

"Menominee – Where the best of Michigan begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

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

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

The Menominee County Board of Commissioners
will meet on Tuesday, August 24, 2010 at 6:00 p.m. CDT
at the Community Club, Hermansville, MI

AGENDA

- A. Call to Order
 - B. Pledge of Allegiance
 - C. Roll Call
 - D. Public Comment (*Statements, not debate, limited to 5 minutes per person on agenda items only*)
 - E. Approval of the Agenda
 - F. Approval of Previous Minutes
July 27, 2010
 - G. Presentations
 - Ayres Associates ~ Brownfield Coalition
 - Tom Jordan ~MERS
 - Resolution for Floyd Berger
 - H. Department Head/Elected Officials Reports
 - I. Action Items
1. Moved by _____ seconded by _____ to approve bids submitted by _____ in the amount of _____ for Engineered Drawings for Shakey Lakes Bathhouse/ Sanitation Station, Septic/drain field. Funds to be disbursed from account # 220-752-953.01 (Park Improvement Fund).
 2. Moved by _____ seconded by _____ to approve control unit upgrade for the HVAC system in the amount of fourteen thousand and five hundred dollars (\$14,500) to be installed in the Menominee County jail by Valley Mechanical. Funds to be disbursed from account #101-103-998.00 (Designated Building Projects).
 3. Moved by _____ seconded by _____ to approve purchase of Video Teleconferencing (VTC) equipment in the amount of Thirty-three thousand thirty-four dollars and seventy-five cents (\$33,034.75) for Courtroom A, Courtroom B, Family Court (Judge Hupy's chambers and a mobile unit for the Menominee County Jail purchased through AT&T. Funds to be disbursed from account #101-103-970.02 (VTC Capital Outlay).

Gary Eichhorn - Chairperson

Charlie Meintz - Vice Chairperson

Bernie Lang

James Furlong

Garry Anderson

4. Moved by _____ seconded by _____ to approve soliciting bids for the Minne Land Donation Property on River Road. The Menominee County Board reserves the right to reject any and all proposed bids.
5. Moved by _____ seconded by _____ to approve resolution 2010-15~ requesting Investigation into legal ownership of mineral rights for land owners of Menominee County by the Michigan Attorney General.
6. Moved by _____ seconded by _____ to approve the adoption of the amended Board Bylaws, rules, policies and charters of standing committees presented at the July 27, 2010 County Board meeting.
7. Moved by _____ seconded by _____ to approve Liberty Telecom Consultants, LLC to perform an audit of Menominee County's telecommunications billing statements.
8. Moved by _____ seconded by _____ to approve Statement of Intent to participate in 2011 Hazard Mitigation Plan Update through CUPPAD.
9. Moved by _____ seconded by _____ to approve to advertise for at large member for the Parks and Recreations committee to fill vacant term ending 12/31/2010.
10. Moved by _____ seconded by _____ to approve payment of Commissioner Per Diems & Expenses as recently submitted.
11. Moved by _____ seconded by _____ to approve the miscellaneous bills as paid on July 8, 22 & 23 in the amount of \$303,071.06.

J. Finance

a. 2010/2011 Budget (Discussion Only)

- K. Misc. Boards/Committees/Commissions Reports
- L. Other Matters that may be Properly Presented to Board
- M. Informational Items
- N. Public Comment
- O. Adjourn

July 27, 2010

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 Nadeau Township Hall, Carney, Michigan.

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

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

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

Absent: Com. Eichhorn excused.

Vice-Chairman Meintz called for public comment.

Public Comment: Ruby Ivens – Public Comment portion of Board minutes.

Moved by Com. Furlong, supported by Com. Anderson to amend the agenda adding Item #10, (Holding the Committee of the Whole and the Regular County Board meeting in Meyer Township). Motion was approved 4-0.

Moved by Com. Anderson, supported by Com. Furlong to approve the agenda as amended. Motion was approved 4-0.

Moved by Com. Lang, supported by Com. Furlong to approve the corrected minutes from the March 23, 2010 and May 25, 2010 County Board meeting and the minutes from the June 22, 2010 meeting. Motion was approved 4-0.

Presentations: Jason Reece from Liberty Telecom Consultants regarding Menominee County's telecommunication needs.

Department Head/Elected Officials Reports: Diane Lesperance Menominee County Treasurer regarding Recovery Bonds and the land sale that was held by the Treasurers office. They sold 4 of the 12 properties and after all back taxes and fees were taken out Menominee County is ahead between \$10,000 - \$11,000.

Moved by Com. Furlong, supported by Com. Lang to approve resolution 2010-14 ~ Honoring Mary Reines for her years of service to Menominee County. Motion was approved 4-0

Moved by Com. Furlong, supported by Com. Lang to approve the bid submitted by WEB Communications Inc. for the intercom portion and Twin City Electric Inc. for the cabling and telephone portion of the County Jail Telecommunication system upgrade in the amount of \$53,723. Funds will be disbursed from account # 101-103-998-.00 (Designated Building Projects). Motion was approved 3-1 with Com. Anderson voting nay.

Moved by Com. Anderson, supported by Com. Meintz to approve the bid submitted by Valley Mechanical Inc. in the amount of \$229,700 for the County Jail Heating Ventilation & Air Conditioning (HVAC) system. Funds will be disbursed from account #101-103-998.00 (Designated Building Projects). Motion was approved 4-0.

Moved by Com. Furlong, supported by Com. Anderson to approve resolution 2010-16 ~ Designating Menominee County a Recovery Zone & Authorizing Appropriate Bond Issuance. Motion was approved 4-0.

Moved by Com. Furlong, supported by Com. Anderson to approve submission of the final draft of the amended Board Bylaws, rules, policies and charters of standing committees. Motion was approved 4-0.

Moved by Com. Furlong, supported by Com. Lang to allow the County Treasurer to obtain information pertaining to the cost and possible purchase of state owned land located in Menominee County currently being released by Department of Natural Resources & Environment. Diane Lesperance explained that she spoke with Marlene Harris from DNRE and the county would need to let them know which parcels they are interested in by August 4th. The county would not be obligated to buy these parcels, but the county would have the first right to purchase. Motion was approved 4-0.

Moved by Com. Furlong, supported by Com. Lang to approve the Teen Court fund (296-000-443.01 revenue; 296-667-801.02 expense) and Drug Testing fund (currently 101-000-667.07 revenue; 101-132-730.00 expense to be created as acct #296-000-443.02 revenue; 296-667-730.00 expense, in 2010/11 budget), become a non-lapsing carry over fund to be carried over from year to year. Motion was approved 4-0.

Moved by Com. Furlong, supported by Com. Anderson to approve payment of Commissioner Per Diems & Expenses as recently submitted. Com. Lang asked if there was an item missing from Com. Meintz's sheet, but it turned out to be too light to read by the copy machine. Motion was approved 4-0.

Moved by Com. Furlong, supported by Com. Anderson to approve the miscellaneous bills as paid on June 9 & 24, 2010 in the amount of \$116,372.79. Motion was approved 4-0.

Moved by Com. Furlong, supported by Com. Meintz to have the August Committee of the Whole, and Regular County Board meeting in Herman'sville at the Meyer Township Hall at 6:00 p.m. Those meeting dates would be August 10th and August 24th respectively. Motion was approved 4-0.

Moved by Com. Furlong, supported by Com. Lang to place Misc. Boards/Committees/Commissions Reports on file. Motion was approved 4-0.

Other Matters that may be Properly Presented to Board: Com. Anderson asked how the resolution regarding mineral rights issue was coming. Com. Anderson would like to see a list of items the County Board would like to get involved in. Com. Anderson would also like to discuss the Shakey Lakes bath house at the next COW meeting.

Informational Items: Com. Furlong discussed the letter the County Clerk received from the Superior Watershed regarding a drop off point in the county for recycling light bulbs. Com. Furlong also discussed the vacancy on the Parks and Rec. Committee left by Judy Bright. This item will be discussed at the next COW.

Public Comment: Diane Lesperance – updated the board on Gov Pay.
Dale Axtel – asked about the # of acres involved in DNRE sale,
Brian Bousley stated 700 acres.
Bob Desjarlis – a bid for the Shakey Lakes bath house.
Jim Moraska – asked the county to subsidize townships for road repairs.

Moved by Com. Anderson, supported by Com. Lang to adjourn at 6:57 p.m. Motion was approved 4-0.

Charlie Meintz, Vice-Chairman

Marc Kleiman, County Clerk

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Brownfield Coalition
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
<p>Ayers Associates contacted Menominee County seeking interest to in forming a Brownfield Coalition with Menominee County and two other entities, possibly the city of Menominee and Delta County.</p>	
RECOMMENDED MOTION	

Submitted by: **Brian Bousley**

 08/19/2010
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):



EPA Brownfields Assessment Grants— Assessment Coalitions

EPA's Brownfields Program is designed to empower states, communities, and other stakeholders in economic redevelopment to work together in a timely manner to prevent, assess, safely clean up, and sustainably reuse brownfields. A brownfield is a property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant. EPA's Brownfields Program provides financial and technical assistance for brownfield revitalization, including grants for environmental assessment, cleanup, and job training.

What are EPA Brownfields Assessment Grants?

Assessment grants provide funding for a grant recipient to:

- Inventory Sites: *Compile a listing*
- Characterize Sites: *Identify past uses*
- Assess Sites: *Determine existing contamination*
- Conduct Planning for Cleanup and Redevelopment: *Scope and plan process*
- Conduct Community Involvement: *Inform and engage community*

What are Assessment Coalitions?

An Assessment Coalition is comprised of three or more eligible entities. The lead coalition member submits a Community-wide Assessment grant proposal on behalf of itself and the other members. The coalition may request up to **\$1 million** to work on a **minimum** of **five** hazardous substance and/or petroleum sites.

Who is Eligible to Apply as a Coalition for an Assessment Grant?

Eligible entities, including those with existing brownfields assessment grants, are: state, local and tribal governments, with the exception of certain Indian tribes in Alaska; general purpose units of local government, land clearance authorities, or other quasi-governmental entities; regional councils; redevelopment agencies; and government entities created by state legislatures.

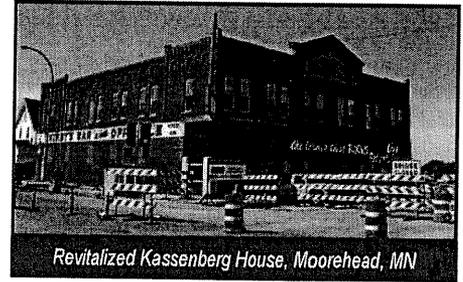
- **Coalition** members are **not** eligible to apply for individual Community-wide or Site-specific Assessment grants **in the year they apply as part of a coalition.**
- **Nonprofit** organizations are **not** eligible to apply.
- Some **properties** are **ineligible** for funding unless EPA makes a site-specific funding determination.

Why Coalition Assessments?

- Increases access to assessment resources for communities that might have limited resources to administer a brownfield grant.
- Helps a state or county to focus assessment dollars on geographical areas with the greatest need over a given time. The larger pool of funding allows the coalition to shift geographic focus to new areas as revitalization needs are identified.

Assessment Coalitions – The Basics

- The grant recipient (lead coalition member) **must** administer the grant, be accountable to EPA for proper expenditure of the funds, and be the point of contact for the other coalition members.
- Assessment Coalition grants are **Community-wide**.
- Assessment Coalitions **must** assess a minimum of five sites regardless of funding request (e.g., less than or up to \$1 million).
- Assessment Coalitions may request petroleum *and/or* hazardous substance funding as long as the request is not over \$1 million.
- A **Memorandum of Agreement** (MOA) documenting the coalition's site selection process must be in place prior to the expenditure of any funds that have been awarded to the lead coalition. It is up to the coalition to agree internally about the distribution of funds and the mechanisms for implementing the assessment work.
- A tribal community can be the lead coalition member or part of any coalition where the other coalition members are eligible entities.



Revitalized Kassenberg House, Moorehead, MN

- Assessment Coalitions can cross regional boundaries, but will be managed out of the EPA Region where the grant recipient is located.
- An eligible city entity and a redevelopment authority from the same locality can be coalition members provided the entities are separate legal entities under state and local law.
- No more than \$200,000 can be expended on a site.
- For Assessment Coalitions involving state entities:
 - *Only one eligible state entity can apply as the lead coalition member (e.g., state environmental agency, state economic development agency) or be part of a coalition. An eligible state entity cannot be a member of two or more Assessment Coalitions.*
 - *If an eligible state entity is part of a coalition that receives an Assessment grant, no additional Assessment grants can be awarded to state entities from the grant recipient's state.*

What are Some Examples of How Assessment Coalitions Work?

Example #1

A state agency applies for EPA Brownfields funding together with several smaller communities as members of a coalition. The state assumes the role of "recipient" (i.e., the entity that would administer the grant, is accountable to EPA for proper expenditure of the funds, and acts as point of contact for other coalition members). These entities have formed a coalition to target numerous sites that have become blighted and/or under-utilized along an historic highway running through the communities.

Example #2

A coalition of metro municipalities, such as one large city and several surrounding cities/towns, could apply for \$1 million. In a given year, one coalition member's site assessment needs may be relatively minimal compared to another member's, or the ability to assess a targeted site may be complicated by legal access issues. Priorities can

Brownfields Assessment grants do not provide resources to conduct cleanup or building demolition activities. Cleanup assistance is available under EPA's Cleanup or Revolving Loan Fund (RLF) grants. Information on EPA's Brownfields Cleanup and RLF grants can be found on the EPA Brownfields Web site at: www.epa.gov/brownfields.

be set each year to conduct assessments on the properties that have the most immediate need.

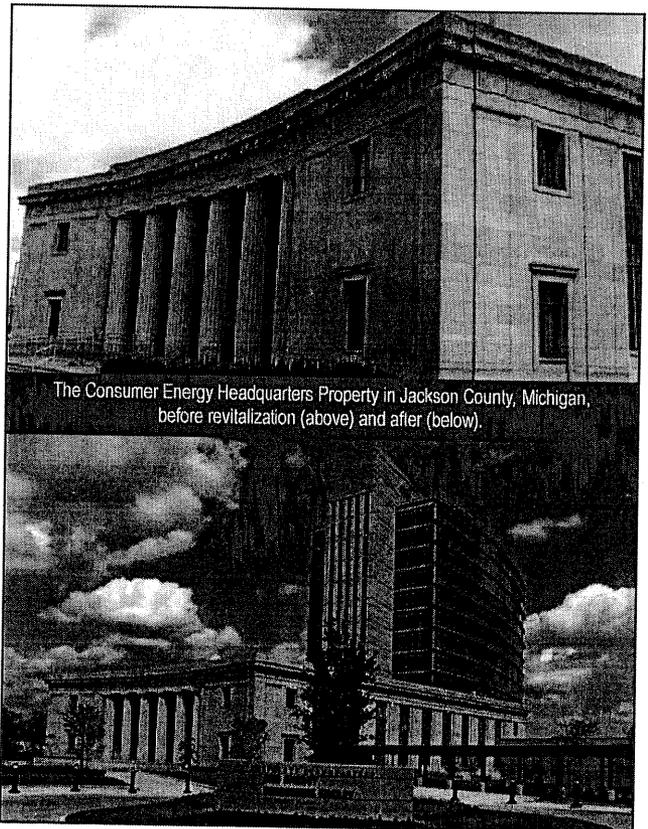
How Do I Apply as a Coalition for an Assessment Grant?

A single, eligible entity applies as a coalition for a Community-wide Assessment grant on behalf of itself and other eligible entities. A Community-wide proposal submitted by a coalition **must** include:

- Applicant information (e.g., describe all jurisdictions covered under the proposal, and provide their general populations).
- Applicable mandatory attachments (e.g., coalition applicants for Assessment grants must document how all coalition members are eligible entities; and all coalition members must submit a letter to the potential grant recipient in which they agree to be part of the coalition).
- Responses to evaluation criteria.

How Long is the Performance Period for an Assessment Grant?

The period of performance for an Assessment grant is three years.



The Consumer Energy Headquarters Property in Jackson County, Michigan, before revitalization (above) and after (below).

Coalition Assessment Grants

Additionally, assessment proposals may be submitted by coalitions of eligible entities to pool their grant funds (see section III.A. for a list of entities eligible to apply for an assessment grant; existing grantees are eligible entities). A coalition is a group of three or more eligible entities that submits one grant proposal under the name of one of the coalition participants who will be the grant recipient, if selected. Coalition members may not have the same jurisdiction (for example, different departments in the same county) unless they are separate legal entities (for example, a city and a redevelopment agency). The grant recipient must administer the grant, be accountable to EPA for proper expenditure of the funds, and be the point of contact for the other coalition members. Assessment coalitions may submit only one proposal up to \$1,000,000. All coalition assessment grant proposals must be community-wide proposals; therefore, the applicant does not need to respond to the site eligibility threshold criteria in section III.C.3. Site eligibility will be determined after grant award and prior to expending grant funds at any site. Coalitions will be required to assess a minimum of five sites. A Memorandum of Agreement (MOA) documenting the coalition's site selection process must be in place prior to the expenditure of any funds that have been awarded to the coalition. The purpose of the MOA is for coalition members to agree internally about the distribution of funds and the mechanisms for implementing the assessment work. MOAs do not need to be included as part of your proposal.

Coalition members are not eligible as applicants for additional community-wide or site-specific assessment grants. A coalition member wishing to apply as a separate applicant must withdraw from the coalition to be eligible for individual assessment funds.

SECTION III - APPLICANT AND SITE ELIGIBILITY INFORMATION

III.A. Who Can Apply?

The following information indicates which entities are eligible to apply for an assessment grant.

Nonprofit organizations are not eligible to apply for an assessment grant.

General Purpose Unit of Local Government. (For purposes of the brownfields grant program, EPA defines general purpose unit of local government as a "local government" as defined under 40 CFR Part 31.)

Land Clearance Authority or other quasi-governmental entity that operates under the supervision and control of, or as an agent of, a general purpose unit of local government.

Government Entity Created by State Legislature.

Regional Council or group of General Purpose Units of Local Government.

Redevelopment Agency that is chartered or otherwise sanctioned by a state.

State.

Coalitions applying for assessment grants must document how all coalition members are eligible entities. All coalition members must submit a letter to the grant applicant (lead coalition member) in which they agree to be part of the coalition. **Attach these letters to your proposal.**

SAMPLE

BROWNFIELDS ASSESSMENT COALITON

MEMORANDUM OF AGREEMENT BETWEEN THE FOLLOWING PARTIES: XX, YY, AND ZZ

PLEASE NOTE: The following eight items are the MINIMUM elements that must be included in an Assessment Coalition Memorandum of Agreement (MOA). Applicants are responsible for adhering to these elements and signing this MOA prior to the expenditure of any assessment funds. Members may choose to add elements to this MOA. The MOA is required per the Brownfields Assessment Grant Terms and Conditions and must be reviewed by the EPA Project Officer to ensure (1) all required MOA elements are included; (2) all coalition members have signed the MOA; and (3) any additional MOA elements are legal under the Brownfields Law and do not contradict Assessment Grant Terms & Conditions.

This Memorandum of Agreement documents the roles and responsibilities of the various parties involved in the Assessment Coalition with regard to EPA Cooperative Agreement No: BFxxxxxxxxx.

1. On _____ EPA awarded the Cooperative Agreement to the Lead Coalition Member XX. The grant period is October 1, 20## through September 30, 20##. XX is responsible to EPA for management of the cooperative agreement and compliance with the statutes, regulations, and terms and conditions of the award, and ensuring that all members of the coalition are in compliance with the terms and conditions.

2. It is the responsibility of XX to provide timely information to the other Coalition Partners regarding the management of the cooperative agreement and any changes that may be made to the cooperative agreement over the period of performance.

3. The Coalition Partners are YY and ZZ. The contact information is as follows:

YY

Project Manager

Address

Phone Number

Email Address

And

ZZ

Project Manager

Address

Phone Number

Email Address

4. Activities funded through the cooperative agreement may include inventory preparation, site selection criteria development, assessments, planning (including cleanup planning) relating to brownfield sites, and outreach materials and implementation, and other eligible activities. XX may retain consultant(s) and contractors under 40 CFR 30.36 to undertake various activities funded through the cooperative agreement and may award subgrants to other coalition members under 40 CFR 31.37 for assessment projects in their geographic areas. Subgrantees are accountable to XX for proper expenditure of funds.

5. The Lead Coalition Member will procure the consultant(s) in compliance with 40 CFR 31.36 requirements. The Lead Coalition Member will issue the Request for Proposals or Request for Qualifications and will be the entity responsible for receipt of the submitted proposals and selection and award of contracts. XX will consult with other coalition members in making selections of consultants and contractors and negotiating the terms of agreements.

6. The Lead Coalition Member, in consultation with the Coalition Partners, will work to develop a site selection process based on agreed upon factors and will ensure that a minimum of five sites are assessed over the life of the cooperative agreement. Selected sites will be submitted to EPA for prior approval to ensure eligibility. Note: *Lead Coalition member and each of the Coalition Partners may agree upon a minimum number of sites assessed per member at the start of the cooperative agreement to ensure equitable distribution of funds across all members' jurisdictions.*

7. Upon designation of the specific sites, it will be the responsibility of XX to work with the coalition member in whose geographic area the site is located to finalize the scope of work for the consultant or contractor. It will be the responsibility of this member to obtain all required permits, easements, and/or access agreements as may be necessary to undertake assessments at the selected site. If this member does not have the capacity to perform these activities XX may assist in securing necessary site access agreements and permits.

8. The Lead Coalition Member is responsible for ensuring that other activities as negotiated in the workplan, such as community outreach and involvement, are implemented in accordance with a schedule agreed upon by XX and the coalition member in whose geographic area the site to be assessed is located.

Agreed:

XX Lead Coalition Member/Date

YY Coalition Partner/Date

ZZ Coalition Partner/Date

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	MERS
DEPARTMENT:	Administration
ATTACHMENTS:	No
SUMMARY:	
Tom Jordan to discuss other employee benefits offered through MERS of Michigan.	
RECOMMENDED MOTION	

Submitted by: **Brian Bousley**

 08/19/2010
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 AGENDA ITEM

SUBJECT:	Resolution
DEPARTMENT:	Administration/Board
ATTACHMENTS:	Yes
SUMMARY: Resolution honoring Floyd Berger.	
RECOMMENDED MOTION	

Submitted by: **Brian Bousley**

 08/19/2010
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 – Where the best of Michigan begins”

MENOMINEE COUNTY BOARD OF COMMISSIONERS

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

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

RESOLUTION 2010-17

HONORING

FLOYD BERGER

WHEREAS; Floyd Berger served as a Menominee County Commissioner for eight years (1/1/1998 to 12/31/2008); and has faithfully and efficiently performed his duties as a County Commissioner; and

WHEREAS, Floyd contributed greatly to the Menominee County community through his appointments to many boards and committees which included; Northpointe, Michigan Works, CUPPAD, UPCAP, Pinecrest, Personnel, Building & Grounds and Law Enforcement;

WHEREAS, Floyd was willing to give of himself in both time and service for the benefit of Menominee County and;

WHEREAS, he has been a credit to the County of Menominee and has exemplified Public Service at its finest, carrying forward a sense of pride to our County;

THEREFORE BE IT RESLOVED THAT, the Menominee County board of Commissioners, hereby recognize Floyd Berger for his eight years of loyal and faithful service to the citizens of Menominee County.

Gary Eichhorn, Board Chairman

Date

Marc Kleiman, County Clerk

Date

Gary Eichhorn - Chairperson

Charlie Meintz - Vice Chairperson

Bernie Lang

James Furlong

Garry Anderson

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Bids for Engineered Drawings for Shakey Lakes Bathhouse/Sanitation Station and Septic/drain field
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
<p>3 bids for the project are attached. Companies are: UP Engineers & Architects, Inc. Enterprise Engineering Consultants, LTD DGR Engineering, LLC</p>	
RECOMMENDED MOTION	
Approve vender for engineered plans for Shakey Lakes Bathhouse project.	

Submitted by: **Brian Bousley**

 08/19/2010
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

	Approved
	Disapproved
	Approved with the following change(s):

MENOMINEE COUNTY
MENOMINEE, MICHIGAN

BID
RECAPITULATION

ITEM(S): Engineered Drawings for Shakey Lakes Bathhouse, Sanitation Station, & Septic/DrainField

Name/Address/Phone	BID	Information
UP Engineers & Architects, Inc 1701 Dunlap Square, Suite B Marinette, WI 54143 715-732-4188	\$20,000	Bid attached
Enterprise Engineering Consultants, LTD 710 French Street Peshtigo, WI 54157 715-582-4501	\$20,300	Bid attached
DGR Engineering Suite C, 54 N. U.S. Hwy 41 Carney, MI 49812 906-639-3122	\$9,250	Bid attached

RECOMMENDED BID AWARD TO: _____ IN THE AMOUNT OF: \$ _____

BIDS OPENED ON: August 4, 2010

IN THE PRESENCE OF: Brian Bousley, James Furlong, Sherry Smith



U.P. Engineers & Architects, Inc.

1701 Dunlap Square, Suite B, Marinette, Wisconsin 54143

Tel 715.732.4188 • Fax 715.732.4189

Marinette@UPEA.com • www.UPEA.com

July 30 2010

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

Re: Engineered Plans for a new; Bathhouse, Sanitation Station, and Septic/Drain Field

U.P. Engineers & Architects, Inc. (UPEA) is pleased to submit a letter of interest on the Shakey Lakes Park bathhouse, sanitation station, and septic/drain field design project. U.P. Engineers & Architects' responsible office for this project is our Marinette office. Allen Walker, PE, Project Manager, will serve as the contact and may be reached in our Marinette office at 715.732.4188 or via e-mail at awalker@upea.com. The Marinette office is located at 1701 Dunlap Square, Suite B.

Statement of Qualification: U.P. Engineers & Architects, Inc. has completed numerous projects incorporating restroom facilities, sanitation disposal, and septic system holding tanks throughout the State of Michigan. U.P. Engineers & Architects serves commercial, industrial, institutional and residential clients across the Upper Peninsula, Lower Michigan and Wisconsin. Among our employees are professional engineers, architects, landscape architects, surveyors, town planners, and environmental engineers. We were founded in 1957 and we are the largest professional-services firm based in the Upper Great Lakes region. Our firm has established a good working relationship with the State of Michigan and with this experience knows how to successfully meet the needs and desires of the State.

Project Approach:

Project Description: Menominee County is soliciting proposals for the design of Engineered Plans for a new: 1. Bathhouse 2. Sanitation Station 3. Septic/Drain Field

Menominee County Shakey Lakes Bathhouse Project: Cement block construction to withstand the elements and low maintenance, shingled roof. The bathhouse would consist of a Women and Men Restroom with the following fixtures:

- Women Restroom: 6 stools, 6 sink (one of stool and one sink ADA approved)
- Men Restroom: 5 stools, 3 urinals, 6 sink (one of the stools and one sink ADA approved)
- Windows to be replaced on exterior wall of the Men and Women Restroom
- Access to all water lines and plumbing cleanouts to be located on the mechanical room for ease of maintenance
- Unisex showers with a shower stall area and a bench changing area. One shower unit will be ADA approved
- Cement apron around the side of the building width to code and to be able to comply with ADA requirements
- Interior of bathhouse to conform to DEQ regulations for flooring and walls
- The measurements and placement of fixtures to meet any building code and or DEQ codes

Menominee County Shakey Lakes Sanitation Station:

- The sanitation Station is to be parallel to the existing road, with easy turn off and access back to main road
- Blacktop of the lanes and width of the lanes to accommodate larger RVs, campers and fifth wheels
- Center to house Pump Station and Clean Water Station

Menominee County Shakey Lakes Septic System/Holding Tank

- The septic system/holding tank would need to be able to handle the sanitation station and the bathhouse. There is a field behind the proposed site and possibly to the side of the proposed site
- Everything within the specification listed needs to be able to meet all requirements for the State of Michigan DEQ, DNRE, Building Code, Campground and ADA regulations and compliance

Scope of Work: U.P. Engineers and Architects proposes to design and prepare construction documents for a bathhouse, sanitation station, and a septic system/holding tank located in Shakey Lakes Park; Menominee County, Michigan. The scope of work completed by UPEA's project team will include Architectural, Mechanical, Plumbing and Electrical engineering for the above Project Approach and includes the following:

- Assistance with code review and plan submittal to the State of Michigan
- Assistance with Bidding Phase to allow selection of contractors to execute the work
- Assistance with Construction Administration

UPEA will prepare Construction Documents that will incorporate the items discussed in the DD phase and will include the following:

- Project cover sheets that include general information
- Site plan sheets showing contractor access and staging areas
- Architectural Floor plans and details
- Mechanical, Plumbing, and Fire Protection Floor Plans
- Mechanical, Plumbing, and Fire Protection Details and Schedules
- Electrical Floor Plans
- Electrical Details and Schedules
- Specification Book for all disciplines including contractual requirements of the Owner

U.P. Engineers and Architects will host a meeting to review the construction documents. The purpose of this meeting will be to review the construction documents and prepare to send the plans out for bidding. Attendees at this meeting will include all primary design and management personnel from UPEA and the Owner.

The following items have not been included in the above scope of work:

- Permit or Plan Review fees
- Reproductions of Construction Documents and Specifications

Although U.P. Engineers and Architects provides an extensive amount of experience and research in integrated design and master planning, the optimum design solution requires an open and honest relationship between the client and UPEA. Communication and client feedback throughout the planning process is imperative as we move forward in the development of the project and UPEA will look to the owner for valuable insight concerning operational and functional requirements. U.P. Engineers and Architects will also require the client to approve and grant permission to proceed at various points along the design process to insure added value to your project.

The following pages describe UPEA's **Eight - Phase** Planning/Design Process in reference to the Shakey Lakes Park Project:

Phase 1: Continued Project Programming

The Programming Phase is the most important step to establish the basis for undertaking and accomplishing the project. The project program forms the basis for all work performed by UPEA and establishes the design criteria and constraints which direct the project. Cost estimation, site data, master plan and expansion, code restrictions, and time restraints are also evaluated at this time.

Phase 2: Project Site Analysis and Study

During this phase, information about the project site or alternative sites is gathered and evaluated. Types of information which may be obtained include zoning, utilities, geotechnical data, environmental features and survey data. Projects which consist of conducting a study and providing a report or plan (such as municipal plans, environmental site assessments, utility rate studies, etc.) may be completed during this phase.

Phase 3: Preliminary Design Phase

Communication between the client and UPEA will be crucial during phase 3 to establish typical and significant conditions that directly impact the work to be done by all disciplines. The work done during this phase will help to provide a glimpse of the visual appeal the structure will bring to its surroundings as well as determine how people will move throughout the structure and interact within the space. Scale, massing, shape and proportions are also structural issues addressed during this phase.

Phase 4: Design Development

During this phase, all design issues are resolved, and typical or significant parts of the design are developed in detail, coordinated, and finalized in preparation for contract document preparation. The design development phase incorporates six distinctive tasks: design development drawings, outline specifications, verifying design assumptions with approval agencies, construction cost estimation, in house review, and client review and approval. UPEA will establish the extent of design development required by identifying typical and critical parts of the design, and significant areas for systems coordination; materials, specifications, equipment, zoning requirements, setbacks for separation of facilities, required parking spaces, significant regulations, site lighting requirements, continued research, code review, site analysis, and project status are evaluated at this time.

Phase 5: Contract Document Phase

The level of completion and quality of the Contract Document Phase allows UPEA to provide you with an accurate overall project budget and preliminary construction cost estimates. The production drawings and building specifications communicate precise information in a concise manner. Detailed project specifications and drawings translate the conceptual design into competent, workable and easily understood construction documents. These documents allow a contractor to submit a bid for the facility and ultimately construct the complex in conformance with the total coordinated set of construction documents.

Phase 6: Bidding and Negotiations

Our role during the bid process is to advise and oversee the contract bid phase and negotiations by preparing pre-bid guidelines and address key pre-bid items. This vital process allows you to select and review multiple bid contracts regarding your project. Ultimately, UPEA will organize a pre-bid meeting discussing invitation to bid notifications, bid advertisements, important dates and submittals, bid opening, negotiations and selection, contract evaluations, and award recommendations. UPEA will also provide you with a list of qualified/licensed contractors and organize clarifications and questions concerning the construction documents and project phasing. Change notifications and Addenda's will be prepared to notify all bidding contractors of discrepancies within the construction documents or changes to the scope of work.

Phase 7: Construction Administration

During the Construction Administration phase, UPEA's project representative will monitor work progress versus the construction schedule and keep you informed of the progress of the work and problems. Our representative will obtain and review the contractor's progress schedule and advise you on potential revisions to the anticipated occupancy date. UPEA will also receive and review the contractor's application for payment and certify that the quantity of work listed in the application is in place and complies with the contractor documents. As construction comes to a close it will be the role of the project representative to receive notification of substantial completion from the contractor and inspect the work to prepare a "Punch List" of incomplete or defective work. UPEA will then notify and assist all governmental parties involved in required inspection before occupancy, assist in obtaining occupancy permit, and receive and review contractor's final application for payment.

Phase 8: Post Construction Administration

To make the closing process as painless as possible, assistance for start-up and operation and maintenance of facilities constructed or installed by the project is provided during this phase. Project close-out activities, such as archiving files, drawings, and computer data and conducting project analyses are accomplished as well. The preparation of record drawings (as built drawings) will be prepared by UPEA, when required to be furnished by the construction contract. These drawings are to show all deviations from the construction documents which occur during the period of construction.

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Proposed Schedule:

Planning Phases

- ✓ Phase 1: Continued Project Planning
- ✓ Phase 2: Site Analysis
- ✓ Phase 3: Preliminary Design

Design Development

- ✓ Phase 4: Design Development
- ✓ Phase 5: Contract Document

Bidding and Negotiations

- ✓ Phase 6: Bidding & Negotiations

Construction Administration

- ✓ Phase 7: Construction Administration
- ✓ Phase 8: Post Construction Administration

Project Fees: Our fee methodology consists of a percentage fee approach for steps 1 through 3 of the planning procedure. These initial steps in our process will help drive out the total project scope and budget. Upon completion of Step 3, a "lump sum" will be proposed for Steps 4 through 6 and a "time and materials" fee will be proposed for Steps 7 and 8. With this approach, you will have a clear understanding of the entire design fee prior to the commencement of Step 4. For budgeting purposes, a percentage of project cost range, based on past projects, is listed below for Steps 4 through 8.

The fee for the proposed scope of work will be **\$20,000.00, twenty thousand dollars and zero cents.**

Professional services by design phase:

- | | |
|-------------------------------------|---|
| 1. Continued Project Programming | Percentage Fee - 4%* |
| 2. Site Analysis | |
| 3. Preliminary Design | |
| 4. Design Development | Lump Sum - 3% to 4% of project cost |
| 5. Contract Document | |
| 6. Bidding & Negotiations | |
| 7. Construction Administration | |
| 8. Post Construction Administration | Time and Materials - 1% to 2% of project cost |

* Based on an estimated \$200,000.00 construction budget

Key Project Staff: U.P. Engineers and Architects, Inc. has assembled a highly qualified team of principals, engineers, designers and professionals. All of the team members have worked together on past projects and will bring those experiences and positive team dynamic to the Menominee County Shakey Lakes Park Project. The key team players that will be actively involved with this project are listed below:

William Walker, PE – Principal-in-Charge, **John Seaborg, AIA** – Architect, **Glen Johnson, PE** – Mechanical Engineer, **Lee Bunting, AIA** – Associate Architect, **Brian Krah** – Designer, **Misty Knopik** – Clerical

We trust that U.P. Engineers and Architects, Inc. will merit your confidence and favorable consideration for this assignment. We look forward to continuing our successful working relationship with the state on this project.

Sincerely,



Lee Bunting
 Associate Architect
 U.P. Engineers & Architects, Inc
 1701 Dunlap Ave, Suite B
 Marinette, WI 54143
 (715) 732 - 4188
 (800) 872 - 9013
 (715) 732 - 4189 Fax
 www.upea.com



**ENTERPRISE ENGINEERING
CONSULTANTS, LTD.**

Address: 710 French Street
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- Engineering
- Complete Building Design Services

E-mail: gen06@eecltd.com
Phone: 715.582.4501
Fax: 715.582.4975

"Serving clients by developing efficient and creative solutions."

August 2, 2010

Menominee County Administrative Office
839 10th Avenue
Menominee, MI 49858
Attn: Mr. Brian R. Bousley

Re: Proposed Bath House, Pump Station, and Drain Field
Shakey Lakes Park
Stephenson, Michigan
EEC Job No.: 8314

Dear Mr. Bousley:

Thank you for the opportunity to submit this proposal for Professional Engineering Services. Our proposal is to prepare drawings and specifications required for plan approval from local and state agencies and for bidding and construction.

Project description:

New handicap accessible Bath House containing Men's and Women's toilet facilities and four shower rooms. A sewage dump station and drain field are also included in the project.

Our proposal is based on the project description as defined in your request for proposal faxed to our office on July 30, 2010.

Project assumptions:

This proposal is based on the following assumptions.

1. Adequate space and soil conditions are present to accommodate the required drain field.
2. The Bath House will be unheated.

Engineering services:

This proposal is divided into (3) three levels of service including; (1) **Design and Construction Documents**, (2) **Bidding Administration**, (3) **Contract Administration**.

- (1) **Design and Construction Documents** (minimum required for code approval)
- a. Site visit and measurements.
 - b. Code review including contacting applicable code authorities as required.
 - c. Partial site survey.
 - d. Meet with the Owner/building committee to review proposed site plan, floor plan, and elevations. One meeting is included.
 - e. Soil and sediment control plan.
 - f. Ten (10) sets of construction documents which will include:
 - Partial site/location plan (as required for plan review).
 - Drain field plan and details.
 - Dump Station plan and details.
 - Bath House floor plan.
 - Exterior elevations.
 - Interior elevations and sink/vanity top detail.
 - Partial section and required details.
 - Footing and foundation plan.
 - Roof framing plan.
 - Plumbing plan.
 - Electrical plan. (to include location and sizing of mechanical ventilation).
 - Specifications and bid documents.

(2) **Bidding Administration**

- a. Distribution of bid documents.
- b. Conduct one pre-bid walk-thru.
- c. Answer pre-bid questions.
- d. Addendum generation (if required).
- e. Post bid bidder qualifications.
- f. Letter of recommendation to the Owner.

(3) **Contract Administration**

- a. Generate an Owner/Contractor contract.
- b. Three (3) onsite inspections.
 - Footing.
 - Substantial Completion.
 - Final Completion.
- c. Punch list generation.
- d. Review contractor billings.
- e. Contract closeout paperwork.

Fees for the above work will be provided at the following rate:

The proposed fees for Professional Engineering services for the work defined above is:

(1)	Design and Construction Documents	\$20,300.00
(2)	Bidding Administration	\$1,200.00
(3)	Contract Administration	\$1,100.00

Any additional services required or requested will be billed on an hourly rates as listed below after an A/E contract change order is approved.

Above fees are excluding reimbursable expenses as defined below.

Hourly rates:

▪ ENGINEERING -	\$89.00/hr.
▪ DRAFTING -	\$58.00/hr.
▪ MEP/ARCH. DESIGNER -	\$69.00/hr.
▪ CLERICAL (Reports) -	\$39.50/hr.
▪ TIMBER INSPECTION ENGINEERING -	\$108.00/hr.
▪ TRAVEL (Engineer)-	\$89.00/hr.
▪ MILEAGE -	\$ 0.50/mi.

Specific items not included in this agreement:

1. Plan review fees.
2. Permit fees.

Reimbursable Expenses:

Reimbursable Expenses are additional charges for services rendered in the interest of the project.

1. Reimbursable Expenses:
 - a. Document Reproduction, postage and handling:

8 1/2x11 photocopies	\$0.10/sht.
Large phot0copies	\$ 0.16/s.f.
 - b. Mileage: \$0.50

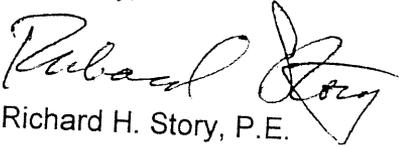
We will invoice for our services on a monthly basis or at the completion of the work, whichever comes first. Payment of all invoices shall be received in full within 30 days of the date of invoice. Interest shall accrue on any amounts unpaid after 30 days at the simple annual interest rate of 12 %.

This offer is valid for 60 days.

We look forward to working with you on this project.

If this proposal is acceptable, please sign and date both copies and return one.

Sincerely,



Richard H. Story, P.E.

Please initial for the services requested:

- (1) ***Design and Construction Documents***
- (2) ***Bidding Administration***
- (3) ***Contract Administration***

This Agreement Accepted for the services identified above By:

Signature:

Title:

Date:



Suite C, 54 N. U.S. Highway 41
Carney, Michigan 49812
906.639.3122 Fax: 906.639.3126

**PROFESSIONAL ENGINEERING SERVICES
PROPOSAL
SHAKEY LAKE PARK
BATHHOUSE AND SANITARY STATION
MENIOMINEE COUNTY, MICHIGAN**

July 30, 2010

Prepared by

DGR Engineering, LLC

Suite C, 54 N. Highway U.S. 41
Carney, MI 49812
906.639.3122

• Grant writing • Water • Wastewater • Site Condominiums • Roads • Subdivisions • Permitting

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SECTION 2 – SIMILAR EXPERIENCE

SECTION 3 – PROJECT DESCRIPTION

SECTION 4 – PROPOSED SERVICES

SECTION 5 – DESIGN SERVICES FEE: **(\$9,250)**

SECTION 6 – PAST EXPERIENCE

SECTION 7 – PERSONNEL (Resumes')

SECTION 1 – COMPANY PROFILE

DGR Engineering, LLC is a civil engineering firm based in Carney, Michigan. DGR has been offering services to clients in the Upper Peninsula and Wisconsin since .

For this project, DGR proposes to partner with Mountain Engineering, Inc. of Iron Mountain, Michigan. Our variety of experience and expertise allows us to partner with clients and form an exceptional team of professionals to assist with the completion of a project. Menominee County will be working directly with the individuals responsible for design services.

DGR and Mountain Engineering are part of a group of individuals with the common goal of providing quality engineering design and inspection services to clients throughout the Midwest including Michigan, Wisconsin, Minnesota, North Dakota, Ohio and Indiana. Mountain Engineering, Inc. has two professional engineers, two professional surveyors and an architect on staff.

SECTION 2 – SIMILAR EXPERIENCE

DGR Engineering, LLC and Mountain Engineering, Inc. are building a reputation of providing timely services at a fair price. We have worked on one bathhouse projects in the last five years. We completed the State on Michigan submittal drawings and application packages for approval and inspection of these projects.

Currently in-house we are completing the design and permitting of a 56 room suites motel, with separate sleeping rooms and kitchenettes. The design includes a lobby, restaurant, conference rooms, laundry facilities and a recreational room.

Our office structure and technical software allow us to effectively compete with other area firms and present a quality project in a timely manner and at a reasonable cost.

SECTION 3 – PROJECT DESCRIPTION

Our understanding is that the County has applied for a grant for construction of a new Bathhouse and Sanitation Station with associated road, holding tanks and septic system for the Shakey Lakes Campground. Our understanding is that this project will occur only if the grant is received.

Our proposal is based on the following understandings:

- There is sufficient land to construct the project at the campground.
- The soils at the campground are satisfactory for a standard in-ground septic system.
- There is sufficient water supply existing to supply the proposed bathhouse and sanitary station.
- This Proposal does NOT include the following:
 - Construction Specifications. Notes are to appear on the drawings describing construction requirements.
 - Bidding Documents
 - Permit Applications
 - Permit Fees
 - Cost for subcontractor to provide backhoe cuts for Health Department inspection of proposed septic system soils.
 - Construction Staking
 - Construction Testing
 - Construction Observation (Inspection)

SECTION 4 – PROPOSED SERVICES

Based on our understanding of the project, DGR Engineering, LLC. proposes to complete the scope of services outlined below:

PHASE 1 DESIGN

- Initial Project Meeting – Good communication is one of the most critical aspects of the success of a project. To insure a good solid start and successful outcome a meeting will be held with the Menominee County Representatives to review the project and discuss design concepts and alternatives. We would discuss the expectations of the Menominee County and review project requirements. Designation of responsibilities and a timetable will be established. Initial fieldwork to confirm design parameters and the gathering of other pertinent information required for the design will be discussed.
- Field Verification Work – This work includes conducting on-site visits to the review the site. A topographic survey of the site will be completed. Existing reports and evaluations will be reviewed to obtain any necessary information required to complete the final documents.
- Preliminary Design and Cost Estimate – This work includes determining design parameters and code requirements. Construction techniques and material specifications will be discussed with Menominee County Representatives during the preliminary design phase in an effort to control costs and provide a project that meets the needs and expectations of the Menominee County. Preliminary costs estimates will be provided for review and to assist the Menominee County in making informed design decisions.
- Final Design and Cost Estimate – The project plans and technical specifications will be prepared immediately following the review and approval of the preliminary plans by Menominee. The final design will address all American with Disabilities Act (ADA), state and local requirements. A final construction cost estimate will be calculated and bid quantities estimated for the project. The costs will be developed from recently bid jobs and adjusted for site-specific conditions.

SECTION 5 – DESIGN SERVICES FEE

The estimated design services fee for this project is Nine Thousand Two hundred Fifty Dollars (\$9,250). This fee is based on our past experience for similar projects. The services covered under this proposal will be invoiced on a time and material basis based on the attached Fee Schedule

This is a Not-to-Exceed fee for the scope of services provided in this proposal. This fee will not be exceeded without a signed change in scope and the complete understanding and approval of Menominee County.

SECTION 6 – PAST EXPERIENCE

A partial list of our past experience is as follows.

PROJECT	OWNER	A/E EST.	ACTUAL BID
Hannahville Elder Housing Complex	Robert Mattson Hannahville Indian Community P.O. Box 351 W399 Hwy. 2&41 Harris, MI 49845 Phone (906) 466-2941	1,000,000	890,000
Spring Lake Animal Shelter	Bill Hardacre Spring Lake Animal Shelter W8459 Shelter Drive Iron Mountain, MI 49801 Phone (906) 774-1005	350,000	205,000
Evergreen Assisted Living Kingsford	Mike Moroni Moroni Building, Inc. 1820 Mary's Way Kingsford, MI 49802 Phone 906-774-8943	500,000	No Bid
Louis and Clark Motel, North Dakota	Joe LaFave N3939 Hwy. US. 2 Iron Mountain, MI 49801 Phone 906-774-5616	4,000,000	No Bid
Northpointe Adult Foster Care Facility Kingsford	George Lemerond Northpointe Behavioral Healthcare Systems 715 Pyle Drive Kingsford, MI 49802 Phone (906) 779-0547	250,000	No Bid
Northpointe Adult Foster Care Facility Menominee	Ric Sanderson Sundance Builders 725 Main Street Norway MI 49870 Phone (906) 563-9265	350,000	No Bid
Northpointe Adult Foster Care Facility Norway	Ric Sanderson Sundance Builders 725 Main Street Norway MI 49870 Phone (906) 563-9265	750,000	No Bid
B Street Assisted Living and Nursing home	Joe LaFave Lakeside Builders, Ltd. N3939 Hwy. US. 2 Iron Mountain, MI 49801 Phone 906-774-5616	1,250,000	No Bid
Oak Crest Retirement Village	Ric Sanderson Sundance Builders 725 Main Street Norway MI 49870 Phone (906) 563-9265	\$1,196,000	No Bid
Wee Care Day Care Center	Brad Staedt Hercules Construction W7696 Indiana Mine Iron Mountain, MI 49801 Phone (906) 396-1064	25,000	No Bid

A note of "No Bid" means that we were not given the bid prices or that the project was not bid.

SECTION 7 – PERSONNEL

The project team assembled to assist the Menominee County will be composed of experienced individuals. The proposed team members and their project responsibilities are as follows:

Daniel G. Routhier, P.E. – Primary contact responsible for client communication, design team coordination, responsible sanitary station and septic system design and project closeout.

Charles Meyer, P.E. – responsible for design of the bathhouse facility, assist with client meetings.

Paul Heupel, AIA – assist with the design and preparation of drawings.

Myron H. Berry, P.E. – assist with soils evaluation, foundation design, plumbing and heating design and assist with onsite review and project closeout.

Jason Poupore, P.S. – Primary surveyor responsible for field work.

The resumes of the individuals responsible for design can be found following this section.

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	HVAC – Control unit for the upgraded system
DEPARTMENT:	Administration
ATTACHMENTS:	YES
SUMMARY:	
<p>Approve the updated/original plan design for control system for the HVAC unit bid in the jail, installation through Valley Mechanical. Cost of the upgraded control system is \$14,500.</p>	
RECOMMENDED MOTION	

Submitted by: **Brian Bousley**

 08/19/2010
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):

Brian Bousley

From: dave dunn [valleymechanical@live.com]
Sent: Monday, August 16, 2010 10:58 AM
To: Brian Bousley
Subject: Hvac system

Brian Myself and Tim from Energy Control Design have come up with a simple way to convert the DDC control system from its normal operation to a stand alone operation with the use of Thermostats. We simply would remove the zone sensor in the space it serves replace it with a stat and make the conection to the equipment wiring at the junction box for the control system. It could then be operational in a mater of a short period of time and reconverted upon the repair to the DDC system. This can be done by any service tech and or your mataince staff with proper traning that will be provided. I am willing to incur the cost of the thermostats for the project and leave them on site in the event you need them. We feel this is simple, quick solution for the concerns your board members expressed to me at the meeting. Note there is no additional up front cost for this option the only cost incured to the county would be if they chose to contract a indepentant firm to make the switch from DDC to thermostats.

Brian I also said I would get the board some information on the control system and what it includes. Here is the following

Operator station is included(pc for mataince staff to operate system)

Training for maintanice staff to use system

The spesification section for DDC controls is 15910 if any technical concerns arise they most likley can be answered in this section.

Thanks Much Dave Dunn

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Video Conferencing (VTC) ~ Prices for Family Court, Jail and Courtroom A
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY: AT&T has submitted a proposal for the equipment and installation of the VTC equipment for the court systems.	
RECOMMENDED MOTION Approve the purchase of VTC equipment for Courtroom A, Courtroom B, Family Court (Judge Hupy's chambers) and the jail in the amount of \$33,034.75.	

Submitted by: **Brian Bousley**

 08/19/2010
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):



AT&T Contact: Jim Ewing
 Phone Number: 734 523 7901
 Email: je9185@att.com

Customer: Menominee - Family Court , Jail, and Court Room A
 Date: 8-12-10

Family Court - Wall Mount with 47 inch Monitor

Type	Manufacturer	Product	Qty
Equipment	Polycom	HDX 6000-720: HDX 6000 HD codec, EagleEye HD with 3m cable, HDX microphone with 25' cable, English Remote, Cable bundle (6' HDMI, 12' LAN), 10' NA power cord, PPCIP,Cnty=54 (Maintenance Contract Required)	1
Maintenance	Polycom	Premier, One Year, HDX 6000 Series	1
Equipment	Dascom	Chief Tilt Wall Mount	1
Equipment	Dascom	Chief Video Camera mount for LTMU (above Display)	1
Equipment	Dascom	Chief Below display codec shelf - used only with chief Tilt wall mount - below display	1
Equipment	Dascom	47 inch monitor with speakers - 1920 x 1080, Tuner, HDMI, VGA and Component interface	1
Install	AT&T	Implementation Coordination	1
Install	AT&T	On-site installation service for Codec and Monitor Bundle - Upper Peninsula	1
		Total \$9,398.31	

Jail - Mobile Cart with 42 inch Monitor

Type	Manufacturer	Product	Qty
Equipment	Polycom	HDX 6000-720: HDX 6000 HD codec, EagleEye HD with 3m cable, HDX microphone with 25' cable, English Remote, Cable bundle (6' HDMI, 12' LAN), 10' NA power cord, PPCIP,Cnty=54 (Maintenance Contract Required)	1
Maintenance	Polycom	Premier, One Year, HDX 6000 Series	1
Equipment	Polycom	Polycom Media Cart w/universal display mnt for 1 x 37"-60" flat panel,3-shelves,5" casters,adjustable monitor height, locking translucent front door, secure back panel, integrated cable mgnt. Order camera mnt, dual display mounts, rack mount separately	1
Equipment	Polycom	EagleEye HD and EagleEye QDX Camera wall/panel/shelf mounting bracket	1
Equipment	Dascom	42 inch monitor with speakers - 1920 x 1080, Tuner, HDMI, VGA and Component interface	1
Install	AT&T	Implementation Coordination	1
Install	AT&T	On-site installation service for Codec and Monitor Bundle - Upper Peninsula	1
		Total \$9,523.60	

Court Room A - Wall Mount with 60 inch Monitor

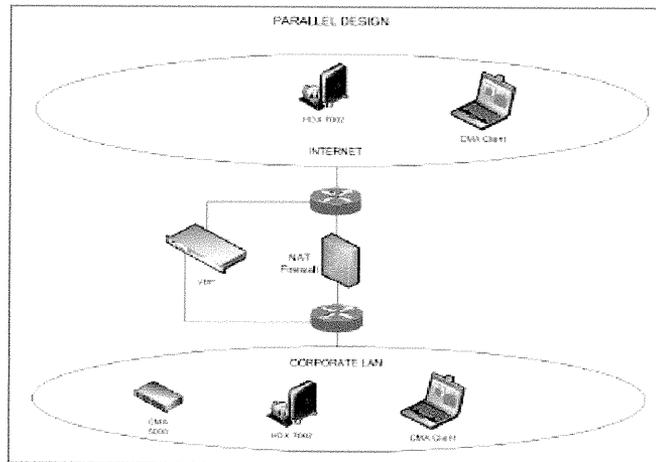
Category	Subject	Vendor	Qty
Equipment	Polycom	HDX 7000-720: HDX 7000 HD codec, EagleEye HD camera, HDX mic array, P+C, PPCIP, 2nd monitor, Eng rmt. Cables: 2 component video (DVI-RCA), audio (RCA-RCA), LAN, NA pwr. Cntry code 54. NTSC (Maintenance Contract Required)	1
Maintenance	Polycom	Premier, One Year, HDX 7000 Series	1
Equipment	Dascom	Sharp 60" Commercial HD LCD Display	1
Equipment	Dascom	Chief - Full Articulation Mount for 42" to 71"	1
Equipment	Dascom	Chief HD Camera Shelf for Q Latch Mounts	1
Equipment	Dascom	Chief Large Accessory Shelf for Q Latch	1
Install	AT&T	Implementation Coordination	1
Install	AT&T	On-site installation service for Codec and Monitor Bundle - Upper Peninsula	1
		Total \$14,112.84	

Multipoint Option is not available on HDX6000 series codec
Shipping not included
 Pricing Valid for 30 Days
 PO's should note Net Term 30, Billing and Shipping Details
 Customer is responsible for inspection of equipment for damage at time of shipping
 FAX or Email orders to Jim Ewing - je9185@att.com or 847 513 0442
 Assumes Customer Self Install - Optional on-site installation is available
 Customer to provide all power, IP networking, and structural reinforcement

VPB Installation Options

Polycom VPB Installation Guide

Polycom VBP Operating in Parallel with NAT Firewall – Recommended Solution



This Polycom VBP video firewall appliance is best installed to work parallel to the corporate firewall. The configuration and management of ports necessary for a video call, done via the Internet, is integrated in the Polycom VBP appliance. The Polycom VBP is specifically designed to support the secure and controlled flow of real-time audio and video traffic. One of the main advantages of the Polycom VBP appliance is the way it successfully passes the H.323 signals through the firewall. Bandwidth management and quality of service for the call are other advantages of having the Polycom VBP placed parallel to the firewall.

State of Michigan – Supreme Court Proposed Network Design



Questions?
Jim Ewing – AT&T
734 523 7901
je9185@att.com

1000000
Conference Room
Attorney Consults

1000000 Media Center
Court Room



Court Video
Border Proxy



Internet

State of Michigan
Department of Corrections
Video Center Proxy



Dept of Corrections
Inmate
Assignments

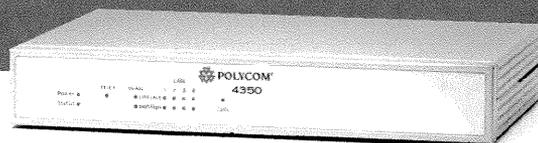
Michigan State Police
Forensic Labs
Expert Testimony



Other Sites
e.g. Witness, Meetings



Polycom® V²IU™ 4350 Series Converged Network Appliance



Benefits

Simplifies deployment issues

- All-in-one network and security solution for converged voice, video, data networks
- Offers either T1 or Ethernet WAN access router
- Integrated four-port managed Ethernet switch with VLAN support
- Embedded LAN side gatekeeper supporting up to 15 registrants

Enhances security

- Secures voice and video devices
- Application layer gateway H.323 video, SIP, and MGCP voice that resolves NAT/firewall traversal issues
- Dynamic access control list simplifies setup + operation

Optimizes video and voice quality

- Routes media shortest path
- Video and voice call admission control prevents congestion of priority traffic
- Traffic management: priority queuing, traffic shaping and diffserv marking/policing
- Supports up to 3 Mbps of traffic in any combination of voice, video, or data

Connect any way you want with an all-in-one networking and security solution for your enterprise edge

The Polycom V²IU 4350 converged network appliance helps reduce costs by simplifying the deployment, management and security of converged video, voice and data networks. To begin with, it helps resolve NAT/firewall traversal issues by performing video and voice NAT at the public/private IP address boundary, which eliminates the security risks of other traversal methods that tunnel or "obscure" video and voice traffic from existing perimeter security.

The Polycom V²IU 4350 converged network appliance employs a stateful packet inspection firewall in combination with an application layer gateway, providing comprehensive application-aware security. This approach enables the Polycom V²IU 4350 converged network appliance to dynamically provision and close TCP and UDP ports as needed by video and voice endpoints.

Optimizing the quality of your video and voice calls is easy, as the Polycom V²IU 4350 converged network appliance routes video and voice traffic via the shortest path possible to minimize jitter, latency, and packet loss. At the same time, bandwidth not in use by video or voice is made available so that data traffic can burst up to full line rate, maximizing WAN bandwidth. It also maximizes access link utilization while optimizing video and voice quality using prioritization, traffic shaping, call admission control, and diffserv marking/policing.

For small and medium office connectivity, the Polycom V²IU 4350 converged network appliance provides an Ethernet WAN port and software-selectable, integrated T1 CSU/DSU interface. This allows you to use it either as your WAN access router, or install it behind an existing WAN access router.

Make Great Things Happen with the Polycom V²IU 4350 Series Converged Network Appliance

In today's Internet driven world, the ability to conduct real time communication and collaboration has become critical to an organization's survival. As the market leader in voice, video, data and Web solutions, our award-winning conference technology makes it easy for people to interact and maximize productivity — over any network, in just about any environment, anywhere around the globe. That's why more organizations worldwide use and prefer Polycom conferencing solutions. Because when people work together, great things happen. See how you, too, can achieve great things with the Polycom V²IU 4350 series converged network appliance.

Polycom V²IU 4350 Series Converged Network Appliance Specifications

WAN Interfaces

T1

- Framing: ESF
- Line coding: B8ZS
- Line build out: 0, -7.5, -15dB

* T1 is not available in all countries. Consult the Polycom price List for country availability.

Ethernet

- 10/100 Mbps
- Auto-sensing, full or half duplex

WAN Protocols

- PPP
- Frame relay
- HDLC

LAN Interfaces

- 4 x 10/100 Mbps Ethernet ports
- Auto-sensing, full or half duplex
- Managed switch supports VLAN 802.1Q tagging and forwarding for up to 16 unique VLAN Ids

Hardware

Dimensions

- Height 1.7", Width 10", Depth 7"
- Weight: 2 lbs.

Power

- External power brick: 12V, 3.0A

Regulatory

- FCC Part 15 (Class B) and Part 68, UL, cUL, CE, Industry Canada ICES-003 and IC-CS03

Management

- HTTP, HTTPS, SSH, Telnet, SNMPv1/V3
- Syslog support

Software Features

Video and Voice

- SIP, MGCP and H.323 application layer gateway enables a single public IP address to be used for multiple endpoints
- Shortest path routing for media optimizes video and voice quality
- Embedded LAN side gatekeeper supporting up to 25 registrants

QoS

- Class based queuing/prioritization
- Diffserv marking and policing
- Traffic shaping
- Video and voice call admission control prevents oversubscription of priority queue

Security

- Stateful packet inspection firewall
- Application layer gateway dynamically provisions and closes UDP ports used for video and voice calls
- IPSec: 3DES, SHA-1
- NAT/PAT server hides enterprise LAN topology
- VPN AES 128

Passive Call Quality Monitoring (voice only)

- Per call statistics include mean opinion score (average and minimum), jitter, latency, packet loss and much more
- Alarms for poor MOS scores
- Active call count indicators

Product ID

- 2583-62562-001

Description

V²IU 4350-E3 NAT/ firewall traversal unit for small to medium enterprise locations. This model includes a four-port 10/100 Ethernet switch, integrated T1 CSU/DSU WAN interface, or 1x 10/100 Ethernet WAN interface with capacity of 3 mbps of traffic.

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Polycom Headquarters:

4750 Willow Road, Pleasanton, CA 94588 (T) 1.800.POLYCOM (765.9266) for North America only.
For North America, Latin America and Caribbean (T) +1.925.924.6000, (F) +1.925.924.6100

Polycom EMEA:

270 Bath Road, Slough, Berkshire SL1 4DX, (T) +44 (0)1753 723000, (F) +44 (0)1753 723010

Polycom Asia Pacific:

8 Shenton Way, #11-01 Temasek Tower, Singapore 068811 (T) +65.6389.9200, (F) +65.6323.3022

Part No. 3726-17730-001 Rev. 05/07

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Minne Land Donation
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
Land donated by the Minne family has been Quit Claim Deeded to the County.	
RECOMMENDED MOTION	
Approve the soliciting of bids for the Minne family donated land; with the understanding the County Board has the right to reject any and all bids.	

Submitted by: **Brian Bousley**

 08/19/2010
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:

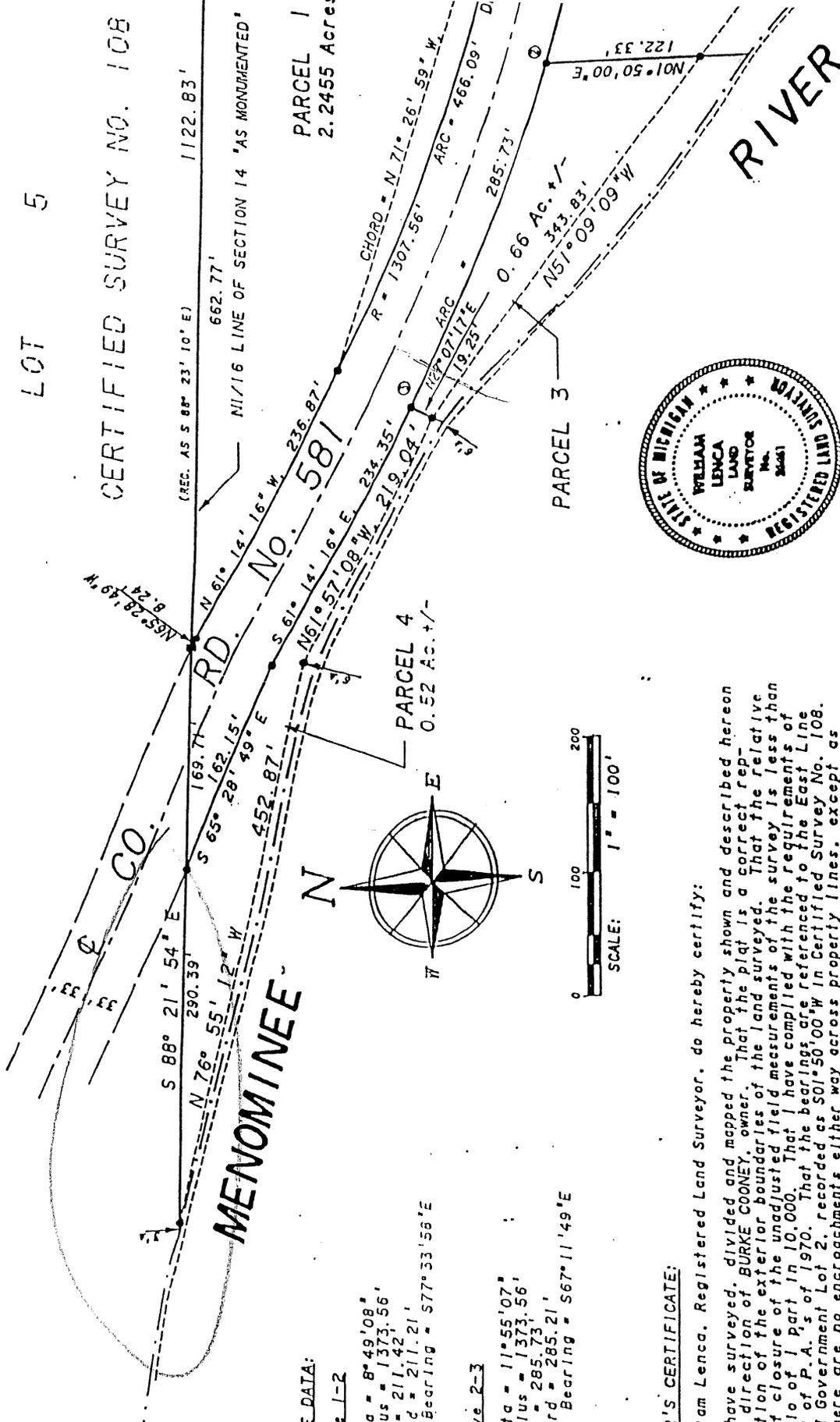
	Approved
	Disapproved
	Approved with the following change(s):

PLAT OF SURVEY

PART OF GOVERNMENT LOT 2 OF SECTION 14, T32N - R28W
MEMONINEE TOWNSHIP, MEMONINEE COUNTY, MI.

LOT 5

CERTIFIED SURVEY NO. 108



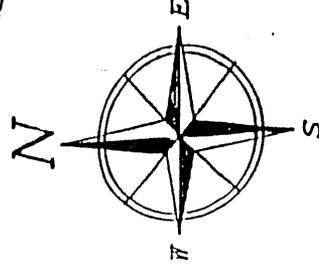
CURVE DATA:

Curve 1-2

Delta = 8° 49' 08"
Radius = 1373.56'
Arc = 21.42'
Chord = 211.21'
Ch. Bearing = S77° 33' 58" E

Curve 2-3

Delta = 11° 55' 07"
Radius = 1373.56'
Arc = 285.73'
Chord = 285.21'
Ch. Bearing = S67° 11' 49" E



SURVEYOR'S CERTIFICATE:

I, William Lenca, Registered Land Surveyor, do hereby certify:

That I have surveyed, divided and mapped the property shown and described hereon by the direction of BURKE COONEY, owner. That the plat is a correct representation of the exterior boundaries of the land surveyed. That the relative error of closure of the unadjusted field measurements of the survey is less than the ratio of 1 part in 10,000. That I have complied with the requirements of Act 132 of P.A.'s of 1970. That the bearings are referenced to the East Line of said Government Lot 2, recorded as S01° 50' 00" W in Certified Survey No. 108. That there are no encroachments either way across property lines, except as shown.

LEGEND:

- - 5/8" x 24" Iron Rod/Ident. cap set.
- - 1/2" dia. Iron rod found.
- - 4" Square Concrete Monument found.
- ⊙ - Corner recorded under Act 74, P.A.'s of 1970.

DATED this 19th day of October, 1995.

William Lenca
William Lenca, Mich. RLS No. 26461

DATE OF SURVEY: July 14, 1992

REVISED: Sept. 22, 1995

QUIT CLAIM DEED

THIS INDENTURE, made the 8 day of July, 2010.

WITNESSETH, THAT: Mark and Laura Minne, husband and wife, Unit C-303, Corvallis, Oregon, 97333

In consideration of less than One Hundred (\$100.00) dollars

CONVEYS AND QUIT CLAIMS TO:

Menominee County, Michigan, a governmental entity, 839 10th Avenue, Menominee, Michigan 49858

The following described lands and premises situation the Township of Menominee, County of Menominee and State of Michigan:

All that part of GL2 of Sec 14, T32N R 28W being bounded and described as follows: From the N1/4 Co of SD Sec 14, Meas S01°50'00"W 639.18' along the E Ln of SD GL2 to an existing 1/2" diameter steel rebar at the NE'ly Corner of Lot 5 CS#108; TH S62°55'50"W (Recorded as S62°56'23"W) 1131.25' along the NW'ly Ln of SD Lot 5 to an existing concrete monument on the N'ly row of River Road; thence S20°31'01W 66.16 to a set 5/8' diameter steel rebar on the S'ly row of River Road at the point of beginning of the parcel described herein: thence N73°24'32W 186.06' Along SD row to an existing 1/2 " diameter steel rebar; thence S01°49'21"W, 110.48' along the E Ln of lands described in Liber 190 of Deeds, page 13 to an existing 1/2" diameter steel rebar on an intermediate traverse line (ITL) along the shore of the Menominee River, thence S82°16'32"E 119.12' along SD ITL to a set 5/8" diameter steel rebar on the east-west 1/16 Ln in the N1/2 of SD section 14; thence S88°22'49"E 240.05' along SD Ln to its intersection with the S'ly row of River Road; thence N65°33'01"W 193.53' to the POB .56 acres m/l.

Including those lands lying between the above describe (ITL) and the waters of the Menominee River at ordinary high water mark.

Exempt from state real estate transfer tax, 207.526(6)a & (6)(h)l; and real estate transfer tax, 207.505(5)a.

Signed in the Presence of:

[Signature]

[Signature]

Signed on the date first written above:

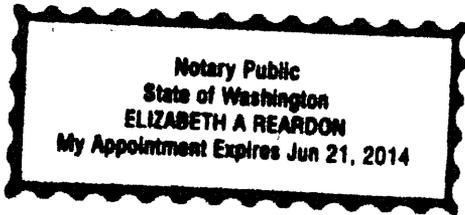
[Signature]
Mark Minnie MINNIE MINNIE

[Signature]
Laura Minnie minne
sm

STATE OF OREGON

COUNTY OF Walla Walla Co
Benton

On July 8, 2010, Mark and Laura Minnie, personally appeared and executed this instrument, and acknowledged the same to be their free act and deed.



[Signature]
Notary Public
Acting in Walla Walla County, Oregon
My commission expires June 21, 2014

This Instrument Drafted By:
DANIEL E. HASS (P37233)
Prosecuting Attorney
839 10th Avenue
Menominee, MI 49858
(906) 863-2002

Send Tax Bills and Return Deed To:

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Resolution 2010-15 – Mineral Rights – request investigation by Attorney General
DEPARTMENT:	Commissioner Lang
ATTACHMENTS:	Yes
SUMMARY:	
Approve revised resolution.	
RECOMMENDED MOTION	

Submitted by: **Brian Bousley**

 08/19/2010
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 – Where the best of Michigan begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

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

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

RESOLUTION 2010-15

Requesting Investigation into Legal Ownership of Mineral Rights for Land Owners of Menominee County by the Michigan Attorney General

WHEREAS, land owners in Menominee County have a right to know who legally owns the mineral rights to their property;

WHEREAS, V.M.S. Development Company, LLC has filed a Notice of Interest and has attempted to claim mineral rights to privately held land in Menominee County. This filing was recorded in Menominee County Register of Deeds, Liber 416, Pages 704-724, on December 19, 200;

WHEREAS, pursuant to MCL 14.32, state legislators have the right to request an opinion from the Michigan Attorney General on questions of law;

BE IT RESLOVED; the Menominee County Board of Commissioners request that Michigan State Representative Mike Prusi, who represents Menominee County, request an opinion from the Michigan Attorney General on the question of law as to legal impact of the filing of the Notice of Interest on the mineral rights attached to the privately held land in Menominee County.

Gary Eichhorn, Board Chairman

Date

Marc Kleiman, County Clerk

Date

Gary Eichhorn - Chairperson

Charlie Meintz - Vice Chairperson

Bernie Lang

James Furlong

Garry Anderson

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Bylaws, rules, policies and charters of standing committees
DEPARTMENT:	Administration
ATTACHMENTS:	No
SUMMARY:	
<p>Revised bylaws, rules, policies and charters of standing committees of the Menominee County Board of Commissioners final draft was submitted at the July 27, 2010 County Board.</p>	
RECOMMENDED MOTION	
<p>To approve the amended County Board bylaws, rules, policies and charters of standing committees.</p>	

Submitted by: **Brian Bousley**

 08/19/2010
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 AGENDA ITEM

SUBJECT:	Liberty Telecom Consultants
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
<p>Jason Reece presented information on how Liberty Telecom can possibly save the county money within the telecommunications systems throughout the County.</p> <p>County Board should decide whether they would like to authorize Liberty Telecom Consultants to identify and pursue possible refunds or credits due to billing errors or other causes.</p>	
RECOMMENDED MOTION	
Approve Liberty Telecommunications to perform a telecommunications audit for the county.	

Submitted by: **Brian Bousley**

 08/19/2010
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):



SERVICE AGREEMENT

.....it's all about Results!

Between Menominee County (the Client) and Liberty Telecom Consultants, LLC Inc. dba Liberty Telecom Consultants, Michigan Corporation located at 422 Carrie Street, Sault Sainte Marie, MI 49783.

AGREEMENT TERMS

1. The Client hereby authorizes Liberty Telecom Consultants to review its telecommunications system and to submit recommendations for improvements including recommendations for possible savings. This review may include the review of existing systems, services, equipment, suppliers, plans and other telecom functions; and the recommendations may include alternate methods, systems, services, equipment, suppliers or plans or other suggestions for improvement or cost savings.
2. All recommendations for improvements to the telecommunication system including recommendations for possible savings made by Liberty Telecom Consultants are subject to the Client's approval. No action regarding such changes shall be undertaken without the prior consent of the Client. Any recommendations acted upon by the Client within twenty-four (24) months of submission by Liberty Telecom Consultants shall have been deemed to be accepted by the Client. If the Client acts upon the Findings & Recommendations presented by Liberty Telecom Consultants whether with a specific incumbent Service Provider or alternative Service Provider as recommended by Liberty Telecom Consultants or a Service Provider selected by Client as a result of the Findings & Recommendations presented by Liberty Telecom Consultants, the terms of this Agreement as specified in Paragraph 8 below shall irrevocably apply.
3. The Client hereby authorizes Liberty Telecom Consultants to identify and pursue, on the Client's behalf, possible refunds or credits due to billing errors or other causes.
4. The Client will provide Liberty Telecom Consultants with equipment records, telecommunications invoices, contracts and other related information, as well as written authorization for Liberty Telecom Consultants to receive all such records and information directly from suppliers, during the payment term of this agreement as required by Liberty Telecom Consultants.
5. All records and information submitted for review by the Client shall be held in the strictest confidence by Liberty Telecom Consultants.
6. All recommendations, actions and suggestions submitted by Liberty Telecom Consultants for the Client's consideration shall be held in the strictest confidence by the Client.
7. The term of this Service Agreement shall be twenty-four (24) months from the date of signing.

PAYMENT TERMS

8. The Client agrees to pay Liberty Telecom Consultants, as its fee for the services rendered under this agreement, fifty (50%) percent of all savings realized as a result of the acceptance of recommendations made by Liberty Telecom Consultants and reductions in cost realized as a result of Liberty Telecom Consultants' instigation or negotiation of such cost reductions, for the first twenty four (24) months of the savings from the date of implementation of the accepted recommendation, or cost reduction, after which time the entire savings will accrue to the Client.

9. Billing will be as follows:

Liberty Telecom Consultants will render an invoice every thirty days to Client following the authorized implementation of its recommendations. The invoice shall reflect the previous thirty days' telecom expenses and the documented savings along with the cumulative savings year to date. The billable amount will be fifty (50%) percent of the identified savings unless otherwise specified herein.

Verification of savings will be conducted, monthly. On a Quarterly basis Liberty Telecom Consultants will also seek to identify other savings for further telecom expense reductions under the terms of this Agreement

10. The Client also agrees to pay Liberty Telecom Consultants, fifty (50%) percent of each refund or credit or other consideration realized based on RMH Telecom Consultants' identification of billing errors or other causes. Payment will be due within thirty (30) days of the receipt of the refund, credit or consideration by the Client.

11. Liberty Telecom Consultants will provide invoices detailing the computation of savings and refunds.

OTHER SERVICES

12. Telecommunications consulting services, billed on an hourly basis are also available. An estimate will be provided and agreed upon by the Client and Liberty Telecom Consultants before proceeding with any consulting work.

Menominee County
839 10th Ave.
Menominee, MI 49858
906.863.7779

Liberty Telecom Consultants

Signature of Authorized Client
Representative
I have the authority to bind the
corporation (company)

Signature

Brian Bousley
County Administrator

Chad E. Stevens

Date : June 30, 2010

Date: June 30, 2010

Date: June 30, 2010

LETTER OF AUTHORIZATION

We have engaged RMH Telecom Consultants to act on our behalf regarding all of our telecommunications services. We hereby authorize Liberty Telecom Consultants to obtain copies of our telecommunication records from your company. This authorization is for a period of 24 months from the date set out below. Forward all records as requested and please add Liberty Telecom Consultants and the acting consultant's name to the account.

Please provide Liberty Telecom Consultants with the same courteous, efficient service that your company has offered to us in the past.

Thank you for your co-operation.

Company Name: Menominee County
(Print)

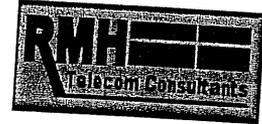
Telephone No.: 906.863.7779

Signature: _____ Date: June 30, 2010

Brian Bousley Title: Administrator
(Print Name) (Print Title)

Liberty Telecom Consultant: Chad Stevens
(Print Name)

RMH Telecom Consultants



... it's all about RESULTS!

August 1, 2009

Mr. Joe Smith
Vice President Finance
Anytown College
123 Main Street
Anytown, MI 12345

Dear Mr. Smith,

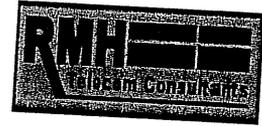
Thank you for the opportunity to provide our Telecommunication Expense Reduction services.

In accordance with our Service Agreement approved by you on March 1, 2009 a summary of the Findings and Recommendations associated with Anytown College's Telecommunications Analysis is enclosed. The purpose of this report is to document your current telecommunication services and their related costs provided by Bellsouth (AT&T), Verizon/MCI, and Delta Com and then present a more cost-effective solution that meets Anytown College's telecommunications needs.

Savings through reduced telecommunications expenses of 51.4% or \$31,388.96/year have been identified. After our fees, the four-year cumulative benefit to Anytown College is a **net savings to your bottom line of \$78,472.40**. All of the necessary audit and analysis back-up materials have been provided to assist you in making an informed business decision. The provider we have recommended has also added a free month of service or an additional \$2,399.53 which would increase your first year savings to \$34,052.37 or 55.8% if their contract is signed for by the end of April.

There is a high probability that we will be able to identify additional savings as we look further into your Telecom Infrastructure and try to identify additional economies. These savings are generated with **zero risk** to Anytown College as the bulk of the savings come from reduced Long Distance Charges which will effectively be provided at no expense as part of our recommended service provider's bundled offering. This recommendation will also effectively eliminate the costs associate with processing and paying an estimated 24-30 telephone invoices each year for further soft dollar savings.

These savings will require **minimal changes** in your service provider, infrastructure, network, and will only require a simple contract signature.



In addition, AT&T has offered to reduce their pricing for an estimated total savings of \$18,052.49 per year. Details of this offer are provided in Appendix C.

The Delta Com offer is 42.4% **better** than AT&T's quote, and over the next four years represents an additional \$33,341 in net cash value to Anytown College.

We sincerely appreciate the opportunity to be of service, and we look forward to providing further services to Anytown College.

Should there be any questions regarding this engagement please feel free to contact our office at any time.

Yours truly,

Chad Stevens- CEO
LTC

LTCStrategic Partner with
RMH Telecom Consultants

Our Guarantee

IF WE DON'T SAVE YOU MONEY, YOU OWE US NOTHING!

228-769-1692 Office

RMH Telecom Consultants

228-327-4849 Cell

www.rmhtc.com

rmhtc@bellsouth.net

www.rmhtem.com

Offices

New Orleans ~ Baton Rouge ~ Shreveport ~ Hattiesburg ~ Jackson ~ Pascagoula ~ Madison ~ Ridgeland ~ Columbus
Birmingham ~ Gulf Shores ~ Mobile ~ Dothan ~ Huntsville ~ Little Rock ~ Nashville ~ Memphis ~ Knoxville ~ Chattanooga
Houston ~ Austin ~ Victoria ~ Dallas ~ Katy ~ Frisco ~ San Antonio ~ Denton ~ Kyle Bourne ~ Grapevine ~ Atlanta
Alpharetta ~ Macon ~ Marietta ~ Cumming ~ Charlotte ~ Lawrenceville ~ Columbia ~ Raleigh ~ Tallahassee ~ Tampa
Pensacola ~ Miami ~ Melbourne ~ Port Richey ~ Coconut Grove ~ Philadelphia ~ Pittsburg ~ Doylestown ~ Downingtown
Chicago ~ Des Plaines ~ Naperville ~ Minooka ~ Indianapolis ~ Detroit ~ Cincinnati ~ Cleveland ~ Albany ~ New York City
Blairstown Morristown ~ Marlboro ~ Boston ~ Stamford ~ Hartford ~ S. Berwick ~ Kansas City ~ Lenexa ~ Columbia ~ Omaha
Kearney Baltimore ~ Eldersburg ~ Siler City ~ Los Angeles ~ San Diego ~ Boise ~ Phoenix ~ Stilwell ~ Plattsburg ~ Chandler
Denver Indianapolis ~ Loveland ~ Seattle ~ Bellevue ~ Salt Lake City ~ Zebulon ~ Las Vegas
San Juan ~ Toronto ~ Ontario Ottawa

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Hazard Mitigation Plan Update
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
Intent to participate in 2011 hazard Mitigation Plan Update through CUPPAD with several other counties.	
RECOMMENDED MOTION	
To approve Menominee County intent to participate.	

Submitted by: **Brian Bousley**

 08/19/2010
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):



Central Upper Peninsula Planning And Development Regional Commission

2415 14th Avenue South • Escanaba, MI 49829
906.786.9234 • Fax: 906.786.4442 • 800.562.9828 • cuppad@chartermi.net

August 4, 2010

TO: Brian Bousley, Menominee County Administrator 

FROM: Peter Van Steen, Transportation Planner

SUBJECT: Update to the Menominee County Hazard Mitigation Plan

As you may know, the CUPPAD Regional Commission was instrumental in assisting Menominee County prepare a Hazard Mitigation Plan several years ago. The Plan was prepared with the assistance of the County Emergency Management Coordinator and the Local Emergency Planning Committee.

The Hazard Mitigation Plan ensures the availability of Hazard Mitigation Assistance grants to the county and the local units of government. The Hazard Mitigation Plan, approved by FEMA in 2007, must be reviewed, revised as appropriate and submitted to FEMA and be approved by April 2012 in order for the county and local units to continue project grant eligibility.

With the concurrence of the emergency management coordinator, the CUPPAD Regional Commission is submitting a grant application to update the Hazard Mitigation Plan for Menominee County. The cost for the update will be covered by a federal grant and in-kind contributions of the work of the local LEPC members and emergency management coordinator. As part of the grant application, we need to include a statement of intent to participate from each local unit of government. During the planning process, we will ask for your input and suggestions and finally for your formal approval of the document.

We are requesting you review and sign the enclosed "Statement of Intent to Participate" form, which will be submitted with the grant application. Please return the form to CUPPAD by September 8, 2010. Should you have any questions, feel free to give me a call at 800-562-9828 or email at pvansteen@cuppad.org.

Enclosure

cc: Debra Wormwood

EXECUTIVE COMMITTEE & COUNTY REPRESENTED

Chairperson – G. Corkin, *Marquette* • Vice-Chairperson – B. Herioux, *Delta* • Secretary – J. Stevens, *Dickinson* • Treasurer – D. Bovin, *Alger*
Director – T. Elegeert, *Delta* • Director – J. Poupore, *Menominee* • Director – E. Hoholik, *Schoolcraft* • Director – J. Wetthuhn, *Hannahville Indian Community* • Executive Director – Lloyd R. Matthes

2011 Hazard Mitigation Plan Update Statement of Intent to Participate

We understand the CUPPAD Regional Commission will be assisting our Menominee County Emergency Management Coordinator and the Local Emergency Planning Committee in developing an update to the Menominee County Hazard Mitigation Plan.

We recognize that having an approved Hazard Mitigation Plan is necessary for the county and the local governmental units to apply for and receive hazard mitigation grants.

We will participate in the planning process with CUPPAD staff and county emergency management and the local LEPC in identifying potential hazards and providing input as to any specific issues or projects that should be included in the Plan.

Local Unit of Government

Name/Signature of Local Official

Date

Contact Information:

Name: _____

Address: _____

Phone: _____

Email: _____

Please return this form to:
Peter Van Steen, Transportation Planner
CUPPAD Regional Commission
2415 14th Avenue South
Escanaba, MI 49829

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Parks Committee Member appointment
DEPARTMENT:	Administration
ATTACHMENTS:	No
SUMMARY:	
<p>A member of the parks committee has resigned. That member's appointment expires Dec. 31, 2010. Commissioners should decide to appoint now, for approx. 4 months, or wait to fill the position until the first of the year (2011).</p>	
RECOMMENDED MOTION	
<p>To approve advertising for Parks and Receptions Committee vacancy to fill term until 12/31/10.</p>	

Submitted by: **Brian Bousley**

 08/19/2010
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 AGENDA ITEM

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

Submitted by: **Brian Bousley**

 08/19/2010
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

	Approved
	Disapproved
	Approved with the following change(s):

MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER

COPY

Mileage: \$.50/mile ~ effective 01 Jan. 2010

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

*must attach receipt for reimbursement

Name: Charlie Meintz ~ District 4

Date	Mileage, meals, Bridge Tolls, Lodging, etc.	Account Number	Amount
June 3	6 county 90 miles	101-101-860.04	\$45
June 8	cow Harris 60 miles	101-101-860.04	\$30
June 14	fair Board 30 miles	101-101-860.04	\$15
June 15	Finance Committee 10 miles	101-101-860.04	\$5
June 22	county Board 90 miles	101-101-860.04	\$45
		101-101-860.04	
		101-101-860.04	
		101-101-860.04	
		101-101-860.04	
		101-101-860.04	
		101-101-860.04	
		101-101-860.04	
	Conference Expenses		
		101-101-859.00	
		101-101-859.00	
		101-101-859.00	
		101-101-859.00	
		101-101-859.00	
		101-101-859.00	
Total Mileage, Meals, Lodging & Conference Expenses to be reimbursed			\$140.00

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

Charlie Meintz
Signed

June 13 2010
Date

Commissioner Per Diem Expense Form

COPY

Name of Commissioner Garry Anderson

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

Date	Meeting Description & Duration	Meeting Expense
7-1-2010	SPECIAL/COMMITTEE OF THE WHOLE	50.00
7-9-2010	AIRPORT EXECUTIVE FINANCE MEET	} 50.00
7-9-2010	AIRPORT SPECIAL MEET RE: CONSULTANTS	
7-13-2010	RD. COMMISSION / STEPHENSON	50 -
7-13-2010	C.O.W MEET / NADEAU TWP / CARNEY	50 -
7-14-2010	TWIN COUNTY AIRPORT MEET	50.00
7-15-2010	FINANCE COMM. MEET / STEPHENSON LIBRARY	50.00
7-22-2010	FINANCE COMM MEET / AIRPORT	50.00
7-27-2010	REG COUNTY BOARD MEET / CARNEY	50.00
7-28-2010	AIRPORT MEET W/UES	50.00
Total Per Diem		450.00

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

Commissioner Signature: Garry Anderson

Date: 7-31-10

MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER

COPY

Mileage: \$.50/mile ~ effective 01 Jan. 2010

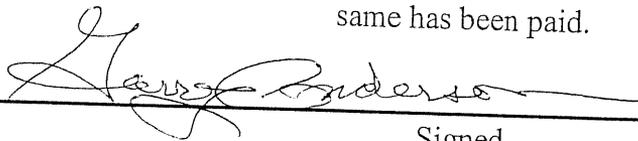
*Meals
Breakfast ~ up to \$7.50
Lunch ~ up to \$10.00
Dinner ~ up to \$17.50

*must attach receipt for reimbursement

Name: Garry Anderson ~ District 3

Date	Mileage, meals, Bridge Tolls, Lodging, etc.	Account Number	Amount
7-1-2010	SPEC/C.O.W. ANNEX/STEPHENSON BOTH WAYS - 36 MILES	101-101-860.03	
7-9-2010	2 AIRPORT MEETINGS	101-101-860.03	\$18.00
7-13-2010	RD. COMM MEET / STEPHENSON 36m	101-101-860.03	7.00
7-13-2010	C.O.W. MEET / CARNEY 60m	101-101-860.03	18.00
7-14-2010	AIRPORT MEET 14m	101-101-860.03	30.00
7-15-2010	FINANCE MEET / STEPHENSON LIBRARY 36m	101-101-860.03	7.00
7-22-2010	FINANCE MEET / AIRPORT 14m	101-101-860.03	18.00
7-27-2010	REG. CNTY BRD MEET / CARNEY 60m	101-101-860.03	7.00
7-28-2010	AIRPORT / UES / FENCE	101-101-860.03	30.00
		101-101-860.03	7.00
		101-101-860.03	
	Conference Expenses		
		101-101-859.00	
		101-101-859.00	
		101-101-859.00	
		101-101-859.00	
		101-101-859.00	
		101-101-859.00	
		101-101-859.00	
Total Mileage, Meals, Lodging & Conference Expenses to be reimbursed			142.00

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



Signed

7-31-10

Date

MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER

COPY

Mileage: \$.50/mile ~ effective 01 Jan. 2010

*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

2010

Date	Mileage, meals, Bridge Tolls, Lodging, etc.	Account Number	Amount
7-1	C. BD 3	101-101-860.01	
7-13	COW 3	101-101-860.01	
7-20	LIBRARY 43	101-101-860.01	
7-22	MB - PERS 234	101-101-860.01	
7-22	MH 1	101-101-860.01	
7-22	SOC. SERV 3	101-101-860.01	
7-23	CO. BD, 3	101-101-860.01	
	<u>289 X .50</u>	101-101-860.01	144.50
		101-101-860.01	
		101-101-860.01	
		101-101-860.01	
	Conference Expenses		
		101-101-859.00	
		101-101-859.00	
		101-101-859.00	
		101-101-859.00	
		101-101-859.00	
		101-101-859.00	
Total Mileage, Meals, Lodging & Conference Expenses to be reimbursed			144.50

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

07.28.10

Date

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Miscellaneous Bills
DEPARTMENT:	Administration/Board
ATTACHMENTS:	Yes
SUMMARY:	
Board to review recently submitted Miscellaneous Bills for payment on July 8, 22 & 23, 2010 in the amount of \$303,071.06	
RECOMMENDED MOTION	
Pay bills in the amount of \$303,071.06.	

Submitted by: **Brian Bousley**

 08/19/2010
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

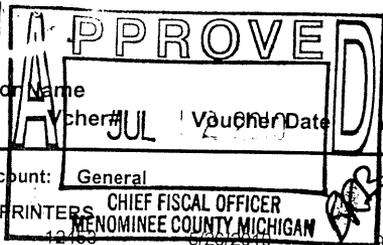
101-101 Board of Commissioners
101-103 Other Legislative
101-131 Circuit/Family Court
101-132 Family Court
101-136 District Court
101-141 Friend of Court
101-148 Probate Court
101-150 Jury Commission
101-172 County Administrator
101-192 Board of Canvassers
101-211 Legal
101-215 County Clerk
101-253 County 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
216 Twin County Airport
220 Park Improvements
243 Remonumentation
249 Building Code
253 Summer Tax Collection
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
278 FEMA - Homeland Security Grants
279 2004 Homeland Security Grant
280 Inmate Canteen fund
281 K-9
284 Revenue Sharing
285 Senior Citizens
292 Child Care
294 Veterans' Trust
296 Special Child Care Funds

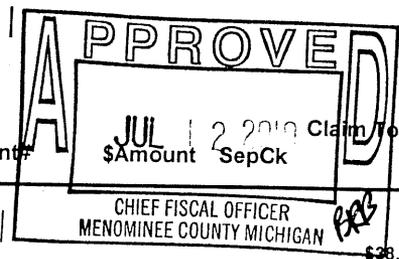
516 DTRF-Delinquent Tax Revolving Fund
517 DTRF-PA 123 Foreclosure

MENOMINEE COUNTY
Claims Audit Report



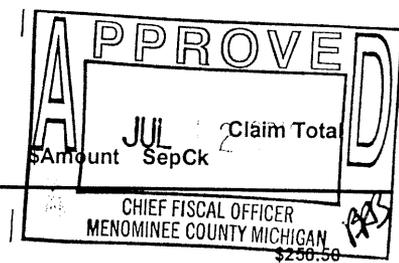
Vendor Name	Voucher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
A B C PRINTERS CHIEF FISCAL OFFICER MENOMINEE COUNTY MICHIGAN								
12463		6/26/2010	91419	Business Cards - Ruleau & Brunelle	296-664-955.00	57.00		\$386.05
12453		5/26/2010	91419	Business Cards - Ruleau & Brunelle	101-132-727.00	115.00		
12466		6/30/2010	91633	Roll Address Labels - Daniel Hass	101-267-727.00	70.00		
12467		6/30/2010	91634	Business Cards - Svinicki, Merkel/Blank	101-267-727.00	144.05		
Anderson, Garry								
12404		6/28/2010		Reimbursement Mileage June 2010	101-101-860.03	168.00		\$168.00
AT&T - Aurora, IL								
12386		6/19/2010	906863202306	Telephone Services May 20 - June 19, ;	101-103-850.00	294.80		\$761.00
12387		6/19/2010	906863444106	Telephone Services May 20 - June 19, ;	101-103-850.00	312.80		
12411		6/19/2010	906863661406	Telephone Services	266-325-850.00	153.40		
AT&T Long Distance								
12388		6/19/2010	854528091	Telephone Services	101-103-850.00	232.78		\$232.78
Banc of America Leasing								
12373		6/22/2010	011548127	Probation/Parole - Konica	101-131-942.00	139.97		\$711.63
12484		6/22/2010	011548128	Sheriff's Konica	101-301-934.00	317.84		
12484		6/22/2010	011548128	Annex Konica	101-261-942.00	253.82		
BAYSHORE VETERINARY CLINIC								
12444		7/2/2010	129161	Gracie	101-301-881.01	39.45		\$39.45
BRUNO STEPHANIE								
12384		6/30/2010		Reimbursement Mileage 5/5 - 5/26/2010	101-261-860.12	179.00		\$377.50
12397		6/30/2010		Reimbursement Mileage 6/2 - 6/30/10	101-261-860.12	198.50		
Cellcom Wisconsin RSA 04								
12443		6/27/2010	225309	Cellular Services - Sheriff's Department	101-426-755.00	12.47		\$529.93
12443		6/27/2010	225309	Cellular Services - Sheriff's Department	101-301-850.00	222.97		
12443		6/27/2010	225309	Cellular Services - Sheriff's Department	205-315-850.00	294.49		
CITY OF MENOMINEE - 2511 10TH ST.								
12371		7/2/2010		Monthly Rent August 2010 Rent	266-326-942.00	351.67		\$3,988.91
12372		7/2/2010		Monthly Rent July 2010 Rent	266-326-942.00	351.67		
12446		6/23/2010	0000002425	Gasoline Sales March 2010	205-315-742.00	2,898.75		
12468		5/18/2010	2380	February 2010 Gasoline Sales	101-682-860.00	25.12		
12468		5/18/2010	2380	February 2010 Gasoline Sales	101-682-860.00	21.47		
12468		5/18/2010	2380	February 2010 Gasoline Sales	101-426-963.00	30.52		
12468		5/18/2010	2380	February 2010 Gasoline Sales	101-136-860.00	24.19		
12468		5/18/2010	2380	February 2010 Gasoline Sales	101-682-860.00	11.07		
12482		6/23/2010	2434	April Gasoline Usage	101-265-742.00	95.04		
12482		6/23/2010	2434	April Gasoline Usage	101-682-860.00	19.43		
12482		6/23/2010	2434	April Gasoline Usage	101-682-860.00	15.17		
12482		6/23/2010	2434	April Gasoline Usage	266-325-860.00	11.85		
12483		6/23/2010	2421	March 2010 Gasoline Usage	101-265-742.00	49.77		
12483		6/23/2010	2421	March 2010 Gasoline Usage	101-682-860.00	18.96		
12483		6/23/2010	2421	March 2010 Gasoline Usage	266-325-860.00	13.51		
12483		6/23/2010	2421	March 2010 Gasoline Usage	101-215-860.00	30.34		
12483		6/23/2010	2421	March 2010 Gasoline Usage	101-426-963.00	20.38		
City of Stephenson								
12472		6/23/2010	709	Water	101-261-920.01	16.00		\$240.98
12472		6/23/2010	709	Sewer	101-261-920.02	30.00		
12472		6/23/2010	709	Electric	101-261-920.03	194.98		

**MENOMINEE COUNTY
Claims Audit Report**



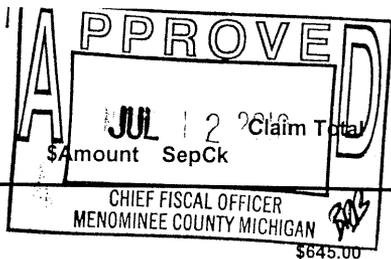
Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Debbie Kleiman	12406	6/25/2010		Reimbursement				
				Shakey Lakes Reservation Refund	208-751-964.00	38.00		\$38.00
Dennis-Ruleau, Dawn	12378	7/1/2010		June 2010				\$803.50
	12381	7/1/2010		Reimbursement	296-668-801.00	640.00		
				Mileage 5/7 - 6/30/10	296-663-860.00	163.50		
DTE Energy	12383	6/25/2010		462245200011				\$32.01
				Annex - May 25 - June 23, 2010	101-261-920.04	32.01		
ESSER PAINT & GLASS	12465	6/16/2010		2448				\$20.13
				PlexiGlass	101-265-755.00	20.13		
Friends Ofc Prod Whse Direct	12427	6/18/2010		012071				\$23.58
				ROD Office Supplies	101-268-727.00	23.58		
Furlong, James	12405	6/27/2010		Reimbursement				\$110.00
				Mileage 6/8 - 6/22/10	101-101-860.02	110.00		
GREAT AMERICAN DISPOSAL CO THE	12399	5/31/2010		05X00939				\$90.10
	12478	6/30/2010		06x00382				
				Trash Removal - Annex	101-261-930.04	47.60		
				Trash Removal - Annex	101-261-930.04	42.50		
Hartz, John	12376	6/30/2010		Reimbursement				\$104.50
				Mileage \$4.50 Per Diem 5/27 & 6/15 \$1	101-101-860.08	104.50		
HAUPT DR PAUL/MEDICAL EXAMINER	12428	7/6/2010		April - June 2010				\$4,935.00
	12428	7/6/2010		April - June 2010				
				Medical Examiner	101-648-709.00	4,890.00		
				Medical Examiner	101-648-727.00	45.00		
J S ELECTRONICS, INC.	12370	7/1/2010		15901				\$905.24
	12424	7/1/2010		15870				
	12425	7/1/2010		15909				
				Tower Lease July 2010	266-326-942.00	425.00		
				Voting site at Harbors	266-325-934.01	413.25		
				Replacement battery for Harbors	266-325-976.00	66.99		
Jennifer Brunelle	12375	6/30/2010		Reimbursement				\$559.15
	12375	6/30/2010		Reimbursement	296-664-860.00	212.50		
	12375	6/30/2010		Reimbursement	296-667-801.02	2.85		
	12375	6/30/2010		Reimbursement	296-668-860.00	343.80		
Jill Pfaff	12480	7/7/2010		4219				\$80.50
				Holdover Attendant - C.A. July 4, 2010	101-132-801.00	80.50		
Joel Hensley, RN	12429	7/6/2010		April - June 2010				\$4,603.88
	12429	7/6/2010		April - June 2010				
	12435	7/5/2010		Nursing Services	101-648-709.00	2,415.00	X	
	12442	4/4/2010		Blood Draw	101-648-835.00	720.00		
				Michael W.F. Jarman	101-301-770.01	1,368.88		
					101-301-770.01	100.00		
JOHN EVANS, RN	12430	7/6/2010		April - June 2010				\$1,080.00
	12430	7/6/2010		April - June 2010				
				Medical Examiner	101-648-709.00	720.00	X	
				Medical Examiner	101-648-835.00	360.00		
Juvenile Justice Association	12481	7/7/2010		Registration				\$75.00
				Annual Conference - Dawn Dennis Rule	296-663-860.00	75.00		
K MART 7031	12438	4/5/2010		0703104051001082020				\$79.63
	12439	5/26/2010		0703105261001078931				
				mate Supplies, Stain Remover	101-301-770.00	22.67		
				mate Supplies	101-301-770.00	56.96		
Kulwich, Gerald	12452	7/6/2010		Reimbursement				\$663.19
				Lodging, Meals, Mileage & Teen Court	296-665-860.00	663.19		

**MENOMINEE COUNTY
Claims Audit Report**



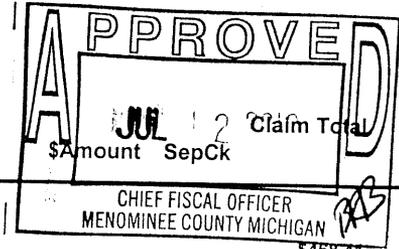
Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	JUL 12 2010 SepCk	Claim Total
Bank Account: General								
LANG BERNARD								
	12409	6/30/2010	Reimbursement	Mileage June 2 - June 22, 2010	101-101-860.01	256.50		
Lesperance, Diane								
	12398	7/1/2010	Reimbursement	Mileage for April, May, June 2010	101-253-860.00	210.20	†	\$328.80
	12414	6/28/2010	Reimbursement	Mileage to Marquette	517-252-860.00	118.60		
Linder Implement Co., Inc.								
	12457	6/30/2010	89575	Spindle/Bushing/Seals/Ball Bearing	208-751-930.02	108.25		\$463.65
	12458	6/28/2010	89568	Throttle Kit & Blades	208-751-930.02	53.80		
	12459	6/24/2010	89289	Ball Joint & Gaskets	208-751-930.02	77.10		
	12460	6/21/2010	89083	Oil & Air Filter & Gasket Kit	208-751-930.02	174.50		
	12461	6/18/2010	89069	Air & Foam Filter	208-751-930.02	50.00		
LINDNER & SORENSON, INC.								
	12445	7/1/2010	Statement	June 10 Rental	101-301-981.00	250.00		\$250.00
Lufts Advertiser								
	12477	6/28/2010	June 2010	Administration	101-101-901.00	98.00		\$311.25
	12477	6/28/2010	June 2010	Clerk	101-262-727.00	168.25		
	12477	6/28/2010	June 2010	Treasurer	517-252-900.00	45.00		
MAC SERVICE CORPORATION								
	12451	6/18/2010	8386-400/401	July 15 - August 15, 2010	101-103-712.00	49,548.36		\$88,756.08
	12451	6/18/2010	8386-400/401	July 15 - August 15, 2010	205-315-712.00	10,260.93	X	
	12451	6/18/2010	8386-400/401	July 15 - August 15, 2010	205-316-712.00	1,576.49		
	12451	6/18/2010	8386-400/401	July 15 - August 15, 2010	208-751-712.00	2,069.34		
	12451	6/18/2010	8386-400/401	July 15 - August 15, 2010	266-325-712.00	5,256.35		
	12451	6/18/2010	8386-400/401	July 15 - August 15, 2010	266-326-712.00	1,490.03		
	12451	6/18/2010	8386-400/401	July 15 - August 15, 2010	271-790-712.00	5,104.34		
	12451	6/18/2010	8386-400/401	July 15 - August 15, 2010	296-663-712.00	1,241.54		
	12451	6/18/2010	8386-400/401	July 15 - August 15, 2010	701-000-231.09	2,275.15		
	12451	6/18/2010	8386-400/401	July 15 - August 15, 2010	701-000-231.08	1,517.50		
	12451	6/18/2010	8386-400/401	July 15 - August 15, 2010	704-000-232.00	7,802.92		
	12451	6/18/2010	8386-400/401	July 15 - August 15, 2010	701-000-231.02	398.54		
	12451	6/18/2010	8386-400/401	July 15 - August 15, 2010	701-000-231.02	214.59		
MARINETTE CONCRETE PRODUCTS								
	12455	6/24/2010	367902	Art Wall Concrete Mix	296-667-801.01	295.74		\$295.74
Mastercard								
	12434	6/11/2010	Credit Card	Bristol BP	101-301-860.00	28.00		\$604.38
	12434	6/11/2010	Credit Card	Country Inn & Suites	101-301-860.00	79.45		
	12434	6/11/2010	Credit Card	St. Ignace Hotel	101-301-860.00	252.88		
	12434	6/11/2010	Credit Card	Shell Oil	101-301-860.00	22.31		
	12434	6/11/2010	Credit Card	Pack N Ship	101-301-755.00	4.00		
	12434	6/11/2010	Credit Card	McDonalds	101-301-860.00	11.85	X	
	12434	6/11/2010	Credit Card	Accurant EOM Auto	101-301-755.00	51.20		
	12434	6/11/2010	Credit Card	Exxon Mobil	101-301-860.00	17.03		
	12434	6/11/2010	Credit Card	Ramada Inn	101-301-860.00	62.99		
	12434	6/11/2010	Credit Card	VWR Sargent Welch	101-301-755.00	74.67	X	
MATHIEU MARYE								
	12416	6/25/2010	Jury Commission	Mileage & Per Diem 5/6 to 6/25/2010	101-150-710.00	550.00		\$558.25
	12416	6/25/2010	Jury Commission	Mileage & Per Diem 5/6 to 6/25/2010	101-150-860.00	8.25		
MCBAP								
	12382	7/1/2010	Conference	Michael Pfankuch - CCJP Exam	101-136-802.00	140.00		\$140.00

**MENOMINEE COUNTY
Claims Audit Report**



Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#		Claim Total
Bank Account: General							
MENOMINEE COUNTY JOURNAL							
	12385	7/1/2010	June 2010	Advertising	101-101-901.00	590.00	
	12436	7/1/2010	149	Flat Rate - Ad in Fair Book	101-301-755.00	55.00	
MENOMINEE COUNTY ROAD COMMISSI							
	12463	6/28/2010	10416	Dust Control - Klienke & Shakey Parks	208-751-930.03	407.00	\$407.00
MICH ASSOC OF COUNTIES							
	12394	7/1/2010	1134	2011 Membership Dues	101-103-802.00	5,543.46	\$5,543.46
MILLERS ACTION OFFICE SUPPLY I							
	12415	6/28/2010	069729I	Correction Tape, Labels, Highlighters, E	101-215-727.00	103.00	\$312.68
	12418	6/23/2010	069723	Pens	266-325-727.00	22.47	
	12431	6/25/2010	069770	Treasurer's Office - Office Supplies	101-253-727.00	19.99	
	12432	6/23/2010	069711	Sharpie Markers, Correction Tape, Pen:	266-325-727.00	20.17	
	12433	6/23/2010	069712	Emergency Mgmt - Office Supplies	101-426-727.00	47.98	
	12476	7/6/2010	069987	Calculator Ribbon, Ink Cartridge, Disk M	101-253-727.00	79.72	
	12479	6/30/2010	069868	Clipboards for Teen Court	296-667-801.02	19.35	
NKS Tire & Service, Inc.							
	12449	6/23/2010	65603	2008 Chevrolet Impala	205-315-934.00	212.12	\$212.12
Office Depot, Inc.							
	12400	6/17/2010	523134678001	Office Chair - District	101-136-727.00	179.99	\$397.09
	12401	6/15/2010	522714376001	Correction Tape, Steno Pads, Pens - Di	101-136-727.00	19.46	
	12402	6/15/2010	52274312001	Pens, Post It's - District Court	101-136-727.00	17.65	
	12408	6/23/2010	523662346001	Office Chair - District Court	101-136-727.00	179.99	
Pan-O-Gold Baking Co.							
	12473	5/14/2010	040683013403	Inmate Groceries	101-301-770.00	53.44	\$184.18
	12474	6/18/2010	040683016904	Inmate Groceries	101-301-770.00	41.14	
	12475	6/2/2010	040683015301	Inmate Groceries	101-301-770.00	89.60	
Peterson, Brett							
	12441	6/25/2010	1	Menu Analysis	101-301-770.00	300.00	\$300.00
Polasky, Nancy							
	12417	6/25/2010	Jury Commission	Mileage & Per Diem	101-150-710.00	350.00	\$374.00
	12417	6/25/2010	Jury Commission	Mileage & Per Diem	101-150-860.00	24.00	
Quill Corporation							
	12403	6/21/2010	6202954	Toner - Prosecuting Attorney	101-267-727.00	75.58	\$75.58
Randall Phillipps							
	12374	7/2/2010	Court Appointed Lega2005-11448-DM, 1998-08568-DP Rebe		101-132-807.00	37.50	\$112.50
	12412	6/29/2010	2008-12591-DM	Court Appointed Legal - Acaley	101-132-807.00	25.00	
	12413	6/29/2010	2008-12591-DM	Court Appointed Legal - Acaley	101-132-807.00	50.00	
Reinhart Foodservice							
	12437	6/22/2010	878565	Credit Memo - Apply toward # 874126	101-301-770.00	-24.74	\$506.00
	12440	6/29/2010	878938	Inmate Groceries	101-301-770.00	530.74	
Sage Software, Inc.							
	12393	6/21/2010	36124527	One Year Support 9/12/10 - 9/11/2011	101-103-857.00	665.00	\$665.00
Stellar Pizza, LLC							
	12454	7/6/2010	13	Teen Court Supplies - Pizza	296-667-801.02	25.00	\$25.00
Time Warner Cable							
	12392	6/25/2010	004-700185701-001	June 25 - July 24, 2010	101-103-851.01	299.95	\$299.95

**MENOMINEE COUNTY
Claims Audit Report**



Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	Claim Total
Bank Account: General							
Tina Nast (petty cash)							
	12469	7/1/2010	July 2010	Postage	101-301-729.00	6.15	
	12469	7/1/2010	July 2010	Postage	101-301-729.00	15.90	
	12469	7/1/2010	July 2010	Aldi's	101-301-770.00	83.03	
	12469	7/1/2010	July 2010	Sam's Club	101-301-802.00	276.87	
	12469	7/1/2010	July 2010	Benson Transport	101-301-860.00	20.73	
	12469	7/1/2010	July 2010	Interview	101-301-860.00	9.90	
	12469	7/1/2010	July 2010	Credar Creek Kennel	101-301-881.01	26.00	
	12469	7/1/2010	July 2010	Mission invest - Menacher	205-315-860.00	14.69	
	12469	7/1/2010	July 2010	Summer Shoot Training	205-315-881.03	15.14	
Tony Durocher							
	12377	6/30/2010	10-003	Holdover Site Attendants 6/29/10	101-132-801.00	28.75	\$28.75
TWIN COUNTY AIRPORT COMMISSION							
	12389	7/1/2010	1356	Capital Outlay	101-997-999.02	4,122.30	\$4,122.30
U.E.S. COMPUTERS, INC.							
	12395	7/2/2010	29819	Clerks Office - Printer Problems	101-103-857.00	94.98	\$2,139.98
	12450	6/30/2001	29787	Probate Court - Virus Cleanup	101-132-931.00	58.00	
	12450	6/30/2001	29787	Probate Court - Virus Cleanup	101-148-931.00	52.00	
	12456	7/1/2010	29667	Probate Court - Sharon's Printer	101-132-931.00	85.00	
	12470	6/19/2010	29654	PO# 02463 ROD - Set up of new printer	256-277-728.00	55.00	
	12470	6/19/2010	29654	PO# 02463 ROD - Set up of new printer	101-268-931.00	55.00	
	12471	6/17/2010	51175	PO# 02463 ROD - Printer	256-277-728.00	870.00	
	12471	6/17/2010	51175	PO# 02463 ROD - Printer	101-268-931.00	870.00	
U.P. Engineers & Architects							
	12390	5/19/2010	1001132	Mechanical Improvements for Jail 5/1 -	101-103-998.00	1,150.00	\$1,850.00
	12391	6/8/2010	1001212	Mechanical Improvements for Jail 5/16 -	101-103-998.00	700.00	
UPCAP SERVICES INC							
	12426	5/31/2010	1180	Shakey Lakes & Baily Park 5/4 - 5/20/10	208-751-930.03	115.05	\$115.05
Veolia ES Technical Solutions - P.O. Box 73709							
	12396	6/30/2010	015602492	Hazardous waste pick up	101-526-882.00	11,642.57	\$11,642.57
Wally Jacques							
	12407	6/26/2010	Reimbursement	Shakey Lakes Reservation Refund	208-751-964.00	57.00	\$57.00
WALTER BROTHERS INC							
	12447	6/19/2010	B95157	WD40 Lubricant	205-315-755.00	6.78	\$14.73
	12448	6/27/2010	A112001	Staples	205-315-755.02	7.95	
Warner, Fredrick							
	12379	7/1/2010	Reimbursement	Mileage 6/9 - 6/30/2010	296-667-801.01	11.91	\$303.21
	12379	7/1/2010	Reimbursement	Mileage 6/9 - 6/30/2010	296-668-801.00	108.00	
	12380	7/1/2010	Can Zone	Contractural Services 6/9 - 6/30/10	296-668-801.00	183.30	
Waste Management of Central WI							
	12410	7/1/2010	1174878-1856-1	July 2010	101-265-801.00	333.63	\$333.63
WISCONSIN PUBLIC SERVICE CORP - P O BOX 19003							
	12462	6/29/2010	0402055840-00001	Jail - July 2010	101-265-920.03	4,272.17	\$4,699.35
	12464	6/30/2010	0402047856-00004	Utilities	101-265-920.04	427.18	

total Amount for Bank Account: General **\$149,438.83**

MENOMINEE COUNTY
Claims Audit Report

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JUL 22 2010
Voucher Date Vendor's Ref#
CHIEF FISCAL OFFICER
MENOMINEE COUNTY MICHIGAN

Vendor Name Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General							
A B C PRINTERS 12557	7/14/2010	91731	Soil Erosion/Sedimentation Control	249-371-727.00	98.34		\$98.34
A Pane to Clean 12519	7/10/2010	Desotell	Lead Containment & Cleaning	274-690-809.56	1,320.00		\$1,320.00
AIRGAS NORTH CENTRAL 12700	7/8/2010	105968773	Annual Maintenance & Fuel Surcharge//	205-315-755.00	64.90		\$64.90
ALGER-DELTA COOPERATIVE ASSOCI 12627	6/30/2010	367100	Shakey Lakes Park June 2010	208-751-920.01	367.40		\$3,701.82
12628	6/30/2010	370500	Shakey Lakes Park June 2010	208-751-920.01	0.30		
12629	6/30/2010	383200	Shakey Lakes Park June 2010	208-751-920.01	691.38		
12630	6/30/2010	369802	Shakey Lakes Park June 2010	208-751-920.01	471.70		
12631	6/30/2010	1503500	Shakey Lakes Park June 2010	208-751-920.01	563.74		
12632	6/30/2010	380300	Shakey Lakes Park June 2010	208-751-920.01	227.21		
12633	6/30/2010	383001	Shakey Lakes Park June 2010	208-751-920.01	0.74		
12634	6/30/2010	379700	Shakey Lakes Park June 2010	208-751-920.01	160.58		
12635	6/30/2010	383301	Shakey Lakes Park June 2010	208-751-920.01	255.57		
12636	6/30/2010	367200	Shakey Lakes Park June 2010	208-751-920.01	963.20		
Allvest Information Services 12726	5/6/2010	210069	Monthly Subscription Fee June 1 - Sept	296-668-801.00	200.00		\$200.00
American Welding & Gas, Inc. 12697	6/21/2010	884122	Oxygen	205-315-755.00	12.06		\$12.06
ANDERSON AUTO & RV SALES INC 12681	4/3/2010	1104	2" Coupler - Marine Division	101-331-755.00	22.00		\$55.00
12708	7/6/2010	1107	Fuel Cap	205-315-934.02	33.00		
ANGELIS MENOMINEE INC 12660	6/1/2010	1161CV-IN	Inmate Groceries	101-301-770.00	152.19		\$546.76
12661	6/2/2010	3768002-IN	Inmate Groceries	101-301-770.00	2.78		
12662	6/3/2010	1048CCC-IN	Inmate Groceries	101-301-770.00	30.46		
12663	6/9/2010	2038CC-IN	Inmate Groceries	101-301-770.00	3.00		
12664	6/16/2010	1533CV-IN	Inmate Groceries	101-301-770.00	109.89		
12665	6/24/2010	326VVV-IN	Inmate Groceries	101-301-770.00	138.23		
12666	6/25/2010	544CCV-IN	Inmate Groceries	101-301-770.00	16.74		
12667	6/26/2010	436DDF-IN	Inmate Groceries	101-301-770.00	23.48		
12668	6/30/2010	252CCC-IN	Inmate Groceries	101-301-770.00	69.99		
AT&T - Aurora, IL 12613	7/1/2010	906753458207	Shakey Lakes Telephone Services July	101-103-850.00	39.31		
12614	7/1/2010	906753220907	Annex Telephone Services - July 2010	101-103-850.00	205.86		
12615	7/1/2010	906R41083907	Telephone Services July 2010	101-103-850.00	701.50		
BAYSHORE VETERINARY CLINIC 12646	7/6/2010	129257	Case # 09-35928 - Jeremy Goodlet	101-267-804.00	476.25		\$476.25
Bourgeois, Robyn 12544	7/7/2010	Reimbursement	Postage & Deposit Refund	101-141-803.00	1.06		\$1.06
BP 12650	7/2/2010	25539694	Gasoline Charges - June 2010	249-371-742.00	220.19		\$825.25
12658	7/6/2010	25632014	Gasoline Charges June 2010	101-301-742.00	605.06		
Brian Bousley 12618	6/24/2010	Reimbursement	Mileage on 6/21/10 & Park Prizes for S	101-172-860.00	152.50		\$224.45
12618	6/24/2010	Reimbursement	Mileage on 6/21/10 & Park Prizes for S	208-751-755.02	71.95		

MENOMINEE COUNTY
Claims Audit Report

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Voucher Date Vendor's Ref#

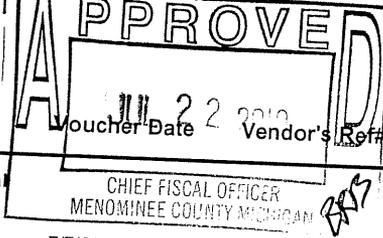
CHIEF FISCAL OFFICER
MENOMINEE COUNTY MICHIGAN

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
BUSINESS ON WHEELS	12719	7/20/2010	10578	1979 Chevy Dump Truck - U-Joint & Lal	208-751-930.02	66.11		\$66.11
Carquest Auto Parts	12553	6/30/2010	2825-158329	Oil, AntiFreeze & Fittings	208-751-930.02	56.73		\$63.60
	12554	6/30/2010	2825-158329	Brake Cleaner & Minitature Lamp	101-265-981.00	6.87		
Cedar River Plaza	12542	6/30/2010	Men 6-30	Diesel Purchases June 2010	208-751-742.00	203.59		\$203.59
Cellcom Wisconsin RSA 04	12626	7/5/2010	342642	Cellular Services	101-648-727.00	86.39	- ML	\$190.80
	12731	7/5/2010	336092	Cellular Services	101-132-850.00	19.99	- PC	
	12731	7/5/2010	336092	Cellular Services	296-665-850.00	24.09		
	12731	7/5/2010	336092	Cellular Services	296-669-850.00	60.33		
Cindy Payne	12588	7/19/2010	Reimbursement	Mileage - 7/14 through 7/16/10 - Cherryl	101-268-860.00	246.50		\$246.50
CITY OF MENOMINEE - 2511 10TH ST.	12546	6/30/2010	90103011	Utilities 4/1/10 - 6/30/10	101-265-920.00	31.83		\$8,005.80
	12547	6/30/2010	20102038	Water & Sewer 4/1/10 - 6/30/10	101-265-920.00	2,004.70		
	12694	6/30/2010	2463	Gasoline Sales for May 2010	205-315-742.00	2,978.33		
	12695	6/23/2010	2438	Gasoline Sales for April 2010	205-315-742.00	2,990.94		
CLOVERLAND PAPER CO	12532	6/11/2010	92149	Toilet Tissue, Kitchen Towel	101-265-755.01	109.54		\$641.45
	12533	6/18/2010	92221	Toilet Tissue	101-265-755.01	56.49		
	12534	6/25/2010	92284	Toilet Tissue & Tidyfoam Soap	101-265-755.01	95.38		
	12535	6/14/2010	92160	Multifold Towels	101-265-755.01	26.65		
	12536	6/11/2010	92151	Cleaning Supplies	101-265-755.01	10.00		
	12537	6/11/2010	92150	Lysol Wipes & Cleaning Supplies	101-265-755.01	81.19		
	12538	6/18/2010	92223	Cleaning Supplies	101-265-755.01	88.34		
	12539	6/25/2010	92285	Tidyfoam Soap & Dispenser	101-301-770.00	54.13		
	12671	7/2/2010	92359	Lysol cleaner, Comet cleanser, Degreas	101-301-770.00	119.73		
COHL STOKER & TOSKEY P C	12567	6/30/2010	29209	County legal services	101-211-807.00	957.00		\$957.00
Complete Source, Inc.	12517	5/4/2010	53749	Certified Paper	101-215-727.00	300.11		\$300.11
Concerned Associates	12624	7/1/2010	2682	Employee Assistance Program 8/1 - 10/	101-103-801.00	1,079.00		\$1,079.00
Country Mile Document Destruct	12531	7/2/2010	9018	PO# 02472 Document Shredding	101-265-801.00	950.00		\$950.00
Delta/Menominee Health Dept.	12716	7/15/2010	July 15, 2010	Quarterly Appropriation	101-997-999.03	36,040.00		\$36,040.00
Dickinson Cty Family Court	12722	7/15/2010	4221	Juvenile Accountability Block Grant May	296-669-999.00	680.01		\$680.01
DMinteractive	12556	7/7/2010	2623	Dedicated Web Site Hosting 8/1/10 - 7/	101-103-851.00	1,500.00		\$1,500.00
Dreamscape Communications	12713	6/29/2010	W10	Wireless Internet - July 2010	101-261-850.00	69.99		\$139.98
	12734	5/28/2010	15792	Wireless Internet - June 2010	101-261-850.00	69.99		

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 MENOMINEE COUNTY MICHIGAN

**MENOMINEE COUNTY
 Claims Audit Report**

Vendor Name Vcher#	Voucher#	Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General Duane and Laura Roehm 12619		6/30/2010		Reimbursement Shakey Lakes Camping Refund	208-751-964.00	57.00		\$57.00
EAGLEHERALD PUBLISHING, LLC 12572		6/25/2010		Advertising PO# 02469 Election - Registration Notic	101-262-727.00			\$1,820.27
	12623	6/30/2010	1406	June 2010 Advertising	101-101-901.00	1,048.00		
						772.27		
Eldercare Home Pharmacy 12673		6/25/2010	674423	Guy Buck	101-301-770.01	385.39		\$385.39
Election Systems & Software 12571		7/7/2010	747833	PO# 02468 Ballot Programming	101-262-727.00			\$6,367.25
	12573	7/7/2010	746932	PO# 02467 Ballot Layout	101-262-727.00	3,625.25		
	12621	6/22/2010	746966	PO# 02470 Software Maintenance Agree	101-262-727.00	630.00		
						2,112.00		
ERDMAN MIKE 12558		7/16/2010		Reimbursement Mileage 3/22/10 - 7/13/10	101-261-860.11	481.00		\$481.00
eTelPro 12659		7/7/2010	710118	trip Charge to Menominee & Profession	101-301-755.00	275.00		\$275.00
FASTENAL 12562		7/7/2010	WIMAR102835	1/2" Drill Grd & 6" DB	101-265-931.00	105.31		\$105.31
FOLEY'S BUILDING & SUPPLY INC. 12518		7/10/2010		Desotell Roof, Siding, Windows, Carpentry	274-690-809.56	4,376.00		\$4,376.00
GREAT AMERICAN DISPOSAL CO THE 12525		6/30/2010	06X00381	PO# 02474 Shakey & Kleinke - June 20	208-751-801.00	1,007.04		\$1,007.04
Great Lakes Graphix, LLC 12728		7/6/2010	2036	Badge with MI State Seal	296-664-955.00	60.00		\$240.00
	12728	7/6/2010	2036	Badge with MI State Seal	101-132-727.00	100.00		
	12728	7/6/2010	2036	Badge with MI State Seal	296-665-727.00	80.00		
Harbor Town Marine, Inc. 12684		6/21/2010	H18995	Battery & Orion Replacement	101-331-755.00	152.25		\$266.22
	12685	6/28/2010	H19013	Optimax/DFI/Gal	101-331-755.00	113.97		
Iron County Family Court 12721		7/15/2010	4222	Juvenile Accountability Block Grant May	296-669-999.01	680.01		\$680.01
J S ELECTRONICS, INC. 12686		7/7/2010	15916	Reprogrammed pager, charger, cover	101-331-755.00	124.49		\$207.83
	12687	6/30/2010	15887	Battery for pager	101-331-755.00	21.50		
	12706	7/14/2010	15925	Pager Maintenance	205-315-934.01	61.84		
Jeff Carlson 12620		7/12/2010		Reimbursement Shakey Lakes Park - Camping Refund	208-751-964.00	68.00		\$68.00
Joel Hensley, RN 12649		7/5/2010		Blood Draws St. Peter & Fredrickson	101-000-202.00	200.00		\$1,565.88
	12675	7/5/2010		Nursing Services June 20 - July 2, 2010	101-301-770.01	1,365.88		
LENCA SURVEYING 12652		7/17/2010	10103	Project Yr 2010 - Corner Momumentatic	243-246-801.07	4,562.65		\$4,642.65
	12652	7/17/2010	10103	Project Yr 2010 - Corner Momumentatic	243-246-801.08	80.00		
Lesperance, Michael 12560		7/19/2010		Reimbursement Securing property, cutting grass, boardii	517-252-955.00	260.94		\$260.94
Lifeloc Technologies, Inc. 12727		7/13/2010	0119926-IN	Alcohol Testers	296-669-835.00	469.00		\$469.00



**MENOMINEE COUNTY
Claims Audit Report**

Vendor Name Vcher#	Voucher#	Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Linderoth, Janis	12589	7/7/2010		Reimbursement				
	12589	7/7/2010		Reimbursement	101-101-860.09	88.00		\$188.00
				Mileage & Per Diem 5/21 & 6/25				
				Mileage & Per Diem 5/21 & 6/25	101-101-710.00	100.00		
M & M Insurance	12729	7/21/2010	4230	Notary Bond for Sharon Everson	101-132-802.00	50.00		\$50.00
M & M Truck Parts Sales, Inc.	12698	6/30/2010	5439	Trailer Rental 5/30/10 - 7/3/10	205-315-755.00	125.00		\$125.00
M & M Trucking, Inc.	12569	7/13/2010	6526	5 Loads of Fill - Menominee River Park	208-751-930.04	75.00		\$325.00
	12570	7/13/2010	6527	Leveling - Menominee River Park	208-751-930.04	250.00		
Marks Septic Service	12543	7/13/2010	143	Pump Tanks - 2 loads	208-751-801.00	300.00		\$300.00
MATHIEU MARYE	12521	7/16/2010		Jury Commission				
	12521	7/16/2010		Jury Commission	101-150-710.00	100.00		\$406.00
	12522	7/9/2010		Jury Commission	101-150-860.00	1.50		
	12522	7/9/2010		Jury Commission	101-150-710.00	300.00		
				Jury Commission	101-150-860.00	4.50		
Maureen Charlevoix	12584	7/16/2010		Reimbursement				
				Mileage & Meals 5/21 - 7/9/10	101-131-860.00	165.49		\$165.49
Meintz, Charlie	12644	6/13/2010		Reimbursement				
				Mileage June 3 - June 22, 2010	101-101-860.04	140.00		\$140.00
Menards - 2080 Old Peshtigo Road	12526	6/2/2010	52640	PO# 02473 - Courtroom B Supplies	101-265-755.00	497.36		\$787.86
	12527	6/3/2010	52880	PO # 02473 - Courtroom B Supplies	101-265-755.00	188.71		
	12528	6/10/2010	55083	PO# 02473 Courtroom A Supplies	101-265-755.00	10.40		
	12529	6/16/2010	56472	PO# 02473 - Health Department Supplie	101-265-755.00	51.97		
	12530	6/23/2010	58219	PO# 02473 - Courtroom B	101-265-755.00	39.42		
MENOMINEE ANIMAL SHELTER	12616	7/12/2010	3512	June 2010	101-601-958.00	1,027.32		\$1,027.32
MENOMINEE COUNTY JOURNAL	12568	7/7/2010	144	PO# 02466 Registration Notice	101-262-727.00	528.00		\$528.00
MENOMINEE COUNTY ROAD COMMISSI	12680	4/8/2010	10420	Power to Radio's June 2010	101-301-934.01	43.93		\$43.93
MENOMINEE MARINA	12682	6/19/2010	666328	Gasoline	101-331-755.00	171.97		\$171.97
MENOMINEE MEDICAL CLINIC	12672	6/29/2010	4437 10	Erdman, Thomas, & Sanchez	101-301-770.01	145.00		\$145.00
MI Asso. of County Clerks	12591	7/20/2010		Registration				
				MACC Summer Conference - Marc Klei	101-215-802.00	100.00		\$100.00
Michigan Assessors Association	12545	7/12/2010		Membership				
				Effective September 1, 2010	101-257-802.00	75.00		\$75.00
MICHIGAN ELECTION RESOURCES	12622	7/6/2010	25784	PO# 02471 Official M-100 Ballot	101-262-727.00	7,907.12		\$7,907.12
Michigan Municipal Risk	12676	6/23/2010	1184	Rapid Deployment to Active Shooter 7/2	101-301-881.00	195.00		\$195.00

MENOMINEE COUNTY
Claims Audit Report



Vendor Name	Vcher#	Youcher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
MICHIGAN STATE INDUSTRIES	12540	6/30/2010	1229 7997	Laundry Detergent	101-265-755.01	55.20		\$337.90
	12541	6/30/2010	1223 1796	Handicapp Parking w/ Silhouette	101-265-755.00	95.00		
	12669	6/14/2010	1229 7866	Detergent - Inmate Supplies	101-301-770.00	187.70		
Michigan Taser Distributing								
	12701	5/25/2010	5879	Simulation Cartridge's	205-315-755.02	405.39		\$608.08
	12702	5/25/2010	5878	Simulation Cartridge's	205-315-755.02	202.69		
MILLERS ACTION OFFICE SUPPLY I								
	12617	7/9/2010	070095	Lock & Installation	101-215-727.00	33.00		\$64.99
	12717	7/13/2010	070174	Appointment Book	101-132-727.00	16.00		
	12717	7/13/2010	070174	Appointment Book	101-148-727.00	15.99		
NERATS PLUMBING AND HEATING IN								
	12551	6/29/2010	16110	Pressure switch & pressure gauge	101-265-755.00	19.00		\$19.00
NESTEGG MARINE								
	12733	6/21/2010	70410	Marine Boat - Preserving Paint	101-103-755.00	1,534.88		\$2,784.81
	12733	6/21/2010	70410	Marine Boat - Preserving Paint	101-331-755.00	1,249.93		
NKS Tire & Service, Inc.								
	12703	7/15/2010	66254	Wheel Alignment- 2008 Chevy Impala L	205-315-934.00	99.95		\$99.95
NORTHPOINTE BEHAVIORAL								
	12715	7/15/2010	July 15, 2010	Quarterly Appropriation	101-997-999.26	24,902.00		\$24,902.00
Omicare - An Omnicare Company								
	12674	6/30/2010	2318181	Inmate Medications	101-301-770.01	61.03		\$61.03
Parrette, Kathleen								
	12552	6/30/2010	27	Cleaning Services - June 2010	101-265-801.00	1,533.33		\$1,533.33
Pfankuch, Mike								
	12566	7/19/2010	Reimbursement	Hotel/Gas/Meals/Bridge Fare	101-136-860.00	262.41		\$262.41
Pinecrest Medical Center								
	12692	7/1/2010	June 2010	Telephone Charges	205-315-727.00	15.00		\$15.00
Polasky, Nancy								
	12523	7/9/2010	Jury Commission	6/25 - 7/9 Per Diem & Mileage	101-150-860.00	16.00		\$270.00
	12523	7/9/2010	Jury Commission	6/25 - 7/9 Per Diem & Mileage	101-150-710.00	200.00		
	12524	7/16/2010	Jury Commission	7/16 Per Diem & Mileage	101-150-860.00	4.00		
	12524	7/16/2010	Jury Commission	7/16 Per Diem & Mileage	101-150-710.00	50.00		
PrintersPlus!								
	12648	7/10/2010	9794	Window Envelopes - Jury Commission	101-150-727.00	37.50		\$175.00
	12693	7/10/2010	9803	Referral Cards, Comp Time, Continuatic	205-315-727.00	137.50		
Pro-Tec Home Inspections								
	12587	7/19/2010	Desotell	Lead clearance sampling & lab fees	274-690-809.56	300.00		\$300.00
Quill Corporation								
	12520	7/12/2010	6602455	Post-It's - Prosecutor's Office	101-267-727.00	48.96		\$118.81
	12657	7/1/2010	6431084	Stapler, Creamer, Disinfect Wipes	101-301-727.00	69.85		



MENOMINEE COUNTY
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
CHIEF FISCAL OFFICER MENOMINEE COUNTY MICHIGAN								
Randall Phillipps								
12609		7/8/2010	1995-7615-DP	Court Appointed Legal - Gary Rietz	101-131-807.00	25.00		\$262.50
12610		7/8/2010	Vretenar	1997-8131-DP & 2001-9818-DS - Court	101-131-807.00	25.00		
12611		7/8/2010	Olsen	1996-7909-DM & 2004-11093-DP Court	101-131-807.00	25.00		
12612		7/8/2010	2008-12372-DS	Court Appointed Legal - Ida Hollar	101-131-807.00	37.50		
12711		7/20/2010	1996-7736-DM	Court Appointed Legal - Ambeau	101-131-807.00	100.00		
12712		7/20/2010	2007-12208-DP	Court Appointed Legal - Tanguay	101-131-807.00	37.50		
12718		7/19/2010	Court Appt Legal	2001-99350-DM & 2004-10902-DS - Mc	101-132-807.00	12.50		
Reinhart Foodservice								
12655		7/7/2010	882351	Credit Memo against # 878938	101-301-770.00	-87.60		\$627.08
12656		7/6/2010	881804	Inmate Groceries	101-301-770.00	714.68		
Rye Collision, Inc.								
12707		7/8/2010	1558	Animal Control Truck Cap	205-315-934.02	490.14		\$490.14
S & O LOCK AND PHONE SERVICE								
12549		6/28/2010	28641	File Cabinet Lock	101-265-755.00	15.33		\$15.33
Schrot Sheryl/4-H Agent								
12559		6/16/2010	Reimbursement	Mileage 5/3/10 - 6/9/10	101-261-860.11	153.50		\$153.50
Silver & Van Essen, P.C.								
12555		7/1/2010	17151	MPSC Appeal	101-211-807.00	18.21		\$18.21
Standard Insurance Company								
12590		7/20/2010	STA53	July 2010	101-101-713.00	11.50		\$193.20
12590		7/20/2010	STA53	July 2010	101-132-713.00	6.32		
12590		7/20/2010	STA53	July 2010	101-136-713.00	9.20		
12590		7/20/2010	STA53	July 2010	101-141-713.00	11.50		
12590		7/20/2010	STA53	July 2010	101-148-713.00	0.58		
12590		7/20/2010	STA53	July 2010	101-215-713.00	11.50		
12590		7/20/2010	STA53	July 2010	101-172-713.00	2.30		
12590		7/20/2010	STA53	July 2010	101-261-713.00	2.30		
12590		7/20/2010	STA53	July 2010	101-267-713.00	9.20		
12590		7/20/2010	STA53	July 2010	101-268-713.00	2.30		
12590		7/20/2010	STA53	July 2010	101-253-713.00	6.90		
12590		7/20/2010	STA53	July 2010	101-257-713.00	4.60		
12590		7/20/2010	STA53	July 2010	101-265-713.00	2.30		
12590		7/20/2010	STA53	July 2010	101-301-713.00	46.00		
12590		7/20/2010	STA53	July 2010	101-682-713.00	2.30		
12590		7/20/2010	STA53	July 2010	101-103-713.00	2.30		
12590		7/20/2010	STA53	July 2010	101-426-713.00	1.15		
12590		7/20/2010	STA53	July 2010	271-790-713.00	9.20		
12590		7/20/2010	STA53	July 2010	296-663-713.00	2.30		
12590		7/20/2010	STA53	July 2010	296-664-713.00	2.30		
12590		7/20/2010	STA53	July 2010	296-665-713.00	2.30		
12590		7/20/2010	STA53	July 2010	208-751-713.00	4.60		
12590		7/20/2010	STA53	July 2010	205-316-713.00	2.30		
12590		7/20/2010	STA53	July 2010	205-315-713.00	20.70		
12590		7/20/2010	STA53	July 2010	266-325-713.00	14.95		
12590		7/20/2010	STA53	July 2010	266-326-713.00	2.30		
State of Michigan - Dept. of Management & Budget								
12704		3/18/2010	MPSCS-01071	Radio Subscription Fees 1/1/10 - 3/31/1	205-315-934.01	60.00	x	\$2,210.00
12705		5/4/2010	MPSCS-01838	Radio Subscription Fees 4/1 - 9/30/10	205-315-934.01	2,150.00	x	

MENOMINEE COUNTY
Claims Audit Report

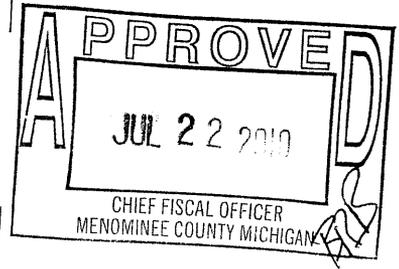
APPROVED
JUL 22 2010
Voucher# Voucher Date
Vendor's Ref#

Vendor Name	Voucher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
CHIEF FISCAL OFFICER MENOMINEE COUNTY MICHIGAN								
State of Michigan - MI Dept. of Human Services								
12720		7/16/2010	4223	Monthly Offset - May 2010	292-662-843.01	11,342.10	x	\$11,342.10
State of Michigan - Michigan State Police								
12714		6/30/2010	551-337091	Agency Fee from 10/1 to 9/30/10	266-326-942.00	530.00	x	\$530.00
State of Michigan (Livescan)								
12709		7/6/2010	551-338009	Livescan - June 2010	701-000-228.17	147.75	x	\$147.75
State of Michigan MI St. Police								
12688		6/30/2010	551-337554	Agency Fee from 10/1/09 to 9/30/10	101-136-931.01	530.00	x	\$1,134.25
12710		7/2/2010	551-338286	SOR - Bellisle	701-000-228.63	25.00	x	
12730		6/30/2010	551-337553	Agency Fee from 10/1 - 9/30/10	101-132-802.00	265.00	x	
12730		6/30/2010	551-337553	Agency Fee from 10/1 - 9/30/10	101-148-802.00	265.00	x	
12732		7/6/2010	551-338010	Livescan - June 2010	701-000-228.17	49.25	x	
STEPHENSON MARKETING COOPERATI								
12637		6/3/2010	348354	Antifreeze	208-751-755.02	8.95		\$1,123.10
12638		6/3/2010	349436	Bar Chain	208-751-755.02	9.54		
12696		6/30/2010	015579	June 2010 Fuel - Sheriff's Department	205-315-742.00	1,104.61		
TEACHING FAMILY HOMES OF UPPER								
12723		7/21/2010	2247	08-046 Katrina Burde June 1 - June 5, 2	292-662-843.05	280.00		\$770.00
12724		7/21/2010	2247	08-046 Katrina Burde June 7 - June 12,	292-662-843.05	350.00		
12725		7/21/2010	4226	Katrina Burde June 14 - June 16, 2010	292-662-843.05	140.00		
The First National Bank&Trust								
12548		7/7/2010	628840339	Service Charge	101-141-817.00	31.08		\$31.08
Time Warner Cable								
12670		7/6/2010	004-620475202-001	July 6 - August 5, 2010	101-301-770.00	121.05		\$121.05
U.E.S. COMPUTERS, INC.								
12565		7/16/2010	29904	Emergency Services Laptop	101-426-755.00	229.98		\$1,739.95
12574		7/7/2010	51454	Black Ink Cartridges	208-751-755.02	39.00		
12625		7/1/2010	51385	Monthly DVD Backup - June 2010	101-103-857.00	100.00		
12645		7/12/2010	29890	Central Dispatch CD ROM Maintenance	266-325-934.00	74.99		
12651		7/1/2010	29699	Server Room - High/Critical Temp Alert	101-103-857.00	305.00		
12653		7/16/2010	29934	Hard Drive & Replacement Power Supp	101-103-857.00	230.98		
12654		7/16/2010	29950	Pontem Update/UPS Maintenance	101-103-857.00	370.00		
12677		7/12/2010	29911	Removal of Fake Antivirus Program - SI	101-301-934.00	125.00		
12678		7/14/2010	29571	Sheriff's Department	101-301-934.00	95.00		
12679		7/16/2010	29975	Sheriff - Booking P.C./Block Control Ro	101-301-934.00	155.00		
12699		7/9/2010	29853	Reset Brian Helfort's Password	205-315-755.00	15.00		
UNIFORM SHOPPE								
12683		7/12/2010	190161	Brian Helfert - Uniform	101-331-755.00	114.90		\$114.90
Verizon Wireless								
12550		6/22/2010	2420162244	Cellular Services	101-265-801.00	153.56		\$153.56
WALL LARRY								
12586		7/19/2010	Desotell	Project Soft Costs & Administrative Sen	274-690-809.56	248.75		\$3,033.38
12586		7/19/2010	Desotell	Project Soft Costs & Administrative Sen	274-690-709.09	2,784.63		

**MENOMINEE COUNTY
Claims Audit Report**

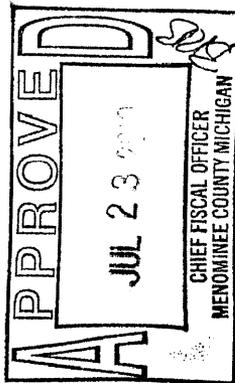
Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
WALTER BROTHERS INC								
	12639	6/18/2010	B95040	Wipe on Poly, Cloth, Outlet, Key	208-751-930.02	38.15		\$133.74
	12640	6/30/2010	B95863	Motor Adaptor, Enamel	208-751-930.02	21.55		
	12689	6/19/2010	A111372	Insect Killer& Extention Cord	101-331-755.00	49.98		
	12690	6/25/2010	A111890	Padlock	101-331-755.00	7.49		
	12691	6/24/2010	B95481	Batteries & Twist Nozzle	101-331-755.00	16.57		
WEST GROUP PAYMENT CENTER								
	12647	7/1/2010	820874991	June 1- June 30, 2010	269-145-801.00	367.29		\$367.29
Wil-Kil Pest Control								
	12585	7/7/2010	1699384	Commercial Contract	101-265-801.00	60.00		\$60.00
WISCONSIN PUBLIC SERVICE CORP - P O BOX 19003								
	12561	6/23/2010	0404020028-00001	Kleinke Park Utilities	208-751-920.01	474.36		\$905.95
	12641	6/18/2010	0405249882-00001	Bailey Park Utilities	208-751-920.01	34.59		
	12642	6/22/2010	0405249882-00003	Kleinke Park Utilities	208-751-920.01	51.54		
	12643	6/29/2010	0402191663-00001	Health Care Center Utilities	101-265-920.04	345.46		
Zeratsky Extreme Heating &								
	12563	7/13/2010	2413	Health Department - Air Conditioning U	101-265-934.00	149.24		\$376.11
	12564	7/13/2010	2412	Jail - Air Conditioning Unit	101-265-934.00	226.87		
Total Amount for Bank Account: General								

\$153,098.47



MENOMINEE COUNTY
Check Register Report

Check	Vendor Name	Vchr#	Vendor's Ref#	Description	Status	Debit Account	Check Date	Check Amount	Check Amount
Check Date: 07/01/2010 - 07/31/2010 Check Number: 81623 - 81625 Bank Account: General - General									
81623	ABC PRINTERS				Open		07/23/2010		
		12737	4233	T-Shirts for the Garden	296-667-801.01		\$450.00		\$450.00
81624	Jennifer Brunelle				Open		07/23/2010		
		12735	Reimbursement	Mileage 6/29 - 7/19/2010	296-664-860.00		\$63.50		\$63.50
81625	REDWOOD TOXICOLOGY LABORATORY				Open		07/23/2010		
		12736	719820106	Drug Testing 7/22/2010	296-669-835.00		\$20.26		\$20.26
Total General									\$533.76
Grand Total:									\$533.76



MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Miscellaneous Minutes/Building Permit Summary
DEPARTMENT:	Administration/Board
ATTACHMENTS:	Yes
SUMMARY: Miscellaneous Minutes from Committees.	
RECOMMENDED MOTION	

Submitted by: **Brian Bousley**

 08/19/2010
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 PERMIT SUMMARY -- 07-01-2010 to 07-31-2010

12361 - Permit to construct a utility structure (1 story, 308 sq.ft.)

LOCATION

Property No. 011-013-011-00
Legal Desc. MY-13 8/7 202B
Address N16080 CoRd 388

OWNER

⌘Harley Baribeau
⌘N16588 Frenchtown Rd
⌘Hermansville MI 49847

12362 - Permit to construct a utility structure (1 story, 2160 sq.ft.)

LOCATION

Property No. 014-021-018-00
Legal Desc. ST-21 5/6 403
Address W3862 CoRd G-12

OWNER

⌘Joe Truitt
⌘W3862 CoRd G-12
⌘Stephenson MI 49887

12363 - Permit to install a mobile home (1 story, sq.ft.)

LOCATION

Property No. 010-107-002-00
Legal Desc. MO-7 3/7 101B
Address W6921 CoRd 338

OWNER

⌘Thomas Menor
⌘W6921 CoRd 338
⌘Wallace MI 49893

12364 - Permit to demolish a one/two family dwelling (1 story, sq.ft.)

LOCATION

Property No. 007-019-013-00
Legal Desc. IN-19 4/5 401
Address N5823 Jimtown Rd

OWNER

⌘Francis Kleinke
⌘N5823 Jimtown Rd
⌘Menominee MI 49858

12365 - Permit to repair a one/two family dwelling (1 story, 1008 sq.ft.)

LOCATION

Property No. 002-003-009-00
Legal Desc. DG-3 5/6 403A
Address N9309 CoRd 354

OWNER

⌘Ray Tickler
⌘N9411 CoRd 354
⌘Stephenson MI 49887

12366 - Permit to alter a one/two family dwelling (1 story, sq.ft.)

LOCATION

Property No. 009-103-011-00
Legal Desc. ML-3 4/7 201
Address W5940 CoRd 348

OWNER

⌘Rodger Herson
⌘800 E Francour rd.
⌘Depere WI 54115

12367 - Permit to construct a one/two family dwelling (1 story, 704 sq.ft.)

LOCATION

Property No. 009-121-013-20
Legal Desc. ML-21 4/7
Address N6085 Shore dr

OWNER

⌘Dale Ebsch
⌘N6085 Shore dr
⌘Wallace MI 49893

12368 - Permit to demolish a one/two family dwelling (1 story, 840 sq.ft.)

LOCATION

Property No. 001-008-002-00
Legal Desc. CV-8 6/4 102
Address E 723 N. Fox Rd

OWNER

⌘Wayne/Marana Heitz
⌘Po box 53
⌘Wells MI 49894

12369 - Permit to construct a one/two family dwelling (2 story, 672 sq.ft.)

LOCATION

Property No. 003-235-011-00
Legal Desc. FH-35 8/8 303
Address W7990 Camp 31 Rd

OWNER

⌈John Zanoni
⌈N811 Hamilton Lks Rd
⌈Vulcan MI 49892

12370 - Permit to construct add'n to a one/two family dwelling (1 story, 220 sq.

LOCATION

Property No. 010-203-014-10
Legal Desc. MO-3 2/8 LOTS 1&2
Address N2305 River Dr.

OWNER

⌈Mike & Cathy Grycowski
⌈N2305 River Dr.
⌈Wallace MI 49893

12371 - Permit to construct a utility structure (1 story, 768 sq.ft.)

LOCATION

Property No. 006-008-002-25
Legal Desc. HO-8 6/7 102&103A
Address W6694 Cole Ln.

OWNER

⌈James Frank
⌈110 Forestveiw Dr.
⌈Elgin IL 60120

12372 - Permit to construct a one/two family dwelling (1 story, 1361 sq.ft.)

LOCATION

Property No. 010-210-006-00
Legal Desc. MO-10&11 2/8 CCN 442
Address N1890 River Dr.

OWNER

⌈Mike Montie
⌈N1890 River Dr.
⌈Menominee MI 49858

12373 - Permit to construct add'n to a one/two family dwelling (1 story, 312 sq.

LOCATION

Property No. 003-103-009-00
Legal Desc. FH-3 7/8
Address N14259 CoRd 577

OWNER

⌈David Augustine
⌈N14259 CoRd 577
⌈Vulcan MI 49892

12374 - Permit to construct a utility structure (1 story, 216 sq.ft.)

LOCATION

Property No. 000-000-000-00
Legal Desc.
Address N 1054 M-35

OWNER

⌈Mary Nell
⌈N1054 M-35
⌈Menominee MI 49858

12375 - Permit to demolish a one/two family dwelling (1 story, sq.ft.)

LOCATION

Property No. 012-017-011-00
Legal Desc. ND-17 7/6 202E
Address W4488 Menard st

OWNER

⌈Herman Blahnik
⌈W4488
⌈Nadeau MI 49863

MINUTES

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

Bylaws Committee, 6/15/10 – 8:30 a.m.

MEMBERS PRESENT: Sauve, Hartz and Berman
MEMBERS EXCUSED:
MEMBERS ABSENT:
OTHERS PRESENT: Airport Manager Spreen

1. Call to order.

Chairperson Sauve called the meeting to order at 8:30 a.m.

2. Approve/Amend agenda

Motion (Berman/Hartz) to approve agenda as presented. Motion carried. No negative votes.

3. Approve/amend minutes 5/20/2010 Bylaws Committee Meeting

Motion (Berman/Hartz) to approve minutes as presented. Motion carries. No negative votes.

4. Public Comment

None

4. Discuss/consider reviewing changes made to the Bylaws at the last Bylaws meeting 5/20/2010 and then to recommend these changes to the TCAC Regular Meeting scheduled for 9:00 a.m. 6/15/2010, action if any

Motion (Hartz/Berman) to make managers duties from Bylaws as an appendix A in the Personnel Manual. Motion carries. No negative votes.

Motion (Hartz/Berman) to recommend to be approved by the full board. Motion carries. No negative votes.

5. Schedule next meeting.

TBA

6. Adjourn

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

Amended

MINUTES

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

Regular Session Committee Meeting 6/15/2010 – 9:00 a.m.

MEMBERS PRESENT: Anderson, Dill, Sauve, Berman and Hartz

MEMBERS EXCUSED:

MEMBERS ABSENT: Furlong

OTHERS PRESENT: Airport Manager Spreen, Peshtigo Times, Eagle Herald, and airport users

1. Call to order.

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

2. Pledge of Allegiance

3. Approve/Amend agenda

Motion (Dill/Hartz) to approve agenda as presented. Motion carried. No negative votes.

4. Approve/amend minutes

5/12/2010 Regular Meeting

5/27/2010 Special Meeting

Motion (Sauve/Berman) to approve all minutes as presented. Motion carries, no negative votes.

5. Public comment

Tony Krysiak spoke about the FBO and about people paying for use of airport.

Ted Sauve inquired about the Democratic Party event at the airport.

6. Discuss/consider the recommendation from the Bylaws Committee for approving the Bylaws, action required.

Motion (Berman/Hartz) to take Managers duties out of the Bylaws and put them in the TCA Policies and Procedures Manual under Appendix A in the Airport Managers duties. Motion carries. No negative votes.

Motion (Sauve/Berman) to have Dan Hass review the Bylaws and then present it to the full board at the next regular scheduled meeting. Motion carries. No negative votes.

7. Discuss/consider contracting an FBO to run the airport daily operations, action if any

Motion (Sauve/Berman) to refer this to the Executive/Finance Committee and then report back to the full commission. Motion carried, no negative votes.

8. Discuss/consider the Twin County Airport financial statement, action if any

Motion (Hartz/Berman) to prepare a press release on the financial statement. Motion carries. No negative votes.

9. Discuss/consider reviewing Consultant packets, action if any

Motion (Hartz/Berman) to have the manager work on the selection process. Motion carries. No negative votes.

10. Discuss/consider Cell phone for Airport Manager, action if any

Motion (Hartz/Dill) to have the TCAC pay \$138.00 for the managers cell phone. Motion carries. No negative votes.

10. Discuss/consider airport farming, action if any

Motion (Dill/Hartz) to authorize the Chairman Garry Anderson to seek information on farming. Motion carries. Sauve opposed.

11. Discuss/consider the underground fuel tank insurance rates, action if any

Motion (Berman/Sauve) to stay with the original insurance company Zurich North America at the rate of \$1451 per year. Motion carries. No negative votes.

12. Managers report:

- **Discuss/consider Profit and Loss for 5/2010, action if any**

- **Discuss/consider Recon Summary for 5/2010, action if any**
- **Discuss/consider Vendor balance for 5/2010, Action if any**
- **Discuss/consider Customer balance for 5/2010, action if any**
- **Discuss/consider Check Detail and paying monthly bills for 5/2010 and 6/2010 action if any**
- **Discuss/consider Airport Traffic for 5/2010, action if any**

Motion (Berman/Dill) to put all on file. Motion carries, no negative votes.

13. Communication/correspondence.

None

14. Dialog between Manager and TCAC.

Manager talked about the terminal security camera, runway lights and the open house on July 24, 2010.

15. Dialog between airport users and the TCAC

None

16. Public comment.

Doug Kirk talked about airport farming and the FBO.

Ruby Ivens thanked the airport for the use of the hangar for the Democratic Party breakfast.

Rick Estebo spoke about the financial statement and managers cell phone.

Tony Krysiak spoke about the financial statement and the FBO.

Everett Anderson spoke about the continued negative comments towards the airport.

17. Schedule next meeting

9:00 a.m. 7/14/2010

18. Adjourn

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

MINUTES

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

Special Meeting 7/9/2010 – 9.00 a.m.

MEMBERS PRESENT: Anderson, Berman, Furlong, Dill, Hartz, and Sauve

MEMBERS EXCUSED:

MEMBERS ABSENT:

OTHERS PRESENT: Airport Manager Tim Spreen, Representatives of URS Corporation and Mead & Hunt

1. Call to order.

Anderson called the meeting to order at 9.00 a.m.

2. Pledge of Allegiance

3. Approve/Amend agenda

Motion (Dill/Hartz) to accept agenda as presented. Motion carries. No negative votes.

4. Public comment

None

5. Discuss/consider URS and Mead & Hunt interviews for consultant procurement, action if any

1. Purpose- Special meeting to interview consultants

Mr. Spreen outlined the procedure for the interviews. He referenced the Consultant Procurement Guidelines dated April 2008 provided by the MDOT- BAFS. These documents will be the guidelines for the interview. Commissioners and Airport manager will participate in the interview and be entitled to vote.

2. URS presentation- URS made their presentation and all committee questions were responded to.

3. Mead & Hunt presentation – Mead & Hunt made their presentation and all committed questions were responded to.
4. Committee Recommendations-The committee considered the written proposals presented and the oral presentations of both firms. The scores of the selection criteria were as follows:

Mead & Hunt: Rating 334 Weight X Rating = 2787

URS Corporation Rating 335 Weight X Rating = 2818

Along with the ratings, grand totals and a voice vote of (5-2), the committee selected URS Corporation to be their consultant.

Mr. Spreen was advised to contact both firms and advise of the results of the selection process.

Motion (Hartz/Sauve) to select URS Corporation as the Twin County Airport Consultant. Motion carried. No negative votes.

6. Communications/correspondence.

None

7. Dialog between manager and TCAC

None

8. Dialog between airport users and TCAC

None

9. Public comment

None

10. Adjourn

Motion (Berman/Furlong) to adjourn at 11:55 a.m. Motion carried. No negative votes.

MINUTES

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

Regular Session Committee Meeting 7/14/2010 – 9:00 a.m.

MEMBERS PRESENT: Anderson, Dill, Sauve, Furlong and Hartz

MEMBERS EXCUSED:

MEMBERS ABSENT: Berman

OTHERS PRESENT: Airport Manager Spreen, Menominee County DA Dan Hass, Peshtigo Times, Eagle Herald, Cat Country Radio, Freight Runners Owner Chip Zens and airport

1. Call to order.

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

2. Pledge of Allegiance

3. Approve/Amend agenda

Motion (Dill/Hartz) to approve agenda as presented. Motion carried. No negative votes.

4. Approve/amend minutes

6/15/2010 Regular Meeting

Motion (Sauve/Furlong) to correct public comment made by Ted Sauve from: “Ted Sauve **spoke** about the Democratic Party event at the airport” to: “Ted Sauve **inquired** about the Democratic party event at the airport”. Motion carries, no negative votes.

5. Public comment

Tony Krysiak commented on agenda item #7, Personnel Committee recommendation to the full board that the Freight Runners service be provided by the TCA.

Chip Zens commented on agenda item #7, Personnel Committee recommendation to the full board that the Freight Runners service be provided by the TCA.

Chairman Anderson tells Mr. Zens his 5 minutes are up.

Brian Neumeier says that he would give his 5 minutes of public comment to Chip Zens.

Tony Krysiak said that he would give 4 of his 5 minutes to Chip Zens.

Chairman Anderson objects to the offers.

Mr. Furlong says that he doesn't object.

Mr. Sauve says Mr. Zens has the right to talk longer than 5 minutes and gives his 5 minutes to Mr. Zens.

Mr. Zens commented on other issues that were not on the agenda and Chairman Anderson concluded public comment.

6. Discuss/consider Personnel Committee recommendation to the full board that the Freight Runners service be provided by the Twin County Airport, action if any.

Motion (Dill/Hartz) to have the TCA provide Freight Runners the service.

Discussion: Dan Hass gave his opinion on allowing a private individual to use public property to generate private revenue. He then mentions that he finds this totally wrong even though it has been a common practice of the Commission for many years and it has to stop. Chairman Anderson says that the only way to resolve this issue is to pay Jeff through the airport to provide the service until we can figure out a way to solve the problem. Dan Hass agrees. Motion Carries, 3/2. Sauve and Furlong opposed.

7. Discuss/consider approving Bylaws, action if any

Motion (Sauve/Furlong) to refer back to the Bylaws Committee to clarify the spending limit for the Airport Manager. Motion carries. No negative votes.

8. Discuss/consider buying a new finishing mower, action if any

Motion (Hartz/Dill) to buy a finishing mower. Motion carries. Sauve and Furlong opposed.

9. Discuss/consider fencing and airport pavement markings project, action if any

Progress of the fencing and painting project was discussed with the Commission and the Airport Manager.

10. Discuss/consider an evaluation for the Airport Manager, action if any

Motion (Furlong/Sauve) to take evaluation and incorporate the TCAC policies and procedures work rules into it. Motion carries. No negative votes.

11. Discuss/consider airport hangar owners/pilot survey, action if any

Motion (Dill/Hartz) to have the survey appear at the next regular scheduled meeting. Motion carries. No negative votes.

12. Discuss/consider organizations requesting to use the Twin County Airport for fund raising activities, action if any

Motion (Sauve/Furlong) to have any such requests of the airport to be made in writing with approval of the board. A liability waiver should be involved. Motion carries. No negative votes.

13. Discuss/consider Twin County Airport employee timesheets, action if any

Motion (Sauve/Furlong) for the commission to review the timesheets by Mr. Furlong prior to payment. Motion Fails, 2/3. Anderson, Dill and Hartz opposed

Motion (Dill/Furlong) to have the board review monthly. Motion carries. No negative votes.

14. Managers report:

- **Discuss/consider Profit and Loss for 6/2010, action if any**
- **Discuss/consider Recon Summary for 6/2010, action if any**
- **Discuss/consider Vendor balance for 6/2010, Action if any**
- **Discuss/consider Customer balance for 6/2010, action if any**
- **Discuss/consider Check Detail and paying monthly bills for 6/2010 and 7/2010 action if any**
- **Discuss/consider Airport Traffic for 6/2010, action if any**

Motion (Furlong/Hartz) to put all on file. Motion carries, no negative votes.

15. Communication/correspondence.

None

16. Dialog between Manager and TCAC.

Mr. Furlong talks about negative press and that it is the Airport Manager's responsibility to call these people in and talk about their concerns.

Mr. Furlong inquires about Spreen Aviation and the operations and procedures for working for the airport and Spreen Aviation.

Mr. Sauve wants to know who all has keys for the airport.

15. Dialog between airport users and the TCAC

Everett Anderson spoke in the airport operations.

Wayne Beyers spoke on the airport operations and conditions.

Gene Coleman spoke on the availability and access to the airport.

16. Public comment.

Peshtigo Times commented on the reporter from the Eagle Herald.

Chip Zens says that he will terminate their hangar lease with the airport and they will put their airplane on the ramp.

Tony Krysiak talked about liability insurance and the airport operations.

Brian Neumeier commented on the motion made on agenda item #7.

Steve Dill commented on the past airport manager.

17. Schedule next meeting

9:00 a.m. 8/11/2010

18. Adjourn

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



PINECREST BOARD MEETING MINUTES

Committee: Board of Directors Meeting	Date: March 25, 2010
Presiding: Michael Kaufman, Chairperson	Time: 2:00 p.m. CST
Recording Secretary: Lois Ball, Executive Secretary	Place: Board Room

Board Members Present:	Gerald Smith, Gladys Elegeert, Elaine Boyne, Gerald McCole, Barbara Oliver, Barbara Thorne, Mary Bradley, Michael Kaufman, Margaret Bastien and Richard Mapes, Administrator
Liaison Members Present:	Gary Eichhorn
Liaison Members Absent:	David Schultz and John Degenauer, Jr.
Leadership Team Members present	Darlene Smith, Kelly Bellmore, Heather Schmultzer, Lois Ball
Guests	Howard Berger(corrected to Floyd Berger) and Todd Flath, Business Representative from AFSCME Union Local 854

TOPIC	DISCUSSION	OUTCOME/RESPONSIBLE PERSON
Agenda	Chairperson Kaufman requested that the Agenda be changed to include the evaluation of the Administrator and this item was added to 8e. He also requested that the Wells Fargo representatives be allowed to make their presentation prior to the Board business.	A motion to accept the Agenda as proposed was made by Trustee Smith, supported by Trustee Bradley. Motion carried.
Wells Fargo Presentation	Sam Hofer, Gail Brinkman and Patrick Matthews gave the Board a report on the investment returns and performance summary for the Facility.	A motion was made by Trustee Smith, supported by Trustee Oliver to accept the presentation of the Wells Fargo Group. Motion carried.

TOPIC	DISCUSSION	OUTCOME/RESPONSIBLE PERSON
Board approval of February Minutes	The minutes of the February meeting had been sent to Board Members prior to the meeting for their review.	A motion was made by Trustee McCole, supported by Trustee Elegeert, to accept the minutes of the February Meeting. Motion carried.
Financial Statements	Kelly Bellmore, interim CFO, reviewed the Financial Statements for the month.	A motion was made by Trustee Elegeert, supported by Trustee Smith, to accept the Financial Statements. Motion carried.
Manifest of Invoices	The Board reviewed the Manifest of Invoices.	A motion was made by Trustee Smith, supported by Trustee Bradley, to accept the Manifest of Invoices as presented and to pay the bills. Motion carried.
<p>Committee Reports</p> <p>Executive Committee</p>	<p>Chairperson Kaufman reported on:</p> <ol style="list-style-type: none"> 1) The Executive Committee had reviewed a recommendation to approve the contract with the Marinette and Menominee Area Community Foundation to create a charitable endowment in the Foundation for the sole purpose of administering the Ellen K. Russell Trust and the Michael Miketinac Trust, as well as receive additional irrevocable gifts of property from time to time from donors and from any other sources to be added to the charitable endowment. 2) The Executive Committee had reviewed a recommendation to endorse Darlene Smith as the new Assistant Administrator and Corporate Compliance Officer. Until a replacement for Mrs. Smith has been determined, she will continue her current duties and responsibilities as the Director of Resident Services which includes full responsibilities of the nursing department as the Director of Nursing. Board Members asked about budget and finance areas as well as the scope of duties for the new position. The Board requested facts, figures and the organizational chart to review prior to the next meeting. 	<p>A motion was made by Trustee Bastien, supported by Trustee Bradley, to accept the contract with the Marinette and Menominee Foundation. Motion carried.</p> <p>A motion was made by Trustee Smith, supported by Trustee Boyne to table this item until the next meeting in April. Motion carried.</p>

TOPIC	DISCUSSION	OUTCOME/RESPONSIBLE PERSON
<p>Committee Reports, continued</p> <p>Whispering Pines Committee</p>	<p>Executive Committee report, continued</p> <p>3) The Executive Committee had reviewed the request to engage Goudreau Associates, Inc ., an Architectural and Planners Company to provide professional design and construction services for a new child care center .</p> <p>Trustee Bradley, Chairperson of the Whispering Pines Committee, requested that the Board take action on a Resolution to approve Jessica Boucher as the Whispering Pines Assistant Administrator and that in the absence of the Administrator and Assistant Administrator the respective homes supervisors be allowed to have authority to act on matters related to the daily operations.</p> <p>Trustee Bradley requested Board Action on an Emergency Evacuation Policy as required by CARF.</p> <p>Trustee Bradley then gave a report on each of the homes, clients and staff.</p>	<p>A motion was made by Trustee Boyne, supported by Trustee Bastien, to approve the contract with Goudreau Associates. Motion carried.</p> <p>A motion was made by Trustee McCole, supported by Trustee Oliver, to approve the Resolution. Motion carried.</p> <p>A motion was made by Trustee Oliver, supported by Trustee Smith, to approve the policy. Motion carried.</p> <p>A motion was made by Trustee Elegeert, supported by Trustee Oliver, to accept the Whispering Pines report. Motion carried.</p>
<p>Unfinished and New Business:</p> <p>Quality Assurance</p> <p>Safety Committee</p> <p>Administrator's Report</p>	<p>Mrs. Smith gave a report on the Quality Assurance Meeting for the month of March. She discussed each department that reported for the month and the other committee items that had been discussed.</p> <p>Lois Ball reported on the Safety Committee Meeting for the month of March. She noted that the Committee continues to work on a plan for inservicing employees on back and shoulder strains.</p> <p>Meetings attended: The Administrator reported he had attended the NACo Meeting in Washington, DC; MCSSA Legislative meeting in Lansing; Career Connections Meeting in Marquette as well as</p>	<p>A motion was made by Trustee Bradley, supported by Trustee McCole, to accept the Quality Assurance Report. Motion carried.</p> <p>A motion was made by Trustee Smith, supported by Trustee Bastien, to accept the Safety Committee Report. Motion carried.</p>

TOPIC	DISCUSSION	OUTCOME/RESPONSIBLE PERSON
	<p>The HCAM Region 5 meeting in Iron Mountain at which he had been nominated to become President of the group next year.</p> <p>Mrs. Smith reported that she and Mrs. Bellmore had attended a Cost Reporting seminar in Okemos during the month and had found it very informative.</p> <p>Chairperson Kaufman reported that several of the Board Members had attended the Board Members portion of the MCSSA Meeting in Lansing and had been told that they are planning a reduction of staff in the DHS area.</p>	
Pinecrest By-Laws	<p>Chairperson Kaufman reviewed the By-laws of the Facility in respect to the reorganization of the Board's Executive Committee. He noted that the change is to be made for April 1st. Trustee Smith made a motion to approve the nominations of Gladys Elegeert as Chairperson, Gerald McCole as Vice Chairperson and Margaret Bastien as Secretary. Trustee Boyne supported the nominations. Chairperson Kaufman called three times for further nominations and then closed the nominations. Chairperson Kaufman noted that he would remain Board Chairperson until April 1st and the new Board Chairperson would take over from that point and preside over the next Board Meeting on the fourth Thursday in April. Discussion was held on how long the term was for and it was agreed that it is a one year term. It was agreed that the Administrator and incoming Chairperson would fill all positions on the Committees and this will be prepared for the April meeting.</p>	A motion was made by Trustee Bradley, supported by Trustee Smith, to accept the nominations. Motion carried.
Closed Session	<p>The Board took a roll call vote to go into closed session (correction: to discuss the Administrator's one year evaluation).</p> <p>Gerald Smith, aye Gladys Elegeert, aye Elaine Boyne, aye Gerald McCole, aye Barbara Oliver, ay</p>	

TOPIC	DISCUSSION	OUTCOME/RESPONSIBLE PERSON
	Barbara Thorne, aye Mary Bradley, aye Michael Kaufman, aye Margaret Bastien, aye	The Board went into closed session at time time. They reviewed the Administrator's one year evaluation with him.
Liaison Members	Liaison Member Eichhorn asked if he could ask a couple of questions before the Board went into closed session. He asked what the Facility's capacity is (160 beds) and asked to have the percentage of occupancy listed explained. Administrator Mapes explained the drop in census over the past few weeks which led to the decline in occupancy percentage on this report and noted that we seemed to have turned the corner in regards to occupancy this month.	
Return to Regular Session	The Board returned to regular session at 3:28 p.m. following a role call vote to end the closed session.	A motion was made by Trustee Bastien, supported by Trustee Smith, to adjourn the Regular Meeting of the Pinecrest Board of Trustees. Motion carried. The Meeting adjourned at 3:29 p.m.

Gerald McCole, Secretary <hr style="width: 30%; margin-left: 0;"/>	Richard Mapes, Administrator <hr style="width: 30%; margin-left: auto; margin-right: 0;"/>
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Pinecrest Board Meeting Minutes

Committee: Board of Trustees	Date: April 22, 2010
Presiding: Gladys Elegeert, Chairperson	Time: 2:01 p.m. CST
Recording Secretary: Lois Ball, Executive Secretary	Place: Board Room

Board Members present:	Gerald Smith, Gladys Elegeert, Gerald McCole, Barbara Oliver, Barbara Thorne, Mary Bradley, Michael Kaufman, Margaret Bastien
Board Members absent:	Elaine Boyne
Liaison Members present:	David Schultz, John Degenaer, Jr.
Liaison Members absent:	Gary Eichhorn
Leadership Team Members present:	Darlene Smith, Kelly Bellmore, Jessica Boucher and Lois Ball

TOPIC	DISCUSSION	OUTCOME/RESPONSIBLE PERSON
Agenda	There were no additions or deletions to the agenda for April.	A motion was made by Trustee Bradley, supported by Trustee Smith, to accept the April Agenda. Motion carried.
Board approval of March minutes	Trustee Kaufman requested that Mr. Berger's name be corrected and that the reason for a closed meeting should be disclosed in the regular meeting. Liaison Member Schultz reported to the Board on the new open meeting act rules.	A motion to approve the March minutes with corrections was made by Trustee Kaufman, supported by Trustee Oliver. Motion carried.

TOPIC	DISCUSSION	OUTCOME/RESPONSIBLE PERSON
Financial Statements	Kelly Bellmore, interim CFO, reviewed the Financial Statements for the month.	A motion was made by Trustee McCole, supported by Trustee Smith, to accept the Financial Statement as presented. Motion carried.
Manifest of Invoices	The Board reviewed the Manifest of Invoices.	A motion was made by Trustee Smith, supported by Trustee Kaufman, to accept the Manifest of Invoices as presented and to pay the bills. Motion carried.
Committee Reports		
Executive Committee	<p>Chairperson Elegeert reported on:</p> <ol style="list-style-type: none"> 1) Board of Trustees Committee Appointments. New Committee Appointments for the 2010 – 2011 year were reviewed. A Special Committee has been appointed to work with employees on their concerns. 2) The Executive Committee had reviewed a recommendation to let bids for dairy products for the year. Sealed bids will be opened at next month's meeting. 	<p>A motion was made by Trustee Bradley, supported by Trustee Smith to accept the Executive Committee resolution of approval of these appointments. Motion carried.</p> <p>A motion was made by Trustee Kaufman, supported by Trustee Bradley, to let bids for dairy products. Motion carried.</p>
Whispering Pines Committee	Jessica Boucher, Whispering Pines' Assistant Administrator, reported that the Committee did not meet during April, but they had hired their own IT person during the month and he is doing a good job.	A motion was made by Trustee Smith, supported by Trustee Bastien, to accept the Whispering Pines report. Motion carried.
Unfinished and New Business		
Quality Assurance	Darlene Smith gave the Quality Assurance Report for the month of April, discussing each department that had given a quarterly report during that meeting.	A motion was made by Trustee McCole, supported by Trustee Oliver, to accept the Quality Assurance Report.

	DISCUSSION	OUTCOME/RESPONSIBLE PERSON
TOPIC		
<p>Safety Committee</p>	<p>Lois Ball reported on the Safety Committee Meeting for the month of March. She noted a decreased in incidents again this month and no major problems.</p>	<p>A motion was made by Trustee Bradley, Supported by Trustee Bastien, to accept the Safety Committee report. Motion carried.</p>
<p>Administrator's Report</p>	<p>Administrator Mapes reported on the meetings he had attended during the month: The Health Care Roundtable which is working to promote health care training and develop potential jobs; he was invited to present the certificates to 8 individuals graduating from the 18 month program at Bay College West in Iron Mountain in the health career fields of medical records and coding.</p> <p>He also reported on the low income housing project and noted that he is working with Plante and Moran on developing costs and structure for a feasibility study through them.</p> <p>He reported that the Facility had recruited Candace Meintz as our new CFO and she will start on Monday, April 26. The Board thanked Kelly Bellmore for her help over the past couple of months.</p> <p>The Administrator noted that we will begin interviewing for the position of Community Relations within the next couple of weeks.</p> <p>He gave handouts and discussed the organizational charts and job description for Community Services. He suggested that we table this change in leadership until next year.</p> <p>He also discussed the survey results of MyInnerView and he gave handouts of how to use survey results.</p> <p>Those attending the upcoming spring conference at Boyne</p>	<p>A motion was made by Trustee Smith, supported by Trustee Oliver, to accept the Administrator's report. Motion carried.</p>

TOPIC	DISCUSSION	OUTCOME/RESPONSIBLE PERSON
M & M Foundation Report	Highland have been registered. Trustee Bradley and Administrator Mapes reported that a grant from the ladies circle of the Foundation was available for child care needs. Pinecrest quickly filed the grant and has been awarded \$3,200 to purchase equipment.	
Comments from Liaison Members	Liaison Member David Schultz told those present to keep up the good work with the MOE, as budgets will tighten this year. He also noted that he is glad to be back.	
Comments from the Public	There were no comments from the Public.	
Adjournment	The meeting adjourned at 2:35 p.m.	A motion to adjourn was made by Trustee Smith, supported by Trustee Bradley. Motion carried.

Margaret Bastien, Secretary

Richard Mapes, Acting Secretary

PINECREST BOARD MEETING MINUTES

Committee: Board of Trustees

Date: June 24, 2010

Presiding: Gladys Elegeert, Chairperson

Time: 2:00 p.m. CST

Recording Secretary: Lois Ball, Executive Secretary

Place: Board Room

Board Members Present:

Gerald Smith, Gladys Elegeert, Elaine Boyne, Gerald McCole
Barbara Oliver, Barbara Thorne, Mary Bradley, Micheal Kaufman
Margaret Bastien and Richard Mapes, Administrator.

County Liaison Members Present:

Ann Martin

County Liaison Members Absent:

David Schultz, John Degenaer, Jr., Gary Eichhorn

Leadership Team Members Present:

Candace Meintz, Darlene Smith, Jessica Boucher

Approval of Agenda

The Agenda was approved with the following changes: the date of next month's meeting was corrected to read July 22, 2010 rather than July 24, 2010; and to delete Item #4 of the Action Items.

A motion to approve the Agenda with changes was made by Trustee Bradley, supported by Trustee Oliver. Motion carried.

Board action on Minutes

The minutes of the May meeting had been mailed for review prior to the meeting.

A motion to approve the minutes of the May Meeting was made by Trustee McCole supported by Trustee Kaufman. Motion carried.

Review of the Financial Statement

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

A motion was made by Trustee McCole, Supported by Trustee Boyne, to approve the Financial Statement as presented. Motion carried.

Manifest of Invoices

Manifest of Invoices were reviewed

A motion to approve the Manifest of Invoices and payment of those invoices was made by Trustee Kaufman, supported by Trustee Boyne. Motion carried.

Committee Reports
Executive Committee

Action Item #1 Chairperson Elegeert reported that the Committee had voted to bring to the Board the following policies for adoption: Cell Phone Usage Policy and Work Related Injury Policy. Administrator Mapes noted that these policies will be presented to both Unions as well as being posted for review by staff.

A motion was made by Trustee Bradley, supported by Trustee Bastien, to adopt the policies as presented. Motion carried.

Action Item #2 The Committee had voted to approve the appointment of Sharline Corrigan as Corporate Compliance Officer.

A motion was made by Trustee Kaufman, supported by Trustee Bastien, to approve the appointment. Motion carried.

Action Item #3 The Committee had agreed to proceed with the development of the child care center, contingent on the approval of the Whispering Pines Committee to transfer a donational amount from their funds to the Pinecrest Building Fund. A phone conference will be held in the morning to contact all Whispering Pines Committee Members to take a roll call vote on the subject.

A motion was made by Trustee Kaufman, supported by Trustee Smith, to approve a donational transfer, up to but not to exceed \$282,000.00, for the development of the Pinecrest Child Care Center. Motion carried.

Action Item #4 This Item has been expunged.

Action Item #5 Public Notice to bid. Trustee Kaufman requested that the term "Construction Committee" be changed to "Building Committee" as Building Committee is the actual name of the Committee that is in effect.

A motion was made by Trustee Kaufman, supported by Trustee Boyne, to approve the Public Notice to bid be placed in the three county newspapers and that the Building Committee will convene to open bids.

Whispering Pines / PAC

The Whispering Pines/PAC Committee did not meeting during the month of June.

Committee Reports, continued

Quality Assurance

Darlene Smith reported that they had held the Quality Assurance, Pharmacy and Therapeutics, Policy Review and Infection Control Meeting in June. She reported on each meeting and all activities with them.

A motion was made by Trustee Bradley, supported by Trustee Smith, to accept the Quality Assurance Report as presented. Motion carried.

Safety Committee

Safety Committee did not meet during the month of June and Darlene Smith did reflect on Safety Committee in her report as accepted by The Board.

Meetings and Conferences

First Friday of each the Administrator attends the Health Care Roundtable meeting at MI Works in Marquette.

A motion was made by Trustee Smith, supported by Trustee Bradley to accept The report by the Administrator and the Director of Residents' Services for their reports. Motion carried.

Darlene Smith thanked everyone for allowing her and some staff members to attend the NAHCA Convention in Oklahoma City this month. She reported that the convention is an uplifting rally and that she is proud of our CNA's and that several had won awards this year. She also noted that she, along with 3 other management staff had attended the Eden Conference at Schoolcraft County MCF this month.

Administrator's Report

The Administrator reported that both Unions had ratified the change in health care benefits for the 2010 year. Health care costs increased 3.5% this Year.

A motion was made by Trustee Smith, supported by Trustee Boyne to accept The Administrator's report as presented. Motion carried.

Plante and Moran should have some information together for the next board meeting regarding the feasibility study for the low income housing project.

Administrator's Report, continued

The Administrator and some Board Members reported on attending the Caring Partners Committee Meetings held during the month. The Committee is working together to solve issues within the facility such as communication.

Comments from Liaison Members

Liaison Member Ann Martin commented that this is her first meeting since last summer and she is interested in learning more about the child care center.

Comments from the Public

There were no comments from the public.

Adjournment

The next meeting of the Pinecrest Board of Trustees will be held on Thursday, July 22, 2010. The meeting adjourned at 2:58 p.m.

A motion to adjourn was made by Trustee McCole, supported by Trustee Kaufman, to adjourn the meeting. Motion carried.

Secretary

Margaret Bastien
Margaret Bastien

Acting Secretary



Richard Mapes, Administrator

*Menominee-Delta-Schoolcraft
Community Action Agency*

GOVERNING BOARD MEETING
Thursday, July 22, 2010
12:40 p.m. (EDT)
Comfort Inn, Manistique

MINUTES

The meeting was called to order at 12:42 p.m. by Chair Dave Schultz. A written roll call was taken and a quorum noted with the following in attendance:

MEMBERS PRESENT

Karen Wigand, Delta
Ruth Helwig, Delta
Pastor Ingmar Levin, Schoolcraft
Tom Elegeert, Delta
Ernest Hoholik, Schoolcraft
Gil Vandenhouten, Menominee
Gil Sablack, Schoolcraft
Omer Doran, Schoolcraft
Dan LaFoille, Schoolcraft
Dave Schultz, Delta
Walter Multerer, Menominee
Tom Lippens, Delta
Helen Walker, Delta
Dave Anthony, Menominee
John Stapleton, Schoolcraft
Ken Penokie, Delta
Charmaine Lehman, Schoolcraft
Brenda Moya, Menominee
George Lyon, Schoolcraft

OTHERS PRESENT

William Dubord, Executive Director
Cathy Pearson, Executive Assist./HR Coordinator
Pat Johnson, Receptionist
Gayle Stoykovich, Senior Citizens Program
Beau Miller, Finance Director
Rick Rudden, Communications Coordinator
Theresa Nelson, RSVP Director
Mary Bunnin, FGP Director
Connie Maule, SCP Director
Kim Johnson, Early Childhood Director

MEMBERS ABSENT

Geri Nelson, excused
Tish Groleau, excused
Bernie Lang, excused
Marylee DeGrave, excused
Bernice Wiecech, excused
Marv Mayer, excused
George Arkens, excused
Ken Bryant, excused

Mr. Schultz welcomed Ernie Hoholik back.

ACCEPTANCE OF JUNE 10, 2010 GOVERNING BOARD MINUTES

Members received a copy of the June 10, 2010 Governing Board minutes for their review and ***THEY WERE ACCEPTED WITH A MOTION FROM TOM ELEGEERT, SECONDED BY KAREN WIGAND; MOTION CARRIED.***

ACCEPTANCE OF 5/26 & 6/30/2010 HEAD START POLICY COUNCIL MINUTES

Members received copies of the 5/26 & 6/30/10 Head Start Policy Council minutes for their review. There were no questions or comments and ***THEY WERE ACCEPTED WITH A MOTION FROM MS. WIGAND, SUPPORTED BY MS. LEHMAN; MOTION CARRIED.***

FINANCE COMMITTEE REPORT

Chairman Schultz called on Karen Wigand for the report. Ms. Wigand reported that the Finance Committee reviewed the accounts payable schedules for May and June and recommends their acceptance. **KEN PENOKIE MOVED TO ACCEPT THE ACCOUNTS PAYABLE SCHEDULES FOR MAY AND JUNE, SECONDED BY TOM ELEGEERT; MOTION CARRIED.** Karen Wigand also told the board that the Finance Committee reviewed and recommends the sole source bid be accepted from DSTech for a new server. She noted that DSTech is our technical provider as we do not have an Information Technology person on staff so they are very familiar with our set-up and needs. Ken Penokie indicated that the price for the server alone seems high. It was noted that the bid includes the upgrade of Microsoft 2008 licenses and installation. Mr. Penokie noted that we should be able to purchase the Microsoft licenses under our non-profit status for a much more reasonable price. **MR. LAFOILLE MOVED TO ACCEPT THE SOLE SOURCE BID FROM DSTECH WITH THE STIPULATION THAT STAFF NEGOTIATE A BETTER PRICE FOR THE LICENSES, GIL SABLACK SUPPORTED THE MOTION; MOTION CARRIED.**

Karen noted that the committee was also updated on the progress of the newly required 403(b) audit. The members were told that we expect to receive an adverse opinion from our auditor since Farm Bureau (our former 403(b) provider) declined to participate once the new IRS regulations came into being. This also means they no longer have to provide the needed information that the auditors require. We expect that we will not be alone in this adverse opinion and our Finance Director explained that the Dept. of Labor will accept the adverse opinion. **GIL SABLACK MOVED TO ACCEPT THE FINANCE COMMITTEE REPORT, MS. LEHMAN SECONDED THE MOTION; MOTION CARRIED. (see attachment "A")**

NOMINATING COMMITTEE REPORT

Chairman Schultz called on Dan LaFoille who reported that the slate of candidates for board officers are as follows: Chair – Dave Schultz, Vice-Chair – Karen Wigand, Secretary – Ken Bryant, Treasurer – Bernice Wiecech. Mr. LaFoille asked three times for further nominations for Chair. **KEN PENOKIE MOVED THAT A UNANIMOUS BALLOT BE CAST FOR DAVE SCHULTZ FOR CHAIR, MR. SABLACK SUPPORTED THE MOTION; MOTION CARRIED.** Mr. LaFoille asked three times for further nominations for Vice-Chair. **MR. PENOKIE MOTIONED THAT A UNANIMOUS BALLOT BE CAST FOR KAREN WIGAND AS VICE-CHAIR, MR. ELEGEERT SUPPORTED THE MOTION; MOTION CARRIED.** Mr. LaFoille asked three times for nominations for Secretary. **MR. PENOKIE MOVED THAT A UNANIMOUS BALLOT BE CAST FOR KEN BRYANT FOR SECRETARY, TOM LIPPENS SUPPORTED THE MOTION; MOTION CARRIED.** Mr. LaFoille asked three times for further nomination from the floor for Treasurer. **KAREN WIGAND MOVED THAT A UNANIMOUS BALLOT BE CAST FOR BERNICE WIECIECH FOR TREASURER, GIL VANDENHOUTEN SECONDED THE MOTION; MOTION CARRIED.** Mr. LaFoille then turned the meeting back over to Chairman Schultz. Mr. Schultz thanked the members for their vote of confidence and indicated he feels we have a very good and diverse board.

APPROVAL OF 2010-2011 HEAD START APPLICATION

Mr. Schultz called on Kim Johnson, Early Childhood Program Director, who reviewed the 2010-11 ECP Design and Status Projections. **(see attachment "B")** She reported that Great Start Readiness

Program (GSRP) funds are available this year, which means we should be able to operate three additional classes and call back staff that were laid off last year. **HELEN WALKER MOVED TO APPROVE THE 2010-2011 HEAD START APPLICATION, RUTH HELWIG SECONDED THE MOTION; MOTION CARRIED.**

APPROVAL OF 2010-2011 EARLY HEAD START APPLICATION

KAREN WIGAND MOVED TO APPROVE THE 2010-2011 EARLY HEAD START APPLICATION, PASTOR LEVIN SUPPORTED THE MOTION; MOTION CARRIED.

APPROVAL OF 2009-2010 SELF ASSESSMENT SUMMARY REPORT

Mr. Schultz called on Kim Johnson who asked that this item be tabled until the September board meeting.

ACCEPTANCE OF HHS OVERVIEW OF FINDINGS FROM MONITORING

Members received a copy of the report for their review. Chairman Schultz called on Kim Johnson who explained that there were three findings: 1) one regarding time sheets which has been rectified 2) Staff members or members of their immediate families cannot serve on Policy Council. Ms. Johnson explained that we had a substitute staff person who ended up working several weeks and she was a Policy Council member. 3) Disallowed in-kind in the amount of approximately \$700,000. In-kind has become extremely difficult to get particularly since they no longer consider parents driving to the center allowable. They also do not allow the time parents spend during home visits and working with their child as they did previously. Ms. Johnson noted that other Head Start Programs in the State have counted the same items as in-kind as we did, but were not issued a finding. She noted that the Michigan Head Start Association is working on the in-kind issue as is the National Association. She noted that she would like the board to authorize staff to request a waiver on the in-kind. **DAVE ANTHONY MOVED TO AUTHORIZE STAFF TO SEEK A WAIVER FOR THE NON-FEDERAL SHARE FOR HEAD START, GIL SABLACK SUPPORTED THE MOTION; MOTION CARRIED.** Ken Penokie asked if she had considered filing an appeal at the same time. She noted she would like to see if the waiver is allowed and if it is not she will file an appeal at that time.

RATIFICATION OF PHONE POLL AUTHORIZING THE SUBMISSION OF COACHING GRANT

Members were sent a copy of the results of the telephone poll conducted to authorize the submission of a grant for coaching teachers. This had to be done as the application was due before this board meeting. **MR. LAFOILLE MOVED TO RATIFY THE PHONE POLL AUTHORIZING THE SUBMISSION OF A COACHING GRANT, KAREN WIGAND SUPPORTED THE MOTION; MOTION CARRIED.**

ACCEPTANCE OF STAFF MONTHLY REPORTS

Members received a copy of the staff monthly reports for their review and **THEY WERE ACCEPTED WITH A MOTION FROM MR. PENOKIE, SECONDED BY TOM ELEGEERT; MOTION CARRIED.**

FUNDING UPDATE AND EXECUTIVE DIRECTOR'S REPORT

Mr. Schultz called on William Dubord who reiterated the fact that GSRP funding is available once again for the Early Childhood Program, which is good. He reported that health insurance rates are taking another hefty hike (between 8.5 – 16% in CAA) which puts a huge strain on budgets. He also notified the board that Union negotiations for the Head Start UAW have begun and went very well. They hope to enter into a three year contract this time.

The Executive Director informed the members that we are investigating the feasibility of leasing space in the building next door to us to alleviate the crowding in Head Start and to offer more space to the very over-crowded Weatherization Program. ***KAREN WIGAND MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, JOHN STAPLETON SECONDED THE MOTION; MOTION CARRIED.***

PUBLIC COMMENT/OTHER BUSINESS

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

ADJOURNMENT

There being no further business ***THE MEETING ADJOURNED AT 1:38 P.M. WITH A MOTION FROM MR. ELEGEERT, SUPPORTED BY OMER DORAN; MOTION CARRIED.***

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH(S) OF May 2010 FOR THE MENOMINEE-DELTA-SCHOOLCRAFT COMMUNITY ACTION AGENCY.

WE HAVE DETERMINED THAT THE EXPENDITURES MADE AGAINST THE VARIOUS PROGRAMS ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS IN THE FOLLOWING AMOUNTS:

HEAD START	<u>212 505 33</u>
EARLY HEAD START	<u>58,457.46</u>
ARRA HEAD START	<u>3020.31</u>
ARRA EARLY HEAD START	<u>3807.54</u>
DEPARTMENT OF EDUCATION	<u>1736.06</u>
EARLY-ON CHILDHOOD	<u>247.68</u>
CENTER PARENT FUNDS	<u> </u>
POLICY COUNCIL	<u> </u>
GREAT PARENTS	<u>630 08</u>
EMERAL SCHOOL	<u>3039 08</u>
TRANSFER FROM ASSET & REVENUE ACCOUNTS	<u>138,508 58</u>
TOTAL:	<u>421,852.12</u>

SIGNED Karen Wigand
(TREASURER)

DATE 7/22/10

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH(S) OF June 2010 FOR THE MENOMINEE-DELTA-SCHOOLCRAFT COMMUNITY ACTION AGENCY.

WE HAVE DETERMINED THAT THE EXPENDITURES MADE AGAINST THE VARIOUS PROGRAMS ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS IN THE FOLLOWING AMOUNTS:

HEAD START	<u>144,367.57</u>
EARLY HEAD START	<u>64,471.35</u>
ARRA HEAD START	<u>32,618.83</u>
ARRA EARLY HEAD START	<u>3,021.73</u>
DEPARTMENT OF EDUCATION	<u> </u>
EARLY-ON CHILDHOOD	<u>18,191.14</u>
CENTER PARENT FUNDS	<u>525.00</u>
POLICY COUNCIL	<u>1,194.46</u>
GREAT PARENTS	<u>1,155.09</u>
EMERAL SCHOOL	<u>635.67</u>
TRANSFER FROM ASSET & REVENUE ACCOUNTS	<u>78,976.94</u>
TOTAL:	<u>299,428.78</u>

SIGNED Karen Wigand
(TREASURER)

DATE 7/22/10

2010-11ECP Program Design Status and Projections

July 20, 2010

Escanaba

2009-10

4 HS CB
3 HS CO-3 Classes
0 GSRP Classes
2 EHS CO-2 Classes

Projection for 2010-11

4 HS CB Classes
3 HS CO-3 Classes
2 GSRP Classes
TOTAL: 9
2 EHS CO-2 Classes

Gladstone

2009-10

1 HS CB Class

Projection for 2010-11

1 HS CB
TOTAL: 2
1 HS CO-3
1 GSRP blend with RR (?)
HS Eligible that may have to return to WL: 8

Manistique

2009-10

1 HS CB Class
1 CO-3 Class
1 GSRP

Projection for 2010-11

1 HS CB Class
TOTAL: 3
1 CO-3
1 GSRP Class (Emerald)

Menominee

2009-10

1 HS CB Class
2 HS CO-3 Class

Projection for 2009-10

1 HS CB Class
TOTAL: 3
2 HS CO-3

NCMC

2009-10

1 HS CB Class

Projection for 2010-11

1 HS CB Class

TOTAL: 1

Rapid River

2009-10

1 HS CB Class

Projection for 2009-10

1 HS /GSRP Blend

TOTAL: 1

1 GSRP blend with RR (?)

Program Design Summary

2009-10

As of July 20, 2010

16 Preschool Classes

18-19 Preschool Classes

2 Toddler Classes

2 Toddler Classes

Projected Staff Changes

2009-10

As of July 20, 2010

16 Preschool Teachers
12 Preschool Teaching Asst.
16 Center Aides
7 FSWs (4FT / 3 PT)
2 I/T Teachers
1 I/T CA/BM
6 HV (5 FT / 1 PT)

18-19 Preschool Teachers
13 Preschool Teaching Asst.
18-19 Center Aides
7 FSW (3 FT / 4 PT)
2 I/T Teachers
1 I/T CA/BM
6 HV (5 FT / 1 PT)

Acronyms Used

- BM: Bus Monitor
- CB: Center-Based (4 days of class per week)
- CA: Center Aide
- CO-2: Combination-Option (2 days of class per week & 2 home visits per month)
- CO-3: Combination-Option (3 days of class per week & 1 home visit per month)
- EHS: Early Head Start
- FSW: Family Services Worker
- GSRP: Great Start Readiness Program (State-funded Pre-K – 4 days of class per week)
- HB: Home-Based (monthly home visits & group parent-child sessions 2 times per month)
- HS: Head Start

*Menominee-Delta-Schoolcraft
Human Resources Authority*
GOVERNING BOARD MEETING
Thursday, July 22, 2010
1:15 p.m. (EDT)
Comfort Inn, Manistique

MINUTES

The meeting was called to order at 1:39 p.m. by Chair Dave Schultz. A written roll call was taken and a quorum noted with the following in attendance:

MEMBERS PRESENT

Karen Wigand, Delta
Ruth Helwig, Delta
Pastor Ingmar Levin, Schoolcraft
Tom Elegeert, Delta
Ernest Hoholik, Schoolcraft
Gil Vandenhouten, Menominee
Gil Sablack, Schoolcraft
Omer Doran, Schoolcraft
Dan LaFoille, Schoolcraft
Dave Schultz, Delta
Walter Multerer, Menominee
Tom Lippens, Delta
Helen Walker, Delta
Dave Anthony, Menominee
John Stapleton, Schoolcraft
Ken Penokie, Delta
Charmaine Lehman, Schoolcraft
Brenda Moya, Menominee
George Lyon, Schoolcraft

OTHERS PRESENT

William Dubord, Executive Director
Cathy Pearson, Executive Assist./HR Coordinator
Pat Johnson, Receptionist
Gayle Stoykovich, Senior Citizens Program
Beau Miller, Finance Director
Rick Rudden, Communications Coordinator
Theresa Nelson, RSVP Director
Mary Bunnin, FGP Director
Connie Maule, SCP Director
Kim Johnson, Early Childhood Director

MEMBERS ABSENT

Geri Nelson, excused
Tish Groleau, excused
Bernie Lang, excused
Marylee DeGrave, excused
Bernice Wiecech, excused
Marv Mayer, excused
George Arkens, excused
Ken Bryant, excused

ACCEPTANCE OF JUNE 10, 2010 GOVERNING BOARD MINUTES

Members received a copy of the June 10, 2010 Governing Board minutes for their review and ***THEY WERE ACCEPTED WITH A MOTION FROM GEORGE LYON, SECONDED BY OMER DORAN; MOTION CARRIED.***

FINANCE COMMITTEE REPORT

Chairman Schultz called on Karen Wigand for the report. Ms. Wigand reported that the Finance Committee reviewed the accounts payable schedules for May and June and recommends their acceptance. ***MR. ELEGEERT MOVED TO ACCEPT THE ACCOUNTS PAYABLE SCHEDULES FOR MAY AND JUNE, SECONDED BY DAN LAFOILLE; MOTION CARRIED.*** Karen Wigand also told the board that the Finance Committee reviewed and recommends the sole source bid be accepted from DSTech for a new server. She noted that DSTech is our technical provider as we do not have an Information Technology person on staff so they are very familiar with our set-up and

needs. Ken Penokie indicated that the price for the server alone seems high. It was noted that the bid includes the upgrade of Microsoft 2008 licenses and installation. Mr. Penokie noted that we should be able to purchase the Microsoft licenses under our non-profit status for a much more reasonable price. **MR. LAFOILLE MOVED TO ACCEPT THE SOLE SOURCE BID FROM DSTECH WITH THE STIPULATION THAT STAFF NEGOTIATE A BETTER PRICE FOR THE LICENSES, MR. VANDENHOUTEN SUPPORTED THE MOTION; MOTION CARRIED. 18 AYE, 1 NAY**

Karen noted that the committee was also updated on the progress of the newly required 403(b) audit. The members were told that we expect to receive an adverse opinion from our auditor since Farm Bureau (our former 403(b) provider) declined to participate once the new IRS regulations came into being. This also means they no longer have to provide the needed information that the auditors need. We expect that we will not be alone in this adverse opinion and our Finance Director explained that the Dept. of Labor will accept the adverse opinion. **GIL SABLACK MOVED TO ACCEPT THE FINANCE COMMITTEE REPORT, MS. LEHMAN SECONDED THE MOTION; MOTION CARRIED. (see attachment "A")**

SAFETY COMMITTEE REPORT

Mr. Schultz called upon Gil Sablack who reported that the committee reviewed two accidents in the Senior Services Program. The first accident involved a Personal Care Aide who lifted a client alone after being instructed that it was a two person lift job. She is still off of work. The committee indicated that they think some disciplinary action should be taken if there were no extenuating circumstances that would warrant her disregarding the instructions of doing a two person lift.

The second accident involved a meal runner who lost his balance on a porch where the deck screws were not long enough. The employee is okay, however, the committee felt that the homeowner should be notified (which they were) so they can rectify the problems. **THE SAFETY COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM MR. PENOKIE, SUPPORTED BY CHARMAINE LEHMAN; MOTION CARRIED. (see attachment "B")**

NOMINATING COMMITTEE REPORT

Chairman Schultz called on Dan LaFoille who reported that the slate of candidates for board officers are as follows: Chair – Dave Schultz, Vice-Chair – Karen Wigand, Secretary – Ken Bryant, Treasurer – Bernice Wiecech. Mr. LaFoille asked three times for further nominations for Chair. **KEN PENOKIE MOVED TO APPROVE THE SLATE OF OFFICERS AS PRESENTED, CLOSE NOMINATIONS AND A UNANIMOUS BALLOT BE CAST FOR THE AFOREMENTIONED OFFICERS. THIS MOTION WAS SECONDED BY GIL SABLACK, MOTION CARRIED.**

ACCEPTANCE OF POLICY ADVISORY COMMITTEE MINUTES

Members received copies of the 5/10 (Schoolcraft), 6/23/10 (Delta) Senior Companion Program PAC minutes and the 6/8/10 (Menominee/Marinette) Retired & Senior Volunteer Program PAC minutes for their review. There were no questions or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM MR. DORAN, SECONDED BY HELEN WALKER; MOTION CARRIED.**

ACCEPTANCE OF STAFF MONTHLY REPORTS

Members received a copy of the staff monthly reports for their review and ***THEY WERE ACCEPTED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY KAREN WIGAND; MOTION CARRIED.***

ACCEPTANCE OF 6/14/2010 UPCAP QUALITY ASSURANCE DESK REVIEW

Members received a copy of the report for their review. It was noted that since the previous year's monitoring went well they were able to do a desk review. There were two areas of concern, one regarding overdue assessments and the other the evaluation form used by Nutrition which needs to be forwarded to UPCAP. These concerns have already been addressed. ***MR. DORAN MOVED TO ACCEPT THE UPCAP QUALITY ASSURANCE DESK REVIEW, SUPPORTED BY HELEN WALKER; MOTION CARRIED.***

FUNDING UPDATE AND EXECUTIVE DIRECTOR'S REPORT

The Chairman called on William Dubord who reported that the state funding picture remains bleak. An anticipated 500 million dollars expected from the feds for Medicaid, etc. probably won't happen, which will mean another hit to the state's discretionary budget. He noted that UPCAP instructed us to put the Nutrition budget in with a \$41,000 cut. In addition, ARRA funding for CSBG and TEFAP (commodity foods) will end 9/30/2010. In addition, health insurance rates for Human Resources Authority effective 10/1/2010 are increasing between 12-20% which puts a huge strain on some already strained budgets.

Mr. Dubord noted that we being asked to do more and more reporting and accountability. In addition, we don't have enough administrative staff to be looking for more grant and funding opportunities. Since the auditors repeatedly have acknowledged our low administrative costs, we will be looking at our entire structure to determine our needs moving into the future. We are also looking at getting an Americorps*VISTA position for Perspectives Adult Day Care.

On a more encouraging note, the Executive Director reported that our Weatherization Program should be on target for the ARRA production of 30% through July 31, 2010. He also noted that the ARRA funding for Weatherization truly has been a stimulus in hiring more contractors and purchasing supplies.

Mr. Dubord reported that we have been chosen as one of 400 Weatherization Programs to be involved in an in-depth study by Oak Ridge Labs. This will required a lot of time, but we can use ARRA funds to hire someone if necessary. Mr. Penokie indicated he is glad we have been selected for the study as he believes we are running a top-notch program.

The Executive Director also noted that with all of the focus on Weatherization ARRA production, our staff has not had the time to work on our CDBG Housing Rehabilitation Program so we will be looking to get someone on board to help with this as well as other needs in the Weatherization/Energy Optimization/Housing Program.

The Executive Director informed the members that we are investigating the feasibility of leasing space in the building next door to us to alleviate the crowding in Head Start and to offer more space to the very over-crowded Weatherization Program.

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

PUBLIC COMMENT/OTHER BUSINESS

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

ADJOURNMENT

There being no further business ***THE MEETING ADJOURNED AT 2:08 P.M. WITH A MOTION FROM MR. ELEGEERT, SECONDED BY CHARMAINE LEHMAN; MOTION CARRIED.***

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH OF May 2010 FOR THE HUMAN RESOURCES AUTHORITY, INC. WE HAVE DETERMINED THAT THE EXPENDITURES MADE AGAINST THE VARIOUS PROGRAMS ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS IN THE FOLLOWING AMOUNTS:

SENIOR CITIZENS	<u>101,816.57</u>
VOLUNTEER PROGRAMS	<u>54,128.98</u>
NUTRITION	<u>57,056.96</u>
STATE & LOCAL PROGRAMS	<u>73,446.29</u>
ENERGY AND HOUSING	<u>145,379.82</u>
TRANSFER FROM ASSET & REVENUE ACCOUNTS	<u>80,927.45</u>
TOTAL:	<u>512,756.07</u>

SIGNED Karen J. Weigand
(TREASURER)

DATE 7/22/10

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH OF June 20 10 FOR THE HUMAN RESOURCES AUTHORITY, INC. WE HAVE DETERMINED THAT THE EXPENDITURES MADE AGAINST THE VARIOUS PROGRAMS ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS IN THE FOLLOWING AMOUNTS:

SENIOR CITIZENS	<u>99,848.69</u>
VOLUNTEER PROGRAMS	<u>60,995.14</u>
NUTRITION	<u>113,516.89</u>
STATE & LOCAL PROGRAMS	<u>93,298.04</u>
ENERGY AND HOUSING	<u>146,679.34</u>
TRANSFER FROM ASSET & REVENUE ACCOUNTS	<u>61,559.97</u>
TOTAL:	<u>575,898.07</u>

SIGNED *Karen Weigand*
 (TREASURER)

DATE 7/22/10

SAFETY COMMITTEE MEETING

July 22, 2010

11:30 a.m.

MINUTES

The following were in attendance: Omer Doran, Gilbert Sablack, Walter Multerer, Tom Lippens, Cathy Pearson and Pat Johnson. Excused: Marylee DeGrave and George Arkens.

The Safety Committee reviewed the following two accidents:

- 1) **Personal Care Services:** The aide was transferring and positioning a client in bed and in the process hurt her back. She went to the ER and saw Dr. Kasetti and then her own doctor the following day. She was off of work for two weeks and upon her return could only do light duty. This program does not offer light duty work as there is a lot of lifting when working with elderly people. With no light duty work available, her doctor ordered another 4 – 6 weeks off work.

Prior to the aides going into this client's home, Debby called a meeting instructing them that this job is a two person lift. For some reason, the aide decided to lift the client by herself. This incident will be investigated further. If there were no extenuating circumstances for the aide to lift the client by herself after being instructed it is a 2-person lift, then a disciplinary memo will be put in her file for not following instructions.

- 2) **Nutrition Program:** When the meal runner was delivering a meal to a client's home, he stepped on the porch which did not have long enough screws securing the boards. The board broke loose, hitting the meal runner and making him lose his balance and fall off the porch to the ground. He wasn't seriously injured. He did not seek medical treatment or lose time from work. Recommendation: CAA should notify the homeowner to check out the porch and have it properly repaired for liability issues and safety concerns.

U.P. 9-1-1 Authority Board Meeting Minutes

May 7, 2010
11:00 a.m. ET

Island Resort & Casino, Harris, MI

Members Present:

Sheriff Scott Celello, Chairman
Gerald Corkin, Vice Chairman
Debra Wormwood, Treasurer
Sheriff David Cromell, Alger County
Daune Smith, Baraga County Emergency Coordinator
Tim McKee, Chippewa County 9-1-1 Director
Robert Berbohm, Delta County Emergency Management
Jim Loeper, Gogebic County 9-1-1 Coordinator
Robert Black, Iron County Commissioner
Calvin McPhee, Mackinac County Commissioner
Dan LaFolle, Schoolcraft County Commissioner

Members Excused:

Undersheriff Roy Britz, Houghton County
Sheriff Ronald Lahti, Keweenaw County
Terry Stark, Luce County

UPCAP Staff & Guests:

Jonathan Mead, UPCAP Executive Director
Tracy Lektzian, UPCAP Executive Assistant
Jerry Doucette, Alger County Commissioner
Dennis Barrette, Houghton County Commissioner
Bryce Tracy, Mackinac County 9-1-1
Joe VanOosterhout, Marquette County
Sheriff Grant Harris, Schoolcraft County
Tom Elegeert, Delta County Commissioner
Rosalie King, Iron County Commissioner
Alan O'Dell, Delta County 9-1-1
Gary Johnson, Marquette County 9-1-1
Brian McEachern, Michigan State Police Negaunee Post
Steven Gagneau, Iron County
Bob Bradley, CCE Central Dispatch
Thomas Sumbler, Peninsula Fiber Network
David McCartney, Peninsula Fiber Network
Chris Robbins, Intrado
Bob Currier, Intrado
Dennis Stillwagon, Positron

1. Call to Order

Chairman Celello called the meeting to order at 11:12 a.m. ET. Roll call is recorded above.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Public Comment

There was no public comment.

4. Approval of Agenda

MOTION BY CORKIN, SUPPORTED BY BLACK, TO APPROVE THE AGENDA. MOTION CARRIED.

5. Minutes

MOTION BY CORKIN, SUPPORTED BY MCKEE, TO APPROVE THE MINUTES OF THE MARCH 5, 2010 MEETING. MOTION CARRIED.

6. Treasurer's Report

Debra Wormwood reviewed the U.P. 9-1-1- Authority Income Statement/Balance Sheet. It was noted that the 4/30 charge of \$300 regarding grant contract implementation issues was not an Authority expense and should be removed from the invoice.

MOTION BY MCPHEE, SUPPORTED BY CROMELL, TO APPROVE THE U.P. 9-1-1 AUTHORITY INCOME STATEMENT/BALANCE SHEET WITH AMENDED CHANGE. MOTION CARRIED.

7. Update on PSIC Grants

Joe VanOosterhout stated that the RFP should be initiated this month. He noted that he will be changing the sub grantee from Marquette County to the U.P. 9-1-1 Authority. This was discussed with Attorney VanEssen who noted that the Authority does not need to vote on this change.

Mr. VanOosterhout discussed a second PSIC grant which will be used to purchase 410 portable radios mostly for schools. It was noted that schools are not in a position to meet the 20% match and pay fees. The committee met and will request a revision to the grant.

8. Status of letter to Governor Granholm

Discussion was held on letter written from Attorney VanEssen to the Legal Counsel for Governor Granholm. It was noted that there is a 90 day deadline under the Urban Cooperation Act for the Governor to object and since no detailed objections were received within that period of time, the Agreement is deemed approved in the eyes of the Authority.

9. Status of HB 5927 (9-1-1 Consolidation)

Discussion was held on House Bill 5927.

MOTION BY BLACK, SUPPORTED BY WORMWOOD, TO DEVELOP A RESOLUTION OPPOSING HB 5927. MOTION CARRIED.

10. PFN/Broadband ARRA Application

Mr. Thomas Sumbler reviewed PFN's ARRA application for broadband expansion throughout the U.P. with the Authority. He noted that this is a joint application with Merit Network. The Application has been filed in partnership with MERIT and PFN believes that they will be successful in getting sufficient capital to deploy high speed broadband throughout the U.P.

11. Board Comments

There were no board comments.

12. New Business, Old Business, Public Comment

No new business, old business or public comment.

13. Next Meeting

The next meeting will be Friday, July 30th @ 11:00 a.m. ET – UPCAP Office in Escanaba.

14. Adjournment

MOTION BY LOEPER, SUPPORTED BY MCKEE, TO ADJOURN THE MEETING. MOTION CARRIED. The time was 12:05 a.m.

Jonathan Mead, Secretary
U.P. 9-1-1 Authority

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Regular Monthly Meeting

MINUTES

715 Pyle Drive, Kingsford, Michigan

June 17, 2010 - 4:00 p.m.

CALL TO ORDER/ROLL CALL:

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

<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	
Farragh, Elizabeth		X		Raether, Karen	X		
Hofer, Millie		X		Plumley, Robert	X		
Lang, Bernie	X			Spence, Christine		X	

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

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

PUBLIC COMMENTS - No public comments

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

ACTION: Moved to approve the agenda as presented.

Motion by: P. Connors; supported by A. Martin. **Motion carried unanimously**

APPROVAL OF THE MINUTES:

There were no additions or corrections to the minutes from the Regular Board of Directors meeting on May 27, 2010.

ACTION: A motion was made to dispense with reading the minutes from the May 27, 2010 Regular Board of Directors meeting and approve as written.

Motion by: M. DeGrave; supported by B. Lang. **Motion carried unanimously.**

PRESENTATIONS:

- Health Insurance Presentation Jay Hillier-Hetrick & Associates
Jay Hillier stated that he is the Representative for Northpointe from Hetrick & Associations, and introduced Pam Stewart, a partner in the agency, and Scott White, CEO for the agency. Mr. Hillier provided and reviewed a power point presentation on how Northpointe has been performing with their health insurance. Mr. Hillier reviewed the period from January 1, 2009-December 31, 2009 and stated that Northpointe's average monthly cost was \$103,531.00 for this period and there are 111 Northpointe staff receiving health insurance benefits. Areas reviewed were: total incurred claims over the last three years, average cost/employee/year, performance measures, health plan performance measures incurred breakdown over the last 2 years, network discounts, Dickinson County Healthcare Systems paid claims, healthcare trends in Michigan and components of healthcare costs. Questions were addressed by Mr. Hillier, Ms. Stewart, and Mr. White.
- Michigan Association of community Mental Health Boards (MACMHB) Spring Conference Report
Karen Raether stated that this is additional follow-up to the MACMHB spring conference report that was provided at the May Board meeting. Ms. Raether stated that this is the week that the Board Association is encouraging everyone to contact their legislators regarding additional General Fund (GF) cuts. Ms. Raether stated that she has contacted Senator Roger Kahn, Senator Michael Bishop, Representative McDowell, Speaker Andy Dillon and has spoken personally to Representative Judy Nerat. Ms. Raether encouraged everyone to also contact legislators and if anyone would like names and phone numbers to call these can be found on the Board Association's website or contact her. Miscellaneous questions were addressed by Ms. Raether.

FINANCE COMMITTEE REPORT – P. Connors

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

1. **ISSUE:** Review Bills

Peggy Connors stated that Ann Martin asked what the reoccurring bills were for Northpointe that are paid each month in the monthly expense report. Ms. Connors stated that this was a good question as Mari Negro, a new

Northpointe Board member, had these same questions. Some of the reoccurring bills are payroll related items, petty cash, leases, phones, rents, utilities, and consumer allowances just to name a few. Ms. Connors stated that at the May Board meeting it was decided that since there are a lot of consumer names blackened out on the monthly expense report that any Board member would have the opportunity to meet with Bill Adrian ½ hour before the Finance Committee meeting to review bill details. Ms. Connors further stated that there was some confusion this month as to whether this could be done without it being a Rights violation. Karen Thekan stated that she checked with Kevin Newlin, Recipient Rights Officer, but did not send a follow-up e-mail stating that it was not a Rights violation to review bills with names not blackened out. Ms. Thekan further stated that Board members are bound by confidentiality and can see names so it is not a problem to come in before the Finance Committee to meet with Mr. Adrian and review bill details. Ms. Connors again reiterated that Northpointe is a policy making board and is not in the position to micro-manage. Ms. Connors also stated that there was a question by Mari Negro who had e-mailed other Community Mental Health (CMH) agencies CEO's on how they did their financial report. When Northpointe Board members review the monthly expense report at each Finance Committee meeting the bills have already been paid and the function of the Finance Committee and Board is to review budgets and make sure that bills are within the budget. Ms. Connors stated that any communication regarding finances should be brought to Ms. Thekan or Mr. Adrian first and Ms. Negro was just trying to do her job as a new Board member and is right to ask questions and has a responsibility to taxpayers just like every Board member does. Ms. Connors stated that for further details from the Finance Committee meeting can be found in the Finance Committee meeting minutes. Ann Martin stated that in addition to the monthly expense report, Mr. Adrian will provide a summary of the dollars for consumer respite, allowances for consumers, personal care payments. Ms. Connors stated that it is now up to each Board member to meet with Mr. Adrian before each Finance Committee meeting to review bills. Ms. Connors stated that she would like to go on record that she does not agree with this and that Board members should never discuss or see consumer names at a committee or Board meeting.

Bills and payroll in the amount of \$1,282,395.69 were reviewed, discussed, and recommended for Board approval.

ACTION: A motion was made by P. Connors supported by A. Martin to approve bills in the amount of \$1,282, 395.69 as presented.

ROLL CALL VOTE:

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

Motion carried unanimously.

2. **ISSUE:** Review Financial Statement - May 2010

The committee reviewed May 2010 financial statement and recommended for Board approval.

ACTION: A motion was made by P. Connors, supported by M. DeGrave to approve the May 2010 financial statement.

ROLL CALL VOTE:

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

Motion carried unanimously.

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

#	Name of Contract	Purpose of Contract	Old Rate	New Rate	Change
a.	Birchwood AFC	Residential Services	n/a	\$70.00/day	
	This is an amendment to the agreement for residential services. This person is stepping down from Lane Street.				

b.	Anderson Tackman & Co	Fiscal Intermediary	\$165/mo	\$170/mo	
	This is a renewal agreement for fiscal intermediary services with one consumer. This consumer hires their own staff through self determination.				
c.	Whispering Pines	Residential Services	\$129.05	\$129.05	No change
	This is a renewal agreement for residential services for six consumers in the Carney Home.				
d.	Jim's Escort Service	Transportation	\$60/trip	\$60/trip	No Change
	This is a renewal of the addendum to his contract to continue transportation for one consumer home to Schlaud AFC following group.				

ACTION: A motion was made by P. Connors, supported by M. DeGrave to approve all contracts/agreements, a-d, as noted above. Miscellaneous questions were addressed by Bill Adrian.

ROLL CALL VOTE:

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

Motion carried unanimously.

4. Miscellaneous

- Ann Martin asked if a report could be provided on how many Northpointe vehicles there are and the location/program where they are used. Karen Thekan provided that Renee Lupini has now taken over Northpointe's transportation department and she will be presenting this information at the July Finance Committee meeting.

PERSONNEL COMMITTEE REPORT - P. Connors

Ms. Connors highlighted the following from the Personnel Committee meeting that was held on June 17:

1. **ISSUE:** Staff Pay Range Scales

Peggy Connors stated that reviewing staff pay wage scales is a work in progress and Terri Wendt compiled information to begin reviewing them. Ms. T. Wendt provided and reviewed a Wage Comparison 2010 Report, Northpointe's current salary staff range scales, and a MACMHB salary survey report from May 2010. The Wage Comparison 2010 Report includes information Ms. T. Wendt compiled on staff wage comparisons from a sampling of different positions from the following public entities: Iron County Medical Care Facility, Pinecrest, Dickinson-Iron ISD, and Pathways. Ms. Connors stated that the most glaring difference when reviewing the Wage Comparison 2010 Report was the difference in wages for the group home aides, peer specialist, site review specialist and maintenance who are all in one pay scale range which is \$8.89 to \$12.70/hour. The Personnel Committee has requested that Bill Adrian and Ms. T. Wendt present information at the next Personnel Committee meeting on what the financial impact would be to move this group of individuals into a new pay scale range. Ms. Connors stated that Ms. T. Wendt provided that it is currently also being looked at to move some part-time group home aides into full-time positions at which time they would then receive benefits. The Personnel Committee feels that this is a one step at a time project in reviewing pay scale ranges and felt that the above stated group had the most glaring pay difference and should be dealt with first.

ACTION: Personnel Committee Members will review information to see what the financial impact would be for the current staff salary range for Community Support Aides (COMSA), Peer Specialist, Site Review Specialist, and Maintenance and also continue review of all salary ranges. A Personnel Committee meeting is scheduled for Thursday, July 22 at 11:30 a.m. at the Iron River office.

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

Personnel Committee members and Karen Thekan reviewed Ms. Thekan's annual evaluation of compiled scores and comments from Operations Team members. Evaluations were received from 13 out of 15 individuals that Ms. Thekan directly supervises. Ms. Connors stated "hats off" to Ms. Thekan as she received an overall excellent evaluation. Ms. Thekan stated that the individuals she supervises are very easy to manage and make her job easy. **ACTION:** Information

3. Miscellaneous

- Terri Wendt reviewed a suggestion for improvement which was received from a Northpointe staff through

the QI process. The suggestion was that, at an employee's review, if they are to receive a wage increase but are at the top of their pay scale, that they should receive 2 days of vacation time.

ACTION: Consensus of Personnel Committee members was that they will take this suggestion under advisement and will further discuss it at the July 22 Personnel Committee meeting as staff pay scales are currently in the process of being reviewed.

- Karen Thekan stated that an issue that was brought to her attention from staff meetings that she has attended over the last quarter was individuals on Military leave would like extra vacation time to cover when they are on Military leave. Ms. Thekan stated that more information on this is being gathered and she will present it when received. Miscellaneous questions were addressed by Ms. Thekan.

ACTION: Consensus of Personnel Committee members was to further discuss the issue of Military leave at the July 22 Personnel Committee meeting.

CHAIRPERSONS REPORT – Karen Raether :

- The Board retreat is scheduled for Friday, August 6 at the Country Inn & Suites. The retreat will be from 9:00 a.m. to approximately 2:00-3:00 p.m. and further information will be provided on this. Ms. Raether stated that it is important to have as many Board members at the retreat as possible.
- Last month a discussion was held regarding committee assignments and how many Board members were on each committee. A phone call was made to Sherry Smith at Menominee County and we were told that Northpointe By-Laws should be followed first and then Robert's Rules followed. Ms. Raether reviewed Northpointe By-Laws regarding what constitutes a quorum which is 7; conduct of meetings which will be conducted by Robert's Rules; Board Officers-Chairman which states the Chairman will preside at all meetings of the Board and be the ex-officio member of all committees except the Nominating Committee; and for committee make-up the number of Board members appointed to all committees shall not be more than 5. Ms. Raether stated in Robert's Rules it states, "*When the by-laws state that the president is an ex-officio member of all committees, the president is not counted in the quorum of any committees*". Ms. Raether stated that the quorum is more than half which would be 7 for Northpointe. Ms. Raether stated that thus far Northpointe has never had more than a quorum present at a committee meeting. When the committees were appointed at the April 2010 Board meeting the number of committee members were okay other than in the summer months (June, July & August) when the Finance Committee has one extra member. Ms. Raether stated that the members on the Finance Committee now are Chris Spence, treasure/chair; Millie Hofer, Mari Negro, Peggy Connors, Marylee DeGrave, herself as the ex-officio member and Ann Martin who only attends during the summer months. Ms. Martin did attend the June Finance Committee meeting but a quorum was not present for this meeting. Ms. Raether stated that what needs to be done, as Ms. Martin is only a temporary member on the Finance Committee during the summer months, is that if a member of the Finance Committee calls in to say that they will be absent for a Finance Committee meeting Mary Wendt will then call Ms. Martin to attend the Finance Committee meeting during the upcoming months of July and August. Ms. Martin stated that this is fine with her. Ms. Raether also stated that all other committee assignments would remain the same.

CEO REPORT

Ms. Thekan stated that her June 2010 CEO report was in Board packets; she provided the following updates and highlights:

Federal Activity:

- Ms. Thekan is now the new co-chair for the Board Association Member Services Committee and this committee is focusing on conferences to make sure they are worthwhile for individuals. The U.P. Board member forum conference which was recently held in Gladstone had the highest attendance in the State of Michigan.
- At the State directors' meeting the discussion was mainly on the budget. An interesting presentation was provided by the Department of Corrections and prisoner re-entry program. The group of individuals being focused on and let out early from the prisons now will be individuals with a serious mental illness, developmental disability, medical fragile, and youth offenders. Jill Doll, in Dickinson County, has been actively involved on the committee to develop discharge planning for individuals when they are released through the prisoner re-entry program.
- Information was provided to Northpointe staff to contact legislators regarding GF cuts and several staff have told Ms. Thekan that they did contact legislators. Ms. Thekan provided the following names/phone numbers to Board members of legislators to contact: Mike Bishop, 517-373-2417; Andy Dillon, 517-373-0857; Gary McDowell, 517-373-2629; and Senator Kahn, 517-373-1760.

Regional Activity:

- Regional workgroups continue to work on fine tuning the regional electronic medical record. Bill Adrian recently attended a regional finance director meeting and the MUNCR report was reviewed.

Local Activity:

- Two employees recently celebrated 20 years of employment with Northpointe: Donna Raboin a care manager in Menominee and Betty Anderson who works at the Iron River Creative Achievement Center.
- Ms. Thekan stated that Boyington Group Home in Iron River is inviting all Board members to a picnic from 3:00-5:00 p.m. at their home after the July 22 Board meeting in Iron River. Board members can tour the home and meet the staff. A flyer on this event will be provided to Board members in their July Board mailing.
- Ms. Thekan stated that Bill Reid also wants to extend an invitation to Board members that they are invited to the annual NAMI picnic on the same day. The picnic will be held at Runkle Lake in Crystal Falls at 11:00 a.m. A flyer on this event will also be provided to Board members in their July Board mailing.

OLD BUSINESS - No old business

NEW BUSINESS - No new business

BOARD PREROGATIVE

- Joan Luhtanen stated that the Crystal Falls Courthouse will celebrate their 120th anniversary on July 16 from 10:00 a.m.-3:00 p.m. and invited everyone to attend this event. Also, at 7:00 p.m. on July 16 at the Windsor Auditorium in Crystal Falls a presentation called the “Rum Rebellion” will be done.

PUBLIC COMMENTS

- Bill Reid invited Board members to attend a suicide prevention workgroup meeting at 6:00 p.m. after today’s meeting. The workgroup is in the process of planning the second Out of the Darkness Suicide Prevention Walk which is scheduled for September 17.

ADJOURNMENT

Chairperson Raether stated the meeting adjourned. Meeting adjourned at 5:15 p.m.

The next regular monthly Board meeting is scheduled for July 22, 2010, in **Iron River, Michigan beginning at 1:00 p.m.**

Karen Raether, Chairperson

Peggy Connors, Secretary

Mary Wendt, Board Secretary

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

BOARD MEMBERS

**MARY BRADLEY
MICHAEL KAUFMAN
PEGGY BASTIEN**

DIRECTOR

RUSSELL K. SEXTON

Date: June 29, 2010

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

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 May 25, 2010 MINUTES:

Minutes of the May 25, 2010 Board Meeting were reviewed. A motion to accept the minutes was made by Mary Bradley and seconded by Peggy Bastien. Motion passed without opposition.

FINANCIAL REPORT:

The financial report for May 2010 was reviewed. There was \$150.00 in expenditures for DHS Board attendance; leaving a balance of \$3,364.28. There were no expenditures from the Child Care fund, leaving a balance of \$3,500.00.

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

DIRECTOR'S REPORT:

Staffing Information: Menominee County is fully staffed per the FY 2010 staffing allocation. There was a discussion pertaining to workloads for all units and changes forthcoming in the child welfare area.

MCSSA Information: Various MCSSA documents were distributed. The next District One meeting will be in Escanaba on July 28, 2010, at the Pioneer Inn.

There is a statewide MCSSA Conference coming up on August 23-25, 2010 in Gaylord, Michigan. Handouts were provided to interested board members.

Statewide Director's Meeting Information: There was no meeting this month.

Collaborative Issues: No update.

Business Plan Update: No update.

Miscellaneous: No new information was presented.

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

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

UNIT REPORTS: None

BOARD BUSINESS:

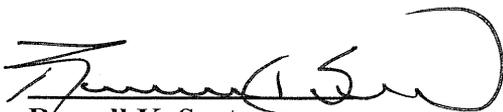
Approval of Vouchers: Vouchers were reviewed and approved. Motion made by Mary Bradley and supported by Peggy Bastien. Motion passed without opposition.

NEW BUSINESS: There were no contracts or any other new business presented.

PUBLIC COMMENT: None.

NEXT MEETING: July 27, 2010 at 9:00 a.m. in the Menominee County DHS Office Board Room.

ADJOURNMENT: Motion to adjourn made by Mary Bradley and supported by Peggy Bastien. Motion passed without opposition. Meeting adjourned at 9:22 a.m.



Russell K. Sexton
Board Secretary



Michael Kaufman
Chairperson

Pc: DHS Board Members
DHS Northern Area Office
Menominee County BOC

Menominee DHS Office File
Bernie Lang, Menominee County BOC Liaison