

## MENOMINEE COUNTY BOARD OF COMMISSIONERS

Menominee County Courthouse  
839 10<sup>th</sup> 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 ~ October 27, 2015 @ 6:00 p.m. CDT**  
At Harris Township Hall  
W905 US-2/41, Wilson, MI 49896

### AGENDA

- A. Call to Order
  - B. Pledge of Allegiance
  - C. Roll Call
  - D. Approval of the Agenda
  - E. Approval of Previous Minutes  
October 13, 2015 – CB Meeting
  - F. Public Comment (*Statements, not debate, limited to 5 minutes per person on agenda items only*)
  - G. Presentations (*limited to twenty minutes*)
  - H. Department Head/Elected Officials Reports (*limited to ten minutes*)
  - I. Action Items
1. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve the Twin County Airport Manager position description as recommended by the Airport Committee.
  2. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve Twin County Airport Maintenance/Lineman position description as recommended by the Airport Committee.
  3. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve the DMG recommendation as approved by the Personnel Committee for the Accounting & Finance Administrator/Office Coordinator position in the office of the County Treasurer as a pay grade 9.
  4. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve the DMG recommendation as approved by the Personnel Committee for the Tax/Foreclosure and Principal Residence Exemption Specialist/Office Manager position in the office of the County Treasurer as a pay grade 9.
  5. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ 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
  6. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve a quote from BS&A Software in the amount of \$86,445 for software applications within the courthouse and a quote from UES Computers in the amount of \$18,090 for a new server to be used for the addition of the BS&A software change over. (Total \$104,535). With a possibility of additional funds needed for cash receipting hardware.

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

7. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve the Menominee County General Appropriations Act - 2015/16 as amended.
8. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve invoice #3WFP – 008 in the amount of \$49,078.83 be paid to the M.C. Road Commission for work done within the 3-way road project for Menominee Township.
9. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve invoice #3WFP – 009 in the amount of \$14,802.54 be paid to the M.C. Road Commission for work done within the 3-way road project for Gourley Township.
10. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve invoice #3WFP – 010 in the amount of \$19,667.10 be paid to the M.C. Road Commission for work done within the 3-way road project for Daggett Township.
11. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to rescind the Twin County Airport work rules/policies as approved on 7.17.2012. Airport employees will now fall under the Menominee County Personnel Manual.
12. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve the 2015 Menominee County Apportionment report as submitted by Equalization Director, Peggy Schroud.
13. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve commissioner per diems as recently submitted.
14. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve miscellaneous bills as paid on September 23, 24, 28, 30 & Oct. 8, 2015 in the combined amount of \$347,838.92.
15. Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ to place miscellaneous boards/committees/commission reports on file in the office of the County Clerk.

J. New Business (discussion only)

1. Personnel Items:
  - a. Building Code Services Contract
2. Building and Grounds/Park Items:
  - a. None
3. Miscellaneous Items:
  - a. Menominee County Bylaw changes
4. Finance Items:
  - a. Commissioner Per Diems and expenses
  - b. Miscellaneous bills as paid on October 12, 20, & 21, 2015 in the combined amount of \$99,662.16

K. Misc. Boards/Committees/Commissions Reports

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

M. Commissioner Comment

N. Adjourn

October 13, 2015

UNAPPROVED

Proceedings of a Regular Meeting of the Board of Commissioners in and for the County of Menominee and the State of Michigan were held at the Harris Township Hall, Wilson, 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, Hafeman, Lang, Meintz, Nelson, Piche, Schei and Williams.

**Absent:** Com. Furlong (excused).

Moved by Com. Hafeman, seconded by Com. Williams to approve the agenda.

Moved by Com. Meintz, seconded by Com. Nelson to amend the agenda and add under New Business, Miscellaneous Items, B: Discussion of the BS&A Software. Motion was approved 8-0.

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

Com. Hafeman stated that there are a couple of typos in the minutes from September 22, 2015 Regular County Board meeting. In addition under New Business, Miscellaneous Items, C. She would like it added that Brian stated the reason for the Hazardous Waste Collection bill was higher than the bid amount and budgeted amount. This happened because the cost was based on price per pound and we exceeded the expected amount of waste we were going to collect.

Moved by Com. Nelson, seconded by Com. Hafeman to amend the Regular County Board minutes from September 22, 2015 by correcting the typos and adding the previously referenced information. Motion was approved 8-0.

Moved by Com. Hafeman, seconded by Com. Nelson to approve the amended minutes from the September 22, 2015 Regular County Board Meeting. Motion was approved 8-0.

Moved by Com. Hafeman, seconded by Com. Cech to approve the minutes from the September 22, 2015 Closed Session. Motion was approved 8-0.

**Public Comment:** None.

**Presentations:** None.

**Department Head/Elected Officials Reports:**

- Brian Bousley – County Administrator – Brian updated the board on the work Abilita is doing to reduce our AT&T bill. Jim Mekash is working on a second quote for replacing the courthouse windows. Jim is also working on the chiller replacement and replacing the roof on the boiler house. Brian met with CUPPAD and a couple other counties regarding GIS. The Vestibule project is waiting on the mechanical engineers regarding the fire suppression system. We will be going out for bids in the next 2 weeks. We are also working on the server update which is in the budget.

**Action Items:**

Moved by Com. Hafeman, seconded by Com. Cech to approve the E 9-1-1 ~ General Schedule #34 (retention and disposal schedule) – For local 9-1-1 Call Centers. Motion was approved 8-0.

Moved by Com. Schei, seconded by Com. Williams to approve Twin County Airport Committee ~ Bylaws, Rules & Charter as submitted. Motion was approved 8-0.

Moved by Com. Schei, seconded by Com. Nelson to approve Twin County Airport ~ Minimum Standards as submitted. Discussion ensued over a few possible typos. If the board decided to change any wording it would need to bring this back for approval at the next meeting. Com. Lang commented that we can approve this version tonight and amend it later if needed. Motion was approved 8-0.

Moved by Com. Hafeman, seconded by Com. Nelson to approve the agreement between the Menominee County Board of Commissioners and the Menominee County Sheriff-Supervisory Unit (Sergeants & Lieutenants) and Teamsters Local Union No. 406, effective October 1, 2015 through September 30, 2018. Motion was approved 8-0.

Moved by Com. Hafeman, seconded by Com. Williams to approve commissioners per diem as recently submitted. Motion was approved 8-0.

Moved by Com. Hafeman, seconded by Com. Cech to approve miscellaneous bills as paid on August 27 & 28, 2015 in the combined amount of \$182,891.21. Motion was approved 8-0.

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

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

### **Personnel Items:**

- a. None.

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

- a. None.

### **Miscellaneous Items:**

- a. General Appropriations Act ~ 2015/16 Budget Resolution change. – Brian Bousley explained that the county board approved the 2015/16 Act on 9.22.15. At that time there was a discussion of the “Treasurer” providing monthly, a report of actual vs budgetted revenues and expenses with trial balances. Brian further explained that the County Administrator is the person that can provide the reports to the board, not the County Treasurer. He recommends that the board approve this change on page 5 of the General Appropriations Act. The consensus of the board is to move this item forward to the next meeting for approval.
- b. BS&A Software – Brian explained that a meeting was held with the Administrator’s office, Clerk’s office, Treasurer’s office and BS&A in regards to switching software providers for General Ledger, Cash receipting, Payroll, AP, Budget etc. Currently we are using mutiple systems in the different offices that are not compatible with each other. Making a switch to all of these office using BS&A will make things more efficitent and less of a chance for errors. The quote that BS&A provided Brian with was \$86,445. This would include software, training and first year of maintenance. The consensus of the board is to move this item forward to the next meeting for approval.

### **Finance Items:**

- a. Three Way Road poject invoices – Menominee, Gourley and Daggett Townships. – The consensus of the board is to move this item forward to the next meeting for approval.
- b. 2015 Apportionment Report – Equalization. – Brian explained that the Equalization Director has submitted the 2015 Apportionment Report. Law states this has to be approved at a County Board Meeting prior to October 31. This may be revised at a later date due to Holmes and Meyer Townships having millage proposals on the November 3<sup>rd</sup> ballot. The consensus of the board is to move this item forward to the next meeting for approval.
- c. Elected Officials salaries for 2016. – Brian explained that the Personnel Committee with be meeting tomorrow moring to discuss this and make a recommendation to the board. Com. Nelson commented that he would like for Menominee County to set the salaries for the Elected Officials before the start of their term and have the set increase in place for the entire term rather then the board setting it every year. Com. Hafeman commented that she

would like it set up that way with annual 2% raises. Com. Nelson stated he wasn't sure if he agreed with that amount or not. Com. Nelson commented that the Finance Committee has already approved a 2% raise. The consensus of the board is to move this item forward to the next meeting for approval with a recommendation from the Personnel Committee.

- d. Commissioner Per Diems and expenses. - The consensus of the board is to move this item forward to the next meeting for approval.
- e. Miscellaneous bills as paid on September 23, 24, 28, 30 & October 8, 2015 in the combined amount of \$347,838.92. – Com. Meintz questioned the AT&T bill the Brian referenced earlier in the meeting. Brian explained he paid the bill even though they charged for services that they shouldn't have. Abilita is fighting this with them. Brian stated that he had to pay the bill so our services wouldn't be shut off, even though he didn't agree with the bill.

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

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

**Public Comment:**

- Greg Paulson – Commented that the board should not change the wording in the Twin County Airport Minimum Standards since this wording came from the FAA resolution.

**Commissioner Comment:**

- Com. Hafeman – Thanked Brian for clarifying the wording in the General Appropriations Act. She thanked Com. Schei for getting us back on track with the Weekly Administrator Reports. Hopefully the nice weather continues and she would like everyone to enjoy the nice applebars that she made after the meeting.
- Com. Schei – Commented on the very informative letter the board received from Equalization Director Peggy Schroud on assessing in Menominee county.
- Com. Nelson – Thanked everyone for coming to the north end of the county.
- Com. Lang – Commented about the last CAA meeting and the need for a member on that board to represent the low income segment of the community. He just wanted to mention it incase someone is interested.

Moved by Com. Nelson, seconded by Com. Schei to adjourn at 6:32 p.m. Motion was approved 8-0.

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Charlie Meintz, Chairman

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Marc Kleiman, County Clerk

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Twin County Airport ~ Manager &amp; Maintenance/Lineman position descriptions</b>
<b>DEPARTMENT:</b>	<b>Twin County Airport Committee</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>On 10.20.15 the Twin County Airport Committee discussed changing the position descriptions to reflect the changes within the Airport...due to Menominee County now owning it.</p>	
<b>RECOMMENDED MOTION</b>	
<p>To approve the Twin County Airport Manager position description as recommended by the Airport Committee. To approve Twin County Airport Maintenance/Lineman position description as recommended by the Airport Committee.</p>	

Submitted by:     **Brian Bousley**    

    **10/23/2015**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

Menominee County, Michigan  
Position Description

**Title:** Airport Manager  
**Department:** Twin County Airport  
**Reports to:** County Administrator  
**Date Adopted:** 10/27/2015

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### **Purpose of Position**

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

### **Essential Duties and Responsibilities**

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

- Adhere to responsibilities described in the MOOT Aeronautics Administrative Code R259.312
- Develop and implement administrative, environmental, maintenance and safety programs or as directed by the County Administrator and County Board.
- Perform the duties of accounts payable and receivable, financial and tax reporting, filing monthly invoicing, record, prepare checks for payment, and prepare routine correspondence an advice new media of pending committee meetings.
- Seek to obtain Local, State and Federal Grants for Airport Development Projects and each application to be approved by the County Board.
- Study and review policies and practices for compliance with State, Federal and Local laws and regulations.
- Check housekeeping and security practices for violations. Initiate proper steps to correct conditions not in accordance with health, safety and security practices and policies.
- Research special assignments, through appropriate sources, for pertinent information data. Organize, analyze and compile documented factual reports to keep the County Administrator and Committee Members apprised of matters dealing directly with the problem(s).
- Maintain FAA Standards for a general aviation airport
- Assist with resolving problems, determining, establishing and implementing policies, procedures and programs as directed by the Committee and County Board.

- Maintain and preserve an airport register book indicating arrivals and departures of aircraft, number of passengers and other relevant information required by the Committee and County Board. Retain records for a period of three years, or such period required by the Menominee County.
- Expeditiously and in a timely manner file NOTAMS (notice to airmen) with the proper Federal Agency designating any changes in airport condition.
- Promote utilization and expansion of the airport towards a goal of financial self-support.
- Develop recommendations for preparation of the annual budget and report status to the Committee on a monthly basis.
- Enforces and reports violations of Federal Air Regulations and Civil Laws. Any violations will be directed to County Administrator, Airport Committee and County Board.
- Appoints staff of Maintenance Linemen as "Designated Representatives" to act on his/her behalf, when the Airport Manager is unavailable through communication efforts.
- Supervises, directs and when necessary, operate equipment for the Buildings and Grounds, maintenance of the airport; inspect runways, taxiways, ramps and roads and assess operational conditions, inspect visual and nav-aids equipment and other airport related equipment and keep accurate records of appropriate maintenance.

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

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

ABLE TO TEST AND PASS THE CLASS A UNDERGROUND STORAGE TANK CERTIFICATION EXAM.

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

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

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

**Physical Requirements**

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

**Environmental Adaptability**

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

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

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Menominee County, Michigan  
Position Description

**Title:** Maintenance/Lineman  
**Department:** Twin County Airport  
**Reports to:** Airport Manager  
**Date Adopted:** 10/27/2015

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### **Purpose of Position**

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

### **Essential Duties and Responsibilities**

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

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

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

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

## **Environmental Adaptability**

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

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

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

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>County Treasurer DMG recommendations</b>
<b>DEPARTMENT:</b>	<b>Personnel Committee</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>The Personnel Committee discussed the DMG Re-classification of positions within the County Treasurer's office. The recommendation from MGT is one pay grade increase for two positions in the office.</p>	
<b>RECOMMENDED MOTION</b>	
<p>To approve the DMG recommendation as approved by the Personnel Committee for the Accounting &amp; Finance Administrator/Office Coordinator position in the office of the County Treasurer as a pay grade 9.</p> <p>To approve the DMG recommendation as approved by the Personnel Committee for the Tax/Foreclosure and Principal Residence Exemption Specialist/Office Manager position in the office of the County Treasurer as a pay grade 9.</p>	

Submitted by:     **Brian Bousley**    

    **10/23/2015**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

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



September 23, 2015

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

**Subject: CLASSIFICATION REQUESTS – DEPUTY TREASURER; ACCOUNTING & FINANCE ADMINISTRATOR / OFFICE COORDINATOR; TAX / FORECLOSURE AND PRINCIPAL RESIDENCE EXEMPTION SPECIALIST – OFFICE MANAGER**

**Dear Mr. Bousley:**

MGT of America, Inc. (MGT) has completed its analysis of the three positions in the County Treasurer's Department that the County requested we evaluate. This letter serves as the summary of our findings and recommendations. We evaluated the *Deputy Treasurer*, the *Accounting & Finance Administrator / Office Coordinator* and the *Tax / Foreclosure and Principal Residence Exemption Specialist / Office Manager* positions as defined in the Comprehensive Position Questionnaires provided to MGT in July 2015.

Our methodology included reviewing the documentation on proposed job duties, minimum qualifications, and required job knowledge, skills and abilities provided by the employees in their position questionnaires. We reviewed the job evaluation point totals of these three jobs in the Archer Matrix Point Factor Job Evaluation System. In our professional opinion, the *Deputy Treasurer* position information (CPQ) did not indicate that the position's duties, responsibilities, minimum experience, or educational requirements have changed enough to warrant a higher pay grade recommendation. The other two positions' CPQ information indicated that the duties and responsibilities of these positions have changed and warrant a higher pay grade.

The findings and classification recommendation for this position is:

**DEPARTMENT: TREASURER**

**POSITION: *Deputy Treasurer***

MGT analyzed the existing position, *Deputy Treasurer* in the Treasurer's Department and determined the proper pay grade placement. The duties, responsibilities, minimum qualifications, and physical and mental requirements assigned to this position have resulted in a recommended Pay Grade 6 based upon our objective analysis comparing the duties and responsibilities in the original job study placement to the information provided in the new CPQ.

**CLASSIFICATION RECOMMENDATION:**

<u>Title</u>	<u>Pay Grade</u>
<b>Deputy Treasurer</b>	<b>6</b>

DEPARTMENT: **TREASURER**

POSITION: **Accounting & Finance Administrator / Office Coordinator**  
**Tax / Foreclosure and Principal Residence Exemption Specialist / Office Manager**

MGT analyzed the two positions, **Accounting & Finance Administrator / Office Coordinator** and the **Tax / Foreclosure and Principal Residence Exemption Specialist / Office Manager**, in the Treasurer's Department and determined the proper pay grade placement. The duties, responsibilities, minimum qualifications, and physical and mental requirements assigned to this position have resulted in a recommended Pay Grade 9 based upon our objective analysis of the duties, responsibilities, minimum requirements, and skills, knowledge and abilities required of these positions.

**CLASSIFICATION RECOMMENDATION:**

<u>Title</u>	<u>Pay Grade</u>
<b>Accounting &amp; Finance Administrator / Office Coordinator</b>	<b>9</b>
<b>Tax / Foreclosure and Principal Residence Exemption Specialist / Office Manager</b>	<b>9</b>

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

Sincerely,



J. Mark Carpenter, Director  
MGT of America, Inc.

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Elected Officials Salaries</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>Discussion of the Elected Officials Salaries for 2016. Per state law, the salaries of each officer shall be fixed by the County Board by November 1 of each year.</p> <p>Discussion at the personnel committee was to bring the Sheriff's pay above the Undersheriff pay. By doing this there was a 3.25% increase.</p>	
<b>RECOMMENDED MOTION</b>	
<p>To approve the elected official salaries as recommended by the Personnel Committee, with a 3.25% increase beginning 1/1/2016.</p> <p style="text-align: center;">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</p>	

Submitted by:     **Brian Bousley**    

    **10/23/2015**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

Elected Official Salary proposed recommendation from the Personnel Committee

In order to have the Sheriff's salary higher than that of the Undersheriff the board could raise the Sheriff's salary to \$65,000 effective January 1, 2016. This would put him higher than the Undersheriff who will have a salary of \$64,897. This would be a raise of roughly 3.25%. To keep it fair for the other Elected Officials their salaries would need to be raised by 3.25% effective January 1, 2016.

- County Clerk - \$57,762 (+\$1,818)
- County Prosecutor - \$96,752 (+\$3,045)
- County Treasurer - \$54,876 (+\$1,727)
- County Sheriff - \$65,000 (+\$2,060)

This proposal would add \$3,335 to the current proposed FY 2015/2016 Budget.

This would fix the current situation that we are in. As long as the County Board continues to follow the raises that are given to the rest of the employees the Elected Officials will remain at a higher salary than those employees they supervise.

Elected Official	Current Pay	3.25% Increase - 1/1/2016
Clerk/ROD	\$55,944.00	\$57,762
Treasurer	\$53,149.00	\$54,876
Sheriff	\$62,940.00	\$65,000
Prosecuting Atty.	\$93,707.00	\$96,752
Board Chairman	\$4,500.00	\$4,646
Board Members	\$4,000.00	\$4,130
Drain Commissioner	\$500.00	\$516

**MENOMINEE COUNTY BOARD OF COMMISSIONERS  
AGENDA ITEM**

<b>SUBJECT:</b>	<b>BS&amp;A Software and server</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>The Executive committee and the county board discussed having one form of software throughout the courthouse. BS&amp;A has provided us with information on all software interacting with each other. Included is a quote for the software.</p>	
<b>RECOMMENDED MOTION</b>	
<p>To approve a quote from BS&amp;A Software in the amount of \$86,445 for software applications within the courthouse and a quote from UES Computers in the amount of \$18,090 for a new server to be used for the addition of the BS&amp;A software change over. (Total \$104,535). With a possibility of additional funds needed for cash receipting hardware.</p>	

Submitted by:     **Brian Bousley**    

    **10/23/2015**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

Proposal for Software and Services, Presented to...

Menominee County MI

October 8, 2015

Quoted by: Dan J. Burns, CPA



*Thank you for the opportunity to quote our software and services.*

*At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.*

*We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to **listen**. Delivering unparalleled customer service is the foundation of our company.*

BS&A Software  
14965 Abbey Lane Bath MI 48808  
(855) BSA-SOFT / fax (517) 641-8960  
bsasoftware.com

## Contents

*Please return all pages, retaining a copy for your records.*

Cost Summary; Totals.....	3, 4, 5
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## Attachments

*Please retain for your records.*

Hardware Requirements  
SQL Server Pricing



## Cost Summary

Application and Annual Service Fee prices based on an approximate SEV of \$965 Million. Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing.

Prices subject to change if the actual count is significantly different than the estimated count.

### Applications, Upgrade

Principal Residence Exemption Audit .NET	\$3,150
--	---------

### Applications, New Purchase

General Ledger .NET	\$5,540
Accounts Payable .NET	\$4,615
Cash Receipting .NET	\$4,615
Fixed Assets .NET	\$4,615
Payroll .NET	\$6,580
Human Resources .NET	\$5,540
Animal Licensing .NET	\$3,150
Subtotal	\$34,655

### Data Conversions/Database Setup

Convert existing Pontem data to BS&A format:

General Ledger (COA, Balances, Budget, Up to 10 Years Journal Transaction history)	\$2,770
Accounts Payable (Vendors, Up to 10 years invoices and check history)	\$2,310

Convert existing Sage FAS Gov 100 Asset Accounting data to BS&A format:

Fixed Assets (Position/status history, Positions, License types, Benefits)	\$2,310
--	---------

Convert existing Abra HMRS 9.2 data to BS&A format:

Payroll (Database setup, employee detail, YTD, up to 10 years check history)	\$4,935
Human Resources (Position/status history, Positions, License types, Benefits)	\$2,550

Database Setup:

Cash Receipting (Setup of Receipt Items/Tender Types)	\$1,275
---	---------

Subtotal	\$16,150
----------	----------

No data conversion to be performed for:

Animal Licensing

Questions? Please call Dan J. Burns, CPA at (855) 272-7638 or email [dburns@bsasoftware.com](mailto:dburns@bsasoftware.com)

Page 3 of 9

Prices good for a period of 90 days from date on quote.

Menominee County MI. Quoted October 8, 2015.

## Project Management and Implementation Planning

### Services include:

- Analyzing customer processes to ensure all critical components are addressed.
- Creating and managing the project schedule in accordance with the customer's existing processes and needs.
- Planning and scheduling training around any planned process changes included in the project plan.
- Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.
- Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.
- Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.
- Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).

**\$5,315**

## Implementation and Training

- \$850/day
- Days quoted are estimates; you are billed for actual days used

### Services include:

- Setting up users and user security rights for each application
- Performing final process and procedure review
- Configuring custom settings in each application to fit the needs of the customer
- Setting up application integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

Software Setup	Days: 1	<b>\$850</b>
PRE Audit .NET	Days: 1	<b>\$850</b>
General Ledger .NET	Days: 2	<b>\$1,700</b>
Accounts Payable .NET	Days: 2	<b>\$1,700</b>
Cash Receipting .NET	Days: 1	<b>\$850</b>
Fixed Assets .NET	Days: 1	<b>\$850</b>
Payroll .NET	Days: 7	<b>\$5,950</b>
Human Resources .NET	Days: 2	<b>\$1,700</b>
Animal Licensing .NET	Days: 1	<b>\$850</b>
	<b>Total: 18</b>	<b>Subtotal \$15,300</b>

## Cost Totals

*Not including Annual Service Fees*

Applications, Upgrade	\$3,150
Applications, New Purchase	\$34,655
Data Conversions	\$16,150
Project Management and Implementation Planning	\$5,315
Implementation and Training	\$15,300

---

**Total Proposed** **\$74,570**

**Travel Expenses** **\$11,875**

**Grand Total (with Travel Expenses)** **\$86,445**

**BS&A**  
SOFTWARE

## Payment Schedule

- 1<sup>st</sup> Payment: **\$21,465** to be invoiced upon execution of this agreement.  
2<sup>nd</sup> Payment: **\$37,805** to be invoiced at start of training.  
3<sup>rd</sup> Payment: **\$27,175** to be invoiced upon completion of training.

## Optional Item(s)

---

### Cash Receipting Hardware

		Quantity		Cost
Epson Series Receipt Printer*	\$750	x	_____ = \$_____	
Epson Series Receipt Printer* w/Check Scan	\$1,100	x	_____ = \$_____	
APG Cash Drawer**	\$250	x	_____ = \$_____	
Honeywell Hyperion 1300g Linear-Imaging Scanner	\$250	x	_____ = \$_____	
Credit Card Reader	\$75	x	_____ = \$_____	

**This will add \$\_\_\_\_\_ to the Total Proposed.**

*\*IMPORTANT. The receipt printer must be plugged into the USB port on one workstation (not your server). This printer is not to be shared with other workstations. If more than one workstation will be used for receipting, please consider purchasing more than one receipt printer. Ithaca receipt printers are not compatible with Vista or Windows 7. The Epson Series replaces the Ithaca brand and is fully compatible with those operating systems.*

*\*\*If using a previously-purchased receipt printer with the APG Cash Drawer, which brand will be used with the drawer?  
 \_\_\_Epson \_\_\_Ithaca \_\_\_Other (please specify)\_\_\_\_\_*

Please provide the number of cash drawers that will be hooked up to the printer \_\_\_\_\_

---

### Program Customization

BS&A strives to provide a flexible solution that can be tailored to each municipality's needs. However, in some cases, custom work may be required. Typical examples include:

- custom payment import/lock box import
- custom OCR scan-line
- custom journal export to an outside accounting system
- custom reports

If you require any custom work, please let us know so that we can better understand the scope of your request and include that in a separate proposal.

## Acceptance

### Signature constitutes...

1. An order for products and services as quoted  
*Quoted prices do not include Program Customization or training beyond the estimated number of days*
2. Agreement with the proposed Annual Service Fees
3. Acceptance of BS&A's hardware recommendations required to efficiently run the .NET applications

Signature

Date

BS&A

**BS&A PLEDGE.** We offer a one-year, risk-reversal pledge on our software. If, up to a year after installation, you are not happy with our software and service, you can return our software for a full refund.

### Returning Accepted Proposal to BS&A

*Please return the entire proposal, with signature/date (this page) and contact information (next page) filled out, by any of these methods:*

Mail: BS&A Software  
14965 Abbey Lane  
Bath, MI 48808

Fax: (517) 641-8960

Email: [dburns@bsasoftware.com](mailto:dburns@bsasoftware.com)

Once your proposal is received, a BS&A representative will contact you to begin the scheduling process.

Questions? Please call Dan J. Burns, CPA at (855) 272-7638 or email [dburns@bsasoftware.com](mailto:dburns@bsasoftware.com)

Page 8 of 9

**Prices good for a period of 90 days from date on quote.**

Menominee County MI. Quoted October 8, 2015.

## Contact Information

If any mailing addresses are PO Boxes, please also provide a Street Address for UPS/Overnight mail.

If additional contacts need to be submitted, please make a copy of this page.

### Key Contact for Implementation and Project Management

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone/Fax \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

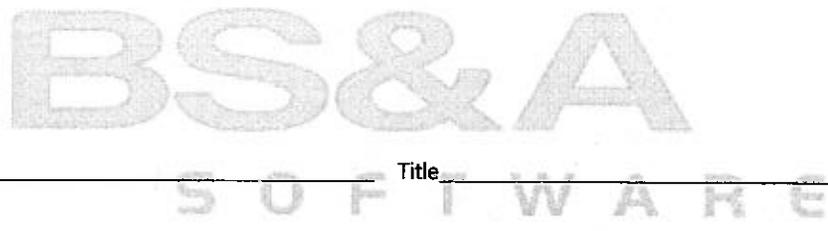
### IT Contact

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone/Fax \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_



# U.E.S. Computers

2035 Marinette Ave.  
www.uescomp.com  
Marinette, WI 54143-3864  
715-732-9103 Fax: 715-732-9107

Quote #:	31070
Quote Date:	4/1/2015
Page:	1
Customer #:	3304



Quoted To:  
Menominee Cnty Admin. Office  
839 10th Ave.  
Menominee, MI 49858-3000  
USA

Valid Through: 4/1/2015

Phone: 906-863-7779	Cust PO:	Terms: Net 30		
Reference: Server	Ship Via: UPS	Salesperson: SANDY		
Stock Code	Description	Quantity	Price	Extended
000051-M	Network Service Call / Michigan	30.00	70.00	2,100.00
SL/GOV-SVR12CAL	Government Microsoft Windows Server 2012 Client Access License	100.00	26.90	2,690.00
SL/GOV-SVR2012DC2	Government Microsoft Windows Server 2012 Data Center, (2) CPU, Open Licensing	1.00	3,550.00	3,550.00
XXX	PowerEdge R730 Server	1.00	9,750.00	9,750.00

Equote1021479285947

**PowerEdge R730 Server Specs**

Chassis with up to 16, 2.5" Hard Drives  
Intel® Xeon® E5-2650 v3 2.3GHz,25M Cache,9.60GT/s QPI,Turbo,HT,10C/20T (105W) Max Mem 2133MHz  
Upgrade to Two Intel® Xeon® E5-2650 v3 2.3GHz,25M Cache,9.60GT/s QPI,Turbo,HT,10C/20T (105W)  
(6) 16GB RDIMM, 2133MT/s, Dual Rank, x4 Data Width  
No Operating System  
RAID 5 for H330/H730/H730P (3-16 HDDs or SSDs)  
PERC H730 RAID Controller, 1GB NV Cache  
(8) 1TB 7.2K RPM NLSAS 6Gbps 2.5in Hot-plug Hard Drive  
Broadcom 5720 QP 1Gb Network Daughter Card  
Risers with up to 3, x8 PCIe Slots + 1, x16 PCIe Slots  
Dual, Hot-plug, Redundant Power Supply (1+1), 750W  
(2) NEMA 5-15P to C13 Wall Plug, 125 Volt, 15 AMP, 10 Feet (3m), Power Cord, North America  
ReadyRails™ Sliding Rails Without Cable Management Arm  
Internal Optical Drive  
DVD ROM, SATA, Internal  
UEFI BIOS Setting  
iDRAC8 Express, integrated Dell Remote Access Controller, Express  
3 Year ProSupport and NBD On-site Service

SubTotal:	18,090.00
Tax:	0.00
Shipping:	0.00
Total:	18,090.00

UES COMPUTERS IS NOT LIABLE FOR SOFTWARE PERFORMANCE OR INTEGRITY.  
All UES warranty repairs do not include same day service without additional charges  
Hardware is warranted for manufacturer defect ONLY (by manufacturer). Software is non-returnable. All used parts are AS IS.  
25% down on all special orders with no return. 15% return fee on all opened returns. 20% return fee on all lay-a-ways.

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Menominee County General Appropriations Act 2015/16</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>The county board approved the 2015/16 Act on 9.22.15. At that time there was a discussion of the "Treasurer" providing monthly, a report of actual vs budgeted revenues and expenses with trial balances.</p> <p>The County Administrator is the person who can provide the report to the board, not the County Treasurer. Request to change from Treasurer to Administrator.</p>	
<b>RECOMMENDED MOTION</b>	
To approve the Menominee County General Appropriations Act - 2015/16 as amended.	

Submitted by:     **Brian Bousley**    

    **10/23/2015**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

COUNTY OF MENOMINEE  
GENERAL APPROPRIATIONS ACT - 2015/2016

A resolution appropriating monies and adopting the 2015/2016 Menominee County Budget including: The General Fund, Special Revenue, Debt Service and Internal Service Fund Budgets. It is intended that this resolution comply with requirements of Public Act 621 of 1978.

It being the finding and opinion of the Menominee County Board of Commissioners:

The Menominee County Board of Commissioners has had under consideration the taxes for the local units of government and the needs of various County Departments.

The Menominee County Board of Commissioners after considerable deliberation has recommended adoption of the budgets and reports attached and made a part of this appropriations act.

In recognition of the above listed findings and opinion:

The Menominee County Board of Commissioners hereby resolves to adopt the attached 2015/2016 Budget, levy tax rates of the General Fund 7.0612 mills, Senior Citizens .6000 mills, and Road Patrol 1.7950 mills, and appropriate monies from the various County revenues to authorize expenditures in accordance with the various fund expenditures.

The Board further resolves that an appropriation is not a mandate to spend, but shall limit the amount which may be spent for such purposes as are defined by the Board of Commissioners and which shall be limited to the 2015/2016 fiscal year. All Non-General Fund Department Fund Balances at year-end are to be considered the initial allotment under the budgetary appropriation for the new fiscal year. If a department contends that part of the department's unexpended balance is either obligated or otherwise restricted, it will be incumbent upon that department to demonstrate the obligation or restriction to the satisfaction of the Menominee County Board of Commissioners.

The Board further resolves that all County Elected Officials and Department Heads shall abide by all County Board policies, rules and procedures, as adopted and amended by the Board and that these budgeted funds are appropriated contingent upon compliance with these policies, rules and procedures.

Be it further resolved, that the approved Position Allocation List contained in the Budget shall limit the number of employees who can be employed, and no funds are appropriated for any position or employee not on the Approved Position List. Further, there may be a need to increase or decrease various portions of the budget and/or impose a hiring freeze and/or impose layoffs due to unforeseen

financial changes; therefore, the Board of Commissioners may, from time to time, change the approved Position Allocation List and/or impose a hiring freeze. The County's Elected Officials and County Department Heads shall abide by whatever changes are made by the Board of Commissioners, if any, relative to the approved positions and the number of employees stated in the Position Allocation List.

Be it further resolved, that in the event the Board imposes a hiring freeze and vacancies occur during the existence of that hiring freeze, the vacancies shall be considered, and hereby declared to be vacated positions and shall not be refilled, except by specific Board authorization. Further, the existence of a hiring freeze that may be imposed by the Board of Commissioners shall be, and is hereby declared to be a contingency on the expenditure of the budgeted funds, as well as on the approved Position Allocation List.

Be it further resolved, that certain positions contained in the Position Allocation List which are supported in some part by a grant, cost sharing, reimbursement, or some other source of outside funding are only approved contingent upon the County receiving the budgeted revenues. The Department Head shall immediately notify the Administrator in the event outside funding is not received or the County is notified that it will not be received, and said positions shall be considered not funded and removed from the approved Position Allocation List.

Running a County is similar to running a business. In order to insure that the taxpayer's money is wisely spent and that accountability of allotted funds in each department is used for the purpose they were originally allocated the Board further resolves that there will be no line item transfers in any department budget without approval of the Menominee County Board.

Running this County as a business may require the Board to investigate transferring services or duties to private sources. Should it be deemed to provide substantial savings to the County the Board reserves the right to do so and remove funds and terminate employees from any department effected by such transferring of services or duties.

Should duties now held in one department be deemed by this Board to be better suited within another department this Board will reserve the right to transfer any funds and employees from the Position Allocation List between departments effected.

The County Administrator shall provide, monthly, a report of actual vs. budgeted revenues and expenditures together with trial balances for all funds held in the name of Menominee County.

The County Administrator shall provide a quarterly projection of year-end revenues and expenditures for the County's General, Park, Road Patrol and Law Library Funds and others as directed by the

Menominee County Board of Commissioners.

Any County Department, agency, board, commission or unit whatsoever and any organization public or private which accepts a county appropriation shall do so subject to inspection and/or audit by the Menominee County Board or its designee. The Board, or its designees, shall have access for the purpose of audit and examination, to any and all books, documents, papers and records of the recipient organization.

The Board further resolves that the budget may be amended as conditions indicate upon the recommendation of the Menominee County Board of Commissioners provided the budget remains in a balanced state, and further authorizes the County Treasurer to make certain budget transfers as required to maintain positive balances in all Funds. Such transfers shall be subject to subsequent approval of the Board of Commissioners.

I, Marc Kleiman, Clerk of the County of Menominee, State of Michigan, do hereby certify that the above stated Appropriations Act was taken under consideration at the Regular Meeting of the Menominee County Board of Commissioners, and the following action was taken. It was moved by Commissioner \_\_\_\_\_ and seconded by Commissioner \_\_\_\_\_, and carried by the following vote that the resolution be passed.

AYES:  
NAYS:  
ABSENT:

Sworn to me on the \_\_\_ day of \_\_\_\_\_, 2015

\_\_\_\_\_  
Marc Kleiman, Clerk  
COUNTY OF MENOMINEE

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>3-Way Road Commission invoices</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>We received an invoice from Menominee Township (\$49,078.83); Gourley Township (\$14,802.54), &amp; Daggett Township (\$19,667.10) for the 3 way road funding...to be approved and paid to the Road Commission.</p>	
<b>RECOMMENDED MOTION</b>	
<p>To approve invoice #3WFP -- 008 in the amount of \$49,078.83, Menominee Twp.; invoice #3WFP -- 009 in the amount of \$14,802.54, Gourley Twp.; &amp; invoice #3WFP -- 010 in the amount of \$19,667.10, Daggett Twp. be paid to the M.C. Road Commission for work done within the 3-way road project.</p>	

Submitted by:     **Brian Bousley**    

    **10/23/2015**      
Date

### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

**DATE:**

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

**Menominee County Road Commission**

P.O. Box 527

Stephenson MI 49887

Phone (906) 753-6914

Fax (906) 753-4319

**INVOICE**

09/23/15

Invoice #: 3WFP-008

**To: Menominee County Board**

Attn: Brian Bousley, County Administrator

839 10th Avenue

Menominee, MI 49858

DESCRIPTION	AMOUNT
Menominee Township Project #1 - Crack Filling - \$23,784.45 Bay de Noc Road No. 10 Road	\$49,078.83
Menominee Township Project #2 - Chip Seal - \$35,090.00 Bay de Noc Road & Fairland Loop	
Total spent: \$58,874.45	
<b>NOTE: Please remit payment directly to Menominee Township at the address below.</b>	
<b>TOTAL DUE</b>	<b>\$49,078.83</b>

**Please Remit Payment To:**

**Menominee Township**

**N2283 O-1 Drive**

**Menominee , MI 49858**

**Menominee County Road Commission**

P.O. Box 527

Stephenson MI 49887

Phone (906) 753-6914

Fax (906) 753-4319

**INVOICE**

09/23/15

Invoice #: 3WFP-009

**To: Menominee County Board**

Attn: Brian Bousley, County Administrator

839 10th Avenue

Menominee, MI 49858

DESCRIPTION	AMOUNT
Gourley Township Project - Chip Seal Maple Lane Total project cost: \$26,484.27	\$14,802.54
<b>TOTAL DUE</b>	<b>\$14,802.54</b>

**Please Remit Payment To:**

**Menominee County Road Commission**

**P.O. Box 527**

**Stephenson, MI 49887**

**Menominee County Road Commission**

P.O. Box 527

Stephenson MI 49887

Phone (906) 753-6914

Fax (906) 753-4319

**INVOICE**

09/23/15

Invoice #: 3WFP-010

**To: Menominee County Board**

Attn: Brian Bousley, County Administrator

839 10th Avenue

Menominee, MI 49858

DESCRIPTION	AMOUNT
Daggett Township Project - Reconstruct No. 25 Road Total project cost: \$121,613.76	\$19,667.10
<b>TOTAL DUE</b>	<b>\$19,667.10</b>

**Please Remit Payment To:**

**Menominee County Road Commission**

**P.O. Box 527**

**Stephenson, MI 49887**

**MENOMINEE COUNTY BOARD OF COMMISSIONERS  
AGENDA ITEM**

<b>SUBJECT:</b>	<b>Twin County Airport ~ Work Rules/Policies</b>
<b>DEPARTMENT:</b>	<b>Twin County Airport committee</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>The Airport Committee met on 10.20.15 and discussed the work rules/policies for the Airport. Now that the airport is under the direction of Menominee County, the work rules dated 7.17.12 are to be rescinded. The airport employees will now fall under the Menominee County Personnel Manual.</p>	
<b>RECOMMENDED MOTION</b>	
<p>To rescind the Twin County Airport work rules/policies as approved on 7.17.2012. Airport employees will now fall under the Menominee County Personnel Manual.</p>	

Submitted by:     **Brian Bousley**    

    **10/23/2015**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

## TWIN COUNTY AIRPORT WORK RULES/POLICIES

1. Telephone Calls – Use of airport telephones is not permitted for personal long distance calls except in emergencies
2. Change of Name, Address, or Telephone Number- All changes in name, address, marital status, dependents etc must be related to the airport manager so the appropriate changes can be made with the County Clerk.
3. Resignation- If an employee decides to resign from his position, two weeks notice must be given, in writing, to the airport manager. The Manager will determine if the employee will be leaving in good standing. **GOOD STANDING:** An employee who submits his resignation shall be considered “in good standing” if they complete the two week notice, is not terminated for cause, has returned all County owned property/equipment, is not under investigation at the time of resignation and will owe the County no money at the time of the last wage payment.
4. Employment of Relatives-The airport commission will permit the employment of qualified individuals who are related to an existing employee, provided a **DIRECT** supervisory-subordinate relationship would not exist. Relatives are defined as spouse, brothers, sisters parents, in-laws, and natural or adopted children.
5. Personnel Records- Personnel records are maintained for employees with the County Administrator. These records include information on initial employment or re-employment, professional credentials, salary increases, promotion, demotion, disciplinary actions and other pertinent employment information. An employee may have access to his/her records at any time or have copies made as long as a representative of the County Administrator’s office is present.
6. Outside Employment- Employees engaged in outside employment shall:
  - A. Not use airport facilities as a source of referral for private customers or clients
  - B. Not be engaged in during the employee’s regularly scheduled working hours.
  - C. Not use the name of the county as a reference or credential in advertising or soliciting customers or clients.
  - D. Not use airport supplies, facilities, staff or equipment in conjunction with any outside or supplemental employment or private practice.
  - E. Maintain a clear separation of outside or supplemental employment from activities performed for the airport.
  - F. Not cause any incompatibility, conflict of interest, or any possible appearance of conflict of interest, or any impairment of the independent and impartial performance of employee duties.
7. Tardiness- Employees who are late may be docked for time lost, and may be Otherwise disciplined and/or dismissed at the direction of the airport manager and the airport commission.
8. Absenteeism- Employees are required to notify the airport manager prior to any Absence as soon as possible.

9. Dress and Grooming-Employees are expected to maintain a neat and well Groomed appearance in accordance with their position and working conditions.
10. Acceptance or Gifts-Employees shall not accept any gift from any individual Or agency that may be construed as influencing a decision of an airport employee.
11. Personal Mail-Personal mail should not be addressed to the airport. Employees shall not use airport postage or other airport property for personal Use.
12. Visitors-Friends, relatives and children of employees are not allowed in the work Areas of the airport without the approval of the airport manager.
13. Sexual Harassment-Twin County Airport does not condone any form of sexual Harassment in the workplace. Employees of the Twin County Airport will be Provided a copy of the Menominee County Sexual Harassment policy which defines the employees rights and responsibilities.
14. Personal Equipment and Valuables-Employees are discouraged from bringing Personal property/equipment to the workplace. The airport will not be responsible or liable for their loss or damage.
15. Airport Property-Employees shall conform to all rules for use and treatment Of airport facilities for personal gain or other matters.
16. Political Activities-Political activities on the part of airport employees shall in all Cases be in accordance with the applicable State law governing employees funded through Federal funds.
17. Parking-Employees will use designated parking areas only.
18. Inclement Weather-Upon notification by the airport manager or his designated Representative, employees will report for duty as soon as possible. If weather Conditions warrant, the airport manager will determine whether the airport will be closed until conditions improve. Employees who are unable to report for duty because of the weather conditions must use annual leave or compensatory time in order to be paid for that day.
19. Time Sheets-All airport employees are required to submit time sheets for the appropriate pay period showing the hours worked, vacation and sick leave taken, compensatory time used or accrued and reasons for any absence from their normal work schedule. Changes to an employees pay status regarding deductions, address, wage scale shall submit the necessary forms along with their time sheets. Necessary forms can be obtained through the County Clerk's office or from the airport manager.

20. Additional Policies- The airport manager may have additional policies to be Applicable to employees as deemed necessary with the prior approval of the Twin County Airport Commission. These policies must be on file at the County Administrator's office.

## DISCIPLINARY ACTIONS

For each type of disciplinary action there is a separate disciplinary procedure. If the employee being disciplined is not satisfied with the action taken or the procedure used, the employee may submit a complaint in accordance with the complaint procedure.

Prior to any of the following disciplinary actions being taken by the airport commission, the airport manager is required to conduct a thorough investigation into the alleged offense. The investigation is to be placed on the Personnel Action Form along with any other pertinent documents attached. The investigation is to include giving the employee an opportunity to respond to any accusation. A report of the investigation will be submitted to the Twin County Airport Personnel Committee via the Personnel Action Form within one (1) business day of receiving the form:

Original with attachments – Personnel Record

Copy without attachments – Employee, Airport Manager, Payroll, Twin County Airport Commission.

However, nothing herein shall bar the airport manager from taking immediate and necessary action when necessary under the circumstances. This may include relieving an employee from duty pending completion of an investigation to avoid disruption of the airport's operations.

1. Oral Reprimand – The airport manager will discuss the offense with the employee. The employee will be told what potential action may occur if further misconduct continues and documentation of the oral conversation will be placed in the employee's file
2. Written Reprimand – The airport manager will discuss the offense with the employee. The employee will be told what potential action may be taken if another violation occurs. A reprimand memo stating the offense and potential action will be prepared by the airport manager. The employee will receive a copy and a copy will be placed in the personnel file with another copy sent to the Personnel Committee. Signatures of the airport manager and employee must appear on all copies. The employee will sign the memo indicating the memo has been received and read.
3. Suspension – The Twin County Airport Commission will meet with the employee. A record of the meeting stating the offense and length of suspension will be prepared by the Twin County Airport Commission. The Commission and airport manager will review the suspension memo with the employee. The

employee will receive a copy and a copy will be placed in the employee's personnel file. Another copy will be sent to the Personnel Committee. Signatures of the Chairman of the Twin County Airport Commission, Airport Manager and employee will appear on all copies. The employee will sign the memo indicating it has been received and read. The suspension period will begin immediately after the employee has received and read the memo. Only the Chairman of the Twin County Airport Commission can suspend an employee.

4. Discharge – The Twin County Airport Commission, in whole, will review the offense with the employee. A record of the meeting stating the offense and the action to be taken will be prepared by the Twin County Airport Commission. The Commission and the Airport Manager will review the discharge memo with the employee. The employee will receive a copy and a copy will be placed in the employee's personnel file. Another copy will be sent to the County Clerk via a personnel action form. Signatures of the Chairman of the Twin County Airport Commission, Airport Manager and employee must appear on all copies. The employee will sign the memo indicating it has been received and read. The employee will then be terminated. Only the Chairman, of the Twin County Airport Commission can terminate an employee. A discharged employee may appeal the discharge in accordance with the complaint procedure.

An employee may review his personnel file once a calendar year to review any oral or written disciplinary actions taken against him. The employee may request the manager to petition the Twin County Airport Commission to remove oral or written disciplinary actions that have previously been taken. Upon concurrence of the manager and the Twin County Airport Commission the files will either be removed or retained in employee's personnel file.

Complaint Procedure – The Twin County Airport desires to insure the employee is treated fairly. An earnest effort shall be made to settle any disciplinary actions or problems in the following manner:

Step 1. Employees who believe they have a justifiable request or complaint should discuss the matter with the airport manager. This will lead to a fair and speedy solution of most of the complaints arising out of the day-to-day operation of the airport.

Step 2. An employee not satisfied with the verbal decision made by the airport manager should submit the complaint to the Personnel Committee. The Personnel Committee shall give an answer to the complaint in writing within five (5) working days following receipt of the complaint.

Step 3. An employee not satisfied with the previous decision should submit the complaint in writing to the full Twin County Airport Commission. The Chairman of the Commission shall deliver to the employee the Commission's decision regarding the complaint within five (5) working days. This decision will be final and binding.

COMPENSATORY TIME

1. Employees may take compensatory time in lieu of overtime.
2. Compensatory time will be paid at the employee's regular rate of pay.
3. Employees will not be allowed to accrue more than 20 hours of compensatory time in a calendar year. If compensatory time is not utilized by the end of a calendar year, it will be paid out to the employee as regular pay and total compensatory time brought to zero.

7-17-2012

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Adopted



Jason Lauzer, Chairman

7-17-2012

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Date

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>2015 Menominee County Apportionment Report</b>
<b>DEPARTMENT:</b>	<b>Equalization</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>The Equalization Director has submitted the 2015 Apportionment Report. Law states this has to be approved at a County Board Meeting prior to October 31. This may be revised at a later date due to townships that have millage proposals on their November election ballot.</p>	
<b>RECOMMENDED MOTION</b>	
To approve the 2015 Menominee County Apportionment report as submitted by Equalization Director, Peggy Schroud.	

Submitted by:     **Brian Bousley**    

    **10/23/2015**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

MENOMINEE COUNTY EQUALIZATION DEPARTMENT  
839 TENTH AVENUE  
MENOMINEE MI 49858  
(906) 863-2683

**MEMO**

DATE: October 7, 2015  
TO: Menominee County Board of Commissioners  
FROM: Peggy Schroud  
Menominee County Equalization Director  
RE: 2015 Apportionment Report

Attached please find a copy of the 2015 Apportionment Report which must be approved by the County Board of Commissioners at an October apportionment session (MCL 211.37 AND 207.12). Please be aware that the apportionment report may have to be revised if the taxpayers vote for any additional millages on the November 2015 ballot. At this time, there are a couple of townships (Holmes and Meyer) who have millages on the November 2015 ballot that would affect the 2015 Apportionment report requiring the Board of Commissioners to approve a revised report after the November election if these millages are approved by the voters.

If you have any questions, please feel free to contact me.

Thank you.

**Certification Statement**

***I hereby certify that this Statement Showing Mills Apportioned by the County Board of Commissioners and submitted to the State Tax Commission is a true statement of all ad valorem millages apportioned by the County Board of Commissioners of the***

***County of \_\_\_\_\_ for the year \_\_\_\_\_***

\_\_\_\_\_  
Signature of County Equalization Director

**NOTARIZATION**

\_\_\_\_\_  
Notary Public  
\_\_\_\_\_  
County, Michigan

**STATE OF MICHIGAN**

County of \_\_\_\_\_ } ss

*Subscribed before me this* \_\_\_\_\_

*Day of* \_\_\_\_\_ *year* \_\_\_\_\_

*My commission expires* \_\_\_\_\_ , \_\_\_\_\_



**Qualifying Special Assessment Rates**

Only certain special assessments qualify for Income Tax Property Tax Credit for Your Residents

To qualify for Income Tax Property Tax Credit, the special assessment **MUST** meet ALL 3 of the following criteria:

1. It must be a **MILLAGE** based levy. **No** front foot, flat fee, or **\$.XX** spread over **X** years.
2. It must be levied on **REAL PROPERTY ONLY** (land and premises). Special assessment millage is **NOT** levied on personal property.
3. It must be levied throughout the **ENTIRE** township, city or village in a single district. If levied in a township, it can exclude the village(s) if levied for police, fire or advanced life support (Public Act 28 of 2003).

Please enter all qualifying special assessments below.

Leave cells blank if no qualifying special assessments are levied for the LU listed.

LOCAL MUNICIPALITY (TWP, CITY, VLG)	Enter ALL Purpose(s) of Qualifying Special Assessment Millage Rates for the LU Listed	Enter Total of All Qualifying Special Assessment Rates Levied UNITWIDE	Enter Total of All Qualifying Special Assessment Rates Levied TWPWIDE Excluding the Village(s)
CEDARVILLE TWP.			
DAGGETT TWP.			
FAITHORN TWP.			
GOUFLEY TWP.			
HARRIS TWP.			
HOLMES TWP.			
INGALSTON TWP.			
LAKE TWP.			
MELLEN TWP.			
MENOMINEE TWP.			
MEYER TWP.			
MADEAU TWP.			
SPALDING TWP.			
STEPHENSON TWP.			
MENOMINEE CITY			
STEPHENSON CITY			
CARNEY VLG			
DAGGETT VLG			
POWER'S VLG			

**Total Property Tax Rates**

The total rates listed here were generated from rates entered on the TAX RATE SUMMARY SHEET. If you need to make a correction, update the TAX RATE SUMMARY SHEET and rerun the sub-function.

**PLEASE CHECK THE PRE TOTAL RATES LISTED IN COLUMN B FOR ACCURACY AGAINST YOUR REPORTS**

If the auto function is calculating an incorrect total, please notify Darcy immediately.

The rates listed in column B will be used for Income Tax Property Tax Credit for your residents - it is important they are correct.

You will no longer receive a separate request from the Office of Revenue and Tax Analysis for total tax rates.

**Total Property Tax Rate**

Calculated for Parcels

with a Principal

Residence Exemption

(PRE)

PRE Total w/ State Assmt	MI Rate w/ State Assmt	SD Code	School District	Village	Twp/City	Township/City Name
19.6249	19.6249	55120	STEPHENSON AREA PUBLIC SCHS		TWP.	CEDARVILLE
22.9181	22.9181	55120	STEPHENSON AREA PUBLIC SCHS		TWP.	DAGGETT
25.4181	25.4181	55120	STEPHENSON AREA PUBLIC SCHS	DAGGETT	TWP.	DAGGETT
24.4040	24.4040	22025	NORWAY VULCAN AREA SCHOOLS		TWP.	FAITHORN
24.8459	24.8459	55010	CARNEY NADEAU PUBLIC SCHOOLS		TWP.	GOURLEY
23.9659	23.9659	55115	NORTH CENTRAL AREA SCHOOLS		TWP.	GOURLEY
22.5761	22.5761	21090	BARK RIVER HARRIS SCH DIST		TWP.	HARRIS
22.6347	22.6347	55115	NORTH CENTRAL AREA SCHOOLS		TWP.	HARRIS
19.9786	19.9786	55120	STEPHENSON AREA PUBLIC SCHS		TWP.	HOLMES
22.3467	22.3467	55100	MENOMINEE AREA PUBLIC SCHS		TWP.	INGALLSTON
19.7867	19.7867	55120	STEPHENSON AREA PUBLIC SCHS		TWP.	INGALLSTON
20.7976	20.7976	55120	STEPHENSON AREA PUBLIC SCHS		TWP.	LAKE
20.0133	20.0133	55120	STEPHENSON AREA PUBLIC SCHS		TWP.	MELLEN
21.1899	21.1899	55100	STEPHENSON AREA PUBLIC SCHS		TWP.	MENOMINEE
18.8199	18.8199	55120	STEPHENSON AREA PUBLIC SCHS		TWP.	MENOMINEE
21.8724	21.8724	55115	NORTH CENTRAL AREA SCHOOLS		TWP.	MEYER
23.5243	23.5243	55010	CARNEY NADEAU PUBLIC SCHOOLS		TWP.	NADEAU
23.5243	23.5243	55010	CARNEY NADEAU PUBLIC SCHOOLS		TWP.	NADEAU
24.1233	24.1233	55115	NORTH CENTRAL AREA SCHOOLS		TWP.	SPALDING
26.9933	26.9933	55115	NORTH CENTRAL AREA SCHOOLS	POWERS	TWP.	SPALDING
21.0285	21.0285	55120	STEPHENSON AREA PUBLIC SCHS		TWP.	STEPHENSON
45.6371	45.6371	55100	MENOMINEE AREA PUBLIC SCHS		CITY	MENOMINEE
28.1199	28.1199	55120	STEPHENSON AREA PUBLIC SCHS		CITY	STEPHENSON

Statement Showing Mills Apportioned by the County Board of Commissioners  
of the County of MENOMINEE for the Year 2015

(J) Local Unit Name Townships Cities Villages Listed Alphabetically	(K) Taxable Value*	(L) Total Allocated / Charter Rate / Charter Tax Dollars	(M) Est. Local Allocated / Charter Tax Dollars	(N) Total Other Extra Voted / General Law Operating Rate	(O) Est. Local EV / GL Oper Tax Dollars	(P) Total Debt Rate	County and Local Unit	
							(Q) Est. Local Debt Tax Dollars	(R) Total Est. Local Tax Dollars
CEDARVILLE TWP.	\$21,618,605	1.2050	\$ 26,050.42	0.0000	\$ -	0.0000	\$ -	\$ 26,050.42
DAGGETT TWP.	\$20,068,368	1.3120	\$ 26,329.70	2.9662	\$ 59,928.16	0.0000	\$ -	\$ 86,257.86
FAITHORN TWP.	\$13,603,155	1.2554	\$ 17,077.40	1.0000	\$ 13,603.16	0.0000	\$ -	\$ 30,680.56
GOURLEY TWP.	\$13,882,795	1.3237	\$ 18,376.66	2.3423	\$ 32,517.67	0.0000	\$ -	\$ 50,894.33
HARRIS TWP.	\$41,084,285	1.3348	\$ 54,839.30	1.0000	\$ 41,084.29	0.0000	\$ -	\$ 95,923.59
HOLMES TWP.	\$37,032,466	1.3587	\$ 50,316.01	0.0000	\$ -	0.0000	\$ -	\$ 50,316.01
INGALLSTON TWP.	\$48,983,660	1.1768	\$ 57,643.97	0.0000	\$ -	0.0000	\$ -	\$ 57,643.97
LAKE TWP.	\$32,979,023	1.2156	\$ 40,089.30	0.9821	\$ 31,729.12	0.0000	\$ -	\$ 71,818.42
MELLEN TWP.	\$37,696,232	1.3934	\$ 52,525.93	0.0000	\$ -	0.0000	\$ -	\$ 52,525.93
MENOMINEE TWP.	\$114,228,359	0.0000	\$ -	0.0000	\$ -	0.0000	\$ -	\$ -
MEYER TWP.	\$29,705,214	1.3725	\$ 40,770.41	0.0000	\$ -	0.0000	\$ -	\$ 40,770.41
NADEAU TWP.	\$37,669,471	1.3444	\$ 50,642.84	1.0000	\$ 37,669.47	0.0000	\$ -	\$ 88,312.31
SPALDING TWP.	\$44,278,220	1.3598	\$ 60,209.52	2.4636	\$ 109,083.82	0.0000	\$ -	\$ 169,293.35
STEPHENSON TWP.	\$22,411,136	1.4066	\$ 31,523.50	1.0000	\$ 22,411.14	0.0000	\$ -	\$ 53,934.64
MENOMINEE CITY	\$196,427,078	14.7953	\$ 2,906,197.55	6.4919	\$ 1,275,184.95	3.1800	\$ 624,638.11	\$ 4,806,020.60
STEPHENSON CITY	\$15,382,759	9.5000	\$ 146,136.21	0.0000	\$ -	0.0000	\$ -	\$ 146,136.21
CARNEY VLG		0.0000	\$ -	0.0000	\$ -	0.0000	\$ -	\$ -
DAGGETT VLG	\$3,511,987	2.5000	\$ 8,779.97	0.0000	\$ -	0.0000	\$ -	\$ 8,779.97
POWERS VLG	\$4,711,551	2.8700	\$ 13,522.15	0.0000	\$ -	0.0000	\$ -	\$ 13,522.15







**Statement Showing Mills Apportioned by the County Board of Commissioners  
of the County of MENOMINEE for the Year 2015**

Township / City	Village	School Code	Local School District	Total Homestead		Total		Total Homestead		Total	
				Property Tax Rate	NonHomestead Property Tax Rate	Property Tax Rate	NonHomestead Property Tax Rate	Property Tax Rate w/ Qualifying Special Assessment Millage	NonHomestead Property Tax Rate w/ Qualifying Special Assessment Millage		
CEDARVILLE TWP.		55120	STEPHENSON AREA PUBLIC SCHS	19.8249	37.8249	19.8249	37.8249	19.8249	37.8249	19.8249	37.8249
DAGGETT TWP.	DAGGETT	55120	STEPHENSON AREA PUBLIC SCHS	22.9181	40.9181	22.9181	40.9181	22.9181	40.9181	22.9181	40.9181
FAITHORN TWP.		22025	NORWAY VULCAN AREA SCHOOLS	24.4040	42.3662	24.4040	42.3662	24.4040	42.3662	24.4040	42.3662
GOURLEY TWP.		55010	CARNEY NADEAU PUBLIC SCHOOLS	24.8459	42.1135	24.8459	42.1135	24.8459	42.1135	24.8459	42.1135
HARRIS TWP.		55115	NORTH CENTRAL AREA SCHOOLS	23.9659	41.9659	23.9659	41.9659	23.9659	41.9659	23.9659	41.9659
HOLMES TWP.		21080	BARK RIVER HARRIS SCH DIST	22.5761	39.6135	22.5761	39.6135	22.5761	39.6135	22.5761	39.6135
INGALLSTON TWP.		55115	NORTH CENTRAL AREA SCHOOLS	22.6347	40.6347	22.6347	40.6347	22.6347	40.6347	22.6347	40.6347
LAKE TWP.		55120	STEPHENSON AREA PUBLIC SCHS	19.9786	37.9786	19.9786	37.9786	19.9786	37.9786	19.9786	37.9786
MELLEN TWP.		55100	MEMONINEE AREA PUBLIC SCHS	22.3467	40.3467	22.3467	40.3467	22.3467	40.3467	22.3467	40.3467
MENOMINEE TWP.		55120	STEPHENSON AREA PUBLIC SCHS	19.7967	37.7967	19.7967	37.7967	19.7967	37.7967	19.7967	37.7967
MEYER TWP.		55120	STEPHENSON AREA PUBLIC SCHS	20.7976	38.7976	20.7976	38.7976	20.7976	38.7976	20.7976	38.7976
NADEAU TWP.		55120	STEPHENSON AREA PUBLIC SCHS	20.0133	38.0133	20.0133	38.0133	20.0133	38.0133	20.0133	38.0133
SPALDING TWP.		55100	MEMONINEE AREA PUBLIC SCHS	21.1699	39.1699	21.1699	39.1699	21.1699	39.1699	21.1699	39.1699
STEPHENSON TWP.		55120	STEPHENSON AREA PUBLIC SCHS	18.6199	36.6199	18.6199	36.6199	18.6199	36.6199	18.6199	36.6199
MENOMINEE CITY		55115	NORTH CENTRAL AREA SCHOOLS	21.6724	39.6724	21.6724	39.6724	21.6724	39.6724	21.6724	39.6724
STEPHENSON CITY		55010	CARNEY NADEAU PUBLIC SCHOOLS	23.5243	40.7919	23.5243	40.7919	23.5243	40.7919	23.5243	40.7919
	CARNEY	55010	CARNEY NADEAU PUBLIC SCHOOLS	23.5243	40.7919	23.5243	40.7919	23.5243	40.7919	23.5243	40.7919
	POWERS	55115	NORTH CENTRAL AREA SCHOOLS	24.1233	42.1233	24.1233	42.1233	24.1233	42.1233	24.1233	42.1233
		55115	NORTH CENTRAL AREA SCHOOLS	26.9933	44.9933	26.9933	44.9933	26.9933	44.9933	26.9933	44.9933
		55120	STEPHENSON AREA PUBLIC SCHS	21.0265	39.0265	21.0265	39.0265	21.0265	39.0265	21.0265	39.0265
		55100	MEMONINEE AREA PUBLIC SCHS	45.6371	63.6371	45.6371	63.6371	45.6371	63.6371	45.6371	63.6371
		55120	STEPHENSON AREA PUBLIC SCHS	28.1199	46.1199	28.1199	46.1199	28.1199	46.1199	28.1199	46.1199

**Statement Showing Mills Apportioned by the County Board of Commissioners  
of the County of MENOMINEE for the Year 2015**

Local Municipality (Twp/City/Vlg)	ALL Purposes(s) of Qualifying Special Assessment Millage Rates for the Local Municipality Listed	Total of All Special Assessment Rates Levied UNITWIDE	Total of All Special Assessment Rates Levied TWP-WIDE - Excluding the Village(s)
CEDARVILLE TWP.	-	-	-
DAGGETT TWP.	-	-	-
FATHORN TWP.	-	-	-
GOURLEY TWP.	-	-	-
HARRIS TWP.	-	-	-
HOLMES TWP.	-	-	-
INGALLSTON TWP.	-	-	-
LAKE TWP.	-	-	-
MELLEN TWP.	-	-	-
MENOMINEE TWP.	-	-	-
MEYER TWP.	-	-	-
NADEAU TWP.	-	-	-
SPALDING TWP.	-	-	-
STEPHENSON TWP.	-	-	-
MENOMINEE CITY	-	-	-
STEPHENSON CITY	-	-	-
CARNEY VLG	-	-	-
DAGGETT VLG	-	-	-
POWERS VLG	-	-	-

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

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

Submitted by:     **Brian Bousley**    

    **10/23/2015**      
Date

### WORKSHOP ACTION

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

### COUNTY BOARD ACTION

**DATE:**

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

# Commissioner Per Diem (Meeting Fee) Expense Form

**RECEIVED**  
 SEP 22 2015  
 BY: *AD*

Name of Commissioner \_\_\_\_\_

*John Nelson*

\$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
9/3/15	MENS. Finance Com. Co- Bd (9 AM)	50. <sup>00</sup>
9/7/15	ESCAMABA, ME. works (6:00 PM)	50. <sup>00</sup>
9/8/15	Co Bd Morning	50. <sup>00</sup>
9/10/15	NORTH POINT, Kingsford	10. <sup>00</sup> *
9/18/15	EXE Com. Stephenson Co. Bd.	50. <sup>00</sup>
9/21/15	MEN. Co Bd Finance Com	50. <sup>00</sup>
9/22/15	Co. Bd Morning	50. <sup>00</sup>
9/24/15	NORTH POINT	10. <sup>00</sup> *
*North point covers 40. <sup>00</sup> as a direct pay.		
9-13-15 - 9-15-15 - North Point Nursery / conference, N.C.		
<b>Total Per Diem</b>		<b>320.<sup>00</sup></b>

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

Commissioner Signature: \_\_\_\_\_

*[Signature]*

Date: \_\_\_\_\_

*9/22/15*

*(pending meeting on 9/29/15)*

MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER

RECEIVED  
SEP 22 2015  
BY: *AS*

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
9/3/15	Finance Com Meeting Mon.	94	"	54.05	101-101-860.11
9/3/15	M.W. Board	56	"	32.00	101-101-860.11
9/8/15	Co. Bd Meeting Mon.	94	"	54.05	101-101-860.11
9/12/15	EXE Com. Stephenson	56	"	32.00	101-101-860.11
9/21/15	Co. Bd Mon - on rd (Fm)	94		54.05	101-101-860.11
9/22/15	Co. Bd Meeting, Mon	94		54.05	101-101-860.11
					101-101-860.11
					101-101-860.11
					101-101-860.11
		488			
			Total Mileage	280.60	
Total Mileage Fee				280.60	

Expenses shall be submitted to the County Administrator's office by the last day of the following month, or be forfeited. Send to: 839 10<sup>th</sup> 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.

*John R. Nelson*  
\_\_\_\_\_  
Signed

9/22/15  
\_\_\_\_\_  
Date

**MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER**

**RECEIVED**  
SEP 22 2015  
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
9-8-15	Shakey lakes	64			101-101-860.03
9-18-15	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
					101-101-860.03
					101-101-860.03
					101-101-860.03
			<b>Total Mileage</b>	104	
				<b>Total Mileage Fee</b>	59.80

Expenses shall be submitted to the County Administrator's office by the last day of the following month, or be forfeited. Send to: 839 10<sup>th</sup> 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

9-22-15

Date



**MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER**

**RECEIVED**  
SEP 25 2015  
BY: *AD*

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
9/3/15	Finance Comm.	16		9.20	101-101-860.05
9/8/15	Parks + Rec	52		29.90	101-101-860.05
9/18/15	Cty. Board	16		9.20	101-101-860.05
9/22/15	Cty. Board	16		9.20	101-101-860.05
					101-101-860.05
					101-101-860.05
					101-101-860.05
					101-101-860.05
					101-101-860.05
				57.50	
			<b>Total Mileage</b>	110	
<b>Total Mileage Fee</b>					

Expenses shall be submitted to the County Administrator's office by the last day of the following month, or be forfeited. Send to: 839 10<sup>th</sup> 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 Cech*  
\_\_\_\_\_  
Signed

9/23/15  
\_\_\_\_\_  
Date



MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER

**RECEIVED**  
SEP 28 2015  
BY: *[Signature]*

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
9/03/15	COURTHOUSE	16		9.20	101-101-860.04
9/08/15	MEND CITY HALL	15		8.63	101-101-860.04
9/08/15	COURTHOUSE	16		9.20	101-101-860.04
9/15/15	STEPHENSON MI	32		18.40	101-101-860.04
9/15/15	COUNTY AIRPORT	15		8.63	101-101-860.04
9/16/15	PINECREST, POWERS	73		41.98	101-101-860.04
9/24/15	COURTHOUSE	16		9.20	101-101-860.04
9/24/15	COURTHOUSE	16		9.20	101-101-860.04
					101-101-860.04
			Total Mileage	114.44	
				Total Mileage Fee	114.44

Expenses shall be submitted to the County Administrator's office by the last day of the following month, or be forfeited. Send to: 839 10<sup>th</sup> 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

9/28/15  
\_\_\_\_\_  
Date









**MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER**

**RECEIVED**  
SEP 29 2015  
BY: *AS*

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	Meeting Place	# of miles	X .575/mile	Total Cost	Account Number
2015					
9-2	PERS.	136			101-101-860.02
9-5	CO. RD.	36			101-101-860.02
9-10	CHA	110			101-101-860.02
9-25	CO. RD.	3			101-101-860.02
9-29	SOC. SERV.	3			101-101-860.02
					101-101-860.02
		122			101-101-860.02
		X.575			101-101-860.02
		70.15			101-101-860.02
			<b>Total Mileage</b>		
				<b>Total Mileage Fee</b>	70.15

**Expenses shall be submitted to the County Administrator's office by the last day of the following month, or be forfeited. Send to: 839 10<sup>th</sup> 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.

*Bernie Lang*

Signed

09-30-15

Date

10/2/15  
AB

MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER

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
9/3/15	CB Fin-Menominee	76		43.70	101-101-860.10
9/8/15	Co Bd- Menominee	76		43.70	101-101-860.10
9/14/15	BOH Fin- Escanaba	58		33.35	101-101-860.10
9/16/15	BOH-Pinecrest	14		8.05	101-101-860.10
9/21/15	CB Fin-Menominee	76		43.70	101-101-860.10
9/22/15	Co Bd.	76		43.70	101-101-860.10
9/23/15	Pinecrest-Pinecrest	14		8.05	101-101-860.10
					101-101-860.10
					101-101-860.10
		390	Total Mileage	224.25	
<b>Total Mileage Fee</b>					<b>224.25</b>

Expenses shall be submitted to the County Administrator's office by the last day of the following month, or be forfeited. Send to: 839 10<sup>th</sup> 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

10/1/15  
Date



## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Miscellaneous Bills</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
Board to review recently submitted Miscellaneous Bills as paid on September 23, 24, 28, 30 & Oct. 8, 2015 in the combined amount of \$347,838.92	
<b>RECOMMENDED MOTION</b>	
To approve Miscellaneous Bills as paid on September 23, 24, 28, 30 & Oct. 8, 2015 in the combined amount of \$347,838.92	

Submitted by:     **Brian Bousley**    

    **10/23/2015**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

### General Fund Expenditures

101-101 Board of Commissioners  
101-103 Other Legislative  
101-131 Circuit/Family Court  
101-132 Family Court  
101-136 District Court  
101-141 Friend of Court  
101-148 Probate Court  
101-150 Jury Commission  
101-172 County Administrator  
101-192 Board of Canvassers  
101-211 Legal  
101-215 County Clerk  
101-253 County Treasurer  
101-257 Equalization  
101-261 MSU Extension  
101-262 Elections  
101-265 Courthouse Grounds  
101-267 Prosecuting Attorney  
101-268 Register of Deeds  
101-275 Drain Commissioner  
101-301 Sheriff Department  
101-331 Marine Law  
101-332 Snowmobile Law  
101-334 Off-Road Recreational Vehicle  
101-335 ATV Education  
101-401 Planning Commission  
101-402 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  
208 County Parks  
215 Friend of Court  
216 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 Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Mastercard								\$3,714.61
	43545	9/11/2015	Credit Card	Adobe	101-103-857.02	9.99		
	43545	9/11/2015	Credit Card	Amway Grand Plaza	517-252-860.00	454.53		
	43545	9/11/2015	Credit Card	USPS	101-268-729.00	5.05		
	43545	9/11/2015	Credit Card	USPS	101-268-729.00	5.05		
	43545	9/11/2015	Credit Card	SupplyHouse	101-265-930.01	43.45		
	43545	9/11/2015	Credit Card	HomeDepot.com	101-265-755.01	63.55		
	43545	9/11/2015	Credit Card	GIH Global	101-265-934.00	127.90		
	43545	9/11/2015	Credit Card	Amazon	101-426-934.02	191.80		
	43545	9/11/2015	Credit Card	Shell Oil	101-682-860.00	67.73		
	43545	9/11/2015	Credit Card	Amazon (PO# 03136)	101-426-934.02	1,247.98		
	43545	9/11/2015	Credit Card	Shell Oil	101-682-860.00	62.28		
	43545	9/11/2015	Credit Card	Jack's Fresh Market	296-668-801.00	274.44		
	43545	9/11/2015	Credit Card	USPS	101-268-729.00	5.05		
	43545	9/11/2015	Credit Card	AAA Industrial Supply	101-103-970.10	489.20		
	43545	9/11/2015	Credit Card	USPS	101-268-729.00	5.05		
	43545	9/11/2015	Credit Card	USPS	101-268-729.00	5.05		
	43545	9/11/2015	Credit Card	DeYoung Family Zoo	296-668-801.00	40.00		
	43545	9/11/2015	Credit Card	Amazon	101-103-970.10	68.69		
	43545	9/11/2015	Credit Card	Omnis Network	208-751-880.00	83.40		
	43545	9/11/2015	Credit Card	Omnis Network	208-751-880.00	11.88		
	43545	9/11/2015	Credit Card	USPS	101-268-729.00	5.05		
	43545	9/11/2015	Credit Card	USPS	101-268-729.00	5.05		
	43545	9/11/2015	Credit Card	Walmart	101-426-934.02	494.59		
	43545	9/11/2015	Credit Card	Walmart	101-426-934.02	468.81		
	43545	9/11/2015	Credit Card	USPS	101-268-729.00	5.05		
	43545	9/11/2015	Credit Card	USPS	101-268-729.00	5.05		
	43545	9/11/2015	Credit Card	USPS	101-268-729.00	5.05		
	43545	9/11/2015	Credit Card	Amazon	101-265-755.01	18.48		
	43545	9/11/2015	Credit Card	Credit - Amazon	101-426-934.02	-60.00		
	43545	9/11/2015	Credit Card	Credit - Walmart	101-426-934.02	-494.59		

Total Amount for Bank Account: General

\$3,714.61

APPROVED

SEP 24 2015

*BRS*

CHIEF FISCAL OFFICER  
MENOMINEE COUNTY MICHIGAN

APPROVED

MENOMINEE COUNTY  
Claims Audit Report

SEP 24 2015

*AKS*

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Ace Hardware	43557	09/02/2015	216512/2	Inmate Medical Supplies	101-301-770.01	183.75		\$183.75
AIRGAS NORTH CENTRAL	43576	09/15/2015	9043446871	Order # 1039943019 (Oxygen)	205-315-755.00	6.86		\$6.86
Amber Oisen	43435	09/15/2015	Reimbursement	Camping Refund	208-751-964.00	75.00		\$75.00
ANDERSON AUTO & RV SALES INC	43579	06/01/2015	1342	Vehicle Maintenance	205-315-934.02	149.95		\$1,250.45
	43580	06/16/2015	1345	Vehicle Maintenance	205-315-934.02	34.95		
	43581	06/26/2015	1346	Vehicle Maintenance (PO # 03154)	205-315-934.02	526.95		
	43582	07/16/2015	1348	Vehicle Maintenance	205-315-934.02	468.70		
	43583	08/18/2015	1349	Vehicle Maintenance	205-315-934.02	34.95		
	43584	08/20/2015	1347	Vehicle Maintenance	205-315-934.02	34.95		
Anderson, Bill	43477	09/15/2015	Reimbursement	Mileage - Planning Commission	101-401-710.00	34.50		\$34.50
Anderson, Paul	43478	09/15/2015	Reimbursement	Mileage - Planning Commission	101-401-710.00	16.10		\$16.10
ARAMARK UNIFORM SERVICES INC - 25259 Network PL	43440	09/09/2015	1677218867	Airport Supplies	216-585-755.01	41.12		\$82.24
	43542	09/16/2015	1677223586	Airport Supplies	216-585-755.01	29.06		
	43542	09/16/2015	1677223586	Airport Supplies	216-585-745.00	12.06		
AT&T Mobility	43605	09/22/2015	287252234966	Telephone Services	101-132-850.00	31.46		\$62.92
	43606	09/22/2015	287252150867	Telephone Services	101-132-850.00	31.46	x	
AUTOMOTIVE SUPPLY COMPANY	43470	09/14/2015	080368606	Battery for Riding Lawn Mower	216-585-981.00	41.30		\$41.30
BAY AREA MEDICAL CENTER - 3100 SHORE DRIVE	43558	08/31/2015	MCSOLO	Inmate Medical	101-301-770.01	33.55		\$33.55
BAYSHORE VETERINARY CLINIC	43562	07/14/2015	184308	Brix - Veterinary Care	101-301-881.01	89.45		\$149.71
	43563	07/17/2015	184403	Brix - Veterinary Care	101-301-881.01	60.26		
Big O's Lube and Service, Inc.	43585	09/02/2015	17706	2012 Chevy Impala - Vehicle Maintenan	205-315-934.02	53.17		\$121.02
	43586	09/08/2015	17724	2008 Chevy Tahoe - Vehicle Maintenan	205-315-934.02	32.95		
	43587	09/14/2015	17767	2016 Ford Explorer - Vehicle Maintenan	205-315-934.02	34.90		
BP	43574	09/06/2015	45322874	August Gasoline Sales (Road)	205-315-742.00	216.73		\$216.73
Brunelle, Jennifer	43602	09/22/2015	5987	Crisis Intervention - September 2015	296-668-801.00	645.00		\$858.36
	43610	09/23/2015	Reimbursement	Mileage (June - September 2015)	296-663-860.00	213.36		
Carlson, Daniel	43571	09/21/2015	Reimbursement	Brats for Breakfast	101-331-755.01	13.83		\$13.83
CBM Managed Services	43553	09/02/2015	STDINV88787	Inmate Meals	101-301-770.00	2,024.49		\$4,043.09
	43554	09/09/2015	STDINV89059	Inmate Meals	101-301-770.00	2,018.60		

APPROVED

MENOMINEE COUNTY  
Claims Audit Report

SEP 24 2015

BWS

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General MENOMINEE COUNTY MICHIGAN								
Cellcom - P.O. Box 7555								\$166.50
	43599	09/05/2015	892720	Cellular Services	296-663-850.00	55.50		
	43599	09/05/2015	892720	Cellular Services	296-664-850.00	55.50		
	43599	09/05/2015	892720	Cellular Services	296-665-850.00	55.50		
Cenex Fleetcard								\$209.37
	43453	09/06/2015	108562	Fuel Charges	101-426-860.00	3.33		
	43453	09/06/2015	108562	Fuel Charges	296-665-860.00	32.29		
	43453	09/06/2015	108562	Fuel Charges	249-371-742.00	173.75		
CLOVERLAND PAPER CO								\$615.59
	43429	09/11/2015	109431	Courthouse - Janitorial Supplies	101-265-755.01	112.98		
	43431	09/14/2015	109432	Library - Lysol	101-265-755.01	86.27		
	43448	09/04/2015	109376	Courthouse - Janitorial Supplies	101-265-755.01	63.20		
	43555	09/04/2015	109377	Jail - Inmate Supplies	101-301-770.00	228.86		
	43556	09/11/2015	109433	Jail - Inmate Supplies	101-301-770.00	85.85		
	43592	09/18/2015	109522	Courthouse - Janitorial Supplies	101-265-755.01	40.43		
CMP Distributors								\$4,524.00
	43548	08/20/2015	45132	PO# 03156 Weapons (x6)	205-315-745.00	1,607.75	*	
	43548	08/20/2015	45132	PO# 03156 Weapons (x6)	205-315-755.02	980.25	*	
	43549	09/14/2015	45340	PO# 03157 Weapons (x4)	205-315-745.00	938.00	*	
	43549	09/14/2015	45340	PO# 03157 Weapons (x4)	205-315-755.02	998.00	*	
Cooper Office Equipment								\$1,912.78
	43464	09/15/2015	126205	Contract # 2146-01 (Konica Minolta Biz	101-172-931.01	596.51		
	43543	09/15/2015	126204	Contract # 2418-01 (Annex)	101-261-942.00	1,316.27		
Country Mile Document Destruct								\$48.02
	43472	09/14/2015	22130	Shredding on 9/3/15	101-265-801.00	48.02		
CVS Pharmacy Inc.								\$718.74
	43559	08/21/2015	6005432044049416	Inmate Medical	101-301-770.01	718.74		
DEKETO, LLC								\$485.00
	43593	09/15/2015	287	Datamax Receipt Printer - ROD	101-268-931.00	485.00		
Delta Dental of Michigan								\$372.38
	43467	09/21/2015	October 2015	Dental Insurance Premium	266-326-712.00	112.32		
	43467	09/21/2015	October 2015	Dental Insurance Premium	266-325-712.00	62.62		
	43467	09/21/2015	October 2015	Dental Insurance Premium	701-000-231.00	33.70		
	43467	09/21/2015	October 2015	Dental Insurance Premium	266-325-712.00	33.70		
	43467	09/21/2015	October 2015	Dental Insurance Premium	266-325-712.00	33.70		
	43467	09/21/2015	October 2015	Dental Insurance Premium	266-325-712.00	33.70		
	43467	09/21/2015	October 2015	Dental Insurance Premium	266-325-712.00	62.64		
DTE Energy								\$36.12
	43544	09/11/2015	462245200011	Annex	101-261-920.04	36.12		
EICKMEYER HEATING & SHEET ME								\$1,500.00
	43450	09/17/2015	25862	PO# 03151 Furnace (Veteran Ted E. G	294-683-835.00	1,500.00		
Friends Ofc Prod Wnse Direct								\$257.43
	43534	08/31/2015	022930	FOC - Equipment (x4)	215-141-934.00	23.96		
	43618	09/22/2015	100	FOC - Office Supplies	215-141-934.00	233.47		
Furlong, James								\$59.80
	43612	09/22/2015	Reimbursement	Mileage - September 2015	101-101-860.03	59.80		
G & L Process Service, Inc.								\$45.40
	43607	09/15/2015	20154250	Summons & Complaint (B.C. Dabbs)	101-267-804.00	45.40		

APPROVED

MENOMINEE COUNTY  
Claims Audit Report

*AMB*

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
HELPERT BRIAN	43577	09/21/2015		Reimbursement	UP-EMS Conference Registration	205-315-881.03	200.00	\$200.00
High Rev Graphics	43572	08/21/2015	1060		10 Polcs - Water Rescue	101-331-755.01	358.70	\$358.70
ID NETWORKS	43595	09/22/2015	269826		P# 3159 Annual Maintenance Fee Live:	101-301-976.00	4,495.00	\$4,495.00
IMAGEWORKS	43436	04/29/2015	7708		Vinyl Decals - Elevator & Arrows	101-265-930.01	35.00	\$165.00
	43528	09/16/2015	8304		Uniform Allowance (Jim Quist)	208-751-745.00	90.00	
	43529	09/16/2015	8305		Vinyl Decals for Truck Doors (Car #2)	101-265-981.00	40.00	
Industrial Chem Labs	43437	07/14/2015	177258		2 Gallons of TK-10 (Airport)	216-585-981.00	179.01	\$179.01
J S ELECTRONICS, INC.	43551	09/01/2015	18946		Voice Paging	101-301-728.00	90.00	\$352.08
	43567	09/10/2015	18964		Replacement Belt Clip (Marine)	101-331-755.00	19.50	
	43578	09/01/2015	18913		Radio Maintenance	205-315-934.01	89.00	
	43588	09/02/2015	18956		Vehicle Light Maintenance	205-315-934.02	153.58	
J'S SPORT SHOP	43565	09/17/2015	483937		P# 03153 Ammunition	101-301-881.03	1,420.00	\$1,420.00
Jared Wingers	43573	09/21/2015		Reimbursement	Supplies for Brats for Breakfast	101-331-755.01	79.45	\$79.45
Joel Hensley, RN	43560	09/21/2015		Nursing Services	Inmate Nursing Services	101-301-770.01	1,365.00	\$1,365.00
K & M Rentals - W4772 Million Dollar Road	43540	09/08/2015	5213		Portable Toilet (Airport Park)	208-751-801.00	85.00	\$85.00
Kleiman, Marc	43443	09/14/2015		Reimbursement	Mileage - U.P. Clerks Meeting	101-215-860.00	143.75	\$167.90
	43569	09/21/2015		Reimbursement	Mileage - Election Training	101-215-860.00	24.15	
LENCA SURVEYING	43454	09/08/2015	15154		Remon Yr 2015 (August 29 - Septembe	243-245-801.07	2,615.60	\$2,615.60
Lesperance, Diane	43475	09/09/2015		Reimbursement	Sign Supplies, SD Card, Mileage	517-252-931.00	40.70	\$75.36
	43475	09/09/2015		Reimbursement	Sign Supplies, SD Card, Mileage	517-252-727.00	11.65	
	43475	09/09/2015		Reimbursement	Sign Supplies, SD Card, Mileage	517-252-860.00	23.01	
LexisNexis	43441	08/31/2015	1508446710		August 1 - August 31, 2015	269-145-801.00	350.00	\$350.00
Linda A. Menacher	43444	09/10/2015		Reimbursement	Cell Phone (April - September, 2015)	101-136-727.00	285.60	\$285.60
Linderoth, Janis	43614	09/23/2015		Reimbursement	Mileage - UP State Fair Authority	101-101-360.09	135.70	\$135.70
Manpower	43430	09/13/2015	29129801		Week Ending 9/13/15 (Molly McRae)	101-267-704.00	315.00	\$1,575.00
	43445	09/06/2015	29098717		Week Ending 9/6/15 (Molly McRae)	101-267-704.00	315.00	
	43532	09/06/2015	29101145		Week Ending 9/6/15 (Molly McRae)	215-141-705.00	315.00	
	43533	09/13/2015	29124579		Week Ending 9/13/15 (Molly McRae)	215-141-705.00	315.00	
	43516	09/20/2015	29154079		Week Ending 9/20/15 (Molly McRae)	215-141-705.00	315.00	

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Claims Audit Report

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MKB

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General MICHIGAN								
Marinette County Sheriff Dept.	43460	09/17/2015	153754FH #30792	Service & Mileage - State of MI v Antho	101-267-804.00	35.00		\$35.00
Marinette Farm & Garden	43564	09/15/2015	334185	K9 Supplies	101-301-881.01	49.99		\$49.99
Mastercard	43546	09/11/2015	Credit Card	Angeli's	216-585-755.02	29.91	*	\$2,393.33
	43546	09/11/2015	Credit Card	Krist Oil	216-585-742.00	69.04	*	
	43547	09/11/2015	Credit Card	Quill	101-301-727.00	281.57	*	
	43547	09/11/2015	Credit Card	Quill	101-301-727.00	71.24	*	
	43547	09/11/2015	Credit Card	August 19 - September 11, 2015 (Sheri	101-301-755.00	7.84	*	
	43547	09/11/2015	Credit Card	American Screening	101-301-770.01	406.50	*	
	43547	09/11/2015	Credit Card	Bob Barker	101-301-770.01	264.78	*	
	43547	09/11/2015	Credit Card	Radisson Hotels	101-301-860.00	160.50	*	
	43547	09/11/2015	Credit Card	St. Ignace EZ mart	101-301-860.01	36.20	*	
	43547	09/11/2015	Credit Card	Paypal (Conference)	101-301-881.00	275.00	*	
	43547	09/11/2015	Credit Card	Elite K-9	101-301-881.01	330.82	*	
	43547	09/11/2015	Credit Card	Kmart	101-301-881.01	14.98	*	
	43547	09/11/2015	Credit Card	Clio Market & Gas	205-315-742.00	32.77	*	
	43547	09/11/2015	Credit Card	Marinette Shell	205-315-742.00	11.00	*	
	43547	09/11/2015	Credit Card	Speedway	205-315-742.00	33.00	*	
	43547	09/11/2015	Credit Card	Superior Touchless	205-315-742.00	9.00	*	
	43547	09/11/2015	Credit Card	Hyatt on Main/GB	205-315-881.03	249.62	*	
	43547	09/11/2015	Credit Card	OC - Green Bay	205-315-881.03	34.35	*	
	43547	09/11/2015	Credit Card	Cracker Barrel	264-363-881.00	11.53	*	
	43547	09/11/2015	Credit Card	Shell Oil	264-363-881.00	25.59	*	
	43547	09/11/2015	Credit Card	West Saginaw LLQPS	264-363-881.00	28.56	*	
	43547	09/11/2015	Credit Card	Walmart	264-363-881.00	11.53	*	
Menards - Marinette	43452	09/09/2015	91504	Batteries, 3 Piece Nail Set, Punch Set	101-265-755.00	31.83		\$80.78
	43461	09/03/2015	91133	Materials for Sign at River Park	208-751-930.03	12.29		
	43535	09/18/2015	92147	Painters Plastic & Ballast	101-265-930.01	36.66		
MENOMINEE COUNTY ROAD COMMISSI	43608	09/03/2015	3WFP-006	Stephenson Township	401-446-970.00	30,838.61		\$53,154.55
	43609	09/03/2015	3WFP-007	Mellen Township	401-446-970.00	22,315.94		
Menominee Industrial Supply	43433	09/15/2015	10158855	Handheld Blower	101-265-931.00	170.80		\$170.80
MGT of America, Inc.	43530	09/14/2015	27182	CRP FY 2015 (July, August, Sept)	101-141-801.00	1,277.20		\$1,277.20
MICHIGAN ASSN OF EQUALIZATION	43617	09/24/2015	Dues	M.A.E.D. 2016 Membership Dues	101-257-802.00	100.00		\$100.00
MILLERS ACTION OFFICE SUPPLY I	43426	09/16/2015	0112356-001	Office Supplies - Emergency Managem	101-426-727.00	110.87		\$698.96
	43438	09/09/2015	0112162-001	Office Supplies (911)	266-325-727.00	161.40		
	43439	09/10/2015	0112185-001	Office Supplies (911)	266-325-727.00	4.89		
	43458	09/14/2015	0112273-001	Clerk & Circuit Court - Office Supplies	101-215-727.00	127.80		
	43458	09/14/2015	0112273-001	Clerk & Circuit Court - Office Supplies	101-131-727.00	125.81		
	43459	09/16/2015	0112355-001	Clerk's Office Supplies	101-215-727.00	64.90		
	43531	09/16/2015	0112336-001	Labels - FOC	215-141-934.00	5.10		
	43541	09/18/2015	0112413-001	Toner for Clerk's Office Copier	101-215-727.00	98.19		

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MENOMINEE COUNTY  
Claims Audit Report

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HWS

Vendor Name	Vchar#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
MENOMINEE COUNTY MICHIGAN								
MOORE MEDICAL CORP	43561	09/08/2015	98791849 I	Inmate Medical	101-301-770.01	105.71		\$105.71
Nelson, John R.	43613	07/22/2015	Reimbursement	Mileage - September 2015	101-101-860.11	230.60		\$280.60
NESTEGG MARINE	43568	08/18/2015	99293	Marine Maintenance	101-331-755.00	163.45		\$163.45
Nutt, Michael	43601	09/22/2015	Reimbursement	Mileage	296-664-860.00	161.00		\$161.00
Office Depot, Inc.	43538	09/10/2015	792707798001	Planner - District	101-136-727.00	18.59		\$60.09
	43539	09/10/2015	792707941001	Office Supplies - District Court	101-136-727.00	41.50		
Olsen, Julie	43600	09/22/2015	5985	Foster Care Costs	292-662-843.02	534.44		\$534.44
Peterson, Charlene	43479	09/15/2015	Reimbursement	Mileage - Planning Commission	101-401-710.00	14.38		\$14.38
QUALITY WATER SPECIALISTS	43451	09/10/2015	178189	Annex Iron Fighter (x3)	101-265-801.00	51.85		\$51.85
Quist, James Michael	43471	09/11/2015	Reimbursement	Uniform Allowance	208-751-745.00	102.51		\$102.51
REDWOOD TOXICOLOGY LABORATORY	43604	08/31/2015	00719820158	Drug Testing Supplies	296-667-730.00	80.00		\$80.00
REGISTER OF DEEDS	43611	09/18/2015	Copies	Remon Copies - Grant Year 2015	243-245-765.00	21.00		\$21.00
Riesterer & Schnell, Inc.	43434	09/15/2015	896475	V-Belt	101-265-934.00	98.95		\$98.95
Riverside Chevrolet	43569	08/31/2015	5432	Vehicle Maintenance	205-315-934.02	188.16		\$188.16
S & O LOCK AND PHONE SERVICE	43536	09/17/2015	42059	Clerks Office Keys & Door Knob	101-265-930.01	193.98		\$193.98
Sage Software, Inc.	43476	09/15/2015	904842608	PO# 03143 Update Fixed Asset Progra	101-103-857.03	895.00		\$895.00
Scholtz Sr., Gary	43469	09/21/2015	Reimbursement	Tire Disposal, Garbage Bags, Floor Cle	216-585-981.00	24.00		\$83.97
	43469	09/21/2015	Reimbursement	Tire Disposal, Garbage Bags, Floor Cle	216-585-755.01	38.27		
	43481	08/16/2015	Reimbursement	Cleaning Supplies for the Airport	216-585-755.01	21.70		
Schroud, Margaret	43432	09/17/2015	Reimbursement	Mileage - Continuing Education Class in	101-257-860.00	53.54		\$53.54
Schultz, Lillian R.	43480	09/15/2015	Reimbursement	Mileage - Planning Commission	101-401-710.00	28.75		\$28.75
Sexton, Richard	43474	09/10/2015	Reimbursement	Mileage and Hotel	101-426-860.00	231.43		\$231.43
Sherwin Williams Company	43468	09/09/2015	5308-4	Jail Paint	101-265-930.01	20.03		\$20.03

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MENOMINEE COUNTY  
Claims Audit Report

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*RMS*

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Signature Ford	43594	09/22/2015	8293Q	PO# 03150 2016 Utility Police Intercept	205-315-981.00	26,490.00		\$26,490.00
Sitmatic	43576	09/17/2015	INV15004806	PO# 03093 - Chair (911)	266-325-728.00	530.18		\$530.18
Sparling Corpration	43442	08/28/2015	57085	Decal (shipper 31244) Decal (shipper 3	216-585-755.02	36.85		\$36.85
Squires-Stepniak, Rebecca	43603	09/22/2015	Reimbursement	Mileage	296-663-860.00	135.13		\$135.13
Standard Insurance Company								
43537	09/21/2015	October 2015	Life Insurance Premium	101-101-713.00	20.70			\$209.30
43537	09/21/2015	October 2015	Life Insurance Premium	101-132-713.00	4.02			
43537	09/21/2015	October 2015	Life Insurance Premium	101-136-713.00	11.50			
43537	09/21/2015	October 2015	Life Insurance Premium	101-141-704.00	9.20			
43537	09/21/2015	October 2015	Life Insurance Premium	101-148-713.00	0.58			
43537	09/21/2015	October 2015	Life Insurance Premium	101-215-713.00	11.50			
43537	09/21/2015	October 2015	Life Insurance Premium	101-172-713.00	4.60			
43537	09/21/2015	October 2015	Life Insurance Premium	101-267-713.00	9.20			
43537	09/21/2015	October 2015	Life Insurance Premium	101-268-713.00	4.60			
43537	09/21/2015	October 2015	Life Insurance Premium	101-253-713.00	6.90			
43537	09/21/2015	October 2015	Life Insurance Premium	101-257-713.00	4.60			
43537	09/21/2015	October 2015	Life Insurance Premium	101-265-713.00	4.60			
43537	09/21/2015	October 2015	Life Insurance Premium	101-301-713.00	48.30			
43537	09/21/2015	October 2015	Life Insurance Premium	101-682-713.00	2.30			
43537	09/21/2015	October 2015	Life Insurance Premium	216-585-713.00	2.30			
43537	09/21/2015	October 2015	Life Insurance Premium	271-790-713.00	9.20			
43537	09/21/2015	October 2015	Life Insurance Premium	296-663-713.00	2.30			
43537	09/21/2015	October 2015	Life Insurance Premium	296-664-713.00	2.30			
43537	09/21/2015	October 2015	Life Insurance Premium	296-665-713.00	2.30			
43537	09/21/2015	October 2015	Life Insurance Premium	208-751-713.00	2.30			
43537	09/21/2015	October 2015	Life Insurance Premium	205-316-713.00	2.30			
43537	09/21/2015	October 2015	Life Insurance Premium	205-315-713.00	25.30			
43537	09/21/2015	October 2015	Life Insurance Premium	266-325-713.00	16.10			
43537	09/21/2015	October 2015	Life Insurance Premium	266-326-713.00	2.30			
State of Michigan - MDOT	43455	08/26/2015	LF 380480	Airport License Fee	216-585-755.03	50.00		\$50.00
STEPHENSON MARKETING COOPERATI - P O BOX 399								
43457	08/31/2015	462643	Parks	208-751-981.00	55.39			\$2,434.88
43575	08/31/2015	015579	Road Gasoline Sales (August 2015)	205-315-742.00	2,379.49			
The Ebco Company, LLC	43449	09/04/2015	015292	District - Legal Size Folders (x600)	101-136-727.00	402.00		\$402.00
The First National Bank&Trust	43520	08/31/2015	628840339	FOC Service Charge	101-141-817.00	33.20		\$33.20
The Print Shop - 1340 Main Street	43615	09/23/2015	7030624	Paper (PA's Office) x1000	101-267-727.00	51.52		\$51.52
TWIN CITY ELECTRIC, Inc.	43552	09/03/2015	79702	Coffee Room Receptacles	101-301-728.00	480.00		\$480.00
U.S. Bank Equipment Finance	43463	09/15/2015	287574115	Bizhub 423 Copier	101-172-942.00	133.07		\$133.07

MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
UP 9-1-1 Authority								\$30,433.32
	43473	09/17/2015	112	PO# 03152 CAD/Telephony Mainten	266-325-728.01	2,197.00		
	43473	09/17/2015	112	PO# 03152 CAD/Telephony Mainten	266-325-727.01	581.32		
	43473	09/17/2015	112	PO# 03152 CAD/Telephony Mainten	266-326-728.01	25,155.00		
	43473	09/17/2015	112	PO# 03152 CAD/Telephony Mainten	266-325-934.00	2,500.00		
UPCAP SERVICES INC								\$28.00
	43566	08/31/2015	1137	Work Crew Services	101-301-935.00	28.00		
Valenti, Susan F.								\$178.36
	43596	09/21/2015	Reimbursement	Mileage, Meals - August 2015	101-131-860.00	178.36		
Verizon Wireless								\$972.99
	43462	09/17/2015	9751537441	Cellular Services	101-265-850.01	175.59		
	43462	09/17/2015	9751537441	Cellular Services	101-301-850.00	456.58		
	43462	09/17/2015	9751537441	Cellular Services	101-682-850.00	32.46		
	43462	09/17/2015	9751537441	Cellular Services	205-315-850.00	307.91		
	43462	09/17/2015	9751537441	Cellular Services	266-325-850.00	0.45		
WALTER BROTHERS INC								\$27.53
	43456	08/30/2015	20106	Twin County Airport	216-585-755.02	24.99		
	43456	08/30/2015	20106	Twin County Airport	216-585-755.02	2.54		
Wil-Kil Pest Control								\$156.75
	43427	09/09/2015	2758872	Library	101-265-801.00	31.25		
	43428	09/09/2015	2758873	Annex	101-265-801.00	31.25		
	43446	08/31/2015	2736697	Health Department	101-265-801.00	32.00		
	43447	08/31/2015	2735169	Jail	101-265-801.00	62.25		
WISCONSIN PUBLIC SERVICE CORP								\$654.39
	43465	09/17/2015	0402047856-00005	Kleinke Park	208-751-920.01	129.72		
	43466	09/17/2015	0402047856-00008	Kleinke Park	208-751-920.01	524.67		
Xerox Corporation - 26152 Network Place								\$482.82
	43550	09/12/2015	081289816	Sheriff Dept (August 2015)	101-301-727.00	482.82		
Total Amount for Bank Account: General								\$157,294.68

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MENOMINEE COUNTY AUDITOR

MENOMINEE COUNTY  
Claims Audit Report

Vendor Name Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General							
Cach, William 43621	09/23/2015	Reimbursement	Mileage - September 2015	101-101-860 05	57.50		557.50
Cellcom - P.O. Box 7555 43629	09/05/2015	894008	Medical Examiner - Cellular Bill	101-848-830 03	37.07		537.07
GSS inc 43620	09/23/2015	15-23073	Record of Death Binder (#30)	101-215-727 00	155.27		1155.27
Keliman, Marc 43625	09/25/2015	Reimbursement	Mileage	101-215-860 03	38.50		538.50
Manpower 43624	09/09/2015	29154164	Week Ending 9/20/15 (Molly McRae)	101-267-704 00	375.00		5315.00
MILLERS ACTION OFFICE SUPPLY I 43623	09/24/2015	0112554-001	Office & Laminating Supplies (Clerk's C	101-215-727 00	220.05		5256.83
	09/24/2015	0112554-001	Office & Laminating Supplies (Clerk's C	101-215-860 00	38.76		
Quill Corporation 43625	09/18/2015	7913897	PA's Office	101-267-727 00	129.10		5129.10
Schell, Larry 43622	09/09/2015	Reimbursement	Mileage - September 2015	101-101-860 04	114.44		5114.44
Sendon, Richard 43627	09/10/2015	Reimbursement	Motorola Battery (x2) and Trailer Tire	101-425-755 00	132.45		5308.98
	09/24/2015	Reimbursement	Mileage	101-425-800 00	176.53		
Williams, Raymond 43619	09/24/2015	Reimbursement	Mileage	101-101-860 01	29.00		529.00
Total Amount for Bank Account: General							<u>51,442.62</u>

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STATE OF WISCONSIN  
MILWAUKEE COUNTY BOARD OF SUPERVISORS

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 MENOMINEE COUNTY  
 Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Apex Software	43751	09/30/2015	290329	Equalization Software Download	101-257-727.00	495.00		\$495.00
ARAMARK UNIFORM SERVICES INC - 25259 Network PL	43722	09/23/2015	1677228377	Airport Supplies	216-585-755.01	29.06		\$41.12
	43722	09/23/2015	1677228377	Airport Supplies	216-585-745.00	12.06		
AT&T - Carol Stream, IL	43715	09/19/2015	906863661409	Telephone Services (911)	266-325-850.00	346.84		\$2,019.60
	43723	09/19/2015	906863444109	September 19 - October 18, 2015	101-103-850.00	997.73		
	43724	09/19/2015	906863202309	September 19 - October 18, 2015	101-103-850.00	675.03		
Batteries Plus	43716	09/23/2015	988-123439	Back Up Batteries	266-325-976.00	174.90		\$174.90
Big O's Lube and Service, Inc.	43736	09/22/2015	17852	2015 Chevy Impala - Vehicle Maintenan	205-315-934.02	27.95		\$55.90
	43737	09/24/2015	17881	2013 Chevy Impala - Vehicle Maintenan	205-315-934.02	27.95		
Billy Electric, Inc.	43792	09/30/2015	PO# 03164	Electrical Upgrade Project (Shakey)	220-752-953.01	3,583.50		\$3,583.50
Body Works Plus	43748	09/12/2015	M268820	Tahoe (Stephenson to Koehne)	205-315-934.02	120.00		\$120.00
Brzezinski, Cindy	43714	09/29/2015	Reimbursement	Hotel & Fuel	256-277-860.00	107.75		\$107.75
CBM Managed Services	43730	09/16/2015	STDINV89324	Inmate Meals	101-301-770.00	2,032.68		\$2,032.68
COBAN Technologies, Inc.	43752	09/25/2015	10720	PO# 03149 Coban Fusion System	205-315-981.00	4,205.00		\$4,205.00
David Ashby	43744	09/28/2015	Reimbursement	Uniform Allowance	205-315-745.00	113.60		\$113.60
DAVID VANDERMISSEN	43700	08/29/2015	801903	Pay Pole for River Park	208-751-756.01	210.00		\$210.00
DRAZE, THOMAS	43745	09/04/2015	Reimbursement	Uniform Allowance	205-315-745.00	217.99		\$217.99
Friends Ofc Prod Whse Direct	43727	09/24/2015	00113	FOC - Office Supplies	215-141-934.00	68.73		\$68.73
Galls, LLC	43735	09/21/2015	004099726	Road Patrol - Coldgear (Judy)	205-315-745.00	60.99		\$60.99
GREAT AMERICAN DISPOSAL CO THE	43754	09/25/2015	138613	May - September 2015 (Shakey & Kleir	208-751-801.00	5,473.20		\$5,473.20
Hanna, Brenda	43717	09/30/2015	Reimbursement	Mileage (July 1 - September 30)	101-253-860.00	32.20		\$32.20
Hi Tec Building Services	43695	09/30/2015	010346	September 2015 Cleaning Services	101-265-801.00	1,400.00		\$1,400.00
Ihander, Aaron	43743	09/04/2015	Reimbursement	Uniform Allowance	205-315-745.00	104.62		\$104.62
J S ELECTRONICS, INC.	43729	09/24/2015	18982	VHF antennas for the Icom F50v portat	101-301-755.00	89.75		\$174.75
	43738	09/24/2015	18980	Maintenance on Side Window (Draze)	205-315-934.02	85.00		

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MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Voucher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
K MART	7031							\$87.90
	43731	09/26/2015	703109261500888182	Inmate Blankets	101-301-770.00	59.64		
	43740	09/30/2015	70310930150063544	Sheriff Dept - Office Supplies	101-301-727.00	28.26		
Lang, Bernard	43705	09/30/2015		Reimbursement Mileage - September 2015	101-101-860.02	70.15		\$70.15
LENCA SURVEYING	43718	09/25/2015	15159	Remon Yr 2015 (September 9 - Septem	243-245-801.07	3,682.40		\$3,682.40
Lesperance, Diane	43726	09/30/2015		Reimbursement Mileage	101-253-860.00	36.80		\$70.03
	43726	09/30/2015		Reimbursement Mileage	517-252-860.00	33.23		
Lesperance, Michael	43725	09/28/2015		Signs Signs for Site Visit Postings (x30)	517-252-955.00	60.00		\$60.00
Little Caesars Pizza	43765	09/30/2015	5996	Pizza for Teen Court	296-667-801.02	25.00		\$25.00
M & M Business Machines	43762	09/30/2015	647817	Typewriter Maintenance	101-132-931.00	48.00		\$48.00
Menards - Marinette	43707	09/24/2015	92578	Building Maintenance Supplies	101-265-930.01	93.00		\$751.34
	43709	09/26/2015	92734	Building Maintenance Supplies	101-265-930.01	11.60		
	43711	09/24/2015	92576	Oak Casing (Building Maintenance)	101-265-930.01	136.68		
	43712	09/24/2015	92577	Building Maintenance Supplies	101-265-930.01	403.98		
	43732	09/23/2015	92533	Inmate Supplies	101-301-770.00	50.88		
	43749	09/23/2015	92534	Building Maintenance Supplies	101-265-930.01	55.20		
Michelle Larson	43768	09/30/2015	5999	Can Zone	296-668-801.00	50.00		\$136.05
	43769	09/30/2015		Reimbursement Mileage - Can Zone	296-667-801.01	86.05		
MILLERS ACTION OFFICE SUPPLY I	43728	09/24/2015	0112544-001	Sheriff Dept - Office Supplies	101-301-727.00	55.68		\$600.22
	43741	09/29/2015	0112663-001	Sheriff Dept - Office Supplies	101-301-727.00	19.38		
	43759	09/29/2015	0112674-001	ROD - Office Supplies	101-268-727.00	171.17		
	43763	09/30/2015	0112455-001	Office Supplies	296-664-727.00	250.00		
	43764	09/24/2015	0112570-001	Toner Cartridge	101-148-727.00	52.00		
	43764	09/24/2015	0112570-001	Toner Cartridge	101-148-931.00	51.99		
Motorola	43747	09/17/2015	13079722	Speak - Mic's (Road)	205-315-934.01	240.00		\$240.00
Multerer, Laura	43761	09/29/2015	5993	Bond Refund	292-662-964.00	300.00		\$300.00
Niemi, Daniel R.	43773	09/30/2015	6006	Transport of Juvenile	101-132-801.01	17.50		\$59.50
	43773	09/30/2015	6006	Transport of Juvenile	101-132-801.00	42.00		
Office Depot, Inc.	43701	09/16/2015	793910034001	CDR Disc for Judges	101-131-727.00	27.54		\$67.53
	43721	09/17/2015	794531815001	Digital Recorder	277-426-955.00	39.99		
Owens, Karen A.	43772	09/30/2015	6005	After School Program	296-668-801.00	171.00		\$171.00
Palmer, Mary	43750	09/30/2015		Reimbursement Potting Soil	101-265-930.02	24.27		\$24.27

MENOMINEE COUNTY  
Claims Audit Report

Vendor Name Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General							
Personnel Concepts 43703	09/24/2015	9328904221	Personnel Posters	101-172-727.01	369.80		\$723.89
43704	08/26/2015	9328658954	Personnel Posters	101-172-727.01	354.09		
Poupore Collision & Towing 43739	09/24/2015	55018	2009 Chevy Tahoe Vehicle Maintenananc	205-315-934.02	449.00		\$449.00
S & O LOCK AND PHONE SERVICE 43734	09/24/2015	42107	Dead Bolt & Padlock (1108 15th Ave)	101-301-935.00	88.81		\$88.81
Sage Software, Inc. 43698	09/22/2015	2001341712	PO# 03155 Business Care Gold	101-103-857.03	3,186.48		\$3,186.48
Sexton, Richard 43713	09/25/2015	Reimbursement	Batteries	101-426-755.00	75.46		\$75.46
Sherwin Williams Company 43710	09/23/2015	5797-8	Paint & Paint Supplies	101-265-930.01	84.94		\$84.94
STATE BAR OF MICHIGAN 43753	09/30/2015	Dues	2015-16 Membership (Judge Jeffrey Ba	101-136-802.00	285.00	*	\$285.00
StateLine Apparel 43706	09/29/2015	39191	Mike Sieg Uniform Allowance	101-265-745.00	26.99		\$26.99
Stericycle, Inc. 43733	09/30/2015	4005842938	Inmate Medical Supplies	101-301-770.01	31.41		\$31.41
Stromgren, Peggy 43770	09/30/2015	6001	Transport of Juvenile (D.C.)	101-132-801.01	17.50		\$59.50
43770	09/30/2015	6001	Transport of Juvenile (D.C.)	101-132-801.00	42.00		
Tyler Milleski 43746	09/03/2015	Reimbursement	Uniform Allowance	205-315-745.00	104.62		\$104.62
UNIFORM SHOPPE 43742	09/30/2015	247757	PO# 03165 Point Blank Vest	101-301-745.00	700.00		\$700.00
UPPER PENINSULA TELEPHONE CO 43719	09/24/2015	FWPLINV-349	Foreign White Page Listing (3/15 - 2/16	101-172-900.00	24.00		\$24.00
Warner, Fredrick 43766	09/30/2015	5997	Transport of Juvenile (D.C.)	101-132-801.01	17.50		\$250.10
43766	09/30/2015	5997	Transport of Juvenile (D.C.)	101-132-801.00	42.00		
43767	09/30/2015	Reimbursement	Mileage - Transport Juvenile	101-132-801.00	65.55		
43771	09/30/2015	6002	Transport of Juvenile (D.C.)	101-132-801.01	17.50		
43771	09/30/2015	6002	Transport of Juvenile (D.C.)	101-132-801.00	42.00		
43774	09/30/2015	Reimbursement	Mileage - Transport of Juvenile	101-132-801.00	65.55		
WISCONSIN PUBLIC SERVICE CORP 43708	09/25/2015	1432249962-00000	Bailey House	208-751-920.01	46.09		\$183.49
43708	09/25/2015	1432249962-00000	Kleinke Park Street Lighting	208-751-920.01	31.84		
43708	09/25/2015	1432249962-00000	Kleinke	208-751-920.01	55.52		
43708	09/25/2015	1432249962-00000	Bailey Park Street Lighting	208-751-920.01	13.88		
43720	09/24/2015	0402047856-00006	Stoney Point Street Lighting	208-751-920.01	36.16		

Total Amount for Bank Account: General

\$33,358.61

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MENOMINEE COUNTY  
Claims Audit Report

Vendor Name Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General							
ALGER-DELTA COOPERATIVE ASSOCI							\$3,142.41
43883	09/30/2015	1614900	Bath House	208-751-920.01	67.50		
43884	09/30/2015	367100	N8390 Beach House	208-751-920.01	283.95		
43885	09/30/2015	367200	Northwest Campsites	208-751-920.01	763.48		
43886	09/30/2015	369802	W8449 Co Rd G12 Campsites	208-751-920.01	296.15		
43887	09/30/2015	370500	Shakey Lakes Office/Shop	208-751-920.01	93.05		
43888	09/30/2015	379700	Storage Shed	208-751-920.01	135.92		
43889	09/30/2015	380300	Shower Building	208-751-920.01	211.48		
43890	09/30/2015	383001	Shakey Lakes Park/Horse	208-751-920.01	43.75		
43891	09/30/2015	383200	N8380 Co Park Rd 20.5	208-751-920.01	692.90		
43892	09/30/2015	383301	Shakey Lk Pk/Cattle	208-751-920.01	181.34		
43893	09/30/2015	1503500	N8380 Co Pk Rd 20.5	208-751-920.01	372.91		
ANGELIS MENOMINEE INC							\$34.79
43799	09/30/2015	02-MEN911	911 Supplies	266-325-755.00	34.79		
ARAMARK UNIFORM SERVICES INC - 25259 Network PL							\$41.12
43845	09/30/2015	1677233020	Airport Supplies	216-585-755.01	29.06		
43845	09/30/2015	1677233020	Airport Supplies	216-585-745.00	12.06		
AT&T - Carol Stream, IL							\$19,596.58
43912	10/01/2015	906753458210	October 1 - October 31, 2015	101-103-850.00	56.46	*	
43913	10/01/2015	906753220910	October 1 - October 31, 2015	101-103-850.00	419.99	*	
43914	09/30/2015	906R41083910	Telephone Services	101-103-850.00	14,185.81		
43915	10/01/2015	906R41083910	Telephone Services	101-103-850.00	4,934.32		
AT&T Long Distance							\$2,625.48
43818	09/30/2015	854528091	Telephone Services	101-103-850.00	2,625.48		
Barrette, Jodie							\$55.94
43810	09/30/2015	Reimbursement	Mileage & Postage	101-141-860.00	54.74		
43810	09/30/2015	Reimbursement	Mileage & Postage	101-141-729.00	1.20		
BERNTSEN INTERNATIONAL, INC.							\$531.26
43908	10/05/2015	170759	PO# 03178 Remonumentation Supplies	243-245-765.00	531.26		
Big O's Lube and Service, Inc.							\$503.58
43898	09/29/2015	17907	PO# 03171 2013 Chevy Impala Mainte	205-315-934.02	503.58		
Bob Barker Company, Inc.							\$77.82
43850	09/28/2015	NC1001249546	PO# 3163 Inmate Uniforms	101-301-770.00	77.82		
CBM Managed Services							\$2,045.78
43851	09/23/2015	STDINV89648	Inmate Meals	101-301-770.00	2,045.78		

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CURTIS J. BOWEN  
MENOMINEE COUNTY CLERK

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MENOMINEE COUNTY  
Claims Audit Report

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Vendor Name	Vcher#	Voucher-Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
CITY OF MENOMINEE - 2511 10TH ST.								\$3,682.13
	43797	10/06/2015	October 2015	Monthly Rent	266-326-942.00	351.67	*	
	43835	09/30/2015	4057	July 2015 Gasoline Charges	101-257-742.00	94.24	*	
	43835	09/30/2015	4057	July 2015 Gasoline Charges	101-141-860.00	26.59	*	
	43835	09/30/2015	4057	July 2015 Gasoline Charges	101-265-742.00	26.51	*	
	43835	09/30/2015	4057	July 2015 Gasoline Charges	101-265-742.00	238.17	*	
	43837	09/30/2015	90103028	Airport (7/1/15 - 9/30/15)	216-585-920.01	2.11		
	43838	09/30/2015	80101069	Airport (7/1/15 - 9/30/15)	216-585-920.01	46.75		
	43838	09/30/2015	80101069	Airport (7/1/15 - 9/30/15)	216-585-920.02	55.55		
	43839	09/30/2015	801010700	Airport (7/1/15 - 9/30/15)	216-585-920.01	42.49		
	43839	09/30/2015	801010700	Airport (7/1/15 - 9/30/15)	216-585-920.02	50.64		
	43840	09/30/2015	80101198	Airport (7/1/15 - 9/30/15)	216-585-920.01	38.23		
	43840	09/30/2015	80101198	Airport (7/1/15 - 9/30/15)	216-585-920.02	45.72		
	43895	09/30/2015	20102038	July 1 - September 30, 2015	101-265-920.00	2,632.10		
	43896	09/30/2015	90103011	July 1 - September 30, 2015	101-265-920.00	31.36		
City of Stephenson - P.O. Box 467								\$286.51
	43805	09/21/2015	709	Annex - Water/Electric/Sewer	101-261-920.01	18.73		
	43805	09/21/2015	709	Annex - Water/Electric/Sewer	101-261-920.02	31.91		
	43805	09/21/2015	709	Annex - Water/Electric/Sewer	101-261-920.03	235.87		
CLOVERLAND PAPER CO								\$756.48
	43823	09/25/2015	109585	Courthouse Janitorial Supplies	101-265-755.01	301.02		
	43852	09/25/2015	109491	Inmate Supplies	101-301-770.00	270.00		
	43853	09/25/2015	109584	Inmate Supplies	101-301-770.00	88.81		
	43868	10/02/2015	109646	Courthouse Supplies	101-265-755.01	96.65		
CMP Distributors								\$1,990.00
	43897	09/30/2015	45803	PO# 03172 Colt M4 Carbine (x2)	205-315-755.02	1,990.00		
David Ashby								\$109.97
	43856	09/28/2015	Reimbursement	Order # 2714065 (Uniform Allowance)	205-315-745.00	109.97		
DEKETO, LLC								\$880.00
	43821	09/30/2015	DK 9-15	September 2015 Documents (x440)	256-277-857.00	880.00		
Delta County - 310 Ludington Street, Ste 222								\$4,250.00
	43803	10/01/2015	15-0007703	Building Code Services	249-371-801.00	4,250.00		
Detector Electronics Corp.								\$4,395.00
	43813	10/01/2015	PO # 03168	Metal Detector	101-103-755.00	4,395.00		
Durocher, Tony								\$85.00
	43876	10/07/2015	6016	Holdover Attendant (K.R.)	101-132-801.01	25.00		
	43876	10/07/2015	6016	Holdover Attendant (K.R.)	101-132-801.00	60.00		
EAGLEHERALD PUBLISHING, LLC								\$577.40
	43796	09/30/2015	1445	Registration Notice	101-262-727.00	377.00		
	43806	09/21/2015	23219	Subscription Renewal	101-172-900.00	200.40		
Eichhorn, Gary								\$99.45
	43824	09/29/2015	Per Diem	DHS Board	101-601-837.00	50.00		
	43825	09/29/2015	Reimbursement	DHS Board - Mileage	101-601-837.00	49.45		
Election Systems & Software								\$239.75
	43795	09/28/2015	939248	Election Layout	101-262-727.00	239.75		
Erdman, Brandon								\$109.97
	43865	10/02/2015	Reimbursement	Uniform Allowance	205-315-745.00	109.97		

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MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Frost, Lisa	43901	10/08/2015	Reimbursement	Lunch for CPL Siminar	101-215-860.00	5.83		\$5.83
Galls, LLC	43857	09/29/2015	004144367	Uniform Allowance - Greg Peterson	205-315-755.02	270.86		\$270.86
Hafeman, Jan	43801	09/30/2015	Reimbursement	Mileage - September 2015	101-101-860.10	224.25		\$224.25
Hansen, Stacy	43807	09/30/2015	Reimbursement	Mileage	101-141-860.00	3.91		\$3.91
Hello Direct	43822	09/30/2015	HD01873662	Headset (T. Parrette)	101-136-727.00	269.97		\$269.97
Ihander, Aaron	43855	09/30/2015	Reimbursement	Order No. 4766025-1 (Uniform Allowan	205-315-745.00	83.43		\$83.43
Integrated Imaging, Inc.	43819	09/30/2015	61201	PO# 03168 Microfilm (10 Reels)	101-268-931.00	1,236.28		\$14,650.78
	43907	10/08/2015	61225	PO# 03177 Document Imaging Softwar	101-103-970.00	13,414.50		
J S ELECTRONICS, INC.	43798	10/01/2015	18992	Tower Lease - October 2015	266-326-942.00	425.00		\$452.18
	43858	09/29/2015	18987	Return Car Video System to Manufactu	205-315-934.01	27.18		
Jeff Naser	43826	09/29/2015	Per Diem	DHS Board	101-601-837.00	50.00		\$100.60
	43827	09/29/2015	Reimbursement	DHS Board - Mileage	101-601-837.00	50.60		
Joel Hensley, RN	43815	10/02/2015	Reimbursement	Stamps (Medical Examiner)	101-648-727.00	9.80		\$3,709.80
	43863	10/02/2015	Nursing Services	Inmate Nursing Services	101-301-770.01	1,365.00		
	43869	09/30/2015	Medical Examiner	September 2015	101-648-709.00	1,065.00		
	43869	09/30/2015	Medical Examiner	September 2015	101-648-835.00	1,270.00		
Kleiman, Marc	43902	10/08/2015	Reimbursement	Lunch for CPL Siminar	101-215-860.00	7.84		\$7.84
Klumb, Joann	43802	09/30/2015	Reimbursement	Frames for Oaths of Office	101-215-727.00	13.17		\$21.86
	43904	10/08/2015	Reimbursement	Lunch at CPL Seminar	101-215-860.00	8.69		
Klumb, Joseph	43880	10/06/2015	632	Guardian Ad litem Fees (S.M.)	101-148-807.00	250.00		\$250.00
Koehne	43859	09/30/2015	10812	Repair to K91 Vehicle - Acct # MENO8:	205-315-934.02	282.73		\$282.73
KOZIKOWSKI WELL & PUMP INC	43832	09/30/2015	D11115	PO# 03167 Well Pump & Pressure Tan	101-265-934.00	2,081.00		\$2,081.00
LENCA SURVEYING	43344	10/03/2015	15164	Remon Yr 2015 (September 28 - Octob	243-245-801.07	2,324.40		\$2,324.40
Manpower	43820	09/30/2015	29182548	Week Ending 9/27/15 (Molly McRae)	215-141-705.00	315.00		\$315.00
Massopust, Whitney	43871	09/30/2015	Medical Examiner	September 2015	101-648-835.00	260.00		\$260.00
Maus, Sarah	43808	09/30/2015	Reimbursement	Mileage	101-141-860.00	3.90		\$3.90

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MENOMINEE COUNTY  
Claims Audit Report

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Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Menards - Marinette	43817	09/30/2015	92987	Building Maintenance Supplies	101-265-930.01	181.57		\$181.57
MENOMINEE COUNTY JOURNAL								
	43794	09/24/2015	112	Voter Registration Notice	101-262-727.00	297.50		\$378.00
	43867	09/30/2015	109	Advertising (September 2015)	101-101-901.00	80.50		
Menominee Industrial Supply								
	43848	09/25/2015	10161902	Plastic Grease Gun (Airport)	216-585-981.00	6.95		\$89.84
	43849	09/25/2015	10161892	Spark Plug, Air Filter, Saw Chain, Oil (A	216-585-981.00	82.89		
Michigan Municipal Risk								
	43910	10/01/2015	M0001135	10/1/15 - 10/1/16	101-103-831.00	51,576.00		\$61,576.00
	43911	10/01/2015	R0001135	10/1/15 - 10/1/16	101-103-831.00	10,000.00		
MILLERS ACTION OFFICE SUPPLY I								
	43872	09/30/2015	0112703-001	Judge Hass & Marc Kleiman Stamps	101-132-727.00	26.99		\$732.20
	43872	09/30/2015	0112703-001	Judge Hass & Marc Kleiman Stamps	101-215-727.00	75.99		
	43894	09/29/2015	0112657-001	Treasurer's Office (EOY Supplies)	101-253-727.00	600.29		
	43903	10/06/2015	0112817-001	Calculator Ribbon & Index Tabs (Clerk:	101-215-727.00	28.93		
NATIONAL ASSOC OF COUNTIES								
	43882	10/01/2015	133993	Membership Dues 1/1/16 - 12/31/16	101-103-802.00	481.00		\$481.00
NMU Student Service Center								
	43860	09/30/2015	mecosh-7	Jail Suicide Assessment Class (x4)	264-363-881.00	100.00		\$100.00
Nutt, Michael								
	43874	09/30/2015	Reimbursement	Mileage	296-665-860.00	376.05		\$557.98
	43875	09/30/2015	Reimbursement	Mileage	296-664-860.00	96.89		
	43878	10/07/2015	Reimbursement	Meal's	296-664-860.00	54.25		
	43881	09/30/2015	Reimbursement	Meals	296-664-860.00	30.79		
Office Depot, Inc.								
	43836	09/23/2015	796072519001	Toner & Calendars (District Court)	101-136-727.00	161.09		\$161.09
PAIDL'S TRUE VALUE HARDWARE								
	43812	09/30/2015	150008	Park Supplies	208-751-930.03	37.28		\$423.84
	43812	09/30/2015	150008	Park Supplies	208-751-755.01	4.98		
	43812	09/30/2015	150008	Park Supplies	208-751-930.03	17.68		
	43812	09/30/2015	150008	Park Supplies	208-751-930.03	40.00		
	43812	09/30/2015	150008	Park Supplies	208-751-755.02	3.98		
	43812	09/30/2015	150008	Park Supplies	208-751-930.03	38.99		
	43812	09/30/2015	150008	Park Supplies	208-751-755.05	250.00		
	43812	09/30/2015	150008	Park Supplies	208-751-755.02	30.93		
Pfrankuch, Mike								
	43811	09/30/2015	Reimbursement	Continuing Education/AODA Classes	101-136-802.00	66.50		\$66.50
PLASTOCON, INC								
	43854	09/29/2015	86218	Inmate Supplies	101-301-770.00	406.00		\$406.00
Public Agency Training Council								
	43866	10/05/2015	197802	PO# 03170 Hostage Negotiations (x2)	264-363-881.00	590.00		\$590.00
Riesterer & Schnell, Inc.								
	43800	09/08/2015	892718	Replacement Mower Deck Belt	101-265-934.00	98.95		\$98.95
S & O LOCK AND PHONE SERVICE								
	43804	09/30/2015	42198	Detex EAX 500 (x2)	101-103-970.10	299.90		\$299.90

MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Sexton, Richard	43814	10/01/2015	Reimbursement	Mileage	101-426-860.00	102.35		\$102.35
Squires-Stepniak, Rebecca	43873	09/30/2015	Reimbursement	Mileage - September 2015	296-665-860.00	189.75		\$240.75
	43877	10/07/2015	Reimbursement	Bridge Toll & Meals	296-665-860.00	25.61		
	43879	09/30/2015	Reimbursement	Meals	296-665-881.00	25.39		
State of Michigan POB 30266	43864	08/25/2015	551-450628	T1 Line, 3 Way, Datacomm LGNET (7/	101-301-976.00	1,750.00		\$1,750.00
The First National Bank&Trust	43793	09/30/2015	628840339	FOC Service Fee	101-141-817.00	33.60		\$33.60
Time Warner Cable	43833	10/01/2015	10404710008401100	October 2 - November 1, 2015	101-103-850.00	531.36		\$963.56
	43841	09/24/2015	10404621199203900	Twin County Airport	216-585-850.00	302.70		
	43862	10/06/2015	10404620475202800	Sheriff Department	101-301-770.00	129.50		
U.E.S. COMPUTERS, INC.	43899	10/01/2015	72510	PO# 03174 Unitrends Appliance - 1 Yr:	101-103-857.02	1,379.00		\$3,186.00
	43900	10/01/2015	72511	PO# 03173 Symantec Antivirus	101-103-857.02	1,807.00		
WALTER BROTHERS INC	43816	09/30/2015	13185	Soaker Hcse (x3)	101-265-930.02	100.92		\$151.38
	43843	09/30/2015	20106	Airport Supplies	216-585-742.00	2.99		
	43843	09/30/2015	20106	Airport Supplies	216-585-755.02	32.99		
	43843	09/30/2015	20106	Airport Supplies	216-585-755.02	14.48		
Waste Management	43809	09/30/2015	1506660-1856-2	Garbage Removal	101-265-801.00	499.50		\$603.07
	43846	10/01/2015	1506666-1856-9	October 2015 (Airport)	216-585-801.00	103.57		
WISCONSIN PUBLIC SERVICE CORP	43830	09/30/2015	0402191663-00001	Health Care Center	101-265-920.03	239.04		\$4,739.52
	43830	09/30/2015	0402191663-00001	Health Care Center	101-265-920.04	10.44		
	43831	09/30/2015	0402047856-00004	Courthouse	101-265-920.04	538.48		
	43834	09/24/2015	0403823200-00006	Twin County Airport (Hngr Gate Cntr)	216-585-920.03	28.34		
	43847	09/25/2015	0403823200-00005	Airport (Gate Cntr)	216-585-920.03	0.73		
	43909	09/30/2015	0402055840-00001	Jail	101-265-920.03	3,922.49		
Xerox Corporation - 26152 Network Place	43828	10/01/2015	081480375	October 2015 (Probation/Parole)	101-131-942.00	93.18		\$129.79
	43861	10/02/2015	081643135	Sheriff Dept	101-301-728.00	36.61		
Zeratsky Extreme Heating &	43905	09/30/2015	8716	Jail Air Conditioner Equipment Repair	101-265-934.00	505.75		\$505.75
Zevitz, Dr. Michael E.	43870	09/30/2015	Medical Examiner	September 2015	101-648-709.00	2,045.00		\$2,045.00
Total Amount for Bank Account: General								\$152,028.40

APPROVED

DATE: 10/08/2015  
MEMO: 10/08/2015

*BRB*

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Miscellaneous Boards/Committees/Commission Reports</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
Miscellaneous reports discussed at the 10.13.2015 County Board meeting	
<b>RECOMMENDED MOTION</b>	
To approve the miscellaneous reports discussed at the 10.13.2015 County Board meeting	

Submitted by:     **Brian Bousley**    

    **10/23/2015**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

# MENOMINEE COUNTY 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

10/07/2015

PERMIT#	DATE ISSUED	OWNER	ADDRESS	TWP.	PERMIT FEE
P13247-15	09/01/15	BUGALSKI GARY	W8653 CO RD G-12	LAKE TWP.	\$140.28
Work :	3.GARAGE	24 X 34 POLE BUILDING FOR STORAGE			008-228-002-10
P13248-15	09/01/15	MARTIN KATHY	N6095 CO RD 346	INGALLSTON TWP.	\$317.80
Work :	1.NEW DWELLING	28 X 50 NEW HOME 10 X 12 BREEZEWAY			007-421-002-00
P13249-15	09/01/15	PETERSON ROBERT H	W508 OLD US HWY 2&	HARRIS TWP.	\$85.24
Work :	7.DECK/PORCH	32 X 8 DECK			005-011-011-00
P13250-15	09/01/15	DOUBEK JOEL	N1599 CO RD 577	MENOMINEE TWP.	\$124.14
Work :	2.ADDITION	378 SQ FT ROOM ADDITION			010-016-005-70
P13251-15	09/04/15	JOHNSON VERN A & RICHARD A	S-4 RD	LAKE TWP.	\$209.40
Work :	3.GARAGE	56 X 36 STORAGE GARAGE			008-506-001-00
P13252-15	09/04/15	MOREAU RICHARD CARLO	SAND RD	SPALDING TWP.	\$136.44
Work :	3.GARAGE	24 X 32 GARAGE			013-433-001-20
P13253-15	09/09/15	LAMACK MICHAEL ETAL	N6111 BAY DE NOC LN	INGALLSTON TWP.	\$175.80
Work :	4.MANUFACTURED	14 X 60 MOBILE HOME			007-415-016-00
P13254-15	09/09/15	NEUVILLE VICTORIA L & LONNIE JERHWY M-35		INGALLSTON TWP.	\$331.00
Work :	3.GARAGE	80 X 40 BUS/STORAGE GARAGE			007-301-003-00
P13255-15	09/09/15	NEUVILLE VICTORIA L & LONNIE JERHWY M-35		INGALLSTON TWP.	\$757.02
Work :	1.NEW DWELLING	2146 SQ FT FIRST FLOOR 952 SECOND FLOOR 1910 ATTACHED GARAGE 2507 DECK/PORCH 641 GROUND FLOOR			007-301-003-00
P13256-15	09/21/15	MARCOE JEREMY	W4405 23.5 LN	DAGGETT TWP.	\$171.00
Work :	3.GARAGE	30 X 40 STORAGE GARAGE			002-005-011-00

<b>P13257-15</b>	09/11/15	PETERSON MATTHEW D	N1662 BAY DE NOC DR	MENOMINEE TWP.	\$99.96
Work :	7.DECK/PORCH	624 SQ FT OF DECK			010-015-001-30
<b>P13258-15</b>	09/14/15	CARLSEN ROBERT & JUDY	CO RD 388	FAITHORN TWP.	\$190.20
Work :	3.GARAGE	30 X 48 GARAGE			003-213-003-50
<b>P13259-15</b>	09/15/15	SCHMIDT LEO F	W4562 PINEWOODS L	INGALLSTON TWP.	\$171.00
Work :	3.GARAGE	30 X 40 GARAGE			007-306-018-00
<b>P13260-15</b>	09/23/15	LARSEN JAY T & NANCY J	N5330 HWY M-35	INGALLSTON TWP.	\$228.60
Work :	3.GARAGE	48 X 40 POLE BUILDING FOR STORAGE			007-030-039-06
<b>P13261-15</b>	09/16/15	TERRY STEVEN L & BEVERLY R	W4735 CO RD 338	INGALLSTON TWP.	\$131.00
Work :	3.GARAGE	35 X 20 GARAGE			007-306-006-00
<b>P13262-15</b>	09/16/15	LUMBER JACK HARDWOODS INC	N2509 0-1 DR	MENOMINEE TWP.	\$175.80
Work :	8.FOUNDATION	60 X 42 PADS FOR KILNS			010-134-020-00
<b>P13263-15</b>	09/21/15	WOLARD WILLIAM J & BARBARA	N771 RIVER DR	MENOMINEE TWP.	\$266.88
Work :	2.ADDITION	ROOM ADDITION AND GARAGE			010-030-009-50
<b>P13264-15</b>	09/21/15	ETTENHOFER TIMOTHY & DONNA	N11094 CO RD 360	CEDARVILLE TWP.	\$156.92
Work :	3.GARAGE	32 X 32 STORAGE GARAGE			001-217-007-00
<b>P13265-15</b>	09/22/15	DEAN ROBERT & NANCY ANN	N8649 CO RD 577	LAKE TWP.	\$50.00
Work :	7.DECK/PORCH	ENCLOSE 8 X 10 PORCH			008-213-008-00
<b>P13266-15</b>	09/22/15	WENTLAND EDWARD A	N17202 CO RD 400	SPALDING TWP.	\$171.00
Work :	3.GARAGE	30 X 40 STORAGE GARAGE			013-336-004-00
<b>P13267-15</b>	09/22/15	IHANDER RONALD & CHRISTINE	W4029 CO RD 366	NADEAU TWP.	\$142.08
Work :	2.ADDITION	12 X 43 ROOM ADDITION			012-166-010-10
<b>P13268-15</b>	09/22/15	MIKOLAS RANDY & LEAH	N2091 HWY M-35	INGALLSTON TWP.	\$77.56
Work :	7.DECK/PORCH	8 X 8 PORCH			007-107-006-00
<b>P13269-15</b>	09/22/15	BOMSTAD MAX & CHRISTINE	N620 RIVER DR	MENOMINEE TWP.	\$50.00
Work :	6.REPAIR/REMODEL	REPLACING ROOF TRUSSES TO GAIN COVERED AREA			010-420-013-00
<b>P13270-15</b>	09/22/15	WIENCKOWSKI CHRISTOPHER & D	N17071 CO RD 551	HARRIS TWP.	\$94.20
Work :	5.MOVED STRUCTURE	20 X 24 MOVED GARAGE			005-134-013-10



Menominee County Finance Committee  
Minutes of Meeting  
August 7, 2015

\*\*\*\*\*APPROVED 9.21.15\*\*\*\*\*

The Finance Committee met on Aug. 7, 2015 at 11:00 AM at the Menominee County Administrator's office, Menominee Courthouse.

Present at the meeting were Coms. Cech, Schei, Hafeman and Nelson

**Others present:** Brian Bousley, Sherry DuPont, Diane Lesperance, Sheriff Marks, Mike Holmes, Marc Kleiman

**Call Meeting to order:** Chairperson Nelson called the meeting to order at 11:00 AM.

**Pledge of Allegiance:** The Pledge of Allegiance was recited

**Roll Call:** Roll call was taken; All Finance Com. members are present

**Agenda** was approved by Com. Hafeman and supported by Com. Cech as written. Motion approved 4/0.

**Previous Meeting minutes:** Com. Schei approved, Com. Hafeman supports previous minutes from July 17, 2015 were approved as submitted. 4/0

**Public Comment:** None

**Business:**

- **2015/16 Budget Discussion:** Brian: At the last meeting we discussed some personnel issues and we referred them back to the personnel committee. The first one they addressed was the FOC. The FOC requested one additional full time person in her office. The personnel committee heard from the FOC and ended up with a 2/2 vote. So they sent it back to the Finance committee because they couldn't agree with that one. Schei: Why couldn't they agree, they have to make a decision before we can appropriate money. Hafeman: And isn't a 2/2 decision a failure? Nelson: On the MERS report, our projections look pathetic. We have eaten up our surplus over the last few years. We really don't have anything in the budget for huge emergencies. We pay in about 886,000/year for retirement systems. Based on actuarial projections, we went back in debt about 380,000. We need to look at long term indebtedness. We could easily wipe out what we have. As our deficit grows, we'll have a ten year period of time to pay off. Schei: My opinion is that it didn't make a lot of sense to me John. I got more out of the report for Public Health than this one where it actually showed our investment, Percentage wise. I understand where you're coming from, but as far as the report, I was disappointed. Nelson: Pg. 20 investment income and payments. 931 goes to 1mil. Pg. 32 we owe 22mil we have 15mil. Pg. 35, service cost - 440,000 - that comes off of what we put in. When we look at this and look at adding positions, it becomes very difficult. I just don't see it. We've added some positions since we've had the defined contribution in place. So that didn't show up in our expenditures before retirement. FOC - how long have they had the same number of positions? Bousley: They used to have a secretary and another support staff. Now they're at four for the last ten years. Nelson: Based on that, you can look through the budget and see if you wanna wack something from someplace, it's up to you guys to decide. I just don't see anything promising. Hafeman: The only thing that we can really take out of the budget is from appropriations. And there aren't many places in appropriations where we can take out enough to pay for people. Nelson: (To Brian) there are some things you're going to have to take from the building fund this year, so that's decreasing. Cech: FOC-Can we move this ahead to another day? Schei: What day are you going to do it, we're not getting any more money. We're short on the money. I'd rather make a decision right now, then they know where they stand. Nelson: I will say

the FOC does a good job. Cech: When she stated her case at the last meeting, with the extra person, they'll also get the revenue in. Where they can get on the backs of those who owe. Nelson: Does the revenue come to the county or go to the children. It goes to the children. Cech: don't we realize some from the extra collection. DuPont: 66% for the position. Nelson: That comes from the state, but not to the county as revenue. Bousley: If we paid out 10,000 for that position we'd get 66% back from the state for that position. Cech: Not for the collections. Bousley: no, not for collections. Schei: Where does the 66% go, where is it put? Bousley: back to pay salaries. Nelson: Is that all conclusive with benefits? Bousley: As far as I know. Nelson: I will also say we've had positions funded by the state before where they've come back and said, now you're paying for more of it. So we may or may not get what the state says they'll pay. **All commissioners concur, they're not in favor of the FOC position at this time.** Bousley: Prosecuting Attorney's office. Dan has a half time person that he wants to make full time. About five years ago that position was full time, but he gave up a half time position with the county was in financial trouble. With the casework and the load that that office has now, he's requesting a full time person. Nelson: What's the projected cost for the position? Bousley: At part time it's \$26,000; at full time with family ins. and benefits, it's an increase of \$37,000. The personnel committee agreed to make the position to full time. Cech: right now for the temp worker, we're paying \$25,000? Bousley: No. Right now there is a manpower person in there. If it were a part time employee, it would be \$26,000. Cech: at the personnel meeting he said when the county was cutting positions, he voluntarily cut one of his full time people to help. Nelson: what were your feelings on this? Cech: At the time, I listened. But to increase from \$26,000 to \$63,000, that's a lot of money. Nelson: There appears to be a lot of activity there. If I were to favor a position, it would be this one. Nothing moves unless the Prosecutor does it. Hafeman: If we had to figure a second attorney, \$37,000 would be a drop in the bucket instead of another attorney. Nelson: As long as it's clear that this could be a short fill. It may not be in the budget next year. DuPont: the projections are in at 29 hrs. not 25 hrs. Schei: I move that we concur with the personnel committee and approve the full time position in the PA's office, Com. Hafeman second's the motion. Nelson: Again as long as we're clear that this may be a short term fill. All coms. agree. Bousley: Sheriff Dept.: What they want to do is hire an additional full time person and move a part time to full time. The Personnel committee felt that they didn't want to move the part time to full time but are in favor of hiring a full time person for courthouse security. Any additional moving from part time to full time, no. Schei: As stated at the board meeting I'm in favor of courthouse security. I concur with the personnel committee, we need a full time person for security in the vestibule at the courthouse. As far as saving the part time personnel, I concur with that also. Hafeman: I agree with courthouse security, but will this start after the vestibule is completed? Bousley: what they said is put it in the budget. In October hire someone and when the vestibule is ready move this person to the courthouse for security. Nelson: What's the projected cost of this? Bousley: \$61,000 with benefits. Hafeman: Is this moving the part time person to full time? Bousley: No, they wanted to hire a full time person. Not move a part time to full time. Schei: this would be a dedicated person for security then? Bousley: They want to use more than one person. All corrections officers will be trained. It will rotate between personnel so if someone is sick or on vacation. Sheriff: You want experienced people at that door. Nelson: Is every current position being filled, mandated by law? I wonder if within this budget if there's money available to cover half of the unrequired positions? Is there someplace within the budget to pick up \$30,000 to cover at least half of the expenses? Hafeman: One of the things we could do is possibly a millage for Mike's (veteran's service officer) position. Nelson: I don't know why we haven't done that. Millages are not very popular. Bousley: With that position, we can levy taxes for the position. DuPont: But the full time position we're talking about in the Sheriff dept., they're giving up two part time for the full time. Nelson: Brian, You didn't tell me that. Nelson: now we're looking at \$18,000, that's a huge difference. Schei: **I'll make a motion that we concur with the Personnel committee to have a dedicated full time person at the vestibule. Cech seconds the motion.** 4/0 Cech: An issue like courthouse security, this is clearly on everyone's mind. We all realize how important security is, especially in the courthouse. Nelson: We have the highest millage you can get without going to the taxpayers. We should not go back to the taxpayers for more money. Not a very popular idea. I don't think anyone's opposed to courthouse security. I'm just looking at money. Bousley: Animal control will be discussed on Tuesday. Nelson: Do we have information on that regarding the City? One of the other counties (Dickinson) brought that up. Bousley: Kenny spoke with the Chief at the City. They are trying to work something out. I will be meeting with the City manager on Tuesday to discuss this and Hazardous waste. Enforcement in the county is our responsibility, enforcement in the city is not our responsibility. Nelson: We currently have a position that does animal control that we pay for... Bousley: he does investigations, he does a lot of things. Sheriff Marks: He does my statutory duties. Animal cruelty complaints; His position is a CSA. He's a corrections officer, he works on a 12 hr. shift at the jail; he

does security in the courtroom; he does civil process and he does some animal control duties. That is not the same animal control officer you see in your ordinance. Article 3 of our ordinance: That's a department, a budget, at one time the county did have an animal control officer. That is not present at this time. Nor is it present at the city. The city disbanded theirs ten years ago. Licenses, I got an estimate from Nancy at the animal shelter, we're probably losing out on a minimum of \$90,000 worth of dog licenses in this county. But if you don't have a program, it's pretty hard to enforce it. We propose getting a BS&A software module, a little under \$5,000 which will track dog licenses. Also we can send out bills for subsequent years for dog licenses. I got an estimate of almost half of the dogs are in the city. Nelson: What's the fee on licenses? Sheriff: \$10. Hafeman: Is that statutory, is that the most we can charge? Sheriff: No, we can charge more. It hasn't been raised for years. Our Kennel licenses are \$10/yr.; most counties are charging \$40 or \$50/yr. Nelson: I will say this, if in fact you peruse this, there might be a lot of backlash on this. Sheriff: this is a health and safety issue. Dog licenses are tied to rabies vaccinations; you know how many dogs are running around the county without vaccinations? Veterinarians can tell us. Hafeman: Can vets be mandated to give those shots and to charge for the dog licenses? Holmes: I don't think that will work. If you want this program to work, you'd have to find someone that is willing to go out and find the people with dogs, approach them about licenses. I think once people get used to getting the bill, I think the program will fund itself. Bousley: That's the goal, to make the program self-sufficient. Sheriff: My vision is to model it much like Marinette County's program. The revenue coming in on the licenses is what should fund the program. Nelson: The law does not require children to have this done. Parents don't have to vaccinate their children if they choose not to. Sheriff: If we're not going to do it, then we should rescind this 1981 ordinance. There's a lot of heat on this issue right now, more so in the city than in the county. Bousley: What I'd like to do is an independent contract, that way it can be a program where we can see how it works. If the program doesn't work out you can drop it. Schei: all those people that came to the board meeting, majority of them were from the city of Menominee. Our money has to be spent in the whole county. The city of Menominee is one entity and they probably have the largest population of animals. But we can't have an animal person that will be located in the city full time. If they get a call from Bark River/Harris, they're three hrs. away. This program should be effective for the whole county, and probably from the city north, than the city itself. Nelson: when dogs are picked up, off the leash, no tags or whatever, there's going to be a fines. On the other aspect, people dumping dogs because they won't get them vaccinated etc., where are we going to store the animals? Schei: we need some place in the central part of the county to place the animals when picked up. Nelson: how much do we get for dog licenses/year? Bousley: right now it's only about \$3,600/yr. Nelson: That's a far cry from \$90,000. Diane: What's brought it down a lot, used to be that everybody came to the local unit to pay their taxes. The local treasurers sell them when collecting taxes. More people are not going to the unit anymore to pay their taxes, they're mailing them in. Nelson: Let's reserve this for the full board to hear the rest of it. Bousley: There was a discussion of a discrepancy between the sheriff and undersheriff pay, where the undersheriff will make more money than the sheriff. So the personnel committee wants me to get with the elected officials and discuss options there. Marc has contacted MAC to get a salary comparison for counties our size. There's 8 in the UP that submitted it. Marc: Us, Schoolcraft, Delta, Gogebic, Houghton, Mackinaw, Chippewa. Schei: As the budget stands right now, we don't have any other discussion. Before we go to the board meeting for the animal control officer, there is money in the budget for what, for animal control? Hafeman: Animal Shelter. Nelson: (to Brian) you were going to send me the PD we already have for animal control. One of the problems I've run into, when people run for office, it's a four year term, and the salary is listed. To be fair and honest, that four year term should stay consistent for the full term or as we budget, we should say the first year is this, the second year is this, etc. We should be clear when we do positions so we know and the elected official knows exactly where their pay is at.

**Public Comment:** None

**Commissioner Comment:** Nelson: Thank you for your time today.

**Adjourn:** Moved by Com. Hafeman supported by Com. Cech to adjourn the meeting at 12:07 P.M. Motion approved 4/0.

K. McNeely called the regular meeting of the Menominee County Library Board to order at 11:05 AM on Tuesday, August 18, 2015.

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

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

Public Participation: No public participation at this time.

C. Peterson moved to approve the minutes from the July 21, 2015 meeting. Seconded by J. Freis, motion carried.

J. Bejgrowicz moved to approve the July financial report. Seconded by M. Fagan, motion carried.

J. Freis moved to pay the August bills. Seconded by J. Bejgrowicz, motion carried.

#### Director's Report:

- A. The monthly circulation stat comparisons for July were in the board packets.
- B. The Friends met on August 13 to finalize their plans for the Friends Fall Gathering to be held on Sunday, October 4 at 1:00 PM at the Belgiumtown Restaurant. They will be meeting again on October 22 at 3:00 PM to make final preparations for the Holiday Raffle. The Garden Committee will be cleaning up the gardens on September 24 at 10:30 AM.
- C. The posting for Suzanne Dees' cooperative director position was officially posted yesterday to the no-charge sites, and will be posted to paid sites on September 1. The initial deadline for applications is October 2, 2015.
- D. After our Internet and power outage problems were resolved, the Xerox printer that was used by all the public computers crashed. A replacement fuser section would cost more than a new printer. The Friends of the Library paid for a replacement printer and high-capacity toner cartridge. The Friends also funded a new Hewlett Packard switch for us.
- E. P. Cheski explained various hardware and software end-of-life issues and when these items should be replaced in future years.

#### Old Business:

- A. FY 2015-2016 Draft Budget – Update – The Finance Committee met on August 7 and there were no changes to the library budget.

#### New Business:

- A. FY 2014-2015 Budget Amendments – After discussing several budget amendments, J. Bejgrowicz moved to approve the amendments. Seconded by J. Freis, motion carried.

- B. FY 2015-2016 Budget Amendment – After discussing the increase in state aid and reimbursable salary for next year, J. Bejgrowicz moved to approve the changes and send a letter to Brian Bousley. Seconded by C. Peterson, motion carried.
- C. Library Director Agreement – After reviewing the proposed three-month extension, C. Peterson moved to approve the library director's agreement through November 30. Seconded by J. Bejgrowicz, motion carried.
- D. Hartzell-Mika Consulting, LLC –The Ad Hoc Search Committee updated the board on the telephone interviews with potential candidates for the library director position.

C. Peterson moved to send rejection letters to Candidates #1 and #2, and to arrange in-person interviews with Candidates #3, #4, and #5. Seconded by J. Bejgrowicz, motion carried. Dates and times for the interviews will be sent to the library board members.

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

Public Participation: There was no public participation at this time.

As there was no further business, J. Fries moved to adjourn the meeting. Seconded by J. Bejgrowicz, motion carried. The meeting adjourned at 11:54 AM.



# Public Health Delta & Menominee Counties

Agenda Item #2

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## Board of Health AGENDA



**August 19, 2015**  
4:30p.m. (CDT), 5:30p.m. (EDT)  
Public Health, Delta & Menominee Counties  
Menominee, MI

### **Board Members:**

Bob Burie

Jan Hafeman

Larry Schei

Patrick Johnson

Mary Harrington

Tom Trudgeon

### **Public Health Staff:**

Mike Snyder, Health Officer/Administrator

Kim Gustafson, Executive Assistant

Dr. Terry Frankovich, Medical Director

Lynn Woelffer, Director of Finance

- 1) **Call to Order/Roll Call**
- 2) **Approval of Agenda**
- 3) **Approval of July 15, 2015 Board of Health Meeting Minutes**
- 4) **Public Comment on Agenda Items (five minutes maximum)**
- 5) **Finance Committee**
  - a. **Revised FY2015 PHDM Budget**
- 6) **Insurance/Cafeteria Plan Resolutions**
- 7) **Review and Approval of July Check Register**
- 8) **Medical Director's Report**
- 9) **Health Officer's Report**
- 10) **Public Comment (three minutes maximum)**
- 11) **Board Member Comments**
- 12) **Adjournment**



# Public Health

## Delta & Menominee Counties

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### Board of Health Meeting

Public Health, Delta & Menominee Counties  
Menominee, MI

#### Meeting Minutes

Wednesday, August 19, 2015

#### Board Members Present

Bob Burie

Patrick Johnson

Jan Hafeman

Larry Schei

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

#### 1. Call to Order/Roll Call

The regular monthly meeting of the Delta-Menominee District Board of Health (BOH) was held on August 19, 2015. The meeting was called to order at 4:30 p.m. CDT by Chairman Trudgeon. Roll call was taken by the Executive Assistant, and is recorded above. Patrick Johnson was not able to attend in person but did join the meeting via phone and followed the agenda and packet that had been emailed to him.

#### 2. Approval of Agenda

Ms. Hafeman moved to approve the August 19, 2015 agenda. Motion was supported by Ms. Harrington and carried.

#### 3. Approval of Minutes

Mr. Burie moved the minutes from July 15, 2015, be approved. Motion was supported by Ms. Hafeman and carried.

**4. Public Comment**

There was no public comment.

**5. Finance Committee**

**a) Revised FY2015 PHDM Budget**

Chairman Trudgeon gave an overview of the revisions proposed for the FY2015 budget. Ms. Woelffer answered questions and confirmed the items approved for purchase at the July meeting had been made. Ms. Harrington complimented Ms. Woelffer on the great job she does with the PHDM budget.

**Ms. Hafeman moved the Revision of the FY2015 PHDM Budget be accepted. Motion was supported by Ms. Harrington and carried.**

**6. Insurance/Cafeteria Plan Resolutions**

Ms. Woelffer briefed the BOH on the resolutions that had been created and submitted for approval by the 44 North agency. The resolutions give Mr. Snyder and Ms. Woelffer authority to sign documents for the Health Reimbursement Arrangement and the Section 125 Cafeteria plan. The BOH decided the resolution documents were not worded for a governmental agency and requested Ms. Woelffer to contact 44 North to follow-up with suggested changes.

**Ms. Hafeman moved the Insurance/Cafeteria Plan resolutions be signed. Motion was supported by Ms. Harrington. After further discussion, the motion and support was rescinded.**

**Chairman Trudgeon moved the Insurance/Cafeteria Plan resolutions be tabled until the September BOH meeting. Motion was supported by Ms. Hafeman and carried.**

**7. Review and Approval of July Check Register**

The Board of Health reviewed the July check register. Questions were answered by Mr. Snyder and Ms. Woelffer.

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

**8. Medical Director's Report**

Dr. Frankovich informed the BOH about the new State immunization waiver requirement. Public Health Code now requires that children attending public school be up-to-date on their vaccinations or their parents must receive immunization education at a local public health department before waiving vaccination. These sessions are intended to provide families with credible information so that they are well-informed when they make decisions regarding vaccination. Research has shown that immunizations have saved roughly 750,000 lives and prevented over 330,000 million illnesses over the last 20 years in the U.S.

If, after receiving information, parents still wish to waive vaccination, they will receive a signed waiver certificate from the health department. West Virginia and Mississippi have adopted a stronger policy in which parents may not waive vaccination for philosophical or religious reasons and have the highest vaccination rates in the country. California is now adopting this policy as well, after the recent measles outbreak.

**9. Health Officer's Report**

- Mr. Snyder informed the BOH that PHDM has scheduled a drive-thru flu clinic in Delta County on Saturday, September 26, 2015 at PHDM's Escanaba office. PHDM is currently trying to schedule a clinic in the Menominee schools.
- The All-Staff Meeting is scheduled for Thursday, September 17, 2015, at Bay College. It will be held 9 a.m. to 4 p.m. EST. Mr. Snyder asked the BOH members if they are interested in attending to please let him know.
- Mr. Snyder discussed a letter that had been written to the Daily Press about PHDM and a temporary campground in Bark River. He explained the history of the temporary campground and the letter.
- The three Chevy Impalas have been picked up and are being utilized by staff.
- The auction for the older vehicles will take place in September. The green Taurus is still operational for local travel and has been placed at the Stephenson office.
- PHDM has a booth at the UP State Fair this year in the Ruth Butler building. The Community Health Promotions office is promoting a smoke-free UP State Fair by handing out surveys to attendees. So far, the response has been overwhelmingly in support of a smoke-free UP State Fair.
- Mr. Snyder discussed the September BOH meeting. Ms. Harrington agreed to attend the Finance Meeting in place of Chairman Trudgeon.

**10. Public Comment (three minutes maximum)**

No public comment.

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**11. Board Member Comments**

- Ms. Harrington asked Mr. Snyder to check with other health departments on whether or not they offer Veteran services at their agencies.
- Mr. Schei informed the BOH that he requested Menominee expand parking for the courthouse and PHDM shared lot.

**12. Adjournment**

**There being no further business, Ms. Hafeman made a motion the meeting be adjourned at 5:42 p.m. CDT. Motion was supported by Ms. Harrington and carried.**

Thomas L. Paulsen 9-16-15  
Chairperson

:kg

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

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

**DIRECTOR**  
**RUSSELL K. SEXTON**

**Date:** August 25, 2015

The regular meeting of the Menominee County Department of Health and Human Services Board was called to order by Robert 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.

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

**APPROVAL OF AGENDA:**

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

**APPROVAL OF MINUTES:**

Minutes of the July 28, 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 financial report for July 2015 was reviewed. There were \$179.35 in expenditures for the DHS Board meeting; leaving a balance of \$4,710.36.

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:** No meeting occurred this month.

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

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

- FY 2015 Operating Funds: Menominee County allocation is: \$40,140.00. Year-to-date expenditures are: \$20,136.27, which constitutes 50.2% of the allocation expended with 83% of the year elapsed.
- FY 2015 Travel Funds: Menominee County allocation is: \$32,991.00. Year-to-date expenditures are: \$17,800.64, which constitutes 54.7% of the allocation expended with 83% 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: N/A% (there were no mandatory customers this month). Goal is 50%.

**Miscellaneous:**

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

June 2015 data:

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

- Family Independence Program: 24 cases; 50 recipients; \$6,339.00 in benefits.
- Food Assistance Program: 1,409 cases; 2,678 recipients; \$294,883.00 in benefits.
- State Disability Assistance: 13 cases; 13 recipients; \$2,974.00 in benefits.
- Child Development and Care: 33 cases; 51 recipients; \$8,288.00 in benefits.
- State Emergency Relief: 5 cases; \$2,236.00 in benefits.
- Unduplicated total: 1,429 cases; 2,714 recipients; \$314,720.00 in benefits.

Total Eligible Medicaid Cases and Recipients:

- Family Medicaid: 589 cases; 1,214 recipients
- Other Children < Age 21: 101 cases; 113 recipients
- Pregnant Women & Children Under 19: 636 cases; 1,084 recipients
- Non-SSI Aged, Blind & Disabled: 658 cases; 691 recipients
- SSI Aged, Blind & Disabled: 521 cases; 521 recipients
- Medicaid Eligible Total: 2,266 cases; 3,620 recipients

Total Healthy Michigan Enrollments: 1039+

This information is available on the [www.michigan.gov/dhs](http://www.michigan.gov/dhs) website in the "Green Book".

**Board Member Input/Suggestions:** None

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

**UNIT REPORT:** Denise Perry provided a report on Volunteer Services, which included information pertaining to funding for the program, which was far less this year than it has ever been. Ms. Perry related that as a result of the inadequate funding, she is way short and unable to fund programs for the remainder of the fiscal year, specifically in regard to the reimbursement of mileage expenses for volunteers. Ms. Perry requested funds from DHHS Board funds to assist with this shortfall. Requested amount was \$662.00.

Mr. Eichhorn made a motion to provide \$662.00 of Menominee County DHHS Board funds to Ms. Perry for the reimbursement of mileage expenses for volunteers. Motion was supported by Mr. Naser. Motion passed without opposition.

**BOARD BUSINESS:**

1. **Approval of Vouchers:**

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

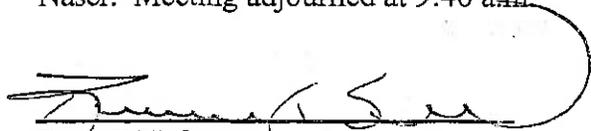
**NEW BUSINESS:** None

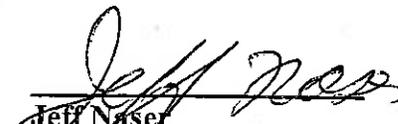
**PUBLIC COMMENT:** None.

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

Mr. Naser made it known that he would be unable to attend this meeting due to other commitments.

**ADJOURNMENT:** Motion to adjourn made by Mr. Eichhorn and supported by Mr. Naser. Meeting adjourned at 9:46 a.m.

  
Russell K. Sexton  
Board Secretary

  
Jeff Naser  
Board Chairperson

Pc: DHS Board Members; Menominee County BOC

**NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS**

**Regular Meeting**

**MINUTES**

715 Pyle Drive, Kingsford, MI

September 10, 2015 - 4:00 p.m.

**CALL TO ORDER/ROLL CALL:**

John Nelson, Chairperson, called the meeting to order at 4:04 p.m. Mary Wendt, Board Secretary, conducted the roll call.

<u>MEMBERS</u>	<u>Present</u>	<u>Excused</u> <u>Absent</u>	<u>Absent</u>	<u>MEMBERS</u>	<u>Present</u>	<u>Excused</u> <u>Absent</u>	<u>Absent</u>
DeDie, William		X		Negro, Mari	X(4:15 pm)		
Dehn, Janet		X		Nelson, John	X		
Freeman, Peggy	X			Peretto, Patti		X	
Hofer, Millie	X			Phillips, Patricia	X		
Luhtanen, Joan	X			Spence, Christine	X(phone)		
Martin, Ann	X			Zevitz, Michael, Dr.	X(4:15 pm)		

**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:** M. Hofer, supported by P. Freeman to approve the agenda.

Chair Nelson asked if there were any additions to the agenda. There were no additions. **Motion carried unanimously.**

**APPROVAL OF PREVIOUS BOARD MEETING MINUTES**

There were no additions to the August 27, 2015 Board meeting minutes.

**ACTION:** Moved to approve the August 27, 2015 Board meeting minutes as presented.

**Motion by:** M. Hofer, supported by P. Phillips. **Motion carried unanimously**

**PRESENTATION - TRICO**

Christine Kruppstadt, CEO of TRICO, stated that the TRICO Management Report for Fiscal Year 2013-14 was provided to the Board for their information. Ms. Kruppstadt shared the history and provided statistics for TRICO.

M. Negro & M. Zevitz - present at 4:15 p.m.

Ms. Kruppstadt also shared the challenges that TRICO is facing regarding funding. Questions were addressed by Ms. Kruppstadt.

**ACTION ITEMS**

• **Finance**

- a) Check Disbursement Report-Period through August 19, 2015

Bill Adrian asked if there were any questions regarding the check disbursement report. No discussion.

**ACTION:** A motion was made by A. Martin supported by M. Negro to approve the check disbursement report. No discussion. **Motion carried unanimously.**

- a) Contracts August 27, 2015

Bill Adrian asked if there were any questions regarding the contracts. Miscellaneous questions were addressed by Mr. Adrian.

**ACTION:** A motion was made by M. Negro supported by J. Luhtanen to approve the contracts. **Motion carried unanimously.**

b) Financial Statement-July 2015

Bill Adrian asked if there were any questions regarding the financial statement. No discussion.

**ACTION:** A motion was made by A. Martin supported by P. Freeman to approve the financial statement.

**Motion carried unanimously.**

• **Longevity Pay**

Bill Adrian stated that he received some questions from Mari Negro regarding longevity pay: 1) What is the difference between part-time and special part-time staff and do part-time and special part-time staff qualify for longevity? Mr. Adrian referenced information outlined in the Longevity Policy that the Board received; and 2) What percentage of longevity is going to administrative staff? Mr. Adrian stated that there are 15 administrative staff receiving \$8,800.00 and 115 other staff receiving \$53,200.00 in longevity pay.

**ACTION:** A motion was made by J. Luhtanen, supported by P. Freeman to approve longevity pay.

**DISCUSSION:** Joan Luhtanen stated that she had previously asked Mr. Adrian if Northpointe could afford to pay longevity and it was provided there is money to pay longevity this year. Ms. Luhtanen further stated that the work staff does is appreciated and longevity has been part of a Northpointe package for a long time and should be continued. Peggy Freeman stated that the tenure of staff and their level of expertise they bring to the table is important and as she looks at surveys that are received there are very few deficiencies sent back. Ms. Freeman further stated that she thinks this is related to the high caliber of employees that Northpointe has. Millie Hofer stated that according to the Longevity Policy it states that longevity will be given when there are available funds. Ms. Hofer further stated the fact is that the State has cut General Fund (GF) money and Northpointe has approximately 50% less GF money than last year to spend. Ms. Hofer also stated, that therefore, the available GF money for actually serving the severely mentally ill has decreased and she is questioning if it is justifiable to take away from the actual service provision with the risk of having to turn mentally ill people away from the agency. Ms. Hofer asked which Northpointe areas using GF money will have a GF money reduction to replace the money that is being taken away from the service division for the longevity. Mr. Adrian stated that there will hopefully be no GF money taken from the service division and the estimate of GF money for longevity pay is approximately \$4,000.00. Mr. Adrian also stated there will be no reduction to any one service area.

P. Freeman - excused at 4:45 p.m.

Discussion ensued regarding whether or not longevity pay reduces or prevents staff turnover. Ms. Negro stated that maybe the Longevity Policy needs to be looked at because if it is not an incentive to keep a person working at Northpointe then it should be looked at as an incentive type of payment based on a pool of money. Further discussion ensued and miscellaneous questions were addressed by Mr. Adrian.

A. Martin - excused at 5:14 p.m.

Ms. Negro asked that this agenda item be tabled until the next meeting as she would like to extra time to think about information that was discussed at today's meeting. Discussion ensued. This agenda item was not tabled due to a motion and support being made and Ms. Freeman was not present to rescind her support; therefore a roll call vote ensued.

**ROLL CALL VOTE:**

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

**Motion carried; 4 ayes, 3 nays.**

Jennifer McCarty conducted New Business as follows:

**NEW BUSINESS (Discussion only)**

• **Finance**

- a) Check Disbursement Report through September 3, 2015

Jennifer McCarty asked if there were any questions regarding the check disbursement report. Millie Hofer asked how much of the \$285,000.00 in the check disbursement report is spent with GF money. Bill Adrian stated that this is a fluid situation and how money is split up depends on many individuals are seen, what coverage they have or don't have, what services they receive, and the expense of the services they receive. Mr. Adrian reviewed the following per Board member request: #7527-\$1,354.21-laptops and back-up tapes; #7513-\$4,387.00-clean and test sprinkler systems at 13 locations; #75319-\$1,155.00-copy machine maintenance; #75362-\$3,026.99-two Hewlett-Packard switches; #74374-\$2,944.48-maintenance supplies for repairs at Northpointe group homes; #75398-\$1,277.55-Surface computer/keyboard/docking station; and #75272-\$7,017.50-employee deferred compensation. Miscellaneous questions were addressed by Mr. Adrian. Consensus of the Board is that this item will move forward to the next meeting for approval.

- **Talking Points for Representative McBroom Meeting**

Jennifer McCarty stated that so far the talking points that have been compiled for the meeting with Representative McBroom are: 1) GF concerns; 2) lack of hospital beds; 3) transportation concerns; and 4) job skill training programs. Ms. McCarty stated that if Board members have any further talking points to add there is not a deadline to send them to her as she is still waiting to hear back from Representative McBroom's office as to the date he will be able to come. Discussion ensued and another talking point that will be added is opening up more medical facilities.

- **CEO Report**

Jennifer McCarty stated that she did not send out a written CEO report in the Board mailing because with the timing of Board meetings every two weeks there is only 6 days in between mailings and she did not attend any meetings during this time. Ms. McCarty provided the following verbal updates: there has been a lot of regional meetings expressing the same concerns that Northpointe discusses at their Board meetings; there is advocacy among regional leaders to send more formal replies to the State about the concerns that are being shared; the results of the NorthCare audit have been received and Northpointe scored 92.6% which is a better rating than last year; and health insurance options for staff are being reviewed, a meeting was held with Northpointe's health insurance, and what is being looked at is to create an efficiency for the agency but still offer affordable healthcare for staff.

John Nelson, Chairperson, assumed the Chairperson position

#### **MISCELLANEOUS BOARD/COMMITTEE REPORTS**

- NorthCare Meeting Report  
Consensus of the Board was to place the report on file.

**PUBLIC COMMENTS** - No public comments

#### **BOARD COMMENT**

- Millie Hofer asked that Mary Wendt put Ms. Hofer's concerns she expressed about GF into the minutes.
- Joan Luhtanen stated she does not feel there is enough of an explanation to a parent or guardian when there is a reduction of services and the reason for the reduction. There could maybe be a better job of explaining the changes being done by the Northpointe caseworker or TRICO staff.

#### **ADJOURN**

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

Meeting adjourned at 5:38 p.m.

The next regular Board meeting is scheduled for **September 24, 2015 in Kingsford, Michigan at 4:00 p.m.**

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John Nelson, Chairperson

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Mari Negro, Secretary

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Mary Wendt, Board Secretary

**NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS**

**Regular Meeting**

**MINUTES**

715 Pyle Drive, Kingsford, MI

September 24, 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.

<u>MEMBERS</u>	<u>Present</u>	<u>Excused Absent</u>	<u>Absent</u>	<u>MEMBERS</u>	<u>Present</u>	<u>Excused Absent</u>	<u>Absent</u>
DeDie, William		X		Negro, Mari		X	
Dehn, Janet	*X			Nelson, John	X		
Freeman, Peggy	X			Peretto, Patti	X		
Hofer, Millie	X			Phillips, Patricia	X		
Luhtanen, Joan		X		Spence, Christine		X	
Martin, Ann	X(4:45 pm)			Zevitz, Michael, Dr.	X		

\*(video television conference from the Northpointe Menominee office)

**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:** M. Hofer, supported by P. Freeman to approve the agenda.

Chair Nelson asked for any additions to the agenda. Chair Nelson asked that the agenda be amended to add Michigan Association of Community Mental Health Boards (MACMHB) membership dues of \$9,414.00 under new business. Bill Adrian asked that the Fiscal Year (FY) 2014-15 revised budget be added under new business.

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

**APPROVAL OF PREVIOUS BOARD MEETING MINUTES**

Chair Nelson asked for a motion to approve the September 10, 2015 Board meeting minutes.

**ACTION:** Moved to approve the September 10, 2015 Board meeting minutes as presented.

**Motion by:** M. Zevitz, supported by P. Phillips.

Chair Nelson asked if there were any corrections to the above minutes. Millie Hofer stated that under longevity pay she would like added to her statement regarding General Fund the following: severely and working poor, so it will now reflect the severely, mentally ill, working poor people. **Motion carried unanimously**

**PRESENTATION** - No presentation

**ACTION ITEMS**

• **Finance**

a) Check Disbursement Report-Period through September 3, 2015

Bill Adrian asked if there were any questions regarding the check disbursement report. No discussion.

**ACTION:** A motion was made by M. Hofer supported by P. Freeman to approve the check disbursement report. No discussion. **Motion carried unanimously.**

Jennifer McCarty conducted New Business as follows:

**NEW BUSINESS (Discussion only)**

Ms. McCarty stated that before discussing the following items she had a few questions for Board discussion as she has been learning the Board functions, reviewing the Board Policies and Board By-Laws. In the Board Policies and Board By-Laws it is highlighted that the Board wants to do things efficiently and that Ms. McCarty's role is to make sure that everyone has the information that is needed. Ms. McCarty stated that in the by-laws it references that the Board needs to approve expenditures over \$5,000.00 and vendor payments over \$7,500.00 and in the check

disbursement report every check is listed that is sent out and asked if the Board wants to continue to receive this information or just wants the expenditures and checks that are needed to be seen as outlined in the by-laws. Discussion ensued and consensus is that the check disbursement report should continue to be done as it is a good report to review. Ms. McCarty stated the check disbursement report is prepared for the Board on an every 2 week basis for review at the twice monthly Board meetings which requires staff to close out the books for the month twice instead of once. Ms. McCarty asked for a discussion if the reports should continue to be reviewed every 2 weeks or can they just be reviewed once a month at Board meetings. Discussion ensued and consensus of the Board is that the reports can be changed to review once a month at Board meetings.

• **Finance**

a) Check Disbursement Report through September 16, 2015

Jennifer McCarty asked if there were any questions regarding the check disbursement report. Bill Adrian reviewed the following per Board member request: #754130-\$7,152.00-employee deferred compensation; #75458-\$1,400.00-crisis residential; and #75467-\$1,418.76-crisis calls. Consensus of the Board is that this item will move forward to the next meeting for approval.

b) Financial Statement-August 2015

Jennifer McCarty asked if there were any questions regarding the financial statement. No discussion. Consensus of the Board is that this item will move forward to the next meeting for approval.

c) Contracts-September 24, 2015

Jennifer McCarty asked if there were any questions regarding the following contracts:

#	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate	Change	
A.	Options Counseling	Crisis Residential	10/1/15-9/30/16	\$225/day	same	n/a	
This is a renewal agreement for crisis residential beds in Rhinelander.							
B.	Case Management of MI	Case Management	10/1/15-9/30/16	T1017-Case Manage.-\$53/unit, 90834/90837-Indiv. Therapy-\$62/enc., 90853-Group Therapy-\$40.11/enc., H0032-Treatment Planning-\$53/enc., H0032-Assess. for Behav. Health-\$200/enc., 90791-Psych. Eval.-\$150/enc., 99213-Med. Review-\$77.75/enc., 96372-Med. Inject.-\$21/enc., T1001-Health Assess.-\$100/enc., T1002-RN Services-\$29.91/15-min. unit, H2000-Comp. Multidisciplinary Eval.-\$20.60/encounter, T1016-Support Coord.-\$63/15-min. unit	T1017-\$55/15-min. unit H0031-\$110/enc. same same	\$2.00/15-min. unit n/a n/a	No other changes except where noted above. n/a
This is a renewal agreement for services provided to several Individuals downstate.							

C.	Great Northern Home Care	Respite and CLS	9/1/15-8/31/16	H2015-CLS-\$3.75/15 min. unit, T1005-Respite-\$3.63/15 min. unit	same	n/a
This is a renewal agreement for respite and CLS services for several individuals through self-determination.						
D.	John Zinger	Snow Removal	10/1/15-9/30/16	\$55/hr.	same	n/a
This is a renewal for snow removal (plowing) services in Iron County.						
E.	Goodwill Industries	Cleaning	6/1/15-5/31/16	\$250/week	same	n/a
This is a renewal agreement for cleaning the Menominee office building.						
F.	Goodwill Industries	Snow Removal	10/1/15-9/30/16	\$20/episode	same	n/a
This is for snow removal (shoveling and salting) the Menominee office sidewalks.						
G.	Goodwill Industries	Vocational Services	10/1/15-9/30/16	H2014-Skill Building-\$1.94/15 min. unit, H2015-Out of Home Pre-Voc. Hab.-\$1.94/15 min. unit OR FTE Amount: 6-9 \$3,627/mo. 14-18 \$10,383/mo. 23-28 \$15,717/mo. 30-34 \$24,451.59/mo. H2023-Sup. Employ.-\$5/15 min. unit-JC (enclave) \$7.50/15 min. unit-JC (indiv. place)	same  same  FTE Amount: 5-9 \$3,627/mo. 10-17 \$10,383/mo. 18-23 \$15,000/mo. 24-29 \$18,000/mo. and H2023-Supp. Employ. Enclave-\$5.50/15 min. unit H2023- Supp. Employ. Indiv.-\$8/15 min. unit	n/a  n/a  \$1.50/15 min. unit  \$1.50/15 min. unit
This is a renewal agreement for vocational services.						
H.	Elizabeth Witter	Speech Therapy	10/1/15-9/30/16	n/a	\$75/hr.	n/a
This is a new contract for a speech and language provider for a maximum of 200 hours/year.						
I.	Superior Rehab. and Professional Services	OT Services	9/1/15-8/31/16	\$59/hr.	same	n/a
This is a renewal for a contract Occupational Therapist.						
J.	ABA of Wisconsin	Board Certified Behavior Analyst and Supervision	10/1/15-9/30/16	\$100/hr.	same	n/a
This is a renewal agreement for BCBA services, which are part of the Autism benefit. There will be an additional charge of \$40/hr. for travel and hotel costs, should that be necessary. (They are based close to Stevens Point.)						
K.	Whispering Pines	Residential Services	10/1/15-9/30/16	\$129.05/day	same	n/a
This is a renewal agreement for the home in Carney.						

L.	Whispering Pines-SIP	Supported Independence Program	10/1/15-9/30/16	\$15/hr.	same	n/a
This is a renewal for the SIP home located in Power. This is a program that allows Individuals to live in their own homes with support through DHS and Whispering Pines/NBHS.						
M.	Trico Opportunities, Inc.	Lawn Care	6/1/15-5/31/16	\$283.60/occur.	same	n/a
This is a renewal agreement for lawn care at Northpointe/Phoenix Center, Hughitt St., Belgium Point and the Lighthouse.						
N.	Trico Opportunities, Inc.	Lawn Care	6/1/15-5/31/16	\$105/occur.	same	n/a
This is a renewal agreement for lawn care at Northpointe IR office, Boyington and the Gathering Pointe.						
O.	Trico Opportunities, Inc.	Cleaning	10/1/15-9/30/16	\$34.75/day	same	n/a
This is a renewal agreement for cleaning of the Iron River office building.						
P.	Trico Opportunities, Inc.	Cleaning	10/1/15-9/30/16	\$77.25/day	same	n/a
This is a renewal agreement for cleaning of the 715 and 701 buildings.						
Q.	Newlin AFC	Specialized Residential	9/1/15-8/31/16	LW-\$37.20/day JS-\$82.50/day SC-\$66/day CC-\$90.58/day	same	n/a
This is a renewal agreement for specialized residential for (4) Individuals.						
R.	Pathways	Crisis Residential	10/1/15-9/30/16	\$450/day	same	n/a
This is a renewal for crisis residential services.						
S.	Pathways	Short Term Resident.	10/1/15-9/30/16	\$246.71/day	same	n/a
This is a renewal for short term residential services.						
T.	M&M Trucking	Snow Removal	10/1/15-9/30/16	\$75/plowing, \$50/salting plus cost of materials, \$80 for removal by front end loader, \$55 by dump truck	same	n/a
This is for snow removal of the Menominee building.						
U.	Mike Meyer	Snow Removal	10/1/15-9/30/16	\$10/hr.	same	n/a
This agreement is for shoveling the 715 and 701 sidewalk areas.						

Miscellaneous questions were addressed by Bill Adrian. Consensus of the Board is that this item will move forward to the next meeting for approval.

- **MACMHB Membership Dues**

Jennifer McCarty stated the annual dues for the MACMHB membership were just received. If the Board would like to continue to be a member of the MACMHB the dues for this year will be \$9,414.00, which is an increase of \$36.00 from last year's dues. Discussion ensued and miscellaneous questions were addressed by Ms. McCarty. Consensus of the Board is the information received for the MACMHB annual dues be provided to Board members in their next Board mailing and that this item will move forward to the next meeting for approval.

- **FY 2014-15 Revised Budget**

Jennifer McCarty stated the FY 2014-15 revised budget was provided to Board members from Bill Adrian. Mr. Adrian stated that the Board should review the revised budget and if anyone has questions regarding it they can e-mail or call Mr. Adrian before the next Board meeting. Ms. McCarty pointed out a very positive notation in the revised budget is that Northpointe's total operating expenses are fairly on-track considering budgets cuts over the last year. Consensus of the Board is that this item will move forward to the next meeting for approval.

- **E-Mail Correspondence-Longevity Policy**

Jennifer McCarty stated that an e-mail correspondence from a Board member was received asking to put the Longevity Policy on the Board agenda for discussion. Ms. McCarty stated that she would like to clarify that at the last Board meeting there was a lot of discussion about the Longevity Policy being for staff retention and it was asked if longevity was successful in retaining staff. The purpose statement on this policy is to reward employees for their commitment to Northpointe; so the purpose of the policy is not for staff retention but for rewarding employees; especially those employees who are at the top of their pay scale that may not receive a raise. Ms. McCarty stated the since the Board member was not present at today's meeting who asked to put this on the agenda she is not sure of the intention for this discussion. Ms. McCarty also stated that she has received an overwhelmingly, positive response from staff about the Board passing longevity pay and staff has asked Ms. McCarty to relay their gratitude to the Board that they truthfully appreciated this.

- **E-Mail Correspondence-Part-Time & Special Part-Time Employees**

Jennifer McCarty stated that an e-mail correspondence from a Board member was received asking to put part-time and special part-time employees on the Board agenda for discussion and also asking for information on how many part-time and special part-time employees there are today versus 2-5 years ago and what areas of service is the biggest concentration of this staff. Ms. McCarty stated that she does not have this information to provide at today's Board meeting and asked the Board for a discussion if this information is needed for the purpose of making some kind of decision. Ms. McCarthy further stated that in order to obtain the information requested it would require staff to manually go through each staff's personnel file as there is no report that can be run for this information. John Nelson stated the purpose to receive this information is for consistency of care to individuals. Millie Hofer stated that if someone is looking for full-time work and can only get part-time work there is a higher staff turnover if full-time work cannot be offered as benefits cannot be received for part-time work, i.e., health insurance. Discussion ensued as to the purpose for getting this information and miscellaneous questions were addressed by Ms. McCarty. Consensus of the Board is that since the Board member who asked to put this on the agenda is not present at today's meeting this will be further discussed at the next Board meeting to decide on how to proceed forward with this request.

- **E-Mail Correspondence-NorthCare PIHP Reorganization**

Jennifer McCarty stated that an e-mail correspondence from a Board member was received asking to put the NorthCare PIHP reorganization on the Board agenda for discussion, i.e., how did the Region I NorthCare organization come about, what was the intent of the organization. Ms. McCarty stated that she asked NorthCare for their original power point information, from 2013 when NorthCare became the PIHP entity, and provided this information to the Board. Miscellaneous questions were addressed by Ms. McCarty.

John Nelson stated that he also provided a power point to the Board he received at the Great Lakes fall conference entitled NorthCare Network Update. This power point contains a lot of good information on NorthCare, i.e., changes, data, etc. Discussion ensued and consensus of the Board is to further discuss and review this information at the next Board meeting.

- **Representative McBroom Visit**

Jennifer McCarty stated that Representative McBroom is available to come to Northpointe October 2-4:30 p.m., October 9-any time, or October 16-any time to meet with the Board. Ms. McCarty asked for a discussion as to which day the Board would like to meet with Representative McBroom and if this meeting would be in place of a Board meeting or in addition to a Board meeting. Ms. McCarty stated that she would like to make sure that there would be good Board attendance at this meeting.

A. Martin - present at 4:45 p.m.

Discussion ensued and miscellaneous questions were addressed by Ms. McCarty. John Nelson stated that he has been asking to get a politician to come to Northpointe for the last couple of years but to make this meeting effective his opinion is that community partners should be invited, i.e., courts, hospitals, law enforcement to provide their concerns which will help in what Northpointe is trying to do and suggested the meeting should be as early in the day as possible. Ms. McCarty stated that community partners can be invited and this can be done by sending out an e-mail to all three counties collaborative boards as memberships on these boards includes the court system, law enforcement, schools, etc. Janet Dehn stated that if community partners will be invited to this

meeting, the meeting should be scheduled on the last possible, available date. Ms. McCarty noted consensus of the Board is for Representative McBroom to come October 16 and she will contact Representative McBroom's office to confirm this.

- **CEO Report**

Jennifer McCarty stated that she provided a written CEO report in the Board mailing and had no verbal updates to provide at this time.

John Nelson, Chairperson, assumed the Chairperson position

**MISCELLANEOUS BOARD/COMMITTEE REPORTS**

- Quarterly Outcomes Report-3rd Quarter  
Consensus of the Board was to place this report on file.

**PUBLIC COMMENTS**

- Jane Lindow expressed her gratitude on receiving longevity pay.

**BOARD COMMENT**

- Ann Martin apologized for being late for the meeting as she just got out of an important meeting and would not be taking a per diem for the meeting.
- John Nelson stated that he attended the Great Lakes fall conference and highlighted information from the conference on early marijuana use in children over age 14.

**ADJOURN**

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

Meeting adjourned at 4:52 p.m.

The next regular Board meeting is scheduled for **October 8, 2015 in Kingsford, Michigan at 4:00 p.m.**

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John Nelson, Chairperson

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Mari Negro, Secretary

---

Mary Wendt, Board Secretary

**MENOMINEE COUNTY BOARD OF COMMISSIONERS  
DISCUSSION ITEM**

<b>SUBJECT:</b>	<b>Building Code Services Contract</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>Our building code inspector is contracted through Delta County. We are expecting to share another three years with Delta County. A contract for this is enclosed to also share in the cost of a new vehicle for the building code department. The fund balance allows for this.</p>	
<b>RECOMMENDED MOTION</b>	

Submitted by:     **Brian Bousley**    

    **10/23/2015**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

## CONTRACT FOR BUILDING CODE SERVICES

**THIS CONTRACT FOR BUILDING CODE SERVICES**, entered into on TBD, 2015 between the **COUNTY OF MENOMINEE, through its Board of Commissioners** (hereinafter referred to as the "Menominee County"), and **the COUNTY OF DELTA, through its Board of Commissioners** (hereinafter referred to as the "Delta County").

### WITNESSETH:

**FOR AND IN CONSIDERATION** of the mutual covenants hereinafter contained, **IT IS HEREBY AGREED** to between the parties as follows:

1. Duties. Delta County shall provide Menominee County with a State Registered Building Inspection and Plan Review personnel to perform the duties and responsibilities of the Building Official/Building Inspector and Soil Erosion Officer position as required in accordance with the applicable job duties and functions as may be required by law or regulation.
2. Term of Employment. This Agreement between Menominee County and Delta County, effective October 1, 2015, is an extension of the previous agreement which commenced on October 1, 2013 and shall be reviewed every six months by both Administrators of Menominee and Delta Counties. The Contract may be terminated by the either County Board of Commissioners by providing the other party with a thirty (30) day written notice.
3. Return of Property. Upon termination of contract, all documents, correspondence, files, papers or property of any kind, in all type or nature pertaining to the Menominee County, which Delta County may have in possession or control shall be returned and a sign statement verifying return of such property shall be executed.
4. Menominee County and Delta County agrees that at all times during the term of this Contract that all Building Official personnel shall maintain professional status and will satisfying applicable licensing requirements of the State of Michigan, which qualify them to continue service to the County in the designated Building Official capacity.
5. Menominee County and Delta County agree that one vehicle will be used by the Building Inspector for work conducted in both counties. The truck will be owned, insured, and maintained by Delta County. Cost of fuel for the truck will be shared between both counties based on the Building Inspector's estimated use.
6. Compensation. Menominee County shall pay Delta County \$4,250 on a quarterly basis on or before the following dates: October 15<sup>th</sup>, January 15<sup>th</sup>, April 15<sup>th</sup>, and July 15<sup>th</sup> not to exceed 550 hours annually PLUS Menominee County agrees to reimburse Delta County for one-half of the purchase price of a truck (up to \$15,000) to be selected and purchased by Delta County. Menominee will reimburse Delta County for their share of the truck based on twelve equal quarterly payments over three years.

6. Menominee County will provide:

- A. Use of fuel for Building Inspector
- B. Maintain current secretarial support for required paperwork
- C. Maintain building application through the website

7. Modification of Contract. Modifications, amendments, or waivers of any provisions of this Contract may be made only by the written mutual consent of the parties hereto.

8. Invalid Provisions. If any provision of this Contract is held to be invalid, the remainder of the Contract shall not be affected thereby, except where the invalidity of the provision would result in the illegality and/or enforceability of this Contract.

**IN WITNESS WHEREOF**, the parties have fully executed this Contract on the day and year written.

**IN THE PRESENCE OF:**

**COUNTY OF MENOMINEE**

**COUNTY OF DELTA**

\_\_\_\_\_  
Menominee County Board Chair

\_\_\_\_\_  
Delta County Board Chair

\_\_\_\_\_  
Menominee County Administrator

\_\_\_\_\_  
Delta County Administrator

**DATE:**

**DATE:**

\_\_\_\_\_

\_\_\_\_\_

## MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

<b>SUBJECT:</b>	<b>Menominee County Bylaw changes</b>
<b>DEPARTMENT:</b>	<b>Executive Committee</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
The Executive Committee met on 10.21.15 to discuss some changes within the County bylaws. All agreed on the revisions enclosed.	
<b>RECOMMENDED MOTION</b>	

Submitted by:     **Brian Bousley**    

    **10/23/2015**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

the members present if the question or motion is before the Board, or 1/3 of the members present if the question or motion is before a Committee of the Board. A record which is made pursuant to this section shall be available for public inspection.

**Section 4. Closed Session:**  
No commissioner or other attendees shall disclose information, comments, etc. from a closed session unless ordered by a court of law. County Board shall approve minutes of a closed session at their next regularly scheduled closed session meeting.

Adopted: April 8, 1997  
Amended: May 22, 2000  
Amended: August 24, 2010

**ARTICLE VI: Committees.**

All non County Board committee members appointed by the Menominee County Board may receive a meeting fee. The meeting fee will be determined by each committee, the meeting fee will not exceed fifty dollars per meeting. Mileage allowance shall be provided at the IRS rate per mile. (Refers to: Committees under the direct supervision of the County Board.)

Adopted: July 26, 2011  
Amended: April 9, 2013  
Amended: August 27, 2013

**Section 1. Standing Committees.**  
The Standing Committees of this Board shall be as follows:  
E-911 Governing Board; Road Commission; Board of Health; Inter-Government Relations; Pinecrest; Department-of Human Services; NorthPointe Behavioral Healthcare; UPCAP; CAA; Airport; County Planning Commission; Corrections Advisory Board; Six County Alliance/MI-Works; Re-monumentation; LEPC; Parks and Recreation Committee; Fair Board; UPRC&D; Financial Hardship; Finance; Personnel; Executive; **Negotiation Committee**; Menominee Business Development Corporation & Building and Grounds Committee, **NorthCare Network; SUD Committee**

Amended: September 22, 1997  
Amended; March 25, 2002  
Amended: November 21, 2005  
Amended: August 24, 2010  
Amended: April 9, 2013

**Section 2. Other:**  
Other standing, ad hoc, or special committees as deemed necessary by the Board to carry on its work may be appointed.

**Section 3.** Refer to Article IV Sec. 5, relative to the appointment procedure.

**Section 4.** The Charters defining the duties and responsibilities of the Standing Committees shall be appended to these Bylaws.

**Section 5.** Selection of Boards and Commissions External to the Board.

Amended: March 25, 2002  
Amended August 24, 2010

4.4 Standing Payment Approval

Certain types of purchases may be approved by the Board of Commissioners with a standing order. Below is a list of those types of purchases:

- Payroll
- Payroll Related Payments
- Insurance Coverage
- Utilities (all dept)
- All Court Related Fees
- All Trust and Agency Account Payments
- Sheriffs Dept Food Purchases
- Petty Cash Reimbursements
- Mental Health Vouchers
- Library Board Vouchers
- Dept. of Social Services Vouchers
- Purchases Approved By Chief Fiscal Officer
- Appropriation Payouts
- Operating Transfers

These expenditures will be reviewed and approved by the Chief Fiscal Officer on a biweekly or as needed basis.

Amended: September 22, 1997  
Amended: May 22, 2000  
Amended: August 22, 2005  
Amended: August 24, 2010  
Amended: July 26, 2011

5.1 PETTY CASH FUND

5.2 Establishment of Petty Cash Fund

Menominee County Board of Commissioners shall establish a petty cash fund in the County Clerk, District Court, Friend of Court, Treasurer, Parks, Child Care Fund, County Library and Register of Deeds offices in the amount not to exceed \$100.

Menominee County Board of Commissioners shall establish a petty cash fund in the Sheriff's department in the amount not to exceed \$1,000; At the Road Commission in the amount not to exceed \$150; and at the Parks in the amount not to exceed \$200

The Treasurers Office shall maintain two \$500 cash drawers for daily transactions; The Sheriff's office will maintain one \$1,000 cash drawer for daily transactions; The Parks office will maintain one \$100 cash drawer for daily transactions; **The Administration office will maintain one \$50 cash drawer for daily transactions; The Building Code Department will maintain one \$100 cash drawer for daily transactions.**

Amended: September 22, 1997

**P92** RETIRING ELECTED OFFICIAL HEALTH INSURANCE  
It shall be the Policy of the Board to terminate the health insurance coverage for retiring elected officials immediately upon the end of elected officials' term of office.

Adopted: February 24, 1997

**P98-1** COMPUTER USAGE POLICY  
See policy approved by the County Board on May 25, 2010. (Attachment B)

Adopted: February 23, 1998 (Not Found)  
Amended: May 25, 2010

**P98** INVESTMENT POLICY  
Resolutions authorizing investment of County Funds and Approving the County Investment Policy are approved by the County Board on a yearly basis at the re-organizational meeting.

Adopted: August 24, 1998  
Amended: July 28, 2009 (Resolution 09-16)  
Amended: August 24, 2010

**P98-3** CREDIT CARD POLICY  
See Resolution 98-13 Menominee County Credit Card Policy approved by the County Board on August 24, 1998. (Attachment C)

Adopted: August 24, 1998

**P98-4** FAX POLICY  
~~Anyone using any county fax machine for non-county business will be charged \$1.00 for incoming and outgoing faxes. These rates are all inclusive of costs.~~

Amended: August 24, 2010

**P98-5** NON-SUFFICIENT FUNDS (NSF) CHECKS  
There will be a \$35 charge for all NSF checks issued to Menominee County. The Menominee County Treasurers Office will be responsible for the collection of all NSF checks and the NSF charges. NSF collection activity will accrue to the County Treasurers budget. If a NSF check is not collectible, the County Treasurers office will notify the applicable department so they correct their records accordingly. The statement, "A \$35 fee will be charged for all NSF checks issued to Menominee County" shall be posted in County offices which receive payment by check.

Adopted: October 26, 1998  
Amended: August 24, 2010

**P2000-1** EMPLOYEE AGREEMENTS/CONTRACTS  
Agreements or contracts with employees or bargaining units will be strictly followed by Department Heads, Elected Officials, and the Administrator. All

**P2002-01 DEDUCTIBLE REIMBURSEMENT PROGRAM**

Adopted: August 26, 2002  
Rescinded: April 3, 2012

**P2003-01 PUBLIC RECORDS FEES**

It shall be the policy of Menominee County that any individual or citizen who requires a copy of public records will be charged by the fee schedule on Menominee County Resolution ~~2011-07~~ 2015-10, unless supervised by State Law. (Attachment D)

Adopted: June 23, 2003  
Amended: August 24, 2010  
Amended: July 26, 2011

**P2006-01: MAINTAINING PRIVACY WHEN DISCLOSING PUBLIC RECORDS**

Michigan's Social Security Number Privacy Act ("SSNPA") prohibits a local governmental agency or department from publicly displaying all or more than 4 sequential digits of an individual's social security number. "Publicly display" means to exhibit, hold up, post, make visible and set out for open view, including, but not limited to, open view on a computer device, computer network, website, or other electronic medium or device, to members of the public or in a public manner. This prohibition does not apply to a use of all or more than 4 sequential digits of an individual's social security number that is authorized or required by state or federal statute, rule, or regulation, by court order or rule, or pursuant to legal discovery or process.

The SSNPA, as well as the Disclosure of Personal Information on Documents Act, also prohibits a state agency or local governmental unit from delivering an envelope or package on the outside of which personal information is placed or on the inside of which personal information is placed that is visible from the outside of the envelope or package.

The Freedom of Information Act (FOIA) allows a public entity to exempt from disclosure information or records that would disclose the social security number of an individual.

Therefore, Menominee County may post or make available electronic copies of public records, in compliance with the SSPA and the FOIA. Menominee County shall not post on its website, or otherwise publicly display, an individual's social security number in connection with the public record unless such display is specifically authorized or required by state or federal statute, rule, or regulation, by court order or rule, or pursuant to legal discovery or process. It is also the policy of Menominee County to exempt from disclosure information or records that would disclose the social security number of an individual in response to a FOIA request.

In addition, pursuant to the Privacy Act of 1974, whenever the Menominee

## Menominee County Contractor Checklist

County Project/Service: \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

\_\_\_ Proof of Liability Insurance (provide copy)

\_\_\_ Proof of Workers' Comp Insurance (provide copy)

\_\_\_ What State Licenses does your company hold (please provide below)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_ List any subcontractors that will be utilized on project/services (please provide below)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_ Timeframe for project/service (please provide scope of work)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Menominee County Employee and Title

## MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

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

Submitted by:     **Brian Bousley**    

    **10/23/2015**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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





**MENOMINEE COUNTY BOARD OF COMMISSIONERS  
DISCUSSION ITEM**

<b>SUBJECT:</b>	<b>Miscellaneous Bills</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>yes</b>
<b>SUMMARY:</b>	
Board to review recently submitted Miscellaneous Bills as paid on October 12, 20, & 21, 2015 in the combined amount of \$99,662.16	
<b>RECOMMENDED MOTION</b>	

Submitted by:     **Brian Bousley**    

    **10/23/2015**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

### 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  
208 County Parks  
215 Friend of Court  
216 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 Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
WISCONSIN PUBLIC SERVICE CORP								\$840.27
	43916	9/24/2015	0403823200-00002	Airport - Main Terminal	216-585-920.03	379.85		
	43916	9/24/2015	0403823200-00002	Airport - Main Terminal	216-585-920.00	15.13		
	43916	9/24/2015	0403823200-00002	Airport - Main Terminal	216-585-920.03	322.61		
	43916	9/24/2015	0403823200-00002	Airport - Main Terminal	216-585-920.00	15.06		
	43917	9/24/2015	0403823200-00003	Airport	216-585-920.03	43.04		
	43917	9/24/2015	0403823200-00003	Airport	216-585-920.00	9.79		
	43917	9/24/2015	0403823200-00003	Airport	216-585-920.00	9.79		
	43917	9/24/2015	0403823200-00003	Airport	216-585-920.03	45.00		
Total Amount for Bank Account: General								\$840.27

APPROVED

OCT 12 2015

CHIEF FISCAL OFFICER  
MENOMINEE COUNTY MICHIGAN

*Handwritten signature*

MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Robert Palmer	44069	10/20/2015	Hay Bales (x30)	Parks - Grounds Maintenance	208-751-930.04	105.00		\$105.00
Total Amount for Bank Account: General								\$105.00

APPROVED

OCT 20 2015

*BBB*

MUNICIPAL OFFICER  
MENOMINEE COUNTY MICHIGAN

APPROVED

OCT 20 2015

BAB

MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCh	Claim Total
Bank Account: General								
ABC Supply Company	44041	10/8/2015	43920300	PO# 03161 - Boiler Room Roof Materia	101-265-970.04	6,071.44		\$6,071.44
ARAMARK UNIFORM SERVICES INC - 25259 Network PL	44017	10/7/2015	1677237748	Airport	216-585-755.01	21.01		\$41.12
	44017	10/7/2015	1677237748	Airport	216-585-745.00	20.11		
Automated Confirmations, LLC	44024	10/12/2015	20111212	Automated Certified Transactions (x350	517-252-727.00	332.50		\$332.50
AUTOMOTIVE SUPPLY COMPANY	44020	10/8/2015	080370224	Oil Filters (Airport)	216-585-981.00	89.48		\$89.48
Cenex Fleetcard	44046	9/30/2015	109926	Gasoline Sales	249-371-742.00	160.02		\$169.88
	44046	9/30/2015	109926	Gasoline Sales	101-426-860.00	9.86		
COHL STOKER & TOSKEY P C	44036	9/30/2015	45840	Legal Services	101-211-807.00	214.40		\$214.40
Dellisse, Mike	43988	10/9/2015	Reimbursement	Mileage	101-682-860.00	134.07		\$218.36
	44052	10/19/2015	Reimbursement	Mileage	101-682-860.00	84.29		
DTE Energy	44051	10/12/2015	462245200011	Annex	101-261-920.04	46.07		\$46.07
Elcom Systems	44012	10/13/2015	50001	710383, 710384, 710385 - Radio Maint	266-325-934.01	270.00		\$270.00
GRAYBAR	44049	9/29/2015	981270586	Light Bulbs for Fuel Sign (Airport)	216-585-755.02	35.05		\$35.05
GREAT AMERICAN DISPOSAL CO THE	44045	9/30/2015	5A101029	Shakey & Kleinke (Summer of 2015)	208-751-801.00	273.66		\$273.66
HOTFLAME GAS COMPANY	44019	10/8/2015	U0020336	Kleinke Park Bath House	208-751-744.00	439.01		\$439.01
Johnson Builders	44038	10/8/2015	25864	PO# 03181 Wheel Chair Ramp (Grinst	294-683-835.00	1,500.00		\$1,500.00
Manpower	44032	10/4/2015	29221087	Week Ending 10/4/15 (Molly McRae)	215-141-705.00	288.70		\$603.70
	44033	10/4/2015	29212889	Week Ending 10/4/15 (Molly McRae)	101-267-704.00	315.00		
MATHIEU MARYE	44030	10/13/2015	Reimbursement	Mileage - Jury Commission	101-150-860.00	0.86		\$50.86
	44031	10/13/2015	Per Diem	Jury Commission	101-150-710.00	50.00		
Mechanical Technologies, Inc.	44015	10/8/2015	25672	PO # 3185 - Chiller Replacement	101-103-998.08	15,690.00		\$15,690.00
Mekash, James	44048	10/20/2015	Reimbursement	Fall Protection System (Amazon)	101-265-931.00	275.60		\$275.60
Menards - Marinette	44007	10/13/2015	93834	10' Dormer Flashing	101-265-970.04	46.36		\$46.36
MILLERS ACTION OFFICE SUPPLY I	44025	10/13/2015	0112995-001	Toner Cartridge	101-253-727.00	57.89		\$57.89
Neopost USA, Inc.	44006	10/9/2015	53332588	Meter Rental (Nov 8 - Feb 7, 16)	101-253-729.01	216.00		\$216.00

APPROVED

OCT 20 2015

AWK

MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Office Depot, Inc.	44034	10/2/2015	797667773001	Admin Office Supplies	101-172-727.00	12.99		\$154.92
	44035	10/2/2015	797667572001	Admin Office Supplies	101-172-727.00	141.93		
Plutchak Fab, LLC	44039	10/8/2015	25863	Move House Trailer for Veteran (Kulka)	294-683-835.00	1,500.00		\$1,500.00
Polasky, Nancy	44028	10/13/2015	Per Diem	Jury Commission	101-150-710.00	50.00		\$55.55
	44029	10/13/2015	Reimbursement	Mileage - Jury Commission	101-150-860.00	5.55		
Sage Checks & Forms	44016	10/5/2015	A00090760	1099's (x125) and W2's (x200)	101-103-755.00	199.87		\$199.87
Schraub, Darlene	44026	10/13/2015	Per Diem	Jury Commission	101-150-710.00	50.00		\$51.67
	44027	10/13/2015	Reimbursement	Mileage - Jury Commission	101-150-860.00	1.67		
Schroud, Margaret	44018	10/14/2015	Reimbursement	Mileage	101-257-860.00	52.32		\$52.32
Sexton, Richard	44050	10/14/2015	Reimbursement	Mileage, Meals, Hotel, Conference Fee	101-426-860.00	804.71		\$804.71
Sherwin Williams Company	44021	9/18/2015	5580-8	Probate Office Paint	101-265-930.01	68.08		\$68.08
Sieg, III, Michael J.	44010	10/10/2015	Reimbursement	Uniform Allowance	101-265-745.00	57.72		\$57.72
State of Michigan - MI Dept. of Environmental Qua	44042	10/8/2015	934677	Campground License Fee (Kleinke Parl	208-751-755.08	119.00	*	\$387.00
	44043	10/8/2015	934679	Campground License Fee (Shakey Lak	208-751-755.08	268.00	*	
STEPHENSON MARKETING COOPERATI - P O BOX 399	44044	9/30/2015	462643	Parks - Gasoline Sales	208-751-742.00	21.09		\$232.89
	44044	9/30/2015	462643	Parks - Gasoline Sales	208-751-981.00	26.60		
	44044	9/30/2015	462643	Parks - Gasoline Sales	208-751-981.00	28.00		
	44044	9/30/2015	462643	Parks - Gasoline Sales	208-751-930.03	106.20		
	44044	9/30/2015	462643	Parks - Gasoline Sales	208-751-930.03	51.00		
U.E.S. COMPUTERS, INC.	44011	10/8/2015	72564	PO# 03169 - Workstation for 911	266-325-728.00	884.00		\$3,413.05
	44040	9/1/2015	43751	Weekly Computer Maintenance	205-315-755.00	1,085.00		
	44040	9/1/2015	43751	Weekly Computer Maintenance	266-325-934.00	124.05		
	44040	9/1/2015	43751	Weekly Computer Maintenance	101-103-857.00	1,320.00		
U.P. ASSN. OF COUNTY COMMISSIO	44047	10/20/2015	Registration	J. Hafeman, B. Lang, J. Nelson (Nov 5	101-101-860.10	55.00		\$165.00
	44047	10/20/2015	Registration	J. Hafeman, B. Lang, J. Nelson (Nov 5	101-101-860.02	55.00		
	44047	10/20/2015	Registration	J. Hafeman, B. Lang, J. Nelson (Nov 5	101-101-860.11	55.00		
Valenti, Susan F.	44013	10/14/2015	Legal Transcription	M15-015076 & M15-015080-PP (Birtz/l	101-131-806.00	199.50		\$461.00
	44053	9/30/2015	Reimbursement	September 2015 - Meals & Mileage	101-131-860.00	261.50		
White Water Associates, Inc.	44014	10/9/2015	144857	Water Analysis	208-751-920.00	85.00		\$85.00

MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Wil-Kil Pest Control	44008	10/12/2015	2786292	Annex	101-265-801.00	31.25		\$156.75
	44009	10/12/2015	2786291	Library	101-265-801.00	31.25		
	44022	9/29/2015	2760743	Health Department	101-265-801.00	32.00		
	44023	9/29/2015	2758820	Jail	101-265-801.00	62.25		
Total Amount for Bank Account: General								\$34,486.91

APPROVED

OCT 20 2015

*AW*

FINANCIAL OFFICER  
MENOMINEE COUNTY MICHIGAN

APPROVED

10/22/2015

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MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Voucher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
ARAMARK UNIFORM SERVICES INC - 25259 Network PL								
	43983	10/14/2015	1677242405	Airport Supplies	216-585-755.01	100.21		\$120.32
	43983	10/14/2015	1677242405	Airport Supplies	216-585-745.00	20.11		
AT&T - Carol Stream, IL								
	44070	10/09/2015	287252234966	October 10 - November 9, 2015 (906-7)	101-132-850.00	31.46		\$31.46
Big O's Lube and Service, Inc.								
	43977	10/12/2015	17990	2013 Chevy Impala - Vehicle Maintenan	205-315-934.02	27.95		\$27.95
BP								
	43962	09/05/2015	45600079	Road Patrol - September 2015	205-315-742.00	179.14		\$179.14
Carquest Auto Parts								
	44078	09/03/2015	2825-305681	Power Steering Fluid for Jeep	101-265-981.00	12.46		\$15.35
	44079	09/15/2015	2825-306582	Wheel Nut for 2010 Chevy Impala	101-261-920.01	2.89		
CBM Managed Services								
	43954	09/30/2015	STDINV90007	Inmate Meals	101-301-770.00	2,106.98		\$4,119.19
	43968	10/07/2015	STDINV90270	Inmate Meals	101-301-770.00	2,012.21		
Cellcom - P.O. Box 7555								
	43982	10/05/2015	016986	Airport - Cellular Services	216-585-850.00	54.53	*	\$258.03
	44076	10/05/2015	015889	Medical Examiner - Cellular Services	101-648-850.00	37.06	*	
	44082	10/05/2015	014615	Cellular Services	296-663-850.00	55.48	*	
	44082	10/05/2015	014615	Cellular Services	296-664-850.00	55.48	*	
	44082	10/05/2015	014615	Cellular Services	296-665-850.00	55.48	*	
CITY OF MENOMINEE - 2511 10TH ST.								
	43963	08/31/2015	4079	Road Patrol - August 2015	205-315-742.00	2,010.51		\$2,010.51
CLOVERLAND PAPER CO								
	43989	10/02/2015	109589	Jail - Inmate Supplies	101-301-770.00	78.21		\$373.04
	43970	10/02/2015	109647	Jail - Inmate Supplies	101-301-770.00	146.57		
	43971	10/09/2015	109703	Jail - Inmate Supplies	101-301-770.00	91.77		
	43991	10/09/2015	109702	Courthouse - Toilet Tissue	101-265-755.01	56.49		
Coast to Coast Computer Prod.								
	44084	09/30/2015	A1386550	Toner - Treasurer's Office	101-263-727.00	149.98		\$149.98
Country Mile Document Destruct								
	43996	10/13/2015	22472	Shredding Documents (10/8/15)	101-265-801.00	152.53		\$152.53
CVS Pharmacy Inc.								
	43956	09/16/2015	6005432044049416	Inmate Medical	101-301-770.01	17.15		\$17.15
Dougovito, Greg								
	44092	10/20/2015	6017	Transport of Juvenile (D.R.)	101-132-801.01	21.25		\$72.25
	44092	10/20/2015	6017	Transport of Juvenile (D.R.)	101-132-801.00	51.00		
EAGLEHERALD PUBLISHING, LLC								
	44086	09/30/2015	4114	September 2015 Advertising	517-252-900.00	68.00		\$68.00
GREAT AMERICAN DISPOSAL CO THE								
	43989	09/30/2015	5A101032	Annex (2014/2015)	101-261-930.04	55.15		\$110.30
	43990	10/01/2015	5A101032	Annex (2015/2016)	101-261-930.04	55.15		
Greg Peterson								
	43975	10/02/2015	Reimbursement	Uniform Allowance	205-315-745.00	104.62		\$104.62
HASS DANIEL								
	44100	10/20/2015	Reimbursement	Mileage	101-132-860.00	134.55		\$134.55

APPROVED

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MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Voucher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Heigl Technologies	43881	10/13/2015	L41926	PO# 03182 CPL Card Printer	263-215-728.00	1,490.00		\$1,490.00
J S ELECTRONICS, INC.	43876	10/08/2015	19002	Remove Demo Camera System & Rein	205-315-934.01	60.00		\$60.00
Joel Hensley, RN	43972	10/18/2015	Nursing Services	Inmate Nursing Services	101-301-770.01	1,365.00		\$1,365.00
Koehne	43867	09/14/2015	10812	2013 Chevy Tahoe - Vehicle Maintenan	205-315-934.02	282.73		\$571.40
	43992	10/13/2015	11942	2008 Chevy Impala - Vehicle Maintenan	101-265-981.00	257.85		
	43993	10/09/2015	11811	2008 Chevy Impala - Vehicle Maintenan	101-265-981.00	30.82		
Larry L.D. King, DVM	43973	10/16/2015	29550	K9 Care (Vesta)	101-301-881.01	61.16		\$61.16
LENCA SURVEYING	43937	10/15/2015	15170	Remon Yr 2015 (10/10 - 10/17/15)	243-245-801.07	2,641.70		\$5,443.95
	44072	10/08/2015	15168	Remon Yr 2015 (10/4 - 10/8/15)	243-245-801.07	2,802.25		
LexisNexis	44071	09/30/2015	1509445848	September 2015	269-145-801.00	350.00		\$350.00
Manpower	43985	10/11/2015	29244602	Week Ending 10/11/15 (Molly McRae)	101-267-705.00	315.00		\$315.00
Marinette Farm & Garden	43974	10/12/2015	336936	K9 Supplies	101-301-881.01	49.99		\$49.99
Mastercard								\$2,184.62
	44103	09/30/2015	Credit Card	Amazon	101-301-727.00	237.99		
	44103	09/30/2015	Credit Card	Moder Office	101-301-727.00	498.00		
	44103	09/30/2015	Credit Card	WM Supercenter	101-301-727.00	21.67		
	44103	09/30/2015	Credit Card	Island Oasis	205-315-742.00	9.00		
	44103	09/30/2015	Credit Card	Krist Oil	205-315-742.00	25.00		
	44103	09/30/2015	Credit Card	Amazon	205-315-745.00	59.72		
	44103	09/30/2015	Credit Card	Amazon	205-315-745.00	43.98		
	44103	09/30/2015	Credit Card	Image Works	205-315-745.00	186.00		
	44103	09/30/2015	Credit Card	Sirchie Finger Print	205-315-755.00	226.93		
	44103	09/30/2015	Credit Card	Big Boy	205-315-860.00	10.59		
	44103	09/30/2015	Credit Card	Border Grill Express	205-315-860.00	11.45		
	44103	09/30/2015	Credit Card	Hudsons Classic Grill	205-315-860.00	11.84		
	44103	09/30/2015	Credit Card	Ramada Inn	205-315-860.00	238.50		
	44103	09/30/2015	Credit Card	Ramada Inn	205-315-860.00	159.00		
	44103	09/30/2015	Credit Card	Ramada Inn	205-315-860.00	17.23		
	44103	09/30/2015	Credit Card	Holiday	264-363-881.00	23.89		
	44103	09/30/2015	Credit Card	Holiday	264-363-881.00	16.98		
	44103	09/30/2015	Credit Card	Springhill Suites	264-363-881.00	238.50		
	44103	09/30/2015	Credit Card	St. Ignace Big Boy	264-363-881.00	16.12		
	44104	10/12/2015	Credit Card	Shell Oil	101-301-860.01	20.50		
	44104	10/12/2015	Credit Card	Island Oasis	205-315-742.00	9.00		
	44104	10/12/2015	Credit Card	Hampton Inns	205-315-860.00	102.93		
MEIERS SIGNS INC	43978	10/14/2015	32008	Vinyl Lettering for Side x Side	205-315-934.02	310.07		\$791.57
	43979	10/14/2015	32010	Vinyl Lettering for Van # 5519	205-315-934.02	481.50		

APPROVED

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1203

MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Voucher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Menards - Marinette	44080	10/08/2015	93527	Buildings & Ground Supplies	101-265-755.00	39.47		\$220.96
	44081	10/07/2015	93425	Building & Ground Supplies	101-265-755.00	181.49		
MENOMINEE COUNTY JOURNAL	44087	09/17/2015	114	Public Land Auction	517-252-900.00	59.50		\$59.50
MENOMINEE COUNTY ROAD COMMISSI	43960	09/30/2015	10934	Power to Radio (September 2015)	101-301-934.01	13.50		\$13.50
Nutt, Michael	44099	10/20/2015	Reimbursement	Mileage	296-664-860.00	180.55		\$180.55
Office Depot, inc.	44088	09/16/2015	794104364001	ROD Office Supplies	101-268-727.00	45.99		\$585.74
	44089	09/16/2015	794104875001	ROD Office Supplies	101-268-727.00	20.18		
	44090	09/16/2015	794104874001	ROD Office Supplies	101-268-727.00	241.50		
	44091	09/30/2015	797411645001	Clerk - Projector	101-215-970.00	278.07		
Omnicare, Inc.	43957	09/30/2015	4856138	Inmate Medical Supplies	101-301-770.01	794.42		\$794.42
Poupore Collision & Towing	43966	09/30/2015	55018	2009 Chevy Tahoe - Vehicle Maintenan	205-315-934.02	251.24		\$251.24
ProMark	44085	09/30/2015	05497	Office Supplies	517-252-727.00	194.67		\$194.67
Quality Recorcing Solutions	44083	10/05/2015	15173	PO# 03144 Voice Logger (911)	266-325-728.02	14,960.00		\$21,584.00
	44083	10/05/2015	15173	PO# 03144 Voice Logger (911)	266-325-970.01	6,624.00		
REDWOOD TOXICOLOGY LABORATORY	43986	09/30/2015	00718420159	Drug Testing	101-136-727.00	8.75		\$18.75
	44101	09/30/2015	00719820159	Drug Testing Supplies	296-667-730.00	10.00		
STATE BAR OF MICHIGAN	44075	10/12/2015	Dues	William G. Merkel (2015-2016)	101-267-802.00	285.00		\$285.00
State of Michigan - MI Dept. of Human Services	44098	09/30/2015	6023	August 2015 Offset	292-662-843.01	9,214.88		\$11,052.76
	44102	09/30/2015	6028	September 2015 Offset	292-662-843.01	1,837.88	*	
State of Michigan POB 30266	43959	08/11/2015	551-450018	Registration Fee - M. Holmes	101-301-881.00	65.00		\$65.00
STEPHENSON MARKETING COOPERATI - P O BOX 399	43964	09/30/2015	015579	Road Patrol - September 2015	205-315-742.00	2,286.00		\$2,286.00
Stromgren, Peggy	44097	10/20/2015	6022	Transport of Juvenile	101-132-801.01	30.00		\$102.00
	44097	10/20/2015	6022	Transport of Juvenile	101-132-801.00	72.00		
The Advertiser	43958	09/30/2015	090273	Sheriff Department - Advertising	101-301-802.00	22.00		\$22.00
U.E.S. COMPUTERS, INC.	43994	09/30/2015	10559	Hardware, Software and All Related Prt	101-301-728.00	789.00		\$1,708.99
	43995	09/30/2015	10558	Software for Sheriff Department	101-301-728.00	919.99		
U.S. Bank Equipment Finance	44074	10/16/2015	289687303	Bizhub 423 Copier	101-172-942.00	133.07		\$133.07

MENOMINEE COUNTY  
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
UP Health System - Marquette	44077	10/02/2015	55553080-0001	Jolene Eichorn - Autopsy & Toxicology	101-648-836.00	995.00		\$995.00
UPCAP SERVICES INC	43981	09/30/2015	1176	Work Crew Services (9/22/15)	101-301-935.00	16.00		\$26.00
	43984	09/30/2015	1172	Work Crew Services	517-252-931.00	10.00		
Verizon Wireless	43980	09/30/2015	9753182144	Cellular Services (September 2015)	101-265-850.01	106.86		\$1,190.64
	43980	09/30/2015	9753182144	Cellular Services (September 2015)	101-301-850.00	456.37		
	43980	09/30/2015	9753182144	Cellular Services (September 2015)	101-682-850.00	32.46		
	43980	09/30/2015	9753182144	Cellular Services (September 2015)	205-315-850.00	594.50		
	43980	09/30/2015	9753182144	Cellular Services (September 2015)	266-325-850.00	0.45		
Vinyl Products Mfg., Inc.	43955	09/23/2015	058613	PO# 03160 - Mattress w/ Pillow (x5)	101-301-770.00	1,033.84		\$1,033.84
W.S. Darley & Company	43965	09/30/2015	17212221	Cone 28" Traffic (x13)	205-315-755.00	199.00		\$199.00
Warner, Fredrick	44093	10/20/2015	6018	Holdover Attendant & Transport of Juve	101-132-801.01	20.00		\$301.10
	44093	10/20/2015	6018	Holdover Attendant & Transport of Juve	101-132-801.00	48.00		
	44094	10/20/2015	Reimbursement	Mileage - Transport of Juvenile	101-132-801.00	65.55		
	44095	10/20/2015	6020	Transport of Juvenile	101-132-801.01	30.00		
	44095	10/20/2015	6020	Transport of Juvenile	101-132-801.00	72.00		
	44096	10/20/2015	Reimbursement	Mileage - Transport of Juvenile	101-132-801.00	65.55		
Xerox Corporation - 26152 Network Place	43953	09/30/2015	081673997	September 2015 - Sheriff Dept.	101-301-727.00	299.19		\$299.19
Total Amount for Bank Account: General								\$64,229.98

APPROVED

SET 2 2015

DAS

COUNTY CLERK  
MENOMINEE COUNTY MICHIGAN

**MENOMINEE COUNTY BOARD OF COMMISSIONERS  
DISCUSSION ITEM**

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

Submitted by:     **Brian Bousley**    

    **10/23/2015**      
Date

**WORKSHOP ACTION**

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

**COUNTY BOARD ACTION**

**DATE:**

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

# MONTH END BALANCE SHEET

9/30/2015

IMPREST CASH GENERAL FUND \$ 3,300.00  
 IMPREST CASH OTHER FUNDS \$ 560.00  
**\$ 3,860.00**

**GENERAL FUND INVESTMENTS**  
 Stephenson National \$ 5,334,279.43  
 Stephenson National \$ 849,208.09  
 First National Bank & Trust \$ 656,310.38  
 Menominee Co Federal CU \$ 8.53  
 Menominee Co Federal CU \$ 215,745.77  
 Tri-County Credit Union \$ 115.39  
 Mbank \$ 352,092.74  
 Peninsula Federal Credit Union \$ 5.00  
 MBS \$ 6,891.93  
**\$ 7,414,657.26**

**GENERAL FUND CD'S & BONDS**  
 SNBT \$ 513,614.92  
 Tri County Credit Union \$ 136,734.89  
 MCFCU \$ 213,708.64  
 Peninsula Federal Credit Union \$ 109,605.29  
 Mbank \$ 100,000.00  
 Mbank \$ 114,729.99  
 Nicolet \$ 518,167.35  
**\$ 1,706,562.08**

**MBS CD'S GENERAL FUND**  
 Mason St Bank \$ 200,000.00  
 Bank Northern MI Petoskey \$ 200,000.00  
 First Nat Bank of Mich Kalamazoo \$ 250,000.00  
 Bank Holland Mich \$ 250,000.00  
 First Nat Bank America East \$ 50,000.00  
 JP Morgan Chase Bank \$ 200,000.00  
 Federal Home Loan \$ 100,000.00  
 Privatebank & TC Chicago IL \$ 250,000.00  
 Federal Home Loan \$ 200,000.00  
 Traverse City St Bk \$ 202,000.00  
 Mercantile Bank \$ 100,000.00  
 Federal Home Loan \$ 320,000.00  
 First Nat Bk Amer East Lansing \$ 200,000.00  
 Federal Home Ln Mtg \$ 100,000.00  
 Wells Fargo Bk Sioux Falls \$ 250,000.00  
 Federal Home Loan \$ 200,000.00  
 Federal Home Loan \$ 230,000.00  
 Federal Home Loan \$ 109,090.91  
 Federal Home Loan \$ 325,000.00  
**\$ 3,736,090.91**

**TOTAL CO-MINGLED CASH \$ 12,857,310.25**

**SECTION 125**  
 Stephenson National Bank \$ 14,412.87

**LILJA BEQUEST**  
 Stephenson National Bank \$ 2,000.00

**COUNTY ROAD INVESTMENTS**  
 Stephenson National \$ 474,917.72  
 Stephenson National \$ 581,184.71  
 Menominee County Fed CU \$ 111,512.98  
 Tri-County Credit Union \$ 5.00  
 Tri-County Credit Union \$ 30,189.81  
 Mbank \$ 369,902.71  
 Mbank Payroll Acct \$ 111.89  
**\$ 1,567,824.82**

**COUNTY ROAD CD'S**  
 Stephenson National \$ 105,537.21  
**TOTAL COUNTY ROAD \$ 1,673,362.03**

**DTRF INVESTMENTS**  
 Nicolet National \$ 164,732.11  
 Stephenson National \$ 246,762.79  
 MBS \$ 6,376.97  
**\$ 417,871.87**

**DTRF CD'S**  
 Mbank \$ 114,729.99  
 Nicolet National \$ -  
 Morgan Stanley \$ 200,000.00  
 Peninsula Fed CU \$ 103,706.34

**DTRF MBS CD'S**  
 Federal Home Loan \$ 140,000.00  
**\$ 558,436.33**

**TOTAL DTRF \$ 976,308.20**

**AIRPORT**  
 Stephenson National \$ -  
 Stephenson National \$ -  
**\$ -**

<b>TOTAL</b>	<b>\$ 15,527,253.35</b>
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**MINUTES**  
**AIRPORT COMMITTEE**

**AUGUST 18, 2015**  
**AIRPORT CONFERENCE ROOM**

**1. Call to order**

Chairman Larry Schei called the meeting to order at 5:00 p.m.

*Approved  
9/15/15*

**2. Pledge of Allegiance**

Pledge of Allegiance recited.

**3. Roll call**

**Members present:** Chairman Schei, Commissioners: Ray Williams and Charlie Meintz. **Others present:** County Administrator Bousley, Assistant Airport Manager LaFleur and Lineman Schultz

**4. Approve/Amend agenda.**

MOTION by Williams seconded by Meintz to approve the agenda as presented.  
Motion carried.

**5. Approve of Previous Minutes June 11, 2015 Executive/Finance and June 17, 2015 Regular Session Meeting.**

MOTION by Williams seconded by Meintz to approve the June 11, 2015 Executive/Finance meeting and the June 17, 2015 regular session meeting minutes.  
Motion carried.

**6. Public Comment – Limited to 5 Minutes on Agenda items Only**

Dale Axtell, Menominee Township- landing fees, how much and who has to pay.

**7. Presentations - None**

**8. Business**

**a. New Organizational Structure** – Chairman Schei stated the commission has now been replaced by the Airport Committee. The Committee is an advisory committee who reports to the Menominee County Board of Commissioners. The County Board has the final authority over the airport as they are the County Board is

the sole sponsor of the airport. The County Board has appointed 3 county commissioners to serve on the committee, Chairman Schei, Secretary Williams and Commissioner Meintz. The County Board has passed a set of bylaws and charter for the committee to follow. The committee only makes recommendations and does not have the authority to act on the recommendations unless the county board votes to approve the recommendations. Commissioner Meintz added that the airport is now a standard department of the county as all the liability of the airport falls on Menominee County. The committee is comparable to the Parks and Recreation Committee as it is an advisory committee making recommendations to the full County Board to make the final decisions. Menominee County will know bear all the financial obligations of the airport.

**b. Future of the Airport** – Chairman Schei stated there have been two proposals received regarding the development of the airport. One proposal was offered by the Pilot Association and the other was from Explorer Solutions. Nancy Douglas added that Explorer Solutions would like to have development of the flight school and maintenance company reaffirmed as the route to be taken for the proposed development of the airport. There is an out of state university talking with Explorer Solutions who would like to locate a flight school at the airport and form an agreement with a local college to handle the core curriculum. The university would like to start looking at the cost of hanger lease, landing fees, fuel sales and other cost measures to start up the flight school. The university has been in discussions with Enstrom Helicopter to purchase two helicopters. The university will provide a degree path for the students. Christian Perrault from Explorer Solutions would like the Menominee County Board to reaffirm the commitment to this development plan. Administrator Bousley stated he has set up Mr. Perrault to address the county board at the first meeting of the September. Motion made by Commissioner Meintz and supported by Commissioner Williams to recommend to the County Board to support the ongoing efforts of the Explorer Solutions to continue to work for the development of a flight school and maintenance facility at the airport. Motion passed.

**c. Meeting Schedule** – Chairman Schei stated the committee meetings will remain the third Tuesday of the month at 5pm except for the November meeting will be held on the 12<sup>th</sup> of November.

**d. Financial Update** – Administrator Bousley stated the Clerk, Treasurer and the Administration staffs will be working to transfer the financial data which Marinette County has maintained will be retrieved and input into the

Menominee County system over the next couple of weeks. Marinette County had been using different software than Menominee County so all the financial information has to be manually entered. Once the information is manually entered all the financials will be ran through the county's budget and payroll system like all other departments. Ray LaMarche, our auditor from Anderson & Tackman, will be done within the next two weeks to work with our office to make sure all information input has been entered correctly. Chairman Schei stated financials are positive and not in the negative making the current budget a strong positive.

#### **e. Buildings and Grounds**

**aa.** terminal building roof – Administrator Bousley stated the insurance company is currently dealing with a contractor for the replacement of the entire terminal roof as well as the replacement of two air conditioning units. Chairman Schei asked what the insurance deductible was, it was stated the deductible is fifteen thousand dollars. Commission Meintz and Williams both agreed fifteen thousand dollars paid out for a sixty to seventy thousand dollar project was a very good trade.

**bb.** M-Dot Aero 5 Year Capital Plan – Chairman Schei discussed the five year capital plan. Chairman Schei and Administrator Bousley will meet with Daniel Kehoe of Mead and Hunt to review the plan. The plan can be modified each year to rearrange projects within the plan. Once a meeting is held with Mead and Hunt a report will be made to the committee.

#### **f. Personnel**

**aa.** Airport Manager – Chairman Schei provide a brief description the history of the position and interviews that were conducted in March and April of this year. Jeff LaFleur is the current licensed Assistant Airport Manager. Jeff LaFleur stated by have a licensed Assistant Manager the airport is covered in the eyes of M-Dot Aero and the FAA. Commissioner Meintz asked how it would work if an FBO was to assume the management duties at the airport. Chairman Schei responded that according to M-Dot Aero the airport can be ran anyway the county sees fit, as long as a licensed airport manager was point of contact. Chairman Schei stated LaFleur is the lone ranger at the present time and is doing a good job but moving forward the committee has to determine what route will be taken. Any recommendations from the committee would be directed to the Personnel Committee which in turn

would provide recommendations to the County Board. The Airport Manager position will be discussed at the next meeting.

**bb.** part- time lineman (emergency basis) – currently Mr. Schultz is on leave due to a medical procedure leaving Mr. LaFleur as the only airport employee. Commissioner Meintz asked if the Parks or Buildings and Grounds personnel could help out at the airport. Bousley replied that it is the end of the season and a majority of the seasonal park employees have been let go for the season, but will discuss options with the Buildings and Grounds department. Commissioner Williams asked if a portion of the duties Mr. Schultz performed could be farmed out to a manpower position. Mr. LaFleur said he will just do what needs to be done. Mr. LaFleur also brought up the issue of losing five weeks of vacation due to not having the personnel to cover his time off. Several different options were discussed to address the potential loss of vacation time. Commissioner Meintz asked Mr. LaFleur if he had tried to schedule any days off during the year. Commissioner Williams made a motion to refer the issue to the Personnel Committee to address the issues, Chairman Schei seconded the motion. Administrator Bousley will set up the Personnel Committee meeting to address the issue.

**g. Twin County Pilots Association Letter** – Chairman Schei reviewed the letter that was submitted to the County Board and the proposal has good merit and it is on file. Commissioner Meintz had a few questions for the Pilot Association, regarding the FBO proposal. Response from Pilot Association, was the proposal was just that a proposal to look at different avenues and situation at the airport. Nancy Douglas asked for a copy of the letter to forward to Explorer Solutions. Commissioner Meintz is in agreement with any type of business moving to the airport and stated the airport is a beneficial asset to the county that may need financial investments from time to time from the county to promote additional businesses and maintain businesses. Commissioner Williams feels that with the sole ownership of the airport will help promote the rich area of assets Menominee County has to offer.

**h. Airport Manager Report** – Mr. LaFleur reported over eight thousand gallons of fuel sales over the last month. Mr. LaFleur is also in need of taking a test to become licensed as a class A operator to oversee the fuel distribution, tabulation and testing. Currently Mr. LaFleur has the class B license. Mr. LaFleur and Mr. Schultz will take the test to become licensed. All three commissioners agree to move forward and have both obtain the appropriate

license. Mr. LaFleur also reported he checks fuel prices within a hundred mile radius and adjusts the rates accordingly to remain competitive.

**9. Correspondence - None**

**10. Any Other Items Members May Wish to Present** – Commissioner Meintz would like to see the availability of access to the airport expanded to be more open and friendly. Commissioner Schei stated security is an issue that is a concern by some hanger owners and not others. Commissioners agree to think about how to address the security issue after investigating the security issue more, proposals need to be brought to the committee before the issue can be resolved.

**11. Public Comment (Limited to 5 Minutes)**

Wayne Beyer – gate access had not been a problem in the past and would like to see it reinstated, also grass has been in certain areas of the blacktop around the airport and it needs to be addressed.

North Shetter – making the airport friendlier while maintaining a certain level of appropriate security is essential and the Pilot Association should be involved in the discussion as well.

**12. Commissioner Comment**

Commissioner Williams willing to work hard on the betterment of the airport to make it productive, profitable and friendly.

Commissioner Meintz thanked Commissioner Schei for all his hard work and is excited about Menominee County's opportunity with the airport.

Commissioner Schei thanked the commissioners, County Board and Pilot Association for all the support and is very optimistic about the future of the airport.

**13 Adjourn**

Motion made by Commissioner Williams and seconded by Commissioner Meintz to adjourn at 6:11pm.

**MINUTES**  
**AIRPORT COMMITTEE**

**September 15, 2015**  
**AIRPORT CONFERENCE ROOM**

**1. Call to order**

Chairman Larry Schei called the meeting to order at 5:00 p.m.

*Approved  
10/20/15*

**2. Pledge of Allegiance**

Pledge of Allegiance recited.

**3. Roll call**

**Members present:** Chairman Schei, Commissioners: Ray Williams and Charlie Meintz. **Others present:** Assistant Airport Manager LaFleur and Lineman Schultz. **Excused County Administrator Bousley**

**4. Approve/Amend agenda.**

Motion by Williams seconded by Meintz to amend the agenda to include Airport Minimum Standards and meeting time change as brought by Commissioner Schei. Motioned passed to amend agenda.

MOTION by Williams seconded by Meintz to approve the amended agenda. Motioned passed to amend agenda.

**5. Approve of Previous Minutes August 19, 2015 Regular Session Meeting.**

MOTION by Williams seconded by Meintz to approve the August 19, 2015 regular session meeting minutes. Motion passed.

**6. Public Comment – Limited to 5 Minutes on Agenda items Only**

None

**7. Presentations**

None

**8. Business**

**a. Financial**

**aa. Monthly budget review.**

A monthly breakdown of the account activities of revenue and expenditures was discussed. A 2014/2015 Budget of revenue and expenses was discussed and present

to the committee. Commissioner Schei also discussed the Delta County budget, which he received from the administration office, to compare budgets.

**b. Buildings and Grounds**

**aa. Terminal building roof**

Commissioner Schei stated the insurance company is working with a contractor to replace the roof. The insurance company will take care of procuring the contractor and work with the contractor on the price of the replacement. The work should commence by the middle of October.

**bb. Additional Hangars**

Commissioner Schei discussed the need for the construction of additional hanger or hangars at the airport. The current maintenance hangar could be occupied by the college as soon as next fall and the need for an additional hanger to house the maintenance equipment would be needed. The area between the current maintenance hangar and the terminal building could be an area for a new hanger with two sixteen foot doors to accommodate the airport's equipment. There has been a previous plan submitted to the airport's engineering firm, Mead and Hunt, to erect a new maintenance hangar at an estimated cost to the county of \$21,000 which represents a 5% match of the cost of construction. Commissioner Meintz would like to see the specifications for the hanger, see different cost estimates for the project.

Commissioner Schei stated Jeff LaFleur provide a grounds tour of the airport for him and Brian Bousley to get a better look at the infrastructure and grounds of the airport. During this tour several areas were pointed out as possible sites for additional hangars. The additional hangars could be used as revenue sources such as a distribution hub for the delivery industry, space for an FBO to lease, additional space to be utilized by transient pilots. All Commissioners agreed to further explore the construction of at least one additional hangar. Commissioner Meintz did profess the airport's maintenance and infrastructure has to first and foremost before any additional buildings can be constructed.

**cc. M-Dot Aero 5 Year Capital Plan**

Commissioner Schei stated the maintenance of the airport is under control and several capital projects have been pushed back due reorganization of the airport. One capital project is the shorting of one of the runways. This project has been looked at due to funding levels, maintenance and up keep and another factor is the height of the trees surrounding the approach of the runway. Commissioner Meintz state the airport has easements to cut the trees but the majority of the trees are on private residential property. Commissioner Meintz and Williams will receive a copy of the plan from Jeff after the meeting to review.

**c. Personnel**

**aa. Airport Manager/Lineman Positions**

The Airport Manager and Lineman job descriptions were reviewed and update language to remove commission and to add the County Administrator as the direct supervisor of the Air Port Manager. Other changes were that were mentioned included the ability of the Airport Manager to use heavy equipment. Commissioner Meintz stated the ability to operate heavy equipment should remain in the job description at present time as Jeff is in the Manger role right now and he needs to be allowed to continue to operate equipment. Commissioner Schei stated it was questioned due to refining the job description to be more of an administrative position dealing with office work, grants, accounting, invoicing, public relations and administrative skills. Commissioner Williams stated the changes in the Manger job description can be made at a later date once we advertise for the position.

**bb. Job Descriptions – Lineman, Airport Manager**

The only changes to the Lineman job description were to change commission to committee and remove Marinette County.

**cc. Airport Work Rules/Policies**

Commissioner Schei stated Administrator Bousley had made mention of the work rules being the same as the Menominee County Personnel Manual and thus the work rules could be replaced by the personnel manual.

Motion made by Commissioner Meintz and seconded by Commissioner Williams to move the proposed revamped job descriptions and Work Rules to the Personnel Committee. Motion passed.

**d. Airport Manager Report-**

Jeff LaFleur, Airport Manger, wanted to schedule the class A certification testing for the fuel farm at a cost of \$75. The committee agreed it would be important for Jeff to take the test. Fuel prices and sales were reported on, fuel prices are right in line with Dickinson and Delta County Airports. There some privately own airport that have lower fuel prices but the Twin County Airport is on par with the other county airports in the area. Another tank of Jet fuel will need to be order within the next couple of weeks as it is selling steadily while the 100LL is not selling as fast. Commissioner Schei stated the fuel prices are based on the purchase price; it is an addition \$.10 per gallon for full service. Enstrom and Freight Runners are invoiced for their fuel purchases and discounts are given for volume sales.

**e. Airport Name Change-**

Commissioner Schei state he is looking for name change considerations, Menominee County Airport would seem to be the first choice. Once the title search and the Quit Claim deed are signed FAA and MDot will be approached about the name change. Commissioner Williams moves and Commissioner Meintz seconds to have

Administrator Bousley to pursue channels to change the name of the airport. Motion passed.

#### **f. Meeting Schedule**

Commissioner Schei proposed a new time for the Airport Committee meetings to be moved from 5pm to 8am. Commissioner Meintz would have difficulty attending the meetings at that time. Commissioner Williams said any time would work for him. The commissioners agreed to begin the committee meetings at 4pm for the remainder of the year.

#### **g. Minimum Standards**

Commissioner Schei wants to the Minimum Standards to reflect the change from the commission to committee and then reviewed at a later date. Commissioner Meintz moved and seconded by Commissioner Williams to forward the Minimum Standards document to the County Board for approval with the name changes. Motion passed.

#### **9. Correspondence - None**

#### **10. Public Comment (Limited to 5 Minutes)**

Greg Paulson – Daggett Township- brought forth the issue of the dialog between to the airport committee and the pilots association. Mr. Paulson believes it should be placed as a permanent agenda item.

Wayne Beyer – Menominee Township – discussed the request from the Twin County Airport to the Pilot Association to bring forth options/ways to lessen the burden of cost to operate the airport. Mr. Beyer went on to explain he had several ideas he wanted to pass on to the County Chairman and County Administrator that the Pilot Association would be able to perform some duties around the airport to help out when short of staff. Mr. Beyer went on to state he had a verbal confrontation with Commissioner Schei in the County Administration Office and felt Commissioner Schei should resign.

#### **11. Commissioner Comment**

Commissioner Meintz stated he was very happy with moving forward with Explorer Solutions as the County Board had given the green light to continue negotiations with the interest college for a rotator wing flight school. Commissioner Meintz went on to say the interested college had tremendous growth over a ten year period in their flight school at their current location.

Commissioner Williams echoed Commissioner Meintz's comments and added that with the change in the airport governing structure, situations will occur and they may take time and adjustments to get moving in the right direction.

Commissioner Schei commented on the continued progress of Explorer Solutions and feels the school and college are a great opportunity to grow and develop the airport. Commissioner Schei also state he has received positive comments from transient pilots who have utilized the Twin County Airport.

**13 Adjourn**

Motion made by Commissioner Williams and seconded by Commissioner Meintz to adjourn at 6:12pm.

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

**GOVERNING BOARD MEETING  
Thursday, September 10, 2015  
511 First Avenue North, Escanaba MI  
12:30 p.m.**

**MINUTES**

Chair Wigand called the meeting to order at 12:31 p.m. A quorum was noted with the following in attendance:

**MEMBERS PRESENT**

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

**OTHERS PRESENT**

Bill Dubord, Executive Director  
Julie Moberg, Executive Director Trainee  
Myra Heslip, ECP Director  
Kris Thibeault, Finance Director  
Connie Maule, SCP Director  
Theresa Nelson, RSVP Director  
Angela Gardner, ECP Family Partnership Mgr.  
Cathy Pearson, Executive Assistant  
Peggy Ramsden, FGP Director  
Lannie Berg, Welcome Newborns Coordinator  
Joe Dehlin, Weatherization Director  
Elsie Stafford, Bishop Noa Home Director  
Sister Rosalie, Bishop Noa Home  
Randy Daigneault, Perspectives Director

**MEMBERS ABSENT**

Susan Phillips, excused  
Omer Doran, excused  
Dave Anthony  
Kristi Wood

**ACCEPTANCE OF JULY 23, 2015 GOVERNING BOARD MINUTES**

Members received a draft of the July 23, 2015 Governing Board minutes for their review. **THERE WERE NO QUESTIONS OR COMMENTS AND THEY WERE APPROVED WITH A MOTION FROM DAVE MOYLE, SECONDED BY TOM LIPPENS; MOTION CARRIED.**

**FINANCE COMMITTEE REPORT**

Ms. Wigand called on Treasurer, Susan Kleikamp, for the report. Ms. Kleikamp reported that the Finance Committee met today and reviewed the CAA June and July credit card charges. They also reviewed and recommend approval of the July Accounts Payable Schedule which was done **WITH A MOTION FROM MR. MOYLE, SECONDED BY BERNIE LANG; MOTION CARRIED. (see attachment "A")**

**PERSONNEL COMMITTEE REPORT**

The Chair called on Geri Nelson who reported that the Personnel Committee met on 8/18/15 to continue work on revising the personnel policies. She noted they will be having another meeting next week to finalize the revised policies revision for review and approval by the full board in October or November. Additionally, the committee will be reviewing Julie Moberg's three month evaluation. **THE PERSONNEL COMMITTEE**

**REPORT WAS ACCEPTED WITH A MOTION FROM MR. STAPLETON, SECONDED BY MARI NEGRO; MOTION CARRIED.**

**DISCUSSION ON WEBINAR TRAINING ON ELIGIBILITY**

The Governing Board received the ERSEA training webinar link and hardcopy information for their review. The members of the Governing Board signed a statement to reflect this. There were no questions and Susan Kleikamp noted that the webinar was very interesting.

**ACCEPTANCE OF EARLY CHILDHOOD PROGRAM MONTHLY REPORT 8/27/15**

Members received a copy of the ECP monthly report dated 8/27/15 for their review. **IT WAS ACCEPTED WITH A MOTION FROM DAVE MOYLE, SECONDED BY GERI NELSON; MOTION CARRIED.**

**AUTHORIZATION FOR JULIE MOBERG TO SIGN ALL CONTRACTS AND REQUIRED DOCUMENTS EFFECTIVE 10/1/2015**

**MR. LIPPENS MOVED TO AUTHORIZE JULIE MOBERG TO SIGN ALL CONTRACTS AND REQUIRED DOCUMENTS IN PLACE OF BILL DUBORD EFFECTIVE 10/1/2015, SUPPORTED BY SUSAN KLEIKAMP; MOTION CARRIED.**

**RESOLUTION TO REPLACE BILL DUBORD WITH JULIE MOBERG ON ALL AGENCY BANKING ACCOUNTS**

**MR. LIPPENS MOVED TO REPLACE BILL DUBORD WITH JULIE MOBERG ON ALL AGENCY BANKING ACCOUNTS, SECONDED BY JOHN STAPLETON; MOTION CARRIED.**

**RESOLUTION NAMING SUSAN KLEIKAMP AS TREASURER ON ALL BANK DOCUMENTS AND CHECK MICR**

**DAVE MOYLE MOVED TO PASS A RESOLUTION NAMING SUSAN KLEIKAMP AS TREASURER ON ALL BANK DOCUMENTS AND CHECK MICR, SUPPORTED BY JOHN STAPLETON; MOTION CARRIED.**

**EXECUTIVE DIRECTOR'S REPORT**

Chair Wigand called on the Bill Dubord who reminded the members that last year we were looking into the feasibility of purchasing the Menominee Catholic School for our Early Childhood Program and possibly other agency programs. The homeless shelter ended up buying it which turned out to be a good thing as there was a great deal of remodeling required. He noted that instead we did some minor remodeling in the classrooms at the Evergreen School where we are currently housed and will be doing some minor upgrades to the office space.

The Executive Director noted that the Early Childhood Program staff are back to work and it was a relatively smooth year of staffing. Classes start 10/14 and we are fully enrolled. Bill informed the board that Myra has been doing a great job as the Early Childhood Program Director. **THE EXECUTIVE DIRECTOR'S REPORT WAS ACCEPTED WITH A MOTION FROM MYRA CROASDELL, SECONDED BY GERI NELSON; MOTION CARRIED.**

**PUBLIC COMMENT/OTHER BUSINESS**

The Chair called on Bill Dubord who reported that the Nominating Committee was scheduled to meet today but the meeting was cancelled because no one could attend. He reported that the board will be asked to approve moving Mari Negro from the Public Sector to the Consumer Sector, representing the media and Ken Penokie from the Private Sector to the Consumer Sector now that we've changed the board size from 21 to 18.

**ADJOURNMENT**

There being no further business ***THE MEETING ADJOURNED AT 12:50 WITH A MOTION FROM MR. THOUNE, SECONDED BY MR. STAPLETON; MOTION CARRIED.***

***THE NEXT MEETING IS THURSDAY, OCTOBER 8, 2015 – FOLLOWED BY AN OPEN HOUSE FOR BILL DUBORD'S RETIREMENT***

**FINANCE COMMITTEE MEETING  
Thursday, September 10, 2015  
11:00 a.m.**

**MINUTES**

The meeting began at 11:02 a.m. with the following in attendance: Susan Kleikamp, Tom Lippens, John Stapleton, Bernie Lang, Karen Wigand, Bill Dubord, Julie Moberg, Kris Thibeault and Cathy Pearson. Omer Doran, excused.

The committee reviewed the CAA credit card charges for June in the amount of \$889.04 and July for \$4,230.44.

The committee reviewed the HRA credit card charges for June in the amount of \$269.83 and July for \$1323.

Members were given a copy of the June and July Budget vs. Expenditure reports and Kris reviewed them. It was suggested that this be added to the Finance Committee agenda and that a copy be sent out with the board agenda.

The committee reviewed the CAA July Accounts Payable Schedule and **it was approved with a motion from Tom Lippens, seconded by John Stapleton; motion carried.**

The committee reviewed the HRA July Accounts Payable Schedules and **they were approved with a motion from Bernie Lang, supported by John Stapleton; motion carried.**

Bill indicated that it is the time of year to discuss wages and fringes. He noted that we have been told there will be a slight increase in health insurance premiums for HRA and a slight reduction for CAA, but the maximum out-of-pocket may be changed because BC/BS has discontinued our current plan. We are doing some further checking into options and clarification in this regard.

Bill also noted that the Finance Committee will probably be asked to recommend to the board a 2% or \$.25/hour increase (whichever is greater) for HRA staff not on the senior citizen chart. Additionally, staff are looking into changing the timeframe for wage increases for the in-home staff as we have an extremely difficult time retaining them. There is also one exception that may be requested. There was discussion on the fact the minimum wage is increasing again and it is becoming more difficult to remain competitive with fast food places, etc.

The committee was reminded that the CAA employees' raises are handled through the cost of living adjustments that come from the Dept. Health & Human Services usually in the spring of the year. The increase is made retroactive to the start of the ECP fiscal year (Nov. 1<sup>st</sup>) and the funding increase is made a permanent part of the grant award.

At the next meeting the committee will also be asked to recommend to the board to continue offering up to a 5% match for our 403 b retirement plan.

It was noted that the next Finance Committee meeting will be held on Tuesday, October 6<sup>th</sup> at 11:00 a.m.

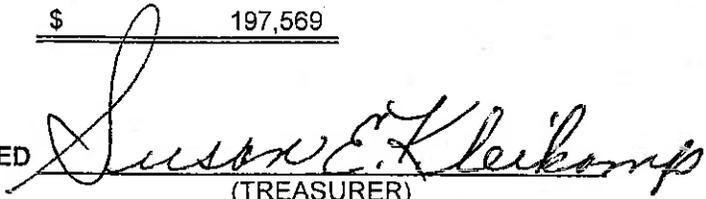
There being no other business the meeting adjourned at noon **with a motion from Tom Lippens, seconded by John Stapleton; motion carried.**

THE FINANCE COMMITTEE HAS REVIEWED THE JULY 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	\$	88,616
EARLY HEAD START		50,869
EARLY-ON CHILDHOOD		452
GSRP		2,108
ASSET & LIABILITY ACCOUNTS		55,523

TOTAL \$ 197,569

SIGNED

  
(TREASURER)

DATE

9-10-2015

THE FINANCE COMMITTEE HAS REVIEWED THE JULY 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	\$	119,788
VOLUNTEER PROGRAMS		32,341
NUTRITION		83,751
STATE & LOCAL PROGRAMS		89,895
ENERGY AND HOUSING		15,125
ASSET & LIABILITY ACCOUNTS		51,450
TOTAL	\$	<u>392,350</u>

SIGNED *Susan E. Kleibamp*  
(TREASURER)

DATE 9-10-2015

**Menominee-Delta-Schoolcraft  
Human Resources Authority**

**GOVERNING BOARD MEETING  
Thursday, September 10, 2015  
511 First Avenue North, Escanaba MI  
12:45 p.m.**

**MINUTES**

Chair Wigand called the meeting to order at 12:51 p.m. A quorum was noted with the following in attendance:

**MEMBERS PRESENT**

Tom Lippens, Delta  
Myra Croasdell, Delta  
John Stapleton, Schoolcraft  
Lee Robbert, Schoolcraft  
Clyde Thoune, Menominee  
Bernie Lang, Menominee  
Susan Kleikamp, Menominee  
Geri Nelson, Delta  
Karen Wigand, Delta  
Dave Moyle, Delta  
Mari Negro, Menominee  
Ken Penokie, Delta

**OTHERS PRESENT**

Bill Dubord, Executive Director  
Julie Moberg, Executive Director Trainee  
Myra Heslip, ECP Director  
Kris Thibeault, Finance Director  
Connie Maule, SCP Director  
Theresa Nelson, RSVP Director  
Angela Gardner, ECP Family Partnership Mgr.  
Cathy Pearson, Executive Assistant  
Peggy Ramsden, FGP Director  
Lannie Berg, Welcome Newborns Coordinator  
Joe Dehlin, Weatherization Director  
Elsie Stafford, Bishop Noa Home Director  
Sister Rosalie, Bishop Noa Home  
Randy Daigneault, Perspectives Director  
Craig Reiter, Schoolcraft Co. Commissioner

**MEMBERS ABSENT**

Susan Phillips, excused  
Omer Doran, excused  
Dave Anthony  
Kristi Wood

**ACCEPTANCE OF JULY 23, 2015 GOVERNING BOARD MINUTES**

Members received a draft of the July 23, 2015 Governing Board minutes for their review. **THERE WERE NO QUESTIONS OR COMMENTS AND THEY WERE APPROVED WITH A MOTION FROM LEE ROBBERT, SECONDED BY GERI NELSON; MOTION CARRIED.**

**FINANCE COMMITTEE REPORT**

Ms. Wigand called on Treasurer, Susan Kleikamp, for the report. Ms. Kleikamp reported that the Finance Committee met today and reviewed the HRA June and July credit card charges. They also reviewed and recommend approval of the July Accounts Payable Schedules, which was done **WITH A MOTION FROM MR. PENOKIE, SECONDED BY JOHN STAPLETON; MOTION CARRIED. (see attachment "A")** Ms. Wigand thanked Susan Kleikamp and noted that she has done a good job serving as Treasurer.

**PERSONNEL COMMITTEE REPORT**

The Chair called on Geri Nelson who reported that the Personnel Committee met on 8/18/15 to continue work on revising the personnel policies. She noted they will be having another meeting next week to finalize the

revised policies revision for review and approval by the full board in October or November. Additionally, the committee will be reviewing Julie Moberg's three month evaluation. **THE PERSONNEL COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM JOHN STAPLETON, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

#### **UPDATE ON BISHOP NOA HOME MEMORY CLINIC**

Karen Wigand called on Sally Kidd, Senior Services Director, who introduced Elsie Stafford and Sister Rosalie from the Bishop Noa Home and Randy Daigneault who runs our Perspectives Adult Day Care Program. Ms. Stafford told the board that she is very grateful for this collaboration between Community Action Agency, the Sisters of St. Paul DeChartes and Pat Abrahamson-Besse, who donated over \$500,000 to build and help furnish the Memory Clinic (that will be named the Gary Abrahamson Memory Clinic after her son). It is a separate private non-profit entity that will be staffed by our employees from Perspectives Adult Day Care. There will be another fundraiser next April 7<sup>th</sup>. It was noted that the plan is to have the facility completed by this November 15<sup>th</sup>. It is hoped to have a grand opening sometime in December. It was noted that there is no religious affiliation required to receive services. Randy and his staff were commended for the good work that they do.

#### **ACCEPTANCE OF MONITORING REPORTS**

Members received copies of the following monitoring reports for their review:

- DHS Monitoring of Weatherization Program dated 8/10/15
- DHS Monitoring of Organizational Standards dated 8/20/15
- DHS Monitoring of DOE/WX, DOE/LIHEAP, CSBG-D, LCA, LCA/LIHEAP & LCA-S dated 8/19/15

There were no questions **AND THEY WERE ACCEPTED WITH A MOTION FROM MR. STAPLETON, SUPPORTED BY MR. MOYLE; MOTION CARRIED.**

#### **ACCEPTANCE OF POLICY ADVISORY COMMITTEE MINUTES**

Members received copies of the PAC minutes for their review:

- 7/14/15 (Mid-Co.) Foster Grandparent Program PAC minutes
- 8/7 (Men) & 8/27/15 (School) Senior Companion Program PAC minutes
- 4/30 (Escanaba), 8/19 (Menominee) & 9/1/15 (Mid-Co.) Senior Center PAC minutes

There were no question **AND THE WERE ACCEPTED WITH A MOTION FROM GERI NELSON, SECONDED BY TOM LIPPENS; MOTION CARRIED.**

#### **ACCEPTANCE OF PROGRAM MONTHLY REPORTS**

Members received copies of the various program monthly reports for their review **AND THEY WERE ACCEPTED WITH A MOTION FROM MR. STAPLETON, SECONDED BY DAVE MOYLE; MOTION CARRIED.**

#### **AUTHORIZATION FOR JULIE MOBERG TO SIGN ALL CONTRACTS AND REQUIRED DOCUMENTS EFFECTIVE 10/1/2015**

**MR. LIPPENS MOVED TO AUTHORIZE JULIE MOBERG TO SIGN ALL CONTRACTS AND REQUIRED DOCUMENTS IN PLACE OF BILL DUBORD EFFECTIVE 10/1/2015, SUPPORTED BY DAVE MOYLE; MOTION CARRIED.**

**RESOLUTION TO REPLACE BILL DUBORD WITH JULIE MOBERG ON ALL AGENCY BANKING ACCOUNTS**

***MR. PENOKIE MOVED TO REPLACE BILL DUBORD WITH JULIE MOBERG ON ALL AGENCY BANKING ACCOUNTS, SECONDED BY JOHN STAPLETON; MOTION CARRIED.***

**RESOLUTION NAMING SUSAN KLEIKAMP AS TREASURER ON ALL BANK DOCUMENTS AND CHECK MICR**

***KEN PENOKIE MOVED TO PASS A RESOLUTION NAMING SUSAN KLEIKAMP AS TREASURER, REPLACING DAN LAFOILLE, ON ALL BANK DOCUMENTS AND CHECK MICR, SUPPORTED BY TOM LIPPENS; MOTION CARRIED.***

**EXECUTIVE DIRECTOR'S REPORT**

Karen Wigand called on the Executive Director who indicated that we have revised our travel vouchers and they require a signature at the bottom of the voucher, which is different than what members previously received.

Mr. Dubord noted that we have had a vacancy in the Menominee County Consumer Sector for quite some time. If anyone has any thoughts on an organization/person that would be appropriate to fill this vacancy, please let us know.

Bill called on Julie Moberg who introduced Lannie Berg, Coordinator for the Welcome Newborns Program that the agency recently agreed to house. Ms. Berg thanked the members and indicated she had a really good feeling coming into our office.

Julie reported that she has sent surveys to all of our staff as part of the Strategic Planning process. The next step will be a face-to-face meeting with the board and program directors. Information will be mailed to all directors and board members prior to the Strategic Planning session to be held on **Thursday, October 15<sup>th</sup> from 8:30-2:30** in the conference room at 511 First Ave. No. Lunch will be served and participation greatly appreciated.

The Executive Director called on Cathy Pearson who announced that we will be having an open house following the board meeting on October 8<sup>th</sup> to celebrate Bill's upcoming retirement and we hope members can stay a bit after the meeting to extend their well wishes to Bill.

***MR. MOYLE MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, SECONDED BY MS. NELSON; MOTION CARRIED.***

**PUBLIC COMMENT/OTHER BUSINESS**

The Chair called on Bill Dubord who reported that the Nominating Committee was scheduled to meet today but the meeting was cancelled because no one could attend. He reported that the board will be asked to approve moving Mari Negro from the Public Sector to the Consumer Sector, representing the media and Ken Penokie from the Private Sector to the Consumer Sector now that we've changed the board size from 21 to 18. They will also be asked to approve Mr. Reiter to fill the Schoolcraft Elected Sector vacancy.

**HRA Governing Board Minutes**  
**Thursday, September 10, 2015**  
**Page 4**

Ms. Wigand called on Clyde Thoun who asked where he could direct comments about the "Matter of Balance" classes being offered at the senior centers. Sally Kidd indicated he could let her know and then she can determine if it should be directed to UPCAP or our senior center staff.

**ADJOURNMENT**

There being no further business ***THE MEETING ADJOURNED AT 1:38 WITH A MOTION FROM MR. MOYLE, SECONDED BY MR. STAPLETON; MOTION CARRIED.***

***THE NEXT MEETING IS THURSDAY, OCTOBER 8, 2015 – FOLLOWED BY AN OPEN HOUSE FOR BILL DUBORD'S RETIREMENT***

Menominee County Executive Committee  
Minutes of Meeting  
April 1, 2015

\*\*\*\*\***APPROVED 9.18.15**\*\*\*\*\*

The Executive Committee met on April 1, 2015 at 10:00 AM at the Menominee County Annex Building, Stephenson, MI.

Others present at the meeting were Sherry DuPont & Dale Anderson

**Call Meeting to order:** Com. Meintz called the meeting to order at 10:00 A.M.

**Pledge of allegiance:** was recited by all

**Roll Call:** Coms. Meintz & Nelson & Furlong were present.

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

**Previous Meeting minutes:** October 16, 2014 – moved by Com. Nelson and supported by Com. Furlong to approve the minutes of the October 16, 2014 Executive Committee meeting. Motion approved 3/0.

**Public Comment:** Dale Anderson, Menominee County Conservation District Board ~ I came to see if there is anything that they can help the County and/or MSU with. We're making progress in the area of tourism. And a possibility of more staff, depending on income. In favor of the County having a full time 4-H Agent. The "other" half time can be used to work with the Conservation District to promote Agri-tourism, or any needs that the County sees fit.

**Business Items:**

- A. **UP State Fair Authority Governing Board:** - Meintz: Our appointment on the board was up, and the UP State Fair Authority sent us a letter stating the term ending date was incorrect. Was that a state statute? DuPont: No. They run on a "calendar" year. When we set the initial appointment 8/1/109 – to 7/31/2012, we set it to the 3 year term. The second appt. we changed the term to 5/1/12 to 4/30/15 due to the late dates on the first term expiring during the fair activities going on. They were sent a letter to let them know of the date change. Now we get the letter saying the appt. doesn't expire until Dec. 2015. I've checked their bylaws and it doesn't say anything about the appointments running on a calendar year... nor have we received anything from them prior to this telling us that the term of appointment is incorrect. We did what we were supposed to do by appointing for a three year term. Nelson: I don't recall having anything in our bylaws for the "fair board". We have every appointment that we make, within our bylaws. I don't remember it being in there. DuPont: it should be in there.

Meintz: We don't support anything financially to the UP State Fair, and there is a person appointed from every county in the UP. They operate under their own mission. DuPont: When I spoke to Jonathan Mead, "he said the board can break an appt. and put someone else on the board if they have a problem with the person appointed by the previous board." But then we're breaking a term that the person was sent a letter of confirmation to. We've been down this road once before. Furlong: No board can break a term of someone's appointment. In 2009 we went through a two year lawsuit over what we're talking about now. Eichhorn and Anderson felt it wasn't right for a previous board to set appointments to terms served to another board. We changed all appointments to expire after Jan. 1<sup>st</sup> to stop this from happening. DuPont: There are some that, by law, expire in December. We don't have an option there. The Bylaws of the UP State Fair Board are discussed. Meintz: My personal recommendation is to allow them to set their terms. Furlong: One of the things that the fair board isn't taking into account is, what if everyone associated with the UP State Fair authority were making appointments in Dec. All of a sudden in Jan. all new members show up and no one knows what's going on. Wouldn't it be better to have staggered appointments rather than all expiring at the same time? We should keep ours the same. Nelson: James is right. Meintz: Yes, they don't have anything spelled out. DuPont: Janice was in here to talk about how the board feels about this. They've already had their first meeting prior to the appointment date (April), so that person is already appointed their duties for the fall Fair. Nelson: I think we set the date earlier in the year and explain to Jonathan Mead that it provides continuity. Meintz: I say we change the ending date. DuPont: How about setting the term Feb. 1 through Jan. 31? All commissioners agree to set the terms for three years Feb. 1 through Jan. 31... making the current term extended.

- B. **MSUE – 4H Agent** - Meintz: We're talking about a possibility of a full time person in that position. Dale Anderson is allowed to speak. Putnam: What we did in Gogebic County when the expressed interest on taking a half time 4-H position to fulltime, was I worked with the campus to set up a similar format for a multiyear plan. A full time person usually ranges between \$32,000 and \$35,000/year with a bachelor's degree. That's ballpark. These are pretty good estimates. The cost may be less. Operating expenses are printing, commuting etc. Estimate budget costs to carry a full time 4-H person is (in addition to the already budgeted \$30,000) in 2015-\$20,000 (because they probably won't start until June sometime); in 2016 - \$33,000; and in 2017 - \$34,000. Campus is committed to all of the cost increases. Normally there is a 3% increase projected. This year we're scheduled for a 2% increase. Furlong: What are we paying MSU right now? Putnam: Just short of \$40,000 Furlong: and that includes Kaitlyn? Putnam: Technically Yes Furlong: So we have a full time educator (Kaitlyn) and we have a half time 4-H person Putnam: yes, and a full time instructor in Nutrition/SNAP education, but she's Multi County. Meintz: My initial understanding was that we won't pay for benefits. But MSU is only holding the liability on it. I know in the past, since we lost our 4-H person, this has been a struggle for us. The county has been struggling for the last 3 years without any leadership within 4-H. To me it's a concern for the youth in the area to have a structured leadership in the program. How do you put a dollar value on the youth of our county? They're the future. Dale Anderson: Within the Conservation District, we're going to reach a point if we continue the way

we're going, we're going to need help. Yes we're looking at more help. Donna is not always able to stay at the office, and that hurts us. She's only part time. We're concerned about our resources, our most valuable resources is our youth. What we lack is "vision" to look a little farther in the future. I think Paul has something... you really need a full time position. Generate a little more income from the programs you run. People are willing to help, for support. Putnam: We have to be very careful. We can only bill what is spent out. Nelson: It's a much higher sticker price than I originally thought. Meintz: I agree with that. Nelson: If Marquette is sharing with Alger, why can't we share? Furlong: We all know part time people don't work out. We train and then they leave us hanging (going to a full time position). Looking at this and these numbers. 4-H is important to us in the county. I think it's extremely beneficial to our youth. Our purpose is to provide a service. I don't think \$73,000 is an astronomically amount for the service we provide to the county. Nelson: I didn't say I was opposed to it, if we can expand duties; the benefit package is very sweet, there is no question about that. Is there enough to do to fill full time? Furlong: We talked about if we go to a full time 4-H person, some of the duties will be focused on other things. If we pay for a full time person, then we want them "here" within our county. Putnam: One of the things I would encourage you to do is a ¾ time 4-H person and 25% tourism, community development etc. We can add the extra duties later when the person is hired. Nelson: I think we're on the same page to move forward with this to the full board. Putnam: I expect these numbers to go down. I commit to you and the full board as we move forward that I'm not going to have campus bill you for more than what the costs are. We have some flexibility for determining needs within the county. Meintz: I think it's an excellent idea for the Conservation District to work together with the 4-H person... in a co-operative effort. We'll recommend to the full board for a full time 4-H person for another \$20,000 in addition to the current MOA.

**Public Comment:** Jerry Piche – I think this was a good meeting. You explained things to John about what was discussed at a meeting that he was not in attendance at.

**Adjournment:** Moved by Com. Nelson supported by Com. Furlong to adjourn the meeting at 10:51 AM. Motion approved 3/0.

Menominee County Executive Committee  
Minutes of Meeting  
September 18, 2015

\*\*\*\*\*Approved 10.21.15\*\*\*\*\*

The Executive Committee met on September 18, 2015 at 8:00 AM at the Menominee County Annex Building, Stephenson, MI.

Others present at the meeting were Brian Bousley, Charlene Peterson

**Call Meeting to order:** Com. Meintz called the meeting to order at 8:00 A.M.

**Pledge of allegiance:** was recited by all

**Roll Call:** Coms. Meintz & Nelson & Furlong were present.

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

**Previous Meeting minutes:** April 1, 2015 – moved by Com. Nelson and supported by Com. Furlong to approve the minutes of the April 1, 2015 Executive Committee meeting. Motion approved 3/0.

**Public Comment:** None

**Business Items:**

- A. Discussion of Employee Drug Testing:** - Bousley: We don't have a drug testing policy the only thing we do have a drug free workplace. I did want to try to do something a few years ago, but a couple of commissioners didn't want to do that. Meintz: I brought this up to Brian. With all the workplaces that do drug testing and liability issues. Also if there'll be differences in our insurance if there was drug testing in place because of liability issues. My concern is if something happens, and someone is tested they have drugs in their system, even if there is no connection to what happened, I know how that operation can work, you can get sued for that situation. Furlong: Would we get a break on our worker's comp if we have a drug testing policy? Bousley: They said we might, they'd have to see our policy. He said he'd send me a sample of a policy that we can model one after. Furlong: I'm a firm believer that we don't have to reinvent the wheel. If we're going to have a policy, it should be one that's been time tested and court approved rather than one we invent ourselves. Nelson: We had one for years. We had a drug policy, we didn't have a testing policy. Do we have to go through the union to look at that? I would like to see a random test unless the supervisor has a suspicion that is justified. I think it would be the right thing to do. Furlong: I don't think it would apply to the unions because that would be part of

negotiations. But we have a lot of non-union employees, we can come up with a drug testing policy for the county and as the contracts are negotiated, add the policy in.

Nelson: Cost. It was pricy. We have a policy for testing "new" employees already. As long as it's not abused, the cost can be minimal. I think we're all in agreement. Furlong: I don't have a problem with it being a drug free workplace. Nelson: This current policy, we don't have a testing policy. It does allow for testing. In a way they already have to sign this. What's our next step? Bousley: Let's see what the workers' comp guy gets, a couple policies there. We'll read through them and come up with something. Meintz: I know you can sometimes get discounts by having record keeping of a drug free work place. If we can't get any savings then we're going to have to look at this. We're going to have expenses. My biggest concern is a lawsuit. Consensus is to gather information and bring it back to the Exec. Committee for discussion. Furlong: I think we should mention at the board meeting in case some other commissioners may have more information or problems. Meintz: we can bring this up at the next board meeting to have some discussion on it. All commissioners concur.

- B. Discussion of Employee Training Policy:** - Nelson: I asked for this. There's a couple of issues there, especially in light of what came up at the Cedar River board meeting. Brian you can approve expenditures up to \$5,000 including training? Bousley: Yes. We have two different policies on training. One we have in the bylaws that says the County will pay the cost of seminars, educational classes, computer training or other employee training to perform the duties of the employee's job description...Personnel Manual says, Conferences, Conventions, or seminars: Attendance at a meeting, convention, conference or seminar shall have the prior approval of the County Administrator. So basically department heads can approve training. I can only approve meetings, conventions, conferences or seminars. That's training isn't it? Nelson: Yes, the question that comes up on this is when equalization wanted to send someone to training that was directly related to their job, the board had to approve that. All the other ones whether it's an issue that just came up was getting the assessor license or keeping their 16 hours which is not required in their job, and there's others. I'm wondering with the expenditures we have going out, if trainings unless required by law should be approved by the board. If not required, the approval appears routine. Do we pay for someone to keep their private license? I have difficulty with this if we're paying for someone, and it's not part of their job and they wish to go because they can do whatever they want, but should we pay for it? Meintz: over the past years, we've had multiple questions from time to time when going over the bills. We've had questions about large food bills for employees going to training. I agree with John a little bit. By the time we see them from the board standpoint they've already been to the conference and the bills have been paid. If we don't approve them, it doesn't matter because they've already been paid. I don't know how we'd get our money back. Nothing against Brian, but the administrator gets in a tough position has to work with the individuals within the offices at the county. They bring him information and it puts him in the hot seat, that's what his job should be, to say yes or no. I think the information on travel can be brought to the board for approval or disapproval. So we understand what our individuals are going to where, why, what's the reason? There is a fair amount of money that gets spent monthly on travel. If it's state mandated...Nelson: if it's directly

related where it enhances the county... In looking at the budget, we just talked about putting in courthouse windows, \$500,000, we're doing the vestibule, we're putting a chiller in, but the problem is the building. We're at \$100,000 surplus this year, if we're lucky. Next year with the raises and insurances and that, that's gone. Anyone we've put on this year I don't see how, with our current budget, we can go forward with it. So to reduce our costs now, it might help us in the future to maintain a position. Unless we get a windfall somewhere, I don't know where it's going to come from. We have to serve the customers in our county first. If the money is available for fringe things, then fine, but if it's not available... I think the board has to look at this. Furlong: I would hate to see the board micromanage the daily operations of the county. I do understand the concern of people just going off to frivolous training. To go back and have the County board approve all training I think is going to be counterproductive to basically micromanage the administrator. I do think during the budget process, I'm a firm believer the budget is not a blueprint, the budget is basically a document that says here's how we're going to spend the county's money. When you look at a training budget for individual departments, they have to stay within that budget. It should be up to the finance committee, if someone's going to training and it's not budgeted, then it has to go to the finance committee to get money. We just can't move money around from this account to that account and say the budget's balanced for that department, that's counterproductive to the budget process. If we have \$1,000 for training and the department goes over that, then the department head has to answer for that. Or if they need additional training money, then they have to go to the finance committee to find out where that money is coming from so we can do the budget adjustment. But just to move money around and say "we didn't budget enough for training this year so we're just going to take some from office supplies and put into the training" to me that's not how we told the public that we're spending their money. As far as training goes, during the budget meetings, we should sit down with the department heads and say, how much money do you plan on spending for training... and they have to live within that budget. If they can't, then it falls on the administrator to explain the need for additional training to the finance committee. Nelson: There are training conferences, \$500-800 it's not required, the person wants to go. The training is lumped in one area. I don't want the County Board to approve every training... mandated or required training anything over and above that... example the only one we've ever done is Kandace. That was actually for a level three training process in equalization which is a direct benefit to us, if Peggy's out, we have to hire someone to come in to sign everything at a level three. That was, and it could "not" be a benefit, because she could take that license and move forward. I do think when we go to conferences/trainings, do we say, do you have to go to that, is it required, even though it's in the budget. When it's lumped in, we don't know where they go. I do think we should restrict our expenditures non-essential for the county or for personal gain. Furlong: I'm not disagreeing with you, we look at job descriptions, we didn't hire Kandace to be a level three assessor we hired Kandace to be the map person and the help in the office because the help went someplace else. Now we're sending her off to school to be a level three assessor the same as the equalization director. That came on the county's dime, which could benefit the county later on. The county paid for her schooling and she can use it to benefit the county or benefit herself someplace else. It's up to the department head to say how much training

do we need and how much is it going to cost? I'm afraid it could be political. This office, in the majority of the County Boards opinion is more important than that office so they can go to the seminar, but you guys you're not as important, so you don't get to go. It should be left up to the administrator falling within the budget. Nelson: But we did and the budget provided for it in equalization yet came to the county board, and no one said, why is it at the county board? Furlong: I don't remember her being at the county board. Nelson: Yes she came up to the count board. What we ended up doing was if she didn't pass the course, she'd have to refund the full money. Furlong: I don't remember that at all, I must have missed a meeting. Meintz: It was up in Hermansville. Nelson: That is the only one that has come to us, ever. I don't understand if it was under \$5,000 why it wasn't approved at the county level. Unless like he said, we don't want politics involved in this. My question is, that came up and no one had a problem with it coming up there. So now we end up with other people on. Why is it one and no one else? Our policy is inconsistent. If you're going to have someone in an office, the more they know the better they can serve the county. So any training required by law or show a direct benefit to the position the person has, its fine, but if it's outside of those parameters', what do we do then? Because once they've gone, it's paid for. We don't know where they're going beforehand. Furlong: But let's hope that our Administrator knows where our employees are going. Bousley: Yah, I usually do. Nelson: But are they required or do they go just because they want to go? Because we don't reject. Bousley: The big ones are the conferences, treasurers have their conference, the clerk has their conference, the sheriff dept. is different, they have some for road and some for corrections those are paid for, and they are special revenues they have their own funding for those. The majority of the time I know where everyone is going. They have to ask prior because they have to get reservations, county vehicle, things like that. Furlong: John let me ask you about training in the budget process. The sheriff dept. has the 301 & 302 funds for training that comes from the state which can only be used for certain things. Nelson: We never get a breakdown of how the traveling will be spent. If we ask for a breakdown from each dept. for their training, where they're going, how they're going to spend that. I will ask Brian for a breakdown of the training part of the budget. Furlong: If it's not required for the job, then we shouldn't have people going to the training. Somewhere down the line there has to be some trust, we have to work together. Instead of having the whole county board waiting to have a meeting, I think the finance chair can make a decision on whether we have the money for employees to go to a seminar. Nelson: I'm sure with the new Prosecutor and Asst. prosecutor there will be some training that will need to be done, that wasn't budgeted for. (to Brian) would you ask them to give us an estimate on what will be needed for their training?

- C. Review of Menominee County Board of Commissioners Bylaws: - Bousley:** There are a few adjustments that need to be made. We need to add the Northcare Network negotiating team in there. Nelson: Do we need to add SUD too?? That's different than Northcare. Bousley: Page 4, Northcare Network, SUD and Negotiating committee. Meintz: What about the airport, we need to change that now that it's a committee, right? Bousley: That one needs to be cleaned up. Page 14, Department heads, we used to have the extension director. That is no longer the case. We need to change that to regional director. Meintz: I think he's worked very hard to try to get

things back on track. Bousley: Page 17, Petty cash – we need to add \$50 for petty cash in the Admin office because we have to sell park passes and boat passes. And \$50 at the annex that's not in there. Page 23, Fax policy needs to be rescinded because that's within the FOIA law now. Furlong: what about for faxing for the public? Bousley, we don't do it. Furlong: Then we should put that in our fax policy...that we don't do it. Meintz: Yes, we should have something that says we don't do it. Bousley: Pg. 27 public records fee. Resolution 2011-07 needs to be changed to 2015-10. That's the FOIA thing. Fee structure needs to be changed again to 2015-10. Just housekeeping issues that need to be taken care of. Furlong makes a motion to make those changes and bring it to the county board, Nelson seconds it.

**Public Comment:** Charlene Peterson, Lake Township. Brian brought this up. I suggest video conferencing as much as possible, that saves expenses and travel. I know the library does almost everything via video. She has to go to one conference a year. Equalization, Kandace has told me when you do those assessing classes you have to go take a test. Some of the classes you have to go in person, so in that particular department the video won't work. She gets grants, maybe that's a way to help subsidize the costs. I recommend the department heads should be the first POC. I think you should have some kind of follow up on why the class or conference was necessary. FOC has an awful lot of seminars to go to. What are those seminars for? Re drug testing: There are employees that are not fulltime. Seasonal employees, I understand are tested each year they come back. If you have people transporting juveniles, those people should be drug tested too. I think the idea of random testing is great.

**Commissioner Comments:** I apologize for my lack of judgement in one of the words I used in the meeting. Nelson: We all do it.

**Adjournment:** Moved by Com. Nelson supported by Com. Furlong to adjourn the meeting at 9:09 AM. Motion approved 3/0.

MENOMINEE COUNTY FAIR BOARD

September 15, 2015

The meeting was called to order by President Larry Roetzer at 6:35. With four members and three guests present.

Public Comment: Chris Havelka and her daughters commented on the Queen and Princess contest and how it was handled this year.

Secretary's minutes: Minutes of the July meeting were read by those present Carol made a motion to accept them as written, motion was seconded by Glenn and passed.

Treasurer's report: Treasurer's report was given by Carol and approved. Glenn made a motion that we donate \$50 to the Mellon Township Fire Department for their help with our fair this year. Motion seconded by Carol and approved.

Fair Manager's report: Sandra thanked Chris Havelka for her help with the Queen and Princess ribbons for this year and told the board that she had talked to Chris with regard to next year's contest. As her daughters were selected this year she will be helping to put on next year's contest. Sandra suggested that we have a Superintendent of the Queen and Princess Contest so that the young women elected would have an advisor to help run the contest each year as well as keep them on track for the year's activities. A motion was made by Carol, to have Chris Havelka be that Superintendent. Motion seconded by Glenn and passed.

Sandra discussed the need to have the Superintendents checking on their departments and any changes that may be necessary so that the Fair Book would be ready for publication earlier next year. Also that judges could be contacted and vendors would know what was being planned.

Sandra indicated that in order to save some money on individual ribbons for the different departments the rosettes could be reserve champion and not indicate what department it was from. An inventory of the ribbons that are on hand will have to be done before an order will be placed.

New Business: Next year's fair was discussed. Ideas are being sought to have more attractions for Saturday so more people would attend and also so more vendors would want to be there.

It was decided that the 2016 Fair will be on the Fourth weekend of July. That would be July 22, 23<sup>rd</sup> and 24<sup>th</sup> of 2016.

Saturday the 7<sup>th</sup> of November is set for the Fall Festival.

It was felt that since the 2015 fair had been wrapped up we would not have a meeting until after the Festival, therefore the next meeting will be November 11 at 6:30.

Motion made to adjourn meeting. Meeting adjourned at 7:30.

Respectfully submitted,

*Sandra Paschke*

Sandra Paschke, Fair Manager

K. McNeely called the regular meeting of the Menominee County Library Board to order at 11:01 AM on Tuesday, September 15, 2015.

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

C. Peterson moved to approve the agenda. Seconded by M. Fagan, motion carried.

Public Participation: No public participation at this time.

C. Peterson moved to approve the minutes from the August 18, 2015 meeting. Seconded by J. Bejgrowicz, motion carried.

J. Freis moved to approve the August financial report. Seconded by C. Peterson, motion carried.

C. Peterson moved to pay the September bills and authorize P. Cheski to pay any remaining bills for the fiscal year ending on September 30, 2015. Seconded by J. Bejgrowicz, motion carried.

#### Director's Report:

- A. The monthly circulation stat comparisons for August were in the board packets.
- B. The Friends Garden Committee will be working on Thursday, September 24 at 10:30 AM. The Friends Fall Gathering is at the Belgiumtown Restaurant on Sunday, October 4 at 1:00 PM. Their next regular meeting will be on Thursday, October 22.
- C. The Sheriff Deputies continue to do property checks on our library building and grounds.

#### Old Business:

- A. FY 2015-2016 Draft Budget – Update – The changes approved at our August 18 meeting were included in the latest draft of the County budget.
- B. FY 2014-2015 Budget Amendments – The budget amendments were approved at the September 8, 2015 County Board meeting.

#### New Business:

- A. Superiorland Library Cooperative Board – Appoint Representative – After discussion, J. Bejgrowicz moved to appoint P. Cheski as our library representative on the Superiorland Library Cooperative Board. This appointment will become effective on December 1, 2015. Until that date, Joan Brown will continue to represent the library. Seconded by C. Peterson, motion carried.
- B. Longevity – After discussion, J. Freis moved to make an exception to the library longevity policy and approve payment of P. Cheski's longevity in December when the other library and county employees are paid longevity. Seconded by J. Bejgrowicz, motion carried.

- C. E-Rate 486 Receipt of Service Form and 472 Bear Form – The 486 form was filed electronically and the 472 bear form will be filed this week.
- D. Hermansville Branch Library – Personnel – L. Cooley has been branch manager for one year. P. Cheski processed the Step Increase paperwork with the Administrator's Office.
- E. Hartzell-Mika Consulting, LLC – After a lengthy discussion of the personal interviews held the week of August 31, the term of agreement, beginning salary step, vacation days and moving allowance, C. Peterson moved to offer the library director position to Candidate #1. If this candidate declines the offer, the position will be offered to Candidate #2 with a slight alteration to the agreement. Seconded by J. Bejgrowicz. Roll call vote was taken, and the motion passed unanimously.

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

Public Participation: Commissioner Schei praised the board for their diligence in selecting a new library director. K. McNeely thanked C. Peterson and J. Freis for their hard work and extra effort on the Ad Hoc Search Committee.

As there was no further business, C. Peterson moved to adjourn the meeting. Seconded by M. Fagan, motion carried. The meeting adjourned at 11:55 AM.

# PINECREST Caring COMMUNITY

<b>Date:</b> Wednesday, September 23, 2015	<b>Place:</b> Board Room
<b>Presiding:</b> Elaine Boyne, Vice-Chairperson	<b>Time:</b> 2:00 p.m. CST
<b>Recording Secretary:</b> Lois Ball, Executive Secretary	

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

**Roll Call:**  
**Trustees present:** Gerald Smith, Elaine Boyne, Debbi Springinsguth, Barbara Oliver, Catherine Driscoll, John Degenaer, Jr., Jan Hafeman, Darlene Smith; Administrator.  
**Trustees absent:** Mary Harrington, Randall VanGasse, Jeff Naser, Gary Eichhorn, David Prestin.  
**Leadership Team members present:** Candace Meintz, CFO and Susan Williamson, Director of Nursing.  
**Guests:** Gerald McCole, David Vandermissen, Jr.

TOPIC	DISCUSSION	OUTCOME
Approval of September 23, 2015 Agenda	There were no additions or deletions to the Agenda.	A motion was made by Trustee Springinsguth, supported by Trustee

<p>Board action on Minutes of the August 2015 meeting</p>	<p>The minutes of the August 27, 2015 meeting had been sent to Trustees for their review prior to this meeting.</p>	<p>Smith, to approve the agenda as presented. Motion carried.</p>
<p>Review and request for approval of Financial Statements for August 2015</p>	<p>CFO Meintz discussed with the Board 5 letters received from the State of Michigan in regards to the State taking back reimbursement that had been paid to us. She noted that we have been working with our auditors and the Medicaid people to determine why this is happening. We will probably take this to a formal appeal. Trustee Springinsguth stated that she feels we need to contact our Representatives and make them aware of what is happening.</p>	<p>A motion was made by Trustee Hafeman, supported by Trustee Degenauer, to approve the Financial Statement as presented. Motion carried.</p>
<p>Board action on the August Manifest of Invoices</p>	<p>CFO Meintz then reviewed the Financial Statement for the month of August. The Manifest of Invoices had been sent to Trustees prior to this meeting for their review.</p>	<p>A motion was made by Trustee Smith, supported by Trustee Driscoll, to approve the Manifest of Invoices and to pay the bills. Motion carried.</p>
<p>Board Committee Reports</p>	<p>Whispering Pines/Powers Activity Center Committee Report: Trustee Driscoll reported that the Committee had met prior to this meeting. Along with discussions the Committee reviewed the 2015 staff Survey Report, Tech Plan for</p>	<p>A motion was made by Trustee Degenauer, supported by Trustee Smith, to approve the report as presented. Motion carried.</p>

	<p>2015 and any changes to the organizational charts.</p> <p>Administrator Smith requested \$350.00 for food and lodging for the 3 staff members to attend this training.</p> <p>Administrator Smith requested that the Board approve a Bad Debt Write Off in the amount of \$12,547.06</p> <p>Write Offs were reviewed with the Board.</p> <p>Director of Nursing Susan Williamson reviewed the reports of Resident Council. She reported on the Committee Meetings at each of the homes and noted that F223 regarding resident rights had been reviewed at each of the meetings.</p> <p>She then reported on the Quality Assurance Meeting for September, noting that over the past 3 months all staff have worked really hard on the citations from the State surveys and we have cleared most everything from it. She also noted that for F251, the dignity issue, we continue to observe but have found no problems. Our completed Plan of Correction was submitted to the State with a request for a desk audit in lieu of</p>	<p>A motion was made by Trustee Driscoll, supported by Trustee Smith, to approve the request for \$350.00 for expenses. Motion carried.</p> <p>A motion was made by Trustee Smith, supported by Trustee Hafeman, to approve the write off amount of \$12,457.06. Motion carried.</p> <p>A motion was made by Trustee Smith, supported by Trustee Hafeman, to approve the reports as presented. Motion carried.</p>
<p>Board Action Items/Resolutions</p> <p>a. Request permission for Director of Nursing and 2 MDS Coordinators to attend the Fall D.O.N. Training in Thompsonville MI October 15 and 16</p> <p>b. Bad Debt Write Off</p>		
<p>Unfinished and New Business:</p> <p>a. Report of Quality Assurance and Resident Council Committees</p>		

	<p>revisit and we had been approved for that, and the State has accepted all of our documentation so we have been cleared. The Board congratulated everyone on their hard work.</p>	
<p>b. Report of Safety Committee</p>	<p>Lois Ball, Safety Committee Secretary reported that the Committee met September 8<sup>th</sup> to review all incidents and accidents. Staff were reminded not to put items in front of the night lights in residents' rooms. Also, when the air conditioning is running all windows should be kept closed to keep the humidity out of the building. She noted that these can be considered minor items.</p>	<p>A motion was made by Trustee Hafeman, supported by Trustee Smith, to approve the Safety Committee Meeting. Motion carried.</p>
<p>c. Appoint replacement on Ellen K. Russell/Michael Micketinac and Pinecrest Charitable Trusts.</p>	<p>Administrator Smith noted that she received a letter of resignation from Dr. Boydston for this Committee. She will have council review the proceedings.</p>	
<p>d. State Surveyor visit</p>	<p>Administrator Smith reported that the State surveyor had come September 1<sup>st</sup> and 2<sup>nd</sup> to review an anonymous complaint, none of it was substantiated and we were given a clean slate.</p>	

**e. Administrator's report**

1. **Roof/boiler/garage report to be given by Dave Vandermissen:**  
Dave reported that the chip building is almost completed, the garage door opener should be here on Friday. The roof for the chip building should be completed by Friday. The big roof repairs have been completed and the membranes and seams look good so we are hoping to try to hold off until 2017 when we will start to put the roof on a rotation cycle for repair/replacement.  
  
Maintenance will start on boiler shut down and hope to be back up before November 1<sup>st</sup>.  
  
Whispering Pines: some windows have been wrapped, roofs have been checked.  
  
The generator we received through a grant from Hannahville is running and we are working with someone to get information on what to do to meet new Life Safety Codes.

A motion was made by Trustee Springinsguth, supported by Trustee Smith, to approve the Administrator's report. Motion carried.

<p>f. Meetings and Conferences Attended</p>	<p>Administrator Smith reported that she had heard from Rory Mattson regarding the timber cut. He should have the bids ready soon and would like to meet with the Committee (Trustees Naser, Smith and Eichhorn) next week. Copies of his map were distributed. The lighter colored areas are hard woods that are not ready to be cut yet. He said that the bids would be set up so they would bid by species. Once the bids go out they would give 3-4 weeks before they would award bids.</p> <p>Administrator Smith stated that the ATC project is going well.</p> <p>Administrator Smith stated that she, Candy and Lois had met with the Worker's Compensation insurance agent and the Liability Insurance agent this month.</p> <p>On September 8<sup>th</sup> she attended the Alzheimer's Support Group and on September 16<sup>th</sup> she met with the Job Force Board.</p>	
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	Susan Williamson stated that she had gone to the College to speak with the CNA class. We are trying to hire members of the class for staff.	
Comments from the Public	Gerald McCole read a letter he had written regarding the resignation and his suggestions of a replacement of Dr. Boydston from the Ellen K. Russell and Michael Miketinac Trusts.	
Adjournment	The meeting adjourned at 2:30 p.m.	A motion was made by Trustee Degenaer, supported by Trustee Smith, to adjourn the meeting.

Catherine Driscoll, Secretary

*Catherine Driscoll*

Darlene Smith, Acting Secretary

*Darlene Smith 10/22/15*