

TENTATIVE AGENDA

DELTA COUNTY BOARD OF COMMISSIONERS

October 6, 2015

5:15 p.m.

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

SPECIAL ORDERS OF BUSINESS:

- V. APPROVAL OF MINUTES OF PREVIOUS MEETINGS
 - County Board minutes: 9-15-15
 - 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)
 - PUBLIC HEARING ON THE PROPOSED 2015-2016 BUDGET**
- X. **COMMITTEE REPORTS**
 - 1. Administrator' Report
 - 2. Finance minutes of 9-17-15
 - 3. Building and Grounds minutes of 10-2-15

XI. GENERAL ORDERS OF BUSINESS

A. UNFINISHED BUSINESS

1. Jail

B. NEW BUSINESS

1. **Payment of Bills**
2. **Wind Turbines**

XII. GENERAL PUBLIC COMMENT

XIII. COMMISSIONER'S COMMENTS

XIV. MEETING SCHEDULE

- A. Statutory Board of Commissioners Meeting on 10-13-15 at 5:15 p.m. in the Service Center Boardroom.
- B. Building and Grounds Meeting on 10-14-15 at 1:00 p.m. in Courthouse room 222.
- C. Board of Commissioners Meeting on 10-20-15 at 5:15 p.m. in the Service Center Boardroom.
- D. Board of Commissioners Meeting on 11-3-15 at 5:15 p.m. in the Service Center Boardroom.

XV. NOTICES

30 day notice of Appointments

XVI. ADJOURNMENT

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

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

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

The Honorable Members of the Delta
County Board of Commissioners

Dear Commissioners:

A regular meeting of the Delta County Board of Commissioners is scheduled for
Tuesday, October 6, 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 15, 2015**

Escanaba, Michigan

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

September 10, 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 15, 2015, at 5:15 p.m. in the Boardroom of the Delta County Service Center.

Sincerely yours,
Nancy J. Kolich
Delta County Clerk

ROLL CALL

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

EXCUSED: None.

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

V. APPROVAL OF MINUTES OF PREVIOUS MEETING

Moved by Commissioner Moyle and seconded by Commissioner Johnson to approve the minutes of the September 1, 2015 meeting. MOTION CARRIED.

VI. APPROVAL OF AGENDA

Moved by Commissioner Moyle and seconded by Commissioner Rivard to approve the agenda as presented. MOTION CARRIED.

VII. PRESENTATION OF WRITTEN COMMUNICATIONS

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

Proposed

VIII. REPORTS OF STANDING AND STATUTORY SPECIAL COMMITTEES AND OTHERS

VIII. PUBLIC COMMENT ON AGENDA ITEMS

Marlene Winter Johnson, Garden Township, addressed the Board with her concerns regarding the Garden Wind Turbines. She requested a moratorium on any new turbines until the amended ordinance has been adopted and that the County adopt the Schoolcraft County Wind Turbine Ordinance.

Fred Bates, Garden Township, addressed the Board with his concerns regarding the Garden wind turbines.

Tanna Lexin, Garden Township, addressed the Board with her concerns regarding the Garden wind turbines, in support of Heritage Wind Farms.

Tyler Lucas, Garden Township, addressed the Board with his concerns regarding the Wind Turbines, in support of the wind turbines.

X. COMMITTEE REPORTS:

1. Administrator's Report.

The Administrator gave an update on the Verso Tax Tribunal Appeal - a settlement was reached with the cost to the County of \$120,000 and \$44,000 annually.

2. Building and Grounds minutes of 9-2-15.

Moved by Commissioner Rivard and seconded by Commissioner Moyle to receive the Building and Grounds minutes of 9-2-15 and place on file. MOTION CARRIED.

3. Personnel minutes of 9-3-15.

2. New Hire Background Check and New Hire Policy.

Moved by Commissioner Rivard and seconded by Commissioner Moyle to update the New Hire Background Check, the New Hire Policy, as presented, and that the Board would receive the name of a new hire prior to being hired. MOTION CARRIED.

3. Travel Policy.

Moved by Commissioner Johnson and seconded by Commissioner Harrington to adopt the Travel Policy, as presented. MOTION CARRIED.

4. Airport Operations Specialist Position Requirements.

Moved by Commissioner Johnson and seconded by Commissioner Malnar to approve the updated Airport Operations

Proposed

Specialist Position requirements removing the Fire Training requirements, as presented. MOTION CARRIED.

Moved by Commissioner Rivard and seconded by Commissioner Malnar to receive the Personnel minutes of 9-3-15 and place on file. MOTION CARRIED.

X. GENERAL ORDERS OF BUSINESS

A. UNFINISHED BUSINESS

1. Jail.

B. NEW BUSINESS

1. Payment of Bills.

Moved by Commissioner Moyle and seconded by Commissioner Rivard to approve payment of the bills in the amount of \$209,214.15 and Commissioners expenses of \$951.34. MOTION CARRIED.

2. Hannahville 2% Grant - Hope at the Inn Homeless Shelter.

Moved by Commissioner Rivard and seconded by Commissioner Moyle to authorize the Board Chair to sign the Hannahville 2% Grant application for \$10,000 for Hope at the Inn Homeless Shelter. MOTION CARRIED.

3. Northwoods Rail Transit.

Moved by Commissioner Rivard and seconded by Commissioner Malnar to join the Northwoods Rail Transit Authority and pay the associated fee of \$100 annually. Moved by Commissioner Moyle and seconded by Commissioner Malnar that Commissioner Rivard, Peter Van Steen, CUPPAD, and Administrator Bergman, ex officio, be appointed to the Committee. MOTION CARRIED.

4. Community Corrections.

Moved by Commissioner Rivard and seconded by Commissioner Moyle to fund the Community Corrections Program up to \$35,000 for one year, as recommended by the Administrator. MOTION CARRIED.

5. Recommended Budget Adjustments.

a. Swamp Tax Revenue.

The Swamp Tax Revenue has increase by \$32,107 for 2015-16 General Fund Revenue.

Proposed

b. EDA Support.

Moved by Commissioner Moyle and seconded by Commissioner Johnson to increase from \$15,000 to \$20,000 to match the City of Escanaba.

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

MOTION CARRIED.

c. Work Release Program.

Moved by Commissioner Malnar and seconded by Commissioner Moyle to approve \$27,107 to the Community Corrections Program for one year. MOTION CARRIED.

6. Budgetary Motions.

A. Moved by Commissioner Moyle and seconded by Commissioner Rivard to authorize the Administrator to transfer budget line items in order to balance budget within guidelines as adopted or to comply with State & Federal Statutes. MOTION CARRIED.

B. Moved by Commissioner Moyle and seconded by Commissioner Rivard to authorize Administrator to handle other year end and housekeeping items. MOTION CARRIED.

C. Moved by Commissioner Moyle and seconded by Commissioner Rivard to authorize the Administrator to update the County's Chart of Accounts to comply with the State of Michigan's Uniform Chart of Accounts. MOTION CARRIED.

D. Moved by Commissioner Moyle and seconded by Commissioner Rivard to approve the budget amendments to make any additional amendments to conform with the Uniform Budgeting Act. MOTION CARRIED.

E. Moved by Commissioner Moyle and seconded by Commissioner Rivard to adopt the 2015-16 Budget, amending the Budget to increase the EDA funding to \$20,000 and Community Corrections funding by 27,107, to reflect the Board actions taken at the 9-15-15 Board meeting.

F. Moved by Commissioner Moyle and seconded by Commissioner Rivard to adopt the 2015-16 General Budget

Proposed

Resolutions, as presented, with amendments to reflect Board action taken at the 9-15-15 meeting. MOTION CARRIED.

G. Moved by Commissioner Moyle and seconded by Commissioner Rivard to adopt the 2015-16 Budget Resolution, as presented, with amendments to reflect Board action taken at the 9-15-15 meeting. MOTION CARRIED.

H. Moved by Commissioner Moyle and seconded by Commissioner Rivard to adopt the 2015-16 Purchase Order Policy as presented. MOTION CARRIED.

I. Moved by Commissioner Moyle and seconded by Commissioner Rivard to accept the Human Services Agency Resolution. MOTION CARRIED.

J. Moved by Commissioner Moyle and seconded by Commissioner Rivard to accept the Road Commission Resolution. MOTION CARRIED.

K. Moved by Commissioner Moyle and seconded by Commissioner Rivard to accept the Remonumentation Peer Group Per Diem and Mileage Resolution. MOTION CARRIED.

7. FY 2016 Specialized Services/CAA.

Moved by Commissioner Rivard and seconded by Commissioner Moyle to authorize the Community Action Agency to apply for State funding. MOTION CARRIED. Moved by Commissioner Harrington and seconded by Commissioner Rivard to send a letter to William Dubord thanking him for his years of service to the Community Action Agency. MOTION CARRIED.

8. Fair Board Authority Ambulance Presence.

Moved by Commissioner Moyle and seconded by Commissioner Rivard to authorize the Administrator to send a letter encouraging the Fair Board Authority to mandate an ambulance presence at Fairground events paid by the promoter. MOTION CARRIED.

9. Support for Law Enforcement Officers.

Moved by Commissioner Moyle and seconded by Commissioner Rivard to send a Resolution in Support of Law Enforcement Officers to Washington, DC, the Governor, and the State House and Senate.

ROLL CALL

JOHNSON

YES

Proposed

MALNAR	YES
MOYLE	YES
RIVARD	YES
HARRINGTON	YES

MOTION CARRIED.

10. Register of Deeds Backloading Project.

Moved by Commissioner Harrington and seconded by Commissioner Rivard to approve up to 4 hours per week per employee for the backloading project, effective immediately. MOTION CARRIED.

11. Wind Turbine Work Plan and Timeline.

Schedule the October 6 meeting to address the Wind Turbine issue. Dan Menacher and members of the Planning Commission will be notified.

XII. PUBLIC COMMENT

Brenda Lester, Garden Township Clerk, addressed the Board with her concerns regarding the Garden Wind Turbines.

Janet Feenstra Daasch, Garden Township Trustee, addressed the Board with her concerns regarding the Garden Wind Turbines. Thanked the deputy that is present at the Garden Township meetings.

Laura Lucas, Garden Township, addressed the Board with her concerns regarding the Garden Wind Turbines.

XIII. COMMISSIONERS CONCERNS

Commissioner Johnson: Thanked Ryan for his work on the budget. Thanked the churches and volunteers that support Hope at the Inn. Thanked Commissioner Moyle for coming up with the Resolution.

Commissioner Malnar: Thanked Commissioner Moyle for coming up with the Resolution.

Commissioner Moyle: Thanked law enforcement. Thanked the Board for their support on his resolutions.

Commissioner Rivard: Big Box issue not going away. Escanaba River bridge torn down. County property on both sides of bridge. Property owners are requesting the property. Appreciates Mr. Bergman's leadership.

Proposed

Commissioner Harrington: Mr. Bergman is doing an excellent job. Big relief that the Escanaba bridge will not be closed during construction.

XIV. MEETING SCHEDULE

September 17 th	2:00 p.m.	Finance Committee meeting.
October 6 th	5:15 p.m.	Board meeting.
October 13 th	5:15 p.m.	Statutory Board meeting.
October 20 th	5:15 p.m.	Board meeting.

XV. NOTICES

30 day Notice of Appointments.

XVI. ADJOURNMENT

Moved by Commissioner Moyle and seconded by Commissioner Rivard to adjourn at 7:04 p.m.

Respectfully Submitted,

Nancy J. Kolich, County Clerk

Mary K. Harrington, Chair

Finance Committee Minutes
September 17, 2015

Members Present: Commissioner Patrick Johnson
Commissioner John Malnar
Administrator Ryan Bergman

ATTENDEES: Phil Strom, Prosecutor; Emily DeSalvo, District Court Administrator

The meeting began at 2:01 p.m.

V. New Business

1. **Procurement**

Administrator Bergman presented an updated Procurement Policy. The policy increases the limits for requiring quotes and a bid process to \$2,000 and \$10,000 from \$500 and \$5,000. This brings Delta County in line with Marquette County and will allow for stricter enforcement without significantly increasing the administrative burden on departments. The proposed policy also allows for the Board to require "Request for Qualifications" rather than "Request for Proposals" on professional services. After discussion, Commissioners Johnson and Malnar recommend the updated procurement policy.

2. **County Credit Cards**

Administrator Bergman asked for opinions and discussion from Commissioners on an expanded credit card policy. Currently, the Sheriff's Office and the IT Director are the only two entities with County Credit cards. Administrator Bergman proposed a policy where all county credit card holders would need to be approved by both the Finance Committee and the Board of Commissioners. District Court Administrator Emily DeSalvo explained how a credit card would be useful for their office as it relates to training and travel. Commissioners Johnson and Malnar recommended that the Administrator draw up a proposed policy for their review at a later date. No recommendations were made.

3. **Reclassification Request- Gartland**

The Finance Committee considered the reclassification request of Dianne Gartland in the Prosecutor's Office. The Personnel Committee recommended approval of the request based on significant additional duties undertaken by the employee. Prosecutor Strom requested that the Finance Committee approve the reclassification. The Finance Committee recommends approval of the reclassification request based on available funds.

4. **Committed Funds**

Administrator Bergman explained that there is a group of funds in the county's Certified Annual Financial Report (CAFR) that the County considers "committed." These funds were committed at different times over many years. Considering the funds committed is not necessary as there are no anticipated expenditures related to these funds. Removing the committed designation takes formal Board action. This action would provide no additional funds

to the county or have any true financial impact, but is a recommendation based on discussion with the County Auditor and will increase the County's unrestricted fund balance. After discussion, the Finance Committee recommends removing the "committed" designation on these funds.

The meeting adjourned at 2:40 p.m.

DELTA COUNTY
PURCHASING POLICIES AND PROCEDURES

SECTION ONE- AUTHORITY AND PURPOSE

1.1 Chief Fiscal Officer

The County Administrator will serve as Chief Fiscal Officer for Delta County. The Administrator is authorized to spend up to and including \$10,000 for all departments without obtaining prior approval, provided that all purchasing policies are followed.

The Administrator is authorized to dispose of any County asset less than \$500.00 in value by soliciting bids for purchase of the asset.

It is the responsibility of the Department Heads, Elected Officials, and Administrator to ensure that there are sufficient funds available in the appropriate activity to procure the goods and services.

In the absence of the Chief Fiscal Officer, one of the following in this order shall serve as Chief Fiscal Officer:

1. Finance Chairperson
2. Board Chairperson
3. County Treasurer

1.2 Scope of Authority

Michigan Law (Board of Supervisors Act, 156 P.A. 1851 as amended) MCLA 46.11(j) provides the County Board of Commissioners the statutory responsibility for all County budgetary decisions and gives the County Board of Commissioners authority to establish policies necessary for department directors and managers to carry out purchasing responsibilities. The policy applies to all County purchases made pursuant to the annual Delta County budget as adopted and amended.

1.3 Purpose

To obtain the necessary goods and services at the least cost for the effective and efficient operation of the County. Establish efficient, transparent, open, and competitive procedures and processes for the acquisition of supplies, services, and equipment at the lowest possible cost commensurate with quality needed, to exercise positive financial control over purchases, to clearly define authority for the purchasing function, and to assure the quality of purchases.

1.4 Effect and Administration

Those provisions shall take effect immediately upon formal adoption by the Delta County Board of Commissioners. The County Administrator is responsible for the administration of all purchasing policies

and procedures. Any exceptions to these policies and procedures shall be made by the Delta County Board of Commissioners.

1.5 Revision

The policies and procedures can be modified by a formal resolution of the Delta County Board of Commissioners.

SECTION TWO- PROCUREMENT PROCESS (Less Than \$10,000)

2.1 Department Head Authority

Department Heads and Elected Officials are authorized to spend up to and including \$2,000 within their department's budgetary constraints.

2.2 Administrator Authority

The Delta County Administrator shall process all payment requests. The Administrator will then prepare a bills payable report to the Committee of the Whole for approval. The Administrator is authorized to spend up to and including \$10,000 within budget constraints approved by the Board of Commissioners.

2.3 Procurement Process

Procurement of goods and services under \$2,000 shall be through obtained quotations from one or more suppliers, if available.

Procurement of goods and services over \$2,000 and less than \$10,000 shall be obtained as follows:

1. Complete a purchase order request form.
2. Provide written quotes from three vendors to be attached to the request form.
3. Turn in the completed form to the County Administrator who will issue a purchase order.

SECTION THREE- BID PROCESS (Over \$10,000)

3.1 Procurement Process

Procurement of goods and services over \$10,000 shall be accomplished using the bidding procedure described in this section.

- A. Notice Inviting Bids. Notices inviting bids shall distinctly describe the purchase, shall state where bid blanks and specifications may be secured, and state the time and place for the receiving and opening of sealed bids.
 1. Published Notice. Notices inviting bids shall be published a minimum of 14 calendar days before the date of opening the bids on Delta County's website. All registered bidders will be informed of an RFP.

2. Pre-bid meetings or other methods may occur to fairly assist bidders in becoming familiar with the request purchase., to efficiently and fairly assist bidders in becoming familiar with the requested purchase.

3.2 Bidder's Security

The County Administrator may require bids be accompanied by bidder's bond. In all cases, bidders shall be entitled to return of bid bond provided that a successful bidder shall forfeit the bid security upon refusal or failure to execute the contract within ten days after the notice of award of contract has been mailed, unless the County is responsible for the delay.

3.3 Bid Opening Procedure

Sealed bids shall be submitted as stated in the notice and shall be identified as bids on the envelope. Bids shall be opened in public, and bidders shall be informed of the time and place. Prior to the actual bid opening, it shall be announced that bids are closed and that no further bids will be accepted. A tabulation of all bids received shall be open for public inspection during regular business hours for a period of not less than 30 calendar days after the bid opening.

3.4 Rejection of Bids or No Bids Received

The County Administrator, or Board of Commissioners, may reject any and all bids presented and re-advertise for bids. If no bids are received, the Board of Commissioners may award the project or contract through negotiations with vendor or vendors.

3.5 Award Criteria

The Delta County Board of Commissioners shall award bids for purchase that exceed Ten Thousand Dollars (\$10,000). The Board reserves the right to reject any bid. Absent other factors, such as past performance, that should be considered in evaluating bids or proposals, the County Administrator shall recommend, and the Board of Commissioners shall make, purchases from the lowest responsive bidder. A responsive bidder is one that does not vary from specification and terms required. Purchases shall be made that obtain, on behalf of the taxpayer, the best overall value at the least cost.

3.6 Local Vendors

Purchases from Delta County vendors will be encouraged whenever possible. At the discretion of the Board of Commissioners and/or County Administrator, Delta County vendors may be given first consideration when their price meets or is within 5 percent of other bids and state contract prices, or the service provided in conjunction with the purchase merits buying the item locally (i.e service is more expedient or less expensive).

SECTION FOUR- PROFESSIONAL SERVICES

- 4 Professional Services. Professional service providers may be selected based on factors such as: cost; timeliness; past experience; evaluation of qualifications; and whether they are a Delta County business. The County will not be obligated to consider only cost when selecting professional services. Use of Professional Services will be evaluated and determined as follows:

Under \$10,000: Determined by the County Administrator, after Department Head recommendation.

Over \$10,000: Based on approval and selection by the full Board of Commissioners.

The Board of Commissioners reserves the right to require either a Request for Proposals or a Request for Qualifications when considering Professional Services in excess of \$10,000. All decisions on both RFP's and RFQ's will be made by the full board.

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otherwise eligible under the terms of this Agreement during their FMLA leave time. If an employee does not choose to substitute accrued paid leave, the Employer may, at its discretion, require the employee to substitute all or part of accrued paid leave for FMLA leave. While the parties understand and agree that the rights established by FMLA will not diminish any employee benefit programs or plans or paid leave provision dictated by terms of the Agreement, they also agree that any rights afforded by the FMLA will not be used to expand an employee's contractual rights and benefits, provided those rights and benefits meet or exceed the basic requirements of the FMLA.

A description of the provisions of the FMLA, as described by the U.S. Department of Labor, is attached to the Agreement as Appendix "F".

ARTICLE 24. UNION BULLETIN BOARD.

The Employer shall provide space on existing bulletin boards in the Employer's place of business which may be used by the Union for posting notices pertaining to Union business. Such notices shall be limited to elections, meetings and social affairs. Any other notices or information which the Union wishes to place on said bulletin boards must have the prior approval of the Employer.

ARTICLE 25. RATES FOR NEW JOBS.

(a) Rates for New Jobs. When a new job is created, the Employer will notify the Union of the job and rate structure prior to its becoming effective. In the event the Union does not agree that the rate is proper, it shall be subject to negotiations. If agreement cannot be reached within five (5) working days of the initial negotiations, the dispute shall be a proper subject for the grievance procedure.

If an existing job is vacated with any change in the job description, the employer will notify the Union of the rate structure prior to its becoming effective. If the Union does not agree that the rate is proper, it shall be subject to negotiations but not the grievance procedure.

(b) Claimed Realignment of Position. During the term of this agreement, if the Employer deems it necessary to change the job duties or requirements for a position to the extent the employee feels it constitutes a reclassification, the employee may make an application in writing (Appendix I) for such change to his/her supervisor. The employee's supervisor shall forward to the Personnel Committee of the Board such application, together with a detail written statement from

the employee's supervisor, within thirty (30) days of receipt. As a general rule, a significant change in job content duties and responsibilities must have occurred to justify any change. Increases in employee proficiency at the assigned tasks or heavier work loads, standing alone, will not normally be considered sufficient justification for favorable action. The request shall also be filed by the employee with the Union. Such request shall state, in writing along with any supporting data, to the Personnel Committee of the Board, whether or not it favors such reclassification. The Personnel Committee of the Board will review the supervisor's information and determine if the new job duties or requirement warrant a change in the job description, then the Personnel Committee of the Board will forward its recommendation to the Finance Committee for funding consideration. The Union shall state in writing to the County Board whether or not it favors such reclassification.

If all parties are in agreement that such reclassification is appropriate, the Finance Committee of the Board will forward its recommendation to the County Board for approval. If the County Board approves the reclassification within 90 calendar days of the initial date of submission, there will be no retroactive pay and the reclassification shall become effective the day after County Board approval. If the County Board approves the reclassification after 90 calendar days, then retroactive pay will go back to the initial date of submission. On the other hand, if either the Personnel Committee of the Board, the Finance Committee of the Board, the County Board or the Union does not feel that the reclassification is appropriate, then a special conference shall be held to discuss the proposed reclassification. The Personnel Committee or the Finance Committee of the Board may have the Director of Administration and Finance and an attorney present if they desire. The Union may have its business manager and an attorney present if it desires. The parties shall attempt to reach an amicable settlement on the requested reclassification. Such settlement may include an approval, rejection or modification of the requested change. If either the Union or the Personnel Committee of the Board shall not agree to the proposed settlement, such party shall notify the other within fifteen (15) working days of the decision to reject the request. At such point, either party can seek mediation of the reclassification request. The parties will attempt to reach some agreement on the request through the offices of the mediator. However, neither party shall be obligated to agree on a solution unacceptable to it during or after mediation. Mediation shall be the final step in the reclassification request procedure.

JESSICA E. PELTO
Chief Assistant Prosecutor

MICHAEL W. DOBY
Assistant Prosecutor

JEANA LACARTE
Legal Assistant

PHILIP L. STROM
PROSECUTING ATTORNEY
COUNTY OF DELTA
Suite 237 • Second Floor
310 Ludington Street
Escanaba, Michigan 49829
Phone (906) 789-5115 • Fax (906) 789-5149
Subpoena Line (906) 789-5185

CHRISTINE PEPIN
Office Manager

KAREN ALVORD
Victim Witness Coordinator

DIANNE GARTLAND
Intake Clerk



TO: Ryan Bergman – Delta County Administrator

FROM: Philip L Strom
Delta County Prosecutor

RE: **Personnel Committee Meeting**

DATE: September 1, 2015

Mr. Bergman:

I am unable to attend the personnel committee meeting on September 3rd at 9:00 am due to the recently scheduled preliminary examinations in District Court related to the Meth House case that originates across from Escanaba Public Safety. Please be aware that this request is ongoing and was essentially tabled during contract negotiations as it was included as an item of negotiations. Please also be reminded of my commitment to fiscal responsibility and the proof demonstrated by our recent ability to try cases with reduced costs to the county.

That said, I have requested that our Intake Clerk position be realigned from level 8 to level 10 due to new job duties. I wanted to summarize the new job duties associated with the Intake Clerk position. First, it is important to recognize three main factors that are the reasons our Intake Clerk has new job duties:

1. Elimination of Prosecutor's Office Manager (2011/12);
2. Emerging changes in evidence and trends in the practice of law;
3. Legislative mandates, most importantly new hearings for felony cases prior to preliminary examinations (2014/15).

The following is a summarized list of new job duties that are the responsibility of our intake clerk:

- Serving Defense attorneys with legal filings (Court ordered Discovery process and new duties caused by elimination of Office Manager);
- Preparing monthly case status reports for law enforcement (prior responsibility of Office Manager);
- Preparing felony cases for probable cause conferences (new court hearing mandated by legislature see MCL 766.4 effective May 2014);
- Obtaining lab reports from MI State Police laboratory (related to emerging evidence practices and new technology);
- Arranging travel accommodations for out-of-town witnesses (prior responsibility of Office Manager);
- Obtaining legal evidence to process extradition cases for out-of-state criminals (prior responsibility of Office Manager);
- Providing general backup in processing warrants, entering fingerprints, payment of bills, entry of DHS reports (necessity due to unfilled Office Manager);

These new duties have been summarized. The amount of new work that our intake clerk is responsible for is difficult to quantify. I would guess that at least 25% of her day is occupied by a new duty that has been listed in the above section. We have worked hard to identify specific new duties so this won't need to be addressed in the future. As I have discussed, the funding of the requested realignment (\$2,566.20 annual + benefits) should be covered in perpetuity by the \$4,597.00 in new grant dollars that is related to the Crime Victim Grant.

Please contact me prior to the meeting if you have any questions. Thanks for your continued support.



Philip L. Strom
Prosecuting Attorney
Delta County, Michigan

JOB DESCRIPTIONS

POSITION TITLE: **Prosecuting Attorney's Clerk**

GENERAL DUTIES:

Job duties include typing, filing and telephone duties which includes screening calls for Prosecutors. Work under direct supervision of Prosecuting Attorney and Office Manager. Often up against deadlines and ability to prioritize tasks is essential. Cross trained to perform duties for other clerical staff. Responsibility is substantial; failure to perform adequately can result in inconvenience to many people and/or dismissal of important criminal cases.

Handle questions from general public including referrals for issues which are not criminal. Responsible for monitoring visitors to the office and dealing with difficult people in a professional and peace promoting manner. Must have working knowledge of computer system and basic understanding of case tracking system. Enter all warrant requests and disperse to prosecutors for review and authorization. Open all files. Gather all files for arraignments (done weekly). Type the list of plea offers and deliver to District Court. Change the state identification numbers in the computer for defendants. Type and file appearances and waivers in divorce cases. Run and distribute master schedule for the week. Open mail and route correspondence to prosecutors and secretaries. Gather and post all mail at end of day.

Work closely with District Court staff for scheduling of all preliminary examinations. Responsible for preparing cases for prelims which includes subpoenaing witnesses, securing certified copies of past convictions for repeat offenders and insuring witness appearances for hearings. Prepare Writ of Habeas Corpus to secure attendance of incarcerated defendants and witnesses where necessary. As backup Circuit Court Clerk Victim/Witness Coordinator, responsible for coordination with Circuit Court regarding hearings and calendar. Assist victims with paperwork, court hearing, etc. when Victim/Witness Coordinator is out of the office and attend victim meetings if Coordinator is unavailable to do so.

No Levels.

7-1-04

FRI

Zimbra

rbergman@deltacountymi.org

Realignment request

From : Philip Strom <pstrom@deltacountymi.org> Mon, Aug 31, 2015 01:42 PM
Subject : Realignment request
To : Ryan Bergman
<rbergman@deltacountymi.org>

Mr. Bergman:

I am unable to attend the personnel committee meeting on September 3rd at 9am due to the recently scheduled preliminary examinations in District Court related to the Meth House case that originates across from Escanaba Public Safety. Please be aware that this request is ongoing and was essentially tabled during contract negotiations as it was included as an item of negotiations. Please also be reminded of my commitment to fiscal responsibility and the proof demonstrated by our recent ability to try cases with reduced costs to the county.

That said, I have requested that our Intake Clerk position be realigned from level 8 to level 10 due to new job duties. I wanted to summarize the new job duties associated with the Intake Clerk position. First, it is important to recognize three main factors that are the reasons our Intake Clerk has new job duties:

1. Elimination of Prosecutor's Office Manager (2011/12);
2. Emerging changes in evidence and trends in the practice of law;
3. Legislative mandates, most importantly new hearings for felony cases prior to preliminary examinations (2014/15).

The following is a summarized list of new job duties that are the responsibility of our intake clerk:

- Serving Defense attorneys with legal filings (Court ordered Discovery process and new duties caused by elimination of Office Manager);
- Preparing monthly case status reports for law enforcement (prior responsibility of Office Manager);
- Preparing felony cases for probable cause conferences (new court hearing mandated by legislature see MCL 766.4 effective May 2014);
- Obtaining lab reports from MI State Police laboratory (related to emerging evidence practices and new technology);

- Arranging travel accommodations for out-of-town witnesses (prior responsibility of Office Manager);
- Obtaining legal evidence to process extradition cases for out-of-state criminals (prior responsibility of Office Manager);
- Providing general backup in processing warrants, entering fingerprints, payment of bills, entry of DHS reports (necessity due to unfilled Office Manager);

These new duties have been summarized. The amount of new work that our intake clerk is responsible for is difficult to quantify. I would guess that at least 25% of her day is occupied by a new duty that has been listed in the above section. We have worked hard to identify specific new duties so this won't need to be addressed in the future. As I have discussed, the funding of the requested realignment (\$2,566.20 annual + benefits) should be covered in perpetuity by the \$4,597.00 in new grant dollars that is related to the Crime Victim Grant.

Please contact me prior to the meeting if you have any questions. Thanks for your continued support.

Philip L. Strom
Prosecuting Attorney
Delta County, Michigan

JESSICA E PELTO
Chief Assistant Prosecutor

MICHAEL W. DOBY
Assistant Prosecutor

JEANA LACARTE
Legal Assistant

Philip L Strom
PROSECUTING ATTORNEY

COUNTY OF DELTA
Suite 237 Second Floor
310 Ludington St
Escanaba, Michigan 49829
Phone (906) 789-5115 Fax (906) 789-5149
Subpoena Line (906) 789-5185

CHRISTINE PEPIN
Office Manager

KAREN ALVORD
Victim Witness Coordinator

DIANNE GARTLAND
Intake Clerk



AM

MEMO

TO: Tracy Lantagne – Board Secretary

FROM: Phil Strom
Delta County Prosecutor *PCS*

RE: **Delta County Board of Commissioner's 3/3/15 Meeting**

DATE: February 23, 2015

Per the mediator's recommendation, I am requesting that the reclassification for the Intake Clerk in the Prosecutor's Office be added to the agenda for the March 3, 2015 Delta County Board of Commissioner's meeting.

Thank you

JOB DESCRIPTIONS

POSITION TITLE: **Prosecuting Attorney's Clerk**

GENERAL DUTIES:

Job duties include typing, filing and telephone duties which includes screening calls for Prosecutors. Work under direct supervision of Prosecuting Attorney and Office Manager. Often up against deadlines and ability to prioritize tasks is essential. Cross trained to perform duties for other clerical staff. Responsibility is substantial; failure to perform adequately can result in inconvenience to many people and/or dismissal of important criminal cases.

Handle questions from general public including referrals for issues which are not criminal. Responsible for monitoring visitors to the office and dealing with difficult people in a professional and peace promoting manner. Must have working knowledge of computer system and basic understanding of case tracking system. Enter all warrant requests and disperse to prosecutors for review and authorization. Open all files. Gather all files for arraignments (done weekly). Type the list of plea offers and deliver to District Court. Change the state identification numbers in the computer for defendants. Type and file appearances and waivers in divorce cases. Run and distribute master schedule for the week. Open mail and route correspondence to prosecutors and secretaries. Gather and post all mail at end of day.

Work closely with District Court staff for scheduling of all preliminary examinations. Responsible for preparing cases for prelims which includes subpoenaing witnesses, securing certified copies of past convictions for repeat offenders and insuring witness appearances for hearings. Prepare Writ of Habeas Corpus to secure attendance of incarcerated defendants and witnesses where necessary. As backup Circuit Court Clerk Victim/Witness Coordinator, responsible for coordination with Circuit Court regarding hearings and calendar. Assist victims with paperwork, court hearing, etc. when Victim/Witness Coordinator is out of the office and attend victim meetings if Coordinator is unavailable to do so.

No Levels.

7-1-04

JESSICA E. PELTO
Chief Assistant Prosecutor

MICHAEL W. DOBY
Assistant Prosecutor

JEANA LACARTE
Legal Assistant

PHILIP L. STROM
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CHRISTINE PEPIN
Office Manager

KAREN ALVORD
Victim Witness Coordinator

DIANNE GARTLAND
Intake Clerk

February 17, 2015



Ms. Nora Viau, Administrator
310 Ludington Street
Escanaba, MI 49829

Commissioner Mary Harrington
4968 M-35
Escanaba, MI 49829

Commissioner Patrick Johnson
215 North Court St
Gladstone, MI 49837

Commissioner John Malnar
9728 N.5 Road
Gladstone, MI 49837

Commissioner David Rivard
4969 S. Pedersen 17.75
Escanaba, MI 49829

Commissioner David Moyle
1501 1st Avenue South
Escanaba, MI 49829

Dear Ms. Viau and Commissioners:

I write to request your support to realign the current position of Office Intake Clerk for the Delta County Prosecutor's Office. In recent meetings, the Board has echoed a desire to move forward and make efforts to be transparent. This issue has been unresolved for far too long. Most recently a mediator heard the issues and recommended that the issue be brought to the County Board of Commissioners as a whole.

While it is not my intent to dwell on the past, I have summarized the history of this issue in an attempt to provide a better understanding for the need of this realignment.

I hope that you will see that this request is modest, fair, and the right thing to do. Most importantly this realignment is to be funded by an increase in the Victim Rights Grant that is better explained and documented on pages 8 and 13 of the enclosed packet of information.

Please address this issue at the March 3, 2015 meeting. I will plan to attend with employee Dianne Gartland. Attached is a 13 page formal request with more specific

details and support for the requested action. If you have any questions, feel free to contact me at 906-241-2450.

Best Regards,

A handwritten signature in black ink, appearing to read "Philip L. Strom". The signature is fluid and cursive, with a long horizontal stroke at the end.

Philip L. Strom
Prosecuting Attorney

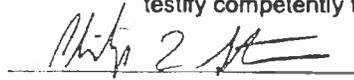
PLS/dg
enc

Written request to the County Board of Commissioners for Realignment of Legal Intake Clerk pursuant to Article 25(b) of existing Agreement between the Delta Board of Commissioners and The Employees of the Delta County Courthouse Chapter of local #2755, effective March 14, 2012 to March 13, 2015

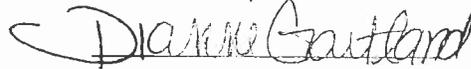
By:

Delta County Prosecutor, Philip L. Strom (Co-Employer/Supervisor) and Employee, Dianne Gartland.

The information in this request is made on our personal knowledge and, if sworn as a witness, we can testify competently to the facts contained in this request:



Philip L. Strom



Dianne Gartland

Subscribed and sworn to before me on ^{Feb 16, 2015} Delta County, Michigan.

My commission expires ^{5/2/20} Signature: 

Notary public, State of Michigan, County of Delta.

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REQUEST: For the reasons stated in this report, we are requesting the Delta County Board of Commissioners approve the proposed revised job duties and qualifications for the (Intake) Clerk. Most importantly, we are also asking the Delta County Board of Commissioners approve the realignment of the (Intake) Clerk from a level 8 to level 10. This proposed realignment is accounted for in a victim right's grant that has been increased and guaranteed for at least the next three years.

Historical Summary:

Years ago, a position was created in the prosecutor's office and titled "(Intake) Clerk." Initially, in the prosecutor's office and most legal practice, there was a high demand for clerical skills positions. Overtime, these positions have evolved and required additional skills and expertise in technology, communication, and organization. Also, attorneys have continued to rely on support staff to develop a more detailed understanding of the legal process and legal proceedings.

The best information we have is that, prior to 2014, the minimum qualifications and job description for the (Intake) Clerk position was last reviewed in 2004 but it appears to have gone unchanged at that time. In 2011/2012, the Office Manager position was eliminated from the prosecutor's office. The Office Manager was designated at the highest pay grade, level 12. By eliminating the Office Manager position, the duties held by the office manager were re-delegated within the office. The (Intake) Clerk and Misdemeanor Clerk were the only logical positions to assume the duties of the Office Manager. Initially, the Misdemeanor Clerk was originally in the best position to assume a great majority of these duties due to the Misdemeanor Clerk's experience and institutional knowledge of the prosecutor's office.

Over time, the (Intake) Clerk has been required to assume more and more of the prior duties of the Office Manager. Additionally, the (Intake) Clerk has been required to handle job duties previously held by the Misdemeanor Clerk to allow the Misdemeanor Clerk to handle additional job duties previously held by the Office Manager.

Prior and Current Qualifications for Intake Clerk are: (1) High School Diploma; (2) Ability to pass a physical; (3) Ability to pass a spelling test; Ability to type 55 words per minute; (4) Basic working knowledge of standard office equipment and computer experience. Due to the increased/additional job duties and the evolution of the legal practice, the (Intake) Clerk should now hold additional and more specific job requirements/qualifications. The new and additional job requirements/qualifications would be the following: (Replace current 1) Associate Degree in Office Administration (or related field), OR three years experience in the criminal justice system, OR three years experience working in a law office. (5) Demonstrated proficiency in Microsoft Office. (6) Ability to demonstrate superior communication and organizational skills.

Timeline of events causing change to job duties and requirements for position of Legal Intake Clerk

- **2011**
 - September 30 – (Dianne Gartland's) 4H Assistant, level 9, position eliminated.
 - October 1 – Dianne Gartland bumps into prosecutor's office as (Intake) Clerk, level 8.
 - November – Unilateral County Board decision to eliminate the position of Office Manager.
 - December – Retirement of Prosecutor's Office Manager, level 12, Carol Kinnart.
- **2012**
 - January – Carol Kinnart gone with no replacement.
 - March 20 – Thomas Elegeert, Chairman sends letter to Steve Parks, Prosecutor, requesting reorganization in the prosecutor's office.
 - May 1 – Short term reorganizational plan authorized by the Board that included proposal to reclassify and realign Christine Pepin from Misdemeanor Clerk to Misdemeanor Clerk/Office Manager (level 9 to level 11) due to immediate new job duties assumed by Christine Pepin. Long term plan discussed which included additional employees being delegated the remaining additional job duties created by the elimination of previous Office Manager, level 12, position.
 - Throughout 2012 – Dianne Gartland assuming more and more new job duties not described in the official "Job Description – General Duties".
- **2013**
 - Throughout 2013 - Dianne Gartland performing all Clerk job duties contained in official "Job Description – General Duties". Dianne Gartland also required to perform additional job duties not contained on the official "Job Description – General Duties" including but not limited to legal and secretarial job duties associated with eliminated Office Manager level 12 position, Misdemeanor Clerk level 11 position, and new job duties associated with the advancement of technology in the legal profession.
- **2014**
 - May – Dianne Gartland issues written reclassification request to Steve Parks.
 - August – Union Chapter Chair sends letter supporting reclass request by Dianne Gartland.
 - September 11 – Special conference to try to reach "amicable settlement." Prosecutor's Office attempt to reach settlement by obtaining additional grant monies to fund the difference in pay recognized by the reclassification.
 - September 29 – Letter to Dianne Gartland from Personnel Committee informing that the Committee again determined "there is no justification to support increasing to a new pay grade."
 - December 17 – Mediation to identify issues, no proposals or attempt at amicable settlement. Mediator recommends an interested party bring the matter to the Commissioners at a regular Board meeting.

Contractual Authority:

[Article 25. Rates for New Jobs (b) Claimed Realignment of Position; page 18]

"[I]f the Employer deems it necessary to change the job duties or requirements for a position to the extent the employee feels it constitutes a reclassification, the employee may make an application in writing..."

"As a general rule, a significant change in job content duties and responsibilities must have occurred to justify any change. Increases in employee proficiency at the assigned tasks or heavier workloads, standing alone, will not normally be considered sufficient justification for favorable action."

Changed (additional) Job Duties for (Intake) Clerk: (Old/Current Job Description attached)

1. Processing Warrants after entry of police report.
2. Preparing legal discovery packets for defense attorneys including making digital copies of sensitive and confidential evidence.
3. Processing Court files following District Court Arraignment.
4. Legal Record Maintenance.
5. Arranging accommodations (travel/motel) for out of town witnesses at all legal hearings.
6. Collect, analyze, and organize data for case status reports to Law Enforcement agencies.
7. Assist attorneys and staff with Microsoft Office and other technologies.
8. Gather legal evidence to support extradition warrants and procedures.
9. Open, organize, and prepare legal filings for District, Probate, and Circuit Court.
10. Enter Fingerprints in Livescan legal database.
11. Assist in preparation and submission of DHS monthly reports for reimbursement.
12. Receiving and processing pre-sentence reports for COBBS evaluation of Sentence length.
13. Assist in preparing Noelle (dismissal) and Add Count Pleadings.
14. Assisting in processing in PPO violation cases including scheduling and victim application.
15. Assist in scheduling and preparing legal filings for NEW mandatory hearings for probable cause conferences prior to preliminary examination.
16. Assists with keeping inventory of office supplies and preparing orders and vouchers for payment of bills.

Changed (additional) Job Requirements and Qualifications:

Prior and Current Qualifications for Intake Clerk are: (1) High School Diploma; (2) Ability to pass a physical; (3) Ability to pass a spelling test; Ability to type 55 words per minute; (4) Basic working knowledge of standard office equipment and computer experience. Due to the increased/additional job duties and the evolution of the legal practice, the (Intake) Clerk should now hold additional job requirements/qualifications.

The new and additional job requirements/qualifications would be the following: (Replace current 1) Associate Degree in Office Administration (or related field), OR three years experience in the criminal justice system, OR three years experience working in a law office; (5) Demonstrated proficiency in Microsoft Office; (6) Ability to demonstrate superior communication and organizational skills.

FINANCIAL IMPACT TO THE COUNTY

Request for grade/level 10 Intake Clerk	\$16.84
Current hourly salary for grade/level 8 Intake Clerk	- <u>\$15.43</u>
Difference	\$1.41/hr X 35 hr week = \$49.35 a week
\$49.52 X 52 weeks annual = \$2,566.20 per year	

***** Where would funding come from? *****

Short answer: Victim's Rights grant (see attached breakdown) increased by \$4,597.00 per year, guaranteed 2015-2018.

***Additional Information: The victim rights grant has been provided since 1985. Since its existence, the victim rights grant has never decreased in amount. The grant was revised and additional monies were requested to help cover additional anticipated salaries for the assistant to the victim rights advocate. The (Intake) Clerk is the assistant to the victim's rights advocate. This was done in anticipation of the proposed reclass request. The additional money from the grant represents 15% of the Intake Clerk's salary and totals \$4,597.00.**

September 29, 2014

TO: Sandy Caron
Dianne Gartland

FR: Personnel Committee

RE: Reclassification Request from pay level 8 to pay level 10

The Personnel Committee met with the Union on September 11th in a special conference on the reclassification requests of Dianne Gartland in the Prosecutor's Office and Sandy Caron in the Treasurer's Office.

The Committee again reviewed all information presented. The Committee reaffirmed its original determination that there is no justification to support increasing to a new pay grade and therefore, the Committee recommended that both the positions (Prosecutor's Office and Treasurer's Office) remain at the current pay grade 8.

PERSONNEL COMMITTEE MEETING

September 11, 2014

MEMBERS PRESENT: Commissioner Mary Harrington
Commissioner Ann Jousma Miller (absent)
Administrator Nora Viau

ATTENDEES: Sandy Caron, Dianne Gartland, Christine Pepin, Connie Freits, Sue Cameron,
and Steve Parks

The meeting was called to order at 1:08 p.m.

V. New Business:

1. **S. Caron and D. Gartland Reclassification – Special Conference.**

The Special Conference was requested by the Union.

Steve Parks presented information and urged the Committee to grant the salary increase for Dianne Gartland.

Sue Cameron presented information and urged them to grant the salary increase for Sandy Caron.

The information will be forwarded to Commissioner Miller. The Committee will respond to requests with the 15 day time period. (Copy Attached)

The meeting was adjourned at 1:44 p.m.

September 29, 2014

TO: Sandy Caron
Dianne Gartland

FR: Personnel Committee

RE: Reclassification Request from pay level 8 to pay level 10

The Personnel Committee met with the Union on September 11th in a special conference on the reclassification requests of Dianne Gartland in the Prosecutor's Office and Sandy Caron in the Treasurer's Office.

The Committee again reviewed all information presented. The Committee reaffirmed its original determination that there is no justification to support increasing to a new pay grade and therefore, the Committee recommended that both the positions (Prosecutor's Office and Treasurer's Office) remain at the current pay grade 8.

July 2, 2014

TO: Steve Parks, Prosecuting Attorney
Diane Gartland

FR: Personnel Committee

RE: Reclassification Request from pay level 8 to pay level 10

The Personnel Committee met on June 17 to discuss the reclassification request of Sandy Caron in the Treasurer's Office.

The Treasurer presented the Committee with internal and external comparisons that he performed to compare a pay grade 8 position to a pay grade 10 position. The major components that were different between the grade 8 and the grade 10 positions were not only duties, but education and/or certification requirements, continuing education requirements and supervisory functions.

The Committee discussed the same internal comparisons for Diane Gartland's request for an increase from a grade 8 to a grade 10. The Committee determined that there is no justification to support increasing to a new pay grade and therefore, the Committee recommended that both the positions (Prosecutor's Office and Treasurer's Office) remain at the current pay grade 8 level.

No Board action was needed as no change in pay grade was recommended by the Personnel Committee. The Board accepted the Personnel Committee determination and the Board formally received and placed on file the Personnel Committee June 17, 2014 minutes.

Please feel free to contact the Personnel Committee if you need further clarification on this issue.

PERSONNEL COMMITTEE MEETING

June 17, 2014

MEMBERS PRESENT: Commissioner Mary Harrington
Commissioner Ann Jousma Miller
Administrator Nora Viau

ATTENDEES: Kelly Smith, Airport Manager, Tom Sabor, Treasurer, Sandy Caron, Deputy Treasurer, Nancy Kolich, Clerk

The meeting began at 11:06 a.m.

V. NEW BUSINESS:

1. Airport Personnel.

Kelly Smith updated the Committee on the pending September retirement. She also outlined the need for a second position which would be an additional second shift person. The additional revenue from the jet fuel sales due to the housing of Valley Medical at the Airport in Escanaba will cover the additional employee expense.

The Committee recommends Board approval to post the two positions to begin the training process.

2. Request for Reclassification – S. Caron.

Tom Sabor presented his review of the reclassification request and the internal and external comparisons that were performed to compare a pay grade 8 position to a pay grade 10 position. Several items that stand out are the duties, education, continuing education and supervision. The Committee discussed the same internal comparisons for the Prosecutor's Office reclassification request from Diane Gartland.

The Committee recommends that the positions in the Treasurer's Office and the Prosecutor's Office remain at the current pay grade 8 levels. There is no justification to support increasing to a new pay grade.

Additionally, the Committee feels that the reclassification process needs to be clarified and refined. They recommend this be referred to the upcoming contract negotiations.

3. Circuit Court/Clerk's Office Part-time Employee.

The Clerk updated the Committee on the utilization of the Circuit Court part time employee. The Committee recommends Board approval to increase the Circuit Court budget by \$1,634.55 for the current fiscal year. Additionally, the Committee recommends that the requested \$5,000 for next fiscal year be added to the Circuit Court budget.

Other Items Discussed:

1. Nancy Kolich brought up the 40 year back loading project in the Register of Deeds office. The Committee took no action.

The meeting adjourned at 12:23 p.m.

COUNTY OF DELTA, MICHIGAN
NOTES TO FINANCIAL STATEMENTS

September 30, 2014

14

NOTE M - FUND EQUITY CLASSIFICATIONS

Fund equity has been committed and assigned in the General Fund as follows:

Committed:

Future retirement fund contributions	\$ 91,447
Insurance	256,238
Library funds	75,747
Delta 2001 committee	4,700
Worker compensation	163,594
Pinecrest MOE	192,413
Contract adjustment	25,000
MSU employee reimbursement	12,870
Sheriff social security agreement	14,000
Soil Conservation District/Parks	60,000
Van replacement-community corrections	1,500

Total \$ 897,509

Assigned:

Health insurance fees	\$ 75,000
Retirement system	127,000

Total \$ 202,000

Fund equity has been committed in the Capital Outlay Fund as follows:

Equipment/vehicle purchase	\$ 387,423
Computer/software	119,327
Telephone maintenance	90,102
FedEx Property Sale Proceeds	101,827
Airport terminal project	(14,200)
Equipment repair	106,902
Animal shelter mold project	63,316
Potential water/sewer project	105,000

Total \$ 959,697

Amounts for nonspendable, restricted, committed and assigned as reported in the financial statements that are not disclosed above, are disclosed on the financial statements based upon the fund description on pages 63 to 68.

BUILDING AND GROUNDS COMMITTEE MEETING

October 2, 2015

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

ATTENDEES: Brandon Couvillion, IT Director; Cory Schroeder, Assistant Director of Maintenance

The meeting began at 10:12 a.m.

IV. OLD BUSINESS

3. **ADA Compliance**

The Administrator gave an update on potential improvements to ADA parking around the courthouse. The County remains in compliance with ADA regulations, however improvements may be proposed in the near future.

V. NEW BUSINESS:

1. **Electrician Quotes**

Assistant Director Schroeder and IT Director Couvillion presented and discussed three quotes from electricians for work related to IT workroom power. After discussion, the Committee recommends awarding a contract to Billy Electric due to the overall scope of work provided.

2. **Natural Gas Issue**

Assistant Director Schroeder and Commissioner Rivard discussed a natural gas issue related to piping behind the courthouse. After considering the possible scope of the project, it was decided that the Maintenance Department and Administration will attempt to issue a work order to repair the issue. No recommendations were made.

3. **Old Michigan Works Building Stucco**

The Old Michigan Works building has a problem with deteriorating stucco on a portion of the building near the entry way. Assistant Director Schroeder received a quote on the project and was told that the deterioration is likely due to a small design flaw in the outside of the building, along with a lack of water proofing on the stucco. The Committee recommended fixing the building, but only after quotes are received from two additional vendors.

4. **Animal Shelter Report**

A maintenance report of the old animal shelter building was presented. To determine if the building is fit for sale, Administration will ask Dan Menacher, Building Inspector and a member of the Public Health Department to look at various issues within the building. No recommendations were made.

5. **Red Cross Space**

A potential MOU with the Red Cross was presented so that the Red Cross can utilize storage at the Service Center. The MOU can be ended at any time by either party and there is no financial impact. The Committee recommended approval of the MOU.

6. **MSUE Office Space**

The Committee was notified that MSU Cooperative Extension has agreed to allow the Public Health Department to use a vacant office. The office will be used for a U.P wide program. No formal action is required of the Board.

7. **Lock and Key Issues**

Assistant Director Schroeder and IT Director Couvillion discussed the lock situation in the Courthouse and Service Center. Enough funds are appropriated in FY 15-16 to put electronic readers in each department of the courthouse. This would be a precursor to changing the master keys to the courthouse. Key issues at the service center were also discussed as it related to Michigan Works and the Public Health Department. IT Director Couvillion will talk to leadership at both agencies. No recommendations were made.

8. **Carpeting Replacement**

Assistant Director Schroeder discussed the carpeting situation in the courthouse. There are multiple offices which may need replacement. The Maintenance Department will attempt to prioritize the projects for a future Building and Grounds meeting. No formal recommendations were made.

The meeting adjourned at 11:55 a.m.

DELTA COUNTY BOARD OF COMMISSIONERS

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

B1



October 6, 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
09-11-15	95,523.13
09-14-15	290.90
09-18-15	237,546.05
09-24-15	762,507.25
09-30-15	4,017,250.79
09-30-15	9,933.38
09-30-15	1,232.70
Total Report of Claims \$	5,124,284.20
Total Jury Expense \$	741.14
GRAND TOTAL OF BILLS \$	5,125,025.34
Commissioner Expenses: \$	1,023.71 Paid

AUTHORIZED SIGNATURE _____

Check Date	Check	Vendor	Vendor Name	Description	Amount
Bank FIRST ALL FUNDS					
	158642-158657		<i>PIRcks + Ded</i>		
09/11/2015	158658	001022	LEXISNEXIS A DIV OF REED ELSEVIER	MONTHLY CHARGES (AUGUST 1-31, 2015)	300.00
09/11/2015	158659	001050	ALGER DELTA ELECTRIC ASSOC.	TOWER POWER ACCT 200500	136.79
09/11/2015	158660	001151	AT&T	PHONE - ACCT: 906 786-5902 665 3	26.31
09/11/2015	158661	002100	BAY DE NOC TOWNSHIP TREASURER	ADDITIONAL FUNDING FOR TOWNSHIP ROADS	271.43
09/11/2015	158662	002159	BICHLER GRAVEL & CONCRETE	AIRFIELD SAND	319.94
				AIRFIELD SAND	316.96
				AIRFIELD SAND	318.21
				AIRFIELD SAND	324.46
				AIRFIELD SAND	322.16
				AIRFIELD SAND	268.41
				AIRFIELD SAND	278.54
				AIRFIELD SAND	309.17
				AIRFIELD SAND	310.80
					<u>2,768.65</u>
09/11/2015	158663	002160	BIG BAY DE NOC SCHOOL DIST.	ADDITIONAL PAYMENT FOR SCHOOLS HIAWATHA	6,019.37
09/11/2015	158664	002317	BRP US INC	O RINGS, FOR BOAT	0.98
				THERMOSTAT COVERS	59.84
					<u>60.82</u>
09/11/2015	158665	003058	CBM FOOD SERVICE	FOOD SERVICE 8/20 - 8/26/15	3,038.19
09/11/2015	158666	003061	CARQUEST AUTO PARTS	MAINTENANCE SUPPLIES, TUBING,CLEANSER,LO	27.58
09/11/2015	158667	003080	CHAMBER OF COMMERCE-DELTA COUNTY	MEMBERSHIP DUES	2,510.00
09/11/2015	158668	003087	CHARTER COMMUNICATIONS	INTERNET - ACCT 8245 12 032 0091915	240.02
09/11/2015	158669	003120	CITY OF ESCANABA	AUGUST 2015 PENAL FINES	3,169.34
09/11/2015	158670	003140	CITY OF GLADSTONE	AUGUST 2015 PENAL FINES	626.67
09/11/2015	158671	003160	CLOVERLAND PAPER CO.	JANITORIAL - SOAP	30.37
				TISSUE - TOWEL	187.08
					<u>217.45</u>
09/11/2015	158672	003170	COMMUNITY ACTION AGENCY	PROPERTY TAX \$313.08 & HOUSING \$3798.00	4,111.08
09/11/2015	158673	004029	DAILY NEWS	NORTHWOODS LIFELINE MARKETING 8/28/15	147.80
09/11/2015	158674	004030	DAILY PRESS	YEARS OF SERVICE 1973	19.73
09/11/2015	158675	004241	DELTA COUNTY 4-H COUNCIL	4 PLAT BOOKS AUGUST 2015	136.00
09/11/2015	158676	004270	DELTA COUNTY TREASURER	POSTAGE REIMB	0.59
09/11/2015	158677	004272	DELTA DISPOSAL	GARBAGE MONTHLY	205.95
09/11/2015	158678	004395	DELTA COUNTY 94TH DISTRICT COURT	REMAND - MILLS- 15-9166-PH	500.00
09/11/2015	158679	004418	DTE ENERGY	NAT'L GAS - ACCT: 4576 012 0002 7	75.58
09/11/2015	158680	005040	ENSIGN TOWNSHIP TREASURER	ADDITIONAL PAYMENT FOR TOWNSHIP ROADS HI	251.47
09/11/2015	158681	006022	FASTENAL COMPANY	RU BOLTS 4 - PIPE	3.25
09/11/2015	158682	007030	GARDEN TOWNSHIP TREASURER	ADDITIONAL PAYMENT FOR TOWNSHIP ROADS HIA	898.73
09/11/2015	158683	008049	MARY HARRINGTON	MILEAGE/PHONE REIMB- AUG 2015	102.58
09/11/2015	158684	009020	I.C.L.E.	REGISTRATION-VICTORIA RADKE - NOV 11 - 1	50.00
09/11/2015	158685	011070	KOBAS ELECTRIC CO., INC.	2V1N5 SWITCH	8.42
				BALLASTS FOR COURTHOUSE	182.12
					<u>190.54</u>
09/11/2015	158686	011071	KMB BROADCASTING INC	RUN OF SCHEDULE END OF FY 2015 MARKETING	325.00
09/11/2015	158687	012051	L.E.O.R.T.C.	JAIL SUICIDE PREVENTION-TRAINING	200.00
09/11/2015	158688	012078	TRANSUNION RISK AND ALTERNATIVE	INVESTIGATIVE CHECKS	6.25
09/11/2015	158689	013087	MARQUETTE COUNTY ADMINISTRATION OFF	SUPERIOR TRADE ZONE DUES 2015	10,000.00
09/11/2015	158690	013120	MASONVILLE TOWNSHIP TREASURER	ADDITIONAL PAYMENT FOR TOWNSHIP ROADS HIA	993.23

Check Date	Check	Vendor	Vendor Name	Description	Amount
09/11/2015	158691	013176	DANIEL MENACHER	CODE OFFICIAL REGISTRATION RENEWAL	225.00
09/11/2015	158692	013179	MENARDS	HANGAR EXTERIOR DOOR HANGAR DOOR #6 REPAIR HEXCAP SCREWS WASHERS, ADAPTERS, CAPS AND PUGS FOR DIV POTTING SOIL AND POTS FOR COURTHOUSE POTS AND CLOCK FOR COURTHOUSE REPAIR SERVICE CENTER WALL AND TV STAND RETURN OF SCREWS	203.00 11.92 5.58 48.88 57.74 47.64 43.39 (7.38) 410.77
09/11/2015	158693	013430	MID PEN SCHOOL DISTRICT	ADDITIONAL PAYMENT FOR SCHOOLS HIAWATHA	0.70
09/11/2015	158694	014040	NAHMA TOWNSHIP TREASURER	ADDITIONAL PAYMENT FOR COUNTY ROADS HIAW	1,094.31
09/11/2015	158695	014131	NORTHCARE NETWORK	CONVENTION FACILITIES TAX (50% PAYMENT)	26,535.50
09/11/2015	158696	014192	NORWAY SPRINGS INC	MONTHLY MACHINE RENTAL-ACCT 14230	19.90
09/11/2015	158697	014210	NORTHERN PLUMBING & HEATING	SAW KIT	374.00
09/11/2015	158698	014212	NORTHERN UNITED FEDERAL CREDIT UNIO	AUGUST 2015 BILLING - ACCT 0211	289.37
09/11/2015	158699	014250	NU-WAY CLEANERS	DRY CLEANING- AUGUST 2015	128.00
09/11/2015	158700	014266	NYE UNIFORM	UNIFORM SHIRTS-STEVE KOSITZKY	251.20
09/11/2015	158701	015023	DAVID OEMING - ATTORNEY AT LAW	COURT APPT ATTY FOR MICHAEL ROWLEY MI 02	180.00
09/11/2015	158702	015025	OFFICE DEPOT	OFFICE SUPPLIES	24.18
				OFFICE SUPPLIES	111.42
				OFFICE SUPPLIES	9.60
				OFFICE SUPPLIES	25.59
					170.79
09/11/2015	158703	015076	JEFFREY OLSON	MEAL REIMB - 9/3/2015	8.56
09/11/2015	158704	016032	P & M INSPECTIONS, INC.	PAY PERIOD 8-24-2015 THROUGH 9-4-2015	1,634.00
09/11/2015	158705	016088	PIT STOP QUICK LUBE	OIL CHANGE	56.00
09/11/2015	158706	016122	PRIMARY AIRPORT SERVICES LLC	PFC APP 15-10 PRJ MGR/PER DIEM	2,281.05
09/11/2015	158707	017010	QUILL CORPORATION	OFFICE SUPPLIES	99.86
09/11/2015	158708	018031	RADIO RESULTS NETWORK	GRANT LOCAL SPORTS YEARLY PACKAGE-WCHT A	400.00
				GRANT PACKERS FOOTBALL - SPOTS	720.00
					1,120.00
09/11/2015	158709	018060	RAPID RIVER SCHOOL DISTRICT	ADDITIONAL PAYMENT FOR SCHOOLS HIAWATHA	4,507.45
09/11/2015	158710	018063	REINHART FOOD SERVICE	CUPS, CONTAINERS, BAGS AND SCRUBBERS THERMOMETER AND TIMER	397.27 28.86
					426.13
09/11/2015	158711	018074	RENT-A-MAID INC	CONTRACTUAL JANITORIAL SERVICE SEPT 2015	1,440.92
09/11/2015	158712	019010	OSF ST. FRANCIS HOSPITAL	MEDICAL RECORDS	46.33
09/11/2015	158713	019027	LESLIE STANEK-NAULT	PHONE REIMB - JUNE 2015 PHONE REIMB - JULY 2015 PHONE REIMB - AUGUST 2015	35.00 35.00 35.00
					105.00
09/11/2015	158714	019031	SAGINAW COUNTY PROBATE COURT	COURT APPT ATTY FOR DOUGLAS RAJALA MI	130.00
09/11/2015	158715	019238	STATE OF MICHIGAN	STATEWARD FOR AUGUST 2015	208.38
09/11/2015	158716	019297	STATE OF MICHIGAN	AIRPORT YEARLY LICENSE	100.00
09/11/2015	158717	019305	STATE OF MICHIGAN	LEIN COMPUTER CONNECTION FEE-JULY-SEPT 2	387.00
09/11/2015	158718	019388	SUPER 8 ESCANABA	ROOMS FOR WITNESSES	520.03
09/11/2015	158719	020010	T & T HARDWARE	SUPPLIES FOR IT JOB - NAILS/CAULK GUN	13.28

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Check Date	Check	Vendor	Vendor Name	Description	Amount
09/11/2015	158720	020087	TITLE CHECK LLC	306 PARCEL ADMIN FEE FOR AUGUST 2013 TAX TITLE SEARCHES FOR 2013 TAX CYCLE	1,496.34 8,441.40 <u>9,937.74</u>
09/11/2015	158721	021041	U.P. ACTION NEWS	PC AD	138.00
09/11/2015	158722	021060	UPPER PENINSULA FAMILY SOLUTIONS	CLOTHING ALLOW- ZARIYAH FONTAINE-AUG 201 CLOTHING ALLOW- DOMINICK FONTAINE-AUG 20 CLOTHING ALLOWANCE DONOVAN FONTAINE-AUG FOSTER CARE DONOVAN FONTAINE -AUG 2015 FOSTER CARE DOMINICK FONTAINE - AUGUST FOSTR CARE ZARIYAH FONTAINE-AUG 2015	107.00 107.00 107.00 689.44 689.44 534.44 <u>2,234.32</u>
09/11/2015	158723	023121	WJMN-TV3	PGA GOLF MARKETING PACKAGE	540.00
09/11/2015	158724	025000	XEROX CORPORATION	COMPUTER MONTHLY MAINT CONTRACT-71801542	33.46
09/11/2015	158725	084551	96TH DISTRICT COURT	OUT OF COUNTY BOND - RYAN LEE LUCIER	250.00
09/11/2015	158726	CLERK MISC	DESMOND HULM	RETURN BALANCE OF BOND - FRAZHO - 15-FH-	675.00
09/11/2015	158727	CLERK MISC	TONYA ESTERLINE	RETURN BALANCE OF BOND - BONNEAU- 15-FH-	900.00
09/11/2015	158728	PROS MISC	LISA SHOPE	WITNESS FEE	9.20
09/11/2015	158729	PROS MISC	LEROY SOVEY	WITNESS FEE	8.00
09/11/2015	158730	TREAS MISC	AMY GUENETTE	OVERPMT OF DELINQUENT TAX CHECK REISSUED	71.74
09/11/2015	158731	TREAS MISC	OSTENSON DEONTA	REFUND INDIVIDUAL PAID THE WRONG COUNTY	149.20
09/11/2015	158732	TREAS MISC	HAROLD DUNCAN	RESTITUTION CHECK REISSUED	20.00
09/11/2015	158733	TREAS MISC	JOSEPH BERGEON	RESTITUTION CHECK RE ISSUED	5.00
09/11/2015	158734	TREAS MISC	JUSTIN CASWELL	RESTITUTION CHECK RE ISSUED	5.00
09/11/2015	158735	TREAS MISC	DEBRA STACK	OVERPMT OF DELQ TAX CHECK REISSUED	16.54
09/11/2015	158736	TREAS MISC	RACHEL GODFREY	WITNESS FEE CHECK RE-ISSUED	86.00
09/11/2015	158737	TREAS MISC	GREGORY YOUNG	RESTITUTION CHECK REISSUED	50.00

FIRST TOTALS:

Total of 80 Checks:

Less 0 Void Checks:

Total of 80 Disbursements:

95,523.13

0.00

95,523.13

Check Date	Check	Vendor	Vendor Name	Description	Amount
09/14/2015	158738	019076	JODI M. SCHWALBACH	MILEAGE/BRIDGE-MECRA CONF 9/15-9/18/15	290.90
FIRST TOTALS:					
Total of 1 Checks:					290.90
Less 0 Void Checks:					0.00
Total of 1 Disbursements:					<u>290.90</u>

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Check Date	Check	Vendor	Vendor Name	Description	Amount
Bank FIRST ALL FUNDS					
09/18/2015	158739	001012	A-1 DRAIN CLEANING	PUMP THE SEPTIC SYSTEM	155.00
09/18/2015	158740	001033	ADVANCED WIRELESS TELECOM	DESKTOP CRADLE AC ADAPTOR LAPTOP & EQUIP	448.00 4,914.49 <u>5,362.49</u>
09/18/2015	158741	001132	APPLE OFFICE PRODUCTS	INK CARTRIDGE OFFICE SUPPLIES	43.99 46.77 <u>90.76</u>
09/18/2015	158742	001151	AT&T	PHONE - ACCT 906 786-4902 919 7 PHONE - ACCT 906 786-3633 835 3	307.53 450.86 <u>758.39</u>
09/18/2015	158743	002144	BERTRANDS	AMERICAN FLAGS	317.60
09/18/2015	158744	002151	ROBERT A. BERBOHM	MILEAGE REIMB- REG GOV-JULY 2015	78.59
09/18/2015	158745	002170	BENOIT'S GLASS & LOCK	PARTS FOR LOCKS	12.00
09/18/2015	158746	003014	TIMOTHY F. CAIN	ARNOLD MINORS APPEAL TO COURT OF APPEALS DESHAINNE MINORS APPEAL TO COURT OF APPE POPIOLEK/JONES APPEAL COURT APPT ATTORNE COURT APPT ATTY FOR KARA WILLIAMS APPEAL	3,896.00 2,851.00 3,461.00 253.00 <u>10,461.00</u>
09/18/2015	158747	003058	CBM FOOD SERVICE	FOOD SERVICE 8/27 - 9/2/15	3,048.40
09/18/2015	158748	003063	CATHOLIC SOCIAL SERVICES	FOSTER CARE DAVID MEEK - JUNE 2015 FOSTER CARE TRINITY KANG-APRIL 27-30, 20 FOSTER CARE DAVID MEEK - JULY 2015 FOSTER CARE TRINITY KANG - MAY 2015 FOSTER CARE TRINITY KANG - JUNE 2015 FOSTER CARE TRINITY KANG - JULY 2015 FOSTER CARE DAVID MEEK - MAY 2015 FOSTER CARE DAVID MEEK - APRIL 27-30, 20	517.20 68.96 534.44 534.44 517.20 534.44 534.44 68.96 <u>3,310.08</u>
09/18/2015	158749	003065	COAST TO COAST COMPUTER PRODUCTS	TONER FOR VICTIM ADVOCATE HELETT PACKARD LASERJET P15666	99.98 49.99 <u>149.97</u>
09/18/2015	158750	003110	CITY OF ESCANABA	GASOLINE - MARINE PATROL - AUGUST 2015 DISPATCHING SERVICES - SEPT 2015 TRAINING REIMB 7/1/14 - 6/30/15	949.38 63,500.00 5,776.20 <u>70,225.58</u>
09/18/2015	158751	003124	SANDY CARON	LODGING/ MILEAGE FOR MCAT TRAINING 9/30-	224.48
09/18/2015	158752	003130	CITY OF ESCANABA	UTILITIES - ACCT 1-06-1500-00 SPRINKLER- SC - ACCT 1-06-0330-00 ELECTRICITY - CH - ACCT 1-06-1080-00 ELECTRIC/WATER - ACCT-1-06-0570-01	2,480.69 423.50 7,830.27 17.76

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Check Date	Check	Vendor	Vendor Name	Description	Amount
09/18/2015	158753	003255		ELECTRICAL SC-P ACCT- 1-06-1720-00	941.61
09/18/2015	158754	003267		WATER-GARBAGE - ACCT 1-06-0550-00	199.83
09/18/2015	158755	003290			11,893.66
09/18/2015	158756	003323	CORRECTIONAL HEALTHCARE COMPANIES I	OCTOBER 2015- MEDICAL SERVICES	16,208.02
09/18/2015	158757	004141	BRANDON COUVILLION	PHONE REIMB- AUG 2015	45.00
			CRAWFORD FUNERAL HOME	TRANSPORTATION FOR AUTOFSY- DAIMIYAN RUS	1,300.00
			CYCLE CITY	CARRIER FOR ORVS, CLIPS AND STAYS	212.00
			DELL MARKETING L.P.	SOUND BAR	26.94
09/18/2015	158758	004230	DELTA COUNTY ROAD COMMISSION	GASOLINE-AUGUST 2015	3,662.46
				AUGUST, 2015 FUEL CHARGES	453.89
09/18/2015	158759	004256	DELTA COUNTY AIRPORT	OFFICE COFFEE	9.26
09/18/2015	158760	004270	DELTA COUNTY TREASURER	POSTAGE REIMB	1.18
				21 REDEMPTIONS 8/16-9/15/15	210.00
09/18/2015	158761	004803	ECONO LODGE LAKESHORE	LODGING FOR WITNESS FOR TRIAL	75.00
09/18/2015	158762	006088	DAN FORRESTER	THERAPY 9/9/15 - MILEAGE 9/9/15	544.00
09/18/2015	158763	006121	FRIENDS OFFICE PRODUCTS	OFFICE SUPPLIES	444.42
				OFFICE SUPPLIES	452.31
09/18/2015	158764	007062	GBS INC		896.73
09/18/2015	158765	008027	HANNAHVILLE TRIBAL COURT	PRECINCT KITS FOR NOVEMBER ELECTION	292.29
				OUT OF COUNTY BOND-CHERICE WILLIAMS	500.00
				OUT OF COUNTY BOND-ADAM MALINOWSKI	500.00
				CLARENCE RITCHIE-BOND	150.00
					1,150.00
09/18/2015	158766	008031	MARK HANSON	CLOTHING ALLOWANCE 2014-15	50.63
				CLOTHING ALLOWANCE 2014-15	97.49
				CLOTHING ALLOWANCE 2014-15	73.48
				CLOTHING ALLOWANCE 2014-15	40.26
					261.86
09/18/2015	158767	008067	HEALTHPORT	MEDICAL RECORDS	17.45
				MEDICAL RECORDS	169.60
				MEDICAL RECORDS	140.72
					327.77
09/18/2015	158768	008111	REGINA F. HOWELL	POSTAGE REIMB FOR COURT OF APPEALS, MALC	13.95
09/18/2015	158769	008124	MATT HUGHES	MILEAGE REIMB - 8/24 - 9/11/15	287.50
				PHONE REIMB - AUGUST 2015	35.00
					322.50
09/18/2015	158770	009046	JESSICA IRVING	PHONE REIMB - JUNE 2015	35.00
				PHONE REIMB - JULY 2015	35.00
				PHONE REIMB - AUGUST 2015	35.00
					105.00

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Check Date	Check	Vendor	Vendor Name	Description	Amount
09/18/2015	158771	010110	JOHNSTON PRINTING & OFFSET	WINDOW ENVELOPES CRIME VICTIM ASSISTANCE CARDS/ENVELOPES ENVELOPES ARRANGMENT FORMS REGISTER OF ACTION CARDS	145.00 185.00 75.00 260.00 65.00 <u>730.00</u>
09/18/2015	158772	011018	KELLY KENNEALLY	BOOT ALLOWANCE 2014-15	127.19
09/18/2015	158773	011055	PETER KANG	FOSTER CARE DAVID MEEK -AUGUST 2015 FOSTER CARE TRINITY KANG - AUG 2015	534.44 534.44 <u>1,068.88</u>
09/18/2015	158774	013028	JAYNE MACKOWIAK	COURT APPT ATTY FOR ANGELIQUE VALIQUETTE COURT APPT ATTY FOR P HARDWICK IN BARRET	373.50 902.60 <u>1,276.10</u>
09/18/2015	158775	013179	MENARDS	FAN FOR CELL BLOCK STAPLER FOR RANGE - GUN SUPPLIES	109.99 25.96 <u>135.95</u>
09/18/2015	158776	013392	STATE OF MICHIGAN	CPL NEW APPLICANTS - AUG 2015 CPL - RENEWAL APPLICANTS CPL - NEW APPLICANTS	896.00 1,856.00 1,024.00 <u>3,776.00</u>
09/18/2015	158777	013616	MORPHOTRUST USA	CPL FINGERPRINTING - JUNE 2015 CPL FINGERPRINTING - JULY 2015	204.00 168.00 <u>372.00</u>
09/18/2015	158778	014192	NORWAY SPRINGS INC	OFFICE - WATER	28.80
09/18/2015	158779	014210	NORTHERN PLUMBING & HEATING	PART FOR REPAIR LAUNDRY ROOM PIPE TO REPAIR JAIL TOILETS SUPPLIES TO REPAIR WASHING MACHINES	56.38 39.50 153.40 <u>249.28</u>
09/18/2015	158780	014214	NORTHERN SCREEN PRINTING	MARINE PATROL UNIFORM-HATS	43.50
09/18/2015	158781	014266	NYE UNIFORM	DUTY JACKET - GALLAGHER DUTY JACKET - IVERSON DUTY JACKET - J HANSEN	264.34 245.99 258.99 <u>769.32</u>
09/18/2015	158782	015025	OFFICE DEPOT	OFFICE SUPPLIES	7.03
09/18/2015	158783	016080	PIONEER TV & APPLIANCE, INC.	DRAIN HOSE FOR WASHING MACHINES	28.99
09/18/2015	158784	018050	RANGE TELECOMMUNICATION	PAGERS FOR VSU TEAM	907.50
09/18/2015	158785	018067	REAL ESTATE TRF.TAX,DEPT.77627	RE TRANSFER AUGUST 2015	54,416.50
09/18/2015	158786	018077	UPPER MICHIGAN LAW	COURT APPT ATTY FOR RANDALL/COBLE COURT APPOINTED ATTORNEY - ERIK DROSSART COURT APPT ATTY KRISTINE RUPRECHT	99.75 72.00 31.50 <u>203.25</u>

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Check Date	Check	Vendor	Vendor Name	Description	Amount
09/18/2015	158787	018110	RICHER REFRIGERATION	PARTS TO REPAIR AC IN LT. THIBEAULTS OFF PARTS FOR ROOFTOP AC UNIT REPAIR	407.40 166.62 <u>574.02</u>
09/18/2015	158788	018115	RIVERSIDE AUTO SALES, INC	CAP: WHEEL CENTER FOR ROAD VEHICLE BRAKE WORK ON ROAD PATROL VEHICLE	60.20 434.70 <u>494.90</u>
09/18/2015	158789	019010	OSF ST. FRANCIS HOSPITAL	LAB WORK	1,224.00
09/18/2015	158790	019010	OSF ST. FRANCIS HOSPITAL	MEDICAL RECORDS	49.04
09/18/2015	158791	019010	OSF ST. FRANCIS HOSPITAL	MEDICAL RECORDS	52.75
09/18/2015	158792	019018	THOMAS SABOR	POSTAGE REIMB	14.52
09/18/2015	158793	019035	STAPLES CREDIT PLAN	TAPE, PENCILS AND TAPE DISPENSER	38.98
09/18/2015	158794	019176	JAMES SODERBERG	TRAVEL FOR MI FAMILY SUPPORT COUNCIL TRA	610.99
09/18/2015	158795	019196	STANDARD ELECTRIC COMPANY	PARTS FOR REPAIR IN JAIL LAUNDRY ROOM LIGHT BULBS AND WIRE NUTS	26.26 74.59 <u>168.65</u>
09/18/2015	158796	019325	STATE OF MICHIGAN	CIRCUIT, DIST, AND PROB CRT REMITTANCE	31,947.51
09/18/2015	158797	019332	STATE TAX COMMISSION	MCAT TRAINING COURSE-REGISTRATION S. CAR	150.00
09/18/2015	158798	019380	STUPAK LAW OFFICES	RETURN OF BOND - ISAAC COOLEY	384.90
09/18/2015	158799	021049	THE UPS STORE	SHIPPING CHGS COURT OF APPEALS-SHIPPING CHGS	36.55 16.79 <u>53.34</u>
09/18/2015	158800	021063	USDA-APHIS-WILDLIFE SERVICES	YEARLY WILDLIFE TRAINING 92315 - OPS STA	300.00
09/18/2015	158801	021068	U.P. PROBATE JUDGE'S ASSOCIATION	2015-16 UP PROBATE JUDGE'S ASSN DUES	50.00
09/18/2015	158802	023140	WRIGHT EXPRESS FINANCIAL SERVICES	CREDIT CARD BILL-ACCT 8078 IT EQUIP/BATTERIES/DISKS/LIC/PLATE/EVGA/	882.40 4,109.35 <u>4,991.75</u>
09/18/2015	158803	084005	TASER INTERNATIONAL	TASER BATTERIES	86.56
09/18/2015	158804	PROS MISC	LEROY SOVEY	WITNESS FEE	8.00
FIRST TOTALS:					
Total of 66 Checks:					237,546.05
Less 0 Void Checks:					0.00
Total of 66 Disbursements:					<u>237,546.05</u>

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Check Date	Check	Vendor	Vendor Name	Description	Amount
Bank FIRST ALL FUNDS					
158805 - 158820					
09/24/2015	158821	001061	KAREN S ALVORD	MILEAGE/BRIDGE/MEALS- 9/15-18/15 CONFERE	369.50
09/24/2015	158822	002142	BERGMAN LAW OFFICE PC	PROBATE ATTY FEES - SEPTEMBER 2015 CIRCUIT ATTORNEY FEES - SEPTEMBER 2015	1,742.74 1,603.33 <u>3,346.07</u>
09/24/2015	158823	002151	ROBERT A. BERBOHM	EMERG MGMT SERVICES - SEPT 2015	4,408.33
09/24/2015	158824	002164	BILLY ELECTRIC INC	SERVICE CALL AIR COMPRESSOR	56.25
09/24/2015	158825	003014	TIMOTHY F. CAIN	PROBATE ATTY FEES - SEPTEMBER 2015 CIRCUIT ATTORNEY FEES - SEPTEMBER 2015	1,742.74 1,603.33 <u>3,346.07</u>
09/24/2015	158826	003058	CBM FOOD SERVICE	FOOD SERVICE 9/3/15 - 9/9/15	2,936.30
09/24/2015	158827	003160	CLOVERLAND PAPER CO.	CLEANING AND HOUSEKEEPING SUPPLIES COURT	3,000.00
09/24/2015	158828	003240	COOPER OFFICE EQUIPMENT INC.	QUATERLY MAINT-BIZHUB C253	533.76
09/24/2015	158829	004075	DEGRAND, REARDON & HALL P.C.	CIRCUIT ATTORNEY FEES (PARMET) - SEPTEMB DISTRICT COURT ATTY FEES-BENJAMIN PARMET	1,603.33 2,083.33 <u>3,686.66</u>
09/24/2015	158830	004144	DEKETO	DEKETO MAINTENANCE JULY 2015 DEKETO MAINTENANCE AUGUST 2015	1,228.00 1,550.00 <u>2,778.00</u>
09/24/2015	158831	004256	DELTA COUNTY AIRPORT	TIE DOWN STRAPS GA	12.69
09/24/2015	158832	004418	DTE ENERGY	NAT'L GAS- ACCT 4576 043 0010 5 - COMM H NAT'L GAS - ACCT 4576 043 0003 0 NAT'L GAS - ACCT 4569 786 0001 7 - TERMI NAT'L GAS - ACCT 4576 021 0002 8 NAT'L GAS - ACCT: 4576 012 0002 7 NAT'L GAS - ACCT 4576 012 0006 8 NAT'L GAS - ACCT 4576 012 0007 6	144.49 39.16 71.03 2,065.36 148.69 460.41 37.60 <u>2,966.74</u>
09/24/2015	158833	004805	ECONOMOPOULOS LAW FIRM PC	PROBATE ATTY FEES - SEPTEMBER 2015 DISTRICT ATTORNEY FEES - SEPT 2015	1,742.74 2,083.33 <u>3,826.07</u>
09/24/2015	158834	005024	ELAINE BOYNE	DHS BOARD PER DIEM/MILEAGE-SEPT 2015	5.60
09/24/2015	158835	005043	DEBBI SPRINGSGUTH	DHS BOARD PER DIEM/MILEAGE-SEPT 2015	19.60
09/24/2015	158836	006088	DAN FORRESTER	9/16/15 TRAVEL	144.00
09/24/2015	158837	006121	FRIENDS OFFICE PRODUCTS	OFFICE SUPPLIES OFFICE SUPPLIES	439.88 217.90 <u>657.78</u>
09/24/2015	158838	007067	GENE'S TOWING & RECOVERY	UNLOAD AIR COMPRESSOR IN BASEMENT OF MEC	75.00
09/24/2015	158839	007076	NAPA OF ESCANABA	AIR COMPRESSOR FOR COURTHOUSE AND JAIL	4,648.90
09/24/2015	158840	007130	ROBERT E. GOEBEL JR.	PHONE REIMB - SEPT 2015	35.00
09/24/2015	158841	008031	MARK HANSON	BOOT ALLOWANCE 2014-15	112.80
09/24/2015	158842	008067	HEALTHPORT	MEDICAL RECORDS	29.54
09/24/2015	158843	008067	HEALTHPORT	MEDICAL RECORDS	29.54

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Check Date	Check	Vendor	Vendor Name	Description	Amount
09/24/2015	158844	008090	HIAWATHA CHEF SUPPLY	COUNTER MOUNTED CAN OPENER	150.00
09/24/2015	158845	010091	PATRICK JOHNSON	MILEAGE/PHONE REIMB-AUG 2015	34.15
09/24/2015	158846	011080	NANCY KOLICH	MILEAGE MACC CONF, UP CLERKS, ESC TWP AU	326.55
09/24/2015	158847	013017	MACT	2015 MACT DUES	150.00
09/24/2015	158848	013028	JAYNE MACKOWIAK	CIRCUIT ATTORNEY FEES - SEPT 2015	1,603.33
09/24/2015	158849	013036	SARA R. MACGREGOR	CIRCUIT ATTORNEY FEES - SEPT 2015	1,503.33
09/24/2015	158850	013175	ANNE B. MCNAMARA	COURT APPTD REFEREE - SEPT 2015	2,000.00
09/24/2015	158851	013179	MENARDS	2X4S FOR WORKOUT ROOM	7.32
				BATHROOM TERMINAL MENS SINKS (FAUCETS)	238.69
				BATHROOMS TERMINAL MENS SINKS- PIPING	35.94
				SUPPLIES	58.41
				POTTING SOIL COURTHOUSE	1.97
				CLOCK COURTHOUSE	19.99
					<u>362.32</u>
09/24/2015	158852	013600	DAVID MOYLE	MILEAGE REIMB- OCT 2014	2.24
				MILEAGE REIMB-NOV 2014	2.24
				MILEAGE REIMB- DEC 2014 AND JAN 2015	13.71
				MILEAGE REIMB- FEB & MARCH 2015	21.85
				MILEAGE REIMB- MARCH AND APRIL	17.25
				MILEAGE REIMB-MAY 2015	8.63
				MILEAGE REIMB-JUNE 2015	10.35
				MILEAGE REIMB-JULY 2015	8.63
				MILEAGE REIMB-AUG 2015	12.08
					<u>96.98</u>
09/24/2015	158853	014210	NORTHERN PLUMBING & HEATING	TIN SNIPS	52.19
				DRIVE COUPLINGS FOR HEATING PUMPS COURTH	324.22
					<u>376.41</u>
09/24/2015	158854	016013	PREIN&NEWHOF	CONST CRACKSEAL REMARK	1,737.42
09/24/2015	158855	016032	P & M INSPECTIONS, INC.	PAYROLL 9-7-2015 THROUGH 9-18-2015	1,247.00
09/24/2015	158856	016056	PENGAD INC	EXHIBIT LABELS - ACCT 61394	27.90
09/24/2015	158857	016088	PIT STOP QUICK LUBE	OIL CHANGE	56.00
09/24/2015	158858	017009	QUALITY SEW & VAC	VACUUM BAGS	18.96
09/24/2015	158859	017010	QUILL CORPORATION	FILE JACKETS, CLIPBOARD AND FILE FOLDERS	305.26
				QUILL CREDIT MEMO	(7.50)
					<u>297.76</u>
09/24/2015	158860	018077	UPPER MICHIGAN LAW	DISTRICT ATTY FEES -SEPT 2015 - JESSICA	2,083.33
09/24/2015	158861	018116	DAVID RIVARD	MILEAGE/PHONE REIMB-AUG 2015	88.78
09/24/2015	158862	018176	ROCK COMMUNITY AMBULANCE	AMBULANCE SUBSIDY FY14/15	800.00
09/24/2015	158863	019166	GERALD A SMITH	DHS BOARD PER DIEM/MILEAGE- SEPT 2015	11.20
09/24/2015	158864	019168	KELLY SMITH	MILEAGE/BRIDGE - 9/14-18/15	335.75
09/24/2015	158865	019168	KELLY SMITH	LODGING/MEALS - 9/14-18/15	504.39
09/24/2015	158866	019305	STATE OF MICHIGAN	SEX OFFENDER - REF # MI2112100	150.00
09/24/2015	158867	019385	SUNLIFE FINANCIAL	LIFE INSURANCE- OCTOBER 2015	775.87
09/24/2015	158868	020010	T & T HARDWARE	DOOR STOPS	29.96
09/24/2015	158869	020045	TELNET WORLDWIDE INC	PHONE - ACCT: CORP-005103	182.18
				PHONE - ACCT: CORP-00861	922.14
					<u>1,104.32</u>
09/24/2015	158870	021070	U.P. POWER CO.	UTILITIES - ACCT 0420193263-00001	24.78
09/24/2015	158871	022025	VERIZON WIRELESS	PHONE - ACCT: 482996167-00001	441.15

Check Date	Check	Vendor	Vendor Name	Description	Amount
09/24/2015	158872	023076	TAMMY WETHUHN	PHONE REIMB - SEPT 2015	35.00
09/24/2015	158873	023080	THOMSON REUTERS - WEST PAYMENT CTR	MONTHLY CHARGES	337.16
09/24/2015	158874	PROS MISC	SAVANNAH SMITH	WITNESS FEE	6.00
09/24/2015	158875	PROS MISC	JESSIE MARTIN	WITNESS FEE	6.00
09/24/2015	158876	PROS MISC	MICHELLE DESILETS	WITNESS FEE	6.00
09/24/2015	158877	PROS MISC	MICHELLE DITTRICH	WITNESS FEE	7.60
09/24/2015	158878	TAX REFUND	ESCANABA PAPER COMPANY &	Sum Tax Refund 014-051-001-00	91,584.65
				Win Tax Refund 014-051-001-00	251,073.47
				Sum Tax Refund 014-051-001-00	95,561.23
				Win Tax Refund 014-051-001-00	270,528.30
					<u>708,747.65</u>
					<u>762,507.25</u>
					<u>0.00</u>
					<u>762,507.25</u>

FIRST TOTALS:

Total of 58 Checks:
 Less 0 Void Checks:
 Total of 58 Disbursements:

Check Date	Check	Vendor	Vendor Name	Description	Amount
Bank FIRST ALL FUNDS					
09/24/2015	158879	004418	DTE ENERGY	NAT'L GAS - ACCT 4576 043 0010 5 - COMM H NAT'L GAS - ACCT 4576 043 0003 0 NAT'L GAS - ACCT 4569 786 0001 7 - TERMI NAT'L GAS - ACCT 4576 012 0006 8 NAT'L GAS - ACCT 4576 012 0007 6 NAT'L GAS - ACCT 4576 021 0002 8	144.49 39.16 71.03 460.41 37.60 2,065.36 <u>2,818.05</u>
09/30/2015	158882	013189	MERS OF MICHIGAN	RETIREMENT RETIREMENT	9,489.98 2,672.00 <u>12,161.98</u>
09/30/2015	158883	001010	88TH DISTRICT COURT	OUT OF COUNTY BOND-BRENDAN LEBOEUF	500.00
09/30/2015	158884	001055	RENEE F ALEXANDRONI	JURY SUPPLIES	13.48
09/30/2015	158885	001132	APPLE OFFICE PRODUCTS	MISC OFFICE SUPPLIES	313.66
09/30/2015	158886	002019	MICHAEL BALENTINE	BOOT ALLOWANCE 2014-15 BOOT ALLOWANCE 2014-15	115.50 21.20 <u>136.70</u>
09/30/2015	158887	002068	HONORABLE MARY B BARGLIND	VISITING JUDGE MILEAGE (OLSEN V OLSEN 14	60.14
09/30/2015	158888	002142	BERGMAN LAW OFFICE PC	COURT APT ATTY FEES - POPOLEK/JONES	535.50
09/30/2015	158889	002159	BICHLER GRAVEL & CONCRETE	AIRFIELD SAND AIRFIELD SAND WINTER AIRFIELD SAND WINTER AIRFIELD SAND WINTER	318.02 325.43 320.62 317.25 <u>1,281.32</u>
09/30/2015	158890	002164	BILLY ELECTRIC INC	NEW MOTOR STARTERS COURTHOUSE AHU OUTDOOR LIGHTING PROBLEMS SERVICE CENTER	4,974.00 1,065.87 <u>6,039.87</u>
09/30/2015	158891	002323	ROB BUCHLER	MILEAGE REIMB - 9/24/2015 - CONFERENCE	164.45
09/30/2015	158892	003058	CBM FOOD SERVICE	FOOD SERVICE 9/10/15 - 9/16/15	2,795.85
09/30/2015	158893	003064	CEDAR HILL MEDICAL, PC	MEDICAL RECORDS	15.00
09/30/2015	158894	003087	CHARTER COMMUNICATIONS	INTERNET - ACCT 8245 12 032 0091915	240.02
09/30/2015	158895	003120	CITY OF ESCANABA	COST SHARING TAX TRIB APPEAL-OREILLY/AUT	327.70
09/30/2015	158896	003130	CITY OF ESCANABA	UTILITIES - ACCT 4-35-4350-00 - PUMP STA UTILITIES - ACCT 4-35-3761-00 - FIRE TRK UTILITIES - ACCT 4-35-3720-00 - AIRPORT UTILITIES - ACCT 4-35-3760-00 - CRASH BL UTILITIES-ACCT 4-35-4370-00-FED EX HANGA UTILITIES - ACCT 4-35-3742-00 - CAP WATE UTILITIES - ACCT 4-35-4360-00 - COMM HGR UTILITIES - ACCT 4-35-4310-01 - LOC 181 UTILITIES - ACCT 4-35-3750-00 - TERMINAL UTILITIES - ACCT 4-35-3730-00 - T HANGAR	21.57 46.69 12.39 29.13 80.75 20.39 171.30 12.16 2,483.09 20.85 <u>2,898.32</u>
09/30/2015	158897	003153	CLASSIC AUTO COLLISION	CAR REPAIR OF DELTA 14 - ROAD PATROL VEH	3,183.70

158880 - 158881 PIR Ded

Check Date	Check	Vendor	Vendor Name	Description	Amount
09/30/2015	158898	003160	CLOVERLAND PAPER CO.	2 PLY TISSUE TISSUE	306.67 350.48
				2 PLY TISSUE	438.10
				TISSUE AND FOAM CLEANER	352.82
				2 PLY TISSUE	394.29
				TISSUE	481.91
					<u>2,324.27</u>
09/30/2015	158899	003170	COMMUNITY ACTION AGENCY	HOUSING FUNDS NON PROGRAM	12,644.00
09/30/2015	158900	003267	BRANDON COUVILLION	PHONE REIMB - SEPT 2015	45.00
09/30/2015	158901	003327	JJ CUNNINGHAM, LLC	CRACK/SEAL PAINT MARKING FINAL INVOICE F	7,032.20
09/30/2015	158902	004030	DAILY PRESS	BRAND BUILDER - MARKETING GRANT PACKAGE REDZONE MARKETING, PRINT REG BUDGET-ACCT BRAND BUILDER COLOR - ACCT DD0279	360.00 200.00 120.00
					<u>680.00</u>
09/30/2015	158903	004141	DELL MARKETING L.P.	COMPUTER LASER PRINTER LASER PRINTER PRINTER	576.25 207.99 207.99 259.99
					<u>1,252.22</u>
09/30/2015	158904	004205	DELTA COUNTY FRIEND OF THE COURT	FOC BOND - 98-DS-14541 - KNIGHT	201.93
09/30/2015	158905	004418	DTE ENERGY	NAT'L GAS - ACCT 4576 012 0002 7	73.11
09/30/2015	158906	004441	JASON DIX	PHONE REIMB - SEPT 2015	35.00
09/30/2015	158907	004802	ECOLAB PEST ELIM DIV	ONESHOT PEST CONTROL BUILDING	75.00
09/30/2015	158908	005030	ELMER'S COUNTY MARKET	MISC JURY SUPPLIES - DISTRICT COURT	36.58
09/30/2015	158909	005033	WLUC TV-6 & FOX UP	TV 6 MARKETING PACKAGE FALL 2015 GRANT 2015-16 MARKETING PACKAGE GRANT FOOTBALL MARKETING NMU-MTU	660.00 140.00 330.00
					<u>1,130.00</u>
09/30/2015	158910	006047	FILTRATION CORPORATION	FAA YEARLY MAINTENANCE FILTER MONITORING	1,142.98
09/30/2015	158911	007005	DONALD GALLAGHER	BOOT ALLOWANCE - 2014-15	55.11
09/30/2015	158912	007067	GENE'S TOWING & RECOVERY	TOWING BILL FOR AN ORDER OF SEIZURE	90.00
09/30/2015	158913	007201	NAULT'S GREEN LAWN FERTILIZER INC	GRUB SPRAY	265.00
09/30/2015	158914	007250	GUARDIAN PEST CONTROL, INC.	PEST CONTROL	51.05
09/30/2015	158915	008027	HANNAHVILLE TRIBAL COURT	OUT OF COUNTY BOND - HEATHER SAGATAW OUT OF COUNTY BOND - WILLIAM SAGATAW	500.00 500.00
					<u>1,000.00</u>
09/30/2015	158916	008031	MARK HANSON	CLOTHING ALLOWANCE 2014-15 (LESS GIFT CA CLOTHING ALLOWANCE 2014-15	110.83 19.08
					<u>129.91</u>
09/30/2015	158917	008090	HIAWATHA CHEF SUPPLY	DETERGENT	144.00
09/30/2015	158918	009048	JEFFREY IVERSON	MEAL REIMB - TRAINING 8/31-9/1/15	31.26
09/30/2015	158919	010058	DANIEL L. JOHNSON	CLOTHING ALLOWANCE 2014-15	343.67
09/30/2015	158920	011050	K-MART	CLEANING SUPPLIES	33.73
09/30/2015	158921	011874	DAN LACARTE	BOOT ALLOWANCE 2014-15	127.20
09/30/2015	158922	012021	LaDOLCE VIDEO	WEB PAGE AIRPORT	300.00
09/30/2015	158923	012131	PERRY LUND	PHONE REIMB - SEPT 2015	35.00
09/30/2015	158924	013038	MACKNAC BRIDGE AUTHORITY	BRIDGE TOLL - ACCT 21977-00003-9	250.00
09/30/2015	158925	013093	DLP MARQUETTE GENERAL HOSPITAL	MEDICAL BILL	7,669.00

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Check Date	Check	Vendor	Vendor Name	Description	Amount
09/30/2015	158926	013095	DLP MQT PHYSICAN PRACTICES INC	MEDICAL BILL	1,101.88
09/30/2015	158927	013095	DLP MQT PHYSICAN PRACTICES INC	MEDICAL BILL	225.30
09/30/2015	158928	013179	MENARDS	JANITORIAL SUPPLIES PAINT SUPPLIES DOLLIES TO MOVE AIR COMPRESSOR	60.82 15.46 38.98
09/30/2015	158929	013180	MEL'S LAWN AND GARDEN, INC.	TRAPS - WILDLIFE AIRFIELD	115.26
09/30/2015	158930	013181	MESSIER-BROULLIER FUNERAL HOME	BURIAL ALLOWANCE ROBERT TATROW	53.88
09/30/2015	158931	013406	MICHIGAN WORKS	JULY 2015 UPDATE REPORT AD MARKETING	300.00
09/30/2015	158932	013600	DAVID MOYLE	MILEAGE REIMB-SEPT 2015	19.53
09/30/2015	158933	013616	MORPHOTRUST USA	CPL FINGERPRINTING AUGUST 2015	285.78
09/30/2015	158934	014210	NORTHERN PLUMBING & HEATING	SHOWER VALVE FOR CELL 6	192.00
09/30/2015	158935	014266	NYE UNIFORM	UNIFORM-ARMOR SKIN BASE LAYER - LACARTE UNIFORM- ARMOR SKIN BASE LAYER - KOSTIZK UNIFORM - TARDIEFF ARMOR SKIN BASE LAYER-INVENTORY UNIFORM-ARMOR SKIN BASE LAYER-BROCKWAY UNIFORM - MARTINE PATROL	200.00 107.00 114.00 93.00 170.15 226.00
09/30/2015	158936	015039	OFFICE PLANNING GROUP	MAINT CONTRACT 2496/MACHINE 02682	910.15
09/30/2015	158937	016056	PENGAD INC	TRANSCRIPT BINDERS	208.65
09/30/2015	158938	016110	POMP'S TIRE SERVICE INC	F250 TIRE REPAIR	175.40
09/30/2015	158939	016120	PROSECUTING ATTORNEY ASSN OF MICHIG	CONFERENCE REGISTRATION FOR PHILIP STROM	20.00
09/30/2015	158940	017005	QT PETROLEUM ON DEMAND	YEARLY 100LL FUELING TERMINAL SILVER PLA	330.00
09/30/2015	158941	017010	QUILL CORPORATION	OFFICE SUPPLIES	595.00
09/30/2015	158942	018031	RADIO RESULTS NETWORK	LOCAL SPORTS YEAR - GRANT PACKERS FOOTBALL PKG - GRANT	104.61 400.00 720.00
09/30/2015	158943	018063	REINHART FOOD SERVICE	GARBAGE BAGS AND LUNCH BAGS	1,120.00
09/30/2015	158944	018064	REDWOOD TOXICOLOGY LABORATORY INC.	SCREENINGS - JULY/AUGUST 2015-ACCT 01979	286.88
09/30/2015	158945	018110	RICHER REFRIGERATION	CONDENSER FAN MOTOR AND BLADE FOR A/C UN	179.60
09/30/2015	158946	018211	ROY NESS CONTRACTING & SALES INC	PODIUM-SERVICE CENTER BOARDROOM	767.69
09/30/2015	158947	019010	OSF ST. FRANCIS HOSPITAL	MEDICAL RECORDS	1,650.00
09/30/2015	158948	019071	SCOTTY MUFFLER	NEW EXHAUST MANIFOLD ON BLACK FORD F250	30.00
09/30/2015	158949	019076	JODI M. SCHWALBACH	MEAL REIMB MECRA CONFERENCE / 2015	518.00
09/30/2015	158950	019155	SKRADSKI FUNERAL HOME, INC.	BURIAL ALLOWANCE - GEORGE REINWARD	40.25
09/30/2015	158951	019168	KELLY SMITH	MILEAGE - IRON MOUNTAIN 9/23/15	300.00
09/30/2015	158952	019201	STATE OF MICH, ST. EDUCATION TAX	SET & TLR TAX 8/16-9/29/15	62.10
09/30/2015	158953	019885	SUPERIOR CARS	RESTITUTION - KOOS - 04-FH-7344 RESTITUTION - KOOS - 04-FH-7344	3,932,286.91 10.00 10.00
09/30/2015	158954	020101	CANALE TONELLA FUNERAL HOME	BURIAL ALLOWANCE GARY SUMMERS	20.00
09/30/2015	158955	021012	UNITED PARCEL SERVICE	FAA GRANT AWARD	300.00
09/30/2015	158956	022025	VERIZON WIRELESS	PHONE - ACCT 482996167-00001	20.74
09/30/2015	158957	023016	KURT WILSON	MEAL REIMB - TRAINING 9/8/15	336.49
09/30/2015	158958	023080	THOMSON REUTERS - WEST PAYMENT CTR	SUBSCRIPTION CHARGES	14.50
09/30/2015	158959	023121	WJMN-TV3	MARKETING PACKAGE - GRANT MONTHLY COST S	337.16
09/30/2015	158960	026097	ZONES INC	AIRWATCH GREEN MGMT SUITE- MAINTENANCE	700.00
09/30/2015	158961	084072	LUKE HAMLIN	PHONE REIMB - AUGUST 2015	922.00
09/30/2015	158962	ADMIN MISC	SHARON LABUHN	BURIAL ALLOWANCE JAMES LABUHN	35.00
09/30/2015	158963	ADMIN MISC	JIM BRASSICK	PARTIAL REFUND ON 00015083	300.00

Check Date	Check	Vendor	Vendor Name	Description	Amount
09/30/2015	158964	ADMIN MISC	GEORGE MAJESTIC	BURIAL ALLOWANCE JOSEPH MAJESTIC	300.00
09/30/2015	158965	PROS MISC	SEAN STUMPF	WITNESS FEE	10.00
09/30/2015	158966	PROS MISC	JOHN MOLONEY	WITNESS FEE	15.00
09/30/2015	158967	TAX REFUND	DAVID AND SHOSHANNAH HERZOG	PRE FOR 2014-052-487-028-00	1,158.07
FIRST TOTALS:					
Total of 87 Checks:					4,017,250.79
Less 0 Void Checks:					0.00
Total of 87 Disbursements:					4,017,250.79

Check Date	Check	Vendor	Vendor Name	Description	Amount
Bank FIRST ALL FUNDS					
09/30/2015	158968	001156	AT&T ASSET PROTECTION	RESTITUTION - BEAUCHAMP- 07-FH-7823	20.00
09/30/2015	158969	002165	BINK'S COCA-COLA BOTTLING CO	RESTITUTION- AKER - 12-FH-8560	25.95
				RESTITUTION - AKER - 12-FH-8560	130.00
				RESTITUTION - AKER - 12-FH-8560	190.00
				RESTITUTION - AKER - 12-FH-8560	1,500.00
				RESTITUTION - AKER - 12-FH-8560	4.04
					<u>1,849.99</u>
09/30/2015	158970	003118	ROBERT CURTICE	RESTITUTION - GREEN - 10-FH-8386	25.00
09/30/2015	158971	003137	MAUREEN CARY	RESTITUTION - JACK - 14-FH-9050	200.00
09/30/2015	158972	003140	CITY OF GLADSTONE	RESTITUTION - MICHEAU - 13-FH-8845	31.64
				RESTITUTION - MICHEAU - 13-FH-8845	20.00
					<u>51.64</u>
09/30/2015	158973	004200	DELTA COUNTY CLERK	SMITH BOND - APPLY TO FINES & 10% APPLY BOND TO FINES - JENNINGS - 15-FH-9	2,500.00
					176.00
					<u>2,676.00</u>
09/30/2015	158974	004426	PATTI DRINGOLI	RESTITUTION - DUROCHER - 13-FH-8805	68.00
09/30/2015	158975	005060	ESCANABA AREA PUBLIC SCHOOLS	RESTITUTION - KOLASKE - 08-FH-7979	10.00
09/30/2015	158976	006050	FIRST BANK	RESTITUTION - GUSTAFSON - 06-FH-7609	25.00
				RESTITUTION - GUSTAFSON - 06-FH-7609	50.00
				RESTITUTION - GUSTAFSON - 06-FH-7609	25.00
					<u>100.00</u>
09/30/2015	158977	006053	FRATERNAL ORDER OF EAGLES	RESTITUTION - EVANS- 14-FH-8969	150.00
				RESTITUTION - EVANS- 14-FH-8969	150.00
				RESTITUTION - EVANS - 14-FH-8969	150.00
				RESTITUTION - EVANS - 14-FH-8969	150.00
				RESTITUTION - EVANS - 14-FH-8969	150.00
				RESTITUTION - EVANS - 14-FH-8969	150.00
					<u>900.00</u>
09/30/2015	158978	006057	FIRST LUTHERAN CHURCH	RESTITUTION - OLIVER - 99-FH-6468	30.00
				RESTITUTION - OLIVER - 99-FH-6468	30.00
					<u>60.00</u>
09/30/2015	158979	011054	ANN KANANEN	RESTITUTION - GRAVES - 12-FH-8675	20.00
09/30/2015	158980	012101	ANDREW LOSCALZO	RESTITUTION - PELTIN - 14-FH-9049	50.00
09/30/2015	158981	013435	MIDWEST CLAIMS SERVICE	RESTITUTION - GUSTAFSON - 06-FH-7610	25.00
				RESTITUTION - GUSTAFSON - 06-FH-7610	50.00
				RESTITUTION - GUSTAFSON - 06-FH-7610	25.00
					<u>100.00</u>
09/30/2015	158982	013436	STEPHEN MIKUS	RESTITUTION - TEEPLE - 14-FH-8987	2,046.97
09/30/2015	158983	015075	CATHERINE OLSON	RESTITUTION - MCDORMAN-03-FC-7084	137.37
09/30/2015	158984	016076	PET PLACE	RESTITUTION - ARTS- 10-FH-8385	5.00
09/30/2015	158985	018204	ROBERT ROSHAK	RESTITUTION - LECLAIRE- 14-FH-9009	200.00
09/30/2015	158986	019228	STATE OF MICHIGAN	RESTITUTION- GAGNE - 12-FH-8594	50.00

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Check Date	Check	Vendor	Vendor Name	Description	Amount
09/30/2015	158987	019384	SUNSHINE LAUNDRY	RESTITUTION - AKER - 12-FH-8560	24.04
09/30/2015	158988	019406	BRIAN SWIFT	RESTITUTION - DUROCHER - 13-FH-8805	70.37
09/30/2015	158989	020031	BOBBI JO & ROBERT TAYLOR	RESTITUTION - BALDWIN - 14-FH-8994	20.00
09/30/2015	158990	023032	WAL-MART	RESTITUTION - HAACK - 12-FH-8651	20.00
09/30/2015	158991	023033	ASSET PROTECTION RECOVERY	RESTITUTION - SARNOWSKI - 11-FH-8410	50.00
09/30/2015	158992	084203	GARY CRELLER	RESTITUTION - SUNDBY- 13-FH-8783	15.00
09/30/2015	158993	084355	LATIITUDE SUBROGATION SERVICES	RESTITUTION - TODD - 12-FH-8575	100.00
09/30/2015	158994	084614	RENATISSANCE ACADEMY OF BEAUTY	RESTITUTION - LEMIRE - 01-FH-6745	5.00
09/30/2015	158995	084778	JOSEPH BERGEON	RESTITUTION - KOBASIC - 10-FH-8317	10.00
09/30/2015	158996	084779	BRAD MCPHEE	RESTITUTION - PORATH - 10-FH-8281	10.00
09/30/2015	158997	084851	DR. STEVEN FLATH	RESTITUTION - BEAUCHAMP - 11-FC-8445	10.00
				RESTITUTION - BEAUCHAMP - 11-FC-8445	25.00
				RESTITUTION- BEAUCHAMP - 11-FC-8445	10.00
					<u>45.00</u>
09/30/2015	158998	085015	TIMOTHY KOBASIC	RESTITUTION - ARBOUR - 11-FH-8519	150.00
09/30/2015	158999	085537	MARK COUSINEAU	RESTITUTION - NORDQUIST - 03-FH-7098	20.00
09/30/2015	159000	CLERK MISC	MARGARET JENNINGS	RETURN BALANCE BOND - JENNINGS - 15-FH-9	824.00
FIRST TOTALS:					
Total of 33 Checks:					9,933.38
Less 0 Void Checks:					0.00
Total of 33 Disbursements:					<u>9,933.38</u>

Check Date	Check	Vendor	Vendor Name	Description	Amount
Bank FIRST ALL FUNDS					
09/30/2015	159001	005030	ELMER'S COUNTY MARKET	RESTITUTION - WYMAN - 13-FH-8881	17.13
09/30/2015	159002	006050	FIRST BANK	RESTITUTION - GUSTAFSON - 06-FH-7609	25.00
09/30/2015	159003	006057	FIRST LUTHERAN CHURCH	RESTITUTION - OLIVER - 99-FH-6468	30.00
09/30/2015	159004	013435	MIDWEST CLAIMS SERVICE	RESTITUTION - GUSTAFSON - 06-FH-7610	25.00
09/30/2015	159005	018204	ROBERT ROSHAK	RESTITUTION - LECLAIRE - 14-FH-9009	1,000.00
09/30/2015	159006	019228	STATE OF MICHIGAN	RESTITUTION - GAGNE - 12-FH-8594	40.00
09/30/2015	159007	019387	SUPER ONE FOODS	RESTITUTION - WYMAN - 13-FH-8881	32.87
09/30/2015	159008	020031	BOBBI JO & ROBERT TAYLOR	RESTITUTION - BALDWIN - 14-FH-8994	20.00
09/30/2015	159009	084668	BRENDA WERY	RESTITUTION - JOHNSON - 09-FH-8112	20.00
09/30/2015	159010	085260	JOSH HEIRMAN	RESTITUTION - HARRIS - 03-FH-7096	22.70

FIRST TOTALS:

Total of 10 Checks: 1,232.70
 Less 0 Void Checks: 0.00
 Total of 10 Disbursements: 1,232.70

Check Date	Check	Vendor	Vendor Name	Description	Amount
Bank FIRST ALL FUNDS					
09/30/2015	159011	CIRCT MISC	SUSAN LYNN BOWYER	Juor SUSAN LYNN BOWYER	14.06
09/30/2015	159012	CIRCT MISC	GENE F PLEWE	Juor GENE F PLEWE	31.76
09/30/2015	159013	CIRCT MISC	HELEN JOY MICHEAU	Juor HELEN JOY MICHEAU	40.60
09/30/2015	159014	CIRCT MISC	ERIN MARIE WICKMAN	Juor ERIN MARIE WICKMAN	17.70
09/30/2015	159015	CIRCT MISC	AUSTIN RAYMOND STVINCENT	Juor AUSTIN RAYMOND STVINCENT	13.54
09/30/2015	159016	CIRCT MISC	SHEILA MARIE LIPPENS	Juor SHEILA MARIE LIPPENS	14.06
09/30/2015	159017	CIRCT MISC	PENNY ANN WEST	Juor PENNY ANN WEST	16.14
09/30/2015	159018	CIRCT MISC	DEANNE RENEE LANCOUR	Juor DEANNE RENEE LANCOUR	13.02
09/30/2015	159019	CIRCT MISC	CHARLENE LUELLA SAVOIE	Juor CHARLENE LUELLA SAVOIE	17.70
09/30/2015	159020	CIRCT MISC	ROBERT NORMAN ANDERSON	Juor ROBERT NORMAN ANDERSON	17.70
09/30/2015	159021	CIRCT MISC	VIRGINIA CHRISTINE CASEY	Juor VIRGINIA CHRISTINE CASEY	13.02
09/30/2015	159022	CIRCT MISC	RUSSELL WAYNE BLUSE	Juor RUSSELL WAYNE BLUSE	26.04
09/30/2015	159023	CIRCT MISC	CAREN LYNN CRAWFORD	Juor CAREN LYNN CRAWFORD	25.52
09/30/2015	159024	CIRCT MISC	PHILIP LEO LABRE JR	Juor PHILIP LEO LABRE JR	20.30
09/30/2015	159025	CIRCT MISC	JOHN RAYMOND HOULE	Juor JOHN RAYMOND HOULE	14.06
09/30/2015	159026	CIRCT MISC	CLYDE HERBERT LANCOUR	Juor CLYDE HERBERT LANCOUR	31.50
09/30/2015	159027	CIRCT MISC	ANGELA KAY JUDSON	Juor ANGELA KAY JUDSON	23.94
09/30/2015	159028	CIRCT MISC	KAREN LEE PETERSON	Juor KAREN LEE PETERSON	25.78
09/30/2015	159029	CIRCT MISC	MATTHEW WILLIAM HOFFMEYER	Juor MATTHEW WILLIAM HOFFMEYER	29.68
09/30/2015	159030	CIRCT MISC	TAD MICHAEL FOUNTAINE	Juor TAD MICHAEL FOUNTAINE	17.70
09/30/2015	159031	CIRCT MISC	MARK CALVIN LIPPOLD	Juor MARK CALVIN LIPPOLD	13.02
09/30/2015	159032	CIRCT MISC	TRACEY ELIZABETH WELLMAN	Juor TRACEY ELIZABETH WELLMAN	28.38
09/30/2015	159033	CIRCT MISC	GARY STEPHEN DEGRAND	Juor GARY STEPHEN DEGRAND	15.36
09/30/2015	159034	CIRCT MISC	DANIEL PAUL DOYEN	Juor DANIEL PAUL DOYEN	17.18
09/30/2015	159035	CIRCT MISC	LORRAINE MARIE MILLER	Juor LORRAINE MARIE MILLER	16.66
09/30/2015	159036	CIRCT MISC	DONALD VICTOR MAKOWSKI	Juor DONALD VICTOR MAKOWSKI	31.50
09/30/2015	159037	CIRCT MISC	SHANNON MARIE SCHEUREN	Juor SHANNON MARIE SCHEUREN	32.80
09/30/2015	159038	CIRCT MISC	GERALD WAYNE CARTER	Juor GERALD WAYNE CARTER	16.14
09/30/2015	159039	CIRCT MISC	MARCIA MARY IVERSON	Juor MARCIA MARY IVERSON	15.10
09/30/2015	159040	CIRCT MISC	THOMAS JON WHALE	Juor THOMAS JON WHALE	22.90
09/30/2015	159041	CIRCT MISC	SUSAN LORETTA HANSEN	Juor SUSAN LORETTA HANSEN	36.70
09/30/2015	159042	CIRCT MISC	JOSEPH ARTHUR BERGERON	Juor JOSEPH ARTHUR BERGERON	17.70
09/30/2015	159043	CIRCT MISC	PAUL PEPLER CASWELL	Juor PAUL PEPLER CASWELL	25.78
09/30/2015	159044	CIRCT MISC	SUE ANN HENNING	Juor SUE ANN HENNING	28.10

FIRST TOTALS:

Total of 34 Checks:

Less 0 Void Checks:

Total of 34 Disbursements:

741.14
 0.00
 741.14

19

DELTA COUNTY TRAVEL EXPENSE VOUCHER

Vendor Number: 13600

Line item: _____

Department _____

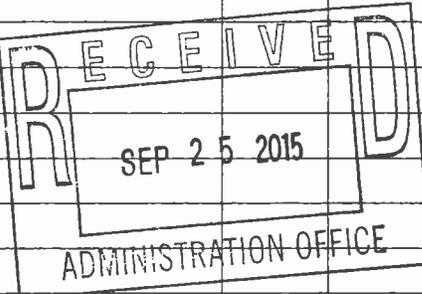
Charged: _____

Date: _____

Employee: David Moyle

Address: _____

Period Covered: 9/1/15 to 9/30/15

Date	\$20.00 0-3 hrs	\$35.00 3-6 hrs	\$50.00 over 6 hrs	Meeting	Meals Other	Comments	Mileage	Mileage \$	Meeting \$
9/1/15	X			Board			6		
9/15/15	X			Board			0		
									
9/20			X	MAC			483		
9/21			X	MAC			475		
9/22			X	MAC					
9/24	X			Air port			2		
	60		150				497	285.78	

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: 210.00
 101-101-710.002
 TOTAL MILEAGE: 285.78
 101-101-860.001
 TOTAL PHONE: _____
 101-101-850.000
 OTHER: _____

NATURE OF BUSINESS: Co Commissioner

SIGNED: [Signature]

APPROVED: _____

GRAND TOTAL: 495.78

AP
285.78

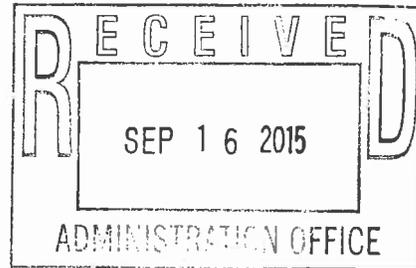
20

Delta County Travel Expense Voucher

Employee: David Rivard 18116

Date: August 2015

Date	0-3 hrs	3-6 hrs	over 6 hrs	Meeting	Meals/Other	Comments	Mileage
08/04/2015	X			Board			8
08/05/2015	X			Other		W/ Pat curly Schoolcraft re: windmills	33
08/05/2015	X			Other		W/State Rep. Peter Petaluma Chairman state transportation	8
08/10/2015	X			Joint Govt		Speaker was US Senator Gary peter	12
08/10/2015	X			Board <i>ESC Twp</i>			8
08/11/2015		X		Road Commission			8
08/18/2015	X			Board			8
08/19/2015	X			Other		Wells Township board meeting	8
08/25/2015		X		Road Commission			8
08/26/2015	X			Other		Met with Mark tall mayor of Escanaba	12
08/27/2015	X			CUPPAD			8
08/28/2015	X			Other		UPCAP Board meeting	16
08/31/2015	X			Other	X	Cell phone \$10.00	0
<i>220 70</i>							<i>137 78.78</i>



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

SIGNED: *[Signature]*

AP 88.78

TOTAL PER DIEM 101-101-710.002: 290.00
 TOTAL MILEAGE 101-101-860.001: 78.78
 TOTAL PHONE 101-101-850.000: 10.00
 OTHER: _____
 GRAND TOTAL: 378.78

21

Delta County Travel Expense Voucher

Employee: Patrick Johnson 10091

Date: August 2015

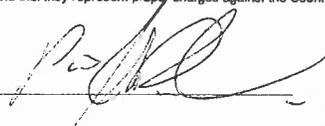
Date	0-3 hrs	3-6 hrs	over 6 hrs	Meeting	Meals/Other	Comments	Mileage
08/04/2015	X			Board			14
08/06/2015	X			Mt Works			0
08/14/2015	X			EDA			14
08/18/2015		X		Board			14
08/19/2015	X			Public Health			0

80 35

42 24.15

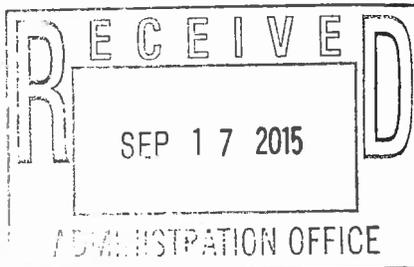
I hereby certify that all items of expense included in this statement were incurred in the discharge of authorized official business, that the amounts are correct, and that they represent proper charges against the County.

SIGNED: _____



AP
34.15

TOTAL PER DIEM 101-101-710.002: 115.00
 TOTAL MILEAGE 101-101-860.001: 24.15
 TOTAL PHONE 101-101-850.000: 10.00
 OTHER: _____
 GRAND TOTAL: 149.15



22

**DELTA COUNTY PLANNING COMMISSION
DELTA COUNTY COURTHOUSE
August 31, 2015**

The meeting was called to order by chairman Benny Herioux at 6:35 p.m.

ROLL CALL:

<u>Members Present:</u>	<u>Members Absent:</u>	<u>Others Present</u>
Benny Herioux	Renee Barron	Dan Menacher
Julian Vandecaveye		
John Denholm		
Pat Connor		
Randy Scott		

APPROVAL OF MINUTES OF AUGUST 3, 2015 MEETING.

Motion to approve the minutes was made by Dave Moyle; seconded by Pat Connor.
MOTION CARRIED.

APPROVAL OF AGENDA

Motion to approve the agenda was made by Dave Moyle and seconded by John Denholm.
MOTION CARRIED.

PUBLIC COMMENT ON AGENDA ITEMS (LIMITED TO 3 MINUTES PER PERSON): NONE.

NEW BUSINESS: NONE

UNFINISHED BUSINESS:

OPEN PUBLIC HEARING ON CASE NO. 5-15-PC (Limited to 3 minutes per person, 6:35 p.m.)

1. Patricia Rasmussen wishes to revise entire proposal for decommissioning and complaint.
2. John Garvey-Decommissioning-feels is inadequate 1) should have engineer in paid by applicant 2) bond prior to work 3) clauses for failing to follow 4) decommissioning cost for building and other accessories 5) when abandoned clause
3. Christy Currie-Complaint. Feels Heritage has a poor track record and should not write it. 1) complaint to County 2) time frames to respond

- multiple levels of complaint 3) testing by independent 4) conditions hour of operation 5) hours of operation 6) penalties if not compliant
4. Joyce Leckson complimented Board on working hard, feels Heritage is very cooperative.
 5. Ron Collins Fairbanks feel changes are good, decommissioning more than adequate, should be between Heritage and landowner
 6. Xio Cordoba thanks to commission, feels zoning is comparable to other cities 5b would like more clarification, willing to work with county
 7. Tyler Lucas feels complaints will not end. Hears rumble strip noise more than wind turbines
 8. Jim Dalgord feels decommissioning should be between Heritage and landowner-Thanks
 9. Mike Flinn road from an actual lease

CLOSE PUBLIC HEARING ON CASE 5-15-PC (public hearing closed at 6:50 p.m.)

CASE 5-15-PC: Wind turbine amendments (wind energy system): An amendment to Section 214 District Rural Residential and Section 701-5, Utility Grid Wind Energy System, on-site wind energy system over 100 feet high and anemometer towers over 100 feet high (see June 1, 2015 proposed amendments and August 31, 2015 proposed amendments as attached):

Motion to approve the above proposed amendments was made by Pat Connor and seconded by Randy Scott. MOTION CARRIED.

CORRESPONDENCE:

1. Notice of Intent Comment Form-Clean Energy Jobs---Approved
2. Letter from Marlene and Lawrence Johnson
3. Letter from Nicole Young

GENERAL PUBLIC COMMENTS (Limited to 3 minutes per person)

1. Tonya Leckson from Garden pointed out all monies Heritage put into the community, feels business is needed.

BOARD MEMBER COMMENTS:

1. Benny Herioux, Thanks to the public. Zoning is for all the county and feels the other 4 townships will model our ordinance. Ready for other projects.
2. Dave Moyle: Took note of all correspondence received, feels the Feds are looser with money they don't have, subsidizing with money they don't have. Thanked Heritage for contribution to community.

3. Randy Scott: Complimented committee that wrote original ordinance

ADJOURNMENT: Motion to adjourn at 7:10 p.m. was made by Randy Scott and seconded by Dave Moyle. **MOTION CARRIED**

June 1, 2015

Amend Section 214 RR to add under D) Conditional Uses Permitted by Special Permit.

8. The Planning Commission may authorize principle and other business uses not stated in the district where the land is located, provided that such uses are consistent with the neighborhood, intent of this section, and the standards set forth herein.

Section 701-5 UTILITY GRID WIND ENERGY SYSTEM, ON-SITE WIND ENERGY SYSTEM OVER 100 FEET HIGH AND ANEMOMETER TOWERS OVER 100 FEET HIGH as follows:

An utility grid wind energy system, on-site wind energy system over 100 feet high and anemometer towers over 100 feet high shall meet the following standards in addition to the general conditional use standards:

A) Property Setback:

1. Anemometer tower over 100 feet setback shall be the greater distance of the following:
 - a. A distance equal to 1.1 times the height of the tower including the top of the blade in its vertical position from the road right-of-way;
 - b. A distance equal to 1.1 times the height of the tower including the top of the blade in its vertical position from the lease unit boundary.
2. Utility grid and on-site wind energy systems over 100 feet setback shall be the greater distance of the following:
 - a. A distance equal to 1.1 times the height of the tower including the top of the blade in its vertical position **measured from the center of the Utility Grid or on-site wind energy system to the road right-of-way;**
 - b. A distance equal to 1.1 times the height of the tower including the top of the blade in its vertical position **measured from the center of the utility Grid or on-site wind energy system to a lease unit boundary.**

c. A distance equal to 1,000' **measured from the center of the utility Grid or on-site wind energy system to existing dwellings in legal existence at the time a conditional use permit application is submitted** on participating parcels ~~and~~ or 1,320' **measured from the center of the utility Grid or on-site wind energy system to a-existing dwellings in legal existence at the time a conditional use permit application is submitted** on non-participating parcels.

G) The following standards apply only to utility grid wind energy systems:

3. Shadow Flicker: Site plan and other documents and drawings shall show mitigation measures to minimize potential impacts from the shadow flicker, as identified in the Shadow Flicker Impact Analysis. **Shadow Flicker shall not exceed 30 hours per year on any non-participating dwelling.**

August 31, 2015

4. Decommissioning: A Planning Commission approved decommissioning plan indicating:

a. The anticipated life of the project

b. The estimated decommissioning costs net of salvage value in current dollars **based on:**

i. **Ground preparation activities in order to access the site and provide room for disassembly.**

ii. **Dismantling of the project components which include the tower and operating components, the concrete foundations, any underground or overhead cabling, and electrical substation or switching equipment.**

iii. **Transportation issues including creating load sizes that meet height, width and weight restrictions. Traffic control issues necessary to create egress of components to the disposal point s must also be considered.**

iv. **Site reclamation includes the removal and disposal of contaminated soils. The materials for remediation of the site to match the surrounding land use and form.**

The efforts described above shall be documented by hours of labor and equipment which can be used with current wage and rental pricing to determine the overall decommissioning costs. Salvage values shall then be applied to that cost.

~~c. The method of ensuring that funds will be available for decommissioning and restoration~~ **A narrative of the decommissioning process shall be provided to describe the overall process with the anticipated schedule.**

~~d. The anticipated manner in which the project will be decommissioned and the site restored.~~ **The method of ensuring that funds will be available for decommissioning. A bond for the life of the unit is preferred but a letter of credit will be considered.**

The bond is to be issued in the name of Delta County, Michigan.

5. Complaint Resolution: A Planning Commission approved process to resolve complaints from nearby residents concerning the construction or operation of the project. Two complete copies and sufficient executive summaries for Planning Commission members of a description of the complaint resolution process developed by the applicant to resolve complaints from nearby residents concerning the construction or operation of the project. The process may use an independent mediator or arbitrator and shall include a time limit for acting on a complaint. The process shall not preclude the local government from acting on a complaint. During construction **and operation** the applicant shall maintain and make available to nearby residents a telephone number where a project representative can be reached during normal business hours.

a. Complaints shall be forwarded to the owner/operator and the Delta County Building and Zoning Office on a form prescribed by the Delta County Planning Commission.

b. A reasonable effort by the owner/operator shall be made to respond to a complaint within 24hrs.

c. All responses shall be forwarded to complaining parties and the local permitting office.

d. A reasonable effort shall be made by the owner/operator to investigate all complaints within 10 days of receipt of a complaint and propose a resolution within 15 days¹. The resolution shall include a time frame to correct any violation that may be found.

e. If at any time Delta County or the Delta County Planning Commission finds that a complaint is not being addressed in a timely manner, they may initiate their own investigation utilizing any means they deem necessary. Expenses incurred from such an investigation may be assessed to the owner/operator if it is found that a violation existed or to the complaining party if it is found that a violation does not exist.