

AGENDA

DELTA COUNTY BOARD OF COMMISSIONERS

September 15, 2015

5:15 p.m.

- I. CALL TO ORDER
- II. PRAYER
- III. PLEDGE OF ALLEGIANCE
- IV. ROLL CALL
- V. APPROVAL OF MINUTES OF PREVIOUS MEETINGS
  - County Board minutes: 9-1-15
  - Committee of the Whole:
- 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**
  - 1. Administrator's Report
  - 2. Building and Grounds minutes from 9-2-15
  - 3. Personnel minutes from 9-3-15
- XI. GENERAL ORDERS OF BUSINESS
  - A. UNFINISHED BUSINESS
    - 1. Jail**
  - B. NEW BUSINESS
    - 1. Payment of Bills**
    - 2. Hannahville 2% Grant- Hope at the Inn Homeless Shelter**
    - 3. Northwoods Rail Transit Commission**

4. **Community Corrections**
5. **Recommended Budget Adjustments**
  - a. **Swamp Tax Revenue**
  - b. **EDA Support**
  - c. **Work Release Program**
6. **Budgetary Motions**
  - A. **Authorize the Administrator to transfer budget line items in order to balance the budget within the guidelines as adopted or to comply with State and Federal statutes.**
  - B. **Authorize the Administrator to handle other year end and housekeeping items.**
  - C. **Authorize the Administrator to update the County's Chart of accounts to comply with the State of Michigan's Uniform Chart of accounts.**
  - D. **Motion to approve the budget amendments as presented and authorize the Administrator to make any additional amendments to conform with the Uniform Budgeting Act.**
  - E. **Motion to adopt the 2015-16 Budget as amended to reflect the Board actions taken at the 9-15-15 Board meeting.**
  - F. **Adoption of the 2015-16 General Budget Resolution as presented with amendments to reflect Board action taken at the 9-15-15 meeting.**
  - G. **Adoption of the 2015-16 Budget resolution as presented with amendments to reflect Board action taken at the 9-15-15 meeting.**
  - H. **Adoption of the 2015-16 Purchase Order Policy as presented.**
  - I. **Human Services Agency Resolution**
  - J. **Road Commission Resolution**
  - K. **Remonumentation Peer Group Per Diem and Mileage Expenses.**
7. **FY 2016 Specialized Services/CAA**
8. **Fair Board Authority Ambulance Presence**
9. **Support for Law Enforcement Officers**
10. **Register of Deeds Backloading Project**
11. **Wind Turbine Work Plan and Timeline**

XII. **GENERAL PUBLIC COMMENT**

XIII. **COMMISSIONER'S COMMENTS**

XIV. **MEETING SCHEDULE**

- A. **Board of Commissioners Meeting on 10-6-15 at 5:15 p.m. in the Service Center Board room.**
- C. **Statutory Board of Commissioners Meeting on 10-13-15 at 5:15 p.m. in the Service Center Board room.**
- D. **Board of Commissioners Meeting on 10-20-15 at 5:15 p.m. in the Service Center Board room.**

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, September 15, 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  
September 1, 2015**

Escanaba, Michigan

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

August 27, 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 September 1, 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 Malnar, Johnson, Moyle and Rivard.

EXCUSED: Commissioner Harrington.

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.

V. APPROVAL OF MINUTES OF PREVIOUS MEETING

Moved by Commissioner Johnson and seconded by Commissioner Malnar to approve the minutes of the August 18, 2015 meeting and the Committee of the Whole minutes of August 25, 2015 with a correction to the date of the meeting. MOTION CARRIED.

VI. APPROVAL OF AGENDA

Moved by Commissioner Johnson and seconded by Commissioner Moyle to amend the agenda moving Public Comment to before the Closed Session. MOTION CARRIED.

Proposed

VII. PRESENTATION OF WRITTEN COMMUNICATIONS

- A. Received: 1. Letter from State of Michigan.  
2. Letter from City of Escanaba(2).  
3. Fact Sheet on the Clean Power Plan.  
4. Letter from Marquette County.
- B. Forwarded: 1. Letter to EDA.

VIII. REPORTS OF STANDING AND STATUTORY SPECIAL COMMITTEES AND OTHERS

1. Airport Advisory minutes of 3-11-15, 5-13-15.
2. CAA/HRA minutes of 5-14-15.
3. Central Dispatch minutes of 6-10-15, 7-8 and 8-12-15.
4. Public Health minutes of 7-15-15.
5. Human Services Board minutes of 7-20-15.
6. Concealed Weapons minutes of 7-21-15.

Moved by Commissioner Johnson and seconded by Commissioner Moyle to receive the Reports and place on file. MOTION CARRIED.

IX. PUBLIC COMMENT ON AGENDA ITEMS

Patricia Rasmussen, Garden Township, addressed the Board with her concerns regarding the Planning Commission Wind Turbine recommendations.

Bob Petersen, addressed the Board with his concerns regarding the EPA and the Waters of the U.S. Act.

**PUBLIC HEARING ON THE PROPOSED 2015-2016 BUDGET**

Moved by Commissioner Moyle and seconded by Commissioner Malnar to open the Public Hearing at 5:23 p.m. MOTION CARRIED.

Administrator Bergman presented the 2015-16 proposed Budget with explanations of Administrative Priorities.

No Public Comment.

Moved by Commissioner Moyle and seconded by Commissioner Johnson to close the Hearing at 5:42 p.m. MOTION CARRIED.

X. COMMITTEE REPORTS:

1. Administrator's Report.
  - a. 2014/15 Budget Update.
  - b. 2015/16 Budget Planning.

Proposed

XI. GENERAL ORDERS OF BUSINESS

A. UNFINISHED BUSINESS

1. Jail.

Moved by Commissioner Moyle and seconded by Commissioner Johnson to accept the Jail Committee minutes of August 25th, as presented. MOTION CARRIED.

B. NEW BUSINESS

1. Payment of Bills.

Moved by Commissioner Moyle and seconded by Commissioner Johnson to approve payment of the bills in the amount of \$1,168,344.59 and Commissioner's expenses of \$520.64. MOTION CARRIED.

2. UPWARD Talent Council Agreement.

Moved by Commissioner Moyle and seconded by Commissioner Malnar to authorize Administrator Bergman to initiate negotiations to partner with the UPWARD Talent Council to hire a full time Veteran's Affairs Officer. MOTION CARRIED.

3. Waters of the U.S.

Rory Mattson, Delta County Conservation District Director, addressed the Board with what the Waters of the U.S. Act could mean locally.

4. Tobacco Free Parks Initiative.

The Parks Board and the Conservation District has banned smoking in the buildings and the children's playgrounds at the Parks, but feel that at this time, banning tobacco from the whole Parks would be a nightmare to enforce.

5. Tax Tribunal Appeals Cost Sharing Request.

The attorney is suggesting that an appraisal be done of the properties involved in the Tax Tribunal Appeals. The County's portion of the appraisal would not exceed \$11,459. Moved by Commissioner Malnar and seconded by Commissioner Moyle to authorize up to \$11,459 for appraisals on these properties, if the lawsuits move forward.

ROLL CALL	MALNAR	YES
	JOHNSON	YES
	MOYLE	YES

Proposed

RIVARD	YES
HARRINGTON	ABSENT

MOTION CARRIED.

6. Security Room.

Moved by Commissioner Malnar and seconded by Commissioner Johnson to approve the quote from IMS to convert the former Emergency Management office in the courthouse to a security room at a cost of \$12,820, as presented. MOTION CARRIED.

7. Closed Session.

Moved by Commissioner Moyle and seconded by Commissioner Malnar to move into closed session at 6:07 p.m. for the purpose of discussing contract negotiations under OMI Section 15.268(8)(e).

ROLL CALL	MALNAR	YES
	JOHNSON	YES
	MOYLE	YES
	RIVARD	YES
	HARRINGTON	ABSENT

MOTION CARRIED.

Moved by Commissioner Johnson and seconded by Commissioner Malnar to reconvene into regular session at 6:15 p.m. MOTION CARRIED.

Moved by Commissioner Johnson and seconded by Commissioner Moyle to ratify the Probate Contract, as presented.

ROLL CALL	MALNAR	YES
	JOHNSON	YES
	MOYLE	YES
	RIVARD	YES
	HARRINGTON	ABSENT

MOTION CARRIED.

XII. PUBLIC COMMENT

None.

XIII. COMMISSIONERS CONCERNS

Proposed

Commissioner Malnar: None.

Commissioner Johnson: None.

Commissioner Moyle: Congratulations to Commissioner Johnson on his new son. Kudos to Administrator Bergman on the budget.

Commissioner Rivard: The Planning Commission will be sending the Board their recommendations on the Wind Turbine Ordinance.

Commissioner Harrington: None.

XIV. MEETING SCHEDULE

September 3 <sup>rd</sup>	9:00 a.m	Personnel Committee meeting.
September 15 <sup>th</sup>	5:15 p.m.	Board meeting.
October 6 <sup>th</sup>	5:15 p.m.	Board meeting.
October 13 <sup>th</sup>	5:15 p.m.	Statutory Board meeting.
October 20 <sup>th</sup>	5:15 p.m.	Board meeting.

XVI. ADJOURNMENT

Moved by Commissioner Moyle and seconded by Commissioner Johnson to adjourn at 6:17 p.m. MOTION CARRIED.

Respectfully Submitted,

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Nancy J. Kolich, County Clerk

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David Rivard, Board Vice-Chair

## **BUILDING AND GROUNDS COMMITTEE MEETING**

September 2, 2015

MEMBERS PRESENT: Commissioner Dave Rivard  
Commissioner John Malnar  
Administrator Ryan Bergman

ATTENDEES: Steve Carlson, Director of Maintenance; Cory Schroeder, Assistant Director of Maintenance

The meeting began at 1:01 p.m.

### V. NEW BUSINESS:

#### 1. **Service Center Roofing Issue**

The Administrator presented a contract agreement with Independent Roofing and Siding Company. The Board agreed to hire the company in 2014 to replace/repair the service center roof. The previous County Administrator later paused the agreement after half completion because of the situation with the jail possibly being relocated to the Service Center. Assistant Maintenance Director Cory Schroeder stated that the jail designs are unlikely to have a significant impact on the current roof. Because the Board never motioned to pause the project, the Administrator will restart completion of the project and inform the Board via e-mail.

#### 2. **Service Center Tour and Walkthrough**

The Building and Grounds Committee walked through both Service Center Buildings and discussed possible uses in the future, including selling and/or renting. The Animal Shelter and other County property were also discussed. The Administrator will work with either CUPPAD or Equalization to attempt to organize a listing of all County owned property. No recommendations were made to the full Board of Commissioners.

The meeting adjourned at 2:40 p.m.

## **PERSONNEL COMMITTEE MEETING**

September 3, 2015

MEMBERS PRESENT: Commissioner Mary Harrington  
Commissioner John Malnar  
Administrator Ryan Bergman

ATTENDEES: Kelly Smith, Airport Director; Victoria Radke, Friend of the Court; Dianne Gartland, Prosecuting Clerk; Nancy Sabor, Senior Account Clerk.

The meeting began at 9:05 a.m.

### V. NEW BUSINESS:

#### 1. **Three Courthouse Union Reclassification Requests**

The Administrator referenced contract language on what generally constitutes reclassification. Increase in quantity of work or competence do not constitute reclassification, but rather a significant change in job duties. Based on these terms, the Administrator recommended reclassifying Dianne Gartland from a level 8 to a level 9, but recommended rejecting reclassification requests for the other two employees. After deliberation, the Personnel Committee recommended reclassification from a pay level 8 to a pay level 9 for Dianne Gartland which will be referred to the Finance Committee. The Personnel Committee rejected the other two requests.

#### 2. **New Hire Background Check and New Hire Policy**

The Administrator presented an updated background check and new hire policy drafted by Sheriff Ed Oswald. The key difference is that only the Department Director and Administrator would receive the full background check report, rather than all department heads. The Administrator recommended the policy, with the addition of changing the language to allow OSHA training and employment forms to occur in the employee's first day, rather than prior to the start date, and to allow OSHA training to be conducted by any qualified representative. The Personnel Committee recommended the policy with the exception of if the full Board of Commissioners should receive the background checks, which it will refer to the full board.

### 3. Travel Policy

The Administrator presented an updated travel policy which had been presented to the full board in July. Changes include updated meal rates to the state rates, and a hard policy on requiring detailed receipts. A per diem system was discussed in lieu of the updated policy. Senior Payroll Clerk Nancy Sabor recommended against a per diem system because the payment would be considered income for tax purposes. The employee would need to deduct the expenses on their taxes, and the administrative office would take on additional administrative burden. After discussion, the Personnel Committee recommended the presented updated travel policy.

### 4. Airport Operations Specialist Position Requirements

Kelly Smith, Airport Director spoke about the job requirements of the Airport Operations Specialist position. Currently, satisfactory fire training is required. This requirement was added to the job description in June 2013. Previously, Michigan Works paid for candidate fire training however will no longer do so. Removing this training requirement will allow for additional qualified applicants. Neither Marquette or Houghton County currently have the requirement for their Airport employees. Kelly recommended updating the qualifications with the following:

#### Qualifications:

- 1) High school graduation or equivalent and a technical degree or equivalent and a basic knowledge of personal computers
- 2) Minimum two-years Heavy equipment operation and maintenance experience

#### Other Requirements:

- 1) Probationary Period: Pass a 90-day probationary period.
- 2) Security Clearance: Pass the County's background check requirement
- 3) A valid Michigan's driver's license.
- 4) Physical examination: required by physician approved by employer
- 5) Drug test: Pass the County's drug screening requirement
- 6) Ability to lift and carry minimum of 50 lbs, climb ladders and perform fire fighting rescue  
Duties in an emergency situation
- 7) Ability to meet or exceed all requirements of the Federal Aviation Administration Federal Aviation Regulation mandated personnel regulations at an air carrier airport, and the ability to successfully

complete airport firefighting training and exercises, live burn, and other required training within twelve (12) months from date of hire.

8) Must be bondable

After discussion, the Personnel Committee recommended approval of the recommended change.

The meeting adjourned at 10:10 a.m.

April 16, 2014

TO: Honorable Judges  
All Department Heads

FR: Nora Viau, Administrator

RE: Pre Employment Policy

At the statutory Board meeting held April 15, the Board approved the attached pre-employment protocol.

This has been the practice previously, however, it was not been written down. Additionally, there have been employees hired that have worked prior to completing the proper documentation.

The second page of the document is a notification that will be submitted to each of you to review and respond as needed if you so desire.

The third page is directly from the employment application form.

If you have any concerns, or wish to discuss this further, please feel free to call the Administration Office. Thank you.

Attachment

**PROTOCOL FOR TEMPORARY/VACATION RELIEF/RECALLED EMPLOYEES  
AND NEW EMPLOYEES:**

1. Any prospective employee will be directed to the Administration Office to begin the pre-employment process.
2. A copy of the prospective employee's drivers license will be submitted to the Sheriff Department for a background check.
3. Upon successful/clean background check, a notification of prospective employee information will be forwarded to all Department Heads and Judges for any security issues that may arise prior to date of hire/return to work.
4. After the notification period, a fit for duty physical with a drug test will be scheduled by the Administration Office.
5. After negative drug test and unrestricted physical, all employment forms must be completed by prospective employee.
6. After receipt of all completed employment forms and OSHA training by the Administration Office, a start date can be scheduled.

SECURITY NOTIFICATION

TO ALL COURTS AND DEPARTMENT HEADS:

A prospective employee \_\_\_\_\_ is being considered for hire/rehire in the \_\_\_\_\_ department in the position of \_\_\_\_\_.

A background check has been performed by the Sheriff's Department prior to this notification. Attached is their report.

If there are any security concerns, please forward immediately to the Administration Office prior to the hiring of the individual.

**AUTHORIZATION FOR CONSUMER REPORT OR BACKGROUND INVESTIGATION**

(Please read the entire document before signing)

To Whom It May Concern:

I hereby voluntarily authorize and request any present or former employer, financial institution, or other entity or person, which may have personal knowledge about me, to furnish any representative of Delta County with any and all information (including credit reports and other consumer reports under the Fair Credit Reporting Act) regarding me in connection with my application for employment and/or my continued employment with Delta County. A photocopy or facsimile of this authorization may be accepted in place of the original authorization.

I acknowledge that I have been given a stand-alone, consumer notification that a report will be requested and used for the purpose of evaluating me for employment, reassignment, or retention as an employee. I understand that complete and honest disclosure is required on these forms and that any error or omission or other discrepancy of any kind between the information I have provided on these forms or my employment application and any information discovered as a result of the record check may be used to deny employment with or terminate my employment from Delta County.

Print Full Name: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

Name as it appears on Driver's License: \_\_\_\_\_

Driver's License No.: \_\_\_\_\_ State Where Issued: \_\_\_\_\_

List other names used and dates when used:

\_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

\_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

\_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

May we contact your current employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

# CURRENT

## PROTOCOL FOR TEMPORARY/VACATION RELIEF/RECALLED EMPLOYEES AND NEW EMPLOYEES:

1. Any prospective employee will be directed to the Administration Office to begin the pre-employment process.
2. A copy of the prospective employee's driver's license will be submitted to the Sheriff Department for a background check.
3. Upon successful/clean background check, a notification of prospective employee information will be forwarded to all Department Heads and Judges for any security issues that may arise prior to date of hire/return to work.
4. After the notification period, a fit for duty physical with a drug test will be scheduled by the Administration Office.
5. After negative drug test and unrestricted physical, all employment forms must be completed by prospective employee.
6. After receipt of all completed employment forms and OSHA training by the Administration Office, a start date can be scheduled.

# SHERIFF'S PROPOSED

## **PROTOCOL FOR TEMPORARY/VACATION RELIEF/RECALLED EMPLOYEES AND NEW EMPLOYEES:**

- 1. The following shall be done before the first date of employment.**
- 2. Any prospective employee will be directed to the Administration Office to begin the pre-employment process.**
- 3. A copy of the prospective employee's drivers license will be supplied to the hiring department head for a background check.**
- 4. The prospect employee information (Name, address and prospective job) will be forwarded to all department heads and Judges as part of the background check.**
- 5. The administration and the hiring department head should be in contact with the Sheriff's department for records check. The records check will be forwarded to the administration office and the hiring department head.**
- 6. After the background check is complete, a fit for duty physical with a drug screen test will be scheduled by the Administration Office.**
- 7. After a negative drug screen and unrestricted physical, all employment forms must be completed by the prospective employee.**
- 8. After receipt of all completed employment forms and OSHA training by the Administration Office, a start date can be scheduled.**

V3

To: County Commissioners

July 16, 2015

**Agenda Item : Travel Reimbursement Policy**

Attached is a draft of a revised Travel Reimbursement Policy. The previous policy (also attached) was approved in September of 2005. Among the changes:

- The meal rates have been increased to reflect updated rates by the State of Michigan Department of Technology, Management and Budget.
- The revised policy provides for the reimbursement to be tied to the state's rates so that continuous policy updates are not necessary.
- Alcohol has been specifically called out as ineligible for reimbursement. Alcohol was already not reimbursed based on federal program guidelines, and this is just formalizing that policy.
- The revised policy is more specific about requiring receipts to be detailed. This is already being administered. Credit card receipts with only a total provide no proof of what was purchased.

The rest of the changes are primarily related to format or wording. There is no necessary timeline for these changes, so please feel free to bring up other changes that you'd like for us to consider.

Thanks,  
Ryan Bergman  
Director of Administration and Finance

## DELTA COUNTY TRAVEL REIMBURSEMENT POLICY

Proper travel and training authorization forms along with registration material must be submitted for prior approval for out of County reimbursement. Employees are to provide an agenda or conference schedule for all travel, if available.

### I. IRS ACCOUNTABLE PLAN

Per IRS regulations, Delta County will reimburse employee business expenses using the Accountable Plan. All travel expenses submitted for reimbursement must be accompanied with detailed receipts and submitted within a reasonable period of time. Reimbursable expenses must occur while performing services as an employee of Delta County.

### II. MEAL ALLOWANCE

A. **Detailed** receipts are required for reimbursement. Credit card receipts indicating only the total paid will not be reimbursed.

B. The maximum allowable meal reimbursements are displayed in the table below:

<b>Maximum Allowable Meal Reimbursements*</b>		
<b>Meal</b>	<b>Maximum Reimbursement*</b>	<b>Description of Meal</b>
Breakfast	\$8.50	Travel commences prior to 6:00 a.m. and extends beyond 8:30 a.m
Lunch	\$8.50	Travel commences prior to 11:30 a.m. and extends beyond 2:00 p.m
Dinner	\$19.00	Travel commences prior to 6:30 p.m. and extends beyond 8:00 p.m
Midnight Lunch	\$8.50	Travel and work extends beyond midnight) – Applies to Sheriff prisoner transport only

\*Rates subject to change based on the State of Michigan – Department of Technology, Management and Budget, Vehicle and Travel Services – In-State All Other rates. Any changes in the schedule of meal rates shall become effective at the beginning of the calendar month following the announcement of such a change in writing.

C. If itemized meals are purchased as part of event registration, then the employee is ineligible to receive reimbursement for the purchased meals.

### **III. MILEAGE ALLOWANCE – Out of County**

- A.** The County shall provide a mileage allowance for use of personnel vehicles. The rate shall be the State/Federal approved rate; any changes shall be effective at the beginning of the first full calendar month following the State/Federal announcement of such a change in writing.
- B.** Miles shall be computed on the basis of the shortest reasonable distance between the County Courthouse building and the travel destination. Distances shall be calculated using the County approved mileage chart. The mileage to cities not listed on the chart will be calculated by the Administration Office using an online program (mapquest, google maps, etc.)

### **IV. ADDITIONAL REIMBURSEMENTS**

- A. BRIDGE TOLL** – Receipts are not required for reimbursement.
- B. INCIDENTAL EXPENSES** – (i.e. parking – cab fare – ferry, etc.) Reimbursable with receipts.
- C. LODGING** – Reimbursable with receipt.
- D. REGISTRATION FEES** – If paid by employee, reimbursable with receipt.

### **V. NON-REIMBURSABLE EXPENSES**

Alcohol, Recreation, Movies, Golf, and Guest/Companion Expenses are not reimbursable.

### **VI. UPFRONT COSTS**

All travel/training reimbursable requests which include upfront costs, will require a minimum of two week advance notice for processing.

Revised: October 1, 2015

## MILEAGE REIMBURSEMENT CHART

<b>DESTINATION CITY</b>	<b>MILES</b>
<b>Michigan Cities</b>	<b>Miles</b>
Acme	490
Bay City	659
Battle Creek	864
Baraga	280
Bellaire	488
Big Bay	190
Cadillac	580
Claire	584
Crystal Falls	166
Dearborn	882
Flint	744
Frankenmuth	700
Gaylord	412
Grand Rapids	794
Grandville	760
Grayling	464
Harris	32
Higgins Lake	484
Houghton	334
Iron Mountain	108
Ishpeming	166
Kalamazoo	883
Lansing	756
Mackinac Island	288 + Ferry
Mt. Pleasant	616
Manistique	112
Marquette	136
Menominee	112
Munising	129
Roscommon	494
St. Ignace	288
Sault Ste. Marie	386
Stephenson	88
Thompsonville	608
Traverse City	566

<b>Wisconsin Cities</b>	<b>Miles</b>
Appleton	278
Green Bay	222
Rhineland	278

If cities are not listed on this chart, the mileage will be calculated by the Administration Office.

Current Policy  
Approved 2005

## OUT OF COUNTY TRAVEL REIMBURSEMENT POLICY

Proper travel and training authorization forms along with registration material must be submitted for prior approval for out of County reimbursement. Employees must provide an agenda or conference schedule for all travel.

### **MEAL ALLOWANCE - Receipts required for reimbursement.**

#### **Maximum allowable reimbursement rates are:**

**Breakfast \$ 7.25** (Travel commences prior to 6:00 a.m. and extends beyond 8:30 a.m.)

**Lunch \$ 7.25** (Travel commences prior to 11:30 a.m. and extends beyond 2:00 p.m.)

**Dinner \$ 16.50** (Travel commences prior to 6:30 p.m. and extends beyond 8:00 p.m.)

**Midnight Lunch \$7.25** (Travel and work extends beyond midnight) - **Applies to Sheriff Department Prisoner Transport Only.**

### **MEAL ALLOWANCE ADJUSTMENT**

Daily meal reimbursement shall be subject to adjustments for travel under 175 miles per day. One day meal reimbursement must be accompanied by receipts. Per IRS regulations, one day meal reimbursement shall be included on the employees' W-2 and subject to all appropriate tax withholding.

No additional meals will be reimbursed if provided at the meeting, conference, seminar, training, etc.

### **MILEAGE ALLOWANCE**

1. The County shall provide a mileage allowance for use of personal vehicle. The rate shall be the State/Federal approved rate; any changes, either upward or downward, shall be effective after the first full calendar month following the State/Federal announcement of such a change in writing.
2. Miles shall be computed on the basis of the shortest reasonable distance between the County Courthouse building and to the destination. Distances shall be calculated using the County approved mileage chart.

### **ADDITIONAL REIMBURSEMENTS:**

**A. LODGING - Reimbursable with receipt.**

**B. REGISTRATION FEES - If paid by employee, reimbursable with receipt.**

**C. BRIDGE TOLL - Receipts are not required for reimbursement.**

**D. INCIDENTAL EXPENSES (i.e. parking - cab fare - ferry etc.) Reimbursable with receipts.**

**NON-REIMBURSABLE EXPENSES:**

**A. REIMBURSEMENT FOR RECREATION, MOVIES, GOLF FEES,  
GUEST/COMPANION EXPENSES, ETC. ARE NOT REIMBURSABLE.**

**\*\*\*ALL TRAVEL/TRAINING REIMBURSEMENT REQUESTS WILL REQUIRE A  
MINIMUM OF TWO WEEK ADVANCE NOTICE FOR PROCESSING.\*\*\***

Revised: 9/14/05

V4

September 1, 2015

TO: Administrator Bergman

From: Airport Manager Smith

Re: Operations Specialists Job Description Change

I'm requesting to have the second qualification in the Operations Specialist job description removed.

#2 reads: NFPA 1003 Airport Rescue Firefighter, FAA Part 139.319 Requirements or equivalent...

This piece was added to the job description in June of 2013. I believe this was done with respect to MiWorks helping us with the cost of the program and sending individuals that qualify through their funding program. I am not sure exactly what other reason this was done.

I do know at this point and time, it has hindered the Airport's availability to hire, especially since MiWorks would send them to training first, prior to even having the ability to interview. With the other requirements listed under the qualifications, MiWorks did have the ability to send a list of qualified candidates up to the point of not having the school, and then chose based on the need throughout the Upper Peninsula. This program worked well, with getting individuals who were unemployed or underemployed (that is the first criteria job seekers needed to fulfill) and met the other qualifications.

History: The airport always paid for the training, and it was always in our budget. This is a FAA requirement along with other requirements needed to be met. The Airport feels we can continue how we handled hiring in the past, giving us the availability to hire someone and train in house, making sure the individual is a good fit and then send to the training class once we feel the person will work out.

Current: With MiWorks program no longer available to us, this qualification will cause most persons not to apply, and the ones that did wouldn't be financial set up to pay for a 40-hr week long class without knowing they were the one to get offered the job. (No other airport in the Upper Peninsula requires this class)

I am requesting we eliminate the requirement of the school, keep the other requirements, and also add the following: (My recommendation would be to replace current qualification section with the following)

**Qualifications:**

- 1) High school graduation or equivalent and a technical degree or equivalent and a basic knowledge of personal computers
- 2) Minimum two-years Heavy equipment operation and maintenance experience

**Other Requirements:**

- 1) Probationary Period: Pass a 90-day probationary period.
- 2) Security Clearance: Pass the County's background check requirement
- 3) A valid Michigan's driver's license.
- 4) Physical examination: required by physician approved by employer
- 5) Drug test: Pass the County's drug screening requirement
- 6) Ability to lift and carry minimum of 50 lbs., climb ladders and perform fire fighting rescue Duties in an emergency situation
- 7) Ability to meet or exceed all requirements of the Federal Aviation Administration Federal Aviation Regulation mandated personnel regulations at an air carrier airport, and the ability to successfully complete airport firefighting training and exercises, live burn, and other required training within twelve (12) months from date of hire.
- 8) Must be bondable

*(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection and promotional criteria. )*

Thank you for your consideration in this matter. I believe this will be in the best interest of the Airport and the County allowing us to retain those hired, and help financially with regards to training, checking how well they fit, and then committing to the training needed.

Regards,

Kelly Smith  
Airport Manager

Current

POSITION DESCRIPTION

POSITION TITLE: AIRPORT OPERATIONS SPECIALIST

**JOB STATEMENT**

This is skilled work in the maintenance of the Airports buildings, facilities, vehicles, equipment and grounds. Performs maintenance duties in accordance with established routines and accepted maintenance practices. Performs building maintenance duties including plumbing, carpentry and electrical tasks; maintains airport vehicles, equipment and maintains airport grounds and pavements. A person in this position also is required to train annually and be certified on aircraft rescue and fire fighting equipment and to respond in the case of an actual emergency. Fueling certification for aircraft and performing inspections to meet current FAA standards is also required. This position is a customer service position as services are performed for general aviation pilots such as towing of aircraft, power starts and hanger assistance. The general public using the airport, through the air carrier, are also very important customers.

**QUALIFICATIONS:**

1. High school graduation or equivalent and a technical degree or equivalent.
2. NFPA 1003 Airport Rescue Firefighter, FAA part 139.319 Requirements or equivalent and minimum two years experience in heavy equipment mechanics or training in aviation or related field operations of airfield equipment.
3. Ability to meet all requirements of Federal Aviation Administration mandated personnel regulations at an air carrier airport.
4. Must be bondable.

**DUTIES:**

- Under the general supervision of the Airport Manager.
- Maintains and repairs all properties building and facilities of the airport to include but not limited to general carpentry, painting, electrical, plumbing and heating.
- Performs major and minor maintenance of all equipment assigned to the Airport and Parks Board to include but not limited to, general purpose vehicles, refueling vehicles, snow removal equipment, grass cutting equipment, crash fire rescue vehicles, etc.
- Operates airport equipment to clear runways, taxiways, ramps, access drives, parking lots, and sidewalks of ice and snow.
- Performs custodial and maintenance in airport buildings and on airport properties.
- Refuels and defuels aircraft using fixed and mobile equipment for single point and over the wing service in accordance with current FAA and airline standards. Maintains the required training to perform inspections and maintains certification to meet these standards
- Inspects and maintains fuel, fuel storage tanks, and fueling equipment to include but not limited to Millipore tests, water paste indicators, white bucket test, filter differential pressures, etc. required to meet FAA and airline certification.
- Receipts for fuel and oil deliveries, maintains fuel and oil inventory records, and completes cash and credit fuel sales transaction.
- Patrols airport property to maintain security and safety and inspects operation areas and building to ensure compliance with FAA rules and regulation Part 107 and Part 139.
- Responds to aircraft emergencies in accordance with the airport operations manual and current FAA directives. Maintains a high level of proficiency on CFR procedures. Coordinates on scene CFR activity via radio with Escanaba Public Safety and Minneapolis

Center as needed. Inspects the serviceability of Public Safety and Minneapolis Center as needed. Inspects the serviceability of CFR equipment on a daily basis.

- Monitors aircraft radio and gives aircraft field advisories to include but not limited to runway condition, weather conditions, active runways, and known traffic in the area.
- Inspects airport operational areas in accordance with the airport operation, adverse runway condition, inoperative navigational aids or any safety related discrepancy in the form of a notice to airmen (NOTAM) to the FAA flight service stations.
- Performs major and minor maintenance on all Aeronautical Lighting Aids Equipment to include but not limited to, Runway end identifier Lights (REILS); Precision Approach Path Indicator (PAPPI); Radio Control System and Airport Rotating Beacon.
- Operates equipment such as aircraft tugs, power carts, end loader w/fork attachment to load freight onto aircraft and other associated aviation ground support equipment (GSE) in order to provide airport and FBO-type services. These services can include but are not limited to: hangar-ing aircraft and power starts. Wherever possible, all airport employees will provide whatever customer service that is within the means and ability of that employee and within the resources of the airport.
- Other duties as assigned by the Airport Manager.

WORKING  
CONDITIONS:

- Employee will be required to work inside of buildings and outside of buildings under the prevailing weather conditions.
- Employee will be exposed to aircraft and aircraft equipment noise and the inherent risk associated with being in close proximity of operating aircraft.
- Employee will be exposed to the hazards of large quantities of aircraft and vehicle petroleum and associated vapors.
- Employee will be exposed to general use solvents used for parts cleaning, general cleaning, and painting.
- Employee will work in close proximity to heavy, medium and light industrial equipment.
- Employee may be required to perform fire rescue and support in vicinity of burning aircraft or other equipment or materials.
- Employee will be required to work various work shifts, including Sundays and holidays. Extended overtime hours are sometimes required.
- The employee may be required to relieve airport maintenance personnel during vacations, sick leave, floating holidays, etc. This may cause shift changes on short notice.
- Employee will often be required to work alone.
- The FAA requires Airport Personnel to pass a security background check.

The job description as written covers the most significant duties performed but does not exclude other related, similar, or occasional work assignments that may be required.

Personnel recommendation 6-17-13  
Board Approved 6-18-13

# MARQUETTE COUNTY

## AIRPORT MAINTENANCE TECHNICIAN

### General Summary

Under the supervision of the Airport Maintenance Supervisor, performs a variety of maintenance and mechanical activities to repair and maintain airport buildings, equipment, aviation and non-aviation pavements, grounds, perimeter fencing. Maintains airfield lighting systems and related equipment. Operates snow removal and related equipment to keep runways, taxiways, roads and parking lots free of snow and ice.

Operates a wide variety of light and heavy equipment to include: weed trimmers, mowers, aircraft rescue and fire fighting (ARFF) equipment (fire trucks), cranes, front-end loaders, airfield brooms, pavement sweepers, material spreaders, snow blowers and snowplows.

### Essential Functions

1. Responds to, and serves as, the First Responder and may serve as Incident Commander to all airport and aircraft emergencies including standby and aircraft alerts, crashes, aircraft fires, rescues, medical emergencies, fuel spills, and structure and vehicle fires.
2. Operates aircraft rescue and fire fighting equipment, and related tools and appliances, and takes action as necessary for fire suppression and rescue operations.
3. Participates in and successfully completes annual training and exercises as may be required to comply with all Federal Aviation Regulation Part-139 exercises to maintain airport certification.

Training to include, but not limited to, Basic First Aid for CPR, AED, Live Fire Burn training, Ground Vehicle Operator's Training, Wildlife Hazard Management Training, and all areas of the FAA approved Airport Certification Manual and Airport Emergency Plan, and other levels of department training to maintain compliance with Local, State and Federal Regulations.

4. Operates a wide variety of snow removal equipment (SRE) to keep runways, taxiways, airport aprons, roads, parking lots, sidewalks and crosswalks free of snow and ice.
5. Performs airfield inspections through visual observation, and performs other special inspections as may be required. Performs maintenance and minor repairs to airfield grounds, pavements, fences, gates, and other related structures and grounds.
6. Issues Notices to Airmen (NOTAMS), Airfield Condition Reports (ACR's), Bird Strike or Wildlife Reports, Property Damage, Emergency Response, and other department reports for timely issuance to Local, State and Federal agencies.
7. Uses the Tapley Mechanical Decelerometer, or other FAA-approved friction measurement device, to determine aircraft braking action on the aircraft movement areas.
8. Operates and performs general maintenance with a wide variety of vehicles and equipment such as tractors, mowing equipment, grass trimmers, trucks with snow plows, and aircraft rescue and fire fighting (ARFF) equipment, etc.

## MARQUETTE COUNTY

9. May perform general repairs to the airfield lighting systems, tests electrical circuits to locate problems. Repairs or replaces light ballasts, motors, and pumps, replaces outlets and light switches, and changes fuses as may be required. May perform quarterly and/or as needed inspection and certification of the Runway 1 and Runway 19 PAPI Lighting Systems and complete associated inspection paperwork related to the inspection.
10. May perform monthly inspection for the operation of heating, ventilation and air conditioning (HVAC) units which could also include filter changes or other non-licensed maintenance.
11. Performs a variety of carpentry tasks such as hanging and finishing drywall, repairing doorframes and hanging doors, general painting, building walls and partitions, and constructing storage and shelving units.
12. Performs a variety of basic plumbing repairs such as unplugging toilets, sinks and sanitary sewer lines, repairs leaks and installs new fixtures.
13. Performs a variety of ground maintenance activities such as mowing lawns, tree trimming and removal, picking up debris, seeding grass.
14. Performs general parking lot maintenance as may be required such as snow removal, sweeping, painting, and preventative maintenance. Provides troubleshooting and preventative maintenance on equipment related to the Parking and Revenue Control System.
15. Performs quarterly or as needed maintenance on equipment at the airport passenger terminal.
16. Provides an escort to contractors, utility service providers, or others as may be assigned that may have a business need to access the airfield.
17. Patrols airport properties and grounds to maintain the safety and security of buildings that are on or adjacent to the airport environs, and patrols the Air Operations Area (AOA) to comply with Department of Homeland Security 1542, as well as conducting daily or as required visual inspections of the airport's perimeter security fencing and vehicle gates.

### Other Functions

18. May operate welding equipment to fabricate parts or complete repairs to equipment or tools.
19. May assist aircraft operators with the storage of company aircraft.
20. Performs custodial duties in the absence of the Airport Custodian.
21. Other duties as may be assigned.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

### Employment Qualifications

**Education:** High school graduation or equivalent and basic knowledge of personal computers.

**Experience:** Light and heavy equipment operation.

# MARQUETTE COUNTY

## Other Requirements:

Probationary Period: Successfully pass a 90 day probationary period.

Security Clearance: Prior to actual employment, must pass a 10 year Criminal History Background Record Check (CHRC) as required by the Department of Homeland Security and the Transportation Security Administration (TSA).

A valid Michigan driver's license.

Ability to meet or exceed all requirements of the Federal Aviation Administration Federal Aviation Regulation mandated personnel regulations at an air carrier airport, and the ability to successfully complete airport firefighting training and exercises, live burn, basic first aid for CPR, AED, and other required training within twelve (12) months from date of hire.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements].*

Walks over uneven terrain to maintain lawns and grounds and remove snow.

Squatting, stooping, kneeling, to maintain and repair facilities and equipment.

Climbing ladders.

Climbing into trucks and onto other equipment.

Operating trucks with snow removal equipment and to haul equipment and supplies.

Lifting ability to remove snow and remove and replace parts on building mechanical systems.

Ability to handle and operate a variety of high-pressure hoses, nozzles and other tools or appliances.

## Working Conditions:

Works in confined spaces.

Works outside in varying weather conditions.

Works in cramped body positions to perform maintenance, repairs and rescues.

Works in areas and environments susceptible to producing loud noises.

Exposure to equipment where risk exists of getting burned, bruised or scraped.

Exposure to environmental allergens such as grass, weeds and pollens.

Contact with oil and petroleum products.

Exposure to solvents, degreasers, pesticides and herbicides.

Exposure to gases, sparks, and fumes including those from diesel engines, welding and painting.

HOUGHTON COUNTY MEMORIAL AIRPORT DAILY OPERATIONS  
EQUIPMENT OPERATOR JOB DESCRIPTION

Department: Houghton County Memorial Airport

Job Classification: Airport Equipment Operator

Immediate Supervisor: Airport Manager

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**General Summary**

The Airport Equipment Operator shall be thoroughly versed in the processes of Airport operations and mechanical/building maintenance and repair, serve as a crew member in the maintenance and repair of airport facilities, utilities, related facilities and grounds. In addition, will provide customer service assistance as necessary, ancillary security and crash fire rescue service. Maintain a positive professional liaison with appropriate federal, state, and local officials for the airport when necessary. Perform ancillary duties as directed by the Airport Manager. Supervision is general to direct on specific task assignment and is received from the Airport Manager or designee.

**Typical Duties**

1. Operates a variety of heavy equipment for snow removal and grounds maintenance.
2. Maintains and repairs airport buildings, equipment, airport grounds, and airport facilities as necessary.
3. Serves as aircraft fueling attendant.
4. Monitors airport conditions for safety and or maintenance irregularities and mitigates discrepancies by performing prompt corrective actions as necessary.
5. Conduct periodic inspections of grounds, equipment, fuel systems, sewage pumping station, and water system to assure correct levels of operation, maintenance and completion. Initiate corrective action as needed.
6. Issues, collects and processes parking tags.
7. Serves as ancillary security officer responding to irregular or improper behavior of general public.
8. Receives formal and recurrent training in Airport Rescue and Fire Fighting training (ARFF). Serves as member of ARFF unit,

HOUGHTON COUNTY MEMORIAL AIRPORT DAILY OPERATIONS  
EQUIPMENT OPERATOR JOB DESCRIPTION

containing fires, removing and or providing first aid to victims, and initiating emergency response procedures.

9. In all capacities, oversees the daily airport operations ensuring all required inspections and job tasks are accomplished in a safe, efficient and legal manner in compliance with local, state and federal requirements.
10. Receives formal training to become certified weather observer. Serves as back up weather observer as necessary. Maintains proficiency.
11. Ancillary duties as directed by the Airport Manager or designee.

**Minimum Qualifications and Requirements:**

**Firefighter 1 Certification**  
**National Incident Management System (NIMS) ICS-100 Certification**  
**Current CDL Class B with airbrake endorsement**  
**Physical examination required by physician approved by employer**  
**Ability to lift and carry a minimum of 50lbs, climb ladders, and perform fire fighting rescue duties in an emergency situation.**

# DELTA COUNTY BOARD OF COMMISSIONERS

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

B1



September 15, 2015

TO: Delta County Board of Commissioners  
FR: Ryan Bergman, 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.

\_\_\_\_\_  
Ryan Bergman, Administrator

Date	Amount	
09-03-15	209,214.15	
Total Report of Claims \$	209,214.15	
Total Jury Expense \$	0.00	
GRAND TOTAL OF BILLS \$	209,214.15	
Commissioner Expenses: \$	951.34	Paid

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

Check Date	Check	Vendor	Vendor Name	Description	Amount
<b>Bank FIRST ALL FUNDS</b>					
09/03/2015	158546	001061	KAREN S ALVORD	SUPPLIES FOR CANINE ADVOCATE	93.20
09/03/2015	158547	001100	ANDERSON FUNERAL HOME, INC.	BURIAL ALLOWANCE - JOHN HOGAN	300.00
09/03/2015	158548	002022	BALDWIN TOWNSHIP	2014 SWAMP TAX DISTRIBUTION	13,288.85
09/03/2015	158549	002070	BARK RIVER TOWNSHIP TREASURER	2014 SWAMP TAX DISTRIBUTION	3,254.75
09/03/2015	158550	002100	BAY DE NOC TOWNSHIP TREASURER	2014 SWAMP TAX DISTRIBUTION	45.15
09/03/2015	158551	002141	RYAN BERGMAN	MILEAGE REIMB- MARQUETTE 8/26/15	77.05
09/03/2015	158552	002191	BITTNER ENGINEERING	FLEET MAINT- PROF SERV- PROJECT SPECS, R	1,196.00
09/03/2015	158553	002270	BRAMPTON TOWNSHIP TREASURER	2014 SWAMP TAX DISTRIBUTION	6,034.97
09/03/2015	158554	002302	DONALD E. BROCKWAY	BOOT ALLOWANCE 2014-15	136.74
09/03/2015	158555	002344	AUDRA & MATTHEW BUCHMILLER	FOSTER CARE FOR LOLA TILOT - JULY 2015	258.60
				FOSTER CARE FOR LOLA TILOT- AUGUST 2015	534.44
					<u>793.04</u>
09/03/2015	158556	003058	CBM FOOD SERVICE	FOOD SERVICE 8/13 - 8/19/15	3,134.14
09/03/2015	158557	003061	CARQUEST AUTO PARTS	COUPLER BODY - SHOP SUPPLIES	9.52
09/03/2015	158558	003065	COAST TO COAST COMPUTER PRODUCTS	TONER	49.99
09/03/2015	158559	003080	CHAMBER OF COMMERCE-DELTA COUNTY	LUNCH W/ GOV- MOYLE, MALNAR, BERGMAN	60.00
09/03/2015	158560	003085	CHARTER MEDIA	INTERNET-ACCT 8245 12 032 0091915	240.02
09/03/2015	158561	003110	CITY OF ESCANABA	LAWN CARE 624 NO 19TH ST/TIRE REMOVAL	312.50
09/03/2015	158562	003130	CITY OF ESCANABA	UTILITIES - ACCT 4-35-3760-00 - CRASH BL	60.17
				UTILITIES - ACCT 4-35-4370-00-HANGAR	122.15
				UTILITIES - ACCT 4-35-3720-00 - AIRPORT	23.37
				UTILITIES - ACCT 4-35-3761-00-FIRE TRUCK	123.72
				UTILITIES - ACCT 4-35-4350-00 - PUMP STA	47.84
				UTILITIES - ACCT 4-35-3730-00-T HANGARS	43.02
				UTILITIES - ACCT 4-35-4310-01 - LOC 181	31.92
				UTILITIES - ACCT 4-35-4360-00-COMM HGR	314.62
				UTILITIES - ACCT 4-35-3742-00 - CAP 2908	39.18
				UTILITIES - ACCT 4-35-3750-00 - TERMINAL	4,766.46
					<u>5,572.45</u>
09/03/2015	158563	003140	CITY OF GLADSTONE	2014 SWAMP TAX DISTRIBUTION	41.63
09/03/2015	158564	003146	ALEXANDER CLARKE	BOOT ALLOWANCE 2014 -15	135.14
09/03/2015	158565	003180	PATRICK CONNOR	PC MEETING	22.30
09/03/2015	158566	003239	COOKS CORRECTONAL	SUPPLIES FOR THE KITCHEN	225.71
09/03/2015	158567	003240	COOPER OFFICE EQUIPMENT INC.	BIZHUB C353-CONTRACT BASE CHARGE	188.86
				KONICA MINOLTA/7022 - CONTRACT 8/15-11/1	170.00
					<u>358.86</u>
09/03/2015	158568	003250	CORNELL TOWNSHIP TREASURER	2014 SWAMP TAX DISTRIBUTION	4,369.22
09/03/2015	158569	003327	JJ CUNNINGHAM, LLC	CRACKSEAL TAXIWAY PAVEMENT MARKING	72,133.95
09/03/2015	158570	004030	DAILY PRESS	15/16 PROPOSED BUDGET	333.40
09/03/2015	158571	004200	DELTA COUNTY CLERK	10% BOND - MANITOWABI - 15-FH-9134	30.00
				10% BOND - FRAZHO - 15-FH-9142	75.00
				10% BOND - BONNEAU - 15-FH-9105	100.00
					<u>205.00</u>
09/03/2015	158572	004270	DELTA COUNTY TREASURER	1 F/C RECORDING-0510102929309009	14.00
				POSTAGE	0.59
					<u>14.59</u>

Check Date	Check	Vendor	Vendor Name	Description	Amount
09/03/2015	158573	004272	DELTA DISPOSAL	GARBAGE DISPOSAL - ACCT: 496	395.00
09/03/2015	158574	004356	JOHN DENHOLM	PC MEETING	89.00
09/03/2015	158575	004419	STEVEN A. DOSH, M.D.	MEDICAL EXAMINER FEES-SEPT 2015	3,500.00
09/03/2015	158576	004438	CORY DITTRICH	MEAL REIMB - TRAINING 8/31-9/1/15	38.71
09/03/2015	158577	004441	JASON DIX	PHONE REIMB - AUGUST 2015	35.00
09/03/2015	158578	005030	ELMER'S COUNTY MARKET	COFFEE	125.82
09/03/2015	158579	005110	ESCANABA TOWNSHIP TREASURER	2014 SWAMP TAX DISTRIBUTION	230.90
09/03/2015	158580	006010	FAIRBANKS TOWNSHIP TREASURER	2014 SWAMP TAX DISTRIBUTION	7,620.69
09/03/2015	158581	006064	ADAM FLAGSTADT	BOOT ALLOWANCE 2014-15	150.00
09/03/2015	158582	006074	FLAIL-MASTER	SWIVEL PIN FOR TIGER MOWER SIDE FLAIL	50.13
09/03/2015	158583	006080	FORD RIVER TOWNSHIP TREASURER	2014 SWAMP TAX DISTRIBUTION	15,671.55
09/03/2015	158584	006088	DAN FORRESTER	TRAVEL, THERAPY, ASSESSMENT 8/26/15	444.00
09/03/2015	158585	006093	TEISH FOSTER	AUGUST 2015 FOSTER CARE	534.44
09/03/2015	158586	006101	FRAZER'S AUTO REPAIR CO	BRAKE PADS AND ROTORS, MOUNT AND BALANCE	163.00
09/03/2015	158587	007005	DONALD GALLAGHER	MEAL REIMB - TRAINING 9/1/15	23.33
09/03/2015	158588	007030	GARDEN TOWNSHIP TREASURER	2014 SWAMP TAX DISTRIBUTION	24,382.32
09/03/2015	158589	007130	ROBERT E. GOEBEL JR.	PHONE REIMB - AUGUST 2015	35.00
09/03/2015	158590	007223	DREW GRIEBEL	ATTENDANT AT FAIR CLEAN UP	390.00
09/03/2015	158591	007250	GUARDIAN PEST CONTROL, INC.	PEST CONTROL SPRAY	51.05
09/03/2015	158592	008027	HANNAHVILLE TRIBAL COURT	OUT OF COUNTY BOND-BERMUDEZ, JUSTIN	700.00
09/03/2015	158593	008031	MARK HANSON	MEAL REIMB - UPSET - AUGUST 2015	47.50
09/03/2015	158594	008080	BENNY HERIOUX	PC MEETING	32.08
09/03/2015	158595	008111	REGINA F. HOWELL	LUNCH MARQUETTE FOR CHILD CARE TRAINING	7.25
09/03/2015	158596	009048	JEFFREY IVERSON	BOOT ALLOWANCE 2014-15	150.00
09/03/2015	158597	011083	STEPHEN KOSITZKY	BOOT ALLOWANCE 2014-15	150.00
09/03/2015	158598	012020	LANGE ENTERPRISES	NUMBERING SUPPLIES	250.90
09/03/2015	158599	012024	LAFORCE	LOCK BODY TSA BREAK ROOM SECURE DOOR	368.50
09/03/2015	158600	012031	LINDSEY LAMARCH	MILEAGE/MEAL REIMB-8/31/15 - CHILD CARE	85.45
09/03/2015	158601	012083	TOM LEWIS	BOOT ALLOWANCE 2014-15	150.00
09/03/2015	158602	012091	SANDRA LINSMEYER	FOSTER CARE FOR AUGUST 2015- BROOKLYN GO	638.29
09/03/2015	158603	012131	PERRY LUND	PHONE REIMB - AUGUST 2015	35.00
				REIMB FOR POSTAGE TO COURT OF APPEALS RE	55.59
					<u>90.59</u>
09/03/2015	158604	013028	JAYNE MACKOWIAK	KW NEGLECT APPEAL	663.50
09/03/2015	158605	013037	JOHN MALNAR	MILEAGE/PHONE REIMB-AUG 2015	256.68
09/03/2015	158606	013060	MAPLE RIDGE TOWNSHIP TREASURER	2014 SWAMP TAX DISTRIBUTION	21,679.47
09/03/2015	158607	013120	MASONVILLE TOWNSHIP TREASURER	2014 SWAMP TAX DISTRIBUTION	206.19
09/03/2015	158608	013169	JAMES MCDONOUGH	BOOT ALLOWANCE 2014-15	150.00
09/03/2015	158609	013176	DANIEL MENACHER	REIMBURSEMENT FOR ONLINE CLASSES	251.00
09/03/2015	158610	013179	MENARDS	EQUIP MAINT BALL VALVE KIT,TEFLON TAPE,B PIPE BUSHING,RUST STOP,HOSE HGR EQUIP MA GORILLA GLUE	23.41 9.85 8.44
				WASHER FLUID AND CAR WASH	13.51
					<u>55.21</u>
09/03/2015	158611	013559	KATHRYN MORSKI	18 INSPECTIONS VISITS	702.00
09/03/2015	158612	014040	NAHMA TOWNSHIP TREASURER	2014 SWAMP TAX DISTRIBUTION	12.32
09/03/2015	158613	014266	NYE UNIFORM	PANTS AND SHIRTS - K. KENNEALLY	235.85
09/03/2015	158614	015093	OSF HEALTHCARE SYSTEM	LAB WORK -ACCT 27815682	145.00
09/03/2015	158615	016088	PIT STOP QUICK LUBE	OIL CHANGE - CORRECTIONS VEHICLE	52.00
09/03/2015	158616	016095	LIZA PLOURDE	BOOT ALLOWANCE 2014-15	121.88
09/03/2015	158617	017010	QUILL CORPORATION	LUXURA CHAIR FILE CABINETS TO HOUSE INMATE INFORMATIO	198.00 903.96
					<u>1,101.96</u>

Check Date	Check	Vendor	Vendor Name	Description	Amount
09/03/2015	158618	018031	RADIO RESULTS NETWORK	MAY 2015 WEATHER PKG	300.00
				JUNE 2015 WEATHER MARKETING PKG	300.00
				JULY 2015 WEATHER MARKETING PKG	252.00
					<u>852.00</u>
09/03/2015	158619	019073	RANDY SCOTT	PC MEETING	26.90
09/03/2015	158620	019120	SHOPKO	OFFICE SUPPLIES	44.46
09/03/2015	158621	019168	KELLY SMITH	SHIPPING OF PRESCRIPT GLASSES TO PATRON	19.59
09/03/2015	158622	019300	STATE OF MICHIGAN	SALES TAX - AUGUST 2015	2,246.84
09/03/2015	158623	019305	STATE OF MICHIGAN	STATE OF MICHIGAN PAYMENT	30.00
09/03/2015	158624	019325	STATE OF MICHIGAN	2015 UNCLAIMED PROPERTY DISTRICT COURT	111.93
09/03/2015	158625	019356	STERICYCLE, INC	HAZARDOUS WASTE PICKUP-ACCT 2235375	153.51
09/03/2015	158626	019372	STEPHEN STROM	ATTENDANT AT FAIR CLEAN UP	390.00
09/03/2015	158627	019373	PHILIP STROM	CONFERENCE EXPENSES-8/27-8/30/15	799.84
09/03/2015	158628	020041	TEAMSTERS HEALTH INSURANCE	AUDIT FINDINGS-INS DUE JOHNSON/MARTINEAU	4,954.95
09/03/2015	158629	022014	JEFFREY VALLIER	BOOT ALLOWANCE 2014-15	148.38
				MEAL REIMB - TRAINING 8/31 - 9/1/15	39.35
					<u>187.73</u>
09/03/2015	158630	022017	JULIAN VANDECAVEYE	PC MEETING	34.95
09/03/2015	158631	023070	WELLS TOWNSHIP TREASURER	2014 SWAMP TAX DISTRIBUTION	24.23
09/03/2015	158632	023076	TAMMY WETHUHN	PHONE REIMB - AUGUST 2015	35.00
09/03/2015	158633	023084	WEX BANK	GASOLINE -ACCT 0496-00-165010-0	136.37
09/03/2015	158634	023123	JOHN WEBER	ARFF FAA YEARLY MANDATORY TRAINING MILEA	315.10
09/03/2015	158635	026091	KAMMI YOUNG	FOSTER CARE CALEIGH GORDON AUGUST 2015	824.29
09/03/2015	158636	084938	GRAND TRAVERSE RESORT & SPA	LODGING- BERGMAN 9/20-22/15 CONF #2SC3Y	313.80
				LODGING-MALNAR 9/20-22/15 CONF # 3JYHM	313.80
				LODGING- MOYLE 9/20-22/15 CONF # 6GMZR	313.80
				LODGING-HARRINGTON 9/20-22/15 CONF #Y2GK	156.90
					<u>1,098.30</u>
09/03/2015	158637	085317	BRUCE & JENNIFER MESSERSMITH	FOSTER CARE AUGUST 2015- JORDON POPIOLEK	534.44
				FOSTER CARE FOR KALYN JONES-AUGUST 2015	534.44
					<u>1,068.88</u>
09/03/2015	158638	ADMIN MISC	SHAWN PITKO	BURIAL ALLOWANCE - LOUIS PITIKO	300.00
09/03/2015	158639	CLERK MISC	LUANNE MANITOWABI	RETURN BOND LESS 100% - MANITOWABI - 15-	270.00
09/03/2015	158640	DLQ TAX	JEFFREY CAYER	2012,13,14 PRE ADJ-REFUND 014-052-023-00	135.98
09/03/2015	158641	MISC	ANDERSON JACOB & PALKA KRIS	WAIVER OF INT BY STATE OF MI PRE DENIAL	481.57
					<u>209,214.15</u>
					<u>0.00</u>
					<u>209,214.15</u>

FIRST TOTALS:  
 Total of 96 Checks:  
 Less 0 Void Checks:  
 Total of 96 Disbursements:

3





## DELTA COUNTY TRAVEL EXPENSE VOUCHER

Vendor Number: 13037

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

Department \_\_\_\_\_

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

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

Employee: John Malnar

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

Period Covered: 7-20-15 to 8-31-15

Date	\$20.00 0-3 hrs	\$35.00 3-6 hrs	\$50.00 over 6 hrs	Meeting	Meals Other	Comments	Mileage	Mileage \$	Meeting \$
7-30		X		UPCAP			32		35.00
8-4	X			Board Meeting			28		20.00
8-5				meeting with Sr Commissioner			15		20.00
8-5	X			Garden Village			77		20.00
8-5				Road Commission					Nil
8-6	X			Michigan Works (fill in for Mary)					20.00
8-10	X			Senator Gary Peters			32		20.00
8-10	X			Nahma Township			55		20.00
8-11	X			Masonville Township			16		20.00
8-17	X			Brampton Township			15		20.00
8-18		X		Board Meeting			28		35.00
8-19				Ensign Township (cancelled)			29		
8-20	X			meet the GOVERNOR			30		20.00
8-24				Ed McMahon cancelled			28		
8-25	X			Town Meeting			32		20.00
8-25	X			Budget meeting CW					20.00
8-26	X			Baldwin Township			12		20.00
8-31				Planning Commission					
	220	70					429	246.68	

**R E C E I V E D**  
 SEP - 1 2015  
 ADMINISTRATION OFFICE

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: 290.00  
 101-101-710.002  
 TOTAL MILEAGE: 246.68  
 101-101-860.001  
 TOTAL PHONE: 10.00  
 101-101-850.000

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

OTHER: \_\_\_\_\_

SIGNED: John Malnar

GRAND TOTAL: 546.68

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

AP  
256/65

6



BR

September 9, 2015

Ryan Bergman, Director of Administration and Finance  
County of Delta  
310 Ludington Street Room 222  
Escanaba, MI 49829

Re: Hannahville 2% Grant Application  
Hope at the Inn Homeless Shelter Financial Partnership

Dear Mr. Bergman:

Please find attached an application for funds through the Hannahville 2% Grant Application program. As you are aware, this program requires that projects benefiting the public that are not local units of government must find sponsorship through a local unit of government. We are requesting that Delta County sponsor this application on behalf of "Hope at the Inn Homeless Shelter," as we believe that this program will continue to benefit the public by providing emergency shelter for homeless individuals as well as follow up services to help those individuals become self-sufficient.

We are requesting that you place this item on the September 15, 2015 County Board Agenda for consideration and appoint you as the Authorizing Official to sign the application.

Thank you for your consideration in this matter.

Sincerely,

Roger Good  
Chair, Hope at the Inn Executive Board

For Hannahville Indian Community Use	
Date Received:	Received By:
Application Number:	

**2% Grant Application**

Due March 31 and September 30 each year.

**THIS MUST BE THE FIRST PAGE OF THE APPLICATION PACKET**

**I. General Information**

a. Date Application Submitted:

**INCLUDE ONLY THOSE COSTS DIRECTLY RELATED TO THE PROPOSED PROJECT**

b. Amount of Grant Request:  *this amount should be equal to the Total in III-a below*  
c. Other Funding for Project:  *this amount should be equal to the Total in III-c below*  
d. Total Project Budget (All Sources):

e. Name of Eligible Local Unit of Government Submitting the Application:  
  
Address   
City  State  Zip   
County  Township

f. Printed Name & Title of Authorizing Official of Eligible Local Unit of Government:

g. Signature of Authorizing Official of Eligible Local Unit of Government:

Phone Number:   
E-mail Address:

h. Project Name:   
Start Date:  End Date:

i. Entity Implementing the Project (if different than Eligible Local Unit of Government):  
  
Address   
City  State  Zip

j. Contact Person for questions related to the Application or Project Implementation:  
Contact Person Name:  Phone Number:   
Email Address:

**II. Narrative Summary**

- a. Briefly explain why your agency is requesting this grant, what outcomes you hope to achieve and how you will spend the funds if the grant is made. Provide detail and important points.

We need financial help to support the full-time Case Manager who will provide direct help to Homeless individuals. Outcomes include moving guests to self-sufficiency, affordable housing, and coordination of services with other social services.  
We also need financial help for direct guest assistance programs. Many programs provide help, but often there is a financial gap that needs to be filled and the shelter is often asked to fill that gap. The rotating shelter through the churches provides a safe place for guests to stay, but the services of the case manager and direct guest assistance are critical to helping individuals move to independence.

- b. Who will benefit or what is the service area of the project (i.e. township residents)?

Homeless individuals who live in Delta County will be direct beneficiaries. Transient homeless individuals will also benefit. The general service area is Delta County.

- c. Please describe the Authorizing Agency's relationship with the Implementing Agency (if applicable)

Since this is a County-wide program, it is appropriate that the Implementing Agency is Delta County.

**III. Budget Narrative**

a. Please provide a detailed budget breakdown using the following budget categories:

**INCLUDE ONLY 2% BUDGET REQUEST IN THIS SECTION**

		2% Grant Amount	Calculation/Description
1	Salary	\$5,000.00	1/3 of Housing Case Manager Salary
2	Fringe		
3	Travel		
4	Supplies		
5	Contractual		
6	Training		
7	Equipment		
8	Construction		
9	Other (Please Describe)	\$5,000.00	Direct services to Homeless Individuals, ie: transportation, identification, rent, etc.
TOTAL		\$10,000.00	<i>this amount should be equal to item I-b above</i>

b. List priority items as proposed in the budget above in the event that we are unable to meet your full request.

	Amount	Item Description
1	\$5,000.00	Housing Case Manager who works with Homeless Individuals to move to Self Sufficiency
2	\$5,000.00	Direct Guest Assistance programs
3		
4		

c. Are there any other funding sources contributing to the cost of the project? Yes  No

If yes, please list the agency and provide the amounts and type of funds they are contributing.

(Include your organization in this list if you will be contributing funds toward the project.)

	Name of Agency	Amount	Cash or Inkind	Committed or Pending
1	Delta County Churches	\$4,222.00	Cash	Pending
2	Delta County Foundations	\$8,000.00	Cash	Pending
3	General Public Donations	\$5,000.00	Cash	None
4			None	None
TOTAL		\$17,222.00	<i>this amount should be equal to item I-c above</i>	

**IV. Attachments - Optional (3 page limit)**

a. Attachments may include a cover letter, a letter of support, an organizational chart, resumes of key staff members, etc. These are not required and should be limited to only those items that will assist with further clarification of the grant request.



## Hope at the Inn Hope at the Inn 2nd Season Summary (2014/15)

---

**161 - Dinners / 159 - Breakfasts**

**38 - Shift Hours per day**

Shift & Meal Volunteers + Coordinator

**300 - Volunteer Hours per week**

Shift hours + moving, set-up, take-down,  
and laundry

**6,900 - Volunteer Hours for 23-Week**

**Season** - Nov. 16, 2014-Apr. 25, 2015

**10 - Host Parishes / 9 - Support Parishes**

**486 - Trained Volunteers**

*Countless others helped with meals,  
donations, shifts, transportation, schedule  
distribution, shower facilities, laundry  
facilities - thanks & blessings to you all!*

**588 Bed Nights** (84% increase over 1st season)

**40 Guests: 19 (48%) Delta Co. Residents**

**11 Female / 29 Males Guests**

- **Under 10 Nights: 24 (60%)**
- **11 to 50 Nights: 13 (33%)**
- **Over 50 nights: 3 (7%)**

## Philosophy

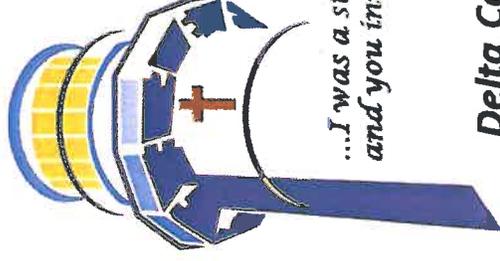
The function of Hope at the Inn (HATI) is to provide a secure shelter for individuals who are homeless. The underlying goal of HATI is to enable Guests to find or maintain employment, secure housing, and save funds for those expenses.

To help Guests work toward independence, member congregations provide two meals per day, personal hygiene kits, and transportation. For the safety of Guests and Volunteers, the following are conditions for admission to the shelter: a personal search, alcohol breathalyzer testing, and a criminal background check.

In this setting, Volunteers must bear witness to Christ's love to children of God by welcoming Guests, treating them with warmth and respect, listening to them with a sincere generosity of spirit, and treating them as brothers and sisters in Christ, worthy of our concern.

Churches and Volunteers must seek a balance between ensuring safety and preserving dignity, between compassionate care-giving and encouraging responsibility, and between maintaining authority and allowing personal choices.

HATI boards and committees shall encourage communication and input from participating churches and volunteers. HATI is not an agency of trained professional social workers, but a collaboration of churches and individuals who wish to make a difference.



*...I was a stranger  
and you invited me in...  
Matthew 25:35*

**Delta County's effort to reach out to those who are homeless in our community.**

*Join  
us in  
our*



*ministry*

**The MISSION of Hope at the Inn (HATI) is to provide support for those who are homeless in Delta County, Michigan, through the cooperative efforts of an interfaith coalition and various social service agencies, by offering a safe emergency shelter and an opportunity for these individuals to choose a path of successful transition to independence.**

### Contact Info

The Salvation Army

3001 5th Ave, So, Escanaba, MI 49829  
(906) 786-0590

### Email

HopeAtTheInnDelta@gmail.com

### Web Site

[www.hopeattheinn.org](http://www.hopeattheinn.org)



## Core Values

### Compassion

We strive to honor the dignity and diversity of every individual. Aware of our responsibility to others, we shall serve and care for them as we would ourselves.

### Integrity

We will say what we do and do what we say.

### Leadership

We serve as leaders in our community by serving those who are homeless. Accomplishing our goals requires vision, creativity, integrity, and fortitude.

### Collaboration

To ensure our effectiveness, we practice internal teamwork and work with others in a cooperative and respectful manner.

### Communication

We will present our opinions, listen to others, and ask for clarification to reach a common understanding.

### Accountability

We value and effectively manage the financial and non-financial assets that have been entrusted to our care.

## Program Overview

- Adults with no other housing options are eligible to be admitted into Hope at the Inn nightly between 6 - 9 pm.
- Minors (under 18) and families with children cannot be admitted to Hope at the Inn.
- An evening meal is provided nightly at the church.
- To ensure the safety of shelter Guests and Volunteers, background checks, breathalyzer screens, and personal searches are conducted at Intake.
- Behavior and safety concerns may be cause for a Guest's removal from the church and program.
- A light breakfast is provided each morning.
- Transportation, case management, social services referrals, and other needs will be arranged for Guests.
- Shelter closes by 8 am.



## Volunteers

- 2 - Program Coordinators
  - 3 - Intake Shift (5:30-10pm)\*  
Dinner Prep/Serve (~6:45pm)
  - 2 - Late Evening Shift (10pm to 2 or 3am)\*
  - 2 - Early Morning Shift (2 or 3 am to -8am)\*  
Set out Breakfast
  - 3-5 Move Shelter Supplies (weekly)
  - 2-3 Laundry (weekly)
- \* These shifts require one male and one female volunteer

## Rotating Supplies

- Inflatable Mattresses
- Totes (2 per Guest + beds)
- Cell Phone / Laptop
- Smoking butt container
- Metal Detector Wand
- Breathalyzer



## Host Site Supplies

- Bedding/Linens
- Foods, Snacks, Refreshments
- Personal Hygiene kits
- Games, Books, Movies



[www.centralcorridors.com/wcg/](http://www.centralcorridors.com/wcg/)

**NORTHWOODS COMPETITIVE FREIGHT RAIL CONTACTS NETWORK**  
**A Collaborative Project of the**  
**Northwoods Rail Transit Commission and Wisconsin Central Group**

**Our Goal:**

Competitive rail service and rates for Northwoods shippers and receivers of freight.

**Step One:**

Build a contacts network of:

- People living in Northwoods communities and working at facilities in their communities which ship and/or receive freight; and
- People making freight transportation decisions for those facilities.

**Step Two:**

Invite network contacts, subject to Confidentiality, to share Actionable Shipper Data.<sup>1</sup>

**Why Now?**

Since the 1970s, most Northwoods freight left rail for over-the-road truck. Since the early 2000s, strong trends have and will continue to reduce the competitiveness of ORT trucking – driver shortage, congestion, fuel efficiency and emissions, increasingly strict safety regulation and enforcement, emergence of new rail and rail intermodal competitiveness in many regions. We seek access to these new rail and rail intermodal competitive services and rates for Northwoods shippers/receivers of forest products and other freight. Rail access is critical. As never before in our life times, “Industries, jobs and taxes want to go where the railroad is.”<sup>2</sup>

**Why Us?**

- Railroads are swamped with new demands for service and investment.
- Northwoods railroads do not have OTR truck freight Actionable Shipper Date (“ASD”).
- In our region, ASD from multiple shippers/receivers is necessary to make a difference.
- We are the people who can get this job done.

**Fill in contact information: See reverse side.**

<sup>1</sup> “Actionable Shipper Data” (“ASD”) is detail, by freight lane, on which railroads rely to make service, rate and investment decisions.

<sup>2</sup> Wick Morman, then CEO Norfolk Southern, Congressional Testimony, 4/24/2013.

## Northwoods Rail Transit Commission – NRTC

October 7th, 2014  
 NRTC Chair Wendy Gehlhoff  
 Florence County EDC Director

## NRTC History

- ▶ Started June 2011 from concern re possible rail abandonment on east/west Hwy 8
- ▶ Official WI-DOT Rail Transit Commission status May 2012 (largest in the state)
- ▶ Now includes 13 Wisconsin Counties and 6 upper Michigan Counties
- ▶ Each County has 2 voting members

## NRTC Mission Statement

To sustain and enhance safe, reliable and efficient rail service critical to the businesses, communities and economies in northern Wisconsin and the Upper Peninsula of Michigan

<http://www.ncwrpc.org/NorthwoodsRail/>

## Northwoods Rail Transit Commission



Red lines CN  
 Blue lines E&LS

### NRTC Counties:

- Ashland, WI
- Florence, WI
- Forest, WI
- Langlade, WI
- Lincoln, WI
- Marinette, WI
- Oconto, WI
- Oneida, WI
- Price, WI
- Rusk, WI
- Vilas, WI
- Dickinson, MI
- Gogebic, MI
- Houghton, MI
- Iron, MI
- Menominee, MI
- Ontonagon, MI

## Rail Transit Commissions can:

- ▶ be just advisory or rehab rail lines
- ▶ sign contracts, own rail lines, land or improvements such as bridges
- ▶ accept WI-DOT grants and provide match monies for rail rehab projects
- ▶ protest rail abandonment via Federal Surface Transportation Board
- ▶ Cannot tax - monies come from members

## What has NRTC Accomplished?

- ▶ Grown from 8 original counties to 19
- ▶ Facilitated WI-DOT Rail Market Analysis
- ▶ Updated business database and did media PR for 10 county market analysis
- ▶ Revised By-Laws to “Restated Articles of Organization & Interstate Cooperation Agreement for Michigan Counties
- ▶ Legislative push for more grant funding
- ▶ Partnered with CN for TIGER grant app

### NRTC TIGER Grant Application

- ▶ 4/14 requested \$18 million for 150 log cars
- ▶ Public fleet for all RR's in 54 county region of northern WI, upper MI and northeast MN
- ▶ Would reduce truck traffic on highways thereby improving highway safety and reducing road and bridge wear and tear
- ▶ Could more efficiently ship logs across a larger region to mills for highest best use
- ▶ Submitted in late April, just learned no award
- ▶ Debrief then apply next TIGER & other grants

### WI-DOT Northern WI Rail Study

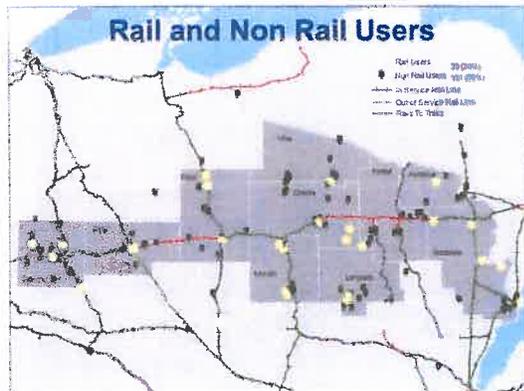
- ▶ Study included 10 Northern WI Counties
- ▶ WI-DOT/NRTC Business List Process:  
DOT picked rail oriented commodities  
Used database searches on commodity codes to create business address list  
Added/deleted businesses after meetings with county economic development directors

### Northern WI Rail Study Survey

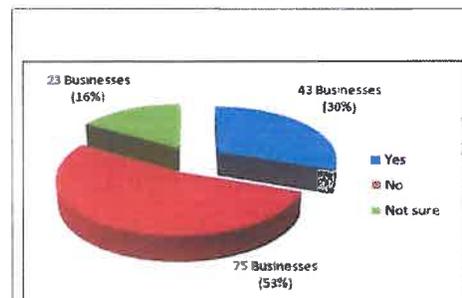
- ▶ Rail user and non-Rail user surveys mailed out to 1100 businesses in November 2012
- ▶ Survey contained 23 questions
- ▶ Could be handwritten and mailed back or completed online
- ▶ Open to any business in the 10-county area
- ▶ 64 UP-MI border county businesses added
- ▶ Media PR via County Economic Developers

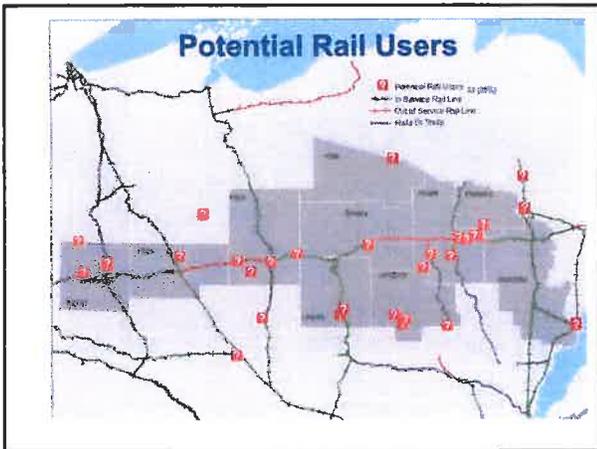
### Survey Results

- ▶ Data summarized by rail user and non-rail users
- ▶ 190 total survey respondents (17.3%)
- ▶ 151 non-rail users responded
- ▶ 39 rail users responded
- ▶ Summarized by inbound & outbound freight types



### Would Use Rail if Line in Service





### Potential new Inbound Carloads

Commodity	Total of all Interested Businesses	Potential Carloads
Wood Shavings	500 trucks (6,000 tons)	130
Logs/Pulpwood	3.6 million board feet (28,800 tons)	395
Lumber	13.6 million board feet (108,800 tons)	1,170
Steel/other metal	50,000 tons	602
<b>TOTAL New</b>	<b>193,600 tons</b>	<b>2,297</b>
2011 Transearch data	495,000 tons	
CN 2013 Inbound	222,281 tons	2,619

### Potential New Outbound Carloads

Commodity	Total of all Interested Businesses	Potential Carloads
	90,000 tons	1,233
Logs/Pulpwood	5.5 million bd ft (44,000 tons)	603
	30,500 cords (88,450 tons)	1,212
	1,000 tons	11
Lumber	15.1 million board feet (120,800 tons)	1,299
Steel & other Metals	20,750 tons	250
Sand/Gravel	20,000 tons	200
<b>TOTAL New</b>	<b>385,000 tons</b>	<b>4,808</b>
2011 Transearch Data	1,000,000 tons	
CN 2013 Outbound	1,899,228 tons	19,975
	w/o frac 675,538 tons	w/o frac 8,229

### NRTC Rail Study Next Steps

- WI-DOT presenting Rail Siding Inventory and Mapping on 10/10
- Begin work with WCG to obtain more detailed shipper data via template WCG developed with CN
- WCG/CN re log shipping logistics
- Continue promoting economic importance of restoring/improving northern rail service

### Wisconsin Central Group

- [www.centralcorridors.com/wcg](http://www.centralcorridors.com/wcg)
- Freight rail stakeholders coalition dedicated to increase freight density & market share for freight originating and/or terminating on CN/WC lines
- 9/2012 created CN Advisory Board whose members represent businesses using freight rail
- 1/2013 started working committees with CN staff on Log Supply Logistics and Intermodal Expansion
- Participation also from Wisconsin Paper Council, WMC (Wisconsin Manufacturers & Commerce) and Michigan Forest Products Council

### Final Items

- NRTC Meetings are open to the public
- Meetings now held at Nicolet College in Rhinelander for video teleconferencing
- For meeting agenda/minutes email Darryl Landeau: [dlandeau@ncwrpc.org](mailto:dlandeau@ncwrpc.org) to be added to the email list
- [www.ncwrpc.org/NorthwoodsRail/](http://www.ncwrpc.org/NorthwoodsRail/)
- Questions?

Re: Progress – Ahead for 2015 and Beyond

### **Actionable Shipper Data Outreach.**

The CN/WCG Confidentiality Agreement and [Actionable Shipper Data Worksheet](#) (selective tested and revised) are ready for our shipper outreach campaign to begin. The campaign will build on WisDOT's *Wisconsin Northwoods Freight Rail Market Study* (September 2013) and Brown County's Port/Rail Development Committee's *Intermodal Demand in Northeast Wisconsin* (2013), coordinated with Northwoods Rail Transit Commission and Brown County.

For intermodal, our ASD outreach is intended, long term, to support strategic planning for siting one or more traditional intermodal terminals or logistics hubs in the Region. In the near term, however, priority will be given to remote intermodal and multipurpose transload sites.

### **L'Anse-Baraga Subdivision.**

We have a [work plan](#) to increase log and other freight to fully utilize existing capacity and progressively support investment and operational change. This is a potential location for a remote intermodal and transload site.

### **Duluth-Superior Gateway.**

We have a [work plan](#) to optimize logs via Duluth-Superior gateway on rail (single-line and interchanged with BNSF) and convert over-the-road truck logs to rail. The project has the potential to relieve the current concentration of log trucks moving over roads in the Duluth-Superior area. Our objective, supported by a publicly owned log car fleet, is virtual single-line service throughout the Great Lakes Forests Region. This Duluth-Superior Gateway is also a potential location for a remote intermodal and transload site.

### **Ladysmith-Escanaba, Project Relationships – Intermodal, Logs and Other Transloading.**

Our objective is to restore service on the entire east-west corridor, out-of service segments Ladysmith-Prentice (20 miles) and Rhinelander-Goodman (40 miles). We expect ASD may support using the log landing at Tony (5 miles east of Ladysmith) as an interim, and possibly permanent, intermodal and transload site. We have already identified logs moving between MN, WI and UP MI for which the corridor is the shortest rail miles. If we confirm a solid business case, which may include interim or permanent public funding, we will encourage CN to engage in interim [Pricing for Strategic Advantage](#), to enhance confidence in the business case and assure the freight is immediately available when the out-of-service segments are restored.

### **Central and Western Wisconsin Logs, Potential Multipurpose Sites.**

Logs from these areas can provide rail backhauls to northern WI and UP MI logs moving south. A central WI site also has potential for remote intermodal and possible foundation for a full-scale rail logistics hub.

www.centralcorridors.com/wcg/

October 1, 2014

## **PROGRESS – CHALLENGES & OPPORTUNITIES DEFINED Ahead for 2015 and Beyond**

### **Challenge & Opportunity.**

BNSF, CP and CN, are challenged by increased demand, shortages of locomotives, cars and personnel. As of today, from our shipper perspective, their schedules and system fluidity have all but collapsed. Analysts expected they will not recover for anywhere from 18 months to 3 years.

For now, CN is not effectively handling the freight it already has. Our objective, nonetheless, remains to work collaboratively to increase freight on the Region's lighter density rail lines, though some of our freight lanes also include congested main lines of CN and connections. Our objective is to take freight from over-the-road trucking. OTR trucking capacity is also constrained by driver shortages/demographics, new safety and emissions regulations and world-market fuel pricing.

The U.S. and Canada, without doubt, are served by the best freight rail system on Earth. But . . . In its Renaissance, the system has yet to build sufficient capacity and redundancy to cope consistently and effectively with rising demand, weather, natural and other disasters and adversity. That margin of capacity and redundancy is essential for national security. It is also essential to assure that the freight rail industry competes effectively for non-captive freight.

Counter-intuitive as it may seem, our increasing demand for rail market share and capacity will hasten restoration and expansion of competitive, sustainable rail service in the CN/WC Region.

Following, a summary of CN/WCGroup projects, developed during 2014, ready for our attention.

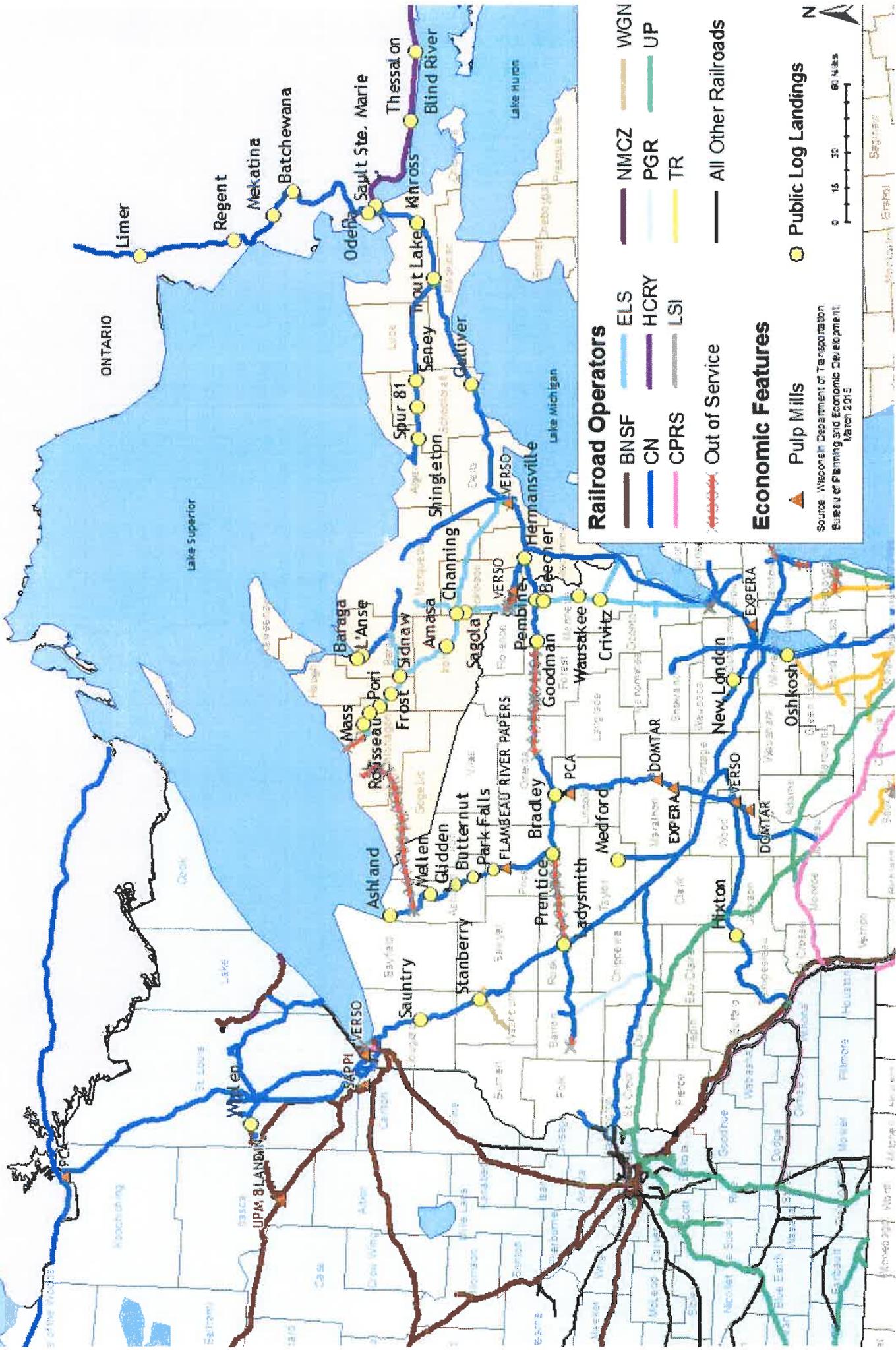
### **Great Lakes Forests Log Car Fleet.**

The Northwoods Rail Transit Commission's [TIGER grant application](#) confirmed the value of a publicly owned log car fleet – for public safety, road and bridge costs, the value of forest resources, health of our forests, as well as competitiveness of our forest products industries. We may recommend a renewed TIGER grant application and will seek other sources of funding.

### **Establishing Intermodal Locations in the CN/WC Region.**

We have [agreed criteria](#) and look forward to commencing remote intermodal operations within no more than one (1) year of freight lane and site identification and qualification. Potential locations include: Green Bay, Fox Valley; central Wisconsin (possibly, between Mosinee and Tomahawk and/or near Stevens Point), Superior-Ladysmith areas.

# The Great Lakes Forests Region



Re: Northwoods Competitive Freight Rail

**Local Contact (living in Northwoods, working at facility that ship/receive freight):**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Company: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Company: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Freight Transportation Decision Maker (for Northwoods shipper/receiver of freight):**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Company: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Company: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Forward this information sheet to Martha S. Olson, DeWitt Firm, 2 E. Mifflin Street, Suite 600, Madison WI 53703, mso@dewittross.com, fax 608-252-9243, tel 608-252-9234. Call or email with questions or for additional information. For more contacts, use additional copies of this form.**



John Duncan Varda, Counsel  
DeWitt Ross & Stevens s.c.  
2 E. Mifflin Street, Suite 600  
Madison, WI 53703  
608-212-1103  
jdvarda@dewittross.com

www.centralcorridors.com/wcg/

October 1, 2014

## Northwoods Rail Transit Commission – CN/WCGroup Actionable Shipper Data Outreach – Coordinated Work Plan

### Objective:

Promote assembly of confidential shipper data needed for implementation of specific rail and rail-related infrastructure projects designed to increase freight on the Region's lighter density rail lines to assure sustainable, competitive rail service for the Region, job growth and prosperity for the Region's communities.

### Coordinated Work Plan

1. Establish a network of local public officials and development interests (“Local Participants”) to identify and establish contacts with: (a) personnel at local facilities that are current or potential users rail services to, from and within the NRTC and Great Lakes Forests Region; (b) their corporate and/or third-party transportation and logistics decision makers; and (c) other local stakeholder interests.
  - Orient local participants to CN/WCGroup Confidentiality Agreement, Actionable Shipper Data Worksheet, and relevant, potential projects and work plans.
  - Provide contact information for access to railroad and WCGroup project participants who can respond to questions and provide assistance with shipper/receiver contacts.
  - Create, maintain and share local participant roster and contact information.
  - Adopt communications and feedback protocols and invite participation by and sharing with relevant agencies MI, MN and WI agencies.
2. Local facilities personnel, corporate and/or third-party decision makers:
  - Create and maintain contact information data base
  - Implement Confidentiality Agreements and recover ASD Worksheets.
  - Provide individual feedback and group data sharing limited to the extent consistent with Confidentiality Agreements and Antitrust Compliance Guidelines.



**Shipper:**

**Contact Name or Title:**

**Address 1:**

**Address 2:**

**City, ST Zip:**

**Telephone No.:**

**Fax No.:**

**Worksheet Date:**

1. Please review and enter into CN/WCGroup Confidentiality Agreement before submitting data. See separate Confidentiality Agreement Instructions regarding review, signing and forwarding the Additional Party Supplement. If you need copies of these documents, please contact Martha Olson, 608-252-9234, [mso@dewittross.com](mailto:mso@dewittross.com).
2. If your company's TMS or 3rd Party is able to provide the requested freight lane data more efficiently than using this type of spreadsheet, please contact Martha Olson, 608-252-9234, [mso@dewittross.com](mailto:mso@dewittross.com), to arrange for delivery of the data in your preferred format.
3. Fill-in Freight Lane Information (use "Data" tab, below; ignore or remove sample data; add columns for additional freight lanes).
4. Fill-in Comments (use "Comments" tab, below. Cross-reference to Freight Lane No.).
5. Email Origin-Destination Data Worksheet to:

Andrew Fuller, Director of Marketing  
Intermodal BU-Domestic  
CN  
55 Devon Road  
Brampton, Ontario L6T 5B6 CANADA

[andrew.fuller@cn.ca](mailto:andrew.fuller@cn.ca)

Phone: 905-789-2316

Thierry Lysiak, Director of Marketing  
Industrial Products Business Unit  
CN  
935 rue de LaGauchetiere Ouest  
Montreal, QB H3B 2M9 CANADA

[thierry.lysiak@cn.ca](mailto:thierry.lysiak@cn.ca)

Phone: 514-399-8986

Thomas J. Tisa, Director - Network  
Strategies  
CN  
17641 South Ashland Avenue  
Homewood, IL 60430

[tom.tisa@cn.ca](mailto:tom.tisa@cn.ca)

Phone: 708-332-3101

John Duncan Varda, Counsel  
Martha S. Olson, Executive Assistant  
DeWitt Ross & Stevens S.C.  
2 E. Mifflin Street, Suite 600  
Madison, WI 53703

[jdvarda@dewittross.com](mailto:jdvarda@dewittross.com)

Phone: 608-212-1103

[mso@dewittross.com](mailto:mso@dewittross.com)

Phone: 608-252-9234

Questions on content: Contact either CN or WCGroup contact persons.

Questions on spreadsheet form: Contact Martha Olson, 608-252-9234, [mso@dewittross.com](mailto:mso@dewittross.com).



Form 20140124

CN Advisory Board CN/WCGroup Intermodal/Log Committees - Shipper Origin-Destination Data

Note: Comments are on separate worksheet.

Freight Lane		Col #	1	2	3	4	5
Detail		Row #					
Commodity	Date of Input	1	1/28/2014				
	Name	2	Printing Paper				
	STCC	3	29-1234				
	Hazmat Y/N	4	N				
Origin	City or Port	5	Wisconsin Rapids				
	State/Zip Country	6	WI 54495 USA				
Destination	City or Port	7	Toronto				
	State/Zip Country	8	ON L5K 1R9 Canada				
O/D	Prac. Hwy Miles	9	Truck				
Current Mode		10	Truck				
Current Equipment	Type	11	Reefer				
	Length	12	53				
	Other	13	C plate				
Load Volume	Annual	14	300				
	Weekly	15	60				
Transit Time	Req'd Days Door to Door	16	2				
Stops	Multi Y/N	17	y				
	Avg. #	18	2				
<a href="#">Comments Page</a>							

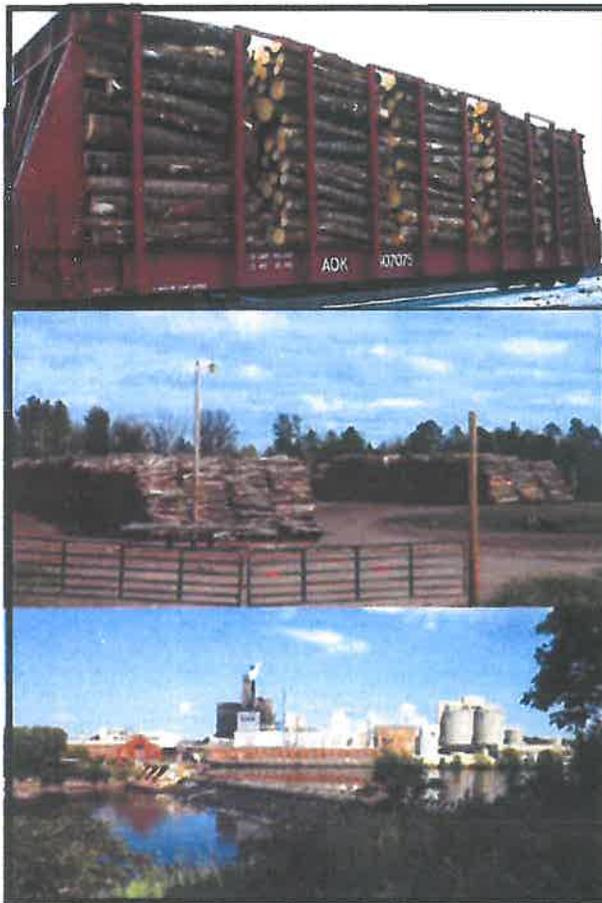


Form 20140124

CN Advisory Board CN/WCGroup Intermodal/Log Committees - Shipper Origin-Destination Data

Note: Comments are on separate worksheet.

Freight Lane		Col #	6
Detail	Row #		
Commodity	Date of Input	1	
	Name	2	
	STCC	3	
	Hazmat Y/N	4	
Origin	City or Port	5	
	State/Zip Country	6	
Destination	City or Port	7	
	State/Zip Country	8	
O/D	Prac. Hwy Miles	9	
Current Mode		10	
Current Equipment	Type	11	
	Length	12	
	Other	13	
Load Volume	Annual	14	
	Weekly	15	
Transit Time	Req'd Days Door to Door	16	
Stops	Multi Y/N	17	
	Avg. #	18	
<a href="#">Comments Page</a>			



# Great Lakes Forest Log Railcar Fleet

Transforming the Wisconsin and Michigan Forest Products Supply Chain by Manufacturing Rail Cars and Preserving Rail Lines in the

**2015 Tiger VII Application  
June 5, 2015**

Submitted by:  
**Northwoods Rail Transit Commission**  
A Governmental Body Composed of  
20 Rural Northwoods MI and WI Counties

Funding Support by:  
State of Michigan



State of Wisconsin



Map courtesy of Wisconsin DOT. The challenge is insufficient log cars - 80% destined to the Region's remaining pulp mills. The Region's branch lines have existing demand/capacity for the 115 Project log cars (>13,300 WI GVW truckloads/year) without adding trains or crews.



## GREAT LAKES FORESTS LOG RAILCAR FLEET

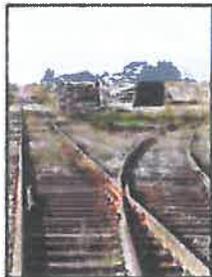
### Transforming the Forest Products Supply Chain By Manufacturing Rail Cars and Preserving Rail Lines in the Northwoods

#### APPLICATION AT A GLANCE.

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Type of Eligible Application:	Rail Transit Commission (a governmental body)
Cost Sharing and Matching:	\$4.2 Million State of Wisconsin \$3.0 Million State of Michigan \$1.2 Million Canadian National \$4.8 Million requested TIGER VII Grant Funding
Total Project Cost:	\$13.8 Million, FRA Buy America Compliant
Benefit to Cost Ratio:	At 7% discount, more than 14 to 1 At 3% discount, more than 22 to 1
Eligible Project Category:	Freight Rail; Freight Rail Intermodal Connector
Rural Area:	Tri-state area, 54 rural counties in MI, WI and MN
Project Components:	115 log rail cars with no unrelated components
Type of Application:	Rural Capital Grant
Applicant Organization Name:	Northwoods Rail Transit Commission (“NRTC”) Wendy Gehlhoff – Chair c/o Darryl Landeau 210 McClellan St., Suite 210 Wausau, WI 54403 Office: 715-849-5410, Fax: 715-849-5110 Email: <a href="mailto:dlandeau@ncwrpc.org">dlandeau@ncwrpc.org</a>
Pre-Application:	TIGERID: nrtcommission288
Supporting Documentation:	<a href="http://www.ncwrpc.org/NorthwoodsRail/tiger-2015">http://www.ncwrpc.org/NorthwoodsRail/tiger-2015</a>

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The problem is insufficient log cars – 80% destined to the Region’s remaining pulp mills.

The Region’s branch lines have existing demand/capacity for the 115 Project log cars (more than 13,300 WI GVW truckloads/year) without adding trains or crews.

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# Wisconsin Central Group



An ad hoc Rail Freight Stakeholders Coalition

John Duncan Varda, Counsel  
DeWitt Ross & Stevens  
2 E. Mifflin Street, Ste 600  
Madison, WI 53703  
608-212-1103  
jdvarda@dewittross.com

[www.centralcorridors.com/wcg/](http://www.centralcorridors.com/wcg/)

## Shortline Spin-Off of CN/WC Lines Our Thoughts – October 15, 2012

### Background:

For nearly a decade, from CN control of WC in 2001 until mid-2011, our goal has been for CN to effect “Mr. Tellier’s Plan” (see our website, “Our Goal, Mr. Tellier’s Plan – Give Competition a Chance”) to preserve the “local characteristics,” and service as good as, or better than that, and ensure the competitiveness, previously provided by the Wisconsin Central System. Since mid-2011, feeling that CN was committed to compete for market share on all of its WC lines, we have worked in collaboration with CN on three specific, joint long term strategic projects – Logs, Chicago Gateway, and Intermodal (see website, “2012 Joint Projects Initiative”).

### Our View Today:

Depending on the scope, conditions and mutual undertakings, shortline operation or spin-off of one or another of the lighter density CN/WC lines may be an acceptable, practical and pragmatic means, of advancing WCGroup’s purpose, objective and goal (see website), focused on the three “CN/WCGroup Joint Projects”.

### Characteristics of Acceptable Shortline Operation of CN/WC Lines:

- Those served by a shortline operator will have the same, but “virtual,” single line service and pricing to/from CN single-line points and connections as those on CN/WC lines.
- Benefits of the Log, Chicago Gateway and Intermodal Projects shall be implemented in a manner that ensures that CN/WC lines operated by a CN shortline partner are on a par with CN/WC lines.
- A shortline operator of CN/WC lines, on its own or through conditions, mutual undertakings or commitments by CN, shall have power, rail car and private capital resources and capabilities, with respect to the CN/WC lines it operates, comparable to CN’s or as necessary to fulfill conditions imposed in STB Docket 34000.
- CN and any shortline candidate to operate and/or own a CN/WC line shall inform and ensure meaningful consultation, well in advance of any application to STB, with WCGroup and other WC line stakeholders, as to the ways and means to ensure establishing and implementing the forgoing “characteristics”.

Under the auspices of: Wisconsin Paper Council, Wisconsin Manufacturers & Commerce, and Michigan Forest Products Council



# Log Car Fleet Fact Sheet

## CREATING A PUBLICLY-OWNED LOG CAR FLEET

The Wisconsin forest products industry is in crisis today as an insufficient amount of pulp wood is arriving at mills across the Great Lakes Forests Region, comprising northern and central Wisconsin, Michigan's Upper Peninsula, and northeast Minnesota. Without action by public entities to supply rail cars soon, demand for additional long-haul log truck traffic on our state and county highway system will increase.

## STATUS OF CURRENT RAIL FLEET

About 1,200 log cars serve the region today. More than 80% of these cars are railroad-owned and the balance is privately-owned. Many of the cars served the steel industry before conversion to move logs. These cars are approaching the end of their 40 or 50-year life, as mandated by national rules set by the American Association of Railroads. Without replacement, most log cars will be retired from the fleet by 2017 and the traffic diverted to additional log trucks delivering wood to mill.



## WHY PUBLIC OWNERSHIP OF NEW CARS?

The large pulp wood users are in difficult financial condition and challenged today in receiving the wood supply they need. To ensure that the thousands of jobs that these mills and the forest products industry they support are retained, it is critical to retain rail for moving raw forest products. While there are definitely operational improvements needed and rail line segments that could be restored to service to help, those things are meaningless if there aren't cars to move the product. In today's challenging economy, these mills cannot afford to buy private cars. Without public assistance, trucking will endeavor to pick up the current rail business. But log trucking is also strapped for drivers and is really needs to focus its productivity in getting logs out of the woods.

## WHO WOULD SUBMIT A PROPOSAL?

The Northwoods Rail Transit Commission (NRTC), a group of northern Wisconsin and Upper Peninsula counties, would apply with the state of Wisconsin for a Freight Rail Preservation Program (FRPP) grant to provide 80% funding to build a log car fleet. The 20% private match would be provided by CN, which may not otherwise allocate much in resources to replace the many retiring log cars. The 2015 application would be for 50 cars (10 privately-funded and 40 state-funded).

## WHERE WOULD NEW CARS BE BUILT?

There is presently great demand for new rail cars and car manufacturers are taking as long as two years to fulfill car orders. Fortunately, the Escanaba & Lake Superior Railroad (E&LS) is presently applying for certification to become a manufacturer of new rail cars. The E&LS has refurbished railroad cars for years at its Escanaba car shop and would likely build cars both there and possibly at an expanded facility in Crivitz. The E&LS could easily manufacture 50-100 or more log cars annually at the two facilities.

## IS OTHER FUNDING INVOLVED?

Michigan has been approached and is engaged in considering a financial role in complementing Wisconsin's FRPP grant process. If a FRPP application was successfully awarded to the NRTC, the grant award could be used a building block for the next round of federal TIGER VII competitive grants. Last year, the NRTC TIGER VI application for 150 log cars was recommended by US DOT but was not funded, largely due to a misunderstanding as to whether or not the cars would be built in the US.

## WHAT ACTION IS NEEDED TO ALLOW PUBLICLY-OWNED LOG CARS?

Chapter 85.01(3) of the Wisconsin statutes must be amended to allow state funds to be used for the purchase of rail cars operated by, leased from, or governed by a rail transit commission. State funds can currently be used for fixed property; the statute must be amended to make the needed rail cars eligible for FRPP funding.

(See map on opposite side reflecting Public Log Landing locations.)

B4

**Delta County Program Utilization**  
**From: 10/1/2013 To: 9/30/2014**

Program	A19-CSW	A25-CSWWC - Inmate	A26-CSWWC - Community
Provider			
Budget			
Primary Target Population			
Planned Program Capacity			
Annual Projected Enrollments			
Planned Average Daily Population (ADP)			
Number of Participants			
Total in period	216	63	77
Average Daily Population in Period	20.356	7.014	7.09
New Enrollments	188	51	74
Terminations			
Total Terminations in Period	206	57	76
Number successfully Completing Requirements	160	44	46
Successful Completion Rate	77.6699%	77.19298%	60.52632%
Jail Days Saved by Program	987	355	417
Average Length of Stay (LOS)			
All Terminations (LOS)	40.597	44.403	35.247
Successful Terminations (LOS)	42.905	49.3	40.857
Unsuccessful Terminations (LOS)	32.521	24	25.429

# Delta County Program Utilization

## From: 10/1/2014 To: 8/31/2015

Program	A19-CSW	A25-CSWWC - Inmate	A26-CSWWC - Community
Provider			
Budget			
Primary Target Population			
Planned Program Capacity			
Annual Projected Enrollments			
Planned Average Daily Population (ADP)			
Number of Participants			
Total in period	228	56	75
Average Daily Population in Period	21.567	9.003	4.409
New Enrollments	216	49	72
Terminations			
Total Terminations in Period	206	44	69
Number successfully Completing Requirements	149	39	40
Successful Completion Rate	72.3301%	88.63636%	57.97101%
Jail Days Saved by Program	633	399	205
Average Length of Stay (LOS)			
All Terminations (LOS)	33.51	52.761	22.143
Successful Terminations (LOS)	33.92	55.415	26.2
Unsuccessful Terminations (LOS)	32.411	31	16.733

**Delta County**

	<u>6 Days</u>	<u>3 Days</u>
State Grant	\$ 0.00	\$ 0.00
* Work Crew Billings	\$ 11,500.00	\$ 5,750.00
<b>Total Revenues</b>	<u>\$ 11,500.00</u>	<u>\$ 5,750.00</u>
<b>Total Expenses</b>	<u>\$ 51,798.86</u>	<u>\$ 27,111.50</u>
<b>Budget Shortfall</b>	<u><u>\$ 40,298.86</u></u>	<u><u>\$ 21,361.50</u></u>

<u>Account Title</u>		
Salary & Wages & PILOB	\$ 32,000.00	\$ 16,000.00
Dental	\$ 0.00	\$ 0.00
FICA	\$ 2,448.00	\$ 1,224.00
Hospital	\$ 0.00	\$ 0.00
Worker's Comp	\$ 730.56	\$ 365.00
Life & Disab.	\$ 0.00	\$ 0.00
Pension	\$ 0.00	\$ 0.00
Unemployment	\$ 545.30	\$ 272.50
Staff Travel	\$ 900.00	\$ 450.00
Space Rental	\$ 600.00	\$ 300.00
Supplies	\$ 150.00	\$ 100.00
Phone & Internet	\$ 150.00	\$ 100.00
Postage	\$ 25.00	\$ 25.00
Equipment Purchases	\$ 750.00	\$ 400.00
Equipment Maintenance	\$ 200.00	\$ 100.00
Equipment Rental (Vans)	\$ 4,250.00	\$ 2,750.00
Insurance & Bonding	\$ 2,500.00	\$ 1,750.00
Van Maintenance Exp	\$ 600.00	\$ 300.00
Work Crew Expense	\$ 950.00	\$ 475.00
Admin Fee Expense	\$ 5,000.00	\$ 2,500.00
<b>GRAND TOTAL</b>	<u><u>\$ 51,798.86</u></u>	<u><u>\$ 27,111.50</u></u>

\* Workcrew billings are based on \$2.00 per day per worker. If this rate was increased to \$3.00 per day per worker, the county cost would be reduced to \$18,500.00

DEPARTMENT	Placement
	<u>Delta</u>
State Grant	\$ 0.00
<b>Total Revenues</b>	<u>\$ 0.00</u>
<b>Total Expenses</b>	<u>\$ 22,972.37</u>
<b>Budget Shortfall</b>	<u><u>\$ 22,972.37</u></u>

<u>Account Title</u>	
Salary & Wages & PILOB	\$ 12,710.53
Dental	\$ 322.81
FICA	\$ 968.42
Hospital	\$ 2,259.65
Worker's Comp	\$ 290.53
Life & Disab.	\$ 92.81
Pension	\$ 1,190.35
Unemployment	\$ 70.61
Staff Travel	\$ 403.51
Space Rental	\$ 685.96
Supplies	\$ 322.81
Phone & Internet	\$ 504.39
Postage	\$ 40.35
Equipment Maintenance	\$ 40.35
Insurance & Bonding	\$ 1,069.30
Admin Fee Expense	\$ 2,000.00
<b>GRAND TOTAL</b>	<u><u>\$ 22,972.37</u></u>

To: County Commissioners

September 11, 2015

B5

**Agenda Item 5: Recommended Budget Adjustments**

In FY 2013 and FY 2014 Delta County received \$64,575 in Swamp Tax revenue from the state. These funds are a state payment per acre of swampland within the county. The FY 2016 Budget was proposed with the same \$64,575 in anticipated revenue. However, in FY 2015 Delta County will receive \$96,862 due to a rate increase per acre. I am recommending that the FY 2016 Budget be updated for this amount, adding \$32,107 in additional General Fund revenue.

With the additional revenue, I am recommending two things:

- 1) Increased support for the Delta County Economic Development Alliance from \$15,000 to \$20,000. This matches the City of Escanaba contribution. The EDA is the County's primary vehicle for increasing the commercial and industrial tax base.
- 2) One-year funding to Community Corrections of \$27,107 to support a scaled back version of the current work release program for inmates. This funding should not be assumed to be ongoing and the County Board should annually consider the merits of the current work release structure. Consideration for this item was going to be put before the Board regardless of the additional revenue. More information on Community Corrections is included as an additional agenda item.

Thanks,  
Ryan Bergman  
Director of Administration and Finance

2014

## SWAMP TAX Distribution

<u>TOWNSHIP</u>	<u>ACRES</u>	<u>Total Allocation</u>	<u>50% COUNTY</u>	<u>50 % TWP</u>
BALDWIN	8859.23	\$ 26,577.69	\$ 13,288.85	\$ 13,288.85
BARK RIVER	2169.83	\$ 6,509.49	\$ 3,254.75	\$ 3,254.75
BAY DE NOC	30.10	\$ 90.30	\$ 45.15	\$ 45.15
BRAMPTON	4023.31	\$ 12,069.93	\$ 6,034.97	\$ 6,034.97
CORNELL	2912.81	\$ 8,738.43	\$ 4,369.22	\$ 4,369.22
ENSIGN		\$ -	\$ -	\$ -
ESCANABA	153.93	\$ 461.79	\$ 230.90	\$ 230.90
FAIRBANKS	5080.46	\$ 15,241.38	\$ 7,620.69	\$ 7,620.69
FORD RIVER	10447.70	\$ 31,343.10	\$ 15,671.55	\$ 15,671.55
GARDEN	16254.88	\$ 48,764.63	\$ 24,382.33	\$ 24,382.33
MAPLE RIDGE	14452.98	\$ 43,358.93	\$ 21,679.47	\$ 21,679.47
MASONVILLE	137.46	\$ 412.38	\$ 206.19	\$ 206.19
NAHMA	8.21	\$ 24.63	\$ 12.33	\$ 12.33
WELLS	16.15	\$ 48.45	\$ 24.23	\$ 24.23
CITY GLADSTONE	27.75	\$ 83.26	\$ 41.63	\$ 41.63
TOTALS	64574.80	\$ 193,724.40	\$ 96,862.20	\$ 96,862.20

State Reimbursement per acre

3.00



September 10, 2015

Ryan Bergman  
Administrator  
Delta County  
310 Ludington Street  
Escanaba, Michigan, 49829

Dear Ryan,

On behalf of the Delta County Economic Development Alliance I would like to express our sincere appreciation for the ongoing support we have received from Delta County. In addition to Chairman Patrick Johnson serving on the EDA Board, Delta County has assisted the EDA with contributions over the past many years and I ask you to consider a \$15,000 contribution again for 2015. The City of Escanaba has agreed to increase their contribution this year and if there is any opportunity for the county to do the same it would be greatly appreciated.

As the single source for business expansion, retention, and attraction, the EDA provides professional and timely information on nearly any business related aspect of Delta County. Our goals are ambitious, but focused. In addition to connecting with a record number of area businesses and prospects, the DCEDA is executing on our Strategic Plan, continually updating our website and social media presence, marketing the available properties in all of Delta County, and providing connections and resources for businesses.

We actively market Delta County including assets like the Superior Trade Zone; Gladstone, Escanaba, and Delta County Industrial Parks; help make workforce connections with Michigan Works; and the additional unique assets our beautiful waterfront community offers. We spend our time on "economic gardening," helping our local businesses stay here and grow. We're proud that Delta County Businesses lead the rest of the UP in exporting products and materials worldwide and have the highest number of businesses participating in the MEDC STEP program. We work with all size businesses in Delta County and respond to inquiries professionally and promptly.

Your generous gift goes a long way toward supporting our mission "to provide leadership to strengthen, support, and attract businesses, developing a prosperous community." Thank you again for your continued support.

Sincerely,

A handwritten signature in black ink that reads "Vicki Schwab".

Vicki Schwab,  
Executive Director, Delta County Economic Development Alliance



## **2015 Plan of Work**

---

**Function:** To lead the promotion of economic development of Delta County through the retention, expansion, and attraction of business and industry.

### **1. Connect with area businesses and prospects.**

- Serve as primary and initial contact in Delta County for economic development. Respond to inquiries promptly and professionally.
- Actively assist new business incubation along with retention and expansion of business and industry. Provide relevant information about Delta County, available sites, financial resources, etc. Arrange meetings, tours, and site visits as appropriate. Make referrals to SBDC, Michigan Works!, PTAC, MEDC, DDA's, EDC's and other partners.
- Make weekly site visits to Delta County businesses to assess business needs and opportunities for growth. Focus on industry, large employers, and start-ups. Team up with local officials, Michigan Works!, MEDC, etc. Keep records of visits and compile information in an appropriate database.

### **2. Inventory of assets and resources.**

- Publish up-to-date Delta County statistics for prospects and inquiries: demographics, utilities, tax structures, wages, etc.
- Publish an inventory of community assets and infrastructure.
- Publish an inventory of financing options and incentives available for start-ups and existing businesses.
- Compile an informational packet of resources for start-up businesses.
- Compile an inventory of available commercial properties.

### **3. Marketing, promotion, and public relations.**

- Create a marketing plan for Delta County, focused on business expansion and attraction including but not limited to:
  - Continual Website maintenance, update and linkage
  - Social media outreach (Facebook, Blogs, Linked in, etc.)
  - Take advantage of internet search engines like Google Adwords
  - Promotional packet to target Delta County alumni who wish to return and start a business (All class reunions, referrals from family and friends).
  - Attendance at appropriate trade shows or business events.
- Market commercial real estate and/or incentives to prospects nationally through Zoom Prospector (currently free).
- Leverage joint Commerce Center advertising and promotional opportunities.
- Delta County Business and Industry promotion including regional and national publications.
- Participation in Commerce Center Professional Development and Tourism Conference.
- Be visible in the community by speaking, newspaper and Communicator columns, press releases, social functions, etc.

### **4. Education, training, and workforce development.**

- Encourage and support workforce training options, loans, grants, and business assistance programs.
- Identify and conduct educational activities and programs that support entrepreneurs and growing businesses.
- Continued partnership and collaboration with community workforce development agencies to identify needs and gaps including Michigan Works!, Bay College, M-TEC, Delta Schoolcraft ISD, and other workforce development programs and agencies.

**5. Assume a leadership role for community in economic development.**

- Act as a liaison between the EDA and the public and private sectors, including federal, State of Michigan, Upper Peninsula, and Delta County cities (including it's Downtown Development Authority's and Economic Development Corporation's), villages, and townships through phone calls, visits, meeting attendance, information sharing, etc.
- Work with existing and future industrial areas within Delta County to understand existing infrastructure, expansion opportunities, and promote them to current and potential businesses. (An example would be "a champion" for the Next Michigan Development Superior Trade Zone District with Delta and Marquette Counties and their respective Cities and townships).
- Participate in general planning sessions related to economic development activities of the community (quality of life, cost of living, environment, local utilities and amenities, policy, resource allocation).
- Identify and address infrastructure or other issues that might hinder development: (energy, high speed internet access, utilities, zoning, etc.) An example would be Connect MI and the Merit Reach-3MC project.
- Compile research and educate the EDA board and other stakeholders on trends and issues relevant to economic development, taking care to remain neutral and non-partisan.
- Facilitate quarterly CEO Manufacturing Roundtable.
- Facilitate Delta County Hannahville Collaborative Task Force.
- Represent Delta County at local, regional, state, and national meetings and conferences relevant to economic development.
- Pursue professional development and networking opportunities through membership in, UPEDA, MEDA, and other appropriate organizations.

**6. Demonstrate return on investment for community stakeholders.**

- Publish an annual Service Summary detailing return on investment to the community including such metrics as:
  - Number of new business start ups.
  - Number of jobs created.
  - Number of jobs retained.
  - Amount of capital formation.
  - Economic impact of job placements.

BUDGETARY MOTIONS

Bb

XIB 6.

- A. Authorize the Administrator to transfer budget line items in order to balance the budget within the guidelines as adopted or to comply with State and Federal statutes.
- B. Authorize the Administrator to handle other year end and housekeeping items.
- C. Authorize the Administrator to update the County's Chart of accounts to comply with the State of Michigan's Uniform Chart of accounts.
- D. Motion to approve the budget amendments as presented and authorize the Administrator to make any additional amendments to conform with the Uniform Budgeting Act.
- E. Motion to adopt the 2015-16 Budget as amended to reflect the Board actions taken at the 9-15-15 Board meeting.
- F. Adoption of the 2015-16 General Budget Resolution as presented with amendments to reflect Board action taken at the 9-15-15 meeting.
- G. Adoption of the 2015-16 Budget Resolution as presented with amendments to reflect Board action taken at the 9-15-15 meeting.
- H. Adoption of the 2015-16 Purchase Order Policy as presented.
- I. Human Services Agency Resolution
- J. Road Commission Resolution
- K. Remonumentation Peer Group Per Diem and Mileage Expenses.

9-15-15

GENERAL RESOLUTION

B6F

In accordance with the Budget Planning Committee recommendation:

WE RESOLVE that there be levied and assessed upon the taxable properties, both real and personal, in the several cities and townships of Delta County for the year 2015-16 the sum of \$6,070,919 for General County Purposes.

WE FURTHER RESOLVE that the Director of Administration and Finance be hereby authorized to transfer any remaining unspent budget balance in any fund, as of September 30, 2015, to the credit of the General Fund.

WE FURTHER RESOLVE that the County Board of Commissioners shall receive per diem at the rate of \$20.00 per meeting for up to 3 hours, \$35.00 per meeting for 3 to 6 hours and \$50.00 for any meeting over 6 hours. However, in no instance shall more than \$50.00 per diem be paid per day regardless of the number of meetings.

The number of meets qualifying for per diem compensation, held in Michigan's Upper Peninsula, shall be unlimited. However, meetings qualifying for per diem compensation, held at locations not in Michigan's Upper Peninsula, shall be limited and shall not exceed twelve (12) days per year.

Mileage reimbursement for necessary travel shall be at the Board approved rate, which shall be at the Internal Revenue Service approved rate for the rate set for state officers as determined by the State Officers Compensation Commission, whichever, is less.

WE FURTHER RESOLVE that the County Plat Board members shall receive per diem at the rate of \$20.00 per meeting for up to 3 hours, \$35.00 per meeting for 3 to 6 hours and \$50.00 for any meeting over 6 hours, plus necessary travel at the Board approved rate, which shall be the State approved rate or the IRS approved rate whichever is less. Further, in no instance shall more than \$50.00 per diem be paid per day regardless of the number of meetings.

WE FURTHER RESOLVE that the Jury Commission members shall receive per diem at the rate of \$20.00 per meeting for up to 3 hours, \$35.00 per meeting for 3 to 6 hours and \$50.00 for any meeting over 6 hours, plus necessary travel at the Board approved rate, which shall be the State approved rate or the IRS approved rate whichever is less. Further, in no instance shall more than \$50.00 per diem be paid per day regardless of the number of meetings.

WE FURTHER RESOLVE that the Delta County Board of Canvassers shall receive per diem at the rate of \$20.00 per meeting for up to 3 hours, \$35.00 per meeting for 3 to 6 hours and \$50.00 for

any meeting over 6 hours, plus necessary travel at the Board approved rate, which shall be the State approved rate or the IRS approved rate whichever is less. Further, in no instance shall more than \$50.00 per diem be paid per day regardless of the number of meetings.

WE FURTHER RESOLVE that the County Board of Commissioners be authorized to call in lay help and that such persons may be authorized by action of the Board as provided by law to receive the same rate of per diem and the necessary travel compensation per meeting as members of the Board of Commissioners, such expenditure to be charged to the County Board of Commissioner's budget appropriation.

WE FURTHER RESOLVE that meals for prisoners in the County Jail shall be provided under the supervision of the Sheriff in accordance with the Board of Prisoners Budget Line Item and the Food Service Contract as adopted.

WE FURTHER RESOLVE that all County Departments must operate within these several sums, as set forth in the 2015-16 Delta County Budget as adopted September 15, 2015 and that no overdraft whatever will be permitted, except upon recommendation of the Finance Committee and approval of the Board. Expenditures must be so planned that the appropriations will suffice for the entire fiscal year. Travel vouchers must be presented monthly for payment and further all out-of-county travel, except for Mental Health, Health Department, and Social Services personnel must have prior approval by the County Board of Commissioners, the County Board's Finance Chairperson, or the Director of Administration and Finance with Board ratification. All appropriations, including the Delta-Menominee District Health Department and the Family Independence Agency, shall be made on a quarterly basis except by approval of the County Board and upon written request by the department head. All purchases must be accompanied by a purchase order, signed by the Administrator's Office in accordance with the attached Purchase Order Policy, unless otherwise authorized by the Finance Committee or its Chairperson.

IN ORDER TO MAINTAIN A BALANCED BUDGET without additional reduction in personnel all County departments are to observe the following policies as approved by the Board of Commissioners for the 2015-16 budget year:

1. No increase in staff without prior Board approval.
2. No replacement hires without prior Board approval.
3. Vacation relief expenditures, if any, must receive prior Board approval unless they fall within the scope of authority delegated to the County Administrator.
4. Postage, duplication, and telephone expenses are to be kept to a minimum.

WE FURTHER RESOLVE that the Jury fees per diem payment remain the same as is but that mileage be allowed at the Board approved rate, which shall be the State approved rate or the IRS approved rate whichever is less.

WE FURTHER RESOLVE that the proposed Budget Resolution attached be adopted for the 2015-16 Budget.

WE FURTHER RESOLVE that the annual salaries for the Elected Officials and Non Contract employees be set in the attached Pay Schedule.

9-15-15

County Treasurer  
County Clerk and Register of Deeds  
Sheriff  
Undersheriff  
Prosecutor  
Chief Prosecutor  
Assistant Prosecutor  
Friend of the Court  
FOC Staff Attorney  
District Court Administrator  
District Court Magistrate  
Probate Court Register  
Probate Court Juvenile Agent  
Veterans Officer  
Building and Zoning Administrator  
Equalization Director  
Information Technician  
Assistant Airport Manager  
Director of Maintenance and Housekeeping  
Administrative Assistant/Board Secretary

B6G

BUDGET RESOLUTION

1. WHEREAS, the County Board has recognized the following as departments (cost centers) of the County's General Fund.

2. WHEREAS, the County Board does not wish to change by this resolution the salaries of union and non-union positions as presently set by Board action and union contracts.

3. WHEREAS, the Board does not wish to change by adoption of this resolution its present policy regarding staffing levels.

4. WHEREAS, it is not the intent of the Board to change its present policy in regard to vacation relief help, if any, by adopting this resolution.

5. WHEREAS, the County Board recognized the County Director of Administration and Finance Officer as Chief Administrative Officer.

6. WHEREAS, the County Board recognized the need of the following duly elected and appointed supervisors to properly administer their statutory duties as supervisory personnel of the County to wit:

Circuit Court Judge  
District Court Judge  
Probate Court Judge  
County Clerk  
County Treasurer  
Sheriff  
Prosecutor  
Drain Commissioner  
County Surveyor  
Director of Administration and Finance  
Equalization Director  
MSU Extension Director  
Veteran's Officer  
Airport/Parks Manager  
Medical Examiner  
Zoning/Building Administrator  
Medical Director  
Director of Maintenance and Custodians

7. WHEREAS, it is the responsibility of the County Board to fund necessary statutory obligations.

8. WHEREAS, it is the County's intent by adopting this resolution to comply with Public Act 621 of 1978.

9. WHEREAS, the County Board does not wish to change by adopting this resolution, its policy regarding out-of-county travel.

10. WHEREAS, the County Board does not wish to change by adopting this resolution, its policy regarding equipment purchases.

11. WHEREAS, the County Board does not wish to change by adopting this resolution, its present fringe benefit program.
12. WHEREAS, the County Board does not wish to change by adopting this resolution, its policy regarding dues.
13. WHEREAS, the County Board does not wish to change by adopting this resolution, its policy regarding copy costs.
14. WHEREAS, the County Board does not wish to change by adopting this resolution, its policy regarding postage.
15. WHEREAS, the County Board does not wish to change by adopting this resolution, its policy regarding its present line item reporting of expenditures and revenues in relation to a line item budget used as a supporting or supplemental document.
16. WHEREAS, the County Administrator and/or Finance Committee will be granted authority to transfer amounts within and between departmental and/or contingency budgets in accordance with parameters as established by the Board as follows: "No more than \$5,000 or 10% of the department budget whichever is less."
17. WHEREAS, the Board wishes to mandate accountability with respect to the County Administrator's and/or the Finance Committee's actions by requiring that they make a written presentation of transfers made or approved by them between meetings of the Board.
18. WHEREAS, the Board does not wish to change its policy regarding physicals for new hires.

NOW, THEREFORE, BE IT RESOLVED, that the County establish a departmental budget for the General Fund in accordance with Public Act 621 of 1978. This adopted budget, as supplemented by a detailed line item budget, is to be adhered to by the County's elected or appointed supervisors. Further, the Board's current position relative to salaries, staffing, out-of-county travel, vacation relief, if any, equipment, fringes, dues, postage, copy cost items, and physicals is not altered by this resolution. And further, that the County Director of Administration and Finance, acting as Chief Administrative Officer, and/or the Finance Committee, be allowed to make transfers within and between departmental and/or contingency budgets in accordance with parameters as established by the Board as follows: "No more than \$5,000 or 10% of the department budget whichever is less."

We further resolve that the General Appropriations Act encompass the attached budgets for the other funds specified and that the budgetary authority for said funds shall be consistent with the State Statute based on the total amount specified by fund.

PURCHASE ORDER POLICY

Ble H

In reviewing the purchase order system, the following concerns have surfaced:

1. Invoice dates preceding P.O. dates (confirming P.O.'s).
2. The purchase of materials or services in an emergency situation.

This office recognizes that no matter what system is devised, there are going to exist circumstances which will necessitate that some allowances be made. However, as a general rule, the following is suggested as a method of addressing the above concerns:

Concern #1. That small purchases be allowed within the budget from specific vendors in amounts not to exceed \$500. Amounts over \$500 will require that a purchase order be obtained IN ADVANCE OF PURCHASE.

Concern #2. That in the event of an emergency wherein the cost of the materials or services exceeds \$500, the employee's supervisor may simply note the term "Emergency Purchase" on the confirming P.O. Request Form and indicate on the P.O. "Emergency Purchase".

It is hoped that in pursuing the concerns in this manner, the integrity of the system can be restored and maintained.

It is believed that penalties should be prescribed for those that abuse the system which are consistent with the nature of the offense. Presumably such penalties would be set by the Board in cooperation with the Judges, since this system also involves the Court.

PURCHASE ORDER POLICY CONTINUED

The following procedures are to be followed:

1. Purchase orders are not required to be given to the vendor if less than \$500.00 is purchased on any one day.

2. Invoices over \$500.00 are not payable unless accompanied by a purchase order and approved by the Delta County Administration Office.

3. When purchasing from a vendor, a purchase order request form is to be completed by the department and returned to the Administration Office. The request forms are available in the Administration Office. Copy Attached.

4. After completion by the Administration Office, the purchase order will be returned to the originating department. The original copy of the purchase order must be attached to the voucher when the bill is submitted for payment. The file copy is to be kept for department records.

Cooperation from each department will be expected for the purchase order system to be in compliance with generally accepted accounting principles.

9-15-15

PURCHASE ORDER REQUEST FORM

**COUNTY OF DELTA**

310 Ludington Street  
ESCANABA, MICHIGAN 49829

REQUEST NO: \_\_\_\_\_ (INSERTED BY ADMINISTRATION OFFICE)

NAME  <u>ADDRESS</u> TO:	INCLUDE VENDOR  <u>AND COMPLETE</u>	SHIP TO:
-----------------------------------	---	----------

DEPARTMENT NO: \_\_\_\_\_ LINE ITEM NO: \_\_\_\_\_ DATE: \_\_\_\_\_

<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>UNIT</u> EA, BOX, DOZ, ETC.	<u>DESCRIPTION</u>	<u>ITEM</u>	<u>PART NUMBER</u>

PURCHASE ORDERS ARE NOT REQUIRED TO BE GIVEN TO THE VENDOR IS LESS THAN \$500.00 IS PURCHASED ON ANY ONE DAY.

MAIL VENDOR COPY: \_\_\_\_\_

INVOICES OVER \$500.00 ARE NOT PAYABLE UNLESS ACCOMPANIED BY PURCHASE ORDER AND APPROVED BY THE DELTA COUNTY ADMINISTRATION OFFICE.

RETURN VENDOR COPY: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

REQUESTS SUBMITTED TO THE ADMINISTRATION OFFICE.

HUMAN SERVICES AGENCY BOARD RESOLUTION

B6 I

RESOLVED, THAT WHEREAS, Act 380 of the Public Act of 1939, as amended provides that the County Board of Commissioners shall fix the salary of the members of the County Human Services Agency Board.

THEREFORE, BE IT RESOLVED, that the members and advisory members of the Delta County Human Services Agency Board shall receive the same rate per diem as members of the General Resolution for a maximum of twenty-four (24) meetings per annum, plus their necessary travel expenses.

9-15-15

B6J

ROAD COMMISSION RESOLUTION

WE RESOLVE that the per diem of the County Road Commissioners be fixed at the same rate as that of the Delta County Board of Commissioners, plus necessary mileage at the Board approved rate, which shall be the State approved rate or the IRS approved rate whichever is less.

WE FURTHER RESOLVE that the per diem of the members of the County Board of Commissioners shall be paid as follows: One full meeting of assignment or any meeting or assignment for 0 to 3 hours, \$20.00; 3 to 6 hours \$35.00; and over 6 hours, \$50.00 per day and the rate of mileage shall be at the Board approved rate, which shall be the State approved rate. Further, in no instance shall more than \$50.00 be paid per day excluding approved travel expenses including mileage regardless of number of meetings.

WE FURTHER RESOLVE that the salary of the County Board of Road Commissioners be set between \$0.00 and/or up to \$350.00 per month as determined by official motion of the County Board of Road Commissioners at a regular Road Commission meeting specifying salary amount, which will be based upon the County Board of Road Commissioners determination of Road Commission's financial condition to support the stated salary.

WE FURTHER RESOLVE that the County Board of Road Commissioners be allowed optional medical insurance coverage under the Road Commission Group Policy. The total of the medical premium 100%, is to be paid by the individual members. All insurance coverage must follow applicable COBRA Law.

Adopted: 9-15-15

Bbk

REMONUMENTATION PEER GROUP  
PER DIEM AND MILEAGE EXPENSES

Approve the continuation of the Remonumentation Peer Group per diem and mileage expenses at the State approved rate.

9-15-15

B7

Date: July 28, 2015  
Agreement No.: 2012-0071  
Authorization No.: P5  
Project No.: 128224  
Agenda: MA

**PROJECT AUTHORIZATION  
DELTA COUNTY BOARD OF COMMISSIONERS  
FY 2016 SPECIALIZED SERVICES  
OPERATING ASSISTANCE PROGRAM**

This information is required by the Michigan Department of Transportation (MDOT) in order to record agreement of utilization of funds. The funds provided shall be used by the AGENCY in accordance with the above referenced Master Agreement.

Authorization Effective Date: October 1, 2015  
Authorization Expiration Date: September 30, 2016

The AGENCY shall enter into contracts with all parties listed in this Project Authorization. An executed copy of these third party contracts must be submitted to the DEPARTMENT.

In accordance with Section 7 of the Agreement, the dollar amount for third party contracts as identified in COMMISSION policy is \$25,000. All agencies that are not self-certified must submit third party contracts over \$25,000 to the DEPARTMENT for approval before payments will be processed. Please refer to Section 7 of the Agreement for competitive bidding requirements.

The AGENCY agrees to prepare and furnish to the DEPARTMENT quarterly operating assistance reports via the Public Transportation Management System (PTMS). Said reports are due within forty (40) days after the end of each fiscal year quarter. Instructions for preparing the report are available in the "Specialized Services Manual." The manual is available on the web at [www.michigan.gov/mdotptd](http://www.michigan.gov/mdotptd) by locating the resources box on the home page and opening the item listed "Audit/Accounting Information."

<b><u>Agency/Subrecipient</u></b>	<b><u>Funding Rate</u></b>	<b><u>Maximum Funding</u></b>
Menominee/Delta/Schoolcraft Community Action Agency (898)	\$1.20/mile	\$44,290

**Funding source:**  
2016/7526 \$44,290 (S)

PRF No.: 2015-543

**DELTA COUNTY BOARD OF COMMISSIONERS**

**Reviewed**  
*W*  
**Contract Adm**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title:

**MICHIGAN DEPARTMENT OF TRANSPORTATION**

\_\_\_\_\_  
Title: Department Director

To: County Commissioners

September 11, 2015

B10

**Agenda Item 10: Register of Deeds Automation Fund**

Attached is a letter from Nancy Kolich explaining the history of the Register of Deeds Automation Fund and how it may be used. The letter also includes a recommendation to continue the “backloading project” which previously digitized Register of Deeds records from 1974 onward. The recommendation suggests continuing the project until all records are digitized.

I am in support of Nancy Kolich’s recommendation with one exception. Rather than authorizing five hours per week for the Chief Deputy Register of Deeds, I am recommending four hours be authorized. Limiting the coverage to four hours per week allows for no retirement impact to the General Fund, whereas five hours for multiple years would add minor long-term retirement costs that the General Fund would be accountable for. The costs are not significant, likely in the neighborhood of \$900 per year over the life of the retired employee. However the project is not time-sensitive, making the additional hour unnecessary from the County’s standpoint.

Thanks,  
Ryan Bergman  
Director of Administration and Finance

*County of Delta*  
Nancy J. Kolich  
Register of Deeds  
310 Ludington Street Suite 104  
Escanaba, MI 49829

B10

Rob Buchler, Chief Deputy  
Connie Friets, Deputy Register

Phone 906-789-5116  
Fax 906-789-5196

September 10, 2015

Honorable Members of the Delta County Board of Commissioners  
310 Ludington Street  
Escanaba, Michigan 49829

Dear Commissioners:

In 2005, the State Legislature established a Register of Deeds Automation Fund to be used at the sole discretion of the Register of Deeds in each county to implement technology to increase public access to County Register of Deeds records. There is a \$5 fee that the public pays for each document that is recorded in the Deeds office that goes into the fund. The amount collected in Delta County is over \$40,000 per year. I have used these funds to implement new computer software that allows for computer indexing and scanning of documents, to purchase computer hardware and a copy machine for the Deeds office, as well as for training.

All the documents recorded in the Deeds office prior to 2005 are paper documents. To search for these documents, the customer (employee, abstractor, attorney, etc.) must first search the computer index which covers 1989 to the present, then search backwards in the Grantor and Grantee books to search for the names of the property owners/buyers, to find the liber and page of the document, pull the liber, then pull the document out of the liber and make a copy. For several years, I had an ongoing project where the Deeds employees were scanning and backloading the documents into the computer. The 35 hour employees were allowed up to 5 hours per week to backload with all costs – wages and retirement being paid by the automation fund. We are currently backloaded to 1974, but our records go back to 1862.

The Board stopped the project last fall stating that it was going to increase Rob's retirement, and that we had a copy machine and software to pay for. Well, the new copy machine and software have been paid for. As far as Rob's retirement, it is based on his best 3 years of pay. He already surpassed the 3 years of increased pay from this project, so his retirement is not going to increase by continuing the project. The Automation Fund had been charged the cost of any additional benefits and will continue to cover those costs.

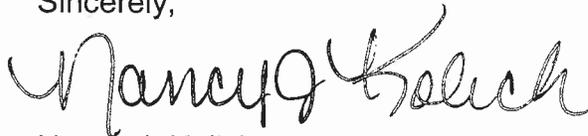
I am requesting that the project be continued, as it is the only way to increase the public access to the documents recorded in the Deeds office, which is the exact purpose of the Automation Fund. In the near future, we will be offering online access to those records (with the capability of collecting fees for any copies that are made.) Online access only works for those documents that are scanned into the computer.

At this time, I will be scheduling the Chief Deputy to work an additional 5 hours per week, from 7:00 to 8:00 a.m., effective October 1, 2015. The wages and benefits for this project will be paid from the Automation Fund, and will not require any funds from the general fund.

I will review this project quarterly to assure that we are making good progress and that the funds are adequate to cover the costs. The current balance in the ROD Automation Fund is **\$56,994**. The cost of the backloading project for the next 12 months is \$6,800, including benefits, for the Chief Deputy and \$6,200 for the Deputy. The total cost will be a maximum of \$13,000 for the year, if both deputies participate. The Automation Fund has revenues of about \$40,000 per year in addition to the current balance.

Thank you for your consideration in this matter.

Sincerely,

A handwritten signature in black ink that reads "Nancy J. Kolich". The signature is written in a cursive style with a large, stylized "N" and "K".

Nancy J. Kolich  
Delta County Clerk and Register of Deeds

cc: Ryan Bergman  
County Administrator