

"Menominee – Where the best of Michigan begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

Menominee County Courthouse
839 10th Avenue
Menominee, Michigan 49858

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

The Menominee County Board of Commissioners
will meet on Tuesday ~ March 22, 2016 @ 6:00 p.m. CDT
at the Menominee County Courthouse – Courtroom B
839 10th Ave., Menominee, MI 49858

AGENDA

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approval of the Agenda
- E. Approval of Previous Minutes
 - March 8, 2016 – County Board Meeting
- F. Public Comment (*Statements, not debate, limited to 5 minutes per person on agenda items only*)
- G. Presentations (*limited to twenty minutes*)
- H. Department Head/Elected Officials Reports (*limited to ten minutes*)
- I. Action Items
 - 1. Moved by _____ seconded by _____ to approve the Menominee County Timber Harvest Plan 2016.
 - 2. Moved by _____ seconded by _____ to approve payment in the amount of \$12,953 to be paid to the City of Menominee for work done within the 3-way road project for the City of Menominee.
 - 3. Moved by _____ seconded by _____ to approve the RFP for the GIS parcel data project and to allow administration to publish and receive bids.
 - 4. Moved by _____ seconded by _____ to approve the 2015/16 Budget amendments #2 (20-28) as approved by the Finance Committee.
 - 5. Moved by _____ seconded by _____ to appoint (*one member*) _____ to the Building Code Construction Board of Appeals, term to expire 1/31/2017. (*Interested candidate: Steven Ecker*)
 - 6. Moved by _____ seconded by _____ to appoint (*one member*) _____ to the Menominee County Fair Board, term to expire 1/31/2017. (*interested candidates: Kristin Havelka & Cheryl Hargrove*)
 - 7. Moved by _____ seconded by _____ to appoint (*two members*) _____ & _____ to the Northpointe Board

Bernie Lang Charlie Meintz - Chairperson Larry Schei - Vice Chairperson James Furlong
Raymond Williams John Nelson William Cech Gerald Piche Jan Hafeman

of Directors for three (3) year terms. (4/1/2016-3/31/2019) (*Interested candidates: Mari Negro & Janet Dehn*)

8. Moved by _____ seconded by _____ to approve Commissioner per diems and expenses as recently submitted.
9. Moved by _____ seconded by _____ to approve miscellaneous bills as paid on February 25, 2016 in the combined amount of 164,966.13.
10. Moved by _____ seconded by _____ to approve miscellaneous boards/committees/commission reports on file in the office of the County Clerk.

J. New Business (discussion only)

1. Personnel Items:
 - a. None
2. Building and Grounds/Park Items:
 - a. Phase 2 – Vestibule RFP on website
 - b. 2016 Kleinke Park camping fees
3. Miscellaneous Items:
 - a. RAP Grants approved
 - b. Animal Control discussion
 - c. Library Board Vacancy
 - d. County surplus items
4. Finance Items
 - a. Miscellaneous bills as paid on March 10, 2016 in the amount of \$91,863.68.

K. Misc. Boards/Committees/Commissions Reports

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

M. Commissioner Comment

N. Adjourn

March 8, 2016

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 in Courtroom B, Courthouse, Menominee, Michigan.

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: Com. Cech, Furlong, Hafeman, Lang, Meintz, Piche, Schei and Williams.

Absent: Com. Nelson (excused).

Moved by Com. Hafeman, seconded by Com. Williams to approve the agenda. Motion was approved 8-0.

Moved by Com. Hafeman, seconded by Com. Piche to approve the minutes from the February 23, 2016 Regular County Board Meeting. Motion was approved 8-0.

Public Comment:

- Gary Schultz – Commented on the Airport Minimum Standards and asked if it will have to be approved again when the airport changes the name.

Presentations: None.

Department Head/Elected Officials Reports: None.

Moved by Com. Furlong, seconded by Com. Williams to approve the Twin County Airport Minimum standards (with typo's corrected). Discussion ensued. It was stated that if the airport name changes then the standards will have to be approved again with the new name. Motion was approved 8-0.

Moved by Com. Furlong, seconded by Com. Cech to approve the Letter of Understanding between the Menominee County Board of Commissioners and the Menominee County Airport Committee. Com. Meintz read the letter. Motion was approved 8-0.

Moved by Com. Hafeman, seconded by Com. Schei to approve Commissioner per diems and expenses as recently submitted. Motion was approved 8-0.

Moved by Com. Hafeman, seconded by Com. Williams to approve miscellaneous bills as paid on February 9 & 11, 2016 in the combined amount of \$228,016.56. Motion was approved 8-0.

Moved by Com. Hafeman, seconded by Com. Lang to approve miscellaneous boards/committees/commission reports on file in the office of the County Clerk. Motion was approved 8-0.

New Business (discussion only)

Personnel Items:

- a. None.

Building and Grounds/Parks Items:

- a. Menominee County Timber Harvest Plan 2016. – Brian Bousley explained that Dean Francis of Upper Michigan Land Management & Wildlife Services, Inc. presented a Harvest Plan for Menominee County Parks. The Parks Committee toured the parks with Mr. Francis on February 27th and the committee met on March 7th to review. Com. Lang asked who would get the proceeds from this. Brian explained that he wants to keep the money within the parks. Com. Hafeman asked is this would go out for bids on who does the logging. Com. Furlong commented that this isn't a money making venture. This is a plan to clean up the county parks/land. The consensus of the board is to move this item forward to the next meeting for approval.

Miscellaneous Items:

- a. Three Way Road Program – City of Menominee invoice. – The City of Menominee is asking for their share of the funds - \$12,953.65. The consensus of the board is to move this item forward to the next meeting for approval.

Finance Items:

- a. GIS – Request for proposals (RFP). – Brian explained the GIS Ad Hoc Committee has requested an RFP be prepared and published to receive bids for the completion of the project. Bids to be reviewed and awarded by the County Board. We have a draft RFP attached with this agenda. Brian stated that cities and townships that currently have mapping need to be added to the RFP. Also it will need to have added that the county board has the right to reject proposals. We will need to see if we can utilize our current computers and server. Com. Furlong commented that he hopes this will be cleaned up before it goes out. The consensus of the board is to move this item forward to the next meeting for approval.
- b. Commissioner Per Diems and Expenses. - The consensus of the board is to move this item forward for approval at the next meeting.
- c. Miscellaneous bills as paid on February 25, 2016 in the combined amount of \$164,966.13. – Com. Hafeman asked about some ads in the Lufts for \$474.

Brian explained the ads. The consensus of the board is to move this item forward to the next meeting for approval.

Misc. Boards/Committees/Commissions Reports:

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

Chairman Meintz called for public comment

Public Comment: None.

Commissioner Comment:

- Com. Piche – Thanked the board and the taxpayers for sending him to the MAC conference. He also discussed some of the workshops he went to while he was there.
- Com. Hafeman – Also thanked the board for sending her to the MAC conference. She also discussed the workshops that she attended. She discussed the Menominee-Delta Health Department and their funding within MERS.
- Com. Schei – Commented on the Health Department and MERS. He also thanked the board for their support with the Airport Committee.
- Com. Williams – Commented that it is International Women’s Day and National Pancake Day. Take your women out for some pancakes.
- Com. Cech – Thanked Com. Hafeman and Com. Piche for attending the MAC conference and bringing back information.
- Com. Meintz – Commented that he appreciates all of the reports. He is also happy to see spring is here.

Moved by Com. Hafeman, seconded by Com. Williams to adjourn at 6:34 p.m.
Motion was approved 8-0.

Charlie Meintz, Chairman

Marc Kleiman, County Clerk

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Menominee County Timber Harvest Plan 2016
DEPARTMENT:	Administration/Parks
ATTACHMENTS:	Yes
SUMMARY:	
Attached is a Harvest Plan for the Menominee County Parks as presented by Dean Francis of Upper Michigan Land Management & Wildlife Services, Inc. The Parks Committee has toured the parks with Mr. Francis and will have a recommendation following their next regular scheduled meeting on March 7, 2016.	
RECOMMENDED MOTION	
To approve the Menominee County Timber Harvest Plan 2016.	

Submitted by: **Brian Bousley**

 03/17/2016
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):



*Upper Michigan Land Management
★ & Wildlife Services, Inc.*

Menominee County Timber Harvest Plan 2016

Bailey Park Harvest Plan

Day-Use Area

- Locate (4-5) Beach-Lake Access Points on the East side of Bailey Park Road. Within these locations, harvest all tree species within the flagged access points running out to the beach. You may want to create a small "beach opening" at each location for a picnic table.
- In order to improve upon large vehicle access, you may need to widen the Bailey Park Road in specific locations either on the East or West side. Within these areas, harvest all tree species within a (10-12) foot wide swath.
- Within the land area between M-35 and Bailey Park Road, retain and protect this forest ecosystem as "Old Growth". Allow this area to naturally grow and succeed into an old growth eastern hemlock, eastern white pine and northern white cedar forest stand. Maintain 1-2 wildlife den trees and snag trees for small mammals and woodland birds. Utilize 50% of the mature, dead or dying maple and ash trees as firewood for day campers and/or some of the other campgrounds. Maintain 50% of the dead, down woody debris for small mammals and amphibians.

Fishery Museum Area

- Between M-35 and the museum area, harvest all of the green ash due to possible infestation of Emerald Ash Borer. Harvest all of the red maple, 12.0 inches in diameter and greater. Harvest all of the mature quaking aspen, white birch, spruce and balsam fir 5.0 inches in diameter and greater. Do not harvest the eastern hemlock, northern white cedar or eastern white pine. Retain as forest diversity and "Seed" trees. Retain the beech as wildlife "mast" trees. Do not harvest any trees East of the museum road or the museum area. Retain all pockets of small diameter conifer trees as wildlife cover and diversity.

West of M-35 Area

- Within the upland forest area, harvest all of the red maple, green ash, aspen, white birch, balsam fir and spruce 5 inches in diameter and greater. Do not harvest the eastern hemlock, northern white cedar or eastern white pine. Retain the red oak and beech as wildlife "mast" trees. Retain all pockets of small diameter conifer trees as wildlife cover and diversity. Create an eastern hemlock and eastern white pine upland conifer ecosystem.

- Install a culvert per MDOT Requirements in order to access harvest area West of M-35.
- Create a new harvest road and decking area West of M-35.

Within All (3) Bailey Park Locations:

- Winter harvesting is recommended and required in order to minimize soil rutting and compaction. Cut stump heights should be no higher than 6.0-12.0 inches. Utilize all tree products down to an outside diameter of 5.0 inches. All felled tree tops cut up and no higher than 1.0-2.0 feet above the ground. Avoid damage to wildlife nesting trees, snag trees, "Seed" and "Mast" trees.
- Following timber harvesting, create walking paths and possibly handicap accessible pathways for all to enjoy.
- Following timber harvesting, place Educational Signs along roads and paths visible to the public.
- Following project completion, place Forest Stewardship Educational-Outreach Sign at the park's entrance.

Longrie Park Harvest Plan

- During the Winter & Spring of 2016, remove all Autumn Olive prior to timber harvesting. Cut and remove or burn all Autumn Olive tops. Retain a 10-12 inch high stump which can be treated with an herbicide designed to transfer into the root system and kill the shrub. For additional information, see MDNR Invasive Species, Autumn Olive BCP.
- Within the Longrie Park, harvest all aspen, white birch, red maple, balsam fir and white spruce 5 inches in diameter and greater. Harvest all of the largest diameter red pine sawlog trees, while retaining the small diameter polesize red pine as diversity. The very tall red pine probably will not be able to withstand high winds following harvesting. Retain all of the eastern hemlock, eastern white pine, and northern white cedar as forest cover and "Seed" trees. Retain all of the red oak as wildlife mast trees for acorn production. Decking area to be located along the eastern line.
- Winter harvesting is recommended and required in order to minimize soil rutting and compaction. Cut stump heights should be no higher than 6.0-12.0 inches. Utilize all tree products down to an outside diameter of 5.0 inches. All felled tree tops cut up and no higher than 1.0-2.0 feet above the ground. Avoid damage to wildlife nesting trees, snag trees, "Seed" and "Mast" trees.
- Following timber harvesting, create (4) rustic camping areas, walking paths and possibly handicap accessible pathways for all to enjoy.
- Following timber harvesting, place Educational Signs along roads and paths visible to the public.
- Following project completion, place Forest Stewardship Educational-Outreach Sign at the park's entrance.

Shakey Lakes Park Harvest Plan

- Within the Shakey Lake Park and East of the campground, harvest all quaking aspen 2 inches in diameter and greater. Harvest all of the dead and dying black oak as a result of oak wilt. Retain 1-3 large diameter oak per acre with full individual tree canopies that appear to be healthy and able to survive another 5-10 years. Selectively harvest the poorest quality red maple, white pine and red pine trees with double stems, crooked trunks, trunk cankers and poor tops. Retain the best quality white pine and red pine as "Seed" trees. Retain the best quality black oak as wildlife mast trees for acorn production. Retain the scattered good quality white birch for aesthetics.
- Winter harvesting is recommended and required in order to minimize soil rutting, compaction and the spread of oak wilt. Cut stump heights should be no higher than 6.0-12.0 inches. Utilize all tree products down to an outside diameter of 5.0 inches. All felled tree tops cut up and no higher than 1.0-2.0 feet above the ground. Avoid damage to wildlife nesting trees, snag trees, "Seed" and "Mast" trees. Do not harvest below the Shakey Lake trail system adjacent to the lakes. Decking areas to be located along forest roads and within forest openings.
- Following timber harvesting, create rustic camping areas, walking paths and possibly handicap accessible pathways for all to enjoy.
- Following timber harvesting, place Educational Signs along roads and paths visible to the public.
- Following project completion, place Forest Stewardship Educational-Outreach Sign at the park's entrance.

River Park Harvest Plan

- Within River Park, harvest all mature aspen 5 inches in diameter and greater. Selectively harvest the poorest quality red maple and red oak with double stems, crooked trunks, trunk cankers and top dieback. Retain all of the white pine as "Seed" trees and the best quality red oak as wildlife mast trees for acorn production. Reduce the stocking levels down to 70 square feet per acre in good quality red oak and pine trees.
- Winter harvesting is recommended and required in order to minimize soil rutting, compaction and the spread of oak wilt. Cut stump heights should be no higher than 6.0-12.0 inches. Utilize all tree products down to an outside diameter of 5.0 inches. All felled tree tops cut up and no higher than 1.0-2.0 feet above the ground. Avoid damage to wildlife nesting trees, snag trees, "Seed" and "Mast" trees. Do not harvest West of the trail system adjacent to the river except in the case of "hazard" trees. Decking area to be located at picnic site location.
- Following timber harvesting, create walking paths, handicap accessible pathways and improve upon rustic campsites for all to enjoy.
- Following timber harvesting, place Educational Signs along roads and paths visible to the public.
- Following project completion, place Forest Stewardship Educational-Outreach Sign at the park's entrance.

Mason Park Harvest Plan

- Within Mason Park, harvest all white birch and aspen 5 inches in diameter and greater. Selectively harvest the poorest quality red maple and red oak, i.e. double stems, poor tops, trees with cankers. Harvest only those hemlock and cedar trees required for equipment access. Retain the best quality hemlock and cedar as "Seed" trees and red oak as wildlife mast trees for acorn production. Reduce the stocking levels down to 100 square feet per acre in good quality trees. The use of a small portable bridge or harvest mats may be required to cross the small drainage.
- Winter harvesting is recommended and required in order to minimize soil rutting, and compaction. Cut stump heights should be no higher than 6.0-12.0 inches. Utilize all tree products down to an outside diameter of 5.0 inches. All felled tree tops cut up and no higher than 1.0-2.0 feet above the ground. Avoid damage to wildlife nesting trees, snag trees, "Seed" and "Mast" trees. Do not harvest west of the trail system adjacent to the river except in the case of "hazard" trees. Decking area to be located at boat launch location.
- Following timber harvesting, create walking paths, handicap accessible pathways and possibly small fishing peers.
- Following timber harvesting, place Educational Signs along roads and paths visible to the public.
- Following project completion, place Forest Stewardship Educational-Outreach Sign at the park's entrance.

** During Spring 2016, locate and mark all property corners and property lines required for timber harvesting. Contact your Michigan Professional Surveyor.

** During the Summer 2016, forester's field work to be completed.

** During the Summer 2016, complete timber sale bidding and harvest contract.

** During the Winter 2016-2017, complete timber harvesting.

1705 4th Avenue North, Escanaba, Michigan 49829

Phone: (906) 786-3488 Fax: (906) 233-9548 Cell: (906) 235-0369 (906) 235-0131

Dean R. Francis: dean@michiganforesters.com James T. Green: todd@michiganforesters.com

Website: www.michiganforesters.com

**MENOMINEE COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM**

SUBJECT:	3 Way Road Program – City of Menominee
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
<p>The project that the City of Menominee did for the funds from the 3 Way road project is enclosed. The City of Menominee is asking for their share of the funds - \$12,953.65. The board is asked to approve payment.</p>	
RECOMMENDED MOTION	
<p>To approve payment in the amount of \$12,953 to be paid to the City of Menominee for work done within the 3-way road project for the City of Menominee.</p>	

Submitted by: **Brian Bousley**

 03/17/2016
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

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

3 Way Road
Project
City -

Brian Bousley

From: Valerie Mellon <vmellon@cityofmenominee.net>
Sent: Friday, February 19, 2016 11:02 AM
To: Brian Bousley
Subject: Grant Reimbursement for Doyle Drive - County 3 Way Road Program
Attachments: Committee Agenda Prep Form - Doyle Drive Project Update 8-3-15.doc; Menominee County Letter- City Match Submittal 2-18-15.doc; Council Approval of Change Order.pdf; Barley-Final Invoice Doyle Drive.pdf

Hello Brian.

This is to final out our construction project on Doyle Drive in the City of Menominee and formally request the county portion of \$12,953 pursuant to the 3-Way Road Funding program.

The attached project summary documents and final project closeout invoice is attached for your review.

Please let me know if you need any additional forms filled out or what else is required in order to receive the grant amount.

Thank again for all your help with this project.

- Val

Valerie Mellon, PE

Director of Public Works/ City Engineer

City of Menominee

906-863-1751 office

906-290-0298 cell

From: Brian Bousley [mailto:bbousley@Menomineeco.com]
Sent: Friday, December 19, 2014 10:10 AM
To: Valerie Mellon
Cc: 'Nancy Douglas'
Subject: RE: Meeting regarding 3 Way Road Program- Doyle Drive Improvements

Good morning Valerie,

All the specs for the project look good, to be enrolled in the project I would just need the city's contribution prior to the due date in February. If you need me to attend a meeting to discuss the program or answer any questions I would be more than willing to do so.

Have a great weekend,

Brian

Brian R. Bousley
Menominee County Administrator
839 10th Ave.
Menominee, Michigan 49858
Office: 906-863-7779
Fax: 906-863-8839
Email: bbousley@menomineeco.com



City of Menominee

City Hall • 2511 10th Street • Menominee, MI 49858-1995

Phone (906) 863-2656 • FAX (906) 863-3266

Brian R. Bousley
Menominee County Administrator
Menominee County Courthouse
839 10th Street
Menominee, MI 49858

Subject: Three-way Funding Program- Doyle Drive Project for City of Menominee

Dear Mr. Bousley,

This is in response to your letter dated December 19, 2014 which offers the City of Menominee an amount of \$12,953.65 from the Three Way Road Program for the Doyle Drive roadway improvements project.

The Doyle Drive project will dramatically improve the condition of the existing roadway by completely replacing the pavement in 3 spot locations at the intersections with 8th Avenue, Library and 10th Avenue and chip sealing the existing pavement in all adjacent areas. Additionally, the entire parking area will be provided with new pavement markings. The project will be bid in spring 2015. The chip seal portion will occur between June 1 and August 15th and the pavement replacement segments will be completed by November 15th. The contractors will be required to carefully stage the construction operations in order to accommodate the Marina and Downtown Special Event traffic.

This is a very high profile project and critical to the City's Downtown and the City of Menominee is pleased to provide the required match for this Three Way Road Program funding.

Enclosed is a check for the amount of \$2,590.73.

Please contact me if anything further is required in this regard.

Sincerely,

Ted Andrzejewski
City Manager

VMellon/ KBrofka

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	GIS ~ Request for proposals
DEPARTMENT:	GIS Ad Hoc Committee
ATTACHMENTS:	Yes
SUMMARY:	
Request for proposal for GIS parcel data project. The GIS Ad Hoc Committee has requested an RFP be prepared and published to receive bids for the completion of the project. Bids to be reviewed and awarded by the County Board. The proposal is attached for Coms. to discuss prior to publishing.	
RECOMMENDED MOTION	
To approve the RFP for the GIS parcel data project and to allow administration to publish and receive bids.	

Submitted by: **Brian Bousley**

 03/17/2016
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):

REQUEST FOR PROPOSAL (RFP)
MENOMINEE COUNTY GEOGRAPHIC INFORMATION SYSTEMS (GIS)
PARCEL DATA PROJECT
PREPARED BY PEGGY SCHROUD
MENOMINEE COUNTY EQUALIZATION DIRECTOR

MENOMINEE COUNTY
839 10TH AVENUE
MENOMINEE MI 49858

SEALED BIDS DUE:
APRIL 15, 2016
4:00 P.M. CST

MENOMINEE COUNTY ADMINISTRATOR
MENOMINEE COUNTY
839 10TH AVENUE
MENOMINEE MI 49858

TABLE OF CONTENTS

1. SUMMARY AND BACKGROUND 2
2. PROPOSAL GUIDELINES..... 2
3. PROJECT PURPOSE AND DESCRIPTION..... 4
4. PROJECT SCOPE..... 4
5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE..... 4
6. BUDGET 5
7. BIDDER QUALIFICATIONS 5
8. PROPOSAL EVALUATION CRITERIA 6

1. SUMMARY AND BACKGROUND

Menominee County is currently accepting proposals to develop, design, launch, and host a GIS parcel mapping project. Menominee County currently does not have GIS mapping so this project would require the successful candidate to work with necessary County personnel to review and become familiar with data and established processes.

The successful candidate will need to assist Menominee County in obtaining a cost proposal for a single license of ESRI ArcGIS 10.4. The County, however, will purchase this software directly.

The successful candidate will assist in installing the ESRI ArcGIS 10.4 software on a single workstation. Workstation location is to be determined by Menominee County.

The successful candidate will create a foundational GIS database using open data sources and install it on the County server as directed.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best represents the direction Menominee County wishes to go.

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 4pm CST April 15, 2016. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposal which calls for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by the Menominee County legal department and will include scope, budget, schedule, and other necessary items pertaining to the project.

Menominee County is located in the southern most part of the Upper Peninsula of Michigan. The County consists of fourteen townships, two cities and three villages. The mapping that Menominee County currently has consists of hand drawn maps.

The successful candidate will create a foundational GIS database using data created as part of past projects within the County and from various open data sources and install it on the County server as directed. Items will include:

- PLSS (Public Land Survey System)
 - Town-Range
 - Section
 - Quarter-Quarter Section Lines
- Political
 - Civil Township Boundaries
 - Incorporated City Boundaries
- Transportation
 - Road Centerlines
 - Railroads

The successful candidate will need to attach necessary object attribute data to each data source as directed by the County. The County currently uses BSA software which would require the successful candidate to incorporate parcel shape files as well as imagery in order to mesh with the software.

The successful candidate will, using data already available from the County, create a County wide GIS parcel layer and database. Menominee County has 23,496 Real Property (land) parcels. A summary of the estimated real and exempt parcels located within Menominee County is as follows:

- | | |
|--|--------------|
| • Cedarville Township | 865 parcels |
| • Daggett Township (includes Village of Daggett) | 764 parcels |
| • Faithorn Township | 668 parcels |
| • Gourley Township | 611 parcels |
| • Harris Township | 2020 parcels |
| • Holmes Township | 982 parcels |
| • Ingallston Township | 1528 parcels |
| • Lake Township | 1211 parcels |
| • Mellen Township | 1212 parcels |
| • Menominee Township | 2866 parcels |
| • Meyer Township | 1177 parcels |
| • Nadeau Township (includes Village of Carney) | 1675 parcels |
| • Spalding Township (includes Village of Powers) | 1984 parcels |
| • Stephenson Township | 860 parcels |
| • City of Menominee | 4390 parcels |
| • City of Stephenson | 510 parcels |

All of the units listed contain State of Michigan plat maps and six of the units (Cedarville, Harris, Holmes, Menominee and Spalding Townships and the City of Menominee) have previously been mapped by others. The extent of the mapping and whether the mapping has been kept up-to-date is unknown.

3. PROJECT PURPOSE AND DESCRIPTION

The purpose of this project is as follows:

The purpose for obtaining GIS mapping is to ensure that Menominee County has accurate records with regard to mapping and to assist the Equalization Department and assessors in creating necessary reports as required by the State of Michigan, as well as, to ensure that the taxpayers of the County have an accurate visual display of property ownership.

Project Description:

Menominee County is seeking a provider to utilize the latest web-based technology to create GIS mapping that is user friendly, simple to use, provides detailed information about our parcel legal descriptions, and is easy to add or modify content. The site design should incorporate the latest key word search practices and maximize “searchability” in all current internet search engines.

4. PROJECT SCOPE

The scope of this project includes creating an internet based GIS application accessible to necessary County personnel providing the ability to perform tasks that will include:

- Data Searches
- Reporting
- Map Creation

The successful candidate will work with necessary County personnel to create a systematic process and schedule to perform necessary parcel updates to the GIS database.

The successful candidate will, if approved by Menominee County, create an internet based GIS application accessible to the public.

5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than 4pm CST April 15, 2016.

Evaluation of proposals will be conducted from April 18, 2016 until April 22, 2016. If additional information or discussions are needed with any bidders during this one week window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than May 10, 2016.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by June 14, 2016.

Notifications to bidders who were not selected will be completed by May 20, 2016.

Project Timeline:

Project initiation phase must be completed by August 1, 2016.

Project planning phase must be completed by September 1, 2016. Project planning phase will determine the timeline/schedule for the remaining phases of the project.

6. BUDGET

All proposals must include proposed costs to complete the tasks described in the project scope. Costs should be stated as one-time or non-recurring costs (NRC) or monthly recurring costs (MRC). Pricing should be listed for each of the following items in accordance with the format below:

- ESRI ArcGIS Purchase Assistance
- GIS Training
- GIS Web Access
- Parcel Update
- Total Estimated Cost Year One
- Estimated Cost for Year Two

NOTE: All costs and fees must be clearly described in each proposal.

7. BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience in planning, building, and hosting web sites
- List of how many full time, part time, and contractor staff in your organization
- Examples of 3 or more corporate web sites designed and implemented by your organization
- Testimonials from past clients on GIS mapping projects
- Anticipated resources you will assign to this project (total number, role, title, experience)
- A full testing plan
- Timeframe for completion of the project
- Project management methodology

8. PROPOSAL EVALUATION CRITERIA

Menominee County will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project
- Previous work: Bidders will be evaluated on examples of their work pertaining to web site design and hosting as well as client testimonials and references
- Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project
- Technical expertise and experience: Bidders must provide descriptions and documentation of staff technical expertise and experience

Each bidder must submit one (1) original (unbound), Five (5) copies (bound, stapled, etc.) and one digital format copy (PDF or MS Word) of their proposal to the address below by April 15, 2016 at 4pm CST:

Disclaimer: Menominee County has the right to reject any and all proposals.

Brian Bousley
Menominee County Administrator
839 10th Avenue
Menominee MI 49858

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Budget Amendments #2 (20-28)
DEPARTMENT:	Administration / Finance Com.
ATTACHMENTS:	Yes
SUMMARY:	
<p>The Finance Committee met on 3.16.16 to discuss the enclosed budget amendments. All members agreed to send these to the county board for approval.</p>	
RECOMMENDED MOTION	
<p>To approve the 2015/16 Budget amendments #2 (20-28) as approved by the Finance Committee</p>	

Submitted by: **Brian Bousley**

 03/17/2016
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):

20	3/10/2016	Payouts for Library Retirees - from Fund Balance	\$ 24,625.23	271-790-704.00
			\$ 1,659.07	271-790-715.00
			\$ 357.07	271-790-715.01
			\$ 91.70	271-790-716.00
21	2/11/2016	Remon Grant was for more than Budgeted	\$ 819.00	243-000-542.02
			\$ (200.00)	243-246-709.00
			\$ 80.00	243-246-710.00
			\$ (725.00)	243-246-765.00
			\$ 1,664.00	243-246-801.07
22	1/6/2016	Hannahville Grant Received	\$ 5,523.85	205-000-441.00
			\$ 5,523.85	205-315-934.03
23	2/24/2016	Move Funds from Park Balance to River Park Improvements (Well) (Tied in with J/E 02-15)	\$ 13,986.00	220-752-953.03
24	3/8/2016	Move funds from Travel to Audit Services	\$ (980.00)	216-585-860.00
			\$ 980.00	216-585-801.01
25	3/8/2016	Move Funds from Shakey Lakes Improvements to River Park Improvements	\$ (3,600.00)	220-752-953.01
			\$ 3,600.00	220-752-953.03
26	3/10/2016	Hiring 1 Additional Park Seasonal Employee to be paid from the parks fund balance	\$ 7,020.00	208-751-705.00
			\$ 435.24	208-751-715.00
			\$ 101.79	208-751-715.01
			\$ 278.91	208-751-716.00
27	3/9/2016	RAP Grant Received for Metal Detector	\$ 3,000.00	101-000-677.00
			\$ 3,000.00	101-103-755.00
28	3/9/2016	MMRMA Refund (6th Avenue House)	\$ 25,400.00	517-000-671.00
			\$ 25,400.00	517-252-801.00

#20

Menominee County
Request for Budget Amendment



Budget Year: 2015/2016

Library

Please Increase

Expenditure Account

271-790-704.00 - salary

by

\$24,625.23

271-790-715.00 - fica

\$1,659.07

271-790-715.01 - fica med

\$357.07

271-790-716.00 - WC

\$91.70

Please Increase

Revenue Account

271-000-697.00

by

\$26,733.07

Transfer from Library fund balance

Date of Request

3.10.16

Justification

Pat Cheski and Sally Harris payouts of illness and vacation due to retirement

Requesting Department

Administration

Elected Official/Dept. Head

Chief Fiscal Officer's Approval

Brian Bousley

Date Posted to General Ledger

Posted by:

Menominee County
Request for Budget Amendment

21

Budget Year: 2015/2016

Remonumentation

Please Increase
Revenue Account 243-000-542.02 by \$819.00

Please Decrease ~~Expenditure~~ ^{Increase} Account

<u>243-246-709.00</u>	by	<u>(\$200.00)</u>
<u>243-246-710.00</u>		<u>\$80.00</u>
<u>243-246-765.00</u>		<u>(\$725.00)</u>
<u>243-246-801.07</u>		<u>\$1,664.00</u>
<u> </u>		<u> </u>
<u> </u>		<u> </u>
<u> </u>		<u> </u>

Date of Request 2.11.16

Justification Grant is \$819 more than what we budgeted

Requesting Department Administration

Elected Official/Dept. Head _____

Chief Fiscal Officer's Approval 

Date Posted to General Ledger _____

Posted by: _____

Menominee County
Request for Budget Amendment

#22

Budget Year: 2015/2016

Road Patrol

Please Increase
Revenue Account

205-000-441-00

\$5,523.85

Please Increase
Expenditure Account

205-315-934-03

by

\$5,523.85

Date of Request

1/6/2016

Justification

Hannahville Grant funds

Requesting Department

Sheriff

Elected Official/Dept. Head

[Signature]

Chief Fiscal Officer's Approval

[Signature]

Date Posted to General Ledger

Posted by:

#23

Menominee County
Request for Budget Amendment

Budget Year: 2015/2016

Parks

Please Decrease
Revenue Account

208-000-390.00
Parks Fund Balance

by

\$13,986.00

Please Increase
Expenditure Account

220-752-953.03
River Park Improvements
CB approved 8/11/15

by

\$13,986.00

Date of Request

3/8/2016

Justification

Was carried over to the park fund balance at year end 9.30.2015
Work was paid for in 2015/16 budget from River Park Imp. Acct.

Requesting Department

Administration

Elected Official/Dept. Head

Chief Fiscal Officer's Approval

B.R. Bously

Date Posted to General Ledger

Posted by:

#24

Menominee County
Request for Budget Amendment

Budget Year: 2015/2016

Airport

Please Decrease
Expenditure Account

<u>216-585-860.00</u>	by	<u>\$980.00</u>
Travel/conferences		

Please Increase
Expenditure Account

<u>216-585-801.01</u>	by	<u>\$980.00</u>
Audit Services		
Increase due to Fuel Sales Tax assistance		

Date of Request 3/8/2016

Justification Travel/conference acct. won't be used in full
Move to Audit services for additional work needed w/auditor

Requesting Department Administration

Elected Official/Dept. Head _____

Chief Fiscal Officer's Approval *Ben R Bausly*

Date Posted to General Ledger _____

Posted by: _____

25

Menominee County
Request for Budget Amendment

Budget Year: 2015/2016

Parks

Please Decrease

Expenditure Account

220-752-953.01

by

\$3,600.00

Shakey Improvements

Please Increase

Expenditure Account

220-752-953.03

by

\$3,600.00

River Park Improvements

Date of Request

3/8/2016

Justification

Budgeted for Shakey improvements
Needed for River park improvements

Requesting Department

Administration

Elected Official/Dept. Head

Chief Fiscal Officer's Approval

B.R. Bousley

Date Posted to General Ledger

Posted by:



#26

Menominee County
Request for Budget Amendment

Budget Year: 2015/2016

County Parks

Please Increase

Expenditure Account

208-751-705.00 - salary PT

by

\$7,020.00

208-751-715.00 - fica

435.24

208-751-715.01 - fica med

101.79

208-751-716.00 - WC

278.91

Please Increase

Revenue Account

208-000-697.00

by

\$7,835.94

Transfer from Parksfund balance

Date of Request

3.10.16

Justification

To allow admin to hire one more seasonal parks worker - total of 6 only 5 were budgeted for.

Requesting Department

Administration

Elected Official/Dept. Head

Chief Fiscal Officer's Approval

Brian Bousley

Date Posted to General Ledger

Posted by:

Menominee County
Request for Budget Amendment

27

Budget Year: 2015/2016

Other legislative

Please Increase
Revenue Account

101-000-677.00
Loss Prevention Grant (RAP)

by

\$3,000.00

Please Increase
Expenditure Account

101-103-755.00
Other Operating Expenses

by

\$3,000.00
3rd floor Metal Dector

Date of Request

3.9.2016

Justification

RAP Grant Received for partial payment of Metal Dector (3rd floor)

Requesting Department

Administration/Sheriff

Elected Official/Dept. Head

Chief Fiscal Officer's Approval

Bill Bouslog

Date Posted to General Ledger

Posted by:

#28

Menominee County
Request for Budget Amendment

Budget Year: 2015/2016

P.A. 123 foreclosure

Please Increase
Revenue Account

<u>517-000-671.00</u>	by	<u>\$25,400.00</u>
<u>MMRMA refund - fire damaged buildings</u>		

Please Increase
Expenditure Account

<u>517-252-801.00</u>	by	<u>\$25,400.00</u>
<u>Contracted services</u>		

Date of Request 3.9.2016

Justification Buildings on 6th ave. caught fire - demo approved by MMRMA

Requesting Department Administration/Treasurer

Elected Official/Dept. Head *Diane Desperance*

Chief Fiscal Officer's Approval *BlBausly*

Date Posted to General Ledger _____

Posted by: _____

**MENOMINEE COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM**

SUBJECT:	Miscellaneous Appointments
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
Administration published the vacant appointments and have received applications from interested candidates.	
RECOMMENDED MOTION	
To appoint <i>(one member)</i> _____ to the Building Code Construction Board of Appeals, term to expire 1/31/2017.	
To appoint <i>(one member)</i> _____ to the Menominee County Fair Board, term to expire 1/31/2017	
To appoint <i>(two members)</i> _____ & _____ to the Northpointe Board of Directors for three (3) year terms. (4/1/2016-3/31/2019)	

Submitted by: **Brian Bousley**

 03/17/2016
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

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

**Menominee County miscellaneous appointments:
Interested Candidates**

3.22.16

<p style="text-align: center;">Building Code Construction Board of Appeals</p> <p><i><u>Interested Candidates:</u> 1. Steven Ecker</i></p>	<p>One ~ term to expire on 1/31/2017</p>
<p style="text-align: center;">Fair Board</p> <p><i><u>Interested Candidates:</u> 1. Kristin Havelka 2. Cheryl Hargrove</i></p>	<p>One ~ term to expire on 1/31/2017</p>
<p style="text-align: center;">Northpointe Board of Directors</p> <p><i><u>Interested Candidates:</u> 1. Janet Dehn (expiring member) 2. Mari Negro (expiring member)</i></p>	<p>Two ~ 3-year terms (4/1/2016 - 3/31/19)</p>

NOTICE

Menominee County is seeking applications of appointment from persons wishing to serve on the following Boards.

NorthPointe Board of Directors

Two ~ 3-year terms (4/1/2016 – 3/31/2019)

Persons who have experienced or have a family member who has received mental health or developmental disability services through an agency, either public or private, are encouraged to apply. NorthPointe will conduct an excluded party's check on a potential board member per federal and state regulations.

Menominee County Fair Board

One ~ vacancy to expire on 1/31/2017

Building Code Construction Board of Appeals

One ~ vacancy to expire on 1/31/2017

If you are interested and qualify to serve on any of these boards, please submit an application of appointment to: Menominee County Board of Commissioners, 839 Tenth Ave, Menominee, MI 49858.

Applications may be obtained at the County Administrative office or on the County website at www.menomineecounty.com under "Latest news". Applications are due by 2:00 pm Friday, March 11, 2016.

Please contact Sherry or Brian at (906) 863-7779 for a brief description of appointment duties and/or responsibilities for these boards.

Eagle Herald – Journal - Luft's

**Please publish twice – once the week of Feb. 22, 2016
once the week of Feb. 29, 2016 ~ in the most cost
efficient way to the county**

Bill to: Menominee County Board of Commissioners
Administrator's Office
839 10th Ave.
Menominee, MI 49858

Menominee County Board of Commissioners
839 Tenth Ave.
Menominee, MI 49858

February 20th, 2016

Menominee County Board members,

Please consider this letter as application for reappointment to the Northpointe Board of Directors. I am enclosing the completed "Application For Appointment".

In March, 2016 I was appointed to the Northpointe Board by the Menominee County Board. While serving on the Northpointe Board I've advocated for better access to mental health services and improved outcomes for mental health clients.

I am currently a part-time Senior Lecturer at the University of Wisconsin, Marinette campus.

I was a provider of mental health services for twenty years followed by ten years experience developing expert computer programming for the mental health field. I've been teaching part-time for the University of Wisconsin System for the past fifteen years, where I taught the Sociology of Mental Health for several semesters. I also taught a course in Abnormal Psychology. I was an advocate for mental health services for many years. These experiences would be valuable assets to a Board member.

I have been a primary consumer of mental health services and have family members who were consumers of mental health services.

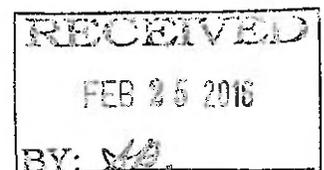
If you have questions, please feel free to direct them to me.

Sincerely,



Janet K. Dehn

 Janet Dehn
N3484 State Highway M35
Menominee, MI 49858



**APPLICATION FOR APPOINTMENT
MENOMINEE COUNTY BOARD, COMMITTEE OR COMMISSION**

(Please note only legible applications can be considered)

I, Janet Dehn, hereby submit an application for appointment to
NAME
Northpoint Behavioral Health 3 from 4-1-16
NAME OF BOARD OR COMMISSION Number of years Exact dates of Appointment
to 3-39-19

TO THE MENOMINEE COUNTY BOARD OF COMMISSIONERS:

1. I reside at N3484 M-35 Menominee MI 49858
Street City Zip
Menominee and have since 1985
County

Mailing address if different than above: _____

Telephone: 906 863-8217 Cell Phone: _____

Email Address: janet.dehn@uw.edu

2. I am at least 18 years of age: YES NO _____

3. I am currently registered to vote: YES NO _____

4. Employer: UW-Marinette Telephone: _____

a. Indicate nature of your work: senior lecturer - teach

b. Title: Senior Lecturer

5. Educational Level and degrees received:

B.A. and Ph.D.

6. I presently hold the following appointments and elected positions:

Northpoint Behavioral Health

7. Previously held appointments and/or elected positions:

8. Have you ever been convicted of a felony? If yes, list each, giving date, nature of offense or violation, name and location of court, the penalty imposed, if any, or the disposition of the case. A conviction will not automatically bar you from an appointment.

No

9. Do you have a conflict of interest or potential conflict of interest such as a financial or business interest in any contracts, grants, permits, etc. with Menominee County? If so, list the interest (except where required for the appointment).

No

10. List any family members who are or have been employed by Menominee County or are or have been elected to County offices.

11. Is this an application for reappointment? Yes X No _____

If yes, how many years have you served on this board? 3

Please indicate your attendance record for the ^{past year} term(s) served 20 / 24 of past year
No. of meetings attended No. of meetings held

Comments/clarification (only if necessary)

The meetings I wasn't in attendance were excused absences. Any meetings I missed over past 3 years were excused.

12. Briefly indicate your qualifications for appointment to this specific board and why you believe your appointment will benefit Menominee County.

I have a long history of work in the mental health field

13. I hereby apply for appointment to Northpoint Behavioral Health and do swear or affirm that (1) if appointed, I will comply with all statutory and other requirements and obligations of my appointment; (2) if I cease to comply with such requirements, I automatically forfeit said appointed position; (3) I hold no position or appointment which is a conflict of interest with the appointed position applied for; and (4) to the best of my knowledge and belief, I possess the requisite qualifications for the office I am seeking.



Signature
Janet Dehn

Name (Print or Type)

Note: Applicants may attach additional information pertaining to this application for appointment.

- Resume
- Letter of Reference
- Letter of Intent

REC-21-16
FRB

APPLICATION FOR APPOINTMENT
MENOMINEE COUNTY BOARD, COMMITTEE OR COMMISSION
(Please note only legible applications can be considered)

I, Mari L. Negro, hereby submit an application for appointment to
NAME
Menominee County Board ^{Northpointe Board of Directors} for 3 from April 1, 2016
NAME OF BOARD OR COMMISSION Number of years Exact Dates of Appointment
to March 31, 2019

TO THE MENOMINEE COUNTY BOARD OF COMMISSIONERS:

1. I reside at W 5131 Number 41 Rd Hermansville 49847
Street City Zip
Menominee and have since 2003
County

Mailing address if different than above: _____

Telephone: (906) 498-7639 Cell Phone: (906) 869-6336

Email Address: negsml@charter.net

2. I am at least 18 years of age: YES NO _____

3. I am currently registered to vote: YES NO _____

4. Employer: Self-employed Telephone: Above

a. Indicate nature of your work: Newspaper / Assessor

b. Title: Owner

5. Educational Level and degrees received:

2 yrs college, Paralegal degree, Certified Assessor, Photojournalist

6. I presently hold the following appointments and elected positions:

Northpointe Board Member
Northcase Board member

7. Previously held appointments and/or elected positions:

Community Action Board Menominee Co. Dem. Chair
Meyer Twp Clerk MTA Board Member, Memb board member

8. Have you ever been convicted of a felony? If yes, list each, giving date, nature of offense or violation, name and location of court, the penalty imposed, if any, or the disposition of the case. A conviction will not automatically bar you from an appointment.

9. Do you have a conflict of interest or potential conflict of interest such as a financial or business interest in any contracts, grants, permits, etc. with Menominee County? If so, list the interest (except where required for the appointment).

None

10. List any family members who are or have been employed by Menominee County or are or have been elected to County offices.

None

11. Is this an application for reappointment? Yes No

If yes, how many years have you served on this board? 6

Please indicate your attendance record for the term(s) served _____ / _____
No. of meetings attended No. of meetings held

Comments/clarification (only if necessary)

12. Briefly indicate your qualifications for appointment to this specific board and why you believe your appointment will benefit Menominee County.

I fall within the 1/3 requirement by the MI Mental Health Code

13. I hereby apply for appointment to Northpointe and do swear or affirm that (1) if appointed, I will comply with all statutory and other requirements and obligations of my appointment; (2) if I cease to comply with such requirements, I automatically forfeit said appointed position; (3) I hold no position or appointment which is a conflict of interest with the appointed position applied for; and (4) to the best of my knowledge and belief, I possess the requisite qualifications for the office I am seeking.

Signature Mari L Negro
Name (Print or Type) Mari L. Negro

Note: Applicants may attach additional information pertaining to this application for appointment.

- Resume
- Letter of Reference
- Letter of Intent

APPLICATION FOR APPOINTMENT
MENOMINEE COUNTY BOARD, COMMITTEE OR COMMISSION
(Please note only legible applications can be considered)

I, Kristin Havelka, hereby submit an application for appointment to
NAME
Menominee County Fair for 1yr term filling from now
NAME OF BOARD OR COMMISSION Number of years Exact dates of Appointment
to till term ends

TO THE MENOMINEE COUNTY BOARD OF COMMISSIONERS:

1. I reside at N4314 River Dr Wallace 49893
Street City Zip
Menominee and have since 1994
County

Mailing address if different than above: same

Telephone: 920-863-4794 Cell Phone: 715-923-3253

Email Address: khavelka@gmail.com

2. I am at least 18 years of age: YES X NO _____

3. I am currently registered to vote: YES X NO _____

4. Employer: Bay Area Medical Center / self employed farmer Telephone: 715-735-4200 / 863-4794

a. Indicate nature of your work: greet patients upon arrival / milker, calf feeder

b. Title: per diem ER greeter / Farmer

5. Educational Level and degrees received:

Associate degree from Lansing Community College
Veterinary Technology degree from Michigan State University

6. I presently hold the following appointments and elected positions: Queen & Princess Superintendent - Menominee Co. Fair, Menominee Co 4-H Foundation - Vice President, Menominee Co 4-H Leader Council - Secretary, Menominee Co 4-H Youth Council - Parent Advisor, 4-H Leader 2 clubs Midnight Riders & When Pigs Fly

7. Previously held appointments and/or elected positions:

N/A

8. Have you ever been convicted of a felony? If yes, list each, giving date, nature of offense or violation, name and location of court, the penalty imposed, if any, or the disposition of the case. A conviction will not automatically bar you from an appointment.

N/A

9. Do you have a conflict of interest or potential conflict of interest such as a financial or business interest in any contracts, grants, permits, etc. with Menominee County? If so, list the interest (except where required for the appointment).

N/A

10. List any family members who are or have been employed by Menominee County or are or have been elected to County offices.

N/A

11. Is this an application for reappointment? Yes _____ No X

If yes, how many years have you served on this board? N/A

Please indicate your attendance record for the term(s) served N/A / N/A
No. of meetings attended No. of meetings held

Comments/clarification (only if necessary)

N/A

12. Briefly indicate your qualifications for appointment to this specific board and why you believe your appointment will benefit Menominee County.

I grew up participating in the Menominee Co Fair showing beef, sheep, horses, rabbits & crafts. I have raised three kids exhibiting at the MCF showing horses, mini horses, beef, dairy, rabbits & crafts. I have an extensive knowledge of the fair and have a vested interest in its continuation. I have been attending fair board meeting with my daughters since September after they won Queen & Princess.

13. I hereby apply for appointment to Menominee Co. Fair and do swear or affirm that (1) if appointed, I will comply with all statutory and other requirements and obligations of my appointment; (2) if I cease to comply with such requirements, I automatically forfeit said appointed position; (3) I hold no position or appointment which is a conflict of interest with the appointed position applied for; and (4) to the best of my knowledge and belief, I possess the requisite qualifications for the office I am seeking.

Kristin Havelka
Signature

KRISTIN HAVELKA
Name (Print or Type)

Note: Applicants may attach additional information pertaining to this application for appointment.

- Resume
- Letter of Reference
- Letter of Intent

Sherry DuPont

From: Cheryl Hargrove <cherylhargrove922@gmail.com>
Sent: Thursday, February 25, 2016 2:44 PM
To: Sherry DuPont
Subject: Application for Appointment Submission

First Name: Cheryl

Last Name: Hargrove

Address: W7337 S1 Road

City: Stephenson

State: Michigan

Zip Code: 49887

Email Address: cherylhargrove922@gmail.com

Phone Number: 906-290-1421

What board or committee are you applying for?: Menominee County Fair Board

Are you at least 18 years of age?: Yes

Are you currently registered to vote?: Yes

Current Employer and telephone number; indicate your title and nature of your work.: Semi Retired. Realtor Statewide Real Estate Menominee Agent. Only working from home now listing and selling homes in Menominee County.

Please indicate education level and degrees received:: High School, different courses pertaining to business and Real Estate

Do you currently hold any County appointments or elected positions? If yes, please explain.: No

Have you previously held any appointments and/or elected positions? If yes, please explain.: Planning Commission. Lake Township Zoning Board.

Have you ever been convicted of a felony? If yes, list each, giving date, nature of offense or violation, name and location of court, the penalty imposed, if any, or the disposition of the case. A conviction will not automatically bar you from an appointment.: No

Do you have a conflict of interest or potential conflict of interest such as a financial or business interest in any contracts, grants, permits, etc. with Menominee County? If so, list the interest (except where required for the appointment): No

List any family members who are or have been employed by Menominee County or are or have been elected to County offices?: None

Is this an application for re-appointment?

If yes, how many years have you served on this board? Please indicate your attendance record for the term(s) served.

Comments:: No

Briefly indicate your qualifications for appointment to this specific board and why you believe your appointment will benefit Menominee County.: I raised my children in Menominee County and both were active in 4H. We had in the past horses and other animals. I love Menominee County and want to see it continue to grow and the fair grow. I have been going to the fair since it was called Dairy Day and I will work with the board to make sure the fair continues to grow.

I hereby apply for an appointment and do swear or affirm that (1) if appointed, I will comply with all statutory and other requirements and obligations of my appointment; (2) if I cease to comply with such requirements, I automatically forfeit said appointed position; (3) I hold no position or appointment which is a conflict of interest with the appointed position applied for; and (4) to the best of my knowledge and belief, I possess the requisite qualifications for the office I am seeking.

(Please sign the box, by typing your name here.): Cheryl Hargrove

Sherry DuPont

From: Steven Ecker <steveecker@hotmail.com>
Sent: Sunday, March 06, 2016 9:23 PM
To: Sherry DuPont
Subject: Application for Appointment Submission

First Name: Steven

Last Name: Ecker

Address: N1790 S. N3 Drive

City: Menominee

State: Michigan

Zip Code: 49858

Email Address: steveecker@hotmail.com

Phone Number: 715-587-8807

What board or committee are you applying for?: Building Code Construction Board of Appeals

Are you at least 18 years of age?: Yes

Are you currently registered to vote?: Yes

Current Employer and telephone number; indicate your title and nature of your work.: Eck's Builders Owner operator
Residential Builders License# 2101209972
715-587-8807

Please indicate education level and degrees received:: Electrical power distribution Associates degree NWTC

Do you currently hold any County appointments or elected positions? If yes, please explain.: No

Have you previously held any appointments and/or elected positions? If yes, please explain.: Code Enforcement for City of Menominee 2015 Temporary

Have you ever been convicted of a felony? If yes, list each, giving date, nature of offense or violation, name and location of court, the penalty imposed, if any, or the disposition of the case. A conviction will not automatically bar you from an appointment.: No

Do you have a conflict of interest or potential conflict of interest such as a financial or business interest in any contracts, grants, permits, etc. with Menominee County? If so, list the interest (except where required for the appointment): No

List any family members who are or have been employed by Menominee County or are or have been elected to County offices?: None

Is this an application for re-appointment?

If yes, how many years have you served on this board? Please indicate your attendance record for the term(s) served.

Comments:: No

Briefly indicate your qualifications for appointment to this specific board and why you believe your appointment will benefit Menominee County.: Knowledge of building codes

I hereby apply for an appointment and do swear or affirm that (1) if appointed, I will comply with all statutory and other requirements and obligations of my appointment; (2) if I cease to comply with such requirements, I automatically forfeit said appointed position; (3) I hold no position or appointment which is a conflict of interest with the appointed position applied for; and (4) to the best of my knowledge and belief, I possess the requisite qualifications for the office I am seeking.

(Please sign the box, by typing your name here.): Steven Ecker

**MENOMINEE COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM**

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

Submitted by: **Brian Bousley**

 03/17/2016
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

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

MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER

RECEIVED
FEB 23 2016
BY: Ad

Mileage: .54 cents/mile ~ effective 01 January 2016

*Meals Breakfast - \$9.00
 Lunch - \$11.00
 Dinner - \$20.00

*must attach receipt for reimbursement

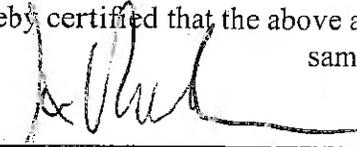
*meals provided by conferences will NOT be reimbursed

Name: John R. Nelson ~ District 9

Date	Meeting Place	# of miles	X .54/mile	Total Cost	Account Number
2/4/16	MEWANA, Escromaa	56	54	30.24	101-101-860.11
2/9/16	Co. BO, Stephen	56	54	30.24	101-101-860.11
2/22/16	Co. BO, Stephen (BYE)	56	54	30.24	101-101-860.11
2/23/16	Co. BO, Stephen	56	54	30.24	101-101-860.11
					101-101-860.11
					101-101-860.11
					101-101-860.11
					101-101-860.11
					101-101-860.11
		224		120.96	101-101-860.11
			Total Mileage		120.96
Total Mileage Fee					120.96

Expenses shall be submitted to the County Administrator's office by the last day of the following month, or be forfeited. Send to: 839 10th Ave., Menominee, MI 49858

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

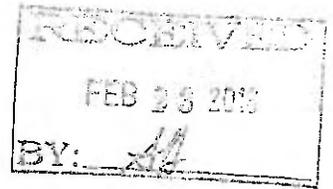


Signed

2/23/16

Date

MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER



Mileage: .54 cents/mile ~ effective 01 January 2016

*Meals Breakfast - \$9.00
 Lunch - \$11.00
 Dinner - \$20.00

*must attach receipt for reimbursement
*meals provided by conferences will NOT be reimbursed

Name: James Furlong ~ District 3

Date	Meeting Place	# of miles	X .54/mile	Total Cost	Account Number
2-1-16	STEPHENSON	40			101-101-860.03
2-9-16	STEPHENSON	40			101-101-860.03
2-22-16	STEPHENSON	40			101-101-860.03
2-23-16	STEPHENSON	40			101-101-860.03
					101-101-860.03
					101-101-860.03
					101-101-860.03
					101-101-860.03
			Total Mileage	160	
				Total Mileage Fee	86.40

Expenses shall be submitted to the County Administrator's office by the last day of the following month, or be forfeited. Send to: 839 10th Ave., Menominee, MI 49858

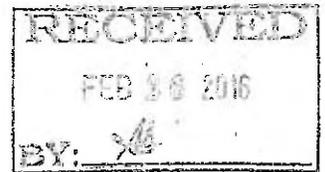
It is hereby certified that the above account is true and correct and that no part of the same has been paid.

Signed

2-23-16

Date

**MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER**



Mileage: .54 cents/mile ~ effective 01 January 2016

*Meals Breakfast - \$9.00
Lunch - \$11.00
Dinner - \$20.00

*must attach receipt for reimbursement
*meals provided by conferences will NOT be reimbursed

Name: Gerald L. Piche ~ District 7

Date	Meeting Place	# of miles	X .54/mile	Total Cost	Account Number
2/9/16	ROAD COMMISSION	25		13.50	101-101-860.07
2/9/16	ANNEX - County Board	30		16.20	101-101-860.07
2/17/16	ANNEX - Fair Board	30		16.20	101-101-860.07
2/23/16	ANNEX - County Board	30		16.20	101-101-860.07
					101-101-860.07
					101-101-860.07
		115	Total Mileage		
				Total Mileage Fee	62.10

Expenses shall be submitted to the County Administrator's office by the last day of the following month, or be forfeited. Send to: 839 10th Ave., Menominee, MI 49858

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

Gerald Piche

Signed

2/26/16

Date

MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER

BY: AA

Mileage: .54 cents/mile ~ effective 01 January 2016

*Meals Breakfast - \$9.00
 Lunch - \$11.00
 Dinner - \$20.00

*must attach receipt for reimbursement
*meals provided by conferences will NOT be reimbursed

Name: Raymond Williams ~ District 1

Date	Meeting Place	# of miles	X .54/mile	Total Cost	Account Number
2-9-16	ANNEX - CB	50	27	27	101-101-860.01
2-22-16	ANNEX - GIS	50	27	27	101-101-860.01
2-23-16	ANNEX - CB	50	27	27	101-101-860.01
					101-101-860.01
					101-101-860.01
					101-101-860.01
					101-101-860.01
					101-101-860.01
					101-101-860.01
			Total Mileage		
				Total Mileage Fee	<u>81.00</u>

Expenses shall be submitted to the County Administrator's office by the last day of the following month, or be forfeited. Send to: 839 10th Ave., Menominee, MI 49858

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

Ray Williams

Signed

2/28/16

Date

MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER

RECEIVED
FEB 28 2016
BY: *AD*

COPY

Mileage: .54 cents/mile ~ effective 01 January 2016

*Meals Breakfast - \$9.00
 Lunch - \$11.00
 Dinner - \$20.00

*must attach receipt for reimbursement
*meals provided by conferences will NOT be reimbursed

Name: Bernie Lang ~ District 2

Date	Meeting Place	# of miles	X .54/mile	Total Cost	Account Number
02-02	SOC. SERV.	3			101-101-860.02
02-04	HEHS.	3			101-101-860.02
02-09	CO. RD.	48			101-101-860.02
02-10	CAA FINANCE	110			101-101-860.02
02-23	SOC. SERV.	3			101-101-860.02
02-23	CO. RD.	48			101-101-860.02
		215	→	116.10	101-101-860.02
					101-101-860.02
				Total Mileage	
Total Mileage Fee					116.10

Expenses shall be submitted to the County Administrator's office by the last day of the following month, or be forfeited. Send to: 839 10th Ave., Menominee, MI 49858

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

02-26-16

Date

MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER

RECEIVED
FEB 29 2016
BY: *AS*

COPY

Mileage: .54 cents/mile ~ effective 01 January 2016

*Meals Breakfast - \$9.00
 Lunch - \$11.00
 Dinner - \$20.00

*must attach receipt for reimbursement
*meals provided by conferences will NOT be reimbursed

Name: Larry Schei ~ District 4

Date	Meeting Place	# of miles	X .54/mile	Total Cost	Account Number
2/09/16	ANNEX	32		*17.28	101-101-860.04
2/16/16	SABT MARINETTE, WI	18		9.72	101-101-860.04
2/16/16	STEPHENSON, MI	32		17.28	101-101-860.04
2/16/16	MENO County AIRPORT	15		8.10	101-101-860.04
2/18/16	PINECREST, POWERS, MI	73		39.42	101-101-860.04
2/23/16	STEPHENSON, MI	32		17.28	101-101-860.04
					101-101-860.04
					101-101-860.04
					101-101-860.04
			Total Mileage		
				Total Mileage Fee	\$104.08

Expenses shall be submitted to the County Administrator's office by the last day of the following month, or be forfeited. Send to: 839 10th Ave., Menominee, MI 49858

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

Larry Schei

Signed

2/29/16

Date

**MENOMINEE COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM**

SUBJECT:	Miscellaneous Bills
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
Board to review recently submitted Miscellaneous Bills as paid on February 25, 2016 in the combined amount of 164,966.13.	
RECOMMENDED MOTION	
To approve Miscellaneous Bills as paid on February 25, 2016 in the combined amount of 164,966.13.	

Submitted by: **Brian Bousley**

 03/17/2016
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

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

General Fund Expenditures

101-101 Board of Commissioners
101-103 Other Legislative
101-131 Circuit/Family Court
101-132 Family Court
101-136 District Court
101-141 Friend of Court
101-148 Probate Court
101-150 Jury Commission
101-172 County Administrator
101-192 Board of Canvassers
101-211 Legal
101-215 County Clerk
101-253 County Treasurer
101-257 Equalization
101-261 MSU Extension
101-262 Elections
101-265 Courthouse Grounds
101-267 Prosecuting Attorney
101-268 Register of Deeds
101-275 Drain Commissioner
101-301 Sheriff Department
101-331 Marine Law
101-332 Snowmobile Law
101-334 Off-Road Recreational Vehicle
101-335 ATV Education
101-401 Planning Commission
101-402 Brownfield Authority
101-426 Emergency Management
101-526 Waste Management
101-601 Health & Welfare
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
206 Sheriff Work Van
208 County Parks
215 Friend of Court
216 County Airport
220 Park Improvements
243 Remonumentation
249 Building Code
256 ROD - Automation Fund
263 Pistol Licensing
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
277 LEPC
280 Inmate Canteen fund
281 K-9
282 Justice Training
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

Bob

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Ace Hardware	45875	02/19/2016	218421/2	Inmate Supplies	101-301-770.00	232.75		\$232.75
AIRGAS NORTH CENTRAL	45882	02/10/2016	9048194216	Road Patrol Oxygen & Supplies	205-315-755.00	21.77		\$21.77
ANDERSON AUTO & RV SALES INC	45887	12/15/2015	1355	2010 Chevy Tahoe - Vehicle Maintenance	205-315-934.02	256.65		\$1,016.65
	45888	01/18/2016	1358	2009 Impala - Vehicle Maintenance	205-315-934.02	95.00		
	45889	01/19/2016	1359	2006 Impala - Vehicle Maintenance	205-315-934.02	120.00		
	45901	01/05/2016	1357	PO# 03270 Marine Maintenance	101-331-755.00	545.00		
Anderson Kell Funeral Home	45862	02/24/2016	Wiedenhoef	Removal, Cremation & Transportation	101-648-861.00	550.00		\$550.00
ARAMARK UNIFORM SERVICES INC	45905	02/17/2016	1677325509	Airport Supplies	216-585-755.01	25.47		\$193.60
	45905	02/17/2016	1677325509	Airport Supplies	216-585-745.00	23.81		
	45912	02/24/2016	1677330115	Airport Supplies	216-585-755.01	120.51		
	45912	02/24/2016	1677330115	Airport Supplies	216-585-745.00	23.81		
AT&T Mobility	45826	02/23/2016	287252234966	February 10 - March 9, 2016 (906-792-	101-132-850.00	31.46		\$67.92
	45852	02/17/2016	287252150867X0208	February 1 - February 29, 2016 (906-75	101-132-850.00	36.46	*	
AUTOMOTIVE SUPPLY COMPANY	45899	02/18/2016	080378199	Window Wash Fluid (x6)	205-315-704.00	12.60		\$31.13
	45904	02/23/2016	080378464	Equipment Maintenance (Airport)	216-585-981.00	3.45		
	45916	02/16/2016	080378022	Airport - Equipment Maintenance Suppl	216-585-981.00	15.08		
Batteries Plus	45831	02/24/2016	988-127881	25 Pack Bulbs	101-265-930.01	54.39		\$54.39
Big O's Lube and Service, Inc.	45890	02/09/2016	18880	2013 Chevy Impala - Vehicle Maintenance	205-315-934.02	372.87		\$1,232.50
	45891	02/12/2016	18906	2008 Chevy Tahoe - Vehicle Maintenance	205-315-934.02	446.34		
	45892	02/12/2016	18914	2008 Chevy Tahoe - Vehicle Maintenance	205-315-934.02	32.90		
	45893	02/12/2016	18918	2013 Chevy Impala - Vehicle Maintenance	205-315-934.02	260.35		
	45894	02/15/2016	18929	2016 Ford Explorer - Vehicle Maintenance	205-315-934.02	34.90		
	45895	02/16/2016	18934	2012 Chevy Impala - Vehicle Maintenance	205-315-934.02	32.90		
	45896	02/16/2016	18944	2014 Chevy Impala - Vehicle Maintenance	205-315-934.02	52.24		
Body Works Plus	45897	02/09/2016	1969519443	2012 Chevy Impala - Vehicle Maintenance	205-315-934.02	434.00		\$684.00
	45898	02/11/2016	1969519450	2016 Ford Explorer - Vehicle Deductab	205-315-934.02	250.00		
BP	45881	02/06/2016	46626038	Road Patrol - Gasoline Charges	205-315-742.00	405.29		\$405.29
Brunelle, Jennifer	45824	02/23/2016	Reimbursement	Supplies for Ice Rink	296-667-801.01	15.32		\$485.32
	45825	02/23/2016	February 2016	Crisis Intervention	296-668-801.00	470.00		
CBM Managed Services	45869	02/03/2016	STDINV95695	Inmate Meals	101-301-770.00	2,023.70		\$4,051.95
	45870	02/10/2016	STDINV96039	Inmate Meals	101-301-770.00	2,023.25		
Cech, William	45913	02/25/2016	Reimbursement	February 2016 Mileage	101-101-860.05	51.84		\$51.84

MENOMINEE COUNTY
Claims Audit Report

Vendor Name	Voucher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Cellcom - P.O. Box 7555								\$278.30
	45792	02/05/2016	509027	Cellular Services (Family Court)	296-663-850.00	55.36		
	45792	02/05/2016	509027	Cellular Services (Family Court)	296-664-850.00	55.36		
	45792	02/05/2016	509027	Cellular Services (Family Court)	296-665-850.00	55.36		
	45800	02/05/2016	506427	Airport - Cellular Services	216-585-850.00	54.56	*	
	45864	02/05/2016	5192927	Medical Examiner - Cellular Services	101-648-850.00	57.66	*	
Cenex Fleetcard								\$28.27
	45811	02/06/2016	115653	Gasoline Charges	101-426-860.00	4.36		
	45811	02/06/2016	115653	Gasoline Charges	296-665-860.00	23.91		
CITY OF MENOMINEE - 2511 10TH ST.								\$38.92
	45836	02/19/2016	4193	Gasoline Charges - January 2016	101-141-860.00	5.86		
	45836	02/19/2016	4193	Gasoline Charges - January 2016	101-265-742.00	9.71		
	45836	02/19/2016	4193	Gasoline Charges - January 2016	101-265-742.00	23.35		
Clerk of Circuit Courts								\$15.00
	45829	02/19/2016	02CT354 & 00CT269	People v John Balma	101-267-804.00	15.00		
CLOVERLAND PAPER CO								\$696.79
	45794	02/12/2016	110780	Janitorial Supplies (Counthouse)	101-265-755.01	336.41		
	45795	02/15/2016	110781	Library Supplies	101-265-755.01	56.49		
	45832	02/19/2016	110842	Courthouse Supplies	101-265-755.01	169.47		
	45871	02/05/2016	110714	Jail - Inmate Supplies	101-301-770.00	108.40		
	45872	02/12/2016	110736	Jail - Inmate Supplies	101-301-770.00	26.02		
CMP Distributors								\$88.45
	45883	02/04/2016	46840	Supplies for Department Rifle	205-315-755.02	88.45		
Coast to Coast Computer Prod.								\$262.98
	45863	02/10/2016	A1443252	FOC - Toner (x2)	101-141-931.00	262.98		
Cooper Office Equipment								\$1,213.35
	45796	02/16/2016	131355	Contract # 1406-01 (2nd Floor Hallway)	101-172-931.01	403.27		
	45793	02/16/2016	131358	Contract 1413-01 (District Court)	101-136-931.00	239.94		
	45806	02/16/2016	131357	contract # 1849-01 First Floor Copier	101-172-931.01	239.94		
	45845	02/16/2016	131356	Contract # 1410-01 (PA's Office)	101-267-801.00	190.00		
	45879	02/16/2016	131354	Contract # 1408-01 (Pinecrest)	205-315-727.00	140.20		
Dellisse, Mike								\$76.35
	45807	02/17/2016	Reimbursement	Mileage	101-682-860.00	76.35		
Dickinson County Treasurer								\$33,903.28
	45780	02/11/2016	Circuit Court 2015-4	Oct, Nov, Dec 2015 (Shared Expenses)	101-131-702.00	33,903.28		
DISTRICT COURT 35A								\$110.00
	45840	02/18/2016	2/18/16	Assessment Fee - J. Grabian	296-667-730.00	110.00		
Dougovito, Greg								\$193.63
	45821	02/24/2016	6101	Holdover Attendant (J.A.)	101-132-801.01	13.75		
	45821	02/24/2016	6101	Holdover Attendant (J.A.)	101-132-801.00	33.00		
	45822	02/24/2016	6104	Transport of Juvenile (J.A.)	101-132-801.01	41.25		
	45822	02/24/2016	6104	Transport of Juvenile (J.A.)	101-132-801.00	99.00		
	45823	02/24/2016	Reimbursement	Meal	101-132-301.00	6.63		
DTE Energy								\$182.87
	45830	02/03/2016	462245200011	Annex	101-261-920.04	182.87		

MENOMINEE COUNTY
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Durocher, Tony								
	45819	02/24/2016	6103	Holdover Attendant (J.A.)	101-132-801.01	12.50		\$110.00
	45819	02/24/2016	6103	Holdover Attendant (J.A.)	101-132-801.00	30.00		
	45820	02/24/2016	Reimbursement	Mileage	101-132-801.00	67.50		
Election Systems & Software								
	45812	02/05/2016	952127	PO# 03263 Presidential Primary Progr	101-262-727.00	4,755.75		\$4,755.75
Faller, Tom								
	45782	02/12/2016	Reimbursement	Mileage (County Board Meeting)	101-215-860.00	22.68		\$22.68
Filtration Services								
	45809	02/10/2016	1181654	PO# 03267 Assorted Air Handler Filters	101-265-930.01	1,323.48		\$1,323.48
Fiorucci, Tony & Teena								
	45783	02/02/2016	December 2015	Foster Care (B.F.)	292-662-843.02	465.48		\$1,861.92
	45784	01/31/2016	January 2016	Foster Care (J.F.)	292-662-843.02	465.48		
	45789	02/02/2016	December 2015	Foster Care (J.F.)	292-662-843.02	465.48		
	45791	02/02/2016	January 2016	Foster Care (B.F.)	292-662-843.02	465.48		
Furlong, James								
	45915	02/23/2016	Reimbursement	February 2016 Mileage	101-101-860.03	86.40		\$86.40
Hello Direct								
	45787	02/09/2016	HD01888358	Replacement Ear Piece for District Hea	101-136-727.00	116.00		\$116.00
HOLMES MIKE								
	45884	02/03/2016	Reimbursement	Optics Rifle Kit	205-315-934.01	170.00		\$170.00
J S Electronics, Inc.								
	45877	02/05/2016	19164	Maintenance on Jail Radio	101-301-934.01	174.98		\$349.52
	45878	02/12/2016	19170	Maintenance on Jail Radio	101-301-934.01	174.54		
Joel Hensley, RN								
	45841	02/07/2016	Blood Draws	K.J. (2/14) J.B. (2/15) M.B. (2/20)	101-267-801.01	300.00		\$4,785.00
	45850	02/22/2016	February 2016	Medical Examiner	101-648-709.00	1,080.00		
	45850	02/22/2016	February 2016	Medical Examiner	101-648-835.00	2,040.00		
	45876	02/23/2016	Nursing Services	Inmate Nursing Services	101-301-770.01	1,365.00		
KOZIKOWSKI WELL & PUMP INC								
	45810	02/23/2016	D11221	PO# 03272 River Park - Drilled Well	220-752-953.03	13,986.00		\$13,986.00
M & M Business Machines								
	45779	02/12/2016	160435	Clerk's Office - Copier Maintenance	101-215-931.00	48.00		\$48.00
M.A.C.V.C. - Sanilac County Veterans Affair								
	45814	02/24/2016	Registration	2016 Spring Conference - Mike Dellisse	101-682-802.00	45.00		\$45.00

2/25/16

MENOMINEE COUNTY
Claims Audit Report

Vendor Name	Voucher #	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Mastercard								\$5,578.73
	45853	02/10/2016	Credit Card	USPS	101-268-729.00	5.05	*	
	45853	02/10/2016	Credit Card	Amazon	101-265-745.00	72.00	*	
	45853	02/10/2016	Credit Card	USPS	101-268-729.00	5.05	*	
	45853	02/10/2016	Credit Card	USPS	101-268-729.00	5.05	*	
	45853	02/10/2016	Credit Card	USPS	101-268-729.00	5.05	*	
	45853	02/10/2016	Credit Card	USPS	101-268-729.00	5.05	*	
	45853	02/10/2016	Credit Card	USPS	101-268-729.00	5.05	*	
	45853	02/10/2016	Credit Card	Dollar Tree	101-132-801.01	23.21	*	
	45853	02/10/2016	Credit Card	Dollar Tree	296-667-801.01	18.99	*	
	45853	02/10/2016	Credit Card	Angeli's	296-667-801.01	47.15	*	
	45853	02/10/2016	Credit Card	Deil Sales & Service	101-267-727.00	76.30	*	
	45853	02/10/2016	Credit Card	S2 Distribution	101-265-934.00	223.78	*	
	45853	02/10/2016	Credit Card	USPS	101-268-729.00	6.45	*	
	45853	02/10/2016	Credit Card	USPS	101-268-729.00	6.45	*	
	45853	02/10/2016	Credit Card	APCO	266-325-755.00	90.00	*	
	45853	02/10/2016	Credit Card	USPS	101-268-729.00	6.45	*	
	45853	02/10/2016	Credit Card	Krist	101-265-742.00	29.91	*	
	45853	02/10/2016	Credit Card	USPS	101-268-729.00	6.45	*	
	45853	02/10/2016	Credit Card	Parts Town, LLC	101-265-934.00	37.76	*	
	45853	02/10/2016	Credit Card	USPS	101-268-729.00	6.45	*	
	45853	02/10/2016	Credit Card	USPS	101-268-729.00	6.45	*	
	45853	02/10/2016	Credit Card	USPS	101-268-729.00	6.45	*	
	45853	02/10/2016	Credit Card	Angeli's	296-667-801.01	27.56	*	
	45853	02/10/2016	Credit Card	USPS	101-268-729.00	6.45	*	
	45853	02/10/2016	Credit Card	Holiday Inn Express	266-325-860.00	79.87	*	
	45853	02/10/2016	Credit Card	Marathon	266-325-860.00	20.00	*	
	45853	02/10/2016	Credit Card	USPS	101-268-729.00	6.45	*	
	45853	02/10/2016	Credit Card	St. Ignace Big Boy	266-325-860.00	12.71	*	
	45853	02/10/2016	Credit Card	Bayview Inn	266-325-860.00	14.79	*	
	45853	02/10/2016	Credit Card	#1430 Gaylord	266-325-860.00	8.47	*	
	45853	02/10/2016	Credit Card	Appraisal Foundation	101-257-727.00	65.00	*	
	45853	02/10/2016	Credit Card	McDonalds	266-325-860.00	5.81	*	
	45853	02/10/2016	Credit Card	USPS Credit Voucher	101-268-729.00	-5.05	*	
	45853	02/10/2016	Credit Card	USPS Credit Voucher	101-268-729.00	-5.05	*	
	45853	02/10/2016	Credit Card	Late Fee	101-103-755.00	20.00	*	
	45902	02/10/2016	Credit Card	Menards	216-585-981.02	147.05	*	
	45902	02/10/2016	Credit Card	Menards	216-585-981.02	12.06	*	
	45902	02/10/2016	Credit Card	Menards	216-585-981.02	43.81	*	
	45902	02/10/2016	Credit Card	Holiday	216-585-742.00	11.50	*	
	45902	02/10/2016	Credit Card	Krist Oil	216-585-742.00	37.80	*	
	45902	02/10/2016	Credit Card	Credit Memo	216-585-981.02	-53.94	*	
	45902	02/10/2016	Credit Card	Credit Memo	216-585-981.02	-22.19	*	
	45902	02/10/2016	Credit Card	Late Fee	216-585-729.01	20.00	*	
	45907	02/10/2016	Credit Card	Amazon	101-301-727.00	75.97	*	
	45907	02/10/2016	Credit Card	Quill	101-301-727.00	162.69	*	
	45907	02/10/2016	Credit Card	Millers Action Supply	101-301-728.00	259.99	*	
	45907	02/10/2016	Credit Card	Shell	101-301-742.00	9.25	*	
	45907	02/10/2016	Credit Card	Freedom Value	101-301-742.00	13.47	*	
	45907	02/10/2016	Credit Card	Freedom Value	101-301-742.00	18.30	*	
	45907	02/10/2016	Credit Card	Speedway	101-301-742.00	18.76	*	
	45907	02/10/2016	Credit Card	Bob Barker	101-301-770.00	124.38	*	
	45907	02/10/2016	Credit Card	Quill	101-301-770.01	43.99	*	
	45907	02/10/2016	Credit Card	Oriental Trading Co.	101-301-802.00	329.94	*	
	45907	02/10/2016	Credit Card	Bay Valley Resort	101-301-860.00	39.37	*	

225
 MENOMINEE COUNTY
 Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Mastercard								\$5,578.73
	45907	02/10/2016	Credit Card	Buffalo Wild Wings	101-301-860.00	19.49	*	
	45907	02/10/2016	Credit Card	Candlewood Suites	101-301-860.00	169.50	*	
	45907	02/10/2016	Credit Card	Firehouse Subs	101-301-860.00	9.52	*	
	45907	02/10/2016	Credit Card	Firehouse Subs	101-301-860.00	10.06	*	
	45907	02/10/2016	Credit Card	Firehouse Subs	101-301-860.00	10.06	*	
	45907	02/10/2016	Credit Card	Hungry Howie's	101-301-860.00	18.00	*	
	45907	02/10/2016	Credit Card	KFC	101-301-860.00	6.03	*	
	45907	02/10/2016	Credit Card	KFC	101-301-860.00	6.80	*	
	45907	02/10/2016	Credit Card	Outback Steakhouse	101-301-860.00	20.00	*	
	45907	02/10/2016	Credit Card	Red Lobster	101-301-860.00	20.00	*	
	45907	02/10/2016	Credit Card	TownePlace	101-301-860.00	157.50	*	
	45907	02/10/2016	Credit Card	Uno's Chicago Grill	101-301-860.00	18.15	*	
	45907	02/10/2016	Credit Card	Amazon Refund	205-315-727.00	-104.94	*	
	45907	02/10/2016	Credit Card	7-Eleven	205-315-742.00	19.89	*	
	45907	02/10/2016	Credit Card	Cenex	205-315-742.00	23.40	*	
	45907	02/10/2016	Credit Card	Krojer Fuel	205-315-742.00	18.43	*	
	45907	02/10/2016	Credit Card	Marathon Petro	205-315-742.00	29.48	*	
	45907	02/10/2016	Credit Card	Shell Oil	205-315-742.00	15.61	*	
	45907	02/10/2016	Credit Card	Shell Oil	205-315-742.00	11.71	*	
	45907	02/10/2016	Credit Card	Speedway	205-315-742.00	20.45	*	
	45907	02/10/2016	Credit Card	Superior Touchless	205-315-742.00	9.00	*	
	45907	02/10/2016	Credit Card	Botach	205-315-755.02	149.95	*	
	45907	02/10/2016	Credit Card	Applebee's	205-315-860.00	23.52	*	
	45907	02/10/2016	Credit Card	Arby's	205-315-860.00	9.12	*	
	45907	02/10/2016	Credit Card	Buffalo Wild Wings	205-315-860.00	18.81	*	
	45907	02/10/2016	Credit Card	Buffalo Wild Wings	205-315-860.00	17.57	*	
	45907	02/10/2016	Credit Card	Chula Vista	205-315-860.00	70.00	*	
	45907	02/10/2016	Credit Card	Firehouse Subs	205-315-860.00	14.04	*	
	45907	02/10/2016	Credit Card	Firehouse Subs	205-315-860.00	10.59	*	
	45907	02/10/2016	Credit Card	Firehouse Subs	205-315-860.00	9.53	*	
	45907	02/10/2016	Credit Card	Hampton Inn & Suites	205-315-860.00	491.40	*	
	45907	02/10/2016	Credit Card	Hungry Howie's	205-315-860.00	21.97	*	
	45907	02/10/2016	Credit Card	McDonalds	205-315-860.00	4.79	*	
	45907	02/10/2016	Credit Card	Outback Steakhouse	205-315-860.00	20.65	*	
	45907	02/10/2016	Credit Card	Parking Ramps	205-315-860.00	13.50	*	
	45907	02/10/2016	Credit Card	Peking China Buffett	205-315-860.00	16.65	*	
	45907	02/10/2016	Credit Card	Public Agency Training	205-315-860.00	495.00	*	
	45907	02/10/2016	Credit Card	Red Robin	205-315-860.00	19.40	*	
	45907	02/10/2016	Credit Card	Subway	205-315-860.00	8.72	*	
	45907	02/10/2016	Credit Card	Subway	205-315-860.00	8.07	*	
	45907	02/10/2016	Credit Card	Subway	205-315-860.00	8.07	*	
	45907	02/10/2016	Credit Card	Subway	205-315-860.00	7.47	*	
	45907	02/10/2016	Credit Card	Uno's Chicago Grill	205-315-860.00	18.30	*	
	45907	02/10/2016	Credit Card	AutoZone	205-315-934.02	36.02	*	
	45907	02/10/2016	Credit Card	Sirchie	205-315-934.03	45.79	*	
	45907	02/10/2016	Credit Card	AppleBee's	264-363-881.00	18.62	*	
	45907	02/10/2016	Credit Card	AppleBee's	264-363-881.00	19.15	*	
	45907	02/10/2016	Credit Card	Coachlight, inc.	264-363-881.00	9.21	*	
	45907	02/10/2016	Credit Card	Coachlight, inc.	264-363-881.00	9.21	*	
	45907	02/10/2016	Credit Card	Doghhouse Pub	264-363-881.00	18.39	*	
	45907	02/10/2016	Credit Card	Domino's	264-363-881.00	14.82	*	
	45907	02/10/2016	Credit Card	Domino's	264-363-881.00	16.95	*	
	45907	02/10/2016	Credit Card	Domino's	264-363-881.00	20.64	*	
	45907	02/10/2016	Credit Card	Domino's	264-363-881.00	19.89	*	

MENOMINEE COUNTY
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Mastercard								\$5,578.73
	45907	02/10/2016	Credit Card	Hudson's Classic Grill	264-363-881.00	17.02	*	
	45907	02/10/2016	Credit Card	Hudson's Classic Grill	264-363-881.00	14.91	*	
	45907	02/10/2016	Credit Card	Little Caesars	264-363-881.00	5.30	*	
	45907	02/10/2016	Credit Card	Little Caesars	264-363-881.00	5.30	*	
	45907	02/10/2016	Credit Card	New York Deli	264-363-881.00	11.93	*	
	45907	02/10/2016	Credit Card	New York Deli	264-363-881.00	11.65	*	
	45907	02/10/2016	Credit Card	Ramada Inn of Marq	264-363-881.00	5.18	*	
	45907	02/10/2016	Credit Card	Ramada Inn of Marq	264-363-881.00	7.30	*	
	45907	02/10/2016	Credit Card	Ramada Inn of Marq	264-363-881.00	7.30	*	
	45907	02/10/2016	Credit Card	Ramada Inn of Marq	264-363-881.00	5.18	*	
	45907	02/10/2016	Credit Card	Ramada Inn of Marq	264-363-881.00	7.30	*	
	45907	02/10/2016	Credit Card	Ramada Inn of Marq	264-363-881.00	20.00	*	
	45907	02/10/2016	Credit Card	Ramada Inn of Marq	264-363-881.00	6.24	*	
	45907	02/10/2016	Credit Card	Ramada Inn of Marq	264-363-881.00	7.30	*	
	45907	02/10/2016	Credit Card	Ramada Inn of Marq	264-363-881.00	6.18	*	
	45907	02/10/2016	Credit Card	Ramada Inn of Marq	264-363-881.00	5.18	*	
	45907	02/10/2016	Credit Card	Ramada Inn of Marq	264-363-881.00	7.30	*	
	45907	02/10/2016	Credit Card	Ramada Inn of Marq	264-363-881.00	318.00	*	
	45907	02/10/2016	Credit Card	Ramada Inn of Marq	264-363-881.00	397.50	*	
	45907	02/10/2016	Credit Card	Ramada Inn of Marq	264-363-881.00	6.71	*	
	45907	02/10/2016	Credit Card	Red Lobster	264-363-881.00	22.34	*	
	45907	02/10/2016	Credit Card	Red Lobster	264-363-881.00	18.27	*	
	45907	02/10/2016	Credit Card	Subway	264-363-881.00	9.65	*	
	45907	02/10/2016	Credit Card	Subway	264-363-881.00	7.53	*	
	45907	02/10/2016	Credit Card	Bay Valley Resort	282-302-881.00	39.38	*	
	45907	02/10/2016	Credit Card	KFC	282-302-881.00	7.62	*	
	45907	02/10/2016	Credit Card	KFC	282-302-881.00	5.95	*	
	45907	02/10/2016	Credit Card	TownePlace	282-302-881.00	157.50	*	
Menards - Marinette								\$860.47
	45856	02/18/2016	2864	Credit Memo	101-265-930.01	-10.68		
	45857	02/18/2016	2869	Allergen Bag (x4)	101-265-755.01	23.96		
	45858	02/18/2016	2870	Building & Ground Supplies	101-265-755.00	53.09		
	45859	02/18/2016	2865	Credit Memo	215-141-934.00	-19.97		
	45873	02/12/2016	2472	Inmate Supplies	101-301-770.00	89.00		
	45906	01/19/2016	675	PO# 03273 Toilets for Parks (x5)	208-751-984.00	725.07		
MENOMINEE COUNTY CLERK								\$10.00
	45785	02/15/2016	Notary	Notary - Dawn Brazeau	101-215-727.00	10.00		
MENOMINEE COUNTY SHERIFF DEPT								\$70.00
	45803	02/15/2016	WV51	Work Van Services	208-751-930.04	70.00		
Menominee Industrial Supply								\$251.99
	45797	02/12/2016	10192902	John Deere Blades (Parks)	208-751-930.02	251.99		
MICHIGAN MUNICIPAL LEAGUE								\$61,576.00
	45833	02/17/2016	M0001135	10/1/15 - 10/1/16 (Installation)	101-103-831.00	51,576.00		
	45834	02/17/2016	R0001135	10/1/15 - 10/1/16 (Installation)	101-103-831.00	10,000.00		

MENOMINEE COUNTY
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total	
Bank Account: General									
MILLERS ACTION OFFICE SUPPLY I									
	45777	02/09/2016	0115740-001	Election Mailers	101-262-729.00	39.38		\$835.49	
	45781	02/10/2016	0115744-001	Office Supplies	101-132-727.00	17.98			
	45781	02/10/2016	0115744-001	Office Supplies	101-148-727.00	17.98			
	45815	02/17/2016	0115899-001	Clerk - Office Supplies	101-215-727.00	18.43			
	45816	02/19/2016	0115930-001	Clerk - Office Supplies	101-215-727.00	27.99			
	45827	02/23/2016	0116038-001	Fax Toner (Clerk's Office)	101-215-727.00	42.29			
	45828	02/23/2016	0116056-001	Legal Sized Bins (x4) Clerk's Office	101-215-727.00	35.16			
	45838	02/16/2016	0115887-001	Family Court - Stamp	101-132-727.00	91.90			
	45865	02/09/2016	0115707-001	Office Chair & Stamp (Sheriff/Road)	205-315-727.00	24.40			
	45865	02/09/2016	0115707-001	Office Chair & Stamp (Sheriff/Road)	101-301-728.00	259.99			
	45866	02/12/2016	0115799-001	Office Chair	101-301-728.00	259.99			
Nelson, John R.	45914	02/23/2016	Reimbursement	February 2016 Mileage	101-101-860.11	120.96			\$120.96
Northern Safety Co., Inc.	45855	02/16/2016	901809108/98056256	Ear Plugs, Safety Glasses (Parks)	208-751-755.02	34.99			\$34.99
Nutt, Michael	45851	02/22/2016	Reimbursement	Mileage (2/9 - 2/22/16)	296-664-860.00	164.38		\$164.38	
Office Depot, Inc.	45909	02/12/2016	823809918001	ROD Office Supplies	101-268-727.00	228.90		\$451.01	
	45910	02/12/2016	823810579001	ROD Office Supplies	101-268-727.00	3.59			
	45911	02/12/2016	323903887001	ROD Office Supplies	101-268-727.00	218.52			
Olsen, Julie	45839	02/19/2016	January 2016	Foster Parent	292-662-843.02	534.44		\$534.44	
OTIS ELEVATOR COMPANY	45848	02/22/2016	CVE05003316	3/1/16 - 5/31/16	101-265-801.00	660.45		\$660.45	
PAAM	45808	02/19/2016	111143	Registration Fee - Jeffrey Rogg	101-267-802.00	10.00		\$10.00	
Physio-Control Inc	45885	02/10/2016	116081277	Electrical Assembly	205-315-934.01	245.44		\$245.44	
PLASTOCON, INC	45874	02/08/2016	87323	Inmate Supplies	101-301-770.00	405.84		\$405.84	
Plutchak Fab, LLC	45837	02/12/2016	41841	Stoney Point Dock	208-751-756.01	238.23		\$238.23	
Quill Corporation	45842	02/12/2016	3293857	Mouse Pad (PA's Office)	101-267-727.00	14.99		\$417.11	
	45843	02/12/2016	3269553	PA - Office Supplies	101-267-727.00	270.36			
	45846	02/03/2016	2990432	3 Ring Binders (x4) PA's Office	101-267-727.00	25.60			
	45847	02/02/2016	2924838	Office Supplies - PA's Office	101-267-727.00	106.16			
Riverside Auto Sales	45835	02/24/2016	6045334/1	2002 Jeep Liberty - Vehicle Maintenance	101-265-981.00	424.48		\$424.48	
Schroud, Margaret	45903	02/25/2016	Reimbursement	Mileage (GIS Committee Mtg at Annex)	101-257-860.00	22.57		\$22.57	
Sherwin Williams Company	45801	02/09/2016	8944-3	Paint	101-265-930.01	28.44		\$28.44	
State of Michigan - MI Dept. of State/Cash/Notary	45793	02/15/2016	Notary	Notary - Dawn Brazeau	101-215-727.00	10.00		\$10.00	

MENOMINEE COUNTY
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
State of Michigan - MI Supreme Court Finance	45790	02/11/2016	Circuit Court 2016-1	C41 (Jan, Feb, Mar 2016)	101-131-858.03	1,849.47		\$1,849.47
TD Carwash	45886	02/08/2016	20165	Car Wash (x72)	205-315-934.01	360.00		\$360.00
The Print Shop - 1340 Main Street	45844	02/16/2016	7030972	Business Cards - Jeffrey Rogg (x500)	101-267-727.00	37.02		\$381.82
	45880	02/09/2016	7030960	Property Door Check Hanger (x5000)	205-315-727.00	344.80		
TopComp Incorporated	45788	02/12/2016	PO# 03266	MSAG Map Maintenance Services (1 yr	266-325-727.01	1,300.00		\$1,300.00
TWIN CITY ELECTRIC, Inc.	45776	02/10/2016	80134	FOC Remodel	215-141-934.00	658.40		\$658.40
TWIN CITY SERVICE AGENCY INC	45813	02/15/2016	62675146N	Notary Bond - Dawn Brazeau	101-215-727.00	55.00		\$55.00
U.E.S. COMPUTERS, INC.	45799	02/17/2016	73555	Toner (Joann)	101-215-727.00	62.01		\$3,446.00
	45802	06/08/2015	43038	Weekly Computer Maintenance	101-103-857.00	1,070.00		
	45805	02/15/2016	73531	PO# 3271 Computer Maintenance for E	101-103-970.16	2,238.00		
	45908	02/15/2016	73541	Toner Cartridge (Joann)	101-215-727.00	75.99		
U.S. Bank Equipment Finance	45804	02/12/2016	298385295	Bizhub 423	101-172-942.00	133.07		\$133.07
UNIFORM SHOPPE	45867	02/02/2016	252016	Uniform Allowance (Holmes)	101-301-745.00	119.90		\$791.40
	45868	02/05/2016	252113	PO# 03268 Emblems (x200) Stars (x50	101-301-745.01	456.00		
	45868	02/05/2016	252113	PO# 03268 Emblems (x200) Stars (x50	101-301-745.00	215.50		
UP Judges Association	45778	02/10/2016	Dues	Membership Dues	101-136-802.00	50.00		\$50.00
Verizon Wireless	45861	02/01/2016	9759731806	Cellular Services	101-265-850.01	89.79		\$874.05
	45861	02/01/2016	9759731806	Cellular Services	101-301-850.00	457.35		
	45861	02/01/2016	9759731806	Cellular Services	101-682-850.00	32.46		
	45861	02/01/2016	9759731806	Cellular Services	205-315-850.00	294.00		
	45861	02/01/2016	9759731806	Cellular Services	266-325-850.00	0.45		
Warner, Fredrick	45817	02/24/2016	6106	Transport of Juvenile (E.T.)	101-132-801.01	20.00		\$136.65
	45817	02/24/2016	6106	Transport of Juvenile (E.T.)	101-132-801.00	48.00		
	45818	02/24/2016	Reimbursement	Meals & Mileage	101-132-801.00	68.65		
WISCONSIN PUBLIC SERVICE CORP	45854	02/17/2016	0402047856-00005	Kleinke Park	208-751-920.01	40.62		\$40.62
WORMWOOD, DEBRA	45786	02/12/2016	Reimbursement	Meal & Bridge Fare	266-325-860.00	9.58		\$9.58
Zevitz, Dr. Michael E.	45849	02/22/2016	February 2016	Medical Examiner	101-649-709.00	2,030.00		\$2,030.00
Total Amount for Bank Account: General								\$158,894.13

MENOMINEE COUNTY
Check Register Report

Check	Vendor Name	Description	Status	Check Date	CheckAmount \$
Vchr #	Vendor's Ref #		Debit Account	\$Amount	
General 106638	State of Michigan - MDOT		Open	02/25/2016	\$6,072.00
Total General	45917	Airport Loan	216-585-970.00	\$6,072.00	<u>\$6,072.00</u>
Grand Total:		Payment # 3			<u>\$6,072.00</u>

MENOMINEE COUNTY
Claims Audit Report

Vendor Name	Voucher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
AT&T - Carol Stream, IL	45950	2/19/2016	906863661402	February 19 - March 18, 2016	266-325-850.00	344.12		\$2,006.69
	45956	2/19/2016	906863444102	February 19 - March 18, 2016	101-103-850.00	999.00		
	45957	2/19/2016	906863202302	February 19 - March 18, 2016	101-103-850.00	663.57		
City of Stephenson - P.O. Box 467	45953	2/18/2016	709	Annex - Water/Electric/Sewer	101-261-920.01	18.73		\$251.95
	45953	2/18/2016	709	Annex - Water/Electric/Sewer	101-261-920.02	31.91		
	45953	2/18/2016	709	Annex - Water/Electric/Sewer	101-261-920.03	201.31		
Credit Acceptance Corp	45949	3/3/2016	80581999	Auto Loan - Veteran (R. Patterson) PO#	294-683-835.00	1,127.24		\$1,127.24
Lakeland Door	45963	12/15/2015	H006699	PO# 03230 Probate Court Doors & Hing	101-132-970.00	3,750.00		\$3,750.00
Lufts Advertiser	45962	2/23/2016	2/23/16	February 2016 Advertising	101-101-901.00	474.00		\$702.00
	45962	2/23/2016	2/23/16	February 2016 Advertising	101-262-727.00	228.00		
Mechanical Technologies, Inc.	45961	12/21/2015	25972	PO# 03275 Chiller Project - Progress B	101-103-998.08	7,845.00		\$7,845.00
WISCONSIN PUBLIC SERVICE CORP	45951	2/24/2016	1612910714-00000	Bailey House	208-751-920.01	55.93		\$6,282.03
	45951	2/24/2016	1612910714-00000	Kleinke Park Street Lighting	208-751-920.01	64.14		
	45951	2/24/2016	1612910714-00000	Bailey Park Street Lighting	208-751-920.01	27.98		
	45951	2/24/2016	1612910714-00000	N4094 River Drive	208-751-920.01	53.79		
	45952	2/24/2016	0402047856-00006	Stoney Point Electrical	208-751-920.01	36.10		
	45954	2/24/2016	0403823200-00006	Hanger Gate Center (Airport)	216-585-920.03	27.51		
	45955	2/25/2016	0403823200-00005	Gate Center (Airport)	216-585-920.03	27.51		
	45958	2/26/2016	0402191663-00001	Health Care Center	101-265-920.03	213.16		
	45958	2/26/2016	0402191663-00001	Health Care Center	101-265-920.04	266.35		
	45959	2/26/2016	0402047856-00004	Courthouse	101-265-920.04	2,068.67		
	45960	2/26/2016	0402055840-00001	Jail	101-265-920.03	3,440.89		
Total Amount for Bank Account: General								\$21,964.91

APPROVED
DATE
BY

**MENOMINEE COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM**

SUBJECT:	Miscellaneous Boards/Committees/Commission Reports
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
Miscellaneous reports discussed at the 3.8.2016 County Board meeting	
RECOMMENDED MOTION	
To approve the miscellaneous reports discussed at the 3.8.2016 County Board meeting	

Submitted by: **Brian Bousley**

 03/17/2016
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

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

Menominee County Fair Board Meeting

November 11, 2015

The meeting was called to order by Larry Roetzer at 6:30 p.m.

Present were: Board members: Larry, Carol Quist, Phyllis Kaczmarczyk, Jerry Piche and guests Kristian Havelka and her daughters.

Phyllis made a motion to accept the agenda as presented. Carol seconded the motion and motion passed.

Secretary Sandra Paschke read the minutes from the September meeting. Gerry made a motion to accept the minutes as read, Phyllis seconded the motion and motion passed.

Treasurer's report was given by Carol Quist. It was noted that not all the fair premium checks had been cashed. Also that the Fall Festival had grossed \$1,244.00. Motion to accept the Treasurers report was made by Phyllis, seconded by Jerry and passed.

New Business: Looking forward to the 2016 Fair it was noted that the Horse Arena is in need of major repairs. Larry will talk to Brian, Sherry and Kenny Marks and see if he can get some help from one of them in writing a grant to help with that project.

Next Meeting: It was decided that we would not meet until February. The next meeting therefore will be on Wednesday February 17, 2016.

No Public Comments:

Motion to Adjourned made by Carol, seconded by Phyllis and passed.

Meeting Adjourned at 8:30.

Respectfully Submitted

Sandra Paschke

Sandra Paschke, Fair Manager

*Approved
2/17/2016*

Menominee County Executive Committee
Minutes of Meeting
December 14, 2015

*****DRAFT*****

Approved
2/22/16

The Executive Committee met on December 14, 2015 at 3:00 PM at the Menominee County MSU Extension Conference Room, Stephenson, MI.

Others present at the meeting were Jerry Piche

Call Meeting to order: Com. Meintz called the meeting to order at 3:00 P.M.

Pledge of allegiance: was recited by all.

Roll Call: All Commissioners are present.

Agenda was approved by Com. Furlong and supported by Com. Nelson to approve the agenda as written. Motion approved 3/0.

Previous Meeting minutes: October 21, 2015 – moved by Com. Furlong and supported by Com. Nelson to approve the minutes of the September 18, 2015 Executive Committee meeting. Motion approved 3/0.

Public Comment: None

Business Items:

- A. Discussion of Menominee County Bylaws, Board Rules, County Policies and Charters of Standing Committees:** - Meintz: John and I were both concerned about some of the bylaws. Nelson: Pg. 5 – Article 7, Section 1 & 2. Did we violate the rules at the Oct. 27th meeting? Page 20, commissioner compensation. So, we voted to pass on a pay raise, without doing the 4/5 vote, And allowed the pay raise for commissioners between general elections. Personnel Manual, page 7. The DMG positions were never funded. Again, we didn't follow policy. Com. Furlong moves to take this up to the PA to get a legal opinion from him to see if we have broken the rules. Nelson: I voted no at the meeting. Meintz: There is a question about the extra motion, to add a start date...I viewed it as part of the current motion to clarify it more. Furlong: That's why we ask Merkel to give us an opinion. Our bylaws take precedence over everything. If it's not spelled out in our bylaws, we go to Robert's Rules of Order. Meintz: if we change an action item to include other detailed information is a majority vote of the board needed to allow that, or is it simply extending the motion to add more detail? Furlong: Normally when we hire someone new to replace someone, they will start at the same grade the last person was at, only at a step one. Do we know that the new person will be doing all of the work included in that job description? Maybe we should re-evaluate the

job before the new person is hired. Maybe that job description has changed since the last one was done. Wouldn't it be better if we have the department head do the analysis (questionnaire) before hiring the new person? We don't know if that person will still do all of the duties included in the current job description or not. Nelson: My problem with the treasurer's office is that we don't do a DMG study of the office, we do it on just the one person, so if that person loses a responsibility, the pay stays there. That goes for the department head too. If they give up a responsibility, someone else has to take that responsibility, their job description then changes. Furlong: The policy doesn't state that we do that, so what I'm saying is that we should change that and put in there that all new hires, or rather, all old positions have to go through the DMG analysis prior to hiring a new employee. Discussion on the DMG approval in the Treasurers' office, Nelson: We did not follow the personnel process, plus it was not budgeted for it so the best we can do is start it next year; Oct. 1, 2016 when it's put in the budget. DuPont: On her behalf, we actually did submit that paperwork in August, we just didn't have numbers back yet for the budget. Furlong: We need an opinion from a legal authority. Forward the minutes to Merkel. Sherry, compose a letter to Merkel, send to us to view, wait for our input and then you can send to Merkel for a legal opinion. Meintz: OK, other "clean up" changes in the bylaws. DuPont: Page 14, R91-12 (board salaries) we'll need to hold off on this until we get an opinion from Merkel. Page 14 "the Chief financial officer is authorized to dispose of any County asset less than \$500 in value by soliciting bids for purchase of the asset" after discussion, all coms. agreed that this paragraph needs to be removed from the "purchasing policy". (Disposal is discussed on page 16). Page 17, Petty Cash Fund: Add building code to the first paragraph and remove Parks from the last paragraph (it's in the first paragraph). Page 34, Community Action Committee should be changed to "Agency" (not committee). Airport Committee, all wording needs to be redone. What's there reflects the "commission", which no longer exists. Will take the first paragraph from the new approved TCAC bylaws to replace what's there. Page 37 Community Corrections Advisory Board. This no longer exists, so we need to remove this one. Library Board, I would like to add a little info. after discussion, all agree, "add more info. to spruce it up". It's agreed by all members to make all of the changes within the bylaws as discussed. Nelson: I make a motion that we recommend the personnel committee review (with the department head) all vacant position - job descriptions, prior to hiring a new person for that vacancy and make a recommendation to the County Board whether a new DMG Classification is needed to determine a new level of pay for that position. Furlong seconded this motion. All Coms. agree, this is to be included as part of the duties under the Personnel committee duties in the charters of standing committees (within the bylaws).

Public Comment: Gerald Piche, Nadeau. I agree completely with your decisions at this point.

Adjournment: Moved by Com. Nelson supported by Com. Furlong to adjourn the meeting at 4:05 PM. Motion approved 3/0.



Public Health Delta & Menominee Counties

Board of Health AGENDA



January 20, 2016
4:30p.m. (CST), 5:30p.m. (EST)
Pinecrest Medical Care Facility
Powers, MI

Board Members:

Bob Burie

Jan Hafeman

Larry Schei

Patrick Johnson

Mary Harrington

Tom Trudgeon

Public Health Staff:

Mike Snyder, Health Officer/Administrator

Dr. Terry Frankovich, Medical Director

Kim Gustafson, Assistant Program Coordinator/Administrative Assistant

- 1) Call to Order/Roll Call
- 2) Approval of Agenda
- 3) Public Comment on Agenda Items (five minutes maximum)
- 4) Annual Meeting Business
 - a. Election of Chair
 - b. Election of Vice Chair
 - c. Committee Assignments
 - i. Finance
 - ii. Personnel
 - iii. Building and Grounds
 - d. Approval of 2016 Meeting Schedule
- 5) Approval of December 16, 2015 Board of Health Meeting Minutes
- 6) Board of Health Policies
 - a. Accessibility Policy
 - b. Sexual Harassment Policy
 - c. Corporate Compliance Policy
 - d. Legal Requirements
- 7) Review and Approval of December Check Register
- 8) Medical Director's Report
- 9) Health Officer's Report
- 10) Public Comment (three minutes maximum)
- 11) Board Member Comments
- 12) Adjournment



Public Health Delta & Menominee Counties



Board of Health Meeting

Pinecrest Medical Care Facility
Powers, MI

Meeting Minutes

Wednesday, January 20, 2016

Board Members Present

Bob Burie

Patrick Johnson

Jan Hafeman

Larry Schei

Tom Trudgeon

Public Health Staff

Mike Snyder, Health Officer/ Administrator

Dr. Terry Frankovich, Medical Director

Kim Gustafson, Assistant Program Coordinator

1. Call to Order/Roll Call

The regular monthly meeting of the Delta-Menominee District Board of Health (BOH) was held on January 20, 2016. The meeting was called to order at 4:36 p.m. CST by Mr. Snyder. Roll call was taken by the Assistant Program Coordinator, and is recorded above. Ms. Harrington was not able to attend the meeting and was excused prior to the start.

2. Approval of Agenda

Ms. Hafeman moved to approve the January 20, 2016 agenda as presented. Motion was supported by Mr. Trudgeon and carried.

3. Public Comment

There was no public comment.

4. Annual Meeting Business

a. Election of Chair

Mr. Schei nominated Mr. Trudgeon as Chairman of the Board, with support from Mr. Burie. No other nominations were made. A role call was taken by the Assistant Program Coordinator and is recorded as follows:

**Mr. Burie - Yes
Ms. Hafeman - Yes
Mr. Johnson - Yes
Mr. Schei - Yes
Mr. Trudgeon – Yes**

From this point on, the meeting was chaired by Chairman Trudgeon.

b. Election of Vice Chair

Ms. Hafeman nominated Mr. Burie as Vice-Chair of the Board. Mr. Burie declined the nomination. Mr. Burie nominated Ms. Hafeman as Vice-Chair, with support from Mr. Schei. A role call was taken by the Assistant Program Coordinator and is recorded below:

**Mr. Burie - Yes
Ms. Hafeman - Yes
Mr. Johnson - Yes
Mr. Schei - Yes
Mr. Trudgeon – Yes**

c. Committee Assignments

Chairman Trudgeon appointed the following committee assignments for 2016:

- i. Finance – Jan Hafeman and Tom Trudgeon**
- ii. Personnel – Mary Harrington and Larry Schei**
- iii. Building and Grounds – Bob Burie and Patrick Johnson**

d. Approval of 2016 Meeting Schedule

Ms. Hafeman moved the 2016 Meeting Schedule listing the meeting dates on the third Thursday of the month, at 1:00 pm CST / 2:00 pm EST, be approved. Motion was supported by Mr. Johnson and carried.

5. Approval of Minutes

**Ms. Hafeman moved the minutes from December 16, 2015, be approved.
Motion was supported by Mr. Johnson and carried.**

6. Board of Health Policies

Mr. Snyder briefed the Board of Health members on the four policies listed below that required updating and explained the minimal changes that had been made.

a. Accessibility Policy

**Ms. Hafeman moved the Accessibility Policy be approved, as presented.
Motion was supported by Mr. Schei.**

Mr. Burie moved the Accessibility Policy should state it will be reviewed annually. Motion was supported by Mr. Johnson and carried. The original motion made by Ms. Hafeman and supported by Mr. Schei was amended to include Mr. Burie's motion and carried.

b. Sexual Harassment Policy

Chairman Trudgeon moved the Sexual Harassment Policy, with the addition of "by Administration" be added to the Complaint Procedure section under bullet three, be approved. Motion was supported by Ms. Hafeman and carried.

c. Corporate Compliance Policy

Mr. Schei moved the Corporate Compliance Policy be approved, as presented. Motion was supported by Chairman Trudgeon and carried.

d. Legal Requirements

Ms. Hafeman moved the Legal Requirements Policy be approved, as presented. Motion was supported by Mr. Johnson and carried.

7. Review and Approval of December Check Register

The Board of Health reviewed the December check register. Questions were answered by Mr. Snyder.

**Chairman Trudgeon moved the December check register be approved.
Motion was supported by Ms. Hafeman and carried.**

8. Medical Director's Report

Dr. Frankovich reported to the board on the current public health crisis with Flint's water supply. The issue began when Flint elected to change their water supply from Detroit City Water to water from the Flint River as a temporary source while transitioning to a new pipeline system from Lake Huron. Unfortunately, the Flint River water is highly corrosive, has been plagued with bacterial contamination problems and has also had problems with elevated levels of a carcinogen, TTHM.

The corrosiveness of the water caused leaching of lead, copper, iron and bacteria from the lining of old pipes and residents have endured odorous, discolored water that has also been found to have toxic levels of lead. Review of children's lead level data in the city of Flint has demonstrated a near doubling in the number of children with elevated lead levels. There has also been a large increase in the number of legionella cases since the change in water supply that is not yet understood but has caused more than ten deaths. A state of emergency was called by the Governor after a long delay in recognizing the scope of the problem in spite of researchers and local public health's efforts to engage the state. What began as a cost-savings measure, has now resulted in a huge cost in the public's health, law suits and an expensive "rescue" package of funding from the state.

9. Health Officer's Report

- Mr. Snyder informed the Board of Health members on the upcoming presentation in February regarding the Community Health Assessment. He thanked Dr. Frankovich for all her hard work in writing up the results of the surveys. Each Board member was provided a copy of the Community Health Assessment.
- The Michigan Department of Health and Human Services will be at PHDM's Escanaba office to review the Maternal and Infant Health Program January 26-27, 2016. Mr. Snyder will bring the results of the review as soon as they become available.
- Mr. Snyder informed the Board of Health about the Wage and Salary Administration Policy that will also need updating.
- The Code of Ethics for the Board of Health will need to be reviewed and Board approved.
- Mr. Snyder would also like the Board to look at the Board of Health By-Laws in case there is anything that needs to be updated.

10. Public Comment (three minutes maximum)

No public comment.

11. Board Member Comments

- Chairman Trudgeon updated the Board of Health on the letter received in regards to the Cycle 6 Accreditation that PHDM achieved in 2015. He commended the hard work of the administration and employees of PHDM for the repeated success in becoming accredited and the high scores they achieve.
- Mr. Schei commented on the productivity of the Board of Health and hopes it continues in 2016.
- Ms. Hafeman commented the Board and PHDM are doing a wonderful job.

12. Adjournment

There being no further business, Mr. Schei made a motion the meeting be adjourned at 5:47 p.m. CST. Motion was supported by Mr. Burie and carried.

Thomas L. Trudgeon 2-18-2016

Chairperson

:kg



MINUTES OF THE MEETING OF THE
PINECREST BOARD OF TRUSTEES

Date: Thursday, January 28, 2016	Place: Board Room
Presiding: Elaine Boyne, Vice-Chairperson	Time: 2:00 p.m. Central Time
Recording Secretary: Lois Ball, Executive Secretary	

Call to Order: The meeting was called to order at 2:00 p.m. Central Time by Elaine Boyne, Vice-Chairperson

Roll Call:
 Trustees Present: Elaine Boyne, Mary Harrington, Barbara Oliver, Catherine Driscoll, John Degenaer, Jr., Gary Eichhorn, Jan Hafeman, Darlene Smith, Administrator.
 Trustees Absent: Gerald Smith, Jeff Naser
 Leadership Team Members present: Candace Meintz, CFO and Susan Williamson, Director of Nursing
 Guests: Gerald McCole, Todd Flath, Terry Grondine

TOPIC	DISCUSSION	OUTCOME
Approval of January 2016 Agenda	Trustee Eichhorn requested that a letter received by Board Members be addressed. It was agreed to put this item on the Agenda under Unfinished and New Business as item "F"	A motion was made by Trustee Eichhorn, supported by Trustee Degenaer, to approve the agenda as amended. Motion carried.
Board Action on Minutes of the December 2015 meeting	The minutes had been sent to Trustees prior to this meeting for review.	A motion was made by Trustee Eichhorn, supported by Trustee Hafeman, to

<p>Board action on the December Manifest of Invoices</p>	<p>The Manifest of Invoices had been sent to Trustees prior to this meeting</p>	<p>approve the Minutes as presented. Motion carried.</p> <p>A motion was made by Trustee Degenaer, supported by Trustee Hafeman, to approve the Manifest of Invoices as presented and to pay the bills. Motion carried.</p>
<p>Board Committee Reports a. Whispering Pines/Powers Activity Center Committee</p>	<p>Trustee Driscoll reported that the Whispering Pines Board had met just prior to this meeting. All homes are doing well. There are no maintenance issues at this time. They reviewed 2016 needs, the mission, vision and goals statements, along with the Code of Ethics and a couple of policy changes from Great Northern Home Care.</p>	<p>A motion was made by Trustee Hafeman, supported by Trustee Oliver, to approve the report as presented. Motion carried.</p>
<p>b. Timber Committee Report</p>	<p>Trustee Eichhorn reported that the Timber Committee accepted the bid from Chad LaFave, the contract looks in order, but he will not start cutting this winter due to the weather. Trustee Harrington requested that the Board approve a donation to the Delta County Soil Conservation District for all of the work that Rory Mattson did for this Timber sale. This request will be brought back to the Timber Committee for discussion.</p>	<p>A motion was made by Trustee Degenaer, supported by Trustee Hafeman, to approve this report. Motion carried.</p>

<p>c. Financials for December 2015</p>	<p>It was brought to attention that the Review of Financial Information was not on the Agenda. It was agreed to add this item to the Agenda under Board Committee Report as Item "C".</p> <p>Candace Meintz, CFO reviewed the Financials for December 2015 with those present. She noted that these are the figures that she has sent to the auditors who will be here next week.</p> <p>Trustee Degenauer asked about Combined Time Off and how it is accounted for. This was explained to the Board and met with their approval.</p>	<p>A motion was made by Trustee Hafeman, supported by Trustee Harrington to approve of the amendment to the Agenda. Motion carried.</p> <p>A motion was made by Trustee Eichhorn, supported by Trustee Oliver, to approve the Financial Statements as presented. Motion carried.</p>
<p>Board Action Items/Resolutions</p> <p>a. Review of By-laws</p> <p>b. 2016 Standard mileage rates - \$0.54/per mile</p>	<p>The revised By-laws had been sent to Trustees for review prior to this meeting. The Board approved the By-laws as revised. They approved Vice-Chair Boyne signing the revised document in lieu of Chairperson Naser who was absent for this meeting.</p> <p>The facility received notice from the State regarding the change in mileage reimbursement to \$0.54/per mile.</p>	<p>A motion was made by Trustee Driscoll, supported by Trustee Hafeman, to approve the revised By-laws. Motion carried.</p> <p>A motion was made by Trustee Eichhorn, supported by Trustee Driscoll, to approve the change in the mileage rate. Motion carried.</p>

<p>c. Review and permission for write-off request.</p>	<p>Candace Meintz, CFO, reviewed the request for write-offs in the amount of \$11,147.59. A discussion was held on aged-out accounts.</p>	<p>A motion was made by Trustee Hafeman, supported by Trustee Driscoll, to approve the write off request of \$11,147.59. Motion carried.</p>
<p>Unfinished and New Business</p> <p>a. Report of Quality Assurance and Resident Council Committees</p> <p>b. Safety Committee Report</p>	<p>Susan Williamson, Director of Nursing, reported on the monthly Quality Assurance Meeting and the Departments that presented reports at this meeting. She noted that earlier this week, we had a State inspector here to review an incident that we had self-reported. The inspector cleared us of this incident. Today, the inspector was back to review and complaint and we were just cleared of that incident.</p> <p>She then reviewed the Resident Council Minutes for each home.</p> <p>Lois Ball, Safety Committee Chairperson, reported that the meeting was held for January. All incidents and accidents for residents and employees were reviewed. There were no major issues brought to the meeting.</p> <p>Ken Smylie, from York, our Workers Compensation Carrier, will be here in March to present inservices on Global Harmony (hazard communication).</p>	<p>A motion was made by Trustee Driscoll, supported by Trustee Oliver, to approve the reports as presented. Motion carried.</p> <p>A motion was made by Trustee Eichhorn, supported by Trustee Hafeman, to approve the report as presented. Motion carried.</p>

c. Update on Employee Health Insurance

Lois Ball reported that we are working on making corrections and adjusting the final census on employee health insurance enrollment. At this time we have 92 employees on the insurance. Candy will be adjusting the budget accordingly once we do have a final count. She also reported that Blue Cross Blue Shield had done a good job of getting us enrolled and getting cards to employees. Our insurance agents had also worked very diligently in helping us through this. They would get insurance numbers and information to employees who needed medications or appointments before they had received their cards. We have had no real problems to date.

d. Update on Packerland Cable TV

Administrator Smith detailed the work we have been doing to bring cable TV into the building for our residents. She noted that Packerland has agreed to offer basic TV, which the facility will bill the residents the \$10.00 per month, but if a resident wants extended channels Packerland will directly bill them (or their family) at a cost of \$78.95 per month.

e. Administrator's Report

Administrator Smith reported that we have started a "Well/Fit" challenge here with the YMCA coming in to facilitate it.

A motion was made by Trustee Hafeman, supported by Trustee Harrington, to

<p>f. Employee's Letter</p>	<p>After that we may have a set of nutrition classes for employees, etc. We had quite a few interested employees who signed up for this.</p> <p>Administrator Smith reported that she attended the following meetings:</p> <p>OSF Home Health and Hospice on Jan. 5th HCAM on Jan 20th where getting paid from Medicaid and UPHP were the main topics</p> <p>Iron Mountain Networking – Jan. 14th</p> <p>A letter to the Board, from employee, Laurie Britton, was addressed. Trustee Eichhorn stated that he felt it needed to be addressed but should be brought to a Committee for this purpose. After discussion, it was decided that the House Committee would address the employee's concerns. The House Committee Members agreed to stay after this meeting to meet regarding this issue.</p> <p>There were no comments from the public</p> <p>The meeting adjourned at 2:32 p.m.</p>	<p>approve the Administrator's Report as presented. Motion carried.</p>
<p>Comments from the Public Adjournment</p>		<p>A motion was made by Trustee Eichhorn, supported by Trustee Hafeman, to adjourn this meeting. Motion carried.</p>

Catherine Driscoll, Secretary



Darlene Smith, Acting Secretary



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

BOARD MEMBERS
JEFF NASER, CHAIR
GARY EICHHORN
SHEILA VERAGHEN

DIRECTOR
RUSSELL K. SEXTON

Date: February 2, 2016 (rescheduled from January 26, 2016)

The regular meeting of the Menominee County Department of Health and Human Services Board was called to order by Russell Sexton, Board Secretary, at 9:00 a.m. Central Time. The meeting was held at the Menominee County Department of Human Services Board Room.

Present: Gary Eichhorn, Board Member; Sheila Veraghen, Board Member and Russell Sexton, Board Secretary.

Absent: Jeff Naser, Board Chair.

Others Present: Robert Villas, DHHS Assistance Payments Supervisor.

APPROVAL OF AGENDA:

A motion to approve the agenda was made by Ms. Veraghen and supported by Mr. Eichhorn. Motion passed without opposition.

APPROVAL OF MINUTES:

Minutes of the December 29, 2015 Board Meeting were reviewed and discussed. A motion to accept the minutes was made by Ms. Veraghen and supported by Mr. Eichhorn. Motion passed without opposition.

FINANCIAL REPORT:

The financial report for December 2015 was reviewed. There were \$196.60 in expenditures for the DHS Board meeting; leaving a balance of \$2,903.30.

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

A motion to approve the financial report was made by Mr. Eichhorn and supported by Ms. Veraghen. Motion passed without opposition.

DIRECTOR'S REPORT:

Mr. Sexton provided an update on the current staffing situation in Menominee County: There are 2 full time management staff including 1 children's services supervisor and 1 assistance payments supervisor. There is also 1 tri-county director and 1 general program supervisor. There is also a tri-county community resource coordinator. There are 3

administrative support staff consisting of 2 general office assistants and 1 departmental technician. There are 3 children's protective services specialists. There are 2 foster care and/or foster home licensing specialists. There are 6 assistance payments specialists, 1 Indian outreach worker and 1 adult services specialist.

Statewide Director's Meeting Information: Mr. Sexton provided the board with a brief overview of the statewide director's meeting that took place in January, 2016. Mr. Sexton discussed Criminal History Clearance access for specific staff; Bridges Strike Team visits that will take place in the near future; MSA negotiations; MISACWIS changes and various other issues in the Assistance Payments area.

Collaborative Issues: No new information was provided. Rob Villas, Assistance Payments Supervisor, attends these meetings for DHHS.

Business Plan Update: Mr. Sexton provided the board with an update on current performance data including:

FY 2015 Operating Funds: Menominee County allocation is: \$25,776.00. Year-to-date expenditures are: \$5,086.06, which constitutes 19.7% of the allocation expended with 25% of the year elapsed.

FY 2015 Travel Funds: Menominee County allocation is: \$35,351.00. Year-to-date expenditures are: \$4,794.29, which constitutes 13.6% of the allocation expended with 25% of the year elapsed.

Assistance Payments:

Assistance Payments Standard of Promptness: 96.8%. Business Service Center 1 average is 96% and State average is 96%.

Family Independence Program Work Participation Rate: 55%. Goal is 50%.

Hearings Standard of Promptness: 67% YTD average. Business Service Center 1 average is 82%. Statewide average is 81%.

Child Welfare:

CFC Plan Approvals	100%
CFC Service Plans	88%
CPS Commencement	100%
CPS Face-to-Face	93%
CPS Plan Approvals	100%
CPS Service Plans	96%
Dental	N/A%
Medical	100%
Worker/Child Visits	86%
Worker/Supervisor	90%

Miscellaneous: Mr. Sexton reviewed with the board customer information as follows:

July 2015 data:

Total cases, recipients and payments for FIP, FAP, SDA, CDC and SER benefits:

- Family Independence Program: 20 cases; 36 recipients; \$5,856.00 in benefits.
- Food Assistance Program: 1,398 cases; 2,641 recipients; \$285,134.00 in benefits.
- State Disability Assistance: 15 cases; 15 recipients; \$3,450.00 in benefits.
- Child Development and Care: 31 cases; 44 recipients; \$16,695.00 in benefits.
- State Emergency Relief: 2 cases; \$936.00 in benefits.
- Unduplicated total: 1,417 cases; 2,662 recipients; \$312,072.00 in benefits.

Total Eligible Medicaid Cases and Recipients:

- Family Medicaid: 663 cases; 1,372 recipients
- Other Children < Age 21: 118 cases; 133 recipients
- Pregnant Women & Children Under 19: 597 cases; 990 recipients
- Non-SSI Aged, Blind & Disabled: 652 cases; 684 recipients
- SSI Aged, Blind & Disabled: 509 cases; 509 recipients
- Medicaid Eligible Total: 2,290 cases; 3,685 recipients

Total Healthy Michigan Enrollments: 1200+

This information is available on the www.michigan.gov/dhs website in the "Green Book".

Board Member Input/Suggestions: None

A motion to accept the Director's Report was made by Ms. Veraghen and supported by Mr. Eichhorn. Motion passed without opposition.

UNIT REPORT: Robert Villas, Assistance Payments Supervisor, provided the board with a comprehensive report on all of the programs in his area and answered several questions from board members.

BOARD BUSINESS:

1. **Approval of Vouchers:**

Vouchers for December 2015 were reviewed and a motion to approve all vouchers was made by Mr. Eichhorn and supported by Ms. Veraghen. Motion passed without opposition.

2. **MCSSA:** A bill from MCSSA District One for FY 2016 dues of \$150.00 was received. A bill from MCSSA Statewide for FY 2016 dues of \$868.98 was received.

No action was taken on either bill as the board does not feel there is any value in MCSSA membership.

NEW BUSINESS: One contract was presented for review:

COUN-16-Variou. This is for counselors who wish to make themselves available to work with State paid clients. The contract is with the State and county DHHS offices can then refer customers to a counselor on a case-by-case basis. There is no dollar amount attached to these contracts as they are only paid per referral. They can receive 0 to unlimited referrals. Rates are: Clinical Counseling - \$63 per unit; Group Counseling - \$120 per unit; Ancillary Services - \$31.50 per hour.

A motion was made by Mr. Eichhorn to signify review of the contract with support from Ms. Veraghen. Motion passed without opposition.

PUBLIC COMMENT: None.

NEXT MEETING: February 23, 2016 at 9:00 a.m. in the Menominee County DHS Board Room.

ADJOURNMENT: Motion to adjourn made by Ms. Veraghen and supported by Mr. Eichhorn. Meeting adjourned at 10:15 a.m.



Russell K. Sexton
Board Secretary

Jeff Naser
Board Chairperson

Pc: DHS Board Members;
Menominee County BOC

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Regular Meeting

MINUTES

715 Pyle Drive, Kingsford, MI

February 11, 2016 - 4:00 p.m.

CALL TO ORDER/ROLL CALL:

John Nelson, Chairperson, called the meeting to order at 4:00 p.m. Cindy Adrian, Administrative Assistant, conducted the roll call.

<u>MEMBERS</u>	<u>Present</u>	<u>Excused Absent</u>	<u>Absent</u>	<u>MEMBERS</u>	<u>Present</u>	<u>Excused Absent</u>	<u>Absent</u>
DeDie, William		X		Negro, Mari		X	
Dehn, Janet	X*			Nelson, John	X		
Freeman, Peggy			X	Peretto, Patti	X		
Hofer, Millie	X*			Phillips, Patricia	X		
Luhtanen, Joan	X			Spence, Christine		X	
Martin, Ann	X			Zevitz, Michael, Dr.	X (4:20 p.m)		

***video television conference from the Northpointe Menominee office**

REPRESENTING ADMINISTRATION: J. McCarty, B. Adrian, C. Adrian

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

PUBLIC COMMENTS - No public comments

APPROVAL OR AMEND AGENDA

Chair Nelson asked for approval or amendment of agenda.

ACTION: Moved to approve the agenda as presented.

Motion by: A. Martin, supported by J. Luhtanen to approve the agenda. **Motion carried unanimously.**

Chair Nelson asked for any amendment of agenda. J. Dehn stated she would like to amend the agenda to add CEO Evaluation Process and Form under New Business. Chair Nelson stated he would like to amend the agenda to add M-CEITA Contract Renewal under Action Items.

Motion by: A. Martin, supported by M. Hofer to approve the amended agenda. **Motion carried unanimously.**

APPROVAL OF REGULAR BOARD MEETING MINUTES

Chair Nelson asked for a motion to approve the January 28, 2016 regular Board meeting minutes.

ACTION: Moved to approve the regular Board meeting minutes as presented.

Motion by: J. Luhtanen, supported by P. Phillips to approve the minutes. **Motion carried unanimously.**

PRESENTATION - No presentation

ACTION ITEMS

- Finance
 - a) Check Disbursement Report-December 2015
ACTION: A motion was made by J. Dehn supported by M. Hofer to approve the check disbursement report. **Motion carried unanimously.**
 - b) Financial Statement-December 2015
ACTION: A motion was made by A. Martin, supported by P. Phillips to approve the financial statement. **Motion carried unanimously.**

c) M-CEITA Contract

#	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate	Change
A.	M-CEITA	Administrative	Effective upon signature of agreement	\$200.00/practitioner	Same	n/a
This is a renewal agreement for assistance to ensure that the region keeps qualifying for Meaningful Use dollars. The total rate is \$600.00 for three providers.						

ACTION: A motion was made by M. Luhtanen, supported by A. Martin to approve the contract. Motion carried unanimously.

Jennifer McCarty conducted New Business as follows:

NEW BUSINESS (Discussion only)

- **Applications for Vacancies on the Stakeholder Advisory Committee**
Jennifer McCarty stated Northpointe has received 5 applications for the 6 vacancies on the Stakeholder Advisory Committee. The Board requested further information regarding how many positions are required by the State on the Stakeholders Committee, a list of current members and how often the Committee meets.
Outcome: Action item for next month
- **Clarification of Roll Call Vote**
Jennifer McCarty requested clarification of Roll Call Vote regarding any monetary motions. Consensus was item is discussed at meeting and then made an Action Item on agenda for the following meeting so no roll call vote is necessary. At any time any Board member can request a Roll Call vote if desired.

M. Zevitz - present at 4:20 p.m

- **2015 Board Member Attendance-Draft**

Jennifer McCarty reviewed with the Board the 2015 Board Member Attendance. This was formulated due to the change in the Board By-Laws and Policies that states a report be sent to each of the County Boards of Board member attendance annually. A draft was given to Board members for their review to consider for approval to send to County Boards. Revision was requested to incorporate "Excused Absences" for Board review at the next meeting.

- **CEO Report**

Updates from Jennifer McCarty:

- The AdHoc Committee has not met since the last Board meeting but the Survey Development Team will be meeting in February to draft an employee survey for the AdHoc Committee to review.
- Regional: The Regional CFO group will be making recommendation to NorthCare about how CMH's would share the cost should funds be withheld if performance measures are not met by 1 or more CMH.
- State: State is discussing funding for the Autism Benefit Expansion. At this time there is no plan to increase funding but are allowing excess Medicaid funds to be used for expenditures.
The Medicaid Rate Setting Group clarified the incentive payment methodology for services to children in foster care and/or CPS.
There is a proposal released for comments for the Waiver Consolidation. No final ruling at this time.
- New Hire - Danielle Klitzke has been hired as the new Board Secretary. She will begin work on February 17th.
- Website Relaunch - Northpointe's current website is being revamped to be more user friendly for members of the community.
- It was requested by the Board to have a PMC Update added to the CEO Report.

- **CEO Evaluation Process and Form**

Board members would like other Evaluations to be requested from the County, NorthCare, etc. in order to review for suggestions for the CEO Evaluation form to be completed in August.

John Nelson, Chairperson, assumed the Chairperson position.

MISCELLANEOUS BOARD/COMMITTEE REPORTS

- NorthCare Board Meeting Report
Consensus of the Board is to put the above report on file.

PUBLIC COMMENTS - No public comments

BOARD COMMENT

J. Luhtanen informed the Board that a new program has been established at Trico called "Limber Up" which is a stretching exercise program for consumers before they start their shift.

J. Luhtanen - left meeting at 4:45 p.m.

A. Martin provided information that at the last County Board meeting NorthCare requested payment for SUD services and requested any information regarding this. John Nelson commented he is able to work on obtaining information.

ADJOURN

A motion was made by A. Martin, supported by P. Phillips to adjourn the meeting. **Motion carried unanimously.**

Meeting adjourned at 5:00 p.m.

The next regular Board meeting is scheduled for Thursday, February 25, 2016 in Kingsford, Michigan at 4:00 p.m.

John Nelson, Chairperson

Mari Negro, Secretary

Cindy Adrian, Administrative Assistant

**MENOMINEE COUNTY BOARD OF COMMISSIONERS
DISCUSSION ITEM**

SUBJECT:	Phase 2 – Vestibule project ~ Notice for bids
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
<p>We have finally received everything we need to ask for bids for the completion of the vestibule project. This ad has been sent to the media for publication and is currently on the county website.</p>	
RECOMMENDED MOTION	

Submitted by: **Brian Bousley**

 03/17/2016
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

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

March 17, 2016

NOTICE for SEALED BIDS

Menominee County, hereby gives notice that sealed bids will be received for the following described project. Phase 2 completion for the Menominee County Courthouse West Entry Vestibule Project;

A Mandatory Pre-bid walk-thru will be conducted on March 29, 2016 at 10:00 AM (C.D.T.), to review work items and inspect the site. Contractors shall meet at the site.

Bids shall be sealed and shall have the name and address of the Bidder and Contact for which the bid is being submitted on the outside envelope.

Bids are to be submitted by Wednesday, April 6, 2016 at 12:00 Noon (C.D.T.) to: Menominee County Administrator, 839 10th Ave., Menominee, MI 49858.

All bidders shall bid in accordance with and upon the Bid Form included in the Contract Documents.

Copies of the Contract Documents may be obtained from the Menominee County Administrator's Office or online at www.menomineecounty.com under "Latest News" or by calling 906-863-7779.

Menominee County reserves the right to accept or reject any and all bids

Please advertise in the most cost efficient way to the County

Eagle Herald: Please publish twice – Once this week (Saturday March 19?) and once next week (March 20th, 2016)

Journal and Lufts: Please Publish Once the week of March 20th, 2016

Bill to: Menominee County Administrator
839 Tenth Ave
Menominee, MI 49858

*on the web
3/17/16
12:50 pm*

INVITATION TO BID

OWNER: Menominee County, hereby gives notice that sealed bids will be received at 839 10th Avenue, Menominee, MI 49858 for the following described project.

PROJECT: The work shall consist of: Phase II completion for the Menominee County Courthouse West Entry Vestibule Project.

TIME: Sealed bids are to be labeled "West Entry Vestibule" on the outside of the envelope and submitted by Wednesday, April 6, 2016 at 12:00 PM (C.D.T.) bid opening to follow.

To: Menominee County Administrator
839 10th Avenue
Menominee, MI 49858

BIDS: Bids shall be sealed and shall have the name and address of the Bidder and Contact for which the bid is being submitted on the outside envelope. All bidders shall bid in accordance with and upon the Bid Form included in the Contract Documents.

PRE-BID WALK-THRU: A Pre-bid walk-thru will be conducted on March 29, 2016 at 10:00 AM (C.D.T.), to review work items and inspect the site. Contractors shall meet at the site.

PROCUREMENTS OF CONTRACT DOCUMENTS: Copies of the Contract Documents may be obtained from the Menominee County Administrator Office, 839 10th Avenue, Menominee, MI 49858. Return Contract Documents, in good condition, within five (5) days after the opening of bids. Documents may also be viewed at www.menomineecounty.com under "Latest News".

EXAMINATION OF CONTRACT DOCUMENTS: The Contract Documents are on file for inspection at the Seaborg | Bunting Architects, LLC office 515 First Street, Menominee, MI 49858. For inquiries concerning the Contract Documents or digital copies of the Contract Documents please contact: Lee Bunting - (269)599-5503 / leekbunting@gmail.com. For question concerning the attached construction documents please contact John Seaborg - (906)863-6441. For site access above and beyond the Pre-bid Walk-thru or inquiries concerning the site conditions, please contact: Jim Mekash - (906)863-7525.

BID REJECTION: The OWNER reserves the right to reject any and all bids and waives any informality in bidding, and to award that, which is in the best interest of the OWNER.

WITHDRAWAL OF BIDS: No Bids shall be withdrawn for a period of forty-five (45) days after the scheduled opening without the consent of the OWNER.

MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

SUBJECT:	2016 Kleinke Park Camping Fees
DEPARTMENT:	Administration/Parks
ATTACHMENTS:	Yes
SUMMARY:	
<p>The Parks and Rec. Committee has made a recommendation to the County Board to lower the electrical camping fee at Kleinke Park from \$24 to \$20 per night as suggested by the Park Ranger.</p>	
RECOMMENDED MOTION	

Submitted by: **Brian Bousley**

 03/17/2016
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

	Approved
	Disapproved
	Approved with the following change(s):

**MENOMINEE COUNTY PARKS AND RECREATION COMMITTEE
2016 Parks Price List**

Menominee County Parks are now accepting reservations for 5-month and 6-month lease sites for the 2016 camping season. Lease site must be paid in full by March 1st, 2016. Lease site applications for Shakey Lakes or Kleinke Park can be picked up at the Menominee County Administrator's Office or by calling the County Administrator (906) 863-7779. Reservations for the 2016 camping season at Shakey Lakes will be starting April 25th at 7:00 am C.S.T. at the Shakey Lakes Park Office, Stephenson, MI or phone 906-753-4582. On April 25th, reservations will be limited to five (5) reservations per person. From February 15th thru March 15th - 1, 2, 3, or 4 month leases will be available at **KLEINKE PARK ONLY**. These leases will be awarded to the longest term lease requested down to the shortest term lease. The maximum number of leases per month will be limited to a total of 15. For more information, please call Brian at 906-863-7779.

Gate Fee's ~ Shakey Lakes Park

Annual (Menominee County Resident w/vehicle registration)---	\$ 10
Annual (Non-Resident)-----	\$ 12
Annual Senior Citizen (Menominee County Resident 65 yrs & older)	\$ 8
Annual Senior Citizen (Non-Resident)-----	\$ 10
Daily (Menominee County Resident w/vehicle registration)----	\$ 2.00
Daily (Non-Resident)-----	\$ 3.00
Daily Senior Citizen (Menominee County Residents 70 yrs & older)	FREE

(In order to receive the County Resident Rate, the leasee must maintain permanent residency within Menominee County)

Camping~ Kleinke Park

Reservations-(first come basis)-----	N/A
Electric Campsites (50 amp electric, when available)-----	\$24.00 \$20.00
Non-Electric Campsites-----	\$15.00

Camping~ River Park

Non-Electric Campsites only-----	\$10.00
----------------------------------	---------

Camping~ Shakey Lakes Park

Reservations-----	\$10.00
Electric Campsites (50 amp electric, when available)-----	\$24.00
Electric Campsites (20 amp electric, when available)-----	\$22.00
Non-Electric Campsites-----	\$15.00
Senior Citizen Discount Per Night-----	N/A

General fees

Pavilion Rental-----	\$ 50.00
Storage rental fee-(Shakey)-----	\$.85 sq/ft
Boat Launch (Mason, Shakey, Stoney)-----	\$ 2.00/day
Boat Launch Annual-----	\$ 20.00
Boat Launch Senior-65-70 years old-----	\$ 10.00
Boat Launch – Seniors Over 70 Menominee County Resident	Free

Electrical Surcharge fee

Daily Rate-----	\$1.00
Weekly Rate (5 or more days)-----	\$5.00
Monthly Rate-----	\$15.00
2 Month Rate-----	\$30.00
3 Month Rate-----	\$45.00
4 Month Rate-----	\$60.00
5 Month Rate-----	\$75.00
6 Month Rate-----	\$90.00

Free entrance and boat launch into Park on Michigan
 Free Fishing Weekend (Friday, Saturday, Sunday)

Yes

(In order to receive the County Resident Rate, the leasee must maintain permanent residency within Menominee County)

Shakey Lakes Lease Site Rates*

	Menominee County Resident	Non County Resident
Seasonal Rates for Electric Site (6 Months) May 1 st to November 1 st	\$1500.00	\$1680.00
Seasonal Rates for "Non-electric" Site (6 Months) May 1 st to November 1 st	\$960.00	\$1140.00
Seasonal Rates for Electric Site (5 Months) May 1 st to October 1 st	\$1350.00	\$1500.00
Seasonal Rates for "Non-electric" Site (5 Months) May 1 st to October 1 st	\$840.00	\$990.00

***Plus Electrical Surcharge Rates**

Kleinke Park Lease Site Rates*

Seasonal Rates (6 Months) for Electrical Site May 1 st to November 1 st or May 15 th to November 15 th	\$1,500.00	\$1680.00
Seasonal Rates (5 Months) for Electric Site May 1 st to October 1 st or May 15 th to October 15 th	\$1350.00	\$1500.00
Four (4) Month Rate for Electric Site Commence on 1 st or 15 th of the month	\$1260.00	\$1380.00
Three (3) Month Rate for Electric Site Commence on 1 st or 15 th of the month	\$1080.00	\$1170.00
Two (2) Month (back to back) Rate for Electric Site Commence on 1 st or 15 th of the month	\$870.00	\$930.00
One Month Rate for Electric Site	\$480.00	\$510.00

***Plus Electrical Surcharge Rates**

For More Lease Site Information, Please Call Brian at (906) 863-7779

**MENOMINEE COUNTY BOARD OF COMMISSIONERS
DISCUSSION ITEM**

SUBJECT:	Risk Avoidance Program (RAP) Grants – approved
DEPARTMENT:	Administration/Road Patrol/Sheriff Dept.
ATTACHMENTS:	Yes
SUMMARY:	
<p>The Sheriff Department/Road Patrol applied for grants via MMRMA and was approved for four grants. Three grants are a 50% match and one is 1/3% match.</p> <p>For Information only.</p>	
RECOMMENDED MOTION	

Submitted by: **Brian Bousley**

 03/17/2016
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

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



MICHIGAN MUNICIPAL
RISK MANAGEMENT
A U T H O R I T Y

March 9, 2016

Lt. Greg Hanson
Menominee County
831 10th Avenue
Menominee, MI 49858

RE: RAP

Dear Lt. Hanson,

I am pleased to inform you that the RAP application for your Guard 1 Plus System project was approved. The Committee authorized 50% funding up to a maximum of \$2,446.33 for your project.

RAP funds are issued on a reimbursement basis. Payment will be based upon confirmation from Menominee County of their payment of the project in full. **Please send proof of payment along with invoice copies or other documentation of the expenditure.** Such documentation is needed in order to verify that the grant allotted is being used for the project described in your application.

Payment of RAP funds is contingent upon Menominee County remaining a Member of MMRMA and in compliance with the Joint Powers Agreement. Your reimbursement is valid for six months from the date of this letter.

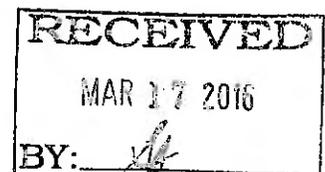
Sincerely,

A handwritten signature in cursive script, appearing to read "Cara Kowal".

Cara Kowal, ARM, CPCU
Manager of Risk Management Services

CK/sp

cc: Brian Bousley, County Administrator
U.P. Insurance Specialists





MICHIGAN MUNICIPAL
RISK MANAGEMENT
A U T H O R I T Y

March 9, 2016

Mike Holmes
Menominee County
831 10th Avenue
Menominee, MI 49858

RE: RAP

Dear Mr. Holmes,

I am pleased to inform you that the RAP application for your Bumper Guard project was approved. The Committee authorized 50% funding up to a maximum of \$832.50 for your project.

RAP funds are issued on a reimbursement basis. Payment will be based upon confirmation from Menominee County of their payment of the project in full. **Please send proof of payment along with invoice copies or other documentation of the expenditure.** Such documentation is needed in order to verify that the grant allotted is being used for the project described in your application.

Payment of RAP funds is contingent upon Menominee County remaining a Member of MMRMA and in compliance with the Joint Powers Agreement. Your reimbursement is valid for six months from the date of this letter.

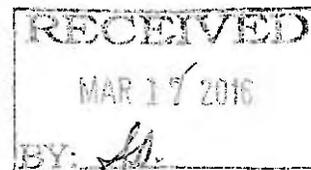
Sincerely,

A handwritten signature in black ink, appearing to read "Cara Kowal", written in a cursive style.

Cara Kowal, ARM, CPCU
Manager of Risk Management Services

CK/sp

cc: Brian Bousley, County Administrator
U.P. Insurance Specialists





MICHIGAN MUNICIPAL
RISK MANAGEMENT
A U T H O R I T Y

March 9, 2016

Mike Holmes
Menominee County
831 10th Avenue
Menominee, MI 49858

RE: RAP

Dear Mr. Holmes,

I am pleased to inform you that the RAP application for your In Car Camera project was approved. The Committee authorized 1/3 funding up to a maximum of \$1,220 for your project.

RAP funds are issued on a reimbursement basis. Payment will be based upon confirmation from Menominee County of their payment of the project in full. **Please send proof of payment along with invoice copies or other documentation of the expenditure.** Such documentation is needed in order to verify that the grant allotted is being used for the project described in your application.

Payment of RAP funds is contingent upon Menominee County remaining a Member of MMRMA and in compliance with the Joint Powers Agreement. Your reimbursement is valid for six months from the date of this letter.

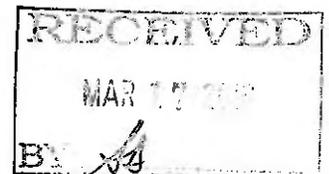
Sincerely,

A handwritten signature in black ink that reads "Cara Kowal".

Cara Kowal, ARM, CPCU
Manager of Risk Management Services

CK/sp

cc: Brian Bousley, County Administrator
U.P. Insurance Specialists





MICHIGAN MUNICIPAL
RISK MANAGEMENT
A U T H O R I T Y

March 11, 2016

Mike Holmes
Menominee County
831 10th Avenue
Menominee, MI 49858

RE: RAP

Dear Mr. Holmes,

I am pleased to inform you that the RAP application for your Prisoner Partitions project was approved. The Committee authorized 50% funding up to a maximum of \$1,686.40 for your project.

RAP funds are issued on a reimbursement basis. Payment will be based upon confirmation from Menominee County of their payment of the project in full. **Please send proof of payment along with invoice copies or other documentation of the expenditure.** Such documentation is needed in order to verify that the grant allotted is being used for the project described in your application.

Payment of RAP funds is contingent upon Menominee County remaining a Member of MMRMA and in compliance with the Joint Powers Agreement. Your reimbursement is valid for six months from the date of this letter.

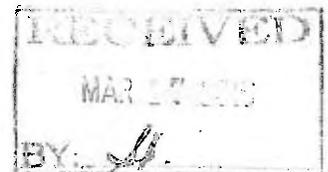
Sincerely,

A handwritten signature in cursive script, appearing to read "Cara Kowal".

Cara Kowal, ARM, CPCU
Manager of Risk Management Services

CK/sp

cc: Brian Bousley, County Administrator
U.P. Insurance Specialists



MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

SUBJECT:	Library Board Vacancy
DEPARTMENT:	Administration/Library Board
ATTACHMENTS:	Yes
SUMMARY:	
We received an email from the Library Board Chairperson asking us to advertise for a vacancy on the Library board. One member resigned.	
RECOMMENDED MOTION	

Submitted by: **Brian Bousley**

 03/17/2016
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):

NOTICE

Menominee County is seeking applications of appointment from persons wishing to serve on the following Board.

Menominee County Library Board

One ~ vacancy to expire on 1/31/2018

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

Applications may be obtained at the County Administrative office or on the County website at www.menomineecounty.com under "Latest news". Applications are due by 2:00 pm Wednesday, April 6, 2016.

Please contact Sherry or Brian at (906) 863-7779 for a brief description of appointment duties and/or responsibilities for these boards.

Eagle Herald – Journal - Luft's

Please publish twice – once the week of March 21, 2016 once the week of March 28, 2016 ~ in the most cost efficient way to the county

Bill to: Menominee County Board of Commissioners
Administrator's Office
839 10th Ave.
Menominee, MI 49858

Sherry DuPont

From: Brian Bousley
Sent: Tuesday, March 15, 2016 3:26 PM
To: Sherry DuPont
Subject: FW: MC LIBRARY BOARD

Sherry,

Please see Charlene's message below.

Thanks,

Brian

From: Charlene Peterson [mailto:charanne21@gmail.com]
Sent: Tuesday, March 15, 2016 3:23 PM
To: Brian Bousley <bbousley@Menomineeco.com>
Subject: MC LIBRARY BOARD

Jerome Bejgrowicz submitted his resignation at the end of today's meeting effective immediately. Said for personal reasons....but nothing else.

Term expires 1-31-2018

Will need to advertise this opening ASAP. As it is we would be lacking in quorum at any time more than one member could not make a meeting.

thanks C.

MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

SUBJECT:	County Surplus Items
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
<p>Disposal of surplus property. The Sheriff's Department has seven vehicles that have been declared surplus. The Buildings and Grounds Department has a Water Softener and a Parts Washer that have been declared surplus. The County Administrator would like to place the items on a public auction site for disposal.</p>	
RECOMMENDED MOTION	

Submitted by: **Brian Bousley**

 03/17/2016
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

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

a period of one year. Anyone may listen to these recordings after arranging it with the Office of the County Administrator. A transcript of any of these recordings will be made available only if a simple majority of the full board approves it. Should a copy of a recording be requested, it will be provided at the cost according to County Policy P2003-01 (Public Records Copy Fees)

Adopted: September 25, 2000
Amended: March 25, 2002
Amended: September 27, 2004
Amended: August 24, 2010

P2001-01 FOIA COORDINATOR

All FOIA requests will be received at the Office of the County Administrator. Any requests received by Department Heads will be immediately forwarded to the FOIA Coordinator for receipting and tracking. The request will be copied to all interested parties and the maintaining Official will provide the requested information. Only specific FOIA's will be reviewed by the County Attorney at the discretion of the FOIA Coordinator.

The information requested will be provided, or a reason for the denial of the request will be given to the person, through the Office of the County Administrator. The Administrator will be responsible for the flow of information within the time lines established by the Act, the information request is filed with the county.

Adopted: January 22, 2001
Amended: March 25, 2002
Amended: August 24, 2010

P2001-02 DISPOSAL OF SURPLUS PROPERTY

It will be the policy of the Chief Fiscal Officer to follow these steps in disposing of County surplus property.

1. County property to be disposed of must first be declared as surplus by the Department Head having custody of the property.
2. The County Administrator will make available to all County Departments the list of available surplus property, which may be assigned to any department having a governmental use for it.
3. Any surplus property not reassigned to other departments will be presented to the Board of Commissioners for a declaration of surplus. That property will then be disposed of in a public manner to be determined by the Board. (Exception: In the case of working dogs (K-9), upon decommission of the dog, the K-9 handler has first rights to the dog.)

Adopted: May 21, 2001
Amended: April 9, 2013

P2001-03 REPORT TO WORK

It will be the policy of all Employees (except Road Patrol Deputies) to report to their primary work site first before being dispatched to other work sites. Seasonal

Menominee County Surplus Items

Department	Item	Description
Sheriff's Department	2008 Chevrolet Impala	VIN#2G1WD5E3XD1183375 101615 miles
Sheriff's Department	2008 Chevrolet Impala	VIN# 2G1WS553181248237 114680 miles, needs tires
Sheriff's Department	2009 Chevrolet Impala	VIN#2G1WS57M791282996 152458 miles, needs exhaust, rotors, battery
Sheriff's Department	2010 Chevrolet Impala	VIN#2G1WD5EM5A1189735 110310 miles, needs tires, exhaust
Sheriff's Department	2010 Chevrolet Impala	VIN#2G1WD5EM2B1168181 114693 miles
Sheriff's Department	2011 Chevrolet Impala	VIN#2G1WD5E38C1214525 105782 miles
Sheriff's Department	2006 Chevrolet Impala	VIN#2G1WS551669286401 120613 miles, needs brakes, tires, battery
Buildings and Grounds	Well-built Parts Washer	20 Gallon parts washer, 110 volt
Buildings and Grounds	Water Softener	

MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

SUBJECT:	Miscellaneous Bills
DEPARTMENT:	Administration
ATTACHMENTS:	yes
SUMMARY:	
Board to review recently submitted Miscellaneous Bills as paid on March 10, 2016 in the amount of \$91,863.68	
RECOMMENDED MOTION	

Submitted by: **Brian Bousley**

 03/17/2016
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
101-402 Brownfield Authority
101-426 Emergency Management
101-526 Waste Management
101-601 Health & Welfare
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
206 Sheriff Work Van
208 County Parks
215 Friend of Court
216 County Airport
220 Park Improvements
243 Remonumentation
249 Building Code
256 ROD - Automation Fund
263 Pistol Licensing
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
277 LEPC
280 Inmate Canteen fund
281 K-9
282 Justice Training
285 Senior Citizens
292 Child Care
294 Veterans' Trust
296 Special Child Care Funds

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

APPROVED

MENOMINEE COUNTY
Claims Audit Report

9223

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
		CHIEF FISCAL OFFICER						
		MENOMINEE COUNTY ENGINEER						
Abilita								\$4,596.66
46148	03/08/2016	160231	PO# 3265, 1/2 of Telephone Savings	101-103-850.00	4,596.66			
Ace Hardware								\$14.79
46071	02/29/2016	281	Park and B&G Supplies	208-751-755.02	10.80			
46071	02/29/2016	281	Park and B&G Supplies	101-331-704.00	3.99			
ALGER-DELTA COOPERATIVE ASSOCI								\$503.54
46011	03/01/2016	383001	Shakey Lakes Park/Horse	208-751-920.01	28.46			
46012	03/01/2016	383200	N8380 Co Park Rd 20.5	208-751-920.01	28.46			
46013	03/01/2016	383301	Shakey Lakes Park/Cattle	208-751-920.01	28.46			
46014	03/01/2016	1503500	N8380 Co Park Rd 20.5	208-751-920.01	28.46			
46015	03/01/2016	370500	Shakey Lakes Office/Shop	208-751-920.01	138.32			
46016	03/01/2016	379700	Storage Shed	208-751-920.01	71.09			
46017	03/01/2016	380300	Shower Building	208-751-920.01	45.37			
46018	03/01/2016	367100	N8390 Beach House	208-751-920.01	28.46			
46019	03/01/2016	367200	Northwest Campsites	208-751-920.01	28.46			
46020	03/01/2016	369802	W8449 Co Road G12 Campsites	208-751-920.01	34.93			
46021	03/01/2016	1614900	BathHouse	208-751-920.01	43.07			
Alvord, Karen S.								\$59.40
46137	03/09/2016	Reimbursement	Mileage (15-3774-FC)	101-267-804.00	59.40			
Apex Software								\$470.00
46007	02/26/2016	291939	Annual Maintenance Renewal (4/1/16 -	101-103-857.02	470.00			
ARAMARK UNIFORM SERVICES INC								\$56.19
46005	03/02/2016	1677334717	Airport Supplies	216-585-755.01	29.38			
46005	03/02/2016	1677334717	Airport Supplies	216-585-745.00	26.81			
AT&T - Carol Stream, IL								\$457.96
46144	03/01/2016	906753220903	Annex - Telephone Services (3/1 - 3/31	101-103-850.00	411.31			
46145	03/01/2016	906753458203	Shakey Lakes - Telephone Services (3/	101-103-850.00	46.65			
Bailey Property Preservation A - Attn: Noreen M. Johnson								\$1,000.00
46130	03/08/2016	Appropriation	Annual Appropriation	101-997-999.25	1,000.00			
Body Works Plus								\$400.00
46123	02/23/2016	1969519454	2013 Chevy Impala - Vehicle Maintena	205-315-934.02	400.00			
CBM Managed Services								\$6,176.88
46079	03/02/2016	STDINV97091	Inmate Meals	101-301-770.00	2,097.52			
46106	02/17/2016	STDINV96310	Inmate Meals	101-301-770.00	1,997.78			
46107	02/24/2016	STDINV96706	Inmate Meals	101-301-770.00	2,081.58			
Cedar River Plaza								\$227.44
46118	12/31/2015	Sheriff 12	Gasoline Sales	205-315-742.00	227.44			
CITY OF MENOMINEE - 2511 10TH ST.								\$1,592.27
46094	03/09/2016	March 2016	Monthly Rent	266-326-942.00	351.67			
46119	02/19/2016	4197	Gasoline Sales (January 2016)	205-315-742.00	1,182.58			
46119	02/19/2016	4197	Gasoline Sales (January 2016)	206-301-742.00	58.02			
Clare County Sheriff								\$125.00
46101	03/07/2016	Enrollment Form	Joyce Dehne	101-301-745.01	125.00			
CLOVERLAND PAPER CO								\$822.48
46001	02/29/2016	110889	Library - Supplies	101-265-755.01	32.11			
46002	03/04/2016	110946	Courthouse Supplies	101-265-755.01	341.40			
46108	02/19/2016	110841	Inmate Supplies	101-301-770.00	65.93			
46109	02/26/2016	110888	Inmate Supplies	101-301-770.00	383.04			

APPROVED


MEMORINEE COUNTY
 Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
CMP Distributors	46120	02/11/2016	46926	Gun for Greg Peterson (Uniform Allowa	205-315-745.00	417.00		\$417.00
COHL STOKER & TOSKEY P C	46127	03/04/2016	46260	Legal Services (Airport Staff & Eichhor	101-211-807.00	308.99		\$308.99
Cooper Office Equipment	46037	02/08/2016	131113	Contract # 2310-01 (Treasurer's Office)	101-253-728.00	368.93		\$810.01
	46146	03/07/2016	131984	Contract No. 2146-01	101-172-931.01	441.08		
Country Visions	46025	03/07/2016	15553	Airport (x6 gal of 20W50)	216-585-742.00	150.48		\$150.48
Door County Sheriff's Office	46059	02/24/2016	25764	Process Service (16-15358-DP)	101-267-804.00	65.00		\$65.00
EAGLEHERALD PUBLISHING, LLC	46006	02/29/2016	1406	Equalization Ratios Advertising	101-101-901.00	243.24		\$936.04
	46139	02/29/2016	1445	PO# 03284 - Election Notice	101-262-727.00	692.80		
Eichhorn, Gary	46030	03/02/2016	Reimbursement	DHS Board - Mileage	101-601-837.00	49.45		\$99.45
	46031	03/02/2016	Per Diem	DHS Board	101-601-837.00	50.00		
Fiorucci, Tony & Teena	45997	03/01/2016	Foster Care	February 2016 (B.F.)	292-662-843.02	499.96		\$999.92
	45998	03/01/2016	Foster Care	February 2016 (J.F.)	292-662-843.02	499.96		
GBS Inc.	46036	02/19/2016	16-25278	Ballot Marking Instructions for Secrecy	101-262-727.00	78.33		\$78.33
Goebel, Jr., Robert E.	46096	03/08/2016	6110	Mileage	101-132-860.00	58.32		\$58.32
GREAT AMERICAN DISPOSAL CO THE	46128	03/01/2016	63117093	Shakey & Kleinke	208-751-801.00	112.46		\$170.03
	46143	03/01/2016	63117095	Annex	101-261-930.04	57.57		
Hafeman, Jan	46129	03/07/2016	Reimbursement	Mileage - February 2016	101-101-860.10	101.52		\$101.52
Hansen, Stacy	46043	02/26/2016	Reimbursement	Mileage (10/5/15 - 2/19/16)	101-141-860.00	29.38		\$29.38
Hashimoto Sewer Service, Inc.	46042	02/25/2016	13174	Jail - Men's Bathroom	101-265-930.01	155.00		\$155.00
Hi Tec Building Services	46082	02/29/2016	011268	Cleaning Services (February 2016)	101-265-801.00	1,400.00		\$1,400.00
HOTFLAME GAS COMPANY	46084	02/29/2016	MENOM4	Shakey Lakes Park (LP Gas)	208-751-744.00	465.87		\$465.87
ID NETWORKS	46102	03/01/2016	270320	PO# 03279 Annual Service Maintenanc	101-301-755.00	1,995.00		\$1,995.00
Internet Tools, Inc.	46121	12/14/2015	004825	Client ID 22122	205-315-755.00	24.61		\$24.61
Intoximeters	46122	03/02/2016	SO-0063962	Mouthpiece (x1000)	205-315-755.00	266.50		\$266.50

APPROVED

MENOMINEE COUNTY
Claims Audit Report

AS

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
J S Electronics, Inc.								
	46095	03/01/2016	19187	Tower Lease - March 2016	266-326-942.00	425.00		\$3,616.12
	46103	03/01/2016	19188	Voice Paging (Sheriff Department)	101-301-755.00	90.00		
	46124	01/13/2016	19126	Re-Glue Camera System to Fix Spotlig	205-315-934.02	61.25		
	46125	02/15/2016	19177	Used Patriot Dual Gun Mount (x4)	205-315-934.02	440.00		
	46126	02/25/2016	19182	PO# 03277 Strip out and Build Ford Int	205-315-934.02	2,599.87		
Jeff Naser								
	46028	02/23/2016	Per Diem	DHS Board	101-601-837.00	50.00		\$100.60
	46029	02/23/2016	Reimbursement	DHS Board - Mileage	101-601-837.00	50.60		
Joel Hensley, RN								
	46113	03/05/2016	Nursing Services	Inmate Nursing Services	101-301-770.01	1,365.00		\$1,365.00
Kirschner, James John								
	46117	03/07/2016	Refund	Overpayment on Civil Process	101-301-935.00	10.76		\$10.76
Kleiman, Marc								
	46086	03/02/2016	Reimbursement	Mileage	101-215-860.00	22.68		\$45.36
	46086	03/02/2016	Reimbursement	Mileage	101-262-860.00	22.68		
Koehne								
	46135	03/02/2016	17406	2007 Chevy Impala - Vehicle Maintenan	101-265-981.00	33.54		\$33.54
Lang, Bernard								
	46044	02/26/2016	Reimbursement	February 2016 - Mileage	101-101-860.02	116.10		\$116.10
LexisNexis - 28544 Network Place								
	46131	02/29/2016	1602439687	Law Library (February 2016)	269-145-801.00	360.00		\$360.00
LINDNER & SORENSON, INC.								
	46033	02/29/2016	2/29/2016	4 Day Car Rental (FOC)	215-141-860.00	320.00		\$320.00
M.A.C.V.C. - Sanilac County Veterans Affair								
	46045	10/01/2015	Dues	2016 National & MACVC Dues - Micha	101-682-802.00	55.00		\$55.00
MDJA, Judge Beth Gigson								
	46083	03/01/2016	Dues	Membership Dues (Judge Jeffrey G. Be	101-136-802.00	200.00	*	\$200.00
Menards - Marinette								
	46057	02/22/2016	3139	Park Construction Supplies	208-751-756.01	124.77		\$387.25
	46058	02/24/2016	3256	Shakey Lakes Park Pavilion	220-752-953.01	138.75		
	46060	02/24/2016	3252	Building Maintenance Supplies	101-265-930.01	13.96		
	46061	02/23/2016	3201	Building Maintenance Supplies	101-265-930.01	29.98		
	46073	03/02/2016	3748	Building & Ground Maintenance Suppli	101-265-930.01	48.39		
	46110	03/02/2016	3739	Inmate Supplies	101-301-770.00	20.92		
	46110	03/02/2016	3739	Inmate Supplies	205-315-755.00	10.48		
MENOMINEE CONSERVATION DISTRICT								
	46027	03/01/2016	2013-357	Trees (x150) for Parks	208-751-755.05	237.00		\$237.00
MENOMINEE COUNTY JOURNAL								
	46070	03/01/2016	133	Advertising (February 2016)	101-101-901.00	261.00		\$1,059.00
	46138	03/01/2016	135	PO# 03283 - Election Notice	101-262-727.00	798.00		
Michelle Larson								
	45999	03/07/2016	3/4/16	Can Zone (x2)	296-668-801.00	88.08		\$88.08
Michigan Chamber Services, Inc								
	46142	03/10/2016	Publication/Posters	Employment Law Handbook (Set of 3 e	101-172-802.00	149.00		\$149.00

APPROVED

MEMONIEE COUNTY
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
MICHIGAN PROBATE JUDGES ASSOCIATION - Crawford County Probate Court								
Michigan Counties Workers'								\$27,031.00
	46147	03/09/2016	10382	Workers Compensation (2nd Qtr Install	101-101-716.00	58.23		
	46147	03/09/2016	10382	Workers Compensation (2nd Qtr Install	101-131-716.00	44.32		
	46147	03/09/2016	10382	Workers Compensation (2nd Qtr Install	101-132-716.00	92.50		
	46147	03/09/2016	10382	Workers Compensation (2nd Qtr Install	101-136-716.00	370.64		
	46147	03/09/2016	10382	Workers Compensation (2nd Qtr Install	101-141-716.00	72.36		
	46147	03/09/2016	10382	Workers Compensation (2nd Qtr Install	101-148-716.00	45.24		
	46147	03/09/2016	10382	Workers Compensation (2nd Qtr Install	101-150-716.00	2.84		
	46147	03/09/2016	10382	Workers Compensation (2nd Qtr Install	101-172-716.00	352.45		
	46147	03/09/2016	10382	Workers Compensation (2nd Qtr Install	101-215-716.00	206.24		
	46147	03/09/2016	10382	Workers Compensation (2nd Qtr Install	101-253-716.00	150.04		
	46147	03/09/2016	10382	Workers Compensation (2nd Qtr Install	101-257-716.00	314.84		
	46147	03/09/2016	10382	Workers Compensation (2nd Qtr Install	101-261-716.00	18.98		
	46147	03/09/2016	10382	Workers Compensation (2nd Qtr Install	101-265-716.00	1,661.84		
	46147	03/09/2016	10382	Workers Compensation (2nd Qtr Install	101-267-716.00	725.30		
	46147	03/09/2016	10382	Workers Compensation (2nd Qtr Install	101-268-716.00	81.38		
	46147	03/09/2016	10382	Workers Compensation (2nd Qtr Install	101-301-716.00	12,664.24		
	46147	03/09/2016	10382	Workers Compensation (2nd Qtr Install	101-331-716.00	29.62		
	46147	03/09/2016	10382	Workers Compensation (2nd Qtr Install	101-426-716.00	31.43		
	46147	03/09/2016	10382	Workers Compensation (2nd Qtr Install	101-648-716.00	49.68		
	46147	03/09/2016	10382	Workers Compensation (2nd Qtr Install	101-682-716.00	38.72		
	46147	03/09/2016	10382	Workers Compensation (2nd Qtr Install	205-315-716.00	7,141.26		
	46147	03/09/2016	10382	Workers Compensation (2nd Qtr Install	205-316-716.00	478.35		
	46147	03/09/2016	10382	Workers Compensation (2nd Qtr Install	208-751-716.00	711.64		
	46147	03/09/2016	10382	Workers Compensation (2nd Qtr Install	249-371-716.00	72.38		
	46147	03/09/2016	10382	Workers Compensation (2nd Qtr Install	266-325-716.00	382.70		
	46147	03/09/2016	10382	Workers Compensation (2nd Qtr Install	266-326-716.00	35.74		
	46147	03/09/2016	10382	Workers Compensation (2nd Qtr Install	271-790-716.00	652.08		
	46147	03/09/2016	10382	Workers Compensation (2nd Qtr Install	296-663-716.00	201.50		
	46147	03/09/2016	10382	Workers Compensation (2nd Qtr Install	296-664-716.00	169.65		
	46147	03/09/2016	10382	Workers Compensation (2nd Qtr Install	296-665-716.00	174.81		
MICHIGAN PROBATE JUDGES ASSOCIATION - Crawford County Probate Court								
	46054	02/24/2016	Dues	2015/2016 Membership Dues (Judge C	101-132-802.00	200.00		\$400.00
	46054	02/24/2016	Dues	2015/2016 Membership Dues (Judge C	101-148-802.00	200.00		
MILLERS ACTION OFFICE SUPPLY I								
	46024	03/07/2016	0116346-001	Typewriter Ribbon - Probate Court	101-148-727.00	6.99		\$69.43
	46049	02/26/2016	0116148-001	Office Supplies	101-132-727.00	11.64		
	46049	02/26/2016	0116148-001	Office Supplies	101-148-727.00	11.64		
	46091	03/03/2016	0116275-001	Treasurer - Office Supplies	101-253-727.00	29.17		
	46093	03/01/2016	0116196-001	Tape Dispenser	101-132-727.00	5.00		
	46093	03/01/2016	0116196-001	Tape Dispenser	101-148-727.00	4.99		
MOORE MEDICAL CORP								
	46114	02/22/2016	98974775 I	Inmate Medical Supplies	101-301-770.01	271.28		\$271.28
Muffler Center of Menominee								
	46003	03/02/2016	439299	Muffler for Impala (Car #1)	101-265-981.00	95.00		\$95.00
NMU Student Service Center								
	46116	02/29/2016	mecosh-8	PO# 03278 Correction Academy (x2)	101-301-881.00	1,350.00		\$1,350.00
Northeast Wisconsin Technical - College								
	46062	02/20/2016	SFT0000109671	Emergency Dispatch (Andrew Primeau:	266-326-881.00	433.35		\$433.35

APPROVED


MEMPHIS COUNTY
 Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General LEGAL OFFICER								
Northern Safety Co., Inc. MEMPHIS COUNTY MICHIGAN								
	46046	02/23/2016	901818734/98056513	Parks & B&G Supplies	101-265-755.00	49.83		\$109.35
	46046	02/23/2016	901818734/98056513	Parks & B&G Supplies	208-751-755.02	59.52		
Nutt, Michael	46075	03/08/2016	Reimbursement	Mileage - (2/23 - 3/8/16)	296-665-860.00	163.08		\$163.08
Office Depot, Inc.	46034	02/17/2016	824739205001	District Court - Office Supplies	101-136-727.00	23.58		\$43.58
	46035	02/18/2016	824739304001	District Court - Office Supplies	101-136-727.00	20.00		
Olsen, Julie	46092	03/03/2016	February 2016	Foster Parent	292-662-843.02	499.96		\$499.96
Owens, Karen A.	46000	03/07/2016	3/4/16	After School Program/JDSF	296-668-801.00	216.00		\$216.00
PAIDL'S TRUE VALUE HARDWARE								
	46078	02/29/2016	150007	Building & Ground Vehicle Supplies	101-265-981.00	22.56		\$1,033.13
	46090	02/29/2016	150008	PO# 3281 (Park Supplies)	208-751-742.00	20.28		
	46090	02/29/2016	150008	PO# 3281 (Park Supplies)	208-751-755.01	931.94		
	46090	02/29/2016	150008	PO# 3281 (Park Supplies)	208-751-984.00	31.28		
	46090	02/29/2016	150008	PO# 3281 (Park Supplies)	208-751-755.02	27.07		
Pelto, Jessica E.	46136	03/09/2016	Reimbursement	Mileage (15-3774-FC)	101-267-804.00	178.20		\$178.20
Phonetically Speaking & ASL	46111	02/25/2016	2/25/16	Flash Cards for Language Interpretation	101-301-770.00	45.00		\$45.00
Piche, Gerald L.	46038	02/26/2016	Reimbursement	February 2016 - Mileage	101-101-860.07	62.10		\$62.10
Randall Philipps	46087	03/03/2016	February 2016	Court Appointed Legal	101-131-807.00	1,000.00		\$3,000.00
	46087	03/03/2016	February 2016	Court Appointed Legal	101-132-807.00	500.00		
	46088	03/03/2016	January 2016	Court Appointed Legal	101-131-807.00	1,000.00		
	46088	03/03/2016	January 2016	Court Appointed Legal	101-132-807.00	500.00		
Reditest Screening Devices	46026	02/26/2016	547152	Drug Testing Supplies	101-136-727.00	314.66		\$314.66
REDWOOD TOXICOLOGY LABORATORY								
	46104	02/29/2016	00718420162	Drug Testing	101-136-727.00	28.50		\$78.50
	46149	02/29/2016	00719820162	Drug Testing Suppiies	296-667-730.00	50.00		
Riesterer & Schnell, Inc.	46032	03/03/2016	962373	Parts for Snow Blower Maintenance	101-265-934.00	126.88		\$126.88
S & O LOCK AND PHONE SERVICE	46105	02/23/2016	43293	Master Padlocks (x3)	101-301-755.00	76.88		\$76.88
Schei, Larry	46041	02/29/2016	Reimbursement	February 2016 - Mileage	101-101-860.04	109.08		\$109.08
Sexton, Richard	46052	03/02/2016	Reimbursement	Mileage, Meals, Hotel	101-426-860.00	487.54		\$597.33
	46053	03/02/2016	Reimbursement	Batteries & Verizon Cellular Services	101-426-963.00	13.50		
	46053	03/02/2016	Reimbursement	Batteries & Verizon Cellular Services	101-426-963.00	13.66		
	46053	03/02/2016	Reimbursement	Batteries & Verizon Cellular Services	101-426-850.00	82.63		

APPROVED

BERNARDINE COUNTY
Claims Audit Report

2016

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Sherwin Williams Company	46076	02/25/2016	9355-1	Paint and Brush's for Shakey Lakes Wir	101-265-930.01	30.96		\$30.96
SkillPath Seminars	46085	03/09/2016	Registration	Administrative Assistants Conference (101-172-860.00	199.00		\$199.00
Squires-Stepniak, Rebecca	46072	03/03/2016	Reimbursement	Mileage	296-665-860.00	292.68		\$292.68
State of Michigan - MI Dept. of Human Services	46097	03/08/2016	6111	Monthly Offset (January 2016)	292-662-843.01	9,369.67		\$9,369.67
State of Michigan - MI Supreme Court Finance	46050	01/28/2016	P55	Jan, Feb, March 2016	101-132-858.03	2,554.76		\$2,554.76
Stericycle, Inc.	46115	03/01/2016	4006155463	Inmate Medical Supplies	101-301-770.01	33.37		\$33.37
The First National Bank&Trust	46008	02/29/2016	628840339	FOC - Service Charge	101-141-817.00	33.40		\$33.40
Time Warner Cable	46074	02/24/2016	10404-621199203-90	March 2 - April 1, 2016 (Airport)	216-585-850.00	339.98		\$1,001.00
	46089	02/24/2016	10404-710008401-10	March 2 - April 1, 2016	101-103-850.00	531.54		
	46112	02/28/2016	10404-620475202-80	March 6 - April 5, 2016 (Sheriff Dept)	101-301-770.00	129.48		
Total Energy Systems, LLC	46010	03/03/2016	269800	PO# 03230 - Annual Service Contract (101-265-801.00	642.00		\$642.00
U.E.S. COMPUTERS, INC.	46140	03/04/2016	44750	Credit Memo	101-103-970.16	-630.00		\$2,332.49
	46141	02/29/2016	44575	Weekly Computer Maintenance	101-103-857.00	2,302.50		
	46141	02/29/2016	44575	Weekly Computer Maintenance	101-103-857.03	29.99		
	46141	02/29/2016	44575	Weekly Computer Maintenance	101-103-970.16	630.00		
UNIFORM SHOPPE	46100	02/12/2016	252281	Uniform Allowance (T. Brezsko)	101-301-745.00	325.45		\$325.45
UP Assoc of Cty Commissioners	46047	02/22/2016	2/22/16	UPACC Dues (2016)	101-103-802.00	150.00		\$150.00
UP Judges Association - C/O Hon. Joseph Schwedler	46055	02/24/2016	Dues	2015/2016 Dues (Judge Daniel E. Hass	101-148-802.00	50.00		\$50.00
UP Judges Association - Hon. Cheryl L. Hill, Treasurer	46056	02/24/2016	Dues	2015/2016 Dues (Judge Daniel E. Hass	101-132-802.00	50.00		\$50.00
UWC	46064	03/01/2016	9068634705	Telephone Services	101-103-850.00	24.15		\$89.98
	46065	03/01/2016	9068632023	Telephone Services	101-103-850.00	18.56		
	46066	03/01/2016	9067534582	Telephone Services	101-103-850.00	0.90		
	46067	03/01/2016	9067532209	Telephone Services	101-103-850.00	13.41		
	46068	03/01/2016	9068634441	Telephone Services	101-103-850.00	32.96		
Valenti, Susan F.	46069	02/29/2016	Reimbursement	Meals, Mileage, Hotel	101-131-860.00	271.25		\$271.25
WALTER BROTHERS INC	46077	02/29/2016	13185	Filter (for 911)	266-325-755.00	31.98		\$115.98
	46081	02/29/2016	20106	Airport Supplies	216-585-755.02	84.00		

MEMPHIS COUNTY
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Waste Management								
46009		03/01/2016	1527639-1856-1	March 2016 - Airport	216-585-801.00	100.10		\$470.16
46063		03/01/2016	1527634-1856-2	March 2016	101-265-801.00	370.06		
Wil-Kil Pest Control								
46039		02/22/2016	2844610	Health Department	101-265-801.00	32.00		\$94.25
46040		02/22/2016	2843812	Jail	101-265-801.00	62.25		
Williams, Raymond								
46048		02/28/2016	Reimbursement	February 2016 - Mileage	101-101-860.01	81.00		\$81.00
Winder Police Equipment								
46080		11/06/2015	20152997	Shipping on Previous Order	205-315-981.00	167.14		\$167.14
WISCONSIN PUBLIC SERVICE CORP								
46132		02/24/2016	0403823200-00003	Twin County Airport	216-585-920.03	288.99		\$3,464.52
46132		02/24/2016	0403823200-00003	Twin County Airport	216-585-920.00	636.70		
46133		02/24/2016	0402823200-00001	Twin County Airport (Fire/Crash)	216-585-920.00	397.45		
46134		02/24/2016	0403823200-00002	Twin County Airport (Main Term)	216-585-920.03	1,443.05		
46134		02/24/2016	0403823200-00002	Twin County Airport (Main Term)	216-585-920.00	698.33		
WORMWOOD, DEBRA								
46004		03/07/2016	Reimbursement	Mileage - UPA Meeting	266-325-860.00	59.94		\$59.94
Xerox Corporation - 26152 Network Place								
46051		03/01/2016	083552053	Probation/Parole Office	101-131-942.00	102.43		\$504.02
46098		03/01/2016	083552051	February 2016 (Sheriff Department)	101-301-727.00	36.04		
46099		03/01/2016	083552052	February 2016 (Sheriff Department)	101-301-727.00	365.55		
Total Amount for Bank Account: General								\$91,863.68

APPROVED

BRB

CHIEF FINANCIAL OFFICER
MEMPHIS COUNTY

MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

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

Submitted by: Brian Bousley

03/17/2016
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-Delta-Schoolcraft
Community Action Agency**

**GOVERNING BOARD MEETING
Thursday, January 7, 2016
12:30 p.m. (EST)
511 First Ave. No., Escanaba**

MINUTES

The meeting was called to order at 12:32 p.m. by Chair Karen Wigand. A quorum was noted with the following present:

MEMBERS PRESENT

Omer Doran, Schoolcraft
Myra Croasdell, Delta
Clyde Thoun, Menominee
Bernie Lang, Menominee
Susan Kleikamp, Menominee
Karen Wigand, Delta
David Moyle, Delta
Craig Reiter, Schoolcraft
Lee Robbert, Schoolcraft
John Stapleton, Schoolcraft
Tom Lippens, Delta
Geri Nelson, Delta
Ken Penokie, Delta

OTHERS PRESENT

Julie Moberg, Executive Director
Cathy Pearson, Executive Assistant
Theresa Nelson, RSVP Director
Myra Heslip, ECP Director
Connie Maule, SCP Director
Peggy Ramsden, FGP Director
Joe Dehlin, Weatherization Director
Sally Kidd, Senior Services Director
Kris Thibeault, Finance Director

MEMBERS ABSENT

Dave Anthony, excused
Brittany Gustafson

Members received a copy of the November 12, 2015 Governing Board minutes for their review. There were no questions and **THEY WERE APPROVED WITH A MOTION FROM JOHN STAPLETON, SECONDED BY LEE ROBBERT; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

The chair called on Treasurer Susan Kleikamp who reported that the Finance Committee met on 12/8/15 & 1/7/16 and reviewed and recommends approval of the October and November CAA Accounts Payable Schedules. **DAVE MOYLE MOVED TO APPROVE THE CAA OCT. & NOV. ACCOUNTS PAYABLE SCHEDULES, SECONDED BY GERI NELSON; MOTION CARRIED.** The committee was also provided with an agency-wide budget as required that the board must approve annually. **KEN PENOKIE MOVED TO APPROVE THE AGENCY WIDE BUDGET FOR 2015-16, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED. THE FINANCE COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM JOHN STAPLETON, SUPPORTED BY OMER DORAN; MOTION CARRIED. (see attachments A 1-8)**

NOMINATING COMMITTEE REPORT

Ms. Wigand called on Myra Croasdell who reported that the Nominating Committee met today to discuss filling the three vacancies that we have on the board. Two applications have been received; one from Andrea Raygo which the committee would like to table until staff can gather more information. The second was from Dan LaFoille and the committee recommends his appointment to fill a vacancy in the Private Sector of Schoolcraft County. **CRAIG REITER MOVED TO APPROVE THE APPOINTMENT OF DAN LAFOILLE IN THE SCHOOLCRAFT COUNTY PRIVATE SECTOR, SECONDED BY OMER DORAN; MOTION CARRIED.** The committee also recommends that Omer Doran fill the remainder of Susan Phillip's term as Secretary and there was consensus of the board. The committee also recommends that a simple background check be done for new board members to ensure they are not on any sex offender registries or have any felonies. **SUSAN KLEIKAMP MOVED TO APPROVE THE MANDATE FOR BACKGROUND CHECKS FOR NEW BOARD MEMBERS, SUPPORTED BY TOM LIPPENS; MOTION CARRIED.** Staff will check with our various programs to see if there are any suggestions for filling the other Consumer Sector vacancy in Schoolcraft County. **OMER DORAN MOVED TO ACCEPT THE NOMINATING COMMITTEE REPORT, SECONDED BY CLYDE THOUNE; MOTION CARRIED. (see attachment "B")**

PERSONNEL COMMITTEE REPORT

The Chair called on Geri Nelson who reported that the committee met on 12/30/16 to review the Executive Director's performance for the six months. The committee recommends that Julie Moberg be taken off probationary status as Executive Director effective 1/6/16. **DAVE MOYLE MOVED TO ACCEPT THE PERSONNEL COMMITTEE REPORT, MYRA CROASDELL SUPPORTED THE MOTION; MOTION CARRIED.**

APPROVAL OF STRATEGIC PLAN

Members were mailed a copy of the Strategic Plan and Julie Moberg explained that the plan is for 3-5 years and will be reviewed quarterly by staff to ensure that targets are being worked on/met. The members noted that since the plan is just being approved today it should say 2016 rather than 2015. **MYRA CROASDELL MOVED TO APPROVE THE 2016 STRATEGIC PLAN, SECONDED BY DAVE MOYLE; MOTION CARRIED.**

ACCEPTANCE OF ECP MONTHLY REPORT DATED JANUARY, 2016

Members were given a copy of the ECP monthly reported dated January, 2016. There were no questions and **IT WAS ACCEPTED WITH A MOTION FROM KEN PENOKIE, SECONDED BY DAVE MOYLE; MOTION CARRIED.**

ACCEPTANCE OF 11/10/15 HEAD START POLICY COUNCIL MINUTES

Members were mailed a copy of the 11/10/15 Head Start Policy Council minutes for their review and **THEY WERE ACCEPTED UPON A MOTION FROM JOHN STAPLETON, SECONDED BY GERI NELSON; MOTION CARRIED.**

ACCEPTANCE OF ENVIRONMENTAL HEALTH & SAFETY MONITORING REPORT DATED 12/18/15

Ms. Wigand called on ECP Director, Myra Heslip who reported that we met all compliance measures and there were no findings. **THE ENVIRONMENTAL HEALTH & SAFETY MONITORING REPORT DATED 12/18/15 WAS ACCEPTED WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

EXECUTIVE DIRECTOR'S REPORT

Chair Wigand called on Julie Moberg for her report. She told the members that ECP will be revising their section of the agency's Strategic Plan to reflect updated Program Goals and will be ready to present it to the Board in March.

She reported that staff will begin work on an agency-wide Community Needs Assessment which is another requirement under the organizational standards.

The Executive Director indicated that we are required to provide board training on a regular basis, therefore she would like to begin doing so at each board meeting starting in March. The training part will be for about 10 minutes on various topics that the board needs to stay abreast of. **CRAIG REITER MOTIONED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, SECONDED BY LEE ROBBERT; MOTION CARRIED.**

PUBLIC COMMENT/OTHER BUSINESS

Craig Reiter asked if our staff had done any further checking to see if we might be able to assist with MSHDA funding in Schoolcraft County. The Executive Director noted that our CDBG Mgr. for Delta County has been in contact with the Schoolcraft County Clerk.

ADJOURNMENT

There being no further business **THE MEETING ADJOURNED AT 1:05 p.m. WITH A MOTION FROM DAVE MOYLE, SECONDED BY OMER DORAN; MOTION CARRIED.**

The Next Meeting is Thursday, March 10, 2016

FINANCE COMMITTEE MEETING

Thursday, December 8, 2015

11:00 a.m.

The Finance Committee meeting began at 11:00 a.m. with the following present: Omer Doran, Tom Lippens, Susan Kleikamp, Bernie Lang, Julie Moberg, Kris Thibeault and Cathy Pearson

The committee reviewed the CAA credit card charges in the amount of \$7032.63 and the open charge accounts.

The committee reviewed the HRA credit card charges of \$763.50 and the open charge accounts.

The committee reviewed the October CAA Accounts Payable Schedule and **THEY WERE APPROVED WITH A MOTION FROM TOM LIPPENS, SECONDED BY OMER DORAN; MOTION CARRIED.**

The committee reviewed the October HRA Accounts Payable Schedules and **THEY WERE APPROVED WITH A MOTION FROM BERNIE LANG, SECONDED BY OMER DORAN; MOTION CARRIED.**

Finance Director Kris Thibeault reviewed the October monthly reports with the committee.

As the committee was notified previously, we have been extremely displeased with the lack of assistance we've received in ACA compliance, timeliness of plan information, etc. from our current agent. The Executive Director informed the members that a staff committee has reviewed information/presentations from 44 North, Garceau Insurance and VAST and recommends we change from Taylor, Lord, Hughes to VAST as our agent of record for our health insurance. Members were given a copy of the score sheet that helped staff in making this recommendation. **(see attachment 1)** Additionally, Dickinson-Iron and Alger-Marquette Community Action Agency's both use VAST and highly recommend them. **TOM LIPPENS MOVED TO APPROVE VAST AS OUR AGENT OF RECORD FOR OUR HEALTH INSURANCE, SECONDED BY OMER DORAN; MOTION CARRIED.** Julie indicated she will send a letter to our current agent notifying them of the change and thanking them for their service over the years.

The committee was reminded that the wage for the senior citizen chartered employees was postponed until further investigation to determine the feasibility of a wage increase. In light of the minimum was being increased to \$8.50 on January 1st and to help hire and retain staff, it is recommended that the following chart be revised and wage increase made retroactive to January 1st. **(see attachment 2)** **BERNIE LANG MOVED TO RECOMMEND TO THE FULL BOARD ADOPTION OF THE WAGE CHART TO BE EFFECTIVE JANUARY 1, 2016, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.**

Other Business: A discussion ensued on the suggested donation for the Nutrition meal and whether we should consider increasing it. This will be brought up with Sally Kidd, Senior Services Director.

The next meeting will be at 11:00 a.m. on Thursday, January 7th (same as the board day).

The meeting adjourned at 12:18 **WITH A MOTION FROM OMER DORAN, SUPPORTED BY TOM LIPPENS; MOTION CARRIED.**

GROUP BENEFITS ADMINISTRATION						
Agency Scorecard						
	44 North	44 North Fees	VAST	VAST Fees	Garceau	Garceau Fees
Health Insurance options reviewed with agency						
ACA Compliance Assistance	Yes	Yes	Yes	No	No	
Assistance with year end 1094 and 1095 forms	Yes	Yes	Yes-instruct	No	No	
Service to agency						
Meetings w administration	Yes		Yes		Yes	
Meetings w employee	Yes		Yes		Yes	
Enrollment of Employees	Portal	Yes	Portal		SBAM	
Open enrollment process	Yes	Yes	Yes	No	Yes	
Agent Certifications include PPACA	Yes		Yes		Yes	
Retained legal counsel	Yes		Yes		No	
Fee structure for services						
purchase health insurance						
HRA/HSA/FSA	Commission		Commission		Commission	
teledoc - healthE MD	For fees		For Fees		For Fees	
Legal Support	Yes		No		No	
Assist with look back periods	Yes		Yes		No	
COBRA Administration	Yes	Yes	Yes	No	No	
Other:						
Day to day claim assistance	Yes		Yes		Yes	
Online employee/employer portal	Yes		Yes		No	
Monthly educational webinars/educational tool	Yes		Yes		No	
Assistance w/Commonly Controlled issue	Yes		Yes		Yes	
Knowledge of non-profit needs	Yes		Yes		Some	
References - local	Yes		Yes		Yes	
Other:						

SENIOR SERVICES PROGRAM WAGE CHART Proposed '16 thru '18											
	Entry	90-day	180-day	1-year	2-year	5-year	8-year	10-year	15+ years		
LEVEL I	8.25			8.4	8.5	8.75	9	9.25	9.5		
Kitchen Aide, Center Aide, Janitor											
Jan. 2016	8.5	8.65	8.75	9	9.25	9.5					
Jan. 2017	8.9	9	9.25	9.4	9.6	9.75					
Jan. 2018	9.25	9.4	9.6	9.75	9.85	10					
LEVEL II	8.5	8.65		8.8	9	9.25	9.5	9.75	10		
HA Aide, Meal Runner, Prep Cook, ADC Aide											
Jan. 2016	9	9.15	9.25	9.5	9.75	10					
Jan. 2017	9.25	9.4	9.6	9.75	10.00	10.25					
Jan. 2018	9.5	9.75	9.9	10.20	10.35	10.5					
LEVEL III	8.75	9		9.25	9.5	9.75	10	10.25	10.5		
Ass't Cook, Bus Driver, Center Ass't											
Jan. 2016	9.25	9.5	9.75	10	10.25	10.50					
Jan. 2017	9.5	9.75	10	10.25	10.5	10.75					
Jan. 2018	9.75	10	10.25	10.5	10.75	11					
LEVEL IV	9.5	9.75	10	10.25	10.5	10.75	11	11.25			
Personal Care Aides											
Jan. 2016	9.5	9.75	10	10.25	10.5	10.75					
Jan. 2017	9.75	10	10.25	10.5	10.75	11					
Jan. 2018	10	10.25	10.5	10.75	11	11.25					

THE FINANCE COMMITTEE HAS REVIEWED THE OCTOBER 2015 ACCOUNTS PAYABLE SCHEDULES FOR MDS COMMUNITY ACTION AGENCY. WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

HEAD START	\$	291,252
EARLY HEAD START		88,038
EARLY-ON CHILDHOOD		598
GSRP		35,509
ASSET & LIABILITY ACCOUNTS		30,451

TOTAL	\$	445,847
-------	----	---------

SIGNED *Susan E. Kleibamp*
(TREASURER)

DATE 12-8-2015

THE FINANCE COMMITTEE HAS REVIEWED THE OCTOBER 2015 ACCOUNTS PAYABLE SCHEDULES FOR HUMAN RESOURCES AUTHORITY. WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

SENIOR CITIZENS	\$	186,936
VOLUNTEER PROGRAMS		57,083
NUTRITION		115,800
STATE & LOCAL PROGRAMS		140,127
ENERGY AND HOUSING		24,807
ASSET & LIABILITY ACCOUNTS		141,484
TOTAL	\$	666,239

SIGNED *Susan E. Klakamp*
(TREASURER)

DATE 12-8-2015

FINANCE COMMITTEE MEETING
Thursday, January 7, 2016
11:30 a.m.

A-6

MINUTES

The following were present: Omer Doran, Susan Kleikamp, Tom Lippens, Bernie Lang, John Stapleton, Karen Wigand, Julie Moberg, Kris Thibeault, Cathy Pearson

The committee reviewed the CAA credit card charges for \$3,594.87. The open charge accounts for November were tabled until the February meeting.

The committee reviewed the November CAA Accounts Payable Schedule and **IT WAS APPROVED WITH A MOTION FROM OMER DORAN, SECONDED BY JOHN STAPLETON; MOTION CARRIED.**

Members reviewed the HRA credit card charges for \$3598.20. The open charge accounts for November were tabled until the February Finance meeting.

The members also reviewed the November HRA Accounts Payable Schedules and **THEY WERE APPROVED WITH A MOTION FROM JOHN STAPLETON, SUPPORTED BY TOM LIPPENS; MOTION CARRIED.**

Members were reminded that at the December Finance Committee meeting the Committee moved to recommend to the full board that the Senior Citizen chartered positions be given raises effective 1/4/16. This will be brought before the full board at today's meeting.

Finance Director Kris Thibeault reviewed the November finance reports and the new agency-wide budget. Kris explained that part of the Uniform Guidance is that we give the board an agency-wide budget annually.

Other Business: John Stapleton suggested that staff check on getting gas for our vehicles through the Road Commission as we are a private, non-profit and it would bring considerable savings.

The committee was informed that the Personnel Committee has determined that Julie be taken off probation (6 months) and paid \$3,500 over the remaining 6 months as outlined in her engagement agreement. (This is essentially to cover the match she technically is not eligible for until one year of employment).

The Executive Director reported that the Head Start Impasse Policy we currently have needs to be revised as we are no longer required to proceed to arbitration if there is a decision that the board makes that Policy Council does not agree with. This will be revised and brought before the full board.

The next Finance Committee meeting will be on Wed., February 10th at 11:00 a.m.

There being no further business **THE MEETING ADJOURNED AT 12:15 p.m. WITH A MOTION FROM TOM LIPPENS, SECONDED BY JOHN STAPLETON; MOTION CARRIED.**

A7

THE FINANCE COMMITTEE HAS REVIEWED THE NOVEMBER 2015 ACCOUNTS PAYABLE SCHEDULES FOR MDS COMMUNITY ACTION AGENCY. WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

HEAD START	\$	201,119
EARLY HEAD START		74,747
EARLY-ON CHILDHOOD		431
GSRP		25,887
ASSET & LIABILITY ACCOUNTS		27,925
TOTAL	\$	330,109

SIGNED *Susan E. Kleibonig*
(TREASURER)

DATE 1-7-2016

A-8

THE FINANCE COMMITTEE HAS REVIEWED THE NOVEMBER 2015 ACCOUNTS PAYABLE SCHEDULES FOR HUMAN RESOURCES AUTHORITY. WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

<u>SENIOR CITIZENS</u>	<u>\$</u>	<u>128,334</u>
<u>VOLUNTEER PROGRAMS</u>		<u>41,367</u>
<u>NUTRITION</u>		<u>120,420</u>
<u>STATE & LOCAL PROGRAMS</u>		<u>124,587</u>
<u>ENERGY AND HOUSING</u>		<u>21,358</u>
<u>ASSET & LIABILITY ACCOUNTS</u>		<u>45,909</u>
TOTAL	\$	<u>481,976</u>

SIGNED *Sharon E. Kleibomp*
(TREASURER)

DATE 1-7-2016

NOMINATING COMMITTEE MEETING
Thursday, January 7, 2016
10:30 a.m.

MINUTES

The meeting began at 10:30 with the following present: Omer Doran, Clyde Thoune, Myra Croasdell, Karen Wigand, Julie Moberg and Cathy Pearson. Dave Anthony, excused

The committee reviewed the three vacancies. It was noted that although Brittany Gustafson lives in Escanaba she is representing the Early Childhood Program for all three counties. We always must maintain **at least one third consumer sector representation**. This means we need at least one more consumer rep in Menominee or Schoolcraft County. We need at least one more Private Sector representative for Menominee and/or Schoolcraft County. We have three vacancies though.

The members were mailed applications from two people interested in serving on the board. One is from Dan LaFoille who served on the board for several years and the other is from Andrea Raygo who works for the Bay Area Medical Center. Mr. LaFoille could fill the Schoolcraft Private Sector vacancy and Ms. Raygo the Menominee Consumer Sector vacancy. The committee suggested that staff check on Ms. Raygo's availability to attend our meetings and see if any of our staff know her. **Clyde Thoune moved to table her appointment until staff can gather more information, seconded by Omer Doran; motion carried.**

The question arose as to whether or not we do background checks on potential board members and it was noted that currently we do not. After discussion **Omer Doran moved to recommend to the board that a background check be done on new board members, seconded by Myra Croasdell; motion carried.**

Omer Doran moved to recommend that the board reappoint Dan LaFoille to the Governing Board representing the Private Sector of Schoolcraft County, seconded by Myra Croasdell; motion carried.

Staff will check with the Foster Grandparent, Early Childhood and Client Services Programs to see if there are any recommendations to fill the other vacancy in Schoolcraft County.

Members were reminded that with the resignation of Susan Phillips we do not have anyone named as Secretary. Omer volunteered to fill the Secretary position at least until the July election and **this was approved with a motion from Myra Croasdell, supported by Clyde Thoune; motion carried – to recommend to the full board.**

There being no other business the meeting adjourned at 11:06 **with a motion from Omer Doran, seconded by Myra Croasdell; motion carried.**

*Menominee-Delta-Schoolcraft
Human Resources Authority*

GOVERNING BOARD MEETING
Thursday, January 7, 2016
12:45 p.m. (EST)
511 First Ave. No., Escanaba

MINUTES

The meeting was called to order at 1:06 p.m. by Chair Karen Wigand. A quorum was noted with the following present:

MEMBERS PRESENT

Omer Doran, Schoolcraft
Myra Croasdell, Delta
Clyde Thoune, Menominee
Bernie Lang, Menominee
Susan Kleikamp, Menominee
Karen Wigand, Delta
David Moyle, Delta
Craig Reiter, Schoolcraft
Lee Robbert, Schoolcraft
John Stapleton, Schoolcraft
Tom Lippens, Delta
Geri Nelson, Delta
Ken Penokie, Delta

OTHERS PRESENT

Julie Moberg, Executive Director
Cathy Pearson, Executive Assistant
Theresa Nelson, RSVP Director
Myra Heslip, ECP Director
Connie Maule, SCP Director
Peggy Ramsden, FGP Director
Joe Dehlin, Weatherization Director
Sally Kidd, Senior Services Director
Kris Thibeault, Finance Director

MEMBERS ABSENT

Dave Anthony, excused
Brittany Gustafson

APPROVAL OF NOVEMBER 12, 2015 GOVERNING BOARD MINUTES

Members received a copy of the November 12, 2015 Governing Board minutes for their review. There were no questions and ***THEY WERE APPROVED WITH A MOTION FROM DAVE MOYLE, SECONDED BY JOHN STAPLETON; MOTION CARRIED.***

FINANCE COMMITTEE REPORT

The chair called on Treasurer Susan Kleikamp who reported that the Finance Committee met on 12/8/15 & 1/7/16 and reviewed and recommends approval of the October and November HRA Accounts Payable Schedules. ***CRAIG REITER MOVED TO APPROVE THE CAA OCT. & NOV. ACCOUNTS PAYABLE SCHEDULES, SECONDED BY CLYDE THOUNE; MOTION CARRIED.*** The committee was also provided with an agency-wide budget as required that the board must approve annually. ***DAVE MOYLE MOVED TO APPROVE THE AGENCY WIDE BUDGET FOR 2015-16, SECONDED BY TOM LIPPENS; MOTION CARRIED.*** The committee also recommends approval of an increase for Senior Citizen chartered position effective 1/4/2016. ***JOHN STAPLETON MOTIONED TO APPROVE THE INCREASE IN THE SENIOR CITIZEN CHARTED POSITIONS AS PRESENTED, SUPPORTED BY DAVE MOYLE; MOTION CARRIED. THE FINANCE COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM CRAIG REITER, SUPPORTED BY TOM LIPPENS; MOTION CARRIED. (see attachments A 1-8)***

NOMINATING COMMITTEE REPORT

Ms. Wigand called on Myra Croasdell who reported that the Nominating Committee met today to discuss filling the three vacancies that we have on the board. Two applications have been received; one from Andrea Raygo which the committee would like to table until staff can gather more information. The second was from Dan LaFoille and the committee recommends his appointment to fill a vacancy in the Private Sector of Schoolcraft County. **CRAIG REITER MOVED TO APPROVE THE APPOINTMENT OF DAN LAFOILLE IN THE SCHOOLCRAFT COUNTY PRIVATE SECTOR, SECONDED BY JOHN STAPLETON; MOTION CARRIED.** The committee also recommends that Omer Doran fill the remainder of Susan Phillip's term as Secretary and there was consensus of the board. The committee also recommends that a simple background check be done for new board members to ensure they are not on any sex offender registries or have any felonies. **JOHN STAPLETON MOVED TO APPROVE THE MANDATE FOR BACKGROUND CHECKS FOR NEW BOARD MEMBERS, SUPPORTED BY KEN PENOKIE; MOTION CARRIED.** Staff will check with our various programs to see if there are any suggestions for filling the other Consumer Sector vacancy in Schoolcraft County. **OMER DORAN MOVED TO ACCEPT THE NOMINATING COMMITTEE REPORT, SECONDED BY CLYDE THOUNE; MOTION CARRIED. (see attachment "B")**

PERSONNEL COMMITTEE REPORT

The Chair called on Geri Nelson who reported that the committee met on 12/30/16 to review the Executive Director's performance for the six months. The committee recommends that Julie Moberg be taken off probationary status as Executive Director effective 1/6/16. **CRAIG REITER MOVED TO ACCEPT THE PERSONNEL COMMITTEE REPORT, SUSAN KLEIKAMP SUPPORTED THE MOTION; MOTION CARRIED.**

APPROVAL OF STRATEGIC PLAN

Members were mailed a copy of the Strategic Plan and Julie Moberg explained that the plan is for 3-5 years and will be reviewed quarterly by staff to ensure that targets are being worked on/met. The members noted that since the plan is just being approved today it should say 2016 rather than 2015. **CRAIG REITER MOVED TO APPROVE THE 2016 STRATEGIC PLAN, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.**

ACCEPTANCE OF PROGRAM MONTHLY REPORTS

Members were given copies of the FGP, SCP and Weatherization Program reports for their review and **THEY WERE ACCEPTED WITH A MOTION FROM JOHN STAPLETON, SECONDED BY OMER DORAN; MOTION CARRIED.**

ACCEPTANCE OF ADVISORY COMMITTEE MINUTES

Members were mailed copies of the following Advisory Committee minutes for their review:

- 11/5/15 (Schoolcraft) & 12/4/15 (Delta) FGP Advisory Committee minutes

HRA Governing Board Minutes

Thursday, January 7, 2016

Page 3

- 11/3/15 (Menominee), 12/9/15 (Schoolcraft) & 12/17/15 (Delta) SCP Advisory Committee minutes
- 11/20/15 (M/M) & 11/19/15 (Delta) RSVP Advisory Committee minutes

There were no questions and **THEY WERE ACCEPTED WITH A MOTION FROM CLYDE THOUNE, SECONDED BY GERI NELSON; MOTION CARRIED.**

AUTHORIZATION TO SUBMIT RSVP 3-YEAR REFUNDING APPLICATION – FEDERAL

Members were notified that the board needs to authorize staff to submit the RSVP 3 year federal funding application – **THIS WAS DONE WITH A MOTION FROM CRAIG REITER, SECONDED BY TOM LIPPENS; MOTION CARRIED.**

ACCEPTANCE OF LIHEAP TECHNICAL WEATHERIZATION MONITORING REPORT DATED 1/5/16

Members were mailed a copy of the LIHEAP Technical Weatherization Monitoring Report dated 1/5/16 **AND IT WAS ACCEPTED WITH A MOTION FROM SUSAN KLEIKAMP, SUPPORTED BY MYRA CROADELL; MOTION CARRIED.**

EXECUTIVE DIRECTOR'S REPORT

Chair Wigand called on Julie Moberg who reported that we have contracted with VAST as our insurance agent of record and they will assist with our ACA compliance, health insurance and eventually COBRA administration.

She informed the board that we are waiting for the Request for Proposal for Weatherization providers that will be for a ten year period.

Theresa Nelson, long-time employee and RSVP Director has announced her formal retirement effective May 15, 2016. We have posted the position so that Theresa has ample time to train a new person.

The Perspectives Adult Day Care Program has been moved to the new Memory Care Center behind the Bishop Noa Home. The facility is beautiful and we would like to hold an upcoming board meeting there so that our members can see it.

Our agency will be participating in a Business After Hours on February 11th at the North Woods Assisted Living Facility by the Escanaba High School from 4:30-7:00. We encourage all board members to come by and see us.

Julie reminded the board that plans are underway for Walk for Warmth and she called on Cathy Pearson for an update. Cathy announced that the walks will be held on Saturday, February 27, 2016 in Escanaba, Menominee and Manistique. Since this is our agency's major fund-raiser board members are strongly encouraged to support it any way they can. Menominee will be holding Brats for Breakfast again on Fat Tuesday, February 9th and Escanaba will be having their Big Brat Sale on

Thursday, February 18th. All of our sponsors are on board and we're looking forward to another successful campaign.

The members were informed that we are required to hold board training on a regular basis, therefore she would like to begin doing so at each board meeting starting in March. The training part will be for about 10 minutes on various topics that the board needs to stay abreast of. **CRAIG REITER MOTIONED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, SECONDED BY LEE ROBBERT; MOTION CARRIED.**

PUBLIC COMMENT/OTHER BUSINESS

There were no public comments or other business.

ADJOURNMENT

There being no further business **THE MEETING ADJOURNED AT 1:40 p.m. WITH A MOTION FROM DAVE MOYLE, SECONDED BY OMER DORAN; MOTION CARRIED.**

The Next Meeting is Thursday, March 10, 2016

Menominee County Personnel Committee
Minutes of Meeting
February 4, 2016

*****Approved 3.11.16*****

The Personnel Committee met on February 4, 2016 at 10:00 AM at the Menominee County Courthouse, Administrative Office.

Others present at the meeting were Brian Bousley, Sherry DuPont, Diane Lesperance, & Marc Kleiman, Larry Schei.

Call Meeting to order: Chairperson Furlong called the meeting to order at 10:00 AM.

Pledge of Allegiance: The Pledge of Allegiance was recited

Roll Call: Roll call was taken; all Personnel Committee Commissioners are present.

Agenda was approved by Com. Williams and supported by Com. Lang to approve the agenda as written. Motion approved 4/0.

Previous Meeting minutes: Previous minutes from 10.14.2015 were approved. Moved by Com. Piche and seconded by Com. Williams 4/0.

Public Comment: None

Business:

- a. **Additional Airport lineman position:** **Bousley:** I'd like to have Larry jump in here where possible. **Furlong:** No, then we'd have a quorum of the board in discussion. **Bousley:** OK, basically the big thing out there is Jeff is the only one we have out there full time. We do have Gary out there at 25 hrs/wk. If you remember last fall we had to pay out Jeff's vacation because there is no one out there if he was to take vacation. We're in the same boat right now. There's no one out there to replace him if he were to take any time off. Jeff has a license for the fuel thing, Gary does not have those. So Jeff can take a day or two off, but he has to come in to do the fuel tests twice a week. If anything were to happen to Jeff, we would be in a world of hurt. **Williams:** Is Gary willing to get those certifications? **Bousley:** Last time I talked to him he said he would be willing to. The "B" (certification) isn't so bad, the "A" is very difficult. He only needs a "B". **Lang:** You talk about Jeff not having any fall back. I think the problem is more serious than that. Do they actually have enough manpower to perform all of the duties out there? **Bousley:** Right now they do, but it's Jeff going full board every day. **Lang:** I think we're asking more of him than we should. **Williams:** Hence the conversation here. **Bousley:** That's why I think another full time person out there would at least give some ease for him. I don't want him to get burnt out, ever. If we lose him, we lose 30 some years of operations out there. Yes, Gary does know some of the stuff, but Jeff knows all of it. **Williams:** How's Jeff feel about doing the administrative stuff? **Bousley:** He works with Sherry and myself, he seems to be handling it. He does what needs to be done. I talked to him about another full time person. He said it'll take him anywhere from 6 to 9 months to train this person. And between the three of us, we can still do the administrative things that need to be done. **Piche:** How's Charlie's feelings on this? **Bousley:** I haven't asked Charlie. At the last meeting we talked about a manager position. I didn't bring up another full time lineman position. The committee thought it was premature to hire a manager, because we aren't sure where the manager would fit into everything. **Furlong:** I talked to Larry over

the phone last week; I talked to Brian. I have limited knowledge, I used to be on the airport commission a few years ago, now obviously everything has changed. With the change of administration out there, I really don't feel there's a need for an airport manager. That airport manager was paid \$20/hr. for 20 hrs/wk doing what Jeff, Brian and Sherry are doing right now. In the past we looked at PT people out there at the airport. We did hire a few good people but they've got families to feed, they need more than PT. I feel we should hire a full time lineman. Then we would have a PT lineman in Jeff because the other part of his time he would be doing administrative stuff. If something should happen to Jeff tomorrow, we don't have someone there that can run the airport. We should hire a full time lineman, get him/her trained. I think it would be beneficial to the airport and also the county to have someone there. **Williams/Lang:** I 100% agree with you James. I think it's a good way to go. Solves a lot of issues and as long as the three of you are ok to do the administrative things. **DuPont:** Are we talking about adding another full time, so we have two full time and a part time person? **Furlong:** I would eliminate the PT person and have two full time people out there. If the part time person meets the job requirements and is capable of doing all duties out there, he can apply. I don't think we need two full time plus the part time person. **Bousley:** We just have to work the numbers on this to see what it will cost. **Furlong:** I recommend a motion be made from the personnel committee to approve hiring a full time lineman at the airport eliminating the part time manager position and the part time lineman position. And the recommendation be forwarded to the finance committee for approval. **Williams:** I so move. **Piche:** the only hesitation I have with it is, is it Charlie's thought also? He's a part of the airport committee. **Furlong:** Correct. The only reason this is on the table right now is because of a conversation I had with Larry, the chairman of the airport committee. **Williams:** I don't think Charlie will opposed to this at all anyway. I would be willing to commit to the motion. Support by Com. Lang. 4/0

- b. **Deputy Clerk Position New Hire Pay Rate:** **Kleiman:** My deputy court clerk took the probate court clerk's position. I hired Dawn Brazeau. She is bringing nearly 25 years of experience as a paralegal and she spent some time as a court clerk in WI. The courthouse contract states with board approval we can start someone at a step three instead of a step one. The money is budgeted for a step 3 & 4, with Dawn's experience, I ask that we start her at a step 3. **Furlong:** So the person that left was at a step 3 going to step 4, and that's already been budgeted? **Kleiman:** Correct. **Furlong:** Ok so she's gone and you're bringing in this new person with 25 years of experience, and you want to start her at a step 3. **Kleiman:** Correct. **Furlong:** That's a negative impact on the budget. **Kleiman:** No negative impact on the budget. **Piche:** And she fits into the study? She's qualified? **Kleiman:** She's more than qualified. **Furlong:** I don't have a problem with it. I also like the letter from Marc articulating what he is looking for and citing our board rules. **Lang** moves to forward Marc's request to the County Board to pay this new employee at a step 3, supported by **Williams.** 4/0
- c. **County Administrator Evaluation and Contract discussion:** **Bousley:** We have the evaluation that we've used in here. I haven't had one in quite a while. It's time to hand this out to all coms. and have them fill it out and then bring back to the personnel committee to discuss. **Furlong:** That would be my recommendation looking at this. The last time we evaluated was a couple of years ago. It was done by the personnel committee and a lot of the other board members were a little put out that they didn't have an opportunity to evaluate, so coming into this meeting, my recommendation would be to give this evaluation to all of the County Commissioners on Tuesday and have them bring it back by/at the next county board meeting. Then we as the personnel committee compile all of the numbers and see where Brian fits in. **Piche:** I have a problem with that, in all of the county board members asking the questions and doing the interview. I have a problem with that, it's bringing back the micromanagement of the personnel committee. Essentially it would have to be a full board meeting. **Furlong:** Right it would have to be a committee of the whole. **Piche:** To me that can go real sour if one commissioner has a real problem with Brian. **Furlong:** OK, we'll hand out the evaluations and once you get all of the numbers compiled Sherry, you can call a personnel committee meeting to

discuss Brian's evaluation. In the meantime, Brian if you have thoughts on your contract, you might want to talk about that at the next meeting.

Public Comment: None

Commissioner Comment: Williams: It's a beautiful day, let's get out there and enjoy it.

Adjourn: Moved by Com. Williams supported by Com. Piche to adjourn the meeting at 10:20 A.M.
Motion approved 4/0.

MENOMINEE COUNTY LIBRARY BOARD

Minutes February 16, 2016

Approved 3/15/16

K. McNeely called the regular meeting of the Menominee County Library Board to order at 11:05 AM TUESDAY- February 16, 2016

Present: J. Bejgrowicz, J. Freis, K McNeely, M. Fagan, C. Peterson and Commissioner L. Schei.

K. McNeely turned the meeting over to A. Winnicki to begin the reorganizational meeting.

A. Winnicki opened the floor for nominations for Library Board Chair.

J. Bejgrowicz nominated K. McNeely and J. Freis nominated C. Peterson. A roll call vote was taken and C. Peterson was elected Chairman of the Library Board.

A. Winnicki turned the meeting over to C. Peterson.

C. Peterson opened the floor for nominations for Vice President. M. Fagan nominated J. Freis seconded by J. Bejgrowicz, as there were no other nominations a vote was taken and J. Freis was elected Vice-Chair.

No public present.

K. McNeely moved to approve the minutes from the January 19, 2016 Meeting, seconded by M. Fagan, motion carried.

J. Bejgrowicz moved to approve of January Financial Report, seconded by M. Fagan, motion carried.

J. Bejgrowicz moved to approve the February bills, seconded by J. Freis, motion carried.

Director's Report

- A. Working on increasing promotion of Story times. The Valentine "make and take" was successful.
- B. Bookmobile went in for a replacement injector tube and oil change both for vehicle and for generator.
- C. Jennifer Him the new Bookmobile assistant made her first solo run and it went very well.
- D. Amanda is presenting a workshop for the Rural Library Conference on Mackinac Island in May.
- E. Pat Cheski submitted a written report on the Superiorland Library Cooperative, as she is now on the board for that organization.

Old Business

- A. Sally Harris will be honored by the Menominee County Board at the Tuesday February 23, 2016 meeting
- B. Library Facebook page is up and we have better than 100 "likes" so far. Page will help promote library programming and resources.

New Business

- A. Library Board Meeting Schedule for 2016 and 2017 was discussed it will remain the 3rd Tuesday at 11:00AM – Motion M. Fagan seconded by J. Bejgrowicz. Approved

Public Participation – no public present.

As there was no further business M. Fagan moved to adjourn the meeting, seconded by J. Bejgrowicz, motion carried. Meeting adjourned at 11:35.

Submitted by:

Amanda Winnicki, Library Director

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Regular Meeting

MINUTES

715 Pyle Drive, Kingsford, MI

February 25, 2016 - 4:00 p.m.

CALL TO ORDER/ROLL CALL:

Joan Luhtanen, Chairperson, called the meeting to order at 4:00 p.m. Cindy Adrian, Administrative Assistant, conducted the roll call.

<u>MEMBERS</u>	<u>Present</u>	<u>Excused</u> <u>Absent</u>	<u>Absent</u>	<u>MEMBERS</u>	<u>Present</u>	<u>Excused</u> <u>Absent</u>	<u>Absent</u>
DeDie, William		X		Negro, Mari	X (4:02p.m.)		
Dehn, Janet	X*			Nelson, John		X	
Freeman, Peggy	X			Peretto, Patti	X		
Hofer, Millie	X			Phillips, Patricia		X	
Luhtanen, Joan	X			Spence, Christine	X		
Martin, Ann	X			Zevitz, Michael, Dr.	X (4:02 p.m)		

*video television conference from the Northpointe Menominee office

REPRESENTING ADMINISTRATION: J. McCarty, B. Adrian, C. Adrian

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

PUBLIC COMMENTS - No public comments

M. Negro & M. Zevitz - present at 4:02 p.m.

APPROVAL OR AMEND AGENDA

Chair Luhtanen asked for approval or amendment of agenda.

Joan Luhtanen asked that the agenda be amended to add under Presentation: 2015 Annual Submission (from Miscellaneous). Millie Hofer asked that agenda be amended to add under New Business: d) NorthCare Network Policy.

ACTION: Moved to approve the amended agenda as presented.

Motion by: A. Martin, supported by M. Hofer to approve the amended agenda. **Motion carried unanimously.**

APPROVAL OF REGULAR BOARD MEETING MINTUES

Chair Luhtanen asked for a motion to approve the February 11, 2016 regular Board meeting minutes.

ACTION: Moved to approve the regular Board meeting minutes as presented.

Motion by: A. Martin, supported by J. Dehn to approve the minutes. **Motion carried unanimously.**

PRESENTATION

- 2015 Annual Submission

Jennifer McCarty reviewed with the Board the 2015 Annual Submission. This is a detailed report that is required by contract to be submitted to the State annually and is due by February 29, 2016. Review and discussion occurred.

ACTION ITEMS

- Applications for Vacancies on the Stakeholder Advisory Committee
ACTION: A motion was made by M. Hofer supported by P. Freeman to appoint the following applicants - Harry Groulx, Darlene Hehn, Gerald McCole, Fumiko McLain and Joanne Morin to the Stakeholder Advisory Committee. **Motion carried unanimously.**
- 2015 Board Member Attendance
ACTION: A motion was made by M. Hofer supported by M. Negro to approve the 2015 Board Member Attendance to be submitted to the County Boards. **Motion carried unanimously.**

Jennifer McCarty conducted New Business as follows:

NEW BUSINESS (Discussion only)

• **Finance**

a) Check Disbursement Report-January, 2016

No questions regarding the check disbursement report. No discussion. Consensus of the Board is that this item will move forward to the next meeting for approval.

Outcome: Action item for next month

b) Financial Statement-January, 2016

No questions regarding the financial statement. No discussion.

Consensus of the Board is that this item will move forward to the next meeting for approval.

Outcome: Action item for next month

c) Contracts-February, 2016

#	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate	Change
A.	Michael and Christine Bachland	Respite	5/1/16-4/30/17	\$130.40/diem	\$136.00/diem	\$5.60/diem
This is a renewal agreement. This change is due to an increase in minimum wage.						
B.	Dale Schmeisser	Dietician	5/1/16-4/30/17	\$50.00/hr.	Same	n/a
This is a renewal agreement for dietary services for our homes and consultation to outpatient for a maximum of 44 hours per month.						
C.	Whispering Pines	Powers Lease	5/1/16-4/30/17	\$850.00/mo.	Same	n/a
Renewal of the lease of the Powers offices.						

Consensus of the Board is that the contracts will move forward to the next meeting for approval.

Outcome: Action item for next month

d) NorthCare Network Policy

M. Hofer asked for clarification of the policy. This is a NorthCare policy that was given to Board members for informational purposes regarding the Stakeholder Committee.

• **CEO Evaluation Form**

Board members were provided examples of other CEO performance reviews for informational purposes. Consensus of the board is for CEO Evaluation form to continue for discussion after Board members have time to review all information presented.

Outcome: Discussion item next month

M. Hofer left meeting at 5:00 p.m.

• **CEO Report**

Updates from Jennifer McCarty:

- The Survey Development Team has met and has compiled a list of draft survey questions for the Ad Hoc Committee to review.
- The Board Secretary position was declined by the selected candidate. Another applicant has been offered the position and we are awaiting her acceptance.
- Grant Opportunities - There is currently grant opportunity for NorthCare to assist with cost of services (transportation to/from hospitals). Another grant opportunity available for CMH's is for integrated health care of \$150,000 for a 2 year grant period. Reviewed list of added services that could be provided. Also grant opportunity for the Drop In Center to be eligible for up to \$5000 to assist with promoting health and wellness. Deadline for submission of the grants is March 9, 2016. Discussion ensued.

ACTION: A motion was made by M. Negro supported by P. Freeman to move Grant Opportunities to an action item.

ROLL CALL VOTE:

MEMBERS	YES	NO	MEMBERS	YES	NO
Dehn, Janet	X		Negro, Mari	X	
Freeman, Peggy	X		Peretto, Patti	X	
Luhtanen, Joan	X		Spence, Chris	X	
Martin, Ann	X		Zevitz, Michael Dr.	X	

Motion carried unanimously.

ACTION: A motion was made by P. Freeman supported by J. Dehn to authorize administration to apply for grants for Integrated Health Care Initiatives and Drop In Center.

ROLL CALL VOTE:

MEMBERS	YES	NO	MEMBERS	YES	NO
Dehn, Janet	X		Negro, Mari	X	
Freeman, Peggy	X		Peretto, Patti	X	
Luhtanen, Joan	X		Spence, Chris	X	
Martin, Ann	X		Zevitz, Michael Dr.	X	

Motion carried unanimously.

C. Spence - left meeting at 5:20 p.m.

- Regional and State: Statewide survey is being completed of CMH's regarding nicotine dependence programs/services and tobacco free campus policies. Discussion ensued. Board requested information to be gathered from other CMH's and the hospital's policy on this and review possible savings regarding health insurance.

P. Peretto - left meeting at 5:40 p.m.

- FY 17 Executive Budget Proposal released. Summary was reviewed and discussion ensued.

Joan Luhtanen, Chairperson, assumed the Chairperson position.

MISCELLANEOUS BOARD/COMMITTEE REPORTS

- 2016 MACMHB Legislative and Policy Priorities - Informational

PUBLIC COMMENTS - No public comments

BOARD COMMENT

ADJOURN

A motion was made by P. Freeman, supported by M. Negro to adjourn the meeting. **Motion carried unanimously.**

Meeting adjourned at 5:55 p.m.

The next regular Board meeting is scheduled for Thursday, March 10, 2016 in Kingsford, Michigan at 4:00 p.m.

Joan Luhtanen, Chairperson

Mari Negro, Secretary

Cindy Adrian, Administrative Assistant

MAC CONFERENCE

LANSING, FEBRUARY 29 – MARCH 2

We arrived in time for the first educational session. I attended "Heroin Epidemic: How Should Counties Respond". They discussed pain killers (prescription) and heroin (non-prescription), and gave each a rating of 1-5, based on the probability for abuse, 1 being the highest probability. They include prescription drugs such as Vicodin (Sch. 2) Tylenol with Codeine and Ambien (Schedule 3) and aspirin (schedule 5) They discussed the fact that doctors are prescribing more and more opioids, and that 80% of the opioids are consumed in the United States. When the pain killers are prescribed for too long a period of time, addiction occurs. Michigan had 10th highest overdose rate in the US in 2016, and that socioeconomic status was not an indicator of drug dependence. Flint and Port Huron have the highest rates, and in the UP, Marquette and Chippewa Counties have the highest rates. The average age of drug dependency starts at 15 to 18 years old. The younger one starts on additives, the more likely addiction is to occur. Heroin is a non-prescription opioid which is less expensive, and once access to prescription opioids ceases, addicts turn to Heroin. Long-term opioid use changes the inner brain making the person more likely to crave them. It becomes a middle-brain disease.

One of the major problems is use of prescription opioids by people who were not prescribed them. Sometimes kids have "Pharm Parties". Education of family members to lock up their prescriptions, an proper disposal (to Sheriff's Departments) is recommended. A national education campaign to lock up on monitoring, securing, and disposing of these drugs is ongoing.

Treatment includes behavioral counseling, continuing management, and using drugs such and methadone. But the problem needs to be addressed by the counties. A cadre of professionals coordinate strategies using a multidisciplinary team. Three goals of the team are awareness, physician education, and sustainable coalition with bimonthly meetings.

Judge Hon. William Baillargeon from Allegan Co. discussed drug courts and veteran courts, which are treatment oriented, and may provide community services. Rep. Andy Schor, discussed regulatory reform which included more training for MD's, more interchange between all agencies across the state, a map system for doctor and pharmacy shopping, public awareness campaign, allowing meloxicam to become an over-the-counter drug, good Samaritan laws for reporting OD's, insurance coverage, treatment courts, and regulation reform.

In the morning plenary session, Lt. Gov. Brian Calley talked about Section 298, community mental health, siting a need for more money to services for communities for mental health and more independence and self-determination for mentally ill.

Calley also discussed progress in the Flint Water Crisis, stating that currently, they were using orthophosphate to recast the pipes. He discussed the original problem—Detroit Water System significantly raising the price of piping water to Flint, and the city council's decision to tap into the highly corrosive water of the Flint River. When additives were added to the water to correct the water, they corroded the interior buildup on the water pipes, releasing lead. Solutions discussed were replacing the pipes, many of which are unmapped, adding calcium, iron, and vitamin C to the diets of residents, and special education/ early on treatment, for youth. Flint ultimately will tap into Lake Huron Water.

Chief Justice Robert Young spoke on restructuring the courts system in Michigan by right-sizing courts, using technology such as video conferencing, cameras, monitors etc. to avoid transporting prisoners, and giving more security, and e-filing to make leaner, more-efficient courts in Michigan.

After lunch, a pundit panel of radio and newspaper reporters from around Michigan, who spoke on the state of politics in Michigan.

I went to a session on Criminal Reform. Basically, they are sending non-violent and less critical offenders to jail for counties to care for while working on rehabilitation efforts with shorter term prison sentences. Here, they are working on mental health issues, education and job skill training compatible with the area in which they live. In the past, job skill training often did not fit their home area. They discussed the efforts being made by the multi-disciplinary taskforce on Criminal Justice Reform, using input from all facets of the population, such as prosecuting attorneys, the attorney general's office,

mental health, education, corrections, etc. The president of the Prosecuting Attorney's Association felt that more money should be allocated to local governmental units to deal with the increase in the jails.

In the Affordable Care Act educational session which is on the MAC website, they stated that deductibles ranged up to 47%, and expected to rise to 50% by 2020. They said contributing factors of the major problem people encounter (Cancer, Heart Disease, and Diabetes) were Obesity, Alcohol, Tobacco and sugar. They also stated that higher costs mean higher payback to insurance companies, who can keep 20% of claims, Today's average deductible is \$1500 in 2016. Also, by 2020, there will be a 40% excise tax on excess benefits provided under Cadillac plans.

They iterated the no-coverage penalty; 70% of your fulltime employees must be covered by employers in 2016, or the employer must pay a \$2000 per employee penalty for all full-time employees. In 2017, this raises to 90% of all f-t employees need to be covered. They also discussed a penalty for inadequate coverage of all f-t employees of \$3000, but you would have to read specs on requirements. What is affordable? It is calculated at 9.5% of household income, using W-2s income as base, rate of pay X 130 hour or federal poverty rate of \$11770 per year for the least-expensive plan. They also said that if you were using the opt-out provision prior to Dec 31, 2015, your safe, but if you did not use this, after Jan 1 2016, you must offer minimum coverage.

44North discussed for whom 1099 could be used instead of W-2's. Basically, if a worker receives detailed directions on when to and when to do the work, they are a common-law employee and a W-2 must be given.

Rebates from insurance providers may be issued to an employer, but this money must either be rebated back to the employee, or may be used to reduce premiums employees pay in the future.

They said that 44 North could provide you with options, as some hospitals could charge as much as \$5000 for the same procedure that another hospital would charge just \$700 for. They also talked about 44 North's Telemedicine service for routine (non-narcotic) ailments such as flus or colds. Here you could call Teladoc, describe your symptoms, and within half an hour, a doctor will return your call, ask questions, and make prescriptions, avoiding long and costly waits at doctors offices or urgent care offices. You need to sign up online for this.

On Wednesday, we met with our legislators, Sen. Casperson and Rep. McBroom. They felt we need to put more effort and money into mental health, and that since closing the institutions which were not a good solution, we still need some small local safe and secure situation other than prisons for mentally ill persons.