

TENTATIVE AGENDA

DELTA COUNTY BOARD OF COMMISSIONERS

May 5, 2015

5:15 p.m.

- I. CALL TO ORDER
- II. PRAYER
- III. PLEDGE OF ALLEGIANCE
- IV. ROLL CALL

**SPECIAL ORDERS OF BUSINESS:**

- V. APPROVAL OF MINUTES OF PREVIOUS MEETINGS
  - County Board minutes: 4-21-15
  - Committee of the Whole: Corrected minutes of 4-6-15
- VI. APPROVAL OF AGENDA
- VII. PRESENTATION OF WRITTEN COMMUNICATIONS
  - A. COMMUNICATIONS RECEIVED
  - B. COMMUNICATIONS FORWARDED
- VIII. REPORTS OF STANDING, STATUTORY, SPECIAL COMMITTEES AND OTHERS
- IX. **PUBLIC COMMENT ON AGENDA ITEMS** (Sign In)
- X. **COMMITTEE REPORTS**
- XI. GENERAL ORDERS OF BUSINESS
  - A. UNFINISHED BUSINESS
  - B. NEW BUSINESS
    - 1. **Payment of Bills**
    - 2. **Zoning Contracts with the Townships**

3. Deficit Elimination Plan 21-0000
4. Solid Waste Plan Amendment
5. Sheriff-Concerns with Background checks on the Pre-employment Policy
6. Part time Jail Staff
7. Housing Grant - Contract and Resolutions

XII. GENERAL PUBLIC COMMENT

XIII. COMMISSIONER'S COMMENTS

XIV. MEETING SCHEDULE

- A. Board of Commissioners Meeting on 5-19-15 at 5:15 p.m. in the Service Center Boardroom.
- B. Board of Commissioners Meeting on 6-2-15 at 5:15 p.m. in the Service Center Boardroom.
- C. Board of Commissioners Meeting on 6-16-15 at 5:15 p.m. in the Service Center Boardroom.

XV. NOTICES

30 day notice of Appointments

XVI. ADJOURNMENT

\*\*\*\*\*DUE TO THE TIME CONSTRAINTS, THE DELTA COUNTY BOARD OF COMMISSIONERS HAS ADOPTED A POLICY THAT ANY INDIVIDUAL WISHING TO ADDRESS THE BOARD WILL BE ALLOCATED THREE (3) MINUTES. THE THREE MINUTES USED BY THE INDIVIDUAL ARE TO MAKE STATEMENTS. THERE WILL BE NO QUESTION AND ANSWER SESSION FORMAT. THIS WILL STRICTLY BE A STATEMENT TYPE FORMAT. IF YOU WISH TO ADDRESS THE BOARD, PLEASE SIGN YOUR NAME ON THE SIGN UP LIST AVAILABLE FROM THE COUNTY CLERK. SPEAKERS WILL BE CALLED IN ORDER OF SIGN UP.\*\*\*\*\*

THE COUNTY OF DELTA WILL PROVIDE REASONABLE AUXILIARY AIDS AND SERVICES FOR THE HEARING IMPAIRED AND TO INDIVIDUALS WITH DISABILITIES AT THE MEETING/HEARING UPON REASONABLE NOTICE TO THE COUNTY OF DELTA. INDIVIDUALS WITH DISABILITIES REQUIRING SERVICES SHOULD CONTACT THE COUNTY OF DELTA ADA COORDINATOR BY WRITING OR CALLING THE FOLLOWING:

Daniel Menacher, DELTA COUNTY ADA COORDINATOR  
310 LUDINGTON STREET  
ESCANABA, MI 49829  
TELEPHONE (906) 789-5189

The Honorable Members of the Delta  
County Board of Commissioners

Dear Commissioners:

A regular meeting of the Delta County Board of Commissioners is scheduled for  
Tuesday, May 5, 2015 at 5:15 p.m. in the Board Room in the Delta County Service Center.

Sincerely yours,

Nancy J. Kolich  
Delta County Clerk

Proposed

**DELTA COUNTY BOARD OF COMMISSIONERS MEETING  
April 21, 2015**

Escanaba, Michigan

A Regular meeting of the Delta County Board of Commissioners was held this date, pursuant to the following call:

April 16, 2015

The Honorable Members of the Delta  
County Board of Commissioners

Dear Commissioners:

A Regular Meeting of the Delta County Board of Commissioners is scheduled for Tuesday April 21, 2015, at 5:15 p.m. in the Boardroom of the Delta County Service Center.

Sincerely yours,  
Nancy J. Kolich  
Delta County Clerk

ROLL CALL

PRESENT: Commissioners Harrington, Malnar, Johnson, Moyle, and Rivard.

EXCUSED: None.

The meeting was called to order at 5:15 p.m. in the Boardroom of the Delta County Service Center by Delta County Clerk, Nancy Kolich.

SPECIAL ORDERS OF BUSINESS

1. Closed Session.

Moved by Commissioner Rivard and seconded by Commissioner Moyle to move into closed session at 5:18 p.m. for the purpose of discussing written opinion of Counsel under OMI Section 15.268(8)(h).

|           |            |     |
|-----------|------------|-----|
| ROLL CALL | MALNAR     | YES |
|           | JOHNSON    | YES |
|           | MOYLE      | YES |
|           | RIVARD     | YES |
|           | HARRINGTON | YES |

MOTION CARRIED.

Proposed

Moved by Commissioner Johnson and seconded by Commissioner Moyle to reconvene into regular session at 6:07 p.m. MOTION CARRIED.

No actions were taken during executive session.

VIII. PUBLIC COMMENT ON AGENDA ITEMS

Christine Pepin, President ASCFME Local 2755, addressed the Board with her concerns regarding the minutes of April 14, 2015, and extending the previous Administrator's contract and the Union's request to have two Commissioners on the County's contract negotiating committee.

Moved by Commissioner Moyle and seconded by Commissioner Johnson to add item 7. County Board members on Collective Bargaining Committee. MOTION CARRIED.

V. APPROVAL OF MINUTES OF PREVIOUS MEETING

Moved by Commissioner Johnson and seconded by Commissioner Moyle to approve the minutes of the April 14, 2015 meeting and the Committee of the Whole minutes of March 18, 2015. MOTION CARRIED.

VI. APPROVAL OF AGENDA

Moved by Commissioner Moyle and seconded by Commissioner Johnson to approve the agenda adding New Business Item 6. Power Plant Letter. MOTION CARRIED.

VII. PRESENTATION OF WRITTEN COMMUNICATIONS

- A. Received: No Communications were received.
- B. Forwarded: No Communications were forwarded.

VIII. REPORTS OF STANDING AND STATUTORY SPECIAL COMMITTEES AND OTHERS

XI. REPORTS OF SPECIAL COMMITTEES AND OTHERS.

X. COMMITTEE REPORTS:

XI. GENERAL ORDERS OF BUSINESS

A. UNFINISHED BUSINESS

- 1. Administrator's Contract.

Proposed

Moved by Commissioner Rivard and seconded by Commissioner Malnar to not extend the Administrator's contract.

|           |            |     |
|-----------|------------|-----|
| ROLL CALL | MALNAR     | YES |
|           | JOHNSON    | NO  |
|           | MOYLE      | NO  |
|           | RIVARD     | YES |
|           | HARRINGTON | NO  |

MOTION FAILED.

Moved by Commissioner Johnson and seconded by Chairman Harrington to extend Nora's Administrator contract until May 22, 2015.

|           |            |     |
|-----------|------------|-----|
| ROLL CALL | MALNAR     | NO  |
|           | JOHNSON    | YES |
|           | MOYLE      | YES |
|           | RIVARD     | NO  |
|           | HARRINGTON | YES |

MOTION CARRIED.

B. NEW BUSINESS

1. Payment of Bills.

None.

2. FY2014 Audit Presentation.

Ray LaMarche, Anderson Tackman, gave the FY2014 Audit Presentation. Moved by Commissioner Moyle and seconded by Commissioner Johnson to accept the FY2015 Audit, as presented, and place on file. MOTION CARRIED.

3. MMRMA Member Presentation.

Tabled until the new Administrator arrives.

4. Central U.P. Aquaculture Net Pen Pilot Project.

Moved by Commissioner Rivard and seconded by Commissioner Malnar to authorize the Board Chair to sign a Resolution in Support of the Central U.P. Aquaculture Net Pen Pilot Project, as presented. MOTION CARRIED.

Proposed

5. Sign/Notarize Employment Contract for New Administrator.

Tabled.

6. Power Plant Letter of Support.

Moved by Commissioner Johnson and seconded by Commissioner Malnar to approve a letter to the City of Escanaba in support of the sale of the Escanaba Power Plant to Sterling. MOTION CARRIED.

7. Request from the Courthouse Chapter to have two County Commissioners on the Negotiating Committee.

Moved by Commissioner Moyle and seconded by Commissioner Rivard to add Commissioner Malnar to the County representatives at the next several Collective Bargaining meetings of the AFSCME Courthouse Chapter. MOTION CARRIED.

XII. PUBLIC COMMENT

Kaye Rowlands, retired County employee, addressed the Board with her concerns regarding re-employing the County Administrator.

Christine Pepin, addressed the Board with her concerns regarding that actions of the Board take effect until the minutes of the meeting have been approved, and the total cost of extending the Administrator's contract.

Maria Maniaci, addressed the Board regarding the Superior Watershed Partnership Community Pollution Prevention collection of unused medications, micro-bead cosmetics and toothpaste on Saturday April 25, at Presbyterian Church.

XIII. COMMISSIONERS CONCERNS

Commissioner Malnar: None.

Commissioner Johnson: None.

Commissioner Moyle: None.

Commissioner Rivard: None.

Commissioner Harrington: None.

XIV. MEETING SCHEDULE

May 5<sup>th</sup> 5:15 p.m. Board meeting.

Proposed

May 19<sup>th</sup>                    5:15 p.m. Board meeting.  
June 2<sup>nd</sup>                    5:15 p.m. Board meeting.

XVI. ADJOURNMENT

Moved by Commissioner Rivard and seconded by Commissioner Moyle to adjourn at 7:52 p.m. MOTION CARRIED.

Respectfully Submitted,

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Nancy J. Kolich, County Clerk

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Mary K. Harrington, Board Chair

Approved 4-14-15

**DELTA COUNTY BOARD OF COMMISSIONERS MEETING  
COMMITTEE OF THE WHOLE  
April 6, 2015**

Escanaba, Michigan

A Committee of the Whole meeting of the Delta County Board of Commissioners was held this date, pursuant to the following call:

March 27, 2015

The Honorable Members of the Delta  
County Board of Commissioners

Dear Commissioners:

A Committee of the Whole Meeting of the Delta County Board of Commissioners is scheduled for Monday April 6, 2015, at 9:00 a.m. in Conference Room 222 in the Delta County Courthouse.

Sincerely yours,  
Nancy J. Kolich  
Delta County Clerk

ROLL CALL

PRESENT: Commissioners Malnar, Johnson, Harrington, Moyle and Rivard.

ABSENT: None.

The meeting was called to order at 9:03 a.m. in Conference Room of the Delta County Courthouse by Delta County Clerk, Nancy Kolich.

ALSO PRESENT: Administrator Nora Viau  
Phil Strom, PA  
Connie Friets, President, Local 2755  
Darrel Bengry  
Kaye Rowlands

B. NEW BUSINESS

1. Interview for Administrator.

Ryan Bergman was interviewed by the Board.

Moved by Commissioner Johnson and seconded by Commissioner Moyle to recommend that pending the outcome of the

Approved 4-14-15

background and reference check, that the position be offered to Ryan Bergman.

|           |            |     |
|-----------|------------|-----|
| ROLL CALL | MALNAR     | YES |
|           | JOHNSON    | YES |
|           | MOYLE      | YES |
|           | RIVARD     | YES |
|           | HARRINGTON | YES |

MOTION CARRIED.

Mr. Bergman was told by the Commissioners that the County would give him \$5000 for moving expenses.

The Board will meet as a Committee of the Whole at 8:00 a.m. Friday April 10<sup>th</sup> to review the contract and offer that will be extended to Mr. Bergman

XVI. ADJOURNMENT

Moved by Commissioner Johnson and seconded by Commissioner Moyle to adjourn at 10:30 a.m.

Respectfully Submitted,



Nancy J. Kolich, County Clerk Mary Harrington, Board Chairperson

# DELTA COUNTY BOARD OF COMMISSIONERS

ADMINISTRATION OFFICE  
310 LUDINGTON STREET  
ESCANABA, MICHIGAN 49829  
PHONE: 906-789-5100  
FAX: 906-789-5197

B1



May 5, 2015

TO: Delta County Board of Commissioners  
FR: Nora M. Viau, Administrator  
RE: Payment of Bills

I have examined all claims presented, and recommend payment of the following; and that the County Clerk be directed to issue orders on the County Treasurer to the Claimants for the amounts allowed.

Nora M. Viau, Administrator

| Date                      | Amount        |
|---------------------------|---------------|
| 04-27-15                  | 314,671.78    |
| Total Report of Claims \$ | 314,671.78    |
| Total Jury Expense \$     | 0.00          |
| GRAND TOTAL OF BILLS \$   | 314,671.78    |
| Commissioner Expenses: \$ | 1,960.51 Paid |

Travel expense offered to Ryan Bergman on 3/25/15 \$400.00 included above

AUTHORIZED SIGNATURE \_\_\_\_\_  
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AUTHORIZED SIGNATURE \_\_\_\_\_  
AUTHORIZED SIGNATURE \_\_\_\_\_  
AUTHORIZED SIGNATURE \_\_\_\_\_

| Check Date           | Check  | Vendor     | Vendor Name                         | Description  | Amount   |
|----------------------|--------|------------|-------------------------------------|--|--|
| Bank FIRST ALL FUNDS |        |            |                                     |  |  |
| 04/15/2015           | 156587 | CLERK MISC | LOWELL NORDGREN                     | BONDS PAYABLE  | 7,500.00   |
| 04/15/2015           | 156588 | CLERK MISC | TERRENCE HEIDA                      | BONDS PAYABLE  | 1,234.76   |
| 04/24/2015           | 156589 | 004389     | DICKINSON COUNTY SHERIFF            | TRAINING<br>EXPENDITURES PA 124 TRAINING   | 70.00<br>35.00<br><u>105.00</u>                    |
| 04/24/2015           | 156590 | 001140     | ANDERSON TACKMAN AND CO.            | FINAL BILLING- AUDIT 2014  | 30,000.00  |
| 04/24/2015           | 156591 | 001151     | AT&T                                | PHONE - ACCT: 906 786-5902 665 3<br>PHONE ACCT - 906 786-3633 835 3<br>PHONE - ACCT 906 786-4902 919 7   | 25.47<br>437.89<br>298.25<br><u>761.61</u>         |
| 04/24/2015           | 156592 | 002013     | RENEE BARRON                        | PC MEETING   | 48.75  |
| 04/24/2015           | 156593 | 002073     | BOB BARKER CO.                      | TOOTHPASTE, RAZORS, CLIPPERS, SANITIZER  | 797.80   |
| 04/24/2015           | 156594 | 002140     | BERGER AND KING                     | COUPLER ASSEMBLY<br>TT-50 REVERBERAY IGNITOR   | 106.58<br>106.77<br><u>213.35</u>                  |
| 04/24/2015           | 156595 | 002141     | RYAN BERGMAN                        | TRAVEL STIPEND-INTERVIEW 3/26/2015   | 400.00   |
| 04/24/2015           | 156596 | 002151     | ROBERT A. BERBOHM                   | MILEAGE REIMB-ACTIVE SHOOTER 2/5/15<br>MILEAGE REIMB-ACTIVE SHOOTER - MAR 2015<br>MILEAGE REIMB-1/8/15<br>MILEAGE REIMB- ACTIVE SHOOTER FEB 2015 | 78.59<br>78.59<br>78.59<br>245.31<br><u>481.08</u> |
| 04/24/2015           | 156597 | 002320     | BRUNETTE & SON, INC.                | SNOW PLOWING PARKING LOT 3/25/15<br>SNOWPLOWING SERVICE CENTER-MARCH 2015<br>SNOWPLOWING COURTHOUSE AND JAIL-MARCH 20                            | 400.00<br>455.00<br>467.50<br><u>1,322.50</u>      |
| 04/24/2015           | 156598 | 002400     | BURKHART, LEWANDOWSKI & MILLER, P.C | DISTRICT COURT NEGOTIATIONS (2013)<br>ROAD PATROL NEGOTIATIONS (2014)  | 1,640.00<br>452.20<br><u>2,092.20</u>              |
| 04/24/2015           | 156599 | 003058     | CBM FOOD SERVICE                    | INMATE FOOD 3/26/15 - 4/15/15<br>INMATE FOOD 4/2/15 - 4/8/15   | 3,233.44<br>3,245.36<br><u>6,478.80</u>            |
| 04/24/2015           | 156600 | 003060     | CDW GOVERNMENT INC                  | OKI TONER CARTRIDGES   | 504.07   |
| 04/24/2015           | 156601 | 003061     | CARQUEST AUTO PARTS                 | NEW PLOW TRUCK DIE EXHST TESTER<br>EQUIPMENT MAINT FUEL FILTER, EXHAUST FL   | 14.95<br>75.98<br><u>90.93</u>                     |
| 04/24/2015           | 156602 | 003120     | CITY OF ESCANABA                    | CONTRACT FOR DISPATCH-APRIL 2015   | 63,500.00  |
| 04/24/2015           | 156603 | 003127     | CARROT-TOP INDUSTRIES               | FLAGS  | 247.38   |
| 04/24/2015           | 156604 | 003130     | CITY OF ESCANABA                    | UTILITY BILL-ACCT 1-06-1540-00   | 127.43   |

| Check Date | Check  | Vendor | Vendor Name                         | Description                              | Amount           |
|------------|--------|--------|-------------------------------------|--|------------------|
|            |        |        |                                     | UTILITY BILL-ACCT 1-06-1500-00           | 2,330.57         |
|            |        |        |                                     | UTILITY BILL -ACCT 1-06-1320-01 (DISPATC | 30.97            |
|            |        |        |                                     | ELECTRICITY - CH - ACCT 1-06-1080-00     | 3,684.44         |
|            |        |        |                                     | SPRINKLER- SC - ACCT 1-06-0330-00        | 45.33            |
|            |        |        |                                     |  | <u>6,218.74</u>  |
| 04/24/2015 | 156605 | 003160 | CLOVERLAND PAPER CO.                | TOILET PAPER                             | 438.10           |
|            |        |        |                                     | TOILET PAPER                             | 438.10           |
|            |        |        |                                     | TOILET PAPER AND KLEENEX                 | 349.67           |
|            |        |        |                                     |  | <u>1,225.87</u>  |
| 04/24/2015 | 156606 | 003170 | COMMUNITY ACTION AGENCY             | HOUSING REQUEST #4 1045110               | 16,335.08        |
|            |        |        |                                     | MARCH PROPERTY TAX COLLECTION-MARCH 2015 | 6,398.63         |
|            |        |        |                                     |  | <u>22,733.71</u> |
| 04/24/2015 | 156607 | 003180 | PATRICK CONNOR                      | PC MEETING                               | 22.30            |
| 04/24/2015 | 156608 | 003240 | COOPER OFFICE EQUIPMENT INC.        | COPIER CHARGES                           | 95.24            |
| 04/24/2015 | 156609 | 003255 | CORRECTIONAL HEALTHCARE COMPANIES I | MEDICAL SERVICES - MAY 2015              | 16,208.02        |
|            |        |        |                                     | AGGREGATE CAP REBATE                     | (8,903.60)       |
|            |        |        |                                     |  | <u>7,304.42</u>  |
| 04/24/2015 | 156610 | 003331 | CSM SERVICES                        | JANITORIAL SERVICES-APRIL 2015           | 966.88           |
| 04/24/2015 | 156611 | 004038 | DAVIS/WANIC LAND SURVEYORS P.C      | REMON SURVEY SERVICES - APRIL 2015       | 12,220.00        |
| 04/24/2015 | 156612 | 004200 | DELTA COUNTY CLERK                  | APPLY BOND TO FINES - LAUSCHER- 14-FH-90 | 762.24           |
| 04/24/2015 | 156613 | 004205 | DELTA COUNTY FRIEND OF THE COURT    | RETURN FOC BOND- GARVIN - 07-DM-19275    | 995.00           |
| 04/24/2015 | 156614 | 004230 | DELTA COUNTY ROAD COMMISSION        | GASOLINE - MARCH 2015                    | 3,079.71         |
|            |        |        |                                     | GAS FOR MARCH 2015                       | 244.14           |
|            |        |        |                                     |  | <u>3,323.85</u>  |
| 04/24/2015 | 156615 | 004240 | DELTA COUNTY SHERIFF DEPT.          | CIVIL PROCESS - THOMAS WELLMAN, JR.      | 25.00            |
|            |        |        |                                     | CIVIL PROCESS - JED DONALD MILLER        | 25.84            |
|            |        |        |                                     |  | <u>50.84</u>     |
| 04/24/2015 | 156616 | 004270 | DELTA COUNTY TREASURER              | 43 REDEMPTION CERTS                      | 430.00           |
|            |        |        |                                     | 1 REDEMPTION CERT-AYALA/STEPFORWARD      | 10.00            |
|            |        |        |                                     |  | <u>440.00</u>    |
| 04/24/2015 | 156617 | 004271 | DELTA DOOR COMPANY                  | WORK ON RECEIVERS, SPRINGS AND REPLACEME | 358.80           |
| 04/24/2015 | 156618 | 004272 | DELTA DISPOSAL                      | GRABAGE PICK UP APRIL 2015               | 163.95           |
| 04/24/2015 | 156619 | 004356 | JOHN DENHOLM                        | PC MEETING                               | 89.00            |
| 04/24/2015 | 156620 | 005030 | ELMER'S COUNTY MARKET               | INMATE, WORK VAN COFFEE                  | 83.88            |
| 04/24/2015 | 156621 | 005035 | ANN ENGLAND                         | MILEAGE 12/15/14 TO 4/17/15              | 33.50            |
| 04/24/2015 | 156622 | 006088 | DAN FORRESTER                       | 4/1 AND 4/8 TRAVEL AND THERAPY           | 368.00           |
|            |        |        |                                     | 4/15/15 TRAVEL                           | 144.00           |
|            |        |        |                                     |  | <u>512.00</u>    |
| 04/24/2015 | 156623 | 006101 | FRAZER'S AUTO REPAIR CO             | DELTA 1, SWAY BAR REPAIR, FILTERS, MOTOR | 315.56           |
| 04/24/2015 | 156624 | 006120 | FRIEND OF THE COURT ASSOC.          | 2015 FRIEND OF THE COURT ASSN DUES       | 350.00           |
| 04/24/2015 | 156625 | 008027 | HANNAHVILLE TRIBAL COURT            | OUT OF COUNTY BOND-VERONICA WILLIAMS     | 300.00           |
|            |        |        |                                     | OUT OF COUNTY BOND-LUANN WANDAHSEGA      | 500.00           |

| Check Date | Check  | Vendor | Vendor Name                     | Description                              | Amount        |
|------------|--------|--------|---------------------------------|--|---------------|
| 04/24/2015 | 156626 | 008049 | MARY HARRINGTON                 | MILEAGE/PHONE/MEAL REIMB-MARCH 2015      | 800.00        |
| 04/24/2015 | 156627 | 008080 | BENNY HERIOUX                   | PC MEETING                               | 209.27        |
| 04/24/2015 | 156628 | 008124 | MATT HUGHES                     | TRAVEL MARCH/APRIL 2015                  | 32.08         |
| 04/24/2015 | 156629 | 009017 | ID NETWORKS                     | ANNUAL SERVICE MAINT FEE-LIVESCAN        | 209.86        |
| 04/24/2015 | 156630 | 010091 | PATRICK JOHNSON                 | MILEAGE/PHONE REIMB- FEB 2015            | 3,495.00      |
| 04/24/2015 | 156631 | 010110 | JOHNSTON PRINTING & OFFSET      | 2 COLOR LETTERHEAD                       | 89.93         |
| 04/24/2015 | 156632 | 011050 | K-MART                          | GATORADE-ELECTROLYTES FOR SICK INMATES   | 335.00        |
| 04/24/2015 | 156633 | 011070 | KOBAS ELECTRIC CO., INC.        | LAMPS 42/835/A                           | 11.98         |
|            |        |        |                                 | MH1000/U LAMPS                           | 103.50        |
|            |        |        |                                 | AHU PARTS - HEATERS                      | 72.76         |
|            |        |        |                                 |  | 63.84         |
|            |        |        |                                 |  | <u>240.10</u> |
| 04/24/2015 | 156634 | 011071 | KMB BROADCASTING INC            | ANNUAL PACKAGE-WDBC-AM                   | 325.00        |
| 04/24/2015 | 156635 | 012027 | TRACY LANTAGNE                  | REIMB OFFICE SUPPLIES                    | 91.14         |
| 04/24/2015 | 156636 | 012044 | LAWYERS WEEKLY                  | RENEWAL - MICHIGAN LAWYERS WEEKLY        | 199.00        |
| 04/24/2015 | 156637 | 012078 | TRANSUNION RISK AND ALTERNATIVE | INVESTIGATIVE SEARCHES DONE VIA COMPUTER | 18.50         |
| 04/24/2015 | 156638 | 012083 | TOM LEWIS                       | REIMB FOR CIVIL BOOK BOUGHT AT TRAINING  | 35.00         |
| 04/24/2015 | 156639 | 013179 | MENARDS                         | BATTERIES                                | 5.99          |
|            |        |        |                                 | SELF CLOSING HINGES, FOR CABINET IN BOOK | 3.57          |
|            |        |        |                                 | HONOR FLIGHT SUPPLIES AND FILTERS FOR TE | 100.47        |
|            |        |        |                                 | LATEX GLOVES                             | 13.41         |
|            |        |        |                                 | TRASH BAGS                               | 42.72         |
|            |        |        |                                 |  | <u>166.16</u> |
| 04/24/2015 | 156640 | 013348 | MICHIGAN MUNICIPAL LEAGUE       | AD- DIRECTOR OF ADMINISTRATION & FINANCE | 155.60        |
| 04/24/2015 | 156641 | 013602 | MOTOROLA                        | RADIOS, SOFTWARE AND PARTS FOR CARS      | 6,927.90      |
| 04/24/2015 | 156642 | 013906 | MGT OF AMERICA INC              | DHS-286 BILLINGS JAN, FEB, MARCH, 2015   | 1,326.00      |
| 04/24/2015 | 156643 | 014210 | NORTHERN PLUMBING & HEATING     | TOILET REPAIRS SERVICE CENTER            | 14.46         |
|            |        |        |                                 | FLASHLIGHT FOR HOUSE KEEPERS             | 35.20         |
|            |        |        |                                 | FAUCET REPAIR COURT HOUSE                | 4.24          |
|            |        |        |                                 | FLASHLIGHTS HOUSE KEEPERS COURTHOUSE     | 157.70        |
|            |        |        |                                 | FAUCET WASHERS                           | 1.83          |
|            |        |        |                                 |  | <u>213.43</u> |
| 04/24/2015 | 156644 | 015025 | OFFICE DEPOT                    | OFFICE SUPPLIES                          | 2.58          |
|            |        |        |                                 | OFFICE SUPPLIES                          | 15.92         |
|            |        |        |                                 | OFFICE SUPPLIES                          | 60.93         |
|            |        |        |                                 |  | <u>79.43</u>  |
| 04/24/2015 | 156645 | 016032 | P & M INSPECTIONS, INC.         | PAYROLL 4-6-2015 THROUGH 4-17-2015       | 731.00        |
| 04/24/2015 | 156646 | 016088 | PIT STOP QUICK LUBE             | OIL CHANGE                               | 55.00         |
| 04/24/2015 | 156647 | 017009 | QUALITY SEW & VAC               | VACUUM BAGS- COURTHOUSE                  | 18.96         |
| 04/24/2015 | 156648 | 017010 | QUILL CORPORATION               | OFFICE SUPPLIES                          | 87.94         |
| 04/24/2015 | 156649 | 018063 | REINHART FOOD SERVICE           | DISINFECTANTS AND ASSORTED GARBAGE BAGS  | 388.31        |
|            |        |        |                                 | CREDIT - MOP HEAD                        | (18.57)       |
|            |        |        |                                 |  | <u>369.74</u> |
| 04/24/2015 | 156650 | 018067 | REAL ESTATE TRF.TAX,DEPT.77627  | RE TRANSFER MARCH 2015                   | 34,908.75     |
| 04/24/2015 | 156651 | 018077 | UPPER MICHIGAN LAW              | COURT APPT ATTY FOR ERIC WILLIAMS FILE # | 180.00        |
|            |        |        |                                 | COURT APPTED ATTY CLIFFORD FILE#15NA118  | 36.00         |
|            |        |        |                                 |  | <u>216.00</u> |

3

| Check Date | Check  | Vendor     | Vendor Name                         | Description   | Amount   |
|------------|--------|------------|-------------------------------------|---|--|
| 04/24/2015 | 156652 | 018090     | RICHARD'S PRINTING                  | 2000 #10 REGULAR ENVELOPES  | 96.00  |
| 04/24/2015 | 156653 | 018115     | RIVERSIDE AUTO SALES, INC           | VEHICLE REPAIRS   | 990.56   |
| 04/24/2015 | 156654 | 018211     | ROY NESS CONTRACTING & SALES INC    | ARFF OVERHEAD DOOR REPAIR   | 1,228.80   |
| 04/24/2015 | 156655 | 019025     | STAPLES CREDIT PLAN                 | MEMOREX DVD - ACCT 6035 5178 2022 2536  | 64.99  |
| 04/24/2015 | 156656 | 019071     | SCOTTY MUFFLER                      | TRAILER HITCH FOR RANGER  | 310.00   |
| 04/24/2015 | 156657 | 019187     | SO'S CUSTOM TAILOR & DRY CLEANING   | SHIRTS SHORTENED FOR GALLAGHER  | 10.00  |
| 04/24/2015 | 156658 | 019201     | STATE OF MICH, ST. EDUCATION TAX    | SET & TLR TAX 4/1-4/15/15   | 40,314.21  |
| 04/24/2015 | 156659 | 019325     | STATE OF MICHIGAN                   | PA 124 MONEY  | 304.00   |
| 04/24/2015 | 156660 | 019385     | SUNLIFE FINANCIAL                   | LIFE INSURANCE- MAY 2015  | 735.39   |
| 04/24/2015 | 156661 | 020010     | T & T HARDWARE                      | NOTCH TROWEL<br>CORD  | 3.89<br>9.99<br><u>13.88</u>                                 |
| 04/24/2015 | 156662 | 020045     | TELNET WORLDWIDE INC                | PHONE - ACCT: CORP-005103<br>PHONE - ACCT: CORP-000861  | 178.24<br>921.64<br><u>1,099.88</u>                          |
| 04/24/2015 | 156663 | 020087     | TITLE CHECK LLC                     | 369 PARCELS ADMIN FEE 2012 TAX CYCLE<br>MARCH FEE 369 PARCELS 2012 TAX CYCLE<br>IRS BUNDLES NOTIFICATIONS<br>CORRECT OVERPAYMENT ON ORIGINAL BILL | 1,804.41<br>1,804.41<br>90.14<br>(954.75)<br><u>2,744.21</u> |
| 04/24/2015 | 156664 | 021035     | UP 9-1-1 AUTHORITY                  | CONTRACT  | 38,420.35  |
| 04/24/2015 | 156665 | 022017     | JULIAN VANDECAVEYE                  | PC MEETING  | 34.95  |
| 04/24/2015 | 156666 | 022025     | VERIZON WIRELESS                    | PHONE ACCT - 482996167-00001<br>PHONE - ACCT: 482996167-00001   | 357.25<br>552.42<br><u>909.67</u>                            |
| 04/24/2015 | 156667 | 023080     | THOMSON REUTERS - WEST PAYMENT CTR  | MI RULES OF COURT   | 214.00   |
| 04/24/2015 | 156668 | 023084     | WEX BANK                            | GASOLINE BILL-MARCH 2015 - ACCT 0496-00-  | 171.04   |
| 04/24/2015 | 156669 | 025000     | XEROX CORPORATION                   | COPY MACHINE MAINTENANCE APRIL 2015 #718  | 40.14  |
| 04/24/2015 | 156670 | 084072     | LUKE HAMLIN                         | PHONE REIMB - MARCH 2015  | 35.00  |
| 04/24/2015 | 156671 | 084289     | MARK D SEYMOUR                      | DISPATCH CONTRACT FOR SERVICES  | 1,024.90   |
| 04/24/2015 | 156672 | 085090     | STERLING INVESTMENT PROPERTIES, LLC | RESTITUTION PAID BY THOMAS SEYMOUR  | 50.00  |
| 04/24/2015 | 156673 | DLQ TAX    | JOSEPH ZOKOE                        | OVERPAY 00338102800   | 43.33  |
| 04/24/2015 | 156674 | MISC       | REVIS E & JOHNSON GUY E & DARIN P & |   | 413.92   |
| 04/24/2015 | 156675 | TREAS MISC | TODD A BARTCZAK                     | PRE DENIAL OVERPAY 01412400650  | 10.78  |

FIRST TOTALS:

Total of 89 Checks:

Less 0 Void Checks:

Total of 89 Disbursements:

314,671.78  
 0.00  
314,671.78

4

# DELTA COUNTY TRAVEL EXPENSE VOUCHER

Vendor Number: 8049

Line item: \_\_\_\_\_

Department \_\_\_\_\_  
Charged: \_\_\_\_\_

Date: 4/6/15

Employee: Mary Harrington

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

Period Covered:  
From 3/1/15 to 3/31/15

| Date    | \$20.00<br>0-3 hrs | \$35.00<br>3-6 hrs | \$50.00<br>over 6 hrs | Meeting                               | Meals<br>Other | Comments | Mileage | Mileage \$        |
|---------|--------------------|--------------------|-----------------------|---------------------------------------|----------------|----------|---------|-------------------|
| 3/3/15  | X                  |                    |                       | Regular Board meeting                 |                |          | 20      |                   |
| 3/4/15  |                    | X                  |                       | Pathways - Marquette                  |                |          |         |                   |
| 3/5/15  | X                  |                    |                       | Michigan Works                        |                |          | 20      |                   |
| 3/6/15  | X                  |                    |                       | Soil Conservation District            |                |          | 20      |                   |
| 3/11/15 | X                  |                    |                       | Law Enforcement Center meeting        |                |          | 20      |                   |
| 3/12/15 | X                  |                    |                       | Pathways Recipient Rights             |                |          | 10      |                   |
| 3/17/15 | X                  |                    |                       | Health Dept Personnel meeting         |                |          | 20      |                   |
| 3/17/15 | X                  |                    |                       | Committee of Whole - AM               |                |          | 20      |                   |
| 3/19/15 | X                  |                    |                       | LEPC                                  |                |          | 10      |                   |
| 3/23/15 | X                  |                    |                       | meet with Ed M. Broom                 |                |          | 20      |                   |
| 3/23/15 | X                  |                    |                       | Committee of Whole                    |                |          | 20      |                   |
| 3/24/15 | X                  |                    |                       | Pathways Comm of Whole                |                |          | 10      |                   |
| 3/25/15 | X                  | X                  |                       | Interview for administrator 7 to 9 AM |                |          | 14      |                   |
|         | X                  |                    |                       | 6-8 PM                                |                |          | 14      |                   |
| 3/25/15 |                    |                    |                       | EOC 10 AM - 11 AM                     |                |          | 20      |                   |
| 3/26/15 | X                  |                    |                       | Pinecrest Board                       |                |          | 47      |                   |
| 3/19/15 | X                  |                    |                       | Health Dept. Reg meeting              |                |          | 47      |                   |
| 3/29/15 |                    |                    | X                     | MAC conference. 98.37 (4/15)          |                |          | -       |                   |
| 3/30/15 |                    |                    | X                     | MAC conference                        |                |          | -       |                   |
|         | 300                | 35                 | 100                   |                                       |                |          | 332     | 190 <sup>90</sup> |

phone bill #10.00

I hereby certify that all items of expense included in this statement were incurred in the discharge of authorized official business, that the amounts are correct, and that they represent proper charges against the County.

TOTAL PER DIEM: 435.00  
 101-101-710.002  
 TOTAL MILEAGE: 190.90  
 101-101-860.001  
 TOTAL PHONE: 10.00  
 101-101-850.000  
 OTHER: meals 8.37  
 101-101-860.001  
 GRAND TOTAL: 644.27

NATURE OF BUSINESS: \_\_\_\_\_

SIGNED: Mary Harrington

APPROVED: \_\_\_\_\_

AP  
20927



# Delta County Travel Expense Voucher

Employee: Patrick Johnson 10091

Date: March 2015

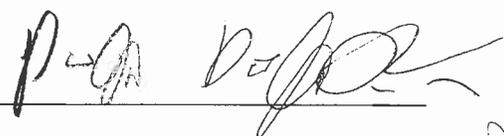
| Date       | 0-3 hrs | 3-6 hrs | over 6 hrs | Meeting                | Meals/Other | Comments           | Mileage |
|------------|---------|---------|------------|------------------------|-------------|--------------------|---------|
| 03/02/2015 | X       |         |            | CAA                    |             | Orientation        | 0       |
| 03/03/2015 | X       |         |            | Board                  |             |                    | 14      |
| 03/06/2015 | X       |         |            | MI Works               |             |                    | 0       |
| 03/11/2015 | X       |         |            | Airport                |             |                    | 23      |
| 03/13/2015 | X       |         |            | EDA                    |             |                    | 19      |
| 03/13/2015 | X       |         |            | CAA                    |             |                    | 0       |
| 03/17/2015 | X       |         |            | Board                  |             |                    | 14      |
| 03/18/2015 | X       |         |            | Committee of the Whole |             |                    | 14      |
| 03/19/2015 | X       |         |            | Public Health          |             |                    | 62      |
| 03/24/2015 | X       |         |            | Committee of the Whole |             |                    | 14      |
| 03/24/2015 | X       |         |            | Landfill               |             |                    | 14      |
| 03/25/2015 | X       |         |            | Committee of the Whole |             | Interview          | 20      |
| 03/25/2015 | X       |         |            | Committee of the Whole |             | Interviews round 2 | 20      |

260

214

123.05

I hereby certify that all items of expense included in this statement were incurred in the discharge of authorized official business, that the amounts are correct, and that they represent proper charges against the County.

SIGNED: 

TOTAL PER DIEM 101-101-710.002:

260.00

TOTAL MILEAGE 101-101-860.001:

123.05

TOTAL PHONE 101-101-850.000:

10.00

OTHER:

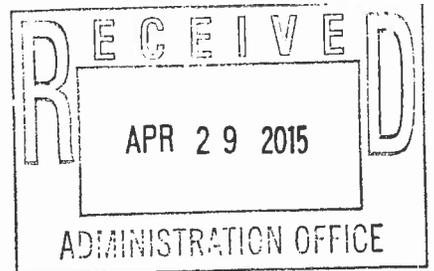
\_\_\_\_\_

GRAND TOTAL:

393.05

AP  
123.05

**DELTA COUNTY  
TRAVEL EXPENSE VOUCHER**



Vendor Number: 13037

Line item: \_\_\_\_\_

Department \_\_\_\_\_

Charged: \_\_\_\_\_

Date: 4-29-15

Employee: John Malnar

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

Period Covered: 4/24/15  
From 3-30-2015 to 3-27-2015

| Date | \$20.00<br>0-3 hrs | \$35.00<br>3-6 hrs | \$50.00<br>over 6 hrs | Meeting                      | Meals<br>Other | Comments  | Mileage | Mileage \$ | Meeting \$ |
|------|--------------------|--------------------|-----------------------|------------------------------|----------------|-----------|---------|------------|------------|
| 3-30 |                    |                    | X                     | Travel time                  | 16.14          | To MAC    | NC      |            | 50.00      |
| 3-31 |                    |                    | X                     | MAC convention               | 15.92          | TIPS 0.00 | NC      |            | 50.00      |
| 4-1  |                    |                    | X                     | MAC + Travel                 | 9.78           | 18.00     | NC      |            | 50.00      |
| 4-3  | X                  |                    |                       | whole meeting                |                |           | 30      |            | 20.00      |
| 4-6  | X                  |                    |                       | whole meeting                |                |           | 30      |            | 20.00      |
| 4-6  |                    |                    |                       | Planning Commission          |                |           | NC      |            | NC         |
| 4-8  | X                  |                    |                       | Personal committee           |                |           | 30      |            | 20.00      |
| 4-8  | X                  |                    |                       | Joint Governmental           |                |           | NC      |            | 20.00      |
| 4-10 | X                  |                    |                       | whole meeting                |                |           | 30      |            | 20.00      |
| 4-14 | X                  |                    |                       | Board meeting                |                |           | 28      |            | 20.00      |
| 4-15 | X                  |                    |                       | Ensign Township              |                |           | 28      |            | 20.00      |
| 4-20 | X                  |                    |                       | <del>Brampton Township</del> |                |           | 28      |            | 20.00      |
| 4-20 | X                  |                    |                       | Brampton Township            |                |           | 15      |            | 20.00      |
| 4-21 | X                  |                    |                       | Cuppad - Transportat Rural   |                |           | 28      |            | 20.00      |
| 4-21 | X                  |                    |                       | Board meeting                |                |           | 28      |            | 20.00      |
| 4-22 | X                  |                    |                       | Negotiation                  |                |           | 30      |            | 20.00      |
| 4-23 | X                  |                    |                       | Township Association         |                |           | 24      |            | 20.00      |
| 4-24 |                    | X                  |                       | Cuppad Regional              |                |           | NC      |            | 35.00      |
|      | 260                | 35                 | 150                   |                              |                |           | 329     | 189.18     |            |

I hereby certify that all items of expense included in this statement were incurred in the discharge of authorized official business, that the amounts are correct, and that they represent proper charges against the County.

TOTAL PER DIEM: 445.00  
 101-101-710.002  
 TOTAL MILEAGE: 189.18  
 101-101-860.001  
 TOTAL PHONE: 10.00  
 101-101-850.000  
 OTHER: meals 29.08  
 101-101-860.001  
 GRAND TOTAL: 673.26

NATURE OF BUSINESS: \_\_\_\_\_

SIGNED: \_\_\_\_\_

APPROVED: \_\_\_\_\_

*APR 28 2015*

8

AGREEMENT

B2

BETWEEN

AND

Delta County Board of Commissioners  
310 Ludington Street  
Escanaba, MI 49829

Baldwin Township  
10601 South River Lane  
Cornell, MI 49818

Hereinafter referred to as "County"

Hereinafter referred to as "Township"

The Agreement between the County and the Township shall be interpreted in the following fashion:

The County agrees to provide a Zoning Ordinance, Planning Commission, Zoning Board of Appeals and Zoning Administration, under the county's jurisdiction for the Township until April 30, 2015.

The Township agrees to contribute \$0.75 per capita x population of 759 = \$569.25, to the County for providing the above service, by May 1<sup>st</sup> of each year.

In Witness whereof, the County has hereunto executed this agreement on this \_\_\_1st\_\_\_ day of \_\_\_May\_\_\_, 2013, which shall be deemed to become effective upon approval of both parties.

Witnesses:

For the County of Delta

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Its: Chairman

In Witness whereof, the Township has hereunto executed this agreement on this \_\_\_1st\_\_\_ day of \_\_\_May\_\_\_, 2013, which shall be deemed to become effective upon approval of both parties.

Witnesses:

For the Township of Baldwin

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Its: Supervisor

# DELTA COUNTY BOARD OF COMMISSIONERS

ADMINISTRATION OFFICE  
310 LUDINGTON STREET  
ESCANABA, MICHIGAN 49829  
PHONE: 906-789-5100  
FAX: 906-789-5197



B3

May 5, 2015

Jeffrey Schwartz, Auditor  
Local Audit and Finance Division  
Department of Treasury  
PO Box 30728  
Lansing, MI 28909

Deficit Elimination Plan 21-0000

TO WHOM IT MAY CONCERN:

The letter of April 6, 2015 regarding the deficit elimination plan:

| FUND                | AMOUNT   | SOURCE OF INFORMATION                     |
|---------------------|----------|---|
| Juvenile Drug Grant | \$13,912 | Audited Financial Statement 9/30/14 p. 66 |

An additional appropriation from the Child Care Fund to the Juvenile Drug Grant in the amount of \$15,000 was made to cover the deficit.

Enclosed are the journal entries and the minutes of the Board of Commissioners meeting authorizing necessary action needed by the County Administrator.

If you need additional information on this matter, please feel free to contact me.

Sincerely yours,

Nora M. Viau, Director  
Administration and Finance

*before Transfer*

| GL NUMBER                                 | DESCRIPTION          | END BALANCE<br>09/30/2014<br>NORM (ABNORM) | 2014-15<br>ORIGINAL<br>BUDGET | 2014-15<br>AMENDED<br>BUDGET | YTD BALANCE<br>04/30/2015<br>NORM (ABNORM) | ACTIVITY FOR<br>MONTH 04/30/2015<br>INCR (DECR) | AVAILABLE<br>BALANCE<br>NORM (ABNORM) | % BDGT<br>USED |
|---|----------------------|--|-------------------------------|------------------------------|--|---|---------------------------------------|----------------|
| <b>Fund 296 - JUVENILE DRUG GRANT</b>     |                      |  |                               |                              |  |   |                                       |                |
| Revenues                                  |                      |  |                               |                              |  |   |                                       |                |
| Dept 000                                  |                      |  |                               |                              |  |   |                                       |                |
| 296-000-401.000                           | REVENUES--GRANT      | 0.00                                       | 10,000.00                     | 10,000.00                    | 0.00                                       | 0.00  | 10,000.00                             | 0.00           |
| 296-000-695.000                           | FUND BALANCE         | 0.00                                       | 0.00                          | 0.00                         | 0.00                                       | 0.00  | 0.00                                  | 0.00           |
| 296-000-699.000                           | TRANSFERS IN         | 67,000.00                                  | 61,303.00                     | 67,803.00                    | 67,803.00                                  | 67,803.00                                       | 0.00                                  | 100.00         |
| <b>Total Dept 000</b>                     |                      | <b>67,000.00</b>                           | <b>71,303.00</b>              | <b>77,803.00</b>             | <b>67,803.00</b>                           | <b>67,803.00</b>                                | <b>10,000.00</b>                      | <b>87.15</b>   |
| <b>TOTAL Revenues</b>                     |                      | <b>67,000.00</b>                           | <b>71,303.00</b>              | <b>77,803.00</b>             | <b>67,803.00</b>                           | <b>67,803.00</b>                                | <b>10,000.00</b>                      | <b>87.15</b>   |
| Expenditures                              |                      |  |                               |                              |  |   |                                       |                |
| Dept 000                                  |                      |  |                               |                              |  |   |                                       |                |
| 296-000-704.001                           | SALARY - R. HOWELL   | 5,007.18                                   | 4,995.00                      | 4,995.00                     | 2,747.60                                   | 384.28  | 2,247.40                              | 55.01          |
| 296-000-704.006                           | SALARY - LUND        | 33,035.56                                  | 32,960.00                     | 32,960.00                    | 18,127.73                                  | 2,535.36  | 14,832.27                             | 55.00          |
| 296-000-705.001                           | INCENTIVE PROGRAM    | 0.00                                       | 0.00                          | 0.00                         | 0.00                                       | 0.00  | 0.00                                  | 0.00           |
| 296-000-715.000                           | FICA                 | 2,726.79                                   | 2,905.00                      | 2,905.00                     | 1,511.50                                   | 209.25  | 1,393.50                              | 52.03          |
| 296-000-716.000                           | INSURANCE            | 6,314.21                                   | 0.00                          | 6,500.00                     | 3,694.51                                   | 544.61  | 2,805.49                              | 56.84          |
| 296-000-718.000                           | RETIREMENT           | 24,661.30                                  | 30,330.00                     | 30,330.00                    | 18,112.27                                  | 2,332.80  | 12,217.73                             | 59.72          |
| 296-000-727.000                           | SUPPLIES             | 0.00                                       | 0.00                          | 0.00                         | 0.00                                       | 0.00  | 0.00                                  | 0.00           |
| 296-000-729.000                           | POSTAGE              | 0.00                                       | 0.00                          | 0.00                         | 0.00                                       | 0.00  | 0.00                                  | 0.00           |
| 296-000-760.000                           | LAB TESTING          | 0.00                                       | 0.00                          | 0.00                         | 0.00                                       | 0.00  | 0.00                                  | 0.00           |
| 296-000-807.000                           | CONTRACTUAL SERVICES | 0.00                                       | 0.00                          | 0.00                         | 0.00                                       | 0.00  | 0.00                                  | 0.00           |
| 296-000-850.000                           | TELEPHONE            | 0.00                                       | 0.00                          | 0.00                         | 0.00                                       | 0.00  | 0.00                                  | 0.00           |
| 296-000-850.001                           | PAGER                | 0.00                                       | 0.00                          | 0.00                         | 0.00                                       | 0.00  | 0.00                                  | 0.00           |
| 296-000-860.001                           | TRAVEL               | 0.00                                       | 0.00                          | 0.00                         | 0.00                                       | 0.00  | 0.00                                  | 0.00           |
| 296-000-911.000                           | WORKERS COMP.        | 27.41                                      | 113.00                        | 113.00                       | 9.87                                       | 1.38  | 103.13                                | 8.73           |
| 296-000-978.000                           | EQUIPMENT            | 0.00                                       | 0.00                          | 0.00                         | 0.00                                       | 0.00  | 0.00                                  | 0.00           |
| <b>Total Dept 000</b>                     |                      | <b>71,772.45</b>                           | <b>71,303.00</b>              | <b>77,803.00</b>             | <b>44,203.48</b>                           | <b>6,007.68</b>                                 | <b>33,599.52</b>                      | <b>56.81</b>   |
| <b>TOTAL Expenditures</b>                 |                      | <b>71,772.45</b>                           | <b>71,303.00</b>              | <b>77,803.00</b>             | <b>44,203.48</b>                           | <b>6,007.68</b>                                 | <b>33,599.52</b>                      | <b>56.81</b>   |
| <b>Fund 296 - JUVENILE DRUG GRANT:</b>    |                      |  |                               |                              |  |   |                                       |                |
| <b>TOTAL REVENUES</b>                     |                      | <b>67,000.00</b>                           | <b>71,303.00</b>              | <b>77,803.00</b>             | <b>67,803.00</b>                           | <b>67,803.00</b>                                | <b>10,000.00</b>                      | <b>87.15</b>   |
| <b>TOTAL EXPENDITURES</b>                 |                      | <b>71,772.45</b>                           | <b>71,303.00</b>              | <b>77,803.00</b>             | <b>44,203.48</b>                           | <b>6,007.68</b>                                 | <b>33,599.52</b>                      | <b>56.81</b>   |
| <b>NET OF REVENUES &amp; EXPENDITURES</b> |                      | <b>(4,772.45)</b>                          | <b>0.00</b>                   | <b>0.00</b>                  | <b>23,599.52</b>                           | <b>61,795.32</b>                                | <b>(23,599.52)</b>                    | <b>100.00</b>  |



| GL NUMBER                       | DESCRIPTION          | END BALANCE<br>09/30/2014<br>NORM (ABNORM) | 2014-15<br>ORIGINAL<br>BUDGET | 2014-15<br>AMENDED<br>BUDGET | YTD BALANCE<br>04/30/2015<br>NORM (ABNORM) | ACTIVITY FOR<br>MONTH 04/30/2015<br>INCR (DECR) | AVAILABLE<br>BALANCE<br>NORM (ABNORM) | % BGD<br>USED |
|---------------------------------|----------------------|--|-------------------------------|------------------------------|--|---|---------------------------------------|---------------|
| Fund 296 - JUVENILE DRUG GRANT  |                      |  |                               |                              |  |   |                                       |               |
| Revenues                        |                      |  |                               |                              |  |   |                                       |               |
| Dept 000                        |                      |  |                               |                              |  |   |                                       |               |
| 296-000-401.000                 | REVENUES--GRANT      | 0.00                                       | 10,000.00                     | 10,000.00                    | 0.00                                       | 0.00  | 10,000.00                             | 0.00          |
| 296-000-695.000                 | FUND BALANCE         | 0.00                                       | 0.00                          | 0.00                         | 0.00                                       | 0.00  | 0.00                                  | 0.00          |
| 296-000-699.000                 | TRANSFERS IN         | 67,000.00                                  | 61,303.00                     | 67,803.00                    | 82,803.00                                  | 82,803.00                                       | (15,000.00)                           | 122.12        |
| Total Dept 000                  |                      | 67,000.00                                  | 71,303.00                     | 77,803.00                    | 82,803.00                                  | 82,803.00                                       | (5,000.00)                            | 106.43        |
| TOTAL Revenues                  |                      | 67,000.00                                  | 71,303.00                     | 77,803.00                    | 82,803.00                                  | 82,803.00                                       | (5,000.00)                            | 106.43        |
| Expenditures                    |                      |  |                               |                              |  |   |                                       |               |
| Dept 000                        |                      |  |                               |                              |  |   |                                       |               |
| 296-000-704.001                 | SALARY - R. HOWELL   | 5,007.18                                   | 4,995.00                      | 4,995.00                     | 2,747.60                                   | 384.28  | 2,247.40                              | 55.01         |
| 296-000-704.006                 | SALARY - LUND        | 33,035.56                                  | 32,960.00                     | 32,960.00                    | 18,127.73                                  | 2,535.36  | 14,832.27                             | 55.00         |
| 296-000-705.001                 | INCENTIVE PROGRAM    | 0.00                                       | 0.00                          | 0.00                         | 0.00                                       | 0.00  | 0.00                                  | 0.00          |
| 296-000-715.000                 | FICA                 | 2,726.79                                   | 2,905.00                      | 2,905.00                     | 1,511.50                                   | 209.25  | 1,393.50                              | 52.03         |
| 296-000-716.000                 | INSURANCE            | 6,314.21                                   | 0.00                          | 6,500.00                     | 3,694.51                                   | 544.61  | 2,805.49                              | 56.84         |
| 296-000-718.000                 | RETIREMENT           | 24,661.30                                  | 30,330.00                     | 30,330.00                    | 18,112.27                                  | 2,332.80  | 12,217.73                             | 59.72         |
| 296-000-727.000                 | SUPPLIES             | 0.00                                       | 0.00                          | 0.00                         | 0.00                                       | 0.00  | 0.00                                  | 0.00          |
| 296-000-729.000                 | POSTAGE              | 0.00                                       | 0.00                          | 0.00                         | 0.00                                       | 0.00  | 0.00                                  | 0.00          |
| 296-000-760.000                 | LAB TESTING          | 0.00                                       | 0.00                          | 0.00                         | 0.00                                       | 0.00  | 0.00                                  | 0.00          |
| 296-000-807.000                 | CONTRACTUAL SERVICES | 0.00                                       | 0.00                          | 0.00                         | 0.00                                       | 0.00  | 0.00                                  | 0.00          |
| 296-000-850.000                 | TELEPHONE            | 0.00                                       | 0.00                          | 0.00                         | 0.00                                       | 0.00  | 0.00                                  | 0.00          |
| 296-000-850.001                 | PAGER                | 0.00                                       | 0.00                          | 0.00                         | 0.00                                       | 0.00  | 0.00                                  | 0.00          |
| 296-000-860.001                 | TRAVEL               | 0.00                                       | 0.00                          | 0.00                         | 0.00                                       | 0.00  | 0.00                                  | 0.00          |
| 296-000-911.000                 | WORKERS COMP.        | 27.41                                      | 113.00                        | 113.00                       | 9.87                                       | 1.38  | 103.13                                | 8.73          |
| 296-000-978.000                 | EQUIPMENT            | 0.00                                       | 0.00                          | 0.00                         | 0.00                                       | 0.00  | 0.00                                  | 0.00          |
| Total Dept 000                  |                      | 71,772.45                                  | 71,303.00                     | 77,803.00                    | 44,203.48                                  | 6,007.68  | 33,599.52                             | 56.81         |
| TOTAL Expenditures              |                      | 71,772.45                                  | 71,303.00                     | 77,803.00                    | 44,203.48                                  | 6,007.68  | 33,599.52                             | 56.81         |
| Fund 296 - JUVENILE DRUG GRANT: |                      |  |                               |                              |  |   |                                       |               |
| TOTAL REVENUES                  |                      | 67,000.00                                  | 71,303.00                     | 77,803.00                    | 82,803.00                                  | 82,803.00                                       | (5,000.00)                            | 106.43        |
| TOTAL EXPENDITURES              |                      | 71,772.45                                  | 71,303.00                     | 77,803.00                    | 44,203.48                                  | 6,007.68  | 33,599.52                             | 56.81         |
| NET OF REVENUES & EXPENDITURES  |                      | (4,772.45)                                 | 0.00                          | 0.00                         | 38,599.52                                  | 76,795.32                                       | (38,599.52)                           | 100.00        |

B4

Zimbra

tracy@deltacountymi.org

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**Fwd: Bizhub Scan Document**

---

**From :** Peter VanSteen <pvansteen@cupp.ad.org>      Wed, Apr 29, 2015 02:14 PM  
**Subject :** Fwd: Bizhub Scan Document      3 attachments  
**To :** Tracy Lantagne <tracy@deltacountymi.org>,  
Nora Viau <nora@deltacountymi.org>  
**Cc :** Daniels, Gary <Gary\_Daniels@golder.com>,  
Diehn, Ken <Ken.Diehn@newpagecorp.com>,  
Schmidt, Todd <todd.schmidt@versoco.com>,  
Daria Falcon <dfalcon@gladstonemi.com>,  
Ralph Blasier <blasier@earthlink.net>, Don  
Pyle <don@dswma.org>, Brian Black  
<blackb@baycollege.edu>, Bill Farrell  
<bfarrell@escanaba.org>, DeVet, David  
<David.DeVet@newpagecorp.com>, Howard  
Keeton <howardkeeton@yahoo.com>, Cheryl  
Ohman <cherylo@lakestateindustries.org>,  
Ryan Bruursema  
<ryan.bruursema@ingfp.com>

Tracy:

For the agenda item regarding the modification to the Solid Waste Plan amendment, attached are:

- Memo to County Board members requesting review and approval of the modifications needed to the county solid waste plan.
- Letter from MDEQ regarding the modifications needed.
- Response letter from Mary Harrington to be sent to the MDEQ, to be typed on county letterhead.

I will be at the May 5 county board meeting.

Regarding Fleet Maintenance, perhaps that can wait for the May 19 meeting.

Any questions, give me a call,

Peter Van Steen

--

Peter Van Steen

Transportation Planner

**CUPPAD Regional Commission**

2950 College Avenue

Escanaba, MI 49829

906.786.9234- work phone

906.786.4442- fax

906.399.0260- work cell phone

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— **sw modification request.pdf**



166 KB

— **ltr to MDEQ request modifications.docx**



17 KB

— **MDEQ amendment concerns.pdf**



217 KB

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**Zimbra****nora@deltacountymi.org**

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**Delta County Solid waste amemendmet**

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**From :** Peter VanSteen  
<pvansteen@cupp.ad.org>

Mon, Apr 27, 2015 10:24 AM

 1 attachment

**Subject :** Delta County Solid waste  
amemendmet

**To :** Nora Viau  
<nora@deltacountymi.org>, Tracy  
Lantagne  
<tracy@deltacountymi.org>

Nora:

I received the attached letter from the MDEQ regarding the recent solid waste amendment that was submitted to the MDEQ. There were several concerns the MDEQ had.

There was some miscommunication submitted regarding how much lands are actually available as a landfill at the Escanaba Paper Company site. The correct acreage should be 1,960 acres. In the amendment language, the term "non-Type II waste" was used. There is no such term used by the MDEQ. In addition, a previous amendment to the solid waste plan identifying the expansion of the new Delta County landfill site was not included in the text submitted.

I have forwarded the MDEQ response letter and a draft response from the County Board to the Escanaba Paper Company for their review and comment.

At an upcoming meeting, perhaps the May 5<sup>th</sup> meeting, I could ask the county board to review and concur with the recommendations made by the MDEQ regarding the county solid waste plan amendment.

Right now I am waiting to hear from Escanaba Paper Company officials.

Questions, give me a call,

thanks,

--

Peter Van Steen  
Transportation Planner

**CUPPAD Regional Commission**

2950 College Avenue  
Escanaba, MI 49829

906.786.9234- work phone

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 **MDEQ amendment concerns.pdf**

217 KB

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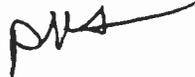


Central Upper Peninsula Planning And Development Regional Commission

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

April 29, 2015

TO: Delta County Board of Commissioners

FROM: Peter Van Steen, Transportation Planner 

SUBJECT: Modifications needed to the Delta County Solid Waste Management Plan Amendment

As you may recall, the Escanaba Paper Company approached the County Board in April 2014 to amend the county solid waste plan to permit waste from any business that is located on the Escanaba Paper Company property to be disposed of at the Escanaba Paper Company landfill. Currently the County Solid Waste Plan only allows Escanaba Paper Company waste to be disposed at its landfill.

The County Board and a majority of local units in the County approved the Amendment. The Amendment was submitted to the MDEQ for state approval on November 19, 2014. However, the MDEQ had a number of concerns with the revised pages of the County Solid Waste Plan.

In a letter dated April 14, 2015, the MDEQ expressed their concerns. I have reviewed the concerns with Escanaba Paper Company and there is agreement the modifications as recommended by the MDEQ are acceptable.

The County Board is asked to concur with the following recommendations as presented by the MDEQ:

- On page II-8, Facility Description, Escanaba Paper Company, the acreage for "Total area of facility property" should be changed from 2,060 acres to 1,960. The acreage for "Total area sited for use" should be changed from 132.4 acres to 1,960 acres.
- On page III-10, Facility Description, Escanaba Paper Company, the acreage for "Total area of facility property" should be changed from 2,060 acres to 1,960. The acreage for "Total area sited for use" should be changed from 132.4 acres to 1,960 acres.
- The County Board recognizes that while the facility is designed to accept any non-hazardous industrial waste generated at the industrial facility, the acceptance of asbestos waste for disposal requires the landfill operator to comply with the requirements of the federal asbestos regulations, found in 40 C.F.R. parts 61 to 62, July 1, 1997 edition. The County Board recognizes the facility will remain permitted as a "Type III- Industrial Landfill" as Type III- Low Hazard Industrial Waste or Construction & Demolition (C&D) Waste landfills cannot accept asbestos-containing waste material. The County Board recognizes that a C&D permit is not needed to accept C&D materials so long as it is generated at the facility.
- Page III-34, Siting Review Procedures, Siting and Process, first bulleted item will be revised to identify the change to the Plan as part of the Plan Amendment that was approved by the MDEQ

on January 16, 2007 to allow expansion of the Delta Landfill in Section 21 and the South half of Section 15. The revised bullet item will read as follows:

- “Expansion of the Delta Landfill facility located in Section 22, Section 21 and the South half of Section 15, Township 39 North, Range 23 West, Delta County, is permitted.”
- Page III-34 Siting Review Procedures, Siting Criteria and Process, second bulleted item will be revised to clarify the term “non-Type II wastes”, clarify the County intends to allow the Escanaba Paper Company to obtain a permit for a change or an additional waste disposal area type only for waste types that are generated on the Escanaba Paper Company facility property, including waste generated from any business that is located on the Escanaba Paper Company facility property, and to clarify that the total area sited for use is 1,960 acres as identified on the facility description page. The revised bulleted sentence will read as follows:
  - “Expansions of and/or changes in disposal area types shall only include other industrial waste types and/or construction and demolition waste generated within the 1,960 acre facility property identified on the facility description page under the “Total area sited for use”, at the Escanaba Paper Company landfill facility located in Sections 25 and 36, Township 40 North, Range 23 West are permitted.”

In addition, on page II-11 that was submitted to the MDEQ as part of the Amendment noted the tipping fee for individuals is \$48.00 per ton. As the current disposal rate for individuals at the Delta Landfill is \$57.00 per ton, the tipping fee amount in the Solid Waste Plan should reflect the current situation. The last sentence on page II-11 should be modified to reflect the current tipping fee. The revised sentence should read:

- “The Delta County Landfill allows individuals to haul and dispose of waste at the current rate of \$57.00 per ton. The minimum disposal fee is \$10.00 for up to 350 pounds of waste.”

I request the Delta County Board of Commissioners to concur with the modifications as described above and authorize the Chairperson to submit a letter to the MDEQ. A copy of a letter is attached.

Should you require additional information, please do not hesitate to contact me.

cc: Delta County Solid Waste Planning Committee  
Gary Daniels, Golder Associates  
Ken Diehn, Escanaba Paper Company  
Todd Schmidt, Escanaba Paper Company



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF ENVIRONMENTAL QUALITY  
LANSING



DAN WYANT  
DIRECTOR

April 14, 2015

Mr. Peter VanSteen  
Central Upper Peninsula Planning and Development  
2950 College Avenue  
Escanaba, Michigan 49829

Dear Mr. VanSteen:

**SUBJECT: 2013 Delta County Solid Waste Management Plan Amendment**

This letter is a follow-up to our conversation on March 13, 2015, regarding clarifying some approval issues and the intent of the Delta County Solid Waste Management Plan Amendment (Amendment). In order for the Department of Environmental Quality (DEQ) to recommend approval and to acknowledge the intent of Delta County (County), the following modifications to the Amendment need to be made:

Page II-8, Facility Description, Escanaba Paper Company, the "Total area of facility property" identifies 2060 acres; however, based upon a review of the facility's restrictive covenant and confirmation from Mr. Todd Schmidt, Escanaba Paper Company, this amount should be 1960 acres. Therefore, the "Total area of facility property" should be changed to 1960 acres. Additionally, the County intended to allow Escanaba Paper Company to expand throughout its entire property; however, the Amendment only identified 132.4 acres, under the "Total area sited for use." Therefore, the "Total area sited for use" acres should be changed from 132.4 acres to 1960 acres. This change also applies to Page III-10 as well.

Please note that while the facility is designed to accept any non-hazardous industrial waste generated at the industrial facility, the acceptance of asbestos waste for disposal requires that the landfill operator comply with the requirements of the federal asbestos regulations, found in 40 C.F.R. parts 61 to 62, July 1, 1997 edition. Also, the facility must remain permitted as a "Type III -Industrial Waste facility" as Type III- Low-Hazard Industrial Waste or Construction & Demolition (C & D) Waste Landfills cannot accept asbestos-containing waste material. Further, it should be noted that a C&D permit is not needed to accept C&D materials so long as it is generated at the facility.

Page III-34, Siting Review Procedures, Siting Criteria and Process, first bulleted item does not identify the changes that were made in the Plan Amendment that was approved on, January 16, 2007. To alleviate any confusion, this item should be changed to reflect those updates as follows:

Expansions of the Delta Landfill facility located in Section 22, **Section 21, and the South half of Section 15**, Township 39 North, Range 23 West, Delta County, is permitted.

Page III-34, Siting Review Procedures, Siting Criteria and Process, second bulleted item states the following, "Expansions of and/or changes in disposal area types to include other non-Type II wastes at the Escanaba Paper Company landfill facility located...are permitted." The term "non-Type II wastes" is not defined and does not clearly identify the County's intent for this facility and should be changed to a definable waste type.

Also, based upon our conversation, the County intended to allow the Escanaba Paper Company landfill to get a permit for a change or an additional waste disposal area type only for waste types that were generated on the facility property, including waste generated from any business that is located on their facility property. The language identified above does not limit the facility as the County intended.

Further, the County intended to allow Escanaba Paper Company to expand throughout its entire property, which as noted in the second paragraph of this letter is 1,960 acres.

Based upon the above areas of concern and to clearly identify the County's intent this sentence should be changed to the following:

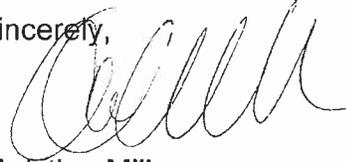
"Expansions of and/or changes in disposal area types shall only include other industrial waste types and/or construction and demolition waste generated at the facility property, up to the 1960 acres identified on the facility description page under the "Total area sited for use", at the Escanaba Paper Company landfill facility located in Sections 25 and 36, Township 40 North, Range 23 West are permitted."

If the County agrees with the DEQ administratively making these modifications to the Amendment as part of the DEQ's approval of the Amendment, please have a party who is authorized to act on behalf of the County provide a letter to the DEQ indicating the County's agreement with these changes and requesting that the DEQ issue its approval with these modifications. Examples of such a letter are enclosed.

The DEQ believes that the Amendment is not approvable without the modifications outlined above. If the County decides not to agree to have the DEQ make the changes as part of the approval process, the Office of Waste Management and Radiological Protection will recommend that the DEQ not approve the Amendment as written

If you have any questions or comments, please contact me at the telephone number below; via e-mail at millerc1@michigan.gov; or DEQ, P.O. Box 30241, Lansing, Michigan 48909-7741.

Sincerely,

A handwritten signature in black ink, appearing to read 'Christina Miller', written over the word 'Sincerely,'.

Christina Miller  
Sustainable Materials Management Unit  
Solid Waste Section  
Office of Waste Management and  
Radiological Protection  
517-614-7426

Enclosures

cc: Ms. Rhonda S. Oyer, DEQ  
Delta County File

May 5, 2015

Ms. Christina Miller  
Sustainable Materials Management Unit  
Solid Waste Section  
Office of Waste Management and Radiological Protection  
Department of Environmental Quality  
PO Box 30241  
Lansing, MI 48909-7741

Dear Ms. Miller:

As a follow-up to your letter dated April 14, 2015 clarifying some approval issues and the intent of the Delta County Solid Waste Management Plan Amendment submitted November 19, 2014 to your office, the Delta County Board of Commissioners met in regular session on May 7, 2015 to review your comments. The Board of Commissioners concurred with your recommendations as follows, with some minor editorial changes as indicated:

- On page II-8, Facility Description, Escanaba Paper Company, the acreage for “Total area of facility property” should be changed from 2,060 acres to 1,960. The acreage for “Total area sited for use” should be changed from 132.4 acres to 1,960 acres.
- On page III-10, Facility Description, Escanaba Paper Company, the acreage for “Total area of facility property” should be changed from 2,060 acres to 1,960. The acreage for “Total area sited for use” should be changed from 132.4 acres to 1,960 acres.
- The County Board recognizes that while the facility is designed to accept any non-hazardous industrial waste generated at the industrial facility, the acceptance of asbestos waste for disposal requires the landfill operator to comply with the requirements of the federal asbestos regulations, found in 40 C.F.R. parts 61 to 62, July 1, 1997 edition. The County Board recognizes the facility will remain permitted as a “Type III- Industrial Waste Facility Landfill” as Type III- Low Hazard Industrial Waste or Construction & Demolition (C&D) Waste landfills cannot accept asbestos-containing waste material. The County Board recognizes that a C&D permit is not needed to accept C&D materials so long as it is generated at the facility.
- Page III-34, Siting Review Procedures, Siting and Process, first bulleted item will be revised to identify the change to the Plan as part of the Plan Amendment that was approved by the MDEQ on January 16, 2007 to allow expansion of the Delta Landfill in Section 21 and the South half of Section 15. The revised bullet item will read as follows:
  - “Expansion of the Delta Landfill facility located in Section 22, Section 21 and the South half of Section 15, Township 39 North, Range 23 West, Delta County, is permitted.”

- Page III-34 Siting Review Procedures, Siting Criteria and Process, second bulleted item will be revised to clarify the term “non-Type II wastes”, clarify the County intends to allow the Escanaba Paper Company to obtain a permit for a change or an additional waste disposal area type only for waste types that are generated on the Escanaba Paper Company facility property, including waste generated from any business that is located on the Escanaba Paper Company facility property, and to clarify that the total area sited for use is 1,960 acres as identified on the facility description page. The revised bulleted sentence will read as follows:
  - “Expansions of and/or changes in disposal area types shall only include other industrial waste types and/or construction and demolition waste generated ~~at~~ within the 1,960 acre facility property, up to 1,960 acres identified on the facility description page under the “Total area sited for use”, at the Escanaba Paper Company landfill facility located in Sections 25 and 36, Township 40 North, Range 23 West are permitted.”

The Delta County Board of Commissioners requests the MDEQ to approve the Plan Amendment with these modifications.

In addition, it is noted the current disposal rate at the Delta Landfill is up to \$57.00 per ton. We request the last sentence on page II-11 be modified to reflect the current tipping fee. The revised sentence should read:

- “The Delta County Landfill allows individuals to haul and dispose of waste at the current rate of \$57.00 per ton. The minimum disposal fee is \$10.00 for up to 350 pounds of waste.”

Should you require additional information, please do not hesitate to contact Peter Van Steen at the CUPPAD Regional Commission, 906.786.9234.

Sincerely,

Mary Ann Harrington, Chairperson  
Delta County Board of Commissioners

cc: Delta County Solid Waste Planning Committee  
Gary Daniels, Golder Associates  
Ken Diehn, Escanaba Paper Company  
Todd Schmidt, Escanaba Paper Company



B6

## OFFICE OF DELTA COUNTY SHERIFF

EDWARD L. OSWALD, *SHERIFF*  
*eoswald@deltacountymi.org*

PHILLIP J. GRIEBEL, *UNDERSHERIFF*  
*pgriebel@deltacountymi.org*

04-30-2015

Dear Delta County Board and Administration,

The Delta County Sheriff Department has been researching the part-time issue in regards to the affordable health care act. The road patrol division has incorporated the part-time into the full time status and therefore has eliminated part-time road patrol.

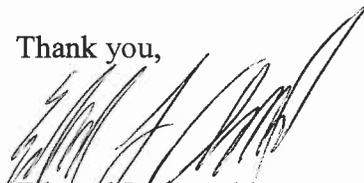
The jail part-time employees worked 6,456 hours in 2014, the full time corrections officers also worked overtime resulting in \$36,048 in pay. Most of the hours worked by part-time was to cover shifts while full-time deputies were on vacation or other leave. They also worked extra hours during court proceedings. Since 2015 courts were mandated to have evidential hearings for each arrest. This hearing, along with the other court demands keep depleting the jail staff. The demands grow as our jail population grows and the severity of the crimes. We are currently in Emergency Jail Overcrowding, we are unable to find any simple remedy in reducing our inmate population due to the severity of the crimes committed by the inmates lodged within the jail.

We are continuing to have difficulty keeping part-time jail employees. We figure we will need to hire 4 full time employees in the corrections division to stay up within the requirements of the Affordable Health Care Act while continuing to operate the jail.

I have checked with Marquette County on how they are staying within the requirements of the Affordable Health Care Act. They reported that they have converted 6 of their part-time corrections officers to that of full time.

We need to make adjustments now to stay within the requirements of the Affordable Health Care Act.

Thank you,



Edward L. Oswald  
Sheriff  
Delta County Sheriff

B1

**Delta County Board of Commissioners  
Escanaba, Michigan**

**Resolution for Appointment of a Grant Administrator**

- Whereas: The Menominee-Delta-Schoolcraft Community Action Agency/Humans Resources Authority, Inc (MDS-CAA/HRA), has served as the housing rehabilitation administrator for many years and is knowledgeable of CDBG/HOME housing program requirements, housing quality standards and MSHDA financial management requirements; and,
- Whereas: the agency has no significant unresolved finding or delays associated with past CDBG housing grants; and,
- Whereas: Delta County is certifying it is in compliance with 24 CFR Part 84 Financial Management Standards and OMB Audit Requirements for agencies administering federal funds; and,
- Whereas: The MDS-CAA/HRA has indicated its compliance with 24 CFR Part 84 Financial Management Standards and OMB Audit Requirements for agencies administering federal funds, therefore, be it
- Resolved: the Delta County Board of Commissioners appoints the Menominee-Delta-Schoolcraft Community Action Agency/Humans Resources Authority, Inc. as the program administrator for the 2014-16 MSHDA CDBG Housing rehabilitation grant, and, be it further
- Resolved: to appoint Naomi Fletcher as the "Fair Housing Contact Person" for the 2014-16 MSHDA CDBG Housing rehabilitation grant program.

\_\_\_\_\_  
Nancy C. Kolich, County Clerk

\_\_\_\_\_  
Date

## FAIR HOUSING RESOLUTION

WHEREAS, under the Federal Fair Housing Law, Title VIII of the Civil Rights Act of 1968, it is illegal to deny housing to any person because of race, color, religion, gender, physical or mental disabilities or national origin; and,

WHEREAS, under the Michigan Elliott-Larsen Civil Rights Act, PA 453 of 1976, as amended, it is illegal to deny the opportunity to obtain housing to any person because of religion, race, color, national origin, age, sex, height, weight, familial status, or marital status;

LET IT BE KNOWN TO ALL PERSONS that it is the policy of **Delta County** to implement programs to ensure equal opportunity in housing for all persons regardless of religion, race, color, national origin, age, sex, height, weight, familial status, or marital status. Therefore, **Delta County** does hereby pass the following Resolution:

BE IT RESOLVED that in accordance with Executive Order 11063, **Delta County** shall not discriminate in the sale, rental, leasing, or financing of housing because of religion, race, color, gender, physical or mental disabilities, national origin, age, height, weight, familial status, or marital status;

**Delta County** will assist all persons who feel they have been discriminated against because of religion, race, color, gender, physical or mental disabilities, national origin, age, height, weight, familial status, or marital status to seek equity under federal and state laws by providing information to said persons on how to file a complaint with the Michigan Department of Civil Rights.

**Delta County** will at a minimum post this policy or the Fair Housing poster or other posters, flyers or other information which will bring to the attention of owners of real estate, developers and builders their respective responsibilities and rights under the Federal Fair Housing Law and Michigan Elliott Larsen Act.

This Resolution shall take effect as of the date listed below.

---

Mary Harrington, Board Chairman  
**Delta County**

---

DATE

**MENOMINEE-DELTA-SCHOOLCRAFT COMMUNITY ACTION AGENCY &  
HUMAN RESOURCES AUTHORITY, INC.  
AND  
DELTA COUNTY, MICHIGAN**

Contract for Administering the Delta County  
Michigan Community Development Block Grant CDBG  
Housing Grant #MSC-2014-0735-0HOA

This contract is entered into on this \_\_\_\_ day of \_\_\_\_\_, 2015, by and between the County of Delta, Michigan, hereinafter , "COUNTY", and the Menominee-Delta Schoolcraft Community Action Agency/Human Resources Authority, Inc., hereinafter "CAA", to provide for the administration of the Michigan CDBG Housing Grant received by the COUNTY. The COUNTY and CAA agree that:

1. In consideration for administering the CDBG Housing Grant # MSC-2013-0735-0HOA, the COUNTY shall pay to the CAA \$37,311.00 for administrative functions associated with the Rehabilitation program.
  
2. The administrative tasks to be performed by CAA and the COUNTY are:
  - a. The Rehabilitation program will be promoted and publicized by CAA at the onset of the project period and throughout the project term, if necessary.
  - b. CAA will contact local licensed and insured contractors in order to compile a bidder list.
  - c. CAA will obtain from prospective applicants necessary verification of income, home ownership, paid taxes and home insurance, and housing needs to determine eligibility in the program.
  - d. The COUNTY shall provide the assessed value, legal description and date of construction of homes, and verify ownership, as requested by CAA.
  - e. CAA will review applicants and make final determination as to their eligibility.
  - f. The CAA will inspect the home to determine possible code violations and lead-based paint hazards. A list of code violations and necessary improvements will be prepared by the CAA. The CAA will notify the homeowner of lead-based paint poisoning hazards. CAA will prepare specifications to be used to determine the rehabilitation costs.
  - g. CAA will request bids from several contractors. After bids and quotations are received and reviewed by CAA and the homeowner, a determination will be made regarding the award of contract. Award will be made only after notice of approval of financing is received from the lender, if applicable, or other leveraging funds are in escrow.
  - h. The CAA will conduct inspections after work is finished to determine compliance with building specifications as prepared.

- i. The CAA will maintain the financial records of the program and issue checks to contractors.
  - j. CAA will prepare progress reports and payment requests and submit to the State CDBG Housing Program on behalf of the COUNTY.
3. The services of CAA will commence July 1, 2014 and shall be undertaken and completed by June 30, 2016
4. The CAA will report progress on a periodic basis to the County Board at a regular meeting(s) and will inform the COUNTY whether or not continuation of the contract is feasible. If the CAA determines continuation is not feasible, all activities will end and the contract will terminate by mutual agreement.
5. CAA agrees to abide by Executive Order 11246 on Equal Opportunity Order, as amended by Executive Order 11375, and as supplemented in the Department of Labor Regulation 41 CFR Part 60.
6. CAA agrees that the Michigan Jobs Commission, Michigan Housing Development Authority, the Department of Housing and Urban Development, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers and records of CAA which are directly pertinent to the grant program for the purpose of making an audit, examination, excerpts and transcriptions.
7. The COUNTY and CAA reserves the right to terminate this contract by giving in writing at least 30 days notice. In such event, all finished or unfinished work prepared by CAA shall be given to the COUNTY and equitable compensation for satisfactory work under this contract shall be paid to CAA.
8. CAA shall provide all administrative services necessary to assist the COUNTY in achieving full compliance with HUD and Michigan Jobs Commission and MSHDA requirements as set forth in the grant agreement between the Michigan State Housing Development Authority and Delta County, Grant # MSC-2013-0735-0HOA.
9. This contract may be amended in whole or in part by written agreement of the COUNTY and CAA.

IN WITNESS WHEREOF the parties have executed this agreement the \_\_\_\_ day of \_\_\_\_\_ 2015.

For Delta County

Menominee-Delta-Schoolcraft  
Community Action Agency/Human  
Resources Authority, Inc.

By \_\_\_\_\_

BY: William Dubord  
William Dubord

Title \_\_\_\_\_

Title Executive Director

Witness: \_\_\_\_\_

Witness: Debra Kidd

INFORMATION- 5/5/15

VI. COMMUNICATIONS

A. COMMUNICATIONS RECEIVED:

1. Letter from Michigan DEQ
2. Letter from CAA/HRA
3. Letter from Wells Township

B. COMMUNICATIONS FORWARDED:

1. Letter to Candy Meintz, Pinecrest
2. Letter to Escanaba Council & Manager
3. Letter to Brian Bousley
4. Letter to Aaron Desentz
5. Letter to Amy Berglund
6. Letter to Jean-Paul Rudell
7. Letter to Sheila Nantelle

VII. REPORTS OF STANDING AND STATUTORY COMMITTEES

1. CAA/HRA minutes of 3-12-15
2. Human Services Board minutes of 3-16-15
3. Public Health minutes of 3-18-15
4. Solid Waste Authority minutes of 3-24-15

VIII. REPORTS OF SPECIAL COMMITTEES AND OTHERS

1. Township Association minutes of 3-26-15



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF ENVIRONMENTAL QUALITY  
LANSING



DAN WYANT  
DIRECTOR

April 15, 2015

Board of Commissioners  
Delta County  
310 Ludington  
Escanaba, Michigan 49829

Dear Commissioners:

Please accept this invitation to attend the Governor's Recycling Summit (Summit) on May 5, 2015, at the Radisson Hotel in Kalamazoo, Michigan. We are looking forward to sharing the day with knowledgeable local officials like you and exploring the many opportunities Michigan has to realize the economic and environmental benefits of strong residential recycling programs.

Last year, Governor Rick Snyder set the ambitious goal of doubling our residential recycling rate and working to make sure all Michigan residents have convenient access to recycling opportunities. The upcoming Summit will update you on the progress we are making and provide you with the information you need to understand how and why recycling is as good for our local economies as it is for the environment. Attending the Summit will allow you to meet with other local leaders, recycling service providers, and manufacturers who are working together to realize the economic opportunity of a well-connected recycling supply chain. Further, you will learn how the actions of your residents and your community are a key part of ensuring valuable commodities make it from the recycling cart to new Michigan-made products – *in your community*.

The Summit is being held in conjunction with the Michigan Recycling Coalition 33<sup>rd</sup> Annual Conference on May 6-7, 2015, which will provide you and your staff with the opportunity to learn more about successfully implementing a variety of recycling-related programming, receive technical training on key topics, and network with hundreds of recycling experts and service providers across the state. The entire three-day event will highlight important topics, such as contracting with recycling service providers, fostering strong public-private partnerships, delivering successful recycling education and outreach campaigns, measuring your success, and more.

Please join us for this important event and take an active role in creating a vibrant future for your community and this great state. A limited amount of financial support is available to reduce the cost of registration. If you need financial assistance to attend or

Board of Commissioners

Page 2

April 15, 2015

have any questions, please contact your Department of Environmental Quality (DEQ) recycling specialist (contact information and map enclosed). These specialists are available to answer any questions you may have about the Summit or growing your recycling program. For additional details or to register, please visit [www.michiganrecycles.org](http://www.michiganrecycles.org).

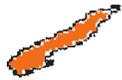
Sincerely,

A handwritten signature in black ink that reads "Dan Wyant". The signature is written in a cursive, slightly slanted style.

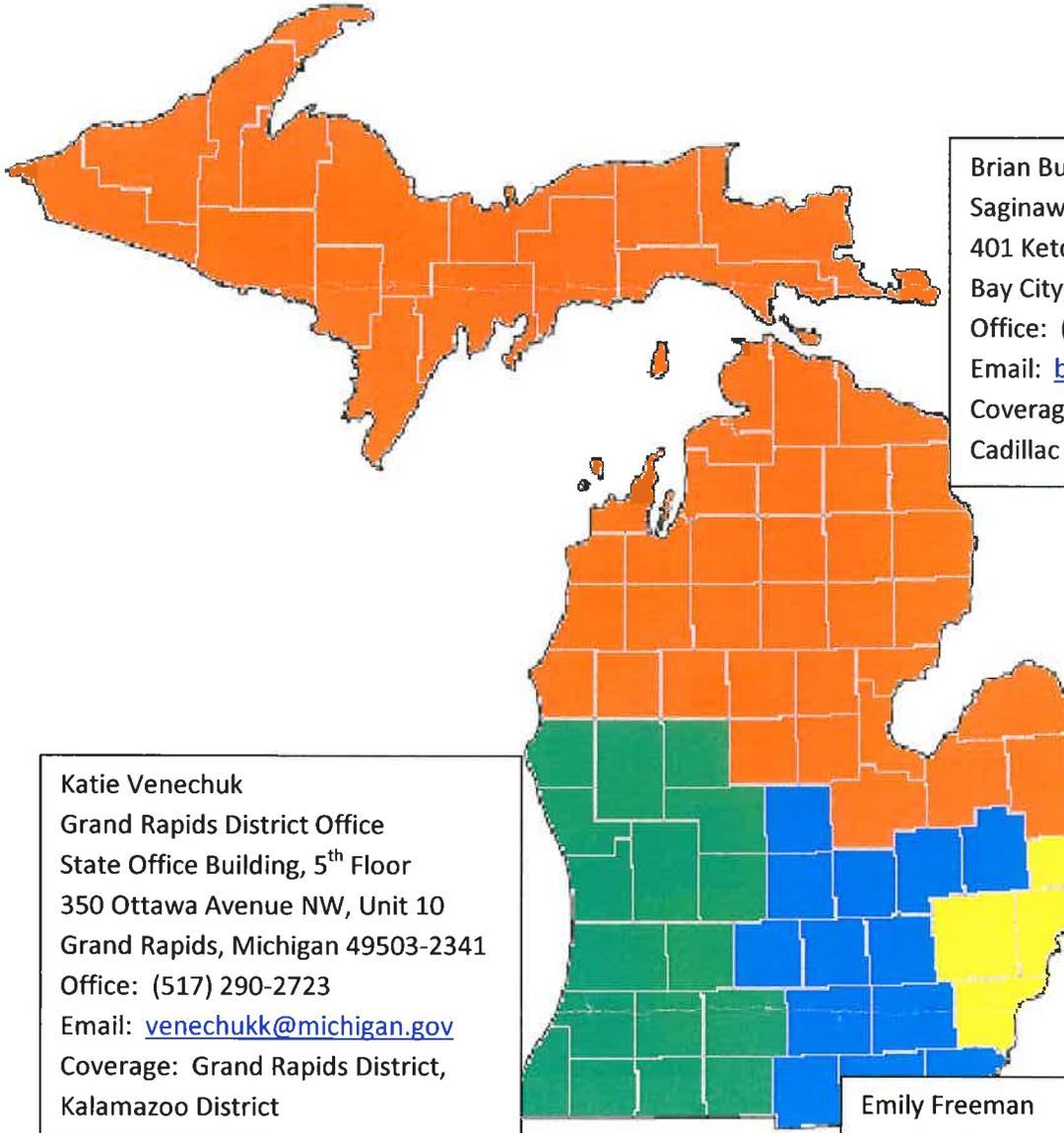
Dan Wyant  
Director  
517-284-6700

Enclosure

cc: Mr. Jim Sygo, Deputy Director, DEQ  
Ms. Sarah M. Howes, Legislative Liaison, DEQ  
Mr. Bryce Feighner, DEQ  
Mr. Matt Flechter, DEQ  
Mr. Brian Burke, DEQ  
Ms. Emily Freeman, DEQ  
Ms. Elizabeth Garver, DEQ  
Ms. Katie Venechuk, DEQ



## Recycling and Waste Minimization Specialists



Brian Burke  
Saginaw Bay District Office  
401 Ketchum Street, Suite B  
Bay City, Michigan 48708-5430  
Office: (517) 243-3904  
Email: [burkeb@michigan.gov](mailto:burkeb@michigan.gov)  
Coverage: Saginaw Bay District,  
Cadillac District, Upper Peninsula

Katie Venechuk  
Grand Rapids District Office  
State Office Building, 5<sup>th</sup> Floor  
350 Ottawa Avenue NW, Unit 10  
Grand Rapids, Michigan 49503-2341  
Office: (517) 290-2723  
Email: [venechukk@michigan.gov](mailto:venechukk@michigan.gov)  
Coverage: Grand Rapids District,  
Kalamazoo District

Elizabeth Garver  
Southeast Michigan District  
Office  
27700 Donald Court  
Warren, Michigan 48092-2793  
Office: (586) 494-4962  
Email: [garvere2@michigan.gov](mailto:garvere2@michigan.gov)  
Coverage: Southeast Michigan  
District

Emily Freeman  
Lansing District Office  
525 West Allegan  
Constitution Hall, 1S (P.O. Box 30242)  
Lansing, Michigan 48909-7742  
Office: (517) 256-9466  
Email: [freemane@michigan.gov](mailto:freemane@michigan.gov)  
Coverage: Lansing District Office,  
Jackson District Office

To report an environmental emergency to the DEQ: 800-292-4706  
Pollution Emergency Alerting System (PEAS)

DEQ Assistance Center: 800-662-9278 (for non-emergency calls only)



Serving Menominee, Delta and Schoolcraft Counties

**Report to the Boards  
Delta County Board of Supervisors  
MDS-CAA/HRA, Inc Board of Directors**

April 16, 2015

Greetings,

This report relates to the new grant received, dated June 2014 and continuing through June 2016. The grant allocation received totaled \$207,300, an increase of \$7,300 over previous grants. As of this date, 42% of the grant has been expended on eight projects including two emergency repairs, one of which was a blight elimination project and major plumbing repair. Other projects included roofing, siding, electrical repairs, and bathroom upgrades to provide for handicapped access. We had originally submitted through the Grant that we would completed six Rehab projects and two emergency projects. We have already surpassed that submission, and will more than likely be able to completed at least one additional emergency project and three, possibly four, rehab projects.

Total expenditures at this time for Housing Rehabilitation is \$69,130.00, Emergency Repairs-\$10,143 and administrative costs of \$7,673, for a grand total of \$86,946.00. We have at this time been able to adhere to the spending requirements as outlined in the original contract. We have two additional projects in the process that should be completed by the end of this summer.

There are new guidelines coming out that will be effective July 1, 2015. MSHDA will be requiring any new mortgage liens (projects over \$5,000) to be issued to MSHDA as the mortgagee, not Delta County, as is now the case. MSHDA will then, once these liens have been paid, re-issue the program income derived from the lien back to the county for re-use on new projects. This has come about due to HUD's fiscal review and tracking of program income. Delta County is currently holding approximately \$1.2 million in active liens on projects dating back to January 1998. Once paid, these funds will remain local. Program income is derived from pay-offs of liens after the party has sold or transferred their property rights to another person(s), if the second party is an income eligible party.

Additional changes include spending guidelines by quarter, inspection processes, and environmental reviews on every project, rather than as a blanket for all projects. This has added considerable time in processing a project to completion.

Beginning with the 2015 grant cycle, Housing Rehab grants will no longer be by county allocation, but rather by project(s). The County will be responsible for identifying through a selection process eligible homes and clients, and build a project file from application to bid

*Mission Statement: Providing Opportunities for people of all ages and means to improve their quality of life through advocacy, education, housing, nutrition, volunteerism and support services.*

507 1<sup>st</sup> Avenue North

Escanaba, MI 49829

Phone: 906-786-7080

Fax: 906-786-9423



Serving Menominee, Delta and Schoolcraft Counties

acceptance. Once these projects are at the bid acceptance level, the County submits the requested amount of funds to MSHDA for their review. There is no guarantee that the projects will be approved and funded. This grant system will be on a funds-as-available basis.

An added stricter requirement is targeted project selection. The projects selected must meet the targeted strategy developed by the County and approved by MSHDA. Currently, the City of Escanaba, City of Gladstone, and village of Garden are the only communities included in the targeted strategy. Targeting is based on population, diversity and base community income. We were only one of two counties during this last grant cycle to request a waiver to be able to use 25% of the county allocation outside of the targeted communities. The request was granted, enabling the County to work on a few projects desperately needing assistance. We are still working on convincing MSHDA and HUD that cities have every opportunity to submit grant requests, and that there are as many projects in the open county needing assistance as in the targeted areas. The whole focus of the Housing Rehab program is to allow homeowners to remain in their homes, and provide them with comfortable living spaces.

An additional change that is still in the process and not yet finalized is to require counties to utilize more HOME funds, which, at the present, require a 25% per project commitment by the county or other entity before a project is funded. The thought is that the more HOME funds that are used, the less impact on CDBG, allowing CDBG to be spread further out. CDBG is apparently being reduced over a period of time, and will eventually not be a funding source.

What doesn't change with the new grant system is that program income collected locally from mortgage liens issued prior to July 1, 2015 may be retained by the county for use on future projects, 18% of which may be used for administering the program.

Your program manager has attended several quarterly updated trainings and a Lead and Asbestos Identification training since the new Grant was opened. The next quarterly training will be held in August. I would encourage anyone wishing first-hand knowledge of MSHDA's programs to attend.

More recently, the new requirement that contractors MUST have Lead Abatement supervisor/worker training to replace windows in homes built prior to 1978 has predicated trainings statewide. We have two of our three contractors currently attending that training. The only lead abatement contractor in Upper Michigan has not responded to several requests for estimates and job completions, forcing us to move forward to be able to appropriately completed lead-based paint projects.

*Mission Statement: Providing Opportunities for people of all ages and means to improve their quality of life through advocacy, education, housing, nutrition, volunteerism and support services.*

507 1<sup>st</sup> Avenue North

Escanaba, MI 49829

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Serving Menominee, Delta and Schoolcraft Counties

Should the members of the boards have any additional questions, please don't hesitate to give me a call at 786-8850. I would be more than happy to meet with you individually, or as a group, to discuss future projects and plans.

Regards,

Naomi Fletcher, Program Manager  
Delta County Housing



*Delta County Housing is an Equal Opportunity, Equal Housing Provider*



*Mission Statement: Providing Opportunities for people of all ages and means to improve their quality of life through advocacy, education, housing, nutrition, volunteerism and support services.*

507 1<sup>st</sup> Avenue North      Escanaba, MI 49829      Phone: 906-786-7080      Fax: 906-786-9423

# Wells Township, Delta County

6436 North 8th Street • P.O. Box 188 • Wells, MI 49894 (906) 786-0839

Gloria F. Johnson, Clerk  
David Mason, Trustee

William Farley, Supervisor  
Lynn Brodersen, Trustee  
Judith Gereau, Trustee

Karen Kobasic, Treasurer  
Connie Stoykovich, Trustee

April 21, 2015

Delta County Board of Commissioners  
310 Ludington Street  
Escanaba, MI 49829

## **Notice of Public Hearing On the Issuance of An Industrial Facilities Exemption Certificate**

A request has been filed with the Wells Township Board by the Escanaba Paper Company, P.O. Box 757, Escanaba, Michigan for the issuance of an Industrial Facilities Exemption Certificate pursuant to the provisions of Public Act 198, of 1974, as amended, covering Escanaba Paper Company property located within the confines of Wells Township. This application is for an Industrial Facilities Exemption Certificate with respect to a new facility to be acquired and installed within the Mead Industrial Development No. 1 as established by the Wells Township Board on November 28, 1979. A full description of the subject property is available for inspection at the Township Hall, 6436 North 8<sup>th</sup> Street, Wells, MI 49894.

Before acting upon the application, the Legislative Body of the Local Governmental unit shall afford the applicant, the assessor, representatives of the affected taxing units, and the public an opportunity for a hearing.

Pursuant to Public Act 198 of 1974 as amended, a public hearing will be held at 7:00 p.m. on May 20, 2015 at the Wells Township Hall, located at 6436 North 8<sup>th</sup> Street, Wells, MI 49894.

Gloria F. Johnson, Clerk  
Wells Township - Delta County

**Estimated Tax Revenue Loss Due to 50% Abatement With New Facility IFT Granted Based Upon EST 2016 Millage Rates  
IF Abatement Granted for a 12 Year Time Period  
MEDC may abate zero, one half or all of the 6 mill State Education Tax**

**PERSONAL PROPERTY**

| TCV | Multiplier  | Depreciated | Assmt Ratio | Taxable | Non Hmstd   | State Education | ISD     | 911 Service | Bay College | Bay College Debt | Delta County | Sheriff Patrol | Community Action | School Debt | Wells Township | Wells Township Admin Fee | Totals   |
|-----|-------------|-------------|-------------|---------|-------------|-----------------|---------|-------------|-------------|------------------|--------------|----------------|------------------|-------------|----------------|--------------------------|----------|
| 1   | \$2,473,082 | 0.89        | \$2,201,043 | 0.5     | \$1,100,521 | \$0             | \$1,312 | \$165       | \$1,893     | \$550            | \$2,769      | \$495          | \$330            | \$2,614     | \$543          | \$105                    | \$10,576 |
| 2   | \$2,473,082 | 0.76        | \$1,879,542 | 0.5     | \$839,771   | \$0             | \$1,121 | \$141       | \$1,445     | \$470            | \$2,364      | \$495          | \$282            | \$2,232     | \$464          | \$89                     | \$9,031  |
| 3   | \$2,473,082 | 0.67        | \$1,656,965 | 0.5     | \$828,482   | \$0             | \$988   | \$124       | \$1,274     | \$414            | \$2,084      | \$423          | \$249            | \$1,968     | \$409          | \$79                     | \$7,962  |
| 4   | \$2,473,082 | 0.60        | \$1,483,849 | 0.5     | \$741,925   | \$0             | \$885   | \$111       | \$1,141     | \$371            | \$1,867      | \$373          | \$223            | \$1,762     | \$366          | \$71                     | \$7,130  |
| 5   | \$2,473,082 | 0.54        | \$1,335,464 | 0.5     | \$667,732   | \$0             | \$796   | \$100       | \$1,027     | \$334            | \$1,680      | \$300          | \$200            | \$1,586     | \$330          | \$64                     | \$6,417  |
| 6   | \$2,473,082 | 0.49        | \$1,211,810 | 0.5     | \$605,905   | \$0             | \$723   | \$91        | \$932       | \$303            | \$1,524      | \$273          | \$182            | \$1,439     | \$299          | \$58                     | \$5,823  |
| 7   | \$2,473,082 | 0.45        | \$1,112,887 | 0.5     | \$556,443   | \$0             | \$664   | \$83        | \$856       | \$278            | \$1,400      | \$250          | \$167            | \$1,322     | \$275          | \$53                     | \$5,348  |
| 8   | \$2,473,082 | 0.42        | \$1,038,694 | 0.5     | \$519,347   | \$0             | \$619   | \$78        | \$799       | \$260            | \$1,307      | \$234          | \$156            | \$1,233     | \$256          | \$49                     | \$4,991  |
| 9   | \$2,473,082 | 0.38        | \$839,771   | 0.5     | \$469,886   | \$0             | \$560   | \$70        | \$723       | \$235            | \$1,182      | \$211          | \$141            | \$1,116     | \$232          | \$45                     | \$4,516  |
| 10  | \$2,473,082 | 0.36        | \$890,310   | 0.5     | \$445,155   | \$0             | \$531   | \$67        | \$665       | \$223            | \$1,120      | \$200          | \$134            | \$1,057     | \$220          | \$42                     | \$4,278  |
| 11  | \$2,473,082 | 0.33        | \$816,117   | 0.5     | \$408,059   | \$0             | \$487   | \$61        | \$628       | \$204            | \$1,027      | \$184          | \$122            | \$969       | \$201          | \$39                     | \$3,922  |
| 12  | \$2,473,082 | 0.31        | \$766,655   | 0.5     | \$383,328   | \$0             | \$457   | \$57        | \$590       | \$192            | \$964        | \$172          | \$115            | \$910       | \$189          | \$36                     | \$3,684  |
|     |             |             |             |         | \$0         | \$0             | \$9,142 | \$1,150     | \$11,791    | \$3,833          | \$19,288     | \$3,450        | \$2,300          | \$18,208    | \$3,785        | \$729                    | \$73,677 |

# DELTA COUNTY BOARD OF COMMISSIONERS

ADMINISTRATION OFFICE  
310 LUDINGTON STREET  
ESCANABA, MICHIGAN 49829  
PHONE: 906-789-5100  
FAX: 906-789-5197



April 15, 2015

Candy Meintz, Chief Financial Officer  
Pinecrest Medical Care Facility  
Box 603  
N15995 Main Street  
Powers, MI 49874

RE: Pinecrest Medical Care Facility Medicare Enrollment Application

Dear Candy,

Delta County has received your letter regarding revalidating your Medicare Enrollment Application with National Government Services, your Center for Medicare and Medicaid Services (CMS) fee-for-service contractor.

Delta County as a 33 1/3% owner of Pinecrest Medical Care Facility attest we will be legally and financially responsible in the event that there is any outstanding debt owed to CMS.

Sincerely,

A handwritten signature in black ink, reading "Mary K. Harrington", written in a cursive style.

Mary K. Harrington, Chairperson  
Delta County Board of Commissioners

# DELTA COUNTY BOARD OF COMMISSIONERS

ADMINISTRATION OFFICE  
310 LUDINGTON STREET  
ESCANABA, MICHIGAN 49829  
PHONE: 906-789-5100  
FAX: 906-789-5197



April 21, 2015

Manager O'Toole  
City of Escanaba  
410 Ludington St  
Escanaba, MI 49829

To City Council and Manager O'Toole:

Delta County Board of Commissioners is writing this letter to encourage you to move forward with the power plant issues at hand. It seems Sterling Energies will benefit our community with 28 living wage positions.

While a total investment in renovations would include 40 million dollars in infrastructure, the impact during the renovation stage would be significant.

We believe, as we are sure you do also, that long term stable employment opportunities should be aggressively pursued.

If we can be of any assistance in this process, please do not hesitate to contact us.

Sincerely,

A handwritten signature in black ink that reads "Mary K. Harrington".

Mary K. Harrington, Chairperson  
Delta County Board of Commissioners

Cc: Marc Tall, Mayor  
Michael Sattem, Councilmember  
Ronald Beauchamp, Mayor Pro Tem  
Pat Baribeau, Councilmember  
Ralph Blasier, Councilmember

# DELTA COUNTY BOARD OF COMMISSIONERS

ADMINISTRATION OFFICE  
310 LUDINGTON STREET  
ESCANABA, MICHIGAN 49829  
PHONE: 906-789-5100  
FAX: 906-789-5197



April 21, 2015

Marc Tall, Mayor  
City of Escanaba  
624 S 9<sup>th</sup> St  
Escanaba, MI 49829

To City Council and Manager O'Toole:

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Mary K. Harrington, Chairperson  
Delta County Board of Commissioners

Cc: James O'Toole, City Manager  
Michael Sattem, Councilmember  
Ronald Beauchamp, Mayor Pro Tem  
Pat Baribeau, Councilmember  
Ralph Blasier, Councilmember

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ADMINISTRATION OFFICE  
310 LUDINGTON STREET  
ESCANABA, MICHIGAN 49829  
PHONE: 906-789-5100  
FAX: 906-789-5197



April 21, 2015

Michael Sattem, Councilmember  
City of Escanaba  
624 Ludington St. #505  
Escanaba, MI 49829

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Mary K. Harrington, Chairperson  
Delta County Board of Commissioners

Cc: Marc Tall, Mayor  
James O'Toole, City Manager  
Ronald Beauchamp, Mayor Pro Tem  
Pat Baribeau, Councilmember  
Ralph Blasier, Councilmember

# DELTA COUNTY BOARD OF COMMISSIONERS

ADMINISTRATION OFFICE  
310 LUDINGTON STREET  
ESCANABA, MICHIGAN 49829  
PHONE: 906-789-5100  
FAX: 906-789-5197



April 21, 2015

Ronald Beauchamp, Mayor Pro Tem  
528 S 32<sup>nd</sup> St  
Escanaba, MI 49829

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Delta County Board of Commissioners is writing this letter to encourage you to move forward with the power plant issues at hand. It seems Sterling Energies will benefit our community with 28 living wage positions.

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Delta County Board of Commissioners

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Michael Sattem, Councilmember  
James O'Toole, City Manager  
Pat Baribeau, Councilmember  
Ralph Blasier, Councilmember

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310 LUDINGTON STREET  
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PHONE: 906-789-5100  
FAX: 906-789-5197

April 21, 2015



Pat Baribeau, Councilmember  
City of Escanaba  
403 2<sup>nd</sup> Ave S  
Escanaba, MI 49829

To City Council and Manager O'Toole:

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Mary K. Harrington, Chairperson  
Delta County Board of Commissioners

Cc: Marc Tall, Mayor  
Michael Sattem, Councilmember  
Ronald Beauchamp, Mayor Pro Tem  
James O'Toole, City Manager  
Ralph Blasier, Councilmember

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ADMINISTRATION OFFICE  
310 LUDINGTON STREET  
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PHONE: 906-789-5100  
FAX: 906-789-5197

April 21, 2015

 J

Ralph Blasier, Councilmember  
City of Escanaba  
700 Lakeshore Dr.  
Escanaba, MI 49829

To City Council and Manager O'Toole:

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Sincerely,



Mary K. Harrington, Chairperson  
Delta County Board of Commissioners

Cc: Marc Tall, Mayor  
Michael Sattem, Councilmember  
Ronald Beauchamp, Mayor Pro Tem  
Pat Baribeau, Councilmember  
James O'Toole, City Manager

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ADMINISTRATION OFFICE  
310 LUDINGTON STREET  
ESCANABA, MICHIGAN 49829  
PHONE: 906-789-5100  
FAX: 906-789-5197



April 22, 2015

Brian Bousley  
PO Box 177  
Pembine, WI 54156

Dear Mr. Bousley:

On behalf of the County of Delta, I wish to thank you for interviewing for the position of Director of Administration and Finance.

Unfortunately, only one position is available and the position has been offered to another applicant.

Your application will be kept on file for two years. Again, thank you for applying and interviewing for the position.

Sincerely yours,

A handwritten signature in black ink, reading "Mary K. Harrington", written in a cursive style.

Mary K. Harrington, Chairperson  
Delta County Board of Commissioners

# DELTA COUNTY BOARD OF COMMISSIONERS

ADMINISTRATION OFFICE  
310 LUDINGTON STREET  
ESCANABA, MICHIGAN 49829  
PHONE: 906-789-5100  
FAX: 906-789-5197



April 22, 2015

Aaron Desentz  
73 Sixth St Apt. A  
Shelby, MI 49455

Dear Mr. Desentz:

On behalf of the County of Delta, I wish to thank you for interviewing for the position of Director of Administration and Finance.

Unfortunately, only one position is available and the position has been offered to another applicant.

Your application will be kept on file for two years. Again, thank you for applying and interviewing for the position.

Sincerely yours,

A handwritten signature in cursive script that reads "Mary K. Harrington".

Mary K. Harrington, Chairperson  
Delta County Board of Commissioners

# DELTA COUNTY BOARD OF COMMISSIONERS

ADMINISTRATION OFFICE  
310 LUDINGTON STREET  
ESCANABA, MICHIGAN 49829  
PHONE: 906-789-5100  
FAX: 906-789-5197



April 22, 2015

Amy Berglund  
8738 Schaawe Lake 24<sup>th</sup> Lane  
Rapid River, MI 49878

Dear Ms. Berglund:

On behalf of the County of Delta, I wish to thank you for interviewing for the position of Director of Administration and Finance.

Unfortunately, only one position is available and the position has been offered to another applicant.

Your application will be kept on file for two years. Again, thank you for applying and interviewing for the position.

Sincerely yours,

A handwritten signature in black ink, reading "Mary K. Harrington", written in a cursive style.

Mary K. Harrington, Chairperson  
Delta County Board of Commissioners

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FAX: 906-789-5197



April 22, 2015

Jean-Paul Rudell  
1120 9<sup>th</sup> Ave S  
Escanaba, MI 49829

Dear Mr. Rudell:

On behalf of the County of Delta. I wish to thank you for interviewing for the position of Director of Administration and Finance.

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PHONE: 906-789-5100  
FAX: 906-789-5197



April 22, 2015

Sheila Nantelle  
1309 N 22<sup>nd</sup> St  
Escanaba, MI 49829

Dear Ms. Nantelle:

On behalf of the County of Delta, I wish to thank you for interviewing for the position of Director of Administration and Finance.

Unfortunately, only one position is available and the position has been offered to another applicant.

Your application will be kept on file for two years. Again, thank you for applying and interviewing for the position.

Sincerely yours,

A handwritten signature in cursive script, reading "Mary K. Harrington", written in black ink.

Mary K. Harrington, Chairperson  
Delta County Board of Commissioners

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

**GOVERNING BOARD MEETING  
Thursday, March 12, 2015  
511 First Avenue No., Escanaba  
12:30 p.m. (EDT)**

**MINUTES**

Chair Wigand called the meeting to order at 12:30 p.m. A quorum was noted with the following in attendance:

**MEMBERS PRESENT**

Karen Wigand, Delta  
Omer Doran, Schoolcraft  
Susan Kleikamp, Menominee  
Dan LaFoilie, Schoolcraft  
Lee Robbert, Schoolcraft  
Bernie Lang, Menominee  
Myra Croasdell, Delta  
Julie Moberg, Delta  
Dave Moyle, Delta  
Mari Negro, Menominee  
Patrick Johnson, Delta, alt.  
Susan Phillips, Schoolcraft

**OTHERS PRESENT**

Bill Dubord, Executive Director  
Cathy Pearson, Executive Assistant  
Connie Maule, SCP Director  
Myra Heslip, Early Childhood Director  
Kris Thibeault, Finance Director  
Sally Kidd, Senior Services Director

**MEMBERS ABSENT**

Tom Lippens, excused  
Ken Penokie, excused  
Cathy Mercier  
Dave Anthony  
Clyde Thoune  
Kristi Wood

**APPROVAL OF JANUARY 8, 2015 GOVERNING BOARD MINUTES**

Members received a draft of the January 8, 2015 Governing Board minutes for their review. There were no questions or comments **AND THEY WERE APPROVED WITH A MOTION FROM DAVE MOYLE, SECONDED BY OMER DORAN; MOTION CARRIED.**

**APPROVAL OF THE NEW EARLY CHILDHOOD DIRECTOR, MYRA HESLIP**

The Chair called on Bill Dubord who told the members that Myra Heslip has been selected to replace Kim Johnson as ECP Director. Ms. Heslip has been promoted from a Manager's position within the program and happens to have been enrolled in our Head Start Program as a child. Bill thanked Myra Croasdell and Julie Moberg for sitting in on the interviews. He also reviewed the procedures used to seek and screen applicants. He reminded the full board that the Executive Committee had authority to hire but the full board needs to approve that action. It was noted that the Head Start Policy Council has approved her hire. Once approved by the Governing Board, the Head Start Regional Office will be notified and asked for their approval. **MR. LAFOILLE MOVED TO APPROVE THE HIRE OF MYRA HESLIP AS ACTING EARLY CHILDHOOD PROGRAM DIRECTOR UNTIL THE REGIONAL OFFICE APPROVAL, SECONDED BY LEE ROBBERT; MOTION CARRIED.** Once the Regional Office gives their approval she will be the Early Childhood Program Director.

**FINANCE COMMITTEE REPORT**

3/10/15. He reported that the December and January CAA Accounts Payable Schedules were reviewed and **MR. LAFOILLE MOVED TO APPROVE THEM, SECONDED BY MR. MOYLE; MOTION CARRIED.**

**Ms. Wigand called on Treasurer LaFoilie who reported that the Finance Committee met on 2/10/15 and The committee reviewed and recommends a sole source purchase to contract with Jill Molli to present Conscious Discipline training in August, 2015 for approximately 100 employees for \$6,739. *JULIE MOBERG MOVED TO APPROVE THE SOLE SOURCE PURCHASE TO CONTRACT WITH JILL MOLLI, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.***

Mr. LaFoilie reminded the board that the Finance Committee was charged with ironing out the details of the Executive Director's exit agreement. Members were provided a copy of the agreement ***AND IT WAS APPROVED UPON A MOTION FROM MR. LAFOILLE, SUPPORTED BY MR. MOYLE; MOTION CARRIED.***

The Treasurer noted that the committee is also in the process of reviewing the Financial Procedures Manual and should have a recommendation for revisions in the near future. ***DAVE MOYLE MOVED TO APPROVE THE FINANCE COMMITTEE REPORT, SECONDED BY MARI NEGRO; MOTION CARRIED. (see attachment "A1 & B1")***

### **NOMINATING COMMITTEE REPORT**

Ms. Wigand called on Susan Phillips for the report. Ms. Phillips reported that the Nominating Committee met on February 10, 2015 and ***REVIEWED AND MOVED APPROVAL OF BERNIE LANG'S APPOINTMENT BY THE MENOMINEE COUNTY BOARD OF COMMISSIONERS. THIS WAS APPROVED WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY DAVE MOYLE; MOTION CARRIED.***

The committee also recommends the reappointment of Dave Anthony to represent the Hannahville Indian Community and ***THIS WAS APPROVED WITH A MOTION FROM MR. MOYLE, SUPPORTED BY MARI NEGRO; MOTION CARRIED.***

The committee also recommends the reappointment of Geri Nelson from DTE and ***THIS WAS APPROVED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY OMER DORAN; MOTION CARRIED.***

The committee also recommends acceptance of the reappointment of Dave Moyle by the Delta County Board of Commissioners and ***THIS WAS APPROVED WITH A MOTION FROM MR. LAFOILLE, SUPPORTED BY OMER DORAN; MOTION CARRIED. (Dave Moyle excused himself from the vote)***

The committee also recommends acceptance of Patrick Martin to serve as alternate for Dave Moyle and ***THIS WAS APPROVED WITH A MOTION FROM OMER DORAN, SUPPORTED BY SUSAN KLEIKAMP; MOTION CARRIED.***

Ms. Phillips indicated that the committee is working on filling three vacancies; two in the Schoolcraft Co. Private Sector and one in the Menominee County Consumer Sector. ***THE NOMINATING COMMITTEE REPORT WAS ACCEPTED UPON A MOTION FROM DAVE MOYLE, SECONDED BY MARI NEGRO; MOTION CARRIED. (see attachment "C")***

### **PERSONNEL COMMITTEE REPORT**

The Chair called on Susan Kleikamp who reported that the committee developed the timeline for filling the Executive Director's position and the process to be used. The position will be posted the week of March 16<sup>th</sup> and resumes accepted until April 17<sup>th</sup>. Interviews will be conducted the week of May 11<sup>th</sup>. A special board meeting will be called for June 4<sup>th</sup> to approve the recommended candidate presented by the Personnel Committee. The new director will start no sooner than July 6<sup>th</sup> but there is some flexibility as to when they

come on board. **DAVE MOYLE MOVED TO APPROVE THE PERSONNEL COMMITTEE REPORT, SECONDED BY SUSAN PHILLIPS; MOTION CARRIED. (see attachment "D")**

#### **AUTHORIZATION TO SUBMIT REFUNDING APPLICATIONS FOR 2015-2016**

Ms. Wigand called on Mr. Dubord who noted that every year we seek blanket authorization to submit refunding applications; all new grants come before the board for approval. **MARI NEGRO MOVED TO AUTHORIZE THE SUBMISSION OF REFUNDING APPLICATIONS, SECONDED BY MS. MOBERG; MOTION CARRIED.**

#### **APPROVAL OF APPEALS PROCEDURE**

The Chair reminded members that they were mailed a draft of an Appeals Procedure for their review. There were no recommendations **AND THE APPEALS PROCEDURE WAS APPROVED WITH A MOTION FROM MR. LAFOILLE, SUPPORTED BY SUSAN KLEIKAMP; MOTION CARRIED. (See attachment "E")**

#### **ACCEPTANCE OF 3/2/15 HS/EHS MONTHLY REPORT**

Members were mailed a copy of the 3/2/15 Head Start/Early Head Start monthly report for their review. There were no questions and **IT WAS ACCEPTED WITH A MOTION FROM JULIE MOBERG, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

#### **APPROVAL OF 12/16/14 HEAD START POLICY COUNCIL MINUTES**

Members received a copy of the 12/16/14 Head Start Policy Council minutes for their review **AND THEY WERE ACCPETED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY MS. CROASDELL; MOTION CARRIED.**

#### **APPROVAL OF GOVERNANCE, LEADERSHIP & OVERSIGHT CAPACITY SCREENER**

Members were mailed a copy of the Governance, Leadership and Oversight Capacity Screener and the HS/EHS Director noted that this is part of some new requirements similar to requirements under the new organizational standards the agency is going through. **MS. MOBERG MOVED TO APPROVE THE GOVERNANCE, LEADERSHIP & OVERSIGHT CAPACITY SCREENER, SUPPORTED BY MRS. KLEIKAMP; MOTION CARRIED.**

#### **UPDATE ON ORGANIZATIONAL STANDARDS**

Ms. Wigand called on Bill Dubord who reported that staff continue to work on the organizational standards items that need to be completed. As the board is aware, many of the policies and procedures such as the Executive Director Succession Plan, Conflict of Interest Policy and the newly approved Appeals Procedure are just a few of the items that have been completed. Work continues on the Personnel Policy revision that will need to be reviewed by a lawyer. Strategic Planning is also part of the standards but Mr. Dubord feels the new Executive Director should be involved in the process.

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

The Chair called on Mr. Dubord who indicated he had no additional items to report on. **MR. LAFOILLE ACCEPTED THE EXECUTIVE DIRECTOR'S REPORT, MYRA CROASDELL SECONDED THE MOTION; MOTION CARRIED.**

**PUBLIC COMMENT/OTHER BUSINESS**

Karen Wigand called on the Executive Director who handed out his resignation/retirement letter. He noted it is with very mixed emotions that he retire, but feels it is time. His plan is to remain full-time as Executive Director until October 9, 2015 and then continue on in a consultant role until December 31, 2015. He was commended for all of his hard work and told he will be missed.

**ADJOURNMENT**

There being no further business ***THE MEETING ADJOURNED AT 1:18 P.M. WITH A MOTION FROM SUSAN PHILLIPS, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED.***

Attached A-1

**FINANCE COMMITTEE MEETING**  
**Tuesday, March 10, 2015**  
**12:00 noon (EDT)**

The meeting was called to order at noon and the following were present: Dan LaFoille, Omer Doran, Susan Kleikamp, Tom Lippens, Julie Moberg, Karen Wigand, Bill Dubord, Kris Thibeault, Myra Heslip, Cathy Pearson.

Members were given the revised Executive Director Exit Transition Plan and Exit Compensation noting the change that states Ex. Director remains the board's employee until his exit. **(see attachment "A")**  
This will be handed out at the 3/12/15 board meeting and be recommended for full board approval.

Members reviewed the January CAA credit card charges.

Members reviewed the January CAA Accounts Payable Schedule. There was a question about whether bids were sought for a new water heater at the Jefferson Center. It was noted that there is a provision in the Financial Procedures Manual that if there is an emergency such as this, a purchase can be made without getting bids.

The members were provided information on a sole source contract for HS/EHS Conscious Discipline training in August 2015 for two full days in the amount of \$6,739 to pay expenses to retain Jill Molli **(see attachment "B")** The sole source contract to retain Jill Molli was approved **WITH A MOTION FROM JULIE MOBERG, SECONDED BY TOM LIPPENS; MOTION CARRIED.**

Members reviewed the January & February HRA credit card charges.

Members reviewed the January HRA accounts payable schedules and they **WERE APPROVED WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY TOM LIPPENS; MOTION CARRIED.**

Questions were raised again about helping folks with heat assistance and whether provisions are in place to prevent people from getting help from several different organizations. It was decided that a sub-committee be formed to discuss heat assistance in late summer to determine if it's something our agency should stay involved in considering the restrictions, meticulous record keeping, as well as little administrative funding, etc.

Bill reminded the members that the question was raised whether we actually need a safety deposit box. Bill updated the members that we do not need a safety deposit box and we have now purchased a good, fireproof safe instead.

Bill informed the committee that he and Kris went to Lansing last week to discuss the details of the Thorntree disposition. He reported that the work involved with the disposition will probably take until the end of this calendar year.

Review of the Financial Procedures Manual. Kris Thibeault, Finance Director, reviewed a couple of proposed changes to the FPM. These, in addition to the credit card policy, will be incorporated into a revised Financial Procedures Manual to be approved at the April or May Governing Board meeting. These changes were **APPROVED WITH A MOTION FROM TOM LIPPENS, SECONDED BY JULIE MOBERG; MOTION CARRIED.**

The Committee was also asked to approve the engagement of Schneider, Larche & Haapala for our 403b audit for an additional two years for an added \$100 (total \$5,000) the first year and an additional \$100 the second year (total \$5,100). The committee was reminded that this is nearly half of what it cost through WIPFLi., our previous 403b auditing firm. **MS. KLEIKAMP MOVED TO APPROVE SCHNEIDER, LARCHE & HAAPALA AS CONTRACTOR FOR OUR 403B AUDIT FOR AN ADDITIONAL TWO YEARS, SUPPORTED BY MR. LIPPENS; MOTION CARRIED.**

There being no further business **THE MEETING ADJOURNED AT 1:30 WITH A MOTION FROM SUSAN KLEIKAMP, SECONDED BY JULIE MOBERG; MOTION CARRIED.**

### ***Proposed Transition to William Dubord's Retirement***

At the December Governing Board meeting the Finance Committee was given authority to work with me to make the transition into retirement smooth and to give both me and the board assurance of no misunderstanding in both timing and financial considerations.

Please consider the following plan regarding my leaving:

1. Tentative last day as full-time Executive Director October 9, 2015.
2. Remain a salaried employee through December 31, 2015 at a salary of \$1,000/week beginning October 12, 2015. Receive standard agency fringe benefits through Dec. 31, 2015.
3. Agency to pay out all annual leave earned through the Oct. 9, 2015 pay period.
4. Agency to pay earned personal days at the end of the Oct. 9, 2015 pay period.
5. Agency to pay out annual and pro-rated longevity leave at the end of December at the wage in effect at that time.
6. New Executive Director to be in charge when mutually agreed upon but no later than Oct. 9th. If it is prior to Oct. 9<sup>th</sup> the above provisions remain as stated. If it is after Oct. 9<sup>th</sup> the agency and I will renegotiate a short term extension.
7. My activities during from Oct. 9 – Dec. 31, 2015 are listed below. These duties are flexible and subject to the wishes of the new Executive Director. Notwithstanding those wishes, the agreed plan will remain in effect.
8. Bill will remain a direct employee of the Board of Directors.

### ***Possible Consultant Duties***

- Assist with Strategic Planning and implementation of new organizational standards
- Stay involved with Thorntree disposition (if necessary)
- Involvement with UP CAN and regionalization issues
- Attend Board and Finance Committee as an observer and resource
- Assist in grant closeout as needed
- Assist in 2016 budget development (as needed)
- Work with Auditors and Program monitors (as needed)
- Work with new director in transferring legal authority and bank accounts
- Provide new director program-by-program analysis, i.e. strengths, weaknesses, issues
- Provide new director analysis of political landscape on the national, state and local levels as they pertain to our programs/funding
- Provide new director with analysis of major vendors, i.e. insurances, retirement plan, IT provider, auditors, contracts, etc.
- Other tasks as requested and mutually agreed to.

THE FINANCE COMMITTEE HAS REVIEWED THE DECEMBER 2014 ACCOUNTS PAYABLE SCHEDULES FOR MDS COMMUNITY ACTION AGENCY. WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

|                            |    |         |
|----------------------------|----|---------|
| HEAD START                 | \$ | 208,685 |
| EARLY HEAD START           |    | 76,842  |
| EARLY-ON CHILDHOOD         |    | 678     |
| GSRP                       |    | 25,494  |
| ASSET & LIABILITY ACCOUNTS |    | 56,590  |
| TOTAL                      | \$ | 368,289 |

SIGNED   
(TREASURER)

DATE \_\_\_\_\_

THE FINANCE COMMITTEE HAS REVIEWED THE DECEMBER 2014 ACCOUNTS PAYABLE SCHEDULES FOR HUMAN RESOURCES AUTHORITY. WE HAVE DETERMINED THAT EXPENDITURES ARE REASONABLE AND PROPERLY CHARGED WITHIN BUDGETARY RESTRICTIONS AS FOLLOWS:

|                            |           |                |
|----------------------------|-----------|----------------|
| SENIOR CITIZENS            | \$        | 117,286        |
| VOLUNTEER PROGRAMS         |           | 41,817         |
| NUTRITION                  |           | 69,577         |
| STATE & LOCAL PROGRAMS     |           | 176,141        |
| ENERGY AND HOUSING         |           | 50,830         |
| ASSET & LIABILITY ACCOUNTS |           | 65,448         |
| <b>TOTAL</b>               | <b>\$</b> | <b>521,098</b> |

SIGNED   
(TREASURER)

DATE \_\_\_\_\_

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

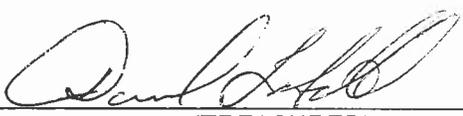
|                            |    |                |
|----------------------------|----|----------------|
| HEAD START                 | \$ | 255,938        |
| EARLY HEAD START           |    | 71,901         |
| EARLY-ON CHILDHOOD         |    | 209            |
| GSRP                       |    | 25,136         |
| ASSET & LIABILITY ACCOUNTS |    | 53,626         |
| TOTAL                      | \$ | <u>406,810</u> |

SIGNED   
(TREASURER)

DATE \_\_\_\_\_

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

|                            |    |         |
|----------------------------|----|---------|
| SENIOR CITIZENS            | \$ | 117,268 |
| VOLUNTEER PROGRAMS         |    | 50,859  |
| NUTRITION                  |    | 97,936  |
| STATE & LOCAL PROGRAMS     |    | 146,015 |
| ENERGY AND HOUSING         |    | 24,025  |
| ASSET & LIABILITY ACCOUNTS |    | 63,708  |
| <br>                       |    |         |
| TOTAL                      | \$ | 499,812 |

SIGNED   
(TREASURER)

DATE \_\_\_\_\_

Attachment B 1



Serving Menominee, Delta, and Schoolcraft Counties  
Serving Menominee, Delta, and Schoolcraft Counties  
507 First Avenue North  
Escanaba, Michigan 49829  
Telephone: [906] 786-7080 FAX: [906] 786-9423

William Dubord  
Executive Director

Myra Heslip  
Early Childhood Director

February 23, 2015

Mr. Bill Dubord  
MDSCAA  
507 First Avenue North  
Escanaba, MI 49829

Jill Molli is a Loving Guidance Associate for Conscious Discipline. Loving Guidance Associates (LGAs) are trained, certified and hand selected by Dr. Bailey to present the principles of Conscious Discipline to teachers, administrators, childcare professionals, Head Start professionals, school districts (large and small), parents and community groups.

Conscious Discipline is a comprehensive emotional intelligence and classroom management system that integrates all domains of learning (social, emotional, physical, cultural and cognitive) into one seamless curriculum. Conscious Discipline is an evidence-based comprehensive program that includes school climate changes, social-emotional competency changes in adults, social-emotional competency changes in children, behavioral and resiliency changes, classroom management shift from external rewards and punishments to problem-solving, and results in academic success.

The Early Childhood Program implemented Conscious Discipline strategies into our program in the 2006-2007 school year. Strategies are used as classroom guidance policies and are taught to parents for them to use in the home with their children. We are continually looking to improve our current Conscious Discipline practices as well as implement new ones.

Andrea Schick  
Child Development Manager  
MDSCAA Early Childhood Program

- Administrators
- Teachers
- Mental Health Specialists
- Parents

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  - Becoming Certified

## Loving Guidance Associates



### Jill Molli

Mexico, MO • LGA since 2002  
Connecting With Kids

**Specialties:** Major Keynotes, School-wide Implementation for Pre-K and Elementary, Mental Health & Medical, Prison Staff, Businesses

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Jill Molli has a B.A. in Elementary Education and a Masters in Counseling. She possess the gift of delivering this important message of Dr. Becky Bailey's Conscious Discipline program with humor which makes for a wonderful learning experience. Jill was selected as an LGA because of her no-nonsense ability to get to the heart of a situation plus her commitment to living Conscious Discipline principles at school and at home.

Jill's experience includes delivering state and national keynotes, teaching children with behavior disabilities, teaching elementary school and serving as a guidance counselor. Her background has proved invaluable in teaching schools and school districts how to implement Conscious Discipline. She has also taught hundreds of Conscious Discipline parenting classes which included imprisoned mothers, "Soccer Dads" and parents interested in learning more about how to parent their children. Jill is a contagious source of enthusiasm for and knowledge about Conscious Discipline.

Contact us today to bring Jill to you!

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**Professional Development Activity Description/Funds Request**

Date 2/13/15

Staff Name Andrea Schick

Supervisor Myra Heslip

Description: Group    Individual    [If individual: Supervisor approval to submit request: \_\_\_\_\_]

Detail: Bring in certified Conscious Discipline Trainer- 2 days in August. All staff (100) training.

**1. Participation in this training is intended to improve skills in the following areas (check all that apply):**

| CD Info & Outcomes | FP Info & Outcomes | Health Info & Outcomes | Admn. Syst. Info & Outcomes | Performance Monitoring (Supervision) | PQA | Program Self Assm. | Program Satisfaction Surveys | Quality Assurance | Annual Performance Evaluation | Community Assessment | Corrective Action | Other |
|--------------------|--------------------|------------------------|-----------------------------|--------------------------------------|-----|--------------------|------------------------------|-------------------|-------------------------------|----------------------|-------------------|-------|
| X                  | X                  |                        |                             |                                      | X   | X                  |                              |                   |                               |                      |                   |       |

**2. Benefits of chosen PD strategy (check all that apply):**

| Direct Benefit to Individual Staff | Direct Benefit to Multiple Staff | Learn New Concepts | Practice Concepts | Problem-Solving | Gather Information & Resources | Earn Needed Credits | Networking | Inspiration Motivation |
|------------------------------------|----------------------------------|--------------------|-------------------|-----------------|--------------------------------|---------------------|------------|------------------------|
| X                                  | X                                | X                  | X                 | X               | X                              |                     |            | X                      |

3. Estimated total expenses \$6,739

4. Total Projected Paid Time:

Training/TA   14   hrs. / Travel    hrs. / Other (see reverse side for examples):    hrs.

Describe other \_\_\_\_\_

\*\*\*\*\*

Attachment B<sup>14</sup>

Attachment "c"

**NOMINATING COMMITTEE MEETING**  
**Tuesday, February 10, 2015**  
**12:00 Noon**

**MINUTES**

The meeting began at 12:11 p.m. and the following were in attendance: Omer Doran, Dan LaFoille, Susan Phillips, Karen Wigand, Bill Dubord and Cathy Pearson

The Menominee County Board of Commissioners has appointed Bernie Lang to represent them on our Governing Board, replacing Doug Krienke. **BERNIE LANG'S APPOINTMENT WAS ACCEPTED WITH A MOTION FROM OMER DORAN, SECONDED BY DAN LAFOILLE; MOTION CARRIED.**

The committee was reminded that we still have not received a letter from the Schoolcraft Transit Authority reappointing John Stapleton. Dan offered to follow-up with John one more time. He noted that if John does not get reappointed he will ask the Schoolcraft County Deputy Transit Director if he would be interested in serving and if so, see if that board will appoint him.

It was noted that there is another vacancy in the Schoolcraft County Private Sector. After some discussion the committee decided to see if Rosemary Sablack would be interested in serving on the board. If not, Susan will check with Judy Zerilla and someone from the Kiwanis to see if there might be interest.

There is also a vacancy in the Menominee County Consumer Sector. Staff will check with our Menominee Senior Center staff and Client Services staff to see if they might know of someone who might be interested and a good fit to serve on the board.

The Hannahville Indian Community has reappointed Dave Anthony to represent them on the Governing Board, **DAN LAFOILLE MOVED TO APPROVE THE REAPPOINTMENT, SECONDED BY OMER DORAN; MOTION CARRIED.**

DTE has reappointed Geri Nelson to represent them on our Governing Board. **MR. LAFOILLE MOTIONED TO APPROVE THE REAPPOINTMENT OF GERI NELSON, SUPPORTED BY OMER DORAN; MOTION CARRIED.**

Bill informed the members that Delta County has reappointed Dave Moyle to be their representative and Patrick Johnson as his alternate.

Karen noted that she will work on committee assignments as these vacancies get filled.

The meeting adjourned at 12:40 p.m.

**PERSONNEL COMMITTEE MEETING**  
**Wednesday, February 25, 2015**  
**11:30 a.m.**

**MINUTES**

The meeting began at 11:32 with the following in attendance: Susan Kleikamp, Geri Nelson, Ken Penokie, Susan Phillips, Myra Croasdell, Bill Dubord and Cathy Pearson. Karen Wigand, excused.

The committee discussed their upcoming role and timeline for hiring a new Executive Director. Bill informed the members that the Finance Committee has reviewed his transition and exit compensation plan and will most likely approve that at their March 10<sup>th</sup> meeting. They will recommend to the full board that they approve what they have worked out. He told the members that he plans to remain at his current status until October 9, 2015. He then will be at a reduced salary until December 31, 2015 to serve as a consultant to the new director. He made it clear, however, that once the new director is hired, they will be the only director and Bill will be working more in the background to train him or her.

Members were presented an email of suggestions from Karen Wigand. The following rough timeline was proposed (see attached calendar):

- *Bill will make his official announcement of retirement at the 3/12/15 board meeting pending Finance and Board approval of the transition & exit plan.*
- *Post the E.D. position the week of 3/16/15. On 3/16/15 MCAAA, MSHDA, National CAA and MI Works websites. Post in the following newspapers maximum of two days (depending on when they publish, some are weekly) during the week of 3/16: The Daily Press, Eagle Record, Pioneer Tribune and the Marquette Mining Journal. Posting should note: **Anticipated start date 7/6/15***
- *Resumes must be received by the close of business on 4/17/15.*
- *Staff will review resumes and not forward non-qualified applicants. Remaining resumes will be copied and mailed to the Personnel Committee on 4/21/15.*
- *Committee will meet to determine applicants to be interviewed between 4/30 – 5/5.*
- *Schedule interviews for the week of 5/11 (we have board meeting on 5/14)*
- *Bill & Cathy check references & do background check on potential hires by 5/19.*
- *Make job offer and negotiate details – job offer contingent on board approval. Candidate to respond on job offer by 5/27/19*
- *Special board meeting to be held the week of 6/1 to approve the recommended hire.*
- *New director's official start date 7/6/15 or later if necessary.*

It was suggested that a temporary or "dummy" account be established to receive resumes.

Bill noted that he would like to get the new person on board to attend management/fiscal training design for Community Action Agencies that is usually mid-July. Would also like to take the new hire to the MCAAA summer conference for introductions, etc. in late July.

Bill will develop a list of interview questions and it was noted that anyone from the board and a representative from Policy Council should be invited to sit in on the interviews if they choose.

The committee intends to present one candidate to the full board for approval.

The committee reviewed the current Executive Director job description and there are no recommended changes.

***The next meeting is April 2<sup>nd</sup> at 11:00 a.m.***

MDS COMMUNITY ACTION AGENCY -  
**GRIEVANCE/APPEALS PROCEDURES**

It is the intent of the MDS Community Action Agency, Inc. (MMCAA) to provide all participants, subgrantees, subcontractors and other interested parties a process to resolve grievances or complaints about the programs and activities administered by MDSCAA. The procedure shall include a process of information and notification to all interested parties, which includes an informal resolution and appeal. This process should be initiated if the matter cannot be resolved with the local program staff.

All program and service grievance or complaints, except those alleging fraud or criminal activity, must be filed with 14 days of the date of the alleged occurrence. At any time during the grievance/complaint process you may contact the agency regarding the procedures to properly address your concerns at each level of the process.

The Grievance/Appeals process includes three components or levels to include the following:

**1. Informal Resolution**

You will be afforded the opportunity and encouraged to discuss your concern with the Program Manager/Director to resolve the matter to the mutual satisfaction of the parties involved. You should complete a written explanation of your concern (see attached form). A complaint may be dismissed if you fail to state a course of action for which relief can be granted. You will receive a written notice stating why your complaint was dismissed and informed of the procedure on how to request a review at the next level.

**2. Agency Level Review**

If you wish to appeal the decision made by the Program Manager/Director, you may do so by filing a grievance/appeal with the MDSCAA Executive Director. The request must be in writing and include a brief description of the alleged occurrence and the reason the applicant believes he/she is eligible or should receive the denied services or contract (see attached form). A review of your grievance or complaint must be conducted within 14 days of the filing of your grievance or complaint. You may expect a written decision within 14 days after filing this appeal with the agency's Executive Director. If you fail to receive a

written decision regarding your appeal within 14 days of your filing or if you receive an adverse written decision, you may request a review at the next level.

### 3. Board of Directors and/or Grantor Level Review

If you wish to appeal the decision made by the Executive Director, you may do so by filing a grievance/appeal with the MDSCAA Board of Directors or for specific programs you may file your complaint with the Department of Human Services, State of Michigan or other funding source. A request for review of your grievance or complaint must be submitted in writing within 14 days of receipt of the adverse decision or 14 days from the date on which you should have received a decision to the MDSCAA Board of Directors or the Department of Human Services or other funding source specific to the program involved. Your written appeal should include, to the extent possible, the following information (feel free to use the form provided):

- A. A copy of the original appeal all correspondence to the appeal.
- B. The full name, address, and telephone number of the person(s) making the appeal.
- C. The name of the staff and program site against whom the appeal is made, or other information sufficient to identify the party against whom the appeal is made.
- D. A clear and concise statement of the facts, as alleged, including the pertinent dates, constituting the alleged violations.
- E. The provisions of the act, regulation, grant, or other agreements believed to have been violated.
- F. The relief requested.

Upon receipt of a request for review by the appropriate office, the matter shall be reviewed and a written decision rendered. In the event a hearing is conducted, you will be notified prior to the hearing of the date, time and place of the hearing and the opportunity to present your concerns, including witnesses.

**ALL DECISIONS AT THE MDSCAA BOARD OF DIRECTORS OR GRANTOR LEVEL REVIEW ARE FINAL.**

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

**GOVERNING BOARD MEETING  
Thursday, March 12, 2015  
511 First Avenue No., Escanaba  
12:45 p.m. (EDT)**

**MINUTES**

Chair Wigand called the meeting to order at 12:30 p.m. A quorum was noted with the following in attendance:

**MEMBERS PRESENT**

Karen Wigand, Delta  
Omer Doran, Schoolcraft  
Susan Kleikamp, Menominee  
Dan LaFoilie, Schoolcraft  
Lee Robbert, Schoolcraft  
Bernie Lang, Menominee  
Myra Croasdell, Delta  
Julie Moberg, Delta  
Susan Phillips, Schoolcraft  
Mari Negro, Menominee  
Patrick Johnson, Delta, alt.

**OTHERS PRESENT**

Bill Dubord, Executive Director  
Cathy Pearson, Executive Assistant  
Connie Maule, SCP Director  
Myra Heslip, Early Childhood Director  
Kris Thibeault, Finance Director  
Sally Kidd, Senior Services Director

**MEMBERS ABSENT**

Tom Lippens, excused  
Ken Penokie, excused  
Geri Nelson, excused  
Dave Moyle, excused  
Dave Anthony  
Clyde Thoune  
Kristi Wood  
Cathy Mercier

**APPROVAL OF JANUARY 8, 2015 GOVERNING BOARD MINUTES**

Members received a draft of the January 8, 2015 Governing Board minutes for their review. There were no questions or comments **AND THEY WERE APPROVED WITH A MOTION FROM LEE ROBBERT, SECONDED BY OMER DORAN; MOTION CARRIED.**

**FINANCE COMMITTEE REPORT**

Ms. Wigand called on Treasurer LaFoilie who reported that the Finance Committee met on 2/10/15 and 3/10/15. He reported that the December and January HRA Accounts Payable Schedules were reviewed and **MR. LAFOILLE MOVED TO APPROVE THEM, SECONDED BY MS. NEGRO; MOTION CARRIED.**

Mr. LaFoilie reminded the board that the Finance Committee was charged with ironing out the details of the Executive Director's exit agreement. Members were provided a copy of the agreement **AND IT WAS APPROVED UPON A MOTION FROM MR. LAFOILLE, SUPPORTED BY MARI NEGRO; MOTION CARRIED**

The Treasurer noted that the committee is also in the process of reviewing the Financial Procedures Manual and should have a recommendation for revisions in the near future.

**MYRA CROASDELL MOVED TO APPROVE THE FINANCE COMMITTEE REPORT, SECONDED BY OMER DORAN; MOTION CARRIED. (see attachments "A1& B1")**

**NOMINATING COMMITTEE REPORT**

Ms. Wigand called on Susan Phillips for the report. Ms. Phillips reported that the Nominating Committee met on February 10, 2015 and **REVIEWED AND MOVED APPROVAL OF BERNIE LANG'S APPOINTMENT BY THE MENOMINEE CO. BOARD OF COMMISSIONERS. THIS WAS APPROVED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY MARI NEGRO; MOTION CARRIED.**

The committee also recommends the reappointment of Dave Anthony to represent the Hannahville Indian Community and **THIS WAS APPROVED WITH A MOTION FROM SUSAN PHILLIPS, SUPPORTED BY MARI NEGRO; MOTION CARRIED.**

The committee also recommends the reappointment of Geri Nelson from DTE and **THIS WAS APPROVED WITH A MOTION FROM DAN LAFOILLE, SECONDED BY OMER DORAN; MOTION CARRIED.**

The committee also recommends acceptance of the reappointment of Dave Moyle by the Delta County Board of Commissioners and **THIS WAS APPROVED WITH A MOTION FROM MR. LAFOILLE, SUPPORTED BY MS. KLEIKAMP; MOTION CARRIED. (Dave Moyle excused himself from the vote).**

The committee also recommends acceptance of Patrick Johnson to serve as alternate for Dave Moyle and **THIS WAS APPROVED WITH A MOTION FROM OMER DORAN, SUPPORTED BY SUSAN KLEIKAMP; MOTION CARRIED.**

Ms. Phillips indicated that the committee is working on filling three vacancies; two in the Schoolcraft Co. Private Sector and one in the Menominee County Consumer Sector. **THE NOMINATING COMMITTEE REPORT WAS ACCEPTED UPON A MOTION FROM MR. LAFOILLE, SECONDED BY SUSAN KLEIKAMP; MOTION CARRIED. (See attachment "C")**

**PERSONNEL COMMITTEE REPORT**

The Chair called on Susan Kleikamp who reported that the committee developed the timeline for filling the Executive Director's position and the process to be used. The position will be posted the week of March 16<sup>th</sup> and resumes accepted until April 17<sup>th</sup>. Interviews will be conducted the week of May 11<sup>th</sup>. A special board meeting will be called for June 4<sup>th</sup> to approve the recommended candidate presented by the Personnel Committee. The new director will start no sooner than July 6<sup>th</sup> but there is some flexibility as to when they come on board.

**MR. LAFOILLE MOVED TO APPROVE THE PERSONNEL COMMITTEE REPORT, SECONDED BY SUSAN PHILLIPS; MOTION CARRIED. (see attachment "D")**

**AUTHORIZATION TO SUBMIT REFUNDING APPLICATIONS FOR 2015-2016**

Ms. Wigand called on Mr. Dubord who noted that every year we seek blanket authorization to submit refunding applications; all new grants come before the board for approval. **MS. PHILLIPS MOVED TO AUTHORIZE THE SUBMISSION OF REFUNDING APPLICATIONS, SECONDED BY MS. KLEIKAMP; MOTION CARRIED.**

**APPROVAL OF APPEALS PROCEDURE**

The Chair reminded members that they were mailed a draft of an Appeals Procedure for their review. There were no recommendations **AND THE APPEALS PROCEDURE WAS APPROVED WITH A MOTION FROM MR. DORAN, SUPPORTED BY MYRA CROASELL; MOTION CARRIED. (see attachment "E")**

### ADOPTION OF TRANSPORTATION ADA COMPLAINT POLICY

Karen Wigand called on Sally Kidd who reported that members were mailed a copy of a complaint policy for our transportation services run in Menominee that is required. ***MS. KLEIKAMP MOTIONED TO ADOPT THE TRANSPORTATION ADA COMPLAINT POLICY AS PRESENTED, JULIE MOBERG SUPPORTED THE MOTION; MOTION CARRIED.***

### ACCEPTANCE OF STAFF MONTHLY REPORTS

Members received a copy of the January/February Senior Companion Program monthly report and ***IT WAS ACCEPTED WITH A MOTION FROM LEE ROBERT, SECONDED BY JULIE MOBERG; MOTION CARRIED.***

### APPROVAL OF POLICY ADVISORY COMMITTEE MINUTES

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

- 2/13 (Schoolcraft) & 2/18/15 (Mid-County) Foster Grandparent PAC minutes
- 1/19 (Delta) & 1/29/15 (Menominee) Senior Companion Program PAC minutes

### UPDATE ON ORGANIZATIONAL STANDARDS

Ms. Wigand called on Bill Dubord who reported that staff continue to work on the organizational standards items that need to be completed. As the board is aware, many of the policies and procedures such as: Executive Director Succession Plan, Conflict of Interest Policy and the newly approved Appeals Procedure are just a few of the items that have been completed. Work continues on the Personnel Policy revision that will need to be reviewed by a lawyer. Strategic Planning is also part of the standards but Mr. Dubord feels the new Executive Director should be involved in this process.

### UPDATE ON NEW ADULT DAY CARE FACILITY

The Chair called on Sally Kidd and Bill Dubord who reminded the members that Pat Besse is donating approximately \$400,000 to build a new Memory Center to replace the current Perspectives Adult Day Care, which will be owned by the Bishop Noa Home. The project is a collaborative one with CAA and Bishop Noa Home and the facility will be for folks who have Alzheimer's and/or dementia to give their loved ones some respite as it is very challenging to deal with folks with dementia 24/7. We will be able to retain our current staff and will be housed in the new facility rent free. There is a beautiful outdoor space that will be provided and Pat Besse is donating another \$50,000 to furnish the facility. Mr. LaFolle asked if the outdoor space will be a secured area and Sally indicated she will check. The Chair commended Sally for her efforts in this collaborative effort and Randy Daigneault, Adult Day Care Director, who has taken the initiative over the past few years to fund-raise to keep this program going.

### EXECUTIVE DIRECTOR'S REPORT

The Chair called on Mr. Dubord who asked Cathy Pearson to give a report on Walk for Warmth. She told the members the following: Delta County had approximately 110 walkers and has raised nearly \$37,000; Menominee County had about 55 walkers and has raised just over \$19,000 and Schoolcraft had about 25 walkers and has raised approximately \$6,200. She noted that the brat sales were successful despite the sub-zero temperature during those events. She announced that Susan Phillips was the winner of the in-house raffle for a quilt that was donated by Cathy's sister. She thanked the board for all of their support. The Chair commended Cathy on a job well done.

The Executive Director informed the board that during the two-day power outage that affected our office and kitchen in Escanaba, our staff from the Escanaba kitchen took it upon themselves to get the meal out despite there being no electricity. The ovens are gas and when Bill came in in the morning to check on things the staff was working with flashlights to get a meal out to our homebound seniors. Special thanks to the Escanaba kitchen staff for their dedication to the senior citizens we serve. A big thanks also to Gary Royer, husband of our Nutrition Mgr., Pat Royer, who borrowed a generator to help get lights on temporarily during the outage. Bill noted that this effort typifies the kind of things that make Community Action Agency's unique.

**SUSAN KLEIKAMP MOVED TO ACCEPT THE EXECUTIVE DIRECTOR'S REPORT, MS. PHILLIPS SECONDED; MOTION CARRIED.**

**OTHER BUSINESS**

Karen Wigand called on the Director who handed out his resignation/retirement letter. He noted that it is with very mixed emotions that he retire, but feels it is time. His plan is to remain full-time as Executive Director until October 9, 2015 and then continue in a consultant role. He was commended for all of his hard work and was told he will be missed.

**ADJOURNMENT**

There being no further business **THE MEETING ADJOURNED AT 1:44 P.M. WITH A MOTION FROM OMER DORAN, SECONDED BY DAN LAFOILLE; MOTION CARRIED.**

**Delta County  
Department of Human Services Board  
305 Ludington Street  
Escanaba, MI 49829**

**BOARD MEMBERS**

**GERALD SMITH, CHAIR  
ELAINE BOYNE  
DEBBI SPRINGINSGUTH**

**DIRECTOR**

**RUSSELL K. SEXTON**

**Meeting #973**

**Date: March 16, 2015**

A regular meeting of the Delta County Department of Human Services Board was called to order by Russell Sexton, Board Secretary, at 10:00 a.m. Eastern Time. The meeting was held in the Delta County Board Room on the second floor of the State Office Building located at 305 Ludington Street, Escanaba.

Present: Gerald Smith, Board Chair; Debbi Springinsguth, Board Member; and Russell Sexton, Board Secretary.

Absent: Elaine Boyne

**APPROVAL OF AGENDA:**

A motion to approve the agenda was made by Mr. Smith and supported by Ms. Springinsguth. Motion passed without opposition.

**APPROVAL OF FEBRUARY 9, 2015 MINUTES:**

Minutes of the February 9, 2015, Board Meeting were reviewed and discussed. A motion to accept the minutes was made by Mr. Smith and supported by Ms. Springinsguth. Motion passed without opposition.

**FINANCIAL REPORT:**

The financial report for February 2015 was reviewed. There was \$11.20 in expenditures for DHS Board Meeting attendance; leaving a balance of \$188.65.

There were no expenditures from the Child Care Fund with the balance remaining \$3,098.73.

A motion to approve the financial report was made by Mr. Smith and supported by Ms. Springinsguth. Motion passed without opposition.

**DIRECTOR'S REPORT:**

**Staffing Information:** Delta County: There are 5 full time management staff, including 1 tri-county director and four first line supervisors consisting of 1 children's protective

services supervisor, 1 foster care supervisor, 1 assistance payments supervisor and 1 general program supervisor who covers some assistance payments staff in Delta County and an Indian outreach worker in Menominee County. There is 1 tri-county community resource coordinator. There are 5 administrative support staff, 4 general and 1 fiscal. There are 5 children's protective services specialists, 5 foster care and foster home licensing specialists, with one position currently vacant, 1 educational planner who serves the entire Upper Peninsula, 1 peer coach the covers the Triad and 1 Michigan Youth Opportunity Initiative worker. There are 13 assistance payments specialists (two are on a long term military leave); one limited term assistance payments specialist (to alleviate some of the extra work due to the military leaves).

We have 2 Business Service Center 1 staff stationed in our office, which includes 1 contract specialist and 1 child welfare funding specialist.

We have two Business Services Center 6 Adult Services Specialists stationed in our office.

We have 4 central office personnel stationed in our office, which includes 1 Bureau of Child Welfare licensing analyst, 1 maltreatment-in-care specialist and 2 Michigan Rehabilitation Services analysts – 1 full time and 1 part time.

**Statewide Director's Meeting Information:** No meeting occurred this month.

**Collaborative Issues:** No new information was provided.

**Business Plan Update:**

**Operational Funds:**

- FY 2015 Operating Funds Expenditure Report: Allocation: \$68,742.00. Year-to-date expenditures: \$7,830.06, which constitutes 11.4% of the allocation expended with 33% of the year elapsed.
- FY 2015 Travel Funds Expenditure Report: Allocation: \$52,332.00. Year-to-date expenditures: \$8,721.74, which constitutes 18.6% of the allocation expended with 33% of the year elapsed.
- Assistance Payments Standard of Promptness: Current data for Delta County is 91.50%. Business Services Center 1 average is 93.23% and State average is 90.86%.
- Family Independence Program Work Participation Rate: Current data is 33.33% Statewide Goal is 50%. There were 2 non-compliant cases closed out of 6 total cases required to have work participation activities. There were no agency errors.

**Miscellaneous:**

Total cases, recipients and payments for FIP, FAP, SDA, CDC and SER benefits for January 2015:

- Family Independence Program: 35 cases; 68 recipients; \$9,344.00 in benefits provided.
- Food Assistance Program: 3,014 cases; 5,545 recipients; \$618,083.00 in benefits provided.
- State Disability Assistance: 23 cases; 23 recipients; \$4,751.00 in benefits provided.
- Child Development and Care: 77 cases; 112 recipients; \$25,449.00 in benefits provided.
- State Emergency Relief: 42 cases; \$20,688.00 in benefits provided.
- Unduplicated total: 3,061 cases; 5,609 recipients; \$678,315.00 in benefits provided.

Total Eligible Medicaid Cases and Recipients:

- Family Medicaid: 1049 cases; 2,122 recipients
- Other Children < Age 21: 244 cases; 273 recipients
- Pregnant Women & Children Under 19: 1,160 cases; 1,860 recipients
- Non-SSI Aged, Blind & Disabled: 1,065 cases; 1,101 recipients
- SSI Aged, Blind & Disabled: 1,076 cases; 1,076 recipients
- Medicaid Eligible Total: 4,245 cases; 6,417 recipients

Healthy Michigan Plan County Enrollment: 1792

Child Welfare Information:

Delta County Direct Foster Care Cases:

In February Delta County had 13 direct foster care cases, 2 direct Young Adult Voluntary FC cases and 1 direct JJ case.

- 5 in unlicensed relative homes
- 1 placed in a licensed relative home
- 6 in Licensed foster homes/ unrelated
- 1 in Detention
- 1 in Independent living
- 1 placed with other parent
- 1 in an AFC home independent living

Purchase Of Service Cases – 26 Foster care and 1 YAVFC case

Catholic Social Services- 8

- 3 placed with a licensed relative.
- 1 returned home.
- 1 in licensed foster home.
- 2 placed in unlicensed relative home.

- 1 placed with parent (removed from one parent)

Child and Family Services – 2

- 2 placed with unlicensed relative working to get licensed.

Up Family Solutions – 6

- 3 placed in licensed foster homes.
- 3 placed in licensed relative home.

UP Kids-1

- 1 placed in unlicensed relative care. PAFC is working to license.

Benoji Tribe – 8

- 3 placed with bio dad, removed from mom.
- 4 placed with licensed relative.
- 1 placed with unlicensed relative

Teaching Family Homes – 1 foster care case and 1 YAVFC

- 1 placed in a licensed foster home.
- 1 YAVFC living independently in a relative's home.

Adoptions:

- No Finalized adoptions occurred in February.

Child Welfare Data:

- CPS Commencement: 97%
- CPS Face-to-Face: 95%
- FC Medical: 100%
- FC Dental: 100%
- FC Worker/Child Visits: 84%

Assistance Payments caseloads and financial information can be obtained by anyone at any time by logging onto the DHS public website at [www.michigan.gov/dhs](http://www.michigan.gov/dhs), go to Forms and Publications and search the key word: Green Book. There you can look at past years and specific month data.

DHS policy for all programs, as well as a variety of other information one might want to know about DHS can be found at the [www.michigan.gov/dhs](http://www.michigan.gov/dhs) site.

**Board Member Input/Suggestions:** None.

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

**UNIT REPORT:** None

**BOARD BUSINESS:**

1. **Approval of Vouchers:**  
Vouchers were reviewed and a motion to approve all vouchers was made by Mr. Smith and supported by Ms. Springinsguth. Motion passed without opposition.
2. **MCSSA:** The next District One meeting will be held on April 15, 2015 at 11:45 Eastern, at the Country Grill in Ishpeming, MI. There will be an MCSSA Legislative Forum and Training Program on March 18 and 19, 2015. Information sent to each board member by the MCSSA.

Ms. Springinsguth discussed the Board funding situation as it relates to attending MCSSA functions. There are no current funds available to support any MCSSA activities, but the Delta County Board of Commissioners might be amenable to providing some funding for statewide conference attendance if there would be a benefit to the county. Individual Board members would have to seek those funds in advance from the B.O.C.

It was further discussed that payment of MCSSA dues would lessen the cost of attendance at the various MCSSA conferences. Individual Board members would have to approach the B.O.C. with any requests as the MCSSA is a Board member only organization.

**NEW BUSINESS:** None presented.

**PUBLIC COMMENT:** There were no public comments.

**NEXT MEETING:** April 20, 2015 at 10:00 a.m. in the Delta County DHS Board Room.

**ADJOURNMENT:** Motion to adjourn made by Ms. Boyne and supported by Ms. Springinsguth. Meeting adjourned at 10:21 a.m.

  
**Russell K. Sexton**  
Board Secretary

  
**Gerald Smith**  
Chairperson

Pc: DHS Board Members; Delta County BOC; Delta County DHS Office File





# **A G E N D A**

## **DELTA-COUNTY DEPARTMENT OF HUMAN SERVICES BOARD MEETING**

**305 Ludington Street, Second Floor Conference Room**

**May 11, 2015, 10:00 A.M. Eastern Time**

- A. Approval of agenda**
- B. Approval of April 20, 2015 minutes**
- C. Financial report**
  - 1. Review of vouchers**
- D. Director's Report**
  - 1. Staffing Information**
  - 2. Statewide Directors Meeting/Information**
  - 3. Collaborative Issues/Information**
  - 4. Director's Portfolio Update**
  - 5. Miscellaneous**
  - 6. Board Member Input/Suggestions**
- E. Unit Reports:**
- F. Board business**
  - 1. Approval of vouchers**
  - 2. MCSSA**
- G. New business**
- H. Public comment (5 minute limit per speaker)**
- I. Next meeting – June 15, 2015 – 10:00 AM**
- J. Adjournment**

“What do we believe? Who do we serve? What do we do?”

Mission:

Improving the quality of life in Michigan by providing services to vulnerable children and adults that will strengthen the community and enable families and individuals to move toward independence.

Vision:

Compassion. Protection. Independence.



# Public Health Delta & Menominee Counties



2436

## **Board of Health Meeting**

Pinecrest Medical Care Facility  
Powers, MI

### **Meeting Minutes**

Wednesday, March 18, 2015

#### **Board Members Present**

Bob Burie

Patrick Johnson

Larry Schei

Mary Harrington

Tom Trudgeon

#### **Public Health Staff**

Mike Snyder, Health Officer/ Administrator

Dr. Terry Frankovich, Medical Director

Kim Gustafson, Executive Assistant

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

The regular monthly meeting of the Delta-Menominee District Board of Health (BOH) was held on March 18, 2015. The meeting was called to order at 4:30 p.m. CDT by Chairman Trudgeon. Roll call was taken by the Executive Assistant, and is recorded above. Ms. Hafeman was not able to attend, but had been excused.

#### **2. Approval of Agenda**

**Mr. Schei moved to approve the March 18, 2015 agenda. Motion was supported by Ms. Harrington and carried.**

#### **3. Approval of Minutes**

**Ms. Harrington moved the minutes from February 18, 2015, be approved. Motion was supported by Mr. Burie and carried.**

**d. Family Support Worker Position Description**

Mr. Snyder noted the Family Support Worker Position Description was included in the BOH packet, as requested by Mr. Burie in February. Mr. Snyder reminded the BOH members they previously had seen the position description at the January meeting.

**e. Recent Staff Turnover**

Mr. Snyder presented the BOH with a count of recent staff turnover. He announced PHDM has recently sent a salary survey out to U.P. health departments to see how PHDM compares to other U.P. health departments.

**6. MERS Quarterly Statement**

Mr. Snyder gave a brief report on the MERS Quarterly Statement. There were no questions by the BOH members.

**7. September Board of Health Meeting Date Change**

Mr. Snyder asked if the September BOH meeting could be changed from September 23, 2015 to September 16, 2015.

**Mr. Schei moved the September BOH Meeting Date Change, be approved. Motion was supported by Chairman Trudgeon and carried.**

**8. Review and Approval of February Check Register**

The Board of Health reviewed the February check register. Questions were answered by Mr. Snyder.

**Ms. Harrington moved the February check register, be approved. Motion was supported by Mr. Schei and carried.**

**9. Vision Screening Machines**

PHDM currently has two vision screening machines; one was purchased in 2007 and the other was purchased in 1974. When the LPN brought the "newer" one to the state vision training, the presenter used it as an example saying it was outdated and should not be used. It would cost approximately \$5,400 to replace both machines with new ones.

- The Drug Awareness Conference will be held on May 20, 2015, at the Island Resort and Casino. Mr. Snyder encouraged the BOH members to let him know if they would like to attend.
- Mr. Snyder announced he received an email from the new dental clinic. They informed him they have 327 clients already scheduled. They opened their doors on March 10, 2015.

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

**13. Board Member Comments**

- Mr. Schei stated he mentioned to the Menominee Board of Commissioners, PHDM's involvement with the EOC in Delta County during the power outage. He said the board showed appreciation and asked Mr. Schei to let Mr. Snyder know.

**14. Adjournment**

**There being no further business, Ms. Harrington made a motion the meeting be adjourned at 5:55 p.m. CDT. Motion was supported by Mr. Burie and carried.**

*Thomas L. Peltzman 4-15-2015*  
Chairperson

:kg

**DELTA SOLID WASTE MANAGEMENT AUTHORITY  
MONTHLY MEETING  
MARCH 24, 2015, AT 7:00 P.M., DELTA COUNTY SERVICE CENTER, 2920 COLLEGE AVENUE**

**MEMBERS PRESENT:** Randy Gorecki, Steve Rose, Gary Boudreau, Eric Buckman and Patrick Johnson

**MEMBERS ABSENT:** Hugo Mattonen and Ralph Blasier

**OTHERS PRESENT:** Don Pyle, Kim Peterson, Matt Peltin, Lawrence VanEffen and Vivian Ketcham

Meeting was called to order at 7:02 p.m. by Chairman Randy Gorecki.

**Public Comment** – None.

**Secretary's Report – Minutes of February 24, 2015**

**A motion was made by Gary Boudreau, seconded by Steve Rose, to approve the February 24, 2015, meeting minutes. Motion was approved unanimously.**

**Treasurer's Report**

The Authority in February had operating revenue of \$81,598 and operating expenses of \$126,494 for a loss of \$44,896. The employees' HSA payment for deductibles was \$23,000 and is a one-time payment. Mr. Pyle stated the normal recycling expenses was \$17,000 and the recycle revenue was \$13,000. Discussed the value of recyclables and the market dropping off. Some price decline will take place over the next twelve months.

Discussion took place on Manistique Paper's outstanding bill in the amount of approximately \$6,400. Mr. Pyle has called on numerous occasions and hasn't received a call back.

**A motion was made by Gary Boudreau, seconded by Patrick Johnson, to accept the Treasurer's Report. Motion was approved unanimously.**

**Payment of Bills**

**A motion was made by Gary Boudreau, seconded by Steve Rose, to approve payment of bills in the amount of \$118,486.65. Motion was approved unanimously.**

**Additions to Agenda** – None.

**Change December Meeting Date**

Mr. Pyle stated the December 15<sup>th</sup> meeting date needs to be discussed as the Delta County Board will be utilizing the meeting room on such date. Mr. Pyle will check availability with the City of Gladstone or the City of Escanaba for the December 15<sup>th</sup> meeting date or a date of December 22<sup>nd</sup> will be looked at. This will be tabled until the next meeting.

**Continued Discussion of Revenue and Expenses**

Mr. Pyle stated he provided revenues at different rates to the Authority to review. Approximately 200 customers are sent bills monthly. 26,000 tons were received last year and discussed the possible revenue that could be obtained this year. Mr. Pyle stated the volumes do change from year to year. A plus is the gas prices have been low and predictions are that they remain down. Last year's revenue was \$1,679,050 and the expenses were \$1,816,269. There is waste that is leaving Delta County and the Authority is not seeing revenue on such.

Discussion took place on increasing the minimum from \$5 to \$10 which averages to twenty people per day. Discussion took place on contaminated soil for 30 tons or less being raised \$26 (\$30 to \$56), 30 to 250 tons being raised \$10 (\$30 to \$40) and 250 to 500 tons remaining the same at \$25. The Authority was in agreement to raise the tire rate also, along with mattresses and Freon appliances. Currently there is not a rate for TVs/CRTs and it was agreed to collect \$5.

The annual income and expenses were reviewed since 1999. Bond payments projected for 2015 were discussed, along with the 2008 bond.

Mr. Pyle presented potential rate changes for 2015 and this was discussed. Scenarios were discussed such as prices being increased and waste being hauled somewhere else, private landfills being utilized, contaminated soil being brought to Dafer, more property being sold, etc. There is an agreement in the works to sell 40 acres to the north to a Power Plant facility which will create jobs in Delta County. Discussed the Authority expressing interest in purchasing some land to the west to allow for a bigger buffer between the Landfill and residential areas.

The Authority was in agreement that something needed to be done on a government level with putting a stop to regulations that were never in place previously. The ROP permit for air emissions will cost approximately \$4,500 soon with \$35,000 being budgeted this year on such with four years ago the budget was nothing. The State of Michigan also used to conduct lab work for free and now they charge.

Discussion took place on holding off on any action on the 10% discount to the big three companies (City of Gladstone, City of Escanaba and Delta Disposal). Scenarios of different percentages being charged by volume were discussed. The Authority was in agreement to take action on increasing some items as to generate additional revenue, but not taking action on these companies yet.

**A motion was made by Steve Rose, seconded by Gary Boudreau, to increase the following effective March 25, 2015: minimum rate from \$5 to \$10; contaminated soil 30 tons or less increase from \$30 to \$57; contaminated soil 30 to 250 tons increase from \$30 to \$40; car tires increase from \$2.50 to \$3; truck tires increase from \$15 to \$20; equipment tires increase from \$25 to \$30; mattresses increase from \$10 to \$12; Freon appliance increase from \$30 to \$40; and tv's/crt's charging a \$5 rate. Ayes were unanimous.**

**Manager Report**

Mr. Pyle stated the thawing was going slow and this is helpful. With a day of rain and the thaw coming, moving across the street will take place. Hoping to wait until next quarter which is April 1, 2015.

Received an e-mail from City of Escanaba City Manager Jim O'Toole regarding a new company interested in purchasing the Power Plant. The proposal would include hauling construction/demolition debris from Chicago, Illinois, by ship here. This is an interesting concept and not sure how it will affect the Landfill.

**Board Comments**

Eric Buckman stated he received a phone call from Mr. Aho and stated the Authority may be interested in hearing from him in an upcoming meeting.

**A motion was made by Gary Boudreau, seconded by Steve Rose, to adjourn the meeting with the time being 8:25 p.m. Motion was approved unanimously.**

## REGULAR MEETING

### DELTA SOLID WASTE MANAGEMENT AUTHORITY

April 28, 2015

The regular meeting of the Delta Solid Waste Management Authority will be held on Tuesday, April 28, 2015 at 7:00 p.m. in the County Building at 2950 College Avenue in Escanaba.

Pledge of Allegiance  
Public comment  
Secretary report  
Treasurer report  
Payment of bills  
Additions to agenda

#### **AGENDA:**

1. Change December meeting place to Gladstone City Hall
2. Discussion on tiered rates for volume
3. Continued discussion on revenue rates
4. Bond Payment May 1, 2015
5. Manager Report
6. Board Comments

Randy Gorecki  
Chairman

# DELTA COUNTY TOWNSHIPS ASSOCIATION

The meeting of the Delta County Townships Association was held on March 26, 2015 at the Tri-Township School in Rapid River. President Steve Rose led in the Pledge of Allegiance.

Townships that were represented were: Baldwin, Bark River, Bay de Noc, Brampton, Cornell, Ensign, Escanaba, Ford River, Garden, and Nahma. Representing the County Board of Commissioners was David Rivard and John Malnor. The Delta County Road Commission was represented by Jody Norman, Van Marenger and Mike Larabee.

A motion to accept the minutes from the February 26, 2015 meeting was made by Gary Boudreau and supported by Greg Johnson. Motion carried.

The Treasurer's Report was given. A motion to accept was made by Gary Boudreau and supported by Janet Daasch. Motion carried.

BALANCE as of Feb. 2015 .....\$3632.17

**INCOME:**

2015 Dues.....1553.00

March 26, 2015

**NEW BALANCE**.....\$5046.91

**EXPENSES:**

Salaries.....110.00

Lunch.....28.26

**PICNIC FUND**.....**644.14**

**COMMUNICATIONS:**

*Michigan Legislative Advocacy Day, April 16, 2015*

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

Landfill rate are going up from \$5.00 to \$10.00. They have not increased in years.

**SPEAKER:**

**Dave Nyberg, from the Governors office, spoke about Proposal #1 and the dire need for road and bridge repair funds. The proposal would eliminate sales tax on gas and raise the overall sales tax from 6% to 7%. The Policy Objective is to put road revenues strictly on roads and bridges. The passing of Proposal #1 could also create more revenues for schools and local government entities.**

**Jody Norman, from the Delta County Road Commission, explained how the funds from Proposal #1 would affect Delta County, if it should pass. He shared very informative handouts describing his detailed plan for the best way to utilize any funds the county road commission may receive. He also has a short list of the priority repairs the county would do first.**

**The next regular meeting is April 23, 2015. Brampton Township will be in charge of coffee and snacks.**

**A motion to adjourn was made by Gary Boudreau and supported by Ginny Dahlin. Motion carried.**

**Respectfully Submitted,**

**Linda Trombley-Robitaille, Recording Secretary**