

"Menominee – Where the best of Michigan begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

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

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

The Menominee County Board of Commissioners
will meet on Tuesday ~ September 24, 2013 @ 6:00 p.m. CDT
at the Menominee County Courthouse, Menominee, MI 49858

AGENDA

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approval of the Agenda
- E. Approval of Previous Minutes
 - September 10, 2013 – Public Hearing - Budget
 - September 10, 2013 – County Board
- 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 General Appropriations Act 2013/14 Budget Resolution, regarding appropriating money, to accompany the County Budget of FY 2012-2013.
 - 2. Moved by _____ seconded by _____ to approve the proposed FY 2013-2014 Menominee County Budget.
 - 3. Moved by _____ seconded by _____ to approve payment of Commissioner Per Diems and expenses as recently submitted.
 - 4. Moved by _____ seconded by _____ to approve Miscellaneous Bills as paid on Aug. 27, 2013 in the amount of \$69,962.01.
 - 5. 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.

*Bernie Lang Charlie Meintz - Chairperson Larry Schei - Vice Chairperson James Furlong
Doug Krienke John Nelson Chris Plutchak Gerald Piche Jan Hafeman*

2. Building and Grounds/Park Items:
 - a.
3. Miscellaneous Items:
 - a. DHS/Pinecrest Appointment
4. Finance Items
 - a. Commissioner Per Diems and Expenses
 - b. Miscellaneous Bills as paid on September 9th, 11th, and 12th, 2013 in the amount of \$86,819.28

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

September 10, 2013

UNAPPROVED

Proceedings of a Public Hearing on the Proposed 2013-2014 County Budget conducted by the Board of Commissioners in and for the County of Menominee and the State of Michigan were held in Courtroom B, Courthouse, Menominee, Michigan.

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

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

Present: Coms. Hafeman, Krienke, Lang, Meintz, Nelson, Piche, Plutchak and Schei.

Absent: Com. Furlong (excused)

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

Presentations: Public Hearing on the Proposed 2013/2014 County Budget:

- Carol Johnson – Read a letter that she is putting in the Menominee County Journal for tomorrow. It is in regards to MERS and what the county board is trying to do about it. She again discussed all of the benefits of the Menominee County Library and the Bookmobile.
- Charlene Peterson – Read a list of solutions that she brought in since at the last meeting someone in the audience suggested we should put our heads together and come up with solutions. She stated 80% of the county budget is made up of salaries and benefits. Across the board cuts are not viable solutions for us. She stated that MERS is a huge problem. The county should go back to MERS since they have changed what we have originally agreed to. She sent a copy of this letter to Administrator Bousley so that he could forward it to all of the commissioners. She discussed making quarterly appropriation payments. Discussed the need to receive updates and progress reports from MSU and from Economic Development. Commissioners should also start by looking at themselves to set an example. The issue volunteers have with being paid for committee meetings is not about the volunteers receiving compensation equal to that of the County Commissioners, but it is the fact that the commissioners should not receive per diems for those committee meetings. If all volunteers on all committees start to receive compensation, it could cost the county over \$120,000. She also discussed the \$1,600 that the commissioners were paid for all of the Finance Committee meetings they had.
- Nancy Vanerba – She is concerned for the library. She does not want to see any services cut to the library. She stated her heart is with the library.

- Mari Negro – She thinks that the county board has done an excellent job with the budget and working with the MERS deficit. She thanked the board for all of their hard work.
- Com. Meintz – Corrected a comment Charlene Peterson made regarding how many members were on the Parks Committee. He stated there are 5 volunteers and 2 commissioners.
- Com. Schei – Commented on how many Finance Committee meetings the board had.
- Com. Nelson – Commented on the fact that there has not been any cuts so far in the proposed budget. There has been some creative accounting by Brian to move money around that should have been moved before to come up with most of the \$750,000. He also justified the number of Finance Committee meetings that were held.
- Charlene Peterson – She again discussed the per diems for the commissioners. She does not have an issue with them being paid for the regular board meetings and the Finance, Executive and Personnel Committee meetings. She just thinks they should not receive per diems for the other committees they sit on with county volunteers.
- Com. Schei – Stated he likes the idea of getting progress reports from Economic Development and MSU.
- Com. Meintz – Discussed commissioners “tightening their belts”. He stated that he does not always charge for meetings.
- Mari Negro – Discussed the \$50/meeting. She said it is just peanuts. She feels the commissioners are under paid for the amount of abuse they take. She again thanked them for the job that they do.
- Diane Lesperance – She stated that she agrees with Mari Negro. She feels that the commissioners put in a lot of time and effort.

Chairman Meintz called for public comment

Public Comment: None.

Moved by Com. Nelson, seconded by Com. Schei to adjourn at 6:00 p.m. Motion was approved 8-0.

Charlie Meintz, Chairman

Marc Kleiman, County Clerk

September 10, 2013

UNAPPROVED

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

Chairman Meintz called the meeting to order at 6:01 P.M. followed by the Pledge of Allegiance.

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

Present: Coms. Hafeman, Krienke, Lang, Meintz, Nelson, Piche, Plutchak and Schei.

Absent: Com. Furlong (excused)

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

Moved by Com. Hafeman, seconded by Com. Plutchak to approve the minutes from the August 27, 2013 Regular County Board Meeting and the August 27, 2013 Public Input Session. Motion was approved 8-0.

Public Comment: None.

Presentations: None.

Department Head/Elected Officials Reports:

-County Treasurer Diane Lesperance – She stated that Com. Nelson asked her to go through the balances in the accounts Menominee County currently has. The commissioners asked her a few questions about the different funds.

Moved by Com. Nelson, seconded by Com. Hafeman to approve the agreement with MERS and the Menominee County Road Patrol Deputies to allow the Road Patrol Deputies to be carved out of the current Sheriff Dept. division (20) to their own division. Motion was approved 8-0.

Moved by Com. Nelson, seconded by Com. Schei to approve the agreement with MERS and the E-911 Employees to allow the E-911 employees to be carved out of the current Courthouse division (10) to their own division. Motion was approved 8-0.

Moved by Com. Schei, seconded by Com. Plutchak to approve purchase of the Unitrend backup device from UES in the amount of \$9,481. Funds to be disbursed from account #101-997-999.17 (Contingency Fund). Motion was approved 8-0.

Moved by Com. Nelson, seconded by Com. Hafeman to approve adding a \$40,000 project in the current budget under the “designated building fund” (101-103-998) for the HVAC – Valve Replacement in the courthouse. Motion was approved 8-0.

Moved by Com. Hafeman, seconded by Com. Nelson to approve the Memorandum of agreement (MOA) with Michigan State University. Menominee County will agree to pay \$30,000 to MSU for services as outlined in the MOA for the 2013/14 budget year. Discussion ensued. Com. Nelson stated that this amount is consistent with what Dickinson County is paying. Motion was approved 8-0.

Moved by Com. Hafeman, seconded by Com. Nelson to approve payment of Commissioner Per Diems and expenses as recently submitted. Motion was approved 8-0.

Moved by Com. Schei, seconded by Com. Plutchak to approve miscellaneous bills as paid on Aug. 13, 16 & 21, 2013 in the amount of \$205,140.15. Motion was approved 8-0.

Moved by Com. Plutchak, 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. None.

Finance Items:

- a. Audit Services. – Brian Bousley explained that the contract is up with Anderson, Tackman. We need to advertise and take bids. We will post advertisements and bring them back to the board. Com. Meintz commented on how good of a job that Anderson, Tackman has been doing. They are very reputable. Com. Hafeman commented that they are already aware of all of our idiosyncrasies. Com. Nelson is happy with them and all of the extra work Ray Lamarche does for us. Com. Plutchak asked if we can reject any bids if we do not want a particular company. Brian explained that the County Board always reserves the right to reject any bids. The consensus of the board is to move this item forward for approval when the bids are returned.
- b. Commissioner Per Diems and expenses. – The consensus of the board is to move this item forward for approval at the next meeting.
- c. Miscellaneous bills as paid on Aug. 27, 2013 in the amount of \$69,962.01. - The consensus of the board is to move this item forward for approval at the next meeting.

Misc. Boards/Committees/Commissions Reports:

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

Chairman Meintz called for public comment

Public Comment:

- Dale Axtell – Commented that if there is any money left in the budget the county should buy cushions for the pews in the courtroom.
- Carol Johnson – Commented again about MERS and we haven't addressed the fact that they started as a public company, and now they are public/private.
- Charlene Peterson – Thanked the board for letting her comment earlier. She is not signaling out any of the commissioners with her comments. She applauds their dedication.
- Diane Lesperance – Thanked Charlene Peterson for all of her research and time she has put in.

Commissioner Comment:

- Com. Hafeman – Stated that she hopes that the conference she and Com. Piche will be attending will give them insight. She also thanked the park rangers for all of the work that they do at the county parks. She also commented about the workshop on Block Grants that Brian attended.
- Com. Nelson – Commented about Representative McBroom and Senator Casperson have been talked to and made aware of the MERS problem. He also thanked the citizens that commented and were involved in the budget discussions.
- Com. Krienke – Discussed the Economic Development meeting today and about getting Nancy Douglas to come to the board on a quarterly basis to update the board. There are a lot of things in the works right now that are very promising.
- Com. Schei – Commented that he is fully supporting Com. Nelson and his efforts regarding the MERS situation. This budget will be the first step.
- Com Meintz – Thanked everyone that was here for the Public Hearing session before the regular meeting. He commented that there was a lot of good input from the public. He stated that people have commented to him the need to cut nonessential employees, and reducing work hours. He commented that Sheriff Marks statements from the first meeting last month in Harris Township regarding Geogebic County were incorrect. He discussed MERS and the lack of money that was put into it over the years. He stated that it is not a black hole. He discussed the value of the county commissioners and the time they put in and the money they are paid.
- Com. Schei – commented that if we put cushions in the pews maybe we would get more people to attend the meetings.

Any other items members may wish to present: None.

Moved by Com. Nelson, seconded by Com. Plutchak to adjourn at 6:38 p.m. Motion was approved 8-0.

Charlie Meintz, Chairman

Marc Kleiman, County Clerk

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	General Appropriations Act 2013/14 Resolution
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
A resolution appropriating money and adopting the 2013/14 Menominee County Budget.	
RECOMMENDED MOTION	
To approve the General Appropriations Act 2013-2014 Resolution, regarding appropriating money, to accompany the County Budget of FY 2013-2014.	

Submitted by: **Brian Bousley**

 09/18/2013
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

	Approved
	Disapproved
	Approved with the following change(s):

COUNTY OF MENOMINEE
GENERAL APPROPRIATIONS ACT - 2013/2014

A resolution appropriating monies and adopting the 2013/2014 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 2013/2014 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 2013/2014 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 Treasurer 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 Special 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 _____, 2013

Marc Kleiman, Clerk
COUNTY OF MENOMINEE

**MENOMINEE COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM**

SUBJECT:	Fiscal Year 2013/2014 – Menominee County Budget
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY: Commissioners received the budget in July. Some amendments were made, public has had several opportunities to provide comment, the public meeting on the budget was held on September 10, 2013. Draft 4 of the budget has been moved forward for a vote.	
RECOMMEDED MOTION To approve the proposed FY 2013-2014 Menominee County Budget	

Submitted by: **Brian Bousley**

 09/18/2013
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

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

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

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

Submitted by: **Brian Bousley**

 09/18/2013
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

	Approved
	Disapproved
	Approved with the following change(s):

Commissioner Meeting Fee Expense Form

Name of Commissioner Jan Hafeman

\$50.00 per meeting-Reg. or Special County Board meeting (and assigned committee meetings)
\$75.00 MAC or UPACCF Conference

Date	Meeting Description & Duration	Meeting Expense
7/9/13	Co Bd. Finance Mtg 9:00 - 11:00	50.00
7/9/13	County Board Mtg 6:00 - 8:00	50.00
7/15/13	Meeting of the Whole 10:00 - 11:00	50.00
7/15/13	Bd of Health Finance Mtg 1:00 - 2:00	50.00
7/17/13	Board of Health Mtg 3:00 - 4:00	50.00
7/23/13	County Board Meeting 5:30 - 8:00	50.00
7/25/13	Pinecrest Board Meeting 2:00 - 3:30	50.00
Total Per Diem		350.00

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

Commissioner Signature: *Jan Hafeman*

Date: 7-29-13

**MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER**

Mileage: \$.565/mile – effective 01 January 2013

*Meals Maximum of \$40 per day

*must attach receipt for reimbursement

*meals provided by conference will NOT be reimbursed

Name: Jan Hafeman ~ District 8

Date	Meeting Place	# of miles	X .565/mile	Total Cost	Account Number
7/9/13	Fin. Mtg- Menominee	76			101-101-860.10
7/9/13	Co. Board Mtg- Menominee	76			101-101-860.10
7/15/12	Mtg of Whole (Airport)Menom.	76			101-101-860.10
7/15/13	BdHealth Fin- Escanaba	58			101-101-860.10
7/17/13	Bd of Health-Escanaba	58			101-101-860.10
7/23/13	Co Board Mtg-Menom	76			101-101-860.10
7/25/13	Pinecrest-Powers	13			101-101-860.10
					101-101-860.10
					101-101-860.10
		433	Total Mileage	X \$.565	\$ 244.64
Total Mileage Fee					233.65

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

Jan Hafeman

Signed

7-29-13

Date

PAAS

Commissioner Meeting Fee Expense Form

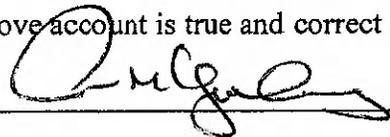
RECEIVED
8/27/13
Menominee County Administrator

Name of Commissioner James Furlong

\$50.00 per meeting - Reg. or Special County Board meeting (and assigned committee meetings)
\$75.00 MAC or UPACC Conference

Date	Meeting Description & Duration	Meeting Expense
8-13-13	Harris Townsh. & County Board	50. ⁰⁰
8-27-13	Harris Townsh. & County Board	50. ⁰⁰
Total Per Diem		100.⁰⁰

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

Commissioner Signature: 

Date: 8-27-13

**MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER**

RECEIVED

8/27/13

Menominee County Administrator

Mileage: ~~\$.555~~/mile ~ effective 01 January 2013
\$.565

*Meals Maximum of \$40 per day.

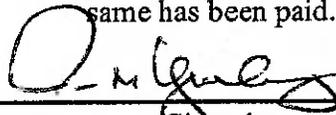
*must attach receipt for reimbursement

*meals provided by conferences will NOT be reimbursed

Name: James Furlong ~ District 3

Date	Meeting Place	# of miles	.555 ^{.565} X 555/mile	Total Cost	Account Number
8-13-13	Harris Township	95			101-101-860.03
8-27-13	Harris Township	95			101-101-860.03
					101-101-860.03
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					101-101-860.03
			Total Mileage	190	
Total Mileage Fee					107.35

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



Signed

8-27-13

Date

RECEIVED
 AUG 30 2013
[Signature]

MENOMINEE COUNTY
 BOARD OF COMMISSIONERS
 REIMBURSEMENT VOUCHER

Mileage: \$.555/mile ~ effective 01 January 2013
 .565

*Meals Maximum of \$40 per day.

*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 \$.555/mile	Total Cost	Account Number
8/8/13	ME WORNS, ESCANABA	56	.565	31.62	
8/10/13	Finance Committee, MENOMINEE	94		53.11	101-101-860.11
8/12/13	Co. Bd. Harris Twp.	22		12.43	101-101-860.11
8/15/13	EXE Comm. STONISBORO	52		29.38	101-101-860.11
8/14/13	NORTHPOINT, IRON MT.	74		41.81	101-101-860.11
8/21/13	FINANCE, MENOMINEE	94		53.11	101-101-860.11
8/27/13	Co. Bd. Harris Twp.	22		12.43	101-101-860.11
8/29/13	NORTHPOINT, IRON MT.	74		41.81	101-101-860.11
					101-101-860.11
					101-101-860.11
488.			Total Mileage	275.72	
				Total Mileage Fee	275.72

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

[Signature]

 Signed
 8/29/13

 Date

MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER

RECEIVED
9/4/13
Menominee County Administrator

Mileage: \$.565/mile ~ effective 01 January 2013

*Meals Maximum of \$40 per day.

*must attach receipt for reimbursement

*meals provided by conferences will NOT be reimbursed

Name: Larry Schei ~ District 4

Date	Meeting Place	# of miles	X .565/mile	Total Cost	Account Number
8/12/13	COURTHOUSE	16		9.04	101-101-860.04
8/12/13	COUNTY LIBRARY	32.3		18.25	101-101-860.04
8/13/13	HARRIS TWP. HALL	84		47.46	101-101-860.04
8/15/13	ANNEX	32		18.08	101-101-860.04
8/21/13	COURTHOUSE	16		9.04	101-101-860.04
8/21/13	COURTHOUSE	16		9.04	101-101-860.04
8/27/13	HARRIS TWP.	84		47.46	101-101-860.04
					101-101-860.04
					101-101-860.04
			Total Mileage	280.3	
Total Mileage Fee					\$158.37

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

9/04/13

DATE

RECEIVED

9/5/13

Menominee County Administrator

MENOMINEE COUNTY BOARD OF COMMISSIONERS REIMBURSEMENT VOUCHER

Mileage: \$.555/mile ~ effective 01 January 2013
.565

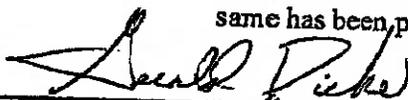
*Meals Maximum of \$40 per day.

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

Name: Gerald L. Piche ~ District 7

Date	Meeting Place	# of miles	X .555/mile .565	Total Cost	Account Number
8/6/13	MAC Regional Summit - Marinette	156			
8/13/13	Road Commission	35			101-101-860.07
8/13/13	County Board - Harris Twp	30		14.13	101-101-860.07
8/27/13	Road Commission	25		16.95	101-101-860.07
8/27/13	County Board - Harris Twp	30		14.13	101-101-860.07
				16.95	101-101-860.07
					101-101-860.07
					101-101-860.07
					101-101-860.07
					101-101-860.07
		110	Total Mileage		
				Total Mileage Fee	67.15

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



Signed

8/30/13

Date

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Miscellaneous Bills
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
Board to review recently submitted Miscellaneous Bills as paid on August 27, 2013 in the amount of \$69,962.01	
RECOMMENDED MOTION	
To approve Miscellaneous Bills as paid on August 27, 2013 in the amount of \$69,962.01	

Submitted by: **Brian Bousley**

 09/18/2013
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

	Approved
	Disapproved
	Approved with the following change(s):

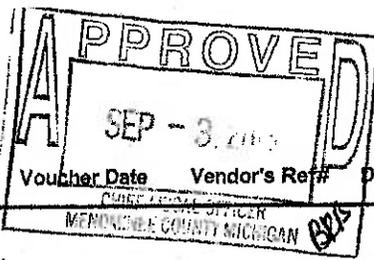
General Fund Expenditures

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

Special Revenue Funds

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

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

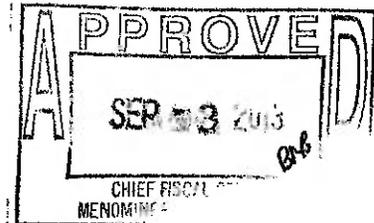


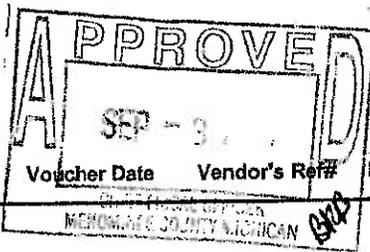
**MENOMINEE COUNTY
Claims Audit Report**

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
AIRGAS NORTH CENTRAL								\$6.18
31865		8/16/2013	9016817602	Oxygen	205-315-755.00	6.18		
ANDERSON AUTO & RV SALES INC								\$1,056.71
31868		7/1/2013	1250	Oil Change/Filter & Muffler	205-315-934.02	128.63		
31869		7/9/2013	1251	Rear Shaft U-Joint	205-315-934.02	110.00		
31870		7/23/2013	1252	Oil Change/Filter, Tire Rotation & Fluids	205-315-934.02	70.63		
31871		7/26/2013	1253	Air Condition Condensor	101-301-881.01	450.00		
31877		6/5/2013	1245	Oil Change	205-315-934.02	35.00		
31878		6/21/2013	1246	Air Condition Maintenance	101-301-881.01	90.00		
31879		6/24/2013	1247	Oil Change & Filter	205-315-934.02	118.00		
31880		6/28/2013	1249	Oil Change & Filter	205-315-934.02	54.45		
AT&T - Carol Stream, IL								\$1,394.53
31794		8/19/2013	906863470508	August 19 - September 18, 2013	101-103-850.00	151.77		
31796		8/19/2013	906863202308	August 19 - September 18, 2013	101-103-850.00	434.71		
31797		8/19/2013	906863444108	August 19 - September 18, 2013	101-103-850.00	531.62		
31801		8/19/2013	906863661408	August 19 - September 18, 2013	266-325-850.00	249.12		
31851		8/13/2013	616T49897708	Telephone Service	101-301-850.00	27.31		
AT&T Mobility								\$31.04
31793		8/27/2013	287252234966	I-Pads	101-132-850.00	31.04		
Big O's Lube and Service, Inc.								\$189.84
31872		8/6/2013	12105	Oil Change/Filter, End Link Kit	205-315-934.02	98.74		
31876		8/20/2013	12213	Oil Change - 2013 Chevy Impala	205-315-934.02	42.80		
31882		8/19/2013	12198	1988 Dodge Ram	208-751-881.00	48.00		
Bob Barker Company, Inc.								\$358.00
31841		7/25/2013	WEB277599	Inmate Supplies	101-301-770.00	358.00		
BP								\$771.51
31861		8/5/2013	38795952	Gasoline Charges	205-315-742.00	771.51		
Brunelle, Jennifer								\$80.23
31789		8/26/2013	Reimbursement	Mileage	266-688-860.00	80.23		
Cellcom Wisconsin RSA 04								\$72.74
31798		8/5/2013	177033	Medical Examiner Cellular Services	101-648-727.00	72.74		
CITY OF MENOMINEE - 2511 10TH ST.								\$4,195.87
31822		8/9/2013	3533	July 2013	101-265-742.00	108.34		
31822		8/9/2013	3533	July 2013	101-257-742.00	105.80		
31822		8/9/2013	3533	July 2013	101-682-860.00	6.18		
31822		8/9/2013	3533	July 2013	101-172-860.00	7.83		
31822		8/9/2013	3533	July 2013	101-426-860.00	29.47		
31822		8/9/2013	3533	July 2013	266-325-860.00	29.25		
31863		7/31/2013	3537	Gasoline Sales	205-315-742.00	3,909.40		
CLOVERLAND PAPER CO								\$323.64
31808		8/15/2013	102845	Parks - Tissue Dispenser	208-751-755.01	58.92		
31823		8/15/2013	102704	Facial Tissue & Mop Cleaner	101-265-755.01	112.43		
31845		8/9/2013	102642	Inmate Supplies	101-301-770.00	152.49		
Cooper Office Equipment								\$135.77
31860		8/13/2013	102126	Pinecrest Office Copier	205-315-727.00	135.77		
DEKETO, LLC								\$222.50
31785		8/22/2013	167	Labels & Ribbon for ROD Datamax Prin	101-268-729.00	222.50		

**MENOMINEE COUNTY
Claims Audit Report**

Vendor Name Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General							
Dennis Anderson 31857	7/28/2013	6221438	K9 Supplies	101-301-881.01	78.10		\$78.10
Dennis-Ruleau, Dawn 31791	8/28/2013	August 2013	Crisis Intervention	296-688-801.00	665.00		\$665.00
Dickinson County Treasurer 31802	8/15/2013	Circuit Court 2013	January - June 2013 (Shared Expenses	101-131-702.00	41,561.53		\$41,966.05
31819	8/15/2013	Circuit Court 2013	Shared Telephone (April - September 2	101-131-702.00	414.52		
EL-COM SERVICES INC 31867	8/19/2013	45945	Radio Maintenance	205-315-934.01	25.00		\$25.00
Friends Ofc Prod Whee Direct 31799	8/22/2013	0191071	ROD - Office Supplies	101-268-727.00	152.95		\$152.95
J S ELECTRONICS, INC. 31866	8/22/2013	17865	Microphone - Helfert	206-315-934.01	52.00		\$52.00
Joel Hensley, RN 31850	8/26/2013	Nursing Services	September 15 - September 30, 2013	101-301-770.01	1,365.00		\$1,365.00
John & Dawn Mastajko 31808	8/20/2013	Reimbursement	Shakey Lakes Camping Refund	208-751-864.00	225.00		\$225.00
Julia Nutter - 813 Seventh Avenue 31788	8/23/2013	11-083-NA-1	Witness \$6.00, Mileage \$3.39	101-132-804.00	9.39		\$9.39
Kakuk, Tammany 31792	8/27/2013	5244	Foster Care (C.F.)	292-682-843.02	288.26		\$288.26
Lesperance, Diane 31816	8/21/2013	Reimbursement	Mileage, Meals, Bridge Tolls	517-252-680.00	431.46		\$435.68
31817	8/21/2013	Reimbursement	Tape from Ace Hardware	517-252-727.00	4.22		
M & M Business Machines 31820	8/1/2013	206680	Repair Flatbed Scanner - ROD	101-268-931.00	72.00		\$72.00
Manpower 31814	8/18/2013	25994911	Week Ending 8/18/13 (Regina Mistark)	215-141-705.00	126.00		\$598.59
31815	8/18/2013	25995786	Week Ending 8/18/13 (Kelly Hofer)	101-268-704.00	472.59		
Marinette Farm & Garden 31853	8/21/2013	254243	K9 Supplies	101-301-881.01	17.97		\$48.46
31854	8/20/2013	254216	K9 Dog Food	101-301-881.01	30.49		



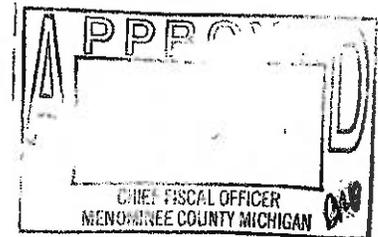


**MEMORINEE COUNTY
Claims Audit Report**

Vendor Name Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General							\$1,665.33
Mastercard							
31838	8/27/2013	Credit Card	The Cabins of Mackinaw	264-363-881.00	365.16	X	
31838	8/27/2013	Credit Card	Shell	264-363-881.00	48.17	X	
31881	8/12/2013	Credit Card	USPS	101-268-729.00	5.05		
31881	8/12/2013	Credit Card	ACT - Michigan Economic	101-172-860.00	20.00		
31881	8/12/2013	Credit Card	ACT - Michigan Economic	101-172-860.00	10.00		
31881	8/12/2013	Credit Card	Michigan Association	101-101-859.00	25.00		
31881	8/12/2013	Credit Card	Amazon	266-325-727.00	54.97		
31881	8/12/2013	Credit Card	Amazon	266-325-727.00	54.97		
31881	8/12/2013	Credit Card	USPS	101-268-729.00	5.05		
31881	8/12/2013	Credit Card	Amazon	266-325-727.00	54.97		
31881	8/12/2013	Credit Card	Amazon	266-325-727.00	54.97		
31881	8/12/2013	Credit Card	Wendy's	101-141-880.00	11.83		
31881	8/12/2013	Credit Card	USPS	101-268-729.00	5.05		
31881	8/12/2013	Credit Card	USPS	101-268-729.00	5.05		
31881	8/12/2013	Credit Card	Karls Cuisine	101-141-860.00	20.00		
31881	8/12/2013	Credit Card	Menards	266-325-755.00	35.84		
31881	8/12/2013	Credit Card	WI Surplus	101-265-755.00	272.40		
31881	8/12/2013	Credit Card	Kwdn Sault Trail DE	101-265-755.00	2.39		
31881	8/12/2013	Credit Card	Kwdn Sault Trail DE	101-141-801.00	10.32		
31881	8/12/2013	Credit Card	Kwdn Sault Stuff GF	101-141-860.00	3.25		
31881	8/12/2013	Credit Card	Kwdn Sault Hotel	101-141-860.00	252.00		
31881	8/12/2013	Credit Card	USPS	101-268-729.00	5.05		
31881	8/12/2013	Credit Card	USPS	101-268-729.00	5.05		
31881	8/12/2013	Credit Card	USPS	101-268-729.00	5.05		
31881	8/12/2013	Credit Card	USPS	101-268-729.00	5.05		
31881	8/12/2013	Credit Card	USPS	101-268-729.00	5.05		
31881	8/12/2013	Credit Card	USPS	101-268-729.00	5.05		
31881	8/12/2013	Credit Card	Angell's	277-426-955.00	78.83		
31881	8/12/2013	Credit Card	Mission Point Resort	101-268-880.00	211.42		
31881	8/12/2013	Credit Card	Angell's	277-426-955.00	34.98		
31881	8/12/2013	Credit Card	Holiday Superstore	277-426-955.00	3.50		
31881	8/12/2013	Credit Card	Credit - Mission Point Resort	101-268-880.00	-10.14		
							\$305.04
MATHIEU MARYE							
31831	8/16/2013	Per Diem	Jury Commission	101-150-710.00	300.00		
31832	8/16/2013	Reimbursement	Mileage - Jury Commission	101-150-880.00	5.04		
							\$79.10
McIntyre, Nancy							
31884	8/21/2013	Reimbursement	Mileage	101-131-880.00	79.10		
							\$315.96
Menards - 2080 Old Peshtigo Road							
31827	8/14/2013	30812	Building Maintenance	101-265-930.01	316.96		
							\$82.83
Menards - Marinette							
31808	8/21/2013	31376	Building Maintenance Supplies	101-265-930.01	82.83		
							\$64.34
MILLERS ACTION OFFICE SUPPLY I							
31787	8/26/2013	0095894-001	E911 - Stapler & Protector Sheets	266-325-727.00	34.18		
31821	8/16/2013	0095643-001	District Court - Ribbon	101-136-727.00	30.16		
							\$411.17
MOORE MEDICAL CORP							
31849	8/21/2013	82204987 I	Inmate Medical Supplies	101-301-770.01	411.17		
							\$88.60
Muffler Center of Menominee							
31826	8/16/2013	366181	Muffler & Clamps	101-265-881.00	88.60		

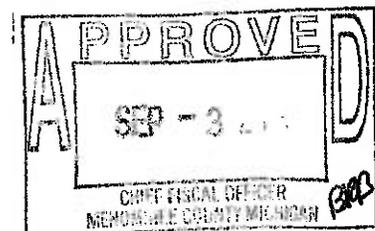
**MENOMINEE COUNTY
Claims Audit Report**

Vendor Name Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General							
Office Depot, Inc. 31807	8/16/2013	664689432001	District Court Office Supplies	101-136-727.00	287.85		\$287.85
OTIS ELEVATOR COMPANY 31813	8/20/2013	CVE05003913	Service from 8/1/13 to 11/30/13	101-265-801.00	611.49		\$611.49
Owens, Karen A. 31790	8/26/2013	5242	Tutoring	101-132-801.01	120.00		\$120.00
Pan-O-Gold Baking Co. 31846	7/30/2013	00040683321109	Inmate Groceries	101-301-770.00	47.74		\$128.89
31847	8/13/2013	00040683322609	Inmate Groceries	101-301-770.00	40.85		
31848	8/6/2013	00040683321809	Inmate Groceries	101-301-770.00	40.30		
Performance Audio & Restyling 31858	7/26/2013	1616	Tint Back Windows on K9	101-301-881.01	250.00		\$250.00
Polasky, Nancy 31833	8/21/2013	Reimbursement	Mileage - Jury Commission	101-150-880.00	33.30		\$333.30
31834	8/21/2013	Per Diem	Jury Commission	101-150-710.00	300.00		
Poupore Collision & Towing 31855	8/8/2013	572	Oil Change - 2013 Chevy Tahoe	101-301-881.01	32.62		\$912.54
31856	8/8/2013	568	2012 Chevy Impala - Oil Change & Tire	101-301-881.01	61.62		
31873	8/8/2013	571	2011 Chevy Impala	205-315-934.02	32.62		
31874	8/12/2013	573	2011 Chevy Impala - Wheel Bearings	205-315-934.02	754.06		
31875	8/21/2013	575	2008 Chevy Tahoe	205-315-934.02	31.62		
PrintersPlus! 31883	8/25/2013	12834	Envelopes - Treasurer's Office	101-253-727.00	174.50		\$174.50
REDWOOD TOXICOLOGY LABORATORY 31825	7/31/2013	00718420137	District Court - Drug Testing Supplies	101-136-727.00	44.75		\$44.75
Rainhart Foodservice 31842	8/1/2013	193468	Inmate Groceries	101-301-770.00	503.56		\$1,602.96
31843	8/6/2013	194381	Inmate Groceries	101-301-770.00	616.12		
31844	8/15/2013	195900	Inmate Groceries	101-301-770.00	481.28		
Schraub, Darlene 31835	8/21/2013	Per Diem	Jury Commission	101-150-710.00	300.00		\$310.02
31836	8/21/2013	Mileage	Mileage - Jury Commission	101-150-880.00	10.02		
Sherwin Williams Company 31803	8/22/2013	5834-9	Courtroom A - Oak Stain	101-265-930.01	41.29		\$41.29



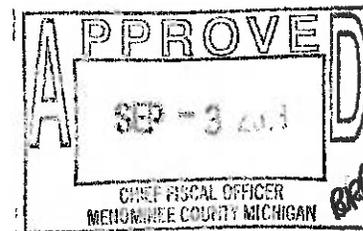
**MENOMINEE COUNTY
Claims Audit Report**

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								\$211.60
Standard Insurance Company								
	31839	8/27/2013	September 2013	Life Insurance Premium	101-101-713.00	20.70		
	31839	8/27/2013	September 2013	Life Insurance Premium	101-132-713.00	6.32		
	31839	8/27/2013	September 2013	Life Insurance Premium	101-138-713.00	11.50		
	31839	8/27/2013	September 2013	Life Insurance Premium	101-141-713.00	9.20		
	31839	8/27/2013	September 2013	Life Insurance Premium	101-148-713.00	0.58		
	31839	8/27/2013	September 2013	Life Insurance Premium	101-215-713.00	11.50		
	31839	8/27/2013	September 2013	Life Insurance Premium	101-172-713.00	4.60		
	31839	8/27/2013	September 2013	Life Insurance Premium	101-261-713.00	2.30		
	31839	8/27/2013	September 2013	Life Insurance Premium	101-267-713.00	9.20		
	31839	8/27/2013	September 2013	Life Insurance Premium	101-268-713.00	2.30		
	31839	8/27/2013	September 2013	Life Insurance Premium	101-253-713.00	6.90		
	31839	8/27/2013	September 2013	Life Insurance Premium	101-257-713.00	4.60		
	31839	8/27/2013	September 2013	Life Insurance Premium	101-285-713.00	2.30		
	31839	8/27/2013	September 2013	Life Insurance Premium	101-301-713.00	48.30		
	31839	8/27/2013	September 2013	Life Insurance Premium	101-862-713.00	2.30		
	31839	8/27/2013	September 2013	Life Insurance Premium	101-103-713.00	2.30		
	31839	8/27/2013	September 2013	Life Insurance Premium	101-428-713.00	2.30		
	31839	8/27/2013	September 2013	Life Insurance Premium	271-790-713.00	9.20		
	31839	8/27/2013	September 2013	Life Insurance Premium	296-663-713.00	2.30		
	31839	8/27/2013	September 2013	Life Insurance Premium	296-664-713.00	2.30		
	31839	8/27/2013	September 2013	Life Insurance Premium	296-665-713.00	2.30		
	31839	8/27/2013	September 2013	Life Insurance Premium	208-751-713.00	4.60		
	31839	8/27/2013	September 2013	Life Insurance Premium	205-318-713.00	2.30		
	31839	8/27/2013	September 2013	Life Insurance Premium	205-315-713.00	23.00		
	31839	8/27/2013	September 2013	Life Insurance Premium	266-325-713.00	16.10		
	31839	8/27/2013	September 2013	Life Insurance Premium	268-328-713.00	2.30		
STEPHENSON MARKETING COOPERATI								\$2,283.67
	31862	7/31/2013	015579	Gasoline Sales - July 2013	205-315-742.00	2,283.57		
The Advertiser								
	31840	8/2/2013	Advertising	Back to School Bus & Community Awar	101-301-755.00	20.50		\$20.50
TWIN CITY ELECTRIC, Inc.								
	31818	8/16/2013	78571	Replace Defective Camera on 10th Ave	101-103-998.01	204.00		\$389.00
	31824	8/13/2013	78568	Emergency 24 Annual Monitoring Fee	101-265-801.00	185.00		
TWIN CITY SERVICE AGENCY INC								
	31830	8/8/2013	166451	Surity Bond - Trena Parrett	101-138-910.00	55.00		\$55.00
U.P. Assessors Association								
	31800	8/27/2013	Registration	Lesperance, Englund, Kewley, Hanna	101-253-880.00	175.00		\$175.00
U.S. Bank Equipment Finance								
	31812	8/16/2013	234820314	Bizhub 423 Copier	101-172-942.00	313.16		\$447.34
	31864	8/14/2013	234714012	Konica - Sheriff Department	205-315-727.00	134.18		
UPCAP SERVICES INC								
	31828	7/31/2013	1978	Work Crew Services	517-252-931.00	189.00		\$189.00



**MENOMINEE COUNTY
Claims Audit Report**

Vendor Name Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General							
Verizon Wireless							\$1,284.02
31837	8/1/2013	9709131582	Cellular Services	101-265-850.01	93.99		
31837	8/1/2013	9709131582	Cellular Services	101-301-850.00	577.71		
31837	8/1/2013	9709131582	Cellular Services	101-301-934.01	334.14		
31837	8/1/2013	9709131582	Cellular Services	101-426-850.00	61.63		
31837	8/1/2013	9709131582	Cellular Services	101-682-850.00	32.46		
31837	8/1/2013	9709131582	Cellular Services	206-315-850.00	182.27		
31837	8/1/2013	9709131582	Cellular Services	266-325-850.00	1.82		
Vigilant Canine Services Inter							\$400.00
31852	8/27/2013	Proposal	K9 Services	101-301-881.01	400.00		
WALTER BROTHERS INC							\$12.99
31859	7/27/2013	A201399	Hardware & Batteries	101-331-755.00	12.99		
Waste Management							\$509.02
31795	8/27/2013	1435971-1856-9	September 2013	101-266-801.00	509.02		
WEST GROUP PAYMENT CENTER							\$425.18
31829	8/1/2013	827723147	July 1 - July 31, 2013	269-145-801.00	425.18		
Wii-Kill Pest Control							\$62.50
31804	8/12/2013	2309424	Library	101-265-801.00	31.25		
31805	8/12/2013	2309425	Annex	101-265-801.00	31.25		
WISCONSIN PUBLIC SERVICE CORP - P O BOX 18003							\$867.38
31810	8/16/2013	0402047856-00006	Kleinke Park	208-751-920.01	127.29		
31811	8/16/2013	0402047856-00008	Kleinke Park	208-751-920.01	740.09		
Total Amount for Bank Account: General							\$89,962.01



MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Miscellaneous Boards/Committees/Commission Reports
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
Miscellaneous reports discussed at the 9/10/13 County Board Meeting	
RECOMMENDED MOTION	
To approve the miscellaneous reports discussed at the 9/10/13 County Board Meeting	

Submitted by: **Brian Bousley**

 09/18/2013
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

	Approved
	Disapproved
	Approved with the following change(s):

MENOMINEE COUNTY BUILDING CODE DEPARTMENT

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

MONTHLY BUILDING PERMIT REPORT

09/04/2013

PERMIT#	DATE ISSUED	OWNER	ADDRESS	TWP.	PERMIT FEE
P12906-13	08/04/13	COLE ROGER B & PAMELA L TRUSTEN	8320 HALLFRISCH LN	LAKE TWP.	\$278.12
Work :	4.MANUFACTURED	TWO STORY SINGLE FAMILY DWELLING ON A BASEMENT			008-223-008-00
P12907-13	08/07/13	LEGRAVE RONALD & KAREN	N15492 CO RD 577	FAITHORN TWP.	\$224.92
Work :	3.GARAGE	24X26 GARAGE			003-222-014-00
P12908-13	08/08/13	WELHAVEN GREG & COLEMAN JOA	N6573 CO RD 577	MELLEN TWP.	\$164.60
Work :	3.GARAGE	28X40 POLE BUILDING 10' SIDWALLS			009-109-013-00 ML-9 4/7
P12909-13	08/08/13	COREY JAMES & BEVERLY	N7263 US HWY 41	MELLEN TWP.	\$50.00
Work :	6.REPAIR/REMODEL	10X20 PORCH ROOF			009-420-041-00
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Work :	3.GARAGE	30X40 POLE BUILDING			013-536-011-00
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Work :	3.GARAGE	32X64 POLE BLDG			005-022-011-20
P12912-13	08/27/13	CARRIER PEGGI	W4033 G-12 RD	STEPENSON TWP.	\$156.84
Work :	3.GARAGE	22X24 GARAGE 8X10 PORCH 14X20 ADDITION			014-028-008-25
P12913-13	08/15/13	ELASHIK TERENCE J	W4147 CO RD 366	NADEAU TWP.	\$121.08
Work :	3.GARAGE	24X24 POLE BLDG			012-167-005-00 ND-17 6/6
P12914-13	08/15/13	ROUBAL ROBERT & RYAN	W6099 NO 10 RD	MENOMINEE TWP.	\$198.20
Work :	1.NEW DWELLING	CAMP ON CRAWL SPACE 20X32 FIRST FLOOR 20X10 SECOND FLOOR 20X8 PORCH			010-116-004-20 MO-16 3/7
P12915-13	08/16/13	BEHRENS DAVID C & ASHLEY E	N168 RIVER DR	MENOMINEE TWP.	\$147.00
Work :	3.GARAGE	30X30 ATTACHED			010-032-015-00 MO-32 2/7

P12916-13	08/20/13	ROSCHYK STEPHEN & BRNAK CATH	W4331 US HWY 2	SPALDING TWP.	\$123.00
Work :	3.GARAGE	20X30 QUANSET			013-208-007-25 SD-8 8/6
P12917-13	08/27/13	KREMHELMER SUZANNE	W5594 CO RD 342	MELLEN TWP.	\$75.00
Work :	9.DEMOLITION				009-180-048-00
P12918-13	08/20/13	SHEPERD-KONYN CHRISTINE &	N5217 R-1 LN	MELLEN TWP.	\$101.52
Work :	2.ADDITION	13X12 ADDITION ON CRAWL SPACE			009-200-014-00 ML-B81
P12919-13	08/27/13	VEESER MATTHEW T	N15071 ASH LN	SPALDING TWP.	\$395.70
Work :	1.NEW DWELLING	1602SQ. FT. SINGLE STORY HOME ON A BASEMENT			013-227-013-00
P12920-13	08/27/13	BROOKS CHARLES & JANET	N-1 RD	NADEAU TWP.	\$254.20
Work :	3.GARAGE	40X56 POLE BUILDING			012-111-017-00
P12921-13	08/27/13	THOMPSON DAVID P & SUSAN E	N975 RIVER DR	MENOMINEE TWP.	\$324.60
Work :	1.NEW DWELLING	48X56 GARAGE WITH LIVING SPACE			010-019-028-20
P12922-13	08/27/13	SUPERIOR CEDAR PRODUCTS INC	101 FENCE FACTORY RD	NADEAU TWP.	\$108.60
Work :	2.ADDITION	28X24 ADDITION			042-019-083-10
P12923-13	08/29/13	PARK DONALD & MELISSA	P-2 DR	MENOMINEE TWP.	\$511.69
Work :	1.NEW DWELLING	SINGLE FAMILY DWELLING			010-028-007-10 MO-28 2/7 103A&104C
P12924-13	08/27/13	DANHIEUX TIMOTHY J & KATHLEEN	WHISPERING PINES RD	LAKE TWP.	\$141.56
Work :	3.GARAGE	26X32 DETACHED GARAGE			008-600-001-06
P12925-13	08/27/13	SARNOWSKI RALPH ETAL	N11990 29.60 LN	CEDARVILLE TWP	\$151.80
Work :	3.GARAGE	960 SQ FT POLE BUILDING			001-003-016-00
P12926-13	08/28/13	DUCHATEAU ERIC	N2472 HWY M-35	INGALLSTON TWP.	\$50.00
Work :	6.REPAIR/REMODEL	REPAIR EXISTING PORCH			007-105-008-00
P12927-13	08/29/13	SHALLOW GARY & TRUDY	N9918 CHEESE FACTOR	HOLMES TWP.	\$75.00
Work :	9.DEMOLITION	DEMOLITION OF HOME			006-032-005-00 HO-32 6/7

Total Permits 22

Total Fees \$4,063.27

NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Regular Monthly Meeting

MINUTES

715 Pyle Drive, Kingsford, MI

July 25, 2013 - 4:00 p.m.

CALL TO ORDER/ROLL CALL:

Karen Raether, Board 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</u> <u>Absent</u>	<u>Absent</u>	<u>MEMBERS</u>	<u>Present</u>	<u>Excused</u> <u>Absent</u>	<u>Absent</u>
Connors, Peggy		X		Martin, Ann	X		
DeDie, William	X			Negro, Mari	X		
Dehn, Janet	X			Nelson, John		X	
Erickson, Peggy		X		Raether, Karen	X		
Hofer, Millie	X			Spence, Christine	X		
Luhtanen, Joan	X			Zevitz, Michael, Dr.	X		

REPRESENTING ADMINISTRATION: K. Thekan, B. Adrian, T. Wendt, J. Pelc, M. Haavisto, M. Wendt, G. Takala (video tele-conferencing-vtc)

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

PUBLIC COMMENTS - No public comments

APPROVAL OF THE CONSENT AGENDA:

(Consent agenda items are being presented for review and action by a single vote without discussion. If a member believes that an item requires discussion, then a request is made to pull that one item from the Consent Agenda and to add it to the regular agenda as an item to be discussed).

- a. Approval of the minutes from the June 27, 2013 regular monthly Board meeting
- b. Finance Committee Meeting Report-7/15/13
- c. Recipient Rights Committee Meeting Report-7/15/13
- d. Planning Committee Meeting Report-7/15/13

ACTION: The consent agenda was amended to remove Injectable Medications from the Finance Committee meeting report and Access to Care from the Planning Committee meeting report to the agenda. Moved to approve the amended consent agenda as presented.

Motion by: C. Spence; supported by J. Luhtanen. **Motion carried unanimously.**

APPROVAL OF THE AGENDA:

(Request for additional agenda items).

The agenda was amended to add Injectable Medications and Access to Care to the agenda.

ACTION: Moved to approve the amended agenda as presented.

Motion by: J. Dehn; supported by C. Spence. **Motion carried unanimously**

INJECTABLE MEDICATIONS

Millie Hofer stated that she wanted to bring to the Board's attention that it is excellent that Northpointe shopped around to find more reasonable costs for injectable medications as this has now turned into a cost savings for Northpointe. Ms. Hofer further stated that she wanted to express her appreciation to Theresa Harvey, Director of Nursing, for her work in this endeavor.

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Millie Hofer stated that this issue has been put on the NorthCare Advisory Council meeting agenda to discuss at their July 29 meeting and she would like the Board to know about the great concern she has regarding access to care.

Ms. Hofer stated the following: "the present standardized questionnaire that is used to determine access to care is a decision making tree that is used as a tool where the computer spits out the results. It is not a clinical tool otherwise one could not skip over pertinent mental status categories, i.e., affect, eye contact, appearance, body movements, etc. It solely relies on the mentally ill as a historian and the information being provided by the individual is purely per telephone and they are the historian. Every professional knows how fragile the answers of a mentally ill individual can be and a determination based on this alone is questionable. If the DSM is used as a criteria to determine access

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Miscellaneous Boards/Committees/Commission Reports
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
Miscellaneous reports discussed at the 9/10/13 County Board Meeting	
RECOMMENDED MOTION	
To approve the miscellaneous reports discussed at the 9/10/13 County Board Meeting	

Submitted by: **Brian Bousley**

 09/18/2013
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

	Approved
	Disapproved
	Approved with the following change(s):

MENOMINEE COUNTY BUILDING CODE DEPARTMENT

S904 US HIGHWAY 41 STEPHENSON, MI 49887
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NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS

Regular Monthly Meeting

MINUTES

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July 25, 2013 - 4:00 p.m.

CALL TO ORDER/ROLL CALL:

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<u>MEMBERS</u>	<u>Present</u>	<u>Excused</u>	<u>Absent</u>	<u>MEMBERS</u>	<u>Present</u>	<u>Excused</u>	<u>Absent</u>
		<u>Absent</u>				<u>Absent</u>	
Connors, Peggy		X		Martin, Ann	X		
DeDie, William	X			Negro, Mari	X		
Dehn, Janet	X			Nelson, John		X	
Erickson, Peggy		X		Raether, Karen	X		
Hofer, Millie	X			Spence, Christine	X		
Luhtanen, Joan	X			Zevitz, Michael, Dr.	X		

REPRESENTING ADMINISTRATION: K. Thekan, B. Adrian, T. Wendt, J. Pelc, M. Haavisto, M. Wendt, G. Takala (video tele-conferencing-vtc)

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

PUBLIC COMMENTS - No public comments

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to care there needs to be a clinical tool to establish the severity of one's mental illness. How can this process have been going on for so many years when high hospitalization rates for non-Northpointe individuals should have directed the Board and the professionals' attention to the inadequacy to determine the severity of mental illness. People just do not wake up in the morning and have a mental health crisis. Mental illness develops over a long period before it reaches a crisis status. What we have is like a snapshot in time, it doesn't look at the long term ability of how the disease is processing. A snapshot of the mentally ill is done by telephone and it is being determined whether an individual is seriously mentally ill or not." Discussion ensued and miscellaneous questions were addressed by Karen Thekan and Mary Beth Haavisto.

PRESENTATION: Northpointe Emergency Services – Mary Beth Haavisto

Mary Beth Haavisto, Northpointe Utilization Manager, provided and reviewed data on Northpointe hospitalizations over a 6 year period and fiscal year 2012-13 crisis interventions, pre-admission screens, and emergency services. Questions were addressed by Ms. Haavisto.

CEO REPORT

Karen Thekan stated that her July 2013 CEO Report was in Board packets; she provided the following updates and highlights:

State/Federal Activity:

- Senator Debbie Stabenow will be in Marquette on August 14 to conduct a forum with the mental health community and other local leaders on developments regarding federal mental health policy. Ms. Thekan and Ms. Raether will be attending this forum.
- State Representative Ed McBroom will be in Menominee on July 26 and Ms. Thekan will be in attendance at his meeting. Ms. Thekan stated that she will be asking Representative McBroom what has to change in the Medicaid Expansion Bill for him to support it.
- Ms. Thekan attended two meetings this week, via the phone, which she provided information on: the State Quality Improvement Council and the Board Association Leadership Group.

Regional Activity:

- Information was provided on a plan of correction Northpointe will be submitting to NorthCare by August 1 regarding adult recidivism.
- Ms. Thekan will be attending a health insurance exchange forum on August 5 in Marquette.
- Regional meetings have been held with the U.P. community mental health (CMH) agencies and Ms. Thekan provided information that Northpointe and Gogebic CMH's Medicaid will be reduced for the remainder of the fiscal year. Discussion ensued and miscellaneous questions were addressed by Ms. Thekan and Mr. Adrian.

Local Activity:

- Ms. Thekan and Mr. Adrian recently met with Don Simila, CEO of the Upper Great Lakes Family Health Center, to discuss exploring partnerships and possibilities with the Federally Qualified Health Centers as a way to serve more mild-moderate individuals.
- Ms. Thekan recently met with John Hofer, Director of PR/Marketing, at Bay Area Medical Center.
- Information was received on expanding mental health courts in the State of Michigan which has been provided to all three county judges.
- A telephone appointment reminder system was instituted at Northpointe on July 25 to hopefully help with the no-show rate and free up time for the front office staff.
- Fran Mackay and Tracy Finn, Northpointe Peer Support Specialists, have volunteered and been accepted to be on the State Recovery Council.
- There are two Northpointe nurses who will be conducting workshops and training sessions for individuals who would like to participate in a Northpointe sponsored run/walk event on October 4. A flyer on this event was provided for Board information and everyone is welcome to participate in it.
- Ms. Thekan requested a waiver from the State of Michigan to implement a crisis stabilization team in Menominee with a nurse practitioner onsite there and Dr. Razdan supervising the nurse practitioner via telemedicine. At this point in time, the Medicaid standard states that a psychiatrist needs to be on the team and this is why a waiver was requested to use a nurse practitioner. Information has now been received back from the State that the waiver was denied and Ms. Thekan stated that she will further discuss this with Dr. Razdan to see if the crisis stabilization service can maybe still move forward in Menominee.
- Information on consent agendas was provided to Board members for their information only.

Miscellaneous questions were addressed by Ms. Thekan.

NEW BUSINESS – No new business

UNFINISHED BUSINESS – No unfinished business

CHAIRPERSONS REPORT - K. Raether

- The Great Lakes fall conference is scheduled for September 8-10 in Houghton and Board members will need to let Mary Wendt know by the August Board meeting if they will be attending it. Donations are also being accepted for conference door prizes.
- The fall Board Association conference will be held in Mt. Pleasant on October 21-22. Board members should begin thinking if they would like to attend this conference.
- The NorthCare Advisory Council meeting is scheduled for July 29. Ms. Thekan and Ms. Raether will attend the meeting in Marquette and Ms. Negro and Dr. Zevitz will attend the meeting via vtc in Kingsford
- Ms. Thekan's Board CEO evaluation is due by July 31 to Mary Wendt.
- Ms. Raether thanked Mary Wendt for 10 years of being the Board Secretary.

BOARD PREROGATIVE/AMBASSADOR MOMENT

- Bill DeDie stated that the annual NAMI picnic is scheduled for August 1 in Crystal Falls. Information on the picnic will be e-mailed to Board members.

PUBLIC COMMENTS – No public comments.

ADJOURNMENT

Chairperson Raether stated the meeting adjourned. Meeting adjourned at 5:29 p.m.

The next regular monthly Board meeting is scheduled for Thursday, August 29, 2013 in Kingsford, Michigan at 4:00 p.m.

Karen Raether, Chairperson

Peggy Connors, Secretary

Mary Wendt, Board Secretary

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

BOARD MEMBERS

**MICHAEL KAUFMAN, CHAIR
MARY BRADLEY
JEFF NASER**

DIRECTOR

RUSSELL K. SEXTON

Date: July 30, 2013

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

Present: Mike Kaufman, Board Chair; Mary Bradley, Board Member and Russell Sexton, Board Secretary.

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

APPROVAL OF AGENDA:

A motion to approve the agenda with an addition under New Business (discussion of Michigan House Bill 4750) was made by Mr. Kaufman and seconded by Ms. Bradley. Motion carried.

APPROVAL of JUNE 25, 2013 MINUTES:

Minutes of the June 25, 2013 Board Meeting were reviewed and discussed. A motion to accept the minutes was made by Ms. Bradley and supported by Mr. Kaufman. Motion passed without opposition.

FINANCIAL REPORT:

The financial report for June 2013 was reviewed. There were \$51.98 in expenditures for DHS Board Meeting attendance, leaving a balance of \$6,653.08.

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 Ms. Bradley and supported by Mr. Kaufman. Motion passed without opposition.

DIRECTOR'S REPORT:

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

Statewide Director's Meeting Information: Mr. Sexton reviewed the minutes of the latest Statewide Direction's Meeting with the Board.

Collaborative Issues: No new information was provided.

Business Plan Update: Mr. Sexton reviewed the current progress of all units with the board.

Miscellaneous: No new information was provided.

Board Member Input/Suggestions: A variety of suggestions were provided by the Board members, which Mr. Sexton appreciated.

A motion to accept the Director's Report was made by Mr. Kaufman, with support from Ms. Bradley. Motion carried.

UNIT REPORT: There was no unit report.

BOARD BUSINESS:

1. Approval of Vouchers:

Vouchers were reviewed and a motion to approve all vouchers was made by Ms. Bradley and supported by Mr. Kaufman. Motion passed without opposition.

2. MCSSA: No new information.

NEW BUSINESS:

Discussion of Michigan House Bill 4740. HB 4740 involves an amendment in which the County Boards of Commissioners of counties involved with multi-county Medical Care Facilities would be able to appoint 4 board members each to the Medical Care Facility Board, with one of those appointees being a current Commissioner of that county.

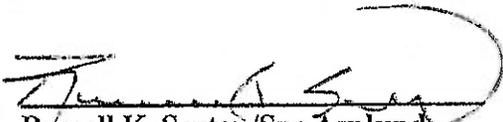
A general discussion regarding the bill ensued.

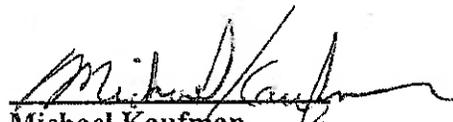
No other new business was presented.

PUBLIC COMMENT: None.

NEXT MEETING: August 27, 2013 at 9:00 a.m. in the Menominee County DHS Board Room.

ADJOURNMENT: Motion to adjourn made by Mr. Kaufman and supported by Ms. Bradley. Meeting adjourned at 9:30 a.m.


Russell K. Sexton/Sue Asplund
Board Secretary


Michael Kaufman
Chairperson

Pc: DHS Board Members
Menominee County BOC
Menominee County DHS Office File

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	DHS Board/Pinecrest Board of Trustees
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
<p>The admin office will submit an advertisement for the DHS/Pinecrest board to the local newspapers. Michael Kaufman's Appointment will expire 10/31/13. The county board will need to appoint a member for a three year term. (11/1/2013 to 10/31/2016)</p>	
RECOMMENDED MOTION	

Submitted by: **Brian Bousley**

 09/19/2013
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

	Approved
	Disapproved
	Approved with the following change(s):

DHS/Pinecrest

THE SOCIAL WELFARE ACT (EXCERPT)
Act 280 of 1939

400.46 County social services board; administration of powers and duties; appointment and terms of members; oath; vacancies; conducting business at public meeting; notice; quorum; meetings; chairperson; effect of failure to attend meetings; compensation and expenses; availability of writings to public.

Sec. 46. (1) The administration of the powers and duties of the county department shall be vested in a county social services board of 3 members, appointed from persons residing within the county and not holding an elective office, for 3-year terms as follows: 2 members shall be appointed by the county board of commissioners, and 1 member by the director of social services. Members appointed before October 27, 1965, shall continue in office until the expiration of their terms and until successors are appointed and qualified. Each member shall qualify by taking and filing with the county clerk the constitutional oath of office, and shall hold office until the appointment and qualification of a successor. Vacancies in the membership of the board shall be filled for the expiration of the unexpired term, in the same manner as provided for appointment of the original members.

(2) The business which the county social services board may perform shall be conducted at a public meeting of the county social services board held in compliance with Act No. 267 of the Public Acts of 1976. Public notice of the time, date, and place of the meeting shall be given in the manner required by Act No. 267 of the Public Acts of 1976. A majority of the board constitutes a quorum for the transaction of business. The board shall meet on the call of the chairperson, or on a written request to the chairperson signed by 2 members of the board, or at times and places as prescribed by the rules of the board. The board shall hold not less than 12 meetings each fiscal year with an interval of not more than 5 weeks between 2 meetings.

(3) At the first meeting following the appointment of a new member to the board, the members shall choose 1 member as chairperson, who shall continue to act as chairperson of the board until the selection of a successor.

(4) If a member of the county social services board, upon receiving notification, fails to attend 3 consecutive regularly scheduled meetings of the board, the county board of commissioners after notification from the county social services board of the failure of a member to attend without reasonable cause such as illness or other circumstances beyond the member's control shall by formal vote excuse the member or declare the office vacant. The vacancy shall be filled for the remainder of the unexpired term in the same manner as the original appointment was made.

(5) Members of the board shall be reimbursed for necessary travel and other expenses, and shall be paid such amount as shall be fixed by the board of commissioners or board of county auditors.

(6) Except as prescribed in sections 35 and 64, a writing prepared, owned, used, in the possession of, or retained by the county social services board in the performance of an official function shall be made available to the public in compliance with Act No. 442 of the Public Acts of 1976.

History: 1939, Act 280, Imd. Eff. June 16, 1939;—Am. 1945, Act 53, Eff. Sept. 6, 1945;—CL 1948, 400.46;—Am. 1965, Act 401, Imd. Eff. Oct. 27, 1965;—Am. 1967, Act 60, Imd. Eff. June 20, 1967;—Am. 1978, Act 224, Imd. Eff. June 13, 1978.

Popular name: Act 280

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

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

Submitted by: **Brian Bousley**

 09/18/2013
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

	Approved
	Disapproved
	Approved with the following change(s):

9/1-14/13

Pay Date
9/20/13

Commissioner Meeting Fee Expense Form

RECEIVED

9/10/13

Menominee County Administrator

Name of Commissioner Jan Hafeman

\$50.00 per meeting-Reg. or Special County Board meeting (and assigned committee meetings)
\$75.00 MAC or UPACCF Conference

Date	Meeting Description & Duration	Meeting Expense
8/6/13	MAC Regional Conf. Manistique: 9:00 AM	N/C
8/12/13	Finance Meeting: Menominee 7:45 AM	\$ 50.00
8/13/13	County Board Meeting Harris Twp 5:30	50.00
8/15/13	Committee of Whole Meeting: Annex 9:30 AM	50.00
8/21/13	Finance Meeting: Menominee: 10:00	50.00
8/21/13	Board of Health: Menominee : 3:00 P.M.	50.00
8/22/13	Pinecrest Board : Pinecrest 3:00 p.m.	50.00
8/23/13	UPCAP Meeting: Escanaba	50.00
8/27/13	County Board Meeting: Harris Twp 5:30 p.m.	50.00
Total Per Diem		\$400.00

ADK

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

Commissioner Signature: Janice M. Hafeman
Date: 9-5-13

MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER

RECEIVED
9/11/13
Menominee County Administrator

Mileage: ~~\$.555/mile~~ ~ effective 01 January 2013
 .565

*Meals Maximum of \$40 per day.

*must attach receipt for reimbursement

*meals provided by conferences will NOT be reimbursed

Name: Doug Krienke ~ District 1

Date	Meeting Place	# of miles	X .555/mile .565	Total Cost	Account Number
B-13-13	C.B. Harrell's	96		54.24	101-101-860.01
20	" "	96		54.24	101-101-860.01
					101-101-860.01
					101-101-860.01
					101-101-860.01
					101-101-860.01
					101-101-860.01
					101-101-860.01
					101-101-860.01
			Total Mileage		
Total Mileage Fee					108.48

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

Doug Krienke
Signed

9-11-2013
Date

**MENOMINEE COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM**

SUBJECT:	Miscellaneous Bills
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	
Board to review recently submitted Miscellaneous Bills as paid on September 9 th , 11 th and 12 th 2013 in the amount of \$86,819.28	
RECOMMENDED MOTION	

Submitted by: **Brian Bousley**

 09/19/2013
Date

WORKSHOP ACTION

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

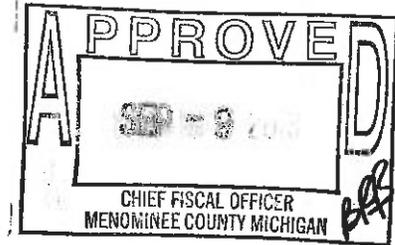
COUNTY BOARD ACTION

DATE:

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

MENOMINEE COUNTY
Claims Audit Report

Vendor Name Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General							
John Deere Financial 31909	9/5/2013	02319121	PO# 02815 Lease Payment - John Dee	208-751-984.00	2,327.67		\$2,327.67
Total Amount for Bank Account: General							\$2,327.67

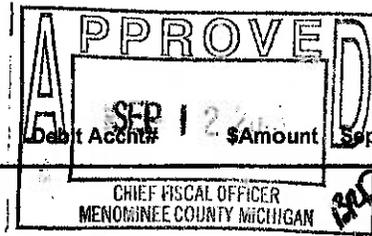


MENOMINEE COUNTY
Claims Audit Report

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
MSU	31908	9/4/2013	Registration	Alternatives to Anger - Dawn Dennis Ru	296-663-860.00	80.00		\$80.00
Total Amount for Bank Account: General								\$80.00

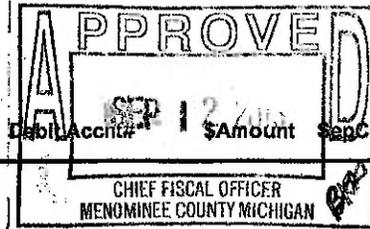


**MENOMINEE COUNTY
Claims Audit Report**



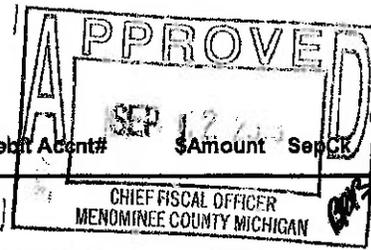
Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	Sep Ck	Claim Total
Bank Account: General								
Ace Hardware								
	32057	8/28/2013	208315/2	Varnish - Courthouse Security	101-265-930.01	12.99		
	32058	8/15/2013	208213/2	Building Maintenance	101-265-930.01	10.98		
ALGER-DELTA COOPERATIVE ASSOCI								\$3,863.07
	31953	8/30/2013	1814900	Bath House	208-751-920.01	80.71		
	31954	8/30/2013	367100	N8390 Beach House	208-751-920.01	420.41		
	31955	8/30/2013	367200	Northwest Campsites	208-751-920.01	891.84		
	31956	8/30/2013	369802	W8449 Co Rd G12 Campsites	208-751-920.01	380.57		
	31957	8/30/2013	370500	Shakey Lakes Office/Shop	208-751-920.01	107.50		
	31958	8/30/2013	379700	Storage Shed	208-751-920.01	153.61		
	31959	8/30/2013	380300	Shower Building	208-751-920.01	221.37		
	31960	8/30/2013	383001	Shakey Lakes Park/Horse Ara	208-751-920.01	47.18		
	31961	8/30/2013	383200	N8380 Co Park Rd 20.5	208-751-920.01	791.88		
	31962	8/30/2013	383301	Shakey Lake Park/Cattle Ara	208-751-920.01	296.34		
	31963	8/30/2013	1503500	N8380 Co Pk Rd 20.5	208-751-920.01	471.66		
ANGELIS MENOMINEE INC								\$423.63
	32031	8/5/2013	0094456-IN	Inmate Groceries	101-301-770.00	46.02		
	32032	8/10/2013	0070507-IN	Inmate Groceries	101-301-770.00	53.22		
	32033	8/17/2013	0070611-IN	Inmate Groceries	101-301-770.00	176.48		
	32034	8/20/2013	0072617-IN	Inmate Groceries	101-301-770.00	63.27		
	32035	8/28/2013	0738431-IN	Inmate Groceries	101-301-770.00	84.64		
AT&T - Carol Stream, IL								\$1,026.61
	32085	9/1/2013	906R41083909	September 1 - September 30, 2013	101-103-850.00	691.40		
	32087	9/1/2013	906753220909	September 1 - September 30, 2013	101-103-850.00	304.74		
	32088	9/1/2013	906753458209	September 1 - September 30, 2013	101-103-850.00	30.47		
AT&T Long Distance								\$208.92
	31938	8/19/2013	854528091	Telephone Services	101-103-850.00	208.92		
AT&T Mobility								\$31.04
	32131	8/31/2013	287252150867	August 1 - August 31, 2013 (Family Co.	101-132-850.00	31.04		
Batteries Plus #988								\$98.00
	32132	9/11/2013	988-100026	Dewalt Batteries (x2)	101-265-755.00	98.00		
Bay Area Homes								\$26.05
	31950	8/27/2013	Refund	Overpayment for Permit	249-371-964.00	26.05		
Benson Law, P.C.								\$237.50
	31925	8/29/2013	Court Appointed Lega	01-9631-DM, 05-11350-DM	101-132-807.00	37.50		
	31949	8/29/2013	Court Appointed	10-13175-DS & 11-13809-DP (Walters)	101-131-807.00	50.00		
	32106	8/29/2013	11-13759-DS	Court Appointed Legal - Johnson	101-131-807.00	50.00		
	32107	8/29/2013	97-8280-DC	Court Appointed Legal - Woods	101-131-807.00	25.00		
	32108	8/29/2013	98-8669-DP	Court Appointed Legal - LaCombe	101-131-807.00	37.50		
	32109	8/29/2013	2000-9209-DS	Court Appointed Legal - Guard	101-131-807.00	25.00		
	32110	8/29/2013	92-8407-DP	Court Appointed Legal - Larson	101-131-807.00	12.50		
Beverly Starzynski								\$48.00
	32090	8/29/2013	Reimbursement	Shakey Lakes Camping Refund	208-751-964.00	46.00		
Big O's Lube and Service, Inc.								\$201.66
	32050	8/28/2013	12298	Oil Change & Filter, Tire Rotation	205-315-934.02	34.90		
	32051	9/4/2013	12321	2011 Chevy Impala - Vehicle Mainten	205-315-934.02	166.76		
BP								\$690.15
	32028	9/5/2013	39082849	Sheriff Department - Gasoline Charges	101-301-742.00	690.15		

**MENOMINEE COUNTY
Claims Audit Report**



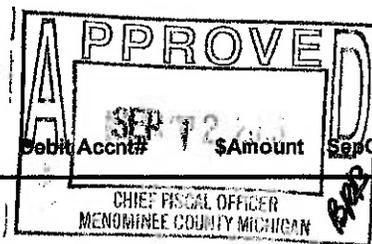
Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	DepCh	Claim Total
Bank Account: General								
Brunelle, Jennifer	32121	9/10/2013	Reimbursement	Supplies (After School Program)	296-665-727.00	48.42		\$145.04
	32129	9/10/2013	Reimbursement	Mileage	296-664-860.00	96.62		
Carquest Auto Parts	32047	8/26/2013	2825-243223	Standard Capsule - Vehicle Maintenanc	205-315-934.02	16.60		\$16.60
Genex Fleetcard	32155	9/6/2013	77335C	Building Code - Gasoline Charges Aug.	249-371-742.00	72.46		\$72.46
City of Stephenson - P.O. Box 467	31932	8/21/2013	709	Annex - Water/Electric/Sewer	101-261-920.01	17.00		\$215.45
	31932	8/21/2013	709	Annex - Water/Electric/Sewer	101-261-920.02	30.00		
	31932	8/21/2013	709	Annex - Water/Electric/Sewer	101-261-920.03	168.45		
CLOVERLAND PAPER CO	32030	8/30/2013	102852	Tidyfoam & Liners	101-301-770.00	86.77		\$526.70
	32059	8/30/2013	102851	Towels, Tissues, Liners	101-265-755.01	264.08		
	32060	8/26/2013	102780	Toilet Tissue	101-265-755.01	56.49		
	32061	8/2/2013	102582	Lime Concealer	101-265-755.01	42.54		
	32133	9/6/2013	102917	Janitorial Supplies	101-265-755.01	78.82		
Cody, Glenn	31952	8/5/2013	Reimbursement	Park Committee Mileage - August 2013	208-751-860.00	12.25		\$12.25
COHL STOKER & TOSKEY P C	32086	9/5/2013	43695	Legal Services (PT Employees)	101-211-807.00	87.33		\$87.33
Cooper Office Equipment	31920	8/29/2013	102607	Contract # 2146-01 (Admin Office)	101-172-931.01	235.20		\$769.20
	32159	8/14/2013	102132	Contract # 1411-01 (Annex)	101-172-931.01	534.00		
Country Mile Document Destruct	32095	9/10/2013	16349	Shredding Documents (9/6/13)	101-265-801.00	73.24		\$73.24
Dave Eland	32091	8/26/2013	Reimbursement	Shakey Lakes Park Camping Refund	208-751-964.00	25.00		\$25.00
DEKETO, LLC	31937	9/3/2013	DK8-13	August 2013 Documents (x465)	256-277-857.00	930.00		\$930.00
Dennis-Rubeau, Dawn	31934	8/27/2013	Reimbursement	Mileage	296-663-860.00	17.66		\$63.55
	32130	9/10/2013	Reimbursement	Community Garden - Supplies	296-667-801.01	45.87		
Dickinson County Treasurer	32153	8/15/2013	West Law 2013	2nd & 3rd Qtrs (April - Sept)	269-145-801.00	6,941.07		\$6,941.07
Dreamscape Communications	31912	8/20/2013	w3407	Wireless Internet for September 2013	101-261-850.00	69.99		\$139.98
	31913	7/20/2013	w3360	Wireless Internet - August 2013	101-261-850.00	69.99		
DTE Energy	31933	8/28/2013	462245200011	Annex	101-261-920.04	32.89		\$32.89
DuPont, Sherry	31946	8/28/2013	Reimbursement	Mileage - Harris (x2)	101-172-860.00	47.46		\$47.46
EAGLEHERALD PUBLISHING, LLC	32043	8/15/2013	Subscription	12 Month Subscription (x2)	101-301-770.00	333.60		\$333.60
Employee Benefits Agency, Inc.	32080	9/3/2013	3654	ABS Monthly Admin Fee - September 2	101-103-712.02	96.00		\$96.00

**MENOMINEE COUNTY
Claims Audit Report**

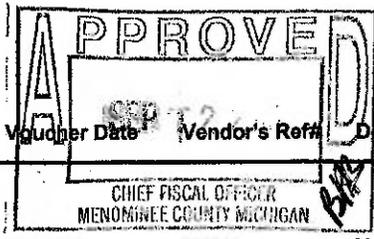


Vendor Name Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	Seper	Claim Total
Bank Account: General							
Executive Leadership 32119	9/10/2013	43550780	Subscription Renewal (SBQ4R08)	101-132-802.00	139.00		\$139.00
Frontier - Servco F.S. 31964	8/29/2013	51692	Unleaded - Shakey Lakes Park	208-751-742.00	1,397.80		\$1,755.78
31965	8/29/2013	51693	Off Road Diesel	208-751-743.00	357.98		
Furlong, James 31927	8/27/2013	Reimbursement	Mileage - August 2013	101-101-860.00	107.35		\$107.35
Galls/Quartermaster 32021	4/30/2013	000585983	Credit Memo - Judy Hanson	205-315-745.00	-37.80		\$188.90
32022	4/29/2013	000581943	Judy Hanson - Uniform Allowance	205-315-745.00	88.43		
32023	5/14/2013	000621729	Judy Hanson - Uniform Allowance	205-315-745.00	118.07		
Good Source 32036	9/3/2013	S10313025	Inmate Groceries	101-301-770.00	289.67		\$1,171.52
32037	7/31/2013	S10310887	Inmate Groceries	101-301-770.00	881.85		
GREAT AMERICAN DISPOSAL CO THE 32097	8/1/2013	39101359	Shakey & Kleinke - September 2013	208-751-801.00	1,112.00		\$1,165.38
32151	9/1/2013	39101361	Annex - Garbage Removal	101-281-930.04	53.38		
Great Lakes Fire Suppression 31916	9/4/2013	3296	Annual Inspection	101-265-801.00	920.55		\$920.55
Hafeman, Jan 31970	9/5/2013	Reimbursement	Mileage - August 2013	101-101-860.10	218.09		\$218.09
Hi Tec Building Services 32073	8/30/2013	005845	August 2013 Cleaning Services	101-265-801.00	1,410.00		\$1,410.00
IMAGEWORKS 32078	9/5/2013	5937	Uniforms - Jim Quist	208-751-745.00	153.00		\$153.00
Ivens, Ruby E. 32074	9/9/2013	Reimbursement	Mileage - Parks Committee	208-751-860.00	36.18		\$72.32
32075	8/5/2013	Reimbursement	Mileage - Parks Committee	208-751-860.00	9.04		
32076	7/8/2013	Reimbursement	Mileage - Parks Committee	208-751-860.00	27.12		
J S ELECTRONICS, INC. 31921	9/1/2013	17887	Tower Lease - September 2013	266-326-942.00	425.00		\$720.42
31923	9/1/2013	17890	Numeric Paging - PA's Office	101-267-850.00	27.00		
32027	9/1/2013	17888	Voice Paging - Sheriff Department	101-301-755.00	90.00		
32049	8/28/2013	17875	Squad 5505 - Vehicle Headlight Malnter	205-315-934.02	136.42		
32054	9/1/2013	17889	Medical Examiner - Paging Service	101-848-727.00	42.00		
Jeff Naser 31940	8/27/2013	Reimbursement	DHS Board Mileage - August 2013	101-601-837.00	49.72		\$49.72
Jodi Spaude 32093	8/23/2013	Reimbursement	Shakey Lakes Park Camping Refund	208-751-964.00	69.00		\$89.00
Joel Hensley, RN 32045	9/9/2013	Nursing Services	October 1 - October 15, 2013	101-301-770.01	1,365.00		\$1,565.00
32055	9/7/2013	Blood Draws	D.H. (8/28) J.D. (9/4)	101-287-801.01	200.00		
Joyce Hamlin 32092	8/29/2013	Reimbursement	Shakey Lakes Park Camping Refund	208-751-964.00	25.00		\$25.00
K & M Rentals 31944	8/22/2013	3495	Prtable Toilet - Airport Park	208-751-942.00	78.00		\$78.00

**MENOMINEE COUNTY
Claims Audit Report**



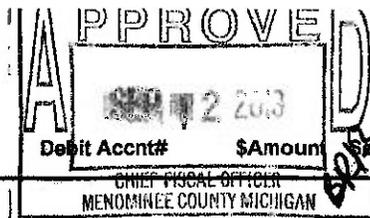
Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	Sep Chk	Claim Total
Bank Account: General								
Kakuk, Tammany	32116	9/10/2013	5252	Foster Care Cost (C.F.)	292-662-843.02	288.26		\$410.26
	32117	9/10/2013	5253	Clothing Allowance (C.F.)	292-662-843.02	122.00		
Kaufman, Michael	31941	8/27/2013	Reimbursement	DHS Board Mileage - August 2013	101-601-837.00	2.26		\$2.26
Koehne	32079	9/4/2013	70499	2008 Chevy Impala - Vehicle Manitenan	101-265-981.00	1,411.89		\$1,411.89
Krienke, Doug	32098	9/11/2013	Reimbursement	Mileage - August 2013	101-101-860.01	108.48		\$108.48
Lang, Bernard	31969	9/3/2013	Reimbursement	Mileage - August 2013	101-101-860.02	116.96		\$116.96
LENCA SURVEYING	31951	9/2/2013	13184	Remon Yr 2013 (7/29 - 9/1/13)	243-245-801.07	2,433.30		\$2,433.30
Lesperance, Diane	31931	8/28/2013	Reimbursement	Mileage - Harris CB Meeting	517-252-860.00	54.40		\$54.40
M & M Business Machines	32127	9/10/2013	890665	Service on Calculator	101-132-931.00	12.00		\$12.00
Manpower	31928	8/25/2013	26026212	Week Ending 8/25/13 (Kelly Hofer)	101-268-704.00	484.83		\$1,189.13
	31929	8/25/2013	26025619	Week Ending 8/25/13 (Regina Mistark)	215-141-705.00	126.00		
	32111	9/1/2013	26055342	Week ending 9/1/13 (Kelly Hofer)	101-268-704.00	472.50		
	32113	9/1/2013	26052931	Week Ending 9/1/13 - Regina Mistark	215-141-705.00	128.00		
Marinette County Sherfff Dept.	32084	9/6/2013	PO# 02822	1 Year Tower Rental for City EMS	266-326-942.00	750.00		\$750.00
Meade, Brenda	32124	9/10/2013	5260	Transport of Juvenile (M.G.)	101-132-801.01	17.50		\$116.69
	32124	9/10/2013	5260	Transport of Juvenile (M.G.)	101-132-801.00	28.00		
	32125	9/10/2013	Reimbursement	Mileage (M.G.)	101-132-801.00	71.19		
Menards - Marinette	31910	8/30/2013	32256	Building & Ground Maintenance Supplie	101-265-930.01	30.99		\$503.46
	31911	8/22/2013	31495	Courthouse Security	101-265-930.01	134.36		
	31967	9/5/2013	32784	Courthouse Security	101-265-930.01	202.04		
	31968	9/3/2013	32580	Courthouse Security	101-265-930.01	136.07		
MENOMINEE ANIMAL SHELTER	31943	8/23/2013	1306	July 2013 Impounding	101-601-958.00	225.00		\$357.50
	32089	9/4/2013	1308	August 2013 Impounding	101-601-958.00	132.50		
Menominee County Parks	32158	9/9/2013	Reimbursement	Replenish Petty Cash	208-751-755.01	7.95		\$101.88
	32158	9/9/2013	Reimbursement	Replenish Petty Cash	208-751-755.01	13.78		
	32158	9/9/2013	Reimbursement	Replenish Petty Cash	208-751-880.00	50.13		
	32158	9/9/2013	Reimbursement	Replenish Petty Cash	208-751-880.00	30.00		
MENOMINEE COUNTY ROAD COMMISSI	32028	9/5/2013	10721	Power to Radio Tower (August 2013)	101-301-755.00	31.78		\$31.78
Menominee Granite Company	32115	8/19/2013	47891 C Wagner	Lettering Work on Existing Memorial	101-265-755.00	175.00		\$175.00



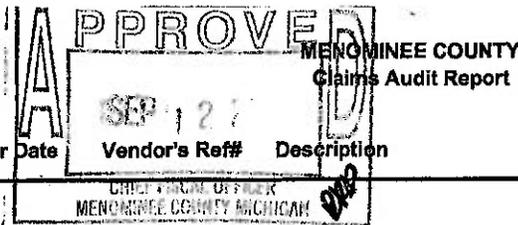
**MENOMINEE COUNTY
Claims Audit Report**

Vendor Name Vcherr#	Vendor Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General							
MENOMINEE MARINA 32048	7/25/2013	666341	Marine Gasoline (x68.97 gallons)	101-331-755.00	293.12		\$293.12
MID-COUNTY SMALL ENGINES, LLC 31971	8/9/2013	820	Oil	208-751-930.02	14.95		\$14.95
MILLERS ACTION OFFICE SUPPLY I 31915	9/4/2013	0098058-001	Ink Cartridge - EMS	101-426-727.00	34.99		\$893.10
31917	9/3/2013	0095992-001	Treasurer Office - Office Supplies	101-253-727.00	56.98		
31936	8/26/2013	0095891-001	Toner	101-132-727.00	157.99		
32105	8/29/2013	0095963-001	Office Supplies - Clerk & Jury Commiss	101-150-727.00	51.74		
32105	8/29/2013	0095963-001	Office Supplies - Clerk & Jury Commiss	101-215-727.00	261.40		
32154	9/10/2013	0096178-001	Storage Cabinet - EMS	101-426-934.02	327.89		
32154	9/10/2013	0096178-001	Storage Cabinet - EMS	101-426-727.00	2.11		
MOORE MEDICAL CORP 32044	8/30/2013	97875257 I	Inmate Medical Supplies	101-301-770.01	168.87		\$168.87
Nelson, John R. 31930	8/29/2013	Reimbursement	Mileage - August 2013	101-101-860.11	275.72		\$275.72
NERATS PLUMBING AND HEATING IN 32137	8/25/2013	16898	L8006C 1018 Aquastat	101-265-930.01	111.00		\$111.00
NESTEGG MARINE 32046	7/10/2013	88485	Marine Battery	101-331-755.00	107.99		\$107.99
NORTHERN MICHIGAN UNIVERSITY - FINANCIAL SERVICES 31922	8/29/2013	FY14-03	PO# 02820 LaBranche Tower (7/1/13 -	266-326-942.00	661.50		\$661.50
Northern Safety Co., Inc. 32157	9/5/2013	900580468/10032936	EarPlugs and Lens Cleaning Kit	208-751-755.03	70.68		\$70.68
Office Depot, Inc. 32156	9/7/2013	674924347001	Ink Cartridge	101-172-727.00	26.99		\$26.99
Pacific Bulletproof Co. 32160	9/5/2013	21831	PO# 02816 - Bullet Proof Windows & Si	101-103-970.10	13,604.00		\$13,604.00
PAIDL'S TRUE VALUE HARDWARE							\$262.21
32135	8/30/2013	B68945	5 lb Duplex Nail	243-245-765.00	18.99		
32136	8/1/2013	A63215	Vacuum Bag	101-265-755.01	6.99		
32138	8/4/2013	B65708	Park Supplies	208-751-755.03	19.57		
32139	8/9/2013	A63870	Park Supplies	208-751-755.03	29.99		
32140	8/10/2013	A63945	Park Supplies	208-751-755.03	16.99		
32141	8/13/2013	A84117	Park Supplies	208-751-755.03	39.99		
32142	8/16/2013	A64318	Park Supplies	208-751-755.03	8.49		
32143	8/17/2013	A64383	Park Supplies	208-751-755.03	17.89		
32144	8/17/2013	A64406	Park Supplies	208-751-755.03	13.52		
32145	8/21/2013	A64631	Park Supplies	208-751-755.03	12.99		
32146	8/23/2013	B66632	Park Supplies	208-751-755.03	24.55		
32147	8/26/2013	B66760	Park Supplies	208-751-755.03	3.98		
32148	8/30/2013	A65195	Park Supplies	208-751-755.03	8.00		
32149	8/30/2013	B66997	Park Supplies	208-751-755.03	33.98		
32150	8/30/2013	B87004	Park Supplies	208-751-755.03	6.29		
Pan-O-Gold Baking Co. 32038	8/27/2013	00040683323910	Inmate Groceries	101-301-770.00	44.80		\$85.75
32039	8/20/2013	00040683323209	Inmate Groceries	101-301-770.00	40.95		

MENOMINEE COUNTY
Claims Audit Report



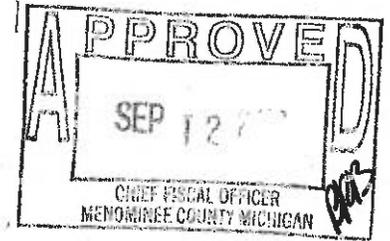
Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SpChk	Claim Total
Bank Account: General								
Payne, Cindy	31948	8/30/2013	Reimbursement	Postage	101-268-729.00	12.30		\$12.30
PHDM	32077	8/18/2013	42840	Annual Campground Inspection (Shaker	208-751-755.08	170.00		\$170.00
Physio-Control Inc.	32096	7/25/2013	114030039	Assembly Battery Replacement Kit - De	101-265-755.00	315.60		\$315.60
Piche, Gerald L.	32112	8/30/2013	Reimbursement	Mileage - August 2013	101-101-860.07	62.15		\$62.15
PLASTOCON, INC	32052	8/13/2013	78940	Disposable Tray Liners & Lids	280-362-755.00	410.43		\$410.43
Pontem Software by RIA	31919	9/1/2013	40845	Annual Support Fee	101-103-857.00	3,714.00		\$3,714.00
Przewrocki, Joan	32126	9/10/2013	5262	Transport of Juvenile (M.G.)	101-132-801.01	17.50		\$45.50
	32126	9/10/2013	5262	Transport of Juvenile (M.G.)	101-132-801.00	28.00		
Quill Corporation	32056	8/26/2013	5123340	PA - Office Supplies	101-267-727.00	234.00		\$234.00
Reinhart Foodservice	32040	8/29/2013	199168	Inmate Groceries	101-301-770.00	409.10		\$1,395.42
	32041	9/5/2013	199778	Inmate Groceries	101-301-770.00	555.51		
	32042	8/22/2013	197134	Inmate Groceries	101-301-770.00	430.81		
Reisterer, Michael P.	31914	8/29/2013	2013-068-MI	Court Appointed Legal - Anderfa	101-148-807.00	100.00		\$100.00
Sage Software, Inc.	31918	8/27/2013	1001695018	Business Care Silver	101-103-857.00	2,408.75		\$2,408.75
Schel, Larry	32104	9/4/2013	Reimbursement	Mileage - August 2013	101-101-860.04	158.37		\$158.37
Scott & Trudy Pogrart	32094	8/22/2013	Reimbursement	Shakey Lakes Park Camping Refund	208-751-964.00	92.00		\$92.00
Sears	31966	9/5/2013	20999	PO# 02821 - Refrigerator (Scott Wleee)	294-683-835.00	1,139.38		\$1,139.38
Smogoleski, Jim	31935	8/27/2013	Registration Fee	Fall 2013 Conference (Dawn Dennis-Ru	101-132-802.00	35.00		\$35.00
Squires-Stepniak, Rebecca	32118	9/10/2013	Reimbursement	Mileage - August 2013	296-665-860.00	502.85		\$508.96
	32120	9/10/2013	Reimbursement	Certified Mail Reimbursement	101-132-729.00	8.11		
State of Michigan - MI Dept. of Human Services	32128	9/10/2013	July 2013	Monthly Offset	292-662-843.01	77.09		\$77.09
State of Michigan-SupremeCourt	32152	8/15/2013	Circuit Court 2013	Software Support (July, Aug, Sept 2013	101-131-858.03	2,038.48	x	\$2,038.48
The Ebco Company, LLC	31926	8/22/2013	013135	FOC - Labels & 3-Ring Binder	215-141-934.00	54.75		\$54.75
The First National Bank&Trust	32114	9/5/2013	628840339	FOC Service Charge	101-141-817.00	33.80		\$33.80



Vendor Name	Vcher#	Voucher	Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General									
THE JANITOR'S CLOSET									
	32102	8/30/2013		34963	All Purpose Cleaner	101-265-755.01	8.29		\$46.95
	32103	8/5/2013		34769(2)	Janitorial Supplies	101-265-755.01	38.66		
Time Warner Cable									
	31942	8/18/2013		10404 700185701 000	August 25 - September 24, 2013	101-103-851.01	329.95		\$454.09
	32029	8/28/2013		10404 620475202 808	September 8 - October 5, 2013	101-301-770.00	124.14		
U P A A									
	31924	8/30/2013		Registration	APEX (Margaret Schroud)	101-257-860.00	50.00		\$50.00
U.E.S. COMPUTERS, INC.									
	31939	8/28/2013		65523	Monthly DVD Backup - August 2013	101-103-857.00	100.00		\$100.00
Valley Mechanical, Inc.									
	32062	7/29/2013		2531	Trouble Shoot Valves (CR A & 3rd Floor	101-103-998.02	560.00		\$11,342.40
	32063	7/29/2013		2530	2nd Floor - Treasurer's Office	101-103-998.02	2,925.00		
	32064	7/29/2013		2529	2nd Floor - Clerk's Office	101-103-998.02	695.00		
	32065	7/29/2013		2528	2nd Floor - Vault Unit	101-103-998.02	887.45		
	32066	7/29/2013		2527	2nd Floor - Hallway Outside PA's Office	101-103-998.02	612.56		
	32067	7/29/2013		2526	2nd Floor - Hallway Outside PA's Office	101-103-998.02	695.00		
	32068	7/29/2013		2525	2nd Floor - PA's Office	101-103-998.02	1,245.00		
	32069	7/29/2013		2524	2nd Floor - PA's Office	101-103-998.02	695.00		
	32070	7/29/2013		2523	1st Floor - Admin	101-103-998.02	1,408.45		
	32071	7/29/2013		2522	1st Floor - Men's Restroom	101-103-998.02	1,045.00		
	32072	8/6/2013		2535	Ducting, Cpts, Tles, Tape	101-103-998.02	775.94		
Verizon Wireless									
	32020	9/1/2013		9710801520	Cellular Services	101-265-850.01	8.23	x	\$853.16
	32020	9/1/2013		9710801520	Cellular Services	101-301-850.00	455.54	x	
	32020	9/1/2013		9710801520	Cellular Services	101-426-850.00	61.63	x	
	32020	9/1/2013		9710801520	Cellular Services	101-882-850.00	32.46	x	
	32020	9/1/2013		9710801520	Cellular Services	205-315-850.00	287.07	x	
	32020	9/1/2013		9710801520	Cellular Services	266-325-850.00	8.23	x	
Vigilant Canine Services Inter									
	32053	9/10/2013		Proposal	K9 Services	101-301-881.01	400.00		\$400.00
Warner, Fredrick									
	32122	9/10/2013		5258	Can Zone	296-667-801.01	63.45		\$110.81
	32123	9/10/2013		Reimbursement	Mileage - Can Zone	296-667-801.01	47.46		
White Water Associates, Inc.									
	32082	8/29/2013		134584	Water Analysis (x4)	208-751-920.00	68.00		\$65.00
	32083	8/29/2013		134586	Water Analysis (x1)	208-751-920.00	17.00		
WII-KII Pest Control									
	32099	8/23/2013		2309392	Courthouse	101-265-801.00	62.25		\$62.25
WISCONSIN PUBLIC SERVICE CORP - P O BOX 19003									
	31945	8/23/2013		1228351732-00000	Bailey House	208-751-920.01	43.90		\$5,809.97
	31945	8/23/2013		1228351732-00000	Kleinke Street Lighting	208-751-920.01	29.24		
	31945	8/23/2013		1228351732-00000	Kleinke	208-751-920.01	52.00		
	31945	8/23/2013		1228351732-00000	Bailey Street Lighting	208-751-920.01	12.72		
	32081	8/23/2013		0402047856-00008	Stoney Point Street Lighting	208-751-920.01	33.22		
	32100	8/27/2013		0402047856-00004	Courthouse	101-265-920.04	544.28		
	32101	8/27/2013		0402191663-00001	Health Care Center	101-265-920.04	9.65		
	32101	8/27/2013		0402191663-00001	Health Care Center	101-265-920.03	242.25		
	32134	9/6/2013		0402055840-00001	Jail - Electrical Charges	101-265-920.03	4,842.71		

**MENOMINEE COUNTY
Claims Audit Report**

Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total	
Bank Account: General									
Xerox Corporation - 26152 Network Place								\$546.64	
31847		9/1/2013	069800441	Probation/Parole - September 2013	101-131-942.00	93.91			
32024		9/1/2013	069800440	August 2013 - Sheriff Department	101-301-727.00	420.08			
32025		9/1/2013	069800439	August 2013 - Sheriff Department	101-301-727.00	32.65			
Total Amount for Bank Account: General									<u>\$84,411.61</u>



**MENOMINEE COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM**

SUBJECT:	Miscellaneous Boards/Committees/Commission Reports
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY:	Miscellaneous reports
RECOMMENDED MOTION	

Submitted by: **Brian Bousley**

 09/18/2013
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):

The Menominee County Board of Road Commissioners held a regular meeting in their offices north of Stephenson on Tuesday, August 13, 2013, 2013

Chair Kakuk called the meeting to order at 9:00 a.m. with the following persons present or absent:

Present: William Anderson, Roger Betzinger, Anthony Kakuk, Darrell Moilanen and Lisa Savord. Also present were Wally Barker, Shelley Barker, Joe Skrobiak, John and Darlene Nerat, Larry Barker, Gerald Piche, Joe Linder, and Dale Axtell.

Absent: None

Public comments – Wally Barker stated that he feels that South Fox Road, off of CR 551 is being graded too wide. He is concerned that the grading is damaging the roots of trees on the roadside. Betzinger explained that the operator may be going out wider to attempt to pull gravel/dirt back onto the roadway. Moilanen stated that he will look at the area of concern, talk to the foreman about what he finds and follow up with a phone call to Mr. Barker.

Joe Linder, Nadeau Township Supervisor advised that at the August 12, 2013 township meeting the Nadeau Township Board decided to support the closing of the railroad crossing on No. 35.5 Road. Mr. Linder asked what would happen next in the process. Moilanen asked that the township board send a letter of support to the road commission. Once received, a special meeting of the road commission board will be held to pass the necessary resolutions in order for MDOT to start the process.

Public appearances – None.

Additions/corrections to minutes for 07/09/13 and 07/29/13 –There being no additions or corrections, Kakuk declared that the minutes will stand as written.

Financial Report –

	Receipts	Expenditures	Payables / Reserves	Balances
Balance, July 8, 2013				\$1,412,957.42
Receipts thru 07/31/13	33,547.88			
Expenditures thru 07/31/13		321,361.12		
Balance, July 31, 2013				1,125,144.18
Michigan Transportation Funds	272,327.11			
Receipts thru 08/12/13	22,571.74			
Expenditures thru 08/12/13		121,602.84		
State Maint. & Equip. Advances			142,930.00	
Balance, August 12, 2013	328,446.73	442,963.96	142,930.00	1,155,510.19
<u>Payables & Reserves</u>				
Payroll 08/15, and 08/29 (Est.)			125,000.00	
Soc. Sec. 08/15 and 08/29 (Est.)			9,562.50	
Reserve for workers compensation insurance			20,846.01	
Reserve for liability insurance			47,897.32	
Reserve for rental grader lease (Dec 2009)			36,798.06	
Reserve for rental grader leases (Oct 2010)			193,071.96	
Reserve for F-4 Lane bridge (Harris Twp)			575.25	
Reserve for design of River Drive			0.00	
Reserve for Mussel Surveys on bridges			250.00	
Reserve for gravel crushing			37,413.60	
Reserve for culverts/bands			0.00	
Reserve for design of CR 358 (US41 to K-1 Road)			8,275.00	
Reserve for Forest Funds			161,015.11	
Reserve for roadside mowing on county system			0.00	
Reserve for dump box repairs/paint on plow trucks			50,000.00	
Reserve for design of Pach Lane bridge			32,000.00	
Reserve for rental of crack filling machine			9,000.00	
Reserve for rental of stump grinding machine			4,000.00	
Reserve for 2013 Federal Aid match			55,205.00	(790,909.81)
				\$ 364,600.38

There being no questions or comments, Kakuk declared the financial report accepted as read.

Vouchers # 13-0054, 13-0055, 13-0731, and 13-0057 – Moved by Anderson, seconded by Betzinger that the vouchers be approved and ordered paid. Carried unanimously.

Award bid for 2013 Countywide Pavement Markings – Moilanen stated that only one bid had been received as follows:

P.K. Contracting, Lake City, MI \$52,580.40.

Moved by Anderson, seconded by Betzinger to award the bid to P.K. Contracting. Carried unanimously.

Sign contract for 2013 Countywide Pavement Markings – Moved by Anderson, seconded by Betzinger to sign the contract with P.K. Contracting for the 2013 Countywide Pavement markings. Carried unanimously.

Discuss second mowing on county paved roads – Moilanen stated that, per the contract with the private mowing vendor, the cost to do a second mowing of only the paved roads in the county would be \$16,545.30. Betzinger stated that the gravel roads should also be mowed if the paved roads were done. Kakuk stated that the grass was taller in some areas than others. Anderson did not think that a second mowing was necessary. Currently the road commission mowers are mowing the clear vision areas. Moved by Betzinger, seconded by Anderson to not have the second mowing done. The roadside will be monitored and our crew will mow any problem areas. Carried unanimously.

Discuss sending employees to Accident Investigation/ Supervisory Training – Moilanen stated that currently he is the only one trained to do accident investigations and that there should be a backup in the event he is not available. Moved by Anderson, seconded by Betzinger to send the three district foremen to the training that is being held at the Delta County Road Commission on September 16, 2013. Carried unanimously.

Discuss request to snowplow a portion of Nowak Road in Spalding Township – Moilanen explained that a portion of the road in question is also used as a snowmobile trail that is groomed by the Normenco Sportsman's Club. If the road were to be plowed, sand would need to be used on the hill, which may interfere with the club's grooming operations. It was also noted that there are no permanent residences on this portion of the road. Moved by Betzinger, seconded by Anderson that the road would not be plowed at this time. The request could be reconsidered if a permanent residence is ever built on the road. Carried unanimously.

Permission for Engineer-Manager to attend CRAM Superintendents' Seminar – Moved by Anderson, seconded by Betzinger to allow Moilanen to attend the seminar that is being held October 2-4, 2013 in Manistee, MI. Carried unanimously.

Discuss Memorandum of Cooperative Agreement between the Hannahville Indian Community and Menominee County Road Commission – Moilanen stated that he had met with the Hannahville Indian Community and the BIA to discuss their plans to pave CR 557, north of US 2&41. The Hannahville Indian Community will have their legal department prepare a Memorandum of Cooperative Agreement between the road commission, Hannahville and the BIA. Moved by Kakuk, seconded by Anderson to have the chair and vice-chair sign the agreement once it is prepared. Carried unanimously. Also moved by Kakuk, seconded by Anderson to allow Moilanen to request bids for the project once the agreement is signed. Carried unanimously.

Any other business – Moilanen asked for permission to bid out cutting edges for the upcoming winter season. Moved by Betzinger, seconded by Anderson to request the bids. Carried unanimously.

Moilanen stated that two quotes had been received to tile the vault and storage area in the office and the foreman's office at Stephenson as follows:

Svinicki Tile, Stephenson, MI \$5,160.00
Butch's Carpet, Escanaba, MI \$5,433.80

Both contractors stated that they would be unable to remove the old tile in the foreman's office as it

may contain asbestos. Moved by Betzinger, seconded by Kakuk to have Moilanen contact Pearson Asbestos Removal to come in and test the tile for asbestos and remove it if it is contaminated. Carried unanimously

Moved by Betzinger, seconded by Kakuk to accept the quote from Svinicki Tile for installation of the new tile. Carried unanimously.

Betzinger asked if the Village of Carney planned on applying fog seal to the recently chip sealed roads. It was noted that there have been complaints of dust since the chip seals were completed. Moilanen will contact Fahrner Asphalt Sealers for the price of the fog seal and whether they can fit it into their schedule yet this year, and let Ed Jenkins, Village of Carney President, know what he finds out. Betzinger asked if any dust complaints had been received on CR356. Moilanen stated that no dust complaints had been received but that the road had been vandalized by someone spinning their tires and peeling up a small area of the chip seal. Kakuk stated that applying the fog seal to the surface of the chip seal helped lessen snow and ice buildup in the winter. It was decided that if Fahrner can fit the job into their schedule that the road commission would have them fog seal CR356 also.

Kakuk stated that there had been a vision problem at the corner of Wery Road and Meintz Road. He also noted that he was pleased with the amount and quality of work that had been completed so far this year.

Gerald Piche, Menominee County Commissioner, informed the board that Barbara Kramer, Dickinson County Commissioner had addressed their meeting regarding the proposed UP Bike Trail. Ms. Kramer is attempting to get the governor and state legislature to install a southern leg of the bike path that would run along the Menominee River and the bay of Green Bay. It was noted that, if approved, the bike trail would be paid for using state, not local, funding.

Public Comment – Larry Barker asked what the plan was for Bay de Noc Road. Moilanen explained that the project would likely not start until the new budget year that begins October 1, and may be pushed to next spring depending upon availability in the schedule. Dale Axtell stated that he would like to see this project completed as soon as possible.

Joe Skrobiak thanked the board for the grading and gravel on State W-2 Road. He asked if the stump grinding work was still going on and whether they would get to State W-2 Road as there are a lot of stumps along the road. Moilanen explained that the stump grinder was currently working in the Koss area and would be moving to Bay de Noc Road next.

Joe Linder asked if the gravel retriever was currently being used. Moilanen replied that it is being used in the shouldering operation.

Kakuk commented that the road commission had received a large refund from the insurance liability pool due, in part, to a good experience rating and that he feels that sending employees to various training opportunities is paying off.

Darlene Nerat stated that a good job had been done mowing the clear vision areas.

There being no further business, Kakuk declared the meeting adjourned at 9:47 a.m.

Road Commission Finance Director / Clerk

Chair

The Menominee County Board of Road Commissioners held a special meeting in their offices north of Stephenson on Tuesday, August 27, 2013. Chair Kakuk called the meeting to order at 9:00 a.m. with the following persons present or absent:

Present: William Anderson, Roger Betzinger, Anthony Kakuk, Darrell Moilanen and Lisa Savord. Also present were Joe Skrobiak, Gerald Piche, Jennifer Grabowski and David Wesoloski.

Absent: None

The Pledge of Allegiance was recited.

Public comments -- David Wesoloski asked to be allowed to speak during agenda item 6. Permission was granted.

Joe Skrobiak stated that grading will be needed on State W-2 Road once the rain stops.

Jennifer Grabowski introduced herself as the Street Administrator for the Village of Carney. She noted that the village had the following concerns regarding the recent chip seal project:

1. The chip sealed streets looked like gravel prior to the extra expense for the fog seal, they were under the impression that the fog seal was included in the original estimate. Moilanen replied that the correspondence received from the village board requested that the streets be chip sealed only. Fog seal was not initially requested by the village.
2. When the streets were broomed prior to the fog seal, some of the stones hit the houses.
3. It seems that an excessive amount of stones were used for the chip seal. Why so many? Moilanen explained that enough stone had to be used to cover the emulsion and that it is normal for there to be extra stone that is later broomed off.
4. Will pavement markings be redone on CR374? Moilanen stated that the road commission is having a contractor come in to paint centerline on some of the county roads in the next few weeks. If the village was interested in having their streets painted a quote could be obtained from the contractor.
5. The chip seal and fog seal were applied over the top of the manhole covers.

Anderson asked if the road commission could cover the cost of picking up the extra stones. Moilanen stated that since the streets were not under the road commission's jurisdiction that we could not incur any expense for them.

Gerald Piche asked why the manhole covers had been covered with the emulsion. Moilanen stated that they usually are covered with cardboard prior to the application and he did not know why it had not been done.

Public Appearances -- None.

Act on Resolutions for the abandonment of the railroad crossing on No. 35.5 Road in Nadeau Township --

Commissioner Anderson offered the following resolution and moved for its adoption.

WHEREAS, the Menominee County Road Commission received correspondence from the Michigan Department of Transportation in regards to the possible absolute abandonment and discontinuance of the No. 35.5 Road Railroad Crossing which lies from the eastern R.O.W. line of 4th Street thence east approximately 106 feet to the western R.O.W. line of Old US-41 in Section 5 in T.37N., R.26W., Nadeau Township, Menominee County, Michigan.

AND WHEREAS, a Public Hearing was held at 7:00 p.m., July 8, 2013 and it has been determined that it is to be in the best interest of the public that said railroad crossing shall be absolutely abandoned and discontinued.

NOW THEREFORE BE IT RESOLVED, pursuant to MCLA 224.18, MSA 9.118, the Board of Menominee County Road Commissioners does hereby absolutely abandon and discontinue forever said railroad crossing, reserving a ten (10) foot easement on either side of all existing public utilities forever.

Supported by Commissioner Kakuk and carried by the following vote: Ayes 3; Nays 0.

Commissioner Betzinger offered the following resolution and moved for its adoption.

WHEREAS, the Menominee County Road Commission received correspondence from the Michigan Department of Transportation in regards to the possible absolute abandonment and discontinuance of the No. 35.5 Road Railroad Crossing which lies from the eastern R.O.W. line of 4th Street thence east approximately 106 feet to the western R.O.W. line of Old US-41 in Section 5 in T.37N., R.26W., Nadeau Township, Menominee County, Michigan.

AND WHEREAS, a Public Hearing was held at 7:00 p.m., July 8, 2013 and it has been determined that it is to be in the best interest of the public that said railroad crossing shall be absolutely abandoned and discontinued.

AND WHEREAS, a closure of this railroad crossing would benefit the public health, welfare and safety of persons and property,

AND WHEREAS, the Menominee County Road Commission intends to remove the roadway improvements and permanently vacate this railroad crossing at the right-of-ways for the purpose of prohibiting roadway traffic at this location.

NOW THEREFORE BE IT RESOLVED, pursuant to MCLA 224.18, MSA 9.118, the Board of Menominee County Road Commissioners does hereby absolutely abandon and discontinue forever said No. 35.5 Road railroad crossing, reserving a ten (10) foot easement on either side of all existing public utilities forever.

Supported by Commissioner Anderson and carried by the following vote: Ayes 3; Nays 0.

Discuss payment options for Menominee Township for their share of the River Drive project – Moilanen explained that the project cost was estimated to be \$950,000 and that Menominee Township had agreed to pay \$285,000 toward the local match for the project. In the past the road commission has required payment in full prior to signing the contracts for a project. This project would probably be on the November or December, 2013 bid letting by MDOT, but the project would not start until spring of 2014. David Wesoloski presented the board with a copy of a resolution passed by Menominee Township officials committing the funds to the project, and noted that the expenditure of the funds is already in their budget. Mr. Wesoloski also presented a calculation showing that the township would stand to lose approximately \$3,200 in interest on the funds if they were paid to the road commission in December rather than at the time that the project was in process. Moved by Anderson, seconded by Betzinger to allow Menominee Township to pay their portion of the project costs as each pay estimate is processed through MDOT. Carried unanimously.

Other business – Moilanen asked the board to set the date for the annual Budget Hearing. Moved by Anderson, seconded by Kakuk to hold a Public Hearing on the Proposed 2013/2014 Budget at 8:45 a.m. on Tuesday, September 10, 2013 prior to the regular monthly meeting. Carried unanimously.

Betzinger asked for an update on the stump grinder rental. Moilanen stated that there had been some downtime due to equipment breakdowns. Betzinger asked if the equipment was going to be used in the county parks. Moilanen replied that he had provided cost information to County Administrator Brian Bousley but hadn't heard back from him yet whether or not they wanted the work done. Betzinger asked Moilanen if he was satisfied with the equipment. Moilanen stated that the only negative comment he had from the operator was that the grinder head seemed to be too big for the machine it was mounted on, but otherwise it was doing a nice job.

Kakuk noted that a local surveyor told him that the survey markers in the roads were being covered by the chip seals also. Moilanen stated that the contractor was supposed to cover them with cardboard per the bid spec.

Gerald Piche asked about the dust control brine being used. Moilanen stated that calcium chloride works better but is twice the cost of the mineral well brine. The mineral well brine works best after a rain.

Public Comments – David Wesoloski stated the fog seal on River Road looked good. He also asked about the shoulder on the portion of CR338 that was paved. Moilanen stated that the bid spec for CR338 included the shoulders and that if Scott didn't do them they shouldn't have charged the township for that part of the work.

Jennifer Grabowski asked if digging out the manhole covers would damage the chip seal or fog seal. Moilanen replied that it should not.

There being no further business, Kakuk declared the meeting adjourned at 9:55 a.m.

Road Commission Finance Director-Clerk

Road Commission Chair

**Menominee County Road Commission
FISCAL 2013/2014 RECOMMENDED BUDGET**

	FY 2011/2012	FY 2012/2013	Budget 2013/2014
	<u>Actual</u> <u>Prior</u>	<u>Estimated</u>	<u>Recommended</u>
<u>REVENUES</u>			
Mich. Transportation Funds	\$3,281,484	\$3,284,026	\$3,288,155
Special State Funds	244,870	397,515	368,115
Federal Funds	296,904	511,400	1,112,400
County Raised Funds	1,107,155	803,157	1,069,532
Gain/Loss Equip. Disposal	637	1,041	0
Other Contributions	<u>408</u>	<u>341,495</u>	<u>407,500</u>
TOTAL REVENUES	<u>\$4,931,458</u>	<u>\$5,338,634</u>	<u>\$6,245,702</u>
<u>EXPENDITURES</u>			
Primary Roads	1,766,170	2,219,233	3,338,000
Local Roads	2,665,157	1,765,000	1,252,632
State T/L Maintenance	551,983	540,000	550,000
TWA/Other T/L Maintenance	13,226	12,000	12,000
Equipment Expense (Net)	(97,597)	(156,000)	(169,147)
Administrative Expense (Net)	405,736	225,800	210,800
Distributive Expense	0	1,240,000	1,355,000
Capital Outlay (Net)	(241,797)	(55,416)	(210,000)
Miscellaneous	84,891	1,400	0
Special Projects	0	0	0
Contingencies	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL EXPENDITURES	<u>\$5,147,768</u>	<u>\$5,792,017</u>	<u>\$6,339,285</u>
	YEAR END		
Budgeted Net Revenue (Expenditures)	9/30/2014		<u>(\$93,583)</u>
	YEAR END		
Current Estimated Operating Surplus (Deficit)	9/30/2013	(\$453,383)	
Accumulated Avail. Surplus (Deficit)	DATE		
from Prior Yrs.	9/30/2012	<u>\$2,067,812</u>	
	9/30/2013	<u>\$1,614,429</u>	
Projected Surplus at End of Budget Year (2013/2014)			<u>\$1,520,846</u>

Adopted: 9/10/13

FISCAL 2013/2014 RECOMMENDED BUDGET
REVENUES

	FY 2011/2012	FY 2012/2013	Budget 2013/2014
	<u>Actual Prior</u>	<u>Estimated</u>	<u>Recommended</u>
<u>MICH. TRANSPORTATION FUNDS</u>			
Engineering	10,000	10,000	10,000
Primary Roads	2,012,079	2,000,000	2,012,000
Local Roads	1,193,184	1,208,000	1,200,000
Primary Urban	56,157	56,000	56,100
Local Urban	7,631	7,600	7,630
Snow Funds	2,434	2,426	2,425
Total Mich. Transportation Funds	3,281,484	3,284,026	3,288,155
<u>SPECIAL STATE FUNDS</u>			
Forest ("E") Funds	161,016	161,015	161,015
"D" Funds	72,640	236,500	74,600
State Funds for Railroad Closure	0	0	132,500
Local Bridge Funds	11,213	0	0
Total Special State Funds	244,870	397,515	368,115
<u>FEDERAL FUNDS</u>			
STP	151,623	223,400	1,112,400
Critical Bridge Funds	0	0	0
B.I.A.	0	0	0
Federal "D" Funds	145,281	288,000	0
High Priority Funds	0	0	0
Total Federal Funds	296,904	511,400	1,112,400
<u>COUNTY RAISED FUNDS</u>			
State Trunkline Maintenance	551,983	540,000	550,000
TWA/Other T/L Maint.	13,226	12,000	12,000
Twp. Contributions	315,902	145,000	492,532
Hannahville 2% Funds	1,218	58,566	0
Interest Earned	8,898	5,000	5,000
State Critical Bridge	0	0	0
County 3-Way Road Program	177,885	27,591	0
Other	38,043	15,000	10,000
Total County Raised Funds	1,107,155	803,157	1,069,532
Gain/Loss on Equip. Disposal	637	1,041	0
Other Contributions	408	341,495	407,500
Total Revenues	4,931,458	5,338,634	6,245,702

FISCAL 2013/2014 RECOMMENDED BUDGET
EXPENDITURES

	FY 2011/2012 <u>Actual Prior</u>	FY 2012/2013 <u>Estimated</u>	Budget 2013/2014 <u>Recommended</u>
<u>PRIMARY ROADS</u>			
Preservation Improvements/Roads	755,911	1,061,233	2,178,000
Preservation Improvements/Structures	70	0	0
Routine Preventive Maintenance	603,779	673,000	660,000
Routine Winter Maintenance	393,912	470,000	500,000
Routine Structure Maintenance	12,497	15,000	0
Total Primary Roads	1,766,170	2,219,233	3,338,000
<u>LOCAL ROADS</u>			
Local Const/Capacity Improvement	0	0	0
Preservation Improvements/Roads	1,141,554	575,000	172,632
Preservation Improvements/Structures	49,255	37,000	0
Routine Preventive Maintenance	1,244,898	895,000	830,000
Routine Winter Maintenance	218,077	247,000	250,000
Routine Structure Maintenance	11,372	11,000	0
Total Local Roads	2,665,157	1,765,000	1,252,632
STATE T/L MAINTENANCE	551,983	540,000	550,000
TWA/OTHER T/L MAINTENANCE	13,226	12,000	12,000
<u>EQUIPMENT EXPENSE (NET)</u>			
Direct Expense	714,274	615,000	600,853
Indirect Expense	281,369	259,000	260,000
Operating Expense	364,980	400,000	400,000
Less Rental Credits	(1,458,220)	(1,430,000)	(1,430,000)
Net Equipment Expense	(97,597)	(156,000)	(169,147)
<u>ADMINISTRATIVE EXPENSE (NET)</u>			
Administrative Expense	465,833	295,000	280,000
Less Handling	(742)	(1,200)	(1,200)
Less State Overhead	(59,355)	(68,000)	(68,000)
Net Administrative Expense	405,736	225,800	210,800
<u>DISTRIBUTIVE EXPENSE</u>			
Fringe Benefits	0	1,100,000	1,250,000
Other	0	140,000	105,000
Total Distributive Expense	0	1,240,000	1,355,000
<u>CAPITAL OUTLAY (NET)</u>			
Capital Outlay	23,514	210,000	55,000
Less Depreciation	(265,311)	(265,195)	(265,000)
Less Equip. Retirement	0	(221)	0
Net Capital Outlay	(241,797)	(55,416)	(210,000)
MISCELLANEOUS	84,891	1,400	0
SPECIAL PROJECTS	0	0	0
CONTINGENCIES	0	0	0
TOTAL EXPENDITURES	5,147,768	5,792,017	6,339,285

K. McNeely called the regular meeting of the Menominee County Library Board to order at 11:01 AM on Monday, August 19, 2013.

Roll call was taken and present were J. Bejgrowicz, M. Fagan, J. Freis, K. McNeely, and C. Peterson. Everyone welcomed M. Fagan to the library board.

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

Public Participation: No public present.

C. Peterson moved to approve the minutes from the July 9, 2013 meeting. Seconded by J. Freis, motion carried.

J. Freis moved to approve the July financial reports. Seconded by C. Peterson, motion carried.

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

Director's Report:

- A. The monthly circulation stat comparisons for July were in the board packets.
- B. The Friends of the Library expanded their landscaping project in front of the library and have installed a stone border around the left portion near the bicycle rack, and a circular perimeter around the crabapple tree. They are planning a garden work session on Thursday, August 29 to plant the new front garden area.

The Friends annual book sale was another success, and they sold hundreds of books. Their next regular meeting will be on Tuesday, September 10 at 10:00 AM.

- C. P. Cheski participated in the UPRLC and ALS meetings via ReadyTalk on Thursday, August 8. Member libraries formed a committee to review vendor quotes for automated library services for the next seven years. Plans were also made for the UPRLC annual meeting in Marquette on September 26.
- D. The summer reading program came to a fun conclusion on July 17 when Tom Pease of Peaseblossom Music entertained the kids at the Stephenson Township Hall. Everyone who attended had a great time.
- E. On July 18 at 2:34 AM, Deputy A. Ihander did a courtesy property check on the building and found everything secure.
- F. On Wednesday, August 21, Shawn Andary from Superiorland Library Cooperative will be here to train library staff on using MelCat. Once the system is operational, customers will be able to order books online from downstate Michigan libraries.

Old Business:

- A. Bookmobile Maintenance Update – The fuel pump on the generator failed. The pump was replaced on July 29 and the generator has been working fine.

New Business:

- A. FY 2013-2014 Preliminary Budget – The library board members discussed recent County Finance Committee meetings, the library fund balance and the bookmobile funding. C. Peterson moved to transfer \$37,000 from the library fund balance to revenue line item #271-000-697.00 to reduce the MERS underfunded liability in the Fiscal Year 2013-2014 budget. Seconded by J. Bejgrowicz, the motion was unanimously passed.
- B. Merit Fiber Installation – Update – The fiber is in and we began using it on Thursday, August 15.
- C. Xerox 5828 Copier Replacement – Discussion – Xerox will be discontinuing maintenance on this copier as of September 30, 2013. P. Cheski will solicit quotes from local vendors for a replacement copier.

Other Board Concerns: J. Freis asked how successful the Friends book sale was compared to previous years.

Public Participation: No public present.

As there was no further business, C. Peterson moved to adjourn the meeting. Seconded by J. Bejgrowicz, motion carried. The meeting adjourned at 11:47 AM.

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

**GOVERNING BOARD MEETING
Thursday, July 25, 2013
12:15 p.m. (CST)**

MINUTES

The meeting was called to order at 12:15 by Chair Karen Wigand. A quorum was noted with the following in attendance:

MEMBERS PRESENT

Karen Wigand, Delta
Dan LaFoille, Schoolcraft
Omer Doran, Schoolcraft
Gil Vandenhouten, Menominee
Tom Lippens, Delta
Walter Multerer, Menominee
Cathy Mercier, Menominee
Pastor Levin, Schoolcraft
Dave Anthony, Menominee
Myra Croasdell, Delta
Ken Bryant, Schoolcraft
Mari Negro, Menominee
Doug Krienke, Menominee
Susan Phillips, Schoolcraft
Beth Pletcher, Menominee

OTHERS PRESENT

Bill Dubord, Executive Director
Bernie Lang, former board member
Cathy Pearson, Executive Assistant
Pat Johnson, Receptionist
Jenny Brault, Menominee Head Cook
Renelle Betters, Men. Senior Center Dir.
Kris Thibeault, Finance Director
Mary Bunnin, FGP Director
Kim Johnson, Early Childhood Director
Rick Rudden, Special Projects Coord.
Mary Fleissner, Hermansville Sr. Ctr. Dir.
Becky Thoun, Mid-County Sr. Ctr. Dir.
Pat Royer, Nutrition Manager

MEMBERS ABSENT

Geri Nelson, excused
Dave Moyle, excused
Julie Moberg, excused
John Stapleton, excused
Ken Penokie, excused

PRESENTATION OF PLAQUE TO BERNIE LANG

Chair Wigand and the Executive Director presented a plaque to Bernie Lang for his many years of service on the Governing Board and Finance Committee.

ACCEPTANCE OF MAY 16, 2013 GOVERNING BOARD MINUTES

Members received a copy of the May 16, 2013 Governing Board Minutes for their review. There were no questions or comments and **THEY WERE ACCEPTED WITH A MOTION FROM KEN BRYANT, SECONDED BY GIL VANDENHOUTEN; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

Ms. Wigand called on Treasurer Dan LaFoille who reported that the Finance Committee met on 6/25 & 7/16. They reviewed the credit card charges for April and May and the CAA May and June Accounts Payable Schedules and recommend their acceptance. **MR. VANDENHOUTEN MOVED TO ACCEPT THE FINANCE COMMITTEE REPORT, SECONDED BY DAVE ANTHONY; MOTION CARRIED. (see attachments A1-A5)**

SAFETY COMMITTEE REPORT

The committee reviewed the most current loss analysis report. **(see attachment B)**

NOMINATING COMMITTEE REPORT

Karen Wigand called on Dan LaFoille for the Nominating Committee report. He informed the board that the committee met today and were reminded that there is still a vacancy in the Schoolcraft County Consumer Sector that needs to be filled. We will ask our staff in Schoolcraft County for some suggestions. The committee also reviewed the Board Officer Interest Survey Results which indicated the following interest in offices: Karen Wigand – Chair, Myra Croasdell – Vice-Chair, Dan LaFoille – Treasurer, Ken Bryant – Secretary.

MR. LAFOILLE ASKED THREE TIMES FOR NOMINATIONS FROM THE FLOOR FOR CHAIR. THERE WERE NONE & DAVE ANTHONY MOVED THAT A UNANIMOUS CONSENT BALLOT BE CAST FOR KAREN WIGAND AS CHAIR, SUPPORTED BY BETH PLETCHER; MOTION CARRIED.

MR. LAFOILLE ASKED THREE TIMES FOR NOMINATIONS FROM THE FLOOR FOR VICE-CHAIR. THERE WERE NONE AND SUSAN PHILLIPS MOTIONED THAT A UNANIMOUS CONSENT BALLOT BE CAST FOR MYRA CROASDELL AS VICE-CHAIR, SECONDED BY BETH PLETCHER; MOTION CARRIED.

Mr. LaFoille turned the meeting over to the Chair to announce the election for Treasurer, since he is running for this office.

KAREN WIGAND ASKED THREE TIMES FOR NOMINATIONS FROM THE FLOOR FOR TREASURER. THERE WERE NONE AND KEN BRYANT MOVED THAT A UNANIMOUS CONSENT BALLOT BE CAST FOR MR. LAFOILLE, SUPPORTED BY PASTOR LEVIN; MOTION CARRIED.

Ms. Wigand turned the meeting back over to Mr. LaFoille to complete the election of officers.

DAN LAFOILLE ASKED THREE TIMES FOR NOMINATIONS FROM THE FLOOR FOR SECRETARY. THERE WE NONE AND TOM LIPPENS MOVED THAT A UNANIMOUS BALLOT BE CAST FOR MR. BRYANT, SECONDED BY MS. CROASDELL; MOTION CARRIED.

The Executive Director congratulated the officers and thanked them for their willingness to serve.

THE NOMINATING COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM OMER DORAN, SECONDED BY MARI NEGRO; MOTION CARRIED. (see attachment "C")

ADMINISTRATION FOR CHILDREN & FAMILIES MONITORING REPORT DATED 5/30/13

Ms. Wigand noted that the members were mailed a copy of the report and she called on Kim Johnson, Early Childhood Program Director, for more information. She noted that there were three minor findings requiring that certain procedures be put in writing or modified. She also reported that one area of strength was our non-federal share, which in the past has been an area of weakness. Another strength was development of much more usable Outcome Reports that was developed by one of our staff. The Executive Director noted that overall the report was very good, particularly in light of the scope of the monitoring. Staff will draft a response to the findings and get it to the board for their approval at the September board meeting. **MR. BRYANT MOVED TO ACCEPT THE ACF MONITORING REPORT DATED 5/30/13, SECONDED BY MARI NEGRO; MOTION CARRIED.**

ACCEPTANCE OF EARLY CHILDHOOD JUNE MONTHLY REPORT

Members received a copy of the June Early Childhood monthly report. There were no questions or comments and **IT WAS ACCEPTED UPON A MOTION FROM MR. ANTHONY, SECONDED BY MR. DORAN; MOTION CARRIED.**

ACCEPTANCE OF 5/29/13 HEAD START POLICY COUNCIL MINUTES

Members received a copy of the 5/29/13 Head Start Policy Council minutes for their review. There were no questions and **THEY WERE ACCEPTED WITH A MOTION FROM OMER DORAN, SECONDED BY DAVE ANTHONY; MOTION CARRIED.**

ACCEPTANCE OF KEY STAFF RECRUITMENT, SELECTION, COMPENSATION & TERMINATION POLICY

Chair Wigand noted that one of the findings in the Head Start monitoring report was to have a written policy on key staff recruitment, etc. Although we have processes in place, it was not clearly outlined in one formal policy. Members were mailed a draft of the proposed policy for their review. **MR. BRYANT MOVED TO ACCEPT THE KEY STAFF RECRUITMENT, SELECTION, COMPENSATION & TERMINATION POLICY, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

APPROVAL TO SUBMIT HEAD START CONTINUATION GRANT FOR 11/1/13 TO 10/31/14

Members were mailed budget and program design information in addition to being invited to a meeting to discuss the plans for the 2014 school year. Kim Johnson noted that we are implementing similar cost saving measures as required by the sequester in late spring. She reported that this year the Escanaba School District approached us about operating classes at Soo Hill, and Webster. We gratefully agreed. Gladstone Schools has also agreed to provide space for one of our classes at Cameron Schools. **DAVE ANTHONY MOVED TO APPROVE THE SUBMISSION OF THE HEAD START CONTINUATION GRANT FOR 11/1/13 TO 10/31/14, SECONDED BY TOM LIPPENS; MOTION CARRIED.**

APPROVAL TO SUBMIT EARLY HEAD START CONTINUATION GRANT FOR 11/1/13 TO 10/31/14

Members were mailed budget and program design information in addition to being invited to a meeting to discuss the plans for the 2014 school year. **OMER DORAN MOVED TO APPROVE THE SUBMISSION OF THE EARLY HEAD START CONTINUATION GRANT FOR 11/1/13 TO 10/30/14, SUPPORTED BY GIL VANDENHOUTEN; MOTION CARRIED.**

EXECUTIVE DIRECTOR'S REPORT

Chair Wigand called on the Executive Director who reported that he believes that funding for Head Start should remain pretty well intact.

PUBLIC COMMENT/OTHER BUSINESS

There were no public comments or other business.

ADJOURNMENT

There being no public comments or other business **THE MEETING ADJOURNED AT 12:50 WITH A MOTION FROM DAVE ANTHONY, SECONDED BY DAN LAFOILLE; MOTION CARRIED.**

THE NEXT MEETING IS THURSDAY, SEPTEMBER 5, 2013 AT 1:30 P.M.

FINANCE COMMITTEE MEETING

Thursday, July 16, 2013

12:15 p.m. (EDT)

MINUTES

The meeting was called to order at 12:15 p.m. by Dan LaFoilie. The following were present: Dan LaFoilie, Omer Doran, Rev. Ingmar Levin, Julie Moberg, Walter Multerer, Cathy Pearson, Kris Thibeault & Bill Dubord.

The committee reviewed the June CAA Accounts Payable schedule **AND IT WAS ACCEPTED WITH A MOTION FROM PASTOR LEVIN, SECONDED BY MR. MULTERER; MOTION CARRIED.**

The committee reviewed the June HRA Accounts Payable schedules **AND THEY WERE ACCEPTED WITH A MOTION FROM JULIE MOBERG, SUPPORTED BY PASTOR LEVIN; MOTION CARRIED.** The committee asked for follow-up on the purchase of fans from Whole Energy to determine why they weren't purchased locally & also wanted to know how the fans are tracked to assure they are accounted for.

The committee reviewed the May CAA & HRA credit card statements. The June statements will wait until the next Finance Committee meeting as the July Accounts Payable Schedules are not done yet.

Other Business: The Executive Director noted that we had thought we would need to get a new phone system soon however, we are not having problems with our system at present so that purchase is on hold for the time being.

There being no further business the meeting adjourned at 1:24 p.m. **WITH A MOTION FROM OMER DORAN, SECONDED BY MR. MULTERER; MOTION CARRIED.**

Attachment "A" 2

THE FINANCE COMMITTEE HAS REVIEWED THE MAY 2013 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	\$	199,212
EARLY HEAD START		69,569
EARLY-ON CHILDHOOD		1,052
GSRP		32,947
ASSET & LIABILITY ACCOUNTS		53,042
TOTAL	\$	355,822

SIGNED

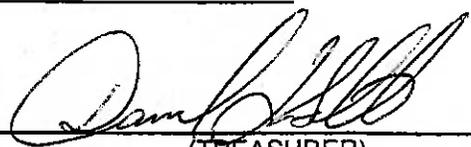

(TREASURER)

DATE

6-25-13

THE FINANCE COMMITTEE HAS REVIEWED THE JUNE 2013 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	\$	65,336
EARLY HEAD START		47,252
EARLY-ON CHILDHOOD		806
GSRP		14,013
ASSET & LIABILITY ACCOUNTS		60,269
TOTAL	\$	187,677

SIGNED 
(TREASURER)

DATE 7/16/13

Attachment "A-4"

THE FINANCE COMMITTEE HAS REVIEWED THE MAY 2013 ACCOUNTS PAYABLE SCHEDULES FOR HUMAN RESOURCES AUTHORITY. WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

SENIOR CITIZENS	\$	51,907
VOLUNTEER PROGRAMS		32,287
NUTRITION		46,808
STATE & LOCAL PROGRAMS		34,240
ENERGY AND HOUSING		33,406
ASSET & LIABILITY ACCOUNTS		55,050
TOTAL	\$	253,698

SIGNED 
(TREASURER)

DATE 6-25-13

THE FINANCE COMMITTEE HAS REVIEWED THE JUNE 2013 ACCOUNTS PAYABLE SCHEDULES FOR **HUMAN RESOURCES AUTHORITY**. WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

<u>SENIOR CITIZENS</u>	<u>\$</u>	<u>116,911</u>
<u>VOLUNTEER PROGRAMS</u>		<u>43,222</u>
<u>NUTRITION</u>		<u>85,990</u>
<u>STATE & LOCAL PROGRAMS</u>		<u>53,222</u>
<u>ENERGY AND HOUSING</u>		<u>53,598</u>
<u>ASSET & LIABILITY ACCOUNTS</u>		<u>70,883</u>

TOTAL

\$ 423,826

SIGNED



(TREASURER)

DATE

7/16/13

**SAFETY COMMITTEE MEETING
GOLDEN NUGGET, WALLACE MI
July 26, 2013
11:00 a.m. (CST)**

MINUTES

The meeting was called to order with the following in attendance: Tom Lippens, Walter Multerer, Omer Doran, Pat Royer and Pat Johnson.

The Committee reviewed the following two accidents:

- 1) **(Personal Care Program)** This client has a lot of clutter and a lot of it is placed on the floor. In the process of the aide reaching for supplies, she got her foot caught in the wheelchair and fell on her side between the bed and dresser. In the process of her fall she injured her upper arm, shoulder, hip and thigh. The client refuses to move any of the clutter. The aide did see a doctor and received minor medical attention. There was no lost work time. Recommendation: She should have moved the wheelchair to make more room. The committee believes the safety factors should be reviewed at each of their monthly meetings.

On June 19, 2013 the above aid filed a worker's comp claim which was denied. Her date of injury was 4/24/13. They believed her injury was from a different incident.

- 2) **(Personal Care Program)** The aide was attempting to pull a patient up higher in her bed. Previously, the patient was able to help push with her legs and feet, but for some reason the patient didn't or couldn't assist the aide this time. In the process of pulling up the patient she injured her back. She did need medical treatment and lost approximately 2 weeks of work time. The committee reiterated safety training should be ongoing. Their recommendation is that each client has to be assessed individually. If the patient is a larger person, it should probably be a 2 person assist. In the long run it is more cost effective, than running the risk of an aide being off of work for an undetermined period of time and collecting worker's comp.

Each committee member received a copy of the Loss Analysis Report from 1/1/10 – 1/1/14. They looked it over but felt it was pretty well explained at the last meeting.

Meeting adjourned at 11:30 a.m. (CST).

NOMINATING COMMITTEE MEETING

Thursday, July 25, 2013

11:00 a.m. (CST)

MINUTES

Dan LaFoille called the meeting to order at 11:00 a.m. and the following were present: Omer Doran, Dan LaFoille, Dave Anthony, Gil Vandenhouten, Susan Phillips, Bill Dubord and Cathy Pearson. John Stapleton, excused

The results of the board interest surveys were as follows: Karen Wigand – Chair, Myra Croasdell – Vice-Chair, Dan LaFoille – Secretary &/or Treasurer, Ken Bryant – wherever needed.

The committee reviewed the election process, noting that due to the Open Meetings Act, there will not be anonymous voting. Mr. LaFoille will ask three times for further nominations from the floor for each office.

It was noted that the next time we redo the By-laws we may want to consider combing the Secretary and Treasurer positions.

The committee was reminded that we still have a vacancy in the Consumer Sector of Schoolcraft County vacated by Eileen Martin. The Senior Center was already approached and do not have anyone in mind. Mr. Dubord will check with Joan Ecclesine and Don Tyrrell, employees from Schoolcraft County to see if they have any suggestions.

Karen Wigand noted that the committee roster should list Susan Phillips is no longer on the Nominating Committee but is on the Early Childhood Committee.

There being no further business, the meeting adjourned at 11:12 a.m.

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

**GOVERNING BOARD MEETING
Thursday, July 25, 2013
12:45 p.m. (CST)**

MINUTES

The meeting was called to order at 12:45 by Chair Karen Wigand. A quorum was noted with the following in attendance:

MEMBERS PRESENT

Karen Wigand, Delta
Dan LaFoille, Schoolcraft
Omer Doran, Schoolcraft
Gil Vandenhouten, Menominee
Tom Lippens, Delta
Walter Multerer, Menominee
Cathy Mercier, Menominee
Pastor Levin, Schoolcraft
Dave Anthony, Menominee
Myra Croasdell, Delta
Ken Bryant, Schoolcraft
Mari Negro, Menominee
Doug Krienke, Menominee
Susan Phillips, Schoolcraft
Beth Pletcher, Menominee

OTHERS PRESENT

Bill Dubord, Executive Director
Bernie Lang, former board member
Cathy Pearson, Executive Assistant
Pat Johnson, Receptionist
Jenny Brault, Menominee Head Cook
Renelle Betters, Men. Senior Center Dir.
Kris Thibeault, Finance Director
Mary Bunnin, FGP Director
Kim Johnson, Early Childhood Director
Rick Rudden, Special Projects Coord.
Mary Fleissner, Hermansville Sr. Ctr. Dir.
Becky Thoune, Mid-County Sr. Ctr. Dir.
Pat Royer, Nutrition Manager

MEMBERS ABSENT

Geri Nelson, excused
Dave Moyle, excused
Julie Moberg, excused
John Stapleton, excused
Ken Penokie, excused

PRESENTATION OF PLAQUE TO BERNIE LANG

Chair Wigand and the Executive Director presented a plaque to Bernie Lang for his many years of service on the Governing Board and Finance Committee.

ACCEPTANCE OF MAY 16, 2013 GOVERNING BOARD MINUTES

Members received a copy of the May 16, 2013 Governing Board Minutes for their review. There were no questions or comments and **THEY WERE ACCEPTED WITH A MOTION FROM KEN BRYANT, SECONDED BY TOM LIPPENS; MOTION CARRIED.**

FINANCE COMMITTEE REPORT

Ms. Wigand called on Treasurer Dan LaFoille who reported that the Finance Committee met on 6/25

& 7/16/13. They reviewed the HRA credit card charges for April and May and the HRA May and June Accounts Payable Schedules and recommend their acceptance. **MR. DORAN MOVED TO ACCEPT THE FINANCE COMMITTEE REPORT, SECONDED BY MYRA CROASDELL; MOTION CARRIED.** (see attachments A1-A5)

SAFETY COMMITTEE REPORT

Karen Wigand called on Tom Lippens who reported that the committee reviewed the most recent loss analysis report as well as two accidents in the Personal Care Program. The first involved an aide who reached for supplies over a clutter and wheelchair and fell and hurt herself. She had no lost work time. She filed a Worker's Comp. claim two months after the accident but it was denied.

The second accident involved an aide who was trying to help a patient reposition in her bed. In the past this patient has helped with her legs and feet but did not do so this time so our aide injured her back. She lost two weeks of work. The committee recommends that (especially with larger patients) two people assist in lifting. In addition they recommended that safety measures be reviewed at monthly meetings. **OMER DORAN MOVED TO ACCEPT THE SAFETY COMMITTEE REPORT, SECONDED BY MR. ANTHONY; MOTION CARRIED.** (see attachment B)

NOMINATING COMMITTEE REPORT

Karen Wigand called on Dan LaFoille for the Nominating Committee report. He informed the board that the committee met today and were reminded that there is still a vacancy in the Schoolcraft County Consumer Sector that needs to be filled. We will ask our staff in Schoolcraft County for some suggestions. The committee also reviewed the Board Officer Interest Survey Results which indicated the following interest in offices: Karen Wigand – Chair, Myra Croasdell – Vice-Chair, Dan LaFoille – Treasurer, Ken Bryant – Secretary.

MR. LAFOILLE ASKED THREE TIMES FOR NOMINATIONS FROM THE FLOOR FOR CHAIR. THERE WERE NONE & DAVE ANTHONY MOVED THAT A UNANIMOUS CONSENT BALLOT BE CAST FOR KAREN WIGAND AS CHAIR, SUPPORTED BY BETH PLETCHER; MOTION CARRIED.

MR. LAFOILLE ASKED THREE TIMES FOR NOMINATIONS FROM THE FLOOR FOR VICE-CHAIR. THERE WERE NONE AND SUSAN PHILLIPS MOTIONED THAT A UNANIMOUS CONSENT BALLOT BE CAST FOR MYRA CROASDELL AS VICE-CHAIR, SECONDED BY BETH PLETCHER; MOTION CARRIED.

Mr. LaFoille turned the meeting over to the Chair to announce the election for Treasurer, since he is running for this office.

KAREN WIGAND ASKED THREE TIMES FOR NOMINATIONS FROM THE FLOOR FOR TREASURER. THERE WERE NONE AND KEN BRYANT MOVED THAT A UNANIMOUS CONSENT BALLOT BE CAST FOR MR. LAFOILLE, SUPPORTED BY PASTOR LEVIN; MOTION CARRIED.

Ms. Wigand turned the meeting back over to Mr. LaFoille to complete the election of officers

DAN LAFOILLE ASKED THREE TIMES FOR NOMINATIONS FROM THE FLOOR FOR SECRETARY. THERE WERE NONE AND TOM LIPPENS MOVED THAT A UNANIMOUS BALLOT BE CAST FOR MR. BRYANT, SECONDED BY MS. CROASDELL; MOTION CARRIED.

The Executive Director congratulated the officers and thanked them for their willingness to serve. **THE NOMINATING COMMITTEE REPORT WAS ACCEPTED WITH A MOTION FROM OMER DORAN, SECONDED BY MARI NEGRO; MOTION CARRIED. (see attachment "C")**

DHS MONITORING REPORT DATED 6/6/13

Members were mailed a copy of DHS monitoring report dated 6/6/13. The Chair called on Bill Dubord who indicated there were no findings. He noted that DHS staff will be here next week to monitor our Community Service Block Grant (CSBG), Weatherization and LIHEAP programs. **DAVE ANTHONY MOVED TO ACCEPT THE DHS MONITORING REPORT DATED 6/6/13, SECONDED BY SUSAN PHILLIPS; MOTION CARRIED.**

ACCEPTANCE OF STAFF MONTHLY REPORTS

Members were mailed copies of the various program monthly reports **AND THEY WERE ACCEPTED WITH A MOTION FROM MR. BRYANT, SUPPORTED BY GIL VANDENHOUTEN; MOTION CARRIED.**

ACCEPTANCE OF POLICY ADVISORY COMMITTEE MINUTES

Members received copies of the following PAC minutes for their review:

- 5/24 (Delta) & 5/31/13 (Mid-County) Foster Grandparent Program PAC minutes
- 5/23 (Schoolcraft) & 6/19/13 (Delta) Senior Companion Program PAC minutes
- 4/9 (Menominee/Marinette); 4/17 (Delta) & 5/14/13 (Men./Marinette) Retired & Senior Volunteer Program PAC minutes
- 5/15 (Mid-County); 5/13, 5/29 & 6/26/13 (Hermansville) Senior Center PAC minutes

There were no questions or comments **AND THEY WERE ACCEPTED WITH A MOTION FROM TOM LIPPENS, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

AUTHORIZATION TO SUBMIT THE CSBG REFUNDING APPLICATION FOR \$175,000

The Chair called on Bill Dubord who explained that it is time for us to submit our refunding application for the Community Services Block Grant (CSBG) which is due 8/15/13. The funding amount is \$10,000 less than last year's initial figures. **MR. ANTHONY MOVED TO AUTHORIZE THE SUBMISSION OF THE CSBG REFUNDING APPLICATION, SUPPORTED BY OMER DORAN; MOTION CARRIED**

EXECUTIVE DIRECTOR'S REPORT

The Executive Director told the members that we were recently cut \$10,000 in the Senior Nutrition Program for this current fiscal year due to sequestration. We expect another \$40,000 cut for the upcoming fiscal year.

Mr. Dubord also reported that the National Community Action Foundation believes there will be a short term Continuing Resolution but there is a lot of talk about a government shut down in late October.

He reported that the Office of Community Services has issued a "CSBG Best Practices" that includes some of the following requirements and asks for more involvement from CAA boards. We will need to complete a Strategic Plan by October of 2014. It also requires the preparation of an agency-wide budget and that board members sign off on Conflict of Interest statements annually.

PUBLIC COMMENT/OTHER BUSINESS

Ms. Wigand asked if there has been any further development regarding St. Francis Hospital wanting to house our Perspectives Adult Day Care Program. Mr. Dubord reported that there have been no further developments in that regard. The Chair thanked Cathy Pearson and the staff of the Little Nugget for such a nice luncheon.

The Executive Director expressed his thanks to the board members for their service and presented them with a small token of appreciation.

ADJOURNMENT

There being no public comments or other business ***THE MEETING ADJOURNED AT 1:15 p.m. WITH A MOTION FROM OMER DORAN, SECONDED BY SUSAN PHILLIPS; MOTION CARRIED.***

THE NEXT MEETING IS THURSDAY, SEPTEMBER 5, 2013 AT 1:30 P.M.



Public Health Delta & Menominee Counties

Agenda Item #2



Board of Health AGENDA

August 21, 2013

3:00p.m. (CST), 4:00p.m. (EST)

Public Health's Menominee County Office
Menominee, MI

Board Members:

Bob Burie

Jan Hafeman

Larry Schei

Dave Moyle

Mary Harrington

Tom Trudgeon

Public Health Staff:

Mike Snyder, Health Officer/Administrator

Kim Gustafson, Executive Secretary

Dr. Terry Frankovich, Medical Director

Irene Lenberg, Director of Administrative Support

- 1) Call to Order/Roll Call
- 2) Approval of Agenda
- 3) Approval of July 17, 2013 Board of Health Meeting Minutes
- 4) Education Session: PHDM Information Technology Department
- 5) MERS
- 6) Review and Approval of July Check Registers
- 7) Medical Director's Report
- 8) Health Officer's Report
- 9) Public Comment
- 10) Board Member Comments
- 11) Adjournment



Public Health Delta & Menominee Counties

Board of Health Meeting

Public Health, Delta & Menominee Counties
Menominee, MI

Meeting Minutes

Wednesday, August 21, 2013

Board Members Present

- | | | |
|--------------|--------------|-------------|
| Bob Burie | Jan Hafeman | Larry Schei |
| Tom Elegeert | Tom Trudgeon | |

Public Health Staff

- Mike Snyder, Health Officer/ Administrator
- Dr. Terry Frankovich, Medical Director
- Kim Gustafson, Executive Secretary
- Irene Lenberg, Director of Administrative Support

1. Call to Order/Roll Call

The regular monthly meeting of the Delta-Menominee District Board of Health was held on August 21, 2013. The meeting was called to order at 3:02 p.m. CDT by Chairman Burie. Roll call was taken by the Executive Secretary and is recorded above. Mary Harrington was not able to attend the Board of Health meeting but was excused.

2. Approval of Agenda

Ms. Hafeman moved to approve the agenda. Motion was supported by Mr. Schei and carried.

3. Approval of Minutes

Chairman Burie would like to see the list of purchases approved by the board in July, be listed in the July meeting minutes.

Ms. Hafeman moved that the minutes from July 19, 2013 be amended to list the approved purchases discussed at the July BOH meeting. Motion was supported by Mr. Trudgeon and carried.

4. Education Session: PHDM Information Technology Department

Ms. Lenberg reported PHDM has a three person Information Technology (IT) department that oversees the network and phone systems for both offices. All of the data, software, and four physical servers are housed in Escanaba. Menominee staff access all software and data through a private dedicated T-1 line which connects the Menominee office to the servers in the Delta office. Back-up tapes are stored off-site, in the vault located in the Delta County Treasurer's office. The storage area network will be double the current capacity by the end of this Fiscal Year.

In 2010, PHDM purchased a Cisco 560 VoIP system. Two of the IT staff are CISCO certified, and are able to maintain the phone system without having to use an outside vendor. The CISCO system allows PHDM to transfer calls between the two offices. It takes approximately five minutes for the IT team to connect and route incoming calls to the emergency call center, in case of a public health emergency. If the current five-phone call bank is insufficient to handle incoming calls, the call center can be increased to include all department phones and available staff.

In 2006, a medical software system called e-Clinical Works (eCW) was purchased for our nursing programs. eCW is the number one electronic medical record software and are the fastest growing. In 2007, the immunization program went fully electronic through eCW. The Family Planning program is expected to go electronic October 1, 2013.

The PHDM laptops are all connected with wireless access points available throughout the building. If the laptop leaves the building, none of the client data can be accessed. A VPN access is only available to select staff for their off-site email and network drive purposes.

PHDM is now looking at the MERIT fiber-optic network. It is in place in the Delta County Service Center, will be available in Stephenson, and will be in Menominee soon. Ms. Lenberg will be arranging a meeting with Brian Bousley and Kenny Marks to discuss the MERIT project in Menominee. Menominee is bringing MERIT into the Sheriff's office and the Stephenson Extension Office. MERIT will greatly increase speed for our two staff in the Stephenson office as well as the entire Menominee office.

5. MERS

A discussion started at the July BOH meeting regarding increasing the deposits into the MERS retirement fund. The PHDM auditor and legal counsel didn't see any issues with increasing deposits into the fund. Mr. Snyder would like the board to set a limit on the amount allowed to be deposited into the MERS fund.

Ms. Hafeman moved to approve additional payments totaling not more than \$30,000 be deposited into the MERS fund by September 30, 2013. Motion was supported by Mr. Elegeert and carried.

6. Review and Approval of July Check Register

The BOH reviewed the July check register. Questions were answered by Mr. Snyder.

Mr. Trudgeon moved to approve the July check register. Motion was supported by Mr. Schei and carried.

7. Medical Director's Report

Dr. Frankovich reported on the first Michigan case of a little known entity called *Ehrlichia muris-like disease* (EML). This first case has been recently confirmed in a Menominee County resident. EML was first discovered in Wisconsin in 2009 and although this resident had been in both Michigan and Wisconsin, the known tick exposure was in Menominee County.

EML is believed to be transmitted by deer ticks. While some individuals may have mild or no symptoms, most patients will develop fever, headache, chills, fatigue and muscle or joint pain. Untreated, it can result in serious respiratory, hematologic, neurologic or kidney disease. Treatment is most effective if started early and the treatment of choice is an antibiotic called doxycycline.

Because this disease has been unknown in Michigan until now, local physicians would not normally be testing for it. Information about the Menominee case and the disease itself has been distributed by local public health to healthcare providers across much of the U.P. Personnel from MDCH's Zoonotics division will likely be coming in September to drag for ticks, test them and verify the presence of this organism in the local tick population, if present.

Prevention is key and as with Lyme Disease, is centered around tick avoidance.

8. Health Officer's Report

- Mr. Snyder reported to the BOH in the spring that the WISEWOMAN program would be ending by the end of June 2013. Tuesday, August 6, 2013, PHDM received news they would continue to receive funding for the program but the caseload was reduced by 50%. A few guidelines have changed and the money received will be based on performance measures.
- Mr. Snyder would like to improve the accessibility in to both PHDM offices for our clients. He has received quotes for handicap accessible doors for the Delta County office and will be getting quotes for the Menominee entrance.
- The PHDM all-day, all-staff meeting will be held on Tuesday, September 17, 2013, 9:30 am to 4:00 pm. Both offices will be closed. Signs will be posted alerting people of the closure and a phone message will also be recorded. Mr. Snyder invited the board members to attend.
- The annual drive-thru flu clinic will be held Saturday, September 14, 2013 from 9:00 am to 1:00 pm. PHDM will also continue to do the off-site flu clinics at the senior centers. PHDM will be advertising this year that most insurance can be billed.
- Mr. Snyder would like to see if the October and November BOH meetings can be combined. The board had no objections to combining the meeting to Wednesday, October 30th at Pinecrest.
- Recently, Henes Beach was closed due to elevated levels of e-coli. Mr. Snyder reported on the situation and how it was reported in the Eagle Herald. He explained that the tests were taken in the evening so the results didn't come in until after the offices were closed. Mr. Snyder will speak with UW Oshkosh who does the testing for PHDM, to see if they can test the waters earlier so the results will be given during working hours.
- Mr. Snyder reminds the board to look at the newspaper articles in the back of the packets.

9. Public Comment—None

2359

Board of Health Meeting

August 21, 2013

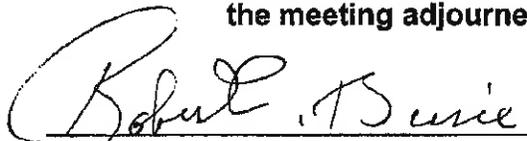
Page 4

10. Board Member Comments

- o Mr. Trudgeon would like to commend the board on the passing of the increased deposits into the MERS fund that will benefit the dedicated PHDM employees upon their retirement.
- o Ms. Hafeman agreed.

11. Adjournment

There being no further business, a motion was made by Ms. Hafeman with support by Mr. Elegeert to adjourn the meeting. Motion was carried and the meeting adjourned at 4:05 p.m. CDT.



Chairperson

:kg



Public Health Delta & Menominee Counties

Agenda Item #2



Board of Health AGENDA

July 17, 2013

3:00p.m. (CST), 4:00p.m. (EST)
Public Health's Delta County Office
Escanaba, MI

Board Members:

Bob Burie
Dave Moyle

Jan Hafeman
Mary Harrington

Larry Schei
Tom Trudgeon

Public Health Staff:

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

- 1) Call to Order/Roll Call
- 2) Approval of Agenda
- 3) Approval of June 19, 2013 Board of Health Meeting Minutes
- 4) Review and Approval of June Check Registers
- 5) Finance Committee
 - a. April-June Quarterly Report
 - b. MERS Annual Actuarial Valuation
- 6) Medical Director's Report
- 7) Health Officer's Report
- 8) Public Comment
- 9) Board Member Comments
- 10) Adjournment



Public Health Delta & Menominee Counties



Board of Health Meeting

Public Health, Delta & Menominee Counties
Escanaba, MI

Meeting Minutes

Wednesday, July 17, 2013

Board Members Present

Bob Burie
Tom Elegeert

Jan Hafeman
Tom Trudgeon

Larry Schei

Public Health Staff

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

1. Call to Order/Roll Call

The regular monthly meeting of the Delta-Menominee District Board of Health was held on July 17, 2013. The meeting was called to order at 4:03 p.m. EDT by Chairman Burie. Roll call was taken by the Executive Secretary and is recorded above. Mary Harrington was not able to attend the Board of Health meeting but was excused. Mr. Schei arrived to the meeting at 4:16 p.m. EST.

2. Approval of Agenda

Ms. Hafeman moved to approve the agenda. Motion was supported by Mr. Trudgeon and carried.

3. Approval of Minutes

Ms. Hafeman moved that the minutes from June 19, 2013 be approved. Motion was supported by Mr. Trudgeon and carried.

4. Review and Approval of June Check Registers

The BOH reviewed the June check registers. Questions were answered by Ms. Woelffer and Mr. Snyder.

Mr. Elegeert moved to approve the June check register. Motion was supported by Ms. Hafeman and carried.

5. Finance Committee

Mr. Trudgeon reported the finance committee met on July 15, 2013. The Quarterly Financial Report and MERS Annual Actuarial Valuation were reviewed.

a. April-June Quarterly Report – Mr. Trudgeon reported that PHDM is currently under budget for FY 13. The administrative staff has made a list of potential purchases and needs board approval to proceed with the purchases. The items being requested are:

- ✓ Nine desktop computers
- ✓ 13 laptop computers
- ✓ one copier
- ✓ 11 SATA hard drives
- ✓ one Visual Basic software
- ✓ nine topaz signature pads
- ✓ four exam tables
- ✓ one EBO software for the e-Clinical Works software
- ✓ one uninterrupt power supply
- ✓ private pay vaccines
- ✓ Family Planning supplies.

Ms. Hafeman moved to approve the purchase of the items administration listed. Motion was supported by Mr. Elegeert and carried.

b. MERS Annual Actuarial Valuation – The board discussed how the MERS Defined Benefit Plan works for PHDM employees and the pros and cons of a MERS Defined Benefit Plan. The board would like to see the MERS fund remain in an overfunded status. The Financial Committee recommended additional funds be deposited into MERS. Mr. Snyder noted that a phone call has been made to the PHDM auditor to determine if additional funds can be deposited into MERS, but the auditor is out of the office. Any motions on this matter will be tabled until the auditor returns the call.

6. Medical Director's Report

Dr. Frankovich reported that she has been getting calls regarding the bumper crop of mosquitoes this year and concerns regarding West Nile Virus (WNV). Outbreaks of the West Nile virus have occurred since 1999 with the largest in 2012. In spite of all the media attention, most people infected with WNV never develop symptoms. About 20% will get flu-like symptoms and only 1% of these will develop serious neurological disease. No WNV human cases have been reported in Michigan so far this year. Prevention is key so eliminating standing water in and around the home (to decrease the number of mosquitoes) and avoidance are the primary strategies. Bites are best avoided by avoiding outdoor time between dusk and dawn, wearing long sleeved shirts/pants and by using effective insect repellents. Although there are numerous products on the market, for long exposure times, products with higher DEET concentrations are most effective. For shorter exposures, additional options include picaradin, lemon oil eucalyptus and IR-3535.

7. Health Officer's Report

- Sheryl Farr, RN, who has been employed at PHDM for 35 years, will be retiring in August. Sheryl is the only full-time nurse in the Menominee office and will be missed. The position has been filled internally in hopes for a smooth transition.

Mr. Elegeert moved to approve a letter of appreciation for Sheryl Farr. Motion was supported by Mr. Trudgeon and carried.

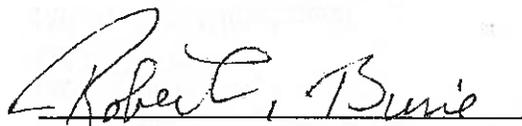
- The Esky 150 Celebration has now come to an end. PHDM did participate in Children's Day at Ludington Park. 135 bike helmets were handed out to children before and after the parade. It was a successful event and staff commented that more helmets could have been handed out.
- The August 21st BOH meeting will be held in the Menominee office.
- Mr. Snyder asked if any board members planned on attending the Michigan Association of Counties Conference on September 16th and 17th. Only one board member plans on attending. The September BOH meeting will remain on the 18th at Pinecrest Medical Care Facility.
- Mr. Snyder reminded the board members to read the newspaper articles in the back of the July BOH packets.

8. Public Comment—None**9. Board Member Comments**

Ms. Hafeman commented that she was happy to see a fund surplus and hopes the board will do something beneficial with it.

10. Adjournment

There being no further business, a motion was made by Mr. Elegeet with support by Mr. Trudgeon to adjourn the meeting. Motion was carried and the meeting adjourned at 5:12 p.m. EDT.



Chairperson

:kg

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

**BUILDING AND GROUNDS COMMITTEE MEETING
SEPTEMBER 13TH, 2013
3:30, AIRPORT CONFERENCE ROOM**

MINUTES

Present: Ted Sauve, chair; Mary Johns, commissioner.

Excused: Commissioner Jason Lauzer.

Others Present: Tony Krysiak and Jeff Lafleur, airport staff; North Shetter, George Sporie, and Wayne Beyer, pilots.

1. Call to Order – Ted Sauve called the meeting to order at 4:46 p.m.

2. Approve/Amend Agenda – Approved on a motion from Johns, seconded by Sauve.

3. Minutes of August 9th, 2013 meeting – Approved on a motion from Johns, seconded by Sauve.

4. Public Comment – Ted Sauve noted that Enstrom Helicopter would coordinate and donate the refurbishing of the helicopter to be donated to the airport by Bayard DuPont. In addition, John Seaborg has donated his services to design a mount for the aircraft, which will be displayed in front of the terminal. There is no official timeline for the project, but Sauve anticipates completion by 2013.

5. Bid for Washout Repair along 22nd Street – Tony has selected one of three bids from Frank's Logging & Excavating, a local firm. He expects the project to be completed within a few days of its start date. A fourth bid, which was too high, was not considered.

6. Discuss Private Tenant Leases with Twin County Airport Pilots – North Shetter, representing the pilots, offered some language revisions to

the current private pilot lease which the pilots felt needed clarity. Overall, the pilots like the lease for its brevity and user friendliness. Among the issues the pilots highlighted were potential rent increases, a clause permitting maintaining and building aircraft, and a sentence providing for ease of lease transfer. The suggestions will be taken to the full commission for further study and discussion.

7. Public Comment – Tony Krysiak noted that efforts are being made to keep unauthorized vehicles from entering the taxiway.

8. Future Agenda Items – Taxiway paving and fence phasing.

9. Schedule Next Meeting – To be determined at a later date.

10. Adjourn – On a motion from Johns, seconded by Sauve, the meeting adjourned at 4:31 p.m.

Respectfully submitted,

Mary Johns, Commissioner