with most USB video camera devices or surveillance-style cameras (using external capture device)
- Ability to securely seal cases to restrict access to audio and case information
- Middle and Central Tier servers can be installed on virtual machines
- Middle and Central Tier servers can be manually installed in a clustered environment
- Customizable workstation-server workflow for completely scalable solution
- Full event log and administrative reports to monitor activity on systems
- Customizable user profiles and roles to control user access and system usage
- Includes ICM Tool for integration with third-party case management systems
- Customizable synchronization/delete schedule for workstations and servers
- Storage on Central Server can be configured with multiple volumes or logical drives
- Compatible with VIQ's NetScribe and AccessPOINT Portal web-based transcription and remote access solutions
- Compatible with VIQ Audio Importer utility to import digital audio (in MP3 format) and annotations from other digital recording systems into native VIQ format

## SYSTEM REQUIREMENTS

### Workstations

- Windows XP Pro (with updated Service Packs)
- DirectX 9C (for video capture)
- 1 Gigabyte of RAM
- 5400 RPM SATA/SCSI/IDE hard drive (minimum 7200 RPM for video capture)
- Pentium 4 (3.0 GHz) processor
- 40 Gigabytes of free disk space (Disk space depends on storage requirements)
- 1024 x 768 display resolution (32-bit color depth or greater)
- Sound Blaster or compatible sound card for playback
- ASIO or Wave-based digital recording device (Contact VIQ for full list of compatible recording devices. USB 2.0 port or full-sized PCI slot may be required)

### Middle-Tier and Central Servers

- Windows 2000 /2003/2008 Server (with updated Service Packs)
- Microsoft SQL Server 2005
- Pentium 4 (or higher) (Recommended dual Pentium 4 server)
- 4 Gigabyte RAM (minimum)
- High capacity fault-tolerant single hard disk array (RAID 5)

\* Additional ICM Tool configuration charges may apply.

# VarTec, LLC

DIGITAL VOICE & DATA SOLUTIONS

## Michigan Reference Sites

1. **17<sup>th</sup> District Court** – Encompass v ent interface. 15111 Beech-Daly Road, Redford, MI 48239 Judges Karen Khailil and Charlotte Wirth. **Judy Timpner**, Court Administrator 313 387-2790. [jtimpner@redfordtwp.com](mailto:jtimpner@redfordtwp.com)
2. **66<sup>th</sup> District Court** – Encompass with JIS Case Management interface. 110 East Mack Street, Corunna, MI 48817 Judges Ward L. Clarkson and Terrance P. Dignan. **J. Kevin McKay, JD**, Court Administrator 989 743-2395 [jmckay@shiwassee.net](mailto:jmckay@shiwassee.net)
3. **2A District Court** – Encompass with JIS Case Management interface. 425 N Main Street, Adrian, MI 49221. Judges James E. Sheridan and Natalia M. Koselka. **Mark Fetzer**, Court Administrator, 517 264-4673 [mark.fetzer@lenawee.mi.us](mailto:mark.fetzer@lenawee.mi.us)
4. **39<sup>th</sup> Circuit Court**– Encompass with JIS Case Management interface 425 N Main Street, Adrian, MI 49221. Judges Timothy P. Pickard and Margaret Murray-Scholz Noe. **Dennis Lehman**, Court Administrator, 517 264-4597 [lehmand2@michigan.gov](mailto:lehmand2@michigan.gov)
5. **Lenewee County Probate Court** – Encompass with JIS Case Management interface. 425 N Main Street, Adrian, MI 49221. Judge Gregg P. Iddings. **David Stanifer**, Court Administrator, (517) 264-4614 [david.stanifer@lenewee.mi.us](mailto:david.stanifer@lenewee.mi.us)
7. **63<sup>rd</sup> District Court** - Encompass with JIS Case Management interface 649 Kenmoor S.E., Grand Rapids, MI 49546-2375. Judge Sara J. Smolenski. **Dona K. Gillson**, Court Administrator, 616 336-3570 [dona.gillson@kentcounty.org](mailto:dona.gillson@kentcounty.org)
8. **65B District Court** – Continuum with JIS Case Management interface. 245 East Newark, Ithaca, MI 48847. Angie Ballard, Court Administrator, (989) 875-5240 [aballard@co.gratiot.mi.us](mailto:aballard@co.gratiot.mi.us)
9. **Delta County Courts** – Circuit, District, Probate, Juvenile, and Friend of the Court –Encompass Pro server solution with Just Ware Case management interface. Escanaba, MI Brandon Couvillion, Information Technician, 906 789 5100, [Brandon@deltacountymi.org](mailto:Brandon@deltacountymi.org)
10. **Dickinson County** – Circuit and District Courts – Encompass with JIS Case Management interface. Iron Mountain, MI Hon. Christopher S. Ninomiya District Court Judge (906) 774-0506

# MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

<b>SUBJECT:</b>	Public use survey
<b>DEPARTMENT:</b>	All
<b>ATTACHMENTS:</b>	yes
<b>SUMMARY:</b>	
<p>A survey was conducted in the courthouse to see where the majority of patrons using the courthouse live within the county. This survey was conducted to see if it would be feasible to have a liaison office in the northern end of the county for services.</p>	
<b>RECOMMENDED MOTION</b>	

Submitted by:     Brian Bousley    

    04/20/2012      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

# MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Deficit Elimination plan</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>yes</b>
<b>SUMMARY:</b>	
<p>For FY ending Sept. 30, 2011 – the audit came back with two deficits:</p> <p>Re-monumentation ~ &lt;\$16,217&gt;          State-Special Child Care ~ &lt;\$14,424&gt;          Brian has prepared a resolution to send to the Treasury to explain and correct the deficits for Menominee County.</p>	
<b>RECOMMENDED MOTION</b>	

Submitted by:     **Brian Bousley**    

    **04/20/2012**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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



STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

RICK SNYDER  
GOVERNOR

ANDY DILLON  
STATE TREASURER

**ALL CORRESPONDENCE SHOULD REFER TO STATE ID NUMBER**

**DEFICIT ELIMINATION  
PLAN NOTIFICATION**  
State ID Number  
**55-0000**

April 10, 2012

Administrator  
County of Menominee  
839 Tenth Avenue  
Menominee, Michigan 49858

Dear County Administrator:

We have received an audit report from your local unit, which indicates a deficit balance in one or more funds as follows:

<u>FUND</u>	<u>AMOUNT</u>	<u>AUDITED FINANCIAL STATEMENTS 9/30/11</u>
Remonumentation	\$16,217	Unrestricted Deficit, Page 56
State-Special Child Care	\$14,424	Unrestricted Deficit, Page 58

According to MCL 141.921 and Attorney General Opinion No. 6154, if a local unit of government ends its fiscal year in a deficit condition, the local unit of government shall formulate and file a financial plan with the Department of Treasury within 90 days after the beginning of the fiscal year to correct the deficit. The local unit of government shall file the financial plan with the Department of Treasury for evaluation and certification to ensure the correction of the deficit condition. Upon certification by the Department of Treasury, the local unit shall institute the plan.

Your deficit elimination plan is due within 30 days from the date of this letter. If the deficit elimination plan is not filed within that 30-day time period, we will recommend that 25% of your State-Shared Revenue be withheld pursuant to MCL 141.921(2). The plan should identify exactly how the deficit is to be eliminated. The following are acceptable evidence to support a plan:

1. Certified copies of board/council resolutions (describing funds and amounts) approving additional appropriations sufficient to eliminate the deficit and a copy of the journal entry that shows that the transfer has been made or a trial balance.

April 10, 2012

2. Projected budget approved by the legislative body as evidenced by a certified resolution itemizing yearly revenues by source, expenditures/expenses by activity, and changes in the fund balance/retained earnings through the year of the deficit's eventual elimination. There is a five-year limit for an approved plan; the plan must be amended if the deficit increases or the plan is not otherwise followed.

After receiving your plan, we will notify you in writing if additional information is needed or that your plan has been certified. If you have any questions or concerns, please do not hesitate to contact April M. Griffin at (517) 335-4305. The plan can be sent to [Treas\\_MunicipalFinance@michigan.gov](mailto:Treas_MunicipalFinance@michigan.gov) or mailed to Michigan Department of Treasury, Local Audit and Finance Division, P.O. Box 30728, Lansing, MI 48909-8228.

---

Sincerely,



Harlan Goodrich, Manager  
Local Audit and Finance Division

County Clerk

"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

### RESOLUTION – 2012-07

Menominee County Deficit Elimination Plan  
For FY ending September 30, 2011

WHEREAS Menominee County experienced deficit fund balances at the conclusion of the Fiscal Year ending on September 30, 2011 in the following funds:

Re-monumentation	#243-000-001.00	in the amount of \$16,217
State-Special Child Care	#296-000-001.00	in the amount of \$14,424

WHEREAS, Act 275 of the Public Acts of 1980 requires that a Deficit Elimination Plan be formulated by the local unit of government and filed with the Michigan Department of Treasury:

NOW THEREFORE, IT IS RESOLVED that the Menominee County Board of Commissioners approves the amount of \$30,641 to be transferred from General Fund, cash account #101-000-001.00 to balance each deficit fund respectively incurred at the conclusion of the Fiscal Year ending September 30, 2011.

BE IT FURTHER RESOLVED that Menominee County's Board of Commissioners submits the Deficit Elimination Plan to the Michigan Department of Treasury for certification.

\_\_\_\_\_  
James Furlong, Board Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Marc Kleiman, County Clerk

\_\_\_\_\_  
Date

*James Furlong - Chairperson*

*Charlie Meintz - Vice Chairperson*

*Bernie Lang*

*Mark Jasper*

*Jim Pearson*

## MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

<b>SUBJECT:</b>	Miscellaneous Bills
<b>DEPARTMENT:</b>	Administration
<b>ATTACHMENTS:</b>	yes
<b>SUMMARY:</b>	
Board to review recently submitted Miscellaneous Bills as paid on April 11 & 13, 2012 in the amount of \$221,833.76.	
<b>RECOMMENDED MOTION</b>	

Submitted by:     **Brian Bousley**    

    **04/20/2012**      
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):

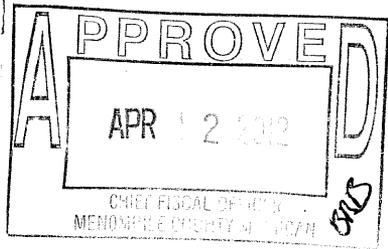
**COUNTY BOARD ACTION**

**DATE:**

	Approved
	Disapproved
	Approved with the following change(s):

MENOMINEE COUNTY  
Claims Audit Report

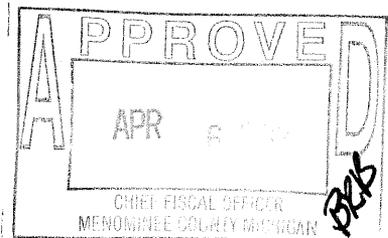
Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
MACNLOW Associates	23558	04/10/2012	PO# 02628	Advanced Sheriff School	264-363-881.00	595.00		\$595.00
Total Amount for Bank Account: General								\$595.00

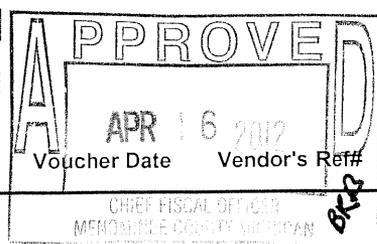


MENOMINEE COUNTY  
Claims Audit Report

Claim Total

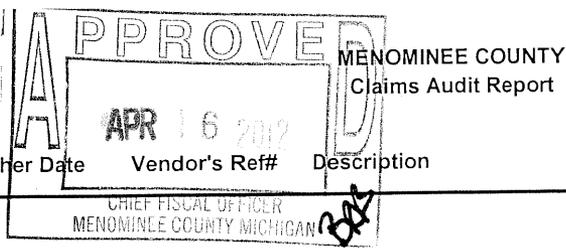
Vendor Name Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General							
WISCONSIN PUBLIC SERVICE CORP - P O BOX 19003							\$405.20
23731	3/29/2012	0402191663-00001	Health Care Center - Gas & Electrical	101-265-920.03	245.23		
23731	3/29/2012	0402191663-00001	Health Care Center - Gas & Electrical	101-265-920.04	159.97		
Total Amount for Bank Account: General							\$405.20





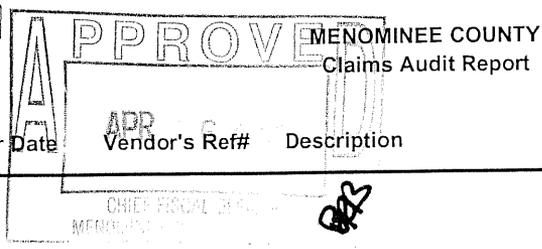
MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
<b>A B C PRINTERS</b>								<b>\$554.30</b>
23676	04/05/2012	94430	PO# 02619 Window Envelopes (Clerk/F	101-215-727.00	554.30			
<b>Ace Hardware</b>								<b>\$140.36</b>
23718	03/01/2012	204188/2	Building & Grounds Supplies	101-265-755.00	13.94			
23719	03/01/2012	204189/2	Building & Grounds Supplies	101-265-755.00	16.56			
23720	03/06/2012	204211/2	Building & Grounds Supplies	101-265-755.00	46.45			
23721	03/12/2012	204241/2	Building & Grounds Supplies	101-265-755.00	9.19			
23722	03/15/2012	204259/2	Building & Grounds Supplies	101-265-755.00	49.44			
23723	03/26/2012	204322/2	Building & Grounds Supplies	101-265-755.00	4.78			
<b>ALGER-DELTA COOPERATIVE ASSOCI</b>								<b>\$440.97</b>
23595	03/31/2012	1503500	Electrical Service at Shakey Lakes Park	208-751-920.01	27.48			
23596	03/31/2012	383001	Electrical Service at Shakey Lakes Park	208-751-920.01	35.86			
23597	03/31/2012	383301	Electrical Service at Shakey Lakes Park	208-751-920.01	27.48			
23598	03/31/2012	380300	Electrical Service at Shakey Lakes Park	208-751-920.01	27.48			
23599	03/31/2012	379700	Electrical Service at Shakey Lakes Park	208-751-920.01	38.06			
23600	03/31/2012	370500	Electrical Service at Shakey Lakes Park	208-751-920.01	155.87			
23601	03/31/2012	369802	Electrical Service at Shakey Lakes Park	208-751-920.01	34.54			
23602	03/31/2012	367200	Electrical Service at Shakey Lakes Park	208-751-920.01	39.24			
23603	03/31/2012	367100	Electrical Service at Shakey Lakes Park	208-751-920.01	27.48			
23604	03/31/2012	383200	Electrical Service at Shakey Lakes Park	208-751-920.01	27.48			
<b>ANGELIS MENOMINEE INC</b>								<b>\$533.63</b>
23691	03/01/2012	0152321-IN	Inmate Groceries	101-301-770.00	72.72			
23692	03/04/2012	1848211-IN	Inmate Groceries	101-301-770.00	2.19			
23693	03/08/2012	0278721-IN	Inmate Groceries	101-301-770.00	151.83			
23694	03/14/2012	1545211-IN	Inmate Groceries	101-301-770.00	99.47			
23695	03/24/2012	0135321-IN	Inmate Groceries	101-301-770.00	98.58			
23696	03/29/2012	0020852-IN	Inmate Groceries	101-301-770.00	108.84			
<b>AT&amp;T - Carol Stream, IL</b>								<b>\$967.73</b>
23574	04/01/2012	906753458204	Shakey Lakes Park - April 2012	101-103-850.00	26.50			
23575	04/01/2012	906753220904	Annex - Telephone Services, April 2012	101-103-850.00	254.86			
23576	04/01/2012	906R41083904	April 2012	101-103-850.00	686.37			
<b>BAYSHORE VETERINARY CLINIC</b>								<b>\$181.60</b>
23705	03/08/2012	147396	Cat Bite - Granquist	205-315-755.00	50.00			
23706	03/28/2012	148047	Cat Bite - Granquist	205-315-755.00	131.60			
<b>Big O's Lube and Service, Inc.</b>								<b>\$115.91</b>
23649	03/29/2012	8232	2001 Ford Ranger - Brake Maintenance	208-751-930.02	67.96			
23709	03/23/2012	8191	Oil Change - 2010 Chevy Impala	205-315-934.02	47.95			
<b>Bob Barker Company, Inc.</b>								<b>\$150.59</b>
23685	03/28/2012	WEB000211764	Inmate Supplies	101-301-770.00	29.03			
23686	03/28/2012	WEB000211830	Inmate Supplies	101-301-770.00	57.45			
23687	04/04/2012	WEB000212706	Inmate Supplies	101-301-770.00	64.11			
<b>BP</b>								<b>\$248.12</b>
23712	04/01/2012	33812205	Gasoline Charges - March 2012	249-371-742.00	248.12		x	
<b>Brunelle, Jennifer</b>								<b>\$74.97</b>
23664	04/10/2012	Reimbursement	Mileage	296-664-860.00	67.71			
23670	04/10/2012	Reimbursement	Supplies from 4/9/12	296-664-727.00	7.26			
<b>Cellcom Wisconsin RSA 04</b>								<b>\$281.03</b>
23699	03/27/2012	994930	Cellular Services	101-301-850.00	281.03			



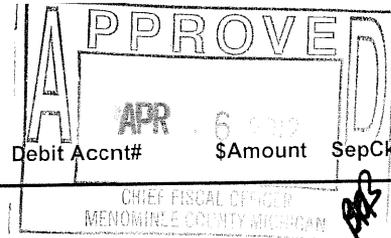
**MENOMINEE COUNTY  
 Claims Audit Report**

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
<b>CITY OF MENOMINEE - 2511 10TH ST.</b>								
	23580	04/11/2012	May 2012	Monthly Rent	266-326-942.00	351.67		\$2,669.83
	23593	04/01/2012	90103011	January - March 2012	101-265-920.00	31.36		
	23594	04/01/2012	20102038	Water & Sewer 1/1/12 - 3/31/12	101-265-920.00	2,286.80		
<b>CLOVERLAND PAPER CO</b>								
	23678	04/02/2012	98206	Paper Portion Cups	101-301-727.00	80.39		\$3,524.02
	23688	03/23/2012	98142	Liners, Degreaser, Cups	101-301-770.00	201.56		
	23689	03/30/2012	98216	Mop Cleaner, Lysol, Towels, Bleach	101-301-770.00	211.75		
	23727	04/05/2012	98150	Liners, Brooms, Gloves, Liners, Tissues	208-751-755.01	3,030.32		
<b>COHL STOKER &amp; TOSKEY P C</b>								
	23648	03/29/2012	42087	Legal Services - Veterans Preference	101-211-807.00	171.59		\$171.59
<b>COMMERCIAL LAUNDRY SALES</b>								
	23690	04/04/2012	75099	Service Call on Washer & Install New D	101-301-770.00	375.11		\$375.11
<b>Cooper Office Equipment</b>								
	23582	04/03/2012	87337	Konica Bizhub 200 - FOC	215-141-942.00	397.67		\$397.67
<b>Country Mile Document Destruct</b>								
	23570	04/09/2012	12878	Shredding of Documents - April 5, 2012	101-265-801.00	97.57		\$97.57
<b>Cowell, George</b>								
	23663	04/10/2012	4784	Ice Skates & Sharpening	296-667-801.01	52.17		\$52.17
<b>Cretens, Heidi L.</b>								
	23622	03/29/2012	Reimbursement	Lunch	266-325-881.00	10.00		\$10.00
<b>CVS Pharmacy Inc.</b>								
	23697	03/28/2012	6005 7320 4404 9416	Inmate Medication	101-301-770.01	23.98		\$23.98
<b>DEKETO, LLC</b>								
	23642	04/02/2012	DK 03-12	March 2012 Documents (x704)	256-277-857.00	1,478.40		\$1,478.40
<b>Delta/Menominee Health Dept.</b>								
	23716	04/12/2012	Appropriations	3rd Quarter Appropriations 2011 - 2012	101-997-999.03	36,040.00		\$36,040.00
<b>Dick Myers Custom Welding</b>								
	23710	03/30/2012	076322	Reconditioned Grill Guard - 2010 Tahoe	205-315-934.02	85.00		\$85.00
<b>Dougovito, Greg</b>								
	23671	04/10/2012	4775	Transport of 2 Juveniles	101-132-801.01	35.00		\$125.09
	23671	04/10/2012	4775	Transport of 2 Juveniles	101-132-801.00	80.00		
	23672	04/10/2012	Reimbursement	Meals from 3/29/12	101-132-801.00	10.09		
<b>DTE Energy</b>								
	23620	03/27/2012	462245200011	Annex - Heating March 2012	101-261-920.04	102.13		\$102.13
<b>EAGLEHERALD PUBLISHING, LLC</b>								
	23571	03/31/2012	1406	Advertising - March 2012	101-101-901.00	39.18		\$547.60
	23588	03/31/2012	1408	Advertising - Board Committees	101-101-901.00	28.42		
	23590	03/31/2012	1417	Advertising - Volunteer Host	101-101-901.00	66.00		
	23674	03/31/2012	1445	Advertising - Voter Registration	101-262-727.00	414.00		
<b>Election Systems &amp; Software</b>								
	23673	03/28/2012	802640	Layout Charge for May 8, 2012 Election	101-262-727.00	220.50		\$220.50
<b>Employee Benefits Agency, Inc.</b>								
	23605	04/02/2012	2776	ABS Monthly Admin Fee (x16) - April 20	101-103-712.02	256.00		\$256.00



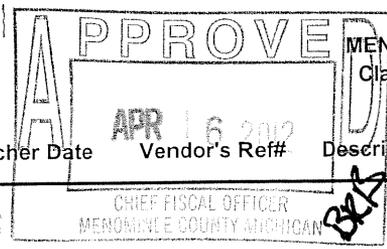
Vendor Name	Vcher#	Voucher	Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General									
EVANS, JOHN RN	23614	04/11/2012		Medical Examiner	January, February, March 2012	101-648-709.00	720.00		\$1,200.00
	23614	04/11/2012		Medical Examiner	January, February, March 2012	101-648-835.00	480.00		
FOLEY'S BUILDING & SUPPLY INC.	23726	04/12/2012		Hoeffler	Roofing, Siding, Porch Rebuild	274-690-809.64	4,000.00		\$4,000.00
Friends Ofc Prod Whse Direct	23569	04/06/2012		016264	Annex - Office Supplies	101-265-755.00	19.99		\$149.97
	23569	04/06/2012		016264	Annex - Office Supplies	101-265-755.00	129.98		
Furlong, James	23641	03/30/2012		Reimbursement	Mileage & Meals - March 2012	101-101-860.02	136.55		\$136.55
GAMBLES STORE	23566	04/02/2012		March 2012	20 Gallon - Stain for Shakey Lakes Park	208-751-755.02	247.92		\$247.92
Garcia Linda	23657	04/11/2012		593	Guardianship Review (K.J.)	101-148-804.00	26.11		\$26.11
GBS Inc.	23578	03/29/2012		12-12110	Binder #29 (Record of Deaths)	101-215-727.00	142.00		\$142.00
Hashimoto Sewer Service, Inc.	23565	04/04/2012		9643	Cleaning of Laundry Line at Jail	101-265-934.00	135.00		\$135.00
HAUPT DR PAUL/MEDICAL EXAMINER	23612	04/11/2012		Medical Examiner	Jan, Feb, March 2012	101-648-709.00	4,905.00		\$4,950.00
	23612	04/11/2012		Medical Examiner	Jan, Feb, March 2012	101-648-727.00	45.00		
Hi Tec Building Services	23616	03/30/2012		002816	Cleaning - March 2012	101-265-801.00	1,495.00		\$1,495.00
J S ELECTRONICS, INC.	23611	04/01/2012		17066	Tower Lease - April 2012	266-326-942.00	425.00		\$425.00
Jasper, Mark	23644	03/30/2012		Reimbursement	Mileage - March 2012	101-101-860.05	87.00		\$87.00
Jennings, Patrick L.	23653	04/03/2012		2012-005-MI	Court Appointed Legal - Peterson	101-148-807.00	80.00		\$80.00
Jerzyk, Audrey	23591	04/11/2012		Reimbursement	Mileage - Parks Committee	208-751-860.00	27.75		\$27.75
Joel Hensley, RN	23613	04/11/2012		Medical Examiner	January, February, March 2012	101-648-709.00	2,400.00		\$5,210.00
	23613	04/11/2012		Medical Examiner	January, February, March 2012	101-648-835.00	1,245.00		
	23628	04/09/2012		Blood Draw	W.R. (4/8/12)	101-267-801.01	100.00		
	23698	03/26/2012		Nursing Services	April 1 - April 15, 2012	101-301-770.01	1,365.00		
	23728	04/09/2012		Blood Draw	S. Crowe (4/8/12)	101-267-801.01	100.00		
Koehne	23700	02/22/2012		38814	2009 Chevy Tahoe Maintenance	101-301-881.01	66.22		\$66.22
Lang, Bernard	23643	03/30/2012		Reimbursement	Mileage - March 2012	101-101-860.01	563.46		\$563.46
Leadpros, LLC	23724	04/12/2012		Hoeffler	Lead Paint Clearance	274-690-809.64	300.00		\$300.00
LENCA SURVEYING	23647	03/31/2012		12036	Remon Project Yr 2012 - March 21 to M	243-246-801.07	2,254.40		\$2,254.40

**MENOMINEE COUNTY  
Claims Audit Report**



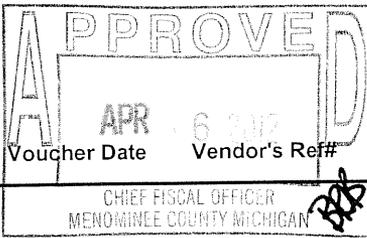
Claim Total

Vendor Name Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
<b>Bank Account: General</b>							
<b>Lesperance, Diane</b> 23650	04/03/2012		Reimbursement Quarterly Mileage for Bank Trips	101-253-860.00	34.96		\$34.96
<b>Linsmeier Implement, Inc.</b> 23573	03/12/2012	49325	Oil Filter	208-751-930.02	13.60		\$13.60
<b>Manpower</b>							\$1,511.88
23583	04/01/2012	23837933	Week Ending 4/1/12 - Regina Mistark	101-141-704.00	590.00		
23655	03/25/2012	23806119	Week Ending 3/25/12 - Regina Mistark	101-141-704.00	472.00		
23713	04/08/2012	23868624	Week Ending 4/8/12 - Regina Mistark	101-141-704.00	449.88		
<b>Maus, Sarah</b> 23624	04/02/2012		Reimbursement Mileage - Jan 1 to March 30, 2012	101-253-860.00	17.05		\$17.05
<b>Meade, Brenda</b>							\$132.58
23667	04/10/2012	4779	Transport of Juvenile (A.E.)	101-132-801.01	14.00		
23667	04/10/2012	4779	Transport of Juvenile (A.E.)	101-132-801.00	32.00		
23668	04/10/2012		Reimbursement Mileage (A.E.)	101-132-801.00	86.58		
<b>Meintz, Charlie</b> 23651	04/02/2012		Reimbursement Mileage - March 2012	101-101-860.04	55.50		\$55.50
<b>Menards - Marinette</b>							\$385.19
23584	04/03/2012	22372	Power Painter	101-265-755.00	99.00		
23585	04/03/2012	22499	Credit Memo for Power Painter	101-265-755.00	-99.00		
23586	04/03/2012	22495	Control Spray Max	101-265-755.00	99.95		
23607	04/02/2012	22085	Building & Ground Supplies	101-265-755.00	208.67		
23617	03/27/2012	20621	Building & Ground Supplies	101-265-755.00	43.90		
23626	04/07/2012	23545	Building & Ground Supplies	101-265-755.00	32.67		
<b>MENOMINEE COUNTY JOURNAL</b> 23564	04/01/2012	133	Advertising - March 2012	101-101-901.00	116.00		\$116.00
<b>MENOMINEE COUNTY ROAD COMMISSI</b> 23704	04/09/2012	10579	Power to Radio's - March 2012	205-315-755.00	63.87		\$63.87
<b>MENOMINEE COUNTY TREASURER</b>							\$341.94
23729	04/11/2012		Reimbursement Transport to Rhinelinder (x2)	101-301-860.00	17.89	x	
23729	04/11/2012		Reimbursement CO School - Nerat	264-363-881.00	74.57	x	
23729	04/11/2012		Reimbursement CO School - Nerat	264-363-881.00	85.57	x	
23730	04/12/2012		Reimbursement Complaint mailed	101-301-729.00	17.40	x	
23730	04/12/2012		Reimbursement JA Meeting - Drust	101-301-860.00	13.23	x	
23730	04/12/2012		Reimbursement Transport Marq (x2)	101-301-860.00	14.80	x	
23730	04/12/2012		Reimbursement Graduation Dinner (x2)	101-301-860.00	32.00	x	
23730	04/12/2012		Reimbursement CO School - Nerat	264-363-881.00	86.48	x	
<b>MGT of America, Inc.</b> 23652	03/28/2012	21935	January, February, March 2012 DHS-28	101-141-801.00	1,000.00		\$1,000.00
<b>MICHIGAN ELECTION RESOURCES</b> 23717	04/03/2012	28495	Precint Supply Kits for M100	101-262-727.00	373.99		\$373.99
<b>MID-COUNTY SMALL ENGINES, LLC</b> 23572	03/20/2012	724	Park Supplies	208-751-930.02	56.00		\$56.00
<b>MILLERS ACTION OFFICE SUPPLY I</b>							\$100.22
23579	04/06/2012	084844	Stamp - ROD	101-268-727.00	31.99		
23615	04/04/2012	084800	Binders, Sharpie, Ink Cartridge, Envelop	101-426-727.00	37.36		
23701	04/05/2012	084822	Binder	205-315-727.00	2.89		
23702	04/10/2012	084884	USB Cable	205-315-727.00	13.99		
23703	04/05/2012	084821	USB Cable	205-315-727.00	13.99		



MENOMINEE COUNTY  
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Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
<b>NAPA AUTO PARTS PITSTOP</b>								\$46.97
	23562	03/12/2012	44028	15w40 (x2)	208-751-930.02	29.98		
	23563	03/29/2012	44400	10w-30 (5 quart)	208-751-930.02	16.99		
<b>NORTHERN MICHIGAN UNIVERSITY - FINANCIAL SERVICES</b>								\$750.00
	23711	04/03/2012	mecosh-51	Corrections Academy - Michael Nerat	264-363-881.00	750.00		
<b>NORTHPOINTE BEHAVIORAL</b>								\$24,902.00
	23715	04/12/2012	Appropriation	3rd Quarter Appropriation 2011 - 2012	101-997-999.26	24,902.00		
<b>Office Depot, Inc.</b>								\$32.96
	23627	03/27/2012	603278664001	Business Cards (x1200)	101-172-727.00	16.48		
	23627	03/27/2012	603278664001	Business Cards (x1200)	208-751-727.00	16.48		
<b>PAIDL'S TRUE VALUE HARDWARE</b>								\$228.87
	23609	03/07/2012	A34489	Replacement Batteries for Automatic Dr	101-265-755.00	4.29		
	23610	03/30/2012	B37767	Air Filter & Batteries	101-265-755.00	14.97		
	23629	03/31/2012	A35470	Electrical Tape	101-265-755.00	4.79		
	23631	03/06/2012	A34455	5 Pk Belts	208-751-755.02	7.49		
	23632	03/14/2012	A34708	Deck Stain & Enamel	208-751-755.02	47.98		
	23633	03/15/2012	A34749	Stop Valve	208-751-755.02	21.98		
	23634	03/16/2012	A34779	Cover & Tray Liner	208-751-755.02	12.45		
	23635	03/16/2012	B37059	Grab Bar	208-751-755.02	24.99		
	23636	03/19/2012	A34990	BB Net	208-751-755.02	12.87		
	23637	03/26/2012	B37566	Nuts/Bolts/Washers (x12)	208-751-755.02	3.24		
	23638	03/27/2012	A35322	Enamel & Edge Blade	208-751-755.02	30.78		
	23639	03/27/2012	A35325	Parks Supplies	208-751-755.02	14.76		
	23640	03/28/2012	A35374	Paint, Brush Set	208-751-755.02	28.28		
<b>Pan-O-Gold Baking Co.</b>								\$121.80
	23683	03/20/2012	00040683208006	Inmate Groceries	101-301-770.00	54.60		
	23684	03/27/2012	00040683208706	Inmate Groceries	101-301-770.00	67.20		
<b>Pearson, Jim</b>								\$79.92
	23592	03/30/2012	Reimbursement	Mileage - March 2012	101-101-860.03	79.92		
<b>Police Legal Sciences, Inc.</b>								\$1,200.00
	23581	03/20/2012	5166	PO# 02620 - 1 Yr Subscription - Online	266-326-881.00	1,200.00		
<b>Quill Corporation</b>								\$258.00
	23677	03/23/2012	2028472	Envelopes, Sanitizer, Pencils, Stapler, &	101-301-727.00	258.00		
<b>Reinhart Foodservice</b>								\$1,235.94
	23681	03/27/2012	113127	Inmate Groceries	101-301-770.00	1,103.07		
	23682	03/27/2012	113136	Inmate Groceries	101-301-770.00	132.87		
<b>S &amp; O LOCK AND PHONE SERVICE</b>								\$150.00
	23606	04/02/2012	33721	Keys & Hardware	101-265-755.00	150.00		
<b>Schroud, Margaret</b>								\$55.50
	23577	04/11/2012	Reimbursement	Mileage to Hermansville on 4/11/12	101-257-860.00	55.50		
<b>Servco FS Cooperative 100</b>								\$1,760.56
	23560	04/05/2012	92615	Diesel Fuel Charge - Parks	208-751-743.00	721.95		
	23561	04/05/2012	92616	Gasoline Fuel Charge - Parks	208-751-742.00	1,038.61		
<b>Southern Folger - Project Mgmt</b>								\$80,425.00
	23675	01/20/2012	11108	PO# 02599 Jail Cell Door Project	101-103-998.00	80,425.00		
<b>Stateline Apparel</b>								\$89.98
	23568	03/26/2012	22672	Work Uniform (x2) - Mike Sieg	208-751-745.00	89.98		



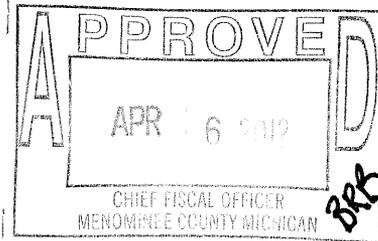
MENOMINEE COUNTY  
Claims Audit Report

Vendor Name Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General							
CHIEF FISCAL OFFICER MENOMINEE COUNTY MICHIGAN							
STEPHENSON MARKETING COOPERATI 23559	03/31/2012	462643	Park Supplies for March 2012	208-751-930.02	78.66		\$78.66
The First National Bank&Trust 23656	04/04/2012	628840339	FOC Service Charge	101-141-817.00	32.60		\$32.60
Time Warner Cable 23659	04/08/2012	15064	Telephone Bill - Kevin A. Tulley	294-683-835.00	227.43	x	\$351.59
23680	03/30/2012	004-620475202-001	April 6 - May 5, 2012	101-301-770.00	124.16	x	
Tire Trax 23567	03/22/2012	1633002 PO# 02627	Repair for Damaged Squad - 2011 Chev	205-315-934.02	3,218.92		\$3,218.92
TWIN COUNTY AIRPORT COMMISSION 23714	04/01/2012	1595	3rd Qtr Appropriation	101-997-999.01	15,000.00		\$15,000.00
U.E.S. COMPUTERS, INC. 23587	04/03/2012	60146	Monthly DVD Backup - March 2012	101-103-857.00	100.00		\$1,040.99
23619	03/28/2012	35168	Weekly Computer Maintenance	101-103-857.00	940.99		
U.S. Postmaster - Stephenson 23660	04/12/2012	Postage	Building Code - Postage Stamps (x300)	249-371-729.00	135.00		\$135.00
UNIFORM SHOPPE 23679	03/27/2012	208137	Uniforms - Nielsen	101-301-745.00	82.40		\$82.40
UP RC&D Council 23630	04/11/2012	2012 Dues	Meintz & Bousley	101-103-802.00	300.00		\$300.00
Valdez, Monica Dawn 23621	03/29/2012	Reimbursement	Lunch	266-325-881.00	10.00		\$10.00
Valenti, Susan F. 23654	03/31/2012	Reimbursement	Mileage & Meals - March 2012	101-131-860.00	346.75		\$346.75
VanEyck, Stephen 23669	04/10/2012	4778	Transport of a Juvenile to Bay Pines (A.	101-132-801.01	12.25		\$40.25
23669	04/10/2012	4778	Transport of a Juvenile to Bay Pines (A.	101-132-801.00	28.00		
Verizon Wireless 23708	03/01/2012	2708582833	Cellular Services	205-315-850.00	518.57	x	\$518.57
WALL LARRY 23725	04/12/2012	Hoeffler	Project Soft Costs & Admin Fee	274-690-809.64	267.59		\$3,529.22
23725	04/12/2012	Hoeffler	Project Soft Costs & Admin Fee	274-690-709.09	2,995.52		
23725	04/12/2012	Hoeffler	Project Soft Costs & Admin Fee	274-690-709.09	266.11		
WALTER BROTHERS INC 23608	03/12/2012	361	Hose	101-265-755.00	3.60		\$3.60
Warner, Fredrick 23661	04/10/2012	4785	Transport of 2 Juveniles (A.E. & T.S.)	101-132-801.01	31.50		\$617.79
23661	04/10/2012	4785	Transport of 2 Juveniles (A.E. & T.S.)	101-132-801.00	72.00		
23662	04/10/2012	Reimbursement	Meals & Mileage - Transport of 2 Juveni	101-132-801.00	238.19		
23665	04/10/2012	4781	Can Zone	296-668-801.00	155.10		
23666	04/10/2012	Reimbursement	Mileage	296-668-801.00	121.00		
Wayne State University 23623	04/11/2012	Registration	Conference Fee - Whitney Massopust	101-648-860.00	495.00		
Wil-Kil Pest Control 23589	03/26/2012	2005203	Courthouse	101-265-801.00	60.00		\$60.00

**MENOMINEE COUNTY  
Claims Audit Report**

Claim Total

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
WISCONSIN PUBLIC SERVICE CORP - P O BOX 19003								\$7,904.69
	23618	03/27/2012	0402047856-00006	Stoney Point - Street Lighting	208-751-920.01	33.22		
	23625	04/09/2012	0402055840-00001	Jail - Electrical Service	101-265-920.03	4,147.99		
	23645	03/27/2012	1091397527-00000	Bailey House	208-751-920.01	22.45		
	23645	03/27/2012	1091397527-00000	Kleinke Street Lighting	208-751-920.01	29.24		
	23645	03/27/2012	1091397527-00000	Bailey Park Street Lighting	208-751-920.01	12.72		
	23646	03/29/2012	0402047856-00004	Courthouse - Commercial Gas Service	101-265-920.04	1,886.50		
	23658	04/08/2012	15063	Electrical Bill - Kevin A. Tulley	294-683-835.00	1,772.57	x	
WMAM-AM								\$165.00
	23707	04/01/2012	117910	Radio Advertising - Prom Safety	205-315-755.00	165.00		
Total Amount for Bank Account: General								<u>\$220,833.56</u>



# MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

<b>SUBJECT:</b>	Miscellaneous Boards/Committees/Commission reports
<b>DEPARTMENT:</b>	Administration
<b>ATTACHMENTS:</b>	yes
<b>SUMMARY:</b>	Miscellaneous Boards/Committees/Commission Reports, Discussion
<b>RECOMMENDED MOTION</b>	

Submitted by:     **Brian Bousley**    

    **04/20/2012**      
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):

# U.P. State Fair Authority Board Meeting Minutes

January 27, 2012  
11:00 a.m. ET

UPCAP Office  
Escanaba, MI

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## Members Present:

David Rivard, Vice Chair, Delta County  
Edward Lindstrom, Alger County  
Daune Smith, Baraga County  
John Degenauer, Jr., Dickinson County  
James Gale, Houghton County  
George Brunswick, Iron County  
Joe Langdon, Keweenaw County  
Phyllis French, Luce County  
Calvin McPhee, Mackinac County  
Janis Linderoth, Menominee County  
Hubert Lukkari, Ontonagon County  
Ann Harrington, Schoolcraft County

## Members Excused:

Jerald Campbell, Chairman, Chippewa County  
Dan Siirila, Gogebic County  
Chuck Bergdahl, Marquette County  
Dave Anthony, Hannahville Tribe

## Agent Staff & Guests:

Jonathan Mead, UPCAP (Administrative Agency/Secretary)  
Vickie Micheau, Delta County Chamber of Commerce (Management Team)  
Tracy Lektzian, UPCAP  
Steve Masters, Bays De Noc Convention & Visitors Bureau (Management Team)  
Herb Pomeroy, UP State Fair (Management Team)  
Tom Dubord, UPIR

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## 1. Call to Order

Vice Chairman Rivard called the meeting to order at 12:13 a.m. Roll call is recorded above.

## 2. Public Comment

There was no public comment.

### 3. Adoption of Agenda

**Motion by Brunswick, supported by Dagenauer, to approve the Agenda. Motion carried.**

### 4. Approval of Minutes

- Ms. Harrington asked to have the December 2<sup>nd</sup> minutes updated to state that the motion and support requiring a microchip be inserted into market steers was made by Brunswick and Rivard.

**Motion by Lindstrom, supported by Linderoth to approved the minutes of the December 2, 2011 meeting with the above noted change. Motion carried.**

### 5. Treasurer's Report

Ms. Harrington reviewed the Balance Sheet and Profit & Loss Statement. It was noted that the audit is going well and that grant income is down.

**Motion by Degenauer, supported by McPhee, to approve the Balance Sheet and Profit & Loss Statement as presented. Motion carried.**

### 6. Management Agent Report

Ms. Micheau summarized the Management Agent Report. Some of the items discussed were:

- Over 450 racers are registered for the ice racing event scheduled for February 24-26.
- Kevin Pascoe, CPA is currently conducting the Audit. He will present at the March or April Meeting.
- Cinda Karlick, from the Michigan Department of Agriculture, would like to return to work at the fair. Ms. Micheau asked that the Authority draft a letter to the Department of Ag.

**Motion by Degenauer, supported by McPhee, for the Authority to draft a letter to the Department of Ag. asking for Cinda Karlick's support during the fair and asking that they not require her to take vacation time. The Authority would pay for her lodging expenses. Motion carried.**

- Discussion took place on including Judge's names in Premium Book. Suggested that their name/credentials be printed only on the show day handout.
- Press Release will be going out on Microchip Technology.
- Discussion took place on moving the May meeting to coincide with the April press conference at the Island Resort.
- Once Equity receives money from New Page for the Steer they purchased at last year's fair, the Authority will be reimbursed.
- The Authority was approached to hold May meeting in conjunction with the Zone 6 meeting which is on Saturday, May 12<sup>th</sup> @ Walstrom's in Marquette.

**Motion by Dagenae, supported by Brunswick, to keep the date of the Authority Meeting which is May 25<sup>th</sup> in Escanaba. Motion carried.**

- Mr. Pomeroy updated the Authority on the bidding process for Miracle of Life Building. He stated that they are downsizing building by 25 feet which should be a savings for the Authority. There will be a ribbon cutting on Monday during fair week.

**7. Old Business/New Business:**

**Liquor License** – Paperwork has been sent in by UPCAP and they are now waiting to hear back from Lansing.

Discussion was held on the partnership and volunteer help for the grandstand beverage sales during the fair. Because the liquor license was purchased by using track developments funds, the net proceeds from grandstand beer/wine concession sales will be split between the Chamber, CBV and UPIR.

The Authority would receive a fee based on amount charged to use the license.

**American Milestones** - Declined on invitation due to cost and only have 6 days to make a decision.

**8. Board Member Comments**

Mr. Lindstrom inquired on plans to update the Horse Barn. Mr. Pomeroy stated that updating the facility is included in the long range plans.

**9. Public Comment**

None.

**10. Next Meeting**

The next meeting will be held on Friday, March 30<sup>th</sup> and will be the Executive Committee.

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Jonathan Mead, Secretary  
U.P. State Fair Authority



# Public Health Delta & Menominee Counties



## Board of Health Meeting

Pinecrest Medical Care Facility, Powers

### Meeting Minutes

Wednesday, February 15, 2012

#### Board Members Present

Bob Burie

Tom Elegeert

Bernie Lang

Mark Jasper

Tom Trudgeon

#### Board Members Absent

Mary Harrington (excused)

#### Public Health Staff

Mike Snyder, Acting Health Officer/ Administrator

Dr. Terry Frankovich, Medical Director

Lynn Woelffer, Director of Finance and Budget

Sharon Engelsgjerd, Executive Secretary

#### 1. Call to Order/Roll Call

The regular monthly meeting of the Delta-Menominee District Board of Health was held on February 15, 2012. The meeting was called to order at 4:30 p.m. CST by Chairman Trudgeon. Roll call was taken by the Secretary and is recorded above.

#### 2. Approval of Agenda

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

#### 3. Approval of Minutes

**Mr. Elegeert moved that the minutes of January 18, 2012 be approved. Motion was supported by Mr. Jasper and carried.**

#### 4. Committee Report

##### 4.1 Finance

Mr. Burie reported the Finance Committee met with Mr. Snyder and Ms Woelffer and discussed the First Quarter Financial Report in detail. A shortfall in this quarter's finances will be corrected as funds are received for services rendered.

**Mr. Burie moved that the First Quarter Financial Report be accepted. Motion was supported by Mr. Lang and carried.**

5. **Approval of LHD Plan of Organization**

PHDM will be evaluated by the State for accreditation during the week of April 23<sup>rd</sup>. Mr. Snyder reviewed the contents of PHDM's Plan of Organization, a requirement to be submitted to Michigan Department of Community Health two months prior to the State's accreditation site visit:

Section 1—Legal Responsibilities (local as well as State laws and regulations under which PHDM operates)

Section 2—Organizational Structure (including internal budget procedures and an organizational chart from the County Boards down to PHDM's program managers)

Section 3—Mission, Vision and Values

Section 4—Local Planning & Collaboration Initiatives (organizations and community groups with which the Health Department and individual employees are associated)

Section 5—Service Delivery (office locations and services)

Section 6—Reporting & Evaluation (requirements performed for the health department's activities)

Section 7—Health Officer & Medical Director (procedures and documentation for appointment and approval)

**Mr. Elegeert moved that the Board approve the signing and submission of the Plan of Organization with the addition of Board meeting minutes that indicate approval of Mr. Snyder as Health Officer and Dr. Frankovich as Medical Director. Motion was supported by Mr. Jasper and carried.**

6. **Medical Director's Report**

Dr. Frankovich reported:

- The seasonal flu hasn't been experienced to a great extent this year. Michigan, along with 30 other states, continues to report only sporadic cases. We may experience a late peak, or this year's viral strains may be less prevalent.
- A recent epidemiological investigation demonstrates the effective operation of our health system in addressing and resolving a potential health risk: Last week a lab identified six cases positive for *Bacillus cereus*, and the cases were located in four different health districts. Dr. Frankovich and the districts' Environmental Health Directors collaborated, sharing case histories to determine whether a common source existed. Within a few hours the investigation concluded no common origin was present and no action necessary. The following Monday a conference call was held with a State epidemiologist to review the occurrence.

7. **Health Officer's Report**

Mr. Snyder reported:

- PHDM's audit was performed this month—our first one independent of Delta County. Results are not yet available and will be reported to the Board at a later date.
- Michigan's Public Act 188 effective in 2010 prohibits smoking in all workplaces. PHDM's Environmental Health investigates complaints involving establishments that serve food or drink. We received several complaints for an establishment in Menominee County. When the investigation proved the complaints valid, steps were taken to enforce compliance: several phone calls and letters to the owner, a meeting between the Environmental Health Director and the owner and, finally, an informal hearing. At the hearing a compliance agreement was agreed to by the owner and PHDM. The owner was informed that another violation will result in immediate closing of the business. Follow-up visits are being performed by PHDM to confirm compliance.
- Two failing septic systems have been identified in Menominee County. The homeowners have thus far refused to correct the problems. The County Prosecuting Attorney has issued letters to both and is now starting prosecution procedures. Information about financial assistance was provided to one of the homeowners.
- PHDM will hold its Annual Sewage System Installers training March 21<sup>st</sup> from 1:00-4:00 p.m. EST at the Island Resort & Casino. Licensed installers are required to attend one installer meeting during each 3-year license period if they wish to re-new their license without re-taking the exam. Invitations have been sent to all installers.
- In 2008 the Board of Health approved a procedure to allow licensing fees to be waived for 501(c)(3) temporary food establishments who meet criteria such as serving only potentially non-hazardous foods and no more than two food items requiring preparation. Mr. Snyder requested 501(c)(4) organizations, e.g., Menominee County Kiwanis Club, be included in this waiver.

**Mr. Elegeert made a motion to include both 501(c)(3) and 501(c)(4) organizations in the procedure entitled "Food Service Fees for Non-Profit Organizations with Limited Food Preparation," effective April 1, 2008. Motion was supported by Mr. Burie and carried.**

- In 2011 PHDM had 1, 545 participants in our Women Infants Children (WIC) Program. Program participants spent approximately \$996,000 in local grocery stores for nutritious foods.
- Nothing additional to report concerning the State's approval of Mr. Snyder as permanent Health Officer.

8. **Public Comment—None**

9. **Adjournment**

**There being no further business, a motion was made by Mr. Jasper with support by Mr. Lang to adjourn the meeting. Motion was carried and meeting adjourned at 5:21 p.m. CST.**

Thomas L. Prudgen 3-21-2012  
Chairperson

:se

# MENOMINEE COUNTY 9-1-1 GOVERNING BOARD MINUTES

Date: January 17, 2012

Location: Stephenson City Hall

Present: Jim Gardner, Mark Petersen, Jim Pearson, Brett Botbyl, David LeBoeuf, Ken Marks, and Sharline Corrigan.

Others: Debra Wormwood, 9-1-1 Director, and Jean Belanger for Karen McCormack.

Previous Meeting Minutes: There was not a quorum present.

Approval of Agenda: The election of officers was moved to the next meeting in April because there was not a quorum present.

Public Comment: none.

Election of Officers: Will be held at the April meeting because there is no quorum. :

Narrowbanding: Jim Swanson of JS Electronics spoke to the group about how to improve coverage for County Fire EMS communications on the county system. His suggestion included changing to a voted system, changing the frequency being used, adding sites to improve coverage (Faithorn, Shakey Lakes and the Casino).

Our licenses have been narrowbanded and will be renewed as required by the FCC.

Twelve repeaters were provided by the Region 8 Homeland Security Board for narrowbanding. We will need to provide duplexers, line, antennas, etc.

U.P. 9-1-1 Authority – CAD -: Work continues on the U.P. wide CAD system that will connect the county 9-1-1 centers. Menominee County is behind on CAD entry because the fiber was not installed as predicted.

Update County Radio Communications Guidelines Plan: We will be working on updating the County Radio Communications Plan. There have been some changes and anyone with information or suggestions was asked to contact Debra.

GIS Project: We applied for a GIS sub grant with the state of Michigan and will be working with CUPPAD to update our digital map for 9-1-1.

No Correspondence.

Next meeting date April 17, 2012.

No Public comment.

Meeting adjourned at 1930.

## MINUTES

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

### Regular Session Meeting, 3/20/2012 – 4:30 p.m.

MEMBERS PRESENT: Jason Lauzer, Dale Berman, James Furlong, Nick Lakari, Jim Pearson, Ted Sauve  
MEMBERS EXCUSED: None  
OTHERS PRESENT: Menominee County Administrator Brian Bousley, Bob Nelson – URS,  
Menominee Business Development Corporation Director Nancy Douglas,  
Airport Lineman Jeff LaFleur, Marinette County Administrative Secretary Gina Teeple, Eagle Herald, Menominee County News, Public Citizens

#### 1. Call to order

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

#### 2. Pledge of Allegiance

#### 3. Roll call

#### 4. Approve/amend agenda

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

#### 5. Approve/amend minutes of 2/21/2012 regular session and 3/9/2012 special session meetings

Motion (Pearson/Sauve) to approve the minutes of the 2/21/2012 regular session meeting. Vote – unanimous. Motion carried.

Motion (Berman/Lakari) to approve the minutes of the 3/9/2012 special session meeting. Vote – unanimous. Motion carried.

#### 6. Public comment

None

#### 7. Update on Explorer Solutions study, information only

Nancy Douglas reported that Explorer Solutions will be submitting a final report from Phase 1 within the next few days, along with a proposal to move on to Phase 2.

#### 8. URS Presentation, information only

Bob Nelson of URS reported the following:

- The AIP Reauthorization Bill passed. This is a four year bill guaranteeing the airport \$150,000 annually. Previously, 95% of the funding came from federal funds. The State of Michigan contributed 2 ½%, and the Commission contributed 2 ½%. Going forward, only 90% of this will be federally funded. In

2012/2013, the state will pay 5% and the Commission will pay 5%. Beginning in 2014 and going forward, the state will not provide funding. The full 10% will need to be provided by the Commission.

- The airport has received and utilized the new plow. Paperwork is being finalized.
- Construction of the new Fuel Farm can start as early as May.
- URS would like to pursue a title search to resolve the property line discrepancy issue. The issue needs to be resolved before Exhibit A can be finalized and approved.
- Some tree clearing has already taken place. Additional clearing is necessary to maintain clear approaches and comply with grant assurances.
- The Airport Layout Plan cannot be completed without the User Survey, which will help justify the runway length. If the length cannot be justified, it would still be cost prohibitive to move the ILS.

**9. Discuss/consider authorizing URS to conduct a detailed abstract/title search for property line discrepancy, action if any**

Motion (Berman/Furlong) to authorize URS to conduct a detailed abstract/title search for the property line discrepancy. Vote – unanimous. Motion carried.

**10. Discuss/consider final approval of Twin County Airport Commission By-Laws, action if any**

Motion (Sauve/Furlong) to approve the Twin County Airport Commission By-Laws. Vote – unanimous. Motion carried.

**11. Discuss/consider approval of the remaining lease agreement for Gene Coleman to Garry Anderson, action if any**

Chair Lauzer reported that the TCAC needs to receive a request directly from Gene Coleman in order to transfer the lease.

**12. Discuss/consider sale of trees cut down in landfill, action if any**

No action taken.

**13. Discuss/consider insurance on van, action if any**

Airport Lineman Jeff LaFleur reported that insurance on the courtesy van has increased due to pilot use.

Motion (Pearson/Furlong) to approve payment of the increased insurance bill on the courtesy van. Vote – unanimous. Motion carried.

**14. Discuss/consider suspending Personnel Policies and Procedures, action if any**

Motion (Furlong/Pearson) to temporarily suspend the Personnel Policies and Procedures. Vote – unanimous. Motion carried.

**15. Discuss/consider Buildings and Grounds Committee report, action if any**

Commissioner Sauve reported that the Buildings and Grounds Committee met with Airport Lineman Jeff LaFleur to identify possible projects. Mr. LaFleur has completed work on some of the projects identified. Commissioner Suave requested the Commission consider adding a budget item for maintenance and small repairs.

**16. Temporary Manager's Report**

Motion (Pearson/Berman) to approve items 1-6 on the temporary manager's report. Vote – unanimous. Motion carried.

Motion (Lakari/Furlong) to approve item 7 on the temporary manager's report. Vote –unanimous. Motion carried.

**17. Communications/correspondence**

The TCAC received a letter from Menominee County Administrator Brian Bousley regarding appropriations for 2013. Administrator Bousley would like to receive the Commission's appropriations request by April 16<sup>th</sup> for budgeting purposes.

**18. Dialog between airport users and the TCAC**

None

**19. Public comment – speakers will be limited to 5 minutes**

Tony Krysiak of Menominee addressed the Commission regarding a budget deadline for Marinette County.

**20. Future agenda items**

- Appropriations requests for Marinette and Menominee Counties
- Explorer Solutions final report

**21. Schedule next meeting**

The next meeting is scheduled for Tuesday, April 17<sup>th</sup> at 4:30 p.m.

**22. Adjourn**

Motion (Furlong/Lakari) to adjourn at 5:28 p.m. Vote – unanimous. Motion carried.

Respectfully submitted,  
Gina K. Teeple  
Marinette County Administrative Secretary

Date approved/corrected:

## MINUTES

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

Special Session Meeting, 3/19/2012 – 9:00 a.m.

MEMBERS PRESENT: Jason Lauzer, Dale Berman, James Furlong, Nick Lakari, Jim Pearson, Ted Sauve  
MEMBERS EXCUSED: None  
OTHERS PRESENT: Menominee County Administrator Brian Bousley, Airport Lineman Jeff LaFleur, Bay Cities Radio, Public Citizens

**1. Call to order**

Chair Lauzer called the meeting to order at 9:00 a.m.

**2. Pledge of Allegiance**

**3. Roll call**

**4. Approve/amend agenda**

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

**5. Public comment**

None

**6. Discuss/consider/conduct interviews for part-time airport manager position, action if any**

The Commission conducted interviews for the following candidates using a standard set of 20 questions:

Tony Krysiak  
Kristopher Mohr  
Thomas Walk  
Mark McDonald

**7. Discuss/consider job offer, action if any**

Motion (Sauve/Lakari) to offer the part-time, 20 hour per week airport manager position to Tony Krysiak at a wage of \$20 per hour without benefits, pending successful completion of a background check and drug screen. Roll call vote – Pearson (yes), Berman (yes), Furlong (yes), Lakari (yes), Lauzer (yes), Sauve (yes). Motion carried.

**8. Public comment – speakers will be limited to 5 minutes**

None

**9. Future agenda items**

None

**10. Schedule the next meeting**

The next regular session meeting is scheduled for Tuesday, March 20<sup>th</sup> at 4:30 p.m.

**11. Adjourn**

Motion (Pearson/Lakari) to adjourn at 1:10 p.m. Vote – unanimous. Motion carried.

Respectfully submitted,  
Gina K. Teeple  
Marinette County Administrative Secretary

Date approved/corrected:

K. McNeely called the regular meeting of the Menominee County Library Board to order at 11:00 AM on Tuesday, March 20, 2012.

Roll call was taken and present were J. Bejgrowicz, J. Freis, K. McNeely and Commissioner James Furlong. K. Bates joined the meeting at 11:05. C. Peterson was 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 February 21, 2012 meeting. Seconded by J. Bejgrowicz, motion carried.

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

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

Director's Report:

- A. The monthly circulation stat comparisons are in the board packets.
- B. The Friends next regular meeting will be on Thursday, April 26 at 3:00 PM. They will be planning for the plant sale on Saturday, May 26.

The pajama story-time party on March 8 was a huge success. Fifty-five children attended and had lots of fun.

The Friends latest newsletter is now available. If anyone would like to receive it via email, just let us know.

- C. The Menominee County Board of Human Services sent a thank-you letter and Certificate of Appreciation to MCL and the Hermansville Branch for our participation in the Give-A-Kid-A-Book program in 2011.
- D. The Library of Michigan sent a letter notifying us that our Q.S.A.C. certification was expiring this month. As we discussed previously, we will be working toward meeting these standards, but not according to their timeframe. Since our long range plan, that expires September 30, 2012, is based on these standards, the board asked P Cheski to include a copy of this plan in the next board packet for members to begin reviewing it.
- E. Our SIRSI Symphony library automation software was upgraded the end of February. The second phase of the upgrade will take place in April. So far, we haven't experienced any major problems, and we are looking forward to some of the enhanced features.
- F. Jean Montgomery was here last week to mark the location in the furnace room where the Merit Network fiber will be installed.

Old Business:

- A. AT&T – Update – We are still working on getting the billing corrected.
- B. Bookmobile Shelving – Update – Matthews Specialty Vehicles sent us ten shelving pins to try. They were exactly the same type and size required, and we were able to re-install three shelves. We ordered another 200 pins, which were delivered last Friday.

New Business:

- A. USF 471 Form – Funding Year 2012-2013 – This form and the required attachments were filed electronically before the deadline. UPRLC also filed their 471 form for the libraries in the Internet Consortium.
- B. Longevity Pay – Revise Policy Due to County Changes – P. Cheski distributed worksheets summarizing the cost difference to the library. After discussion, J. Bejgrowicz moved to revise the longevity policy removing the current cap, and changing the policy for any new hires. Seconded by K. Bates, motion carried.
- C. Sick Leave – Discuss Possible Changes – After discussion, the board decided to table this issue until more financial information was available.

Other Board Concerns: There were no board concerns at this time.

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

As there was no further business, J. Bejgrowicz moved to adjourn the meeting. Seconded by J. Freis, motion carried. The meeting adjourned at 11:52 AM.

**Menominee-Delta-Schoolcraft  
Community Action Agency**

**GOVERNING BOARD MEETING  
Thursday, March 8, 2012  
1:30 p.m. (EST)**

**MINUTES**

The meeting was called to order at 1:30 p.m. by Chair Karen Wigand. A quorum was noted with the following in attendance:

**MEMBERS PRESENT**

Omer Doran, Schoolcraft  
Mari Negro, Menominee  
Pastor Ingmar Levin, Schoolcraft  
Dave Anthony, Menominee  
Tom Lippens, Delta  
Gil Vandenhouten Menominee  
Walter Multerer, Menominee  
John Stapleton, Schoolcraft  
Dan LaFoille, Schoolcraft  
Karen Wigand, Delta  
Bernie Lang, Menominee  
Brenda Moya, Menominee  
Ruth Helwig, Delta  
Beth Pletcher, Menominee  
Myra Croasdell, Delta  
Ken Penokie, Delta

**OTHERS PRESENT**

Marv Mayer  
William Dubord, Executive Director  
Beau Miller, Finance Director  
Cathy Pearson, Executive Assistant  
Naomi Fletcher, Housing Manager  
Theresa Nelson, RSVP Director  
Connie Maule, SCP Director  
Mary Bunnin, FGP Director  
Joe Dehlin, Weatherization Director

**MEMBERS ABSENT**

Geri Nelson, excused  
Ken Bryant, excused  
David Moyle

**APPROVAL OF FEBRUARY 9, 2012 GOVERNING BOARD MINUTES**

Members received a copy of the February 9, 2012 Governing Board minutes for their review. There were no questions or comments **AND THEY WERE APPROVED WITH A MOTION FROM MR. LAFOILLE, SECONDED BY GIL VANDENHOUTEN; MOTION CARRIED.**

**PRESENTATION OF PLAQUE TO MARV MAYER**

The Chair and Executive Director presented a plaque to Marv Mayer for his 17 years of service as an Executive Committee and Governing Board member.

**FINANCE COMMITTEE REPORT**

Karen Wigand called on Treasurer Dan LaFoille who reported that the Finance Committee reviewed the Accounts Payable schedule for February and **HE RECOMMENDS ACCEPTANCE OF THE ACCOUNTS PAYABLE SCHEDULE, SECONDED BY BERNIE LANG; MOTION CARRIED.** (see *attachment "A"*).

### NOMINATING COMMITTEE REPORT

The Chair called on Tom Lippens who reported that the committee met today and moves acceptance of the resignations of Charmaine Lehman and George Lyon with regret. **MR. LAFOILLE MOVED TO ACCEPT THEIR RESIGNATIONS, OMER DORAN SUPPORTED THE MOTION; MOTION CARRIED.** The committee also reviewed the letter from the Germfask Area Service Club, reappointing Ken Bryant. **TOM LIPPENS MOTIONED TO ACCEPT THE REAPPOINTMENT OF KEN BRYANT, DAN LAFOILLE SECONDED THE MOTION; MOTION CARRIED.** The committee also reviewed the proposed board composition since we are going from 27 members to 21. **THE NOMINATING COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM OMER DORAN; SECONDED BY GIL VANDENHOUTEN; MOTION CARRIED. (see attachment "B").**

### SAFETY COMMITTEE REPORT

Ms. Wigand called on Tom Lippens who noted that the Safety Committee met today and reviewed one accident in the Early Childhood Program involving a teacher lifting a child that had fallen down. She hurt her lower back and saw a chiropractor and doctor but is back to work with no restrictions. She was reminded to always use safe lifting techniques. **DAVE ANTHONY MOVED TO ACCEPT THE SAFETY COMMITTEE REPORT, MR. VANDENHOUTEN SUPPORTED THE MOTION; MOTION CARRIED.** It was noted that SSN's should be blacked out of any reports sent to the committee. **(see attachment "C").**

### APPROVAL OF BY-LAWS REVISION

Members were mailed a copy of the proposed By-laws for their review. It was noted that the changes made to the By-laws are a result of changing the board size from 27 to 21. **MR. DORAN MOVED TO APPROVE THE BY-LAWS REVISION AS PRESENTED, MR. PENOKIE SECONDED THE MOTION; MOTION CARRIED.**

### ACCEPTANCE OF ECP JANUARY & FEBRUARY MONTHLY REPORTS

Members received a copy of the January and February Early Childhood Program monthly reports for their review. There were no questions or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM MR. LAFOILLE, SECONDED BY JOHN STAPLETON; MOTION CARRIED.**

### EXECUTIVE DIRECTOR'S REPORT

The Chair called on Bill Dubord who reported that Kim Johnson is at a Labor Management Conference today at the Island Resort and Casino.

He noted that we have not received any instructions for the COLA grant submission. He also told the members that although funding looks to be pretty stable for the Early Childhood Program next year, it is difficult to maintain all the staff and services when operational costs continue to rise.

He reminded the members that the Early Childhood annual program evaluation will take place at the end of the month. If you have not returned your card indicating whether or not you would like to help, you may still do so. **OMER DORAN MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, TOM LIPPENS SECONDED THE MOTION; MOTION CARRIED.**

**PUBLIC COMMENT/OTHER BUSINESS**

There were no public comments or other business to come before the board.

**ADJOURNMENT**

There being no further business **THE MEETING ADJOURNED AT 1:58 P.M. WITH A MOTION FROM MR. LAFOILLE, SUPPORTED BY JOHN STAPLETON; MOTION CARRIED.**

**FINANCE COMMITTEE MEETING**  
**Wednesday, March 7, 2012**  
**11:00 a.m.**

**MINUTES**

The meeting was called to order at 11:00 a.m. by Chair, Dan LaFoille. The following were in attendance: Dan LaFoille, Omer Doran, Bernie Lang. Karen Wigand and Rev. Levin have asked to be excused.

The committee reviewed the CAA Accounts Payable Schedule for February. **IT WAS APPROVED WITH A MOTION FROM OMER DORAN, 2<sup>ND</sup> BY BERNIE LANG, MOTION CARRIED.**

The committee reviewed the HRA Accounts Payable Schedule for February. **IT WAS APPROVED WITH A MOTION FROM MR. LANG, 2<sup>ND</sup> BY OMER DORAN, MOTION CARRIED.**

The committee reviewed CAA credit card charges for 12/24 – 1/25/2012.

The committee reviewed HRA credit card charges for 1/20 – 3/17/2012.

Mr. Dubord updated the committee on the situation with the Weatherization Program. He reported that with the wind down of ARRA funding, uncertainty with funding after April 1<sup>st</sup>, as well as contract issues with the State of Michigan, he is issuing lay-off letters to all Weatherization employees effective March 30, 2012. Should the picture clear up some or all of the letters could be rescinded. He indicated he is personally meeting with Weatherization staff to update them on the situation.

Also as a result of fiscal pressures, the Finance Dept. is being restructured. The Assistant Finance Director position is being eliminated and a part-time Accounts Payable Clerk position is being added. This effectively changes staffing in the Department from three f-t employees to two f-t and one p-t.

On a positive note, Mr. Dubord informed the committee we have secured a much more favorable rate plan for cell phones provided to agency employees. In addition to much lower rates, there is no contract with individual phones and plans. The meeting adjourned at 11:45 p.m.

THE FINANCE COMMITTEE HAS REVIEWED THE FEBRUARY 2012 ACCOUNTS PAYABLE SCHEDULES FOR MDS COMMUNITY ACTION AGENCY. WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

HEAD START	\$	234,125
EARLY HEAD START		44,113
EARLY-ON CHILDHOOD		374
GSRP		11,583
ASSET & LIABILITY ACCOUNTS		23,304
TOTAL	\$	<u>313,499</u>

SIGNED   
(TREASURER)

DATE 3-8-12

**NOMINATING COMMITTEE MEETING**  
**Thursday, March 8, 2012**  
**12:45 p.m. (EST)**

**MINUTES**

The following were present: Omer Doran, Dan LaFoille, John Stapleton, Tom Lippens, Dave Anthony, Karen Wigand, Bill Dubord, Cathy Pearson.

The committee reviewed the recent resignations from George Lyon and Charmaine Lehman. Mr. Dubord indicated we have another vacancy caused by Gil Sablack's recent death. **TOM LIPPENS MOVED TO ACCEPT THE RESIGNATIONS OF CHARMAINE LEHMAN AND GEORGE LYON; DAVE ANTHONY SECONDED THE MOTION; MOTION CARRIED.**

Additionally, Ruth Helwig is coming off the board at the end of April. Ken Bryant has been reappointed by the Germfask Area Service Club to represent them as his term expires at the end of April as well. **MR. LAFOILLE MOVED TO ACCEPT THE REAPPOINTMENT OF KEN BRYANT TO REPRESENT THE GERMFASK AREA SERVICE CLUB; SECONDED BY MR. ANTHONY; MOTION CARRIED.**

Bill Dubord indicated we would like to have another Early Childhood representative in the Consumer Sector for Delta County. That would make the configuration for Delta County as follows: 2 – Elected Sector, 3 – Private Sector, 2 – Consumer Sector. The Menominee County configuration is good as it stands which is: 3 – Elected Sector, 2 – Private Sector, 2 – Consumer Sector. We need two more consumer representatives for Schoolcraft County. Dan LaFoille has some thoughts on possible candidates and we will ask our Schoolcraft County Intake Worker if he knows of any commodity recipients or anyone else that may be a good fit. Any candidates will be brought before the Nominating Committee before seeking board approval. The Schoolcraft configuration will be: 2 – Elected Sector, 2 – Private Sector, 3 – Consumer Sector.

Bill gave the members a draft of a letter to the County Boards of Commissioners for their review, since it was there suggestion.

The meeting adjourned at 1:13 p.m.

**SAFETY COMMITTEE MEETING**

**March 8, 2012**

**12:00 noon**

***MINUTES***

The following were in attendance: Omer Doran, Tom Lippens, Mari Negro, Debbie Wiltzius, June Chasteen and Pat Johnson

**The committee reviewed the following two accidents:**

**(Personal Care Service):** An aide slipped and fell on black ice while taking out the garbage at a client's home. Her right arm and shoulder were injured. She did seek medical treatment and lost some work time. She has returned to work with no limitations. It was suggested to make sure sidewalks are salted. Debby indicated all aides have access to salt through the Personal Care Program. They should always have a coffee can of salt available in case of need. This is an UPCAP client and Debbie noted UPCAP may have the funding to install rain gutters on this home. This would prevent the water from running off of the roof and hopefully eliminate a lot of the ice that forms on the sidewalk.

When reading over the accident reports Mary Negro noticed full SS #'s are on the accident reports. She suggested these numbers be blacked out. With identity theft so prevalent these numbers could easily fall into the wrong hands just by the mail being delivered to the wrong address.

**(Early Childhood Program):** The children were waiting in line to board the bus to go home when a child fell down. Instinct took over and the teacher twisted her body to help the child up. During this course of action she injured her lower back. She went to a chiropractor and was advised she needs to see a medical doctor which she did. She did lose some work time but has returned to work with no limitations or follow-up. She was advised to always follow safe lifting techniques.

*Menominee-Delta-Schoolcraft  
Human Resources Authority*

**GOVERNING BOARD MEETING**  
*Thursday, March 8, 2012*  
*1:45 p.m. (EST)*

**MINUTES**

The meeting was called to order at 1:59 p.m. by Chair Karen Wigand. A quorum was noted with the following in attendance:

**MEMBERS PRESENT**

Omer Doran, Schoolcraft  
Mari Negro, Menominee  
Pastor Ingmar Levin, Schoolcraft  
Dave Anthony, Menominee  
Tom Lippens, Delta  
Gil Vandenhouten Menominee  
Walter Multerer, Menominee  
John Stapleton, Schoolcraft  
Dan LaFoille, Schoolcraft  
Karen Wigand, Delta  
Bernie Lang, Menominee  
Brenda Moya, Menominee  
Ruth Helwig, Delta  
Beth Pletcher, Menominee  
Myra Croasdell, Delta  
Ken Penokie, Delta

**OTHERS PRESENT**

Marv Mayer  
William Dubord, Executive Director  
Beau Miller, Finance Director  
Cathy Pearson, Executive Assistant  
Naomi Fletcher, Housing Manager  
Theresa Nelson, RSVP Director  
Connie Maule, SCP Director  
Mary Bunnin, FGP Director  
Joe Dehlin, Weatherization Director

**MEMBERS ABSENT**

Geri Nelson, excused  
Ken Bryant, excused  
David Moyle

The Chair indicated at the last minute we discovered we need to add to the agenda – Fair Housing Resolution, ***THIS WAS DONE WITH A MOTION FROM DAN LAFOILLE, SECONDED BY TOM LIPPENS; MOTION CARRIED.***

**APPROVAL OF FEBRUARY 9, 2012 GOVERNING BOARD MINUTES**

Members received a copy of the February 9, 2012 Governing Board minutes for their review. There were no questions or comments ***AND THEY WERE APPROVED WITH A MOTION FROM BERNIE LANG, SECONDED BY JOHN STAPLETON; MOTION CARRIED.***

**PRESENTATION OF PLAQUE TO MARV MAYER**

The Chair and Executive Director presented a plaque to Marv Mayer for his 17 years of service as an Executive Committee and Governing Board member.

**FINANCE COMMITTEE REPORT**

Karen Wigand called on Treasurer Dan LaFoille who reported that the Finance Committee reviewed the Accounts Payable schedule for February and ***HE RECOMMENDS ACCEPTANCE OF THE***

**ACCOUNTS PAYABLE SCHEDULE, SECONDED BY MR. DORAN; MOTION CARRIED. (see attachment "A").**

### **NOMINATING COMMITTEE REPORT**

The Chair called on Tom Lippens who reported that the committee met today and moves acceptance of the resignations of Charmaine Lehman and George Lyon with regret. **OMER DORAN MOVED TO ACCEPT THEIR RESIGNATIONS, DAVE ANTHONY SUPPORTED THE MOTION; MOTION CARRIED.** The committee also reviewed the letter from the Germfask Area Service Club, reappointing Ken Bryant. **TOM LIPPENS MOTIONED TO ACCEPT THE REAPPOINTMENT OF KEN BRYANT, GIL VANDENHOUTEN SECONDED THE MOTION; MOTION CARRIED.** The committee also reviewed the proposed board composition since we are going from 27 members to 21. **THE NOMINATING COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM MR. LANG; SECONDED BY GIL VANDENHOUTEN; MOTION CARRIED. (see attachment "B").**

### **SAFETY COMMITTEE REPORT**

Ms. Wigand called on Tom Lippens who noted that the Safety Committee met today and reviewed one accident in the Personal Care Program. An Aide slipped on ice while working at a client's home. She sought treatment and lost some work time but is back with no restrictions. PCA Aides will be reminded to take a coffee can with salt with them (it is available through the program). **MR. MULTERER MOVED TO ACCEPT THE SAFETY COMMITTEE REPORT, JOHN STAPLETON SUPPORTED THE MOTION; MOTION CARRIED.** It was noted that social security numbers should be blacked out of any reports sent to the committee. **(see attachment "C").**

### **APPROVAL OF BY-LAWS REVISION**

Members were mailed a copy of the proposed By-laws for their review. It was noted that the changes made to the By-laws are a result of changing the board size from 27 to 21. **MR. PENOKIE MOVED TO APPROVE THE BY-LAWS REVISION AS PRESENTED, MARI NEGRO SECONDED THE MOTION; MOTION CARRIED.**

### **ACCEPTANCE OF ECP JANUARY & FEBRUARY MONTHLY REPORTS**

Members received a copies of the staff monthly reports for January and February. There were no questions or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM MR. LAFOILLE, SECONDED BY KEN PENOKIE; MOTION CARRIED.**

### **FAIR HOUSING RESOLUTION**

Ms. Wigand called on the Executive Director who reported that in a recent monitoring of our CDBG Housing Program it was pointed out that we need a fair housing resolution, a draft of which is before the members. **DAVE ANTHONY MOVED TO APPROVE THE FAIR HOUSING RESOLUTION, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

**ACCEPTANCE OF DOE MONITORING REPORT DATED 2/8/2012**

Members were mailed a copy of the DOE monitoring report and ***IT WAS ACCEPTED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY OMER DORAN; MOTION CARRIED.***

**EXECUTIVE DIRECTOR'S REPORT**

The Chair called on Bill Dubord who happily reported that our Retired and Senior Volunteer Program will be funded for at least another year. It is with reduced funds and a change in emphasis areas, but it is still good news.

Mr. Dubord reminded the members that the end of the Weatherization ARRA Program funding of 3.5 million dollars over the past three years is fast approaching (3/31/2012). Although gearing up for the added work was often challenging, it is not nearly as difficult as ramping down and having to reduce staff and contractors. The five Weatherization employees are receiving lay-off letters effective 3/30/2012 as we are also uncertain about regular Weatherization DOE funds for the year that begins April 1, 2012. During the past three years we weatherized nearly 600 homes and did an extremely credible job expending funds in the timely manner the State of Michigan told us we had to. It appears that now the state may recapture any unspent ARRA funds and redistribute them even to programs that couldn't spend their funding by 3/31/2012. The Executive Director and Chair Wigand commended the Weatherization staff for a job very well done, especially with all the hoops they had to go through.

Because of the loss of Weatherization ARRA funds and other funding reductions, we will be restructuring the Finance Dept. from three full-time employees, to two full-time and one part-time position.

On a brighter note, the members were told that we are eligible for a reduced rate on our cell phone plans and contracts are not required.

The Executive Director asked Cathy Pearson for the Walk for Warmth update. She reported that Delta County raised just over \$30,000 and in Menominee County we have raised \$16,000 – a new high. She noted that the brat sales went well, particularly in Escanaba where we simply went with brats rather than a full meal. The Rusty Rail netted just over \$2,000 for the campaign through a wild game feed and their Ride for Warmth. The Delta County Trades and Labor will hold a 50/50 raffle to benefit the campaign once again. Ms. Pearson thanked the members for their support of this major fund-raiser.

***OMER DORAN MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, DAVE ANTHONY SECONDED THE MOTION; MOTION CARRIED.***

**PUBLIC COMMENT/OTHER BUSINESS**

There were no public comments or other business to come before the board.

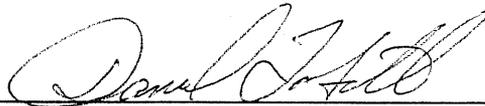
**ADJOURNMENT**

There being no further business ***THE MEETING ADJOURNED AT 2:37 P.M. WITH A MOTION FROM WALTER MULTERER, SUPPORTED BY OMER DORAN; MOTION CARRIED.***

THE FINANCE COMMITTEE HAS REVIEWED THE FEBRUARY 2012 ACCOUNTS PAYABLE SCHEDULES FOR HUMAN RESOURCES AUTHORITY. WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

SENIOR CITIZENS	\$	125,873
VOLUNTEER PROGRAMS		44,883
NUTRITION		95,572
STATE & LOCAL PROGRAMS		106,809
ENERGY AND HOUSING		81,686
ASSET & LIABILITY ACCOUNTS		26,670
TOTAL	\$	<u>481,493</u>

SIGNED

  
(TREASURER)

DATE

3-8-12