

"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 ~ June 12, 2012 @ 5:30 p.m. CDT
(Immediately following the Public Input Session)
at the Nadeau Township Hall, 403 US Hwy 41 N., Carney, MI

AGENDA

- A. Call to Order
 - B. Pledge of Allegiance
 - C. Roll Call
 - D. Approval of the Agenda
 - E. Approval of Previous Minutes
 CB – May 22, 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 payments to the Menominee County Road Commission for invoices submitted by Ingallston Township (\$30,079.88) Daggett Township (\$19,611.12), Faithorn Township (\$17,575.20) and Cedarville Township (\$3,499.01) for work completed on the 3 way road program project. Funds to be disbursed from account #401-446-970.00 (3-way Road Expenses) (total \$70,765.21)
 2. Moved by _____ seconded by _____ to approve a recommendation from MGT to allow the Sheriff Department to add a position titled “Confidential Administrative Assistant to the Sheriff” and to add it to the current County DMG-Maximus Salary Study as a Pay Grade eight (8). Starting salary will be \$15.63/hr. This is a Non-union position.
 3. Moved by _____ seconded by _____ to approve Miscellaneous Bills as paid on May 7, 10 & 16, 2012 in the amount of \$155,784.41.
 4. Moved by _____ seconded by _____ to approve Commissioner Per Diems and expenses as recently submitted for payment.
 5. Moved by _____ seconded by _____ to place miscellaneous boards/committees/commission reports on file in the office of the County Clerk.

James Furlong - Chairperson

Charlie Meintz - Vice Chairperson

Bernie Lang

Mark Jasper

Jim Pearson

J. New Business (discussion only)

1. Personnel Items:
 - a.

2. Building and Grounds/Park Items:
 - a.

3. Miscellaneous Items:
 - a. Hermansville Building Demolition
 - b. Planning Commission - Master Plan
 - c. Twin County Airport Expansion – Phase II
 - d. Marquette County Letter – Headlee Amendment compliance
 - e. Community Corrections Program – FY2013-16 Funding Application

4. Finance Items
 - a. 3-Way Road Program – Invoices for Holmes Township and Lake Township
 - b. Courthouse Boiler project – final payment to Valley Mechanical
 - c. Miscellaneous Bills as paid on May 24 & 29, 2012 in the amount of \$164,455.25
 - d. Commissioner Per Diems and Expenses

- 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

May 22, 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 Menominee County Courthouse, Courtroom B, Menominee, Michigan.

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

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

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

Absent: None

Chairman Furlong stated that the agenda needed to be amended to add Item "f" under New Business, Finance Items. Item "f" is the discussion of 911 Capital Outlay request for new equipment.

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

Moved by Com. Pearson, seconded by Com. Meintz to approve the minutes from the May 8, 2012 Regular County Board Meeting. Motion was approved 5-0.

Chairman Furlong called for public comment.

Public Comment: None

Presentations:

-Sheriff Kenny Marks did a presentation along with the Menominee County's Woman's Club. The Woman's Club presented Sheriff Marks with three checks in the amount of \$752; \$2,364.76; and \$2,635.24 for the purchase and training of new dogs for the Sheriff's Department K9 Drug program.

Department Head/Elected Officials Reports: None

Moved by Com. Pearson, seconded by Com. Jasper to approve payment in the amount of \$22,290.96 to the Menominee County Road Commission for invoices submitted by Mellen Township for work completed in the 3 way road program project. Funds to be disbursed from account #401-446-970.00 (3-way Road Expenses). Motion was approved 5-0.

Moved by Com. Meintz, seconded by Com. Pearson to approve a full page Menominee County advertisement by Boyle Design Group in the amount of \$1,500 to be placed in the 2012/2013 Marinette/Menominee Regional Guide. Funds to be disbursed from acct. #101-103-802.00 (Memberships/subscriptions). Motion was approved 5-0.

Moved by Com. Jasper, seconded by Com. Meintz to appoint Carol Quist to the Menominee County Fair board for a term to expire on 1/31/2014. Motion was approved 5-0.

Moved by Com. Lang, seconded by Com. Pearson to appoint Jim Ranta to the Building Code Construction Board of Appeals for a term to expire on 1/31/2014. Motion was approved 5-0.

Moved by Com. Meintz, seconded by Com. Pearson to approve Miscellaneous Bills as paid on April 26 & May 3, 2012 in the amount of \$193,400.78. Motion was approved 5-0.

Moved by Com. Meintz, seconded by Com. Jasper to approve Commissioner Per Diems and expenses as recently submitted for payment. Motion was approved 5-0.

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

New Business (discussion only)

Personnel Items:

- a. DMG recommendation – Carol Rye-Lindberg. In January of 2012, the County board recommended that Ms. Lindberg have a DMG study done on her new position in the Sheriff Dept. That study has been completed and a salary range within the DMG has been recommended for Carol by MGT. Grade 8. She will be placed in the DMG salary chart as a grade 8 step 1 at \$15.63/hr. Com. Lang feels that the board needs to follow the DMG recommendations otherwise there is no point in having it. Com. Furlong stated that the DMG study takes the politics out of the job evaluation process. He thinks the recommendation is a little high, but said he supports it. Com. Meintz is not in favor of the pay grade increase and is concerned that if other employees see this they will be requesting reevaluation and this could cost the county a lot of money. He also asked if there were any other departments being evaluated. Brian Bousley stated that Probate Court was the only other department. The consensus of the board is to move this item forward to the next meeting for approval.

Building and Grounds/Parks Items:

- a. Parks pit toilet & septic tank pumping – request bids. We need to go out for bids again for 2012 parks season. Request permission from the commissioners to advertise for bids for the pumping of the pit toilets and septic tanks in the parks. Com. Furlong asked if the bid was for all parks and all toilets. Brian Bousley stated that it is. Com. Meintz asked if the bid was per pump, or how it was done. Brian stated that they were usually pumped twice a year. Usually the 4th of July and then Labor Day. If there is a need for them to be pumped a third time they will address that issue then. The consensus of the board is to move this item forward for bids and approval after the bids are received.

Miscellaneous Items:

- a. MSHDA (MI State Housing Development Authority) – award bid. Larry Wall (Grant administrator for MSHDA) met with the board on December 27, 2011 to explain a possible conflict of interest with a project needing lead abatement. His son's business was the lowest bidder, but per Dan Hass' recommendation, we need County Board approval to move forward with this project. The county board is asked to appoint a vendor to perform the job needed. We ask that the board make a decision and move this item forward for a vote due to the grant period ending on 6/30/12. It will take some time for the abatement to be completed.

Moved by Com. Pearson, seconded by Com. Meintz to make this an action item. Motion was approved by a roll call vote 5-0.

Moved by Com. Jasper, seconded by Com. Meintz to approve a bid from Wall Construction for lead abatement at 1501 15th Ave, Menominee MI in the amount of \$7,100. Motion was approved 5-0.

Finance Items:

- a. 3-Way Road Program – Invoices for in Ingallston, Daggett, Faithorn & Cedarville townships. The County Road Commission has done the 3 way road program work for Ingallston, Daggett, Faithorn & Cedarville townships and has submitted the invoices for payment. Com. Furlong state that if it is good with the Ad Hoc committee then it is good with him. Com Pearson asked if anyone has driven on these roads. Com. Meintz stated that he has. Com. Jasper stated that it has been a good spring to get this work done.
- b. Medical Examiner Contract. The County Medical Examiner’s contract is coming due in August. Administrator Bousley would like to start the bidding process for a new contract. Brian stated that Dr. Haupt would be willing to sign another four year contract. Com. Furlong asked if this is normally bid out. Com. Lang stated that it has not worked out well in the past when it was bid out. He believes Dr. Haupt is the only one willing to do this. Com. Furlong states that he has worked with Dr. Haupt previously, and he does an excellent job, but feels it should be advertised and bid out. Com. Meintz agrees with Com. Furlong. The consensus of the board is to move this item out for advertising and bids.
- c. Budget Timeline. As discussed at the Finance Committee, the budget timeline is necessary for exposure to the general public. Brian would like to have a public input session prior to a draft being prepared. He has changed the date for the public input session to June 12, 2012 prior to the County Board meeting. Com. Lang states that he appreciates the timeline. Com. Pearson thanked Brian for adding the public input. Com. Meintz state that 5:00 p.m. would be a good time for the meeting. Com. Furlong stated that we could schedule the regular county board meeting to begin after the public input session just in case it takes more than a half hour.
- d. Miscellaneous Bills as paid on May 7, 10 & 16, 2012 in the amount of \$155,784.41. Com. Lang asked why isn’t the Airport paying for a bill from UES for email maintenance. Brian explained it for was the county and not the airport commission. The consensus of the board is to move this item forward to the next meeting for approval.
- e. Commissioner Per Diems and Expenses. The consensus of the board is to move this item forward to the next meeting for approval.
- f. 911 Capital outlay for new equipment. Deb Wormwood, Menominee County 911 Director addressed the board. The money has been budgeted for this project this year and she is just looking for board approval to move forward with the project. It will require a \$45,557.88 down payment for this and the county should be reimbursed for most of this money. Due to the grant process for receiving and replacing this equipment she is asking that this be made an action item.

Moved by Com. Meintz, seconded by Com. Pearson to make this an action item. Motion was approved by a roll call vote 5-0.

Moved by Com. Pearson, seconded by Com. Meintz to approve payment in the amount of \$45,557.88 to the U.P. 911 Authority for 911 telephone equipments updates. Funds to be disbursed from account # 266-325-970.00 (Capital Outlay). Motion was approved 5-0.

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 – 3 way road program and an article in the local paper regarding Governor Synder’s proposal on how to tax mining operations. It will cause Menominee County to lose out on money.

Commissioner Comment:

-Com. Meintz – Agrees with Bob Desjarlais. Commented on Marquette County wanting to annex from the State. Also would like to have some State Representatives to come here and speak with the board.

-Com. Pearson – Discussed the County Commissioner’s conference and they are asking for a resolution to MAC from each county about PILT.

-Com. Lang – Waiting on a resolution from Marquette County. We need to take the bull by the horns. He also updated the board on the issue with the State still not approving the Public Health Director.

-Com. Jasper – Discussed that at the last meeting it was brought up to draft a letter to Rep. McBroom and Sen. Casperson. Also that the board supports the Public Health Director.

-Com. Meintz – Also commented on Marquette County suing the State of Michigan revenue sharing and PILT money owed to the County.

Moved by Com. Pearson, seconded by Com. Meintz to go into closed session, for strategy and negotiations of the Sheriff Supervisory Unit collective bargaining agreement. (Pursuant to the Open Meetings Act 267 of 1976, 15.268 Section 8 (c)). Those attending the session are all five commissioners, County Administrator Brian Bousley, Administrative Secretary Sherry Smith and County Clerk Marc Kleiman. Motion was approved by a roll call vote 5-0 at 6:38 p.m.

Moved by Com. Meintz, seconded by Com. Jasper to return to open session at 7:17 p.m. Motion was approved by a roll call vote 5-0.

Any other items members may wish to present:

There will be a Committee of the Whole meeting at the Marinette Courthouse on Tuesday, May 29, 2012.

Moved by Com. Meintz, seconded by Com. Pearson to adjourn at 7:20 p.m. Motion was approved 5-0.

James Furlong, Chairman

Marc Kleiman, County Clerk

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	3-Way Road Program – payment of invoices
DEPARTMENT:	Admin.
ATTACHMENTS:	Yes
SUMMARY:	
<p>The County Road Commission has done the 3way road program work for Ingallston, Daggett, Faithorn & Cedarville townships and has submitted the invoices for payment. County Board to discuss and approve payment.</p>	
RECOMMENDED MOTION	
<p>To approve invoices submitted by Ingallston Township (\$30,079.88) Daggett Township (\$19,611.12), Faithorn Township (\$17,575.20) and Cedarville Township (\$3,499.01) for work completed on the 3 way road program project. Funds to be disbursed from account #401-446-970.00 (3-way Road Expenses) (total \$70,765.21)</p>	

Submitted by: **Brian Bousley**

 06/06/2012
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 Road Commission

INVOICE

P.O. Box 527

Stephenson MI 49887

Phone (906) 753-6914

Fax (906) 753-4319

Invoice #: 3WFP-003

05/14/12

To: Menominee County Board

Attn: Brian Bousley, County Administrator

839 10th Avenue

Menominee, MI 49858

DESCRIPTION	AMOUNT
Ingallston Township Project #1: Reconstruction of S. Pinewoods Loop	30,079.88
TOTAL	\$30,079.88

Please Remit Payment To:

Menominee County Road Commission

P.O. Box 527

Stephenson, MI 49887

Three-Way Funding Program Statement
Ingallston Township

	Beginning Balances	Project #1	Project #2	Project #3	Project #4	Total Spent
Project Cost		82,387.08				82,387.08
MCRC	13,934.09	38,164.68	-	-	-	38,164.68
County	12,916.63	35,377.91	-	-	-	35,377.91
Township	3,229.16	8,844.49	-	-	-	8,844.49
Total	30,079.88	82,387.08	-	-	-	82,387.08

Project Descriptions:

Date:	Work done:
# 1 1/10 - 5/10/12	Reconstruct 1.25 miles of S. Pinewoods Loop - costs through 05/10/12.

Note: Project was approximately 50% complete on 05/10/12. \$82,387.08 is the cost incurred to date. Total project cost is estimated to be over \$130,000. Cost of this project is split 50/50 between township & road commission. The township is applying their 3-way funds to their share of the cost.

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Menominee County Road Commission

INVOICE

P.O. Box 527

Stephenson MI 49887

Phone (906) 753-6914

Fax (906) 753-4319

Invoice #: 3WFP-004

05/14/12

To: Menominee County Board

Attn: Brian Bousley, County Administrator

839 10th Avenue

Menominee, MI 49858

DESCRIPTION	AMOUNT
Daggett Township Project #1 - Graveling I-3 Road	17,663.33
Daggett Township Project #2 - Graveling I-1 Lane & Tessmer Road	1,947.79
TOTAL	\$19,611.12

Please Remit Payment To:

Menominee County Road Commission

P.O. Box 527

Stephenson, MI 49887

**Three-Way Funding Program Statement
Daggett Township**

Beginning Balances	Project #1	Project #2	Project #3	Project #4	Total Spent
Project Cost	17,663.33	7,335.15			24,998.48
MCRC	9,084.58	3,397.91	-	-	11,580.20
County	8,421.23	3,149.79	-	-	10,734.62
Township	2,105.31	787.45	-	-	2,683.66
Total	19,611.12	17,663.33	7,335.15	-	24,998.48

Project Descriptions:

Date: Work done:

1 05/01-02/12 Graveling I-3 Road

2 05/03/12 Graveling I-1 Lane & Tessmer Road

3

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Menominee County Road Commission

INVOICE

P.O. Box 527

Stephenson MI 49887

Phone (906) 753-6914

Fax (906) 753-4319

Invoice #: 3WFP-005

05/14/12

To: Menominee County Board

Attn: Brian Bousley, County Administrator

839 10th Avenue

Menominee, MI 49858

DESCRIPTION	AMOUNT
Faithorn Township Project #1 - Graveling Elmer's Lane	11,678.60
Faithorn Township Project #2 - Graveling Gustafson Road	5,896.60
TOTAL	\$17,575.20

Please Remit Payment To:

Menominee County Road Commission

P.O. Box 527

Stephenson, MI 49887

Faithorn Township

Beginning Balances	Project #1	Project #2	Project #3	Project #4	Total Spent
Project Cost	11,678.60	12,024.02			23,702.62
MCRC	8,141.47	5,409.95	-	-	10,979.91
County	7,546.98	5,014.92	-	-	10,178.16
Township	1,886.75	1,290.81	-	-	2,544.54
Total	17,575.20	12,024.01	-	-	23,702.61

Project Descriptions:

Date:	Work done:
# 1 05/07-05/08/12	Graveling Elmer's Lane
# 2 05/09-05/10/12	Graveling Gustafson Road
# 3	
# 4	

Menominee County Road Commission

INVOICE

P.O. Box 527

Stephenson MI 49887

Phone (906) 753-6914

Fax (906) 753-4319

Invoice #: 3WFP-006

05/14/12

To: Menominee County Board

Attn: Brian Bousley, County Administrator

839 10th Avenue

Menominee, MI 49858

DESCRIPTION	AMOUNT
Cedarville Township Project #1: Graveling Blue Fox Lane.	3,499.01
TOTAL	\$3,499.01

Please Remit Payment To:

Menominee County Road Commission

P.O. Box 527

Stephenson, MI 49887

**Three-Way Funding Program Statement
Cedarville Township**

	Beginning Balances	Project #1	Project #2	Project #3	Project #4	Total Spent
Project Cost		3,499.01				3,499.01
MCRC	10,515.32	1,620.87	-	-	-	1,620.87
County	9,747.50	1,502.51	-	-	-	1,502.51
Township	2,436.87	375.63	-	-	-	375.63
Total	22,699.69	3,499.01	-	-	-	3,499.01

Project Descriptions:

	Date:	Work done:
# 1	04/19/12	Graveling - Blue Fox Lane
# 2		
# 3		
# 4		

Menominee County Three-Way Road Funding Program Allocation by Township

	BEGINNING BALANCE			DOLLARS SPENT			BALANCE REMAINING					
	MCR	COUNTY	TOWNSHIP CONTR.	TOTAL	MCR	COUNTY	TOWNSHIP CONTR.	TOTAL	MCR	COUNTY	TOWNSHIP CONTR.	TOTAL
Adarville	10,515.32	9,747.50	2,436.87	22,699.69	1,620.87	1,502.51	375.63	3,499.01	8,894.45	8,244.99	2,061.24	19,200.68
Aggett	9,084.58	8,421.23	2,105.31	19,611.12	9,084.58	8,421.23	2,105.31	19,611.12	-	-	-	-
Althorn	8,141.47	7,546.98	1,886.75	17,575.20	8,141.47	7,546.98	1,886.75	17,575.20	-	-	-	-
Burley	6,837.55	6,338.27	1,584.57	14,760.39	-	-	-	-	6,837.55	6,338.27	1,584.57	14,760.39
Carris	23,811.74	22,073.02	5,518.25	51,403.01	-	-	-	-	23,811.74	22,073.02	5,518.25	51,403.01
Dimes	14,252.03	13,211.36	3,302.84	30,766.23	-	-	-	-	14,252.03	13,211.36	3,302.84	30,766.23
Gallston	13,934.09	12,916.63	3,229.16	30,079.88	13,934.09	12,916.63	3,229.16	30,079.88	-	-	-	-
Lake	14,323.48	13,277.59	3,319.40	30,920.47	-	-	-	-	14,323.48	13,277.59	3,319.40	30,920.47
Ellen	10,325.98	9,571.98	2,393.00	22,290.96	10,325.98	9,571.98	2,393.00	22,290.96	-	-	-	-
Menominee	22,670.36	21,014.98	5,253.75	48,939.09	22,670.36	21,014.98	5,253.75	48,939.09	-	-	-	-
Leyer	9,784.76	9,070.29	2,267.57	21,122.62	-	-	-	-	9,784.76	9,070.29	2,267.57	21,122.62
Ladeau	20,259.00	18,779.70	4,694.93	43,733.63	-	-	-	-	20,259.00	18,779.70	4,694.93	43,733.63
Palding	21,654.01	20,072.85	5,018.21	46,745.07	-	-	-	-	21,654.01	20,072.85	5,018.21	46,745.07
Rephenson	14,405.64	13,353.75	3,338.44	31,097.83	-	-	-	-	14,405.64	13,353.75	3,338.44	31,097.83
Total	\$ 200,000.01	\$ 185,396.13	\$ 46,349.05	\$ 431,745.19	\$ 65,777.35	\$ 60,974.31	\$ 15,243.60	\$ 141,995.26	\$ 134,222.66	\$ 124,421.82	\$ 31,105.45	\$ 289,749.93

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	DMG recommendation – Carol Rye-Lindberg
DEPARTMENT:	Sheriff
ATTACHMENTS:	yes
SUMMARY:	
<p>In January of 2012, the County board recommended that Ms. Lindberg have a DMG study done on her new position in the sheriff dept. That study has been completed and a salary range within the DMG has been recommended for Carol by MGT. Grade 8. She will be placed in the DMG salary chart as a grade 8 step 1 at \$15.63/hr.</p> <p>County board is asked to approve the recommended starting salary for Carol Rye-Lindberg</p>	
RECOMMENDED MOTION	
<p>To approve a recommendation from MGT to allow the Sheriff Department to add a position titled “Confidential Administrative Assistant to the Sheriff” and to add it to the current County DMG-Maximus Salary Study as a Pay Grade eight (8). Starting salary will be \$15.63/hr. This is a Non-union position.</p>	

Submitted by: **Brian Bousley**

 06/06/2012
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):

January 24, 2012

APPROVED on 2/14/12

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

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

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

Present: Coms. Jasper, Lang, Meintz, Pearson

Absent: Com. Furlong – Excused

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

Moved by Com. Lang, seconded by Com. Pearson to approve the minutes from the January 10, 2012 Re-organizational County Board Meeting, the January 10, 2012 Regular County Board Meeting, and the January 17, 2012 Special County Board Meeting. Motion was approved 4-0.

Vice-Chairman Meintz called for public comment.

Public Comment: None.

Presentations:

-Sheriff Marks – K-9 Program – Sheriff Marks presented a brief history on the current program, and what they would like to do in the future. He explained how this program has been funded by donations and will continue to grow with more donations that have been pledged.

Department Head/Elected Officials Reports:

-Mike Erdman, MSU Extension Office – Gave the board and update on District 1 and that all nine counties in the district have signed the MOA. Also the Menominee County 4H person will be leaving soon and they will be looking to possibly combining that position with half time Dickinson County, and half time Menominee County.

-Pat Cheski – The Menominee County Library in Stephenson received over \$4,000 in books and etc., there will be an open house on January 27, 2012 from 9 a.m. to 5 p.m. at the Library in Stephenson.

-Diane Lesperance, Menominee County Treasurer – Informed the board that the auditors are at the courthouse right now working on the annual audit.

Moved by Com. Pearson, seconded by Com. Lang to approve Carol Rye-Lindberg to become a Full Time employee at her current pay rate (\$12.00/hr.) She will be granted any benefits due to all other full time non-bargaining unit employees. She will receive the DMG salary recommendation when complete and approved by the County Board, but will not be awarded any retro pay. Motion was approved 4-0.

MGT of America
Bay City Office
2343 Delta Road
Bay City, MI 48706
p: (989) 316-2220
f: (989) 316-2443
www.mgtofamerica.com



May 15, 2012

Mr. Brian Bousley
County Administrator
Menominee County
839 10th Avenue
Menominee, Michigan 49858

Subject: CLASSIFICATION REQUEST – CONFIDENTIAL ADMINISTRATIVE ASSISTANT TO THE SHERIFF

Dear Mr. Bousley:

MGT of America, Inc. (MGT) has completed its analysis of the single position in the Sheriff's Office that the County requested we evaluate. This letter serves as the summary of our findings and recommendations. We evaluated the **Confidential Administrative Assistant to the Sheriff** position as defined in the Comprehensive Position Questionnaire provided to MGT in April 2012.

Our methodology included reviewing the documentation on proposed job duties, minimum qualifications, and required job knowledge, skills and abilities provided by the employee in the position questionnaire. We compared the essential duties, minimum qualifications (training and experience), and the physical and mental abilities required to perform the job to two other positions identified in the County's job classification system: **Administrative Secretary – Administration** and **Administrative Assistant (Secretary) – Sheriff**. We also reviewed the job evaluation point totals of these two jobs in the Archer Matrix Point Factor Job Evaluation System. In our professional opinion, the new proposed job would score comparably to the existing positions based upon all of the job elements identified in the documentation provided by the County.

The findings and classification recommendation for this position is:

DEPARTMENT: **SHERIFF**

POSITION: **Confidential Administrative Assistant to the Sheriff**

MGT analyzed the new position, **Confidential Administrative Assistant to the Sheriff**, in the Sheriff's Department and determined the proper pay grade placement. The duties, responsibilities, minimum qualifications, and physical and mental requirements assigned to this position have resulted in a recommended Pay Grade 8 based upon our objective comparative analysis.

Mr. Brian Bousley, County Administrator
May 15, 2012
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CLASSIFICATION RECOMMENDATION:

<u>Title</u>	<u>Pay Grade</u>
<i>Confidential Administrative Assistant to the Sheriff</i>	8

Please let me know if you have any questions or concerns about this recommendation. You can contact me at (214) 770-7153. Thank you again for letting MGT assist you in maintaining your pay plan.

Sincerely,



J. Mark Carpenter, Senior Associate
MGT of America, Inc.

Menominee County, Michigan Position Description

Title: Confidential Administrative Assistant to the Sheriff
Department: Sheriff
Date: May 2012

Purpose of Position

The purpose of this position is to provide secretarial and administrative support to the Sheriff and the Sheriff's Department. The work is performed under the direction of the Undersheriff.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Processes department payroll; computer and reports to the County Clerk's office all Sunday, Holiday, overtime, shift differential, Voluntary Marine Officer and Temporary employee wages; maintains overtime log.
- Processes civil process papers and subpoenas; records, distributes and bills for processes papers; processes the return of service fees and mileage charges; transmits monies to the Treasurer's Office.
- Processes all department billings and expenditures and assists with budgetary issues; balances checkbook; prepares deposits; reconciles bank statements; records and checks inmate funds, canteen funds, petty cash and checkbook; processes monies for travel and training; prepares bills for diverted felons.
- Summons jurors for Circuit and Probate Court.
- Assists in the preparation, tracking and submission of grants.
- Performs secretarial and administrative support functions; prepares, completes, transcribes and types a variety of reports, records and correspondence; copies and faxes documents; maintains files, databases and spreadsheets.
- Sorts and distributes mail.
- Assists with road and correctional duties.
- Performs other related functions as assigned or required.

Minimum Training and Experience Required to Perform Essential Job Functions

One-year vocational diploma or equivalent with vocational/technical training in Secretarial or Office Procedures and one year of related experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.
- Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as payroll and timesheets, bills, civil process, summons, subpoenas, statutes, policies, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the Undersheriff and all department personnel, other departments, Courthouse personnel, attorneys, judges, the media and the public.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

Physical Requirements

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

Menominee County, Michigan is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Miscellaneous Bills
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
Board to review recently submitted Miscellaneous Bills as paid on May 7, 10 & 16, 2012 in the amount of \$155,784.41	
RECOMMENDED MOTION	
To approve Miscellaneous Bills as paid on May 7, 10 & 16, 2012 in the amount of \$155,784.41	

Submitted by: **Brian Bousley**

 06/06/2012
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):

General Fund Expenditures

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

Special Revenue Funds

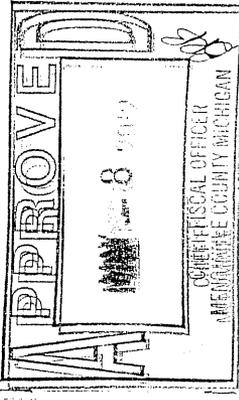
205 Road Patrol
208 County Parks
215 Friend of Court
220 Park Improvements
243 Remonumentation
249 Building Code
256 ROD - Automation Fund
264 Local Corrections Officers Training
265 Drug Law Enforcement Forfeiture
266 E911
269 Law Library
271 County Library
272 CDBG - Wells Fargo Grant
274 CDBG - County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

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

MENOMINEE COUNTY
Check Register Report

CheckAmount\$

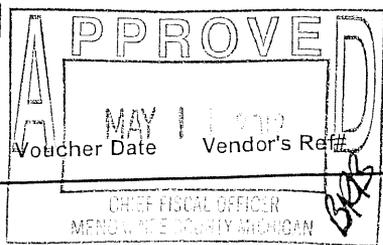
Check	Vchr#	Vendor Name	Vendor's Ref#	Description	Status	Debit Account	Check Date	\$Amount	CheckAmount\$
Check Date: 5/7/2012 - 5/7/2012 Bank Account: General - General									
General									
30155	24011	Mid Michigan Kennel		PO# 02637 K9 Training - T. Nast	Open	281-345-881.00	05/07/2012	\$7,000.00	\$7,000.00
									\$7,000.00
Total General									\$7,000.00
Grand Total:									\$7,000.00





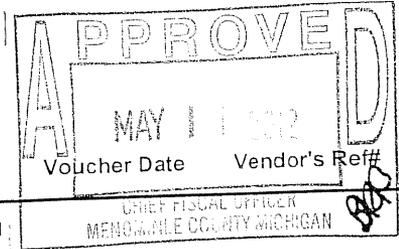
MENOMINEE COUNTY
Claims Audit Report

Vendor Name Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General							\$53.40
Ace Hardware							
23970	5/1/2012	204534/2	Hinge - SelfClosing	101-265-755.00	10.98		
23971	5/1/2012	204535/2	Hinge	101-265-755.00	7.98		
23972	5/1/2012	204530/2	Building & Ground Supplies	101-265-755.00	34.44		
							\$563.46
ALGER-DELTA COOPERATIVE ASSOCI							
23983	4/30/2012	380300	Shakey Lakes Electrical	208-751-920.01	40.12		
23984	4/30/2012	379700	Shakey Lakes Electrical	208-751-920.01	65.38		
23985	4/30/2012	370500	Shakey Lakes Electrical	208-751-920.01	92.21		
23986	4/30/2012	1503500	Shakey Lakes Electrical	208-751-920.01	66.53		
23987	4/30/2012	383200	Shakey Lakes Electrical	208-751-920.01	51.00		
23988	4/30/2012	383001	Shakey Lakes Electrical	208-751-920.01	54.08		
23989	4/30/2012	383301	Shakey Lakes Electrical	208-751-920.01	36.88		
23990	4/30/2012	367100	Shakey Lakes Electrical	208-751-920.01	29.84		
23991	4/30/2012	367200	Shakey Lakes Electrical	208-751-920.01	86.28		
23992	4/30/2012	369802	Shakey Lakes Electrical	208-751-920.01	41.14		
							\$8.00
ANDERSON AUTO & RV SALES INC							
23964	5/7/2012	5/7/12	Ball (1 7/8")	205-315-981.00	8.00		
							\$33.25
Anderson Culligan							
24120	5/7/2012	20120507060C100035	Water for Circuit Court	101-131-931.00	33.25		
							\$344.36
ANGELIS MENOMINEE INC							
23952	4/7/2012	0050121-IN	Inmate Groceries	101-301-770.00	111.97		
23953	4/13/2012	0015052-IN	Inmate Groceries	101-301-770.00	131.07		
23954	4/23/2012	8172115-IN	Inmate Groceries	101-301-770.00	6.10		
23955	4/26/2012	0943211-IN	Inmate Groceries	101-301-770.00	95.22		
							\$391.55
AT&T - Carol Stream, IL							
24164	4/19/2012	906863661404	April 19 - May 18, 2012	266-325-850.00	222.55		
24171	4/19/2012	906863444104	April 19 - May 18, 2012	101-103-850.00	472.45		
24172	4/19/2012	906863202304	April 19 - May 18, 2012	101-103-850.00	-303.45		
							\$221.94
AT&T Long Distance							
24145	4/19/2012	854528091	Telephone Service	101-103-850.00	221.94		
							\$139.97
Banc of America Leasing							
24159	4/22/2012	012110991	Probation/Parole Office - Konica	101-131-942.00	139.97		
							\$243.00
BAY AREA MEDICAL CENTER - 3100 SHORE DRIVE							
24010	4/30/2012	MENCTY	Pre-Employment Physicals	208-751-801.01	243.00		
							\$39.45
BAYSHORE VETERINARY CLINIC							
23961	4/28/2012	11478	K9 Supplies	101-301-881.01	39.45		
							\$183.18
Bob Barker Company, Inc.							
23951	4/20/2012	WEB000214757	Inmate Supplies	101-301-770.00	183.18		
							\$200.00
Body Works Plus							
23963	4/27/2012	2012-38267-9 ACL	2011 Chevy Impala - Tow from the Casi	205-315-934.00	200.00		
							\$35.61
BOURQUE PENNY							
24181	5/5/2012	Reimbursement	Lunch Reimbursements	266-325-860.00	35.61		
							\$80.53
BP							
24102	4/2/2012	34164252	Gasoline Sales	249-371-742.00	80.53		
							\$55.55
BRANYAN WESLEY C							
24189	5/9/2012	Per Diem	Board of Canversers	101-192-705.00	50.00		
24190	5/9/2012	Reimbursement	Board of Canversers - Mileage	101-192-860.00	5.55		



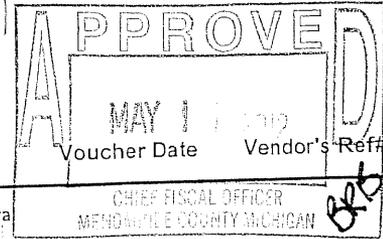
MENOMINEE COUNTY
Claims Audit Report

Vendor Name Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General							\$120.71
Brunelle, Jennifer							
24104	5/1/2012	Reimbursement	Mileage	296-664-860.00	109.34		
24177	5/10/2012	Reimbursement	Supplies	296-667-730.00	11.37		
							\$4,425.00
BS&A Software							
24146	5/1/2012	082425	Assessing System - 5/1/12 to 5/1/13	101-103-857.00	2,590.00		
24147	5/1/2012	081821	Tax System - 5/1/12 to 5/1/13	101-103-857.00	1,835.00		
							\$85.50
Cellcom Wisconsin RSA 04							
24103	4/5/2012	148676	Cellular Services	101-132-850.00	20.16		
24103	4/5/2012	148676	Cellular Services	296-664-850.00	51.31		
24103	4/5/2012	148676	Cellular Services	296-665-850.00	14.03		
							\$351.67
CITY OF MENOMINEE - 2511 10TH ST.							
24035	5/10/2012	June 2012	Monthly Rent	266-326-942.00	351.67		
							\$405.55
CLOVERLAND PAPER CO							
23949	4/27/2012	98460	Liners, Styro Cups, Lysol	101-301-770.00	144.94		
24144	4/27/2012	98461	Toilet Tissue & Mop Cleaner	101-265-755.01	96.65		
24182	5/4/2012	98539	Liners, Tissue, Clorox Wipes	101-265-755.01	163.96		
							\$4.40
Cody, Glenn							
24013	4/25/2012	Reimbursement	Mileage - Parks Committee	208-751-860.00	4.40		
							\$212.00
Corey's Auto Salvage							
24005	5/1/2012	37149	Tire for White Dodge	101-265-981.00	30.00		
24196	4/24/2012	37136	M & B	208-751-930.02	182.00		
							\$121.90
Country Mile Document Destruct							
24095	5/7/2012	13033	Shredding of Documents	101-265-801.00	121.90		
							\$359.45
CVSFlags.Com							
24165	4/26/2012	100865347	Flags (x8)	101-265-755.00	359.45		
							\$80.00
David F. Oeming, Jr.							
24130	5/7/2012	2012-057-MI	Court Appointed Legal - Scott	101-148-807.00	80.00		
							\$128.00
DAVID VANDERMISSEN							
24154	4/30/2012	612952	Post at Parks	208-751-755.02	128.00		
							\$903.00
DEKETO, LLC							
24031	5/2/2012	DK 04-12	April 2012 Documents (x430)	256-277-857.00	903.00		
							\$790.42
Dennis-Ruleau, Dawn							
24105	5/1/2012	Reimbursement	Mileage for training in Marquette	101-132-860.00	140.42		
24106	5/2/2012	April 2012	Crisis Intervention	296-668-801.00	650.00		
							\$145.41
Dougovito, Greg							
24123	5/2/2012	Reimbursement	Mileage & Meals	101-132-801.00	37.91		
24124	5/2/2012	4803	Transport of a Juvenile (Bay Pines to M	101-132-801.01	31.50		
24124	5/2/2012	4803	Transport of a Juvenile (Bay Pines to M	101-132-801.00	76.00		
							\$69.99
Dreamscape Communications							
24032	4/20/2012	w2392	Annex - Wireless Internet	101-261-850.00	69.99		
							\$85.15
DTE Energy							
24158	4/26/2012	462245200011	Annex - Heating	101-261-920.04	85.15		



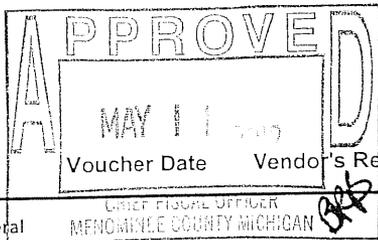
MENOMINEE COUNTY
Claims Audit Report

Vendor Name Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General							\$445.06
EAGLEHERALD PUBLISHING, LLC							
23967	4/30/2012	1445	Election Notice	101-262-727.00	315.35		
23969	4/30/2012	1406	Advertising	101-101-901.00	58.60		
23973	4/30/2012	1408	Seeking Applications	101-101-901.00	21.51		
24 100	4/30/2012	4114	Advertising - Treasurer's Office	101-253-901.00	49.60		
							\$256.00
Employee Benefits Agency, Inc.							
23975	5/1/2012	2822	ABS Monthly Administration Fees - May	101-103-712.02	256.00		
							\$315.00
ESSER PAINT & GLASS							
24 096	4/17/2012	3034	3 Plexiglass for Parks	208-751-755.02	157.50		
24097	3/29/2012	3033	3 Plexiglass for Parks	208-751-755.02	157.50		
							\$100.00
EVANS, JOHN RN							
24136	4/28/2012	Blood Draw	T. A. White (4/28/12)	101-267-801.01	100.00		
							\$4,148.00
FOLEY'S BUILDING & SUPPLY INC.							
24162	5/9/2012	Seglund	Windows & Flooring	274-690-809.63	4,148.00		
							\$89.74
Friends Ofc Prod Whse Direct							
24139	4/24/2012	0163521	FOC - Office Supplies	101-141-727.00	89.74		
							\$492.36
GENESIS GRAPHICS							
24195	5/9/2012	44392	Remonumentation Supplies	243-246-765.00	492.36		
							\$1,194.85
GREAT AMERICAN DISPOSAL CO THE							
24131	5/1/2012	25102528	Annex - Garbage Removal (x2 months)	101-261-930.04	104.64		
24132	5/1/2012	25102526	Shakey & Kleinke - Garbage Removal	208-751-942.00	1,090.21		
							\$93.29
Hafeman, Bill							
24185	5/9/2012	Per Diem	Board of Canverssers	101-192-705.00	50.00		
24186	5/9/2012	Reimbursement	Board of Canverssers - Mileage	101-192-860.00	43.29		
							\$205.00
Hashimoto Sewer Service, Inc.							
23996	5/1/2012	9709	Cleared Grease Pits in Kitchen (3 Montl	101-265-755.00	205.00		
							\$31.18
Hasse, Jean							
24180	5/7/2012	Reimbursement	Lunch Reimbursement	266-325-860.00	31.18		
							\$28.49
HERRILD, RENEE							
24176	5/10/2012	Reimbursement	Clipboard & Business Cards & Postage	101-141-727.00	25.96		
24176	5/10/2012	Reimbursement	Clipboard & Business Cards & Postage	101-141-729.00	2.53		
							\$1,495.00
Hi Tec Building Services							
24007	4/30/2012	2993	Cleaning Services for April 2012	101-265-801.00	1,495.00		
							\$522.50
J S ELECTRONICS, INC.							
24033	3/28/2012	17055	Two CAT6 Data Cables	266-325-934.00	97.50		
24034	5/1/2012	17103	Tower Lease - May 2012	266-326-942.00	425.00		
							\$27.75
Jasper, Mark							
24143	4/30/2012	Reimbursement	Mileage - April 2012	101-101-860.05	27.75		
							\$55.55
Jerzyk, Audrey							
24191	5/9/2012	Reimbursement	Board of Canverssers - Mileage	101-192-860.00	5.55		
24192	5/9/2012	Per Diem	Board of Canverssers	101-192-705.00	50.00		
							\$1,365.00
Joel Hensley, RN							
23960	5/6/2012	Nursing Services	May 1 - May 15, 2012	101-301-770.01	1,365.00		
							\$1,023.04
Kakuk, Tammany							
24128	5/2/2012	4807	Foster Care Cost (A.M. L.)	292-662-843.02	1,023.04		



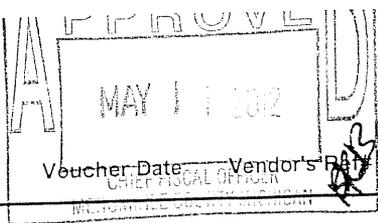
MENOMINEE COUNTY
Claims Audit Report

Vendor Name Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General							\$13.76
Kleiman, Marc 24111	5/9/2012		Reimbursement Mileage - May 8, 2012 Election	101-262-860.00	13.76		\$210.68
Kulwich, Gerald 24178	5/10/2012		Reimbursement Mileage	296-665-860.00	210.68		\$392.38
Lang, Bernard 24142	4/30/2012		Reimbursement Mileage for April 2012	101-101-860.01	392.38		\$4,518.70
LENCA SURVEYING 24155	4/28/2012	12049	Project Year 2012 (April 10 - 29th, 2012	243-246-801.07	4,518.70		\$137.70
Lesperance, Diane 24121	5/1/2012		Reimbursement UP Treasurers Mtg & Spring Conferenc	101-253-860.00	137.70		\$33.30
Linderoth, Janis 23966	5/3/2012		Reimbursement Mileage - UP Fair Authority	101-101-860.09	33.30		\$26.90
LONG HEATING & COOLING INC 24006	5/1/2012	5-1-12	Park - Repair	208-751-930.03	26.90		\$224.50
Lufts Advertiser 23948	4/21/2012	4/21/12	Disposal Box Posters (x1000)	101-301-727.00	100.00		\$1,125.00
	4/27/2012	4-27-12	April 2012 Advertising	101-101-901.00	124.50		
MACNLOW Associates 24110	5/8/2012		Registration Fee PO# 02633 Training Police Supervision	264-363-881.00	1,125.00		\$161.84
Meade, Brenda 24125	5/2/2012		Reimbursement Mileage	101-132-801.00	75.59		
	5/2/2012	4806	Transport of a Juvenile (Bay Pines to M	101-132-801.00	26.25		
	5/2/2012	4806	Transport of a Juvenile (Bay Pines to M	101-132-801.00	60.00		\$780.00
MEIERS SIGNS INC 23965	4/27/2012	27008	Vinyl Lettering for Patrol Cars	205-315-981.00	780.00		\$61.05
Meintz, Charlie 24109	5/5/2012		Reimbursement Mileage - April 2012	101-101-860.04	61.05		\$200.00
Melissa Rabideau 24198	5/10/2012	4811	Child Care for I.S.	292-662-955.00	200.00		\$121.65
Menacher, Dan 24002	5/7/2012		Reimbursement Hotel, Postage, & Office Supplies	249-371-860.00	69.29		
	5/7/2012		Reimbursement Hotel, Postage, & Office Supplies	249-371-729.00	5.75		
	5/7/2012		Reimbursement Hotel, Postage, & Office Supplies	249-371-727.00	46.61		\$328.73
Menards - Marinette 24173	4/25/2012	28550	Salt, Shovel, Washer & Gasket	208-751-930.02	31.22		
	5/7/2012	31845	Building & Ground Supplies	101-265-755.00	165.24		
	5/4/2012	30993	Bulbs	101-265-755.00	132.27		\$357.15
MENOMINEE ANIMAL SHELTER 24166	4/24/2012	1203	March 2012 Impounding	101-601-958.00	357.15		\$10.00
MENOMINEE COUNTY CLERK 23978	5/4/2012		Notary Sarah Maus	101-141-803.00	10.00		\$118.00
MENOMINEE COUNTY JOURNAL 23968	5/1/2012	136	Sealed Bids & Hazardous Waste Day	101-101-901.00	66.00		
	5/1/2012	135	Notice Application for Board Members	101-101-901.00	28.00		
	5/1/2012	138	Help Wanted - Treasurer's Office	101-253-901.00	24.00		



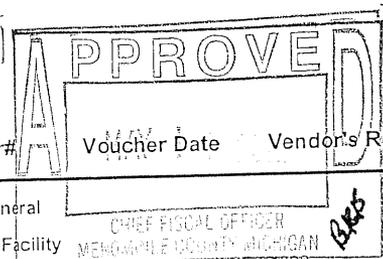
MENOMINEE COUNTY
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								\$182.00
MGT of America, Inc.	24134	4/25/2012	22136	Jan, Feb, March 2012 - FOC	101-141-801.00	182.00		
Michigan Chamber Services, Inc	24140	4/2/2012	426564	2012 Employment Law Handbook	101-172-802.00	107.50		\$107.50
Michigan Counties Workers'								\$25,883.00
23976	5/4/2012	8967		2012 Third Quarter Installment Billing	101-101-716.00	116.79		
23976	5/4/2012	8967		2012 Third Quarter Installment Billing	101-131-716.00	44.98		
23976	5/4/2012	8967		2012 Third Quarter Installment Billing	101-132-716.00	106.78		
23976	5/4/2012	8967		2012 Third Quarter Installment Billing	101-136-716.00	386.55		
23976	5/4/2012	8967		2012 Third Quarter Installment Billing	101-141-716.00	500.11		
23976	5/4/2012	8967		2012 Third Quarter Installment Billing	101-148-716.00	31.32		
23976	5/4/2012	8967		2012 Third Quarter Installment Billing	101-150-716.00	3.09		
23976	5/4/2012	8967		2012 Third Quarter Installment Billing	101-172-716.00	381.14		
23976	5/4/2012	8967		2012 Third Quarter Installment Billing	101-215-716.00	201.13		
23976	5/4/2012	8967		2012 Third Quarter Installment Billing	101-253-716.00	147.64		
23976	5/4/2012	8967		2012 Third Quarter Installment Billing	101-257-716.00	295.07		
23976	5/4/2012	8967		2012 Third Quarter Installment Billing	101-261-716.00	34.36		
23976	5/4/2012	8967		2012 Third Quarter Installment Billing	101-265-716.00	1,160.58		
23976	5/4/2012	8967		2012 Third Quarter Installment Billing	101-267-716.00	734.93		
23976	5/4/2012	8967		2012 Third Quarter Installment Billing	101-268-716.00	60.53		
23976	5/4/2012	8967		2012 Third Quarter Installment Billing	101-301-716.00	11,736.26		
23976	5/4/2012	8967		2012 Third Quarter Installment Billing	101-331-716.00	12.15		
23976	5/4/2012	8967		2012 Third Quarter Installment Billing	101-426-716.00	25.73		
23976	5/4/2012	8967		2012 Third Quarter Installment Billing	101-648-716.00	48.61		
23976	5/4/2012	8967		2012 Third Quarter Installment Billing	101-682-716.00	36.01		
23976	5/4/2012	8967		2012 Third Quarter Installment Billing	205-315-716.00	6,587.99		
23976	5/4/2012	8967		2012 Third Quarter Installment Billing	205-316-716.00	497.92		
23976	5/4/2012	8967		2012 Third Quarter Installment Billing	208-751-716.00	1,007.84		
23976	5/4/2012	8967		2012 Third Quarter Installment Billing	249-371-716.00	128.77		
23976	5/4/2012	8967		2012 Third Quarter Installment Billing	266-325-716.00	333.21		
23976	5/4/2012	8967		2012 Third Quarter Installment Billing	266-326-716.00	34.31		
23976	5/4/2012	8967		2012 Third Quarter Installment Billing	271-790-716.00	673.81		
23976	5/4/2012	8967		2012 Third Quarter Installment Billing	296-663-716.00	226.26		
23976	5/4/2012	8967		2012 Third Quarter Installment Billing	296-664-716.00	174.28		
23976	5/4/2012	8967		2012 Third Quarter Installment Billing	296-665-716.00	154.85		
MICHIGAN DISTRICT JUDGES ASSOC	24157	5/7/2012	Dues	Dues for Calendar Yr 2012 - Judge Bars	101-136-802.00	200.00		\$200.00
MICHIGAN ELECTION RESOURCES	24137	4/23/2012	28606	PO# 02636 - Ballots May 8, 2012	101-262-727.00	1,387.83		\$1,387.83
MILLERS ACTION OFFICE SUPPLY I	24101	5/8/2012	085523	Office Supplies - Emergency Management	101-426-727.00	69.75		
24160	4/27/2012	085292		Toner - Clerk's Office	101-215-727.00	157.99		
24161	4/27/2012	0850921		Office Supplies	101-150-727.00	47.98		
24161	4/27/2012	0850921		Office Supplies	101-215-727.00	121.42		
24184	5/2/2012	085404		Underdesk Drawer	101-268-727.00	105.99		
MR TIRE	24012	5/1/2012	442296	Mount & Balance - White Dodge	101-265-981.00	11.00		\$11.00
Office Depot, Inc.	24138	4/16/2012	605414842001	District - Desktop Calculator	101-136-727.00	5.18		
24150	4/18/2012	605766269001		Office Supplies	208-751-727.00	208.83		\$214.01



MENOMINEE COUNTY
Claims Audit Report

Vendor Name Vcher#	Voucher Date	Vendor's Ref	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General							\$309.46
PAIDL'S TRUE VALUE HARDWARE							
24014	4/2/2012	B37911	Park Supplies	208-751-755.02	8.49		
24015	4/3/2012	A35609	Park Supplies	208-751-755.02	88.93		
24016	4/5/2012	B38055	Park Supplies	208-751-755.02	0.79		
24017	4/5/2012	A35726	Park Supplies	208-751-755.02	25.98		
24018	4/10/2012	A35916	Park Supplies	208-751-755.02	15.98		
24019	4/12/2012	A36025	Park Supplies	208-751-755.02	4.72		
24020	4/13/2012	A36070	Park Supplies	208-751-755.02	6.99		
24021	4/13/2012	A36070	Park Supplies	208-751-755.02	14.38		
24021	4/16/2012	B38720	Park Supplies	208-751-755.02	34.99		
24022	4/16/2012	B36212	Park Supplies	208-751-755.02	8.54		
24023	4/17/2012	B38786	Park Supplies	208-751-755.02	3.08		
24024	4/24/2012	A36549	Park Supplies	208-751-755.02	19.74		
24025	4/24/2012	A36564	Park Supplies	208-751-755.02	19.52		
24026	4/25/2012	A36595	Park Supplies	208-751-755.02	9.64		
24027	4/25/2012	B39242	Park Supplies	208-751-755.02	2.58		
24028	4/26/2012	A36671	Park Supplies	208-751-755.02	43.12		
24029	4/30/2012	A36850	Park Supplies	208-751-755.02	1.99		
24030	4/30/2012	A36860	Park Supplies	208-751-755.02			\$59.43
Pan-O-Gold Baking Co. 23956	4/17/2012	00040683210804	Inmate Groceries	101-301-770.00	59.43		\$149.85
Pearson, Jim 24004	4/30/2012	Reimbursement	Mileage - April 2012	101-101-860.03	149.85		\$15.00
Pinecrest Medical Center 23962	5/1/2012	April 2012	Telephone Charges	205-315-727.00	15.00		\$110.00
PrintersPlus! 24098	5/3/2012	11497	Ticket Envelopes - District	101-136-727.00	110.00		\$377.36
Quill Corporation 23942	4/25/2012	2731085	External DVD Drive, DVDR	101-301-727.00	119.98		
23943	4/26/2012	2785653	CD Three-Ring Bin	101-301-727.00	28.98		
23945	4/18/2012	2573231	Batteries, Dry Erase Markers	101-301-727.00	201.44		
23946	4/18/2012	2573746	Batteries & Pens	101-301-727.00	26.96		\$8.00
Rabida, Katrina 24003	5/4/2012	Reimbursement	Bridge Fare	101-426-860.00	8.00		\$212.50
Randall Phillipps 24112	5/8/2012	2003-10463-DS	Court Appointed Legal - Compo	101-131-807.00	25.00		
24113	5/8/2012	2007-12271-DS	Court Appointed Legal - Koeppler	101-131-807.00	37.50		
24114	5/8/2012	2006-11791-DO	Court Appointed Legal - Taylor	101-131-807.00	25.00		
24115	5/8/2012	1999-9052-DP	Court Appointed Legal - Zuraski	101-131-807.00	25.00		
24116	5/8/2012	1998-8669-DP	Court Appointed Legal - LaCombe	101-131-807.00	25.00		
24117	5/8/2012	1997-8080-DS	Court Appointed Legal - DeCamp	101-131-807.00	25.00		
24118	5/8/2012	2007-11986-DP	Court Appointed Legal - Craven	101-131-807.00	25.00		
24119	5/8/2012	2008-12351-DS	Court Appointed Legal - Sithamat	101-131-807.00	25.00		\$50.00
REDWOOD TOXICOLOGY LABORATORY 24127	5/2/2012	00719820123	Drug Testing	296-665-801.00	50.00		\$1,057.97
Reinhart Foodservice 23957	4/24/2012	117406	Inmate Groceries	101-301-770.00	116.71		
23958	4/24/2012	116321	Inmate Groceries	101-301-770.00	150.80		
23959	4/24/2012	116322	Inmate Groceries	101-301-770.00	790.46		

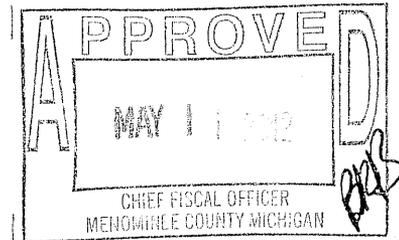


MENOMINEE COUNTY
Claims Audit Report

Vendor Name Vch#	Voucher Date	Vendors Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General							\$3,600.00
Sault Tribe Youth Facility 24129	5/7/2012	4808	Out of Home Placement Cost (T.S.)	292-662-843.05	3,600.00		
Short, Mary Kay 24148	4/30/2012		Reimbursement Mileage	101-131-860.00	77.70		\$77.70
SimplexGrinnell 24167	4/19/2012	67695374	Battery (x2)	101-265-801.00	162.76		\$488.28
24168	4/19/2012	67695376	Battery (x2)	101-265-801.00	162.76		
24169	4/19/2012	67695377	Battery (x2)	101-265-801.00	162.76		
State of Michigan/Notary 23979	5/4/2012		Notary Fee Sarah Maus	101-141-803.00	10.00	x	\$10.00
Tammy Olson 24179	5/5/2012		Reimbursement Lunch Reimbursement	266-325-860.00	22.14		\$22.14
Testin, Matt 23980	5/7/2012		Reimbursement BC/BS Change of Coverage	704-000-232.00	72.20		\$72.20
The Advertiser 23944	4/30/2012	040261	Community Awareness Avertising	101-301-727.00	19.20		\$19.20
The First National Bank&Trust 24135	5/2/2012	628840339	FOC Service Charge	101-141-817.00	31.80		\$31.80
Time Warner Cable 23950	4/30/2012	004-620475202-001	May 6 - June 5, 2012	101-301-770.00	124.16		\$124.16
TWIN CITY ELECTRIC, Inc. 23982	5/1/2012	77868	Move Panic Button - Magistrate	101-265-755.00	488.35		\$896.77
24194	5/1/2012	77869	Panasonic Telephone - FOC x157	215-141-934.00	408.42		
TWIN CITY SERVICE AGENCY INC 24175	5/4/2012	9581	Surety Bond - Sarah Maus	101-141-803.00	55.00		\$55.00
U.E.S. COMPUTERS, INC. 23947	4/25/2012	60396	1 Gb Ram for System 24936-02	101-301-727.00	66.00		\$1,782.99
23981	4/26/2012	60418	PO# 02632 Printer for FOC Office	215-141-934.00	549.00		
23995	5/1/2012	60462	Monthly DVD Backup - April 2012	101-103-857.00	100.00		
24156	2/23/2012	59647	Clerk's Office - Counter Workstation	101-215-970.00	968.00		
24170	4/25/2012	60393	BlackBerry Enterprise Server	101-426-850.00	99.99		
UPCAP SERVICES INC 24008	3/31/2012	1444	Work Crew Kleinke Park	208-751-930.04	8.35		
24197	4/30/2012	1481	Work Crew Services	208-751-930.04	25.05		\$440.80
24199	4/30/2012	1478	Work Crew Services (4/3 & 4/5)	208-751-930.04	72.23		
Valenti, Susan F. 23977	4/17/2012	M11-003439-FH	Transcript (People v Seymour)	101-131-806.00	22.30		
24141	4/30/2012		Reimbursement Mileage & Meals	101-131-860.00	418.50		\$2,367.30
WALL LARRY 24163	5/10/2012	Seglund	Project Soft Costs & Admin Fee	274-690-809.63	179.49		\$139.90
24163	5/10/2012	Seglund	Project Soft Costs & Admin Fee	274-690-809.63	2,187.81		
Wallace Building & Supply, Inc 24000	4/17/2012	172919	Park Supplies	208-751-755.02	57.95		\$139.90
24001	4/13/2012	172896	Park Supplies	208-751-755.02	81.95		

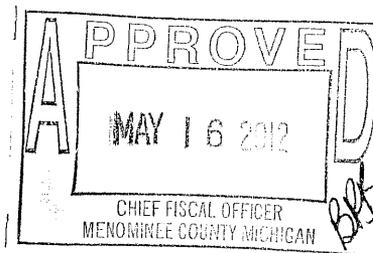
**MENOMINEE COUNTY
Claims Audit Report**

Vendor Name Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General							\$29.85
WALTER BROTHERS INC							
23941	4/6/2012	B132285	Single Sided keys	101-301-727.00	3.38		
23999	4/26/2012	A163954	Gasket Material	208-751-755.02	8.99		
24009	4/10/2012	B132484	Hitch Ball & Door Hinge	101-265-755.00	17.48		
							\$264.57
Warner, Fredrick							
24107	5/2/2012	Reimbursement	Mileage & Supplies - Can Zone	296-667-801.01	15.77		
24107	5/2/2012	Reimbursement	Mileage & Supplies - Can Zone	296-668-801.00	107.80		
24108	5/2/2012	4801	Can Zone	296-668-801.00	141.00		
							\$412.52
Waste Management							
24153	5/1/2012	1348184-1856-5	Garbage Removal	101-265-801.00	412.52		
							\$52.78
Wennergren, Mary Jo							
24187	5/9/2012	Reimbursement	Board of Converserssers - Mileage	101-192-860.00	2.78		
24188	5/9/2012	Per Diem	Board of Converserssers	101-192-705.00	50.00		
							\$120.00
White Water Associates, Inc.							
23997	5/2/2012	127719	Water Analysis - 4/24/12 (x4)	208-751-920.00	60.00		
23998	5/1/2012	127703	Water Analysis - 4/25/12 (x4)	208-751-920.00	60.00		
							\$60.00
Wil-Kil Pest Control							
24133	4/27/2012	2019280	Courthouse	101-265-801.00	60.00		
							\$6,336.98
WISCONSIN PUBLIC SERVICE CORP - P O BOX 19003							
23993	4/30/2012	0402191663-00001	Health Care Center	101-265-920.03	228.48		
23993	4/30/2012	0402191663-00001	Health Care Center	101-265-920.04	147.77		
23994	4/30/2012	0402047856-00004	Courthouse	101-265-920.04	1,851.98		
24149	4/26/2012	1099283482-00000	Bailey House	208-751-920.01	23.26		
24149	4/26/2012	1099283482-00000	Kleinke Street Lighting	208-751-920.01	29.24		
24149	4/26/2012	1099283482-00000	Bailey Park Street Lighting	208-751-920.01	12.72		
24151	4/26/2012	0402047856-00006	Stoney Point Street Lighting	208-751-920.01	33.22		
24183	5/4/2012	0402055840-00001	Jail	101-265-920.03	4,010.31		
							\$79,939.16
Total Amount for Bank Account: General							



MENOMINEE COUNTY
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								\$68,845.25
MI Conference of Teamsters								
	24239	05/16/2012	June 2012	Health Insurance Premium	101-103-712.00	42,339.02		
	24239	05/16/2012	June 2012	Health Insurance Premium	205-315-712.00	9,756.98		
	24239	05/16/2012	June 2012	Health Insurance Premium	205-316-712.00	1,284.90		
	24239	05/16/2012	June 2012	Health Insurance Premium	208-751-712.00	2,141.09		
	24239	05/16/2012	June 2012	Health Insurance Premium	296-663-712.00	1,284.90		
	24239	05/16/2012	June 2012	Health Insurance Premium - Airport	701-000-231.10	1,284.90		
	24239	05/16/2012	June 2012	Health Insurance Premium	704-000-232.00	10,753.46		
Total Amount for Bank Account: General								\$68,845.25



MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

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

Submitted by: **Brian Bousley**

 06/06/2012
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):

REC
5/7/12
BOS

MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER

COPY

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

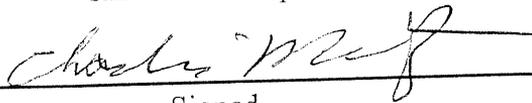
*Meals Breakfast ~ up to \$7.50
Lunch ~ up to \$10.00
Dinner ~ up to \$17.50

*must attach receipt for reimbursement

Name: Charlie Meintz ~ District 4

Date	Meeting Place	# of miles	X .555/mile	Total Cost	Account Number
4-4	cow meeting	50		27.75	101-101-860.04
4-10	Board meeting	60		33.30	101-101-860.04
					101-101-860.04
					101-101-860.04
					101-101-860.04
					101-101-860.04
					101-101-860.04
			Total Mileage	61.05	
				Total Mileage Fee	61.05

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



Signed

May 5 2012

Date

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Miscellaneous Boards/Committees/Commission Reports
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
Miscellaneous reports discussed at the 5/22/12 County Board meeting	
RECOMMENDED MOTION	
To approve the miscellaneous reports discussed at the 5/22/12 County Board meeting	

Submitted by: **Brian Bousley**

 06/06/2012
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

05/01/2012

PERMIT#	DATE ISSUED	OWNER	ADDRESS	TWP.	PERMIT FEE
P12656-12	04/05/12	BARKER WALTER G & SHELLEY A	N1012 CO RD 577	MENOMINEE TWP.	\$602.16
Work :	1.NEW DWELLING	SINGLE FAMILY DWELLING W/ATTACHED TWO CAR DETACHED GARAGE		010-020-014-21	
P12657-12	04/11/12	LINNANE PATRICK	CO RD 577	FAITHORN TWP.	\$137.72
Work :	3.GARAGE	28X28 POLE BUILDING		003-111-012-00	
P12658-12	04/11/12	MASSEY RONALD J & MADORE	N2048 RANGELINE DR	INGALLSTON TWP.	\$121.64
Work :	3.GARAGE	POST FRAME GARAGE		007-107-002-00	
P12659-12	04/11/12	LANAVILLE ALLEN & LAURIN ALICE	N13605 US HWY 41	NADEAU TWP.	\$75.00
Work :	3.GARAGE	16X20 DETACHED GARAGE		012-017-014-00	
P12660-12	04/12/12	KING FLORENCE B	BARTOSZEK RD 47	HARRIS TWP.	\$262.50
Work :	1.NEW DWELLING	CAMP WITH ATTACHED GARAGE		005-101-014-00	
P12661-12	04/16/12	GOOD WENDY	N16471 A-1 RD	HARRIS TWP.	\$124.60
Work :	2.ADDITION	20X26 ROOM AND PORCH ADDITION		005-012-001-50	
P12662-12	04/16/12	BABAN BILL GAVRILA & CARMEN FL	W4305 US HWY 2	SPALDING TWP.	\$151.80
Work :	3.GARAGE	24X40 GARAGE		013-208-007-00	
P12663-12	04/16/12	LANTZ ROBERT & CAROL	W5402 7 RD	MENOMINEE TWP.	\$161.40
Work :	3.GARAGE	54X20 POLE FRAME BUILDING		010-126-010-00	
P12664-12	04/16/12	ADERMAN FRANCES & ADAMS	N12069 N-3 LN	NADEAU TWP.	\$182.64
Work :	1.NEW DWELLING	CAMP W/ PORCH		012-202-003-00	
P12665-12	04/19/12	JOHNSON MARK & MARGARET	W6965 SOBIESKI RD	MENOMINEE TWP.	\$192.00
Work :	1.NEW DWELLING	30X30 CAMP		010-130-002-00	
P12666-12	04/18/12	THIRY THOMAS E JR	34.5 LN	NADEAU TWP.	\$283.32
Work :	4.MANUFACTURED	INSTALL DOUBLE WIDE MANUFACTURED HOME		012-008-001-50	

P12667-12	04/19/12	WOLARD WILLIAM	N771 RIVER DR	MENOMINEE TWP.	\$171.00
Work :	3.GARAGE	30X40 GARAGE			010-030-009-50
P12668-12	04/18/12	PALMER DAVID & TARA	N4173 RANGELINE DR	MENOMINEE TWP.	\$171.00
Work :	3.GARAGE	30X40 POLE BUILDING			010-112-018-00
P12669-12	04/19/12	MEISSNER DINA & CLAUDIA SCHOE	N1260 HWY M-35	MENOMINEE TWP.	\$171.59
Work :	1.NEW DWELLING	OUT BUILDING RON FISCHER IS A CONTACT 715-938-7712			010-380-018-00
P12670-12	04/24/12	IRREVOCABLE RW REAL ESTATE TRUHALLFRISCH RD U-1		LAKE TWP.	\$137.40
Work :	2.ADDITION	16X30 ROOM ADDITION			008-102-003-50
P12671-12	04/26/12	WARDZALA WIESLAW & IRMA	N5858 CO RD 581	MELLEN TWP.	\$279.80
Work :	3.GARAGE	40X64 POLE BUILDING			009-121-018-00
P12672-12	04/30/12	PETERSEN GRANT & ROSE	W3626 CORD 566	SPALDING TWP.	\$75.00
Work :	9.DEMOLITION	DEMO. OF DWELLING @ W3626 CO RD 566			013-203-012-00

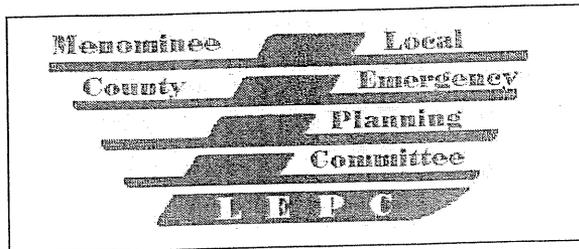
Total Permits

17

Total Fees

\$3,300.57

Michael Shaffer, Chairperson
Northern Coatings and Chemical Co.
705 Sixth Avenue
Menominee, MI 49858
906-863-2641
mshaffer@northerncoatings.com



Ken Marks
Information Coordinator
831Tenth Avenue
Menominee, MI 49858
906-863-4441
kmarks@menomineeco.com

Minutes

February 9, 2012 - 1:30pm
ISD Building, 1201 41st Avenue, Menominee

The meeting was called to order at 1:31pm by Chairman Mike Shaffer.

Sign-in sheet was passed around.

Members Present: Trina Rabida, Kim Pepin, Mark Erickson, Mark Kwarciany, Valerie Hallam, Mark Weber, Mike Shaffer, Brian Bousley, James Furlong, Don DeTemple, Michael Cramer, Nicole Swanson, Lisa Schram, Brian Kallestad, Kenny Marks, Mark Petersen and Erik Bergh.

Members Excused: Debra Wormwood, Michigan State Police, Brett Botbyl.

Motion by Mark Erickson, seconded by James Furlong to approve the meeting agenda.

Motion by James Furlong, seconded by Valerie Hallam to approve the minutes from the July 19, 2011 meeting.

No public comment.

Peter Van Steen and Michelle De Witt from CUPPAD discussed the Pre-Disaster Mitigation Plan update they are working on for Menominee County. The county's plan was approved by FEMA on April 25, 2007 and updates are required every five years. The current plan will expire on April 25, 2012. They handed out Chapter 3, which lists the hazards present in the county, for review and feedback. Members should review Chapter 3, noting whether the rankings are still valid or if additional hazards should be listed. Feedback should be provided to Peter by the end of March. He also asked what had been done in terms of updating or reviewing the plan with the past five years. Question was raised as to whether or not the Hannahville Indian Community had previously been involved in the planning – they had not. Peter and Michelle handed out in-kind match sheets; these should be filled out whenever anything is done in the planning process (i.e., meetings/discussions) and returned to Peter. The county has a \$3,350 in-kind match that needs to be met. Anyone paid with federal funding cannot use their time towards the in-kind match.

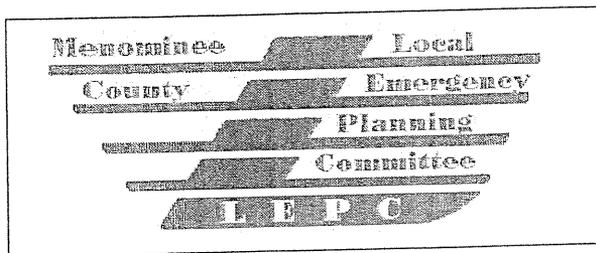
Members present at the meeting indicated that they are interested in staying on the LEPC.

Copies of the by-laws were provided. They have not been updated since 2002; everyone should review and provide any feedback prior to the next meeting as we will be seeking approval on them at that time.

Everyone received a copy of the 2012 meeting schedule and there were no objections to it.

Sheriff Ken Marks is now the LEPC's Public Information Coordinator. Short discussion regarding his duties; these are listed in the by-laws.

Michael Shaffer, Chairperson
Northern Coatings and Chemical Co.
705 Sixth Avenue
Menominee, MI 49858
906-863-2641
mshaffer@northerncoatings.com



Ken Marks
Information Coordinator
831Tenth Avenue
Menominee, MI 49858
906-863-4441
kmmarks@menomineeco.com

Everyone was reminded to keep their contact information current; and to contact Mike Shaffer or Trina Rabida with any changes.

Old Business:

E-Team: Short discussion regarding E-Team, an online incident management system used throughout the state. Mike Shaffer provided some information about the functions and capabilities of E-Team. Some LEPC members do have access. Trina Rabida does not yet have access, as there is training required. However, the training has all but stopped, as the state is currently looking at getting a new system.

New Business:

None

Emergency Management Coordinator Report:

Trina Rabida is the new EM Coordinator for Menominee County. She stated that she had submitted an HMEP Grant application, which would give the county \$250 for each new plan developed (two) and \$30 for each plan that is updated (six). There is also another \$1,000 available from the grant; she asked if anyone had ideas what to use that for. Suggestions were to have a hazmat drill and/or do a traffic commodity flow study. The grant has not yet been formally approved so further decisions will be made once we know the status. She also asked everyone to review the LEPC page on the county's website and let her know of any updates or changes; she will be changing the membership list once that is final.

302 Site Plan Status Update as of 11/18/2011 – Reviewed the status of the plans. Two facilities do not have plans in place; six facilities have plans that should probably be updated.

Any other information of interest

Mark Petersen asked whether the North LEPC and South LEPC that the county used to have were disbanded. Chairman Mike Shaffer stated that we can only have one LEPC, so there will no longer be separate groups meeting. The question was raised as to whether or not we should have one or two meetings elsewhere in the county; Chairman Mike Shaffer suggested Stephenson. There were no objections to possibly doing so in the future.

Motion by James Furlong, seconded by Mark Erickson to adjourn. Meeting adjourned at 2:26pm.

MENOMINEE COUNTY PLANNING COMMISSION

S904 U.S. Highway 41, Stephenson, MI 49887

906-753-2209

MINUTES

February 18, 2012

Call to Order

The Menominee County Planning Commission meeting was called to order at 9:05 AM CST by Chair Lillian Schultz on February 18, 2012 at the Michigan State University Extension office, in Stephenson, MI. The meeting opened with the Pledge of Allegiance.

Roll Call

Present: Erik Bergh; Jim Pearson; Charlene Peterson; Lillian Schultz; Warren Suchovsky. (WS left at 11:15 AM)

Excused: Bill Anderson Absent: Wayne Erickson

Quorum to vote was present.

Public Comment (none) –

Approval of Agenda

Motion by Bergh, support by Suchovsky to approve agenda. Motion carried.

Approval of Minutes

Meeting minutes from the January 30, 2012 meeting were approved as written. Motion by Pearson, support by Schultz. Motion carried.

OLD BUSINESS:

A chapter by chapter review ensued to discuss the updated information. Chapters 7 and 9 still need additional verification and updating. If chapters 2 thru 9 are satisfactory at the March meeting, the next step will be to review Chapters 10 and 11 which bases its statements on the foundation of Chapters 2 thru 9. No official action was taken on any of the submitted changes at this time. Maps and appendices will need to be addressed also.

The balance of the document with a few deletions and changes in wording are getting ready for submission to the county departments for review of their specific sections. After this is completed, copies will be provided to the County Board commissioners for their review. The

MCPC is doing its utmost to make this a user-friendly document and streamline its content to useful information.

NEW BUSINESS:

CUPPAD submitted the updated Mellen Township Zoning Ordinance for review. The changes were reviewed. Basic updates to conform to Michigan's Zoning Enabling Act have been made. No action was taken.

Next Meeting Date: ~~Monday March 5, 2012~~ (meeting cancelled & rescheduled)
for May 14, 2012

Time: 5:00 PM

Place: MSU Extension office in Stephenson

Public Comment: (none)

Adjournment:

Motion to adjourn by Bergh, support by Pearson. Carried.

Meeting adjourned at 11:55 AM.

Minutes submitted by:

Charlene Peterson, Secretary

Menominee County Planning Commission

MINUTES

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

Executive Committee Meeting, 2/15/2012 – 4:30 p.m.

MEMBERS PRESENT: Jason Lauzer, Dale Berman, Nick Lakari
MEMBERS EXCUSED: None
OTHERS PRESENT: Airport Lineman Jeff LaFleur, Marinette County Administrative Secretary Gina Teeple, Peshtigo Times

1. Call to order

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

2. Pledge of Allegiance

3. Roll call

4. Approve/amend agenda

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

5. Approve/amend minutes from November 30, 2011

Motion (Lakari/Berman) to approve the minutes from November 30, 2011 as presented. Motion carried.

6. Public comment – speakers will be limited to 5 minutes on agenda items only

None

7. Discuss/consider preparing an annual calendar, action if any

The Committee discussed items to be placed on an annual calendar. It was the consensus of the Committee to present this information to the full Commission at their regular meeting (Exhibit A).

8. Discuss/consider airport fees, action if any

It was the consensus of the Committee to task the incoming Airport Manager with researching current fees at other comparable airports.

9. Discuss/consider existing financial policies, action if any

It was the consensus of the Committee to review the current financial policies and suggest changes at their next meeting.

10. Discuss/consider previous month's financials, action if any

The Committee reviewed the financial statements for period ending January 31, 2012.

11. Public Comment

Commissioner Berman discussed utilizing "Experience t orks" program to take care of cutting the brush along the fence.

12. Future agenda items

Discuss existing financial policies

13. Schedule next meeting

The next meeting will take place on week prior to the March Regular Session meeting, date and time to be determined.

14. Adjourn

Motion (Lakari/Berman) to adjourn at 5:42 p.m. Vote – unanimous. Motion carried.

Respectfully submitted,
Gina K. Teeple
Marinette County Administrative Secretary

Date approved/corrected:

Twin County Airport

Annual Calendar of Duties and Events

- Reorganization meeting January
- Appoint and organize committees January
- Set yearly calendar January
- Award bid for insurance renewal January
- Annual review of the By-Laws February
- Insurance renewal effective February 15th
- Airport Manager attends conference March
- Review airport fees March
- Executive Committee starts budget process April
- Present tentative budget to County Boards by June 1st
- Airport open house July
- Adopt budget September
- Young Eagles event September
- Airport Manager attends conference September
- Employee performance appraisals November
- Go out for bids on insurance renewal November
- Review and adopt 10 Year Capital Plan
- Review hangar leases

MINUTES

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

Regular Session Meeting, 4/17/2012 – 4:30 p.m.

MEMBERS PRESENT: Jason Lauzer, Dale Berman, James Furlong, Nick Lakari, Jim Pearson, Ted Sauve
MEMBERS EXCUSED: None
OTHERS PRESENT: Menominee Business Development Corporation Director Nancy Douglas,
Airport Lineman Jeff LaFleur, Marinette County Administrative Secretary Gina Teeple, Eagle Herald, Menominee County News, Peshtigo Times

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

5. Approve/amend minutes of 3/19/2012 regular session and 3/20/2012 special session meetings

Motion (Berman/Sauve) to approve the minutes of the 3/19/2012 regular session meeting. Vote – unanimous. Motion carried.

Motion (Pearson/Lakari) to approve the minutes of the 3/20/2012 special session meeting. Vote – unanimous. Motion carried.

6. Public comment

None

7. Discuss/consider request for appropriation and capital projects from Menominee and Marinette Counties

Chair Lauzer reported that Airport Manager Tony Krysiak responded in writing to Menominee County Administrator Brian Bousley (Exhibit A).

8. Discuss/consider audit for fiscal year 2011, action if any

Chair Lauzer reported that the auditors recommended that approval of the financial reports be listed in greater detail in the minutes, and that depreciation expenses be reflected for the year.

It was the consensus of the Commission to table discussion of the audit until the next regular session meeting. Airport Manager Krysiak will ask the auditor to report in person at that meeting.

9. Discuss/consider status of the crash/fire vehicle, action if any

Chair Lauzer reported that Tyco has examined the crash/fire truck and determined it will cost about \$4,000 to get it up to current standards. They are offering to place the truck in their museum and give the Twin County Airport a wheeled foam unit in exchange.

It was the consensus of the Commission to have Airport Manager Krysiak look into whether or not the upgrades to the truck are required and report back to the Buildings and Grounds Committee.

10. Discuss/consider resignation of John Pope, action if any

Chair Lauzer informed the Commission that Airport Lineman John Pope did not officially resign. He will continue to be available for night and weekend coverage.

Motion (Suave/Furlong) to refer discussion of the part time Airport Lineman position to the Personnel Committee. Vote – unanimous. Motion carried.

11. Discuss/consider final report from Explorer Solutions, action if any

Nancy Douglas distributed Explorer Solutions' final report for Phase I to the Commission and reported that it was the recommendation of the task force to adopt the report.

The Commission discussed the need to request funding from both Marinette and Menominee counties for Phase II.

It was the consensus of the Commission to table adoption of the Phase I report and a recommendation for Phase II until their May meeting.

Ms. Douglas will ask Christian Perreault of Explorer Solutions if he is available to present Phase II to both counties on May 29th.

12. Airport Manager's report

Motion (Furlong/Pearson) to approve items 1-7 of the airport manager's report. Vote – unanimous. Motion carried.

13. Communications/correspondence

Chair Lauzer reported that Airport Manager Krysiak sent a letter to Gene Coleman. A response has not been received.

14. Dialog between Airport Manager and the TCAC

None

15. Dialog between airport users and the TCAC

None

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

None

17. **Future agenda items**

- Recommendations from Buildings and Grounds Committee
- Recommendations from Personnel Committee
- Adoption of Phase I and recommendation for Phase II of Explorer Solutions study

18. **Schedule next meeting**

The next meeting is scheduled for Tuesday, May 15th at 4:30 p.m.

19. **Adjourn**

Motion (Sauve/Furlong) to adjourn at p.m. Vote – unanimous. Motion carried.

Respectfully submitted,
Gina K. Teeple
Marinette County Administrative Secretary

Date approved/corrected:

- Training and/or experience in mechanics, diesel and gas engine repair and basic plumbing and basic electricity.
 - Prior practical airport work experience in the above areas is preferred.
 - Be in good physical condition and capable of performing tasks that require physical stamina.
 - Possess a current and valid driver's license.
 - Ability to operate all airport equipment to include, but not limited to, fuel farm, grader, plow truck, sander, blower, front end loader, tractors and lawn mowers, pick up truck and miscellaneous power and hand tools.
 - Be capable of working with minimum supervision and make independent decisions regarding work to be done on a daily basis.
 - Ability to use tact and courtesy in dealing with users of the airport, fellow airport employees, FAA and State officials, Menominee and Marinette County employees and other outside agencies.
-
- Ability to calculate fuel costs, credit card charges and charges to standing credit accounts accurately.
 - Knowledge of how to respond to emergencies at the airport involving aircraft accidents or incidents, fires or personal injuries.
 - Be familiar with use of the UNICOM and broadcasting of weather and traffic advisories.

Environmental Adaptability

- Safety must be considered paramount in all aspects of airport operations. Hazards that may be encountered include operation of machinery and heavy equipment, grass cutting, snow removal, fueling of aircraft, working outside in inclement weather that will bring discomfort, summer temperatures and occasional high noise levels.

The above statements are intended to describe the general nature and level of work being performed by an airport maintenance/lineman at the Twin County Airport. They are a general summary of the job, responsibilities, duties and skills required.

Menominee County, Michigan is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Maintenance Lineman

Airport Manager

TCAC Chairperson

Date

Date

Date

Menominee County, Michigan Position Description

Title: Maintenance/Lineman
Department: Twin County Airport Commission
Reports to: Airport Manager
Date Adopted: 5/15/2012

Purpose of Position

Ensures that safety in all areas of the airport operation is considered first and foremost. These areas include but are not limited to: operation of all vehicles, fueling and handling of aircraft, handling of emergencies, cleaning and maintenance of airport buildings.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Conduct regular and preventative interior and exterior maintenance on airport buildings.
- Operate and complete maintenance, at regular intervals, on all airport equipment including heavy equipment and miscellaneous small engines. This includes checking for normal operation of all equipment during periods of non-use.
- Conduct safe fueling operations on all aircraft purchasing fuel at the airport. This includes maintaining familiarity with all types of aircraft and their fueling needs and procedures for conducting their fueling operations. In addition, close attention must be paid to the regular inspection of the fuel farm, its pumping equipment, hoses and the underground storage tanks. Sumping of the storage tanks must be done at regular intervals as required by the airport's fuel supplier.
- Maintain all airport surface lighting as necessary. This includes runway, taxiway, rotating beacon and building lights.
- Perform snow removal and grass cutting as required. Consideration should be given to conserving costs by limiting, to the extent possible, the consumption of fuel used in performing these operations.
- Maintain fuel and aircraft engine oil inventories to insure sufficient supplies.
- Police the airport property on a regular basis to insure wildlife is clear of runways and not allowed to remain on the airport grounds. Special attention should be paid during periods of migration and during the runway check that is to be made each morning.
- Maintain a pleasant relationship with all customers using the airport and bear in mind that the airport exists to serve the community and the customer.

Knowledge, Skills, Abilities and Experience Required to Perform Essential Job Functions

- Ability to read, comprehend and communicate both verbally and in writing, at a level associated with completion of a high school degree or equivalent training.

The Menominee County Board of Road Commissioners held a regular meeting in their offices north of Stephenson on Tuesday, April 10, 2012.

Chair Anderson called the meeting to order at 9:00 a.m. with the following persons present or absent:

PRESENT: William Anderson, Roger Betzinger, Anthony Kakuk, Darrell Moilanen and Lisa Savord. Also present were Joe Linder, Pat Kleikamp, Glen Havelka, Bonnie Nyquist, Chuck Behrend, Dave Wesoloski, Darlene Nerat and John Nerat.

ABSENT: None

Public comments – None.

Public appearances – None.

Additions/corrections to minutes for 03/13/12, 03/15/12 and 03/23/12 – There being no additions or corrections, Anderson declared that the minutes will stand as recorded.

Financial Report –

	Receipts	Expenditures	Payables / Reserves	Balances
Balance, March 13, 2012				\$1,136,807.36
Receipts thru 03/31/12	68,607.49			
Expenditures thru 03/31/12		339,310.10		
Balance, March 31, 2012				866,104.75
Michigan Transportation Funds	343,321.94			
Receipts thru 04/09/12	49,572.74			
Expenditures thru 04/09/12		0.00		
State Maint. & Equip. Advances			90,274.00	
Balance, April 09, 2012	461,502.17	339,310.10	90,274.00	1,168,725.43
<u>Payables & Reserves</u>				
Payroll 04/12, 04/26 (Est.)			130,000.00	
Soc. Sec. 04/12, 04/26 (Est.)			9,945.00	
Reserve for workers compensation insurance			20,030.00	
Reserve for liability insurance			141,584.00	
Reserve for rental grader lease (Dec 2009)			55,334.59	
Reserve for rental grader leases (Oct 2010)			258,125.58	
Reserve 4% set-aside for township allocations (2005/2006)			0.00	
Reserve 4% set-aside for township allocations (2006/2007)			22,722.48	
Reserve Hannahville 2% Funds-Sign Truck			22,500.00	
Reserve for 2011/12 bridge inspections & load ratings			19,200.00	
Reserve for roadside mowing			34,337.47	
Reserve for F-4 Lane bridge (Harris Twp)			575.25	
Reserve for Forest Funds			161,015.98	
Reserve for driveway plowing			2,432.40	
Reserve for equipment (Sign Truck)			117,052.00	(994,854.75)
				\$ 173,870.68

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

Vouchers # 12-0032, 12-0033, 12-0035, and 12-0331 – Moved by Betzinger, seconded by Kakuk that the vouchers be approved and ordered paid. Carried unanimously.

Open bids for additional gravel crushing for three-way program projects – Bids were received and read aloud as follows:

Northstar Crushing & Screening, Gladstone: Northstar noted that they were unable to bid as their production schedule would not allow them to meet the deadline.

Iron City Enterprises, Menominee: Area 1: 2.38/ton; total \$26,656.00
 Area 2: 3.29/ton; total \$55,272.00
 Area 2 pit would be located on Phillips Road & G12.

R. Wells Contracting, Gladstone: Area 1: 2.94/ton; total \$32,928.00
 Alternate Area 1 pit: 3.25/ton; total \$36,400.00
 Area 2: No bid
 Alternate pit quoted for Area 1 would be the Bouty pit.

Havelka Construction, Wallace: Area 1: 3.25/ton; total \$36,400.00
 Area 2: 4.50/ton; total \$75,600.00
 Area 2 pit would be the Wallace Quarry.

Moved by Betzinger, seconded by Kakuk to tabulate the bids and hold a special meeting on Wednesday, April 18, 2012 at 9:00 a.m. to award the bid. Carried unanimously.

Open bids for 2012 Culvert needs – Bids were received and read aloud as follows:

UP Concrete Pipe Co., Escanaba, MI

Helically corrugated steel culvert pipe	15"	\$ 8.10
	18"	10.06
	24"	13.05
	30"	29.28
	36"	35.97
	48"	63.77
	60"	99.76
Helically corrugated steel arch pipe	17"x13"	\$ 8.51
	21"x15"	10.57
	28"x20"	11.64
	42"x29"	37.77
	57"x38"	66.96
	66"x51"	73.30
	71"x47"	82.33
	81"x59"	118.91
Culvert coupling bands for round culvert pipe	15"	\$12.15
	18"	15.09
	24"	19.58
	30"	51.24
	36"	62.95
	48"	127.53
	60"	199.51
Culvert coupling bands "hugger bands" for arched culvert pipe	17"x13"	\$12.76
	21"x15"	15.86
	28"x20"	27.58
	42"x29"	66.10
	57"x38"	133.92
	61"x51"	146.59
	71"x47"	164.66
	81"x59"	237.81

Note: Add 15% to prices for pipe and/or bands picked up out of their yard stock.

Jenson Bridge & Supply Co., Sandusky, MI returned the bid form stating "No Bid".

Contech Const. Products, Inc., Kimberly, WI

Helically corrugated steel culvert pipe	15"	\$ 8.29
	18"	9.95
	24"	12.73
	30"	28.57
	36"	34.15
	48"	59.61
	60"	89.25

Helically corrugated steel arch pipe	17"x13"	\$ 8.97
	21"x15"	10.75
	28"x20"	18.09
	42"x29"	36.79
	57"x38"	64.39
	66"x51"	51.35
	71"x47"	99.72
	81"x59"	89.95

Culvert coupling bands for round culvert pipe	15"	\$12.44
	18"	14.25
	24"	19.00
	30"	43.00
	36"	51.00
	48"	89.00
	60"	134.00

Culvert coupling bands "hugger bands" for arched culvert pipe	17"x13"	\$13.50
	21"x15"	16.00
	28"x20"	27.00
	42"x29"	55.00
	57"x38"	96.50
	61"x51"	77.00
	71"x47"	150.00
	81"x59"	135.00

St. Regis Culvert, Inc., Charlotte, MI

Helically corrugated steel culvert pipe	15"	\$ 8.00
	18"	10.40
	24"	13.20
	30"	29.60
	36"	34.80
	48"	69.70
	60"	105.40

Helically corrugated steel arch pipe	17"x13"	\$ 8.60
	21"x15"	11.20
	28"x20"	15.40
	42"x29"	37.25
	57"x38"	No bid
	66"x51"	56.95
	71"x47"	115.95
	81"x59"	93.50

Culvert coupling bands for round culvert pipe	15"	\$13.20
	18"	17.16
	24"	21.78
	30"	59.20
	36"	69.60
	48"	139.40
	60"	210.80

Culvert coupling bands "hugger bands" for arched culvert pipe	17"x13"	\$14.20
	21"x15"	18.50
	28"x20"	25.45
	42"x29"	74.50
	57"x38"	76.67
	61"x51"	113.90
	71"x47"	231.90
	81"x59"	187.00

Note: Prices firm for 60 days from bid date. Prices based on full nested truckload quantities or minimum order of \$10,000.

Moved by Betzinger, seconded by Kakuk to tabulate the bids and award the bid at the upcoming special meeting. Carried unanimously.

Open bids for CRS-2 Emulsion - Bids were received and read aloud as follows:

Terry Asphalt Materials, Inc., Alma, MI \$2.58/gallon

Moilanen stated that he had received a phone call from Flint Hills Resources stating that due to an employee being on vacation, they had not been able to prepare a bid to submit in time to meet the deadline. They were sending a bid via FedEx, but it would not be received until later in the day. Moved by Kakuk, seconded by Betzinger to not accept the late bid and to award the bid to Terry Asphalt Materials, Inc. Carried unanimously.

Discuss options for upgrading radios and tower to meet narrow-banding requirements – Moved by Kakuk, seconded by Betzinger to accept the quote from JS Electronics, Menominee of \$8,025.00 for the purchase of 30 new radios, programming the new radios, reprogramming all usable old radios and the repeater at the Bagley tower and the control stations at the shops. Carried unanimously.

Discuss cutting tree on Oak Street in Spalding – Moilanen provided photos of a large dead pine tree that is in the right of way on Oak Street in Spalding. Due to the size of the tree and the proximity to power lines it was recommended that a professional tree removal service be hired to remove the tree. Moved by Kakuk, seconded by Betzinger to have the stock clerk solicit quotes for the removal of the tree. Carried unanimously.

Discuss air conditioning system for patch truck – Moilanen stated that due to the design of the patch truck, the operator is sitting over the top of the engine and that the windows are also larger than usual. Due to this, the cab of the truck becomes very hot in the summer and with the slow speed necessary to operate the patch machine there is little air circulation. A quote to have an air conditioning system installed on the truck for \$3410.58 had been received. Moved by Betzinger, seconded by Kakuk to have the air conditioner installed as quoted. Carried unanimously.

Discuss ballot to amend CRAM bylaws – Amendment # 1: Move Kent County Road Commission from the Association of Southern MI Road Commissions to the Urban Association of Road Commissions and from the Southwestern council to the Urban council.
 Amendment #2: Change the name of the 37th Senatorial District to the Straits Area Council.
 Amendment #3: Amend Section 2, Article VI to remove the word "and budget".
 Moved by Anderson, seconded by Kakuk to vote Yes on all three amendments. Carried unanimously.

Permission to send employees to the CRAM Finance & HR Conference – Moved by Betzinger, seconded by Kakuk to allow Savord and Carla O'Neil to attend the conference held in Traverse City May 8-10, 2012. Carried unanimously.

Discuss invitation from Miller-Bradford & Risberg to attend Case Training Experience – Betzinger expressed interest in attending the function, which is at no cost to the road commission. Moilanen will check with the construction foreman and the stock clerk to see if they would like to attend also.

Discuss Normenco Sportsmen's Club proposed ORV Trail – Moilanen stated that after researching the subject that the best action for the road commission to take would be to issue an annual permit to

the Normenco Sportsmen's Club that will allow them to erect their signs in the right of way as long as they provide proof of liability insurance and agree to pay for any damage to the roads caused by the ORV's. The road commission would not be responsible for any damage to the sportsmen's club's signs due to the operations of the road commission, such as plowing snow, etc. It was also noted that the DNR requires all signs be mounted on posts, and not be attached to trees. Pat Kleikamp stated that the sportsmen's club uses treated round posts to mount the signs on. He also felt that the club's insurance may not cover damage to the roads. Moved by Anderson, seconded by Kakuk to issue the permit with the removal of Normenco Sportsmen's Club being responsible for road damage and pending receipt of a certificate of insurance. Carried unanimously.

Discuss CMV Mobile Telephone Policy – Moved by Betzinger, seconded by Kakuk to adopt the following policy. Carried unanimously.

MENOMINEE COUNTY ROAD COMMISSION
COMMERCIAL MOTOR VEHICLE (CMV) MOBILE TELEPHONE POLICY

PURPOSE

The purpose of this policy is to comply with the Federal Motor Carrier Safety Administration's (FMCSA) ban of all handheld cell phone use by commercial truck drivers during the operation of their vehicle. In addition, in the interest of safety, the Menominee County Road Commission is prohibiting the use of all cell phones (hands-free, one-touch, etc.) during the operation of a commercial motor vehicle and/or heavy equipment (i.e. truck, motor grader, etc.).

CELL PHONE USAGE

It is the policy of the Menominee County Road Commission that employees are prohibited from the use of mobile telephones of any type while operating Road Commission vehicles or equipment by a CDL License holder.

If an emergency exists, employees MUST:

- Move to a safe area off or to the side of the roadway and be completely stopped before answering or making a telephone call on a mobile phone.
- Drivers of equipment requiring a CDL cannot use mobile phones while temporarily stopped due to traffic, a traffic control device or other momentary delay.

Employees Must NOT:

- Reach for, initiate, answer or terminate a phone call or text message on a mobile phone while driving Road Commission equipment or vehicles by a CDL License holder.

In addition to being disqualified from driving a commercial motor vehicle if convicted of violating State or Federal regulations, an employee violating this COMMERCIAL MOTOR VEHICLE (CMV) MOBILE TELEPHONE POLICY will be disciplined up to and including discharge depending on the circumstances. A conviction is not required to establish a violation of this policy.

Discuss Finance Director-Clerk's and Engineer-Manager's employment contracts – at Savord's and Moilanen's request to go to closed session for performance review discussion, this item was moved to the end of the agenda.

Public Comment – Pat Kleikamp stated that on March 24th a truck hauling paper mill sludge spilled some of the sludge on the roadway at the intersection of CR380 and CR557. He stated that he had called the sheriff's department and that they had responded but no tickets had been issued. The road commission weigh master was at the site also and had asked the trucker to clear the spillage from the road. Mr. Kleikamp has also called the prosecuting attorney and several other agencies. Moilanen stated that Mr. Kleikamp's complaint was a law enforcement issue and not under the jurisdiction of the road commission. Betzinger stated that the road commission was aware of the issue.

Dale Axtell asked where a request for bids was sent. Moilanen stated that the request for bids was advertised in the local newspaper and that bid packets were also mailed out to a list of known bidders.

Joe Linder asked if the chip seal projects were federal aid. Moilanen stated that the chip sealing on G18 from CR577 to Detemple Road, CR 380 from US41 to Ray's farm, Koss Road and CR338 from US41 to Rangeline Road were all submitted for federal aid funding and that MDOT should be opening the bids in early April.

Mr. Linder asked if Moilanen had an estimate the cost of installing geogrid on some of the roads in Nadeau Township and also if there was a timeframe on completion of the work. Moilanen stated that the crew was currently working on the state highway and then the three-way funding projects would be next. It is hoped that all projects will be completed by mid-November.

Mr. Linder asked if Nadeau Township could purchase the gravel that was crushed in the Kraniak pit. Moilanen stated if there was gravel remaining in the pit after the three-way projects were complete that he will contact the township regarding sale of the remaining gravel. Moilanen also stated that road commission personnel will be meeting with each township supervisor prior to starting their township's projects to discuss the work that was going to be done.

Darlene Nerat asked the status of the bill for the repair of the road that was damaged in the spring of 2011. Moilanen stated that the bill was sent to the county administrator and prosecuting attorney to determine if any legal action could be taken.

Any other business – Moilanen presented a Memorandum of Agreement that was received from the Hannahville Indian Community. The agreement would allow the tribe to receive BIA funding for roads that are in their system that are also under road commission jurisdiction. Moved by Kakuk, seconded by Betzinger to have the board chair sign the agreement. Carried unanimously.

Moilanen advised the board that he would be attending a Citizen's Advisory Group meeting on Friday, April 20, 2012 at 8:00 a.m. at the County Annex in Stephenson. Moilanen stated there will be discussion on what is needed for road improvement to accommodate the mine and that the road commission board was also invited to attend.

Moved by Betzinger, seconded by Kakuk to move to closed session at 10:13 a.m. to discuss the Finance Director/Clerk's and Engineer-Manager's performance evaluation and contracts. Carried unanimously.

Moved by Kakuk, seconded by Betzinger to return to open session at 10:35 a.m. Carried unanimously.

Moved by Kakuk, seconded by Anderson to set Savord's annual salary at \$52,000 and adopt the five year employment contract as presented. Carried unanimously.

Moved by Kakuk, seconded by Betzinger to set Moilanen's annual salary at \$85,883 for the duration of the five year employment contract, and to adopt the five year employment contract as presented. Carried unanimously.

There being no further business, Anderson declared the meeting adjourned at 10:37 a.m.

Road Commission Finance Director/Clerk

Chair

The Menominee County Board of Road Commissioners held a special meeting in their offices north of Stephenson on Wednesday, April 18, 2012. Chair Anderson called the meeting to order at 9:00 a.m. with the following persons present or absent:

PRESENT: William Anderson, Roger Betzinger, Anthony Kakuk, Darrell Moilanen and Lisa Savord.

ABSENT: None

The Pledge of Allegiance was recited.

Public comments – None.

Public Appearances – None.

Award bid for gravel crushing – Moilanen stated that the low bidder, Iron City Enterprises, has agreed to move the Area 2 pit to the Fredrickson pit, which will be closer to the areas where the gravel is needed, for the same unit price. Moved by Kakuk, seconded by Betzinger to award the bid for gravel crushing in both Area 1 and 2 to Iron City Enterprises. Carried unanimously.

Award bid for 2012 culvert needs – Moved by Kakuk, seconded by Betzinger to award the bid to Contech Construction for truckload quantities, and to order single pipe needs from UP Concrete. Carried unanimously.

Permission to send employee to MIOSHA training – Moved by Anderson, seconded by Kakuk to send Carla O'Neil to the MIOSHA Training being held in Marquette on May 1, 2012. Carried unanimously.

Sign contract with Daggett Township for gravelling - Moved by Betzinger, seconded by Kakuk to sign the contract. Carried unanimously.

Sign contract with Lake Township for gravelling – Moved by Anderson, seconded by Kakuk to sign the contract. Carried unanimously.

Permission to go out for bids/quotes for recycled asphalt for South Pinewoods Loop – Moilanen explained that Ingallston Township has requested that the road commission use recycled asphalt instead of gravel on this project. Moved by Betzinger, seconded by Kakuk to have Moilanen get bids or quotes, depending on overall cost, for the recycled asphalt material. Carried unanimously.

Permission for Engineer-Manager to attend BIA meeting in Mt. Pleasant June 26-28, 2012 – Moved by Anderson, seconded by Kakuk to grant permission for Moilanen to attend if his schedule permits. Carried unanimously.

Discuss June regular meeting date – Moilanen stated that the meeting is currently scheduled for June 5 and that he will be unavailable to attend. He asked if the board would prefer to change the meeting to June 12 or keep it on June 5 as originally scheduled. Moved by Kakuk, seconded by Betzinger to change the date for the June regular meeting to June 12, 2012 at 9:00 a.m. Carried unanimously.

Other business – Kakuk updated the board on the status of the work on K-3 Lane, stating that the road is ditched on both sides and that all driveway culverts are in.

Moilanen had contracts prepared for the gravel crushing by Iron City Enterprises. Moved by Betzinger, seconded by Kakuk to sign the contracts. Carried unanimously.

Public Comments – None.

There being no further business, Anderson declared the meeting adjourned at 10:57 a.m.

MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

SUBJECT:	Demolition of the Hermansville Building
DEPARTMENT:	Administration – Treasurer
ATTACHMENTS:	No
SUMMARY:	
We have information on the demolition of the Hermansville Building. Discussion on what steps we take next.	
RECOMMENDED MOTION	

Submitted by: **Brian Bousley**

 06/06/2012
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 DISCUSSION ITEM

SUBJECT:	Menominee County Master Plan
DEPARTMENT:	Planning Commission
ATTACHMENTS:	No – Commissioners were sent this info. 6/1/2012 via email
SUMMARY:	<p>The Planning Commission has been working with CUPPAD to update the Menominee County (Comprehensive) Master Plan. Commissioners are asked to review and make any changes in the plan.</p> <p>Vice Chairman of the Planning Commission, Charlene Peterson will be available to answer any questions.</p>
RECOMMENDED MOTION	

Submitted by: **Brian Bousley**

 06/06/2012
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 DISCUSSION ITEM

SUBJECT:	Twin County Airport Expansion – Phase II
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
<p>On May 29, 2012 the County Commissioners met as a committee of the whole at Marinette County for a discussion on Phase one of the Airport expansion study by Explorer Solutions. Discussion of phase two and costs associated.</p>	
RECOMMENDED MOTION	

Submitted by: **Brian Bousley**

 06/06/2012
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

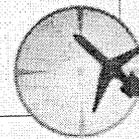
DATE:

	Approved
	Disapproved
	Approved with the following change(s):

Airport Positioning Strategy Initiative Preliminary report

Twin County Airport

March 2012

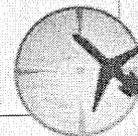


TWIN SERVICES

Twin County - Expansion project

Developing a full service and training Center for
fixed and rotary wing aircraft

2012



TWIN SERVICES

The Concept

The airport

Twin County Airport is already home to a well-known helicopter manufacturer who also provides maintenance, training and parts to its clients. The Airport is home to an average of 50 aircraft and offers two very nice runways (3/21 - dimensions: 5999 x 100 ft and 14/32 dimensions: 5100 x 100 ft) equipped with an ILS. The terminal can cater to all general and business aviation traffic and has the size and facilities to host small regional jets. The Airport owns land permitting aviation and non-aviation-related investment projects. The airport is also used by some local industries for cargo shipments.

The opportunity

The aviation industry, business and recreational, aviation have grown steadily for over five decades. While economic downturns affect this sector, on average every ten years, the number of aircraft in use continues to grow. The general aviation sector is strictly regulated by FAA and Transport Canada (across the border). Its rules and safety procedures require aircraft owners to have specific inspections and periodic maintenance done on several components. There are over 40 000 GA aircraft registered in Michigan, Wisconsin and the surrounding states. There are over 8 000 GA aircraft across the border in Ontario. Data around the world showcases a shortage of commercial pilots both here in the USA while Asia has urgent pilot training needs which will last for a least another ten years. In the meanwhile, Menominee County and Marinette County based companies are looking for better structured aviation services to support their own growth and their need to move employees and clients in and out of the region. We, therefore, propose to focus this project on the development of airport and aircraft services to cater to the three clienteles previously mentioned.

TWIN SERVICES

The Project

The Positioning

- To become a full maintenance service airport for general aviation aircraft.
- To become a renown pilot training center for both fixed and rotary wing aircraft.
- To provide key targeted passenger services to meet the local community's requirements.

Target Clientele

Direct targets:

The pilots, aircraft owners and aircraft operators, maintenance shops, aircraft paint shops, engine shops, propeller shops, avionics shop and parts & component's sales and distribution.

Indirect targets:

Aircraft leasing and purchasing service companies, potential charter clients;

The main challenges

Demonstrate to aircraft maintenance companies, charter operators and specialized maintenance groups, the market opportunities at Twin County Airport.

Attract a pilot training school possibility in conjunction with Enstrom Helicopter on the rotary wing side.

TWIN SERVICES

The Context

Key drivers for the community

- This project will create a year-round destination for GA aircraft owners.
- The project will increase activity on the air and land side of the airport and generate more revenue for the airport from sale of gas and building rentals.
- Develop a project that will support investment attraction and marketing of the airport.
- The project will create a fair number of new jobs.
- The project will provide more leverage to companies when they want to charter an aircraft or transport people to and from the region.

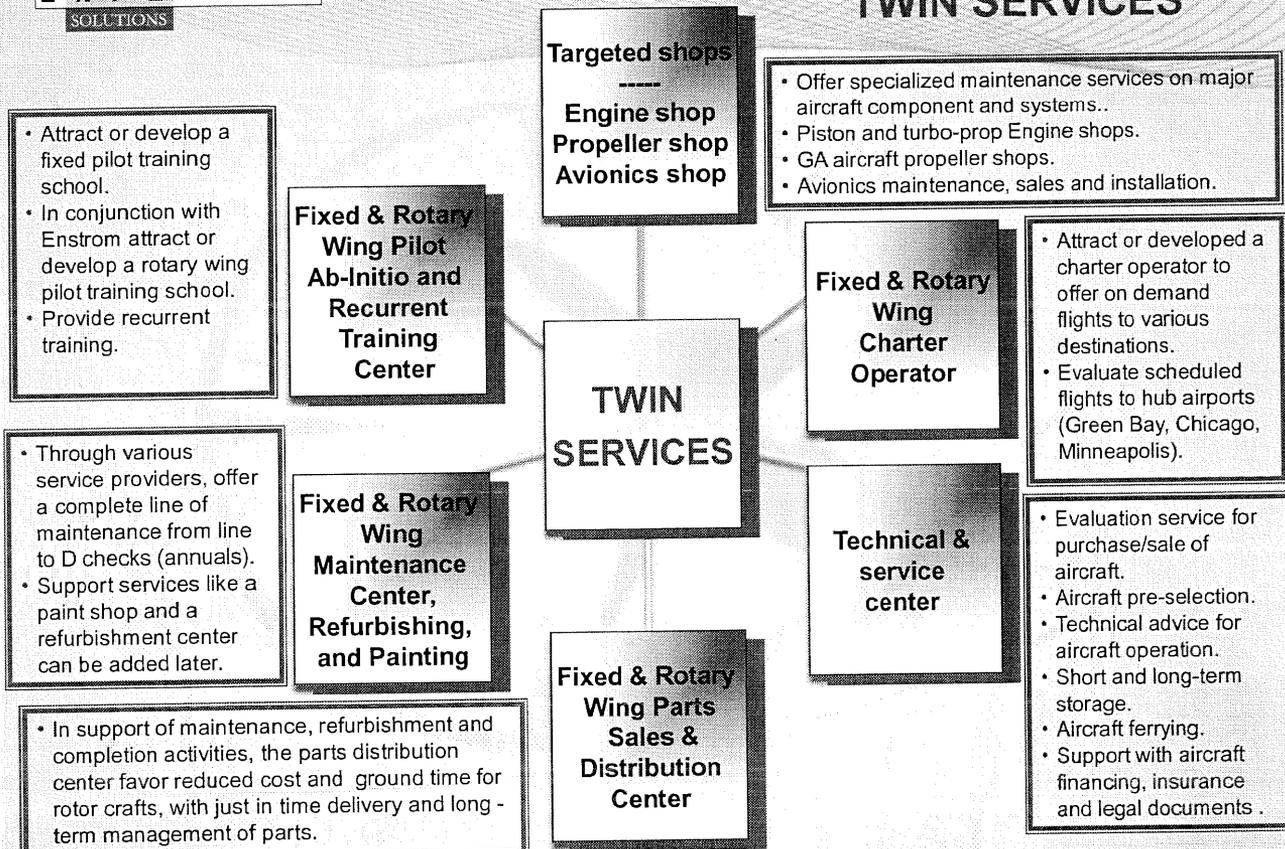


Airport Strength's

- The airport has ample land available to implement the various hangars and buildings, required by the project.
- Length of both runways, the apron, the quality of the terminal and the hand-on FBO services are key assets for growth.
- Aerospace-related enterprises are already established or close by (engineering, plastics and composites, maintenance, FBO services).
- Airport is equipped with an ILS.
- The willingness of the Airport Board and of both Counties to see this strategic infrastructure grow.



TWIN SERVICES



Timeline

November 11/March 2012

Phase 1

Development of the niche concept, definition of core activities of the project and validation of the project by industry leaders.

April 2012

Start of Phase 2:

- Selection of industry and strategic partners.
- 1st Steering Committee: Date TBC.

Objective: Review strategic positioning, service offerings and timeline with potential partners.

..... - March 2013

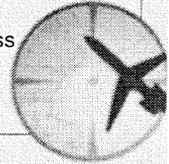
Phase 2...

- 2nd Steering Committee
- Advance definition of the project, business model review: operational and financial model.
- Definition of final studies to be conducted..

April - Dec 2013

Start of Phase 3

- Conducting final Business Plan preparation.
- Find required funding.
- Communication strategies.
- Begin project 's operations.
- Organize a press conference.



MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

SUBJECT:	Marquette County Letter – Headlee Amendment Compliance
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
<p>Marquette County has asked MAC to take legal action to ensure that counties receive full funding for mandated services per the Headlee Amendment of 1978. Discussion of Menominee County doing the same.</p>	
RECOMMENDED MOTION	

Submitted by: **Brian Bousley**

 06/07/2012
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):



**County of Marquette
BOARD OF COMMISSIONERS**

**Courthouse Complex
Marquette, Michigan 49855
Phone: (906) 225-8151
Fax: (906) 225-8155
www.co.marquette.mi.us**

Deborah L. Pellow, Chairperson

Bruce Heikkila, Vice-Chairman

*Paul Arsenault
Chuck Bergdahl
Gerald Corkin
Nick Joseph
Bill Nardeen
Steve Pence
Mike Quayle*

May 8, 2012

Tim McGuire, Executive Director
Michigan Association of Counties
935 N. Washington Avenue
Lansing, MI 48906

Dear Mr. McGuire:

In 1978, Michigan voters approved the Headlee tax limitation amendments to the Michigan Constitution of 1963. For over the past 30 years, these amendments have significantly affected local finances. In fact, some findings have indicated that Michigan local governments have had over two billion dollars of unlawfully-imposed unfunded mandates since the amendments have been enacted.

Further compounding the issue for local governments is Governor Snyder's 2013 proposed budget. This budget proposes to not only reduce revenue sharing to local governments by 42 million dollars less than is required, but counties will be required to earn its revenue sharing via the Economic Vitality Incentive Program (EVIP).

Marquette County understands that asking the State to reimburse local governments for their cost of supporting unfunded mandates since the passage of Headlee may not be feasible, but establishing legislation that forces future legislators and the Governor to comply with Headlee is necessary.

With the State continuing to overlook its requirements to fund mandated services and ongoing reductions in funding in revenue sharing, Marquette County's ability to continue to provide vital services could be compromised. Marquette County is requesting that the State of Michigan fully restore revenue sharing to counties and not require the counties to earn funding through the Economic Vitality Incentive Program, and further to comply with the Headlee Amendments of 1978.

Marquette County is further requesting that the Michigan Association of Counties take legal action to ensure that counties receive full funding for mandated services per the Headlee Amendment.

I look forward to hearing from you.

Sincerely,

Deborah Pellow, Chairperson
Marquette County Board of Commissioner

cc: U.P. County Board Chairs
CUPPAD

MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

SUBJECT:	UPCAP – FY2013-2016 Proposal and Application for funds
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
The County board is asked to approve the application for funding for the West Central U.P. Regional Community Corrections Program for FY 2013-2016.	
RECOMMENDED MOTION	

Submitted by: **Brian Bousley**

 06/07/2012
Date

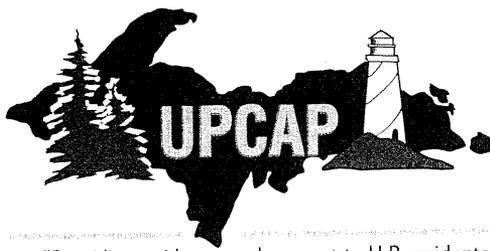
WORKSHOP ACTION

	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):



WCUP Community Corrections

310 Ludington Street, Suite #210, Escanaba, MI 49829

Phone: (906) 789-0511 • Fax (906) 789-1877

www.upcap.org

"Providing guidance and support to U.P. residents since 1961"

June 6, 2012

Menominee County Board of Commissioners
Menominee County Courthouse
839 10th Avenue
Menominee, MI 49858

Dear Sirs:

Enclosed, please find the executive summary of the FY2013-16 Proposal and Application for funds from the West-Central U.P. Regional Community Corrections Program to the Office of Community Corrections. As with past years, the West-Central U.P. Community Corrections Program needs to receive approval of the grant application from all six county boards in our region prior to State Board approval.

I have enclosed, for your review a copy of the Executive Summary of the grant application. A full copy of the grant can be e-mailed to your offices for easier viewing. Should you wish for an electronic copy of the application, please contact me by phone at 906-789-0511 or e-mail: mcintyrereb@upcap.org. I am also available to attend your county board meeting, should the County Board have specific questions.

We respectfully request the County Board's approval of this application for FY2013-16. Once the County Board has approved the grant application, we request confirmation by letter. If you have any questions, please do not hesitate to contact either myself, or Mr. Jim Pearson, your Community Corrections Advisory Board representative. The WCUP Regional Community Corrections Board thanks you in advance for your prompt attention to this matter.

Sincerely,

Becky McIntyre
Community Corrections Manager,
WCUP Community Corrections

CC: Mr. James Pearson

EXECUTIVE SUMMARY
WEST-CENTRAL U.P. REGIONAL
COMMUNITY CORRECTIONS PROGRAM
APPLICATION FOR MULTI-YEAR PLAN 2013-2016

For the Community Corrections Comprehensive Plan and Application, Fiscal Years 2013-16:

The work crew programs, individual community service work placement and tether programs will stay basically the same. We were advised before the planning process began that there would be no additional monies available for any counties. This does place a burden on the program to strive to meet increased benchmarks with dwindling dollars.

Residential Services beds will be allocated in the same manner as last year. Facilities will now contract directly with OCC and each CCAB will be able to utilize as many beds as necessary without being tied to a budget directly. This works out well, especially if one CCAB in our area underutilizes beds, and we need more – there no longer has to be a budget adjustment request made. Both of our contractors, Phoenix House and Great Lakes Recovery Centers have been approved as providers by the State. Residential Services are available for sentenced felony offenders with a sentencing guideline (SGL) score of 0-9 or greater. Circuit Court probation violators are eligible for Residential Treatment services if their original SGL was 0-6. The services cover treatment for up to 90 days.

An overview of our most important goals and objectives follows. These are just some of the areas the WCUP Community Corrections Program will be targeting:

- Maintain overall PCR at or below the State's current levels (FY2011 lists that at 20%).
- Increase enrollment of probation violators in appropriate in-jail programming to reduce jail stays (i.e. work detail, PRS, or cognitive programs).
- Continue the use of programming that offers earned release for credits for participants in county jails to reduce average length of stay on both felons and misdemeanants.
- Reduce PCR of group 2 offenders to at or below the State's current level (12% or less)

The WCUP Manager will continue to meet with local probation supervisors and review the dispositions of straddle cell offenders. Supervisors are monitoring agents' sentencing recommendations for straddles and are suggesting local alternatives wherever possible. We will also work diligently to remove low-level offenders from the jails through programs like our work crews to make room for the normally prison-bound straddles. Last calendar year we were at 20% for an overall PCR and our Group 2 Straddle Cell commitment rate was below 10%.

We will also continue to work with Mental Health agencies to alleviate some of the pressure of housing mentally ill offenders.

Additional priorities include:

- Continue the use of programming that offers earned release for credits for participants in county jails to reduce average length of stay on both felons and misdemeanants.
- Work with various mental health agencies to create/continue accurate and timely referrals for mentally ill offenders

We were advised by Ken Brzozowski, Administrator, that this year's budget would be considered a continuation budget (again – no increase) and there are no plans for an increase in funding for the upcoming fiscal year. The total budget for the upcoming fiscal year, FY2013 will remain at \$322,908.

Should you have any questions, or need further information from me, please feel free to contact me at 906-789-0511 or e-mail at mcintyrereb@upcap.org. We look forward to another successful year of programs, plans and services in the West-Central U.P. and appreciate all the support received throughout the region.

MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

SUBJECT:	3-Way Road Program – Invoice payment approval
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
<p>The Road Commission done the 3-way road program work for Holmes Township and Lake Township and has submitted the invoices for payment. County board to discuss and approve payment.</p>	
RECOMMENDED MOTION	

Submitted by: **Brian Bousley**

 06/06/2012
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 Road Commission

INVOICE

P.O. Box 527

Stephenson MI 49887

Phone (906) 753-6914

Fax (906) 753-4319

Invoice #: 3WFP-007

05/22/12

COPY

To: Menominee County Board

Attn: Brian Bousley, County Administrator

839 10th Avenue

Menominee, MI 49858

DESCRIPTION	AMOUNT
Holmes Township Project #1 - Graveling Carlson Lane	7,564.36
Holmes Township Project #2 - Graveling DeTemple Road	10,084.28
Holmes Township Project #3 - Graveling P-1 Road	13,117.59
TOTAL	\$30,766.23

Please Remit Payment To:

Menominee County Road Commission

P.O. Box 527

Stephenson, MI 49887

**Three-Way Funding Program Statement
Holmes Township**

	Beginning					
	Balances	Project #1	Project #2	Project #3	Project #4	Total Spent
Project Cost		7,564.36	10,084.28	25,675.39		43,324.03
MCRC	14,252.03	3,504.09	4,671.40	11,893.77	-	20,069.26
County	13,211.36	3,248.22	4,330.30	11,025.30	-	18,603.82
Township	3,302.84	812.05	1,082.58	2,756.32	-	4,650.95
Total	30,766.23	7,564.36	10,084.28	25,675.39	-	43,324.03

Project Descriptions:

	Date:	Work done:
# 1	5/10/2012	Graveling Carlson Lane
# 2	5/14/2012	Graveling DeTemple Road
# 3	5/14-5/16/12	Graveling P-1 Road

**Three-Way Funding Program Statement
Holmes Township**

	Beginning Balances	Project #1	Project #2	Project #3	Project #4	Total Spent	Remaining Balances
Project Cost		7,564.36	10,084.28	25,675.39	-	43,324.03	
MCRC	14,252.03	3,504.09	4,671.40	11,893.77	-	20,069.26	(5,817.23)
County	13,211.36	3,248.22	4,330.30	11,025.30	-	18,603.82	(5,392.46)
Township	3,302.84	812.05	1,082.58	2,756.32	-	4,650.95	(1,348.11)
Total	30,766.23	7,564.36	10,084.28	25,675.39	-	43,324.03	(12,557.80)

Project Descriptions:

- | | | | |
|-----|--------------|-------------------------|------------|
| # 1 | 5/10/2012 | Graveling Carlson Lane | Work done: |
| # 2 | 5/14/2012 | Graveling DeTemple Road | |
| # 3 | 5/14-5/16/12 | Graveling P-1 Road | |

Holmes Township

Date	Hours	Labor Labor \$	Benefit \$	Equipment \$	Yards	Materials Cost/Yard	Total \$
05/10/12	43.50	807.95	739.52	2,184.69	200	3.68	736.00
05/10/12			-		452	6.85	3,096.20
05/14/12	63.50	1,176.95	1,077.26	3,363.87	652	6.85	4,466.20
05/15/12	45.50	843.50	772.06	2,318.67	2607	6.85	17,857.95
05/16/12	44.50	827.03	756.98	2,299.20			
	197.00	3,655.43	3,345.82	10,166.43	3,911		26,156.35

Total cost for graveling 43,324.03
 Total cost per yard (inc. labor, benefits, equip, and materials) \$ 11.08

Menominee County Road Commission

INVOICE

P.O. Box 527

Stephenson MI 49887

Phone (906) 753-6914

Fax (906) 753-4319

Invoice #: 3WFP-008

06/05/12

To: Menominee County Board

Attn: Brian Bousley, County Administrator

839 10th Avenue

Menominee, MI 49858

DESCRIPTION	AMOUNT
Lake Township Project #1 - Graveling Johnson Road	13,316.02
Lake Township Project #2 - Graveling Lance Road	17,604.45
TOTAL	\$30,920.47

Please Remit Payment To:

Menominee County Road Commission

P.O. Box 527

Stephenson, MI 49887

**Three-Way Funding Program Statement
Lake Township**

	Beginning	Project #1	Project #2	Project #3	Project #4	Total Spent
	Balances					
Project Cost		13,316.02	24,090.47			37,406.49
MCRC	14,323.48	6,168.46	11,159.58	-	-	17,328.04
County	13,277.59	5,718.05	10,344.71	-	-	16,062.76
Township	3,319.40	1,429.51	2,586.18	-	-	4,015.69
Total	30,920.47	13,316.02	24,090.47	-	-	37,406.49

Project Descriptions:

	Date:	Work done:
# 1	05/21/12	Gravel Johnson Road
# 2	5/22-5/24/12	Gravel Lance Road
# 3		
# 4		

MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

SUBJECT:	Courthouse Boiler Project
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
<p>Valley Mechanical has completed the work for the Courthouse Boiler and Boiler house. Final payment is requested in the amount of \$14,406. Commissioners are asked to approve final payment.</p>	
RECOMMENDED MOTION	

Submitted by: **Brian Bousley**

 06/06/2012
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):

G702 APPLICATION and CERTIFICATE for PAYMENT

To: Menominee County
 Project: Menominee County boiler House upgrade
 Application No: 4
 App. Date: June 1, 2012
 Distribution to:
 OWNER
 CONSTRUCTION MGR.
 ARCHITECT
 CONTRACTOR
 OTHER

From: Valley Mechanical Inc

Contract For: Boiler House upgrade
 Via Architect: DGR Engineering
 Period to:
 Project Nos:
 Contract Date:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, G703, is attached.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

1. ORIGINAL CONTRACT SUM 117,420.00
2. Net Change By Change Orders 30,986.00
3. CONTRACT SUM TO DATE 148,406.00
4. TOTAL COMPLETED AND STORED TO DATE 148,406.00

5. RETAINAGE:

- a. of Completed Work 0.00
- b. of Stored Material 0.00

- TOTAL RETAINAGE 0.00
6. TOTAL EARNED LESS RETAINAGE 148,406.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT 134,000.00
8. CURRENT PAYMENT DUE 14,406.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE 0.00

CONTRACTOR: Valley mechanical Inc
 By:  Date: 06-01-12

State of: _____ County of: _____
 Subscribed and sworn before me this _____ day of _____

The above personally appeared before me, the undersigned notary public, and provided satisfactory evidence of identification to be the person who signed this document in my presence and swore or affirmed to me that the contents of this document are truthful and accurate to the best of his/her knowledge and belief.

Notary Public: _____ My Commission expires: _____

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	30,986.00	0.00
Total approval this Month	0.00	0.00
TOTALS	\$ 30,986.00	\$ 0.00
NET CHANGES by Change Order	\$ 30,986.00	

AMOUNT CERTIFIED _____
 (Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT: _____ By: _____
 Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing APPLICATION NUMBER: 4
 Contractor's signed Certification is attached. APPLICATION DATE: June 1, 2012

Use Column I on Contracts where variable retainage for line items may apply. PERIOD TO:
 PROJECT NUMBER:

A Item #	B Description of Work	C Schedule of Values	D Work Completed		E This Period	F Materials Stored & Used Prior + Current	G Total Completed and Stored To Date	H Balance to Finish	I Retainage
			From Previous Application(s)						
1	mobilization	3,000.00	3,000.00		0.00		3,000.00	0.00	0.00
2	demolition	5,000.00	5,000.00		0.00		5,000.00	0.00	0.00
3	equipment	55,000.00	55,000.00		0.00		55,000.00	0.00	0.00
4	material	17,000.00	17,000.00		0.00		17,000.00	0.00	0.00
5	labor	35,420.00	32,000.00	3,420.00			35,420.00	0.00	0.00
6	electrical	2,000.00	2,000.00		0.00		2,000.00	0.00	0.00
7	Chnage order for chilled water piping tunnel	30,986.00	20,000.00	10,986.00			30,986.00	0.00	0.00
GRAND TOTAL:		148,406.00	134,000.00	14,406.00			148,406.00	0.00	0.00

A=Line Item Number
 B=Brief Item Description
 C=Total Value of Item
 D=Total of D and E From Previous Application(s) (if Any)
 E=Total Work Completed For This Application
 F=Materials Purchased and Stored for Project
 G=Total of All Work Completed and Materials Stored for Project
 H=Remaining Balance of Amount to Finish
 I=Amount Withheld from G

MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

SUBJECT:	Miscellaneous Bills
DEPARTMENT:	Administration
ATTACHMENTS:	yes
SUMMARY:	
Board to review recently submitted Miscellaneous Bills as paid on May 24 & 29, 2012 in the amount of \$164,455.25	
RECOMMENDED MOTION	

Submitted by: Brian Bousley

06/06/2012
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):

General Fund Expenditures

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

Special Revenue Funds

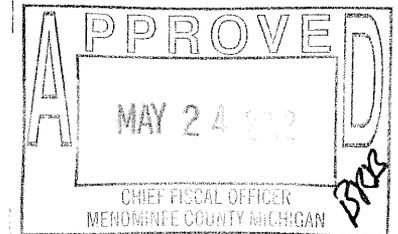
205 Road Patrol
208 County Parks
215 Friend of Court
220 Park Improvements
243 Remonumentation
249 Building Code
256 ROD - Automation Fund
264 Local Corrections Officers Training
265 Drug Law Enforcement Forfeiture
266 E911
269 Law Library
271 County Library
272 CDBG - Wells Fargo Grant
274 CDBG - County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

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

MENOMINEE COUNTY
Claims Audit Report

Claim Total

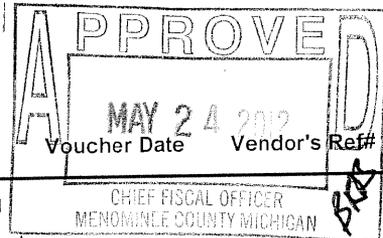
Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
ALGER-DELTA COOPERATIVE ASSOCI	24428	5/24/2012	Shakey Bath House	Laying Out Electrical to Bath House	220-752-953.01	250.00		\$250.00
Total Amount for Bank Account: General								\$250.00



**MENOMINEE COUNTY
Claims Audit Report**

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Anderson, Bill	24420	5/14/2012	Reimbursement	Mileage - Planning Commission	101-401-710.00	24.42		\$24.42
Anderson-Diehm Funeral Home	24351	4/4/2012	Funeral Expenses	Francois Xavier Chartre	101-681-833.00	300.00		\$300.00
Andrew C. Titus	24418	5/11/2012	2012-057-MI	Court Appointed Legal - Scott	101-148-807.00	80.00		\$80.00
AT&T - Carol Stream, IL	24357	5/1/2012	906753220905	May 2012	101-103-850.00	254.71		\$972.25
	24358	5/1/2012	906R41083905	May 2012	101-103-850.00	691.45		
	24359	5/1/2012	906753458205	May 2012	101-103-850.00	26.09		
BAYSHORE VETERINARY CLINIC	24385	5/7/2012	149490	K9 Supplies	101-301-881.01	77.86		\$77.86
BERNTSEN INTERNATIONAL, INC.	24356	5/14/2012	00142851	PO# 02638 - Remon Supplies	243-246-765.00	2,383.84		\$2,383.84
Big O's Lube and Service, Inc.	24411	5/2/2012	8549	2010 Chevy - Oil Change	205-315-934.02	32.95		\$32.95
BP	24373	5/5/2012	34206692	Sheriff Department - Gasoline Charges	101-301-742.00	503.12	x	\$503.12
Brian Bousley	24281	5/21/2012	Reimbursement	Mileage, Conference Fee, Hand Radios	101-172-802.00	25.00		\$237.65
	24281	5/21/2012	Reimbursement	Mileage, Conference Fee, Hand Radios	208-751-984.00	19.99		
	24281	5/21/2012	Reimbursement	Mileage, Conference Fee, Hand Radios	101-172-860.00	47.18		
	24281	5/21/2012	Reimbursement	Mileage, Conference Fee, Hand Radios	101-172-860.00	55.50		
	24281	5/21/2012	Reimbursement	Mileage, Conference Fee, Hand Radios	208-751-984.00	89.98		
Burkart, Karla	24315	5/17/2012	Reimbursement	Mileage - Community Beautification	296-667-801.01	15.40		\$78.65
	24316	5/17/2012	4814	Community Beautification	296-667-801.01	63.25		
CADIEU FUNERAL HOME	24347	4/4/2012	Funeral Expenses	Shirley Marie Tessmer	101-681-833.00	300.00		\$1,200.00
	24348	4/4/2012	Funeral Expenses	Bernice Andrele	101-681-833.00	300.00		
	24349	4/4/2012	Funeral Expenses	Dorothy Nolde	101-681-833.00	300.00		
	24350	4/4/2012	Funeral Expenses	Sherril Grosschadle	101-681-833.00	300.00		
Carquest Auto Parts	24362	5/10/2012	252557	Back Up Alarm & B/G Supplies	101-265-755.00	72.98		\$72.98
Cellcom Wisconsin RSA 04	24323	5/5/2012	002-00222117	Medical Examiner Cellular Services	101-648-727.00	93.15		\$374.23
	24384	4/27/2012	237002	Cellular Services - Sheriff Department	101-301-850.00	281.08	x	
CLOVERLAND PAPER CO	24335	5/11/2012	98612	Toilet Tissue	101-265-755.01	56.49		\$165.55
	24336	4/30/2012	97783	Credit Memo	101-265-755.01	-8.98		
	24380	5/11/2012	98613	Lysol, Liners, Cleanser	101-301-770.00	118.04		





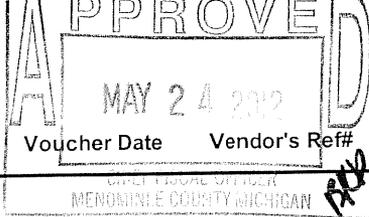
**MENOMINEE COUNTY
Claims Audit Report**

Vendor Name Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General							\$3,477.15
Cooper Office Equipment							
24280	5/15/2012	88678	District Konica	101-136-931.00	239.94		
24292	5/16/2012	88720	First Floor Konica	101-172-931.00	859.02		
24293	5/15/2012	88677	Second Floor Konica	101-172-931.00	180.00		
24324	5/14/2012	88619	First Floor Copier - Contract Base Charge	101-172-931.00	239.94		
24326	5/14/2012	88618	Annex - Contract Base Charge	101-261-942.00	534.00		
24386	5/17/2012	88762	Sheriff Front Office Konica	101-301-934.00	190.00		
24387	5/17/2012	88760	Sheriff Pinecrest Konica	101-301-934.00	135.00		
24388	5/17/2012	88761	Sheriff Konica	101-301-934.00	1,099.25		
							\$1,694.00
Cozy's Polaris							
24279	5/15/2012	9687	Boat Dock with Legs & Ramp	208-751-984.00	1,694.00		
							\$20.19
Cretens, Heidi L.							
24366	5/11/2012	Reimbursement	Lunch	266-325-860.00	20.19		
							\$21,750.00
CUPPAD REGIONAL COMMISSION							
24298	5/21/2012	GIS Services	PO# 02634 - Next Gen 911 Road Updat	266-325-727.01	21,750.00		
							\$330.35
CVS Pharmacy Inc.							
24381	4/17/2012	6005432044049416	Inmate Medications	101-301-770.01	330.35		
							\$701.25
CYBERZONE							
24353	3/23/2012	43812	Networking	101-103-857.00	701.25		
							\$133.00
DEKETO, LLC							
24340	5/16/2012	70	Labels for Datamax Printer (ROD)	101-268-729.00	133.00		
							\$225.00
Dick Myers Custom Welding							
24400	5/7/2012	076324	Recondition Grill Guard for 2012 Chevy	205-315-981.00	225.00		
							\$19.98
Donna Buechler							
24422	5/14/2012	Reimbursement	Mileage - Planning Commission	101-401-710.00	19.98		
							\$37.05
Ducaine, Kerri							
24284	5/21/2012	Reimbursement	Lunch	266-325-860.00	37.05		
							\$600.00
Empco, Inc.							
24417	5/17/2012	2849	PO# 02651 Sergeant Exams (x6)	280-362-755.00	600.00		
							\$81.39
FASTENAL							
24304	5/9/2012	WIMAR121545	Torx Securitybit	101-265-755.00	9.56		
24427	5/14/2012	WIMAR121665	Building & Ground Supplies	101-265-755.00	71.83		
							\$251.02
Friends Ofc Prod Whse Direct							
24306	5/18/2012	016503I	FOC Office Supplies	101-141-727.00	235.40		
24365	5/10/2012	016459I	Clasp Envelope - Veterans	101-682-727.00	15.62		
							\$25.00
Garcia Linda							
24341	5/22/2012	594	Reviewer's Fee	101-148-804.00	25.00		
							\$671.22
Good Source							
24378	5/7/2012	S10281977	Inmate Groceries	101-301-770.00	100.00		
24379	5/9/2012	S10282248	Inmate Groceries	101-301-770.00	571.22		
							\$620.09
HOTFLAME GAS COMPANY							
24423	5/17/2012	12139803	Kleinke Bath House	101-265-920.04	620.09		
							\$26.64
Ivens, Ruby E.							
24334	5/15/2012	Reimbursement	Mileage - Park Committee	208-751-860.00	26.64		

**MENOMINEE COUNTY
Claims Audit Report**

Vendor Name Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General							
J S ELECTRONICS, INC. 24395	4/24/2012	17090	Set Up & Programming of Minitor V Pag	101-331-755.00	125.00		\$2,521.15
24409	4/3/2012	17073	Squad 5505 - Maintenance on Overhea	205-315-934.02	67.40		
24410	5/11/2012	17136	Strip 5504 & Re-install into New Squad	205-315-934.02	1,843.75		
24413	5/15/2012	17126	Icom F50V Radio for Jail	280-362-755.00	485.00		
Joel Hensley, RN							\$1,465.00
24295	5/20/2012	Blood Draw	R. Heikkinen (5/19/12)	101-267-801.01	100.00		
24383	5/21/2012	Nursing Services	May 16 - May 31, 2012	101-301-770.01	1,365.00		
Kakuk, Tammany							\$199.36
24313	5/15/2012	4812	Foster Care Cost	292-662-843.02	199.36		
Koehne							\$96.76
24337	5/14/2012	50452	Vehicle Maintenance - Jeep Liberty	101-265-981.00	96.76		
LENCA SURVEYING							\$5,294.50
24283	5/20/2012	12062	Project Yr 2012 (May 14 - May 20, 2012	243-246-801.07	1,855.15		
24354	5/12/2012	12059	Project Yr 2012 (4/28 - 5/13/12)	243-246-801.07	3,439.35		
Lesperance, Diane							\$89.52
24330	5/16/2012	Reimbursement	Meal & Mileage	101-253-860.00	89.52		
LexisNexis Matthew Bender							\$91.69
24372	4/24/2012	31314376	MI Penal & Veh Handbook	101-301-727.00	91.69		
M & M Trucking, Inc.							\$750.00
24325	5/14/2012	6733	Grounds Maintenance - River Park Driv	208-751-930.04	750.00		





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								\$2,960.74
Mastercard								
	24369	5/13/2012	Credit Card	Menards	296-667-801.01	30.39	x	
	24369	5/13/2012	Credit Card	USPS	101-268-729.00	4.90	x	
	24369	5/13/2012	Credit Card	USPS	101-268-729.00	4.90	x	
	24369	5/13/2012	Credit Card	Bayshore Resort	296-663-860.00	250.86	x	
	24369	5/13/2012	Credit Card	USPS	101-268-729.00	4.90	x	
	24369	5/13/2012	Credit Card	USPS	208-751-920.00	10.52	x	
	24369	5/13/2012	Credit Card	USPS	208-751-920.00	10.52	x	
	24369	5/13/2012	Credit Card	Ramada Inn of Marquette	101-132-860.00	21.63	x	
	24369	5/13/2012	Credit Card	Island Hotel	101-101-860.01	156.96	x	
	24369	5/13/2012	Credit Card	Island Hotel	101-101-860.03	97.01	x	
	24369	5/13/2012	Credit Card	Island Hotel	101-101-860.02	97.01	x	
	24369	5/13/2012	Credit Card	Ramada Inn of Marquette	101-132-860.00	68.90	x	
	24369	5/13/2012	Credit Card	Ramada Inn of Marquette	101-132-860.00	68.90	x	
	24369	5/13/2012	Credit Card	St. Ignace EZ Mart	101-426-860.00	27.00	x	
	24369	5/13/2012	Credit Card	USPS	101-268-729.00	4.90	x	
	24369	5/13/2012	Credit Card	ExxonMobil	101-426-860.00	35.46	x	
	24369	5/13/2012	Credit Card	Amway Grand	101-426-860.00	11.08	x	
	24369	5/13/2012	Credit Card	USPS	101-268-729.00	4.90	x	
	24369	5/13/2012	Credit Card	Amway Grand	101-426-860.00	7.69	x	
	24369	5/13/2012	Credit Card	Amway Grand	101-426-860.00	13.92	x	
	24369	5/13/2012	Credit Card	Amway Grand	101-426-860.00	13.20	x	
	24369	5/13/2012	Credit Card	USPS	101-101-729.00	18.95	x	
	24369	5/13/2012	Credit Card	Amway Grand	101-426-860.00	352.56	x	
	24369	5/13/2012	Credit Card	Shell Oil	101-426-860.00	48.89	x	
	24369	5/13/2012	Credit Card	USPS	101-101-729.00	26.50	x	
	24369	5/13/2012	Credit Card	USPS	101-268-729.00	4.90	x	
	24369	5/13/2012	Credit Card	Credit Voucher	101-101-860.01	-156.96	x	
	24369	5/13/2012	Credit Card	Credit Voucher	101-101-860.02	-97.01	x	
	24370	5/13/2012	Credit Card	Lexis Nexis	101-301-727.00	50.00	x	
	24370	5/13/2012	Credit Card	Intellius	101-301-727.00	19.95	x	
	24370	5/13/2012	Credit Card	Friendship House	101-301-860.00	36.14	x	
	24370	5/13/2012	Credit Card	QFM gas	101-301-860.00	42.00	x	
	24370	5/13/2012	Credit Card	Exxon Mobil	101-301-860.00	48.00	x	
	24370	5/13/2012	Credit Card	Shell	101-301-860.00	35.55	x	
	24370	5/13/2012	Credit Card	Blaney Park	101-301-860.00	43.98	x	
	24370	5/13/2012	Credit Card	Crystal Mountain	101-301-860.00	151.20	x	
	24370	5/13/2012	Credit Card	Exxon Mobil	101-301-860.00	46.40	x	
	24370	5/13/2012	Credit Card	Citgo	101-301-860.00	50.00	x	
	24370	5/13/2012	Credit Card	St. Ignace	101-301-860.00	39.30	x	
	24370	5/13/2012	Credit Card	Stoney Ridge	101-301-860.00	37.10	x	
	24370	5/13/2012	Credit Card	EZ Mart	101-301-881.01	33.00	x	
	24370	5/13/2012	Credit Card	Applebee's	101-301-935.00	35.59	x	
	24370	5/13/2012	Credit Card	Shell	101-301-935.00	60.03	x	
	24370	5/13/2012	Credit Card	Shell	101-301-935.00	46.95	x	
	24370	5/13/2012	Credit Card	Double Tree Hotels	101-301-935.00	415.80	x	
	24370	5/13/2012	Credit Card	Pellston General Store	264-363-881.00	41.52	x	
	24370	5/13/2012	Credit Card	Great Wolf Lodge	264-363-881.00	369.63	x	
	24370	5/13/2012	Credit Card	Glens Quick Stop	264-363-881.00	52.92	x	
	24370	5/13/2012	Credit Card	Ostego Club	264-363-881.00	144.30	x	
	24370	5/13/2012	Credit Card	Ponderosa	264-363-881.00	18.00	x	
MATHEWS, DARRYL	24307	5/13/2012	Reimbursement	Lunch	266-325-860.00	40.00		\$40.00

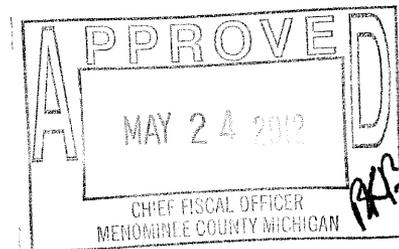


**MENOMINEE COUNTY
Claims Audit Report**

Vendor Name Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General							\$152.49
MATHIEU MARYE							
24308	5/18/2012	Reimbursement	Mileage - Jury Commission	101-150-860.00	2.49		
24309	5/18/2012	Per Diem	Jury Commission	101-150-710.00	150.00		
Melissa Rabideau							\$200.00
24342	5/21/2012	4815	Child Care (I.S.)	292-662-955.00	200.00		
Menards - Marinette							\$541.38
24288	5/17/2012	346565	Instant Water Stop (x2) & Premix Motor	101-265-755.00	43.51		
24301	5/18/2012	35041	Building & Ground Supplies	101-265-755.00	410.56		
24321	5/14/2012	33842	Drill Bit	101-265-755.00	13.12		
24363	5/9/2012	32398	Building & Ground Supplies	101-265-755.00	74.19		
MENOMINEE COUNTY CLERK							\$10.00
24328	5/16/2012	Notary Bond	Renewal for Mary DePas	101-215-727.00	10.00		
MENOMINEE COUNTY ROAD COMMISSI							\$22,390.10
24297	4/25/2012	3WFP-002	Mellen Township Projects	401-446-970.00	22,290.96		
24399	5/8/2012	10592	Power to Radio's - April 2012	205-315-755.00	99.14		
MENOMINEE MARINA							\$548.20
24415	5/22/2012	666335	PO# 0249 Marine Gasoline	101-331-755.00	548.20		
MILLERS ACTION OFFICE SUPPLY I							\$202.44
24285	5/21/2012	085838	Emergency Services	101-426-727.00	24.95		
24314	5/11/2012	085606	Toner	101-132-727.00	40.50		
24314	5/11/2012	085606	Toner	101-148-727.00	40.49		
24318	5/16/2012	085735	Divider	101-267-727.00	8.98		
24319	5/17/2012	085758	Office Supplies	266-325-727.00	38.55		
24331	5/14/2012	085656	Duster Cleaner & Labels	101-253-727.00	28.48		
24344	5/22/2012	085888	Envelope's	101-136-727.00	20.49		
MOORE MEDICAL CORP							\$171.75
24382	5/2/2012	97241871 RI	Inmate Medical Supplies	101-301-770.01	171.75		
National Law Enforcement Suppl							\$121.04
24398	5/2/2012	78263	Sirchie Box	205-315-755.00	121.04		
Nault, Tamra							\$39.00
24305	5/21/2012	Reimbursement	Lunch	266-325-860.00	39.00		
NESTEGG MARINE							\$17.08
24394	5/22/2012	81325	Boat Wash & Deck Cleaner	101-331-755.00	17.08		
NMU Financial Services							\$580.00
24416	5/4/2012	mechosh-52	PO# 02650 Legal Update (x10)	205-315-881.03	580.00		
Northern Safety Co., Inc.							\$87.63
24361	5/10/2012	1078429001016	Safety Vests, Ear Plugs, Rescue Tool	101-265-755.00	87.63		
Office Depot, Inc.							\$11.01
24322	5/10/2012	609412247001	Laminating Letter Pouch	208-751-727.00	11.01		
OTIS ELEVATOR COMPANY							\$719.91
24287	5/21/2012	CVE05003612	June 1 - August 31, 2012	101-265-801.00	719.91		
Pan-O-Gold Baking Co.							\$103.18
24375	5/1/2012	00040683212206	Inmate Groceries	101-301-770.00	40.88		
24376	4/24/2012	00040683211506	Inmate Groceries	101-301-770.00	39.90		
24377	5/8/2012	00040683212904	Inmate Groceries	101-301-770.00	22.40		

**MENOMINEE COUNTY
Claims Audit Report**

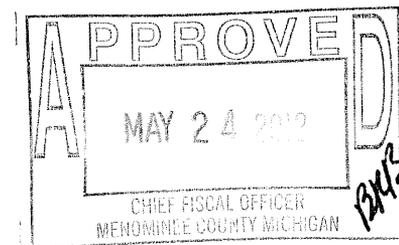
Vendor Name Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General							\$350.00
Peterson, Brett 24414	5/17/2012	1	Menu Analysis	280-362-755.00	350.00		\$350.00
Peterson, Charlene 24421	5/14/2012	Reimbursement	Mileage - Planning Commission	101-401-710.00	18.87		\$18.87
Polasky, Nancy 24310	5/18/2012	Per Diem	Jury Commission	101-150-710.00	150.00		\$166.65
24311	5/18/2012	Reimbursement	Mileage - Jury Commission	101-150-860.00	16.65		
PrintersPlus! 24294	5/18/2012	11517	PO# 02647 - Jury Commission Mailing	101-150-727.00	743.40		\$940.90
24364	5/8/2012	11509	Letterhead & Envelopes - Treasurer's O	516-253-727.00	197.50		
Quill Corporation 24302	5/17/2012	3212033	Binder & Folders	101-267-727.00	168.92		\$198.50
24396	5/3/2012	2919142	Officemate Large Sorter	205-315-727.00	29.58		
Randall Phillipps 24339	5/14/2012	2011-13701-UN	Court Appointed Legal - grenier	101-131-807.00	37.50		\$37.50
Reinhart Foodservice 24374	5/10/2012	119509	Inmate Groceries	101-301-770.00	1,052.09		\$1,052.09
Schultz, Lillian R. 24419	5/14/2012	Reimbursement	Mileage - Planning Commission	101-401-710.00	23.31		\$23.31
Servco FS Cooperative 100 24291	5/14/2012	91549	Shakey Lakes Park	208-751-742.00	899.26		\$899.26
Sherwin Williams Company 24360	5/8/2012	1932-5	Gallon of Paint & Brush	101-265-755.00	47.88		\$47.88
Short, Mary Kay 24346	5/9/2012	M11-3394-FH	Transcripts - Strickland	101-131-806.00	198.90		\$198.90
St. Francis Hospital 24424	5/16/2012	1140806	Michael Schultz - Acct # 22553490	101-648-835.00	642.69		\$642.69

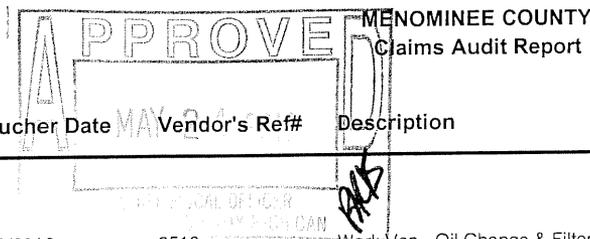


**MENOMINEE COUNTY
Claims Audit Report**

Claim Total

Vendor Name Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General							\$200.10
Standard Insurance Company							
24303	5/23/2012	June 2012	Life Insurance Premium	101-101-713.00	11.50		
24303	5/23/2012	June 2012	Life Insurance Premium	101-132-713.00	6.32		
24303	5/23/2012	June 2012	Life Insurance Premium	101-136-713.00	11.50		
24303	5/23/2012	June 2012	Life Insurance Premium	101-141-713.00	9.20		
24303	5/23/2012	June 2012	Life Insurance Premium	101-148-713.00	0.58		
24303	5/23/2012	June 2012	Life Insurance Premium	101-215-713.00	11.50		
24303	5/23/2012	June 2012	Life Insurance Premium	101-172-713.00	4.60		
24303	5/23/2012	June 2012	Life Insurance Premium	101-261-713.00	2.30		
24303	5/23/2012	June 2012	Life Insurance Premium	101-267-713.00	9.20		
24303	5/23/2012	June 2012	Life Insurance Premium	101-268-713.00	2.30		
24303	5/23/2012	June 2012	Life Insurance Premium	101-253-713.00	6.90		
24303	5/23/2012	June 2012	Life Insurance Premium	101-257-713.00	4.60		
24303	5/23/2012	June 2012	Life Insurance Premium	101-265-713.00	2.30		
24303	5/23/2012	June 2012	Life Insurance Premium	101-301-713.00	48.30		
24303	5/23/2012	June 2012	Life Insurance Premium	101-682-713.00	2.30		
24303	5/23/2012	June 2012	Life Insurance Premium	101-103-713.00	2.30		
24303	5/23/2012	June 2012	Life Insurance Premium	101-426-713.00	2.30		
24303	5/23/2012	June 2012	Life Insurance Premium	271-790-713.00	9.20		
24303	5/23/2012	June 2012	Life Insurance Premium	296-663-713.00	2.30		
24303	5/23/2012	June 2012	Life Insurance Premium	296-664-713.00	2.30		
24303	5/23/2012	June 2012	Life Insurance Premium	296-665-713.00	2.30		
24303	5/23/2012	June 2012	Life Insurance Premium	208-751-713.00	4.60		
24303	5/23/2012	June 2012	Life Insurance Premium	205-316-713.00	2.30		
24303	5/23/2012	June 2012	Life Insurance Premium	205-315-713.00	20.70		
24303	5/23/2012	June 2012	Life Insurance Premium	266-325-713.00	16.10		
24303	5/23/2012	June 2012	Life Insurance Premium	266-326-713.00	2.30		
State of Michigan - MI Supreme Court Finance							\$5,752.49
24317	4/30/2012	P55 1530-04	April, May, June 2012	101-132-858.03	2,506.92	x	
24333	4/30/2012	D95A 1530-02	April, May, June 2012	101-136-931.01	3,245.57	x	
State of Michigan - Michigan State Police							\$1,750.00
24392	5/4/2012	551-373870	DataComm 1/1 to 3/31/12	101-301-976.00	1,750.00	x	
State of Michigan/7064CrownrDr							\$10.00
24329	5/16/2012	Notary Bond	Renewal for Mary J. DePas	101-215-727.00	10.00	x	
STEPHENSON MARKETING COOPERATI							\$2,606.32
24355	4/30/2012	462643	Parks Supplies	208-751-755.02	82.81		
24397	4/30/2012	015579	April 2012 Gasoline Sales -	205-315-742.00	2,523.51		
SVINICKI, GAIL M.							\$12.80
24338	5/8/2012	Reimbursement	Genetic Testing - Walters/Brzycki	101-267-840.00	12.80		
Thompson, AI							\$38.85
24282	5/21/2012	Reimbursement	Mileage - Dock Pick Up & Delivery	208-751-755.02	38.85		

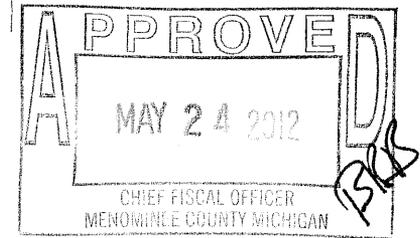




Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Tire Trax								\$1,471.55
24389	4/19/2012	3510	Work Van - Oil Change & Filter	101-301-981.00	35.00			
24390	4/18/2012	3501	Impala - Brakes & Pads	101-301-981.00	208.90			
24391	4/18/2012	3505	Chevy Truck - Vehicle Maintenance	101-301-981.00	151.60			
24401	3/27/2012	3547	Impala - Bearing Hub's	205-315-934.02	430.00			
24402	3/26/2012	3446	Tahoe - Hub Bearing	205-315-934.02	388.05			
24403	3/26/2012	3453	Impala - Battery	205-315-934.02	108.00			
24404	3/21/2012	3432	Impala - Oil Change & Filter	205-315-934.02	35.00			
24405	4/3/2012	3466	Impala - Oil Change & Filter	205-315-934.02	35.00			
24406	3/23/2012	3443	Impala - Oil Change & Filter	205-315-934.02	35.00			
24407	4/10/2012	3488	Impala - Oil Change & Filter	205-315-934.02	35.00			
24408	4/27/2012	3550	Impala - Tire Repair	205-315-934.02	10.00			
TWIN CITY ELECTRIC, Inc.								\$558.16
24300	5/17/2012	77905	Install Data Jack in Boiler Room for Ene	101-265-755.00	173.65			
24412	5/9/2012	77880	Visiting Room - Electrical	280-362-755.00	384.51			
TWIN CITY SERVICE AGENCY INC								\$55.00
24327	5/14/2012	4383	Notary Bond for Mary J. DePas	101-215-727.00	55.00			
U.E.S. COMPUTERS, INC.								\$2,462.00
24320	4/30/2012	35375	Computer Maintenance	101-141-727.00	60.00			
24320	4/30/2012	35375	Computer Maintenance	101-426-755.00	60.00			
24320	4/30/2012	35375	Computer Maintenance	101-132-858.03	30.00			
24320	4/30/2012	35375	Computer Maintenance	101-103-857.00	950.00			
24332	5/14/2012	60612	Monitor for Tammy in District Court	101-103-857.00	114.00			
24343	5/16/2012	60279	Hard Drive for Jenny Brunelle's System	101-103-857.00	108.00			
24345	4/23/2012	60370	Microsoft PKC Office 2010 - ROD	101-268-970.00	380.00			
24393	5/16/2012	35709	Set up New User Account - Michael Kas	101-301-976.00	45.00			
24426	5/15/2012	60618	PO# 02653 Workstation for Mike Pfanl	101-136-931.00	715.00			
U.S. Bank Equipment Finance								\$66.76
24371	5/14/2012	203208103	Konica - Sheriff Department	101-301-727.00	66.76			
UP 9-1-1 Authority								\$45,557.88
24299	5/1/2012	5/1/12	PO# 02635 911 Telephony Equipment l	266-325-970.00	45,557.88			
UPCAP SERVICES INC								\$29.23
24352	4/30/2012	1482	Work Crew Kleinke Park	208-751-930.04	29.23			
Valdez, Monica Dawn								\$35.71
24367	5/11/2012	Reimbursement	Lunch	266-325-860.00	35.71			
Valley Mechanical, Inc.								\$7,321.70
24276	5/10/2012	2176	Install Walk In System	101-265-934.00	2,340.00			
24277	5/10/2012	2177	Pipe, Refrigerant, Fittings, Roofing, Con	101-265-934.02	3,272.95			
24278	2/19/2012	2105	Jail HVAC Project	101-103-998.00	1,708.75			
Veolia ES Technical Solutions								\$13,550.21
24286	5/16/2012	211803513	Household Hazardous Waste Pickup for	101-526-882.00	13,550.21			
Verizon Wireless								\$599.66
24425	5/1/2012	2737042041	Cellular Services	101-265-850.01	33.24			
24425	5/1/2012	2737042041	Cellular Services	101-301-850.00	22.21			
24425	5/1/2012	2737042041	Cellular Services	101-301-976.00	266.15			
24425	5/1/2012	2737042041	Cellular Services	101-426-850.00	107.37			
24425	5/1/2012	2737042041	Cellular Services	101-682-850.00	32.41			
24425	5/1/2012	2737042041	Cellular Services	266-325-850.00	21.99			
24425	5/1/2012	2737042041	Cellular Services	205-315-850.00	116.29			

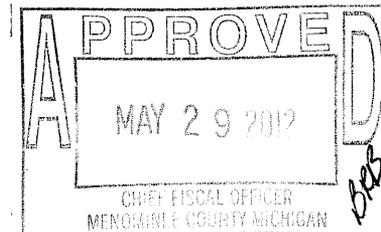
**MENOMINEE COUNTY
Claims Audit Report**

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
WALTER BROTHERS INC	24368	5/17/2012	A166053	Flowers	101-265-930.02	9.58		\$9.58
WEST GROUP PAYMENT CENTER	24312	5/1/2012	824892696	April 1 - April 30, 2012	269-145-801.00	404.93		\$404.93
WISCONSIN PUBLIC SERVICE CORP - P O BOX 19003								
	24289	5/17/2012	0402047856-00005	Kleinke Park Electrical	208-751-920.01	67.07		\$392.85
	24290	5/17/2012	0402047856-00008	Kleinke Park Electrical	208-751-920.01	325.78		
Total Amount for Bank Account: General								\$164,033.09



MENOMINEE COUNTY
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
U S POSTMASTER - MENOMINEE	24429	05/29/2012	Jury Commission	Returned Mailing for Jury Commission	101-150-729.00	172.16		\$172.16
Total Amount for Bank Account: General								\$172.16



MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

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

Submitted by: **Brian Bousley**

 06/06/2012
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

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: Jim Pearson ~ District 3

Date	Meeting Place	# of miles	X .555/mile	Total Cost	Account Number
5/8/12	CBM Courthouse	30			
5/9/12	COW Courthouse	30			101-101-860.03
5/14/12	Planning Annex	14			101-101-860.03
5/15/12	Airport Menominee	28			101-101-860.03
5/15/12	Planning 911 Stephenson	14			101-101-860.03
5/18/12	UPACC Harris	96			101-101-860.03
5/19/12	CBM Courthouse	30			101-101-860.03
5/29/12	COW Marquette	33			101-101-860.03
5/31/12	AIRPORT Persovell	28			
			Total Mileage	303 miles @ .555	
Total Mileage Fee					168.16

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



Signed

6/2/12

Date

MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER

RECEIVED
6/4/12
Menominee County Administrator

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

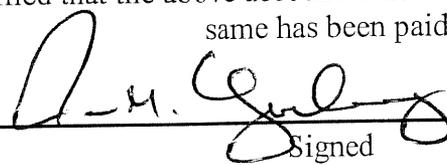
*Meals Breakfast ~ up to \$7.50
 Lunch ~ up to \$10.00
 Dinner ~ up to \$17.50

*must attach receipt for reimbursement

Name: James Furlong ~ District 2

Date	Meeting Place	# of miles	X .555/mile	Total Cost	Account Number
5-3-12	USCONABA	119		66.04	101-101-860.02
5-9-12	STEPHENSON	40		22.20	101-101-860.02
5-15-12	STEPHENSON	40		22.20	101-101-860.02
					101-101-860.02
					101-101-860.02
					101-101-860.02
					101-101-860.02
		199	Total Mileage	110.44	
Total Mileage Fee					110.44

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



Signed

6-1-2012

Date

MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER

RECEIVED

5/30/12

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: Mark Jasper ~ District 5

Date	Meeting Place	# of miles	X .555/mile	Total Cost	Account Number
5/7/12	STEPENSON	24	.555		
5/8/12	MENOMINEE	50	201 Miles		101-101-860.05
5/14/12	STEPENSON	24			101-101-860.05
5/15/12	Road Commission - Step	20		\$111.50	101-101-860.05
5/16/12	POWERS	33			101-101-860.05
5/29/12	MENOMINEE	50			101-101-860.05
5/29/12	MULIN-ETZEL				101-101-860.05
			Total Mileage		
				Total Mileage Fee	\$111.50

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

Mark Jasper

Signed

5/29/12

Date

**MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER**

RECEIVED
5/30/12
Menominee County Administrator

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

2012

Date	Mileage, meals, Bridge Tolls, Lodging, etc.	Account Number	Amount
5.3	Milwaukee 118		
5.8	CO. BD 3	101-101-860.01	
5.9	M.H. (PERS) 144	101-101-860.01	
5.9	COW -	101-101-860.01	
5.16	PUB. HEALTH 88	101-101-860.01	
5.17	CAD (FINANCE) -	101-101-860.01	
5.17	CAA 116	101-101-860.01	
5.17	M.H. 4	101-101-860.01	
5.18	UPCAD (EX.COM) -	101-101-860.01	
5.18	UPAAC -	101-101-860.01	
5.19	UPAAC 104	101-101-860.01	
5.22	CO. BD. 3	101-101-860.01	
5.29	COW 3	101-101-860.01	
	Conference Expenses		
	583	101-101-859.00	
	X .555	101-101-859.00	
	<u>323.56</u>	101-101-859.00	
		101-101-859.00	
		101-101-859.00	
Total Mileage, Meals, Lodging & Conference Expenses to be reimbursed			323.56

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

B. Lang

Signed

05-30-12

Date

MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER

RECEIVED
6/4/12
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

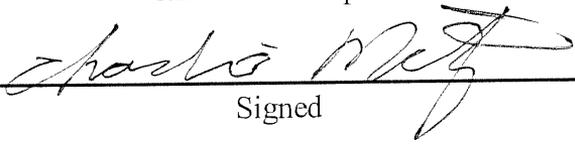
*must attach receipt for reimbursement

Name: Charlie Meintz ~ District 4

COPY

Date	Meeting Place	# of miles	X .555/mile	Total Cost	Account Number
5-8	Board Meeting	50	27.75		101-101-860.04
5-22	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
			Total Mileage		
Total Mileage Fee				55.50	

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



 Signed

 5-25-2012

 Date

MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

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

Submitted by: **Brian Bousley**

 06/06/2012
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

06/05/2012

PERMIT#	DATE ISSUED	OWNER	ADDRESS	TWP.	PERMIT FEE
P12673-12	05/01/12	MUDRAK DUSTIN & DANIEL	N10786 CO RD 360	CEDARVILLE TWP	\$75.00
Work :	3.GARAGE	20X30 GARAGE			001-219-003-50
P12674-12	05/07/12	STUDER VINCENT O & JENNIFER M	W3825 CO RD 366	NADEAU TWP.	\$86.52
Work :	7.DECK/PORCH	12X24 DECK			012-166-006-00
P12675-12	05/01/12	DZIEDZIC BRUNO J & IRENA	W4631 CO RD 338	INGALLSTON TWP.	\$237.24
Work :	4.MANUFACTURED	26X52 DOUBLE WIDE			007-306-002-25
P12676-12	05/07/12	LEIPHART TIMOTHY & CHERYL	J-2 LN	DAGGETT TWP.	\$300.60
Work :	3.GARAGE	40X60 POLE BUILDING 14X60 LEAN TOO			002-004-008-00
P12677-12	05/07/12	HINES JEFFREY & KAREN	N13304 H-1 LN	NADEAU TWP.	\$283.08
Work :	3.GARAGE	34X36 POLE BUILDING			012-013-003-25
P12678-12	05/08/12	PICHE DALE & DONNA	W2698 PICHE LN	SPALDING TWP.	\$121.08
Work :	3.GARAGE	24X24			013-224-007-00
P12679-12	05/07/12	RUPERT DANIEL R	N2226 M-3 RD	MENOMINEE TWP.	\$98.04
Work :	3.GARAGE	12X24 STORAGE BUILDING			010-001-004-00
P12680-12	05/09/12	KINTGEN DAVID E & PENNY R	US HWY 41	DAGGETT TWP.	\$209.40
Work :	3.GARAGE	30X56 POLE BUILDING			002-335-007-00
P12681-12	05/09/12	GRINSTEINER ROGER & DOREEN	N9118 ANDERSON RD	STEPENSON TWP.	\$119.88
Work :	3.GARAGE	33X17 STORAGE BUILDING			014-112-007-00
P12682-12	05/09/12	DESOTELL BRUCE & JULIE	N1274 US HWY 41	MENOMINEE TWP.	\$76.50
Work :	7.DECK/PORCH	5X7.5 FRONT PORCH			010-023-018-10
P12683-12	05/10/12	NELSON EDMUND	N3025 HWY M-35	INGALLSTON TWP.	\$144.12
Work :	3.GARAGE	24X36 POLE BUILDING			007-328-011-00
P12684-12	05/14/12	COPELAND DANIEL & LAURA	W4888 MILLION DOLLA	INGALLSTON TWP.	\$172.92
Work :	2.ADDITION	24X24 ADDITION			007-318-008-00

P12685-12	05/22/12	VANDERMISSEN JEROME & WIFE	N15312 CO RD 553	HARRIS TWP.	\$148.44
Work :	2.ADDITION	18X24 ROOM ADDITION			005-022-017-00
P12686-12	05/22/12	GUDWER MARK SR & ELIZABETH A	N17163 CO RD 579	MEYER TWP.	\$218.36
Work :	1.NEW DWELLING	NEW HOME ON EXISTING BASEMENT			011-082-021-30
P12687-12	05/22/12	AQUILA RESOURCES USA INC	N9195 RIVER RD	LAKE TWP.	\$75.00
Work :	9.DEMOLITION	DEMOLITION OF A SINGLE FAMILY DWELLING			008-412-003-00
P12688-12	05/22/12	AQUILA RESOURCES USA INC	N9071 RIVER RD	LAKE TWP.	\$75.00
Work :	9.DEMOLITION	DEMOLITION OF A SINGLE FAMILY DWELLING			008-411-002-00
P12689-12	05/30/12	MENOMINEE-CO	WHISPERING PINES RD	LAKE TWP.	\$0.00
Work :	11.COMMERCIAL	32X58 BATHHOUSE			008-219-004-00
P12690-12	05/31/12	MOTT ALLEN & JANICE & ALLEN	E-1 RD	HARRIS TWP.	\$172.28
Work :	2.ADDITION	GARAGE / ROOM ADDITION			005-104-012-00
P12691-12	05/31/12	SVINICKI JAN MICHAEL & GAIL MARR-1 LN		MELLEN TWP.	\$431.32
Work :	1.NEW DWELLING	NEW HOME W/ATTACHED GARAGE			009-130-001-20
P12692-12	05/29/12	COLE ROGER & PAMELA	W6283 CO RD 356	LAKE TWP.	\$83.96
Work :	2.ADDITION	SUN PORCH			008-222-001-00
P12693-12	05/31/12	GRIENIER DENNIS K	W5537 FOURTH ST	MEYER TWP.	\$132.60
Work :	3.GARAGE	26X28 GARAGE			011-153-011-00

Total Permits

21

Total Fees

\$3,261.34

MINUTES

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

**Buildings and Grounds Committee
1:00 p.m. - 2/28/2012**

MEMBERS PRESENT: Dale Berman, Nick Lakari, Ted Sauve
MEMBERS EXCUSED: None
OTHERS PRESENT: Airport Lineman Jeff LaFleur

1. Call to order

The meeting was called to order at 1:00 p.m.

2. Pledge of Allegiance

3. Roll call

4. Approve/amend agenda

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

5. Elect Chair

Commissioner Berman nominated Ted Sauve to serve as Chair.

Motion (Lakari/Berman) to close nominations and cast a unanimous ballot to elect Ted Sauve as Chair. Vote – unanimous. Motion carried.

6. Elect Vice-Chair

Commissioner Berman nominated Nick Lakari to serve as Vice-Chair.

Motion (Berman/Sauve) to close nominations and cast a unanimous ballot to elect Nick Lakari as Vice-Chair. Vote – unanimous. Motion carried.

7. Elect Secretary

Commissioner Lakari nominated Dale Berman to serve as Secretary.

Motion (Lakari/Sauve) to close nominations and cast a unanimous ballot to elect Dale Berman as Secretary. Vote – unanimous. Motion carried.

8. Public Comment

None

9. Tour airport grounds with Lineman Jeff LaFleur to identify potential projects. Discussion only.

The Committee toured the airport grounds and identified potential projects:

- Building insulation in meeting rooms
- Adding exterior lighting for security purposes
- Manhole inside the fence - blacktop needs to be corrected so it is flush
- Office floor
- Receptacles in the firecrash building - currently the only receptacles are located on the east side of the building
- Drainage ditches in the field
- Hangar door

10. Public Comment

None

11. Future agenda items

Update on projects

12. Schedule next meeting

The next meeting will be scheduled at the call of the Chair.

13. Adjourn

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

Respectfully submitted,
Gina K. Teeple
Marinette County Administrative Secretary

Date approved/corrected: May 15, 2012

MINUTES

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

Regular Session Meeting, 4/17/2012 – 4:30 p.m.

MEMBERS PRESENT: Jason Lauzer, Dale Berman, James Furlong, Nick Lakari, Jim Pearson, Ted Sauve
MEMBERS EXCUSED: None
OTHERS PRESENT: Menominee Business Development Corporation Director Nancy Douglas,
Airport Lineman Jeff LaFleur, Marinette County Administrative Secretary Gina Teeple, Eagle Herald, Menominee County News, Peshtigo Times

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

5. Approve/amend minutes of 3/19/2012 regular session and 3/20/2012 special session meetings

Motion (Berman/Sauve) to approve the minutes of the 3/19/2012 regular session meeting. Vote – unanimous. Motion carried.

Motion (Pearson/Lakari) to approve the minutes of the 3/20/2012 special session meeting. Vote – unanimous. Motion carried.

6. Public comment

None

7. Discuss/consider request for appropriation and capital projects from Menominee and Marinette Counties

Chair Lauzer reported that Airport Manager Tony Krysiak responded in writing to Menominee County Administrator Brian Bousley (Exhibit A).

8. Discuss/consider audit for fiscal year 2011, action if any

Chair Lauzer reported that the auditors recommended that approval of the financial reports be listed in greater detail in the minutes, and that depreciation expenses be reflected for the year.

It was the consensus of the Commission to table discussion of the audit until the next regular session meeting. Airport Manager Krysiak will ask the auditor to report in person at that meeting.

9. Discuss/consider status of the crash/fire vehicle, action if any

Chair Lauzer reported that Tyco has examined the crash/fire truck and determined it will cost about \$4,000 to get it up to current standards. They are offering to place the truck in their museum and give the Twin County Airport a wheeled foam unit in exchange.

It was the consensus of the Commission to have Airport Manager Krysiak look into whether or not the upgrades to the truck are required and report back to the Buildings and Grounds Committee.

10. Discuss/consider resignation of John Pope, action if any

Chair Lauzer informed the Commission that Airport Lineman John Pope did not officially resign. He will continue to be available for night and weekend coverage.

Motion (Suave/Furlong) to refer discussion of the part time Airport Lineman position to the Personnel Committee. Vote – unanimous. Motion carried.

11. Discuss/consider final report from Explorer Solutions, action if any

Nancy Douglas distributed Explorer Solutions' final report for Phase I to the Commission and reported that it was the recommendation of the task force to adopt the report.

The Commission discussed the need to request funding from both Marinette and Menominee counties for Phase II.

It was the consensus of the Commission to table adoption of the Phase I report and a recommendation for Phase II until their May meeting.

Ms. Douglas will ask Christian Perreault of Explorer Solutions if he is available to present Phase II to both counties on May 29th.

12. Airport Manager's report

Motion (Furlong/Pearson) to approve items 1-7 of the airport manager's report. Vote – unanimous. Motion carried.

13. Communications/correspondence

Chair Lauzer reported that Airport Manager Krysiak sent a letter to Gene Coleman. A response has not been received.

14. Dialog between Airport Manager and the TCAC

None

15. Dialog between airport users and the TCAC

None

16. Public comment – speakers will be limited to 5 minutes

None

17. Future agenda items

- Recommendations from Buildings and Grounds Committee
- Recommendations from Personnel Committee
- Adoption of Phase I and recommendation for Phase II of Explorer Solutions study

18. Schedule next meeting

The next meeting is scheduled for Tuesday, May 15th at 4:30 p.m.

19. Adjourn

Motion (Sauve/Furlong) to adjourn at p.m. Vote – unanimous. Motion carried.

Respectfully submitted,
Gina K. Teeple
Marinette County Administrative Secretary

Date approved/corrected: May 15, 2012

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

BOARD MEMBERS

**MARY BRADLEY
MICHAEL KAUFMAN
PEGGY BASTIEN**

DIRECTOR

RUSSELL K. SEXTON

Date: April 24, 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: Andrew Laurin, Services Supervisor, Menominee County DHS

APPROVAL OF AGENDA:

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

APPROVAL OF March 27, 2012 MINUTES:

Minutes of the March 27, 2012 Board Meeting were reviewed. A motion to accept the minutes was made by Mary Bradley and seconded by Peggy Bastien. Motion passed without opposition.

FINANCIAL REPORT:

The financial report for ~~April~~ ^{March} 2012 was reviewed. There was \$100.00 in expenditures for DHS Board meeting; leaving a balance of \$7,968.00.

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

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

DIRECTOR'S REPORT:

Staffing Information: Mr. Sexton reviewed the current staffing situation with the board. Menominee County is fully staffed at this time.

MCSSA Information: Various MCSSA documents were distributed. The next District One meeting will be on July 11, 2012, in Marquette at the Ramada Inn.

This agenda item will be removed from future agendas as the MCSSA will become a DHS Board Member run organization only and the local office director will have no information to present pertaining to this topic.

Statewide Director's Meeting Information: Mr. Sexton went over his notes from the April meeting, as well as a letter from the Statewide Director.

Collaborative Issues: No new information.

Business Plan Update: Mr. Sexton went over the new "Director's Portfolio" with the board. This document contains all of the goals that local offices have to achieve and will be used instead of a business plan.

Miscellaneous:

Mr. Sexton reviewed the status of the Child and Adult Protective Services Central Intake operation that went live on March 5, 2012.

Mr. Sexton reviewed the MiBridges program again and asked the board members to continue promoting this electronic access initiative to the community.

Mr. Sexton reviewed the Electronic Data Management initiative with the board and informed them that the go-live date for Menominee County would be the end of July, 2012.

Mr. Sexton reviewed the Customer Centric Service Delivery initiative, as well as the focus groups associated with that initiative.

Mr. Sexton reviewed the Partners in Progress initiative with the board.

Mr. Sexton reviewed the TANF Work Participation Rate for Work Eligible Individuals changes.

Mr. Sexton reviewed the Young Adult Voluntary Foster Care Act with the board.

Mr. Sexton reviewed the FY 2013 Planning Allocations with the board.

Mr. Sexton Reviewed the Step Forward Michigan initiative with the board.

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 REPORT: Andrew Laurin, Child Welfare Supervisor, provided the board with a comprehensive report of the work being accomplished by his unit.

Motion to accept the Unit Report as submitted made by Mary Bradley and supported by Peggy Bastien.

BOARD BUSINESS:

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

Mike Kaufman, Board Chair, introduced a letter that was sent to him by the Statewide Director of the MCSSA. The letter requested specific action from the board. There was no motion or support to accomplish requested specific action, thus the letter will be filed with no action taken.

NEW BUSINESS: No new business presented.

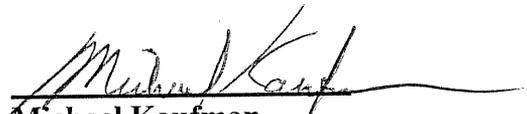
PUBLIC COMMENT: None

NEXT MEETING: May 29, 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 10:07 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-Delta-Schoolcraft
Human Resources Authority**

**GOVERNING BOARD MEETING
Thursday, April 12, 2012
511 First Avenue North, Escanaba
1:45 p.m. (EDT)**

MINUTES

The meeting was called to order by Chair Karen Wigand at 2:00 p.m. A quorum was noted with the following in attendance:

MEMBERS PRESENT

Omer Doran, Schoolcraft
Ken Bryant, Schoolcraft
Gil Vandenhouten, Menominee
Dan LaFoilie, Schoolcraft
Ruth Helwig, Delta
Karen Wigand, Delta
Myra Croasdell, Delta
Geri Nelson, Delta
Pastor Ingmar Levin, Schoolcraft
Ken Penokie, Delta
Mari Negro, Menominee
Bernie Lang, Menominee

OTHERS PRESENT

William Dubord, Executive Director
Cathy Pearson, Executive Assistant
Sally Kidd, Senior Services Director
Theresa Nelson, RSVP Director
Beau Miller, Finance Director
Kim Johnson, Early Childhood Director

MEMBERS ABSENT

Beth Pletcher, excused
Dave Anthony, excused
Tom Lippens, excused
Brenda Moya, excused
Walter Multerer, excused
John Stapleton, excused

PRESENTATION OF PLAQUE TO RUTH HELWIG

On behalf of the board and staff a plaque was presented to Ruth Helwig for her many years of service as a Governing Board Member. She also served several terms as an Executive Committee member and Head Start Policy member.

FINANCE COMMITTEE REPORT

Ms. Wigand called on Treasurer Dan LaFoilie, who reported that the committee reviewed the March Accounts Payable Schedule and ***IT WAS APPROVED WITH A MOTION FROM MR. LAFOILLE, SECONDED BY MARI NEGRO; MOTION CARRIED.*** (see attachment "A")

NOMINATING COMMITTEE REPORT

The Chair called on Bill Dubord who reported that the Nominating Committee reviewed the appointment of Julie Moberg to be the Early Childhood representative, filling the Consumer Sector Vacancy. Ms. Moberg works for the MSU Extension Office and is very familiar with our organization.
OMER DORAN MOVED TO ACCEPT JULIE MOBERG AS THE EARLY CHILDHOOD REPRESENTATIVE ON THE GOVERNING BOARD; SECONDED BY MYRA CROASDELL;

MOTION CARRIED. The committee also discussed the other two vacancies in the Consumer Sector of Schoolcraft County and is working to fill those seats. **MR. VANDENHOUTEN MOVED TO HRA Governing Board Minutes**
Thursday, April 12, 2012
Page 2

ACCEPT THE NOMINATING COMMITTEE REPORT, OMER DORAN SUPPORTED THE MOTION; MOTION CARRIED. (see attachment "B")

ACCEPTANCE OF MARCH 8, 2012 GOVERNING BOARD MINUTES

Members were mailed a draft copy of the March 8, 2012 Governing Board minutes for their review. There were no questions and **THEY WERE ACCEPTED WITH A MOTION FROM MR. BRYANT, SECONDED BY DAN LAFOILLE; MOTION CARRIED.**

ACCEPTANCE OF POLICY ADVISORY COMMITTEE MINUTES

Members received copies of the following Policy Advisory Committee minutes for their review:

- 1/26 (School), 2/10 (School) & 3/6 (Delta) Foster Grandparent Program PAC minutes
- 1/26 (Men), 2/16 (School) & 3/27 (Delta) Senior Companion Program PAC minutes
- 3/13 (M/M) & 3/21 (Delta) Retired & Senior Volunteer Program PAC minutes
- 1/18 (Escanaba) & 3/21/12 (Menominee) Senior Center PAC minutes

There were no questions or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM RUTH HELWIG, SUPPORTED BY MR. LAFOILLE; MOTION CARRIED.**

ACCEPTANCE OF JAN./FEB. RSVP MONTHLY REPORT

Members received a copy of the Jan./Feb. RSVP monthly report and **IT WAS ACCEPTED WITH A MOTION FROM KEN BRYANT, SECONDED BY OMER DORAN; MOTION CARRIED.**

EXECUTIVE DIRECTOR'S REPORT

Chair Wigand called on the Executive Director who reminded the members that the Weatherization ARRA funding ended 3/31/2012. The Weatherization staff did a stellar job spending the funds as they were intended and on time. Unfortunately they are now laid off as we don't have a contract for the regular Dept. of Energy funds that is suppose to begin 4/1/2012. Even when we receive the contract it is likely to only fund three positions and not for the full year.

Mr. Dubord indicated that we received a relatively small grant through MCAAA from the Michigan Public Service Commission to provide heat assistance. We get approximately \$2,500 in administrative funds for this grant and the reporting requirements are extremely cumbersome.

RSVP has been funded at least through next March and this was the first year the funds were open to competition. The funding has been reduced and changes have been made to where volunteers can be placed. In addition, the state and feds differ on what needs to happen to accommodate the changes, so RSVP is keeping the volunteers in place until they get some detailed instruction.

RSVP has been approved to apply for \$7,000 to help veterans and military families if there is a need in our area.

The Executive Director called on Sally Kidd who reported that there has been a recall on the handicap lift on the Senior Services buses in Menominee and Mid-County so they have stopped using the lifts until they can be repaired.

***HRA Governing Board Minutes
Thursday, April 12, 2012
Page 3***

Mr. Dubord noted that we are waiting for our CDBG Housing Rehabilitation contract.

MYRA CROASDELL MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, OMER DORAN SECONDED THE MOTION; MOTION CARRIED.

PUBLIC COMMENT/OTHER BUSINESS

The Chair noted that a question regarding bingo expenditures was addressed.

ADJOURNMENT

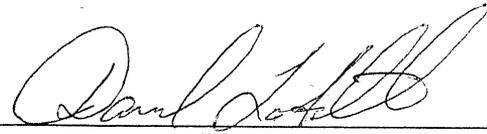
There being no further business ***THE MEETING ADJOURNED AT 2:25 WITH A MOTION FROM MARI NEGRO, SECONDED BY GIL VANDENHOUTEN; MOTION CARRIED.***

The next meeting is scheduled for Thursday, May 17, 2012

Attachment "A"

THE FINANCE COMMITTEE HAS REVIEWED THE MARCH 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	\$	160,047
EARLY HEAD START		45,632
EARLY-ON CHILDHOOD		625
GSRP		17,563
ASSET & LIABILITY ACCOUNTS		244,583
TOTAL	\$	468,449

SIGNED 
(TREASURER)

DATE 4-12-12

FINANCE COMMITTEE MEETING
Tuesday, April 10, 2012
11:00 a.m.

MINUTES

The meeting was called to order at 11:00 a.m. The following were in attendance: Dan LaFoilie, Omer Doran, Karen Wigand, Bernie Lang, Bill Dubord, Kim Johnson and Cathy Pearson. Pastor Levin, excused

The members reviewed the Head Start credit card charges from 1/26 – 2/23 **AND THEY WERE ACCEPTED WITH A MOTION FROM BERNIE LANG, SECONDED BY OMER DORAN; MOTION CARRIED..**

Members reviewed the CAA March Accounts Payable Schedules and they **WERE APPROVED WITH A MOTION FROM MR. LANG, SECONDED BY MR. DORAN, MOTION CARRIED.**

The HRA March Accounts Payable Schedules were also reviewed and they **WERE APPROVED WITH A MOTION FROM OMER DORAN, SUPPORTED BY BERNIE LANG; MOTION CARRIED.**

Kim Johnson reviewed the Cost of Living Application (COLA) she would like to submit for Head Start/Early Head Start. **BERNIE LANG MOVED TO ACCEPT THE HEAD START/EARLY HEAD START COLA APPLICATION FOR \$15,825 - HEAD START AND \$5,628 - EARLY HEAD START, SECONDED BY OMER DORAN; MOTION CARRIED. (see attached)**

Mr. Lang asked what bingo profits are used for. Mr. Dubord indicated he will check into this as it may be different for the various bingos.

The meeting adjourned at 11:56 **WITH A MOTION FROM MR. DORAN, SECONDED BY BERNIE LANG; MOTION CARRIED.**

**Head Start / Early Head Start
FY 2012 COLA Application
Grant # 05CH4059**

The MDS CAA Early Childhood Program will apply a differentiated COLA wage increase between .75 – 1.5% to the program wage scale. The decision to award a differentiated COLA is based on recent wage comparisons among like positions throughout programs in our region.

A .75% wage increase will be applied to all positions reported as < 10% below the average wage for like positions and a 1.5% wage increase will be applied to all positions > 10% below the average wage for like positions in other programs throughout our region.

Positions receiving a .75% wage increase

ECP Director
Managers
Mentor Coach
Secretary
Teaching Assistant
Program Assistant
Custodian
Center Aides/Bus Monitors/Kitchen Aide

Positions receiving a 1.5% wage increase

Teacher
Home Visitor
Family Service Worker
Bus Driver

Remaining COLA funds will be allocated to expand the wage scale to include a wage increase for Master Degree level in the positions listed below to fulfill a retention strategy identified on our 2012-14 Strategic Plan (*the existing scale reflects wage increases for CDA, Associate and Bachelor Degree levels*) and to offset minor increases in FICA related to wage increases.

ECP Director
Manager
Mentor Coach
Teacher
Home Visitor
Family Service Worker

Budget and Budget Justification

	<u>HS</u>	<u>EHS</u>
• Wage Scale Increases	\$ 14,625	\$ 5,178
• Fringe Increases		
FICA	1,200	450
TOTAL COLA	\$ 15,825	\$ 5,628

Our plan for meeting the additional NFS requirement of \$5,363 is through additional non-federal grants that will be used to improve the quality of classroom services.

2011-12 Head Start Wage Scale Averages
UP Region

Position	Regional Avg	MDS ECP Avg	Difference
ECP Director	31.18	28.96	< 7%
Manager	21.36	20.31	< 5%
Coordinator/MC	17.11	18.00	> 5%
Teacher - BA	18.78	15.98	<15%
Center Manager	No comparison avail.		
Secretary	12.65	12.05	< 5%
Home Visitor - BA	18.78	15.90	< 15%
FSW - BA	17.77	15.47	< 13%
TA - AA	11.22	12.37	> 8%
Bus Driver	13.27	11.80	< 11%
Custodian	No comparison avail.		
CA, KA, Bmonitors	8.86	8.96	> 1%

NOMINATING COMMITTEE MEETING
Thursday, April 12, 2012
12:45 p.m.

MINUTES

The meeting began at 12:45 p.m. The following were present: Omer Doran, Dan LaFoilie, Gil Vandenhouten, Karen Wigand. Dave Anthony, Tom Lippens and John Stapleton asked to be excused.

The Head Start Policy Council has approved the appointment of Julie Moberg to be an Early Childhood Representative on the Governing Board in the Delta County Consumer Sector.
DAN LAFOILEE MOVED TO RECOMMEND THE APPOINTMENT OF JULIE MOBERG TO FILL THE DELTA COUNTY CONSUMER SECTOR SEAT, SECONDED BY OMER DORAN; MOTION CARRIED.

The committee discussed the two Schoolcraft County vacancies. Mr. Dubord indicated there is a potential representative from the Schoolcraft Senior Companion Program Policy Advisory Committee that could fill one of the seats. Mr. LaFoilie will also check out a couple of possibilities. The committee agree to meet prior to the May Governing Board meeting.

The meeting adjourned at 1:10 p.m. **WITH A MOTION FROM GIL VANDENHOUTEN, SUPPORTED BY OMER DORAN; MOTION CARRIED.; MOTION CARRIED.**

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

**GOVERNING BOARD MEETING
Thursday, April 12, 2012
511 First Avenue North, Escanaba
1:30 p.m. (EDT)**

MINUTES

The meeting was called to order by Chair Karen Wigand at 1:35 p.m. A quorum was noted with the following in attendance:

MEMBERS PRESENT

Omer Doran, Schoolcraft
Ken Bryant, Schoolcraft
Gil Vandenhouten, Menominee
Dan LaFoille, Schoolcraft
Ruth Helwig, Delta
Karen Wigand, Delta
Myra Croasdell, Delta
Geri Nelson, Delta
Pastor Ingmar Levin, Schoolcraft
Ken Penokie, Delta
Mari Negro, Menominee
Bernie Lang, Menominee

OTHERS PRESENT

William Dubord, Executive Director
Cathy Pearson, Executive Assistant
Sally Kidd, Senior Services Director
Theresa Nelson, RSVP Director
Beau Miller, Finance Director
Kim Johnson, Early Childhood Director

MEMBERS ABSENT

Beth Pletcher, excused
Dave Anthony, excused
Tom Lippens, excused
Brenda Moya, excused
Walter Multerer, excused
John Stapleton, excused

PRESENTATION OF PLAQUE TO RUTH HELWIG

On behalf of the board and staff a plaque was presented to Ruth Helwig for her many years of service as a Governing Board Member. She also served several terms as an Executive Committee member and Head Start Policy member.

FINANCE COMMITTEE REPORT

Ms. Wigand called on Treasurer Dan LaFoille, who reported that the Finance Committee met on the 10th and reviewed the Cost of Living Adjustment (COLA) for the Early Childhood Program. Mr. Dubord reminded the members that there were no COLA funds available last year. Funds must be used for wage adjustments and quality improvement. The grant is for \$15,825 – Head Start and \$5,628 Early Head Start and will provide a .75% increase for most staff and a 1.5% increase for state whose wages are 10% below wages in similar positions. **MYRA CROASDELL MOVED TO APPROVE THE COLA APPLICATION AS PRESENTED, SECONDED BY MR. VANDENHOUTEN; MOTION CARRIED.** The committee also reviewed the March Accounts Payable Schedule and **IT WAS APPROVED WITH A MOTION FROM MR. LAFOILLE, SECONDED BY MARI NEGRO; MOTION CARRIED. (see attachment "A")**

NOMINATING COMMITTEE REPORT

The Chair called on Bill Dubord who reported that the Nominating Committee reviewed the appointment of Julie Moberg to be the Early Childhood representative, filling the Consumer Sector Vacancy. Ms. Moberg works for the MSU Extension Office and is very familiar with our organization. **MR. BRYANT MOVED TO ACCEPT JULIE MOBERG AS THE EARLY CHILDHOOD REPRESENTATIVE ON THE GOVERNING BOARD; SECONDED BY OMER DORAN; MOTION CARRIED.** The committee also discussed the other two vacancies in the Consumer Sector of Schoolcraft County and is working to fill those seats. **MR. VANDENHOUTEN MOVED TO ACCEPT THE NOMINATING COMMITTEE REPORT, OMER DORAN SUPPORTED THE MOTION; MOTION CARRIED. (see attachment "B")**

ACCEPTANCE OF MARCH 8, 2012 GOVERNING BOARD MINUTES

Members a draft copy of the March 8, 2012 Governing Board minutes for their review. There were no questions and **THEY WERE ACCEPTED WITH A MOTION DAN LAFOILLE, SECONDED BY MR. DORAN; MOTION CARRIED.**

ACCEPTANCE OF JANUARY 4, 2012 HEAD START POLICY COUNCIL MINUTES

Members were mailed a copy of the 1/4/2012 Head Start Policy Council minutes for their review. There were no questions or comments **AND THEY WERE ACCEPTED UPON A MOTION FROM OMER DORAN, SUPPORTED BY GIL VANDENHOUTEN; MOTION CARRIED.**

ACCEPTANCE OF MARCH STAFF MONTHLY REPORT

Members received a copy of the March ECP monthly report and **IT WAS ACCEPTED WITH A MOTION FROM MR. LAFOILLE, SECONDED BY MR. PENOKIE; MOTION CARRIED.**

EXECUTIVE DIRECTOR'S REPORT

Karen Wigand called on Bill Dubord who thanked the board members that participated in the Early Childhood self-assessment process. He noted that there are only about six weeks left of classes in the ECP Program.

The Executive Director announced that next year the Early Childhood tri-annual review will be held once again. He reminded the members what an intensive process this is for our staff.

Mr. Dubord indicated that the new unit chairperson for our bargaining unit is Jennifer Anderson. The new International Union Rep. is Rob Naugle who replaces Jim Tharp.

KEN BRYANT MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, MYRA CROASDELL SECONDED THE MOTION; MOTION CARRIED.

PUBIC COMMENT/OTHER BUSINESS

The Chair noted the copy of a thank you sent by Rosemary Sablack that expressed how much her husband Gil loved our organization.

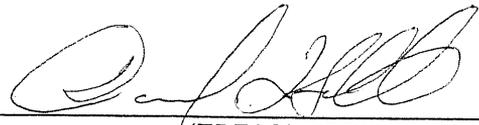
ADJOURNMENT

There being no other business ***THE MEETING ADJOURNED AT 1:59 WITH A MOTION FROM MR. BRYANT, SECONDED BY OMER DORAN; MOTION CARRIED.***

The next meeting is scheduled for Thursday, May 17, 2012.

THE FINANCE COMMITTEE HAS REVIEWED THE MARCH 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	\$	122,773
VOLUNTEER PROGRAMS		55,330
NUTRITION		96,388
STATE & LOCAL PROGRAMS		104,841
ENERGY AND HOUSING		27,680
ASSET & LIABILITY ACCOUNTS		113,411
TOTAL	\$	520,424

SIGNED 
(TREASURER)

DATE 4-12-12

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Regular Monthly Meeting

MINUTES

715 Pyle Drive; Kingsford, Michigan

April 19, 2012 - 4:00 p.m.

CALL TO ORDER/ROLL CALL:

Karen Raether, Board Chairperson, called the meeting to order at 4:00 p.m. Cindy Adrian, Administrative Assistant, 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			Spence, Christine		X	
Lang, Bernie	X						

REPRESENTING ADMINISTRATION: K. Thekan, B. Adrian, L. Dionne, C. Adrian

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

APPROVAL OF THE MINUTES:

There were no additions or corrections to the minutes from the regular Board of Directors meeting on March 22, 2012.

ACTION: A motion was made to dispense with reading the minutes from the March 22, 2012 regular Board of Directors meeting and approve as written.

Motion by: P. Connors; supported by M. DeGrave. **Abstain:** A. Martin **Motion carried.**

PRESENTATION: Anderson Tackman Annual Audit Report

Karen Raether introduced Mr. Alan Stotz, an auditor from Anderson, Tackman & Company. Mr. Stotz reviewed Northpointe's FY2010-11 audit report. Discussion ensued and questions were addressed by Mr. Stotz.

Karen Thekan, Northpointe CEO, took over the meeting as election of officers took place.

ELECTION OF OFFICERS

Nominating Committee Report: As Chairperson of the Nominating Committee, Peggy Erickson reviewed the report from the April 11, 2012 Nominating Committee meeting. Ms. Erickson presented the slate of nominees for officers and stated that the nominees recommended were the current slate of officers as they are now: Karen Raether-Chairperson; Joan Luhtanen-Vice-Chairperson; Christine Spence-Treasurer; Peggy Connors-Secretary; and Bernie Lang-Parliamentarian. Ms. Erickson also stated that she had contacted the current slate of officers prior to the Nominating Committee meeting to see if they were interested in retaining their seat and all of them indicated affirmatively. Elections were as follows:

- Ms. Thekan opened the floor for other nominations for the position of Chairperson. Millie Hofer nominated Mari Negro for position of Chairperson and stated that in the short time that Ms. Negro has served on the Board she has made important contributions, i.e., improved Board practices, identified language in Board Policies and Board By-Laws which were corrected and her intense commitment to mental health issues will bring a fresh prospective while moving the Board forward. Ms. Thekan called for any other nominations two times.

ACTION: By a hand vote for Chairperson: K. Raether-7; M. Negro-1

Ms. Thekan stated that by virtue of the above vote, Karen Raether was reappointed as Board Chairperson.

K. Raether, as newly re- elected Board chairperson, resumed the Board chairperson position.

- Chairperson Raether opened the floor for other nominations for the position of Vice-Chairperson. Chairperson

Raether called for any other nominations three times.

ACTION: Hearing no other nominations, it was moved by M. DeGrave; supported by P. Erickson to close nominations at this time and cast a unanimous ballot for Joan Luhtanen for Vice-Chairperson.

Motion carried unanimously.

- Chairperson Raether opened the floor for other nominations for the position of Treasurer. Chairperson Raether called for any other nominations three times.

ACTION: Hearing no other nominations, it was moved by P. Connors; supported by J. Luhtanen to close nominations at this time and cast a unanimous ballot for Christine Spence for Treasurer.

Motion carried unanimously.

- Chairperson Raether opened the floor for any other nominations for the position of Secretary. Chairperson Raether called for any other nominations three times.

ACTION: Hearing no other nominations, it was moved by M. DeGrave; supported by P. Erickson to close nominations at this time and cast a unanimous ballot for Peggy Connors for Secretary.

Motion carried unanimously.

K. Raether stated that Bernie Lang will be named as Parliamentarian with the Board committee appointments under the Chairperson Activity Report.

CEO REPORT

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

Federal/StateActivity:

- The autism bill was signed into law on April 18 and further information on this was provided by Ms. Thekan.
- Ms. Thekan asked Board members if they wished to send a letter to Debbie Stabenow regarding an e-mail Ms. Thekan sent to them on the legislation for "Excellence in Mental Health Act" which introduces Federally Qualified Community Behavioral Health Center designations. Discussion ensued and consensus was to not send a letter at this time and wait until further information on this issue is provided.
- Ms. Thekan stated that on May 17-18 there is a Board Association reform meeting in Lansing and May 17 is the Northpointe Board meeting in Menominee. Ms. Thekan providing three options regarding the Board Association reform meeting: 1) She does not have to attend this meeting and would ask another individual from the U.P. to go; 2) The Board meeting on May 17 could still be held and Bill Adrian would be present in Ms. Thekan's absence; or 3) The Board meeting could be rescheduled to the following week. Discussion ensued and consensus is that the May 17 regularly scheduled Board meeting still be held and Mr. Adrian would be present in Ms. Thekan's absence.
- Ms. Thekan and Mari Negro attended the Board Association Executive Board meeting on April 13, via the phone, and provided information from this meeting.

Local Activity:

- The annual NAMI/Northpointe Educational event will be held on May 10 at Bay West College. Everyone is invited to attend the event, there is no cost for the event, call Mary Wendt to register.
- The Lighthouse, Northpointe's children home, is located in Kingsford and is owned/managed by Bill Wakeham. Mr. Wakeham lives in Houghton and will be retiring so Northpointe will now be taking the Lighthouse over as a Northpointe home. The home will be staffed by Northpointe, is a valuable home to keep open, and is also used as respite. Northpointe will rent the home from Mr. Wakeham.
- Jennifer Wade is the new Menominee County Supervisor, replacing Dave Block. Ms. Wade will be present at the May 17 Board meeting in Menominee to meet the Board.
- The Board Association Spring conference is scheduled for May 21-23 and if anyone is interested in attending it they should contact Mary Wendt by May 8.

FINANCE COMMITTEE REPORT – P. Connors

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

1. ISSUE: Review Check Disbursement Report

The check disbursement report in the amount of \$1,581,200.63 was reviewed and recommended for Board approval.

ACTION: A motion was made by M. Hofer, supported by P. Connors to approve the check disbursement report for bills paid in the amount of \$1,581,200.63 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			Martin, Ann	X	
DeGrave, Marylee	X		Negro, Mari		
Erickson, Peggy	X		Raether, Karen	X	
Hofer, Millie	X		Spence, Christine		
Lang, Bernie	X				

Motion carried unanimously.

2. ISSUE: Review Financial Report – March 2012

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

ACTION: A motion was made by M. Hofer, supported by M. DeGrave to approve the March 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			Martin, Ann	X	
DeGrave, Marylee	X		Negro, Mari		
Erickson, Peggy	X		Raether, Karen	X	
Hofer, Millie	X		Spence, Christine		
Lang, Bernie	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.	Cornerstone Residential	Specialized Residential	5/1/12 – 4/30/13	\$180 & \$250	\$195 & \$250/day	Inc. of \$15/day
This is a renewal agreement for two residents living downstate. Rate is determined by the home they are in and the staffing pattern.						
B.	Birchwood AFC	Specialized Residential	3/21/12 – 12/31/12	\$19.80	\$26.40/day	Inc. of \$6.60
This is an addendum to adjust the rate for one individual with increased care needs.						
C.	Heartland Manor	Specialized Residential	4/6/12 – 9/30/12	n/a	\$22.64/day	n/a
This is an addendum to add a new resident to the home.						
D.	Guardian Trac Financial Services	Fiscal Intermediary	6/1/12 – 5/31/13	Consumer with consumer-hired employees - \$125/mo. One-time enrollment fee for new consumer(s) w/ payroll - \$100/event	same	n/a
Renewal agreement for fiscal intermediary services. This FI service works with 3 of our consumers.						

ACTION: A motion was made by P. Connors, supported by M. Hofer 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			Martin, Ann	X	
DeGrave, Marylee	X		Negro, Mari		
Erickson, Peggy	X		Raether, Karen	X	
Hofer, Millie	X		Spence, Christine		
Lang, Bernie	X				

Motion carried unanimously.

4. **ISSUE:** Board Per Diem

The committee reviewed the Board Policy regarding the wording for Board per diems. A question had been raised previously by Mari Negro whether or not the Board was in compliance with the Mental Health Code regarding per diem rates. Ms. Thekan provided that this issue was researched (information was received from the Board Association and several community mental health (CMH) agencies) and Northpointe is in compliance but the language in the Board Policy needs to be made clearer. The committee recommended to change the language in the Board Policy to clarify the per diem rate.

ACTION: A motion was made by P. Connors, supported by M. Hofer to change the wording in the Board policy regarding Board per diem to: Members will be paid \$40 for meetings less than 4 hours and \$60 for meetings over 4 hours or multiple meetings on the same day. **Motion carried unanimously.**

5. **Miscellaneous**

- The audit report from last year and this year were reviewed and miscellaneous questions were addressed regarding them.

RECIPIENT RIGHTS ADVISORY COMMITTEE REPORT – K. Raether

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

- Election of officers was held and Loren Veaser was re-elected as Chairperson and Debbie Eichhorn was re-elected as Vice-Chairperson.
- The operating budget was reviewed.
- The quarterly Recipient Rights report was reviewed.
- The semi-annual State report was reviewed.
- A Recipient Rights Appeals meeting was scheduled for April 27, 2012 at 12:00 noon
- The July 16, 2012 Recipient Rights meeting will be rescheduled to Thursday, July 12, 2012 to coincide with the Department of Community Health Recipient Rights audit as the audit review team would like to meet with Recipient Rights Committee members.

PLANNING COMMITTEE REPORT - Ms. Luhtanen

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

1. **ISSUE:** Exercise Program for Consumers-YMCA

An update was provided to the committee by Theresa Harvey, Northpointe Director of Nursing, on the health and wellness group implemented for consumers across all three counties. Currently there are 9 participants in the Dickinson County wellness group and a smoking cessation group will soon be implemented.

ACTION: Information

2. **ISSUE:** Drop-In Center-Menominee

Karen Thekan is currently working with the new Menominee County Director, Jennifer Wade, on developing these services in Menominee.

ACTION: Information

3. **ISSUE:** Stakeholder Committee Meeting Report

The Stakeholder Committee meeting was held in Kingsford on April 3, 2012 and Lisa Dionne highlighted the following from the meeting: there was a DIVER presentation; the 1st quarter Outcomes Report was reviewed; information on three State Surveys was provided; information from the Dual Eligible Conference was discussed; Suggestions for Improvement/Grievances were discussed; and an application for one vacancy on the Stakeholder Committee was reviewed. The Planning Committee recommended that the applicant, Darlene Hehn, be appointed for the vacancy.

ACTION: A motion was made by J. Luhtanen, supported by M. DeGrave to approve the appointment of Darlene Hehn to the Stakeholder's Advisory Committee. **Motion carried unanimously.**

4. **ISSUE:** First Quarter Outcomes Report

The following performance indicators for the first quarter Outcomes Report were reviewed by Lisa Dionne: New indicators for ACT employment; IPOS; Home Based; Community Housing; and Proxy Measures. Discussion ensued and miscellaneous questions were addressed by Ms. Dionne and Karen Thekan.

ACTION: Information

5. **ISSUE:** Northpointe Written Plan for Professional Services

Joan Luhtanen stated that this plan is updated and reviewed by the Board on an annual basis. Ms. Dionne reviewed the changes to the plan and addressed miscellaneous questions.

ACTION: A motion was made by J. Luhtanen, supported by P. Connors to approve the Northpointe Written Plan for Professional Services. **Motion carried unanimously.**

6. **ISSUE:** Northpointe Annual Performance Improvement Plan

Joan Luhtanen stated that this plan is updated and reviewed by the Board on an annual basis. Ms. Dionne reviewed changes to the plan and addressed miscellaneous questions.

ACTION: A motion was made by P. Connors, supported by P. Erickson to approve the Northpointe Annual Performance Improvement Plan. **Motion carried unanimously.**

7. ISSUE: Northpointe Accessibility & Accommodations Plan

Joan Luhtanen stated that this plan is updated and reviewed by the Board on an annual basis and reviewed the changes to it. Miscellaneous questions were addressed by Lisa Dionne and Karen Thekan.

ACTION: A motion was made by P. Connors, supported by B. Lang to approve the Northpointe Accessibility & Accommodations Plan. **Motion carried unanimously.**

8. ISSUE: Northpointe Quality Assessment & Performance Improvement Plan (QAPIP)

Joan Luhtanen stated that the QAPIP is updated and reviewed by the Board on an annual basis. Ms. Dionne reviewed changes to the QAPIP and addressed miscellaneous questions.

ACTION: A motion was made by B. Lang, supported by P. Erickson to approve the Northpointe QAPIP Plan. **Motion carried unanimously.**

9. Miscellaneous

- Joan Luhtanen offered suggestions for gathering community input.

A. Martin excused at 6:00 p.m.

CHAIRPERSONS REPORT - K. Raether

- The NorthCare Advisory Committee met on April 3, 2012: the Dual Eligible Public Forum was discussed; the NorthCare annual performance report was reviewed; and the by-laws will be reviewed at the July 9, 2012 NorthCare Advisory meeting.
- On April 11, 2012 Ms. Raether participated in a nominating phone call with the Board Association as officer elections will be held at the spring conference. The Board Association spring conference is scheduled May 21-23 in Dearborn and Ms. Raether stated that Mari Negro and she will be named as delegates for this conference.
- The following committee appointments were made:

Finance Committee

Chris Spence-Chairperson
Peggy Connors
Millie Hofer
Mari Negro
Karen Raether

Personnel Committee

Peg Erickson-Chairperson
Bernie Lang
Joan Luhtanen
Ann Martin
Chris Spence
Karen Raether

Planning Committee

Joan Luhtanen-Chairperson
Bill DeDie
Marylee DeGrave
Karen Raether

Recipient Rights Committee

Marylee DeGrave

Parliamentarian

Bernie Lang

- A Great Lakes Rural Mental Health Association meeting is scheduled for April 26, 2012 in Kingsford.
- Reminder that the May 17, 2012 Board meeting will be held at the Northpointe Menominee office. The meeting can be video-television conferenced from the Iron River and Kingsford offices if Board members cannot it to Menominee.

UNFINISHED BUSINESS – No unfinished business

NEW BUSINESS - No new business

BOARD PREROGATIVE/AMBASSADOR MOMENT

- Peggy Connors stated that Laurie Bal provided excellent services in helping an individual with their mother who recently entered a nursing home.

P. Connors excused at 6:10 p.m.

- Peg Erickson stated that she met with Chip Johnson, a member of the Manistee Behavioral Health Board-Central Wellness, to discuss their integrated model on care delivery. Ms. Erickson stated that she will provide more information on this topic at the next Board meeting.
- Bernie Lang asked if everyone had received information on The Crossing Rivers Support Group from the Marinette area. This group provides support for depression, abuse, bullying, mental illness, stress, suicidal

thoughts and are requesting Northpointe involvement. Karen Thekan stated that she does not have information on this support group and will check into it.

- A Personnel Committee meeting is scheduled for Wednesday, May 9, 2012 at 3:00 p.m.

PUBLIC COMMENTS - No public comments

ADJOURNMENT

Chairperson Raether stated the meeting adjourned. Meeting adjourned at 6:15 p.m.

The next regular monthly Board meeting is scheduled for May 17, 2012 in Menominee, Michigan at 4:00 p.m.

Karen Raether, Chairperson

Peggy Connors, Secretary

Cindy Adrian, Administrative Assistant

Mary Wendt, Board Secretary

K. McNeely called the regular meeting of the Menominee County Library Board to order at 11:02 AM on Tuesday, April 17, 2012.

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

J. Bejgrowicz moved to amend the agenda adding C. Initial Budget Review under New Business. Seconded by C. Peterson, motion carried.

J. Bejgrowicz moved to approve the amended 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 March 20, 2012 meeting. Seconded by J. Bejgrowicz, motion carried.

J. Bejgrowicz moved to approve the March financial reports. Seconded by C. Peterson, motion carried.

C. Peterson moved to pay the April bills. Seconded by J. Freis, 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 to plan for their annual plant sale on Saturday, May 26 and their annual reorganization meeting in May.
- C. P. Cheski contacted Matthews Specialty Vehicles about an invoice for the bookmobile shelf pins. Chris Chaney said it would cost more to generate an invoice, so the pins are a "no-charge" item.

Old Business:

- A. USF 471 Form – Funding Year 2012-2013 – Update – Our application for funding is now in the Initial Review stage.
- B. Sick Leave Policy – After discussion, J. Bejgrowicz moved to approve the Sick Leave Policy for library employees. Seconded by J. Freis, motion carried.

New Business:

- A. Long Range Plan and Q.S.A.C. Standards – After discussion, the board decided to work on the long range plan section by section. P. Cheski will present draft sections at future board meetings.
- B. Merit Network Fiber Installation – Update – Tim, from CCI in Iron Mountain, was here on April 12 to measure the building for the fiber installation later this year.

- C. Initial Budget Review for Fiscal Year 2012-2013 – After discussing the initial budget figures, J. Bejgrowicz approved the tentative budget, which will be finalized by the Library Director and then submitted to the Administrator's Office on April 30, 2012. Seconded by J. Freis, motion carried.

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

Public Participation: Commissioner James Furlong thanked the library employees for paying the increased percentage of their health care premiums.

As there was no further business, C. Peterson moved to adjourn the meeting. Seconded by J. Bejgrowicz, motion carried. The meeting adjourned at 11:36 AM.

Menominee County Parks and Recreation Committee

Meeting Minutes

May 7, 2012

The meeting was called to order at 5:00 pm by Bob Desjarlais at the Stephenson Annex Building in Stephenson, MI on May 7, 2012.

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

Approval of agenda: A motion was made by Gail and seconded by Ruby. The motion carried.

Minutes: Minutes from the previous meeting on April 2, 2012 were reviewed by the committee. Mark offered a motion that was seconded by Ruby. The motion carried.

Public Comment: One resident in the audience asked for clarification in the previous minutes concerning "Front 40" and "the deputy campsite". Brian explained the function of the "Front 40" organization and reviewed the commissioners' ruling on the deputy campsite.

Business:

- a. **Budget Review:** Brian distributed copies of the most recent budget and stated that the bottom line remains fine. There was no further discussion.
- b. **Park Ranger/Park Manager Updates:** Brian reported that the dock previously approved for Shakey Lakes Park and was placed in the water near the park office building and extends 16 feet out into the water. The dock will be installed to give the kids a safer place to fish and keep them from fishing of the culverts at the entrance to the park. Also it was announced that just one new employee would be needed to help out at the parks this summer.
- c. **Projects:** Menominee County Building Inspector Dan Menacher presented the bids that had been received for the various components of the Shakey Lakes Bathhouse project. He mentioned that help was needed to choose a suitable color scheme for the structure, and that the entire project will cost around \$300,000 when completed. He anticipated a construction time of 60 days from start to finish. One remaining question is whether or not the two huge lights that were part of the original plan are still needed, since the structure will have its own exterior lighting.

Brian reported that the grant application for improvements at River Park had been submitted, and that our request is in competition with 140 other projects statewide.

- d. **Camp Host – Kleinke Park:** Brian reported that the camp host would be moving in on Friday, May 6. The camp host will not handle any money; campers will remit required

funds into the pay pole located at the park.

- e. **Parks Website** – Brian announced that the new website will be up and running as soon as some final information is received.

There was no correspondence.

Any Other Items Members Wish to Present: Glenn asked whether park tours would be available for interested committee members prior to the summer meetings. Brian responded that tours would be held at 4:00 pm, one hour before the start of each meeting. Charlie reported a complaint he had received concerning geese problems at Shakey Lakes Park.

Public Comment: Candace Curran reported that arrangements for the 2012 Menominee County Fair are on schedule.

Gail offered a motion to adjourn that was seconded by Glenn. The meeting was adjourned at 5:45 pm.

Respectfully submitted by Glenn D. Cody