

"Menominee – Where the best of Michigan begins"

## MENOMINEE COUNTY BOARD OF COMMISSIONERS

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

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

The Menominee County Board of Commissioners  
will meet on Friday, March 30, 2012 @ 5:30 p.m. CDT  
at the Menominee County Courthouse, Courtroom B

### AGENDA

- A. Call to Order
  - B. Pledge of Allegiance
  - C. Roll Call
  - D. Approval of the Agenda
  - E. Approval of Previous Minutes  
    CB – Mar. 13, 2012
  - F. Public Comment (*Statements, not debate, limited to 5 minutes per person on agenda items only*)
  - G. Presentations (*limited to twenty minutes*)
  - H. Department Head/Elected Officials Reports (*limited to ten minutes*)
  - I. Action Items
1. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve Resolution 2012-06 ~ Support of DNR Grant for River Park Development.
  2. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve the pilot program for the “Sheriff Deputy Camp Site Program”.
  3. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve Resolution 2012-07 ~ Honoring Menominee County Parks Committee Member, Mark Aubert.
  4. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve the 2012 Household Hazardous Waste pickup to be held on May 5<sup>th</sup>, 2012 at \_\_\_\_\_ (Menominee or Stephenson).
  5. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to allow the Sheriff Department to submit an application for the COPS Grant. The grant will cover up to 75% of the salary and benefits for one officer hired for three (3) years. The County will pay the other 25% of the cost. The County must also agree to pay the full cost of the officer for a fourth (4th) year.
  6. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve Commissioner per diems and expenses as recently submitted for payment.

*James Furlong - Chairperson*

*Charlie Meintz - Vice Chairperson*

*Bernie Lang*

*Mark Jasper*

*Jim Pearson*

7. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve Miscellaneous Bills as paid on March 2 & 6, 2012 in the amount of \$178,944.79.
8. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to place 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. West Shore Fishing Museum, Roof replacement on exhibit building #1
3. Miscellaneous Items:
  - a. Refrigerator/Freezer – surplus property bids – None received
  - b. Fee to Trust Acquisition – Beauchamp parcel
4. Finance Items
  - a. Soil Erosion Permit – Fee comparison/proposal
  - b. Miscellaneous Bills as paid on March 9, 15 & 21, 2012 in the amount of \$87,713.03

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

March 13, 2012

UNAPPROVED

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

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

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

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

**Absent:** None

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

Moved by Com. Meintz, seconded by Com. Pearson to approve the minutes from the February 28, 2012 Regular County Board Meeting. Motion was approved 5-0.

Chairman Furlong called for public comment.

**Public Comment:** None

**Presentations:** None

**Department Head/Elected Officials Reports:**

-Diane Lesperance – Informed the board that the tax collection deadline was extended by one day due to the courthouse being closed because of the snow storm. She also thanked the media for getting the word out to the public. She also stated that the foreclosure hearing for Menominee County was held last Monday, and there are 57 parcels to be foreclosed on.

Moved by Com. Pearson, seconded by Com. Meintz to approve a bid from Troy Rivard in the amount of \$910 for the Shakey Lakes Park Firewood and saw logs (approx. 18 cords total). Motion was approved 5-0.

Moved by Com. Meintz, seconded by Com. Jasper to approve changing the scheduled March 27, 2012 County Board meeting to be moved to March 30, 2012, due to commissioners attending the 2012 MAC Legislative Conference. Motion was approved 5-0.

Moved by Com. Lang, seconded by Com. Jasper to approve the agreement between the Menominee County Board of Commissioners and the Menominee County Sheriff Road Patrol Officers and International Brotherhood of Teamsters Local 486; Effective January 1, 2012 through December 31, 2014. Motion was approved 5-0.

Moved by Com. Lang, seconded by Com. Meintz to appoint two citizens (Karen Raether & Mildred Hofer) to the NorthPointe Board of Directors board to represent Menominee County for a three year term (4/1/2012 – 3/31/2015). Motion was approved 5-0.

Moved by Com. Meintz, seconded by Com. Pearson to table to the next meeting, Agenda Item #5 (a motion to approve a bid from \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ for the replacement cost and installation of a Video Surveillance System for the Electronic Safety and Security of the Menominee County Jail and Courthouse. Funds to be disbursed from the Designated building fund, acct. #101-103-998). Brian would like more time to take a closer look at the bids. Motion was approved 5-0.

Moved by Com. Jasper, seconded by Com. Pearson to approve Miscellaneous Bills as paid on Feb. 10, 16, & 22 in the amount of \$183,611.70. Motion was approved 5-0.

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

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

#### **Personnel Items:**

- a. None

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

- a. DNR Grant Support Resolution. – The County Administrator is applying for a grant to develop River Park. The County will be responsible for a 25% match of funds. The board is asked to approve the resolution to support the DNR Grant. Brian read the resolution. The grant would be in the amount of \$25,000. Brian will be holding a Public Input Hearing on Wednesday, March 21, 2012 at the Annex in Stephenson. Com. Meintz thinks this is a good idea. Com. Furlong thinks that Brian should send a notice to the residents living next to the park informing them of the hearing. The consensus of the board is to move this item forward to the next meeting.
- b. Deputy Camp Site Program – Shakey Lakes Park. – The parks committee would like the commissioners to discuss the possibility of implementing a pilot program to have law enforcement presence in the campground at all times, in return the officer can camp within the park for a reduced camping fee. Brian explained that the Sheriff has presented this idea to the Parks Committee already. The commissioners discussed several questions about whether this officer would be covered under workman’s comp if anything happens to them while he/she is handling an issue at the park. Com. Furlong also wanted to know that the officer would not be seeking overtime pay for handling an issue at the park while they are off duty, since they are already receiving a benefit of reduced camping while there. Brian stated that he will look into these issues. The consensus of the board is to move this item forward to the next meeting, with an agreement the officer will not seek additional compensation.
- c. Recognition of Mark Aubert – Service on Parks Committee. – The Parks Committee discussed having a former member of the parks committee (Mark Aubert) recognized for his years of service to Menominee County. Brian read the proposed resolution. Com. Meintz said this was a good idea, and that it should be a policy of all committees to recognize a member who has served for an extended period of time. The consensus of the board is to move this item forward to the next meeting.

#### **Miscellaneous Items:**

- a. Household Hazardous Waste. – The Household Hazardous waste pick up date has been confirmed with Veolia for May 5, 2012. This is our last year with the current contract with Veolia. Approximate estimated cost of \$14,336.53 (dependant on the amount of material collected). The commissioners discussed hosting this in either Menominee or Stephenson. It was held in Menominee last year, and Stephenson the year before that. Brian stated that the turnout when held in Menominee was greater than the year in Stephenson. Com. Jasper

asked if it was possible to hold two pick up dates per year. The board asked Brian to gather more information and they would decide on a site at the next meeting. The board is in agreement on holding it on May 5, 2012. The consensus of the board is to move this item forward to the next meeting.

- b. COPS Grant. – There has been a change in the way the COPS grant is handled this year. The county will be responsible for a 25% local cash match, with a maximum federal contribution of \$125,000. Brian explained it is a 3 year grant, and the county would have to commit to maintaining the officer for 1 more year after the grant expires. He stated the Sheriff would not be creating a new position, but making a part-time officer into a full-time officer. Com. Meintz stated that the county would be basically paying for 2 years and the grant would pay for 2 years. He also stated he is not in favor of this. Brian stated that they can apply for the grant but they do not have to accept it if they are approved. The consensus of the board is to move this item forward to the next meeting.
- c. Commissioner Goals for 2012. – Com. Furlong would like to hold a Committee of the Whole meeting to work on the joint goal of space needs. They have decided to meet as COW on Wednesday, April 4, 2012 at 3:00 p.m. Brian stated that he has Delta County's IT person coming to the next meeting to discuss how Delta County has implemented a paperless board. Com. Lang stated that there has been no change to his goal of finishing the bell tower on the courthouse. Com. Furlong suggested that after the issue of displaying the bell has been completed then we could move on to the bell tower. Brian stated that he and the County Clerk have been working with a few companies on what it will take to move county documents into a digital format so that they can be accessed electronically. Com. Jasper asked about the Hermansville hotel project. Brian stated that we are waiting to hear back from Lansing before we can proceed. Com. Jasper would also like for the property to be turned over to Meyer Township after the demolition and clean up has been completed.

**Finance Items:**

- a. MAC Revenue Sharing. – Commissioner Lang is concerned with the revenue sharing funding that the state “statutorily promised” to allocate to the counties. Now the state is asking the counties to “qualify” to receive payments. He explained that Jonathon Mead is working on a resolution for the U.P. counties to pass regarding this. Brian explained a little more on what the county would have to do to “qualify” to receive payments. There are three categories that the county would need to be in compliance with. The first two categories are already being accomplished by the county, but the third category involving employee compensation would not be possible with current collective bargaining agreements in place.
- b. Commissioner per diems and expenses. - The consensus of the board is to move this item forward to the next meeting.
- c. Miscellaneous Bills as paid on March 2 & 6, 2012 in the amount of \$178,944.79. The consensus of the board is to move this item forward to the next meeting.

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

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

Chairman Furlong called for public comment

**Public Comment:**

-Dale Axtell – Can't hear the commissioners during the meeting.

-Diane Lesperance – Settlement from Treasurers, PILT payment was due on February 29, 2012.

**Commissioner Comment:**

-Com. Lang commented on open and transparent government and the use of speakers so the public can hear the commissioners.

-Com. Furlong commented that the county should look into a better sound system for meetings. Also the MAC conference will be held at the end of the month and he is sure they will be discussing the PILT payments.

-Com. Meintz agrees that it is hard to hear the commissioners during the meeting. He does not agree the Governor and his views on revenue sharing and PILT. He thinks that it should be on the next agenda to discuss the State of Michigan not paying PILT, and he would not have a problem as a commissioner putting a lien on the State's property for their nonpayment. He also told everyone to enjoy the beautiful weather.

-Com. Jasper commented that he would like to have the mine come to another meeting and update the board on their progress.

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

Moved by Com. Meintz, seconded by Com. Pearson to adjourn at 6:53 p.m. Motion was approved 5-0.

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James Furlong, Chairman

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Marc Kleiman, County Clerk

# MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Resolution 2012-06 ~ DNR Grant Support Resolution</b>
<b>DEPARTMENT:</b>	<b>Parks/Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>The County Administrator is applying for a grant to develop River Park. The County will be responsible for a 25% match of funds. The board is asked to approve the resolution to support the DNR Grant.</p>	
<b>RECOMMENDED MOTION</b>	
<p>To approve Resolution 2012-06 ~ Support of DNR Grant for River Park Development.</p>	

Submitted by:     **Brian Bousley**    

    **03/23/2012**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

*"Menominee – Where the best of Michigan Begins"*

## MENOMINEE COUNTY BOARD OF COMMISSIONERS

*Menominee County Courthouse  
839 10<sup>th</sup> Avenue  
Menominee, MI 49858*

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

MENOMINEE COUNTY  
RESOLUTION 2012 – *06*  
Support of DNR Grant for  
River Park Development

**WHEREAS**, the County of Menominee supports the grant application made to the Michigan Department of Natural Resources for the Federal Recreational Trust Fund Grant in the amount of \$\_\_\_\_\_. The application is to develop River Park by installing electrical components to the existing pavilion and to drill a well for a potable water supply, and

**WHEREAS**, the County of Menominee recognizes the twenty five (25%) percent match requirement for the Federal Recreational Trust Fund Grant, and will secure the matching funds.

**NOW, THEREFORE, BE IT RESOLVED**, if the county of Menominee is awarded a grant by the Michigan Department of Natural Resources, the County of Menominee agrees to accept the grant award, and may enter into an agreement with the State of Michigan for the above referenced project. The County of Menominee will comply with all applicable laws, environmental requirements and regulation as stated in the grant agreement, and

**BE IT FURTHER RESOLVED**, the County board of Commissioners of the County of Menominee, State of Michigan, names the fiscal agent for the County of Menominee for this project as:

Brian R. Bousley  
County Administrator  
839 10<sup>th</sup> Ave.  
Menominee, Michigan 49858

Passed and adopted by the Menominee County Board of Commissioners on this \_\_\_\_\_ Day of March \_\_\_\_\_, 2012.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Brian R. Bousley, Administrator

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

*James Furlong – Chairperson*

*Charlie Meintz – Vice Chairperson*

*Jim Pearson*

*Bernie Lang*

*Mark Jasper*

# MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Deputy Camp Site Program – Shakey Lakes Park</b>
<b>DEPARTMENT:</b>	<b>Parks/Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b> The parks committee would like the commissioners discuss the possibility of implementing a pilot program to have law enforcement presence in the campground at all times, in return the officer can camp within the park for a reduced camping fee.	
<b>RECOMMENDED MOTION</b>  To approve the pilot program for the “Sheriff Deputy Camp Site Program”.	

Submitted by:     **Brian Bousley**    

    **03/23/2012**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

## **Sheriff Deputy Camp Site Program**

### **DESCRIPTION**

Menominee County Parks and Recreation Committee would like to implement a pilot program granting a long term camping site at a reduced rate to an active member of the Menominee County Sheriff Department Road Patrol Deputy. The presence of a law enforcement officer within the boundaries of Shakey Lakes Park is a valuable asset not only to be readily available to address any incidents but also adding a positive sense of security to the families and people visiting and utilizing the park.

### **PROCEDURE**

#### **Timetables, Campsite Rate**

Deputy would be able to utilize his/her campsite at Shakey Lakes Park from May 1 to September 30. The 5 month campsite will be at the expense of the Deputy at the cost of a non-electric 5 month site.

#### **Selection and Application Process**

Applications are accepted year-round.

- Applicants must be an active Menominee County Road Patrol Deputy.
- Applicants shall have the endorsement of the County Board and Sheriff.
- Applications can be obtained at the Menominee County Administration Office

#### **Scheduling**

Deputy must be present in the campground during the holiday weekends, unless scheduled to work for the Menominee County Sheriff's Department. The holidays and weekends are listed as follows:

Memorial Day Weekend, Independence Day, Labor Day Weekend

#### **Campsite**

County Administrator/Park Assistant Superintendent or Designee will have the responsibility to select the site and facilities to be used by the Deputy at the reduced fee. The site is to be in a highly visible area, such as a location near the campground entrance. The campsite should not be located on a high demand campsite.

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

### **Visitors to Host's Campsite**

Guest visits and lengths of stay must not interfere with the Deputy's duties. The only people, who may reside on the Host campsite for more than 2 days, are those on the application.

### **Duties**

The Deputy' duties are as follows:

1. To address any unlawful incidents within the park
2. Provide a law enforcement presences within the park
3. Aid the Park Rangers in any critical incidents

### **Activity Report**

Deputies are required to complete a monthly Activity Report to be turned in to the County Administrator.

### **Liability**

### **Injuries/Accidents**

At the time of an injury/accident, the deputy must notify the County Administrator.

# MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Acknowledgement of Former Parks Committee Member</b>
<b>DEPARTMENT:</b>	<b>Parks/Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>The Parks Committee discussed having a former member of the parks committee (Mark Aubert) recognized for his years of service to Menominee County.</p>	
<b>RECOMMENDED MOTION</b>	
<p>To approve Resolution 2012-07 ~ Honoring Menominee County Parks Committee Member, Mark Aubert.</p>	

Submitted by:     **Brian Bousley**    

    **03/23/2012**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

RESOLUTION 2012 – 07

HONORING MENOMINEE COUNTY PARKS COMMITTEE MEMBER  
MARK AUBERT

**Whereas**, Mr. Mark Aubert served on the Menominee County Parks Committee for 12.5 years; He has faithfully and efficiently performed his duties as a member of the Menominee County Parks Committee; and

**Whereas**, Mark displayed dedication, initiative and exemplary hard work in his “volunteer” capacity; and

**Whereas**, he has been a credit to the County of Menominee and carried forward a sense of pride in our County Parks; and

**Whereas**, Mark has been a part of the development of each County Park; and

**Whereas**, during his time as a Parks committee member, Mark has helped to approve more than \$162,000 in Grant monies for park improvement projects; and

**Whereas**, Mark has seen the County General Fund appropriation to the Parks go from \$108,767 to \$46,000 because of revenues the parks now take in due to their development.

**Therefore**, the Menominee County Board of Commissioners hereby recognizes Mark Aubert for his 12.5 years of loyal and faithful voluntary service to Menominee County and it’s Parks; and

**Therefore, Be It Resolved That**, in honor of his 12.5 years of service, this Resolution be presented to Mark Aubert.

James Furlong  
Menominee County Board Chair

Marc Kleiman  
Menominee County Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

*James Furlong – Chairperson*

*Charlie Meintz – Vice Chairperson*

*Bernie Lang*

*Mark Jasper*

*Jim Pearson*

# MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Household Hazardous Waste 2012</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>The Household Hazardous waste pick up date has been confirmed with Veolia for May 5<sup>th</sup>, 2012. This is our last year with the current contract with Veolia. Approximate estimated cost of \$14,336.53 (dependant on the amount of material collected).</p>	
<b>RECOMMENDED MOTION</b>	
<p>To approve the 2012 Household Hazardous Waste pickup to be held on May 5<sup>th</sup>, 2012 at _____ . (Menominee or Stephenson).</p>	

Submitted by:     **Brian Bousley**    

    **03/23/2012**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

# Household Hazardous Waste Collection Day

May 5, 2012

(Menominee County Residents Only, ID will be required)

8:00 a.m. to 12:00 noon  
(or until we reach the capacity of 20,000 lbs)

Menominee Municipal Complex – 2511 10<sup>th</sup> St Menominee, Mi  
Enter from 23<sup>rd</sup> Ave from the west (13<sup>th</sup> St) near DPW Garage



## Common Household Hazardous Waste:

Drain openers – oven cleaners – metal cleaners and polishers – fuel additives – automotive transmission fluids – grease and rust solvents – antifreeze – break fluid – carburetor and fuel injection cleaners – gasoline – starting fluids – air conditioning refrigerants – paint thinners – kerosene – oil based paint\* - paint strippers and removers – photographic chemicals – adhesives – herbicides – insecticides – pesticides – fertilizers – fungicides – wood preservatives – batteries – swimming pool chemicals – mercury and mercury thermometers.

**FOR A FEE**, RESIDENTS MAY ALSO DISPOSE OF TIRES (\$3.00 each, NORMAL SIZE, ON or OFF THE RIM, larger tires are negotiated)

\*Latex paint can be dried, and disposed of by normal means.

QUESTIONS? Call (906) 863-7779

# MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>COPS Grant Funding</b>
<b>DEPARTMENT:</b>	<b>Sheriff Dept.</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>There has been a change in the way the COPS grant is handled this year. The county will be responsible for a 25% local cash match is required.</p>	
<b>RECOMMENDED MOTION</b>	
<p>To allow the Sheriff Department to submit an application for the COPS Grant. The grant will cover up to 75% of the salary and benefits for one officer hired for three (3) years. The County will pay the other 25% of the cost. The County must also agree to pay the full cost of the officer for a fourth (4th) year.</p>	

Submitted by:     **Brian Bousley**    

    **03/23/2012**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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



U.S. DEPARTMENT OF JUSTICE  
OFFICE OF COMMUNITY ORIENTED POLICING SERVICES  
145 N Street, NE, Washington, D.C. 20530

**COPS**

February 22, 2012

Sheriff Marks  
Menominee County Sheriff's Department  
831 Tenth Avenue  
Menominee, MI 49858

ORI Number: MI55155

**RE: 2012 COPS Hiring Program (CHP) Funding -- Application Update Period Beginning March 1<sup>st</sup>**

Dear Sheriff Marks:

The Office of Community Oriented Policing Services (COPS Office) is pleased to announce that it will soon open the application update period for the 2012 COPS Hiring Program (CHP). Approximately \$111 million will be available under fiscal year (FY) 2012 CHP for the award of grant funding directly to state, local, and tribal law enforcement agencies that have primary law enforcement authority to increase their community policing capacity, problem solving and crime prevention efforts through the hiring and rehiring of full-time sworn law enforcement officers.

Due to the limited funding that is available this year, only those applicants that submitted applications for funding under 2011 CHP will be considered for funding under 2012 CHP. Your agency submitted an application last year under 2011 CHP, but did not receive funding. Your application was placed in a "pending" status, and carried forward into FY 2012 in anticipation of additional hiring funds being made available. Next month, your agency will be invited to submit targeted updates to your application so that your funding request can be evaluated in FY 2012 based on current data. Additional instructions about updating and submitting your application will be provided at that time.

Several important changes have been made to CHP this fiscal year. 2012 CHP grants will cover up to 75 percent of the approved entry-level salary and benefits for three years (36 months) for newly hired, full-time sworn officer positions (including filling existing unfunded vacancies) or for rehired officers who have been laid off, or are scheduled to be laid off on a specific future date, as a result of local budget cuts. A minimum 25 percent local cash match is therefore required this year. Under 2012 CHP, there is also a maximum federal contribution of \$125,000 per position over the three-year grant period. Another important change this year is that if your agency is awarded funding for a new hire, the newly hired officer must be a military veteran who served on active duty for a period of at least 180 days, any part of which occurred on or after September 11, 2001. Additional information about these changes and about updating your application are included with this letter.

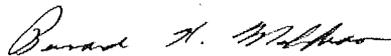
In addition to the above-referenced changes, applicants must retain all sworn officer positions awarded under the CHP grant with state and/or local funds for a minimum of 12 months following the conclusion of the three-year grant period. Applicants must also use awarded CHP funding to supplement (increase) state, local, and/or Bureau of Indian Affairs funds that otherwise would have been dedicated to sworn officer positions in the absence of the grant.

The application update period will open at **9:00 AM EST on Thursday, March 1, 2012**, and you will have until **7:59 PM EDT on Thursday, March 22, 2012**, to submit your application updates. Your agency must submit an updated application by the deadline or it will be eliminated from consideration for 2012 CHP funding. We strongly encourage your agency to carefully review the program changes prior to updating your application. If your agency does not wish to be considered for FY 2012 CHP funding, you will be provided instructions on how to withdraw from consideration. Please

note that 2012 CHP funding will be extremely competitive because of limited funding, and providing updates to your 2011 CHP application does not guarantee funding.

If you have any questions about updating your application, please contact the COPS Office Response Center at 1.800.421.6770, or by e-mail at [CHP@usdoj.gov](mailto:CHP@usdoj.gov). The COPS Office may also contact your agency by e-mail, letter or telephone for additional information or clarification as necessary. It is anticipated that CHP awards will be made by September 30, 2012. We look forward to working with your agency during the CHP application process.

Sincerely,



Bernard K. Melekian  
Director

### ***Important Changes to the 2012 COPS Hiring Program***

#### **Maximum Federal Share and Local Match Requirement**

Last fiscal year, the COPS Office's appropriations bill provided for 100% funding of approved entry-level salary and fringe benefit costs per officer position over a three-year period. There was no local match requirement and no cap on the amount of federal funding that could be requested per officer position.

In contrast, this fiscal year the COPS Office's appropriations bill established a local match requirement and a cap on the federal share. Under 2012 CHP, grantees may receive up to 75 percent of the approved entry-level salary and fringe benefit costs, with a minimum 25 percent local cash match requirement and maximum federal share of \$125,000 per officer position over the same three-year grant term. This requirement applies regardless of whether your agency is requesting funding for new, full-time sworn officer positions, to rehire officers who have been laid off, or to rehire officers who are scheduled to be laid off on a specific future date as a result of local budget cuts. As in the past, CHP requires that each position awarded be retained with local funds for a minimum of 12 months at the conclusion of 36 months of federal funding for each position.

Your agency will have an opportunity during the application update process to request a waiver of the local match requirement based on documented severe fiscal distress. Funding for 2012 CHP is limited, and requests for local match waivers will be evaluated on a case-by-case basis.

#### **Military Veterans**

The COPS Office is committed to supporting military veterans. Please be advised that if your agency is awarded funding under the new hire category, your agency must hire a "military veteran who served on active duty for a period of at least 180 days, any part of which occurred beginning on or after September 11, 2001, to the present, and who has been discharged or released from active duty in the armed forces under honorable conditions." This new military veteran requirement only applies to officer positions awarded under the new hire category of 2012 CHP.

Additional details about these changes and other 2012 CHP requirements can be found in the program's Application Guide (instructions), which will be available to your agency on March 1<sup>st</sup>.

# MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

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

Submitted by:     **Brian Bousley**    

    **03/23/2012**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

**MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER**

**RECEIVED**

3/1/12

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

Menominee County Administrator

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

\*must attach receipt for reimbursement

Name: Mark Jasper ~ District 5

Date	Mileage, meals, Bridge Tolls, Lodging, etc.	Account Number	Amount
2/1/12	POWER M.C.R.C. 33 miles	101-101-860.05	18.31
2/2/12	STEP M.C.R.C. 20 miles	101-101-860.05	11.10
2/6/12	STEP PARKS 24 miles	101-101-860.05	13.32
2/7/12	STEP M.C.R.C. 20 "	101-101-860.05	11.10
2/14/12	GOURLY M.C.R.C. 5 "	101-101-860.05	2.78
2/15/12	POWER Health 33 "	101-101-860.05	18.31
2/22/12	MEN TOWNSHIP HALL M.C.R.C. 38 "	101-101-860.05	21.09
2/25/12	MEN M.C. Board 50 "	101-101-860.05	27.75
	<del>773 Miles</del>	101-101-860.05	
	<del>x .555</del>	101-101-860.05	
	<del>\$123.00</del>	101-101-860.05	
<b>Conference Expenses</b>			
		Subtotal 123.76	
	Pen Board action 1/10/10 H.C. Road Comm.		- 11.10
	2/28/12 1/10/10 Handshp Hearing		- 2.77
			- 13.87
<b>Total Mileage, Meals, Lodging &amp; Conference Expenses to be reimbursed</b>			<b>8109.89</b>

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

*Mark Jasper*

Signed

2/28/12

Date

1/31/12  
BRS

# MENOMINEE COUNTY BOARD OF COMMISSIONERS REIMBURSEMENT VOUCHER

COPY

Mileage: \$.51/mile ~ effective 01 Jan. 2011  
1555

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

\*must attach receipt for reimbursement

Name: Mark Jasper ~ District 5

Date	Mileage, meals, Bridge Tolls, Lodging, etc.	Account Number	Amount
1/10/12	MCRC Meeting Stephenson 20 miles	101-101-860.05	
1/10/12	1:00 PM MEN - Hardship case 5 miles	101-101-860.05	
1/10/12	5:00 PM MCC MEN 50 miles	101-101-860.05	
1/17/12	4:30 MCC Men 50 miles	101-101-860.05	
1/18/12	Health Dept 4:30 powers 33 miles	101-101-860.05	
1/20/12	MCRC Meeting Stephenson 20 miles	101-101-860.05	
1/24/12	MCC Men 5:30 50 miles	101-101-860.05	
1/30/12	MCRL 6:00 PM 40 miles	101-101-860.05	
1/31/12	MCRL 8:30 AM 20 miles	101-101-860.05	
1/31/12	PART 6:30 24 miles	101-101-860.05	
		101-101-860.05	
	306 miles	101-101-860.05	
	Conference Expenses		
		101-101-859.00	
		101-101-859.00	
		101-101-859.00	
		101-101-859.00	
		101-101-859.00	
		101-101-859.00	
<b>Total Mileage, Meals, Lodging &amp; Conference Expenses to be reimbursed</b>			<b>6175.38</b>

(25 miles)  
\$13.87

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

*Mark Jasper*

Signed

Date

# Commissioner Per Diem Expense Form

RECEIVED

3/1/12

Menominee County Administrator

Name of Commissioner MARK J JARPEL

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

Date	Meeting Description & Duration	Meeting Expense
2/1/12	power <del>MCRC</del> MCRC <del>noon</del> 6:00 P.M.	\$ 50.00
2/2/12	step MCRC 6:30 AM	\$ 50.00
2/6/12	step park 5:00 PM	\$ 50.00
2/7/12	step MCRC 9:00 AM	\$ 50.00
2/14/12	MMU Courthouse Hall Bed. 5:30 PM	\$ 50.00
2/15/12	power Health Dept 4:30 PM	\$ 50.00
2/22/12	MCRC Men TOWNSHIP Hall 6:30 PM	\$ 50.00
2/28/12	M.M.C Board Men 4:30 PM	\$ 50.00
	Subtotal	400.00
	1/10/12 - 2 Meet Jan - \$100.00 -> M.C. Road Commission Hardship Hearing (2/25/12 County Bd) Refactor	
<b>Total Per Diem</b>		<b>\$ 300.00</b>

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

Commissioner Signature: Mark J Jarpel

Date: 2/28/12



MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER

RECEIVED

3/1/12

Menominee County Administrator

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

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

\*must attach receipt for reimbursement

Name: James Furlong ~ District 2

Date	Meeting Place	# of miles	X .555/mile	Total Cost	Account Number
2-14-2012	Gourley Townsh.p	85			101-101-860.02
2-21-2012	Stephenson	40			101-101-860.02
					101-101-860.02
					101-101-860.02
					101-101-860.02
					101-101-860.02
					101-101-860.02
		125		Total Mileage	
				Total Mileage Fee	69.37

*Per Board action 4/5/12 MI Works < 59.94 >  
2/28/12*

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

TOTAL  
\$ 9.43

*James Furlong*  
Signed

3-1-2012

Date

MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER

**RECEIVED**  
1/30/12  
Menominee County Administrator

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

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

COPY

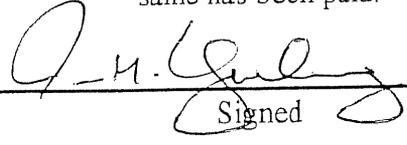
\*must attach receipt for reimbursement

Name: James Furlong ~ District 2

Date	Mileage, meals, Bridge Tolls, Lodging, etc.	Account Number	Amount
1-5-2012	Menominee - Escanaba 108 miles	101-101-860.02	59.94
1-17-2012	Menominee - Stephenson 40 miles	101-101-860.02	22.20
		101-101-860.02	
		101-101-860.02	
		101-101-860.02	
		101-101-860.02	
		101-101-860.02	
		101-101-860.02	
		101-101-860.02	
		101-101-860.02	
		101-101-860.02	
		101-101-860.02	
		101-101-860.02	
		101-101-860.02	
	<b>Conference Expenses</b>		
		101-101-859.00	
		101-101-859.00	
		101-101-859.00	
		101-101-859.00	
		101-101-859.00	
		101-101-859.00	
<b>Total Mileage, Meals, Lodging &amp; Conference Expenses to be reimbursed</b>			<b>82.14</b>

59.94

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

  
Signed

1-20-2012  
Date





MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER

RECEIVED

3/1/12

Menominee County Administrator

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

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

\*must attach receipt for reimbursement

Name: Jim Pearson ~ District 3

Date	Meeting Place	# of miles	X .555/mile	Total Cost	Account Number
2/6/12	AIRPORT	28		15.54	101-101-860.03
2/13/12	AIRPORT	28		15.54	101-101-860.03
2/14/12	Gourley Twp Hall	58		32.19	101-101-860.03
2/18/12	Planning Commission	14		7.77	101-101-860.03
2/21/12	Airport	28		15.54	101-101-860.03
2/27/12	AIRPORT Personnel	28		15.54	101-101-860.03
2/28/12	CBM	30		16.65	101-101-860.03
			<b>Total Mileage</b>		
				<b>Total Mileage Fee</b>	<b>118.77</b>

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

  
 \_\_\_\_\_  
 Signed  
 \_\_\_\_\_  
 2/29/12  
 \_\_\_\_\_  
 Date



MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER

RECEIVED  
3/2/12  
Menominee County Administrator

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

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

\*must attach receipt for reimbursement

Name: Bernie Lang ~ District 1

Date 2012	Meeting Place	# of miles	X .555/mile	Total Cost	Account Number
02.02	ESCA.	118			101-101-860.01
02.07	ESCA.	116			101-101-860.01
02.09	ESCA.	116			101-101-860.01
02.14	GOURLEY	88			101-101-860.01
02.15	POWERS	88			101-101-860.01
02.17	ESCA.	110			101-101-860.01
02.23	KINGSFORD	144			101-101-860.01
02.24	MUNISING	238			
02.28	MEND.	3			
02.28	MEND.	3			568.32

1024 X .555

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

03-02-12

Date

Subtotal - \$568.32

Per County Bid.  
2/28/12 - Return funds

← -129.87 →

\$438.45  
BLS

MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER

RECEIVED

2/1/12  
Menominee County Administrator

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

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

\*must attach receipt for reimbursement

Name: Bernie Lang ~ District 1

234 miles  
(129.89)

Date	Mileage, meals, Bridge Tolls, Lodging, etc.	Account Number	Amount
2012			
1-5	M. WKS!	118	101-101-860.01
1-10	CAA	116	101-101-860.01
1-10	CO. BD.	3	101-101-860.01
1-12	CAA	116	101-101-860.01
1-17	CO. BD	3	101-101-860.01
1-18	PUB. HEALTH	88	101-101-860.01
1-19	M.H.	144	101-101-860.01
1-20	UPCAP	110	101-101-860.01
1-24	CO. BD.	3	101-101-860.01
1-30	CO. BD.	3	101-101-860.01
1-31	SOC. SERV	3	101-101-860.01
		591	101-101-860.01
	Conference Expenses		
	X .555		101-101-859.00
			101-101-859.00
		392.39	101-101-859.00
			101-101-859.00
			101-101-859.00
			101-101-859.00
<b>Total Mileage, Meals, Lodging &amp; Conference Expenses to be reimbursed</b>			<b>392.39</b>

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

01-31-12

Date



# Commissioner Per Diem Expense Form

RECEIVED  
2/1/12

Menominee County Administrator

Name of Commissioner Bernie Lang

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

\$75.00 MAC or UPACC Conference

2012

Date	Meeting Description & Duration	Meeting Expense
1-5	W. WORKS!	50.
1-10	CAA	50.
1-10	CO. BD.	50.
1-12	CAA	50.
1-17	CO. BD	50.
1-18	PUB. HEALTH	50.
1-19	Met.	50.
1-20	UPACC	50.
1-24	CO. BD.	50.
1-30	CO. BD	50.
1-31	SOC. SERV	50.
		550.
Total Per Diem		550.00

100.00

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

Commissioner Signature: B. Lang

Date: 01-31-12



rec  
3/5/12  
BEB

MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER

COPY

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

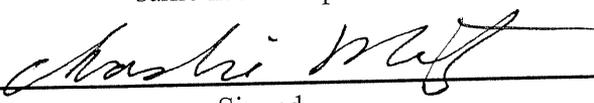
\*Meals      Breakfast ~ up to \$7.50  
                Lunch ~ up to \$10.00  
                Dinner ~ up to \$17.50

\*must attach receipt for reimbursement

Name: Charlie Meintz ~ District 4

Date	Meeting Place	# of miles	X .555/mile	Total Cost	Account Number
2-14	Board Meeting	45	<del>24.97</del>	24.97	101-101-860.04
2-23	Pine crest	45		24.97	101-101-860.04
2-28	Board meeting	50		27.75	101-101-860.04
					101-101-860.04
					101-101-860.04
					101-101-860.04
			Total Mileage		
				Total Mileage Fee	77.69

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



---

Signed

3-3-12

---

Date

# MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Miscellaneous Bills</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
Board to review recently submitted Miscellaneous Bills as paid on March 2 & 6, 2012 in the amount of \$178,944.79	
<b>RECOMMENDED MOTION</b>	
To approve Miscellaneous Bills as paid on March 2 & 6, 2012 in the amount of \$178,944.79	

Submitted by:     **Brian Bousley**    

    **03/23/2012**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

**General Fund Expenditures**

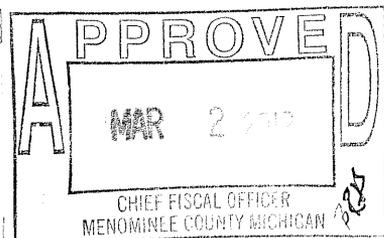
101-101 Board of Commissioners  
101-103 Other Legislative  
101-131 Circuit/Family Court  
101-132 Family Court  
101-136 District Court  
101-141 Friend of Court  
101-148 Probate Court  
101-150 Jury Commission  
101-172 County Administrator  
101-192 Board of Canvassers  
101-211 Legal  
101-215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

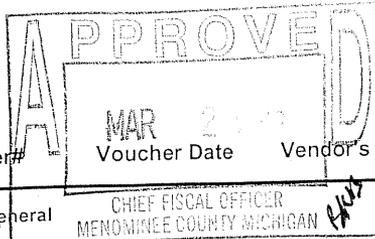
**Special Revenue Funds**

205 Road Patrol  
208 County Parks  
215 Friend of Court  
220 Park Improvements  
243 Remonumentation  
249 Building Code  
256 ROD - Automation Fund  
264 Local Corrections Officers Training  
265 Drug Law Enforcement Forfeiture  
266 E911  
269 Law Library  
271 County Library  
272 CDBG - Wells Fargo Grant  
274 CDBG - County  
276 CERT-Citzns Emerg. Response Team  
277 LEPC  
280 Inmate Canteen fund  
281 K-9  
282 Justice Training  
284 Revenue Sharing  
285 Senior Citizens  
292 Child Care  
294 Veterans' Trust  
296 Special Child Care Funds  
  
516 DTRF-Delinquent Tax Revolving Fund  
517 DTRF-PA 123 Foreclosure

**MENOMINEE COUNTY  
Claims Audit Report**

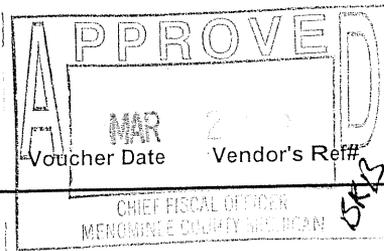
Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								\$17.55
Aronaki Tahash	22904	2/17/2012	11-3429-FH	Witness \$12.00 Mileage \$5.55 - Miljour	101-267-804.00	17.55		\$1,040.43
AT&T - Carol Stream, IL	22975	2/19/2012	906863661402	February 19 - March 18, 2012	266-325-850.00	212.09		
	22987	2/19/2012	906863202302	February 19 - March 18, 2012	101-103-850.00	371.53		
	23006	2/19/2012	90686344102	February 19 - March 18, 2012	101-103-850.00	456.81		
AT&T Long Distance	22931	2/19/2012	854528091	Telephone Services	101-103-850.00	237.48		\$237.48
Banc of America Leasing	22851	2/21/2012	012075499	March 2012 - Konica	101-301-727.00	317.84		\$457.81
	22997	2/21/2012	012075498	Probation/Parole Office	101-131-942.00	139.97		
Bergh, Erik	22919	2/18/2012	Reimbursement	Mileage - Planning Commission	101-401-710.00	23.10		\$23.10
Bob Barker Company, Inc.	22860	2/10/2012	WEB000205586	Inmate Supplies	101-301-770.00	191.19		\$191.19
Body Works Plus	22879	2/16/2012	1969518594	Deductable - 2009 Chevy GMC Tahoe	205-315-934.02	250.00		\$250.00
Brian Bousley	22982	2/7/2012	Reimbursement	Secretary of State	101-265-981.00	13.26		\$13.26
Brunelle, Jennifer	22884	2/20/2012	Reimbursement	Supplies for Teen Court	296-667-801.02	8.78		\$8.78
CADIEU FUNERAL HOME	22953	3/1/2012	Burial	Ruth Marie Costello	101-681-833.00	300.00		\$1,500.00
	22954	3/1/2012	Burial	Edward John Stanislawski	101-681-833.00	300.00		
	22955	3/1/2012	Burial	Margaret G. Olson	101-681-833.00	300.00		
	22956	3/1/2012	Burial	Philo Lorn Harris	101-681-833.00	300.00		
	22958	3/1/2012	Burial	Lucille M. Etersky	101-681-833.00	300.00		
CLOVERLAND PAPER CO	22855	12/9/2011	97196	Spray & Steel Pads - Sheriff Dept	101-301-770.00	85.08		\$913.49
	22856	2/17/2012	97841	10 Qt Plastic Pail (x2)	101-301-770.00	19.90		
	22857	2/10/2012	97714	Inmate Supplies	101-301-770.00	42.54		
	22858	2/10/2012	97779	Lysol, Liners, Scrub Brush, Pail, Squeegee	101-301-770.00	126.37		
	22932	2/17/2012	97831	Ice Melt (x25 bags)	101-265-930.00	127.80		
	22933	2/17/2012	97850	Liners, Towels, Toilet Tissue, Lysol	101-265-755.01	344.23		
	22992	2/24/2012	97910	Liners	101-265-755.01	29.95		
	22993	2/24/2012	97908	Toilet Tissue, Tissues, Soap	101-265-755.01	137.62		
CMP Distributors	23000	2/15/2012	31173	PO# 02611 Ammunition (x2 cases)	205-315-755.02	578.00		\$578.00
Cody, Glenn	22899	2/6/2012	Reimbursement	Mileage - Parks Committee	208-751-860.00	4.40		\$4.40





MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Voucher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								\$3,894.55
Cooper Office Equipment								
22852	2/15/2012	85717		Contract Base Charge 2/20 - 5/19/12	101-301-755.00	190.00		
22853	2/15/2012	85716		Contract Base Charge 2/20 - 5/19/12 &	101-301-755.00	1,163.52		
22880	2/16/2012	85768		Contract Base Charge 2/20/12 - 5/19/12	205-315-755.00	135.00		
22902	2/15/2012	85718		Contract Base - Annex Konica	101-261-942.00	534.00		
22912	2/15/2012	85721		Contract Base Charge 2/20/12 - 5/19/12	101-136-931.00	440.07		
22914	2/15/2012	85720		Contract Base Charge 2/20 - 5/19/12 - 1	101-172-931.01	859.02		
22915	2/15/2012	85719		Contract Base Charge 2/20 - 5/19/12 - 2	101-172-931.01	193.00		
22944	2/16/2012	85769		Contract Charge for 2/23 - 5/22/12 - Tre	101-253-931.00	140.00		
22950	2/20/2012	85845		Contract Base Charge 2/20 - 5/19/12 - 1	101-172-931.00	239.94		
								\$121.90
Country Mile Document Destruct								
22906	2/16/2012	12497		Shredding of Documents (2/9/12)	101-265-755.00	121.90		
								\$17.55
Dale Sulk								
22903	2/17/2012	11-3429-FH		Witness \$12.00 Mileage \$5.55 - Miljour	101-267-804.00	17.55		
								\$340.42
Dan Menacher								
22967	2/22/2012	Reimbursement		Supplies	249-371-727.00	16.20		
22967	2/22/2012	Reimbursement		Supplies	249-371-727.00	32.90		
22967	2/22/2012	Reimbursement		Supplies	249-371-727.00	60.85		
22967	2/22/2012	Reimbursement		Supplies	249-371-727.00	23.98		
22967	2/22/2012	Reimbursement		Supplies	249-371-727.00	31.49		
22967	2/22/2012	Reimbursement		Supplies	249-371-802.00	175.00		
								\$60.00
Dayton Freight Lines, Inc.								
22882	2/2/2012	238601026		Delivery Charge	101-301-770.00	60.00		
								\$984.90
DEKETO, LLC								
22896	3/1/2012	DK 02-12		February 2012 Documents (x469)	256-277-857.00	984.90		
								\$776.00
Dennis-Ruleau, Dawn								
22885	2/27/2012	Reimbursement		Mileage & Meals - February 22, 2012	296-663-860.00	156.00		
22892	3/1/2012	February 2012		Crisis Intervention	296-668-801.00	620.00		
								\$69.99
Dreamscape Communications								
22897	2/20/2012	w2218		Wireless Internet	101-261-850.00	69.99		
								\$94.96
Eichhorn, Jayne								
22962	3/1/2012	Per Diem		Board of Canvassers 3/1/12	101-192-705.00	50.00		
22966	3/1/2012	Reimbursement		Mileage - Board of Canvassers	101-192-860.00	44.96		
								\$288.95
EL-COM SERVICES INC								
22877	12/22/2011	43508		Tubing, Floor Mount - Ticket # 66045	205-315-934.01	288.95		
								\$300.00
Elaine Powell								
22951	3/1/2012	Burial		Gordon Powell	101-681-833.00	300.00		
								\$300.00
Evelyn Koutnik								
22952	3/1/2012	Burial		James A. Koutnik	101-681-833.00	300.00		
								\$10,386.00
FOLEY'S BUILDING & SUPPLY INC.								
22926	2/29/2012	Hoefler		Roofing, Siding, Interior Repairs	274-690-809.64	10,386.00		
								\$73.99
Friends Ofc Prod Whse Direct								
22891	2/28/2012	016032I		Toner Cartridge (C.J.O. Grant)	296-663-727.00	73.99		
								\$9.43
Furlong, James								
23003	3/1/2012	Reimbursement		Mileage - February 2012	101-101-860.02	9.43		
								\$142.07
GBS Inc.								
22916	2/14/2012	12-11562		Marriage Binder (#6)	101-215-727.00	142.07		

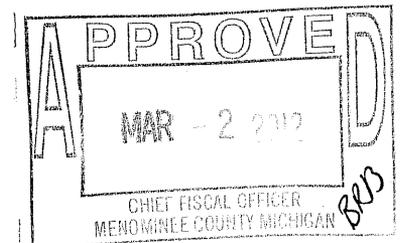


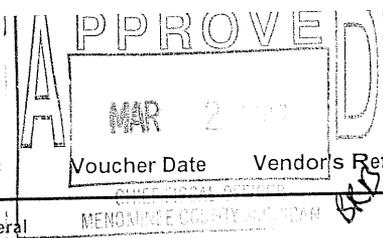
MENOMINEE COUNTY  
Claims Audit Report

Vendor Name Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General							\$402.45
Great Outdoors 23005	2/27/2012	12073	Boiler Room Door	101-265-934.00	402.45		\$145.00
Gregory, Raymond G. 22894	2/23/2012	2012-013-MI	Court Appointed Legal - Carol Thoney	101-148-807.00	145.00		\$93.29
Hafeman, Bill 22959	3/1/2012	Per Diem	Board of Canvassers 3/1/12	101-192-705.00	50.00		
22963	3/1/2012	Reimbursement	Mileage - Board of Canvassers	101-192-860.00	43.29		\$365.50
HERRILD, RENEE 22968	2/27/2012	Reimbursement	Bridge Fare & Mileage (2/21 - 2/24/12)	101-141-860.00	365.50		\$1,495.00
Hi Tec Building Services 22981	2/29/2012	002637	February 2012 Cleaning Services	101-265-801.00	1,495.00		\$1,995.00
ID NETWORKS 22848	3/1/2012	165968	Annual Service Maintenance Fee - Live:	101-301-727.00	1,995.00		\$87.50
INSTITUTE OF CONTINUING LEGAL 22988	2/21/2012	651013	Order - 880384 MI Model Civil Jury Instr	269-145-982.00	87.50		\$22.25
J S ELECTRONICS, INC. 22878	2/23/2012	16993	Squad 5500 - Bulb Replacement	205-315-934.01	22.25		\$739.80
J.F. Ahern Company 22888	1/30/2012	A 107501	Maintenance on Fire Extinguishers	205-315-755.00	739.80		\$300.00
Janet Price 22957	3/1/2012	Burial	Donald James Price	101-681-833.00	300.00		\$8.79
Jason Jacobson 22845	2/19/2012	Reimbursement	Inmate Medication	101-301-770.01	8.79		\$109.89
Jasper, Mark 23002	2/28/2012	Reimbursement	Mileage for February 2012	101-101-860.05	109.89		\$13.87
Jerzyk, Audrey 22924	2/7/2012	Reimbursement	Mileage - Parks Committee	208-751-860.00	13.87		\$1,665.00
Joel Hensley, RN 22870	2/26/2012	Nursing Services	February 16 - February 29, 2012	101-301-770.01	1,365.00		
22901	2/19/2012	Blood Draws	P.M. (2/19/12) & E.B. (2/19/12)	101-267-801.01	200.00		
22998	2/24/2012	Blood Draw	E. Britton (2/24/12)	101-267-801.01	100.00		\$45.00
Juvenile Justice Association 22883	2/17/2012	4740	Membership Dues for 2012 (x3)	101-132-802.00	45.00		\$467.04
Kakuk, Tammany 22889	2/21/2012	4742	Foster Care Cost (A.M.L.)	292-662-843.02	467.04		\$47.74
Kathy Sieminski 22844	2/17/2012	Reimbursement	Inmate Medications for W. Sieminski	101-301-770.01	47.74		\$68.38
Kleiman, Marc 22910	3/1/2012	Reimbursement	Mileage for Election - February 2012	101-262-860.00	68.38		\$55.00
KUSTOM SIGNALS INC 22876	2/15/2012	457853	Antenna Cable	205-315-934.00	55.00		\$438.45
Lang, Bernard 23021	3/1/2012	Reimbursement	Mileage for February 2012	101-101-860.01	438.45		

MENOMINEE COUNTY  
Claims Audit Report

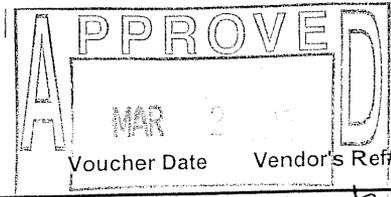
Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								\$6,148.60
LENCA SURVEYING								
22984		2/22/2012	12020	Remon Project Yr 2012 (Feb 13 - Feb 1	243-246-801.07	2,890.90		
22991		2/27/2012	12021	Remon Project Yr 2012 (Feb 20 - Feb 2	243-246-801.07	3,257.70		
								\$434.08
Lesperance, Diane								
22949		2/23/2012	Reimbursement	Mileage & Foreclosure Pictures	101-253-860.00	47.46		
22949		2/23/2012	Reimbursement	Mileage & Foreclosure Pictures	517-252-727.00	2.39		
22969		2/24/2012	Reimbursement	Mileage, Meals & Tolls (2/19 - 2/22/12)	101-253-860.00	384.23		
								\$53.00
Linder Implement Co., Inc.								
23004		2/8/2012	95045	Brgs, Seals, Cup, Spacers	208-751-930.02	53.00		
								\$78.86
Linderoth, Janis								
22961		3/1/2012	Per Diem	Board of Canvassers 3/1/12	101-192-705.00	50.00		
22965		3/1/2012	Reimbursement	Mileage - Board of Canvassers	101-192-860.00	28.86		
								\$684.00
Lufts Advertiser								
22898		2/26/2012	February 2012	Advertising	101-101-901.00	467.00		
22898		2/26/2012	February 2012	Advertising	101-262-727.00	217.00		
								\$87.50
M & M Business Machines								
22849		2/15/2012	5675	Maintenace on Olympia Typewriter	101-301-727.00	87.50		
								\$1,180.00
Manpower								
22934		2/26/2012	23685129	Week Ending 2/26/12 - Regina Mistark	101-141-704.00	590.00		
22943		2/19/2012	23647680	Week Ending 2/19/12 - Regina Mistark	101-141-704.00	590.00		





MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								\$4,470.83
<b>Mastercard</b>								
22974	2/10/2012	Credit Card	Laurie's Wildflower Cafe	101-301-755.00	32.91	x		
22974	2/10/2012	Credit Card	Quizno's	101-301-755.00	81.28	x		
22974	2/10/2012	Credit Card	Landing	101-301-755.00	127.21	x		
22974	2/10/2012	Credit Card	Superior Touchless Car Wash	101-301-981.00	8.00	x		
22974	2/10/2012	Credit Card	Tri Tronics, Inc.	101-301-881.01	191.50	x		
22974	2/10/2012	Credit Card	Little Caesars	101-301-755.00	22.53	x		
22974	2/10/2012	Credit Card	Nite Lite	101-301-881.01	235.67	x		
22974	2/10/2012	Credit Card	Superior Touchless Car Wash	101-301-981.00	8.00	x		
22974	2/10/2012	Credit Card	Americinn Motel & Suites	101-301-755.00	225.00	x		
22974	2/10/2012	Credit Card	Shell Oil	101-301-860.00	40.28	x		
22974	2/10/2012	Credit Card	Garmin International	101-301-881.01	159.00	x		
22974	2/10/2012	Credit Card	Menards	101-301-755.00	54.38	x		
22974	2/10/2012	Credit Card	Menards	101-301-755.00	37.37	x		
22974	2/10/2012	Credit Card	ValuCare Center	101-301-770.00	23.63	x		
22974	2/10/2012	Credit Card	Superior Touchless Car Wash	101-301-981.00	7.00	x		
22974	2/10/2012	Credit Card	PO# 02602 Restaurant Equipppers	101-301-770.00	842.62	x		
22974	2/10/2012	Credit Card	LexisNexis Risk Mgmt	101-301-727.00	50.00	x		
22974	2/10/2012	Credit Card	Intelius	101-301-727.00	19.95	x		
22974	2/10/2012	Credit Card	Otsego Hotel Services	101-301-860.00	72.15	x		
22974	2/10/2012	Credit Card	Valorebooks.com	264-363-881.00	144.50	x		
22974	2/10/2012	Credit Card	Wal Mart	101-301-727.00	20.51	x		
22974	2/10/2012	Credit Card	AWL Pearson Education	264-363-881.00	438.27	x		
22976	2/10/2012	Credit Card	Staples	101-253-727.00	214.76	x		
22976	2/10/2012	Credit Card	Best Buy	296-667-801.02	44.29	x		
22976	2/10/2012	Credit Card	Holiday Superstore	266-325-860.00	49.02	x		
22976	2/10/2012	Credit Card	Legacy Publishing	296-667-801.02	109.00	x		
22976	2/10/2012	Credit Card	USPS Postal	101-268-727.00	14.35	x		
22976	2/10/2012	Credit Card	USPS.com	101-268-729.00	4.90	x		
22976	2/10/2012	Credit Card	Admiral	101-426-860.00	29.69	x		
22976	2/10/2012	Credit Card	USPS.com	101-268-729.00	4.90	x		
22976	2/10/2012	Credit Card	Digital Rez International	208-751-880.00	594.00	x		
22976	2/10/2012	Credit Card	Esxy Quick Lube	101-265-981.00	35.05	x		
22976	2/10/2012	Credit Card	ACT Northern Michigan	296-663-860.00	45.00	x		
22976	2/10/2012	Credit Card	Ramada Inn	296-663-860.00	183.91	x		
22976	2/10/2012	Credit Card	Shell Oil	266-325-860.00	50.10	x		
22976	2/10/2012	Credit Card	Great Wolf Lodge	266-325-860.00	236.22	x		
22976	2/10/2012	Credit Card	USPS.com	101-268-729.00	4.90	x		
22976	2/10/2012	Credit Card	Round's Restaurant	266-325-860.00	8.98	x		
								\$2,583.10
<b>Medical Labs of Marquette, PC</b>								
22994	2/16/2012	3764	People vs Jacques (Ingram A10-74)	101-267-804.00	2,450.00			
22995	2/16/2012	3764	Mileage - People vs Jacques (Ingram A	101-267-804.00	133.10			
								\$133.50
<b>Menards - Marinette</b>								
22908	2/14/2012	11055	WetJet, Refills & Cleaning Solution	101-265-755.00	30.88			
22909	2/14/2012	11041	Credit Memo	101-265-755.00	-11.29			
22930	2/27/2012	13979	Building & Ground Supplies	101-265-755.00	82.94			
22935	2/17/2012	11758	Keyed Lock Set & Adjustable Stow Awa	101-265-755.00	30.97			
								\$709.00
<b>MENOMINEE COUNTY JOURNAL</b>								
23024	3/1/2012	122	Advertising February 2012	101-101-901.00	709.00			
								\$258.00
<b>MENOMINEE MEDICAL CLINIC</b>								
22869	1/31/2012	4437 10	Inmate Medical Treatment	101-301-770.01	258.00			

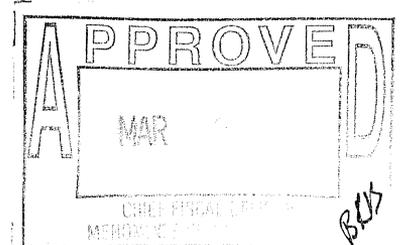


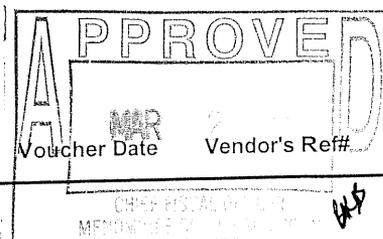
MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Mi Communication Director Asso	22900	3/1/2012		Membership Fee	Renewal of Membership - Debra Worm	266-325-802.00	100.00	\$100.00
Michigan Asso. of Counties	22917	3/1/2012		Conference	2012 MAC Legislative Conference - Fur	101-101-859.00	230.00	\$460.00
	22918	3/1/2012		Conference	2012 MAC Legislative Conference - Lar	101-101-859.00	230.00	
MICHIGAN ELECTION RESOURCES	22905	2/9/2012	28065	PO# 02609 - Ballots for February 28 Pri	101-262-727.00	8,397.63		\$8,397.63
Michigan Municipal Risk	22567	9/26/2011	93648-3	October 2011 - September 30, 2012	101-103-831.00	28,720.00		\$28,720.00
MILLERS ACTION OFFICE SUPPLY I	22895	2/28/2012	083966	Emergency Mgmt Office Supplies	101-426-727.00	4.29		\$118.53
	22942	2/17/2012	083733	Pens - Treasurer's Office	101-215-727.00	4.50		
	22948	2/23/2012	083874	Binder Clips, Ink Cartridge (Emergency	101-426-727.00	33.17		
	22970	2/23/2012	083879	Ink Refill, High Lighter, Scissors	101-268-727.00	9.87		
	22971	2/22/2012	083832I	Correction Tape, Pens, Binder Clips, R	101-215-727.00	48.71		
	22971	2/22/2012	083832I	Correction Tape, Pens, Binder Clips, R	101-215-983.00	25.99		
	22972	2/23/2012	083883	Credit Memo	101-215-983.00	-1.59		
	22973	2/27/2012	083936	Credit Memo	101-215-983.00	-6.41		
MJB Industries, Inc.	22983	1/31/2012	779	Dredge Boat Landing at Stoney Point	220-691-953.05	5,000.00		\$5,000.00
NATIONAL SHERIFF'S ASSOCIATION	22872	2/13/2012	15379	Supervisor Program Manual (x2)	101-301-881.00	164.00		\$164.00
NMCCS	22846	2/17/2012	GED Classes	November 11 - February 12 (Larivee)	101-301-770.00	1,025.55		\$1,025.55
Northeast Wisconsin Technical - 1601 University Drive	22873	2/19/2012	SFT00000575 11	2012 Spring - Taser (Smith & Testin)	101-301-881.00	175.00		\$350.00
	22873	2/19/2012	SFT00000575 11	2012 Spring - Taser (Smith & Testin)	205-315-881.03	175.00		
Office Depot, Inc.	22929	2/20/2012	598808318001	Dailey Planner	101-172-727.00	25.32		\$96.23
	22937	2/13/2012	597918376001	Planning Commission - Envelopes	101-401-755.00	19.79		
	22938	2/13/2012	597918412001	Planning Commission - Address Labels	101-401-755.00	5.72		
	22946	2/14/2012	598117785001	Pens & Ink Cartridge (District)	101-136-727.00	40.88		
	22947	2/14/2012	898117816001	Card Holder for District	101-136-727.00	4.52		
OTIS ELEVATOR COMPANY	22936	2/20/2012	CVE05003312	Service Contract 3/1 - 5/31/12	101-265-801.00	719.91		\$719.91
PAIDL'S TRUE VALUE HARDWARE	23007	2/2/2012	A33405	Super Glue	208-751-755.02	3.89		\$175.31
	23008	2/2/2012	A33411	LGT Panel	208-751-755.02	12.98		
	23009	2/29/2012	B36312	Bit Snap, Safety Snap, Hardware	208-751-755.02	6.17		
	23010	2/2/2012	A33406	Enamel (x2)	208-751-755.02	7.98		
	23011	2/3/2012	A33436	Gallon of Enamel	208-751-755.02	27.99		
	23012	2/9/2012	A33646	Enamel	208-751-755.02	35.97		
	23013	2/10/2012	B35458	Lubricant & Key	208-751-755.02	5.38		
	23014	2/17/2012	A33863	Enamel	208-751-755.02	27.99		
	23015	2/22/2012	B36035	Roll Cover	208-751-755.02	5.97		
	23016	2/28/2012	B36277	Scaffold Nail, Nex Nut & Bolts	243-246-765.00	40.99		
Pan-O-Gold Baking Co.	22859	2/14/2012	00040683204505	Inmate Groceries	101-301-770.00	44.80		\$44.80

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Vendor Name Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General							\$118.77
Pearson, Jim 23001	2/29/2012	Reimbursement	February 2012 Mileage	101-101-860.03	118.77		\$118.77
Peterson, Charlene 22920	2/18/2012	Reimbursement	Mileage - Planning Commission	101-401-710.00	18.70		\$18.70
Physio-Control Inc. 22871	2/22/2012	112096171	Electrode Assembly	101-301-835.00	183.20		\$183.20
Powerphone, Inc. 22913	2/7/2012	34023	PO# 02607 Seminar (x4)	266-326-881.00	1,396.00		\$1,396.00
QUALITY WATER SPECIALISTS 22999	2/13/2012	158279	Salt for Water Softener (Annex)	101-265-801.00	78.25		\$156.50
23022	2/29/2012	5231	February 2012	101-265-801.00	78.25		\$156.50
Quill Corporation 22847	2/21/2012	1293093	Sheriff Department - Office Supplies	101-301-727.00	268.07		\$268.07
Randall Phillipps 22939	2/22/2012	2012-13904-PP	Court Appointed Legal - Gaumet	101-131-807.00	50.00		\$325.00
22940	2/22/2012	2011-13680-PP	Court Appointed Legal - Belcher	101-131-807.00	75.00		\$325.00
22941	2/22/2012	2011-13762-PH	Court Appointed Legal - Beechner	101-131-807.00	200.00		\$325.00
Reinhart Foodservice 22861	11/28/2011	980180	Credit Memo	101-301-770.00	-30.00		\$75.00
22863	11/15/2011	982191	Credit Memo	101-301-770.00	-24.74		\$75.00
22864	12/6/2011	985320	Credit Memo	101-301-770.00	-185.16		\$75.00
22865	2/23/2012	108046	Inmate Groceries	101-301-770.00	867.23		\$75.00
22866	2/23/2012	107560	Inmate Groceries	101-301-770.00	127.02		\$75.00
22867	2/14/2012	106109	Inmate Groceries	101-301-770.00	28.18		\$75.00
Rye-Lindberg, Carol 22875	2/22/2012	Reimbursement	Notary Fees	101-301-755.00	75.00		\$75.00
Schultz, Lillian R. 22921	2/18/2012	Reimbursement	Mileage - Planning Commission	101-401-710.00	23.10		\$23.10
Servco FS Cooperative 100 22911	2/10/2012	143393	Fuel Charges - Shakey Lakes Park	208-751-742.00	902.03		\$902.03
Sherwin Williams Company 22989	2/23/2012	9873-4	Cover & Gallon of Paint	101-265-930.01	44.96		\$44.96





MENOMINEE COUNTY  
Claims Audit Report

Vendor Name Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General							\$197.80
Standard Insurance Company							
22923	3/1/2012	March 2012	Life Insurance Premium	101-101-713.00	11.50		
22923	3/1/2012	March 2012	Life Insurance Premium	101-132-713.00	6.32		
22923	3/1/2012	March 2012	Life Insurance Premium	101-136-713.00	11.50		
22923	3/1/2012	March 2012	Life Insurance Premium	101-141-713.00	6.90		
22923	3/1/2012	March 2012	Life Insurance Premium	101-148-713.00	0.58		
22923	3/1/2012	March 2012	Life Insurance Premium	101-215-713.00	11.50		
22923	3/1/2012	March 2012	Life Insurance Premium	101-172-713.00	4.60		
22923	3/1/2012	March 2012	Life Insurance Premium	101-261-713.00	2.30		
22923	3/1/2012	March 2012	Life Insurance Premium	101-267-713.00	9.20		
22923	3/1/2012	March 2012	Life Insurance Premium	101-268-713.00	2.30		
22923	3/1/2012	March 2012	Life Insurance Premium	101-253-713.00	6.90		
22923	3/1/2012	March 2012	Life Insurance Premium	101-257-713.00	4.60		
22923	3/1/2012	March 2012	Life Insurance Premium	101-265-713.00	2.30		
22923	3/1/2012	March 2012	Life Insurance Premium	101-301-713.00	48.30		
22923	3/1/2012	March 2012	Life Insurance Premium	101-682-713.00	2.30		
22923	3/1/2012	March 2012	Life Insurance Premium	101-103-713.00	2.30		
22923	3/1/2012	March 2012	Life Insurance Premium	101-426-713.00	2.30		
22923	3/1/2012	March 2012	Life Insurance Premium	271-790-713.00	9.20		
22923	3/1/2012	March 2012	Life Insurance Premium	296-663-713.00	2.30		
22923	3/1/2012	March 2012	Life Insurance Premium	296-664-713.00	2.30		
22923	3/1/2012	March 2012	Life Insurance Premium	296-665-713.00	2.30		
22923	3/1/2012	March 2012	Life Insurance Premium	208-751-713.00	4.60		
22923	3/1/2012	March 2012	Life Insurance Premium	205-316-713.00	2.30		
22923	3/1/2012	March 2012	Life Insurance Premium	205-315-713.00	20.70		
22923	3/1/2012	March 2012	Life Insurance Premium	266-325-713.00	16.10		
22923	3/1/2012	March 2012	Life Insurance Premium	266-326-713.00	2.30		
							\$5,752.49
State of Michigan - MI Supreme Court Finance							
22893	1/31/2012	P55 1530-04	January - March 2012 - Software Suppo	101-132-858.03	2,506.92	x	
22945	1/31/2012	D95A 1530-02	Jan - March 2012 District Court	101-136-931.01	3,245.57	x	
							\$20.00
Stellar Pizza, LLC							
22890	2/27/2012	28	Pizza for Teen Court (2/16/12)	296-667-801.02	20.00		
							\$122.14
Stericycle							
22868	2/15/2012	4003175609	Inmate Medical Supplies	101-301-770.01	122.14		
							\$9.90
Suchovsky, Wendy Joy							
22922	2/18/2012	Reimbursement	Mileage - Planning Commission	101-401-710.00	9.90		
							\$32.00
The First National Bank&Trust							
22996	2/29/2012	628840339	FOC Service Charge	101-141-817.00	32.00		
							\$329.95
Time Warner Cable							
22985	2/20/2012	004-700185701-001	February 25 - March 24, 2012	101-103-851.01	329.95		
							\$425.00
U.E.S. COMPUTERS, INC.							
22986	2/23/2012	35126	Maintenance & Installation of new Syste	101-103-857.00	95.00		
23023	2/29/2012	35019	Weekly Service - Computer Maintenanc	101-103-857.00	330.00		
							\$66.76
U.S. Bank Equipment Finance							
22850	2/12/2012	196874937	Sheriff's Department - Konica	101-301-727.00	66.76		
							\$197.49
UPCAP SERVICES INC							
22907	1/31/2012	1413	Work Crew - Shakey Lakes & Airport Pa	208-751-930.04	197.49		

**MENOMINEE COUNTY  
Claims Audit Report**

Vendor Name Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General							\$14,287.00
Valley Mechanical, Inc. 22977	1/9/2012	2044	Pump Grating & Framing	101-265-934.00	2,600.00		
22978	1/9/2012	2047	Relocate Pumps to New Grating	101-265-934.00	3,287.00		
22979	1/9/2012	2048	Relocate Pumps to New Grating Platfon	101-265-934.00	4,900.00		
22980	1/9/2012	2049	Pump Grating & Framing	101-265-934.00	3,500.00		
							\$786.30
Verizon Wireless 22843	2/1/2012	2694367481	Cellular Services	101-426-850.00	12.84	x	
22843	2/1/2012	2694367481	Cellular Services	266-325-850.00	0.49	x	
22843	2/1/2012	2694367481	Cellular Services	101-682-850.00	0.40	x	
22843	2/1/2012	2694367481	Cellular Services	101-265-850.01	67.40	x	
22843	2/1/2012	2694367481	Cellular Services	101-265-850.01	252.01	x	
22843	2/1/2012	2694367481	Cellular Services	205-315-850.00	149.98	x	
22843	2/1/2012	2694367481	Cellular Services	101-301-934.01	303.18	x	
							\$113.15
WALTER BROTHERS INC 23017	2/1/2012	B129487	K & B Sealant	101-265-755.00	36.45		
23018	2/17/2012	B130075	Lock Handle	101-265-755.00	14.99		
23019	2/17/2012	A158971	Lock Handle	101-265-755.00	14.99		
23020	2/17/2012	B130089	Single Sided Keys, Machine Screw, Dra	101-265-755.00	46.72		
							\$274.37
Warner, Fredrick 22886	2/27/2012	Reimbursement	Supplies & Mileage - Can Zone	296-667-801.01	20.52		
22886	2/27/2012	Reimbursement	Supplies & Mileage - Can Zone	296-668-801.00	119.90		
22887	2/27/2012	Can Zone	2/2 - 2/23/12	296-668-801.00	133.95		
							\$415.29
Waste Management 22990	3/1/2012	1340460-1856-7	March 2012	101-265-801.00	415.29		
							\$52.78
Wennergren, Mary Jo 22960	3/1/2012	Per Diem	Board of Canvassers 3/1/12	101-192-705.00	50.00		
22964	3/1/2012	Reimbursement	Mileage - Board of Canvassers	101-192-860.00	2.78		
							\$404.93
WEST GROUP PAYMENT CENTER 22721	2/1/2012	824369501	January 2012	101-131-858.03	404.93		
							\$144.87
WISCONSIN PUBLIC SERVICE CORP - P O BOX 19003 22925	2/17/2012	0402047856-00005	Kleinke Park Electrical	208-751-920.01	45.57		
22927	2/24/2012	1083431592-00000	Bailey House	208-751-920.01	24.12		
22927	2/24/2012	1083431592-00000	Kleinke Street Lighting	208-751-920.01	29.24		
22927	2/24/2012	1083431592-00000	Bailey Street Lighting	208-751-920.01	12.72		
22928	2/24/2012	0402047856-00006	Stoney Point Electrical	208-751-920.01	33.22		
							\$1,482.93
Zausmer, Kaufman, August, 22854	2/10/2012	1174-00001-MJZ	Sheriff Dept vs Board of Commissioner	101-301-755.00	1,482.93		
Total Amount for Bank Account: General							\$123,262.59

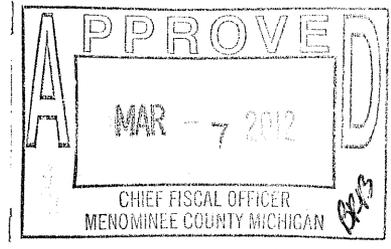


MENOMINEE COUNTY  
Claims Audit Report

COPY

Claim Total

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								\$55,682.20
MI Conference of Teamsters								
	23027	2/23/2012	April 2012	Health Insurance Premium	101-103-712.00	33,332.34		
	23027	2/23/2012	April 2012	Health Insurance Premium	205-315-712.00	7,611.46		
	23027	2/23/2012	April 2012	Health Insurance Premium	205-316-712.00	995.14		
	23027	2/23/2012	April 2012	Health Insurance Premium	208-751-712.00	1,658.20		
	23027	2/23/2012	April 2012	Health Insurance Premium	296-663-712.00	995.14		
	23027	2/23/2012	April 2012	Jeff LaFluer	701-000-231.10	995.14		
	23027	2/23/2012	April 2012	Health Insurance Premium	704-000-232.00	10,094.78		
Total Amount for Bank Account: General								\$55,682.20



# MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	Miscellaneous Boards/Committees/Commission Reports
<b>DEPARTMENT:</b>	Administration
<b>ATTACHMENTS:</b>	Yes
<b>SUMMARY:</b>	
Miscellaneous reports discussed at the 3/13/12 County Board meeting	
<b>RECOMMENDED MOTION</b>	
To approve the miscellaneous reports discussed at the 3/13/12 County Board meeting	

Submitted by:     **Brian Bousley**    

    **03/23/2012**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

	Approved
	Disapproved
	Approved with the following change(s):

# Menominee County Parks and Recreation Committee

## Meeting Minutes

February 6, 2012

The meeting was called to order at 6:30 pm by Bob Desjarlais at the Stephenson Annex Building in Stephenson, MI on February 6, 2012.

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

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

Minutes: Minutes from the previous meeting on January 31, 2012 were approved. Mark made the motion that was seconded by Gail. The motion carried.

**Public Comment:** There was no public comment.

### Business:

- a. **Budget Review:** Brian distributed copies of the most recent budget and stated that the bottom line remains fine. There was no further discussion.
- b. **Park Updates:** Brian reported that campsite lease applications for the coming season were coming in. The application deadline is February 15. Bob suggested that the committee explore the possibility of turning a parcel of land owned by the county near Longrie School into a county park. He suggested that Al visit the area to determine the feasibility of constructing a road and several campsites.
- c. **Camp Host:** Prior to the meeting, Brian had amended a copy of the guidelines for The Campground Host-Volunteer Program that was developed for the Michigan State Parks system so that it could be used for the county parks. The members of the committee had also studied the document before the meeting. Several suggestions were offered, discussed and adopted. Brian agreed to incorporate the changes into the document.

There was no correspondence, no additional items from committee members and no public comment.

Gail offered a motion to adjourn that was seconded by Glenn. The meeting was adjourned at 8:05.

Respectfully submitted by Glenn D. Cody

# MENOMINEE COUNTY PLANNING COMMISSION

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

906-753-2209

## MINUTES

January 30, 2012

### Call to Order

The Menominee County Planning Commission meeting was called to order at 5:10 pm CST by Chair Lillian Schultz on January 30, 2012 at the Michigan State University Extension office in Stephenson, MI. The meeting began with the Pledge of Allegiance.

### Roll Call

Present: Bill Anderson; Jim Pearson; Charlene Peterson; Lillian Schultz.

Excused: Warren Suchovsky; Eric Bergh Absent: Wayne Erickson

Quorum to vote was present.

Public Comment (none) –

### Approval of Agenda

Motion by Peterson, support by Pearson to approve agenda. Motion carried.

### Approval of Minutes

Meeting minutes from the November 7, 2011 meeting were approved as written. Motion by Anderson, support by Pearson. Motion carried.

### **OLD BUSINESS:**

Peterson reported that revisions on the Plan were coming along. Chapter One as presented gives a new face to the document by defining what a Master Plan is and the concepts involved. Much of the discussion in previous meetings was to streamline the historical data and give more attention to the actual planning for the future.

The goal of the planning commission to make the new Master Plan document broader in language has been implemented in this first draft by eliminating much of the limiting descriptive language that is subject to constant change.

No action was taken on any of the submitted changes at this time.

**NEW BUSINESS:**

Jim Pearson has been re-appointed to the Menominee County Planning Commission for another term of one-year by the County Board.

Paperwork was submitted for review on the Continuation Grant Application of the Retired and Senior Volunteer Program (RSVP). No comments were presented and no action taken.

**Next Meeting Date:**

WORK SESSION will be held on **Saturday, FEBRUARY 18, 2012**

Time: **8:00 AM** (plan to be there 3 to 4 hours to review all chapters)

Place: MSU Extension office

Public Comment: (Bob Desjarlais) (no comment)

Adjournment:

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

Meeting adjourned at 5:45 pm. *NOTE: Meeting was adjourned for lack of quorum when Anderson left to attend the MC Road Commission meeting.*

Re-opened as a work session and continued to review suggested changes on Chapters 2 thru 6. Closed the work session at 6:32 PM.

**TO the members who were not present: PLEASE PICK UP YOUR PACKETS at the Extension Office so you can review them PRIOR to the work session on Feb 18. Plan is to have additional chapters ready for the work session.**

Minutes submitted by:

Charlene Peterson, Secretary

Menominee County Planning Commission

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

**BOARD MEMBERS**

MARY BRADLEY  
MICHAEL KAUFMAN  
PEGGY BASTIEN

**DIRECTOR**

RUSSELL K. SEXTON

**Date:** January 31, 2012

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

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

Others Present: Bernie Lang, Menominee County Board of Commissioners.

**APPROVAL OF AGENDA:**

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

**APPROVAL OF December 27, 2011 MINUTES:**

Minutes of the December 27, 2011 Board Meeting were reviewed. A motion to accept the minutes was made by Mary Bradley and seconded by Peggy Bastien. Motion passed without opposition.

**FINANCIAL REPORT:**

The financial report for December 2011 was reviewed. There was \$100.00 in expenditures for DHS Board meeting attendance; leaving a balance of \$8,650.00.

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

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

**DIRECTOR'S REPORT:**

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

**MCSSA Information:** Various MCSSA documents were distributed, including the Agenda for the April MCSSA District One meeting and the draft minutes of the January MCSSA District One meeting.

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

There will be an MCSSA Legislative Conference on March 13<sup>th</sup> through March 15, 2012 in Lansing, MI at the Radisson Hotel.

**Statewide Director's Meeting Information:** Mr. Sexton went over his notes from the January 5, 2012 Statewide Director's phone conference.

**Collaborative Issues:** No new information.

**Business Plan Update:** Mr. Sexton related that a new business plan is being worked on and when that is finished he will go over it with the board. Mr. Sexton related that he continues to work off of the Strategic Plan, the Modified Settlement Agreement and the Federal Child and Family Services Review along with other various goals and priorities to monitor how his counties are performing. Mr. Sexton related that Menominee County is doing pretty well in the child welfare area and a little less well in the Assistance Payments area. Overall though, everything is looking pretty good.

Mr. Sexton specifically covered the goals the department has for foster home recruiting and discussed what is currently in place in Menominee County.

**Miscellaneous:** Ms. Bastien had a complaint from a citizen regarding the Estate Recovery law. Mr. Sexton explained that this was a law that was recently passed by the Legislature and that the Department of Community Health (DCH) is the entity that implemented the law. People with specific case related questions can contact DCH toll free at 1-877-791-0435 or at the following e-mail address: [miestater recovery@hms.com](mailto:miestater recovery@hms.com).

Mr. Sexton discussed the Pinecrest MCF with the board and the billing issues that were currently being worked on between Pinecrest and DHS. Mr. Sexton related that Pinecrest may be desirous of paying to have a DHS Eligibility Specialist stationed at its facility in an effort to increase communication and to prevent billing problems from occurring.

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

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

**UNIT REPORTS:** No report this month.

**BOARD BUSINESS:**

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

**Legislative Conference Voting Delegate:** Michael Kaufman made a motion to appoint Mary Bradley as the Menominee County DHS voting delegate for the MCSSA Legislative Conference. Motion was supported by Peggy Bastien. Motion passed without opposition.

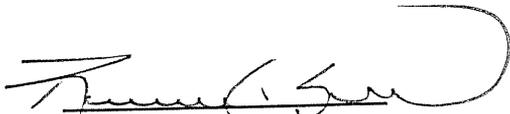
Peggy Bastien made a motion to appoint Michael Kaufman as the Menominee County DHS alternate voting delegate for the MCSSA Legislative Conference. Motion was supported by Mary Bradley. Motion passed without opposition.

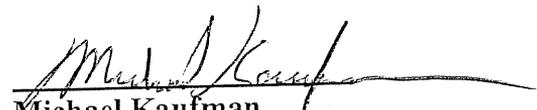
**NEW BUSINESS:** No new business presented.

**PUBLIC COMMENT:** Mr. Lang, Menominee County Board of Commissioners discussed the new board of commission districts and the new 9 member board that will exist after the next elections.

**NEXT MEETING:** February 28, 2012 at 9:00 a.m. in the Menominee County DHS Board Room.

**ADJOURNMENT:** Motion to adjourn made by Mary Bradley and supported by Peggy Bastien. Motion passed without opposition. Meeting adjourned at 9:20 a.m.

  
**Russell K. Sexton**  
Board Secretary

  
**Michael Kaufman**  
Chairperson

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

MINUTES

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

Regular Session Commission Meeting, 1/18/2012 – 4:30 p.m.

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

1. **Call to order**

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

2. **Pledge of Allegiance**

3. **Roll call**

4. **Approve/amend agenda**

Motion (Furlong/Sauve) to approve the agenda with the insertion of both addendums after item #13. Vote – unanimous. Motion carried.

5. **Approve/amend minutes of December 22, 2011**

Motion (Lakari/Pearson) to approve the minutes of December 22, 2011. Vote – unanimous. Motion carried.

6. **Public Comment**

None

7. **Discuss/consider awarding the bid to Esser Glass in the amount of \$6,816 for window repair, action if any**

Motion (Pearson/Sauve) to award the bid to Esser Glass in the amount of \$6,816 for window repair. Vote – unanimous. Motion carried.

8. **Discuss/consider establishing an annual calendar of events and responsibilities the Commission needs to address as the year unfolds, action if any**

Motion (Lakari/Pearson) to have the executive committee establish an annual calendar of events and responsibilities the commission needs to address as the year unfolds, and to have a suggested format ready for the February meeting. Vote – unanimous.

9. **Discuss/consider changes to the format of monthly financial reports to include greater detail, action if any**

Commissioner Lakari noted it would be helpful to see additional information, such as a year-to-date column, on the financial reports prepared by Marinette County.

Commissioner Furlong suggested having the executive committee meet prior to board meetings to go over financial statements.

Motion (Furlong/Sauve) to request Marinette County include greater detail on the monthly financial reports, and refer to the executive committee review of monthly finances and to establish a procedure and report back to the full commission at the February meeting. Vote – unanimous. Motion carried.

**10. Discuss/consider amending and posting current levels of five airport service fee categories including after hours fees, landing fees, parking fees, rent/lease/hangar fees, and other fees, action if any**

It was the consensus of the commission to have Mr. LaFleur create and post a list of current airport service fees.

**11. Update on creation of a part-time airport manager's job description, information only**

Commissioner Lakari reported that the special committee to create a part time airport manager's job description met on January 5<sup>th</sup> and discussed the need to modify the job description from full to part time, having the position be at will, and following Michigan Department of Transportation Aeronautic guidelines.

The committee asked Mr. LaFleur to secure additional job descriptions from surrounding airports. He received six job descriptions, which have been given to committee members. The committee will meet again on February 2 at 10:00 a.m.

**12. Discuss/consider utilizing the services of the Menominee County Administrator to assist in the hiring of a part-time manager, action if any**

Motion (Lakari/Berman) to utilize the services of the Menominee County Administrator to assist in the hiring of a part-time manager. Vote – unanimous. Motion carried.

**13. Discuss/consider approving a job posting for a part-time airport manager, action if any**

Motion (Lakari/Furlong) to approve the job posting with corrections, and to have the Menominee County Administrator post the ad. Vote – Pearson opposed. Motion carried. Exhibit A

**14. Discuss/consider procurement of display aircraft, action if any**

Commissioner Sauve informed the commission that he received the application paperwork to procure a display aircraft.

Motion (Furlong/Pearson) to have Commissioner Sauve gather cost information on procuring a display aircraft and report back to the commission. Vote – unanimous. Motion carried.

**15. Discuss/consider request from Enstrom Helicopter to erect a 5x8 structure at the north end of their building to house equipment, action if any**

Motion (Sauve/Furlong) to allow Enstrom Helicopter to erect a 5x8 structure at the north end of their building. Vote – unanimous. Motion carried.

**16. Temporary manager's report**

Motion (Furlong/Pearson) to accept the manager's report, items #1-7, as presented. Vote – unanimous.  
Motion carried.

**17. Communications/correspondence**

Mr. LaFleur addressed the commission regarding an illustrated map of Marinette/Menominee, including a drawing of the Twin County Airport approved by the previous airport manager for \$150.

It was the consensus of the commission to decline participation in the illustrated map.

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

None

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

Tom Cheski of Ingallston Township addressed the commission regarding the F-84 aircraft on display at the Escanaba airport.

**20. Future agenda items**

Review usage of the primary gate  
By-Laws Committee needs to meet before, and report at, the next meeting  
Special Committee for job description will report at the next meeting

**21. Schedule next meeting**

The next meeting is scheduled for Tuesday, February 22, 2012 at 4:30 p.m.

**22. Adjourn**

Motion (Pearson/Furlong) to adjourn at 5:56 p.m. Vote – unanimous. Motion carried.

Respectfully submitted,  
Gina K. Teeple  
Marinette County Administrative Secretary

Date approved/corrected: February 21, 2012

## **EMPLOYMENT NOTICE**

### **Manager, Twin County Airport**

The Twin County Airport Commission is currently seeking to fill the position of Manager, at the Twin County Airport located in Menominee, Michigan. This is a minimum 20 hour part-time position that offers a flexible hour workweek. Salary is commensurate with experience and qualifications.

This position will plan, direct, coordinate, and perform activities concerned with construction, maintenance, and operation of airport facilities in accordance with governmental agency or commission policies and regulations. You will also perform the duties of accounts payable and receivable, financial and tax reporting, filing, monthly invoicing, ~~record and transcribe minutes of board meetings~~, and prepare routine correspondence and advise news media of pending board meetings.

If you are a team player, who wants to be a part of developing the Twin County Airport to its potential, please submit a letter of application, resume including a minimum of 3 references, and salary requirements by February 14 29, 2012 at 12:00 p.m. to:

Twin County Airport Commission  
C/o Brian Bousley  
County Administrator  
839 10<sup>th</sup> Ave.  
Menominee, Michigan 49858

*The Twin County Airport Commission is an Equal Opportunity Employer*

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Eagle Herald - Advertise once in the Tuesday Job Opportunity page – and once in the Sunday Action  
County Journal – Advertise once; display ad  
Luft's Advertiser – Advertise once  
Peshtigo Times – Advertise once; display ad

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

## MINUTES

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

Reorganizational Meeting, 1/18/2012 – 4:00 p.m.

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

**1. Call to order**

Menominee County Administrator Brian Bousley called the meeting to order at 4:00 p.m.

**2. Pledge of Allegiance**

**3. Roll call**

**4. Approve/amend agenda**

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

**5. Public comment**

None

**6. Discuss/consider the adoption of:**

- Board Rules/Policies and by-laws, action if any
- Election procedures for officers, action if any

Motion (Furlong/Lauzer) to adopt the Board Rules/Policies and by-laws. Vote – unanimous. Motion carried.

Motion (Furlong/Sauve) to adopt *Roberts Rules of Order* for election of officers. Vote – unanimous. Motion carried.

**7. Discuss/consider the nomination and election of the following officers, action if any**

- Chairperson
- Vice Chairperson
- Secretary/Treasurer

Commissioner Pearson nominated Jason Lauzer for Chairperson of the TCAC.

Motion (Sauve/Furlong) to close nominations and cast a unanimous ballot. Vote – unanimous. Motion carried.

Commissioner Sauve nominated Nick Lakari for Vice Chairperson of the TCAC.

Motion (Furlong/Pearson) to close nominations and cast a unanimous ballot. Vote – unanimous. Motion carried.

Commissioner Furlong nominated Dale Berman for Secretary/Treasurer of the TCAC.

Motion (Lakari/Pearson) to close nominations and cast a unanimous ballot. Vote – unanimous. Motion carried.

8. **Discuss/consider the selection/appointment of the following standing committees, action if any**
- **Executive/Finance Committee (3 members)**
  - **By-laws Committee (3 members)**
  - **Planning Committee (3 members)**
  - **Buildings/Grounds Committee (3 members)**
  - **Personnel Committee (3 members)**

The Executive/Finance Committee will be comprised of the three elected officers, Jason Lauzer, Nick Lakari, and Dale Berman.

Chair Lauzer recommended the following committee assignments:

Bylaws	Buildings & Grounds
Jim Pearson	James Furlong
Ted Sauve	Nick Lakari
Nick Lakari	Dale Berman
Personnel	Planning
James Furlong	Jim Pearson
Jim Pearson	Ted Sauve
Nick Lakari	Dale Berman

Motion (Furlong/Lakari) to accept the Chair's recommendation for committee assignments.

Commissioner Furlong withdrew his motion, and Commissioner Lakari withdrew his support.

Motion (Furlong/Lakari) to approve committee assignments as follows:

Bylaws	Buildings & Grounds
Jim Pearson	Ted Sauve
James Furlong	Nick Lakari
Nick Lakari	Dale Berman
Personnel	Planning
James Furlong	Jim Pearson
Jim Pearson	Ted Sauve
Nick Lakari	Dale Berman

Vote – unanimous. Motion carried.

**9. Discuss/consider dates, times, and location of Commission meetings**

Motion (Sauve/Furlong) to hold TCAC meetings on the 3<sup>rd</sup> Tuesday of every month at 4:30 p.m. in the airport conference room. Vote – unanimous. Motion carried.

**10. Communications/correspondence**

None

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

None

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

None

**13. Future agenda items**

None

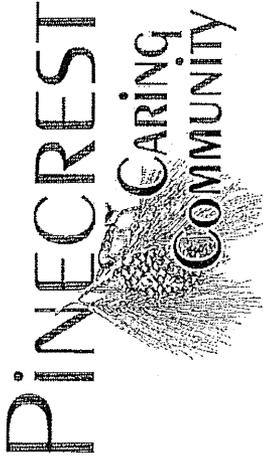
**14. Schedule next meeting**

**15. Adjourn**

The meeting adjourned at 4:15 p.m.

Respectfully submitted,  
Gina K. Teeple  
Marinette County Administrative Secretary

Date approved/corrected: February 21, 2012



PINECREST BOARD OF TRUSTEES

Date: Thursday, January 26, 2012	Time: 2:00 p.m. CST
Presiding: Margaret Bastien, Chairperson	Place: Conference Room
Recording Secretary: Lois Ball, Executive Secretary	

**Roll Call:** Gerald Smith, Gladys Elegeert, Elaine Boyne, Catherine Driscoll, Barbara Oliver, Barbara Thorne, Mary Bradley, Michael Kaufman, Pen Bastien, Richard Mapes,

**Liaison Members present :** John Degenaer, Jr,  
**Liaison Members absent:** Harrington, Ann Martin,, Charlie Meintz

**Leadership Team Members Present:** Darlene smith, Candy Meintz, Sharline Corrigan, Jessica Boucher

**Guests:** Gerald McCole, Tony Seely, Peggy Eichhorn, Stacy Johnson, Laurie Britton, Sandi Gauthier, Amy Lantagne

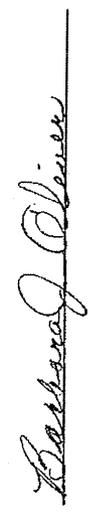
TOPIC	DISCUSSION	OUTCOME
Call to order	The meeting was called to order by Chairperson Bastien at 2:00 p.m.	
Approval of January Agenda		A motion was made by Trustee Driscoll, supported by Trustee Elegeert, to approve the January Agenda as presented. Motion carried.
Approval of December Meeting	The minutes of the December Meeting had been	Motion was made by Trustee Boyne,

Minutes	mailed to the members prior to this meeting.	supported by Trustee Kaufman, to approve the minutes of the December Meeting. Motion carried.
Review of Financial Statement	The Financial Statement for December 2011 was reviewed by CFO Candace Meintz. A discussion was held in the decline of resident census and other related areas.	A motion was made by Trustee Driscoll supported by Trustee Oliver, to accept the Financial Statement as presented. Motion carried.
Manifest of Invoices	The Manifest of Invoices had been mailed to the members prior to this meeting for their review.	A motion was made by Trustee Elegeert, supported by Trustee Bradley, to accept the Manifest of Invoices as presented and to pay the bills. Motion carried.
Executive Committee	<p>Action Item 1: Leave of Absence Policy – the policy had been mailed to members prior to this meeting for their review.</p> <p>Donative Transfer of funds from Whispering Pines to Pinecrest was discussed. Whispering Pines Committee Members stated they had not discussed this at the Committee Meeting prior to the this Board Meeting and asked for a postponement.</p> <p>Bad debt write off. Explained by Sharline Corrigan, some items were denied by medical review, now no matter what, we are beyond the filing limit. Each month the list is a different group of residents. It gives us a chance to show you what we are doing.</p> <p>Board Members asked if these listed are all different issues (yes).</p> <p>The Board was told that the government has made a change now, we used to have a longer window now they have a one year window.</p> <p>Discussion continued and the Board was also told that there are a few accounts that will be taken to small claim courts.</p>	<p>Motion to approve the Policy was made by Trustee Smith, supported by Trustee Driscoll Motion carried.</p> <p>This Action item was postponed until next month to allow Whispering Pines Committee to discuss this request.</p> <p>A motion was made by Trustee Kaufman, supported by Trustee Thorne, to accept the bad debt write off for this month. Motion carried.</p>

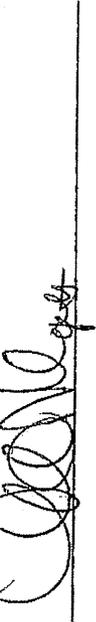
<p>Quality Assurance and Resident Council Reports</p>	<p>Darlene Smith gave the reports on these committees. All departments were watching for name tags. A couple of days ago we got a report that we are in complete compliance.</p> <p>Resident Council meetings at the Groves : reviewed the calendar, resident rights, recommendations to go out for fish fry, drains draining slow, they asked to go out shopping. At Pinecrest, Penney ad Claudia talked to residents about variety of menus. Residents want to alternate shopping areas, signs for parking by ambulance entrance were requested and making visitors aware that there is no smoking on grounds for visitors was also requested.</p>	<p>A motion was made by Trustee Supported by Trustee Motion carried.</p>
<p>Report on Safety Committee</p> <p>EDEN Alternative</p>	<p>Lois Ball reported that the Safety Committee had met to discuss safety issues such as fire exit steps, the Emergency Plan which is being revised; the amount of personal items in resident rooms; door alarms, parking, snow plowing etc. The Committee reviewed the incidents and accidents of residents and employees.</p> <p>Lois also reported that she has been working on the Eden Alternative paperwork for the facility. She stated that the Eden Alternative now wants to make facilities accountable for belonging to the group, not just pay a membership fee. There are "Milestones" that the Eden group ask you to fulfill. After fulfilling Milestone 1, we moved on to Milestones 2 and 3, in which there is a huge amount of training required for staff, residents and family members. She stated that she has just finished a budget where she matched up the training with the costs involved and will be reviewing this with the Leadership Team soon.</p>	<p>A motion was made by Trustee Elegeert, supported by Trustee Boyne, to accept the Safety Committee and EDEN Alternative Reports as presented. Motion carried.</p>
<p>Administrator's Report</p>	<p>Administrator Mapes reported that he had attended</p>	<p>A motion to approve the Administrator's</p>

	<p>the MCF's meeting in Lansing on January 12<sup>th</sup>. He highlighted the reports given at that meeting and especially noted that the UP wide MCF's advertisement will be shown in 6 spots during the Pre-Game Super Bowl Sunday.</p> <p>He also attended the District 5 meeting where discussion was held on the fact that Michigan leads the nation in monetary fines to nursing facilities.</p> <p>Darlene Smith, Resident Services Director, reported that she did attend the monthly meetings of DON's and the Alzheimer's Group.</p>	<p>report was made by Trustee Boyne, supported by Trustee Driscoll. Motion carried.</p>
<p>Administrator's Report</p>	<p>Administrator Mapes reported the State did a revisit survey and on January 20<sup>th</sup> we were recertified.</p> <p>Administrator Mapes also reported that the Child Care Center renovations will begin this weekend. We will bring the child care up to standards per Life Safety Code.</p>	<p>A motion was made by Trustee Bradley, supported by Trustee Smith, to approve the Administrator's Report. Motion carried.</p>
<p>November Financial Statement</p>	<p>Trustee Kaufman noted that the November Financial Statement had not been prepared for the December Meeting and it is in today's packet, but has not been acted on. Trustee Kaufman suggested that the Board entertain a motion to approve the November Financial Statement.</p>	<p>A motion was made by Trustee Kaufman, supported by Trustee Bradley, to approve the November Financial Statement. Motion carried.</p>
<p>Comments from Liaison Members</p>	<p>There were no comments from Liaison Members.</p>	
<p>Comments from the Public</p>	<p>There were no comments from the public.</p>	
<p>Adjournment.</p>	<p>The meeting adjourned at 2:38 p.m. CST</p>	<p>A motion was made by Trustee Smith, supported by Trustee Elegeert, to adjourn the meeting. Motion carried.</p>

Barbara Oliver, Secretary



Richard Mapes, Administrator



## MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

<b>SUBJECT:</b>	<b>West Shore Fishing Museum, Roof replacement on exhibit building #1</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>We received a letter from the Bailey Property Preservation Association, Inc. They would like the county to pay for a roof replacement on exhibit building #1. They have volunteers willing to help. They ask only for the cost of materials to replace the roof.</p>	
<b>RECOMMENDED MOTION</b>	

Submitted by:     **Brian Bousley**    

    **03/23/2012**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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



# Bailey Property Preservation Association, Inc. West Shore Fishing Museum

*Dedicated to preserving and portraying fishing life on the West Shore  
of Green Bay in prehistoric, pioneer, and modern times*

Menominee, MI. 49858  
March 16, 2012

RECEIVED  
3/20/12  
Menominee County Administrator

Mr. Brian Bousley  
Menominee County Administrator  
839 10<sup>th</sup> Ave.  
Menominee, MI. 49858

The Bailey Property Preservation Association is beginning preparations for the 2012 season at the West Shore Fishing Museum. As you know from previous conversations, one of the first projects for the new year is replacing the roof on Exhibit Building I, the former chicken coop. ( Also the food service building on special occasions).

As previously discussed, the museum volunteers are willing to provide the labor to repair the roof. Considering that the building is county property, we would be most grateful if the county could pay for the materials needed. After estimates from several roofing suppliers in the area, we have found that a total of \$ 925.00 would be the best cost available. This would include the shingles, hardware, and underlayment material.

The volunteers are eager to get started on this project. The weather has been so helpful already that we hope to get an early start work. We hope to hear from you soon so that we can purchase the materials.

Thank you so much for your help.

Sincerely,

Eileen Behrend, President  
Bailey Property Preservation Association  
% W 2784 Co. Rd 338  
Menominee, MI. 49858

# MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

<b>SUBJECT:</b>	Refrigerator/Freezer – surplus property bids
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	Yes
<b>SUMMARY:</b>	
Administration advertised for the sale of the refrig./freezer units with a minimum bid of \$800 per unit. We received NO bids. Discussion	
<b>RECOMMENDED MOTION</b>	

Submitted by:     **Brian Bousley**    

    **03/23/2012**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

**Sherry Smith**

---

**From:** Sherry Smith  
**Sent:** Friday, March 02, 2012 1:22 PM  
**To:** Menominee County Journal; 'Luftads@aol.com'; Noreen Beland  
**Cc:** 'bbousley@menomineeco.com'  
**Subject:** Please Advertise for Menominee County - Refrig.Freezer surplus

Hello Media Friends,

Please advertise for Menominee County in the most cost efficient way to the county!

**One time** the week of March 5<sup>th</sup>, 2012

---

**Request for Bids**  
Menominee County

Requesting sealed bids for the sale of the following surplus items:

Migali 3 Door Refrigerator 73" x 31" x 6'7"  
True Freezer 3 Door 78" x 27" x 7'

Each unit can be seen at the Menominee County Courthouse. There is a minimum bid of \$800 per unit. Detailed specifications can be found at [www.menomineecounty.com](http://www.menomineecounty.com) under "Latest News".

Sealed bids are to be labeled "Surplus R/F" on the outside of the envelope and submitted by March 16, 2012 at 4:00 PM (C.S.T.) to:  
Menominee County Administrator, 839 10th Ave., Menominee, MI 49858.

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

Thank you, Have a great weekend!

Sherry Smith  
Menominee County Administrative Assistant  
839 10th Ave.  
Menominee, MI 49858  
906-863-7779  
Fax: 906-863-8839  
[www.menomineecounty.com](http://www.menomineecounty.com)

*"Life isn't about waiting for the storm to pass...  
It's about learning to dance in the rain."*

3/2/2012

# MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

<b>SUBJECT:</b>	<b>Fee to Trust Acquisition – Beauchamp parcel</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	yes
<b>SUMMARY:</b>	
<p>The Hannahville Indian Community is requesting any “Notice of Appeal” to be sent within 30 days of receipt of the attached letter. They have applied with the Bureau of Indian Affairs (US Dept. of Interior) to acquire approximately 2.3 acres of land into trust</p>	
<b>RECOMMENDED MOTION</b>	

Submitted by:     **Brian Bousley**    

    **03/23/2012**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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



# United States Department of the Interior

## BUREAU OF INDIAN AFFAIRS

Michigan Agency

2845 Ashmun Street

Sault Ste. Marie, Michigan 49783-3732

(906) 632-6809 Phone (906) 632-0689 Fax

877-659-5028 TOLL FREE

COPY  
Slane

IN REPLY REFER TO:

REALTY

March 19, 2012

### NOTICE OF DECISION

**CERTIFIED MAIL RETURN RECEIPT REQUESTED - 7007 2560 0002 5917 1394**

Menominee County Commissioners  
839 10<sup>th</sup> Avenue  
Menominee, MI 49858

Re: Fee to Trust Acquisition – Beauchamp parcel

Dear County Commissioners:

This Agency has under consideration an application submitted by the Hannahville Indian Community to acquire approximately 2.3 acres of land into trust. The real property is located in Menominee County, Michigan, and is contiguous to existing trust land. According to the application, the Tribe intends to use this property for housing. The property, known as the “Beauchamp Parcel” is legally described as follows and depicted on the enclosed survey map:

#### **Beauchamp Property**

*Land located in the Township of Harris, County of Menominee, and State of Michigan, consisting of 2.3 acres, more or less and described as:*

*Part of the SE1/4 of the NE1/4 of SE1/4 of Section 11, Township 38 North, Range 25 West:*

*From the SE corner of the SE1/4 of NE1/4 of SE1/4 of Section 11, T38N, R25W, measure North along the East line of said Section a distance of 435.25 feet to the point of beginning of the land herein described; thence West parallel with the South line of said SE1/4 of NE1/4 of SE1/4 to the West line of said SE1/4 of NE1/4 of SE1/4; thence North along said West line to the NW corner of said SE1/4 of the NE1/4 of SE1/4; thence East along North line of said SE 1/4 of NE1/4 of SE1/4 to a point that is 208.71 feet West of the NE corner of said SE1/4 of NE1/4 of SE1/4; thence South parallel with the East line of said Section a distance of 208.71 feet; thence East parallel with said North line a distance of 208.71 feet to said East line; thence South along said East line a distance of 13.94 feet to the Point of Beginning.*

The approval to acquire land in trust status for an Indian tribe is committed to the discretion of the Bureau of Indian Affairs (BIA) on behalf of the Secretary of the Interior. The BIA must review all acquisition proposals prior to making a decision as to whether the lands can be placed into trust status for a tribe. The authority, procedures and policies governing the Secretary's acquisition of land in trust for an Indian tribe is set forth in Title 25 of the Code of Federal Regulations (CFR) Part 151.

**25 CFR 151.10(a) – Statutory Authority for proposed acquisition:**

The Hannahville Indian Community is a Federally Recognized Indian Tribe, with a government organized under the provisions of the Indian Reorganization Act, 25 USC 461, et. seq. The statutory authority used by the Tribe to acquire land into trust status is Section 5 of the Indian Reorganization Act of 1934 (IRA), 25 USC 465.

The regulations specify that it is the Secretary's policy to accept lands "in trust" for the benefit of tribes when such acquisition is authorized by an Act of Congress, and (1) when such lands are within the exterior boundaries of the tribe's reservation, or adjacent thereto, or within a tribal consolidation area, or (2) when the tribe already owns an interest in the land, or (3) when the Secretary determines that the land is necessary to facilitate tribal self-determination, economic development, or tribal housing.

The subject property is contiguous to existing trust land, and is deemed necessary for the overall economic well being of the Tribe. Therefore, this acquisition falls within the land acquisition policy as set forth by the Secretary of Interior, 25 CFR PART 151.10.

Pursuant to 25 CFR 151.10 the following factors were considered in formulating our recommendation: (1) need of the tribe for additional land; (2) the purpose for which the land will be used; (3) impact on the State and its political subdivisions resulting from removal of the land from the tax rolls; (4) jurisdictional problems and potential conflict of land use which may arise; (5) whether the Bureau of Indian Affairs is equipped to discharge the additional responsibilities resulting from the acquisition of the land in trust status, (6) whether or not contaminants or hazardous substances may be present on the property.

Accordingly, in addition to the foregoing, the following analysis of the application is provided:

**25 CFR 151.10(b) – The need of the Tribe for additional land**

The Tribe lacks an adequate land base within its reservation to provide sufficient and desirable homes and services for its entire membership. Although the Tribe has beneficial ownership of approximately 5859 acres, much of the acreage is comprised of cedar swamp, wetlands, lands with high water tables or lands upon which the surface bedrock prevents further development due to difficulty of development, excessive expense, or impossibility.

The Tribal Council, the governing body of the Hannahville Indian Community, has designated certain areas of the Tribe's current reservation holdings for use as commercial properties as part of its planning for diversification of economic development. This need for diversification, in order to assure the future of the community as a desirable location in which to continue to live, reduces the land available for nature preservation.

It is our determination that the Hannahville Indian Community has an established need for land in order to facilitate tribal self-determination. The United States has recognized the right of Indian Tribes to self-govern. It is, therefore, appropriate that the Tribe, through self-governance, plan and implement programs for the benefit of its community.

Conversion of the subject lands into trust status allows the Tribe the full benefit of exercising its sovereign rights and ultimately allows for long-term planning for the betterment of its people.

**25 CFR 151.10(c) – Purpose for which the land will be used**

Proposed use of this parcel will be to construct tribal rental housing. The land will support the eventual construction of 2 or 3 tribal homes. Due to the construction of a golf course on the opposite side of Hannahville B-1 road, the main thorough-fare through this part of the reservation and the relocation of tribal housing that was necessitated by that economic development, there is increased need for additional tribal housing.

**25 CFR 151.10(d) – Land to be acquired for an individual**

Not applicable.

**25 CFR Part 151.10(e) – Impact on the State and Local governments resulting from the removal of the land from the tax rolls**

Menominee and Delta County as a whole receive an equal share of 2% funds annually. Harris Township has received 2% funding since November 2001.

The Tribe intends to continue 2% funding to Menominee County well in excess of the lost tax revenue on the former Beauchamp property.

**25 CFR Part 151.10(f) – Jurisdictional problems and potential conflicts of land use which may arise**

As trust land, the parcel will be “Indian Country” for jurisdictional purposes within the meaning of 18 U.S.C. Section 1151. Law Enforcement will be provided by the Hannahville Indian Community Police Department (HTPD). While the Menominee County Sheriff’s Department does patrol the north end of Menominee County, through a cross-deputization agreement with HTPD, it is HTPD that patrols both Indian and non-Indian crime on the Reservation. Thus, it would remove confusion to place the land in trust and make it part of that land that is recognized by the local community as being part of the Reservation.

On October 13, 2006, initial consultation letters were sent to State and local governments inviting their comments on the Beauchamp parcel. On October 27, 2006 a letter from Menominee County Board of Commissioners was received providing the tax information and a statement hoping that some fair resolution could be found for the loss of tax revenue. The Tribe believes that its 2% funding to Menominee County will be of greater effect when combined with the relief from having to provide continuous tax assessment on this vacant land.

In addition, a letter from the State of Michigan Governor’s office was also received noting concerns with the legal description covering this parcel. On January 9, 2007, the Tribe provided the following written response:

*“Beauchamp is accessed via a driveway off Hannahville Road which lies adjacent to the former Lahti property, which is in trust. The conveyance paragraph on the deed read: The above described parcel being subject to the rights of the public for highway purposes over and across Hannahville Road as now located.”*

**25 CFR Part 151.10(g) – Whether the BIA is equipped to discharge the additional responsibilities resulting from the acquisition of the land in trust status**

This trust acquisition will result in increased tribal self-sufficiency and, ultimately, less dependence on the Interior Department. Furthermore, acceptance of the subject parcel into Federal trust status will not impose any significant additional responsibilities or burdens on the BIA beyond those already inherent in the Federal trusteeship over the existing Reservation.

The property has no forestry or mineral resources, which would require BIA management. With only a small amount of trust transactions anticipated (leasing, rights of ways, etc), any additional responsibilities resulting from this transaction will be minimal. As such, the Bureau of Indian Affairs, Michigan Agency, is equipped to administer any additional responsibilities resulting from this acquisition.

**25 CFR Part 151.10 (h) – Compliance with 516 DM 6, appendix 4, National Environmental Policy Act and 602 DM 2, Hazardous Substances Determinations**

In accordance with Interior Department Policy (602 DM 2), we are charged with the responsibility of conducting a site assessment for the purposes of determining the potential of, and extent of liability for, hazardous substances or other environmental remediation or injury. Phase 1 Environmental Site Assessments were completed in 2006, 2007 and 2008 with the most recent being done in November, 2011. None of these site inspections revealed any hazardous materials or contaminants on subject property. The Phase 1 was reviewed by the Midwest Region Environmental Staff and approved by the Regional Director on March 8, 2012.

**NATIONAL ENVIRONMENTAL POLICY ACT COMPLIANCE**

An additional requirement, which has to be met when considering land acquisition proposals, is the impact upon the human environment pursuant to the criteria of the National Environmental Policy Act of 1969 (NEPA).

The actions listed therein have been determined not to individually or cumulatively affect the quality of the human environment, and therefore, do not require the preparation of either an Environmental Assessment (EA) or an Environmental Impact Statement (EIS).

A categorical exclusion requires a qualifying action; in this case, 516 DM 6, Appendix 4, Part 4.4.I., Land Conveyance and Other Transfers of interests in land where no immediate change in land use is planned. This acquisition is for approximately 2.3 acres, and no change in land use is anticipated. A categorical exclusion was approved by the Acting Midwest Regional Director on September 3, 2009.

Based on the above information, the Agency Superintendent has decided to approve the taking of this land into trust status for the benefit and welfare of the Hannahville Indian Community, provided the tribe delivers a marketable title to the property, and in a manner as required in 25 CFR 151, Land Acquisition regulations.

This decision may be appealed to the Office of the Regional Director, Midwest Region, Bishop Henry Whipple Federal Building, One Federal Drive, Room 550, Fort Snelling, Minnesota 55111, in accordance with the regulation in 25 CFR Part 2. (Part 2 - Appeals from Administrative Actions enclosed).

Your notice of appeal must be filed in this office within 30 days of the date you receive this decision. The date of filing your notice of appeal is the date it is postmarked or the date it is personally delivered to this office. Your notice of appeal must include the name, address and telephone number. It should clearly identify the decision being appealed. If possible, attach a copy of the decision.

The notice and the envelope in which it is mailed should be clearly labeled **“Notice of Appeal”**. Your notice of appeal must list names and addresses of the interested parties known to you and certify that you have sent them copies of the notice. You must also send a copy of your notice of appeal to the Regional Director, at the address given above.

You may include a statement of reasons with your notice of appeal, explaining why you believe this decision to be in error. If you do not include your statement of reasons with your notice of appeal, you must mail or deliver it to the Regional Director within 30 days after you file your notice of appeal. The statement of reasons and the envelope in which it is mailed should be clearly labeled **“Statement of Reasons”**. It must be accompanied by or otherwise incorporate all supporting documents. You must send copies of your statement of reasons to all interested parties.

If no appeal is timely filed, this decision will become final for the Department of Interior at the expiration of the appeal period. No extension of time may be granted for filing a notice of appeal.

Sincerely,



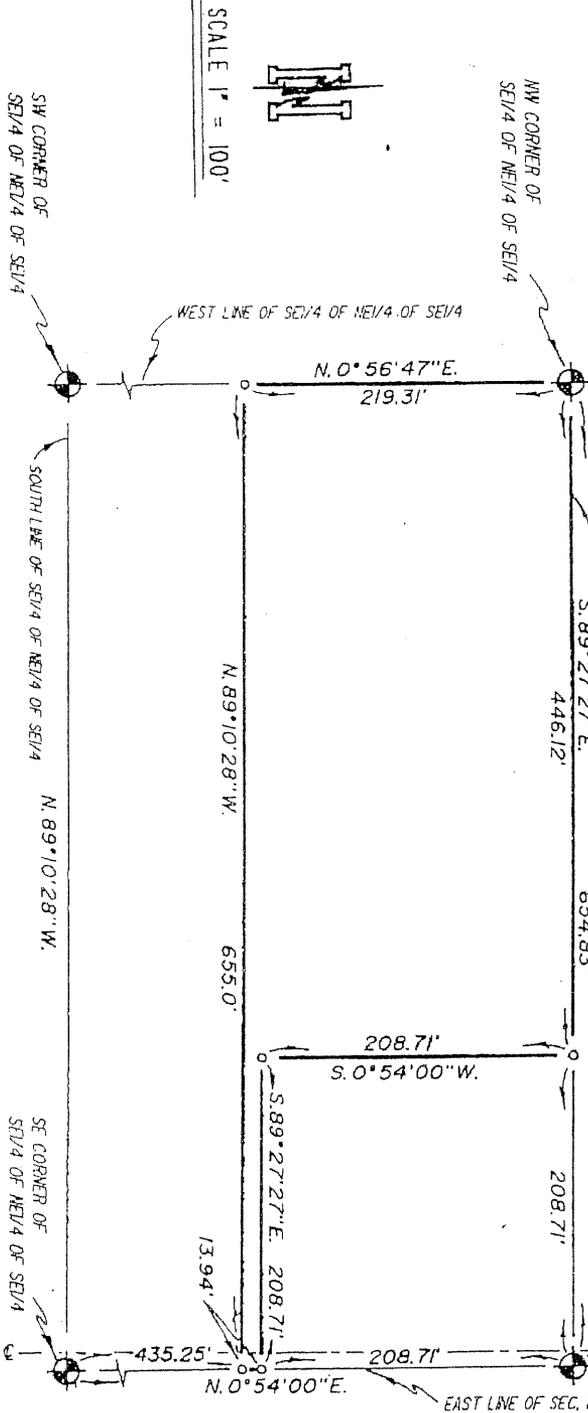
Gerald F. Parish  
Superintendent

Enclosures

**PROPERTY DESCRIPTION**  
**SEC. II T.38N., R.25W.**  
**E1/4 CORNER OF**  
**SECTION II T.38N., R.25W.**  
**HARRIS TOWNSHIP**  
**MENOMINEE COUNTY MICHIGAN**

FROM THE SE CORNER OF SE1/4 OF NE1/4 OF SECTION II T.38N., R.25W. MEASURE NORTH ALONG THE EAST LINE OF SAID SECTION A DISTANCE OF 435.25 FEET TO THE POINT OF BEGINNING OF THE LAND HEREIN DESCRIBED. THENCE WEST PARALLEL WITH THE SOUTH LINE OF SAID SE1/4 OF NE1/4 OF SE1/4 TO THE WEST LINE OF SAID SE1/4 OF NE1/4 OF SE1/4. THENCE NORTH ALONG SAID WEST LINE TO THE NW CORNER OF SAID SE1/4 OF NE1/4 OF SE1/4. THENCE EAST ALONG THE NORTH LINE OF SAID SE1/4 OF NE1/4 OF SE1/4 TO A POINT THAT IS 208.71 FEET WEST OF THE NE CORNER OF THE NE CORNER OF SAID SE1/4 OF NE1/4 OF SE1/4. THENCE SOUTH PARALLEL WITH THE EAST LINE OF SAID SECTION A DISTANCE OF 208.71 FEET. THENCE EAST PARALLEL WITH SAID NORTH LINE A DISTANCE OF 200.71 FEET TO SAID EAST LINE. THENCE SOUTH ALONG SAID EAST LINE A DISTANCE OF 139.4 FEET TO THE POINT OF BEGINNING.

THE ABOVE DESCRIBED PARCEL BEING SUBJECT TO THE RIGHTS OF THE PUBLIC FOR HIGHWAY PURPOSES OVER AND ACROSS THE HANNAVILLE ROAD AS NOW LOCATED.



**HANNAVILLE ROAD**

SURVEY FOR		GARY BEAUCHAMP
PROPERTY DIVISION		
DATE OF SURVEY	MAY 1991	
DATE OF MAPS	JANUARY 1993	
CERTIFICATE OF SURVEY TO, GARY BEAUCHAMP I, M.P. DAVIS, A REGISTERED LAND SURVEYOR IN THE STATE OF MICHIGAN, HEREBY CERTIFY THAT I HAVE MADE A SURVEY OF THE ABOVE DESCRIBED LANDS, THAT THIS DRAWING IS A CORRECT DELINEATION OF THE SURVEY, THAT IRON MONUMENTS, TOGETHER WITH THOSE FOUND, HAVE BEEN PLACED OR LOCATED AT THE POSITIONS INDICATED BY THE BEARINGS AND DISTANCES HEREIN SET FORTH. I HAVE ADJUSTED EVERY LINE, EXCEPT AS SHOWN, THAT HAS RELATIVE ERROR OF CLOSURE OF THE UNADJUSTED FIELD MEASUREMENTS OF THE SURVEY IS LESS THAN THE RATIO OF PART IN 10,000 THAT ALL PUBLIC LAND SURVEY CORNERS USED IN THIS SURVEY HAVE BEEN RECORDED IN ACCORDANCE WITH THE PROVISIONS OF ACT 74 OF P.S. OF 1970 AND THAT I HAVE COMPLIED WITH THE REQUIREMENTS OF ACT 132 OF PUBLIC ACTS OF 1970.		
M.P. DAVIS - LAND SURVEYOR NO. 16926 DAVIS SURVEYING-LAND SURVEYORS 807 LUDINGTON STREET ESCANABA, MICHIGAN 49829 PHONE 19061786 - 1755		
<b>LEGEND</b> ○ IRON MONUMENT SET ● IRON MONUMENTS FOUND □ CONC. MONUMENTS SET ■ CONC. MONUMENTS FOUND ▲ WOOD HUB SET (M) MEASURED DISTANCE OR BEARING (R) RECORDED DISTANCE OR BEARING ◆ SECTION CONTROL CORNERS		

# Hannahville Indian Community Trust Requests

U.S. 2 & 41

County Line Road

Hannahville Road

*Beauchamp property*

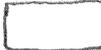
*HIC Trust Lands*

 Trust Requests

 County Roads

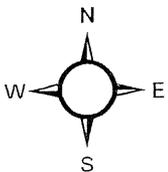
 Highways

 Rivers

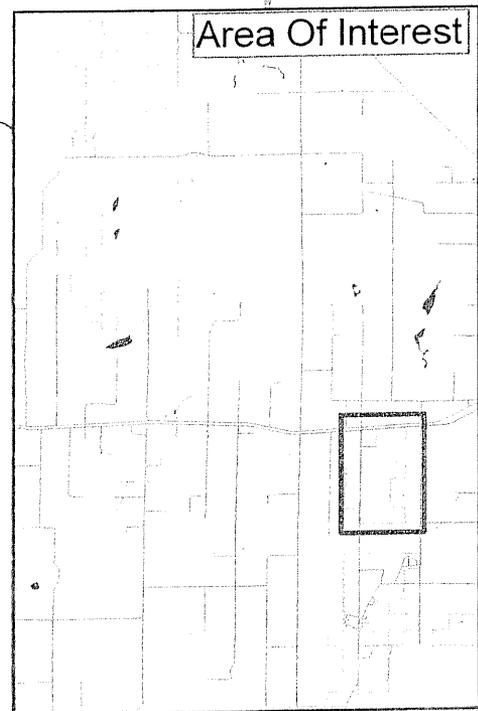
 H.I.C. Trust Lands

- 1 Madalinski
- 2 B. Cappaert
- ③ Beauchamp
- 4 Basara
- 5 Fesca

Area Of Interest



T. 38 N - R 25 W



Grantor	Grantee	Sale Price	Sale Date	Inst. Type	Terms of Sale	Liber & Page	Verified By	Prct. Trans.
Property Address HANNAHVILLE B-1 RD HANNAHVILLE INDIAN COMMUNITY N14911 HANNAHVILLE B-1 RD WILSON MI 49896		Class: 401-RESIDENTIAL      Zoning: School: 21090-BARK RIVER-HARRIS P.R.E. 0%		Building Permit(s) Date		Status		
Owner's Name/Address HANNAHVILLE INDIAN COMMUNITY N14911 HANNAHVILLE B-1 RD WILSON MI 49896		Map Num: 2012 Est TCV 3,000 (Value Overridden)		Land Value Estimates for Land Table				
Tax Description 564-731 HA-11 8/5 401K SEC 11 T38N R25W PRT OF SE 1/4 OF NE 1/4 OF SE 1/4 COM 435.25' N OF SE COR; TH W TO W LN TH N TO NW COR; TH E 208.71' W OF NE COR; TH S 208.71'; TH E 208.71'; TH S 13.94' TO POB.		Improved    X    Vacant Public Improvements Dirt Road Gravel Road Paved Road Storm Sewer Sidewalk Water Sewer Electric Gas Curb Street Lights Standard Utilities Underground Utils.		* Factors * Depth    Front    Depth 0.00    Total Acres		Rate %Adj. Reason Total Est. Land Value =		Value 0
Comments/Influences Topography of Site Level Rolling Low High Landscaped Swamp Wooded Pond Waterfront Ravine Wetland Flood Plain		Who    When    What		Building Value Assessed Value Board of Review Tribunal/Other		Taxable Value 1,500S 1,532S 2,891C 2,900S		
The Equalizer. Copyright (c) 1999 - 2009. Licensed To: County of Menominee, Michigan								

\*\*\* Information herein deemed reliable but not guaranteed\*\*\*

# MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

<b>SUBJECT:</b>	<b>Soil Erosion Permits – fee comparison/proposal</b>
<b>DEPARTMENT:</b>	<b>Building Code</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>Building Code Inspector would like to propose a fee scale for the soil and erosion permits. He has included a comparison of other county fees and a proposal for Menominee County.</p>	
<b>RECOMMENDED MOTION</b>	

Submitted by:     **Brian Bousley**    

    **03/23/2012**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

# 2010 SOIL EROSION PERMITS

APPLICANT	LOCATION	PROPOSED EARTH CHANGE	RESPONSIBLE PARTY	FEE	DATE OF ISSUE	DATE EXPIRES	PERMIT #
HASS,MICHAEL	N2074 RIVER DR	NEW HOME	BAY AREA HOMES	\$50.00	4/14/2010	10/14/2010	10-SE-01
FRANCOUR,BART	2301 RIVER DR	DET GARAGE	SAME	\$50.00	4/16/2010	6/16/2010	10-SE-02
LANGS,MORRIS	N3730 RIVER RD	NEW HOME	ALL AMER DREAM	\$50.00	4/19/2010	10/19/2010	10-SE-03
WIS PUBLIC SERV	10TH ST MENOMIN	PIPELINE REPAIR	SAME	\$620.00	4/14/2010	4/14/2010	10-SE-04
ENSTROM,BRUCE	1406 39TH AVE	NEW HOME	DAN MENACHER	\$50.00	4/22/2010	10/22/2010	10-SE-05
BARON,ARTHUR	N2360 M-35	LANDSCAPE	GLEN HAVELKA	\$50.00	4/27/2010	10/27/2010	10-SE-06
UP TELEPHONE	CO RD 374/551	DIRECTIONAL BORE	DIRK MARCO	\$1,600.00	4/27/2010	11/15/2010	10-SE-07
EACK,THAD	N3348 FRIENDSHIP	ADDITION ON HOME	SAME	\$50.00	4/30/2010	7/30/2010	10-SE-08
STARK,ROGER	W9491 WHISPERIN	LANDSCAPE	BART TICKLER	\$50.00	4/30/2010	1-Jun	10-SE-09
BUNTING,MARTIN	N8894 CAMP O LN	ADDITION ON HOME	SAME	\$50.00	5/3/2010	8/1/2010	10-SE-10
LYONS,Wm	N9674 #24 LN	ADDITION ON SHED	RYAN BLDRS	\$50.00	5/3/2010	8/3/2010	10-SE-11
KUKICH,BRUCE	N1734 M-35	NEW CULVERT	HAVELKA,CONSTRUCT	\$50.00	5/4/2010	8/30/2010	10-SE-12
DUROW,ARTHUR	W2793 CR 358	NEW CAMP	PAUL ANDERSON	\$50.00	5/5/2010	12/30/2010	10-SE-13
DUSZ,ARDEN	N13691 DEPAS LN	POLE BLDG	SAME	\$50.00	5/5/2010	6/30/2010	10-SE-14
JENSEN,TOM	N11874 29.60 LN	DBL WIDE & SEPTIC	PHIL & LEES JIM KELLER	\$50.00	5/14/2010	6/14/2010	10-SE-15
SPAUDE,MIKE	N6770 HARBOR PT	NEW HOME	RAY WRIGHT CONSTR	\$50.00	5/17/2010	10/31/2010	10-SE-16
THORSEN,TERRY	N1418 M-35	DETACHED GARAGE	SAME	\$50.00	5/20/2010	10/30/2010	10-SE-17
BROWN,RICHARD	N4350 M-35	DETACHED GARAGE	SAME	\$50.00	5/20/2010	8/30/2010	10-SE-18
WASTE MGMT	W6111 Elmwood Rd	LANDFILL COVER	SCOT GERARDEN	\$2,900.00	5/20/2010	11/30/2010	10-SE-19
BARTELS,ROBERT	N2050 RIVER DR	DETACHED GARAGE	SAME	\$50.00	5/21/2010	6/1/2011	10-SE-20
NISCHIK,RANDY	N CO RD 577	driveway & pole bldg	SAME	\$50.00	5/24/2010	5/24/2011	10-SE-21
JULKA,PAUL	N7751 W-1 RD	NEW COTTAGE	SAME	\$50.00	6/2/2010	6/2/2011	10-SE-22
BAILEY FISHING MU	N5156 M-35	GIFT SHOP	JOHN HELFERT	EXEMPT	6/7/2010	12/7/2010	10-SE-23
DANHIEUX,TIM	W10156 Bear Paw Tr	NEW CAMP	STEVE EBESCH	\$50.00	6/9/2010	6/9/2011	10-SE-24
MEYER TWP	Hermansville Pond	BOAT LANDING	BOB GURGALL	EXEMPT	6/9/2010	6/9/2011	10-SE-25
VINCENT,MIKE	N9277 US-41	ADDITION	SAME	\$50	6/10/2010	12/10/2010	10-SE-26
PETERS ,ANTONY	N6267 CR.577	DETACHED GARAGE	SAME	\$50.00	6/11/2010	1/15/2011	10-SE-27
MURRAY,JEROME	N7428 S-4 LN	DETACHED GARAGE	SAME	\$50.00	6/15/2010	6/15/2011	10-SE-28
Geltz, Tim	W5940	dig around basement	same	\$50.00	7/9/2010	1/9/2010	10-SE-29
Dewey, Larry	N11470 Blue Fox Ln	septic	same	\$50.00	8/16/2010	10/16/2010	10-SE-30
Montie, Mike	n1890 River Rd.	New home	SAME	\$50.00	7/22/2010	10/22/2010	10-SE-31
Havelka Construction	Stephenson	New buissness	same	\$500.00	7/26/2010	11/15/2010	10-SE-32
Healy, Jeff	N5242 M-35	New home	SAME	\$50.00	8/25/2010	5/25/2010	10-SE-33
ATC	US2 / CoRd 551	conduit	Jack Molthen	\$500.00	9/10/2010	6/15/2010	10-SE-34
Enockson, Karl	W9081 Snakey Lk	New home	Same	\$50.00	9/17/2010	12/1/2010	10-SE-35
Cole, Kenneth	N1643 River Dr.	garage site	Tony Williams	\$50.00	9/28/2010	11/15/2010	10-SE-36

Pascoe, Joe	E1158 Blue Fox Ln.	Garage Site	Same	\$50.00	10/25/2010	11/25/2010	10-SE-37
Anderson, Dave	W2532 CoRd 360	ponds	Bart Tickler	\$50.00	10/26/2010	5/30/2011	10-SE-38
Ryan, David	N9652 #24 Ln	Garage site	Tony Williams	\$50.00	10/29/2010	5/15/2011	10-SE-39
Wickstrom, Dave	N4410 M-35	garage site	Tony Williams	\$50.00	11/11/2010	5/11/2011	10-SE-40
Hunter, David	E1097 Co Rd 28	New home	SAME	\$50.00	12/6/2010	9/1/2011	10-SE-41

## 2011 SOIL EROSION PERMITS

APPLICANT	LOCATION	PROPOSED EARTH CHANGE	RESPONSIBLE PARTY	FEE	DATE ISSUED	DATE EXP.	PERMIT#
Bruce Meyhoff	W9507 Whispering pin	clean shoreline	Bart Tickler	\$50.00	2/9/2011	3/14/2011	11-SE-01
UP Telephone	PO 86	plow fiber optic	Dirk Macco	\$600.00	3/25/2011	11/15/2011	11-SE-02
Village of Powers	W3990 3rd st	lift station		\$100.00	4/11/2011	11/30/2011	11-SE-03
Michelle Harris	W9961 Pine Acres	septic		\$50.00	4/26/2011	10/1/2011	11-SE-04
Mark Aubert	N4193 River Dr	Garage Site	owner	\$50.00	4/27/2011	10/27/2011	11-SE-05
UP Telephone	PO 86	plow fiber optic	Dirk Macco	\$500.00	5/31/2011	11/31/2011	11-SE-06
Donald Wangerin	N6413 River Rd	Garage Site	Gene Wangerin	\$50.00	6/6/2011	8/6/2011	11-SE-07
James Albertin	W9839 Menominee tr	grading	same	\$50.00	6/10/2011	10/31/2011	11-SE-08
Rodger Hoheneder	N2705 River Dr	landscaping	same	\$50.00	6/21/2011		11-SE-09
Tim Lindahl	N4941 River Dr	septic	Kozikowski	\$50.00	6/24/2011	7/24/2011	11-SE-10
David Zwergel	N7460 S-4 Rd	new home	Bart Tickler	\$50.00	6/28/2011	11/30/2011	11-SE-11
Havelka	W730 G-12	grading around pond	Glen Havelka	\$50.00	7/6/2011	9/1/2011	11-SE-12
Richard Mack	N12594 Mack Rd.	new home	Al Lanaville	\$50.00	7/22/2011	7/23/2012	11-SE-13
Havelka Const.	1200 34 th Meno.	building add./parking lot	Glen Havelka	\$500.00	8/1/2011	5/1/2012	11-SE-14
Greg Rueau	N1080 M-35	Garage Site	Tom Wangerin	\$50.00	8/25/2011	11/15/2011	11-SE-15
Eugene Wittkopf	N11564	addition		\$50.00	9/14/2011	5/31/2012	11-SE-16
Mike Daily	W10081 Miscauno ln	Garage Site	Mark Sanicki	\$50.00	9/16/2011	12/31/2011	11-SE-17
William Byers	N7306 M-35	new home	Martin Bunting	\$50.00	11/1/2011	5/1/2012	11-SE-18
Havelka Const.	5520 13th st	clean ditch	Glen Havelka	\$500.00	12/21/2011	1/21/2012	11-SE-19

# S.E.S.C. Fee comparison

County	Residential	Non- Residential
Houghton	\$90.00 1st acre (\$20.00 per additional acre)	\$200.00 1st acre (\$40.00 per Additional acre)
Alger	\$125.00 per acre	\$250.00 per acre
Dickinson	\$60.00 1st acre (\$30.00 per additional acre)	\$300.00 1st acre (\$150.00 per additional acre)
Keweenaw	\$50.00 1st acre (\$10.00 per additional acre)	\$100.00 1st acre (\$20.00 per additional acre)
Schoolcraft	\$75.00 1st acre (\$50.00 Per additional acre)	\$150.00 1st acre (\$50.00 per additional acre)
Mackinac	\$200.00 per acre	\$300.00 per acre
Gogebic	\$85.00 per acre	\$125.00 per acre
Iron	\$100.00 per acre	\$200.00 per acre
Delta	\$125.00	\$325.00 1st acre (\$100.00 per additional acre)
Luce	\$100.00	\$50.00 1st acre (\$10.00 per additional acre)
Marquette	\$225.00 per acre (fraction thereof min. \$100.00)	\$325.00 per acre (fraction thereof min. \$250.00)
<b>average 11 counties</b>	<b>1st acre \$112.27 (\$97.27 per add. acres)</b>	<b>1st acre \$211.36 (\$135.90 per add. acres)</b>
Menominee	\$50.00 1st acre (\$20.00 per additional acre)	\$500.00 1st acre (\$100.00 per Additional acre)

## Proposed

<b>without</b> building permit	\$65.00 1st acre (\$25.00 per additional acre)	\$250.00 1st acre or fraction of not less than \$125.00 (\$100.00 per additional acre)
<b>with</b> building permit	\$50.00 1st acre (\$20.00 per additional acre)	\$200.00 1st acre or fraction of not less than \$100.00 (\$100.00 per additional acre)

Permits expire 1 year after issuance      Extentions are 50% of fee per year thereafter

Governmental subdivisions \$100.00

Work started without a permit \$100.00

Fees are refundable if work has not started, less \$50.00 administrative fee

# MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

<b>SUBJECT:</b>	Miscellaneous Bills
<b>DEPARTMENT:</b>	Administration
<b>ATTACHMENTS:</b>	yes
<b>SUMMARY:</b>	
Board to review recently submitted Miscellaneous Bills as paid on March 9, 15 & 21, 2012 in the amount of \$87,713.03	
<b>RECOMMENDED MOTION</b>	

Submitted by:     **Brian Bousley**    

    **03/23/2012**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

	Approved
	Disapproved
	Approved with the following change(s):

### **General Fund Expenditures**

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

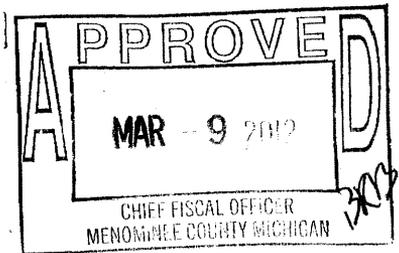
### **Special Revenue Funds**

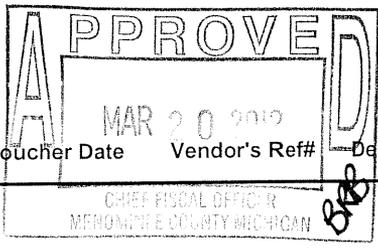
205 Road Patrol  
208 County Parks  
215 Friend of Court  
220 Park Improvements  
243 Remonumentation  
249 Building Code  
256 ROD - Automation Fund  
264 Local Corrections Officers Training  
265 Drug Law Enforcement Forfeiture  
266 E911  
269 Law Library  
271 County Library  
272 CDBG - Wells Fargo Grant  
274 CDBG - County  
276 CERT-Citzns Emerg. Response Team  
277 LEPC  
280 Inmate Canteen fund  
281 K-9  
282 Justice Training  
284 Revenue Sharing  
285 Senior Citizens  
292 Child Care  
294 Veterans' Trust  
296 Special Child Care Funds  
  
516 DTRF-Delinquent Tax Revolving Fund  
517 DTRF-PA 123 Foreclosure

**MENOMINEE COUNTY  
Claims Audit Report**

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
<b>Bank Account: General</b>								
<b>Blue Cross Blue Shield of MI</b>								<b>\$15,419.50</b>
	23086	3/7/2012	March 2012	Insurance Premium	271-790-712.00	2,731.35		
	23086	3/7/2012	March 2012	Insurance Premium	101-103-712.00	5,511.46		
	23086	3/7/2012	March 2012	Insurance Premium	266-326-712.00	1,333.15		
	23086	3/7/2012	March 2012	Insurance Premium	266-325-712.00	3,132.36		
	23086	3/7/2012	March 2012	Brian Neumeier	701-000-231.00	497.40		
	23086	3/7/2012	March 2012	Insurance Premium	704-000-232.00	2,213.78		
<b>Total Amount for Bank Account: General</b>								<b>\$15,419.50</b>

**COPY**

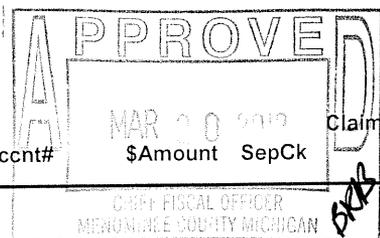




MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
<b>Ace Hardware</b>								<b>\$106.92</b>
23105		2/1/2012	204011/2	Great Stuff Big Gap	101-265-755.00	5.98		
23106		2/7/2012	204056/2	Lever Flush	101-265-755.00	8.98		
23107		2/13/2012	204084/2	Comm Switch	101-265-755.00	8.49		
23108		2/23/2012	204148/2	Entry Juno & Keys	101-265-755.00	44.99		
23109		2/23/2012	204151/2	Entry Knob	101-265-755.00	20.49		
23110		2/27/2012	204167/2	Keys	101-265-755.00	10.50		
23111		2/29/2012	204181/2	Lube Wire	101-265-755.00	7.49		
<b>AIRGAS NORTH CENTRAL</b>								<b>\$20.83</b>
23250		3/8/2012	105441854	Oxygen	205-315-755.00	20.83		
<b>ALGER-DELTA COOPERATIVE ASSOCI</b>								<b>\$425.24</b>
23093		2/29/2012	1503500	Shakey Lakes Park - Electrical	208-751-920.01	27.48		
23094		2/29/2012	367100	Shakey Lakes Park - Electrical	208-751-920.01	27.48		
23095		2/29/2012	367200	Shakey Lakes Park - Electrical	208-751-920.01	33.36		
23096		2/29/2012	369802	Shakey Lakes Park - Electrical	208-751-920.01	33.65		
23097		2/29/2012	370500	Shakey Lakes Park - Electrical	208-751-920.01	148.96		
23098		2/29/2012	379700	Shakey Lakes Park - Electrical	208-751-920.01	36.74		
23099		2/29/2012	380300	Shakey Lakes Park - Electrical	208-751-920.01	27.63		
23100		2/29/2012	383001	Shakey Lakes Park - Electrical	208-751-920.01	34.98		
23101		2/29/2012	383200	Shakey Lakes Park - Electrical	208-751-920.01	27.48		
23102		2/29/2012	383301	Shakey Lakes Park - Electrical	208-751-920.01	27.48		
<b>ANGELIS MENOMINEE INC</b>								<b>\$432.48</b>
23227		2/4/2012	0024572-IN	Inmate Groceries	101-301-770.00	76.94		
23228		2/9/2012	0173700-IN	Inmate Groceries	101-301-770.00	71.96		
23229		2/15/2012	2462110-IN	Inmate Groceries	101-301-770.00	137.88		
23230		2/23/2012	1014211-IN	Inmate Groceries	101-301-770.00	140.54		
23231		2/24/2012	0016572-IN	Inmate Groceries	101-301-770.00	5.16		
<b>AT&amp;T - Carol Stream, IL</b>								<b>\$979.05</b>
23158		3/1/2012	906753458203	March 1 - March 31, 2012	101-103-850.00	25.75		
23159		3/1/2012	906753220903	March 1 - March 31, 2012	101-103-850.00	254.39		
23160		3/1/2012	906R41083903	March 1 - March 31, 2012	101-103-850.00	698.91		
<b>BELSON CO.</b>								<b>\$430.08</b>
23240		3/5/2012	958821	Washer & Dryer Maintenance	101-301-770.00	430.08		
<b>Benson Law, P.C.</b>								<b>\$50.00</b>
23208		3/1/2012	06-11893-DM	Court Appointed Legal - Wickstrom	101-132-807.00	50.00		
<b>Bob Barker Company, Inc.</b>								<b>\$57.35</b>
23226		2/24/2012	WEB000207360	Inmate Supplies	101-301-770.00	57.35		
<b>BP</b>								<b>\$551.84</b>
23115		3/1/2012	33445503	Gasoline Sales - February 2012	249-371-742.00	81.59		
23220		3/5/2012	33522891	Sheriff Dept - Gasoline Charges	101-301-742.00	470.25	x	
<b>Brunelle, Jennifer</b>								<b>\$76.59</b>
23148		3/5/2012	Reimbursement	Mileage - 1/25/12 to 2/28/12	296-664-860.00	76.59		
<b>Carquest Auto Parts</b>								<b>\$94.99</b>
23156		3/8/2012	2825-203098	Auto Battery	101-265-981.00	94.99		
<b>Cellcom Wisconsin RSA 04</b>								<b>\$281.03</b>
23245		2/27/2012	736821	Cellular Services	101-301-850.00	281.03		

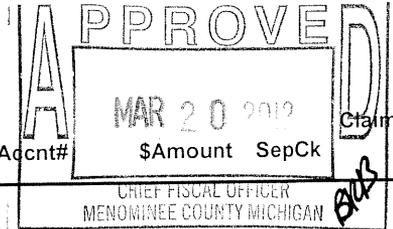
**MENOMINEE COUNTY  
Claims Audit Report**



Claim Total

Vendor Name Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General							
<b>City of Stephenson - P.O. Box 467</b>							
23118	2/20/2012	709	Annex - Utilites for February 2012	101-261-920.01	16.00		
23118	2/20/2012	709	Annex - Utilites for February 2012	101-261-920.02	30.00		
23118	2/20/2012	709	Annex - Utilites for February 2012	101-261-920.03	224.45		\$270.45
<b>CLOVERLAND PAPER CO</b>							\$643.87
23128	3/2/2012	97888	Ice Melt (x16)	101-265-930.00	227.20		
23225	2/24/2012	97909	Gloves, Lysol, Towels	101-301-770.00	226.39		
23259	3/9/2012	98031	Towels, Tissue, Damp Mop Cleaner	101-265-755.01	190.28		
<b>COHL STOKER &amp; TOSKEY P C</b>							\$561.26
23104	3/2/2012	41964	Legal Services - FOIA Research	101-211-807.00	561.26		
<b>Cooper Office Equipment</b>							\$173.00
23150	3/6/2012	86363	Staples - Copy Room (1st Floor)	101-172-931.00	53.00		
23252	3/5/2012	86328	Contract Base Charge for 3/10 - 6/9/12	101-131-931.00	120.00		
<b>Country Mile Document Destruct</b>							\$157.03
23260	3/12/2012	12673	Shredding of Documents 3/8/12	101-265-801.00	157.03		
<b>CVS Pharmacy Inc.</b>							\$42.55
23243	2/7/2012	6005 4320 4404 9416	Inmate Medications	101-301-770.01	42.55		
<b>CVSFlags.Com</b>							\$169.00
23157	3/8/2012	100855928	Flag, Pole & Stand, Cord & Tassell, Gol	101-101-727.00	169.00		
<b>Delta-Menominee County DHS</b>							\$2,250.00
23205	2/21/2012	Appropriation	1st Quarter - FY 2012	101-601-837.00	2,250.00		
<b>DMinteractive</b>							\$125.00
23135	2/29/2012	3664	Web Production Services (Add Maps In	101-103-851.00	125.00		
<b>DTE Energy</b>							\$164.63
23119	2/27/2012	462245200011	Annex - February 2012	101-261-920.04	164.63		
<b>EAGLEHERALD PUBLISHING, LLC</b>							\$1,643.59
23112	2/29/2012	1445	PO# 02615 Election Notices	101-262-727.00	1,137.68		
23124	2/29/2012	1406	Advertising - February 2012	101-101-901.00	440.09		
23125	2/29/2012	1408	Advertising Board of Commissioners - F	101-101-901.00	65.82		
<b>Election Systems &amp; Software</b>							\$3,848.45
23120	2/28/2012	798571	Support for 7/1/11 - 6/30/12	101-262-727.00	186.00		
23130	2/28/2012	798506	PO# 02614 Election Programming - Aut	101-262-727.00	1,183.80		
23136	2/28/2012	798505	PO# 02613 - Election Programming 2/1	101-262-727.00	2,478.65		
<b>Employee Benefits Agency, Inc.</b>							\$256.00
23090	3/1/2012	2725	ABS Monthly Admin Fee - March 2012	101-103-712.02	256.00		
<b>Friends Ofc Prod Whse Direct</b>							\$31.47
23134	3/6/2012	016072	Cartridge Toners - Building & Grounds	101-265-755.00	31.47		
<b>Geoffrey C. Lawrence</b>							\$323.80
23207	3/8/2012	2012-029-MI	Court Appointed Legal - LaFave	101-148-807.00	323.80		
<b>Good Source</b>							\$610.05
23237	2/27/2012	S10276265	Inmate Groceries	101-301-770.00	455.01		
23238	2/27/2012	S10276401	Inmate Groceries	101-301-770.00	155.04		
<b>GREAT AMERICAN DISPOSAL CO THE</b>							\$52.32
23143	3/1/2012	23101198	Annex - Garbage Removal	101-261-930.04	52.32		

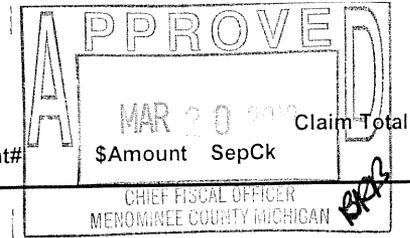
MENOMINEE COUNTY  
Claims Audit Report



Claim Total

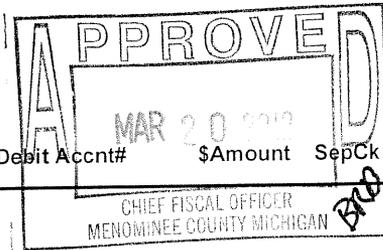
Vendor Name Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General							
Gregory, Raymond G. 23144	3/7/2012	2011-26-MI	Court Appointed Legal - Ingram	101-148-807.00	85.00		\$175.00
23255	3/14/2012	2012-030-MI	Court Appointed Legal - Charginghawk	101-148-807.00	90.00		
Hasler 23154	3/2/2012	15323465	Rate & Structure Insurance	101-253-729.01	319.92		\$319.92
HOTFLAME GAS COMPANY 23161	3/6/2012	007460	Maintenance Building at Shakey Lakes	101-265-920.04	739.43		\$739.43
Ivens, Ruby E. 23164	3/5/2012	Reimbursement	Mileage - Parks Committee	208-751-860.00	26.64		\$26.64
J S ELECTRONICS, INC. 23091	3/1/2012	17013	Tower Lease - March 2012	266-326-942.00	425.00		\$542.00
23116	3/1/2012	17016	Numeric Paging Service	101-267-850.00	27.00		
23219	3/1/2012	17014	Voice Paging	101-301-727.00	90.00		
Joel Hensley, RN 23117	3/11/2012	Blood Draws	Blake (3/2/12) Tourangeau (3/4/12) Lar	101-267-801.01	300.00		\$1,665.00
23244	3/11/2012	Nursing Services	March 1 - March 15, 2012	101-301-770.01	1,365.00		
Kakuk, Tammany 23132	3/1/2012	4749	Foster Care	292-662-843.02	222.40		\$222.40
Kleiman, Marc 23155	3/9/2012	Reimbursment	Gasoline & Lunch - Mtg in Marquette	101-215-860.00	55.00		\$59.23
23253	3/14/2012	Reimbursement	Batteries for Digital Recorder	101-215-727.00	4.23		
Kulwich, Gerald 23147	3/6/2012	Reimbursement	Mileage - February 2012	296-665-860.00	237.21		\$237.21
LENCA SURVEYING 23131	3/3/2012	12024	Remon Project Year 2012 - Feb 27 - Me	243-246-801.07	3,285.75		\$5,884.35
23258	3/10/2012	12027	Remon Project Yr 2012 (3/5 - 3/11/12)	243-246-801.07	2,598.60		
Linsmeier Implement, Inc. 23126	2/13/2012	49233	Parks Supplies	208-751-930.02	2.90		\$656.48
23127	2/28/2012	49278	Parks Supplies	208-751-930.02	90.13		
23261	2/29/2012	49257	PO# 02618 Fuel & Power Steering Line	208-751-930.02	563.45		
Lou's Gloves, Inc. 23256	2/28/2012	629	Gloves - Inmate Medical Supplies	101-301-770.01	84.00		\$84.00
Lufts Advertiser 23224	3/1/2012	Booklets	Special Victims Unit Booklets (x25)	101-301-755.00	100.00		\$100.00
Lyn Haynes 23251	3/13/2012	2012-013881-DP	Service of Process Fees Zimmerman/S	101-267-804.00	95.00		\$95.00
M & M Trucking, Inc. 23139	3/1/2012	6695	Snow Removal - February 2012	101-265-930.00	400.00		\$400.00
Manpower 23153	3/4/2012	23713319	Week Ending 3/4/12 - Regina Mistark	101-141-704.00	472.00		\$1,062.00
23262	3/11/2012	23747107	Week Ending 3/11/12 - Regina Mistark	101-141-704.00	590.00		
Marinette Farm & Garden 23246	3/3/2012	190421	K9 Supplies	101-301-881.01	55.95		\$55.95
Meintz, Charlie 23123	3/3/2012	Reimbursement	February 2012 Mileage	101-101-860.04	77.69		\$77.69

MENOMINEE COUNTY  
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Vendor Name Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General							\$38.36
Menards - Marinette 23133	3/2/2012	14701	Holesaw, Staple, Instant Water Stop	101-265-755.00	38.36		
MENOMINEE COUNTY JOURNAL							\$658.50
23129	3/1/2012	123	PO# 02612 Election Notice	101-262-727.00	658.50		
MENOMINEE COUNTY ROAD COMMISSI							\$221.53
23152	3/7/2012	10571	Shakey Lakes Boat Landing	208-751-930.04	144.95		
23249	3/7/2012	10572	Power to Radio's - February 2012	205-315-755.00	76.58		
MENOMINEE MEDICAL CLINIC							\$128.00
23241	2/28/2012	2/28/12	Inmate Medical - J. Sorensen	101-301-770.01	128.00		
MICHIGAN ELECTION RESOURCES							\$2,784.48
23113	3/5/2012	28278	PO# 02617 Precinct Supply Kit M100	101-262-727.00	1,238.96		
23114	3/5/2012	28277	PO# 02616 A.V. Supply Kits	101-262-727.00	1,545.52		
Michigan Works!							\$173.88
23142	3/6/2012	Reimbursement	Lang & Furlong - 1/5/12 Meetings	101-101-860.02	86.94		
23142	3/6/2012	Reimbursement	Lang & Furlong - 1/5/12 Meetings	101-101-860.01	86.94		
MID-COUNTY SMALL ENGINES, LLC							\$53.50
23140	1/3/2012	715	Park Supplies	208-751-930.02	33.00		
23141	1/10/2012	716	Park Supplies	208-751-930.02	20.50		
MJB Industries, Inc.							\$4,000.00
23214	2/28/2012	791	Mobilize Machinery & Misc Items - Ston	220-691-953.05	4,000.00		
MOORE MEDICAL CORP							\$255.00
23242	2/29/2012	97155062 RI	Inmate Medical Supplies	101-301-770.01	255.00		
MR TIRE							\$103.03
23138	2/24/2012	441953	Tubes & Installation	208-751-930.02	103.03		
Pan-O-Gold Baking Co.							\$73.56
23235	2/28/2012	00040683205904	Inmate Groceries	101-301-770.00	35.80		
23236	2/21/2012	00040683205204	Inmate Groceries	101-301-770.00	37.76		
Pinecrest Medical Center							\$15.02
23247	3/1/2012	February 2012	Telephone Charges	205-315-727.00	15.02		
PrintersPlus!							\$75.00
23217	2/29/2012	11342	Receipt Books - Sheriff's Dept.	101-301-727.00	75.00		
Quill Corporation							\$201.30
23218	2/29/2012	1493316	Office Supplies - Sheriff's Dept	101-301-727.00	201.30		
Reinhart Foodservice							\$1,058.85
23232	3/8/2012	110297	Inmate Groceries	101-301-770.00	195.26		
23233	3/8/2012	110360	Inmate Groceries	101-301-770.00	199.17		
23234	3/8/2012	109856	Inmate Groceries	101-301-770.00	664.42		
Sage Abra							\$337.95
23087	2/24/2012	70001273353	Payroll Checks & Direct Deposit Slips	101-172-727.01	337.95		
Salfai, Sharon							\$44.00
23209	3/12/2012	11-096-DL-3	Transcript - Preliminary Hearing 2/13/12	101-132-806.00	44.00		
Sault Tribe Youth Facility							\$3,480.00
23145	3/7/2012	4759	Out of Home Placement Costs (A.L.N.)	292-662-843.05	3,480.00		
Sherry Smith							\$19.42
23137	3/5/2012	Reimbursement	Mileage - Gourley Township Mtg	101-172-860.00	19.42		

MENOMINEE COUNTY  
Claims Audit Report

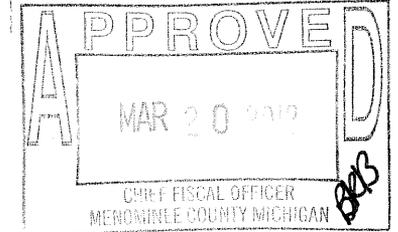


Claim Total

Vendor Name Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General							
Sherwin Williams Company 23163	3/7/2012	0103-4	Smart White Paint (Gallon)	101-265-755.00	31.29		\$31.29
Short, Mary Kay 23121	2/6/2012	Transcripts	M11-3426-FH & M11-3428-FH	101-131-806.00	23.10		\$43.60
23206	3/12/2012	M11-3438-FH	Transcript for People vs Kyle Dettman	101-267-806.00	20.50		
St. Francis Hospital 23165	2/8/2012	1140806	Amanda Chase - Acct # 22283584	101-648-835.00	778.32		\$778.32
State of Michigan - Licensing & Regulatory Affairs 23254	3/1/2012	46623	Special Inspection Fee - Boiler # 22, 23	101-265-755.00	100.00	x	\$100.00
State of Michigan - MI Dept. of Human Services 23146	3/7/2012	January 2012	Monthly Offset	292-662-843.01	9,766.27		\$9,766.27
STEPHENSON MARKETING COOPERATI 23151	2/29/2012	462643	Cotter Pins & Welding Rods	208-751-755.02	5.97		\$2,166.91
23248	2/29/2012	015579	Gasoline Sales - Febraury 2012	205-315-742.00	2,160.94	x	
Time Warner Cable 23239	3/1/2012	004-620475202-001	March 6 - April 5, 2012	101-301-770.00	124.16		\$124.16
TWIN CITY ELECTRIC, Inc. 23216	1/16/2012	77719	Add Data jack in Mezzanine for Access	101-301-727.00	238.40		\$238.40
U.E.S. COMPUTERS, INC. 23103	3/1/2012	59735	Monthly DVD Backup - February 2012	101-103-857.00	100.00		\$100.00
UNIFORM SHOPPE 23221	2/13/2012	206899	Uniforms - Theresa Swearingen	101-301-745.00	195.60		\$195.60
UPCAP SERVICES INC 23149	2/29/2012	1428	Work Crew Services - Shakey Lakes	208-751-930.04	20.88		\$370.88
23215	3/8/2012	12-22-184	Utility Trailer	101-265-934.00	350.00		
Valenti, Susan F. 23122	2/29/2012	Reimbursement	February 2012	101-131-860.00	435.91		\$435.91
Valley Mechanical, Inc. 23212	2/23/2012	2108	Jail - Heat Maintenance on 2/18/12	101-265-934.00	470.00		\$470.00
WALTER BROTHERS INC 23222	2/7/2012	A158323	Single Sided Keys	101-301-755.00	10.14		\$13.52
23223	2/20/2012	B130221	Single Sided Keys	101-301-755.00	3.38		
WEB Communications, Inc. 23213	2/21/2012	104904	Call-In Switch Plate	101-265-934.00	99.36		\$99.36
WEST GROUP PAYMENT CENTER 23257	3/1/2012	824535165	February 2012	101-131-858.03	404.93		\$404.93
Wii-Kil Pest Control 23092	2/27/2012	1993903	Courthouse - Commercial Contract	101-265-801.00	60.00		\$60.00
WISCONSIN PUBLIC SERVICE CORP - P O BOX 19003 23088	2/28/2012	0402047856-00004	Courthouse - Gas	101-265-920.04	3,060.42		\$8,071.34
23089	2/28/2012	0402191663-00001	Health Care Center - Gas & Electrical	101-265-920.03	266.09		
23089	2/28/2012	0402191663-00001	Health Care Center - Gas & Electrical	101-265-920.04	279.47		
23210	3/6/2012	0402055840-00001	Jail - Electrical Service	101-265-920.03	4,465.36		
Total Amount for Bank Account: General							\$64,423.04

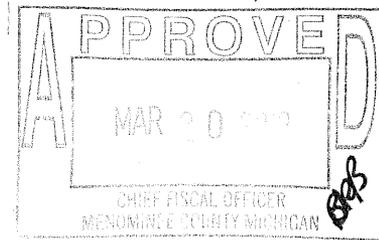
MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Voucher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
MENOMINEE COUNTY SHERIFF DEPT	23264	3/15/2012	12-229-12	Release of Bond - LaFave	265-000-655.00	250.00		\$250.00
Total Amount for Bank Account: General								\$250.00



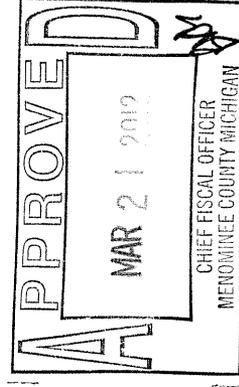
**MENOMINEE COUNTY**  
**Claims Audit Report**

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
MILLERS ACTION OFFICE SUPPLY I	23265	3/15/2012	084369	Toner	101-253-727.00	66.99		\$66.99
Randall Phillipps	23266	3/14/2012	2006-11586-DP	Court Appointed Legal - Ray	101-131-807.00	25.00		\$237.50
	23267	3/14/2012	2010-13175-DS	Court Appointed Legal - Walters	101-131-807.00	25.00		
	23268	3/14/2012	1996-7736-DM	Court Appointed Legal - Ambeau	101-131-807.00	25.00		
	23269	3/14/2012	2003-10402-DP	Court Appointed Legal - Barstow	101-131-807.00	12.50		
	23270	3/14/2012	1996-7944-DP	Court Appointed Legal - Thunder-Ledge	101-131-807.00	12.50		
	23271	3/14/2012	2009-13060-DP	Court Appointed Legal - Wheeler	101-131-807.00	62.50		
	23272	3/14/2012	2007-11986-DP	Court Appointed Legal - Craven	101-131-807.00	75.00		
Total Amount for Bank Account: General								\$304.49



MENOMINEE COUNTY  
Check Register Report

Check	Vendor Name	Vendor's Ref#	Description	Status	Check Date	Check Amount
	Vchr#			Debit Account	\$Amount	
Check Date: 3/21/2012 - 3/21/2012 Bank Account: General - General						
89667	ALL SEASONS EQUIPMENT			Unprinted	03/21/2012	\$7,316.00
	23358	6549	PO# 02621 Snowplow (x2)	101-265-755.00		\$996.00
	23358	6549	PO# 02621 Snowplow (x2)	101-265-930.03		\$6,320.00
<b>Total General</b>						<u>\$7,316.00</u>
<b>Grand Total:</b>						<u>\$7,316.00</u>



# MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

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

Submitted by:     **Brian Bousley**    

    **03/23/2012**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

	Approved
	Disapproved
	Approved with the following change(s):

# MINUTES

**TWIN COUNTY AIRPORT COMMISSION  
2801 NORTH 22<sup>ND</sup> STREET  
MENOMINEE, MI 49858  
906-863-8408  
FAX 906-863-7392**

**Personnel Committee Meeting, 11/30/2011**

**Starting no earlier than 3:30 p.m., following Executive Committee meeting**

MEMBERS PRESENT: Jim Pearson, John Hartz, James Furlong  
MEMBERS EXCUSED: None  
OTHERS PRESENT: Airport Lineman Jeff LaFleur, Menominee County Administrator  
Brian Bousley, Marinette County Administrative Secretary Gina  
Teeple, Bay Cities Radio, Eagle Herald, Menominee County  
News, Peshtigo Times, Public Citizens

**1. Call to order**

Chair Pearson called the meeting to order at 3:37 p.m.

**2. Pledge of Allegiance**

**3. Roll call**

**4. Approve/amend agenda**

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

**5. Approve/amend minutes of September 21, 2011**

Commissioner Hartz noted that a motion made by Commissioner Furlong at the September 21, 2011 Personnel Committee meeting was not recorded in the minutes; to wit: Motion (Furlong) to let Tim Spreen's contract run out and terminate him. Motion failed for lack of a second.

Motion (Hartz/Furlong) to approve the minutes as amended. Vote – unanimous. Motion carried.

**6. Public Comment**

None

**7. Discuss/consider recommendation from Executive Committee for personnel requirements for the airport, action if any**

Commissioner Lakari reported that it was the consensus of the Executive Committee to forward to the Personnel Committee the following staffing structure: a part-time airport manager, a part-time lineman, and a full-time lineman.

It was the consensus of the committee to move the Executive Committee's recommendation forward to the full commission for consideration and approval.

**8. Discuss/consider Jeff LaFleur's recommendation for the lineman position based on applications and interviews, action if any**

Commissioner Furlong informed the committee that he and Jeff LaFleur interviewed a total of 8 applicants. Each applicant was asked the same 13 questions. Based on those interviews, he and Mr. LaFleur prioritized the list of applicants.

It was the consensus of the committee to move forward extending a job offer to the top applicant, contingent upon successful completion of a background check, physical, and drug screen, to the full commission for consideration and approval.

**9. Discuss/consider recommendation from the Executive Committee for advertisement of the airport manager's position, action if any**

It was the consensus of the committee to move forward advertisement for a part-time airport manager to the full commission for consideration and approval.

**10. Discuss/consider temporarily increasing the lineman's compensation for performing the duties of the airport manager, action if any**

Chair Pearson noted that, in the absence of an airport manager, lineman Jeff LaFleur had been performing several additional job duties.

Commissioner Hartz stated that he was opposed to increasing the compensation, as the compensation was not historically increased in the airport manager's absence during vacations.

With a two person majority, the committee agreed to move forward temporarily increasing the lineman's compensation to that of the previous airport manager, effective from the date the previous manager resigned to the date a new manager starts, to the full commission for consideration and approval.

**11. Communications/correspondence**

None

**12. Public comment**

Matt Gagnon of Wallace addressed the commission regarding the work hours of the part-time airport manager.

**11. Future agenda items**

Creation of an airport operations manual.

**12. Adjourn**

Motion (Furlong/Hartz) to adjourn at 3:53 p.m. Vote – unanimous. Motion carried.

Date approved/corrected: February 27, 2012

**MINUTES**

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

**Special Committee Meeting to draft Airport D anager's Job Description, 2/2/2012 – 10:00 a.m.**

MEMBERS PRESENT: James Furlong, Nick Lakari  
MEMBERS EXCUSED: Dale Berman  
OTHERS PRESENT: TCAC Chair Jason Lauzer, Airport Lineman Jeff LaFleur, Menominee County Administrator Brian Bousley, Marinette County Administrative Secretary Gina Teeple, Eagle Herald, Peshtigo Times, Public Citizens

**1. Call to order**

Menominee County Administrator Brian Bousley called the meeting to order at 10:00 a.m.

**2. Pledge of Allegiance**

**3. Roll call**

Commissioner Berman is excused.

**4. Approve/amend agenda**

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

**5. Approve/amend minutes of January 5, 2012**

Motion (Furlong/Lakari) to approve the minutes of January 5, 2012. Vote – unanimous. Motion carried.

**6. Elect Chair**

Motion (Furlong/Lakari) to cast a unanimous ballot to elect Nick Lakari as Chair of the committee ad hoc. Vote – unanimous. Motion carried.

**7. Elect Vice-Chair**

Motion (Lakari/Furlong) to cast a unanimous ballot to elect James Furlong as Vice-Chair ad hoc. Vote – unanimous. Motion carried.

**8. Elect Secretary**

Motion (Furlong/Lakari) to cast a unanimous ballot to elect Dale Berman as Secretary ad hoc. Vote – unanimous. Motion carried.

**9. Public Comment**

None

10. **Making use of the job description template, seek a consensus for, Position Title, Reports To, General Job Summary, Responsibilities and Duties: MDOT Aeronautics Administrative Code R 259.312, Appointment and Licensing Requirements: MDOT Aeronautics Administrative Code 259.311, Minimum Qualifications Required (Training and Experience), Essential Job Functions/Duties, Essential Knowledge, Skills, and Abilities, Physical Demands and Working Conditions**

The committee reached a consensus and drafted a job description for the part-time airport manager using the job description template.

11. **Discuss/consider recommending to the personnel committee approval of the job description for the part time airport manager's position, action if any**

No action taken

12. **Discuss/consider TCAC by-laws that need to be amended due to rewriting the airport manager job description and recommend potential changes to By-Laws Committee, action if any**

Motion (Furlong/Lakari) to recommend changes to Article VI of the by-laws to the By-Laws Committee (Exhibit A). Vote – unanimous. Motion carried.

13. **Public Comment**

None

14. **Future agenda items**

- Review drafted job description
- Recommend approval of drafted job description to the Personnel Committee

15. **Schedule next meeting**

To be determined

16. **Adjourn**

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

Respectfully submitted,  
Gina K. Teeple  
Marinette County Administrative Secretary

Date approved/corrected: February 27, 2012

Recommended amendments to By-Laws: ARTICLE VI – ADMINISTRATION

A. Responsibilities of the Commission

1. Personnel:

- a. The Commission shall employ an Airport Manager, who shall be hired by a majority vote of the full Commission.
- b. The Commission shall determine other necessary staffing levels of the airport.
- c. The Commission will post (advertise) open personnel positions, receive applications through the Menominee County Administrator's office, screen applications, interview promising candidates, and select a finalist for employment.
- d. All airport personnel will be appraised, annually. When necessary, plans for improvement will be initiated by the Commission Personnel Committee.

2. Job Descriptions:

- a. Respective Job Descriptions shall be written and published for:
  - (1.) Airport Manager
  - (2.) Airport LinemanSpecific Commission expectations will be summarized for each position.

*Menominee-Delta-Schoolcraft  
Community Action Agency*

**GOVERNING BOARD MEETING**  
*Thursday, February 9, 2012*  
*1:30 p.m. (EST)*

**MINUTES**

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

**MEMBERS PRESENT**

Dan LaFoille, Schoolcraft  
Omer Doran, Schoolcraft  
George Lyon, Schoolcraft  
Gil Vandenhouten, Menominee  
Ken Bryant, Schoolcraft  
Bernie Lang, Menominee  
Pastor Ingmar Levin, Schoolcraft  
Myra Croasdell, Delta  
Tom Lippens, Delta  
Brenda Moya, Menominee  
Dave Moyle, Delta  
Gil Sablack, Schoolcraft  
Karen Wigand, Delta  
Walter Multerer, Menominee  
John Stapleton, Schoolcraft  
Ken Penokie, Delta  
Beth Pletcher, Menominee

**OTHERS PRESENT**

William Dubord, Executive Director  
Theresa Nelson, RSVP Director  
Joe Dehlin, Weatherization Director  
Connie Maule, SCP Director  
Cathy Pearson, Executive Assistant  
Kim Johnson, Early Childhood Director  
Sally Kidd, Senior Services Director  
Beau Miller, Finance Director  
Mary Bunnin, FGP Director

**MEMBERS ABSENT**

Geri Nelson, excused  
Ruth Helwig, excused  
Mari Negro, excused  
Dave Anthony, excused  
Charmaine Lehman, excused

**APPROVAL OF JANUARY 12, 2012 GOVERNING BOARD MINUTES**

Members received a copy of the January 12, 2012 Governing Board minutes for their review. There were no questions or comments ***AND THEY WERE APPROVED WITH A MOTION FROM GEORGE LYON, SECONDED BY MR. MOYLE; MOTION CARRIED.***

**FINANCE COMMITTEE REPORT**

Ms. Wigand called on Treasurer Dan LaFoille who asked our Finance Director, Beau Miller to explain the role of the Finance Committee. Mr. Miller reported that the Finance Committee reviews all of the checks that are cut each month and asks questions on vendors that may look unusual, high dollar amounts or anything else that jumps out at them. Upon having their questions answered satisfactorily they recommend to the board that the Accounts Payable schedules be approved. In addition they review all of the agency credit card charges to ensure they're reasonable and not something that could be billed. They also review the Financial Procedures Manual and any high dollar/sole source purchases. ***MR. LAFOILLE MOVED TO APPROVE THE ACCOUNTS PAYABLE SCHEDULE FOR JANUARY, SECONDED BY DAVE MOYLE; MOTION CARRIED. (see attachment "A").***

### NOMINATING COMMITTEE REPORT

The Chair called on Tom Lippens who reported that the Nominating Committee met today to review the composition of the board sectors since we are going from 27 members to 21. The Delta County Board of Commissioners has agreed to relinquish one of their seats and have reappointed Karen Wigand and Dave Moyle to represent them, with Dave Rivard as an alternate. In addition, the committee directed staff to write letters to Ruth Helwig and Charmaine Lehman as their terms will end April 30<sup>th</sup> since the organizations they were representing no longer exist. Staff will check with the other members whose terms have expired to see if they wish to continue and if so, to get reappointed by the organization they represent. The Nominating Committee would also like to have one more seat designated for Early Childhood. **PASTOR LEVIN MOVED TO ACCEPT THE NOMINATING COMMITTEE REPORT, GEORGE LYON SECONDED THE MOTION; MOTION CARRIED. (see attachment "B")**

### EARLY CHILDHOOD COMMITTEE REPORT

Karen Wigand called on Myra Croasdell who reported that the Early Childhood Committee met recently and were given an overview of the Early Childhood Program and new regulatory changes in the child development outcomes. The ECP Director explained that the ECP Committee is complimentary to the Head Start Policy Council. **DAVE MOYLE MOVED TO ACCEPT THE EARLY CHILDHOOD COMMITTEE REPORT, TOM LIPPENS SUPPORTED THE MOTION; MOTION CARRIED.**

### 2012 HEAD START/EARLY HEAD START PROGRAM OUTCOME SCHEDULE

Members were mailed a copy of the 2012 Head Start/Early Head Start Program Outcome Schedule for their review. There were no questions or comments **AND THEY WERE APPROVED WITH A MOTION FROM KEN BRYANT, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

### MANDATORY AMENDMENT TO HEALTH PLAN DOCUMENT

Members were mailed a mandatory amendment to our agency's CAA health plan document to include a change to the appeals procedure. **JOHN STAPLETON MOVED TO APPROVE THE MANDATORY AMENDMENT TO THE CAA HEALTH PLAN DOCUMENT, SECONDED BY GEORGE LYON; MOTION CARRIED.**

### EXECUTIVE DIRECTOR'S REPORT

Chair Wigand noted that the update on funding and the Executive Director's report will be combined as one item since Mr. Dubord always updates the members on funding issues if there are any. Mr. Dubord reported that Head Start/Early Head Start has been notified that they will be getting a \$.76% cost of living increase to provide a small wage increase to staff retroactive to 11/1/2011. If there is any funding remaining after implementing the increase, it will be used for quality improvement. More information will be given at the March meeting. **BERNIE LANG MOVED TO ACCEPT THE**

*EXECUTIVE DIRECTOR'S REPORT, GEORGE LYON SUPPORTED THE MOTION; MOTION CARRIED.*

**PUBLIC COMMENT/OTHER BUSINESS**

Karen Wigand called on Myra Croasdell who announced that she has been elected to the Region V Head Start board – congratulations to Myra!

**ADJOURNMENT**

There being no further business *DAVE MOYLE MOVED TO ADJOURN THE MEETING AT 2:02 P.M., SECONDED BY OMER DORAN; MOTION CARRIED.*

***THE NEXT MEETING IS THURSDAY, MARCH 8, 2012***

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH OF JANUARY 2012 FOR THE MENOMINEE-DELTA-SCHOOLCRAFT COMMUNITY ACTION AGENCY. WE HAVE DETERMINED THAT THE EXPENDITURES MADE AGAINST THE VARIOUS PROGRAMS ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS IN THE FOLLOWING AMOUNTS:

HEAD START	\$	150,604
EARLY HEAD START		48,419
EARLY-ON CHILDHOOD		597
GSRP		8,754
ASSET & LIABILITY ACCOUNTS		47,221
TOTAL	\$	<u>255,595</u>

SIGNED   
(TREASURER)

DATE 2-7-12

**Finance Committee Meeting  
Tuesday, February 7, 2012  
11:00 a.m.**

**MINUTES**

The following were present: Dan LaFoille, Karen Wigand, Omer Doran, Pastor Levin, Bernie Lang, Gil Sablack.

The members reviewed the January CAA Accounts Payable Schedule. It was approved **WITH A MOTION FROM PASTOR LEVIN, SECONDED BY GIL SABLACK, MOTION CARRIED.**

The members reviewed the January HRA Accounts Payable Schedule. It was approved **WITH A MOTION FROM BERNIE LANGE, SUPPORTED BY OMER DORAN; MOTION CARRIED.**

It was suggested that Beau tell the full board about what the finance committee does each month, i.e. reviews all the checks on the monthly register and ask questions of anything that jumps out at them to ensure the checks issued are legitimate.

The committee reviewed the Head Start credit card charges with the due date of 1/22/12. Beau indicated he will meet with Head Start to encourage less use of the credit card when vendors will bill the program.

The committee reviewed the HRA charges through 1/19/2012.

Beau informed the members that the field work for the audit is done and we don't expect any findings or major issues. Since the audit report is not due to the IRS until 6/30/12 he told our auditing firm that they don't have to hurry during tax season to get our audit done before the due date in the contract.

Beau also noted that Kristine Berhow, our lead auditor, does training on fraud prevention. He will check with her about doing fraud prevention training (how to spot red flags) for at least the Finance Committee.

The meeting adjourned at 11:55 a.m.

**NOMINATING COMMITTEE MEETING**  
**Thursday, February 9, 2012**  
**12:45 p.m.**

**A G E N D A**

The following were in attendance: Omer Doran, Karen Wigand, Dan LaFoille, John Stapleton, Tom Lippens, George Lyon, Gil Vandenhouten. Dave Anthony excused.

Bill Dubord reported that he approached the Chair of the Delta County Board of Commissioners regarding their appointees and they have decided to have Dave Moyle and Karen Wigand be their appointees and Dave Rivard as an alternate. Dave Rivard is aware of this. **Tom Lippens moved to accept the relinquishment of Dave Rivard's seat representing the Delta County Board of Commissioners, Dan LaFoille seconded the motion, motion carried.**

It was noted that Charmaine Lehman and Ruth Helwig's terms will expire at the end of April since they are representing organizations that no longer exist. Should we need another consumer representative in the near future we could consider Charmaine at that time as she is a Senior Companion and could represent that PAC if they wish. The committee directed staff to send a letter to both Ruth and Charmaine regarding the end of their terms with the board and appropriate thanks for their service.

In order to keep the proper representation in the Consumer Sector once Ruth Helwig's term is done, Mr. Dubord noted he would like to move Ken Penokie from the private sector to the Consumer Sector which would be appropriate since Legal Services advocates for the low income in legal matters.

It was noted that with the above changes the board would be at 21 members.

The committee directed staff to contact George Lyon, Ken Bryant, Pastor Levin and Ken Penokie to see if they wish to remain on the board (their terms will expire at the end of April). If they wish to remain, we will need a letter from their respective organizations reappointing them.

It was suggested that the by-laws revision include a statement about having equal representation in each county. This is currently not stated in the by-laws, and after discussion it was decided that although we strive to have equal representation, we may not want to tie our hands by doing so.

The meeting adjourned at 1:10 p.m.

*Menominee-Delta-Schoolcraft  
Human Resources Authority*

**GOVERNING BOARD MEETING**  
*Thursday, February 9, 2012*  
*1:45 p.m. (EST)*

**MINUTES**

Chair Wigand called the meeting to order at 2:03 p.m. A quorum was noted with the following in attendance:

**MEMBERS PRESENT**

Dan LaFoille, Schoolcraft  
Omer Doran, Schoolcraft  
George Lyon, Schoolcraft  
Gil Vandenhouten, Menominee  
Ken Bryant, Schoolcraft  
Bernie Lang, Menominee  
Pastor Ingmar Levin, Schoolcraft  
Myra Croasdell, Delta  
Tom Lippens, Delta  
Brenda Moya, Menominee  
Dave Moyle, Delta  
Gil Sablack, Schoolcraft  
Karen Wigand, Delta  
Walter Multerer, Menominee  
John Stapleton, Schoolcraft  
Ken Penokie, Delta  
Beth Pletcher, Menominee

**OTHERS PRESENT**

William Dubord, Executive Director  
Theresa Nelson, RSVP Director  
Joe Dehlin, Weatherization Director  
Connie Maule, SCP Director  
Cathy Pearson, Executive Assistant  
Kim Johnson, Early Childhood Director  
Sally Kidd, Senior Services Director  
Beau Miller, Finance Director  
Mary Bunnin, FGP Director

**MEMBERS ABSENT**

Geri Nelson, excused  
Ruth Helwig, excused  
Mari Negro, excused  
Dave Anthony, excused  
Charmaine Lehman, excused

**APPROVAL OF JANUARY 12, 2012 GOVERNING BOARD MINUTES**

Members received a copy of the January 12, 2012 Governing Board minutes for their review. There were no questions or comments **AND THEY WERE APPROVED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY MR. MOYLE; MOTION CARRIED.**

**FINANCE COMMITTEE REPORT**

Ms. Wigand called on Treasurer Dan LaFoille who asked our Finance Director, Beau Miller to explain the role of the Finance Committee. Mr. Miller reported that the Finance Committee reviews all of the checks that are cut each month and asks questions on vendors that may look unusual, high dollar amounts or anything else that jumps out at them. Upon having their questions answered satisfactorily they recommend to the board that the Accounts Payable schedules be approved. In addition they review all of the agency credit card charges to ensure they're reasonable and not something that could be billed. They also review the Financial Procedures Manual and any high dollar/sole source purchases. **MR. LAFOILLE MOVED TO APPROVE THE ACCOUNTS PAYABLE SCHEDULE FOR JANUARY, SECONDED BY DAVE MOYLE; MOTION CARRIED. (see attachment "A").**

### NOMINATING COMMITTEE REPORT

The Chair called on Tom Lippens who reported that the Nominating Committee met today to review the composition of the board sectors since we are going from 27 members to 21. The Delta County Board of Commissioners has agreed to relinquish one of their seats and have reappointed Karen Wigand and Dave Moyle to represent them, with Dave Rivard as an alternate. In addition, the committee directed staff to write letters to Ruth Helwig and Charmaine Lehman as their terms will end April 30<sup>th</sup> since the organizations they were representing no longer exist. Staff will check with the other members whose terms have expired to see if they wish to continue and if so, to get reappointed by the organization they represent. The Nominating Committee would also like to have one more seat designated for Early Childhood. **MR. DORAN MOVED TO ACCEPT THE NOMINATING COMMITTEE REPORT, KEN BRYANT SECONDED THE MOTION; MOTION CARRIED.** (see attachment "B")

### ACCEPTANCE OF POLICY ADVISORY COMMITTEE MINUTES

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

- 10/28 (Menominee), 11/21 (Schoolcraft), 11/22/2011 (Delta) Foster Grandparent Program PAC minutes
- 11/9 (Menominee), 11/21/11 (Schoolcraft), 1/16 (Delta) & 1/26/12 (Menominee) Senior Companion Program PAC minutes
- 12/7/11 (Delta) Retired & Senior Volunteer Program PAC minutes
- 11/17/11 (Mid-County), 1/18/2012 (Gladstone) & 1/30/12 (Hermansville) Senior Center PAC minutes

There were no questions or comments and the minutes were accepted **WITH A MOTION FROM DAN LAFOILLE, SECONDED BY MR. DORAIN; MOTION CARRIED.**

### MANDATORY AMENDMENT TO HEALTH PLAN DOCUMENT

Members were mailed a mandatory amendment to our agency's HRA health plan document to include a change to the appeals procedure. **MR. MOYLE MOVED TO APPROVE THE MANDATORY AMENDMENT TO THE HRA HEALTH PLAN DOCUMENT, SECONDED BY MR. STAPLETON; MOTION CARRIED.**

### WALK FOR WARMTH

The Chair called on Cathy Pearson for more information. Ms. Pearson reminded the board that our one big annual fund-raising campaign is underway and any contribution will be greatly appreciated. We started helping with deliverable fuel in mid November and are nearly out of the \$219,000 grant, so the need is still high for locally raised, flexible heat assistance funds. The kick-off event is a Big Brat Sale on Thursday, February 16<sup>th</sup> in Escanaba and Brats for Breakfast in Menominee on February 21<sup>st</sup>. The actual walks will be held in Escanaba and Menominee on Saturday, February 25<sup>th</sup> and a Ride for Warmth Poker Run at the Rusty Rail in Cornell on Saturday, March 3<sup>rd</sup>. She noted that there had been an inquiry about having some kind of event in Schoolcraft County. In the

past we had Walks for Warmth but raised very little funds. We felt this year we are too short staffed and have very little connection to the limited businesses in that area, but will certainly try to put something together for next year if some of the board members from Schoolcraft County can help us identify some connections for supporters for a Walk for Warmth or some other type of event in their county.

### **EXECUTIVE DIRECTOR'S REPORT**

Chair Wigand noted that the update on funding and the Executive Director's report will be combined as one item since Mr. Dubord always updates the members on funding issues if there are any.

Mr. Dubord reported that we are getting \$20,000 in THAW funds in Delta and Schoolcraft Counties (there aren't participating vendors in Menominee County).

The Executive Director also noted that we will receive just over \$32,000 in Michigan Public Service Commission (MPSC) funds for heat – last year we received \$42,000.

We're very hopeful that RSVP will be funded for another year. If we are funded there will be significant changes in the program, however, including different emphasis areas that will eliminate many of our current stations that depend on the RSVP volunteers.

The Executive Director also reminded the members that we are very near the end of the three year ARRA funding cycle for Weatherization. On a positive note we have weatherized 600 homes (our projection was for 540), hired several contractors and pumped significant dollars into the local economy. After the Weatherization staff have worked very hard to spend the funding by the end date as stipulated in our contract, the state may allow for an extension of these funds to programs that did not expend the funds according to the contract. We feel this is rewarding poor performance when we would love to keep our staff on beyond the March 31<sup>st</sup> end of ARRA funding. The future of regular Weatherization funding is very shaky and will most likely affect staffing, etc. **MR. MOYLE MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, JOHN STAPLETON SUPPORTED THE MOTION; MOTION CARRIED.**

### **PUBLIC COMMENT/OTHER BUSINESS**

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

### **ADJOURNMENT**

There being no further business **MR. LYON MOVED TO ADJOURN THE MEETING AT 2:27 P.M., SECONDED BY OMER DORAN; MOTION CARRIED.**

**THE NEXT MEETING IS SCHEDULED FOR THURSDAY MARCH 8, 2012**

THE FINANCIAL COMMITTEE HAS REVIEWED THE ACCOUNTS PAYABLE SCHEDULES FOR THE MONTH OF JANUARY 2012 FOR THE HUMAN RESOURCES AUTHORITY, INC. WE HAVE DETERMINED THAT THE EXPENDITURES MADE AGAINST THE VARIOUS PROGRAMS ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS IN THE FOLLOWING AMOUNTS:

SENIOR CITIZENS	\$	124,094
VOLUNTEER PROGRAMS		46,001
NUTRITION		110,112
STATE & LOCAL PROGRAMS		142,197
ENERGY AND HOUSING		141,554
ASSET & LIABILITY ACCOUNTS		42,738
TOTAL	\$	<u>606,696</u>

SIGNED   
(TREASURER)

DATE 2-7-12

**MINUTES**

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

**Regular Session Meeting, 2/21/2012 – 4:30 p.m.**

MEMBERS PRESENT: Jason Lauzer, Dale Berman, James Furlong, Nick Lakari, Jim Pearson, Ted Sauve  
MEMBERS EXCUSED: None  
OTHERS PRESENT: Airport Lineman Jeff LaFleur, Marinette County Administrative Secretary Gina Teeple, Bay Cities Radio, Eagle Herald, Menominee County News, Peshtigo Times

**1. Call to order**

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

**2. Pledge of Allegiance**

**3. Roll call**

**4. Approve/amend agenda**

Chair Lauzer requested removal of agenda item 12.

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

**5. Approve/amend minutes of 1/18/2012 Reorganizational and Regular Session Meetings**

Motion (Furlong/Lakari) to approve the minutes of the 1-18-2012 reorganizational meeting. Vote – unanimous. Motion carried.

Motion (Sauve/Pearson) to approve the minutes of the 1-18-2012 regular session meeting. Vote – unanimous. Motion carried.

**6. Public comment**

AMT 1 Petty Officer Josh Taggart of the Coast Guard explained to the Commission that their helicopter iced up during a rescue mission and was currently being repaired in the large hangar.

**7. Update on creation of a part-time airport manager's job description, information only**

Commissioner Lakari reported that the Job Description Committee met for a second time and created a drafted job description. The intention of the committee is to forward the draft to the Personnel Committee for approval.

**8. Update on calendar of events, information only**

Chair Lauzer reported that the Executive Committee met and drafted a calendar of duties and events. Commissioner Lakari noted that the calendar is a living document, and can be modified throughout the year.

**9. Discuss fuel farm loan, information only**

Chair Lauzer reported that he had been contacted by Pat Kass, Finance Director for Marinette County. Mr. Kass suggested the TCAC submit a request to Marinette and Menominee counties for the money instead of taking out a loan and paying interest.

**10. Discuss/consider open house for July 21, 2012, action if any**

Motion (Furlong/Lakari) to hold an open house at the Twin County Airport on July 21, 2012. Vote – unanimous. Motion carried.

The Commission asked Mr. LaFleur to create a list of ideas for the open house and report at the March regular session meeting.

**11. Discuss/consider special meeting to review and select candidates to be interviewed for Airport D anager’s position, action if any**

Motion (Pearson/Sauve) to hold a special meeting on March 9, 2012 at 3:00 p.m. to discuss candidates and determine who will be interviewed for the Airport D anager’s position. Vote – unanimous. Motion carried.

**13. Discuss/consider recommendation from the By-Laws Committee, action if any**

Commissioner Pearson discussed proposed changes to the By-Laws as recommended by the By-Laws Committee.

Commissioner Sauve commended the By-Laws Committee and asked that the minutes reflect his appreciation for the committee’s outstanding work.

Motion (Pearson/Suave) to approve the recommended changes to the By-Laws and carry them forward to the next regular session meeting for final approval and adoption. Vote – unanimous. Motion carried.

**14. Temporary D anager’s Report**

Chair Lauzer reported that the Executive Committee reviewed the temporary manager’s reports, and it was the consensus of the committee to accept them as presented.

Motion (Berman/Lakari) to accept the temporary manager’s reports as presented. Vote – unanimous. Motion carried.

**15. Communications/correspondence**

Chair Lauzer reported that the following correspondence was received:

- FAA regarding removal of the trees on the approach of runway three. The trees were removed, and the FAA was notified of their removal.
- Garry Anderson notifying the TCAC that he had re-purchased hangar 31.

- Insurance company verifying that the auto insurance would cover pilots driving the courtesy vehicle as long as there was no charge to the pilots for use of the vehicle.

Commissioner Sauve reported that he gave the information regarding a display aircraft to Menominee County Administrator Brian Bousley.

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

None

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

None

**18. Future agenda items**

Hangar 31 Lease  
URS Presentation  
Suspend Personnel Policies & Procedures  
Adopt By-Laws  
Explorer Solutions Report

**13. Schedule next meeting**

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

**14. Adjourn**

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

Respectfully submitted,  
Gina K. Teeple  
Marinette County Administrative Secretary

Date approved/corrected: March 20, 2012

**MINUTES**

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

**Special Session Meeting, 3/9/2012 – 3:00 p.m.**

MEMBERS PRESENT: Jason Lauzer, Dale Berman, James Furlong, Nick Lakari, Jim Pearson, Ted Sauve  
MEMBERS EXCUSED: None  
OTHERS PRESENT: Menominee County Administrator Brian Bousley, Airport Lineman Jeff LaFleur, Marinette County Administrative Secretary Gina Teeple, Bay Cities Radio, Eagle Herald, Peshtigo Times

**1. Call to order**

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

**2. Pledge of Allegiance**

**3. Roll call**

**4. Approve/amend agenda**

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

**5. Public comment**

None

**6. Discuss/Consider approving part-time manager job description, action if any**

The Commission reviewed the drafted job description and made an amendment (Exhibit A).

Motion (Furlong/Lakari) to approve the part-time manager job description as amended. Vote – unanimous. Motion carried.

**7. Discuss/Consider candidates to be interviewed for airport manager, action if any**

Motion (Furlong/Sauve) to interview all four of the candidates that applied with Menominee County Administrator Brian Bousley acting as moderator, using a standard set of 20 questions. Vote – unanimous. Motion carried.

**8. Discuss/Consider special meeting date(s) for airport manager interviews, action if any**

Motion (Sauve/Furlong) to hold a special meeting on Monday, March 19<sup>th</sup> at 9:00 a.m. to conduct interviews, allotting one hour per interview. Vote – unanimous. Motion carried.

**9. Discuss/Consider requesting advance appropriations from Menominee and Marinette Counties for fuel farm project, action if any**

County Administrator Bousley informed the Commission that Menominee County could not advance appropriations at this time.

Motion (Pearson/Furlong) to request the Marinette County Board of Supervisors approve the resolution supporting the airport's loan application to MDOT. Vote – unanimous. Motion carried.

**10. Communications/correspondence**

None

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

None

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

Penny Mullins addressed the Commission regarding when they would make their decision to hire one of the four candidates as the new airport manager.

**13. Future agenda items**

Report from the Buildings and Grounds Committee

**14. Schedule the next meeting**

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

**15. Adjourn**

Motion (Furlong/Pearson) to adjourn at 3:50 p.m. Vote – unanimous. Motion carried.

Respectfully submitted,  
Gina K. Teeple  
Marinette County Administrative Secretary

Date approved/corrected: March 20, 2012

# Menominee County, Michigan

## Position Description

Exhibit A

**Title:** Airport Manager  
**Department:** Twin County Airport Commission  
**Reports to:** Airport Commission Chairperson  
**Date Adopted:** 03/9/2012

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### **Purpose of Position**

Plans, directs and coordinates activities concerned with construction, maintenance, and operation of airport facilities in accordance with governmental agency or commission policies and regulations, by performing the following duties personally or through subordinated personnel.

### **Essential Duties and Responsibilities**

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

- Adhere to responsibilities described in the MDOT Aeronautics Administrative Code R 259.312
- Develop and implement administrative, environmental, maintenance and safety programs as directed by the Commission.
- Perform the duties of accounts payable and receivable, financial and tax reporting, filing monthly invoicing, record, prepare checks for payment, prepare routine correspondence and advise news media of pending board meetings.
- Seek to obtain State and Federal Grants for Airport Development Projects. Each application to be approved by the Airport Commission.
- Study and review policies and practices for compliance with State, Federal and Local laws and regulations.
- Check housekeeping and security practices for violations. Initiate proper steps to correct conditions not in accordance with health, safety and security practices and policies.
- Research special assignments, through appropriate sources, for pertinent information data. Organize, analyze and compile documented factual reports to keep the Commissioners apprised of matters dealing directly with the problem(s).
- Assist with resolving problems by determining, establishing and implementing policies, procedures and programs as directed by the Commission.

- Maintain and preserve an airport register book indicating arrivals and departures of aircraft, number of passengers and other information required by the Commission. Retain records for a period of three years, or such period required by the Commission.
- Expeditiously and in a timely manner file NOTAMS (notice to airmen) with the proper Federal Agency designating any changes in airport condition.
- Promote utilization and expansion of the airport towards a goal of financial self-support.
- Develop recommendations for preparation of the annual budget and report status to the Commission on a monthly basis.
- Enforces and reports violations of Federal Air Regulations and Civil Laws. Any violations will be directed to the Commission.
- Appoints staff of Maintenance Linemen as "Designated Representatives" to act on his/her behalf, when the Airport Manager is unavailable through communication efforts.
- Supervises, plans, coordinates and assigns the work of airport personnel; monitors and evaluates performance and work outputs to maintain efficiency and quality of work.
- Supervises, directs and operates equipment necessary in the building and grounds maintenance of the airport; inspects runways, taxiways, ramps and roads and assesses operational conditions, inspect visual and nav-aids equipment and other airport related equipment and keeps accurate records of appropriate maintenance.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High School diploma or equivalent; must become airport manager licensed with the State of Michigan within 60-days of hire; aviation and management experience preferred.

### **Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Language Ability and Interpersonal Communication**

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines.
- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as agendas, meeting minutes, reports, memos, manuals, contracts, policies, rules, bylaws, procedures and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the County Administrator.

#### **Physical Requirements**

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.

- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.

**Environmental Adaptability**

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

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

\_\_\_\_\_  
Airport Manager Signature

\_\_\_\_\_  
TCAC Chairperson Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date