"Menominee – Where the best of Michigan Begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

Menominee County Courthouse
839 10th Avenue
Menominee, MI 49858

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

The Menominee County Board of Commissioners will meet on Tuesday ~ January 26, 2016 @ 6:00 p.m. CDT at the Menominee County Courthouse, Menominee, MI 49858

AMENDED ~ AGENDA

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Approval of the Agenda
E. Approval of Previous Minutes
   Jan. 05, 2016 –Re-organizational Meeting
   Jan. 05, 2016 – County Board Meeting
   Jan. 05, 2016 – Closed Session minutes
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 appoint _____ for a two (2) year term to the Building Code Construction Board of Appeals. (term: 2/1/2016-1/31/2018)

2. Moved by _____ seconded by_____ to appoint _____ for a five (5) year term to the Menomonee County Library Board. (Term: 2/1/2016-1/31/2021)

3. Moved by _____ seconded by_____ to appoint _____ for a three (3) year term to the Fair Board. (Term: 2/1/2016-1/31/2019).

4. Moved by _____ seconded by_____ to appoint _____ for a five (5) year term to the Community Action Agency. (Term: 2/1/2016-1/31/2021)

Charlie Meintz – Chairperson *Bernie Lang* *James Furlong* *Larry Schei – Vice Chairperson*

John Nelson *Jan Hafeman* *Gerald Piche* *Raymond Williams* *William Cech*

5. Moved by _____ seconded by_____ to appoint _____ for a three (3) year term to the Park and Recreation Committee. (Term: 2/1/2016-1/31/2019)
6. Moved by _____ seconded by_____ to appoint _____ for the remainder of a resigning member's term on the Parks and Recreation Committee. (one year) Term to expire on 1/31/2017.
7. Moved by _____ seconded by_____ to approve Commissioner per diems and expenses as recently submitted.

J. New Business (discussion only)

1. Personnel Items:
   a. Resolution 2016-04 ~ Honoring Patricia Cheski
   b. Resolution 2016-05 ~ Honoring Sharon Salfai

2. Building and Grounds/Park Items:
   a. None

3. Miscellaneous Items:
   a. LEPC Bylaws
   b. Tentative Equalization Ratios - 2016

4. Finance Items
   a. GIS ~ Memorandum of Agreement with CUPPAD
   b. CUPPAD – Membership Dues FY 2016
   c. Commissioner Per Diems and Expenses
   d. Miscellaneous bills as paid on January 4, 5, 14, & 20, 2106 in the combined amount of $262,364.20.

K. Misc. Boards/Committees/Commissions Reports
L. Public Comment *(limited to 5 minutes)*
M. Commissioner Comment
N. Adjourn

January 5, 2016

UNAPPROVED

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

Chairman Pro Tem Marc Kleiman 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: Com. Cech, Furlong, Hafeman, Lang, Meintz, Nelson (Arrived at 5:44), Piche, Schei and Williams.

Absent: None.

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

Public Comment: None

Moved by Com. Furlong, seconded by Com. Lang to adopt the Board Rules/By-Laws/Policies/Charters of Standing Committees. Motion was approved 8-0.

Moved by Com. Furlong, seconded by Com. Hafeman to adopt the Election Procedures for Chairman and Vice-Chairman. Motion was approved 8-0.

Before Chairman Pro Tem Marc Kleiman could call for nominations for the position of Chairman, Com. Furlong asked if the board could take a brief recess to allow Com. Nelson time to arrive at the meeting. The board recessed for 10 minutes. Com. Nelson arrived at the meeting at 5:44 p.m.

Chairman Pro Tem Marc Kleiman called for nominations for Chairman. Com. Piche nominated Com. Meintz. Com. Lang nominated Com. Furlong. Chairman Pro Tem Marc Kleiman called for other nominations—there were none. A roll call vote was conducted for Com. Meintz. Com. Hafeman, Meintz, Nelson, Schei, and Piche, voted for Com. Meintz as Chariman. Com. Meintz received a majority of the votes for Chairman 5-4, Com. Cech, Furlong, Lang and Williams voted nay.

Com. Meintz then assumed the Chair.

Chairman Meintz called for nominations for Vice-Chairman. Com. Furlong nominated Com. Schei. Chairman Meintz called for further nominations for Vice-Chairman—there were none. A roll call vote was conducted for Com. Schei. Com. Schei received a majority of the votes for Vice-Chairman 9-0.

Moved by Com. Furlong, seconded by Com. Schei to approve proposed County Board of Commissioners Meeting Schedule #2. Discussion ensued. Com. Hafeman and Nelson commented that they liked meetings being held at the township halls in addition to the County Courthouse. Motion was approved by a roll call vote 5-4. Com. Hafeman, Meintz, Nelson, and Piche voted nay. (Attachment A)

Chairman Meintz stated that he feels the current committee assignments have been working and he would like to see them stay the same.

Moved by Com. Hafeman, seconded by Com. Cech to keep the same County Board committee assignments as 2015. Motion was approved 8-1. Com. Lang voted nay. (Attachment B)

Moved by Com. Furlong, seconded by Com. Williams to approve Fiscal Resolution 2016-01. (Depository Resolution) Motion was approved 9-0 by a roll call vote. (Attachment C)

Moved by Com. Furlong, seconded by Com. Cech to approve Fiscal Resolution 2016-02. (Deferred Payment resolution) Motion was approved 9-0 by a roll call vote. (Attachment D)

Moved by Com. Furlong, seconded by Com. Nelson to approve Fiscal Resolution 2016-03. (Investment policy resolution) Motion was approved 8-0. (Attachment E)

Informational Items: None

Public Comment: None

Moved by Com Hafeman, seconded by Com. Nelson to adjourn at 5:57 p.m. Motion was approved 9-0.

_____
Charlie Meintz Chairman

_____
Marc Kleiman, County Clerk

MENOMINEE COUNTY BOARD OF COMMISSIONERS
2016
MENOMINEE COUNTY, MICHIGAN

Raymond Williams ~ District 1 (I)
952 First Street ~ Apt. B
P.O. Box 533
Menominee, MI 49858
Cell: 715-923-9769
rwilliams@menomineeco.com

Bernie Lang ~ District 2 (D)
1204 23rd St.
Menominee MI 49858
Hm: 906-863-6702
Blang@menomineeco.com

James Furlong ~ District 3 (R)
4208 N. Shore Drive
Menominee, MI 49858
Cell: 715-587-7288
jfurlong@menomineeco.com

Larry Schei ~ District 4 (R)
(Vice Chairman of the County Board)
W5125 Birch Creek Rd. #6
Menominee, MI 49858
Cell: 715-938-7850
lschei@menomineeco.com

William Cech ~ District 5 (I)
N2504 US 41
Menominee, MI 49858
Cell: 906-290-0211
wcech@menomineeco.com

Charlie Meintz ~ District 6 (R)
(Chairman of the County Board)
W4060 Wery Rd.
Stephenson, MI 49887
Hm: 906-753-6987
cmeintz@menomineeco.com

Gerald L. Piche ~ District 7 (R)
N14129 Ekberg Rd.
Nadeau, MI 49863
Hm: 906-639-2657
gpiche@menomineeco.com

Jan Hafeman ~ District 8 (R)
N13996 J-1 Rd.
Carney, MI 49812
Hm: 906-639-2254
jhafeman@menomineeco.com

John R. Nelson ~ District 9 (D)
N16566 Linden Street
Hermansville, MI 49847
Cell: 906-250-9551
jnelson@menomineeco.com

Administration

Brian R. Bousley, County Administrator ~
bbousley@menomineeco.com
Cell: 906-250-0311

Sherry DuPont, Administrative Assistant ~
Sdupont@menomineeco.com
Wk: 906-863-7779

Other County Officials

Honorable Mary B. Barglind, Circuit Court Judge
Honorable Richard J. Celello, Circuit Court Judge
Honorable Jeffrey G. Barstow, District Court Judge
Honorable Daniel Hass, Probate Court Judge
Marc Kleiman, County Clerk/Register of Deeds
Diane Lesperance, County Treasurer
Kenny Marks, Sheriff
William Merkel, Prosecuting Attorney
Keith Kovar, Drain Commissioner

06-Jan-16

COUNTY BOARD OF COMMISSIONERS
COUNTY BOARD MEETINGS

2016 Schedule

JANUARY	DATE	TIME	LOCATION
Re-Organization/COUNTY BOARD	January 5, 2016	5:30/6:00 PM	COURTROOM B
COUNTY BOARD	January 26, 2016	6:00 PM	COURTROOM B

FEBRUARY	DATE	TIME	LOCATION
COUNTY BOARD	February 9, 2016	6:00 PM	Annex-Stephenson
COUNTY BOARD	February 23, 2016	6:00 PM	Annex-Stephenson

MARCH	DATE	TIME	LOCATION
COUNTY BOARD	March 8, 2016	6:00 PM	COURTROOM B
COUNTY BOARD	March 22, 2016	6:00 PM	COURTROOM B

APRIL	DATE	TIME	LOCATION
COUNTY BOARD - Equalization Session	April 12, 2016	5.45 PM	Annex - Stephenson
COUNTY BOARD	April 12, 2016	6.00 PM	Annex - Stephenson
COUNTY BOARD	April 26, 2016	6:00 PM	Annex - Stephenson

MAY	DATE	TIME	LOCATION
COUNTY BOARD	May 10, 2016	6:00 PM	COURTROOM B
COUNTY BOARD	May 24, 2016	6:00 PM	COURTROOM B

JUNE	DATE	TIME	LOCATION
COUNTY BOARD	June 14, 2016	6:00 PM	Annex-Stephenson
COUNTY BOARD	June 28, 2016	6:00 PM	Annex-Stephenson

JULY	DATE	TIME	LOCATION
COUNTY BOARD	July 12, 2016	6:00 PM	COURTROOM B
COUNTY BOARD	July 26, 2016	6:00 PM	COURTROOM B

AUGUST	DATE	TIME	LOCATION
COUNTY BOARD	August 9, 2016	6:00 PM	Annex-Stephenson
COUNTY BOARD	August 23, 2016	6:00 PM	Annex-Stephenson

SEPTEMBER	DATE	TIME	LOCATION
COUNTY BOARD	September 13, 2016	6:00 PM	COURTROOM B
COUNTY BOARD	September 27, 2016	6:00 PM	COURTROOM B

OCTOBER	DATE	TIME	LOCATION
COUNTY BOARD	October 11, 2016	6:00 PM	Annex-Stephenson
COUNTY BOARD	October 25, 2016	6:00 PM	Annex-Stephenson

NOVEMBER	DATE	TIME	LOCATION
COUNTY BOARD	November 8, 2016	6:00 PM	COURTROOM B
COUNTY BOARD	November 22, 2016	6:00 PM	COURTROOM B

DECEMBER	DATE	TIME	LOCATION
COUNTY BOARD	December 13, 2016	6:00 PM	Annex-Stephenson
COUNTY BOARD	December 27, 2016	6:00 PM	Annex-Stephenson

Attachment A

2016 COMMITTEE ASSIGNMENTS

Road Commission
Gerald Piche

Delta-Men. Health Department
Jan Hafeman
Larry Schei

Intergovernmental Relations (MTA)
Charlie Meintz

Department of Human Services (DHS)
Bernie Lang

Northpointe Behavior Health
John Nelson

UP Resource Conservation & Develop.
Bernie Lang

Fair Board
Gerald Piche

Park & Rec Committee
James Furlong
William Cech

Financial Hardship
Bernie Lang

Remonumentation
Raymond Williams

Six County Alliance/MI Works!
Charlie Meintz
John Nelson

Pinecrest Board of Directors
Jan Hafeman

E911 Governing Board - 2 year
William Cech

Airport Committee
Larry Schei - Chair
Ray Williams - Secretary
Charlie Meintz

NorthCare Substance Abuse Disorder Policy Brd.
John Nelson

Community Action Agency
Bernie Lang

UPCAP - (2 year appt.)
Jan Hafeman

Men. Business Dev. Corp
County Administrator
Larry Schei

Local Emergency Planning Comm.
Charlie Meintz (chairman of the board)

Library Liaison (no vote)
Larry Schei

3 Way Road - Ad Hoc Committee
John Nelson
Gerald Piche

Planning Commission - 2 year
Ray Williams

Buildings & Grounds Committee
Larry Schei
William Cech
2 at large members
1 building code member
1 building & grounds member

Personnel Committee
James Furlong-Chair
Raymond Williams
Bernie Lang
Gerald Piche

Finance Committee
John Nelson - Chair
Jan Hafeman
Larry Schei
William Cech

Executive Committee
Charlie Meintz
James Furlong
John Nelson

Negotiating Committee
John Nelson
Gerald Piche
James Furlong (Alternate)

Attachment B

January 5, 2016

UNAPPROVED

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

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

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

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

Absent: None.

Moved by Com. Schei, seconded by Com. Hafeman to approve the agenda. Motion was approved 9-0.

Moved by Com. Hafeman, seconded by Com. Schei to approve the minutes from the December 22, 2014 Regular County Board Meeting. Motion was approved 9-0.

Public Comment: None.

Presentations: None.

Department Head/Elected Officials Reports:

- County Administrator Brian Bousley updated the board on the Vestibule Project. He has talked to another engineering firm that can complete the project if the engineers that we have been working with don't cooperate with us.

Moved by Com. Hafeman, seconded by Com. Williams to approve Menominee County 2016 Park Price List. Motion was approved 9-0.

Moved by Com. Cech, seconded by Com. Williams to approve the 2016 Lease Agreements for Shakey Lakes and Kleinke Park. Motion was approved 9-0.

Moved by Com. Schei, seconded by Com. Williams to approve the purchase of a security x-ray0 scanner for the Courthouse. Payment to be paid from account 101-103-970.15 (CH Security Screening Area). Discussion ensued regarding the vestibule not being built yet and there not being a permanent place to put the scanner. Com. Hafeman stated that she would like to see this item tabled indefinitely.

Moved by Com. Hafeman to table the purchase of the x-ray0 scanner until after the vestibule is built. Motion died for lack of support.

A vote was then called for on the original motion to purchase the x-ray0 scanner. Motion failed by a roll call vote 3-6. Com. Furlong, Hafeman, Lang, Meintz, Nelson and Piche voted nay.

Moved by Com. Furlong, seconded by Com. Cech to approve amending the previously adopted "elected official salaries motion" approved at the October 27, 2015 Menominee County Board of Commissioners Meeting. The Motion will be amended by removing the following from the motion: board chairman and board members. (Moved by Com. Furlong, seconded by Com. Cech to approve the elected official salaries as recommended by the Personnel Committee, with a 3.25% increase beginning 1/1/2016. Clerk/ROD - $57,762; Treasurer - $54,876; Sheriff - $65,000; Prosecuting Attorney - $96,752; ~~Board Chairman - $4,646; Board Members - $4,130~~; Drain Commissioner - $516). Discussion ensued. Brian Bousley explained that Attorney Stoker recommended this motion. Com. Nelson discussed the budget and that the Finance Committee only recommended a 2% raise. Motion was approved by a roll call vote 8-1. Com. Nelson voted nay.

Moved by Com. Hafeman, seconded by Com. Schei to approve payment of Commissioner Per Diems and expenses as recently submitted. Motion was approved 9-0.

Moved by Com. Hafeman, seconded by Com. Williams to approve miscellaneous bills as paid on December 17, 2015 in the combined amount of $71,092.37. Motion was approved 9-0.

Moved by Com. Hafeman, seconded by Com. Piche to place miscellaneous boards/committees/commission reports on file in the office of the County Clerk. Motion was approved 9-0.

New Business (discussion only)

Personnel Items:

a. None.

Building and Grounds/Parks Items:

a. None.

Miscellaneous Items:

a. 2016 MAC Conference. – Brian explained that the conference is February 29th through March 2, 2016 and he would like for two commissioners to attend. Com. Hafeman and Com. Piche stated that they would like to attend. It is the consensus of the board to have Com. Hafeman and Com. Piche attend the 2016 MAC Conference.

b. Tenurgy Utility Audit Services. – Brian explained that this is a similar service that we are already using to reduce our phone bills. This company also tries to reduce your cost for natural gas, water/sewer, electric, trash/waste and such. Discussion ensued as to the fact that these services are ones that can't be reduced for us since we are limited as to who provides them. The consensus of the board is to have Brian send a letter to let this company know that we are not interested in using their services at this time.

Finance Items:

a. Commissioner Per Diems and expenses – The consensus of the board is to move this item forward for approval at the next meeting.

Misc. Boards/Committees/Commissions Reports:

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

Chairman Meintz called for public comment

Public Comment: None.

Commissioner Comment:

- Com. Nelson – Apologized for being late to the Reorganizational Meeting. He stated that you shouldn't schedule a colonoscopy the day after a board meeting.
- Com. Furlong – Congratulated Com. Meintz on being elected as Board Chairman. He also commented that the board receives their packets on Friday and if you have questions regarding the bills please contact Brian ahead of time instead of bring it up at the meeting. That would give Brian a chance to find the answers.
- Com. Schei – Congratulated Com. Meintz on being elected as Board Chairman and thanked him for keeping the same committee assignments. He also commented on the bills and stated that sometimes commissioners would like those questions in the minutes. Also, the Vestibule Project not being completed yet is not Brian and Jim's fault. It is because of the engineering firm.
- Com. Hafeman – Congratulated Com. Meintz and Com. Schei on being elected as Board Chairman and Vice-chairman.
- Com. Meintz – Thanked everyone for their support and hopes to continue with another great year of the commissioners working together. He also reminded everyone to stay warm.

Moved by Com. Williams, seconded by Com. Cech to go into closed session to consult with legal counsel regarding pending litigation under Sec. 8(e) of the Open Meetings Act. (to consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation). The following people will go into closed session: All County Commissioners, Administrator Bousley, Administrative Assistant DuPont and Clerk Kleiman. Motion was approved by roll call vote 9-0 at 6:43 p.m.

Moved by Com. Hafeman, seconded by Com. Williams to return to open session at 7:04 p.m. Motion was approved by roll call vote 9-0.

Moved by Com. Schei, seconded by Com. Furlong to adjourn at 7:05 p.m. Motion was approved 9-0.

_____

Charlie Meintz, Chairman

_____

Marc Kleiman, County Clerk

MENOMINEE COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM

SUBJECT:	**Misc. Board/committee appointments**
DEPARTMENT:	**Administration**
ATTACHMENTS:	**Yes**

SUMMARY:

We've advertised and received applications for most of the committee vacancies. County board to appoint members to vacancies.

RECOMMENDED MOTION

Submitted by: Brian Bousley **01/19/2016**
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION **DATE:**

	Approved
	Disapproved
	Approved with the following change(s):

Menominee County miscellaneous appointments:

Expiring on 1/31/16

Building Code Construction Board of Appeals ***Interested Candidate: Jim Ranta*** *(expiring appointee) To fill the* ***two year term (2/1/2016-1/31/2018)***	**One** ~ 2-year term (2/1/2016 – 1/31/2018) **One** ~ to fill a vacancy to expire on 1/31/17
Library Board ***Interested Candidate: Charlene Peterson*** *(expiring appointee) To fill the* ***five year term (2/1/2016-1/31/2021)***	**One** ~ 5-year term (2/1/2016 - 1/31/2021)
Fair Board ***Interested Candidate: Glenn Hanson Sr.*** *(expiring appointee) to fill the* ***three year term. (2/1/2016-1/31/2019)***	**One** ~ 3-year term (2/1/2016 - 1/31/2019) **One** ~ to fill a vacancy to expire on 1/31/2017
Community Action Agency ***Interested Candidate: Susan Kleikamp*** *(expiring appointee) to fill the* ***five year term. (2/1/2016-1/31/2021)***	**One** ~ 5-year term (2/1/2016 - 1/31/2021)
Park and Recreation Committee ***Interested Candidates: Richard Peterson*** *(expiring appointee) to fill the* ***three year term (2/1/2016-1/31/2019)*** ***Interested Candidate: Kathleen Branz*** *applied for the* ***one year vacancy to expire on 1/31/2017***	**One** ~ 3-year term (2/1/2016 - 1/31/19) **One** ~ to fill a vacancy to expire on 1/31/2017

Rec 11-19-15 BRB

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

I, JIM RANTA (NAME), hereby submit an application for appointment to BUILDING CODE BOARD OF APPEALS (NAME OF BOARD OR COMMISSION) for 2 (Number of years) from 2/1/2016 (Exact dates of Appointment) to 1/31/2018.

TO THE MENOMINEE COUNTY BOARD OF COMMISSIONERS:

1. I reside at W6508 E #5 LANE (Street) MENOMINEE (City) 49858 (Zip) MENOMINEE (County) and have since 2011.

Mailing address if different than above: _____

Telephone: 906-863-9490 Cell Phone: 715-923-2493

Email Address: Jranta@new.rr.com

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

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

4. Employer: Kimberly-Clark Corp. Telephone: 715-735-6644

   a. Indicate nature of your work: E/I TECHNICIAN ELECTRICAL

   b. Title: ELECTRICIAN

5. Educational Level and degrees received:

NWTC CERTIFICATE IN ELECTRICITY
GBEW EPRI LEVEL I INSTRUMENTATION

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

Menominee County Building Code of Construction Board of Appeals

7. Previously held appointments and/or elected positions:

_____

_____

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

No

RECEIVED
NOV 20 2015
BY: AA

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

N/A

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

N/A

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

If yes, how many years have you served on this board? 4 years

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

Comments/clarification (only if necessary)

N/A

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

OWNER - Bayshore Electric
Master Electrician - Licensed in Michigan & Wisconsin
Current Focus on Energy/ADA/Barrier Free Contractor

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

James K Ranta
Signature

JAMES K RANTA
Name (Print or Type)

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

- Resume
- Letter of Reference
- Letter of Intent

MENOMINEE COUNTY LIBRARY
S 319 RAILROAD STREET
P. O. BOX 128 • STEPHENSON, MI 49887 • 906-753-6923

RECEIVED
DEC 21 2015
BY: AL

December 17, 2016

Menominee County Board of Commissioners
Menominee County Courthouse
839 Tenth Avenue
Menominee, MI 49858

RE: Library Board Recommendation

At the December 15, 2015 meeting, the Menominee County Library Board unanimously passed a motion supporting the reappointment of Charlene Peterson for a five-year term on the library board.

Charlene was instrumental and worked very hard during our recent search for a new director. Charlene is an active library user and she supports the Library's overall goals and mission. Her experience and dedication to the library makes her a valuable asset to the Library Board.

We encourage you to re-appoint Charlene Peterson to the Library Board. Thank you for your assistance.

Sincerely,

Kathleen McNeely, President
Menominee County Library Board

Menominee County Board of Commissioners

c/o Menominee County Administrator, Brian Bousley

839 Tenth Avenue

Menominee MI 49858

Commissioners:

With this letter, I am submitting my application for another 5-year term on the Menominee County Library Board which is currently advertised. The Library is one of the county's greatest resources for knowledge and assistance with all sorts of research as well as reading enjoyment.

While serving on the Library Board, I achieved my goal of getting the Menominee County Board Liaison the right to participate during the meeting instead of just being called upon during Public Comment. My feeling is that if the County Library is going to continue to be supported by taxpayer dollars then the Liaison to the Library from the County Board MUST be granted the right to participate in the discussion as it happens; not comment after the fact when a decision is already made. Secondly, this past year I was the Ad Hoc Chair of the Search Committee to locate a new Library Director to replace the retiring Director. With the Library Board's approval, a candidate was successfully hired late this past fall.

Additionally, I serve as V-Chair and Secretary of the Menominee County Planning Commission.

I look forward to serving on the Menominee County Library Board. Thank you for your consideration of my letter of application for this position.

Should anyone have additional questions, please feel free to contact me.

Charlene Peterson

Charlene Peterson

N8650 #21.75 Road

Stephenson, MI 49887

(906) 753-6966

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

I, Charlene Hunter Peterson (NAME), hereby submit an application for appointment to Men. Co. LIBRARY BOARD (NAME OF BOARD OR COMMISSION) for 5 years (Number of years) from 2-1-2016 (Exact dates of Appointment) to 1-31-2020.

TO THE MENOMINEE COUNTY BOARD OF COMMISSIONERS:

1. I reside at N8650 #21.75 Rd (Street) Stephenson (City) MI 49887 (Zip) Menominee (County) and have since 2003.

Mailing address if different than above: same

Telephone: 906-753-6966 Cell Phone: 920-495-9199

Email Address: charanne21@gmail.com

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

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

4. Employer: RETIRED / VOLUNTEER Telephone: see above home & cell

a. Indicate nature of your work: Serve on numerous boards & volunteer

b. Title:

5. Educational Level and degrees received:
B.A. Carroll College (now Univ.)
mchb - TRUSTEE / MCPC - V-Chair & Sec'y

6. I presently hold the following appointments and elected positions:
SL Property owners Assoc → Sec'y/Treas (for yrs) + WRISC rep
Zoning Clerk & Rec Sec for Lake Twp / PC

7. Previously held appointments and/or elected positions:
see above - ongoing

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

Pg 2 Charlene Peterson - Lib Bd Apps

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

NO

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

Spouse – Cty Bd of Comm

Also serves on Bd of Canvassers & Parks & Rec Bd.

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

If yes, how many years have you served on this board? 5 years

Please indicate your attendance record for the term(s) served 58 / 60

No. of meetings attended / No. of meetings held

Comments/clarification (only if necessary)

Was out of town for two missed meetings but was excused

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

Have been an advocate for the Library & the much needed services it provides to the county's rural communities. Headed up search comte for new Director in 2015.

See letter attached.

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

Charlene Hunter Peterson

Signature

Charlene Hunter Peterson

Name (Print or Type)

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

- Resume
- Letter of Reference
- Letter of Intent

RECEIVED
DEC 04 2015
BY: [illegible]

APPLICATION FOR APPOINTMENT
MENOMINEE COUNTY BOARD, COMMITTEE OR COMMISSION

(Please note only legible applications can be considered)

I, Glenn R Hanson Sr., (NAME), hereby submit an application for appointment to Menominee Co. Fair Board (NAME OF BOARD OR COMMISSION) for 3 (Number of years) from 2/1/16 (Exact dates of Appointment) to 1/31/2019.

TO THE MENOMINEE COUNTY BOARD OF COMMISSIONERS:

1. I reside at N9051 Johnson Rd, (Street) Stephenson (City) Mi 49887 (Zip) Menominee (County) and have since 1970.

Mailing address if different than above: _____

Telephone: 906 753 4684 Cell Phone: _____

Email Address: _____

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

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

4. Employer: Retired Ironworker Telephone: _____

   a. Indicate nature of your work: Beef Farmer

   b. Title: _____

5. Educational Level and degrees received:

_____

_____

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

Menominee Co Fair Board

_____

7. Previously held appointments and/or elected positions:

_____

_____

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

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

No

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

None

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

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

Please indicate your attendance record for the term(s) served 12 / 12

No. of meetings attended / No. of meetings held

Comments/clarification (only if necessary)

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

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

Glenn R Hanson Sr

Signature

Glenn R Hanson Sr.

Name (Print or Type)

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

- Resume
- Letter of Reference
- Letter of Intent

COMMUNITY ACTION AGENCY
HUMAN RESOURCES AUTHORITY
Serving Menominee, Delta and Schoolcraft Counties

January 12, 2016

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

Dear County Commissioners:

Please consider this request to reappoint Susan Kleikamp to our Governing Board, representing Menominee County.

In addition to being a very active board member, Susan serves on our Personnel and Finance Committees and has recently taken on the responsibility of Board Treasurer. This required several changes to our funding sources, check printing process, etc.

I hope you will look favorably on this request.

Sincerely,

Julie Moberg

Julie Moberg
Executive Director

RECEIVED
JAN 13 2016
BY: AA.

507 First Avenue North Escanaba, MI 49829 Phone: 906-786-7080 Fax: 906-786-9423

K

Susan E. Kleikamp
N15968 Main St
Powers, MI 49874

RECEIVED
NOV 17 2015
BY: M.

APPLICATION FOR APPOINTMENT
MENOMINEE COUNTY BOARD, COMMITTEE OR COMMISSION

(Please note only legible applications can be considered)

I, Susan E. Kleikamp (NAME), hereby submit an application for appointment to Community Action Agency (NAME OF BOARD OR COMMISSION) for 5 (Number of years) from 1/1/2016 – 12/31/2020 (Exact dates of Appointment) to 1/1/2016 – 12/31/2020

TO THE MENOMINEE COUNTY BOARD OF COMMISSIONERS:

1. I reside at N15968 Main St. (Street) Powers (City) 49874 (Zip) Menominee (County) and have since 1966.

Mailing address if different than above: N/A

Telephone: (906) 497-5539 Cell Phone: (906) 241-9389

Email Address: SusanKleikamp@ATT.Net

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

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

4. Employer: Retired Telephone: – N/A

a. Indicate nature of your work: – N/A

b. Title: – N/A

5. Educational Level and degrees received:

Junior Accounting degree.

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

Treasurer of Community Action Board of Directors
Chairman of Finance Committee – Member of Personnel Committee

7. Previously held appointments and/or elected positions:

– None

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

No

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

10. List any family members who are or have been employed by Menominee County or are or have been elected to County offices. Husband Raymond employed by Menominee County Road Commission — Expired 8/13/1998.

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

If yes, how many years have you served on this board? Not sure - 2 yr.

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

Comments/clarification (only if necessary)

Meetings held - 10 per Yr. - Have maybe missed one or two.

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

My experience on the Board. My experience with Personnel & Finance.

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

Susan E. Kleikamp
Signature

Susan E. Kleikamp
Name (Print or Type)

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

- Resume
- Letter of Reference
- Letter of Intent

Menominee County Board of Commissioners

c/o Menominee County Administrator

839 Tenth Avenue

Menominee MI 49858

Commissioners:

With this letter, I am submitting an application for re-appointment to the Parks & Recreation Committee for the open three-year position that was recently advertised in the MC Journal.

I am a longtime resident on Shakey Lakes across from the Shakey Lakes Park and have watched the development of that Park in particular over the years. I have visited the other county parks. Being an interested citizen, I have also attended a number of Park and Recreation meetings prior to serving my most recent term.

I have always been interested in the recreation business serving in a management capacity over 27 years for a major manufacturer in the marine industry.

Our County Parks in Menominee County are a major attraction asset for the county's TOURISM industry. They provide wonderful places for park guests, both resident and out of the area visitors, to enjoy while in the county. We need to attract more enthusiasts to the area through more effective promotion of the parks and the county. I support managing the parks to be self-supporting thus lessening the burden of parks operations to the taxpayer.

I am also currently serving as V-Chair on the WRISC (Wild Rivers Invasive Species Coalition) which is an interstate group whose goal is to educate the public about Invasive Species, and assist in teaching methods that could control both Aquatic and Terrestrial Invasive Species. Menominee County is a Partner with this coalition. Together, we can help achieve the ultimate goals of preventing the spread and controlling any areas where there is already an infestation problem.

Looking forward to serving on the Parks and Recreation Committee. Thank you.

Dick Peterson

Richard (Dick) Peterson

N8650 #21.75 Road

Stepehenson MI 49887

906-753-6966 (If questions, please call)

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

I, RICHARD PETERSON (NAME), hereby submit an application for appointment to PARKS & RECREATION (NAME OF BOARD OR COMMISSION) for 3 years (Number of years) from 2-1-16 (Exact dates of Appointment) to 1-31-2019.

TO THE MENOMINEE COUNTY BOARD OF COMMISSIONERS:

1. I reside at N8650 #21.75 Rd (Street) Stephenson (City) MI (Zip) 49887 Menominee (County) and have since 2003 / landowner in MI prior

Mailing address if different than above: same

Telephone: 906-753-6966 Cell Phone:

Email Address: dickpeterson4@gmail.com

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

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

4. Employer: RETIRED / VOLUNTEER Telephone: home 906-753-6966

a. Indicate nature of your work:

b. Title:

5. Educational Level and degrees received:
NORTHERN MICHIGAN UNIVERSITY B.A.

6. I presently hold the following appointments and elected positions:
WRISC-V-Chr Board of Canvassers-MC
Lake Twp - BOR Twp Plan Comm - Chair rep to WRISC

7. Previously held appointments and/or elected positions:
Bd - County Commissioners (elected) + all of #6

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

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

NO

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

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

If yes, how many years have you served on this board? Sat on this Bd when on CB / 2 yrs to finish a term

Please indicate your attendance record for the term(s) served all / ____

No. of meetings attended / No. of meetings held

Comments/clarification (only if necessary)

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

Active participant on Board esp. FOREST Mgmt Plan
Constant contact w/ SL Park crew
Initial letter of interest on file & newsletter submitted

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

Richard A. Peterson
Signature

RICHARD A. PETERSON
Name (Print or Type)

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

- Resume
- Letter of Reference
- Letter of Intent

Kathleen Branz
W8283 Bird Road
Vulcan MI 49892

January 5, 2016

Menominee County Board of Commissioners
Atten: County Administrator
Menominee County Courthouse
839 Tenth Avenue
Menominee MI 49858

Dear Board Members,

I am applying for the vacant position on the Parks and Recreation Committee as per your ad.

I am Clerk of Faithorn Township and have worked with the Boy Scouts, who are caretakers for Sturgeon Bend Park. I am familiar with some of the issues that arise and feel I have a background that would support this position.

I have an associated degree in accounting and have worked in this field for over 30 years, a degree in business as well as a degree in Auto Cad. I also worked in Customer Service for 8 years at the Niagara Paper Mill (eliminated due to being bought out by Consolidated Papers).

I was on the Dickinson County Racing Board for twenty years, serving as secretary, treasurer and president. We worked very closely with the Dickinson County Fair Board and I received substantial education during this period.

I also have fond memories of Dairy Day back in the 60's, when bringing my calf, Daisy, to Shakey Lakes for this big event. We enjoyed the beach, the ribbons we won and the comradery of 4H and meeting with the rest of the county.

Because of the above mentioned items, I feel I would be a good fit for the Parks and Recreation Committee for Menominee County.

If you should have any questions please feel free to contact me at 906-438-2221 or by email pbranz@alphacomm.net.

Sincerely,

Kathy Branz

Kathy Branz

RECEIVED
JAN 08 2016
BY: _____

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

I, Kathleen Branz (NAME), hereby submit an application for appointment to Parks + Recreation (NAME OF BOARD OR COMMISSION) for 1 yr (Number of years) from 2-1-16 (Exact dates of Appointment) to 1-31-17.

TO THE MENOMINEE COUNTY BOARD OF COMMISSIONERS:

1. I reside at W8283 Bird Rd (Street) Vulcan (City) 49892 (Zip) Menominee (County) and have since 2011.

Mailing address if different than above: _____

Telephone: 906-438-2221 Cell Phone: 906-221-6775

Email Address: pbranz@alphacomm.net

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

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

4. Employer: Retired Telephone: 906-438-2221

a. Indicate nature of your work: _____

b. Title: _____

5. Educational Level and degrees received:
Associates degrees in Accounting, business and AutoCad

6. I presently hold the following appointments and elected positions:
Clerk Faithorn Township
Treasurer Menominee County Chapter of MTA

7. Previously held appointments and/or elected positions:
[illegible]

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

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

No

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

None

11. Is this an application for reappointment? Yes_____ No X

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

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

Comments/clarification (only if necessary)

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

I am interested in the betterment of Menominee County Parks and remember attending Dairy Day as a child with my calf and what it meant to the youth

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

Kathleen Branz 1-5-16
Signature

Kathleen BRANZ
Name (Print or Type)

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

- Resume
- Letter of Reference
- Letter of Intent

MENOMINEE COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM

SUBJECT:	**Commissioner Per Diems and Expenses**
DEPARTMENT:	**Administration**
ATTACHMENTS:	**Yes**

SUMMARY:

Board to review Commissioner Per diems and expenses as recently submitted for payment.

RECOMMENDED MOTION

To approve commissioner per diems as recently submitted.

Submitted by: Brian Bousley **01/19/2016**
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION **DATE:**

	Approved
	Disapproved
	Approved with the following change(s):

12-29-15
BKB

MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER

Mileage: 57.5 cents/mile ~ effective 01 January 2015

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

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

Name: **Raymond Williams ~ District 1**

Date	Meeting Place	# of miles	X .575/mile	Total Cost	Account Number
12-8-15	Stephenson Annex	50	28.75	28.75	101-101-860.01
12-22-15	"	50	28.75	28.75	101-101-860.01
					101-101-860.01
					101-101-860.01
					101-101-860.01
					101-101-860.01
					101-101-860.01
					101-101-860.01
					101-101-860.01
			Total Mileage	100.	
				Total Mileage Fee	57.50

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

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

Ray Williams
Signed

12/23/15
Date

BRB

Name of Commissioner Ray Williams

$50.00 per meeting - Reg. or Special County Board meeting (or external committees/boards)
$75.00 MAC or UPACC Conference

Date	Meeting Description & Duration	Meeting Expense
12-8-15	CB Stephenson Annex	50.00
12-15-15	Airport Committee 4pm - 4:45pm	50 –
12-22-15	CB Stephenson Annex 6-7:35	50.00
	Total Per Diem	150 –

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

Commissioner Signature: Ray Williams

Date: 12/23/15

12-28-15 per
BRB

Commissioner Per Diem (Meeting Fee)
Expense Form

Name of Commissioner Larry Schei

$50.00 per meeting - Reg. or Special County Board meeting (or external committees/boards)
$75.00 MAC or UPACC Conference

Date	Meeting Description & Duration	Meeting Expense
12/01/15	MBDC	50.00
12/08/15	COUNTY BOARD	50.00
12/14/15	PUBLIC HEALTH PERSONNEL	50.00
12/15/15	PUBLIC LIBRARY BOARD	50.00
12/15/15	AIRPORT COMMITTEE	50.00
12/16/15	PUBLIC HEALTH BOARD	50.00
12/17/15	CB FINANCE	50.00
12/22/15	COUNTY BOARD	50.00
Total Per Diem		# 400.00

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

Commissioner Signature: Larry Schei

Date: 12/28/15

12-20 ... BRB

MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER

Mileage: 57.5 cents/mile ~ effective 01 January 2015

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

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

Name: **Larry Schei ~ District 4**

Date	Meeting Place	# of miles	X .575/mile	Total Cost	Account Number
12/01/15	SNBT-MARINETTE, WI	18		10.35	101-101-860.04
12/08/15	ANNEX	32		18.40	101-101-860.04
12/14/15	DMPH - ESCANABA, MI	100		57.50	101-101-860.04
12/15/15	STEPHENSON, MI	32		18.40	101-101-860.04
12/15/15	MENO. COUNTY AIRPORT	15		8.63	101-101-860.04
12/16/15	PINECREST	73		41.98	101-101-860.04
12/17/15	ANNEX	32		18.40	101-101-860.04
12/22/15	ANNEX	32		18.40	101-101-860.04
		334		192.06	101-101-860.04
			Total Mileage		
				Total Mileage Fee	$ 192.06

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

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

Larry Schei
Signed

12/28/15
Date

MENOMINEE COUNTY BOARD OF COMMISSIONERS
DISCUSSION ITEM

SUBJECT:	**Resolution 2016-04 ~ Honoring Patricia Cheski**
DEPARTMENT:	**Library Board/Administration**
ATTACHMENTS:	**Yes**

SUMMARY:

County Board is asked to pass a resolution honoring Pat Cheski for her 18 years of dedicated service to Menominee County.

RECOMMENDED MOTION

Submitted by: Brian Bousley **01/19/2016**
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION **DATE:**

	Approved
	Disapproved
	Approved with the following change(s):

MENOMINEE COUNTY RESOLUTION 2016-04

HONORING

PATRICIA CHESKI

WHEREAS, Pat Cheski has served Menominee County communities in the position of Menominee County Library Director for 18 years beginning in 1997; and

WHEREAS, she has exhibited dedication, exemplary leadership, and by efficiently operating the Library while demonstrating resourcefulness to work within budget constraints; and

WHEREAS, she has always been helpful, courteous, friendly, and accommodating to the employees that she worked with and the patrons she served; and

WHEREAS, she has performed her duties with professionalism, dignity and respect for the members of the Public; and

WHEREAS, Pat has given of herself in both time and service for the benefit of Menominee County and the Menominee County Library; and

WHEREAS, she has been a credit to the County of Menominee and has exemplified Public Service at its finest, at all times demonstrating a sense of pride in our County; and

THEREFORE BE IT RESOLVED that the Menominee County Board of Commissioners, hereby recognizes Pat Cheski for her eighteen (18) years of loyal and dedicated service to the residents and all library patrons of Menominee County; and

THEREFORE BE IT RESOLVED that in honor of her 18 years of service this resolution be presented to Pat Cheski.

Marc Kleiman Menominee County Clerk	Charlie Meintz, Chairman Menominee County Board of Commissioners	Date

MENOMINEE COUNTY BOARD OF COMMISSIONERS
DISCUSSION ITEM

SUBJECT:	**Resolution 2016-05 ~ Honoring Sharon Salfai**
DEPARTMENT:	**Probate/Juvenile Court / Administration**
ATTACHMENTS:	**Yes**

SUMMARY:

Sharon Salfai is retiring from the Probate/Juvenile Court office. She has served as the Register of Probate/Juvenile Court recorder in Menominee County for 27 dedicated years.

RECOMMENDED MOTION

Submitted by: Brian Bousley **01/19/2016**
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION **DATE:**

	Approved
	Disapproved
	Approved with the following change(s):

MENOMINEE COUNTY
RESOLUTION 2016-05
HONORING

SHARON SALFAI

WHEREAS, Sharon Salfai has served Menominee County in the Probate Court Office for twenty seven (27) years; and

WHEREAS, she has displayed dedication and exemplary hard work performing the duties of "Register of Probate/Juvenile Court Recorder;

WHEREAS, Sharon has always been helpful, courteous, friendly and accommodating to all people she has dealt with, whether it be someone conducting court business, fellow county and state employees, or attorneys; she has treated them all with respect;

WHEREAS, she has performed her duties with professionalism, dignity and respect for the members of the Public; and

WHEREAS, Sharon has been willing to give of herself in both time and service for the benefit of Menominee County; and

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

THEREFORE BE IT RESOLVED THAT, the Menominee County Board of Commissioners, hereby recognize Sharon Salfai for her 27 years of loyal and faithful service to the citizens of Menominee County; and

THEREFORE BE IT RESOLVED THAT, in honor of her 27 years of service, this resolution be presented to Sharon Salfai.

_____
Marc Kleiman
Menominee County Clerk

_____
Date

_____
Charlie Meintz, Chairman
Menominee County Board of Commissioners

_____
Date

MENOMINEE COUNTY BOARD OF COMMISSIONERS
DISCUSSION ITEM

SUBJECT:	**LEPC Bylaws – Updated**
DEPARTMENT:	**Emergency Services Coordinator**
ATTACHMENTS:	**Yes**

SUMMARY:

The Local Emergency Planning Commission has updated and approved their bylaws. The County Board is also asked to approve the bylaws.

RECOMMENDED MOTION

Submitted by: Brian Bousley **01/19/2016**
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION **DATE:**

	Approved
	Disapproved
	Approved with the following change(s):

BYLAWS
Local Emergency Planning Committee
Menominee County, Michigan

AUTHORITY

1.0 Authority
These Bylaws have been adopted pursuant to authority granted under the Act of Congress known as the Superfund Amendments and Reauthorization Act of 1986, Title III, "Emergency Planning and Community Right-to-Know" and the State Executive Order 1987-5, the Michigan Emergency Planning and Community Right-to-Know Commission of April 17, 1987.

NAME AND TERRITORY

2.0 Name
This Committee shall be known as the Menominee County Local Emergency Planning Committee (LEPC).

2.1 Jurisdiction
The jurisdiction assigned to the LEPC by the State Emergency Planning and Community Right-to-Know Commission (the State Commission) includes all of Menominee County, Michigan.

PURPOSE

3.0 Purpose
The purpose of the LEPC shall be to:

1) Investigate the potential for hazardous chemicals accidents in the community;
2) Review, improve and implement plans to deal with such occurrences;
3) Integrate such plans into the main county Emergency Action Guidelines (EAGs);
4) Disseminate information obtained under Title III to the general public;
5) Offer and encourage all LEPC members and the general public current educational study materials made available through various governmental departments, for the betterment of the community's ability to respond to any disaster;
6) Act as a financial resource for the purchase of needed equipment and supplies for educational and/or response purposes, through fund raising activities;
7) Participate in the planning and execution of LEPC-related disaster exercises.

MEMBERSHIP

4.0 Membership
Any member of the LEPC may nominate a person for membership, either orally or in writing, provided that such nominees shall have the qualifications to represent one of the following groups:

1) Elected Officials
2) Law Enforcement, Emergency Management, Fire Service, Health Service, First Aid, Hospital, Environmental Organizations, Transportation
3) Print and Broadcast Media
4) Community Groups
5) Facility Owners / Operators

Menominee County Local Emergency Planning Committee Officers shall consist of: Chairperson, Vice-Chairperson, Secretary and Public Information Coordinator. These positions shall be filled by process of nominations from the floor and majority vote of the members present at a scheduled meeting. The position of Community Emergency Coordinator shall be the county's appointed Emergency Services Coordinator, since their duties are the same.

8.0 **Chairperson**

- ☒ Opens and conducts LEPC meetings;
- ☒ Establishes the agenda, forwards it to the Secretary for distribution and guides the meeting through the agenda;
- ☒ Authenticates LEPC proceedings (e.g., by signing the minutes);
- ☒ Appoints subcommittees and respective Chairperson(s);
- ☒ Is a non-voting member except in the case of a tie-breaking situation

8.1 Vice-Chairperson

- ☒ Assumes the roles and responsibilities of the Chairperson in the Chairperson's absence;
- ☒ Tracks, gathers, prepares and forwards to the Secretary and Public Information Coordinator a copy of all subcommittee meeting minutes;
- ☒ Acts as education liaison between government and educational organizations, and the LEPC.

8.2 Secretary

- ☒ Prepares and keeps legible, permanent records of attendance and minutes of the general committee meetings;
- ☒ Receives and keeps copies of subcommittee meeting minutes from the Vice-Chairperson;
- ☒ Distributes to members (by Email or postal mail), the media and anyone requesting a copy: the unapproved minutes of the last meeting (item 6.1) and the notice of the upcoming meeting and agenda (item 5.6).

8.3 Public Information Coordinator

- ☒ Reviews all facility reports with the review committee;
- ☒ Maintains a file of all reviews and follow-ups;
- ☒ Maintains all MSDS or lists of chemicals as required;
- ☒ Processes all information requests from the public;
- ☒ Initiates surveys of county businesses and farms;
- ☒ Tracks survey replies and maintains files of hazardous materials on-site

8.4 Community Emergency Coordinator

- ☒ Coordinates the development and implementation of site-specific hazardous materials emergency response plans;

The LEPC shall establish a normal meeting location, date and time within Menominee County for its regular quarterly meeting that is convenient to the majority of the county residents. Alternating sites for meetings, dates and times may be approved with a majority vote of the membership.

5.5 Public Involvement
The agenda of every LEPC meeting will include time for public input and comments on a first-come, first-served basis with written comments given priority. Comments and discussion will be limited to thirty (30) minutes per meeting, approved by a majority roll-call of the committee members present. Any action item requiring a vote of the committee members shall be determined by a majority of the members present according to item 5.8.

5.6 Agenda Items
Agenda items will be submitted to the Chairperson at least ten (10) working days prior to meetings. The agenda will be organized and distribution made to the committee members, media and others upon request, within five (5) days prior to the meeting. Distribution to members shall be by Email or postal mail. Members' preferences will be on file with the LEPC Secretary. Agenda items may be added on the floor of the meeting at the discretion of the Chairperson, if time allows.

5.7 Voting
At every meeting of the LEPC, each member, or alternate member as defined in 4.1, present in person shall be entitled to one, and only one, vote; and voting by proxy shall not be permitted. Decisions on any question at a meeting of the LEPC shall be by majority vote of the members present and voting.

MINUTES OF MEETINGS

6.0 **Minutes**
The Secretary shall prepare the minutes of the meetings according to the time frame established by the Michigan Open Meetings Act. Unapproved minutes shall be available for public inspection within eight (8) business days after each meeting. Approved minutes shall be available for public inspection within five (5) days after approval. Copies of all minutes shall be maintained and open to public inspection at the offices of the Secretary and Information Coordinator.

6.1 Distribution
Distribution of unapproved minutes shall be made to the committee members, the media and others upon request within five (5) days prior to the next meeting. Distribution to the members shall be by Email or postal mail. Members' preferences will be on file with the LEPC Secretary.

AMENDMENTS TO THE RULES OF OPERATION

7.0 **Amendments**
Amendments to the subject rules of operation can be made at any regularly scheduled meeting of the LEPC as an agenda item, or at a special meeting called with a reasonably adequate notice of the terms of the amendment, by a two-thirds roll call vote of the members present.

OFFICERS AND DUTIES

Menominee County Local Emergency Planning Committee Officers shall consist of: Chairperson, Vice-Chairperson, Secretary and Public Information Coordinator. These positions shall be filled by process of nominations from the floor and majority vote of the members present at a scheduled meeting. The position of Community Emergency Coordinator shall be the county's appointed Emergency Services Coordinator, since their duties are the same.

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8.3 Public Information Coordinator

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- ☒ Maintains a file of all reviews and follow-ups;
- ☒ Maintains all MSDS or lists of chemicals as required;
- ☒ Processes all information requests from the public;
- ☒ Initiates surveys of county businesses and farms;
- ☒ Tracks survey replies and maintains files of hazardous materials on-site

8.4 Community Emergency Coordinator

- ☒ Coordinates the development and implementation of site-specific hazardous materials emergency response plans;

- ☒ Receives immediate notification on the LEPC's behalf regarding any hazardous materials release in the jurisdiction;
- ☒ Makes determinations (in conjunction with the Facility Coordinator) necessary to implement the plan.

SUBCOMMITTEES

At the discretion of the Chairperson, subcommittees may be formed and disbanded as occasions arise to accomplish initial and ongoing tasks. Subcommittee membership is not limited solely to LEPC members. Expertise from the community for additional input may be solicited.

9.0 Executive Subcommittee

- ☒ Develop LEPC long-term goals
- ☒ Review membership and solicit volunteers to fill vacancies
- ☒ Tend to the needs of members
- ☒ Develop a working plan with timetables for the other subcommittees
- ☒ Be familiar with state, local and federal laws which impact the hazardous materials planning process

9.1 Planning/Review Subcommittee

- ☒ Assist in the revision of the hazardous material response portion of the county emergency operations plan
- ☒ Establish a vulnerability zone determination methodology
- ☒ Review site-specific standard operating procedures for each section 302 site and help them achieve complete and operable plans

9.2 Training and Exercise Subcommittee

- ☒ Collecting MIOSHA training information and compliance statistics
- ☒ Establishing an exercise program related to the LEPC
- ☒ Coordinating training programs related to the LEPC

9.3 Farm Review Subcommittee

- ☒ Survey county farms for hazardous materials on-site
- ☒ Assist in drawing up emergency plans for each farm, following guidelines provided in Extension Bulletin E-2575 "Emergency Planning for the Farm"

9.4 Resource Development Subcommittee

- ☒ Research the community's resources available for emergency response to a hazardous materials incident, including identifying alternate resources which the community may draw from
- ☒ Provide information to Emergency Management for updating of the local resource manual
- ☒ Identify alternate

9.5 Finance Subcommittee

- ☒ Examine and recommend funding sources
- ☒ Work with the Local Planning Team to develop lists and make recommendations of needed equipment and training; and the cost involved
- ☒ Work with the Emergency Management Coordinator to manage the LEPC budget

These bylaws have been reviewed, approved and adopted by the Menominee County Local Emergency Planning Committee (LEPC) and the Menominee County Board of Commissioners.

Michael Shaffer **Chairperson - LEPC**	1/18/16 **Date**
Charles Meintz **Chairperson – Board of Commissioners**	**Date**

MENOMINEE COUNTY BOARD OF COMMISSIONERS
DISCUSSION ITEM

SUBJECT:	**Tentative Equalization Ratios**
DEPARTMENT:	**Equalization**
ATTACHMENTS:	**yes**

SUMMARY:

Attached are the 2016 Tentative Equalization Ratios. We need to publish them before the third Monday in February.

RECOMMENDED MOTION

Submitted by: Brian Bousley **01/19/2016**
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION **DATE:**

	Approved
	Disapproved
	Approved with the following change(s):

211.34a Tabular statement of tentative equalization ratios and estimated multipliers; preparation; publication; copies, notices; effect on equalization procedures; appeal.

Sec. 34a. (1) The equalization director of each county shall prepare a tabular statement each year, by the several cities and townships of the county, showing the tentative recommended equalization ratios and estimated multipliers necessary to compute individual state equalized valuation of real property and of personal property. The county shall publish the tabulation in a newspaper of general circulation within the county on or before the third Monday in February each year and furnish a copy to each assessor and to each of the boards of review in the county and to the state tax commission. All notices of meetings of the boards of review shall give the tentative ratios and estimated multipliers pertaining to their jurisdiction. The tentative recommended equalization ratios and multiplying figures shall not prejudice the equalization procedures of the county board of commissioners or the state tax commission.

(2) If the final equalization multiplier for only the 1986 tax year exceeds the tentative multiplier used in preparing the assessment notice and as a result of action of the state board of equalization or county board of commissioners a taxpayer's assessment as equalized is in excess of 50% of true cash value, that person may appeal directly to the tax tribunal. The appeal shall be filed under this subsection during 1986 on or before the third Monday in August and shall be heard in the same manner as other appeals of the tribunal. An appeal pursuant to this subsection shall not result in an equalized value less than the assesed value multiplied by the tentative equalization multiplier used in preparing the assessment notice.

History: Add. 1971, Act 165, Imd. Eff. Nov. 24, 1971;—Am. 1975, Act 188, Imd. Eff. Aug. 2, 1975;—Am. 1986, Act 138, Imd. Eff. June 30, 1986.

Compiler's note: In the last sentence of subsection (2), the word "assesed" evidently should read "assessed".

Popular name: Act 206

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REVISED 1/05/16

MENOMINEE COUNTY

TENTATIVE EQUALIZATION RATIOS
AS OF JANUARY 2016
PUBLISHED AS REQUIRED BY ACT 165 P. A. 1971

REAL PROPERTY

PROP CLASS:	AGRICULTURAL		COMMERCIAL		INDUSTRIAL		RESIDENTIAL		TIMBER-CUTOVER		DEVELOPMENTAL		PERSONAL PROPERTY	
TOWNSHIPS	RATIO	FACTOR	RATIO	FACTOR	RATIO	FACTOR	RATIO	FACTOR	RATIO	FACTOR	RATIO	FACTOR	RATIO	FACTOR
CEDARVILLE TWP	49.77%	1.00462	49.19%	1.01647	N/C	---	48.93%	1.02187	N/C	---	N/C	---	50.00%	1.00000
DAGGETT TOWNSHIP	49.16%	1.01709	49.15%	1.01729	50.36%	0.99285	49.29%	1.01440	N/C	---	N/C	---	50.00%	1.00000
FAITHORN TOWNSHIP	50.02%	0.99960	49.45%	1.01112	N/C	---	48.17%	1.03799	N/C	---	N/C	---	50.00%	1.00000
GOURLEY TOWNSHIP	49.94%	1.00120	49.28%	1.01461	N/C	---	49.13%	1.01771	N/C	---	N/C	---	50.00%	1.00000
HARRIS TOWNSHIP	49.32%	1.01379	50.45%	0.99108	50.87%	0.98290	49.80%	1.00402	N/C	---	N/C	---	50.00%	1.00000
HOLMES TOWNSHIP	48.59%	1.02902	50.48%	0.99049	50.00%	1.00000	50.39%	0.99226	N/C	---	N/C	---	50.00%	1.00000
INGALLSTON TOWNSHIP	48.76%	1.02543	50.18%	0.99641	50.73%	0.98561	49.75%	1.00503	N/C	---	N/C		50.00%	1.00000
LAKE TOWNSHIP	48.48%	1.03135	48.86%	1.02333	48.54%	1.03008	48.61%	1.02859	N/C	---	N/C	---	50.00%	1.00000
MELLEN TOWNSHIP	49.29%	1.01440	50.65%	0.98717	49.34%	1.01338	49.18%	1.01667	N/C	---	N/C	---	50.00%	1.00000
MENOMINEE TOWNSHIP	48.96%	1.02124	49.86%	1.00281	49.53%	1.00949	48.79%	1.02480	N/C	---	N/C	---	50.00%	1.00000
MEYER TOWNSHIP	49.01%	1.02020	48.70%	1.02669	48.49%	1.03114	50.45%	0.99108	N/C	---	N/C	---	50.00%	1.00000
NADEAU TOWNSHIP	49.98%	1.00040	50.55%	0.98912	50.38%	0.99246	48.89%	1.02270	N/C	---	N/C	---	50.00%	1.00000
SPALDING TOWNSHIP	48.97%	1.02103	50.28%	0.99443	48.93%	1.02187	48.88%	1.02291	N/C	---	N/C	---	50.00%	1.00000
STEPHENSON TOWNSHIP	49.13%	1.01771	49.53%	1.00949	50.00%	1.00000	50.25%	0.99502	N/C	---	N/C	---	50.00%	1.00000
CITIES														
CITY OF MENOMINEE	N/C	---	51.01%	0.98020	49.83%	1.00340	51.11%	0.97830	N/C	---	N/C	---	50.00%	1.00000
CITY OF STEPHENSON	N/C	---	49.36%	1.01300	48.73%	1.02610	49.46%	1.01090	N/C	---	N/C	---	50.00%	1.00000

Equalization Ratios as shown are the percentages of assessed valuations to true cash value as determined by a survey of individual assessments. The Multipliers are those necessary to bring the Ratios to the required 50% of estimated true cash value.

MENOMINEE COUNTY BOARD OF COMMISSIONERS
DISCUSSION ITEM

SUBJECT:	**FY 2016 ~ CUPPAD Membership Dues**
DEPARTMENT:	**Administration**
ATTACHMENTS:	**Yes**

SUMMARY:

CUPPAD sent a letter and breakdown of duties their organization does for the county. They would like us to participate in the 2016 Membership. Dues for 2016 are $9,000.

RECOMMENDED MOTION

Submitted by: Brian Bousley **01/19/2016**
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION **DATE:**

	Approved
	Disapproved
	Approved with the following change(s):

CUPPAD
Central Upper Peninsula Planning And Development Regional Commission

2950 College Ave., Escanaba, MI 49829 • www.cuppad.org • cuppad@cuppad.org
Phone: 906-786-9234 • Fax: 906-786-4442 • 800-562-9828

RECEIVED
DEC 18 2015
MARC KLEIMAN
MENOMINEE COUNTY CLERK

December 15, 2015

Mr. Charlie Meintz
Menominee County Board Chair
W4060 Wery Road
Stephenson, MI 49887

Dear Mr. Meintz:

The Central Upper Peninsula Planning and Development Regional Commission was established in 1968 as a multi-county organization to pool resources to assist local governments in the central U.P. We value Menominee County's support of CUPPAD as we seek to improve the quality of life in the region. Enclosed is an invoice requesting your association with the CUPPAD Regional Commission. As you know, the annual CUPPAD membership dues are $9,000; this amount has been the same for the last 15 years despite the complexity and technicality of services we increasingly strive to provide.

This letter is to also provide you with a summary of CUPPAD staff activities for FY 15, and overview of services provided to member communities as we hope Menominee County will renew its membership to continue our long-standing tradition of partnering and advocating on behalf of all six counties in the Central Upper Peninsula.

CUPPAD provides the following services to member counties:

- Provides 25 hours of free service for basic services such as researching grants, researching census data, liaison between the County and state or federal agencies;
- Assists with grant writing for economic development, fire protection and EMS, recreation, transportation, and other projects;
- Develops and maintains a Geographic Information System (GIS) with an extensive digital data base. Colored infrared aerial photos and customized mapping services are available to local governments;
- Prepares master or strategic plans and local ordinances to help communities prepare for the future and deal with various land use issues;
- Drafts recreation plans and assists with recreation and similar grant-in-aid applications for the county;
- Works closely with county Economic Development Corporations, Michigan Works!, the Upper Peninsula Economic Development Alliance, Michigan Economic Development Corporation,

Federal Economic Development Administration, and others to develop business and industry in the central U.P. region;

- Provides a wealth of current and historical data, including census statistics, economic information, and past planning and development efforts;
- Serves as a neutral party in mediation activities between the County and local cities, townships, and villages on matters impacting the region;
- Serves as a liaison between local units of government and state and federal agencies;
- Provides technical assistance on items literally from A to Z; from affirmative action to zoning;
- Recognizes that it cannot assist your county with all issues and concerns. In that case, CUPPAD will make an effort to assist your County in finding someone who can provide the assistance you need.

We, in the Central Upper Peninsula, can only maintain and strengthen our capabilities by acting together and sharing resources for the common good of local governance. In my view the CUPPAD Regional Commission is one of the best resources for accomplishing this. We value Menominee County's involvement and eventual membership as we jointly seek to improve the quality of life in the region.

We have updated our website at www.cuppad.org which contains topics of interest such as funding opportunities, workshops, trainings, and meeting schedules. We also worked diligently to have a web presence dedicated to our progress with the Governor's Regional Prosperity Initiative which can be found at: www.centralupdashboard.org . As always, please let us know if we can be of service to you and the County of Menominee. A CUPPAD representative would be happy to meet with the County at your convenience.

Thank you for your consideration of this request.

Sincerely,

Joel Schultz,
Executive Director

Enclosure

C/C Menominee County Clerk, Marc Kleiman
839 10th Avenue- Second Floor
Menominee, MI 49858

CUPPAD

2950 College Avenue, Escanaba, MI 49829
Phone: (906) 786-9234 *Fax: (906) 786-4442*
www.cuppad.org

Invoice Date: December 18, 2015	INVOICE	Due Date: Net 30 Days

Bill To:
Charlie Meintz
Menominee County Board Chair
W4060 Wery Road
Stephenson, MI 49887

Quantity	Description	Price	Amount Due
	FY 2016 Membership Dues Thank you!		$9,000
	Total Amount Due		$9,000

County Services/Benefits with CUPPAD Membership

- 25 hours of service (usually $60/hr. for members, $90/hr. for non-members) for services such as researching grants, researching census data, acting as liaison between the County and state or federal agencies; master plans, recreation plans;
- Coordination and implementation of regional economic development initiatives;
- Assistance with grant writing for economic development, fire protection and EMS, recreation, transportation, and other projects;
- Technical assistance on items literally from A to Z; from affirmative action to zoning;
- Access to a Geographic Information System (GIS) with an extensive digital data base. Colored infrared aerial photos and customized mapping services are available to local governments;
- Preparation of master or strategic plans and local ordinances to help communities prepare for the future and deal with various land use issues;
- Assist developers and local governmental units with community development projects such as façade improvements and mixed-use developments;
- Development of recreation plans and assistance with recreation and similar grant-in-aid applications for the county;
- Working closely with county Economic Development Corporations, Michigan Works!, the Upper Peninsula Economic Development Alliance, Michigan Economic Development Corporation, Federal Economic Development Administration, and others to develop business and industry in the central U.P. region;
- Access to a wealth of current and historical data, including census statistics, economic information, and past planning and development efforts;
- Partnership with MDOT and the County Road Commissions, evaluating the conditions of federal eligible roadways each year;
- Coordination of two significant MDOT grant programs to the County: the Rural Task Force program and Small Urban Grant program;
- Liaison between local units of government and state and federal agencies;

If CUPPAD cannot assist your county with an issue or concern, every effort will be made to find someone who can provide the assistance you need.

09/14

UPward

CUPPAD

Central Upper Peninsula Planning And Development Regional Commission

Hourly Fee Structure: Adopted June 2015

Members
$60/hour
10 In-Kind Hours (City, Hannahville, Village, Township)
25 In-Kind Hours for Counties

Non-Members
$90/hour

Menu of Services

- 911 studies and maintenance.....
- Capital Improvement Plans.....
- Community Master Plans and Updates.....
- Data research (Census, Federal/State programs, legislation, and regulations)
- Davis Bacon Reviews ....
- Downtown, economic, and parking studies.....
- Grant applications including research and preparation.....
- Hazard Mitigation Plans.....
- Job classification, personnel policy manuals, and affirmative action plans
- Mapping/GIS.....
- Municipal incorporation projects.....
- Place Making Assistance.....
- Recreation Plans (Updates or new plan development).....
- Subdivision plans and ordinances.....
- Tax increment finance plans.....
- Trade Area Analysis.....
- Traffic Review.....
- Zoning Ordinances and Updates.....

Special Projects:

- Architectural and Design Services
- Charrettes
- Community Surveys
- Demographic Research
- Environmental Reviews ($475 fee)
- Videography Services
- Redevelopment Readiness Assessment
- SWOT Analysis of Community

UPward

CUPPAD

Central Upper Peninsula Planning And Development Regional Commission

Miscellaneous Fees.....

1. Mileage will not be charged for the first trip and will be figured into contracts based on Federal Mileage allowance at the time of the contract.

2. Copying existing plans will be free to members for whom work was done initially as per the contract or up to 10 copies if not addressed in the contract, and will be charged at a rate of $.25 per page for non-members or members for copies exceeding the contract. Maps, postage and handling will be charged in addition to copying.

3. GIS data will be provided free to the member who initially contracted for the work. Independent Corporations not officially associated with a project for the member community will be charged at the rate the contractor member paid.

PROJECT TIMELINE ESTIMATES			
Product	**Trips**	**Time Estimates**	**Maps**
Master Plan	14	+/- 90 days (480-720 hours)	8
Zoning Ordinance	14	+/- 90 days (480-720 hours)	1
Subdivision Plan	6	+/- 30 days (240 hours)	2
Tax Increment Financing Plan	4	+/- 30 days (240 hours)	1
Grant Applications (State/Federal)	3	+/- 30-120 days (240 hours)	2
Recreation Plan	10	+/- 25 days (200 hours)	2
Subdivision Ordinance	14	+/- 20 days (160 hours)	2

2015 MAP REPRODUCTION CHARGES			
Size	**Color**	**Color with Orthophoto Imagery**	**Work**
11" x 17"	$2.50	$8.25	Hourly charge
18" x 24"	$5.00	$16.50	
24" x 30"	$14.50	$37.00	
36" x 48"	$19.25	$41.25	

CUPPAD Regional Commission
Services Provided to Members at No Cost

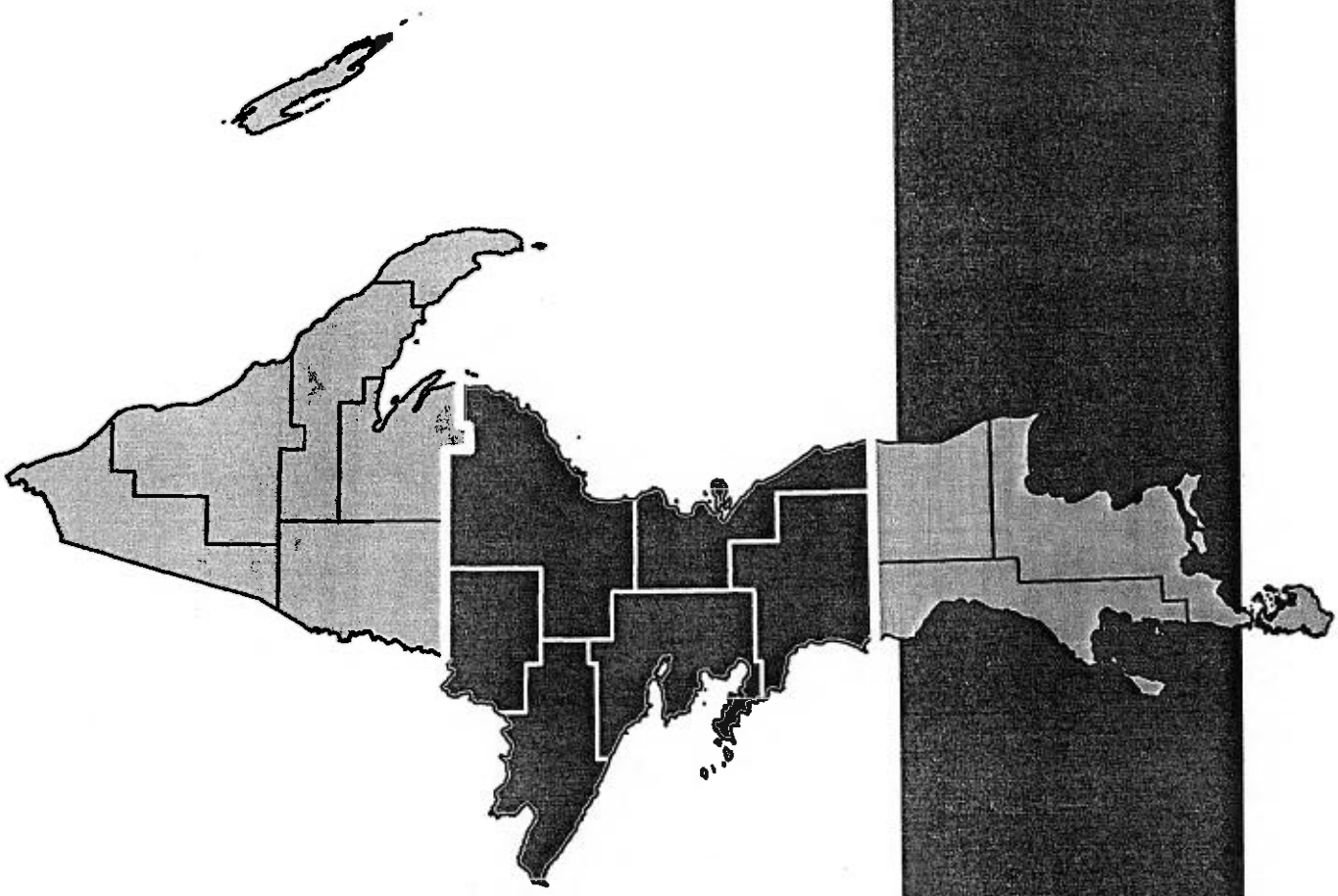
- ✓ Meetings with local units of government to discuss a potential contract or project
- ✓ Letters of Support for projects, grants, purchases, etc.
- ✓ Letters of Consistency identifying that a project meets a planning goal or objective
- ✓ Testimony given at Public Hearings
- ✓ Executive Order 12372 reviews of federally funded projects
- ✓ Act as a liaison between local, state, and federal agencies
- ✓ Provide research for grant funding opportunities
- ✓ Presentations at MTA, MML meetings on various topics
- ✓ Organizing and hosting meetings on state programs which have a direct impact on the region
- ✓ Limited technical assistance relating to roads, bridges, trails and other transportation activities that impact more than one unit of government
- ✓ Census data research
- ✓ General research that benefits the local units of government or county
- ✓ Responding to zoning or general planning questions
- ✓ Technical assistance relating to planning activities, grants, etc. (i.e., how to deal with grants.gov, etc.)
- ✓ DNR, DEQ, MDOT etc. research
- ✓ Comprehensive Economic Development Strategy (local unit support)
- ✓ Development of an area of incident/interest map requiring less than two hours of staff time
- ✓ Research requiring less than one hour of staff time
- ✓ Represents local government within the region in Lansing
- ✓ Training programs benefiting the local units of government
- ✓ Projections (growth, cohort survival, etc.)
- ✓ Notification of grant programs, deadlines and events such as the Economic Vitality Incentive Program (EVIP)
- ✓ Informational articles posted on the CUPPAD website

(continued on back)

- ✓ Research and/or monitoring of planning/zoning subjects of general importance to local governments (i.e., Right to Farm Act, medical marihuana, airport zoning, etc.)
- ✓ Monitoring planning/zoning issues at the State level via publications, conferences, newsletters, websites, etc.
- ✓ Subscription to the CUPPAD newsletter sent at periodic intervals
- ✓ General Brownfield information
- ✓ MCACA Art Minigrant program administration
- ✓ Limited technical assistance (requiring `less than one hour of staff time) on parking, walkability, parks and trails, and similar matters.

Non-members requesting these services will be charged at a rate of $90/hour, at the discretion of the staff member providing the service.

06/13



FY2015

SUMMARY OF CUPPAD STAFF ACTIVITIES

October 1, 2014 - September 30, 2015

PARTNERS IN PLANNING

Prepared By:

CUPPAD

Summary of CUPPAD Staff Activities

October 1, 2014 - September 30, 2015 (FY 2015)

The CUPPAD Regional Commission serves its region in a wide variety of ways. During fiscal year 2015, CUPPAD staff undertook economic development activities, provided grant writing, grant administration and clearinghouse services, and developed a variety of planning documents, including master plans and recreation plans for communities within the central Upper Peninsula.

CUPPAD staff updated zoning ordinances to meet the Michigan Public Act 110 of 2006 requirements. Staff also helped several communities meet the Master Plan requirements of the Michigan Public Act 33 of 2008 by providing plan development services and technical assistance as needed.

CUPPAD mapping and related GIS activities include assistance to cities, townships, and state agencies by producing a wide variety of map documents ranging from parcel mapping to 911 maintenance. In addition, CUPPAD staff has been involved in non-motorized trail systems and recreational trail/route systems.

CUPPAD staff works in partnership with the Michigan Council for Arts and Cultural Affairs in the award and administration of art mini grants. In the fiscal year 2015, eleven mini-grant awards were given out ranging from $1,500 to $4,000, with a total of $29,039 awarded.

The remainder of this document is a more in-depth listing of the activities of the CUPPAD staff during fiscal year 2015.

CDBG ACTIVITIES

CUPPAD has two MEDC certified CDBG grant administrators on staff. Staff assist local units of government with preparation, development and submission of Community Development Block Grant (CDBG) grant applications. The certified CDBG grant administrators will assist with the administration of the grant, including preparation of the environmental review record process, preparation of and submission of required documents to ensure project compliance with federal regulations.

<u>CDBG grant applications and/or grant administration in 2015 were:</u>

- City of Ishpeming/Marquette County- Downtown Ishpeming Façade program- assist with grant administration
- Michigamme Township- Downtown Improvement Grant- grant administration including close-out activities
- City of Ishpeming- Downtown Improvement Grant- grant administration, including close-out activities

- City of Negaunee- Urgent Need Deep Freeze- assist with submission of grant payment request and development of required policies
- City of Escanaba - Urgent Need Deep Freeze- assist with development of required policies
- Maple Ridge Township- Urgent need Deep Freeze- assist with development of required policies and with submission of grant payment request
- City of Gladstone- Urgent Need Deep Freeze- Davis Bacon wage monitoring activities

ENVIRONMENTAL REVIEWS

Environmental Reviews were initiated in 2015 for the following projects.

- City of Escanaba- Escanaba Facade Grant 2015- initiated
- City of Menominee- Lloyd II Project (reviewed and provided technical assistance to city staff)

MISCELLANEOUS GRANT APPLICATIONS

CUPPAD staff assists communities with identifying grant opportunities and preparation of grant applications. During FY 2105, CUPPAD assisted with successful applications for local communities totaling more than $600,000.

- Prepared a successful USDA Stronger Economies Together application to receive economic development and regional planning training.
- Prepared a successful grant application to the Michigan Land Bank's "Elimination of Blight Program" on behalf of the City of Manistique in the amount of $201,500 to promote public safety, place-making, and economic development in strategic locations.
- Prepared a successful Housing Development Fund Grant in the amount of $70,000 to the Michigan State Housing and Development Association (MSHDA) to enhance the effort of the Residential Target Market Analysis to analyze a greater area of the Upper Peninsula's unmet housing demands when leveraged with funding contributions from the Central, Eastern and Western Prosperity Regions.
- Prepared successful Veteran's Services Assistance Grant for $15,000 for Schoolcraft County to improve service delivery for area veterans.
- Prepared and submitted MDNR Aquatic Habitat Program Application for Strawberry Lake in Marquette County (not awarded).
- Prepared and submitted a EDA POWER Planning Grant to examine the potential for clean energy in the region and plan for a energy workforce pipeline in the region (not awarded).
- Prepared and submitted an application to the Michigan Department of Agriculture and Rural Development's Strategic Growth Initiative to assess the potential for bio-digestion (not awarded).
- Prepared and submitted a successful application to the State of Michigan's Regional Prosperity Initiative program to form a "Regional Prosperity Council" and develop a 10-year economic development blueprint, develop a regional sustainability plan, develop a regional recreation plan, expand regional broadband access, develop a regional housing plan, and develop a CTE/vocational asset map and regional marketing campaign (awarded).
- Prepared and submitted a Coastal Zone Management Program application to prepare a new master plan for the City of Munising (not awarded).
- Prepared and submitted a grant proposal to the Sage Foundation on behalf of the Bishop Noa Home for Senior Citizens for $150,000 to fund the construction of a memory care facility.

- Prepared and submitted a grant proposal to the Laffey McHugh Foundation on behalf of the Bishop Noa Home for Senior Citizens for $150,000 to fund the construction of a memory care facility.
- Prepared and submitted a grant proposal to the Herrick Foundation on behalf of the Bishop Noa Home for Senior Citizens for $150,000 to fund the construction of a memory care facility.

MISCELLANEOUS TECHNICAL ASSISTANCE

In FY 2015, technical assistance included:

- Wells Township (Marquette County) - presentation on master planning to planning commission
- Marquette County - discussed development of regional food processing center.
  Assisted Tri-Township Ambulance Authority with the amendment process of its articles of incorporation.
- Researched the feasibility and time horizon of using liquid fluoride thorium reactor (LFTR) technology.
- Provided information on FEMA Assistance to Firefighters Grant to Maple Ridge, Turin and Ewing Townships.
- Provided information to ALTRAN on the availability of FEMA flood mapping within the city of Munising.

EDA ENERGY STUDY - GENERATING ECONOMIC DEVELOPMENT

CUPPAD received an EDA grant to study energy options at 7 industrial parks around the Upper Peninsula. CUPPAD is partnering with the Michigan Technological University's Keweenaw Research Center (KRC). CUPPAD and KRC have been in contact with the industrial park managers to discuss each park's' energy issues. KRC has been studying and researching energy options and technologies, while CUPPAD has been reviewing local zoning and policies, studying environmental factors (wetlands, flood zones, etc.).

COMMUNITY PLANNING

According to Public Act 33 of 2008, the Michigan Planning Enabling Act, Master Plans must address specific criteria, including land use and infrastructure issues as well as a zoning plan and future land use. Master Plans completed or in progress include:

- City of Stephenson - provided a copy of the Michigan Planning Enabling Act, a draft ordinance to create a planning commission, and draft planning commission bylaws.
- Powell Township - prepared draft Master Plan and assisted with public input process
- Breen Township - prepared draft Master Plan and assisted with public input process
- Ingallston Township - provided technical assistance during Master Plan update
- Republic Township - prepared update of Census information for Master Plan
- City of Negaunee - initiated and continued drafting Master Plan and assisted with public input process
- City of Escanaba - initiated and continued drafting Master Plan and assisted with public input process

RECREATION PLANNING

The Michigan Department of Natural Resources and Environment requires all communities to develop a 5 year Recreation Plan in order to be eligible for Michigan Natural Resources Trust Fund, Recreation Passport and Land and Water Conservation Fund Grants.

Recreation Plans completed or in progress include:

- City of Menominee - completed recreation plan for submission to MDNR (approved)
- Meyer Township - completed recreation plan for submission to MDNR (approved)
- Masonville Township - provided technical assistance for their recreation plan update.
- Ishpeming Township- prepared draft recreation plan
- City of Munising - completed recreation plan for submission to MDNR (approved)
- Cedarville Township - completed recreation plan for submission to MDNR (approved).
- Burt Township - completed recreation plan for submission to MDNR (approved)

CUPPAD staff routinely provides information and assistance to communities with recreation planning and assistance with funded projects:

- Waucedah Township - discussed the award of a MDNR Passport grant to the Township to upgrade and improve their existing community park.
- Nadeau Township - assisted grant acceptance process of MDNR Passport grant to the Township to upgrade and improve their existing community park.

CUPPAD staff assisted the following communities with drafting and submitting recreation grant applications:

- Masonville Township - assisted with a Land and Water Conservation Fund grant application

ZONING

Public Act 110 of 2006, as amended, the Michigan Zoning Enabling Act, allows communities to adopt zoning ordinances. Zoning ordinances are based on Master Plans, addressing future development plans and goals. Zoning ordinances provide for the implementation of Master Plans by regulating the use of land, buildings and structures to promote the public health, safety and welfare. Zoning Ordinances or major updating amendments completed or in progress include:

- Humboldt Township - Completed ordinance revision. Adopted.
- Breitung Charter Township - Completed drafting new ordinance. Adoption pending.
- Menominee Township - Completed drafting new ordinance. Adoption pending.
- Forsyth Township - updating ordinance
- Norway Area (City & Twp.) - updating ordinance
- Felch Township - updating ordinance
- Spurr Township, Baraga County - prepared draft interim ordinance and providing a new ordinance
- Erwin Township, Gogebic County - drafting new ordinance
- City of Ishpeming - updating ordinance with the aim of the City becoming a Redevelopment Ready certified community.
- Harris Township- provided information and draft zoning language on Adult Business

CUPPAD staff has provided technical zoning assistance to local units:

- Ford River Township - Provided proposed improvements to their zoning map. Provided additional advice and regulatory language regarding "personal use landing strips."
- Mathias Township - Provided copies of ordinances previously prepared for the Township and provided advice regarding a number of specific zoning cases.
- Breitung Charter Township - provided advice regarding a number of specific zoning cases.
- Au Train Township - Provided draft zoning regulations for wind turbines. Met with Planning Commission and discussed options, provided draft public hearing notice, and notice of adoption.

HAZARD MITIGATION PLANNING

CUPPAD staff finalized updating individual county hazard mitigation plans for Alger, Delta, Menominee and Schoolcraft counties. CUPPAD staff worked with the local emergency management coordinators and the Local Emergency Planning Committees in the update process. Approval of the Plans was secured from Federal Emergency Management Agency (FEMA) and the respective counties.

SOLID WASTE MANAGEMENT PLANNING

CUPPAD staff has assisted the following counties with county solid waste planning:

- Dickinson County Solid Waste- CUPPAD staff represents "regional planning interest" as a committee member on the Dickinson County Solid Waste Planning Committee
- Delta County Solid Waste- CUPPAD staff facilitated a plan amendment to allow non-hazardous waste generated within the property of the Escanaba Paper Company to be disposed at the Escanaba Paper Company landfill. Language was drafted and; secured the necessary local approval of the plan amendment. Worked with the MDEQ to secure approval of the Plan Amendment.

CLEARINGHOUSE REVIEWS

CUPPAD serves as the regional clearinghouse review agency for proposed federally funded projects. Through this role, CUPPAD enhances intergovernmental coordination and encourages opportunities for public comment on projects of regional significance. In FY 2015, CUPPAD staff conducted 25 reviews on projects requesting federal funds.

DATA REQUESTS

CUPPAD regularly receives and fulfills requests for demographic and other data from local governments, local agencies and the private sector.

GIS/MAPPING

Fire Atlases & 911 Mapping:

- Made corrections to the Schoolcraft County Fire Atlas update

Community Planning and Zoning Projects:

- Updated Republic Township Zoning Map
- Updated Breitung Township Zoning Map to include airport safety zones
- Breen Township Zoning Map - updated parcel layer to include zoning districts

- Ford River Township Zoning Maps - Provided draft revised zoning maps to show clarity between districts in a number of areas.

Streets and Roads

- Created an on-line map depicting the PASER road ratings for federal aid eligible roads within the region.
- Created a 2015 surface condition map depicting the overall road conditions and sidewalks within the city of Norway.
- Updated the GIS road network for the Hannahville Indian Community.

Completed maps for the following Master Plans and Recreation Plans:

- Ingallston Township Master Plan
- Breen Township Master Plan
- City of Menominee Recreation Plan
- Meyer Township Recreation Plan
- Ishpeming Township
- Menominee City
- Cedarville Township
- Burt Township

Miscellaneous:

- Created multiple miscellaneous maps for local communities and for various grant applications.
- Developed maps of geocoded broadband survey data for Marquette County.
- Updated workstation(s) GIS software

TRANSPORTATION PLANNING

CUPPAD works closely with the Michigan Department of Transportation on a number of programs and projects.

Access Management

Attended the annual US 41 Corridor Group law enforcement meeting.

Highway Performance Maintenance System database

CUPPAD collects road and traffic data for specific sample road segments of the HPMS database. Updated road segments for the HPMS database.

Assistance to MDOT and Local Communities

- At the request of local school superintendents, CUPPAD staff examined potential ways to reduce costs by improving bussing efficiency and collaboration using advanced mapping and network analysis software. Reviewed address data from individual school districts. Addresses were geocoded, and new bus stops were created. Analysis of cost-per-mile for each bus was completed for the six districts involved. A cost-benefit analysis for a multi-district wide bus routes' cost vs. individual district bus routes' cost indicated such a multi-district program would

be about $200,000 more than presently being spent. A foundation/method was established for future such studies.

- Participated in MDOT Superior Region Bike and Pedestrian Safety Committee meetings to improve non-motorized transportation in the region.
- Facilitated sending notices to local governmental officials and other interested individuals regarding the Annual Rural Elected Officials meeting. Attended and participated in meetings with MDOT..
- Facilitated sending notices to local officials regarding MDOT training/workshop opportunities.
- Distributed MDOT Road & Trail Bicycle Guide maps to various localities, agencies and businesses for redistribution.
- Provided traffic count at selected railroad crossings and road within Escanaba and Munising area.
- Publicized a Safe Routes to Schools regional training workshop. Attended and participated in the workshop held in Escanaba.
- Participated in meetings hosted by the Hannahville Indian Community to discuss/map ORV and horse trails connecting the reservation to the city of Escanaba and the surrounding area.
- Updated/reviewed sample segment HPMS database with pavement and other select data on sample road segments. Contacted local agencies to obtain needed information. Provided data to MDOT.
- Publicized and participated in a local meeting of the MDOT Statewide NFC Review Program.
- Participated in meetings with the Northwoods Rail Transit Commission via video conference. Provided contact information to WUPPDR of economic developers in Menominee and Dickinson Counties.

Asset Management

- Arranged for and participated in the PASER road rating of federal aid eligible roads with 16 road agencies in the region.
- Assisted the City of Norway with rating their local roads and sidewalks.
- With city staff rated all roads and sidewalks within the city of Norway. Created map depicted current surface condition for Norway city.
- Promoted Asset Management conferences and training workshops to local officials.
- Provided Asset Management regulatory language for the Humboldt Township updated zoning ordinance.
- Attended the 2014 Fall Asset Management conference in Escanaba.

Rural Task Force (RTF) and Small Urban Grant Programs

- CUPPAD staff assisted MDOT with management of the Rural Task Force and Small Urban Grant programs.
- Arranged for/scheduled meetings with the individual local task force committees of Alger, Delta, Dickinson, Marquette, Menominee, and Schoolcraft counties. Attended county meetings, prepared meeting minutes. Received project data sheets.
- Arranged for/scheduled meetings for the 12A and 12B Rural Task Force committees. Attended meetings, prepared meeting minutes. Received project data sheets.
- Forwarded documentation of the Rural Task Force road selections to MDOT.

- Administratively approved changes for Schoolcraft County Road Commission and Delta County Road Commission projects to the balance sheet.
- Clarified projects selected for Delta, Dickinson and Menominee Counties for the RTF second call set aside initiative.

U.P. Hidden Coast Recreation Heritage Route

- CUPPAD staff coordinated and attended two stakeholders meetings of the Heritage Route.
- Updated the Hidden Coast Facebook with new pictures. Several contests were held using the Facebook page.
- Continued to update the website with local events.
- Initiated a Summer Photo contest soliciting entries with a photo taken along the route; three winners were chosen by the CUPPAD Arts Review Committee.
- Developed a brochure of birding sites found along the UP Hidden Coast; the brochure is printed for limited distribution and downloadable from the website.

US-41 Incident Management Plan

CUPPAD staff finalized an emergency incident management plan identifying detour routes to be used in the event of an emergency along US-41 from the US-141 intersection to the terminus north of Copper Harbor. The report has written detour descriptions and accompanying maps depicting the routes. Obtained letters of understanding between MDOT and respective road agency regarding the use of the roadway in the event of an emergency. Provided copies of the Plan to MDOT for distribution to the appropriate agencies

Road and Trail Bicycling Guide Map

CUPPAD staff finalized the development of an updated map depicting non-motorized trails within the central Upper Peninsula. Bicycle and shared or multi use trails are be identified on the map. Arranged for the printing of 20,000 copies to be distributed over the course of 4-5 years within the region.

Transit Study- Implementation of Governor's Message on Aging

- CUPPAD staff assisted the MDOT Office of Passenger Transportation with developing and preparing a mobility transit study of the region. Worked with and received input with public and private transit providers and service agencies in the region regarding existing services and conditions.
- Coordinated and made arrangements for the Region 1 workshop for the Regional Transit Mobility project held in Marquette. Contacted local agencies and transit providers regarding the workshop.

ART MINI-GRANTS

In partnership with the Michigan Council for the Arts and Cultural Affairs, CUPPAD re-granted $29,039 to local organizations for support of small arts and cultural projects and professional and organizational development grants:

Alger Parks & Recreation Dept. (Alger County)	$3,500
Spies Public Library (Menominee County)	$2,500

Manistique Area Kiwanis (Schoolcraft County)	$1,500
Manistique Area Schools YETI (Schoolcraft County)	$4,000
Players de Noc (Delta County)	$4,000
City of Norway (Dickinson County)	$4,000
Peninsula Arts Appreciation Council (Marquette County)	$3,700
E.A.R.T.H. Angels (Marquette. County)	$1,700
Lake Superior Theatre (Marquette County)	$1,139
Linda Ferguson (Marquette County)	$1,500
Vanessa Marlink (Menominee County)	$1,500

SPECIAL PROJECTS

Presentation on CUPPAD Services

Presentations on CUPPAD services were given to townships (Nahma, Bay de Noc, Ingallston, Doyle, Cornell, Ensign, Brampton, Baldwin, Mueller) cities (Gladstone), township associations (Menominee County and Delta County), and economic development organizations (Schoolcraft County Economic Development Corporation).

Marketing and Website

To better articulate CUPPAD services to internal and external stakeholders, staff enhanced the organization's marketing materials, including visual brochures, website, and social media presence. More optimal communication methods amongst its stakeholders were employed.

Brownfield Redevelopment

CUPPAD staff assisted the Delta County Brownfield Redevelopment Authority/ Delta County with MDEQ loan for Fleet Maintenance LLC.

CUPPAD staff assisted Delta County with the preparation of an EPA grant to fund assessments in the county; the county was unsuccessful in obtaining the grant.

UPWard Initiative

CUPPAD staff has participated in meetings with the infrastructure committee working on transportation and transmission projects.

Young Professionals/Placemaking Group

CUPPAD and Michigan Works! formed a working group to address the difficulties of attracting and retaining young professionals to the region. This group also looks for opportunities to apply placemaking principles to make the region more attractive to young professionals.

Project Rising Tide

Provided detailed information and data to the Michigan Economic Development Corporation on a K. I. Sawyer economically distressed census tract.

Video Services

With a professional videographer on staff, CUPPAD is able to provide video and photographic services to local governmental units and agencies. During the past year, video were produced depicting the Regional Prosperity Initiative programs, Career Technical Education initiatives, UP State Fair activities, Michigan Works! Talent Summit initiatives, video in support of CUPPAD planning activities in Escanaba and Negaunee, Farm to School promotion, video for the Top of the Lake Snowmobile Association, a video illustrating the work of the CUPPAD Regional Commission, as well as for local businesses in partnership with local economic development agencies.

STAFF DEVELOPMENT

Continuing education and staff development is critical to providing the optimum service to CUPPAD members. Staff development activities in FY 2015 were:

- Continued membership in the Michigan Association of Planning, 2015 and attended the 2015 MAP conference on Mackinac Island.
- Continued membership in MICAMP (Michigan Communities Association of Mapping Professionals), and attended annual conference.
- Staff attended relevant workshops and seminars sponsored by Michigan State University Extension, Michigan Economic Development Corporation, Michigan Department of Transportation, Michigan Works!, Upper Peninsula Economic Development Association, Michigan Association of Regions, Michigan Tourism Taskforce, Michigan Department Natural Resources and Environment, U.P. Food Exchange, Center for Regional Excellence, UP Regional Homeland Security and Small Business Administration.
- Staff met with the regional representative of the U.S. Department of Commerce Economic Development Administration and maintains regular contact with other state and federal agencies including the Department of Justice, Bureau of Indian Affairs, Department of Energy, Michigan Department of Transportation, Michigan Department of Energy, Labor and Economic Growth.
- Took part in the EDA conference calls relating to EDA programs.
- Attended the Upper Peninsula Young Professionals Conference hosted by 40 Below in Marquette.
- Attended PASER (road rating) training workshop.
- Staff attended the Michigan Economic Development Corporation (MEDC) CDBG Certified Administrator training; two staff members are Certified CDBG Grant Administrators.
- Staff attended MEDC Redevelopment Ready Communities training which taught techniques on ensuring planning and zoning practices are attractive to potential businesses.

MENOMINEE COUNTY BOARD OF COMMISSIONERS
DISCUSSION ITEM

SUBJECT:	**GIS ~ MOA with CUPPAD**
DEPARTMENT:	**Administration**
ATTACHMENTS:	**Yes**

SUMMARY:

CUPPAD has submitted a MOA with costs to get the GIS project started.
The MOA is enclosed.

RECOMMENDED MOTION

Submitted by: Brian Bousley **01/21/2016**
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION **DATE:**

	Approved
	Disapproved
	Approved with the following change(s):

Brian Bousley

From: Nathan Fazer <nfazer@cuppad.org>
Sent: Wednesday, January 20, 2016 12:59 PM
To: Brian Bousley
Cc: Steve Lenaker; Joel Schultz
Subject: Re: Menominee GIS
Attachments: Menominee GIS MOA Draft.docx

Brian

MOA attached. Feel free to provide feedback. Costs are below and are based on the fee schedule we're developing for CUPPAD.

The annual cost for the County is reflective of 2 Counties initially joining the Regional GIS project – Delta and Menominee. Annual cost could be lower if additional Counties or if Cities join the Regional GIS in the future.

Costs if Member of CUPPAD
$35,000/year = $36/hr for shared staff person
$3/parcel for parcel development/cleanup.

Costs if Non-Member of CUPPAD
$39,500/year = $41/hr for shared staff person
$4/parcel for parcel development/cleanup

Some items of note:

- Townships will receive a "membership cost" for specific Township mapping projects (zoning project for example) if under County GIS umbrella. This is to provide the same benefit to all Townships within the County for mapping needs. For projects under 2 hours of work, Townships won't be charged for those requests (for a reasonable number of requests). If a Township is requesting 2 hours of mapping every week, we may have to start charging them.
- Parcel cost is for initial parcel mapping/parcel cleanup. Annual parcel updates will be included as part of the annual GIS cost. We were given an estimated parcel count of 27,000 (not sure if this included the City). Based on that estimate, initial parcel project would be $81,000 if Menominee County is a CUPPAD member, or $108,000 if not a CUPPAD member. Again, if this initial count included the City and we remove those, these amounts will be lower.
- The primary tool for accessing parcel and mapping information will be online. By doing an online mapping system, the County doesn't have to purchase software/servers/computers to maintain – that is done at CUPPAD in order to continue serving and improving the online maps. If specific needs or applications are required that cannot be fulfilled with the online tools, we can assess those as they arise. And paper maps are always an option.
- Since the County, like CUPPAD, is on an Oct-Sept fiscal year, we obviously won't charge the full annual amount for the remaining fiscal year if the County gets on-board in the next month or two. Depending on when the MOA is signed and work begins, we'll figure out the appropriate amount through September 2016. Starting October 1 2016, the full amount would be requested and per the MOA can either be payed in full upfront or in quarterly payments.

Let me know what additional questions you may have prior to next week's meeting. We appreciate your time and look forward to working with the County and Townships.

MEMORANDUM OF AGREEMENT BETWEEEN
CENTRAL UPPER PENINSULA PLANNING & DEVELOPMENT COMMISSION (CUPPAD)
AND
MENOMINEE COUNTY, MI

This Memorandum of Agreement (MOA) is made and entered into by and for the Central Upper Peninsula Planning & Development Commission, a multi-jurisdictional Planning & Development Agency, and Menominee County, a subdivision of the State of Michigan, on this the [date].

The Central Upper Peninsula Planning & Development Commission is a state designated planning and development region (SDPD) tasked with multi- jurisdictional assistance to local units of government in the Central U.P. by sharing resources to eliminate duplication of effort and reducing costs. Menominee County is located within the boundaries of the Central U.P. The Central Upper Peninsula Planning & Development Commission, hereinafter referred to as "Regional Planning", and Menominee County, are hereinafter collectively referred to as "the parties."

RECITALS

WHEREAS, the parties desire to establish and maintain a relationship which will ensure adequate coordination with respect to development and on-going operation of a common Geographic Information System, hereinafter referred to as a "GIS". The establishment of this GIS requires the creation of a GIS Department to manage, develop, and enhance the County's GIS system; and,
WHEREAS, the parties intend to cooperate in providing GIS services to County Departments and local units of government located within Menominee County; and,
WHEREAS, the parties agree to combine monetary and human resources, and share common information required to create a successful County GIS; and,
WHEREAS, the parties desire to define roles and responsibilities of the GIS Department and define the workflows that will be required between the parties; and,
WHEREAS, the parties seek agreement on how data sets are created, maintained, deployed, distributed, and made available to both the parties and the public; and,
WHEREAS, the result of this MOA will be the annual release of funding by Menominee County for the Central Upper Peninsula Planning & Development Commission to assist in creating and maintaining a County GIS system. This system will be composed of computers, hardware, software, and data that creates an integrated and shared Geographic Information System. The system will be managed by Central Upper Peninsula Planning & Development Commission staff with input from the Menominee County Administrator, Menominee County Department Heads, and the Menominee County Equalization Department.

This Memorandum of Agreement will provide part of the foundation needed to promote and provide the means to realize the sharing of geographic data among all levels of government.

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

1. Establishment

The parties hereby agree to establish a joint Regional GIS Department, housed within the Regional Planning office.

2. Objectives of the Regional GIS Department

GIS information and data is an important factor in maintaining efficient and effective government operations. Decisions require the support of accurate, timely and integrated information about land based issues and other factors. GIS activities consist of automated applications; telecommunications; data processing resources and services; member and community educational programming which uses GIS; the support elements such as funding, personnel, facilities, contracts, training and related services; tabular data and information associated with geographic land based issues.

Maximum benefits and effective use of GIS can only be fully realized through coordinated efforts and sharing of resources. The Regional GIS Department shall monitor, evaluate and make recommendations to the Menominee County Board of Commissioners on the needs, direction, priorities, standards, funding and responsibilities for GIS projects and initiatives within Menominee County.

2.1 Roles and Responsibilities

The objectives of the Regional GIS Department shall include, but not be limited to, the following:

1. Establish a forum at the County level to identify opportunities and to develop and promote initiatives for the application of GIS, and inform GIS users and the public on the status of GIS activities.
2. Identify, recommend and communicate adequate planning, data standards (using FGDC standards and metadata) and quality controls for the implementation and operations of GIS.
3. Be the point of contact for County projects that may include GIS work or GIS data requests by contractors and subcontractors.
4. Promote GIS within the County by providing informational meetings and workshops to local elected officials, Township staff, local assessors, and emergency management.
5. Participate in educational programs, trainings, workshops, and meetings regarding GIS for the benefit of the Region, County, local units of government, and taxpaying citizens of Menominee County.
6. Engage area schools and learning centers on the importance of geographic information and assist in the development of GIS educational programs and classes.

3. Finances

3.1 Budget

The Regional GIS Department shall prepare an annual report for the review of the County Board of Commissioners. Such a report shall include the previous year's budget and activities, as well as the proposed budget and anticipated activities for the upcoming year. This report shall be submitted by the Regional GIS Department to the County Administrator's Office by September 30th of each year. Budgets and budget amendments shall be reviewed and approved by the County Board of as part of the regular budget process. In the event the decision is made by Menominee County to no longer provide funding to the Regional GIS Department, the parties shall adhere to Section 10, Termination, of this Agreement.

3.2 Payments

It is recommended that payments made by Menominee County to the Regional Planning office shall be done on a quarterly basis. However, both parties can agree on an alternate payment schedule if needed.

4. Map and Data Ownership

The County shall maintain all rights, properties, and ownership of its existing and future GIS datasets and maps. Regional Planning shall disclose this on any hardcopy products that are produced on behalf of Menominee County. The County grants the Central Upper Peninsula Planning & Development Commission a license to use the County's digital data sets within its GIS (such as orthoimagery, cadastral maps, address points, road centerlines, and any other digital data sets found to mutually benefit all parties) in its daily activities, both on behalf of the County and for Regional purposes.

5. Schedule and Workflow

The parties agree to develop, and follow, an appropriate schedule of when products shall be delivered and when updated versions of data shall be distributed within the County. The parties shall determine and document appropriate workflows for GIS data requests, map requests, and any other requests. These workflows shall determine the appropriate steps and timelines for delivering products or datasets, how fees and other finances shall be handled. These schedules and workflows shall be reviewed annually.

6. Data Distribution

The County shall allow the Regional Planning office to distribute County digital GIS data to those that request the data, granted the County's Enhanced Access Policy is followed, the requester has submitted payment to the County, and the requester has signed a Digital Use Agreement. Data may be provided on CD, DVD, USB Thumb Drive, email, or by FTP/Online download.

7. Amendment and Modification

Amendments or changes to this MOA may be submitted by either party. However, any changes or amendments shall be mutually approved by both parties.

8. Effective Date

This agreement becomes effective upon the date of the last approving signature and will remain in effect indefinitely until superseded, rescinded, or modified by written, mutual agreement of both parties.

9. Term

The term of this Agreement shall be from the date upon which it is fully executed by the parties and continue in force and effect until terminated pursuant to the provision of item 10 of this agreement.

10. Termination

10.1 Without Notice.

10.1.1 The parties mutually consent to termination in writing.

10.2 With Notice.

10.2.1 Any party breaches any duty, term or condition of this agreement.

10.2.2 Either party commits a fraud or misrepresentation upon the other party.

10.2.3 Either party gives 60 days written notice.

Upon termination of this MOA, the Central Upper Peninsula Planning & Development Commission may continue to use the data provided to it by the County for Regional purposes, granted the data be marked and noted that it has not been updated as of the date of the last update prior to termination. The Central Upper Peninsula Planning & Development Commission may no longer distribute the County's digital data on behalf of the County without prior written consent from the County.

11. Communications and Coordination Representatives

To provide for consistent and effective communication between the Central Upper Peninsula Planning & Development Commission and Menominee County, each party shall appoint a principal representative to serve as its central point of contact on matters relating to this MOA. The principal representatives for this MOA are listed below.

Central Upper Peninsula Planning & Development Commission
Steve Lenaker, GIS Coordinator
2950 College Ave.
Escanaba, MI 49829
Phone: 906.786.9234

Menominee County
Brian Bousley, County Administrator
839 10th Ave.
Menominee, MI 49858
Phone: 906.863.7779

SIGNATURES

_____ _____

Executive Director, CUPPAD DATE

_____ _____

County Administrator, Menominee County DATE

MENOMINEE COUNTY BOARD OF COMMISSIONERS
DISCUSSION ITEM

SUBJECT:	**Commissioner Per Diems and Expenses**
DEPARTMENT:	**Administration**
ATTACHMENTS:	**Yes**

SUMMARY:

Board to review Commissioner Per diems and expenses as recently submitted for payment.

RECOMMENDED MOTION

Submitted by: Brian Bousley **01/19/2016**
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION **DATE:**

	Approved
	Disapproved
	Approved with the following change(s):

MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER

Mileage: 57.5 cents/mile ~ effective 01 January 2015

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

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

Name: **William Cech ~ District 5**

Date	Meeting Place	# of miles	X .575/mile	Total Cost	Account Number
12/4/15	Parks + Rec.	32	18.40	18.40	
12/8/15	Cty Bd,	32	18.40	18.40	101-101-860.05
12/22/15	Cty Bd	32	18.40	18.40	101-101-860.05
					101-101-860.05
					101-101-860.05
					101-101-860.05
					101-101-860.05
					101-101-860.05
					101-101-860.05
					101-101-860.05
			Total Mileage	96	
				Total Mileage Fee	55.20

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

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

William J. Cech
Signed

1/4/16
Date

RECEIVED
JAN 04 2016

Commissioner Per Diem (Meeting Fee)
Expense Form

Name of Commissioner Wm. Cech

$50.00 per meeting - Reg. or Special County Board meeting (or external committees/boards)
$75.00 MAC or UPACC Conference

Date	Meeting Description & Duration	Meeting Expense
12/7/15	Parks + Rec.	
12/8/15	Cty Bd.	50.00
12/22/15	Cty Bd.	50.00
		50.00
	Total Per Diem	$150.00

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

Commissioner Signature: William J Cech

Date: 1/4/16

RECEIVED
JAN 04 2016
BY: AB

Commissioner Per Diem (Meeting Fee) Expense Form

Name of Commissioner Gerald Piche

$50.00 per meeting - Reg. or Special County Board meeting (or external committees/boards)
$75.00 MAC or UPACC Conference

Date	Meeting Description & Duration	Meeting Expense
12/8/15	County Board Annex	50.—
12/15/15	Road Commission Office	50.—
12/22/15	County Board Annex	50.—
	Total Per Diem	150.—

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

Commissioner Signature: Gerald Piche

Date: 12/31/15

RECEIVED
JAN 04 2016
BY: AA

MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER

Mileage: 57.5 cents/mile ~ effective 01 January 2015

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

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

Name: **Gerald L. Piche ~ District 7**

Date	Meeting Place	# of miles	X .575/mile	Total Cost	Account Number
12/8/15	County Board - Annex	30		17.25	101-101-860.07
					101-101-860.07
12/15/15	Road Commission - Office	25		14.38	101-101-860.07
					101-101-860.07
12/22/15	County Board - Annex	30		17.25	101-101-860.07
					101-101-860.07
					101-101-860.07
					101-101-860.07
					101-101-860.07
			Total Mileage		
				Total Mileage Fee	48.88

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

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

Gerald Piche
Signed

12/31/15
Date

RECEIVED
JAN 04 2016
BY: AA

MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER

Mileage: 57.5 cents/mile ~ effective 01 January 2015

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

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

Name: **Bernie Lang ~ District 2**

Date 2015	Meeting Place	# of miles	X .575/mile	Total Cost	Account Number
12-08	CO. BD.	48			101-101-860.02
12-22	CO. BD.	48			101-101-860.02
					101-101-860.02
		96	X.575 =	55.20	101-101-860.02
					101-101-860.02
					101-101-860.02
					101-101-860.02
					101-101-860.02
					101-101-860.02
			Total Mileage		
				Total Mileage Fee	55.20

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

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

B. Lang
Signed

12-29-15
Date

RECEIVED
JAN 04 2016
BY: AD.

Commissioner Per Diem (Meeting Fee)
Expense Form

Name of Commissioner BERNIE LANG

$50.00 per meeting - Reg. or Special County Board meeting (or external committees/boards)
$75.00 MAC or UPACC Conference

2015

Date	Meeting Description & Duration	Meeting Expense
12-08	CO. BD. (STEPH)	50.00
12-22	CO. BD (STEPH)	50.00
		100.00
Total Per Diem		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: 12-29-15

RECEIVED
JAN 04 2016
BY: AA.

Commissioner Per Diem (Meeting Fee) Expense Form

RECEIVED
JAN 04 2016
BY: AD.

Name of Commissioner James Furlong

$50.00 per meeting - Reg. or Special County Board meeting (or external committees/boards)
$75.00 MAC or UPACC Conference

Date	Meeting Description & Duration	Meeting Expense
Dec 7, 2015	Parks & Recreation	50.00
Dec 8, 2015	County Board	50.00
Dec 14, 2015	Executive Committee	50.00
Dec 22, 2015	County Board	50.00
Total Per Diem		200.00

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

Commissioner Signature: [signature]

Date: 12-22-15

MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER

RECEIVED
JAN 04 2016
BY: AA

Mileage: 57.5 cents/mile ~ effective 01 January 2015

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

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

Name: **James Furlong ~ District 3**

Date	Meeting Place	# of miles	X .575/mile	Total Cost	Account Number
12-7-15	Stephenson	40			101-101-860.03
12-8-15	Stephenson	40			101-101-860.03
12-14-15	Stephenson	40			101-101-860.03
12-22-15	Stephenson	40			101-101-860.03
					101-101-860.03
					101-101-860.03
					101-101-860.03
					101-101-860.03
					101-101-860.03
			Total Mileage	160	
				Total Mileage Fee	92.00

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

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

Signed

12-22-15

Date

MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER

R
JAN 06 2016
BY:

Mileage: $.575/mile – effective 01 January 2015

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

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

Name: **Jan Hafeman ~ District 8**

Date	Meeting Place	# of miles	X.575/mile	Total Cost	Account Number
12/4/15	GLISA-Belgium Town	33		18.97	101-101-860.10
12/08/15	Co Bd-Annex	34		19.55	101-101-860.10
12/16/15	Bd. Of Health-Pinecrest	14		8.05	101-101-860.10
12/17/15	Co Bd. Finance-Annex	34		19.55	101-101-860.10
12/17/15	Pinecrest-Casino	30		17.25	101-101-860.10
12/18/15	UPCAP-Escanaba	58		33.35	101-101-860.10
12/22/15	Co. Bd.-Annex	34		19.55	101-101-860.10
					101-101-860.10
					101-101-860.10
		237	**Total Mileage**	136.27	
				Total Mileage Fee	**136.27**

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

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

Jan Hafeman
Signed

Date

Commissioner Meeting Fee Expense Form

RECEIVED
JAN 05 2016
BY: [illegible]

Name of Commissioner Jan Hafeman

$50.00 per meeting-Reg. or Special County Board meeting (or external committee/boards)
$75.00 MAC or UPACC Conference

Date	Meeting Description & Duration	Meeting Expense
12/4/15	GLISA Conference	50.00
12/8/15	Co Bd. Mtg.	50.00
12/16/15	Bd. Of Health	50.00
12/17/15	Co Bd. Finance	50.00
12/17/15	Pinecrest Mtg.	50.00
12/18/15	UPCAP Mtg.	50.00
12/22/15	Co Bd. Mtg.	50.00
	Total Per Diem	350.00

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

Commissioner Signature: Jan Hafeman

Date: 1/4/15

MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER

RECEIVED
JAN 05 2016
BY: [illegible]

Mileage: 57.5 cents/mile ~ effective 01 January 2015

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

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

Name: **John R. Nelson ~ District 9**

Date	Meeting Place	# of miles	X .575/mile	Total Cost	Account Number
12/8/15	Co. BO Stephenson	56	"	32.20	101-101-860.11
12/14/15	EXC Comm, Stephenson	56	"	32.20	101-101-860.11
12/16/15	MX Works, Escanaba	56	"	32.20	101-101-860.11
12/17/15	Co. BO Francis, Stephenson	56	"	32.20	101-101-860.11
12/22/15	Co. BO, Stephenson	56	"	32.20	101-101-860.11
					101-101-860.11
					101-101-860.11
					101-101-860.11
					101-101-860.11
			Total Mileage	161.00	
				Total Mileage Fee	161.00

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

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

[signature]
Signed

12/22/15
Date

Commissioner Per Diem (Meeting Fee) Expense Form

RECEIVED
JAN 05 2016
BY: [illegible]

Name of Commissioner John R. Hobson

$50.00 per meeting - Reg. or Special County Board meeting (or external committees/boards)
$75.00 MAC or UPACC Conference

Date	Meeting Description & Duration	Meeting Expense
12/8/15	Co Bd Stephenson, MI	50.00
12/10/15	North Point, Kingsford (40 per diem)	10.00
12/14/15	Co. Bd Exe Comm, Stephenson	50.00
12/16/15	MI Works, Escanaba	50.00
12/16/15	North Point, Kingsford (40 per diem) Ad Hoc	10.00
12/22/15	Co. Board, Stephenson	50.00
12/17/15	Co. Bd Finance, Stephenson	50.00
12/17/15	North Point Bd. Kingsford	10.00
		280.00
Total Per Diem		280.00

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

Commissioner Signature: [signature]

Date: 12/22/15

MENOMINEE COUNTY BOARD OF COMMISSIONERS
DISCUSSION ITEM

SUBJECT:	**Miscellaneous Bills**
DEPARTMENT:	**Administration**
ATTACHMENTS:	**yes**

SUMMARY:

Board to review recently submitted Miscellaneous Bills as paid on January 4, 5, 14, & 20, 2106 in the combined amount of $262,364.20.

RECOMMENDED MOTION

Submitted by: Brian Bousley **01/21/2016**
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION **DATE:**

	Approved
	Disapproved
	Approved with the following change(s):

General Fund Expenditures

101-101 Board of Commissioners
101-103 Other Legislative
101-131 Circuit/Family Court
101-132 Family Court
101-136 District Court
101-141 Friend of Court
101-148 Probate Court
101-150 Jury Commission
101-172 County Administrator
101-192 Board of Canvassers
101-211 Legal
101-215 County Clerk
101-253 County Treasurer
101-257 Equalization
101-261 MSU Extension
101-262 Elections
101-265 Courthouse Grounds
101-267 Prosecuting Attorney
101-268 Register of Deeds
101-275 Drain Commissioner
101-301 Sheriff Department
101-331 Marine Law
101-332 Snowmobile Law
101-334 Off-Road Recreational Vehicle
101-335 ATV Education
101-401 Planning Commission
101-402 Brownfield Authority
101-426 Emergency Management
101-526 Waste Management
101-601 Health & Welfare
101-648 Medical Examiner
101-681 Vets Burial & Relief
101-682 Veterans Affairs
101-728 Economic Development
101-997 Appropriations
101-999 Operating Transfers

Special Revenue Funds

205 Road Patrol
206 Sheriff Work Van
208 County Parks
215 Friend of Court
216 County Airport
220 Park Improvements
243 Remonumentation
249 Building Code
256 ROD - Automation Fund
263 Pistol Licensing
264 Local Corrections Officers Training
265 Drug Law Enforcement Forfeiture
266 E911
269 Law Library
271 County Library
272 CDBG - Wells Fargo Grant
274 CDBG - County
277 LEPC
280 Inmate Canteen fund
281 K-9
282 Justice Training
285 Senior Citizens
292 Child Care
294 Veterans' Trust
296 Special Child Care Funds

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

MENOMINEE COUNTY
Claims Audit Report

Vendor Name / Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Accnt#	$Amount	SepCk	Claim Total
Bank Account: General							
Menominee Business Development							$5,000.00
44946	01/01/2016	Appropriation	Quarterly Appropriation	101-728-801.00	5,000.00		
MENOMINEE CONSERVATION DISTRIC							$3,000.00
44945	01/01/2016	Appropriation	Annual Appropriation for November 1, 2	101-997-999.29	3,000.00		
MID-COUNTY RESCUE SQUAD							$1,000.00
44944	01/01/2016	Appropriation	Yearly Appropriation for November 1, 2	101-997-999.05	1,000.00		
Total Amount for Bank Account: General							$9,000.00

BRB

MENOMINEE COUNTY
Claims Audit Report

Vendor Name / Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Accnt#	$Amount	SepCk	Claim Total
Bank Account: General							
Ace Hardware							$269.50
44984	12/24/2015	217847/2	Inmate Supplies	101-301-770.00	269.50		
AIRGAS NORTH CENTRAL							$41.86
44992	12/16/2015	9046480309	Oxygen	205-315-755.00	41.86		
AT&T - Carol Stream, IL							$330.78
44998	12/19/2015	906863661412	Telephone Services	266-325-850.00	330.78		
BAYSHORE VETERINARY CLINIC							$48.78
44988	12/01/2015	188622	K9 Care (Brix)	101-301-881.01	4.80		
44989	12/22/2015	189265	K9 Care (Brix)	101-301-881.01	43.98		
Bellin Health							$107.00
44987	12/10/2015	2631992	Pre Employment Physical (Vanhorn)	101-301-835.00	107.00		
Big O's Lube and Service, Inc.							$381.46
44994	12/17/2015	18497	2013 Chevy Impala - Vehicle Maintenar	205-315-934.02	35.91		
44995	12/22/2015	18529	2012 Chevy Impala - Vehicle Maintenar	205-315-934.02	345.55		
Brunelle, Jennifer							$675.00
45006	12/22/2015	December 2015	Crisis Intervention	296-668-801.00	675.00		
Carquest Auto Parts							$27.98
44996	12/16/2015	394758	Vehicle Maintenance	205-315-934.02	27.98		
CBM Managed Services							$4,042.18
44980	12/09/2015	STDINV93254	Inmate Meals	101-301-770.00	2,043.54		
44981	12/16/2015	STDiNV93521	Inmate Meals	101-301-770.00	1,998.64		
Cellcom - P.O. Box 6085							$61.07
45002	12/05/2015	265131	Medical Examiner - Cellular Services	101-648-850.00	61.07		
CLOVERLAND PAPER CO							$58.22
44982	12/11/2015	110259	Inmate Supplies	101-301-770.00	58.22		
CMP Distributors							$469.00
44993	12/11/2015	46344	Glock	205-315-755.02	469.00		
Cooper Office Equipment							$190.00
44972	12/02/2015	128685	Contract No. 1410-01 (PA's Office)	101-267-801.00	190.00		
Dennis-Ruleau, Dawn							$226.20
44964	12/21/2015	12/18/15	Transport of Juvenile	101-132-801.01	30.00		
44964	12/21/2015	12/18/15	Transport of Juvenile	101-132-801.00	72.00		
44965	12/21/2015	Reimbursement	Mileage	101-132-801.00	124.20		
Dougovito, Greg							$102.00
44966	12/21/2015	12/1815	Transport of Juvenile	101-132-801.01	30.00		
44966	12/21/2015	12/1815	Transport of Juvenile	101-132-801.00	72.00		
Durocher, Tony							$170.00
44948	12/28/2015	12/28/15	Holdover Attendant	101-132-801.01	50.00		
44948	12/28/2015	12/28/15	Holdover Attendant	101-132-801.00	120.00		
ERICKSON WAYNE							$610.00
44979	12/17/2015	635	Guardian Adlitem	101-148-807.00	610.00		
Friends Ofc Prod Whse Direct							$20.58
44963	12/22/2015	00476	Equalization - Office Supplies	101-257-727.00	20.58		
GREAT AMERICAN DISPOSAL CO THE							$55.15
44977	12/01/2015	5C105729	Annex - Garbage Removal	101-261-930.04	55.15		

MENOMINEE COUNTY
Claims Audit Report

Vendor Name / Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Accnt#	$Amount	SepCk	Claim Total
Bank Account: General							
Great Lakes Fire Suppression							$425.00
44978	11/02/2015	3578	Annual Inspection	101-265-801.00	425.00		
Hanna, Brenda							$28.17
44957	12/30/2015	Reimbursement	Mileage - (October - December 2015)	101-253-860.00	28.17		
INSTITUTE OF CONTINUING LEGAL							$247.00
45001	12/21/2015	718196	MI Model Criminal Jury Instructions	101-136-802.00	123.50		
45005	12/25/2015	1010768	MI Model Criminal Jury Instructions	101-267-802.00	123.50		
Joel Hensley, RN							$4,694.61
44952	12/24/2015	December 2015	Medical Examiner	101-648-709.00	1,110.00		
44952	12/24/2015	December 2015	Medical Examiner	101-648-835.00	1,850.00		
44953	12/18/2015	Reimbursement	Stamps & Receipt Books (Medical Exar	101-648-727.00	69.61		
44950	12/27/2015	Blood Draws	J.H. (12/13) W.K. (12/17) E.S. (12/22)	101-267-801.01	300.00		
44985	12/27/2015	Nursing Services	Inmate Nursing Services	101-301-770.01	1,365.00		
Kleiman, Marc							$48.30
44962	12/28/2015	Reimbursement	Mileage - December 2015	101-215-860.00	48.30		
LaFleur, Jeff							$143.75
44975	12/18/2015	Reimbursement	Mileage	216-585-860.00	143.75		
Manpower							$630.00
44947	12/20/2015	29518822	Week Ending 12/20/15 (Molly McRae)	101-267-704.00	630.00		

APPROVED

BKS

BKP

MENOMINEE COUNTY
Claims Audit Report

Vendor Name / Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Accnt#	$Amount	SepCk	Claim Total
Bank Account: General							
Mastercard							$4,817.91
44954	12/28/2015	Credit Card	Quill	101-301-727.00	236.67		
44954	12/28/2015	Credit Card	Staples	101-301-727.00	199.36		
44954	12/28/2015	Credit Card	Belson Co.	101-301-770.00	248.51		
44954	12/28/2015	Credit Card	American Screening	101-301-770.01	406.50		
44954	12/28/2015	Credit Card	Holiday	101-301-860.01	17.62		
44954	12/28/2015	Credit Card	Holiday	101-301-860.01	23.62		
44954	12/28/2015	Credit Card	McDonalds	101-301-860.01	5.40		
44954	12/28/2015	Credit Card	McDonalds	101-301-860.01	5.41		
44954	12/28/2015	Credit Card	McDonalds	101-301-860.01	3.66		
44954	12/28/2015	Credit Card	McDonalds	101-301-860.01	4.59		
44954	12/28/2015	Credit Card	McDonalds	101-301-860.01	7.84		
44954	12/28/2015	Credit Card	McDonalds	101-301-860.01	5.08		
44954	12/28/2015	Credit Card	Shell Oil	101-301-860.01	25.01		
44954	12/28/2015	Credit Card	Speedway	101-301-860.01	20.05		
44954	12/28/2015	Credit Card	Staples	205-315-727.00	66.45		
44954	12/28/2015	Credit Card	Staples	205-315-727.00	323.98		
44954	12/28/2015	Credit Card	MI Sheriff Assn	205-315-745.00	160.87		
44954	12/28/2015	Credit Card	Applebees	205-315-850.00	17.84		
44954	12/28/2015	Credit Card	Applebees	205-315-850.00	17.84		
44954	12/28/2015	Credit Card	Big John Steak	205-315-850.00	9.22		
44954	12/28/2015	Credit Card	Big John Steak	205-315-850.00	9.22		
44954	12/28/2015	Credit Card	Cancun Mexican Grill	205-315-860.00	11.00		
44954	12/28/2015	Credit Card	Cancun Mexican Grill	205-315-860.00	8.63		
44954	12/28/2015	Credit Card	Fairfield Inn	205-315-860.00	484.80		
44954	12/28/2015	Credit Card	Hardees	205-315-860.00	10.47		
44954	12/28/2015	Credit Card	Hardees	205-315-860.00	10.47		
44954	12/28/2015	Credit Card	Holiday	205-315-860.00	29.62		
44954	12/28/2015	Credit Card	Marathon Petro	205-315-860.00	16.94		
44954	12/28/2015	Credit Card	OC Okemos	205-315-860.00	44.00		
44954	12/28/2015	Credit Card	Ruby Tuesday	205-315-860.00	17.71		
44954	12/28/2015	Credit Card	Ruby Tuesday	205-315-860.00	18.24		
44954	12/28/2015	Credit Card	Wendy's	205-315-860.00	7.70		
44954	12/28/2015	Credit Card	Wendy's	205-315-860.00	8.68		
44954	12/28/2015	Credit Card	Amazon (PO# 3224)	205-315-934.03	56.99		
44954	12/28/2015	Credit Card	Amazon (PO# 3224)	205-315-934.03	949.00		
44954	12/28/2015	Credit Card	Tiger GPS (PO# 3222)	205-315-934.03	1,328.92		
MEIERS SIGNS INC							$440.00
44997	12/17/2015	32237	Vinyl Lettering to SUV	205-315-934.02	440.00		
Menards - Marinette							$176.28
44983	12/22/2015	98936	Inmate Supplies	101-301-770.00	89.83		
45003	12/17/2015	98551	Credit Memo	101-265-930.01	-19.99		
45004	12/17/2015	98552	Wicking Filter, Clock	101-265-755.00	69.81		
45007	12/22/2015	98906	B & G - Operating Supplies	101-265-755.00	16.65		
45008	12/30/2015	99379	Hi Press Sodium Bulb	101-265-930.01	19.98		
MGT of America, Inc.							$1,277.20
44950	12/15/2015	27541	CRP FY 2016 - October, November, De	101-141-801.00	1,277.20		
NuColor Coating Company							$70.00
44968	12/22/2015	259	Powder Coat	101-265-930.01	70.00		
Office Depot, Inc.							$31.76
44973	12/12/2015	811986752001	Office Supplies - ROD	101-268-727.00	28.57		
44974	12/12/2015	811986754001	Office Supplies - ROD	101-268-727.00	3.19		

MENOMINEE COUNTY
Claims Audit Report

Vendor Name / Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Accnt#	$Amount	SepCk	Claim Total
Bank Account: General							
Owens, Karen A.							$162.00
44967	12/22/2015	12/22/15	AS Program	296-668-801.00	162.00		
Plutchak Fab, LLC							$81.45
44961	12/24/2015	41669	Max Window (Jail)	101-265-930.01	81.45		
Quill Corporation							$355.08
44999	12/11/2015	1405646	PA's - Office Supplies	101-267-727.00	355.08		
Schei, Larry							$192.06
44955	12/28/2015	Reimbursement	Mileage - December 2015	101-101-860.04	192.06		
Short, Mary Kay							$460.60
44970	12/21/2015	M15-3723-FH	Transcripts (People v Strojny)	101-131-806.00	460.60		
Stephen Van Eyck							$51.00
44949	12/28/2015	12/28/15	Holdover Attendant	101-132-801.01	15.00		
44949	12/28/2015	12/28/15	Holdover Attendant	101-132-801.00	36.00		
Stericycle, Inc.							$31.41
44986	01/01/2016	4006029721	Inmate Medical Supplies	101-301-770.01	31.41		
The Ebco Company, LLC							$469.00
44958	12/24/2015	015393	White Legal Size Folders - District (x70	101-136-727.00	469.00		
TWIN CITY ELECTRIC, Inc.							$136.00
44976	12/16/2015	80056	Annex - Telephone Maintenance	101-261-728.00	136.00		
U.E.S. COMPUTERS, INC.							$209.98
44990	12/11/2015	73015	Monitor (Brunelle)	205-315-727.00	174.99		
44991	12/21/2015	73106	KVM Switch with Cables	205-315-727.00	34.99		
U.S. Bank Equipment Finance							$133.07
45000	12/16/2015	293939047	Konica Minolta	101-172-942.00	133.07		
Williams, Raymond							$57.50
44956	12/23/2015	Reimbursement	Mileage - December 2015	101-101-860.01	57.50		
WISCONSIN PUBLIC SERVICE CORP							$2,452.95
45009	12/30/2015	0402047856-00004	Courthouse	101-265-920.04	2,001.90		
45010	12/30/2015	0402191663-00001	Health Care Center	101-265-920.03	215.22		
45010	12/30/2015	0402191663-00001	Health Care Center	101-265-920.04	235.83		
Zeratsky Extreme Heating &							$120.00
44959	12/28/2015	9100	Heating System Maintenance	101-265-934.00	120.00		
Zevitz, Dr. Michael E.							$2,000.00
44951	12/24/2015	December 2015	Medical Examiner	101-648-709.00	2,000.00		
Total Amount for Bank Account: General							$27,828.84

MENOMINEE COUNTY
Claims Audit Report

Vendor Name / Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Accnt#	$Amount	SepCk	Claim Total
Bank Account: General							
Ace Hardware							$49.94
45038	01/03/2016	281	Building & Grounds	101-265-755.00	46.95		
45038	01/03/2016	281	Building & Grounds	101-265-981.00	2.99		
Cech, William							$55.20
45045	01/04/2016	Reimbursement	December 2015	101-101-860.05	55.20		
Davis, Mel							$70.00
45036	12/18/2015	Peer Group	Meeting Date: 12/18/15	243-245-710.00	70.00		
FASTENAL							$40.33
45029	01/05/2016	WIMAR167423	Office Equipment Maintenance/Small T	101-265-931.00	40.33		
Furlong, James							$92.00
45042	12/22/2015	Reimbursement	December 2015	101-101-860.03	92.00		
J S Electronics, Inc.							$27.00
45028	12/01/2015	19074	Numeric Paging - PA's Office	101-267-850.00	27.00		
Lang, Bernard							$55.20
45043	12/29/2015	Reimbursement	December 2015	101-101-860.02	55.20		
Lufts Advertiser							$199.50
45037	12/27/2015	12/27/15	December Advertising	101-101-901.00	150.00		
45037	12/27/2015	12/27/15	December Advertising	101-267-802.00	49.50		
Manpower							$378.00
45030	12/27/2015	29545625	Week Ending 12/27/15 (Molly McRae)	101-267-704.00	378.00		
Oslund, Charles J.							$83.63
45034	12/18/2015	Peer Group	Meeting Date: 12/18/15	243-245-710.00	75.00		
45035	12/18/2015	Reimbursement	Meeting Date: 12/18/15 (Mileage)	243-245-710.00	8.63		
PAIDL'S TRUE VALUE HARDWARE							$3.49
45039	12/31/2015	150015	Annex	101-265-930.01	3.49		
Piche, Gerald L.							$48.88
45044	12/31/2015	Reimbursement	December 2015	101-101-860.07	48.88		
Short, Mary Kay							$96.35
45031	12/30/2015	M15-3751-FH	Transcript Fees (Tryan)	101-267-806.00	96.35		

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COUNTY FISCAL OFFICER
MENOMINEE COUNTY MICHIGAN

MENOMINEE COUNTY
Claims Audit Report

Vendor Name / Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Accnt#	$Amount	SepCk	Claim Total
Bank Account: General							
Standard Insurance Company							$226.56
45032	01/05/2016	January 2016	Life Insurance Premium	101-101-713.00	21.24		
45032	01/05/2016	January 2016	Life Insurance Premium	101-132-713.00	6.49		
45032	01/05/2016	January 2016	Life Insurance Premium	101-136-713.00	11.80		
45032	01/05/2016	January 2016	Life Insurance Premium	101-141-713.00	9.44		
45032	01/05/2016	January 2016	Life Insurance Premium	101-148-713.00	0.59		
45032	01/05/2016	January 2016	Life Insurance Premium	101-257-704.00	11.80		
45032	01/05/2016	January 2016	Life Insurance Premium	101-172-713.00	4.72		
45032	01/05/2016	January 2016	Life Insurance Premium	101-267-713.00	11.80		
45032	01/05/2016	January 2016	Life Insurance Premium	101-268-713.00	4.72		
45032	01/05/2016	January 2016	Life Insurance Premium	101-253-713.00	7.08		
45032	01/05/2016	January 2016	Life Insurance Premium	101-257-713.00	4.72		
45032	01/05/2016	January 2016	Life Insurance Premium	101-265-713.00	4.72		
45032	01/05/2016	January 2016	Life Insurance Premium	101-301-713.00	51.92		
45032	01/05/2016	January 2016	Life Insurance Premium	101-682-713.00	2.36		
45032	01/05/2016	January 2016	Life Insurance Premium	101-426-713.00	2.36		
45032	01/05/2016	January 2016	Life Insurance Premium	216-585-713.00	2.36		
45032	01/05/2016	January 2016	Life Insurance Premium	271-790-713.00	11.80		
45032	01/05/2016	January 2016	Life Insurance Premium	296-663-713.00	2.36		
45032	01/05/2016	January 2016	Life Insurance Premium	296-664-713.00	2.36		
45032	01/05/2016	January 2016	Life Insurance Premium	296-665-713.00	2.36		
45032	01/05/2016	January 2016	Life Insurance Premium	208-751-713.00	2.36		
45032	01/05/2016	January 2016	Life Insurance Premium	205-316-713.00	2.36		
45032	01/05/2016	January 2016	Life Insurance Premium	205-315-713.00	25.96		
45032	01/05/2016	January 2016	Life Insurance Premium	266-325-713.00	16.52		
45032	01/05/2016	January 2016	Life Insurance Premium	266-326-713.00	2.36		
Stromgren, Peggy							$93.50
45027	12/15/2015	6058	Transport of Juvenile (E.T.)	101-132-801.01	27.50		
45027	12/15/2015	6058	Transport of Juvenile (E.T.)	101-132-801.00	66.00		
Terence Wanic							$70.00
45033	12/18/2015	Peer Group	Meeting Date: 12/18/15	243-245-710.00	70.00		
Valenti, Susan F.							$181.00
45041	12/31/2015	Reimbursement	Mileage - December 2015	101-131-860.00	181.00		
Waste Management							$502.98
45040	01/01/2016	1516773-1856-1	January 2016	101-265-801.00	502.98		
Total Amount for Bank Account: General							$2,273.56

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MENOMINEE COUNTY
Claims Audit Report

Vendor Name / Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Accnt#	$Amount	SepCk	Claim Total
Bank Account: General							
AIRGAS NORTH CENTRAL							$33.39
45207	12/23/2015	9046885761	Oxygen	205-315-755.00	33.39		
ALGER-DELTA COOPERATIVE ASSOCI							$501.62
45119	12/30/2015	383001	Shakey Lakes Park/Horse	208-751-920.01	30.08		
45120	12/30/2015	383200	N8380 Co Park Rd 20.5	208-751-920.01	28.46		
45121	12/30/2015	383301	Shakey Lakes Park/Cattle	208-751-920.01	28.46		
45122	12/30/2015	1503500	N8380 Co Pk Rd 20.5	208-751-920.01	28.46		
45123	12/30/2015	370500	Shakey Lakes Office/Shop	208-751-920.01	165.23		
45124	12/30/2015	379700	Storage Shed	208-751-920.01	36.99		
45125	12/31/2015	380300	Shower Building	208-751-920.01	48.45		
45126	12/31/2015	367100	N8390 Beach House	208-751-920.01	28.61		
45127	12/31/2015	367200	Northwest Campsites	208-751-920.01	34.34		
45128	12/31/2015	369802	W8449 Co Rd G12	208-751-920.01	36.10		
45129	12/31/2015	1614900	Bath House	208-751-920.01	36.44		
Anderson Kell Funeral Home							$300.00
45131	12/20/2015	Burial	Harold Biehl	101-681-833.00	300.00		
ANDERSON, TACKMAN & CO PLC							$3,600.00
45114	11/30/2015	61663	PO# 03234 2015 Audit for Close out of	216-585-801.01	3,600.00		
ARAMARK UNIFORM SERVICES INC							$166.08
45066	01/06/2016	1677297691	Airport Supplies	216-585-755.01	21.01		
45066	01/06/2016	1677297691	Airport Supplies	216-585-745.00	20.51		
45092	12/23/2015	1677288569	Airport Supplies	216-585-755.01	21.01		
45092	12/23/2015	1677288569	Airport Supplies	216-585-745.00	20.51		
45093	12/30/2015	1677293137	Airport Supplies	216-585-755.01	21.01		
45093	12/30/2015	1677293137	Airport Supplies	216-585-745.00	20.51		
45267	01/13/2016	1677302422	Airport Supplies	216-585-755.01	21.01		
45267	01/13/2016	1677302422	Airport Supplies	216-585-745.00	20.51		
AT&T - Carol Stream, IL							$1,939.56
45102	12/19/2015	906863202312	Telephone Services (12/19 - 1/18/16)	101-103-801.00	612.30		
45118	12/19/2015	906863444112	December 19 - January 18, 2016	101-103-850.00	896.07		
45254	01/01/2016	906753220901	January 2015	101-103-850.00	386.15		
45255	01/01/2016	906753458201	January 2015	101-103-850.00	45.04		
AT&T Long Distance							$16.50
45117	12/19/2015	854528091	Telephone Services	101-103-850.00	16.50		
Automated Confirmations, LLC							$787.50
45243	01/11/2016	20111245	PO# 03237 Automated Certified Transa	517-252-727.00	787.50		
Body Works Plus							$600.00
45209	12/28/2015	1969519424	Deductable - 2008 Chevy Tahoe	205-315-934.02	250.00		
45210	01/06/2016	1969519430	Destripe Squad Car (2009 Impala)	205-315-934.02	350.00		
BP							$316.20
45206	01/05/2016	46378683	Road Patrol - Gasoline Sales	205-315-742.00	316.20		
Brunelle, Jennifer							$54.00
45220	01/11/2016	Reimbursement	Mileage	296-663-860.00	54.00		
BS&A Software							$21,465.00
45109	11/10/2015	104605	Data Conversion to BS&A	101-103-970.16	21,465.00		
Burnham & Flower of Michigan							$1,266.00
45103	01/05/2016	1706	PO# 03236 - Bond Renewal Effective 1	101-253-830.00	1,266.00		

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OFFICIAL DESIGN
MENOMINEE COUNTY MICHIGAN

Vendor Name / Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Accnt#	$Amount	SepCk	Claim Total
Bank Account: General							
CADIEU FUNERAL HOME							$1,500.00
45132	12/20/2015	Burial	Joan Mary Smith	101-681-833.00	300.00		
45134	12/20/2015	Burial	Louis Joseph Derocher	101-681-833.00	300.00		
45135	12/20/2015	Burial	Arthur William Spaude	101-681-833.00	300.00		
45136	12/20/2015	Burial	Ralph K. Mielke	101-681-833.00	300.00		
45137	12/20/2015	Burial	Betty Jane Seidl	101-681-833.00	300.00		
Carquest Auto Parts							$38.17
45063	01/06/2016	2825-315198	V-Belts	101-265-934.00	13.09		
45211	01/04/2016	2825-314992	Car Wash Fluid (x12)	205-315-934.02	25.08		
CBM Managed Services							$3,913.80
45192	12/23/2015	STDINV93913	Inmate Meals	101-301-770.00	1,981.25		
45193	12/30/2015	STDINV94180	Inmate Meals	101-301-770.00	1,932.55		
Cellcom - P.O. Box 7555							$220.48
45261	01/05/2016	387639	Cellular Services	296-663-850.00	55.36		
45261	01/05/2016	387639	Cellular Services	296-664-850.00	55.36		
45261	01/05/2016	387639	Cellular Services	296-665-850.00	55.36		
45275	01/05/2016	385182	Cellular Services (Airport)	216-585-850.00	54.40		
Cenex Fleetcard							$28.70
45278	01/06/2016	114260	Gasoline Sales	101-426-860.00	9.98		
45278	01/06/2016	114260	Gasoline Sales	296-665-860.00	18.72		
CITY OF MENOMINEE - 2511 10TH ST.							$3,434.63
45073	01/01/2016	80101198	Airport (10/1/15 - 12/31/15)	216-585-920.01	38.23		
45073	01/01/2016	80101198	Airport (10/1/15 - 12/31/15)	216-585-920.02	44.44		
45074	01/01/2016	90103028	Airport (10/1/15 - 12/31/15)	216-585-920.01	2.08		
45075	01/01/2016	80101069	Airport (9/1/15 - 12/31/15)	216-585-920.01	51.01		
45075	01/01/2016	80101069	Airport (9/1/15 - 12/31/15)	216-585-920.02	58.78		
45076	01/01/2016	801010700	Airport (9/1/15 - 12/31/15)	216-585-920.01	44.62		
45076	01/01/2016	801010700	Airport (9/1/15 - 12/31/15)	216-585-920.02	51.61		
45130	12/31/2015	20102038	October 1 - December 31, 2015	101-265-920.00	2,659.22		
45139	12/31/2015	90103011	October 1 - December 31, 2015	101-265-920.00	31.36		
45235	01/11/2016	6072	Swings for Duby Park	296-667-801.01	101.61	*	
45242	01/13/2016	January 2016	Monthly Rent	266-326-942.00	351.67	*	
City of Stephenson - P.O. Box 467							$249.62
45152	12/21/2015	709	Annex - Water/Electric/Sewer	101-261-920.01	18.73		
45152	12/21/2015	709	Annex - Water/Electric/Sewer	101-261-920.02	31.91		
45152	12/21/2015	709	Annex - Water/Electric/Sewer	101-261-920.03	198.98		
CLOVERLAND PAPER CO							$1,059.11
45141	01/04/2016	110394	Courthouse Supplies	101-265-755.01	147.90		
45194	12/18/2015	110320	Inmate Supplies	101-301-770.00	199.33		
45195	01/04/2016	110393	Inmate Supplies	101-301-770.00	375.68		
45227	12/28/2015	110365	Courthouse Supplies	101-265-755.01	223.22		
45228	12/18/2015	110319	Courthouse Supplies	101-265-755.01	112.98		
CMP Distributors							$251.35
45208	12/09/2015	46472	Road Patrol Weapon Supplies	205-315-755.02	251.35		
COHL STOKER & TOSKEY P C							$3,792.95
45265	01/11/2016	46094	PO# 03241 Legal Services (Lawsuit/Eic	101-211-807.00	3,792.95		
Country Visions							$1,077.00
45266	12/30/2015	274570	PO# 03242 Diesel Fuel for Airport (x60	216-585-744.00	1,077.00		

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MENOMINEE COUNTY
Claims Audit Report

Vendor Name / Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Accnt#	$Amount	SepCk	Claim Total
Bank Account: General							
CVS Pharmacy Inc.							$13.81
45200	12/27/2015	6005432044049416	Inmate Medical	101-301-770.01	13.81		
Decamp, Shane							$120.00
45223	01/11/2016	6069	Holdover Attendant (M.V.)	101-132-801.01	15.00		
45223	01/11/2016	6069	Holdover Attendant (M.V.)	101-132-801.00	36.00		
45224	01/11/2016	Reimbursement	Mileage - Holdover Attendant (M.V.)	101-132-801.00	69.00		
DEKETO, LLC							$882.00
45138	01/06/2016	Menominee 2015#12	December 2015 (x 441 Documents)	256-277-857.00	882.00		
Dellisse, Mike							$268.88
45232	01/07/2016	Reimbursement	Mileage (12/7/15 - 1/6/16)	101-682-860.00	268.88		
Delta County - 310 Ludington Street, Ste 222							$4,250.00
45113	01/01/2016	15-0008475	P# 03235 Building Code Services	249-371-801.00	4,250.00		
Dougovito, Greg							$191.25
45271	01/13/2016	6078	Holdover Attendant (T.D.)	101-132-801.01	56.25		
45271	01/13/2016	6078	Holdover Attendant (T.D.)	101-132-801.00	135.00		
EAGLEHERALD PUBLISHING, LLC							$190.07
45065	12/31/2015	1408	Board Committee Advertising	101-101-901.00	23.71		
45070	01/04/2016	1.4.16	Advertising	101-101-901.00	47.42		
45219	12/31/2015	2542	Advertising (PA's Office)	101-267-802.00	118.94		
EPIC Aviation, LLC							$41,493.95
45236	12/11/2015	6801202	Airport Fuel AV Gas (LL)	216-585-743.00	13,396.04		
Accrued → 45237	09/21/2015	6771207	Airport Fuel Jet Fuel	216-585-743.00	14,948.38		
Back to 2014/15 FY 45238	12/18/2015	6803717	Airport Fuel Jet Fuel	216-585-743.00	13,149.53		
Garcia Linda							$63.75
45270	01/13/2016	6077	Holdover Attendant (T.D.)	101-132-801.01	18.75		
45270	01/13/2016	6077	Holdover Attendant (T.D.)	101-132-801.00	45.00		
Goebel, Jr., Robert E.							$62.10
45226	01/11/2016	Reimbursement	Mileage	101-132-860.00	62.10		
GRAYBAR							$45.03
45268	01/07/2016	982944231	Airport Supplies	216-585-755.02	45.03		
Hafeman, Jan							$136.27
45069	01/05/2016	Reimbursement	Mileage - December 2015	101-101-860.10	136.27		
Hi Tec Building Services							$1,400.00
45149	12/30/2015	010855	December 2015 Cleaning	101-265-801.00	1,400.00		
INSTITUTE OF CONTINUING LEGAL							$465.50
45087	12/25/2015	718240	MI Model Criminal Jury Instructions	269-145-982.00	238.50		
45258	12/25/2015	718195	MI Model Criminal Jury Instructions	101-132-802.00	61.75		
45258	12/25/2015	718195	MI Model Criminal Jury Instructions	101-148-802.00	61.75		
45259	12/30/2015	719050	MI Model Criminal Jury Instructions	101-132-802.00	51.75		
45259	12/30/2015	719050	MI Model Criminal Jury Instructions	101-148-802.00	51.75		
IOD Incorporated							$415.02
45146	12/21/2015	958432	Medical Records (G.G. & W.G.)	101-267-801.01	415.02		
J S Electronics, Inc.							$1,112.13
45212	12/31/2015	19117	Vehicle Maintenance (Draze & Hansen)	205-315-934.02	144.00		
45213	01/06/2016	19118	PO# 03239 - Installation of Safety Divid	205-315-934.02	505.00		
45214	01/06/2016	19119	Vehicle Maintenance (Helfert)	205-315-934.02	38.13		
45241	01/01/2016	19114	Tower Lease - January 2016	266-326-942.00	425.00		

Vendor Name / Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Accnt#	$Amount	SepCk	Claim Total
Bank Account: General							
Jeff Naser							$100.60
45100	12/31/2015	Per Diem	DHS Board	101-601-837.00	50.00		
45101	12/31/2015	Reimbursement	DHS Board - Mileage	101-601-837.00	50.60		
Joel Hensley, RN							$1,765.00
45085	11/02/2015	Blood Draws	A.K. (11/7) R.B. (11/12) R.C. (11/18) M.	101-267-801.01	400.00		
45201	01/11/2016	Nursing Services	Inmate Nursing Services	101-301-770.01	1,365.00		
LENCA SURVEYING							$7,338.85
45094	12/18/2015	15220	Remon Yr 2015 (12/8/15 - 12/17/15)	243-245-801.07	4,795.85		
45260	01/08/2016	16005	Project Yr 2015 (12/18 - 12/31/15)	243-245-801.07	2,543.00		
Lesperance, Diane							$55.53
45246	01/12/2016	Reimbursement	Mileage	101-253-860.00	34.20		
45246	01/12/2016	Reimbursement	Mileage	517-252-860.00	21.33		
LexisNexis							$360.00
45256	12/31/2015	1512441779	December 2015	269-145-801.00	360.00		
Linsmeier Implement, Inc.							$26.30
45104	12/31/2015	55263	Park Supplies	208-751-930.02	26.30		
Little Caesars Pizza							$50.00
45234	01/11/2016	6071	Pizzas for Teen Court	296-667-801.02	50.00		
Manpower							$478.00
45144	01/03/2016	29570053	Week Ending 1/3/16 (Molly McCrae)	101-267-704.00	378.00		
45281	01/10/2016	29600121	Conversion Fees (Molly McRae)	101-267-704.00	100.00		
Markell Company of Wisconsin							$5,800.00
45115	12/11/2015	P15-12151	PO# 03233 Refurbish Airport Terminal I	216-585-970.00	5,800.00		

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Vendor Name / Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Accnt#	$Amount	SepCk	Claim Total
Bank Account: General							
Mastercard							$1,980.55
45147	12/13/2015	Credit Card	Menards	216-585-981.02	125.99		
45147	12/13/2015	Credit Card	Krist Oil	216-585-742.00	51.87		
45147	12/13/2015	Credit Card	Menards	216-585-981.02	50.13		
45147	12/13/2015	Credit Card	Menards	216-585-981.02	103.86		
45147	12/13/2015	Credit Card	Menards	216-585-981.02	117.62		
45187	12/13/2015	Credit Card	Adobe	101-103-857.02	9.99	*	
45187	12/13/2015	Credit Card	USPS	101-268-729.00	5.05	*	
45187	12/13/2015	Credit Card	Amazon	101-265-745.00	44.99	*	
45187	12/13/2015	Credit Card	USPS	101-268-729.00	5.05	*	
45187	12/13/2015	Credit Card	Tip Temperature	101-265-755.00	177.64	*	
45187	12/13/2015	Credit Card	Adobe	101-103-857.02	89.99	*	
45187	12/13/2015	Credit Card	USPS	101-268-729.00	5.05	*	
45187	12/13/2015	Credit Card	USPS	101-268-729.00	5.05	*	
45187	12/13/2015	Credit Card	Amazon	101-265-755.00	114.50	*	
45187	12/13/2015	Credit Card	USPS	101-268-729.00	5.05	*	
45187	12/13/2015	Credit Card	Dell Sales	101-267-729.00	42.39	*	
45187	12/13/2015	Credit Card	Amazon	101-265-755.00	12.08	*	
45187	12/13/2015	Credit Card	USPS	101-268-729.00	5.05	*	
45187	12/13/2015	Credit Card	UST Registration Fee	216-585-755.03	300.00	*	
45187	12/13/2015	Credit Card	Amazon	101-265-934.00	30.49	*	
45187	12/13/2015	Credit Card	Amazon	101-265-745.00	89.98	*	
45187	12/13/2015	Credit Card	USPS	101-268-729.00	5.05	*	
45187	12/13/2015	Credit Card	USPS	101-268-729.00	5.05	*	
45187	12/13/2015	Credit Card	USPS	101-268-729.00	5.05	*	
45187	12/13/2015	Credit Card	MyVisualDisplay.com	101-148-727.00	108.64	*	
45187	12/13/2015	Credit Card	MyVisualDisplay.com	101-132-727.00	108.64	*	
45187	12/13/2015	Credit Card	Human Relations Media	296-667-801.02	321.89	*	
45187	12/13/2015	Credit Card	Krist	101-265-742.00	23.02	*	
45187	12/13/2015	Credit Card	Amazon	249-371-728.00	9.69	*	
45187	12/13/2015	Credit Card	Amazon	101-172-727.01	9.69	*	
45187	12/13/2015	Credit Card	Credit Voucher (Adobe)	101-103-857.02	-7.99	*	
Meade, Brenda							$123.98
45273	01/13/2016	6081	Holdover Attendant (T.D.)	101-132-801.01	15.00		
45273	01/13/2016	6081	Holdover Attendant (T.D.)	101-132-801.00	36.00		
45274	01/13/2016	Reimbursement	Mileage & Meal (Holdover Attendant)	101-132-801.00	72.98		
Mekash, James							$42.18
45257	01/13/2016	Reimbursement	Uniform Allowance	101-265-745.00	42.18		
Menards - Marinette							$150.12
45079	01/05/2016	99725	Building & Grounds Supplies	101-265-755.00	65.37		
45145	01/08/2016	99978	Building & Ground Supplies	101-265-755.00	63.29		
45196	01/08/2016	99954	Inmate Supplies	101-301-770.00	21.46		
MENOMINEE ABSTRACT & LANS CO							$300.00
45151	10/20/2015	24367	Letter Report (Airport Title Search)	216-585-755.02	300.00		
MENOMINEE COUNTY JOURNAL							$101.50
45142	01/01/2016	116	Advertising	101-101-901.00	73.50		
45229	01/01/2016	192	PA - Advertising	101-267-802.00	28.00		
MENOMINEE COUNTY ROAD COMMISSI							$51,549.78
45083	12/22/2015	3WFP-011	Harris Township	401-446-970.00	51,549.78		
MENOMINEE COUNTY SHERIFF DEPT							$126.00
45067	12/16/2015	WV33	Work Van Services (Shakey Lakes Parl	208-751-930.04	126.00		

Vendor Name / Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Accnt#	$Amount	SepCk	Claim Total
Bank Account: General							
Michigan Chamber Services, Inc							$64.75
45150	12/08/2015	504349	State & Federal Labor Law Posters	101-103-755.00	64.75		
MID-COUNTY SMALL ENGINES, LLC							$55.75
45071	12/31/2015	972	Chainsaw Maintenance	208-751-930.02	55.75		
MILLERS ACTION OFFICE SUPPLY I							$755.49
45062	01/07/2016	0114903-001	Binder (Clerk's Office)	101-215-727.00	66.76		
45191	01/11/2016	0114975-001	Office Supplies (Sheriff Dept)	101-301-755.00	61.74		
45233	01/11/2016	6065	Invoices 0114662-001 & 0114617-001	101-132-727.00	51.99		
45233	01/11/2016	6065	Invoices 0114662-001 & 0114617-001	101-148-727.00	63.77		
45251	12/23/2015	0114614-001	Accounts Payable Checks (x5000)	101-103-755.00	463.55		
45279	12/23/2015	0114613-001	Office Supplies (Family Court)	101-132-727.00	6.97		
45280	01/14/2016	0115087-001	EMS - Office Supplies	101-426-727.00	40.71		
MJB Industries, Inc.							$4,500.00
45252	12/31/2015	15165	Repair Water Service at Airport	216-585-970.00	4,500.00		
Morton, Bobbi							$531.30
45197	01/13/2016	Reimbursement	2015 Mileage	101-301-745.01	531.30		
Nelson, John R.							$161.00
45068	12/22/2015	Reimbursement	Mileage - December 2015	101-101-860.11	161.00		
Nutt, Michael							$119.01
45221	01/11/2016	Reimbursement	Mileage	296-664-860.00	47.73		
45269	01/13/2016	Reimbursement	Mileage	296-664-860.00	71.28		
Office Depot, Inc.							$107.58
45245	12/14/2015	811986753001	ROD Office Supplies	101-268-727.00	11.12		
45247	12/14/2015	811986073001	ROD Office Supplies	101-268-727.00	96.46		
Olsen, Julie							$534.44
45248	01/11/2016	December 2015	Foster Care	292-662-843.02	534.44		
PAIDL'S TRUE VALUE HARDWARE							$259.79
45077	12/31/2015	150012	Remon Supplies	243-245-765.00	15.28		
45086	12/31/2015	150008	Shakey Lakes Park	208-751-930.03	23.05		
45086	12/31/2015	150008	Shakey Lakes Park	208-751-755.02	3.98		
45086	12/31/2015	150008	Shakey Lakes Park	208-751-984.00	123.91		
45086	12/31/2015	150008	Shakey Lakes Park	208-751-930.03	52.37		
45086	12/31/2015	150008	Shakey Lakes Park	208-751-930.03	41.20		
PLASTOCON, INC							$406.00
45198	01/07/2016	87054	Disposable Tray Liners	101-301-770.00	406.00		
Primeaux, Andy							$69.56
45240	01/07/2016	Reimbursement	Training Manual (40 Hour Basic Dispatc	266-326-881.00	69.56		
PrintersPlus!							$407.00
45148	01/11/2016	14359	Window Envelopes (x 5000), Letterhea	101-215-727.00	350.00		
45148	01/11/2016	14359	Window Envelopes (x 5000), Letterhea	263-215-727.00	57.00		
REDWOOD BIOTECH, INC.							$390.21
45143	11/30/2015	535733	Drug Testing Supplies	101-136-727.00	390.21		
REDWOOD TOXICOLOGY LABORATORY							$55.00
45277	12/31/2015	007196201512	Drug Testing Supplies	296-667-730.00	55.00		
Richard G. Dufrin							$300.00
45133	12/20/2015	Burial	Roseann Luella Younk	101-681-833.00	300.00		

13KB

Vendor Name / Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Accnt#	$Amount	SepCk	Claim Total
Bank Account: General							
Riesterer & Schnell, Inc.							$98.59
45064	01/08/2016	946599	Equipment Repair Supplies	101-265-934.00	98.59		
Sage Checks & Forms							$275.06
45189	12/16/2015	A00110340	Direct Deposit Advice (x2000)	101-172-727.01	275.06		
Sault Tribe Youth Facility							$840.00
45249	12/31/2015	1-0110-15	E.T. (12/14/15 - 12/18/15)	292-662-843.05	480.00		
45250	12/31/2015	1-0106-15	J.A. (12/5/15 - 12/8/15)	292-662-843.05	360.00		
SeamlessDocs							$2,495.00
45262	12/10/2015	1239	PO# 03243 (Seamless docs - 1 year co	101-103-851.00	1,400.00		
45262	12/10/2015	1239	PO# 03243 (Seamless docs - 1 year co	256-277-728.00	1,095.00		
Sexton, Richard							$133.30
45230	01/12/2016	Reimbursement	Mileage (1/7/16)	101-426-860.00	96.12		
45231	01/12/2016	Reimbursement	Verizon Bill	101-426-850.00	87.18		
SimplexGrinnell							$1,348.00
45140	12/28/2015	78318735	Annual Fire Alarm Inspection for Courth	101-265-801.00	1,348.00		
Squires-Stepniak, Rebecca							$246.10
45222	01/11/2016	Reimbursement	Mileage	296-665-860.00	246.10		
State of Michigan - MI Dept. of Human Services							$13,581.70
45225	01/11/2016	6073	Monthly Offset - November 2015	292-662-843.01	13,581.70		
STEPHENSON MARKETING COOPERATI - P O BOX 399							$166.91
45253	12/31/2015	462643	Parks	208-751-930.03	11.99		
45253	12/31/2015	462643	Parks	208-751-742.00	9.00		
45253	12/31/2015	462643	Parks	208-751-755.02	20.00		
45253	12/31/2015	462643	Parks	208-751-930.02	91.15		
45253	12/31/2015	462643	Parks	208-751-704.00	1.79		
45264	12/31/2015	023851	Building Code	249-371-742.00	32.98		
Stephenson National Bank&Trust - 1820 Hall Avenue							$140.00
45244	01/11/2016	2016-1	ROD - Safe Deposit Boxes (x4)	101-268-802.00	140.00		
Stromgren, Peggy							$59.50
45272	01/13/2016	6080	Holdover Attendant (S.B.)	101-132-801.01	17.50		
45272	01/13/2016	6080	Holdover Attendant (S.B.)	101-132-801.00	42.00		
Time Warner Cable							$997.88
45072	12/24/2015	10404-621199203-900	2/16 - 2/1//16 (Airport)	216-585-850.00	337.48		
45105	12/24/2015	10404-710008401-100	January 2 - February 1, 2016	101-103-850.00	530.92		
45199	12/28/2015	10404-620475202-800	January 6 - February 5, 2016	101-301-770.00	129.48		
U.E.S. COMPUTERS, INC.							$20,808.96
45103	12/28/2015	73147	Cisco SmartNet	101-103-857.02	264.00		
45110	10/29/2015	72708	PO# 03232 - BS&A Server	101-103-970.16	18,090.00		
45111	12/21/2015	44360	Credit Memo	101-103-857.00	-494.97		
45112	12/16/2015	44080	November 2015 Weekly Computer Mail	101-103-857.00	2,069.93		
45239	10/31/2015	44101	PO# 03238 (911 Computer Maintenanc	266-325-934.00	880.00		
UNIFORM SHOPPE							$329.70
45190	12/16/2015	250426	Uniform Allowance (Holmes)	101-301-745.00	329.70		
Upper Great Lakes Family Healt							$320.00
45202	10/20/2015	0001363071-51	Inmate Medical	101-301-770.01	160.00		
45203	08/11/2015	0001421111-51	Inmate Medical	101-301-770.01	160.00		

MENOMINEE COUNTY
Claims Audit Report

Vendor Name / Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Accnt#	$Amount	SepCk	Claim Total
Bank Account: General							
UWC							$56.53
45081	01/01/2016	9068632023	Telephone Services	101-103-850.00	11.73		
45082	01/01/2016	9067532209	Telephone Services (Annex)	101-103-850.00	6.46		
45083	01/01/2016	9067534582	Telephone Services (Shakey Lakes)	101-103-850.00	0.35		
45084	01/01/2016	9068634705	Telephone Services (Dept of Probation)	101-103-850.00	10.72		
45106	01/01/2016	9068634441	Telephone Services (Sheriff's Dept)	101-103-850.00	27.27		
Veraghen, Sheila							$96.00
45098	12/31/2015	Per Diem	DHS Board	101-601-837.00	50.00		
45099	12/31/2015	Reimbursement	DHS Board - Mileage	101-601-837.00	46.00		
Verizon Wireless							$864.86
45188	01/01/2016	9758103960	Cellular Services	101-265-850.01	90.92		
45188	01/01/2016	9758103960	Cellular Services	101-301-850.00	457.35		
45188	01/01/2016	9758103960	Cellular Services	101-682-850.00	32.46		
45188	01/01/2016	9758103960	Cellular Services	205-315-850.00	283.68		
45188	01/01/2016	9758103960	Cellular Services	266-325-850.00	0.45		
WALTER BROTHERS INC							$84.26
45080	12/31/2015	13185	911 Operating Supplies	266-325-755.00	31.84		
45116	12/31/2015	20106	Airport Supplies	216-585-981.00	4.67		
45116	12/31/2015	20106	Airport Supplies	216-585-981.02	47.75		
Waste Management							$101.93
45089	01/01/2016	1516777-1856-2	January 2016 (Airport)	216-585-801.00	101.93		
WatchGuard Video							$1,109.00
45215	12/17/2015	ACCINV0006412	PO# 03240 Installation Kits for New For	205-315-934.02	780.00		
45216	12/29/2015	SRINV0013422	Vehicle Equipment Labor	205-315-934.02	329.00		
Wil-Kil Pest Control							$94.25
45217	12/28/2015	2817438	Health Department	101-265-801.00	32.00		
45218	12/28/2015	2816615	Jail	101-265-801.00	62.25		
WISCONSIN PUBLIC SERVICE CORP							$1,515.24
45090	12/29/2015	0403823200-00005	Gate Cntr (Airport)	216-585-920.03	31.83		
45091	12/28/2015	0403823200-00006	HNGR Gate Cntr (Airport)	216-585-920.03	31.83		
45095	12/28/2015	0403823200-00003	Airport	216-585-920.03	141.62		
45095	12/28/2015	0403823200-00003	Airport	216-585-920.00	174.17		
45096	12/28/2015	0403823200-00002	Airport Main Terminal	216-585-920.03	951.35		
45097	12/28/2015	0402047856-00006	Stoney Point Street Lighting	208-751-920.01	36.16		
45107	12/28/2015	1456793746-00000	Bailey House	208-751-920.01	27.77		
45107	12/28/2015	1456793746-00000	Kleinke Strea Lighting	208-751-920.01	31.84		
45107	12/28/2015	1456793746-00000	Bailey Park Street Lighting	208-751-920.01	13.88		
45107	12/28/2015	1456793746-00000	River Drive	208-751-920.01	31.46		
45153	12/17/2015	0402047856-00005	Kleinke Park	208-751-920.01	43.33		
Xerox Corporation - 26152 Network Place							$503.34
45204	01/01/2016	082751225	December 2015 (Road Patrol)	205-315-727.00	37.17		
45205	01/01/2016	082751226	Road Patrol	205-315-727.00	374.69		
45263	01/01/2016	082751227	Probation/Parole - January 2016	101-131-942.00	91.48		
Total Amount for Bank Account: General							$223,102.80

MENOMINEE COUNTY
Claims Audit Report

Vendor Name / Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Accnt#	$Amount	SepCk	Claim Total
Bank Account: General							
REGISTER OF DEEDS							$159.00
45336	1/14/2016	Copies	Remon Grant Year 2015	243-245-709.00	159.00		
Total Amount for Bank Account: General							$159.00

MENOMINEE COUNTY BOARD OF COMMISSIONERS
DISCUSSION ITEM

SUBJECT:	**Miscellaneous Boards/Committees/Commission reports**
DEPARTMENT:	**Administration**
ATTACHMENTS:	**yes**

SUMMARY:

Miscellaneous Boards/Committees/Commission Reports, Discussion

RECOMMENDED MOTION

Submitted by: Brian Bousley **01/19/2016**
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION **DATE:**

	Approved
	Disapproved
	Approved with the following change(s):

MENOMINEE COUNTY BUILDING CODE DEPARTMENT

S904 US HIGHWAY 41 STEPHENSON, MI 49887
PHONE: 906-753-6343 www.menomineecounty.com FAX:906-753-2200

MONTHLY BUILDING PERMIT REPORT

01/06/2016

PERMIT#	DATE ISSUED	OWNER	ADDRESS	TWP.	PERMIT FEE
P13311-15	12/01/15	LANAVILLE ALLEN D	N13625 US HWY 41	NADEAU TWP.	$132.60
Work : 3.GARAGE		16 X 45 GARAGE ADDITION			012-017-013-00
P13312-15		BARON RICHARD & PEGGY	N16767 CO RD 400	SPALDING TWP.	$245.64
Work : 1.NEW DWELLING		NEW HOME AND DECK ON EXISTING FOUNDATION			013-201-009-20
P13313-15	12/07/15	HOOKER JAMES & JANICE	N9154 DUNKAS RD A-3	CEDARVILLE TWP.	$75.00
Work : 9.DEMOLITION		20X22 GARAGE			001-550-011-00
P13314-15	12/09/15	AMAN BRUCE & KAREN & VANVEEN	W8056 CO RD G18	HOLMES TWP.	$279.80
Work : 3.GARAGE		40X64 POLE BUILDING			006-323-014-00
P13315-15	01/04/16	BEHNKE DALE A	N9063 CHARTRE RD	STEPHENSON TWP.	$269.40
Work : 3.GARAGE		45 X 54 GARAGE			014-009-016-00
P13316-15	12/21/15	THONEY NICK G LIVING TRUST	W6113 CO RD 356, 640	LAKE TWP.	$75.00
Work : 9.DEMOLITION		30X25 DEMO			008-016-009-00

Total Permits 6

Total Fees $1,077.44

Menominee-Delta-Schoolcraft
Community Action Agency

GOVERNING BOARD MEETING
Thursday, November 12, 2015
511 First Ave. No., Escanaba MI
12:30 p.m. (EST)

MINUTES

The meeting was called to order at 12:30 p.m. by Vice-Chair Myra Croasdell. A written roll call was taken and a quorum noted with the following in attendance:

MEMBERS PRESENT

Clyde Thoune, Menominee
Susan Kleikamp, Menominee
Craig Reiter, Schoolcraft
Susan Phillips, Schoolcraft
Myra Croasdell, Delta
Brittany Gustafson, Delta
Bernie Lang, Menominee
Tom Lippens, Delta
David Moyle, Delta
Ken Penokie, Delta
Lee Robbert, Schoolcraft
Omer Doran, Schoolcraft
John Stapleton, Schoolcraft

OTHERS PRESENT

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

MEMBERS ABSENT

Karen Wigand, excused
Geri Nelson, excused
Dave Anthony

Vice-Chair Croasdell introduced Brittany Gustafson, the new Early Childhood Program/Head/Start Policy Council Chair.

APPROVAL OF OCTOBER 8, 2015 GOVERNING BOARD MINUTES

Members were mailed a draft of the October 8, 2015 Governing Board minutes for their review and ***THEY WERE APPROVED WITH A MOTION FROM DAVE MOYLE, SECONDED BY OMER DORAN; MOTION CARRIED.***

FINANCE COMMITTEE REPORT

Ms. Croasdell called on Treasurer Susan Kleikamp who reported that the Finance Committee reviewed credit card and open charges. They also reviewed the September Accounts Payable Schedule and recommends their approval. ***TOM LIPPENS MOVED TO APPROVE THE SEPTEMBER ACCOUNTS PAYABLE SCHEDULE, SECONDED BY OMER DORAN; MOTION CARRIED.*** The committee also discussed some issues with our health insurance. ***THE FINANCE COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM DAVE MOYLE, SECONDED BY JOHN STAPLETON; MOTION CARRIED. (see attachment "A")***

NOMINATING COMMITTEE REPORT

The Vice-Chair called on Julie Moberg for the report. She told the board that the committee reviewed a

handout on guidance for recruiting low income board members. ***(see attachment "B")*** The committee also recommends acceptance of Mari Negro's resignation. ***KEN PENOKIE MOVED TO ACCEPT MARI NEGRO'S RESIGNATION WITH REGRET, SECONDED BY JOHN STAPLETON; MOTION CARRIED.*** The committee also recommends acceptance of Susan Phillips' resignation. ***KEN PENOKIE MOVED TO ACCEPT SUSAN PHILLIPS' RESIGNATION WITH REGRET, SECONDED BY JOHN STAPTLETON; MOTION CARRIED.*** The committee also recommends the approval of Brittany Gustafson to represent the ECP Policy Council on the Governing Board. ***JOHN STAPLETON MOVED TO APPROVE BRITTANY GUSTAFSON TO REPRESENT THE ECP/HEAD START POLICY COUNCIL ON THE GOVERNING BOARD, REPLACING KRISTI WOOD. THIS WAS SUPPORTED BY SUSAN PHILLIPS; MOTION CARRIED. THE NOMINATING COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY SUSAN PHILLIPS; MOTION CARRIED. (see attachment "C")***

PERSONNEL COMMITTEE REPORT

Myra Croasdell informed the board that the Personnel Committee reviewed two changes to the draft of the personnel policies that were given to the board members at the October meeting. They involve language changes to accommodate the Affordable Care Act provisions as well as disciplinary action for violations of the conflict of interest policy. ***KEN PENOKIE MOVED TO APPROVE THE PERSONNEL POLICY REVISION EFFECTIVE 12/3/2015, SUPPORTED BY DAVE MOYLE; MOTION CARRIED. SUSAN PHILLIPS MOTIONED TO ACCEPT THE PERSONNEL COMMITTEE REPORT, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.***

APPROVAL OF PROPOSED BOARD MEETING SCHEDULE FOR 2016

Members received a draft board meeting schedule for their review and ***IT WAS APPROVED WITH A MOTION FROM CRAIG REITER, SUPPORTED BY CLYDE THOUNE; MOTION CARRIED. (see attachment "D")***

ACCEPTANCE OF AUDIT RESPONSES FROM THE ADMINISTRATION FOR CHILDREN, YOUTH & FAMILIES FOR THE AUDIT YEARS ENDING 9/30/11 & 9/30/12

Members were mailed copies of the acceptance of audit responses from the ACYF for audit years ending 9/30/11 & 9/30/12 ***AND THEY WERE ACCEPTED WITH A MOTION FROM DAVE MOYLE, SECONDED BY SUSAN PHILLIPS; MOTION CARRIED.***

ACCEPTANCE OF ECP MONTHLY REPORT DATED 10/28/15

Members were mailed a copy of the Early Childhood Program report dated 10/28/15 for their review and ***IT WAS ACCEPTED WITH A MOTION FROM CRAIG REITER, SECONDED BY LEE ROBBERT; MOTION CARRIED.***

ACCEPTANCE OF 9/23/15 HEAD START POLICY COUNCIL MINUTES

Members were mailed a copy of the 9/23/15 Head Start Policy Council minutes for their review and ***THEY WERE ACCEPTED UPON A MOTION FROM DAVE MOYLE, SECONDED BY JOHN STAPLETON; MOTION CARRIED.***

APPROVAL OF RECORD RETENTION POLICY

Members received a draft of the Record Retention Policy for their review and ***IT WAS APPROVED WITH A MOTION FROM CRAIG REITER, SUPPORTED BY JOHN STAPLETON; MOTION CARRIED.***

EXECUTIVE DIRECTOR'S REPORT

Myra Croasdell called on Executive Director Julie Moberg who noted that the members have before them a copy of the Organizational Standards. She asked that members take a look at all the standards, but particularly the section on board governance. She indicated that board members will be given more information such as the Meal Reimbursement Report as a result of the standards.

Federal monitors were in earlier this week to review Health and Environmental areas in the Early Childhood Program. Rather than conduct an in-depth monitoring for an entire week they are now breaking the reviews into three sections at three different times.

The Policy Council had their recognition dinner this week and are excited about the new parent involvement.

The Executive Director told the board that groups have been assigned to formulate action plans based on focus items that are a result of the Strategic Planning Session held in November.

Ms. Moberg also reported that our health insurance plan was dropped and changed without a 90 day notice. We are working many hours to assure we our compliant with all of the Affordable Care Act requirements but have received little guidance from our current insurance agent. We are looking at other insurance services being offered to assist our agency with the new ACA regulations.

We are having an all staff training at the Island Resort Convention Center on December 3rd at which time we will update our staff on all the new policies. ***THE EXECUTIVE DIRECTOR'S REPORT WAS ACCEPTED WITH A MOTION FROM CLYDE THOUNE, SECONDED BY TOM LIPPENS; MOTION CARRIED.***

PUBLIC COMMENT/OTHER BUSINESS

There were no public comments or other business.

ADJOURNMENT

There being no other business ***THE MEETING ADJOURNED AT 1:00 P.M. WITH A MOTION FROM DAVE MOYLE, SECONDED BY CLYDE THOUNE; MOTION CARRIED.***

NEXT MEETING THURSDAY, JANUARY 7, 2016

Attachment "A"

FINANCE COMMITTEE MEETING
Tuesday, November 10, 2015
11:00 a.m.

MINUTES

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

The members reviewed the CAA September credit card charges in the amount of $3,030.20. Due to a new funding requirement the committee also reviewed the CAA September open charge accounts.

The members reviewed the HRA September credit card charges in the amount of $711.95. The committee also reviewed the HRA September open charge accounts.

Members reviewed the CAA September Accounts Payable Schedule ***and they were approved with a motion from John Stapleton, seconded by Tom Lippens; motion carried.***

Members reviewed the HRA September Accounts Payable Schedules ***and they were approved with a motion from Tom Lippens, seconded by Omer Doran; motion carried.***

Members were mailed a copy of the September budget vs. expenditure report for their review.

Members were mailed a draft of the Record Retention Policy for their review. Kris indicated that she thinks some of the Financial/Accounting records can be kept less than the draft policy reflects. Staff will see if there are any changes. ***John Stapleton moved to recommend approval of the record retention policy with the final changes to the full board at the 11/12/15 meeting, seconded by Tom Lippens; motion carried.***

Julie reported that we have been having some issues with our current health insurance agent. She reported that a change was made to our plan effective 10/1/2015 and we were not given 90 days' notice. Additionally, the Health Reimbursement Account was not allowed with the new plan. We are not confident that our current carrier is knowledgeable about the Affordable Care Act and/or able to assist in our agency meeting the requirements for compliance so we do not incur fines. Therefore, we would like to have presentations from two other businesses that appear to provide much more customer support to ensure compliance with the complicated ACA requirements and consider a change in our agent of record. We are also considering offering two plans, to ensure we are meeting the affordability requirement for our lower wage earners. Julie indicated we would like to have the insurance issue resolved and new plans in place by April 1, 2016.

The committee asked that Julie and her committee review the information and bring suggestions to the December Finance Committee meeting which will be held on ***Tuesday, December 8th at 11:00 a.m.***

The meeting adjourned at 12:30 ***with a motion from Omer Doran, seconded by Tom Lippens; motion carried.***

Attachment "A-1"

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

HEAD START	$	171,562
EARLY HEAD START		63,538
EARLY-ON CHILDHOOD		466
GSRP		15,773
ASSET & LIABILITY ACCOUNTS		27,190
TOTAL	$	278,530

SIGNED Susan E. Klekamp
(TREASURER)

DATE 11-16-2015

Attachment "A-2"

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

SENIOR CITIZENS	$	115,825
VOLUNTEER PROGRAMS		40,520
NUTRITION		81,174
STATE & LOCAL PROGRAMS		82,212
ENERGY AND HOUSING		69,953
ASSET & LIABILITY ACCOUNTS		40,982
TOTAL	$	430,666

SIGNED Susan E. Kleikamp
(TREASURER)

DATE 11-10-2015

Attachment "B"

Reminders

Updated CSPM Items

CSPM items 504 and 511 were updated and sent to the network on 10/13/15.

CSPM item 209 was updated and sent to the network on 10/14/15.

CSPM item 502 was updated and sent to the network on 10/22/15.

SOE Information

Updated SOE Template to CSBG, CSBG-ARRA, DHEAP, and LCA/LEAP were sent to the agencies on 10/29/15.

Please submit the Original Submitted SOE and/or revised Updated SOE to BCAEO.

BCAEO Website

Please remember to visit the BCAEO website to find important information and resources such as:

- Current monitoring schedule
- State Plans
- Commission Info
- And more

www.michigan.gov/bcaeo

Difficulty Filling Low-Income Representation on the Board

(Tips from CAPLAW)

Low-income people in the community served by the CAA must have input at some point in the selection process. For this reason, low-income sector board members should not simply be chosen by the CAA's executive director or tripartite board, nor should they be staff of another low-income service provider chosen by the executive director or board of that other organization (unless low-income people make up a majority of that board and that board selects the CAA board member).

No requirement exists that low-income representatives be low-income themselves. However, as noted above, the intent of the low-income representative requirement is to represent the voice of the low-income people served because they will most likely know best what their needs are. Thus, it is important for CAAs to have as many low-income individuals as possible serve as low-income representative board members.

For nonprofit CAAs, there is no general residency requirement for low-income representatives. However, the federal CSBG Act requires low-income representatives to live in a specific neighborhood if they were selected to represent that neighborhood. Thus, if a CAA's bylaws require low-income representatives to represent a specific neighborhood or geographic area, then the representatives must reside in those designated neighborhoods or areas.

Below are a few examples of democratic selection procedures for obtaining low-income representatives:

- Ask CAA staff to assist with finding potential low-income representatives by identifying clients who have shown leadership potential while participating in CAA programs or who have performed well in the CAA programs. Staff could inform the client of the opportunity to participate on the CAA board and direct the client to the executive director for more information about this opportunity. The executive director could explain the democratic selection process to the client and consider inviting the client to a board meeting. The board governance committee and/or executive director could also meet individually with the client to describe the responsibilities of CAA board members. If the client is interested in serving on the board, he/she could request to be added as a candidate in the next democratic selection process;

- Conduct an election where ballots are cast by CAA clients and/or by other low-income people in the CAA's service area (ballots may be cast, f or example, at designated polling place(s) in the service area, at the CAA's offices, at the offices of other organizations providing services to lo w-income people or via the Internet);

- Take a vote at a community meeting of low-income people (attendance may be improved if the meeting serves to not only select low-income representatives but also to address a topic of interest to low-income people in the community);

- Designate community groups composed predominantly of and representing low-income people in the service area (for example, a Head Start policy council, low-income housing tenant association, or the board of a federally-qualified community health center) to elect members from within their group to the CAA's board or whose boards will choose someone from among their elected officers/board members to serve on the CAA's board.

Attachment "C"

NOMINATING COMMITTEE MEETING
Thursday, November 12, 2015
11:30 a.m.

MINUTES

The meeting was called to order at 11:30 a.m. and the following were present: Clyde Thoune, Omer Doran, Myra Croasdell, Susan Phillips, Julie Moberg and Cathy Pearson.

Members were given a copy of the low income board recruitment guidance. The committee discussed ways to improve and recruit new members, particularly the low income. Julie noted the guidance refers to a "democratic selection process". She indicated the board can decide on what that involves.

Mari Negro has resigned from the board due to other commitments. ***Susan Phillips moved to accept Mari Negro's resignation, seconded by Clyde Thoune; motion carried.***

Susan Phillips submitted her letter of resignation and explained that she is unable to give the time commitment necessary to be an effective board member. She was representing the Early Childhood Program. She indicated she may have some leads on a candidate or two to replace her - One is the Great Start Parent Body Chair or if more appropriate, that person could recommend a parent from that group if the Nominating Committee determines it's an appropriate seat. It was noted that Susan also held the office of Secretary.

The members were informed that Brittany Gustafson has been appointed by the HS/EHS Policy Council to represent them on the Governing Board, replacing Kristi Wood. ***Susan Phillips motioned to approve the appointment of Brittany Gustafson, seconded by Myra Croasdell, motion carried.*** It was noted that Brittany resides in Delta County but represents all of the counties as the Policy Council representative. Members were reminded that we strive to keep geographic balance, but can't always do so. We always must ensure that we have ***at least*** one-third consumer representatives (we can always have more).

Members were given a copy of the board roster in effect prior to this meeting. It was noted that there are three vacancies; one of them a long-time vacancy in the Menominee County Consumer Sector. The committee discusseD ways to recruit new board members and it was suggested that news releases (rather than paying for an ad) be put in the "free" papers. It was suggested that staff develop a form letter/letter of introduction that Nominating Committee members can use to recruit potential new members. Any inquiries and follow-up would be handled through Cathy and/or Julie and then brought before the Nominating Committee.

The board committees will be reviewed with the board chair, as she makes the appointments. Additionally, we have some members who just left and some new ones just coming on.

There being no further business the meeting adjourned at 12:20 P.M. ***with a motion from Clyde Thoune, seconded by Omer Doran; motion carried.***

Attachment "D"

SCHEDULE OF 2016 CAA/HRA BOARD MEETINGS

The board of the Menominee-Delta-Schoolcraft Community Action Agency & Human Resource Authority, Inc. of Escanaba announces the following schedule of regular meetings during the calendar year of 2016.

The meetings are held @ 12:30 p.m. eastern time except for the July meeting (time to be announced later).

Thursday, January 7, 2016

Thursday, March 10, 2016

Thursday, April 7, 2016

Thursday, May 12, 2016

Thursday, July 14, 2016 (Manistique)

Thursday, September 8, 2016

Thursday, October 6, 2016

Thursday, November 10, 2016

The Governing Board meetings are held @ 511 First Avenue North in the conference room (office adjacent to our admin. office); with the exception of the July meeting that is held in either Menominee or Manistique.

Any change in the above meetings and any special meetings will be posted at least three day in advance.

Menominee-Delta-Schoolcraft
Human Resources Authority

GOVERNING BOARD MEETING
Thursday, November 12, 2015
511 First Ave. No., Escanaba MI
12:45 p.m. (EST)

MINUTES

The meeting was called to order at 1:01 p.m. by Vice-Chair Myra Croasdell. A written roll call was taken and a quorum noted with the following in attendance:

MEMBERS PRESENT

Clyde Thoune, Menominee
Susan Kleikamp, Menominee
Craig Reiter, Schoolcraft
Susan Phillips, Schoolcraft
Myra Croasdell, Delta
Brittany Gustafson, Delta
Bernie Lang, Menominee
Tom Lippens, Delta
David Moyle, Delta
Ken Penokie, Delta
Lee Robbert, Schoolcraft
Omer Doran, Schoolcraft
John Stapleton, Schoolcraft

OTHERS PRESENT

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

MEMBERS ABSENT

Karen Wigand, excused
Geri Nelson, excused
Dave Anthony

Vice-Chair Croasdell introduced Brittany Gustafson, the new Early Childhood Program Policy Council Chair.

APPROVAL OF OCTOBER 8, 2015 GOVERNING BOARD MINUTES

Members were mailed a draft of the October 8, 2015 Governing Board minutes for their review and ***THEY WERE APPROVED WITH A MOTION FROM LEE ROBBERT, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.***

FINANCE COMMITTEE REPORT

Ms. Croasdell called on Treasurer Susan Kleikamp who reported that the Finance Committee reviewed credit card and open charges. They also reviewed the September Accounts Payable Schedules and recommends their approval. ***DAVE MOYLE MOVED TO APPROVE THE SEPTEMBER ACCOUNTS PAYABLE SCHEDULES, SECONDED BY BERNIE LANG; MOTION CARRIED.*** The committee also discussed some issues with our health insurance. ***THE FINANCE COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM DAVE MOYLE, SECONDED BY JOHN STAPLETON; MOTION CARRIED. (see attachment "A")***

NOMINATING COMMITTEE REPORT

The Vice-Chair called on Julie Moberg for the report. She told the board that the committee reviewed a handout on guidance for recruiting low income board members. ***(see attachment "B")*** The committee also recommends acceptance of Mari Negro's resignation. ***KEN PENOKIE MOVED TO ACCEPT MARI NEGRO'S RESIGNATION WITH REGRET, SECONDED BY DAVE MOYLE; MOTION CARRIED.*** The committee also recommends acceptance of Susan Phillips' resignation. ***KEN PENOKIE MOVED TO ACCEPT SUSAN***

PHILLIPS' RESIGNATION WITH REGRET, SECONDED BY DAVE MOYLE; MOTION CARRIED. The committee also recommends the approval of Brittany Gustafson to represent the ECP/Head Start Policy Council on the Governing Board. ***JOHN STAPLETON MOVED TO APPROVE BRITTANY GUSTAFSON TO REPRESENT THE ECP POLICY COUNCIL ON THE GOVERNING BOARD, REPLACING KRISTI WOOD. THIS WAS SUPPORTED BY OMER DORAN; MOTION CARRIED. THE NOMINATING COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM KEN PENOKIE, SECONDED BY CRAIG REITER; MOTION CARRIED. (see attachment "C")***

PERSONNEL COMMITTEE REPORT

Myra Croasdell informed the board that the Personnel Committee reviewed two changes to the draft of the personnel policies that were given to the board members at the October meeting. They involve language changes to accommodate the Affordable Care Act provisions as well as disciplinary action for violations of the conflict of interest policy. ***KEN PENOKIE MOVED TO APPROVE THE PERSONNEL POLICY REVISION EFFECTIVE 12/3/2015, SUPPORTED BY CRAIG REITER; MOTION CARRIED. SUSAN PHILLIPS MOTIONED TO ACCEPT THE PERSONNEL COMMITTEE REPORT, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.***

APPROVAL OF PROPOSED BOARD MEETING SCHEDULE FOR 2016

Members received a draft board meeting schedule for their review and ***IT WAS APPROVED WITH A MOTION FROM JOHN STAPLETON, SUPPORTED BY SUSAN KLEIKAMP; MOTION CARRIED. (see attachment "D")***

ACCEPTANCE OF MONITORING REPORTS

Members were mailed copies of the following monitoring reports for their review: DHS Comprehensive Financial Review Report dated 10/13/15 and UPCAP Desk Review dated 9/30/2015. There were no questions or comments and ***THEY WERE ACCEPTED WITH A MOTION FROM CLYDE THOUNE, SECONDED BY LEE ROBBERT; MOTION CARRIED.***

AUTHORIZATION FOR A MASTER AGREEMENT & PROJECT AUTHORIZATION RESOLUTION FOR MDOT

Members were informed that this is protocol when there is a change in leadership. ***JOHN STAPLETON MOVED TO AUTHORIZE THE MASTER AGREEMENT AND PROJECT AUTHORIZATION RESOLUTION FOR THE MICHIGAN DEPT. OF TRANSPORTATION, SUPPORTED BY CRAIG REITER; MOTION CARRIED.***

ACCEPTANCE OF PROGRAM MONTHLY REPORTS

Members were given copies of the FGP & SCP Sept./Oct. monthly report and the Senior Services year-end report for their review. ***THEY WERE ACCEPTED WITH A MOTION FROM DAVE MOYLE, SECONDED BY OMER DORAN; MOTION CARRIED.***

ACCEPTANCE OF ADVISORY COMMITTEE MINUTES

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

- 9/3/15 (Delta) & 10/16/15 (Menominee) Foster Grandparent Program Advisory Committee minutes
- 9/8 (M/M) & 9/17/15 (Delta) Retired & Senior Volunteer Program Advisory Committee minutes

- 7/28 (Escanaba) & 9/28/15 (Hermansville) Senior Center Advisory Committee minutes

THE ADVISORY COMMITTEE MINUTES WERE ACCEPTED UPON A MOTION FROM BERNIE LANG, SECONDED BY SUSAN PHILLIPS; MOTION CARRIED.

APPROVAL OF RECORD RETENTION POLICY

Members received a draft of the Record Retention Policy for their review and ***IT WAS APPROVED WITH A MOTION FROM KEN PENOKIE, SUPPORTED BY JOHN STAPLETON; MOTION CARRIED.***

EXECUTIVE DIRECTOR'S REPORT

The Vice-Chair called on the Executive Director who reported that she and Sally Kidd have been meeting with personnel from Bishop Noa Home to work out the lease with the Memory Care Board of Directors. There will be an open house December 14th and 15th and board members are encouraged to attend. Our Perspectives staff will move to their new location in January.

Our deliverable fuel assistance program is up and running. We were allocated $207,060 for direct assistance and have spent approximately $79,000 in three weeks.

We have received our FY 2016 State funding awards for all of the senior volunteer programs and also for Weatherization. Additionally we have received federal Community Services Block Grant funding.

The Executive Director told the board that groups have been assigned to formulate action plans based on focus items that are a result of the Strategic Planning Session held in November.

Ms. Moberg also reported that our health insurance plan was dropped and changed without a 90 day notice. We are working many hours to assure we our compliant with all of the Affordable Care Act requirements but have received little guidance from our current insurance agent. We are looking at other insurance services being offered to assist our agency with the new ACA regulations.

We are having an all staff training at the Island Resort Convention Center on December 3rd at which time we will update our staff on all the new policies. ***THE EXECUTIVE DIRECTOR'S REPORT WAS ACCEPTED WITH A MOTION FROM CRAIG REITER, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.***

PUBLIC COMMENT/OTHER BUSINESS

Ms. Croasdell called on Ken Penokie who commented on how delicious the meal was today (that was made in our Escanaba kitchen and is the meal the seniors are served).

ADJOURNMENT

There being no other business ***THE MEETING ADJOURNED AT 1:25 P.M. WITH A MOTION FROM DAVE MOYLE, SECONDED BY CRAIG REITER; MOTION CARRIED.***

NEXT MEETING THURSDAY, JANUARY 7, 2016

PINECREST
CARING COMMUNITY

MINUTES OF THE MEETING OF THE PINECREST BOARD OF TRUSTEES

Date: Thursday, November 19, 2015	Place: Board Room
Presiding: Jeff Naser, Chairperson	Time: 2:00 p.m. Central Time
Recording Secretary: Lois Ball, Executive Secretary	

Call to Order: The meeting was called to order by Chairperson Naser at 2:00 p.m. Central Time

Roll Call:
Trustees present: Gerald Smith, Mary Harrington, Barbara Oliver, Catherine Driscoll, Jeff Naser, Gary Eichhorn, Jan Hafeman. Also present: Darlene Smith, Administrator.

Trustees Absent: Elaine Boyne, John Degenaer, Jr., Gary Eichhorn

Leadership Team Members Present: Candace Meintz, CFO and Susan Williamson, Director of Nursing

Guests: Gerald McCole, Terry Grondine, Amy Lantagne, Todd Flath

TOPIC	DISCUSSION	OUTCOME
Approval of the November 2015 Agenda	There were no additions or deletions to the agenda.	A motion was made by Trustee Smith, supported by Trustee Hafeman, to approve the Agenda. Motion carried.

Board action on Minutes of the October 2015 meeting	The minutes had been sent to Trustees for prior review.	A motion was made by Trustee Hafeman, supported by Trustee Smith. Motion carried.
Review and request for approval of Financial Statements for October 2015	Candace Meintz, CFO reviewed the Financial Statement with the Board. It was noted that we have renegotiated our gas contract due to the lower gas prices. The wood chip boiler is in shut down at this time. It was asked how much energy the solar panels produce, it helps the greenhouses some.	A motion was made by Trustee Smith, supported by Trustee Oliver, to approve the Financial Statement as presented. Motion carried.
Board action on the October Manifest of Invoices	Trustee Hafeman questioned the $10,000 paid to Whispering Pines. That is their share of a dividend paid back to holders from our Liability Insurance company.	A motion was made by Trustee Smith, supported by Trustee Driscoll, to approve the Manifest of Invoices and to pay the bills. Motion carried.
Whispering Pines/Powers Activity Center Committee Report	Trustee Driscoll reported that the Committee met prior to this meeting. All homes are doing well. They have approved the 2016 budget. Three homes have been surveyed and all had 100% compliance.	A motion was made by Trustee Hafeman, supported by Trustee Oliver, to approve the Whispering Pines report. Motion carried.
Timber Committee Report	The last day to receive bids is 4p.m. on Friday, December 4th. Bid Opening will be held at 8:00 a.m. Central Time on Wednesday, December 9th. Committee Members are Trustees Naser, Smith and Eichhorn. All are asked to be present.	
Finance Committee Report	The Operational and Capital Budgets were reviewed by Candace Meintz, CFO. Discussion was held throughout the	A motion was made by Trustee Smith, supported by Trustee Driscoll, to approve the 2016 Operational Budget and the

	presentation. It was noted during this time that the employees' health insurance through Consumers Mutual Insurance will have to be changed by the end of the year due to the insurance company's financial problems. We have received quotes from Blue Cross Blue Shield and Administrator Smith reviewed the coverage. She noted that our insurance agent is moving quickly on this to get us coverage in place by the end of the year. The Board agreed that we should go with the Blue Cross Blue Shield plan as described.	2016 Capital Equipment Budget as presented. Motion carried.
Review of Board of Trustees By-Laws	Because the number of Trustees has gone from 12 back to 9, the Board Members reviewed the By-Laws and made necessary changes reflecting the change in numbers members. Reassigning Committees was also discussed because the number of members per committee needs to change back from 4 members to 3. The assignments were changed to fit the need of the committees. Changes will also be made to reflect the title "Department of Health and Human Services".	A motion was made by Trustee Driscoll, supported by Trustee Hafeman, to make the changes as discussed. The revised By-Laws will be signed at the December Meeting. Motion carried.
Report of Quality Assurance and Resident Council Committees	Susan Williamson reported on the Resident Council Meetings at each of the homes. There were no complaints.	A motion was made by Trustee Smith, supported by Trustee Oliver, to approve the Reports as presented. Motion carried.

	Residents did ask to have bus rides in the evenings to view the Christmas lights. Susan also reviewed the Quality Assurance and reported that we had a surprise visit from a State surveyor for a complaint and the surveyor cleared it, finding it unsubstantiated. The surveyor noted that our residents had a lot of compliments for the staff and their care. The Board asked that we make sure to let the staff know that they are appreciated.	
Safety Committee	Lois Ball reported on the November Safety Committee. All incidents and accidents for residents and employees were reviewed and there were no major injuries reported for either. Winter weather reminders were given.	A motion was made by Trustee Smith, supported by Trustee Hafeman. Motion carried.
Report of November 9th meeting with the Village of Powers regarding new sewer rates.	Administrator Smith reviewed the highlights of the meeting with the Village of Powers. Our rates will be increased from $1750 per month to $2653 if we cannot bring our water usage down. Staff has been great about helping with this and reporting anything that leaks, or problems they are having. We are asking the Village for the well that is located on the Pinecrest property to use for our chiller/boiler needs. That would help with the water usage and rates.	

House Committee Meeting	Just a reminder to those Committee Members that there is a House Committee meeting today immediately following this meeting.	
Administrator's report	Administrator Smith reported that we had meetings with Charter Communications and Packerland Broadband regarding our television, as well as internet and phone services. We have negotiated with Packerland and is supposed to be coming back with new rates. She and Candy attended the Finance Conference in Lansing November 4-6 and learned a few new things. On November 10th we met with GFS/HPS to discuss quality food. November 11th she attended the OSF Home Health and Hospice meeting. November 12th she attended the Iron Mountain Networking meeting. She reported that we are working with Tenurgy, who are looking at all of our utility bills, checking that our utility people are not overcharging us. She reported that our Activity Department and Residents are collecting coupons for the troops. There was an article in the papers. This is something	A motion was made by Trustee Smith, supported by Trustee Hafeman, to approve the Administrator's report. Motion carried.

	that our residents can do to support the troops. ATC: is going good. They will finish groundskeeping next spring. We do receive a grant from WE Energies for LED Lighting ($3200 grant).	
Comments from the Public	Amy Lantagne asked if the Timber Sale had been posted in the newspapers. Yes, it had been placed in the newspapers for each county.	
Adjournment	The meeting adjourned at 3:12 p.m.	A motion was made by Trustee Smith, supported by Trustee Hafeman, to adjourn. Motion carried.

Catherine Driscoll

Catherine Driscoll

Darlene Smith, Administrator

Darlene Smith, Adm.

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

BOARD MEMBERS
JEFF NASER, CHAIR
GARY EICHHORN
DAVID C. PRESTIN

DIRECTOR
RUSSELL K. SEXTON

Date: November 24, 2015

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

Present: Jeff Naser, Board Chair; Gary Eichhorn, Board Member; and Robert Villas, Acting Board Secretary.

Absent: David Prestin, Board Member. Mr. Prestin is the State Appointee Board Member and his term expired October 30, 2015; however, he is still listed as active until an official notification is received appointing a new State Appointee Board Member.

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

APPROVAL OF AGENDA:
A motion to approve the agenda was made by Mr. Naser and supported by Mr. Eichhorn. Motion carried.

APPROVAL OF MINUTES:
Minutes of the October 27, 2015 Board Meeting were reviewed and discussed. A motion to accept the minutes was made by Mr. Naser and supported by Mr. Eichhorn. Motion passed without opposition.

FINANCIAL REPORT:
The Menominee County Board of Commissioners provided $3,500.00 in operational funds to the Menominee County Department of Health and Human Services Board for FY 2016.

The financial report for October 2015 was reviewed. There were $200.05 in expenditures for the DHS Board meeting; leaving a balance of $3,299.95.

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

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

DIRECTOR'S REPORT:
Mr. Villas provided an update on the current staffing situation in Menominee County: There are 2 full time management staff including 1 children's services supervisor and 1 assistance payments supervisor. There is also 1 tri-county director and 1 general program supervisor. There is also a tri-county community resource coordinator. There are 3 administrative support staff consisting of 2 general office assistants and 1 departmental technician. There are 3 children's protective services specialists. There are 2 foster care and/or foster home licensing specialists. There are 6 assistance payments specialists, 1 Indian outreach worker and 1 adult services specialist.

Statewide Director's Meeting Information: Mr. Sexton will provide an update at the December meeting.

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

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

- FY 2015 Operating Funds: Menominee County allocation is: $25,776.00. Year-to-date expenditures are: $1,264.81, which constitutes 4.9% of the allocation expended with 8% of the year elapsed.
- FY 2015 Travel Funds: Menominee County allocation is: $35,351.00. Year-to-date expenditures are: $0.00, which constitutes 0% of the allocation expended with 8% of the year elapsed.

Assistance Payments:

Assistance Payments Standard of Promptness: 99%. Business Services Center 1 average is 96% and State average is 96%.

Family Independence Program Work Participation Rate: 0%. Goal is 50%.

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

July 2015 data:

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

- Family Independence Program: 21 cases; 35 recipients; $9,576.00 in benefits.
- Food Assistance Program: 1,402 cases; 2,659 recipients; $287,247.00 in benefits.
- State Disability Assistance: 12 cases; 12 recipients; $2,425.00 in benefits.
- Child Development and Care: 33 cases; 51 recipients; $11,580.00 in benefits.
- State Emergency Relief: 0 cases; $0.00 in benefits.
- Unduplicated total: 1,420 cases; 2,683 recipients; $310,828.00 in benefits.

Total Eligible Medicaid Cases and Recipients:

- Family Medicaid: 664 cases; 1,365 recipients
- Other Children < Age 21: 109 cases; 121 recipients
- Pregnant Women & Children Under 19: 623 cases; 1,036 recipients
- Non-SSI Aged, Blind & Disabled: 653 cases; 684 recipients
- SSI Aged, Blind & Disabled: 517 cases; 517 recipients
- Medicaid Eligible Total: 2,312 cases; 3,721 recipients

Total Healthy Michigan Enrollments: 1039+

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

Board Member Input/Suggestions: None

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

UNIT REPORT: None

BOARD BUSINESS:

1. **Approval of Vouchers:**
   Vouchers for October 2015 were reviewed and a motion to approve all vouchers was made by Mr. Eichhorn and supported by Mr. Naser. Motion passed without opposition.
2. **Menominee County DHHS Board State Appointee:**
   We have not yet received a letter of appointment for any State Appointee candidate.

NEW BUSINESS: None

PUBLIC COMMENT: None.

NEXT MEETING: December 29, 2015 at 9:00 a.m. in the Menominee County DHS Board Room.

ADJOURNMENT: Motion to adjourn made by Mr. Eichhorn and supported by Mr. Naser. Meeting adjourned at 0927 a.m.

Russell K. Sexton
Board Secretary

Jeff Naser
Board Chairperson

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS
Regular Meeting
MINUTES
715 Pyle Drive, Kingsford, MI
December 17, 2015 - 4:00 p.m.

CALL TO ORDER/ROLL CALL:
John Nelson, Chairperson, called the meeting to order at 4:02 p.m. Mary Wendt, Board Secretary, conducted the roll call.

MEMBERS	Present	Excused Absent	Absent	MEMBERS	Present	Excused Absent	Absent
DeDie, William		X		Negro, Mari	*X		
Dehn, Janet	*X			Nelson, John	X		
Freeman, Peggy	X			Peretto, Patti	X		
Hofer, Millie	*X			Phillips, Patricia	X		
Luhtanen, Joan	X			Spence, Christine	**X		
Martin, Ann	X			Zevitz, Michael, Dr.	X		

*(video television conference from the Northpointe Menominee office)
**(phone)
REPRESENTING ADMINISTRATION: J. McCarty, B. Adrian, M. Wendt

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

PUBLIC COMMENTS - No public comments

APPROVAL OR AMEND AGENDA
Chair Nelson asked for a motion to approve the agenda.
ACTION: Moved to approve the agenda as presented.
Motion by: P. Freeman, supported by J. Luhtanen to approve the agenda.
Chair Nelson asked if there were any additions to the agenda. Jennifer McCarty stated she would like to add Ad Hoc Committee Report, a contract amendment from Michigan Department Health & Human Services (MDHHS) for fiscal year (FY) 2016, and Bellin Health Near-Site Services.
ACTION: Moved to approve the amended agenda.
Motion by: A. Martin, supported by J. Luhtanen to approve the amended agenda. **Motion carried unanimously.**

APPROVAL OF REGULAR BOARD MEETING MINTUES
Chair Nelson asked for a motion to approve the December 10, 2015 regular Board meeting minutes.
ACTION: Moved to approve the regular Board meeting minutes as presented.
Motion by: A. Martin, supported P. Phillips to approve the minutes. **Motion carried unanimously.**

PRESENTATION - No presentation

ACTION ITEMS
a) Check Disbursement Report-October 2015
ACTION: A motion was made by J. Luhtanen, supported by P. Freeman to approve the check disbursement report. **Motion carried unanimously.**
b) Financial Statement-October 2015
ACTION: A motion was made by J. Luhtanen, supported by P. Phillips to approve the financial statement. **Motion carried unanimously.**
c) Contracts-December 10, 2015
ACTION: A motion was made by J. Luhtanen, supported by A. Martin to approve the contracts. **Motion carried unanimously.**

Jennifer McCarty conducted New Business as follows:

NEW BUSINESS (Discussion only)

- **Finance**
  a) Check Disbursement-November 2015
  Bill Adrian reviewed the following check per Board member request: #76270-practioner services. Consensus of the Board is that this item will move forward to the next meeting for approval.
  b) Financial Statement-October 2015
  Miscellaneous questions were addressed by Bill Adrian. Consensus of the Board is that this item will move forward to the next meeting for approval.
  c) Back-Up System for Computer System-Purchase Proposal
  The proposal to purchase a computer system back-up was reviewed by Bill Adrian. Janet Dehn asked if this system would back up to a "cloud" and what ownership does Northpointe have of their data/ information once it is in the "cloud". Discussion ensued and miscellaneous questions were addressed by Mr. Adrian. Mr. Adrian stated that he will provide clarification regarding the information/data that is backed up to the "cloud". Consensus of the Board is that this item will move forward to the next meeting for approval pending further clarification regarding the information/data that is backed up to the "cloud".
  d) Contract Amendment from MDHHS for FY2016
  Jennifer McCarty highlighted the changes to the MDHHS contract amendment for FY2016. The contract amendment is due by January 1, 2016 to MDHHS. Discussion ensued and miscellaneous questions were addressed by Ms. McCarty.
  ACTION: A motion was made by J. Luhtanen, supported by P. Freeman to move this issue to an action item.
  ROLL CALL VOTE:

MEMBERS	YES	NO	MEMBERS	YES	NO
DeDie, William			Negro, Mari	X	
Dehn, Janet	X		Nelson, John	X	
Freeman, Peggy	X		Peretto, Patti	X	
Hofer, Millie	X		Phillips, Patricia	X	
Luhtanen, Joan	X		Spence, Christine	X	
Martin, Ann	X		Zevitz, Michael, Dr.	X	

  Motion carried unanimously.
  ACTION: A motion was made by A. Martin, supported by P. Phillips to approve the MDHHS contract amendment for FY2016. No discussion.
  ROLL CALL VOTE:

MEMBERS	YES	NO	MEMBERS	YES	NO
DeDie, William			Negro, Mari	X	
Dehn, Janet	X		Nelson, John	X	
Freeman, Peggy	X		Peretto, Patti	X	
Hofer, Millie	X		Phillips, Patricia	X	
Luhtanen, Joan	X		Spence, Christine	X	
Martin, Ann	X		Zevitz, Michael, Dr.	X	

  Motion carried unanimously.
- **New Board Member Orientation Sample-Draft**
  A draft of a general meeting template was provided and review by Jennifer McCarty. The template will be used for new Board members so they feel better prepared to participate in meetings. Discussion ensued and input was provided for a change to #V-Approve or Amend Agenda: need a motion to support the approval of the agenda or motion to support amended agenda. Consensus of the Board is that this item will move forward to the next meeting for approval with the changes provided.
- **Board By-Laws**
  The recommended changes to the Board By-Laws were reviewed by Jennifer McCarty. Consensus of the Board is that this item will move forward to the next meeting for approval.

- **Board Policies**
  There were no changes made to the Board Policies. Consensus of the Board is that this item will move forward to the next meeting for approval.
- **CEO Report**
  There was no verbal CEO update provided.
- **Bellin Health Near-Site Services**
  Jennifer McCarty reviewed a power pointe presentation proposal from Associated Financial Group. This proposal is for near-site services at Bellin Health in Dickinson and Menominee Counties for Northpointe employees who take Northpointe health insurance. At this point in time this would not be an option for Iron County as there are no Bellin providers in this area. Northpointe is looking at different ways to help consider the cost of healthcare for the agency; not only on the agency side but also on the employee side. This proposal is to utilize a clinic near Northpointe for employees to attend, i.e., for healthcare services, preventative care, etc. A lengthy discussion ensued regarding this proposal and miscellaneous questions were addressed by Ms. McCarty. Consensus of the Board is that further information and clarification should be provided on this issue for further discussion.

John Nelson, Chairperson, assumed the Chairperson position.

MISCELLANEOUS BOARD/COMMITTEE REPORTS

- John Nelson stated that NorthCare does not record their meetings so he cannot get verbatim what they had to say about the Northpointe Board. Mari Negro asked that since NorthCare does not record their meetings is there a possibility that Northpointe could video record the meeting? Jennifer McCarty stated the Northpointe video-tele conferencing equipment does not have the capability of recording. Discussion ensued. Ms. Negro stated the Northpointe representatives on the NorthCare Board have the opportunity to request that NorthCare begin recording their meetings.
- Ad Hoc Committee Report
  An Ad Hoc Committee report, from the December 16, 2015 meeting, was provided and reviewed by Jennifer McCarty. The FSLA proposed changes, staff retention, and future planning were discussed. There are no formal recommendations for full Board by the Ad Hoc Committee at this time as more information needs to be gathered. The Ad Hoc committee will schedule a meeting when additional information has been gathered.

PUBLIC COMMENTS

- Christy Harvey, Northpointe Care Manager, stated that she is glad that different cost savings for staff are being looked at and loves her job. Ms. Harvey voiced her concerns regarding the longer she works at Northpointe the further behind she seems to be getting, i.e., higher health insurance costs, no cost of living raise, larger caseloads and stated she is also speaking on behalf of some of her co-workers as they feel the same way.
- Kathy Johnson, Northpointe Care Manager, stated that she supports what Ms. Harvey provided and reiterated Ms. Harvey's concerns.

BOARD COMMENT

- Mari Negro stated she thanked the two employees that stepped up to discuss what was bothering them and appreciated this.
- Joan Luhtanen stated that the Great Lakes fall conference in September 2016 will be held at Pine Mountain Lodge in Iron Mountain. Ms. Luhtanen also wished everyone a Merry Christmas from her and her son.
- Millie Hofer provided her written report from the Fall Conference in Traverse City and stated that if anyone would like further information from the conference to contact her.
- John Nelson stated he appreciated Pat Phillips and Mari Negro stepping up to be on the Ad Hoc Committee. Ms. Nelson also wished everyone a Merry Christmas and Happy Hanukah.

ADJOURN

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

Meeting adjourned at 5:20 p.m. The next regular Board meeting is scheduled for Thursday, January 14, 2016 in Kingsford, Michigan at 4:00 p.m.

_____
John Nelson, Chairperson

_____
Mari Negro, Secretary

_____
Mary Wendt, Board Secretary

Library Board Minutes December 15, 2015 Approved: 1/19/16

K. McNeely called the regular meeting of the Menominee County Library Board to order at 11:05 AM on Tuesday, December 15, 2015.

Roll call was taken and present M. Fagan, J. Freis, K. McNeely, and C. Peterson, Commissioner Larry Schei. Excused: J. Bejgrowicz

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

Public Participation: No public participation at this time.

C. Peterson moved to approve the minutes from the November 17, 2015 meeting. Seconded by J. Freis, motion carried.

C. Peterson moved to approve the November financial report. Seconded by M. Fagan, motion carried.

C. Peterson moved to pay the December bills. Seconded by M. Fagan, motion carried.

Director's Report

A. The circulation stat comparisons for November are in your packets. Note; the library was closed for 3 holidays and Hermansville was closed due to building staff training.

B. The Annual Library report was filed by Pat with the Library of Michigan – Copies are available for review and on the Library of Michigan Website. This report was discussed with highlights about where we stand compared to other libraries in our service class/size.

C. Give-A-Kid-A-Book program in conjunction with the Spies Public Library in Menominee was successful we had both books and cash donated for the year around program.

D. Tax forms and instructions were ordered – not sure what we will get but we will make it work.

E. MelCat is back on line and working fine, we have caught up with our inter-loan back up.

F. I had some intermitted trouble with my emails and receiving the financial reports from the county which is why they are in your packets and were not mailed. This situation seems to be "resolved".

G. Hermansville computer was installed this morning and I have asked the tech support to look at automation options for handing checkouts on the bookmobile. This machine was purchased by the Friends of the Library.

H. Bookmobile had the oil changed in the generator and the door latch fixed.

I. Friends of the Library Fall/Winter Newsletter is available.

Old Business:

A. Candidates for Bookmobile Assistant Position were interviewed; Jennifer Hirn has accepted the position. Her start date is 12/28/15.

New Business:

A. Sally Harris the Outreach Coordinator is retiring 1/15/16 – Library Board with coordinate with the Friends group for a reception. On January 21, 2016 from 3-5 at the library

B. Library Phone billing issues re AT&T continue (County change in long distance carriers) continue to crop up. Amanda is following up as needed.

C. Motion to approve 2016 Holiday schedule by C. Peterson; seconded by J. Freis, motion carried.

D. 2% staff raise by County was reviewed. Library Board wrote a letter to remind county that this increase includes library staff and is in the library budget.

Other Board Concerns: C. Peterson's term expires December 31, (last of the terms expiring on old system.) Board voted to send a letter of recommendation to the County for reappointment. Motion by J. Freis; seconded by M. Fagan motion carried.

Public Participation:

As there was no further business, J. Freis moved to adjourn the meeting. Seconded by M. Fagen, motion carried. The meeting adjourned at 11:28 AM.

Agenda Item #2

Public Health
Delta & Menominee Counties

Board of Health
AGENDA

November 4, 2015
4:30p.m. (CST), 5:30p.m. (EST)
Pinecrest Medical Care Facility
Powers, MI

Board Members:

Bob Burie	Jan Hafeman	Larry Schei
Patrick Johnson	Mary Harrington	Tom Trudgeon

Public Health Staff:

Mike Snyder, Health Officer/Administrator
Dr. Terry Frankovich, Medical Director
Kim Gustafson, Executive Assistant
Lynn Woelffer, Director of Finance
Kristi Steger, Health Educator

1) **Call to Order/Roll Call**
2) **Approval of Agenda**
3) **Approval of September 16, 2015 Board of Health Meeting Minutes**
4) **Public Comment on Agenda Items (five minutes maximum)**
5) **Educational Session: City of Menominee Community Gardens –Kristi Steger**
6) **Finance Committee**
    a. **End of FY2015 Report**
    b. **American Express Statements**
7) **PHDM and MERS**
8) **Review and Approval of September Check Register**
9) **Medical Director's Report**
10) **Health Officer's Report**
11) **Public Comment (three minutes maximum)**
12) **Board Member Comments**
13) **Adjournment**

2468

Public Health
Delta & Menominee Counties

Board of Health Meeting

Pinecrest Medical Care Facility
Powers, MI

Meeting Minutes
Wednesday, November 4, 2015

Board Members Present

Bob Burie	Jan Hafeman	Mary Harrington
Patrick Johnson	Larry Schei	Tom Trudgeon

Public Health Staff

Mike Snyder, Health Officer/ Administrator
Dr. Terry Frankovich, Medical Director
Kim Gustafson, Executive Assistant
Lynn Woelffer, Director of Finance
Kristi Steger, Health Educator

1. Call to Order/Roll Call

The regular monthly meeting of the Delta-Menominee District Board of Health (BOH) was held on November 4, 2015. The meeting was called to order at 4:30 p.m. CST by Chairman Trudgeon. Roll call was taken by the Executive Assistant, and is recorded above. Mr. Johnson was excused from the meeting at 5:30 CST.

2. Approval of Agenda

Ms. Hafeman moved to approve the November 4, 2015 agenda as presented. Motion was supported by Ms. Harrington and carried.

3. Approval of Minutes

Ms. Hafeman moved the minutes from September 16, 2015, be approved. Motion was supported by Mr. Burie and carried.

4. Public Comment

There was no public comment.

5. Educational Session: City of Menominee Community Gardens – Kristi Steger

Ms. Steger reported the community garden idea originated at a Menominee County Healthy Communities Coalition meeting. PHDM applied for a grant through the WISEWOMAN program to create a garden within the City of Menominee and received $2,000. The Garden will benefit WISEWOMAN participants and residents of Menominee. The garden is located in the vacant lot between 6th and 7th Streets, by Mr. McGregor's Nursery. Progress on the garden so far includes:

A water main and curb stop have been installed by the City of Menominee.
Mulch was donated from the City of Menominee.
Raised garden beds were constructed by volunteers.
There are currently 12 raised beds, with hopes of expanding in the spring.

Other grant opportunities are being pursued to help expand the garden.

6. Finance Committee

a) End of FY2015 Report

Chairman Trudgeon briefed the BOH on the End of FY2015 Report. Questions were answered by Ms. Woelffer.

Ms. Hafeman moved the End of FY2015 Report be accepted. Motion was supported by Ms. Harrington and carried.

b) American Express Statements

Ms. Hafeman reviewed the American Express Statements with the BOH.

7. PHDM and MERS

Mr. Snyder attended the Municipal Employees Retirement System (MERS) conference in October. He reported 72 counties in Michigan participate in MERS, which includes over 100,000 individuals, and over $9 billion in combined total assets. PHDM became a member in 1968 and has two defined benefit divisions with 94 total participants. MERS recently completed an experience study for the defined benefit plans. Based on this study, the MERS Board has adopted some changes to the assumptions used in completing the annual actuarial. These changes include:

- A decrease in the assumed investment rate of return from 8.0% to 7.75%.
- An increase in the life expectancy of participants.
- Five year smoothing instead of the 10 year.
- A decrease in the base wage adjustment from 4.0% to 3.75%.

These assumptions will be used to MERS in the 2015 Actuarial, which PHDM will receive in June 2016.

8. Review and Approval of September Check Register

The BOH reviewed the September check register. Questions were answered by Mr. Snyder and Ms. Woelffer.

Mr. Schei moved the September check register be approved. Motion was supported by Ms. Hafeman and carried.

9. Medical Director's Report

Dr. Frankovich provided a summary of the latest report from the World Health Organization (WHO) on the proven increased cancer risk associated with ingestion of processed meats and the probable increased cancer risk associate with red meat in general. Colorectal cancer is the primary cancer type associated but others, including pancreatic, have also been linked. Poultry was not mentioned as a risk. The data supports moderation as risk appears to rise with increased consumption.
Flu season is currently designated as "sporadic" in Michigan and most of the country with no lab-proven cases reported in the UP at this time. Dr. Frankovich reports the flu vaccine is a better match to circulating flu viruses this year and so should provide better protection.
The Ebola epidemic is winding down with ongoing cases only in Guinea at this time. A vaccine trial has been underway in Sierre Leone but no data on efficacy is available yet.
The U.P. has had 22 cases of pertussis (whooping cough) reported; which is more than in the previous two years. A memo is going out to local physicians to encourage them to consider pertussis when seeing their patients with persistent cough and to make sure their patients are fully vaccinated, especially pregnant women. Infants under 2 months cannot be vaccinated and are at highest risk of death from pertussis. Vaccinating their mothers while pregnant provides the infants with some temporary immunity at birth.

10. Health Officer's Report

- Mr. Snyder updated the BOH on the flu clinics that have been held in Delta and Menominee Counties. Over 1,000 flu vaccines have been administered so far.

- PHDM received a Health Innovation Grant to promote and expand the National Diabetes Prevention Program.
- PHDM has also received another Partners In Community Health (PICH) grant from the Sault Tribe.
- PHDM's Registered Dietician/Community Health Promotion (CHP) Director has resigned. Mr. Snyder is currently overseeing CHP, but is researching other options at filling this position.
- PHDM is currently looking for two special part-time RN's and are having a difficult time filling these positions.
- All the older vehicles placed up for bid have been sold.
- Mr. Snyder received notice that Consumers Mutual Insurance will be going out of business. PHDM will need to look at other insurance options.
- The Michigan Community Delta Clinic (MCDC) reports they have seen 881 new patients, with a combined total of 1,654 office visits, since they opened in March 2015.

11. Public Comment (three minutes maximum)

No public comment.

12. Board Member Comments

- Mr. Schei thanked the PHDM staff for being on top of the budgets and doing such a good job.

13. Adjournment

There being no further business, Mr. Burie made a motion the meeting be adjourned at 6:23 p.m. CST. Motion was supported by Ms. Harrington and carried.

Thomas L. Pudlejon 12-15-2015
Chairperson

:kg

Agenda Item #2

Public Health
Delta & Menominee Counties

Board of Health
AGENDA

December 16, 2015
4:30p.m. (CST), 5:30p.m. (EST)
Pinecrest Medical Care Facility
Powers, MI

Board Members:

Bob Burie	Jan Hafeman	Larry Schei
Patrick Johnson	Mary Harrington	Tom Trudgeon

Public Health Staff:

Mike Snyder, Health Officer/Administrator
Dr. Terry Frankovich, Medical Director
Kim Gustafson, Executive Assistant

1) **Call to Order/Roll Call**
2) **Approval of Agenda**
3) **Approval of November 4, 2015 Board of Health Meeting Minutes**
4) **Public Comment on Agenda Items (five minutes maximum)**
5) **Personnel Committee**
    a. **Employee Health Insurance – P.A. 152**
    b. **Non-Union Wage Adjustment**
    c. **Wage Range Adjustments**
    d. **Wellness Stipend**
6) **MERS Quarterly Statement**
7) **Temporary Food Fee Proposal**
8) **Delta County Office Housekeeping Contract**
9) **Review and Approval of October and November Check Registers**
10) **Medical Director's Report**
11) **Health Officer's Report**
12) **Public Comment (three minutes maximum)**
13) **Board Member Comments**
14) **Adjournment**

Public Health
Delta & Menominee Counties

Board of Health Meeting

Pinecrest Medical Care Facility
Powers, MI

Meeting Minutes
Wednesday, December 16, 2015

Board Members Present

Bob Burie	Jan Hafeman	Mary Harrington
Patrick Johnson	Larry Schei	Tom Trudgeon

Public Health Staff

Mike Snyder, Health Officer/ Administrator
Dr. Terry Frankovich, Medical Director
Kim Gustafson, Executive Assistant

1. Call to Order/Roll Call

The regular monthly meeting of the Delta-Menominee District Board of Health (BOH) was held on December 16, 2015. The meeting was called to order at 4:30 p.m. CST by Chairman Trudgeon. Roll call was taken by the Executive Assistant, and is recorded above.

2. Approval of Agenda

Ms. Hafeman moved to approve the December 16, 2015 agenda as presented. Motion was supported by Ms. Harrington and carried.

3. Approval of Minutes

Ms. Hafeman moved the minutes from November 4, 2015, be approved. Motion was supported by Mr. Johnson and carried.

4. Public Comment

There was no public comment.

5. Personnel Committee

a. Employee Health Insurance – P.A. 152

Mr. Snyder informed the BOH on the upcoming changes in the Employee Health Insurance and the options for complying with P.A. 152. The Personnel Committee recommends the Aggregated Hardcap option be adopted in order to remain consistent with what the BOH have approved in the past.

Ms. Harrington moved the Aggregated Hardcap option for the Employee Health Insurance, be approved. Motion was supported by Mr. Johnson and carried. A roll call vote was taken by the Executive Assistant and is recorded as follows:

Bob Burie – Yes
Jan Hafeman – Yes
Tom Trudgeon – Yes
Mary Harrington – Yes
Patrick Johnson – Yes
Larry Schei – Yes

b. Non-Union Wage Adjustment

Mr. Snyder briefed the BOH on the current wage adjustments for Union and Non-Union employees. The Personnel Committee recommended a 2% wage increase for non-union employees.

Mr. Schei moved a 2% increase to the Non-Union Wage Adjustment effective January 1, 2016, be approved. Motion was supported by Ms. Harrington and carried. A roll call vote was taken by the Executive Assistant and is recorded as follows:

Bob Burie – No
Jan Hafeman – Yes
Tom Trudgeon – Yes
Mary Harrington – Yes
Patrick Johnson – Yes
Larry Schei - Yes

c. Wage Range Adjustments

Mr. Snyder informed the BOH the Director of Nursing at PHDM has capped out on the wage range for that position. Mr. Snyder recommended adjusting the range to $50,000 to $65,000.

Ms. Harrington moved the Wage Range for the Director of Nursing position be adjusted to $50,000 to $65,000. Motion was supported by Mr. Schei and carried. A roll call vote was taken and is recorded as follows:

Bob Burie – Yes
Larry Schei – Yes
Patrick Johnson – Yes
Mary Harrington – Yes
Tom Trudgeon – Yes
Jan Hafeman – Yes

Mr. Schei and Ms. Harrington briefed the BOH on the Health Officer wage/salary and what it took for Mr. Snyder to obtain the required credentials to become a fully qualified Health Officer. The Personnel Committee recommended the wage/salary for the Health Officer be increased to $83,500.

Mr. Schei moved the Health Officer wage/salary be increased to $83,500, effective January 1, 2016, without the 2% wage adjustment, be approved. Motion was supported by Ms. Harrington. A roll call vote was taken by the Executive Assistant and is recorded as follows:

Larry Schei – Yes
Patrick Johnson – No
Mary Harrington – No
Tom Trudgeon – No
Jan Hafeman – No
Bob Burie – Yes

Motion fails on a 2-4 vote.

Ms. Harrington moved the Health Officer wage/salary be increased to $84,500, effective January 1, 2016, without the 2% adjustment, be approved. Motion was not supported.

Chairman Trudgeon moved the Health Officer wage/salary be increased to $84,000, effective January 1, 2016, without the 2% adjustment, be approved. Motion was supported by Mr. Johnson. A roll call vote was taken by the Executive Assistant and is recorded as follows:

Tom Trudgeon – Yes
Patrick Johnson – Yes
Bob Burie – No
Jan Hafeman – Yes
Larry Schei – Yes
Mary Harrington - Yes

Motion carried on a 5 -1 vote.

d. Wellness Stipend

Mr. Snyder informed the BOH that there are currently 19 PHDM employees that take advantage of the Wellness Stipend. The Personnel Committee recommended the $20 Wellness Stipend continues for 2016.

Ms. Harrington moved to continue the Wellness Stipend of $20 each month, be approved. Motion was supported by Mr. Schei and carried. A roll call vote was taken by the Executive Assistant and is recorded as follows:

Mary Harrington – Yes
Larry Schei – Yes
Patrick Johnson – Yes
Tom Trudgeon – Yes
Jan Hafeman – Yes
Bob Burie - Yes

6. MERS Quarterly Statement

Chairman Trudgeon moved the MERS Quarterly Statement be acknowledged and placed on file. Motion was supported by Ms. Hafeman and carried.

7. Temporary Food Fee Proposal

Mr. Snyder educated the BOH regarding a new law that has been recently passed regarding low-risk, temporary food licenses. Individuals/groups that want to provide low-risk foods would be allowed to have an in-office consultation instead of the health department doing an on-site inspection. The U.P. Environmental Health Directors agreed to propose the same fee of $25 to their BOH's for the in-office consultations/licenses.

Ms. Harrington moved the Temporary Food Fee Proposal, be approved. Motion was supported by Mr. Johnson and carried.

8. Delta County Housekeeping Contract

SCI Cleaning Maintenance has been providing house cleaning services at PHDM (Delta County office) since November 1, 2013. The new contract price for 2016 remains the same as previous years.

Mr. Johnson moved the SCI Cleaning Maintenance contract, be approved. Motion was supported by Ms. Hafeman and carried.

9. Review and Approval of October and November Check Registers

The BOH reviewed the October and November check registers. Questions were answered by Mr. Snyder.

Chairman Trudgeon moved the October and November check registers be approved. Motion was supported by Ms. Hafeman and carried.

10. Medical Director's Report

Dr. Frankovich informed the BOH the flu is still sporadic and the U.P. is not seeing very much; February is usually the peak time. The vaccine appears to be a good match to the flu strain that is circulating nationally right now.
There have been several recent chicken pox outbreaks downstate with some children hospitalized. The outbreaks are due to inadequate vaccination levels. The vaccination itself has been highly effective in reducing disease. Legislation is being proposed to override the recent vaccination waiver policy changes at the state level requiring parents to receive education about vaccination before waiving them for their children. This clearly would undermine good public health practice and increase risk for members of our community.
PHDM and all U.P. health departments will be receiving some new funding for suicide prevention through a grant to Dial Help from the Superior Health Foundation. Dial Help, based out of Houghton, offers over the phone and on-line case management or intervention services for suicidal or "in crisis" individuals. Local public health will provide the "boots on the ground" to work on building local suicide prevention coalitions and increasing awareness utilizing health educators. Three U.P. counties have the highest suicide rates in the state.

11. Health Officer's Report

- Mr. Snyder informed the BOH that PHDM will no longer be contracting their Emergency Preparedness Coordinator, Dayna Kapp, with LMAS as of March 2, 2016.
- Mr. Snyder wished the BOH Happy Holidays and looks forward to seeing them all back in 2016.

12. Public Comment (three minutes maximum)

No public comment.

13. Board Member Comments

- Ms. Harrington wished everybody Merry Christmas.

14. Adjournment

There being no further business, Ms. Hafeman made a motion the meeting be adjourned at 5:58 p.m. CST. Motion was supported by Mr. Burie and carried.

Thomas R. Pendergrass 1-20-16
Chairperson

:kg Approved January 20, 2016