

"Menominee – Where the best of Michigan begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

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

Sherry Smith - Administrative Assistant
Telephone: (906) 863-7779 or 863-9648
Fax: (906) 863-8839

The Menominee County Board of Commissioners
will meet as a Committee of the Whole
on **Tuesday, November 10, 2009** at 6:00 p.m. C.S.T.
at the Menominee County Courthouse - Courtroom B

AGENDA

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Public Comment (*Statements, not debate, limited to 5 minutes per person on agenda items only*)
- E. Department Head Report/Comments
- F. Approval of the Agenda
- G. Approval of the Previous Meeting Minutes
- H. Presentations
 - 1. Jan Stage – Associated Financial Group ~ 2010 Health Insurance Renewal
 - 2. Stephen Eagle-Cooper Office Equipment ~ Administration Copier Lease
- I. Agenda Items
 - 1. Personnel Items
 - a. Temporary Pay increase of Carol Johnson ~ Acting County Clerk
 - b. Request one time payment for Administrative Assistant additional duties
 - c. Request for Family Medical Leave ~ Deputy Carl Powell
 - d. Purchase of Retirement years of service ~ Mike Holmes
 - e. Sheriff to hire a Part Time Road Patrol Officer ~ opening available
 - f. Sheriff request status change of employee, Carol Rye-Lindberg from “temporary” part time to “regular” part time
 - g. Corrections Officer ~ Job Classification-Position Title – Status Change
 - h. Sheriff to hire full time Animal Control Officer – retirement of Ned Hauser
 - 2. Building and Grounds/ Parks Items: None
 - 3. Miscellaneous Items
 - a. Sheriff Marks - Suggest forming a committee to update the Menominee County Animal Control Ordinance
 - b. Courthouse and Courtroom Security issues – Sheriff Marks
 - c. Resolution 09-17 ~ Honoring Mike Jasper
 - d. Resolution 09-18 ~ Honoring Debra Pitts

Gary Eichhorn - Chairperson

Dick Peterson - Vice Chairperson

Bernie Lang

James Furlong

Garry Anderson

4. Finance Items

- a. Re-monumentation Grant Administrator ~ Commissioner appointment
- b. County Library ~ Reduction of Operating Hours/Elimination of P.T. Position
- c. Commissioner Per Diems/Expenses
- d. Miscellaneous Bills

- J. Any other matters that may be properly presented
- K. Correspondence
- L. Public Comment
- M. Adjournment

COMMITTEE OF THE WHOLE

Tuesday ~ October 13, 2009
Menominee County Courthouse - Courtroom B
Menominee, MI 49858

MINUTES

The meeting was called to order at 6:00 p.m. (CDT) by Chairman Gary Eichhorn

The Pledge of Allegiance was recited.

Roll call was taken with the following in attendance:

Present: Commissioners Lang, Furlong, Anderson, Peterson & Eichhorn

Public Comment: None

Department Head Reports/Comments: None

Motion to amend Agenda: Com. Anderson moved to add the BS&A Upgrade Software to the agenda Com. Peterson supported the motion. Motion carried, 5-0

Approval of the Amended Agenda: Moved by Comm. Anderson, seconded by Comm. Lang to approve the amended agenda. Motion carried, 5-0

Approval of the Previous Meeting Minutes: Comm, Furlong moved to approve the minutes of Sept. 8, 2009, Com Peterson supported. Motion carried, 5-0

Presentations: None

Agenda Items:

1. Personnel Items:

- a. Administrator Position ~ Guidance for MI Works negotiations: Com. Lang asked, "Does the action we're considering in the special meeting, negate this?" Com. Eichhorn stated, "I believe it would, yes". Com. Lang said, "I'd like to go on record stating that I still think we should be using MI works to help us in the selection process. Com. Furlong agrees with Com. Lang, he stated, "I thought we were going to go through MI Works, and I still want to continue our search for an administrator using MI Works.
- b. Request for Family Medical Leave ~ FOC, Robyn Bourgeois: It is the consensus of the committee to move this item forward to the County Board meeting.
- c. Retirement of Building Code Inspector/Soil Erosion – Larry Pepin: Com Furlong - "We should accept his resignation, but I would also like to see a letter sent to Mr. Pepin for his years of service. Com. Lang - "Are we going to advertise for this position?" Com. Eichhorn - I believe we better start, Larry is willing to train. Com. Lang – "How are we going to select the person that takes that position?" Com. Eichhorn – I talked to Larry briefly about that, he said they would need five years as a contractor as, a licensed

- builder, the state requires that.
- d. Discussion of hiring a Part time Building Inspector/Soil erosion employee: Eichhorn - Larry did indicate that you needed five years according to the state. Lang – for building code, are there statutes that require that? Peterson - I believe there are statutes. Furlong – I think Larry should sit down with Sherry using a job description put together an ad for looking for qualified candidates. Eichhorn - Can I suggest the Personnel Committee get together with Larry and Sherry to get it put together? Furlong – That’ll work.
 - e. Discussion of termination of Pat time Library Asst. due to budget cuts: Eichhorn – Is Pat here? Tom Cheski – No she’s not here. Eichhorn - I think we almost need to hold off on this, or we can discuss it without Pat, I do feel she should be here to discuss it. Peterson- I know they’ve been operating the last four months other employees have been filling in for this part time employee. I think the most concern I have in terms of the budget, Pat has done a good job coming in under budget however the appropriation this year remains the same as previous years. I have more of a concern with reducing the hours from 45 hrs. to 44 hours at the Stephenson Library. I think there’s adequate funds in the budget that we do not need to reduce that hour. I think she can operate for 45 hours. Anderson would like to move forward. There is confusion about the part time position lost with the budget. Lang - How does this relate to the position that we just eliminated? Peterson – I think the Library can operate 45 hours per week like before. We need to discuss it further with Pat. Eichhorn – Ask the librarian if she can make it to the next committee of the whole meeting.

2. Building and Grounds Items:

- a. County Parks & Rec. Committee ~ Preparation of Meeting Agenda – There was a question regarding the Agenda for the Parks & Rec. Committee. Furlong – Most of the information came from the parks and rec. superintendent and was given to the admin. office, and an agenda was put out to the parks committee. The parks committee doesn’t have the resources to prepare an agenda. There is no office for them to work out of. Eichhorn – Is the parks committee going to send that info. to the admin office? Why don’t we stay where we are as far as the Admin. office doing the agenda for now. Anderson – I was the understanding that they wanted it put on the county website. Furlong - Lacking the parks Superintendent, the info. would have to come from the parks committee. Furlong – I make a recommendation that we send it to the board to have the administrator’s office to prepare the agenda for the Parks & Rec. Committee.
- b. Approval of Amended Parks & Rec. Committee By-laws – Furlong – These bylaws have been looked at a number of times by the parks & Rec. committee and by the county board. Changes requested by Peterson, request it goes to the CB for approval. Eichhorn – Question about rule R96-5, committee members attending authorized conferences etc. Is there money in the budget for that? Peterson - I don’t believe there is any money in the budget for this. Furlong - That’s not in the bylaws, we haven’t discussed the rules with the committee as of yet, at this time, we just want to have the bylaws approved. Eichhorn – ok, we’ll move it forward.
- c. Discussion of hiring a Part Time - Maintenance Worker – Eichhorn, can the personnel committee discuss this and come back with a recommendation? Furlong – alright.
- d. Resignation of County Parks & Rec. Committee Chairman ~ Mark _____ Aubert – Furlong – I’d like to make a recommendation to accept his letter of resignation

and also send Mark a letter of thank you for his dedicated volunteer service to the Parks & Rec. Committee. Eichhorn - Did the parks committee ever ok him to send a letter down to MSU regarding the temporary Administrator or was that done on his own. Furlong & Peterson – I don't remember that being a discussion at the parks meeting.

3. Miscellaneous Items: No Miscellaneous items

4. Finance Items:

- a. Discussion of 2009 Apportionment Report as submitted by the Equalization Dept.
**NOTE: This report may need to be later amended due to the November elections.* ~ Peterson – The county board examines these certificates concerning the spread of the taxes in terms of the millage and Peggy Schroud our equalization director submits these to the state. It has to be done in Oct. Eichhorn – so you want to move it forward? Peterson – Yes.
- b. Acting County Clerk request P.T. to Full time Deputy County Clerk/payroll employee until further notice ~ Furlong – It speaks for itself, we don't have a clerk right now. The fulltime position was to be reduced to a part time position. Carol Johnson called and asked, during the interim, they need help in the office. I would recommend we move it forward.
- c. Commissioner Per Diems/Expenses ~ Peterson recommends we move the expenses forward.
- d. Miscellaneous Bills ~ Furlong recommends we pay the bills, move forward.
- e. BS&A Software ~ Anderson - Id like to recommend to move forward to pay for the ones we are reimbursing. Lang - Who are we reimbursing? Anderson -All the ones that weren't paid for before. Peggy Schroud – The BS&A.net upgrade; They are Cedarville, Holmes, Ingallston, Menominee Township and the City of Menominee and half of Meyer Township. Lang - These are the entities that used their own funds to upgrade the software that came in after the original group came in? Schroud – Yes, we should probably have this approved for payment. Consensus is to move forward.

Other Items Members may wish to present: None

Correspondence: None

Public Comment: Tom Cheski, Thanks the board for delaying the Library item until Pat returns.

Adjournment: Moved by Comm. Lang supported by Comm. Peterson to adjourn this meeting at 6:30 pm. Motion carried, 5-0.

MENOMINEE COUNTY BOARD OF COMMISSIONERS PRESENTATION ITEM

SUBJECT:	2010 Health Insurance Renewal
DEPARTMENT:	Administrative
ATTACHMENTS:	Yes
SUMMARY:	
Jan Stage with Associated Financial Group is presenting the renewal of Menomonee County's Health Ins. Plan.	
RECOMMENDED MOTION	

Submitted by: Gary Eichhorn

 11/03/2009
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

HEALTH COVERAGE ALTERNATIVES

Effective 1/1/2010

Carrier	 Current / Renewal Plan	
Provider Network	Community Blue Plan 3	
Deductible		
In-Network (Single / Family)	\$250 / \$500	
Out-of-Network (Single / Family)	\$500 / \$1,000	
Coinsurance		
In-Network	80%	
Out-of-Network	60%	
Out-of-Pocket Max		
In-Network (Single / Family)	\$1,000 / \$2,000	
Out-of-Network (Single / Family)	\$3,000 / \$6,000	
Lifetime Maximum	\$5 Million	
Office Visits		
In-Network	\$10 Copay	
Out-of-Network	Deductible, 60% Coinsurance	
Specialist		
In-Network	\$10 Copay	
Out-of-Network	Deductible, 60% Coinsurance	
Routine/Preventive Care		
In-Network	100% Coverage	
Out-of-Network	Not Covered	
Inpatient Hospital Services		
In-Network	Deductible, 80% Coinsurance	
Out-of-Network	Deductible, 60% Coinsurance	
Outpatient Hospital Services		
In-Network	Deductible, 80% Coinsurance	
Out-of-Network	Deductible, 60% Coinsurance	
Emergency Room		
In-Network	\$25 Copay	
Out-of-Network	Same as Network Benefit	
Prescription Drugs	\$10 / \$40	
Medical Rates	Current	Renewal
One Person	\$478.21	\$527.00
2 People	\$1,075.95	\$1,185.68
Family	\$1,291.15	\$1,422.99
Family Cont.	\$239.10	\$263.54
Prescription Drugs Rates	Current	Renewal
One Person	\$87.74	\$59.43
2 People	\$197.41	\$133.72
Family	\$236.89	\$160.47
Family Cont.	\$43.87	\$29.72
Dental Rates	Current	Renewal
One Person	\$25.25	\$23.20
2 People	\$56.80	\$52.19
Family	\$68.16	\$62.64
Family Cont.	\$12.62	\$11.60
Vision Rates	Current	Renewal
One Person	\$5.00	\$3.51
2 People	\$11.25	\$7.89
Family	\$13.50	\$9.47
Family Cont.	\$2.50	\$1.76
Total Rates (Medical + Prescription + Dental + Vision)	Current	Renewal
One Person	\$596.20	\$613.14
2 People	\$1,341.41	\$1,379.48
Family	\$1,609.70	\$1,655.57
Family Cont.	\$298.09	\$306.62

NOTE: Final rates subject to medical underwriting.

NOTE: Company logos are for information purposes only. Agents are independent and are not affiliated with the company.

This constitutes only a summary of the Health plan involved. The actual contract or plan document must be consulted to determine the governing contractual provision, limitations, or exclusions. There is no guarantee, expressed or implied by Associated Financial Group or vendors of plan provisions or level of payments.

MENOMINEE COUNTY BOARD OF COMMISSIONERS PRESENTATION ITEM

SUBJECT:	Proposal from Cooper Office Equipment
DEPARTMENT:	Administration
ATTACHMENTS:	Yes
SUMMARY: The county copier machine lease with Banc of America for the Admin. office is currently expired (Oct. 2, 2009). Cooper office equipment is offering to buy out the lease from Banc of America and save the county \$100 per month to lease through cooper.	
RECOMMENDED MOTION	

Submitted by: Gary Eichhorn

11/03/2009
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):



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712 Wells St. Marinette, Wisconsin 54143

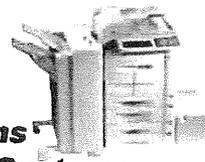
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MENOMINEE COUNTY ADMINISTRATION MENOMINEE- MICHIGAN

October 23, 2009

Monthly lease cost of your current Konica 7145

\$ 246.34

Proposed lease cost of the 7145

\$ 146.34

**Your total cost SAVINGS is
\$100.00 per month or \$3,200.00 over the 32 month term.**

Menominee County lease cost for the 32 month extension is \$4,682.88

- This copier bid was awarded to Cooper Office Equipment Inc. 3 years ago and the lease is now up.
- This copier is set-up on the County network for printing and scanning and is still in excellent operating condition with much life remaining.
- Because of the network complexities, reconfiguring all the computers and logistics of replacing this unit, Cooper Office Equipment is willing to lease this unit to the county for another 32 month term at a reduced cost of \$146.34 per month.
- This will save the county \$3,200.00 over the bid price per month over the 32 month term and eliminate the need to replace this copier at this time.
- The current maintenance and supply agreement will remain in effect.

Thank You!

Rob Cooper



Contract Number: 2248871

Dear Customer: This Equipment Lease ("Lease") is written in simple and easy-to-read language. Please read this Lease thoroughly and feel free to ask us any questions you may have about it. The words YOU and YOUR refer to the Lessee. The words WE, US and OUR refer to the Lessor, Banc of America Leasing & Capital, LLC, a Delaware limited liability company.

Customer & Billing Contact Information

Lessee Full Legal Name Menominee, County of		Social Security No. and Date of Birth (Sole Proprietorship Only)	
Billing Contact Person Jamie Wenzel	Billing Contact Phone No. 906-863-7779	Federal Tax ID # 38-6005907	SSN DOB
Billing Address 839 10th Ave.	Address Menominee	City Menominee	State of Organization Michigan
Equipment Location	Address	City	State Zip MI 49858

Equipment Description

Complete Equipment Location only if different from billing address

Quantity	Manufacturer	Model Number	Description	Serial Number
1	Konica Minolta	7145	Digital Copier	40LE23297
1	Konica Minolta	7145	Digital Copier	40LE23205

Replaced 10/19/08
Admin
Currently pay 246.34/month

Term/Lease Payment Schedule

Term (months) 36	Security Deposit/Advance Payment (Check One Only) <input type="checkbox"/> Security Deposit(s) \$ _____ <input type="checkbox"/> Advance Payment(s) \$ _____	Lease End Purchase Option <input checked="" type="checkbox"/> FMV (defined in Section 17) <input type="checkbox"/> \$1 <input type="checkbox"/> Other: _____	Base Monthly Lease Payment* *Plus Applicable Taxes - See Section 11 \$ 492.68
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Terms/Conditions

IMPORTANT: NEITHER THE SUPPLIER NOR ANY SALESPERSON ARE OUR AGENT. THEY HAVE NO AUTHORITY TO SPEAK ON OUR BEHALF OR MAKE ANY CHANGES TO THIS LEASE. THEIR STATEMENTS WILL NOT AFFECT YOUR RIGHTS OR OBLIGATIONS UNDER THIS LEASE.

1. LEASE AGREEMENT; PAYMENTS: We agree to lease to you and you agree to lease from us the equipment listed above or identified in any attached Equipment Schedule ("Equipment Schedule"), together with all replacements, parts, attachments, accessories and substitutions therefor ("Equipment"). You promise to pay us the Lease payments according to the terms of the Payment Schedule shown above or any Equipment Schedule hereto, plus all other charges (see Sections 4, 9, 11, 13, and 16).

Continued on Page 2

Lessee Authorized Signature

THIS LEASE MAY NOT BE CANCELED

Authorized Signer <i>X</i> <i>Brian J. Neumeier</i>	Date 10-2-06	Print Name BRIAN J. NEUMEIER
	Title County Administrator	Indicate President, Partner, Proprietor, etc.

Personal Guaranty

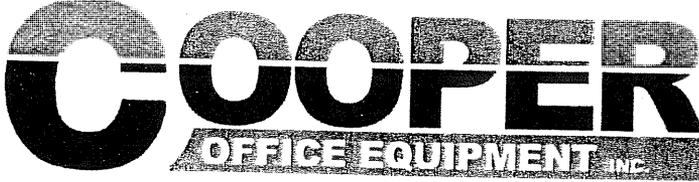
I or ME means Guarantor(s) and YOU or YOUR means Lessor. I have read and understand this Lease and expressly agree to its terms, conditions, consents and waivers. If Lessee defaults by failing to pay or perform any obligation under this Lease then I agree to pay or perform all such obligations to you in accordance with this Lease. I waive any notice of any default or modifications or alterations which may be made by you and the Lessee, and any defenses which I may have against enforcement of this Guaranty based upon suretyship principles or the impairment of any collateral security for this Lease. I will reimburse you for all expenses and attorney fees you incur in enforcing any of your rights against the Lessee or me. I CONSENT TO MICHIGAN LAW, JURISDICTION OVER MY PERSON, AND VENUE IN ANY MICHIGAN COURT AND WAIVE TRIAL BY JURY IN ANY MATTER RELATING TO THIS LEASE, GUARANTY OR THE EQUIPMENT.

Personal Guarantor	DO NOT INCLUDE TITLE	Date	Personal Guarantor	DO NOT INCLUDE TITLE	Date
<i>X</i>			<i>X</i>		
Print Name		Date of Birth	Print Name		Date of Birth
Driver's License Number and State		Social Security Number	Driver's License Number and State		Social Security Number

Equipment Acceptance Certificate

You certify that all of the Equipment referred to in this Lease has been delivered and received by you, and that any and all installation and set up has been completed. You have examined the Equipment and it is in good operating condition and is satisfactory to you and you have accepted the Equipment. This Lease cannot be modified or rescinded except by a writing signed by you and us. ACCORDINGLY YOU AUTHORIZE US TO PURCHASE THE EQUIPMENT FOR YOUR USE.

Authorized Signer <i>X</i> <i>Brian J. Neumeier</i>	Date 10-2-06	Print Name BRIAN J. NEUMEIER
	Title County Administrator	Indicate President, Partner, Proprietor, etc.



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Menominee County
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Menominee, MI 49858

Current - \$346.50 paid Quarterly

COMPLETE MAINTENANCE AND SUPPLY AGREEMENT

At a rate of .0079 per copy Cooper Office Equipment, Inc. will provide the necessary maintenance items as follows: Toner, Developer, Parts, Labor, Drum Unit and Travel Time. Paper and Staples are additional.

Agreement coverage is for 60 months. The above rate will remain for a minimum of 12 months; thereafter a maximum annual addition of .001 per copy may apply because of cost increases to Parts, Supplies and/or Service. If written notice isn't received 30 days prior to the expiration term, the maintenance and supply agreement will renew for successive one year periods from expiration of original term.

In the event that this copier is connected as a printer - problems related to computer hardware and/or hardware changes, software corrections, or equipment incompatibilities will be addressed on a time and materials basis.

If Cooper Office determines that mis-use, malicious destruction, fire, thief, etc... has caused unnecessary expense, the customer will be responsible for the cost of correcting the occurrence.

This agreement will start at 800 copies for each copier and a base volume of 35,000 copies per quarter, per copier applies.

The Toner Supplied in this agreement remains the property of Cooper Office Equipment and shall be returned to Cooper Office Equipment at end of the stated agreement term.

THIS AGREEMENT WILL APPLY TO THE FOLLOWING EQUIPMENT

QUANTITY	DESCRIPTION - MODEL	SERIAL #
1	Admin: Konica Minolta 7145 Digital Copier System	40LE23297
1	Annex: Konica Minolta 7145 Digital Copier System	40LE23205

Supplier: Cooper Office Equipment, Inc.
By: *Rollice L. Cozart*
Date: 10/02/06

Accepted By: *Brian J. Neumeier*
Printed Name: BRIAN J. Neumeier
Title: County Administrator
Date: 10-2-06
Phone #: 863-7779

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Acting County Clerk Request
DEPARTMENT:	County Clerk
ATTACHMENTS:	Yes
SUMMARY:	
<p>The Personnel Committee referred Ms. Johnson to the County board for approval of a temporary pay increase for Carol Johnson, Acting County Clerk from October 4, 2009 until Nov. 3, 2009 when a new County Clerk is appointed. Pay will be adjusted from her current hourly salary of \$17.67 to \$25.35 during her interim as Acting County Clerk.</p>	
RECOMMENDED MOTION	

Submitted by: Gary Eichhorn

 11/03/2009
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):

October 20, 2009

TO: Personnel Committee
FROM: Acting County Clerk Carol Johnson

Since October 4, 2009 I have been in the capacity of Acting County Clerk. I am asking the Personnel Committee to consider a salary adjustment for the interim time that I am in this position. The current salary for this position is \$25.35 per hour.

Thank you.

Carol Johnson
10-20-09

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Request lump sum pay adjustment for Administrative Asst.
DEPARTMENT:	Personnel
ATTACHMENTS:	Yes
SUMMARY:	
Due to workload and increased responsibilities, the Administrative Assistant is requesting consideration for a lump sum payment for the period beginning May 11, 2009 until the end of November when an Administrator is in place.	
RECOMMENDED MOTION	

Submitted by: Gary Eichhorn

11/06/2009
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):

November 5, 2009

Dear Commissioners,

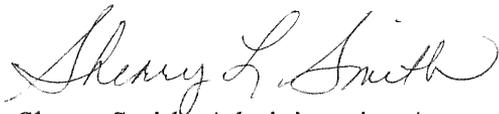
As you are aware, my workload and responsibilities increased significantly after the board released former administrator Brian Neumeier in May.

Even though the county received part-time help when Mike Erdman volunteered to serve as interim administrator, I not only performed my regular duties at that time but provided (or contributed to) his training and support until he left the office Oct. 4, 2009.

During this entire time, I have willingly handled many of the responsibilities that are the duty of the administrator. That is especially true of the time period since Mike left the office.

I ask you to consider compensating me for the extra duties I have undertaken since May in the form of a one-time payment of \$5427.50, based on an additional \$5.00 per hour times 965.50 hours actually worked since 11 May, 2009 and adding an additional 100 hours to compensate through the end of Nov.

Thank you for your consideration,

A handwritten signature in cursive script that reads "Sherry L. Smith". The signature is written in black ink and is positioned above the typed name.

Sherry Smith, Administrative Asst.

COUNTY OF MENOMINEE

Check/Direct Deposit Register Totals

Check Date Range 05/11/2009 thru 11/06/2009

EARNINGS				TAXES		DEDUCTIONS		
CODE	DESCRIPTION	HOURS/UNITS	AMOUNT EARNED	DESCRIPTION	AMOUNT WITHHELD	CODE	DESCRIPTION	AMOUNT WITHHELD
* 0001	Regular Hours		894.50					
* 0003	Overtime		48.50 - 33					
0011	Holiday		24.00					
0012	Sick Leave		49.00					
0013	Personal Leave		16.00					
* 0014	Comp Time		56.50 - 38					
0024	Cash/lieu/month		0.00					
			1088.50					

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Request for Family Medical Leave
DEPARTMENT:	Sheriff Dept.
ATTACHMENTS:	Yes
SUMMARY:	
Deputy Carl Powell is requesting Family and medical leave for a maximum of six weeks.	
RECOMMENDED MOTION	

Submitted by: Gary Eichhorn

 11/03/2009
Date

WORKSHOP ACTION

<input type="checkbox"/>	Forwarded to County Board for Approval as Recommended
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<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):

Memo

To: Menominee County Board of Commissioners

From: Sheriff Kenny Marks

Date: 10/29/2009

Re: Family Medical Leave Absence Carl Powell

County Commissioners,

I am requesting that you grant the FMLA for Deputy Carl Powell, Mrs. Powell was diagnosed with a potentially fatal disease and is in need of Deputy Powell's undivided attention. Deputy Powell does have all his other time used up in compliance with FMLA.

Thank You,



Kenny Marks, Sheriff

Doc 400
2009-2011

Sheriff Kenny Marks

10/29/2009

I am requesting pre-approval consideration for FMLA. I have been informed as of today that my wife has been diagnosed with septic shock which could be a potentially fatal disease.



Carl L Powell

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Retirement purchase years of service
DEPARTMENT:	Personnel Committee
ATTACHMENTS:	Yes
SUMMARY:	
<p>Undersheriff Mike Holmes would like to purchase 2 to 4 years of generic service credit as provided by the MERS Employee Handbook. Years of credit are to be paid in full by the employee.</p>	
RECOMMENDED MOTION:	

Submitted by: Gary Eichhorn

 11/03/2009
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 – Where the best of Michigan begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

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

*Sherry Smith - Administrative Assistant
Telephone: (906) 863-7779 or 863-9648
Fax: (906) 863-8839*

Letter of Agreement

Between

Menominee County Board of Commissioners

And

Michael T. Holmes

RE: MERS Purchase of Service Credit

The aforementioned parties hereby mutually agree to allow Michael T. Holmes to purchase up to 4 years of generic service time as provided by the MERS plan document, on the condition that it is 100% paid in full by the employee.

Signed the _____ day of _____, 2009

Michael T. Holmes, Undersheriff

Gary Eichhorn, Board Chairman

Gary Eichhorn - Chairperson

Dick Peterson - Vice Chairperson

Bernie Lang

James Furlong

Garry Anderson



Municipal Employees' Retirement System of Michigan

1134 Municipal Way, Lansing, Michigan 48917

Office of Employee & Retiree Services - Direct Line (800) 767-2308 • Fax (517) 703-9706

Phone (517) 703-9030 • (800) 767-6377 • Fax (517) 327-8336 • Web site: www.mersofmich.com

Michael Holmes
1510 38th Ave
Menominee, MI 49858

October 15, 2009

Dear Michael Holmes:

Enclosed is the estimated cost for you to purchase service credit. The estimated cost will expire two months from the calculation date after which a new calculation will be required.

The following steps are required for processing the purchase:

1. The purchase resolution must be approved and signed by the governing body of your municipality and be sent together with the check from the member to MERS. All approved resolutions and payments must be received by MERS before you terminate your employment.
2. The member's share of cost must be paid in a lump sum. It may be the total cost or any portion that you and your employer negotiate.
3. If the employer is paying for a portion or all of the purchase, we must receive a letter stating this.
4. If there will be funds rolled into MERS from another qualified plan or IRA, contact MERS for the form "Certification of Qualified Rollover to MERS".
5. All rollover funds should be paid as a check to MERS of Michigan. If your plan requires a wire transfer, please contact MERS for instructions.

If you have any questions, please contact our office.

Sincerely,

Gerri Mckenzie
Employee and Retiree Services

Encl.



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**APPLICATION FOR ADDITIONAL CREDITED SERVICE
Member Certification and Governing Body Resolution**

MEMBER

Name: Michael T Holmes
SSN: XXX-XX-9559
DOB: 2/11/1971
Age: 38 years, 8 months
Spouse's DOB: 9/21/1973

CALCULATION DATE - 11/1/2009

(Estimate Not Valid After 2 Months)

EMPLOYER

Name: Menominee County
Number/Div: 5502 / 20

BENEFIT PROGRAMS

Benefit B-3 (80% max)
Benefit F55 (With 15 Years of Service)
Benefit FAC-3 (3 Year Final Average Compensation)
10 Year Vesting
E2 COLA Benefit

ESTIMATED FAC ON CALCULATION DATE: \$43,177.85

CREDITED SERVICE

Member's Service Credit as of Calculation Date:

13 years, 1 month

Type of Credited Service to be Granted:

Generic

Amount of Credited Service to be Granted:

2 years, 0 months

Total Estimated Actuarial Cost of Additional Credited Service:

\$14,680.00 [Payment Options on Reverse]

BENEFIT CALCULATION ASSUMPTIONS

1. It is assumed that the Member will continue working until the earliest date for unreduced retirement benefits. If the Member terminates prior to becoming eligible for unreduced benefits, the Employer understands and accepts that the actuarial cost will be different from the actuarial cost shown above.
2. The Member's Final Average Compensation (FAC) is projected to increase 4.5% annually from the date of purchase to the date of retirement.
3. The Plan's Investment Return is projected to be 8% annually.

NOTE: Special Information regarding the calculation of the cost of this Service Credit Purchase is on page 2 of this report.

THE ADDITIONAL CREDITED SERVICE IS PROJECTED TO RESULT IN THE FOLLOWING CHANGES:

	Retirement Date	Age	Service Through	Total Service	FAC	Annual Benefit
Before Purchase	3/1/2026	55 yrs., 0 mths.	2/28/2026	29 yrs., 5 mths.	\$88,612.25	\$58,650.36
After Purchase	3/1/2026	55 yrs., 0 mths.	2/28/2026	31 yrs., 5 mths.	\$88,612.25	\$62,637.84

Note: MERS is not responsible for any Member or Employer supplied information, or any losses which may result if actual experience differs from actuarial assumptions. The Member and Employer are responsible for reviewing the information contained herein for accuracy, and assuming the risk that actual experience results in liability different than that estimated.

MEMBER CERTIFICATION

I certify that the above information is correct and accurate. If this is a purchase of qualifying "other governmental" service, I certify that the service has not and will not be recognized for the purpose of obtaining or increasing a pension under another defined benefit retirement plan.

Signature of Member

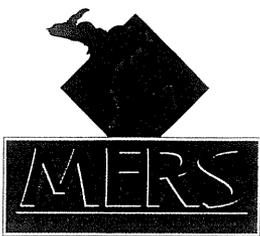
Date

GOVERNING BODY RESOLUTION

As provided by the MERS Plan Document, and in accordance with the Employer's policy there under, the additional credited service described above is hereby granted this Member by Resolution of the Governing Body of _____, at its meeting on _____. The Employer understands this is an estimated cost, calculated using actuarial assumptions approved by the Retirement Board. Any difference between the assumptions and actual experience will affect the true cost of the additional service. For example, changes in benefit programs through adoption or transfer of the affected employee to a division with 'better' benefits; increases in wages other than 4.5% per year; and changes to the anticipated date of termination, will affect the actual cost of the additional service (increase or decrease). Thus, actual future events and experience may result in changes different than those assumed, and liability different than that estimated. The Employer understands and agrees that it is accountable for any difference between estimated and actual costs.

Signature of Authorized Official

Date



Municipal Employees' Retirement System of Michigan

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**APPLICATION FOR ADDITIONAL CREDITED SERVICE
Member Certification and Governing Body Resolution**

MEMBER

Name: Michael T Holmes
SSN: XXX-XX-9559
DOB: 2/11/1971
Age: 38 years, 8 months
Spouse's DOB: 9/21/1973

CALCULATION DATE - 11/1/2009

(Estimate Not Valid After 2 Months)

BENEFIT PROGRAMS

Benefit B-3 (80% max)
Benefit F55 (With 15 Years of Service)
Benefit FAC-3 (3 Year Final Average Compensation)
10 Year Vesting
E2 COLA Benefit

EMPLOYER

Name: Menominee County
Number/Div: 5502 / 20

ESTIMATED FAC ON CALCULATION DATE: \$43,177.85

CREDITED SERVICE

Member's Service Credit as of Calculation Date:

13 years, 1 month

Type of Credited Service to be Granted:

Generic

Amount of Credited Service to be Granted:

4 years, 0 months

Total Estimated Actuarial Cost of Additional Credited Service:

\$29,361.00 [Payment Options on Reverse]

BENEFIT CALCULATION ASSUMPTIONS

1. It is assumed that the Member will continue working until the earliest date for unreduced retirement benefits. If the Member terminates prior to becoming eligible for unreduced benefits, the Employer understands and accepts that the actuarial cost will be different from the actuarial cost shown above.
2. The Member's Final Average Compensation (FAC) is projected to increase 4.5% annually from the date of purchase to the date of retirement.
3. The Plan's Investment Return is projected to be 8% annually.

NOTE: Special Information regarding the calculation of the cost of this Service Credit Purchase is on page 2 of this report.

THE ADDITIONAL CREDITED SERVICE IS PROJECTED TO RESULT IN THE FOLLOWING CHANGES:

	Retirement Date	Age	Service Through	Total Service	FAC	Annual Benefit
Before Purchase	3/1/2026	55 yrs., 0 mths.	2/28/2026	29 yrs., 5 mths.	\$88,612.25	\$58,650.36
After Purchase	3/1/2026	55 yrs., 0 mths.	2/28/2026	33 yrs., 5 mths.	\$88,612.25	\$66,625.44

Note: MERS is not responsible for any Member or Employer supplied information, or any losses which may result if actual experience differs from actuarial assumptions. The Member and Employer are responsible for reviewing the information contained herein for accuracy, and assuming the risk that actual experience results in liability different than that estimated.

MEMBER CERTIFICATION

I certify that the above information is correct and accurate. If this is a purchase of qualifying "other governmental" service, I certify that the service has not and will not be recognized for the purpose of obtaining or increasing a pension under another defined benefit retirement plan.

Signature of Member

Date

GOVERNING BODY RESOLUTION

As provided by the MERS Plan Document, and in accordance with the Employer's policy there under, the additional credited service described above is hereby granted this Member by Resolution of the Governing Body of _____, at its meeting on _____. The Employer understands this is an estimated cost, calculated using actuarial assumptions approved by the Retirement Board. Any difference between the assumptions and actual experience will affect the true cost of the additional service. For example, changes in benefit programs through adoption or transfer of the affected employee to a division with 'better' benefits; increases in wages other than 4.5% per year; and changes to the anticipated date of termination, will affect the actual cost of the additional service (increase or decrease). Thus, actual future events and experience may result in changes different than those assumed, and liability different than that estimated. The Employer understands and agrees that it is accountable for any difference between estimated and actual costs.

Signature of Authorized Official

Date

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Request to fill part time road patrol opening
DEPARTMENT:	Sheriff
ATTACHMENTS:	Yes
SUMMARY:	
<p>The personnel Committee recommended that Sheriff Marks receive approval of the board to hire a part time employee for replacement of a part time employee that became Full time.</p>	
RECOMMENDED MOTION	

Submitted by: Gary Eichhorn

 11/03/2009
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 Sheriff Department

Kenny Marks, Sheriff

Mike Holmes, Undersheriff

831 Tenth Avenue • Menominee, MI 49858
Phone: (906) 863-4441 • Toll Free: 1-800-236-0242 • Fax: (906) 863-2239

August 6, 2009

To: Mike Erdman

From: Kenny Marks

Subject: Full-Time Position

Since February 22, 2009, Deputy Mike Holmes has been serving as temporary Undersheriff for a six-month period as allowed by the collective bargaining contract. His permanent position has been road patrol deputy and he has remained a member of WPPA during the past six months.

Undersheriff Holmes has agreed to leave the union and become the appointed Undersheriff. Deputy Dave Ashby was hired as a part-time road deputy to help cover the shift rotation vacated by Undersheriff Holmes. Ashby is the next candidate on our hiring list for a full-time position. Effective Sunday 9 August 2009, Deputy Dave Ashby will be promoted from part-time to full-time and assume the road patrol position that Undersheriff Holmes now holds.

Kenny Marks – Sheriff

Cc:

Dave Ashby

Corporal Jeff Brunelle

Undersheriff Holmes

MENOMINEE COUNTY PERSONNEL ACTION FORM

EFFECTIVE DATE: 08/09/09

EMPLOYEE NAME: DAVID ASHBY

POSITION/DEPT: FULL TIME ROAD PATROL

I. CHANGE

DESCRIPTION	FROM	TO
Dept./Div.		
Job Classification		
Rate of Pay	\$11.80	\$17.28
Account Number		
Change of Address/Telephone		

II. REASONS FOR CHANGE (As applicable)

- | | | |
|--|--|---|
| <input type="checkbox"/> New Hire | <input type="checkbox"/> Status Change | <input type="checkbox"/> Deceased |
| <input type="checkbox"/> Re-Hire | <input type="checkbox"/> Promotion | <input type="checkbox"/> Demotion |
| <input type="checkbox"/> Annual Evaluation | <input type="checkbox"/> Transfer – Voluntary | <input type="checkbox"/> Transfer – Involuntary |
| <input type="checkbox"/> Probationary Period Completed | <input checked="" type="checkbox"/> Part-Time to Full-Time | <input type="checkbox"/> Termination |
| <input type="checkbox"/> Leave of Absence | <input type="checkbox"/> Retirement | <input type="checkbox"/> Resignation with Notice |
| <input type="checkbox"/> Temporary Assignment | <input type="checkbox"/> Resignation without Notice | <input type="checkbox"/> Discharge |
| <input type="checkbox"/> Reclassification | <input type="checkbox"/> Layoff | <input type="checkbox"/> Temporary position ended |
| | <input type="checkbox"/> Suspended with Pay | <input type="checkbox"/> Suspended without Pay |
| | | <input type="checkbox"/> Other |

Replacing (Status Changes/New Hires):

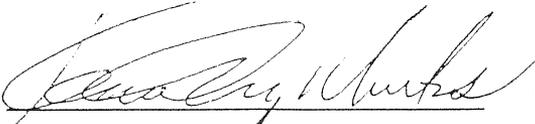
Explanation:

PROMOTING DAVID ASHBY FROM PART TIME TO FULL TIME ROAD PATROL OFFICER

!!!. ATTACHMENTS (As Applicable)

- Employment Application/Interview Selection Record/Background Check
- Evaluation Form
- Letter/Memorandum

IV. SIGNATURES

Department Head Authorization:  Date: 08/06/09

County Administrator Approval:  Date: 8/18/09

V. DISTRIBUTION

- A. Original with Attachments – Personnel Records
- B. Copy without Attachments – Employee, Department Head(s), Payroll, Insurance Dept., Accounts Payable, County Board of Commissioners

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Temporary employee status change request
DEPARTMENT:	Sheriff
ATTACHMENTS:	Yes
SUMMARY:	Undersheriff Holmes requests to change status of "temporary" part time employee, Carol Rye-Lindberg to "regular" part time, with no county benefits.
RECOMMENDED MOTION	

Submitted by: Gary Eichhorn

 11/03/2009
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):

Memo

To: Menominee County Board of Commissioners

From: Undersheriff Holmes

Date: 10/29/2009

Re: Carol Rye-Lindberg

County Commissioners,

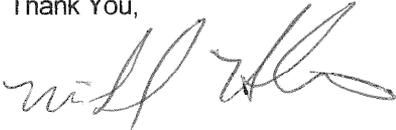
Carol Rye-Lindberg was hired as a part time temporary employee by the Sheriff Department 5/16/05 to collect prisoner board monies.

According to the personnel Manual, a part time temporary employee is a temporary position lasting no longer than 12 months. Carol is currently working for the Sheriff Department as a temporary employee.

I would like to change her status from part time temporary to part time regular to enable Carol to continue collecting the prisoner board money as a part time county employee indefinitely.

I acknowledge that a regular part time employee works less than 35 hours per week and has no county benefits.

Thank You,



Mike Holmes
Undersheriff Menominee County Sheriff Department

MENOMINEE COUNTY PERSONNEL ACTION FORM

EFFECTIVE DATE: 8/14/09

EMPLOYEE NAME: CAROL RYE-LINDBERG

POSITION/DEPT: ~~MEMORANDUM~~ SHERIFF DEPT.

I. CHANGE

DESCRIPTION	FROM	TO
Dept./Div.		
Job Classification	TEMP. PART TIME	REG. PART TIME
Rate of Pay		
Account Number		
Change of Address/Telephone		

II REASONS FOR CHANGE (As applicable)

- | | | |
|--|---|---|
| <input type="checkbox"/> New Hire | <input checked="" type="checkbox"/> Status Change | <input type="checkbox"/> Demotion |
| <input type="checkbox"/> Re-Hire | <input type="checkbox"/> Promotion | <input type="checkbox"/> Transfer – Involuntary |
| <input type="checkbox"/> Annual Evaluation | <input type="checkbox"/> Transfer – Voluntary | <input type="checkbox"/> Termination |
| <input type="checkbox"/> Probationary Period Completed | <input type="checkbox"/> Part-Time to Full-Time | <input type="checkbox"/> Resignation with Notice |
| <input type="checkbox"/> Leave of Absence | <input type="checkbox"/> Retirement | <input type="checkbox"/> Resignation w/o Notice |
| <input type="checkbox"/> Temporary Assignment | <input type="checkbox"/> Discharge | <input type="checkbox"/> Temporary position ended |
| <input type="checkbox"/> Reclassification | <input type="checkbox"/> Layoff | <input type="checkbox"/> Deceased |
| | <input type="checkbox"/> Suspended with Pay | <input checked="" type="checkbox"/> Other |
| | <input type="checkbox"/> Suspended without Pay | |

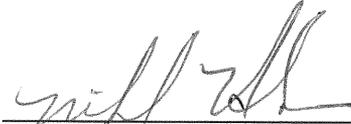
Replacing (Status Changes/New Hires):

Explanation: CAROL RYE-LINDBERG FROM CAROL RYE

III ATTACHMENTS (As Applicable)

- Employment Application/Interview Selection Record/Background Check
- Evaluation Form
- Letter/Memorandum

IV SIGNATURES

Department Head Authorization: 

Date: 10/29/09

County Administrator Approval: _____

Date: _____

V DISTRIBUTION

- A. Original with Attachments - Personnel Records
- B. Copy without Attachments - Employee, Department Head(s), Payroll, Insurance Department, County Board of Commissioners

Personnel Committee
August 13, 2009
Minutes

Approved 10/20/2009

The Personnel Committee of the Menominee County Board met on August 13, 2009 at 4:30 PM in the Jury Room. Present at the meeting were Com. James Furlong, Com. Garry Anderson, County Interim Administrator Mike Erdman, Sherry Smith, Admin. Asst.

Others Present: Sheriff Marks, Undersheriff Holmes, Diane Lesperance, Peggy Schroud, Kim Kewley, Larry Pepin, Tom Cheski, Penny Mullins, Annette Filibeck, Mike Jasper & Dawn Dennis-Ruleau.

Call Meeting to order: 4:30 PM

Agenda: Com. Furlong would like to amend the agenda to remove item d. (Building Code request – Winter time off) The amended agenda was approved by Com. Anderson supported by Com. Furlong

Previous Minutes: Approved by Com. Anderson supported by Com. Furlong

Public Comment: None

Business: Sheriff Marks-Civil Rights Processing & Staffing: Sheriff Marks explained the position of Carol Rye. She was hired in 2005 as a temporary employee to process the Prisoner board monies. She's been with the Sheriff Dept. now for 4 years and is still a temporary employee. According to the personnel manual, a temporary position is for no more than 12 months. Sheriff Marks would like to hire Ms. Rye as a part time employee and be able to use her for more hours helping to process paperwork. Sheriff Marks adds that Tina Nast is having a hard time keeping up with the Civil processing paperwork, not to mention all of the many other duties she is unable to keep up with. Civil processing reports have gone up in numbers: FY 06-07 – 920 reports were processed, FY 07-08 – 1326 reports were processed, this year (08-09) so far we've already processed 1811 reports and we still have over a month to go. Com. Anderson recommends the board change Ms. Rye's temporary position to a part time position not to exceed 35 hours per week. Com. Furlong concurs, 35 hours per week is no problem with him. Consensus is to forward this subject to the board for approval.

Human Resource Software: Mr. Erdman talked about the Human resource software, ABRA which we currently have in the Clerks' office. We have the ability to do more with the software than we currently do. We should have the benefits in the system, but we've never used that part of the software. It'll take some time to enter the data in, but when it's done, we can generate a lot of reports that we've never been able to generate before. Consensus it to check into having someone come to the courthouse to train the payroll clerk how to use the benefits portion of the program.

Compensatory time for Supervisors: Mr. Erdman brought this subject up because when he was signing timesheets, Mr. Wery had comp time on his timesheet. The by-laws are unclear about

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Corrections Title Change
DEPARTMENT:	Sheriff
ATTACHMENTS:	Yes
SUMMARY:	
Undersheriff Holmes requests to have Ms. Nast's Title of "Secretary" be changed to "Administrative Assistant". There is no change in pay with the Title Change.	
RECOMMENDED MOTION	

Submitted by: Gary Eichhorn

11/05/2009
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 PERSONNEL ACTION FORM

EFFECTIVE DATE: 11/1/09

EMPLOYEE NAME: TINA NAST

POSITION/DEPT: CORRECTIONS

I. CHANGE

DESCRIPTION	FROM	TO
Dept./Div.		
Job Classification	SECRETARY / CORRECTIONS	CORRECTIONS / ADMIN. ASSISTANT
Rate of Pay		
Account Number		
Change of Address/Telephone		

II REASONS FOR CHANGE (As applicable)

- | | | |
|--|---|---|
| <input type="checkbox"/> New Hire | <input checked="" type="checkbox"/> Status Change | <input type="checkbox"/> Demotion |
| <input type="checkbox"/> Re-Hire | <input type="checkbox"/> Promotion | <input type="checkbox"/> Transfer – Involuntary |
| <input type="checkbox"/> Annual Evaluation | <input type="checkbox"/> Transfer – Voluntary | <input type="checkbox"/> Termination |
| <input type="checkbox"/> Probationary Period Completed | <input type="checkbox"/> Part-Time to Full-Time | <input type="checkbox"/> Resignation with Notice |
| <input type="checkbox"/> Leave of Absence | <input type="checkbox"/> Retirement | <input type="checkbox"/> Resignation w/o Notice |
| <input type="checkbox"/> Temporary Assignment | <input type="checkbox"/> Discharge | <input type="checkbox"/> Temporary position ended |
| <input type="checkbox"/> Reclassification | <input type="checkbox"/> Layoff | <input type="checkbox"/> Deceased |
| | <input type="checkbox"/> Suspended with Pay | <input type="checkbox"/> Other |
| | <input type="checkbox"/> Suspended without Pay | |

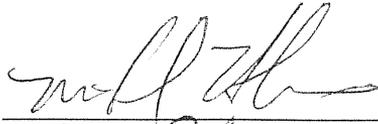
Replacing (Status Changes/New Hires):

Explanation:

III ATTACHMENTS (As Applicable)

- Employment Application/Interview Selection Record/Background Check
- Evaluation Form
- Letter/Memorandum

IV SIGNATURES

Department Head Authorization: 

Date: 11/2/09

County Administrator Approval: 

Date: 11/2/09

V DISTRIBUTION

- A. Original with Attachments - Personnel Records
- B. Copy without Attachments - Employee, Department Head(s), Payroll, Insurance Department, County Board of Commissioners

Secretary

From Wikipedia, the free encyclopedia

A **secretary** is an **administrative assistant** in business office administration.

The executive secretary (sometimes called administrative assistant or associate) has a myriad of administrative duties. Traditionally, these duties were mostly related to correspondence, such as the typing out of letters. The advent of word processing has significantly reduced the time that such duties require, with the result that many new tasks have come under the purview of the secretary. These might include managing budgets and doing bookkeeping, maintaining websites, and making travel arrangements. Secretaries might manage all the administrative details of running a high level conference or arrange the catering for a typical lunch meeting. Often executives will ask their assistant to take meeting minutes and prepare meeting documents for review. They may also do personnel paperwork which used to be thought of as a Human Relations function; this might also include understanding the complex rules regarding Visa and Immigration.

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Retirement of Animal Control Officer
DEPARTMENT:	Sheriff
ATTACHMENTS:	Yes
SUMMARY:	
<p>Sheriff Marks requests permission to start the hiring process for an animal control officer to replace Ned Hauser who will be retiring on Jan. 1, 2010.</p>	
RECOMMENDED MOTION	

Submitted by: Gary Eichhorn

 11/03/2009
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):

DRAFT

COMMUNITY SERVICE OFFICER (CSO) DUTIES
(CIVIL, SECURITY, ANIMAL CONTROL)

ANIMAL CONTROL OFFICER
DUTIES, AUTHORITY AND RESPONSIBILITIES

DUTIES

Animal control officer shall perform duties in accordance with the provisions of the Menominee County Animal Control Ordinance and/or State Statutes.

Shall seize, transport and place in the local animal shelter any dogs (upon investigation):

- Found running at large
- Kept or harbored any place within the county contrary to ordinance or statutes
- All dogs that have been determined to have been subjected to cruelty
- Alleged to be dangerous to persons or property
- Shall investigate all animal bite cases involving humans.
 - Search for the animal involved.
 - Impound or quarantine the animal for examination of disease in accordance with ordinances and/or statutes.
- Seize and impound any rabies suspect animal

Shall have the duty and be authorized to issue appearance tickets, citations, or summonses to persons owning, keeping or harboring dogs contrary to ordinances and/or statutes.

It shall be the duty of the Animal Control Officer to enforce the provisions of this Ordinance and the statutes of the state pertaining to dogs, and he may make complaint to the appropriate District Court or other appropriate court in regard to any violation thereof.

SECURITY DUTIES

Provide security in the court room on an as needed basis.

Act as court officer, serving warrants and other court documents issued by District and Circuit Court judges.

CIVIL PROCESS

Serve variety of civil process and/or court orders including writs, foreclosures, and other legal documents.

BAILIFF DUTIES

Shall serve as bailiff for the courts on an as needed basis

CORRECTIONS DUTIES

Shall serve as a corrections officer when assigned by the jail administrator and perform all the duties and responsibilities listed for the standard corrections officer.

ADDITIONAL DUTIES

Assist Road Patrol when requested

Perform any other duties designated by the Sheriff or other supervisor

The C.S.A. Officer work schedule shall vary in hours and days according to departmental needs.

Wages established according to contract.

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Suggest formation of a committee to update animal control ordinance
DEPARTMENT:	Sheriff
ATTACHMENTS:	Yes
SUMMARY:	
<p>Suggest formation of a committee with representation from animal shelter, City of Menominee, County Board and Sheriff's Office, regarding drafting of an updated animal ordinance and a possible contract with the City of Menominee to do their animal control. The updated animal control ordinance would increase revenues from dog licenses and citations to assist in paying for the position. If a contract with the City of Menominee can be negotiated then I'll request a part-time animal control position be filled to provide coverage on weekends.</p>	
RECOMMENDED MOTION	

Submitted by: Gary Eichhorn

 11/03/2009
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:	Courthouse and Courtroom Security
DEPARTMENT:	Sheriff Dept.
ATTACHMENTS:	Yes
SUMMARY:	
Sheriff Marks points out some recommendations to increase courthouse/courtroom security	
RECOMMENDED MOTION	

Submitted by: **Gary Eichhorn**

 11/03/2009
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):

Ken Marks

From: Ken Marks
Sent: Friday, October 23, 2009 9:25 AM
To: Al Thompson; Brandon Erdman; Dan Hass; Jeffrey Barstow; Richard Celello; Sherry Smith; Mary DePas; Carol Johnson; Anthony DiMaso; Brian Helfert; Carl Powell; Greg Nast; Jeffrey Brunelle; Jeremy Anderson; Joel Doubek; Ken Marks; Matthew Testin; Michael Holmes; Robert Menacher; Roxanne Drust; Thomas Nettleton; Tina Nast
Subject: Trial Hot Wash

On 10-22-2009 at 1300, I met with my staff members who served on courthouse and courtroom security for the murder trial. The results of that hot wash are as follows:

- Recommend that judge issues verbal warning to spectators in courtroom at the beginning of trial. No outburst, demonstrations, display of photographs, display of signs or inappropriate T-shirts. Violation will result in arrest.
- Deputy will stay within lunge length of unshackled defendant at all times as backup to electronic security belt.
- Use a patrol vehicle with tinted rear windows and cage to transport defendant.
- Give media identification badges to wear in courthouse/courtroom.
- Assess and fix HVAC system in courtroom "A." It is too hot! This was the #1 problem during the trial.
- Need to purchase wood table on wheels to be placed next to walk through metal detector.
- Need to purchase designated evidence carts, vice carts taken out of jail kitchen.
- Need to upgrade surveillance cameras in courtroom "A" in order to increase coverage. Current limitations are a breach of security.
- Courtroom "A" and the back stairwell are dirty and dusty. Carpets need cleaned and/or replaced. It is an embarrassment for the public to see it and breath it.

Respectfully Submitted,

Sheriff Kenny Marks

Menominee County
831 10th Avenue
Menominee, Michigan 49858



Data Consultants

A Solutions Company

Visit our corporate site at www.kdsolutions.com

K-Group Companies - 878 Front Ave NW - Grand Rapids, MI 49504 Phone: (616) 235-6860 Fax: (616) 235-1624

Menominee County Jail
 Roxanne Drust, Jail Administrator
 831 10th Avenue
 Menominee MI 49858

Tuesday, October 27, 2009

Here is the proposal you requested. I am providing pricing on both a two camera installation and the installation of a PTZ camera. Because you already have one camera in the court room, adding two fixed cameras would provide you with the best overall shot.

Fixed Cameras

Description	Quantity	Unit Price	Price
1/3" Color D/N, 540 TVL, 2.9-8.2mm	2	360.00	720.00
Cable, BNC connectors and supplies			250.00
Installation, travel and lodging			2100.00
Subtotal			3070.00
Tax			0.00
Total			3070.00

PTZ Camera

Description	Quantity	Unit Price	Price
Indoor PTZ camera, day/night	1	1750.00	1750.00
Cable, BNC connectors and supplies			250.00
Installation			2100.00
Subtotal			4100.00
Tax			0.00
Total			4100.00

Respectfully,

Joshua K Bylsma
 Physical Security Consultant

Data Consultants, Inc

Educate – Identify – Create – Deliver – Guarantee



Long after price is forgotten...



Service is Remembered



MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Resolution 09-17 ~ Honoring Mike Jasper
DEPARTMENT:	Co. Clerk
ATTACHMENTS:	Yes
SUMMARY:	Resolution honoring Mike Jasper's years of service to the County
RECOMMENDED MOTION	

Submitted by: Gary Eichhorn

11/03/2009
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

	Approved
	Disapproved
	Approved with the following change(s):

MENOMINEE COUNTY
RESOLUTION 09-17

HONORING

MIKE JASPER

WHEREAS, County Clerk Mike Jasper served Menominee County for 10 years; and faithfully and efficiently performed his duties as the County Clerk, Deputy County Clerk and County Commissioner.

WHEREAS, Mike displayed dedication, initiative, and resourcefulness.

WHEREAS, Mike was always helpful, courteous, friendly and accommodating to those he worked with; and

WHEREAS, Mike's fellow employees declared him "a pleasure to work with" and held him in the highest esteem; and

WHEREAS, Mike performed his duties with professionalism, dignity and respect for the members of the Public; and

WHEREAS, Mike was willing to give of himself in both time and service for the benefit of Menominee County; and

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

THEREFORE BE IT RESOLVED THAT, the Menominee County Board of Commissioners, hereby recognize Mike Jasper for his 10 years of loyal and faithful service to the citizens of Menominee County; and

THEREFORE BE IT RESOLVED THAT, in honor of his 10 years of service, this resolution be presented to his beloved wife, Melanie Jasper.

Marc Kleiman
Menominee County Clerk

Gary Eichhorn, Chairman
Menominee County Board of Commissioners

Date

Date

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Resolution 09-18 ~ Honoring Debra Pitts
DEPARTMENT:	Gary Eichhorn-Pinecrest
ATTACHMENTS:	Yes
SUMMARY:	Resolution honoring Debra Pitts and her service to Pinecrest and the National Association of Healthcare Assistants.
RECOMMENDED MOTION	

Submitted by: Gary Eichhorn

11/03/2009
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

	Approved
	Disapproved
	Approved with the following change(s):

MENOMINEE COUNTY

RESOLUTION 09-18

HONORING

DEBRA PITTS

WHEREAS, The Menominee County Commissioners recognize Ms. Debra Pitts for her 37 years of dedication and service to the profession and leadership with the National Association of Healthcare Assistants.

WHEREAS, Each Commissioner realizes the important work caregivers and nursing assistants provide to our community.

WHEREAS, their vocation is the backbone and the heart and soul of the nursing home profession.

WHEREAS, Ms. Pitts' leadership has contributed significantly toward promoting the highest quality of care for the residents living at Pinecrest Medical Care Facility, as well as elevating the professional standing and performance of nursing assistants.

WHEREAS, Her recent national recognition as *Member of the Year* and her contributions to the *2009 Steering Committee* reflects great credit upon herself and in keeping the highest traditions of Pinecrest Medical Care Facility.

BE IT FURTHER RESOLVED that this resolution be included in the Minutes of this meeting and a copy presented to Ms. Pitts as a token of the Commissioner's appreciation and thanks for her dedication and service to Menominee County Residents.

Marc Kleiman
Menominee County Clerk

Gary Eichhorn, Chairman
Menominee County Board of Commissioners

Date _____

Date _____

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Grant Administrator
DEPARTMENT:	Remonumentation Committee
ATTACHMENTS:	Yes
SUMMARY: 2009 Completion report has been submitted from the Remonumentation Committee. This report needs a Grant Administrator to sign before submission to the state. The State needs the board to officially appoint a Grant Administrator, documentation must accompany the report.	
RECOMMENDED MOTION	

Submitted by: Gary Eichhorn

 11/03/2009
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):

Completion Report For Grant Year 2009

Authority: 1990 PA 345

Department of Energy, Labor & Economic Growth Bureau of Construction Codes Office of Land Survey and Remonumentation 6546 Mercantile Way, P.O. Box 30704 Lansing, MI 48909 Telephone: 517-241-6321 Facsimile: 517-241-6301	County of MENOMINEE <hr/> Grant #BCC-09 _____ MAIN Mail Code: _____ <hr/> Federal I.D. 38-6005907
---	--

Complete And Submit This Report After July 1, 2009, But No Later Than February 27, 2010

WORK PROGRAM CATEGORIES (Items G, H, I and J)	Column A	Column B		Column C		Column D (B - A)
NOTE: Provide a written narrative explaining the reason(s) for ANY difference in the corners completed versus the corners specified in the annual work program for items G, H, I & J, whether more or fewer or different corners were completed than were specified in your 2009 grant work program.	Number of Corners in APPROVED 2009 Work Program	Number of PHYSICAL Corners Completed		Number of Corners Completed COMMON to Another Township		Difference Between Number of Corners APPROVED & Number Completed (+ or -)
		1st Report	This Report	1st Report	This Report	
G RESEARCH completed.	68		68		19	0
H MONUMENTATION completed. Attach a copy of the recorded LCRC for each corner. If a common corner, attach one copy for each township. Enter a record for each corner, including common corners, completed on your database in each corresponding township. Submit records to the State on the web-based Corner Index System.	31		40		11	9

STATE USE ONLY: Number of Records Received: _____ **Total Number of 2009 LCRC's Received** _____

I Points with COORDINATES SET . Submit three-dimensional coordinates for corners on the web-based Corner Index System, description of the control monument, complete adjustment print-out and the surveyor's certification.						0
---	--	--	--	--	--	---

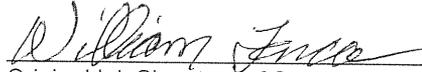
STATE USE ONLY: Number of Records Received: _____ **Certification Received? Yes** _____ **No** _____

J Existing CONTROL STATIONS RECOVERED . Enter each recovery on a "Mark Recovery Form" according to the NOAA/NGS instructions on the NGS website. Include a paper copy for the State's records and digital pictures.						0
--	--	--	--	--	--	---

STATE USE ONLY: Number of Mark Recovery Forms Received: _____

Final Payment Requested: \$ 11,832.00 (EARNED PORTION of the state grant not previously requested).

We certify to the best of our knowledge and belief that this report is correct and complete and all expenditures are for the purposes set forth in and in compliance with all grant/contract documents. We request the final payment of the 2009 grant amount **less the unearned portion**, if any.

Original Ink Signature of County Grant Administrator	 Original Ink Signature of County Representative
Date	Sept. 30, 2009 Date

Keith E. Lambert, P.S., Director, Office of Land Survey and Remonumentation _____ Date _____

Completion Report For Grant Year 2009

Department of Energy, Labor & Economic Growth
 Bureau of Construction Codes
 Office of Land Survey and Remonumentation
 6546 Mercantile Way, P.O. Box 30704
 Lansing, MI 48909
 Telephone: 517-241-6321 Facsimile: 517-241-6301

County of MENOMINEE

Grant #BCC-09 _____
MAIN Mail Code: _____

Federal I.D. 38-6005907

Expenditure Completion Report For Grant Year 2009
 (Expenditures include state grant funds, county cash contribution and expedited funds, if any)

Work Program Expenditures By Line Item	WORK PROGRAM EXPENDITURES BY CATEGORY				Total Actual Expenditures for 2009 Grant Year (add G, H, I and J across) Enter below <u>and</u> on Page 3, under Column "B"*	State Use Only
	Item G	Item H	Item I	Item J		
	Research on Corners	Monumentation of Corners	Setting of Coordinates	Recovery of Control Stations		
Peer Group (PG)		105.00			105.00	*
Contractual Survey Services (CSS)	2,006.00	18,138.81			20,144.81	*
Supplies and Materials (S/M)		23.97			23.97	*
Equipment (E)					0.00	*
Administration (A)					0.00	*
Actual 2009 Total Annual Expenditures (add Items G, H, I and J down)	Item G \$2,006.00	Item H \$18,267.78	Item I \$0.00	Item J \$0.00	Total \$20,273.78	
Approved 2009 Total Annual Project Budget					\$0.00	

*Total Actual Expenditures Column on Page 2 must be the same as Column "B" on Page 3

Completion Report For Grant Year 2009

Department of Energy, Labor & Economic Growth Bureau of Construction Codes Office of Land Survey and Remonumentation 6546 Mercantile Way, P.O. Box 30704 Lansing, MI 48909 Telephone: 517-241-6321 Facsimile: 517-241-6301	County of MENOMINEE
	Grant #BCC-09 _____ MAIN Mail Code: _____
	Federal I.D. 38-6005907

Expenditure Completion Report For Grant Year 2009
 (Expenditures include state grant funds, county cash contribution and expedited funds, if any)

Work Program Expenditures By Line Item	Column A	Column B	Column C	State Use Only
	Approved 2009 Budget Including Approved Amendments, if any	Total Actual Expenditures For 2009 Grant Year (From Page 2)	Difference Between Total Actual Expenditures And Approved Budget Including Approved Amendments, if any (Column A - B = C) Indicate As + or - Balance	
Peer Group (PG)	\$210.00	105.00	\$105.00	1
Contractual Survey Services (CSS)	\$19,310.00	20,144.81	-\$834.81	1
Supplies and Materials (S/M)	\$150.00	23.97	\$126.03	1
Equipment (E)		0.00	\$0.00	1
Administration (A)	\$50.00	0.00	\$50.00	1
Total (Add A, B, and C)	Total Annual Project Budget 19,720.00	Total Actual Expenditures \$20,273.78	Unexpended Portion of Total Annual Project Budget² -\$553.78	

For Calculation by the County Grant Administrator (not including expedited county programs)
 Counties with an approved expedited grant must complete Supplement A.

- \$ 19,720.00 (Total Expenditures, up to Total Annual Budget) minus \$ 0.00 (County Contribution) equals \$ 19,720.00 (Earned Amount).
- \$ 19,720.00 (Earned Amount) minus \$ 7,888.00 (40% Start-up Payment) minus \$ 0.00 (Progress Payment, if any) equals \$ 11,832.00 (Final Payment).
- \$ -\$553.78 (Unearned Portion of Grant) remains in the State Survey & Remonumentation Fund. If the total actual expenditures are less than the approved total annual project budget, the difference must be returned to the State (Section 2.5 of Grant Agreement).
- COUNTY MUST PROVIDE:**
 - County Treasurer's printout (detailed transaction history of Account 245) of all Survey and Remonumentation Grant activity
 - S&W/Fringe Benefits/Overhead, detailed breakdown of all internal county costs
 - All invoices
 - Narrative stating the reasons for any differences in Column C - Difference Between Total Actual Expenditures and Approved Budget

DELEG is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Reduction of operating hours - Library
DEPARTMENT:	County Library
ATTACHMENTS:	Yes
SUMMARY:	
<p>Commissioner Peterson would like the County Library to continue their operating hours as they were prior to the budget cut. Discussion with Pat Cheski on the feasibility of continuing operating hours as was. (Monday hours were changed from 8:00 AM - 2:00 PM to 9:00 AM - 1:00 PM due to budget cuts)</p>	
RECOMMENDED MOTION	

Submitted by: Gary Eichhorn

 11/03/2009
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):

NEW LIBRARY HOURS

Due to budget constraints, the Menominee County Library in Stephenson will be open new hours effective October 12, 2009.

Monday 9 a.m. to 1 p.m.
 Tuesday 8 a.m. to 5 p.m.
 Wednesday 8 a.m. to 5 p.m.
 Thursday 8 a.m. to 5 p.m.
 Friday 8 a.m. to 5 p.m.
 Saturday 9 a.m. to 1 p.m.

The Hermansville Branch Library hours will not be affected at this time.

For more information, please call the library at 906-753-6923 or 800-559-8194.

Prior to Oct. 12, 2009

Monday's operating hours were 8^{AM} - 2 PM.

All other days were not affected

From 46 operating hours to → 44 operating hours /wk.

K. McNeely called the regular meeting of the Menominee County Library Board to order at 4:00 PM on Tuesday, September 15, 2009.

Roll call was taken and present were K. Bates, J. Bejgrowicz, M. Erdman and K. McNeely. S. Parsons was excused.

J. Bejgrowicz moved to approve the agenda. Seconded by K. Bates, motion carried.

Public Participation:

Jason Lauzer stated that he was a library user, and he hoped the county board would not cut the part-time position at the library. David Eagleton, President of the Friends of the Library, again asked board members to spread the word that the Friends needed volunteers to be directors of their group. Dick Peterson stated that they were close to finishing the budget.

J. Bejgrowicz moved to approve the minutes from the August 18, 2009 meeting. Seconded by M. Erdman, motion carried.

K. Bates moved to approve the financial report. Seconded by M. Erdman, motion carried.

M. Erdman moved to approve the September bills and authorize P. Cheski to process the fiscal year-end bills. Seconded by K. Bates, motion carried.

Director's Report

- A. The monthly circulation stats comparisons for August were distributed in the board packets.
- B. The Friends of the Library will hold their next meeting this Thursday at 3:00 PM. The Fall newsletter is available at the circulation desk.
- C. After discussion, M. Erdman moved to purchase CybraryN software through Superiorland Library Cooperative at the special group purchase price of \$995.00. Seconded by J. Bejgrowicz, motion carried.
- D. Superiorland Library Cooperative Board Appointment – P. Cheski will ask Joan Brown if she would like to represent the library for the next fiscal year.

Old Business:

- A. Preliminary 2009-2010 Budget – Update – The board discussed the revenues and expenditures summary sheets that Mike Erdman, Interim County Administrator, distributed at this time. The totals still showed the elimination of the part-time position at the library. After discussion of how the library would handle the loss of another person, M. Erdman was asked when the County was giving lay-off notices to other affected personnel. He wasn't sure and said he would have to contact Dan Hass. Since the County budget probably won't be approved until September 29, 2009, two weeks notice (or longer for supervisory positions) can't be given prior to that date. After additional discussion, K. Bates moved (depending on the final library budget for Fiscal Year 2009-2010,) to lay off P. Shuman effective September 30, 2009 and to reduce the Monday hours at the Stephenson location to four hours. The new Monday hours will be 9:00 AM to 1:00 PM, effective Monday, October 12. Seconded by J. Bejgrowicz, motion carried.

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Commissioners Per-Diems/Expenses
DEPARTMENT:	Administration/Board
ATTACHMENTS:	Yes
SUMMARY:	
Board to review Commissioner Per Diems & Expenses as recently submitted for payment.	
RECOMMENDED MOTION	

Submitted by: Gary Eichhorn

 11/03/2009
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

	Approved
	Disapproved
	Approved with the following change(s):

MENOMINEE COUNTY
BOARD OF COMMISSIONERS
REIMBURSEMENT VOUCHER

COPY

Mileage: \$.55/mile ~ effective 01 Jan. 2009
 \$.585/mile ~ effective 01 July 2008

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

*must attach receipt for reimbursement

Name: **Bernie Lang ~ District 1**

2009

Date	Mileage ~ to/from	# of miles	X .55/mile	Total Cost	Account Number
9-29	SOC SERV.	3			101-101-860.01
9-29	BUDGET HEARINGS/CO. PD.	3			101-101-860.01
10-2	UPRAC	118			101-101-860.01
10-3	UPRAC	116			101-101-860.01
10-8	CRA	116			101-101-860.01
10-8	MT. WIS.	110			101-101-860.01
10-9	CO. BD.	110			101-101-860.01
10-16	UPCAD	110			101-101-860.01
10-19	CO. BD.	3			101-101-860.01
10-21	HEALTH DEPT.	88			101-101-860.01
10-23	CURTAIN	4			101-101-860.01
		566	X.55 →	311.30	101-101-860.01
	Conference Expenses Meals, Lodging, gas				
10-2	LUNCH	8.29			101-101-859.00
10-2	DINNER	7.04			101-101-859.00
		15.33		15.33	101-101-859.00
				326.63	101-101-859.00
					101-101-859.00
					101-101-859.00
Total Mileage, Meals, Lodging & Conference Expenses to be reimbursed					326.63

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

B Lang

Signed

10-23-09

Date

Commissioner Per Diem Expense Form

COPY

Name of Commissioner Dick Peterson (Oct 09)

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

Date	Meeting Description & Duration	Meeting Expense
OCT 9 TH	SP. Meeting 1(HR) MENOMINEE	\$ 50
OCT 13 TH	COW 1 1/2 "	50
OCT 13 TH	SP. Meeting 1/2 "	50
OCT 14 TH	PARK and REC 1-HR STEPHENSON	50
OCT 16 TH	ECON DEV 2-HR MENOMINEE	50
OCT 19 TH	RE MONUMENTATION 1-HR MENOMINEE	50
OCT 19 TH	SP. Meeting 1/2 HR	50
OCT 23 RD	CAPPAD on GIS for MENOMINEE	N/C
OCT 27 TH	REG Meeting 1/2 CARNEY	50
OCT 27 TH	CARNEY ANNEX HEARING 1/4 CARNEY	30
Total Per Diem		\$ 450 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: Dick Peterson

Date: NOV 2ND 2009

MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

SUBJECT:	Miscellaneous Bills
DEPARTMENT:	Administrative/Board
ATTACHMENTS:	Yes
SUMMARY:	
Board to review recently submitted Miscellaneous Bills for payment on Oct. 19, 22 & Nov. 1 in the amount of \$233,182.00	
RECOMMENDED MOTION	

Submitted by: Gary Eichhorn

11/03/2009
Date

WORKSHOP ACTION

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

COUNTY BOARD ACTION

DATE:

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

General Fund Expenditures

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

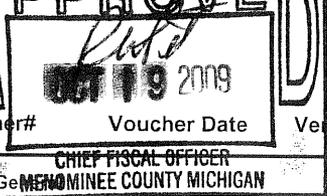
Special Revenue Funds

205 Road Patrol
208 County Parks
215 Friend of Court
216 Twin County Airport
220 Park Improvements
243 Remonumentation
249 Building Code
253 Summer Tax Collection
256 ROD - Automation Fund
264 Local Corrections Officers Training
265 Drug Law Enforcement Forfeiture
266 E911
269 Law Library
271 County Library
272 CDBG - Wells Fargo Grant
274 CDBG - County
276 CERT-Citzns Emerg. Response Team
277 LEPC
278 FEMA - Homeland Security Grants
279 2004 Homeland Security Grant
280 Inmate Canteen fund
281 K-9
284 Revenue Sharing
285 Senior Citizens
292 Child Care
294 Veterans' Trust
296 Special Child Care Funds

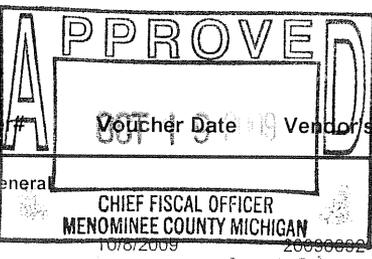
516 DTRF-Delinquent Tax Revolving Fund
517 DTRF-PA 123 Foreclosure

MENOMINEE COUNTY
Claims Audit Report

*all 2008-2009 except
95 noted*



Vendor Name	Voucher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
A B C PRINTERS								
	7846	9/23/2009	90020	Regular envelopes	101-267-727.00	350.00		\$446.00
	7854	9/18/2009	90004	Order to Appear	101-141-727.00	96.00		
AIR COOLED ENGINES								
	7909	9/30/2009	58168	Parks supplies	208-751-930.02	12.47		\$12.47
ALGER-DELTA COOPERATIVE ASSOCI								
	7910	9/30/2009	1503500	Utilities	208-751-920.01	391.99		\$2,924.57
	7911	9/30/2009	380300	Utilities	208-751-920.01	258.07		
	7912	9/30/2009	367200	Utilities	208-751-920.01	775.36		
	7913	9/30/2009	379700	Utilities	208-751-920.01	131.59		
	7914	9/30/2009	369802	Utilities	208-751-920.01	317.62		
	7915	9/30/2009	383001	Utilities	208-751-920.01	37.95		
	7916	9/30/2009	367100	Utilities	208-751-920.01	278.03		
	7917	9/30/2009	383301	Utilities	208-751-920.01	177.96		
	7918	9/30/2009	383200	Utilities	208-751-920.01	453.66		
	7919	9/30/2009	370500	Utilities	208-751-920.01	102.34		
ANDERSON AUTO & RV SALES INC								
	7977	10/7/2009	Statement	Vehicle maintenance	205-315-934.02	662.30		\$662.30
ANDERSON, TACKMAN & CO PLC								
	7937	9/30/2009	49907	Meeting regarding Bank Reconciliation	101-103-801.01	665.00		\$665.00
ANGELIS MENOMINEE INC								
	7962	9/30/2009	00-MENJAIL	Inmate grocery	101-301-770.00	498.96		\$498.96
AT&T - Aurora, IL								
	7938	10/1/2009	906R41083910	Monthly service	101-103-850.00	691.86		\$935.42
	7939	10/1/2009	906753458210	Monthly service	101-103-850.00	39.08		
	7940	10/1/2009	906753220910	Monthly service	101-103-850.00	204.48		
AT&T Long Distance								
	7894	9/19/2009	854528091	Long distance charges	101-103-850.00	267.04		\$267.04
BP								
	7889	10/2/2009	21324866	Gasoline	249-371-742.00	187.99		\$588.02
	7959	10/6/2009	5901027408	Gasoline	101-301-742.00	400.03		
C.B. Services Agency, Inc.								
	7982	9/30/2009	0930090993	Process Service - Todd Williams	101-267-804.00	135.00		\$135.00
Cellcom Wisconsin RSA 04								
	7890	10/5/2009	415600	Medical Examiner	101-648-727.00	63.63		\$402.36
	7976	9/27/2009	239357	Monthly charges	205-315-850.00	326.44		
	7976	9/27/2009	239357	Monthly charges	101-426-755.00	12.29		
CITY OF MENOMINEE - 2511 10TH ST.								
	7970	10/8/2009	2185	Gasoline - September 2009	205-315-742.00	2,289.01		\$2,594.18
	7974	10/8/2009	2181	Gasoline - September 2009	101-265-742.00	174.10		
	7974	10/8/2009	2181	Gasoline - September 2009	101-682-860.00	18.12		
	7974	10/8/2009	2181	Gasoline - September 2009	101-257-742.00	112.95		
City of Stephenson								
	7849	9/28/2009	709	Utilities	101-261-920.01	16.00		\$257.30
	7849	9/28/2009	709	Utilities	101-261-920.03	211.30		
	7849	9/28/2009	709	Utilities	101-261-920.02	30.00		

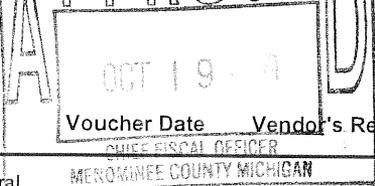


MENOMINEE COUNTY
Claims Audit Report

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Vendor Name	Voucher #	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Kopsi, Lori	7938	10/6/2009	20090002	Foster care reimbursement	292-662-843.02	538.72		\$538.72
LARRY'S ALIGNMENT & SERVICE								
	7887	10/7/2009	2001 Ranger	Vehicle maintenance	249-371-742.00	46.00		\$46.00
Lesperance, Diane								
	7907	9/30/2009	Reimbursement	Mileage	101-253-860.00	69.74		\$113.19
	7908	9/30/2009	Reimbursement	Mileage	101-253-860.00	43.45		
Linder Implement Co., Inc.								
	7924	8/10/2009	86454	Repairs on 425 mower	208-751-930.02	149.50		\$409.75
	7925	8/19/2009	86780	Filters, plugs, blades	208-751-930.02	114.25		
	7926	8/27/2009	86604	Wheels, caps	208-751-930.02	146.00		
LONG HEATING & COOLING INC								
	7868	9/30/2009	31409	Washers	101-265-755.00	0.70		\$0.70
Lufts Advertiser								
	7841	9/29/2009	Statement	September ads	101-101-901.00	29.50		\$293.50
	7841	9/29/2009	Statement	September ads	101-262-727.00	264.00		
MARINETTE CAMERA FAIR								
	7895	10/7/2009	CF-446614	People vs. Dulak - pictures	101-267-804.00	244.51		\$314.15
	7930	10/7/2009	CF-446637	Glossy prints	101-267-804.00	4.99		
	7932	10/9/2009	CF-446805	4x6 & 8x12 prints	101-267-804.00	64.65		
Mastercard								
	7989	10/9/2009	credit card	Lodging, fuel, meals, inmate grocery	101-301-727.00	50.00		\$3,290.44
	7989	10/9/2009	credit card	Lodging, fuel, meals, inmate grocery	101-301-742.00	96.03		
	7989	10/9/2009	credit card	Lodging, fuel, meals, inmate grocery	101-301-770.00	350.42		
	7989	10/9/2009	credit card	Lodging, fuel, meals, inmate grocery	101-301-860.00	95.60		
	7989	10/9/2009	credit card	Lodging, fuel, meals, inmate grocery	101-301-881.00	520.02		
	7989	10/9/2009	credit card	Lodging, fuel, meals, inmate grocery	101-301-981.00	92.14		
	7989	10/9/2009	credit card	Lodging, fuel, meals, inmate grocery	205-315-860.00	180.63		
	7989	10/9/2009	credit card	Lodging, fuel, meals, inmate grocery	205-315-934.00	164.51		
	7989	10/9/2009	credit card	Lodging, fuel, meals, inmate grocery	264-363-881.00	437.97		
	7989	10/9/2009	credit card	Lodging, fuel, meals, inmate grocery	281-345-881.00	463.00		
	7989	10/9/2009	credit card	Lodging, fuel, meals, inmate grocery	282-302-881.00	840.12		
Maximus, Inc.								
	7972	10/15/2009	101271.01.01.01-004	4th Qtr. Scantron timesheets	101-141-801.00	126.00		\$184.80
	2009-2010 7973	10/15/2009	101271.01.01.01-004	4th Qtr. Scantron timesheets	101-141-801.00	58.80		
MedDirect, Inc.								
	7966	9/28/2009	56076	Drug testing supplies	101-301-770.01	329.65		\$329.65
Menards - Marinette								
	7870	10/1/2009	97030	6' Grey cord cover	101-265-755.00	25.41		\$61.33
	7881	9/28/2009	96655	4' T8 Octron	101-265-755.00	35.92		
MENOMINEE COUNTY JOURNAL								
	7856	10/1/2009	144	Registration notice & Proposals for Nov	101-262-727.00	432.00		\$496.00
	7858	10/1/2009	142	Public Hearing Notice	101-101-901.00	32.00		
	7861	10/1/2009	147	Public land auction	517-252-900.00	32.00		
MICHIGAN STATE INDUSTRIES								
	7975	9/24/2009	2060616	Caster 5545 HD Barrel, Black	266-325-728.01	28.00		\$28.00
MID-COUNTY SMALL ENGINES, LLC								
	7876	10/1/2009	565	oil	208-751-930.04	25.90		\$25.90

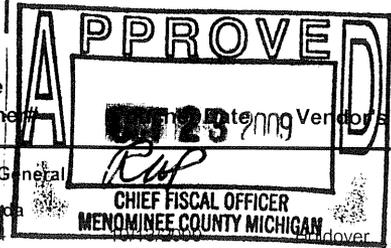
MENOMINEE COUNTY
Claims Audit Report



Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
STEPHENSON MARKETING COOPERATI								
	7905	9/30/2009	462643	Parks supplies	208-751-930.04	130.49		\$437.54
	7958	9/30/2009	15579	Gasoline	101-301-742.00	307.05		
SUPERIOR STATE ADMINISTRATORS								
	7936	1/1/2009	9919	2009 Cafeteria Plan annual fee	101-103-801.00	350.00		\$350.00
The Ebco Company, LLC								
	7843	9/28/2009	09126	Transcript fee & copy fee	101-136-727.00	359.95		\$359.95
The Print Shop - P.O. Box 247								
	7888	9/29/2009	Statement	Envelopes	249-371-727.00	48.00		\$48.00
Time Warner Cable								
	7946	9/25/2009	004-700185701-001	July - Aug., Sept. - Oct.	101-103-851.01	599.90		\$599.90
Tri-County Sports & Equipment								
	7969	9/29/2009	2898	Service Yamaha Kodiak 400	101-334-755.00	114.58		\$114.58
TWIN CITY ELECTRIC								
	7878	9/15/2009	78710	ballast, cw lamp, clips	101-265-755.00	57.86		\$72.90
	7879	9/8/2009	78686	bulbs	101-265-755.00	15.04		
U S ELECTRIC INC								
	7864	6/1/2009	9921E	Boiler stack repair & flag pole lights	101-265-755.00	300.70		\$300.70
U.E.S. COMPUTERS, INC.								
	2009-20107446	9/21/2009	19668	Antivirus, Anitspam, & security renewal	101-103-857.00	7,236.96		\$10,777.46
	2009-20107612	9/1/2009	13619	Service call - Sheriff's Dept.	101-301-727.00	113.00		
	7859	9/25/2009	47142	Pentium workstations - 2	101-268-931.00	2,400.00		
	7941	10/7/2009	27383	Service call - Admin	101-103-857.00	205.00		
	7942	10/7/2009	27345	Service call - Admin	101-103-857.00	60.00		
	7943	10/7/2009	27263	Service call - Admin	101-103-857.00	215.00		
	7947	10/2/2009	27336	Service call - Admin	101-103-857.00	67.50		
	7948	10/2/2009	27187	Service call - ROD	101-103-857.00	15.00		
	7949	10/2/2009	47285	Monthly DVD Backup	101-103-857.00	100.00		
	7950	10/5/2009	27214	Service Call - Treas/Equalization	101-103-857.00	120.00		
	7951	10/5/2009	27258	Service Call - ROD	101-103-857.00	245.00		
UNIFORM SHOPPE								
	7960	9/2/2009	182096	Chief Deputy - Shirt	101-301-745.00	45.95		\$127.80
	7961	9/2/2009	182721	Uniform - Marks	101-301-745.00	81.85		
UPCAP SERVICES INC								
	7968	9/30/2009	1096	Work crew services	101-301-935.00	45.95		\$45.95
Wallace Building & Supply, Inc								
	7863	9/21/2009	81452	Parks supplies	208-751-756.01	6.00		\$658.19
	7927	9/23/2009	81463	Kleinke Park work bench	208-751-756.01	178.27		
	7928	9/15/2009	81438	Kleinke Park supplies	208-751-756.01	473.92		
WALTER BROTHERS INC								
	7880	9/30/2009	361	miscellaneous supplies	101-265-755.00	90.92		\$180.52
	7952	9/17/2009	A89085	Universal pin	101-301-727.00	11.99		
	7978	9/30/2009	13218	Parks supplies	208-751-930.02	77.61		
Warner, Fredrick								
	7900	10/1/2009	Transport	Transport juvenile	101-132-801.00	99.00		\$1,040.26
	7901	10/1/2009	Transport	Transport juvenile	101-132-801.00	231.18		
	7902	10/1/2009	Holdover	Can Zone, Community Garden, etc...	296-667-801.01	371.00		
	7903	10/1/2009	Reimbursement	Mileage & supplies	296-667-801.01	339.08		

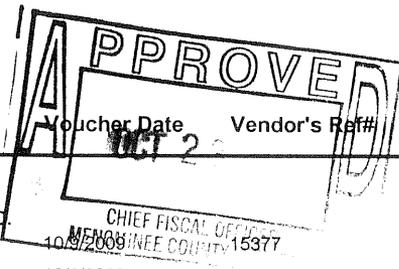
MENOMINEE COUNTY
Claims Audit Report

*all 2009-2010
except as noted*



Vendor Name	Vche#	Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Anderson, Brenda	8154	10/13/2009	10132801	Transport to Bay Pines	101-132-801.00	77.00		\$181.50
	8155	10/13/2009		Mileage	101-132-801.00	71.50		
	8162	10/13/2009		Holdover	101-132-801.00	33.00		
Banc of America Leasing	8177	9/22/2009	011190961	Konica Minolta	101-131-942.00	139.97		\$139.97
Carquest Auto Parts	8141	10/13/2009	2825-139674	bulbs	205-315-934.02	2.38		\$2.38
Cellcom	8165	10/5/2009	408748	Family Court	101-132-850.00	29.62		\$75.88
	8165	10/5/2009	408748	Family Court	296-664-850.00	46.26		
CITY OF MENOMINEE - 2511 10TH ST.	8170	10/21/2009		Rent	266-326-942.00	351.67		\$351.67
Concerned Associates	8169	10/2/2009	2390	EAP Program - November - January	101-103-801.00	1,079.50		\$1,079.50
Daley, Sara	8159	10/13/2009		Holdover	101-132-801.00	104.50		\$104.50
Dellisse, Mike	8128	10/21/2009		Reimbursement	294-683-860.00	86.99		\$86.99
Dolly Cook	8173	10/21/2009		Reimbursement	101-131-860.00	628.41		\$628.41
EL-COM SERVICES INC	8138	10/12/2009	40102	Antenna, travel charger, 3" belt clip	205-315-934.02	301.00		\$301.00
ENGLUND, JULIE	8123	10/20/2009		Reimbursement	101-253-860.00	15.75		\$15.75
Friends Ofc Prod Whse Direct	8180	10/14/2009	104031	toner	101-141-729.00	131.00		\$397.59
	8180	10/14/2009	104031	toner	101-682-727.00	130.99		
	8181	10/14/2009	10410	Office supplies	101-268-727.00	135.60		
Garratt Callahan	8186	10/15/2009	438876	Water treatment products	101-265-934.02	2,967.51		\$2,967.51
Gregory J. Dougovito	8164	10/13/2009		Holdover	101-132-801.00	149.00		\$149.00
Gruszynski, Sarita	8116	10/20/2009	September 2009	Teen Court Coordinator	296-667-801.02	75.00		\$75.00
Hasler, Inc.	8157	10/6/2009	11957519	Rental 11/01 thru 10/31	101-253-729.01	600.00		\$600.00
HAUPT DR PAUL/MEDICAL EXAMINER	8114	10/16/2009	0001	2 hrs testimony re: Mark Keller	101-267-804.00	200.00		\$200.00
Holiday Inn Express	8129	10/19/2009	Lodging	Penny Bourque, Ashley Charles	266-326-881.00	70.00		\$70.00
ID NETWORKS	8148	10/1/2009	162942	Annual Service maintenance fee	101-301-770.00	3,495.00		\$3,495.00

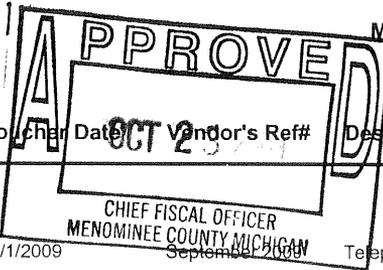
MENOMINEE COUNTY
Claims Audit Report



Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
J S ELECTRONICS, INC.								
	8131	10/9/2009	15377	Kenwood TK-7150 mobile radio	205-315-934.02	659.00		\$1,092.75
	8139	10/6/2009	15368	Squad 5512: Repair yellow arrow	205-315-934.02	108.75		
	8171	10/1/2009	15354	Tower lease October 2009	266-326-942.00	325.00		
Jeff's Service								
	8140	10/6/2009	5117	Vehicle maintenance	205-315-934.02	45.00		\$45.00
Jennifer Brunelle								
	8117	10/20/2009		Reimbursement	296-667-801.02	3.99		\$3.99
Joel Hensley, RN								
	8124	10/19/2009	Nursing Service	September 26 - October 9	101-301-770.01	1,295.00		\$1,595.00
	8134	10/11/2009	Blood Draw	Nicole A. Rautanen	101-267-801.01	100.00		
	8182	10/9/2009	Blood draw	Scott Chester	101-267-801.01	100.00		
	8183	10/9/2009	Blood Draw	Paul Lamyotte	101-267-801.01	100.00		
Kewley, Diane								
	8160	10/13/2009	Holdover	Holdover - 10/08	101-132-801.00	88.00		\$88.00
Kewley, Kim								
	8125	10/20/2009	Reimbursement	Mileage & meals	101-253-860.00	166.03		\$166.03
KUSTOM SIGNALS INC								
	8142	10/6/2009	401895	Service Doppler Audio	205-315-934.00	194.23		\$194.23
Mastercard								
	8119	10/9/2009	Credit Card	Lodging, supplies, postage	101-172-727.00	6.32		\$790.23
	8119	10/9/2009	Credit Card	Lodging, supplies, postage	101-268-860.00	288.36		
	8119	10/9/2009	Credit Card	Lodging, supplies, postage	101-101-727.00	75.00		
	8119	10/9/2009	Credit Card	Lodging, supplies, postage	101-172-860.00	85.64		
	8119	10/9/2009	Credit Card	Lodging, supplies, postage	266-325-727.00	224.68		
	8119	10/9/2009	Credit Card	Lodging, supplies, postage	101-215-729.00	4.80		
	8119	10/9/2009	Credit Card	Lodging, supplies, postage	101-101-860.01	75.00		
	8119	10/9/2009	Credit Card	Lodging, supplies, postage	101-215-729.00	4.80		
	8119	10/9/2009	Credit Card	Lodging, supplies, postage	101-101-727.00	25.63		
MENOMINEE COUNTY ROAD COMMISSI								
	8143	10/6/2009	10353	Power to radios	101-301-934.01	77.47		\$77.47
Michigan Municipal Risk								
	8174	10/1/2009	92776-1	1st payment for period 2009/2010	101-103-831.00	60,370.00		\$60,370.00
MILLERS ACTION OFFICE SUPPLY I								
	8118	10/20/2009	63783	Toner	101-132-727.00	39.00		\$741.81
	8118	10/20/2009	63783	Toner	101-148-727.00	38.99		
	8132	10/7/2009	63509	Labels	101-261-727.00	31.99		
	8133	10/7/2009	635662	Credit memo - labels	101-261-727.00	-31.99		
	8151	10/5/2009	63432	colored paper	101-301-727.00	1.50		
	8178	9/28/2009	632901	Office supplies	101-215-727.00	90.46		
	8184	10/14/2009	636751	Office supplies	101-215-727.00	71.88		
	8191	10/16/2009	63755	Cabinet	101-215-931.00	499.98		
NATIONAL ASSOC OF COUNTIES								
	8121	9/21/2009	59896	County Membership dues	101-103-802.00	535.00		\$535.00
NERAT MERCHANDISING								
	8130	10/1/2009	54699	Candy	205-315-755.00	209.70		\$209.70
Patz, Sandra								
	8156	10/13/2009	Holdover	Holdover	101-132-801.00	77.00		\$77.00

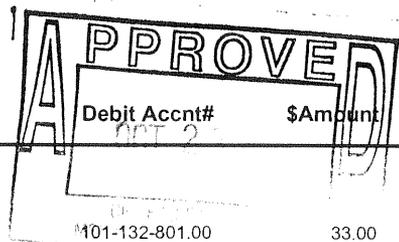
2008-09

MENOMINEE COUNTY
Claims Audit Report



Vendor Name	Vcher#	Voucher	Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General									
Pinecrest Medical Center	8144	10/1/2009	10/1/2009	September 2009	Telephone charges	101-301-850.00	15.36		\$15.36
Porod, George	8126	10/21/2009	10/21/2009	Reimbursement	mileage	294-683-860.00	87.39		\$87.39
Przewrocki, Joan	8163	10/13/2009	10/13/2009	Holdover	Holdover - 10/9/09	101-132-801.00	16.50		\$16.50
Quill Corporation	8146	10/1/2009	10/1/2009	9661401	Office supplies	101-301-770.00	389.96		\$750.81
	8147	10/1/2009	10/1/2009	9661564	Storage boxes	101-301-770.00	68.36		
	8150	10/1/2009	10/1/2009	9661421	Shredder	101-301-727.00	292.49		
Reinhart Foodservice	8145	10/6/2009	10/6/2009	827234	Inmate grocery	101-301-770.00	554.26		\$554.26
Ross, Richard	8127	10/21/2009	10/21/2009	Reimbursement	Mileage	294-683-860.00	83.51		\$83.51
Sage Abra	8175	9/11/2009	9/11/2009	70000932063	Direct deposits, W-2's, 1099's	101-172-727.01	484.08		\$484.08
STATE BAR OF MICHIGAN	8172	9/28/2009	9/28/2009	2009-2010	Bar dues - Hon. Jeffrey G. Barstow	101-136-802.00	335.00	x	\$965.00
	8179	9/23/2009	9/23/2009	2009/2010	Bar dues - Dan Hass	101-267-802.00	315.00	x	
	8185	10/19/2009	10/19/2009	M2009-2010	William Merkel bar dues	101-267-802.00	315.00	x	
State of Michigan - Criminal Justice Information	8135	10/1/2009	10/1/2009	551-322251	Livescan fees - Septemberr 2009	701-000-228.17	738.75		\$738.75
State of Michigan - Michigan State Police	8137	10/2/2009	10/2/2009	551-322420	Sex offender regisgration	701-000-228.63	50.00		\$50.00
State of Michigan - MI Supreme Court Finance	8166	10/1/2009	10/1/2009	P55 1530-04	October - December 2009	101-132-858.03	2,631.82		\$6,047.21
	8167	10/1/2009	10/1/2009	D95A 1530-02	October - December 2009	101-136-931.01	3,415.39		
Stellar Services	8136	10/1/2009	10/1/2009	Menominee-Teller02	Monthly license agreement	280-362-755.00	200.00		\$200.00
Stephen Van Eyck	8153	10/13/2009	10/13/2009	Holdover	Transport to Bay Pines	101-132-801.00	33.00		\$33.00
TARGET INFORMATION MANAGEMENT	8176	9/11/2009	9/11/2009	257992	Divorce packet forms	701-000-245.00	286.35		\$286.35
Time Warner Cable	8149	10/6/2009	10/6/2009	004-620475202-001	Monthly charges	101-301-770.00	118.42		\$118.42
TWIN CITY ELECTRIC	8120	10/16/2009	10/16/2009	76478	Change Extensions - Jasper/Wery/Bette	101-103-850.00	35.00		\$35.00
TWIN COUNTY AIRPORT COMMISSION	8152	10/1/2009	10/1/2009	1272	1st Quarter appropriation	101-997-999.01	15,000.00		\$15,000.00
U.E.S. COMPUTERS, INC.	8122	10/9/2009	10/9/2009	47363	Maintenance renewal	101-103-857.00	749.00		\$1,033.98
	8168	10/8/2009	10/8/2009	47330	Photo printer, usb cable	101-136-727.00	69.98		
	8188	10/13/2009	10/13/2009	27433	Service call - Probate Court, Admin	101-103-857.00	120.00		
	8189	10/13/2009	10/13/2009	27392	Service call - Admin	101-103-857.00	35.00		
	8190	10/13/2009	10/13/2009	27431	Service call - 911	101-103-857.00	60.00		

MENOMINEE COUNTY
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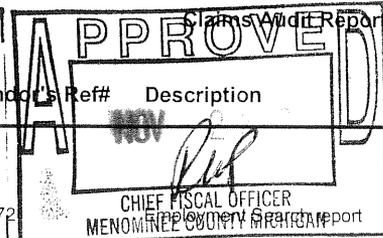
Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
VanEyck, Stephen	8115	10/20/2009	09-010	Holdover	101-132-801.00	33.00		\$33.00
Warner, Fredrick	8161	10/13/2009	Holdover	Holdover - 10/9/09	101-132-801.00	33.00		\$33.00
WEST GROUP PAYMENT CENTER	8158	10/4/2009	819280108	MI SCAO approved forms	101-136-802.00	212.00		\$212.00
Zeratsky Extreme Heating &	8187	10/12/2009	1659	Two blower motors	101-265-934.00	536.56		\$536.56
Total Amount for Bank Account: General								<u>\$104,222.04</u>

last batch of 2008-09

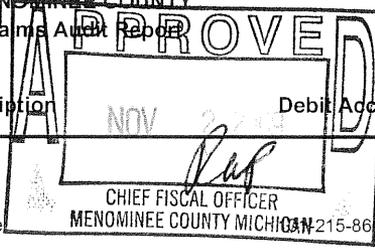
MENOMINEE COUNTY

Claims Audit Report

2007-2010
except as marked

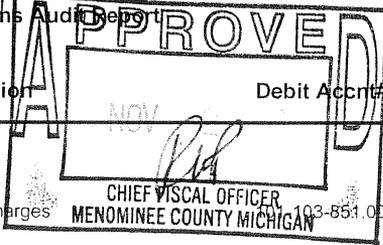


Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
A B C PRINTERS	8269	10/21/2009	90172		101-141-727.00	75.39		\$308.39
	8288	10/18/2009	90162	Continuation sheets	256-277-857.00	233.00		
AT&T - Aurora, IL								
	8241	10/19/2009	906863661410	Monthly charges	266-325-850.00	166.21		\$765.12
	8249	10/19/2009	906863444110	Sheriff's Dept.	101-103-850.00	319.90		
	8250	10/19/2009	906863202310	Monthly charges	101-103-850.00	85.03		
	8251	10/19/2009	906863470510	Monthly charges	101-103-850.00	193.98		
AT&T Long Distance								
	8260	10/19/2009	854528091	Long distance charges	101-103-850.00	245.55		\$245.55
Banc of America Leasing								
	8258	10/22/2009	011234220	Konica Minolta copier	101-131-942.00	139.97		\$1,104.64
	8265	10/22/2009	011234222	Konica Copiers	101-136-931.00	106.69		
	8265	10/22/2009	011234222	Konica Copiers	101-172-942.00	39.98		
	8266	10/22/2009	011234221	Konica Copiers	101-172-942.00	246.34		
	8266	10/22/2009	011234221	Konica Copiers	101-301-934.00	317.84		
	8266	10/22/2009	011234221	Konica Copiers	101-261-942.00	253.82		
BRADLEY, CHRISTINE								
	8259	10/26/2009		Reimbursement Cellphone - April thru October	101-136-850.00	329.67		\$329.67
Business Information Systems								
	8242	10/20/2009	58833	Service to logger	266-325-934.00	175.00		\$175.00
Coast to Coast Computer Prod.								
	8282	10/19/2009	A594523	toner, replacement drum	101-141-931.00	549.00		\$549.00
Daley, Sara								
	8244	10/27/2009		Reimbursement Mileage	101-132-801.00	16.50		\$77.00
	8245	10/27/2009		Holdover October 18	101-132-801.00	60.50		
Dickinson County Treasurer								
	8253	10/21/2009	West Law 2009	West Group Westlaw - 3rd Qtr.	269-145-801.00	2,298.45		\$22,943.70
	8254	10/21/2009	West Law 2009	West Group Westlaw - 4th Qtr.	269-145-801.00	2,298.45		
	8256	10/29/2009	Circuit Court 2009	Shared services	101-131-702.00	645.19		
	8257	10/29/2009	Circuit Court 2009	3rd Quarter	101-131-702.00	17,701.61		
Dictation Systems, Inc.								
	8292	10/20/2009	20362	Service transcriber	101-136-931.00	65.00		\$65.00
Friends Ofc Prod Whse Direct								
	8290	10/22/2009	104721	office supplies	101-141-727.00	117.56		\$117.56
HASS DANIEL								
	8247	10/27/2009		Reimbursement Photos	101-267-804.00	7.50		\$7.50
James Klee								
	8238	10/28/2009		Refund Building Code refund	249-371-964.00	209.00		\$209.00
Jeanette Dick								
	8240	10/22/2009		Refund Bond refund	292-662-964.00	20.00		\$20.00
Jennifer Brunelle								
	8243	10/27/2009		Reimbursement Mileage and teen court supplies	296-664-860.00	110.55		\$122.52
	8243	10/27/2009		Reimbursement Mileage and teen court supplies	296-667-801.02	11.97		
Joel Hensley, RN								
	8224	10/24/2009		Blood Draws Christopher Bickel, Taylor King	101-267-801.01	200.00		\$200.00



Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Johnson, Carol	8268	10/28/2009	Reimbursement	Mileage	101-215-860.00	37.40		\$59.40
	8268	10/28/2009	Reimbursement	Mileage	101-262-860.00	22.00		
Lanette Steinagel	8223	10/26/2009	08-3253-FC	Americinn Hotel	101-267-804.00	152.78		\$152.78
LANG BERNARD								
	8283	10/23/2009	Reimbursement	Mileage & meals	101-101-860.01	311.30		\$326.63
	8283	10/23/2009	Reimbursement	Mileage & meals	101-101-859.00	15.33		
Linderoth, Janis	8262	10/23/2009	Per Diem	UP State Fair Authority	101-101-710.00	50.00		\$98.40
	8263	10/23/2009	Reimbursement	UP State Fair Authority - mileage	101-101-860.09	48.40		
Marathon County Sheriffs Dep.	8225	10/19/2009	10902647	Process Service fees	101-267-804.00	65.00		\$65.00
Maureen Charlevoix	8291	10/22/2009	Reimbursement	Mileage & meals	101-131-860.00	858.32		\$858.32
MENOMINEE ANIMAL SHELTER								
	8261	9/3/2009	90008	September 2009	101-601-958.00	261.00		\$261.00
MENOMINEE COUNTY SHERIFF DEPAR								
	8270	1/14/2009	31	Pick up, arrest, transport	215-141-801.01	15.18		\$1,830.45
	8271	1/18/2009	32	Pick up, arrest, transport	215-141-801.01	107.18		
	8272	1/21/2009	33	Pick up, arrest, transport	215-141-801.01	107.18		
	8273	2/12/2009	34	Pick up, arrest, transport	215-141-801.01	10.13		
	8274	3/6/2009	35	Pick up, arrest, transport	215-141-801.01	68.54		
	8275	3/10/2009	36	Pick up, arrest, transport	215-141-801.01	22.94		
	8276	4/2/2009	37	Pick up, arrest, transport	215-141-801.01	262.28		
	8277	4/21/2009	38	Pick up, arrest, transport	215-141-801.01	107.18		
	8278	7/2/2009	39	Pick up, arrest, transport	215-141-801.01	108.30		
	8279	7/23/2009	40	Pick up, arrest, transport	215-141-801.01	701.98		
	8280	7/28/2009	41	Pick up, arrest, transport	215-141-801.01	212.38		
	8281	7/29/2009	42	Pick up, arrest, transport	215-141-801.01	107.18		
Michigan Pathology Specialists	8237	10/25/2009	SCD08-067	Expert witness	101-267-804.00	2,590.14		\$2,590.14
MICHIGAN STATE INDUSTRIES								
	8220	6/12/2009	1224 1131	Arm pads	266-325-934.00	87.00		\$87.00
Michigan State University - CANR Budget Finance								
	8222	10/15/2009	34525	Sheryl C. Schrot Wages	101-261-704.00	2,335.45		\$2,335.45
MILLERS ACTION OFFICE SUPPLY I								
	8246	10/22/2009	63879	Office supplies	101-268-727.00	219.99		\$324.98
	8287	10/22/2009	63891	Toner	101-215-727.00	104.99		
Office Depot, Inc.	8289	10/8/2009	491660264001	Office supplies	101-261-727.00	37.64		\$37.64
State of Michigan - MI Supreme Court Finance								
	8255	10/29/2009	Circuit Court 2009	Software Support - Oct thru Dec. 2009	101-131-858.03	1,872.77		\$1,872.77
State of Michigan - Treasury Building								
	8294	10/1/2009	Renewal	Margaret J. Schroud	101-257-802.00	125.00		\$125.00
Stateline Apparel	8284	10/14/2009	3705	Clothing allowance - Mike Sieg	101-265-745.00	59.99		\$59.99

MENOMINEE COUNTY
Claims Audit Report



Vendor Name	Vcher#	Voucher Date	Vendor's Ref#	Description	Debit Acct#	\$Amount	SepCk	Claim Total
Bank Account: General								
Time Warner Cable	8264	10/25/2009	004-700185701-001	Monthly charges	103-854.00	309.09		\$309.09
Tina Nast (petty cash)								\$549.34
8295	10/28/2009	Petty Cash		Replenish emergency cash	101-301-770.00	129.49		
8295	10/28/2009	Petty Cash		Replenish emergency cash	205-315-881.03	165.42		
8296	10/28/2009	Petty Cash		Replenish petty cash	101-301-729.00	16.93		
8296	10/28/2009	Petty Cash		Replenish petty cash	101-301-860.00	29.32		
8296	10/28/2009	Petty Cash		Replenish petty cash	205-315-727.00	2.90		
8296	10/28/2009	Petty Cash		Replenish petty cash	205-315-860.00	2.54		
8296	10/28/2009	Petty Cash		Replenish petty cash	205-315-881.03	65.38		
8296	10/28/2009	Petty Cash		Replenish petty cash	264-363-881.00	21.99		
8296	10/28/2009	Petty Cash		Replenish petty cash	282-302-881.00	115.37		
TWIN CITY ELECTRIC	2008-2009 8221	10/19/2009	76481	Install 2 new computers	101-268-931.00	560.95		\$560.95
U S ELECTRIC INC	3008-09 8239	9/16/2009	10133P	Extension office	101-261-850.00	54.50		\$54.50
U.E.S. COMPUTERS, INC.	8267	10/26/2009	27533	Service Call - County Clerk, Admin	101-103-857.00	105.00		\$105.00
U.P. Engineers & Architects	8248	10/9/2009	29021808	Professional services	101-103-998.00	3,100.00		\$3,100.00
Val Ihde Photographer	2008-09 8293	10/17/2009	701039	Edit audio files to cd	101-267-804.00	75.00		\$75.00
WISCONSIN PUBLIC SERVICE CORP - P O BOX 19003								\$602.28
8285	10/19/2009		0404020028-00001	Utilities	208-751-920.01	493.80		
8286	10/19/2009		040402047856-0005	Utilities	208-751-920.01	108.48		
Total Amount for Bank Account: General								\$43,680.76