

TENTATIVE AGENDA

DELTA COUNTY BOARD OF COMMISSIONERS

STATUTORY MEETING

October 11, 2016

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: 10-4-16
 - Committee of the Whole:
- VI. APPROVAL OF AGENDA
- VII. PRESENTATION OF WRITTEN COMMUNICATIONS
 - A. COMMUNICATIONS RECEIVED
 - B. COMMUNICATIONS FORWARDED
- VIII. REPORTS OF STANDING, STATUTORY, SPECIAL COMMITTEES AND OTHERS
- IX. **PUBLIC COMMENT ON AGENDA ITEMS** (Sign In)
- X. **COMMITTEE REPORTS**
 - 1. **Administrators Report**
 - 2. **Personnel Committee minutes of 10-10-16**
- XI. GENERAL ORDERS OF BUSINESS
 - A. UNFINISHED BUSINESS
 - B. NEW BUSINESS
 - 1. **Payment of Bills**
 - 2. **Courthouse Security Discussion**
 - 2a. **Recap of 2015/2016 Security Improvements**

- 2b. Single Point of Entry
- 2c. Deputy Hours/Metal Detectors
- 3. Delta County Equalization Services RFP
- 4. Delta County/City of Escanaba Joint Equalization/Assessor RFP
- 5. Support for HOME Funding Request
- 6. Sick Leave Donation Request
- 7. Magistrate Appointment
- 8. Resignation of Court Reporter in District Court

XII. GENERAL PUBLIC COMMENT

XIII. COMMISSIONER'S COMMENTS

XIV. MEETING SCHEDULE

- A. Board of Commissioners Meeting on 10-18-16 at 5:15 p.m. in the Service Center Boardroom.
- B. Board of Commissioners Meeting on 11-1-16 at 5:15 p.m. in the Service Center Boardroom.
- C. Board of Commissioners Meeting on 11-15-16 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 statutory meeting of the Delta County Board of Commissioners is scheduled for
Tuesday, October 11, 2016 at 5:15 p.m. in the Boardroom in the Delta County Service Center.

Sincerely yours,

Nancy J. Kolich
Delta County Clerk

Proposed

**DELTA COUNTY BOARD OF COMMISSIONERS MEETING
October 4, 2016**

Escanaba, Michigan

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

September 29, 2016

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 4, 2016, at 5:15 p.m. in the Boardroom of the Delta County Service Center.

Sincerely yours,
Nancy J. Kolich
Delta County Clerk

ROLL CALL

PRESENT: Commissioners Malnar, Harrington, Moyle and Rivard.

EXCUSED: Commissioner Johnson.

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

VIII. PUBLIC COMMENT ON AGENDA ITEMS

V. APPROVAL OF MINUTES OF PREVIOUS MEETING

Moved by Commissioner Moyle and seconded by Commissioner Rivard to approve the minutes of the September 20, 2016 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: 1. Letter from Ontonagon County.
- B. Forwarded: 1. Letter to James O'Loughlin.
2. Letter to Ron Beauchamp.
3. Letter to Dennis Wiltzius.

Proposed

4. Letter to Tracy Harju.
5. Letter to Gayle Stoykovich.

VIII. REPORTS OF STANDING AND STATUTORY SPECIAL COMMITTEES AND OTHERS

1. CAA/HRA minutes of 7-7-16.
2. Airport Advisory Board minutes of 7-11-16.
3. Solid Waste Authority minutes of 8-23-16.
4. Pinecrest Board minutes of 8-25-16.
5. Public Health minutes of 8-31-16
6. Human Services Board agenda 10-17-16.

1. Township Association minutes of 5-26-16.

Moved by Commissioner Rivard and seconded by Commissioner Moyle to receive the written communication and place on file.

MOTION CARRIED.

IX. PUBLIC COMMENT ON AGENDA ITEMS:

No public comment

X. COMMITTEE REPORTS:

1. Administrator's Report.

- Pathways contribution is maintenance of effort. Likely cannot be changed. If more funds are needed, Delta has argument to maintain while other counties increase
- Posting for Deputy Friend of the Court—Victoria Radke gone on March 31, Jim Soderberg to replace.
- Title III making progress—thanks to John Malnar and Bob Berbohm. The township fire departments will submit their needs and we'll try to make it work within the scope of the project.
- Healthcare – for most people our increase went up less than the hard cap increase. More take home pay for employees, but coverage is still not very good
- Energy Project—all local vendors, one has pulled out so they're working on that at the moment.
- End of Year Surplus—Likely to be over \$200K, costs continue to be incurred and revenue received for several more months.

Moved by Commissioner Moyle and seconded by Commissioner Harrington to waive demolition permit fee for the old Animal Shelter building. MOTION CARRIED.

X. GENERAL ORDERS OF BUSINESS

Proposed

- A. UNFINISHED BUSINESS
- B. NEW BUSINESS

1. Payment of Bills.

Moved by Commissioner Moyle and seconded by Commissioner Malnar to pay bills in the amount of \$176,785.43 and Commissioners expenses of \$1,244.88. MOTION CARRIED.

2. Citizens for Community Safety.

Sheriff Oswald gave a presentation to the Board regarding the Citizens for Community Safety who are promoting the Jail Bond proposal.

3. Correctional Facility FAQ Presentation.

Administrator Bergman gave a Frequently Asked Questions presentation to the Board. The presentation will be available on the County website.

4. Camp Cooks Integrated Resource Management.

The U.S. Forest Service will be closing many of the trails located in Nahma Township. There have been no economic studies done on how this will impact the local economy. Alarming to see how the US Forest Service has decided to do this. There is a public comment period, the Administrator has sent a letter.

Moved by Commissioner Rivard and seconded by Commissioner Moyle to submit a letter from the County Board to the U.S. Forest Service in opposition to closing the trails in Nahma Township as part of the Camp Cooks Integrated Resource Management Project proposal.

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

MOTION CARRIED.

5. Delta County Equalization.

At the October 11th meeting, the Administrator will present two RFPs (Requests for Proposal), one would be for a contractor to provide Equalization and field appraisal studies services, the other would be for a contractor to provide Equalization and field appraisal studies services for Delta County and to provide Assessor services to the City of Escanaba.

Proposed

XII. GENERAL PUBLIC COMMENT

None.

XIII. COMMISSIONERS CONCERNS

Commissioner Malnar: Went to the meeting in Nahma, was impressed how the community came together to fight against the US Forest Service.

Commissioner Johnson: None.

Commissioner Moyle: Dark Store issue is a huge problem. In regards to the letter to the editor regarding the jail - we have the right people in place, we need to give them the tools - jail issue.

Commissioner Rivard: UPCAP brochure for 211 - to get any information you may want - available 24/7- super program. The US Forest Service is not just a county issue - individuals can also submit comments. Met with MAC and Jerry Ducette (past president of MAC) to discuss county issues/concerns.

Commissioner Harrington: None.

XIV. MEETING SCHEDULE

October 11 th	5:15 p.m.	Statutory Board meeting.
October 18 th	5:15 p.m.	Board meeting.
November 1 st	5:15 p.m.	Board meeting.
November 15 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 6:30 p.m.

Respectfully Submitted,

Proposed

Nancy J. Kolich, County Clerk

Mary K. Harrington, Board Chair

PERSONNEL COMMITTEE MEETING

October 10, 2016

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

ATTENDEES: Phil Strom, Prosecuting Attorney; AFSCME members Connie Friets,
Lee Anne Strand, Sandy Caron

The meeting began at 2:00 p.m.

V. New Business:

1. Assistant to the Prosecutor/Paralegal Job Description Change

Prosecuting Attorney Phil Strom gave an update to the Committee on attempts to fill his position. The position became vacant due to Jeana LaCarte accepting the job as Magistrate. One person in the union applied internally, but was determined not to have the necessary qualifications. Prosecutor Strom interviewed one external candidate that met the minimum qualifications but decided that she was not the right fit. In an effort to attract additional candidates, Prosecutor Strom recommended loosening the education requirements to other majors if the applicants have additional direct work experience. After the discussion, the committee recommends the job description change to the board.

The meeting adjourned at 2:27 p.m

Current

POSITION: Assistant to the Prosecutor/Paralegal

POSITION DESCRIPTION: The Assistant to the Prosecutor/Paralegal serves at the pleasure of the Prosecutor. The Assistant to the Prosecutor/Paralegal works under the direct supervision of the Prosecutor, but is also answerable and subordinate to the Chief Assistant Prosecuting Attorney and the Assistant Prosecuting Attorney.

POSITION REQUIREMENTS: A bachelors degree in paralegal studies or at least two years of law school. Excellent writing, communication and legal research skills. Must be proficient in the use of courtroom and research technologies. Must be familiar with the criminal law and procedure.

POSITION FUNCTIONS:

(1) **Assistant to the Prosecutor:** Responsible for scheduling appointment, meetings and general oversight of the Prosecutor's calendar and schedule. Serves as a liaison between law enforcement and the Prosecutor. Assists the Prosecutor with gathering information and data regarding prosecutorial functions. Acts as a contact person for the public as directed by the Prosecutor. Assist the Prosecutor in discharging his or her duties and responsibilities under the law.

(2) **Paralegal:** Perform investigative and legal functions delegated by the Prosecutor, Chief Assistant Prosecutor and the Assistant Prosecutor including, but not limited to:

- a. Conducting interviews of witnesses for the purpose of preparing them for court proceedings.
- b. Conducting legal research.
- c. Drafting legal documents and pleadings.
- d. Attending court proceedings as directed by the Prosecutor.
- e. Assisting prosecutors with evidence preparation and gathering.
- f. Assisting prosecutors with trial preparation and organization.
- g. Preparing video/computer presentations.
- h. Providing general case oversight to ensure that evidence is obtained and requested investigations are conducted.

Position: Legal Assistant to the Prosecuting Attorney (Legal Assistant)

Position Description: The Legal Assistant works under the direct supervision of the County Prosecuting Attorney. The Legal Assistant will also be answerable and subordinate to the Chief Assistant Attorney and any Assistant Attorney.

Position Minimum Requirements:

Experience: This position is not an entry level position. A qualified applicant will have at least two years of professional experience working with attorneys or law enforcement agencies. A qualified applicant must demonstrate knowledge or experience with criminal law and procedure in the State of Michigan. A qualified applicant must also demonstrate knowledge or experience with the Michigan Probate Court system, as the probate court case management is a large portion of the workload for the Legal Assistant.

Education: A qualified applicant will possess either:

- A bachelor's degree from an accredited university in Paralegal, Legal Assistant, or Pre-Law Studies; or
- A less relevant bachelor's degree approved by the Prosecuting Attorney, plus an additional two years (4 years total) of professional experience working with attorneys or law enforcement agencies beyond the experience required above.

Skills:

- **Legal Writing:** A qualified applicant will be able to demonstrate the ability to draft legal documents consistent with the type of legal documents typically filed by the Delta County Prosecutor's Office.
- **Communication:** A qualified applicant will be able to demonstrate the ability to work with individuals during the legal process. Relevant examples would include communicating with law enforcement officers, witnesses, and victims of crimes.
- **Legal Research:** A qualified applicant will be able to demonstrate knowledge of current legal research tools and methods

Position Functions:

The Legal Assistant will assist the Prosecutor and the other attorneys in carrying out all duties and responsibilities required under the law. The Legal Assistant will support the Prosecutor by managing his/her schedule and calendar. The Legal Assistant will assist other support staff when possible. The Legal Assistant will serve as a liaison between law enforcement agencies and the Prosecutor's Office.

Specific tasks will include but not be limited to: Providing legal and administrative support to the attorneys in the office; Managing the Probate Court case load; Interviewing witnesses and managing them during court proceedings; Conducting legal research; Drafting legal documents and pleadings; Assisting during court proceedings as directed by the Prosecutor; Preparing and gathering evidence; Organizing legally admissible evidence for trial preparation; Preparing video and other computer presentations; Providing general case oversight to ensure evidence is obtained and investigations are conducted as directed by the Prosecutor and assistant attorneys.

DELTA COUNTY BOARD OF COMMISSIONERS

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

B1



October 11, 2016

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
09-30-16	235,793.71
10-06-16	3,879,403.75
Total Report of Claims \$	4,115,197.46
Total Jury Expense \$	2,039.68
GRAND TOTAL OF BILLS \$	4,117,237.14
Commissioner Expenses: \$	88.64 Paid

AUTHORIZED SIGNATURE _____
AUTHORIZED SIGNATURE _____
AUTHORIZED SIGNATURE _____
AUTHORIZED SIGNATURE _____
AUTHORIZED SIGNATURE _____

Check Date	Check	Vendor	Vendor Name	Description	Amount
Bank FIRST ALL FUNDS					
09/20/2016	163606	019300	STATE OF MICHIGAN	SALES TAX - AUGUST 2016	1,738.17
09/21/2016	163607	005032	EMERGENCY TRAINING	CAPITAL OUTLAY-TRAINING	3,079.00
09/30/2016	163608	013189	MERS OF MICHIGAN	RETIREMENT-DEFINED BENEFIT	2,440.00
				RETIREMENT-DEFINED BENEFIT	2,317.00
				RETIREMENT-DEFINED BENEFIT	5,402.00
				RETIREMENT-DEFINED BENEFIT	3,138.00
				RETIREMENT-DEFINED BENEFIT	1,531.00
				RETIREMENT-DEFINED BENEFIT	755.00
				RETIREMENT-DEFINED BENEFIT	2,666.00
				RETIREMENT-DEFINED BENEFIT	3,262.00
				RETIREMENT-DEFINED BENEFIT	2,675.00
				RETIREMENT-DEFINED BENEFIT	851.00
				RETIREMENT-DEFINED BENEFIT	901.00
				RETIREMENT-DEFINED BENEFIT	1,341.00
				RETIREMENT-DEFINED BENEFIT	9,871.00
				RETIREMENT-DEFINED BENEFIT	16,751.00
				RETIREMENT-DEFINED BENEFIT	6,983.00
				RETIREMENT-DEFINED BENEFIT	853.00
				RETIREMENT-DEFINED BENEFIT	881.00
				RETIREMENT-DEFINED BENEFIT	6,655.00
				RETIREMENT-DEFINED BENEFIT	1,947.00
				RETIREMENT-DEFINED BENEFIT	1,188.00
					<u>72,408.00</u>
09/30/2016	163610	001012	A-1 DRAIN CLEANING	WINTERIZE SPRINKLER SYSTEM COURTHOUSE/SC	160.00
09/30/2016	163611	001061	KAREN S ALVORD	REIMB FOR BAY VETERINARY CLINIC BILL	192.95
09/30/2016	163612	001103	ANDERSON LUMBER	STORAGE SHED	1,680.00
09/30/2016	163613	001141	DEE DEE ANDERSON-SKRADSKI	PER DIEM/MILEAGE 5/6 - 7/11 - 9/26/16	69.72
09/30/2016	163614	002018	BADGER MAILING & SHIPPING SYSTEMS	PRINT HEAD - POSTAGE MACHINE	308.76
09/30/2016	163615	002032	BRIAN BELMONTI	PER DIEM/MILEAGE 5/6/16 & 7/11/16	63.76
09/30/2016	163616	002102	BAY DE NOC LAW FIRM PC	CIRCUIT ATTY FEES - SEPTEMBER 2016	1,583.33
09/30/2016	163617	002142	BERGMAN LAW OFFICE PC	CIRCUIT ATTY FEES - SEPTEMBER 2016	1,583.33
				PROBATE ATTORNEY FEES - SEPT 2016	1,742.74
					<u>3,326.07</u>
09/30/2016	163618	002151	ROBERT A. BERBOHM	EMERG MGMT SERVICES - SEPT 2016	4,408.33
09/30/2016	163619	002170	BENOIT'S GLASS & LOCK	RE KEY FOR MICH WORKS	75.00
				PADLOCK	21.00
					<u>96.00</u>
09/30/2016	163620	002302	DONALD E. BROCKWAY	BOOT ALLOWANCE 2015-16	137.75
09/30/2016	163621	003014	TIMOTHY F. CAIN	CIRCUIT ATTY FEES - SEPTEMBER 2016	1,583.33
				PROBATE ATTORNEY FEES - SEPTEMBER 2016	1,742.74
					<u>3,326.07</u>
09/30/2016	163622	003061	CARQUEST AUTO PARTS	CARB CLEANER	6.78
				OIL FILTER - FUEL FILTER	40.57
				MIRROR - FUEL FILTER - TRANS FILTER	37.67
				ATF MERCON/ HAND CLEANERS	150.18
				HAND CLEANER /CAR WASH	30.15
				CARTRIDGE, GREASE-MULTIPURPOSE, DEX MERC	188.58

Check Date	Check	Vendor	Vendor Name	Description	Amount
09/30/2016	163623	003080	CHAMBER OF COMMERCE-DELTA COUNTY	LUNCH W/GOV-MALNAR LUNCH W/ GOV- MOYLE	453.93 20.00 20.00 <u>40.00</u>
09/30/2016	163624	003087	CHARTER COMMUNICATIONS	INTERNET/CABLE-ACCT 8245 12 032 0091915	243.86
09/30/2016	163625	003122	CARDMEMBER SERVICE	CREDIT CARD CHGS-ACCT 4798 5100 5693 012	487.92
09/30/2016	163626	003124	SANDY CARON	MILEAGE REIMB 9/21/16 & 9/22/16	32.40
09/30/2016	163627	003130	CITY OF ESCANABA	ELECTRICAL SC-P ACCT- 1-06-1720-00 WATER-GARBAGE - ACCT 1-06-0550-00 UTILITIES - ACCT: 4-35-3750-00 UTILITIES - ACCT: 4-35-5130-00 UTILITIES - ACCT: 4-35-3720-00 UTILITIES - ACCT: 4-35-3760-00 UTILITIES - ACCT: 4-35-4370-00 UTILITIES - ACCT: 4-35-5120-01 UTILITIES - ACCT: 4-35-3742-00 UTILITIES - ACCT: 4-35-4360-00 UTILITIES - ACCT: 4-35-4310-01 UTILITIES - ACCT: 4-35-3730-00 UTILITIES - ACCT: 4-35-4350-00 UTILITIES - ACCT: 4-35-3761-00 UTILITIES - ACCT 2-17-1430-00 - MARY CAS	548.37 206.16 2,273.79 12.11 11.75 32.26 73.55 10.21 19.69 246.14 11.19 19.03 21.85 79.29 <u>280.99</u> 3,846.38
09/30/2016	163628	003131	WILL CARNE	PER DIEM/MILEAGE 5/6/16; 7/11/16; 9/26/1	69.72
09/30/2016	163629	003160	CLOVERLAND PAPER CO.	JANITORIAL TOWEL, TISSUE TISSUE TISSUE TISSUE	61.67 438.10 438.10 219.05 <u>1,156.92</u>
09/30/2016	163630	003170	COMMUNITY ACTION AGENCY	PROP TAX \$718.29; HOUSING \$26603.64	27,321.93
09/30/2016	163631	003240	COOPER OFFICE EQUIPMENT INC.	COPIER MAINTENANCE-BIZHUB 282	150.13
09/30/2016	163632	003323	CYCLE CITY	PARTS FOR THE BOAT	175.35
09/30/2016	163633	004030	DAILY PRESS	PUBLIC NOTICE - ACCT DD1195 ELECTION NOTICE - ACCT DD1195 REDZONE MARKETING GRANT FINAL- ACCT DD01	540.86 1,081.71 468.00 <u>2,090.57</u>
09/30/2016	163634	004038	DAVIS/WANIC LAND SURVEYORS P.C	REMON SURVEY SERVICES-CORNERS	11,480.00
09/30/2016	163635	004075	DEGRAND, REARDON & HALL P.C.	ATTORNEY FEES (DISTRICT) - RUSSELL W HAL	2,083.33
09/30/2016	163636	004166	DELTA CONSERVATION DISTRICT	GRANT PRESENTATION TRAVEL EXP REIMB-JUNE	152.08
09/30/2016	163637	004200	DELTA COUNTY CLERK	CVR - APRIL 2016 CVR - MAY 2016 CVR - JUNE 2016 CVR - JULY 2016 CVR - AUGUST 2016	48.26 111.35 141.58 57.36 105.89 <u>464.44</u>
09/30/2016	163638	004210	DELTA COUNTY HISTORICAL SOCIETY	2015/16 APPROPRIATION	2,000.00
09/30/2016	163639	004225	DELTA COUNTY REGISTER OF DEEDS	REMON RECORDINGS & COPIES	359.00
09/30/2016	163640	004230	DELTA COUNTY ROAD COMMISSION	GASOLINE - AUGUST 2016	383.58

Check Date	Check	Vendor	Vendor Name	Description	Amount
09/30/2016	163641	004256	DELTA COUNTY AIRPORT	TRAINING 9/21/16 - MEALS TRAINING REIMB 9/22/16 MEALS TRAINING 9/21/16 - MEALS POSTAGE - BOWMNOK CALIBRATION	41.52 42.23 9.36 42.43 <u>135.54</u>
09/30/2016	163642	004270	DELTA COUNTY TREASURER	RECORDING EXP- QUIT CLAIM (GRACE A SMEDB POSTAGE 26 REDEMPTION CERTS	14.00 0.57 260.00 <u>274.57</u>
09/30/2016	163643	004331	DELTA SOLID WASTE MANAGEMENT	LEGAL EXP-NEW SW MGMT ORDINANCE	20,000.00
09/30/2016	163644	004356	JOHN DENHOLM	BOARD OF APPEALS 8/3/16 PER DIEM/MILEAGE BA MEETING 9/7/16	84.80 84.80 <u>169.60</u>
09/30/2016	163645	004358	DAVID DENO	BOARD OF APPEALS 8/3/16	27.56
09/30/2016	163646	004363	DERBY	MATTRESSES - JAIL	3,365.70
09/30/2016	163647	004367	EMILY DESALVO BOUGIE	REIMB SUPPLIES	88.68
09/30/2016	163648	004384	DICKINSON COUNTY FRIEND OF COURT	FOC WARRANT-GABRIELLA E FLEURY-SHELDON	500.00
09/30/2016	163649	004418	DTE ENERGY	NAT'L GAS - ACCT 4576 012 0006 8 NAT'L GAS - ACCT 4576 012 0007 6 NAT'L GAS - ACCT: 4576 012 0002 7 NAT'L GAS - ACCT:4569 786 0001 7 NAT'L GAS - ACCT:4576 043 0003 0 NAT'L GAS - ACCT:4576 043 0002 2 NAT'L GAS - ACCT:4576 043 0010 5	69.66 38.56 71.59 53.62 62.19 33.19 32.53 <u>361.34</u>
09/30/2016	163650	004441	JASON DIX	PHONE REIMB - SEPT 2016	35.00
09/30/2016	163651	004795	THE EBCO COMPANY	CRIMINAL FILE CASEBINDERS - NUMBERED	672.00
09/30/2016	163652	004802	ECOLAB PEST ELIM DIV	ANT PROGRAM PEST REPORTING	150.00
09/30/2016	163653	004805	ECONOMOPOULOS LAW FIRM PC	FOC COURT REFEREE- SEPT 2016	2,000.00
09/30/2016	163654	005030	ELMER'S COUNTY MARKET	JURY SUPPLIES - ACCT 44007895126 COFFEE - ACCT:44007863633 JURY SUPPLIES - ACCT 44007895126 CREDIT ON COFFEE - ACCT: 41007863633	57.60 69.90 25.22 (15.10) <u>137.62</u>
09/30/2016	163655	005035	ANN ENGLAND	MILEAGE REIMB 3/1/16 -9/27/16	31.75
09/30/2016	163656	006022	FASTENAL COMPANY	DEFLECTORS SAFETY CANS	128.83 296.00 <u>424.83</u>
09/30/2016	163657	006047	FILTRATION CORPORATION	FILTERS/LID GASKET	957.59
09/30/2016	163658	006088	DAN FORRESTER	MILEAGE 9/14/2016 SESSION/MILEAGE 9/21/2016	144.00 304.00 <u>448.00</u>
09/30/2016	163659	006121	FRIENDS OFFICE PRODUCTS	OFFICE SUPPLIES	196.83

3

Check Date	Check	Vendor	Vendor Name	Description	Amount
09/30/2016	163660	007005	DONALD GALLAGHER	OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES	492.95 494.77 136.95 <u>1,321.50</u>
09/30/2016	163661	007067	GENE'S TOWING & RECOVERY	BOOT ALLOWANCE 2015-16	111.28
09/30/2016	163662	007129	WALLEN GODLEWSKI	BOARD OF APPEALS 8/3/16 PER DIEM/MILEAGE BA MEETING 9/7/16	38.36 38.36 <u>76.72</u>
09/30/2016	163663	007130	ROBERT E. GOEBEL JR.	PHONE REIMB - SEPT 2016	35.00
09/30/2016	163664	007233	MICHAEL GROLEAU	BOOT ALLOWANCE 2015-16	148.35
09/30/2016	163665	007250	GUARDIAN PEST CONTROL, INC.	PEST CONTROL	30.00
09/30/2016	163666	008025	LUKE HAMLIN	PHONE REIMB - AUGUST 2016	35.00
09/30/2016	163667	008027	HANNAHVILLE TRIBAL COURT	BOND-MARIAH WITNEY	500.00
09/30/2016	163668	008081	BRIAN HERIOUX	PER DIEM/MILEAGE 5/6/16 & 9/26/16	72.40
09/30/2016	163669	008083	HEYNSSENS-SELIN'S	CARPET INSTALLATION	253.00
09/30/2016	163670	008090	HIAWATHA CHEF SUPPLY	CUTTING BOARDS BOXES CUPS - TOWELS	47.25 50.80 411.00 <u>509.05</u>
09/30/2016	163671	009020	I.C.I.E.	MI COURT RULES AND RULES OF EVIDENCE SEP	104.00
09/30/2016	163672	009022	IMAGING TECHNOLOGIES DIRECT LLC	TONER CARTRIDGES FOR SQUAD COMPUTER	447.00
09/30/2016	163673	009036	INK AND TONER ALTERNATIVE	LASER PRINTER	350.00
09/30/2016	163674	010058	DANIEL L. JOHNSON	CLOTHING ALLOWANCE 2015-16 UNIFORM ALLOWANCE 2015-16 CLOTHING ALLOWANCE 2015-16	221.48 79.48 249.04 <u>550.00</u>
09/30/2016	163675	010091	PATRICK JOHNSON	MILEAGE/PHONE REIMB-JULY 2016 MILEAGE/PHONE REIMB-AUG 2016	245.06 76.04 <u>321.10</u>
09/30/2016	163676	010110	JOHNSTON PRINTING & OFFSET	ENVELOPES	20.00
09/30/2016	163677	011021	KIESLER'S POLICE SUPPLY INC	TRAINING GUNS	3,395.20
09/30/2016	163678	011050	K-MART	LIGHT BULBS/HAIRCUT KIT/CLIPS LAUNDRY SOAP	86.90 45.98 <u>132.88</u>
09/30/2016	163679	011070	KOBAS ELECTRIC CO., INC.	LIGHT BULBS	103.40
09/30/2016	163680	011071	KMB BROADCASTING INC	MARKETING - SPORTS - SEPT 2016	350.00
09/30/2016	163681	011080	NANCY KOLICH	ELECTION DAY MILEAGE REIMB 8/2/16	64.80
09/30/2016	163682	011874	DAN LACARTE	BOOT/EQUIP ALLOWANCE 2015-16	126.95
09/30/2016	163683	012027	TRACY LANTAGNE	POSTAGE REIMB	6.89

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Check Date	Check	Vendor	Vendor Name	Description	Amount
09/30/2016	163684	012071	WILLIAM LENCA	REMON PEER GROUP-9/23/16	70.00
09/30/2016	163685	012128	LOU'S GLOVES	GLOVES	405.00
				GLOVES	243.00
					<u>648.00</u>
09/30/2016	163686	012131	PERRY LUND	PHONE REIMB - SEPT 2016	35.00
09/30/2016	163687	013028	JAYNE MACKOWIAK	CIRCUIT ATTY FEES - SEPTEMBER 2016	1,583.33
09/30/2016	163688	013169	JAMES MCDONOUGH	BOOT ALLOWANCE/EQUIPMENT 2015-16	150.00
09/30/2016	163689	013179	MENARDS	FREEZALARM/HANGER DOORS/ WATER HEATER A	1,286.16
				DRILL CHUCK KEY	2.96
				MATERIAL TO BUILD RAMP FOR NEW SHED	33.33
				CLEANING SUPPLIES	70.50
				BULBS	11.94
				SHOP AND TERMINAL - PARTS	222.53
				PAINT - BRUSH - HINGE	73.74
				RO PRO PAINT FLAT	31.95
				SCREWDRIVER BIT SET - DRILL	13.47
				TRASH BAGS	53.88
				EQUIPMENT MAINTENANCE-PARTS	48.89
				BATTERIES - CLOCK	49.01
				HIGH POWER PORTABLE/ SHOPLIGHT	115.98
				LEADER HOSE/NOZZLE	14.88
				TILE SAW	93.96
				PARTS FOR CARD READER AND FITTINGS.	78.28
					<u>2,201.46</u>
09/30/2016	163690	013289	MICHIGAN DEPT OF TRANSPORTATION	AIRPORT LICENSE FEE RENEWAL	100.00
09/30/2016	163691	013391	MICHIGAN STATE INDUSTRIES	DETERGENT, BLEACH AND CLEANSER	1,327.70
09/30/2016	163692	013447	MILLER'S ACTION OFFICE SUPPLY	OFFICE SUPPLIES-COFFEE	41.97
				OFFICE SUPPLIES-CORRECTION TAPE	20.99
				OFFICE SUPPLIES - PAPER (BLUE)	299.50
				OFFICE SUPPLIES - PAPER ROLLS	63.99
				SUPPLIES - CUPS	170.19
				OFFICE SUPPLIES	660.62
					<u>1,257.26</u>
09/30/2016	163693	013600	DAVID MOYLE	MILEAGE REIMB- APRIL 2016	14.58
				MILEAGE REIMB- MAY 2016	11.88
				MILEAGE REIMB-JUNE & JULY 2016	16.20
				MILEAGE REIMB- AUG 2016	11.88
					<u>54.54</u>
09/30/2016	163694	014043	NAPA OF ESCANABA	TRANSFER CASE MOTOR, FORD PICK UP	102.96
09/30/2016	163695	014125	RUSSELL NELSON	BOARD OF APPEALS 8/3/16	53.48
				PER DIEM/MILEAGE BA MEETING 9/7/16	53.48
					<u>106.96</u>
09/30/2016	163696	014150	DENNIS NESS	BOARD OF APPEALS 8/3/16	30.80
				PER DIEM/MILEAGE BA MEETING 9/7/16	30.80
					<u>61.60</u>

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Check Date	Check	Vendor	Vendor Name	Description	Amount
09/30/2016	163697	014210	NORTHERN PLUMBING & HEATING	FITTINGS FOR SECURITY ROOM TV CLOSET REPAIR KIT AIR FILTERS COMPRESSION SLEEVE AIR FILTERS AIR FILTERS TOILET FLUSH LEVER PLUMBING PARTS - DRAIN FLUSHER PLUMBING PARTS - SHOWER PLUMBING PARTS - SUMP PUMP SUPPLIES	66.23 16.22 39.36 0.78 39.36 67.52 2.05 7.07 4.24 426.73 22.17 <u>691.73</u>
09/30/2016	163698	015025	OFFICE DEPOT	TONER	88.99
09/30/2016	163699	015094	OSF ST. FRANCIS HOSPITAL	AUTOPSY- EDWARD TROMBLEY	366.00
09/30/2016	163700	015098	CHARLES OSLUND	REMON PEER GROUP 9/23/16	78.10
09/30/2016	163701	016013	PREIN&NEWHOF	ESC-RUNWAY - TAXIWAY REHAB/MARKING	13,050.94
09/30/2016	163702	016037	MICHAEL PARRETT	BOARD OF APPEALS 8/3/16 PER DIEM/MILEAGE BA MEETING 9/7/16	45.92 45.92 <u>91.84</u>
09/30/2016	163703	016083	NANCY PETERSON	BOARD OF APPEALS - 8/3/16 SECRETARY - BA MEETING 9/7/16	30.00 30.00 <u>60.00</u>
09/30/2016	163704	016088	PIONEER QUICK LUBE - 23	OIL CHANGE OIL CHANGE	60.27 63.41 <u>123.68</u>
09/30/2016	163705	018031	RADIO RESULTS NETWORK	SPORTS PKG - MARKETING SPORTS PACKAGE - MARKETING - SEPT 2016	1,200.00 400.00 <u>1,600.00</u>
09/30/2016	163706	018063	REINHART FOOD SERVICE	PLASTIC BAGS GLOVES, GARBAGE BAGS, CREAMER CUPS	77.08 261.16 76.01 <u>414.25</u>
09/30/2016	163707	018077	UPPER MICHIGAN LAW	ATTORNEY FEES (DISTRICT) - J. BRAY - SEP ATTORNEY FEES - SEPTEMBER 2016	2,083.33 1,742.74 <u>3,826.07</u>
09/30/2016	163708	018110	RICHER REFRIGERATION	GAS REGULATORS FOR TWO BOILERS- COURTHOU EXHAUST FANS - ADAPTERS	674.78 2,094.00 <u>2,768.78</u>
09/30/2016	163709	018116	DAVID RIVARD	MILEAGE/PHONE REIMB- AUG 2016	161.90
09/30/2016	163710	018211	ROY NESS CONTRACTING & SALES INC	REPAIR ROOF LEAKS	676.24
09/30/2016	163711	019027	LESLIE STANEK-NAULT	PHONE REIMB - AUGUST 2016	35.00
09/30/2016	163712	019031	SAGINAW COUNTY PROBATE COURT	DEFERRAL HEARING-DANA CARLESON	65.00

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Check Date	Check	Vendor	Vendor Name	Description	Amount
09/30/2016	163713	019042	HAROLD SCHERMER	BOARD OF APPEALS 8/3/16 PER DIEM/MILEAGE BA MEETING 9/7/16	26.48 26.48 52.96
09/30/2016	163714	019064	SCHOOLCRAFT 93RD DISTRICT COURT	BOND-MORGAN FARLEY 16-04-070ST	400.00
09/30/2016	163715	019077	VICKI SCHWAB	PER DIEM/MILEAGE 9/26/16	23.24
09/30/2016	163716	019185	SOLUTIONS TELECOMMUNICATIONS	LABOR- RESET PHONE SYSTEM	65.00
09/30/2016	163717	019238	STATE OF MICHIGAN	STATE'S SHARE COLLECTIONS	128.29
09/30/2016	163718	019240	STATE OF MICHIGAN	NOTARY FEE FOR PROSECUTING ATTORNEY	10.00
09/30/2016	163719	019375	STROPICH OIL COMPANY	FUEL	520.38
09/30/2016	163720	019377	LEE ANNE STRAND	MILEAGE REIMB 9/21/16	16.20
09/30/2016	163721	020010	T & T HARDWARE	HOSE HANGERS	9.98
				BUTCHER OIL	17.98
					27.96
09/30/2016	163722	020015	TRUCK EQUIPMENT	BLADE	965.40
				MICROPHONE	18.74
					984.14
09/30/2016	163723	021004	UNDERGROUND SECURITY CO.	UNDERGROUND STORAGE REG OF DEEDS DOCS	572.10
09/30/2016	163724	021012	UNITED PARCEL SERVICE	SHIPPING CHGS	15.65
				SHIPPING- MILLER CANFIELD	94.67
				NEXT DAY AIR	41.48
					151.80
09/30/2016	163725	021038	UPACC	FALL 2016 CONF REG- MALNAR AND RIVARD	140.00
09/30/2016	163726	021041	U.P. ACTION NEWS	AUGUST AD - ACCT AD0262	283.20
09/30/2016	163727	021060	UPPER PENINSULA FAMILY SOLUTIONS	CARE OF C. ARCHEY - JULY 2016	534.44
				CARE OF CARTER ARCHEY - JULY 2016	534.44
				CARE OF L. PORTER - JULY 2016	534.44
				CARE OF K. JONES - JULY 2016	534.44
				CARE OF J. POPIOLEK - JULY 2016	689.44
				CARE OF L. TILOT - JULY 2016	844.44
				CARE OF J. POPIOLEK - AUGUST 2016	844.44
				CARE OF J. POPIOLEK - 8/1 - 8/10/16	222.40
				CARE OF K JONES - 8/1 - 8/10/16	172.40
				LOLA TILOT CLOTHING ALLOWANCE 2016	107.00
				LEAH PORTER CLOTHING ALLOWANCE 2016	107.00
				CARMEN ARCHEY CLOTHING ALLOWANCE 2016	107.00
				CARTER ARCHEY CLOTHING ALLOWANCE 2016	107.00
				PRESTON NELSON CLOTHING ALLOWANCE 2016	107.00
				PARKER NELSON CLOTHING ALLOWANCE 2016	107.00
				CARE OF P NELSON 7/27 - 7/31/16	86.20
					5,639.08
09/30/2016	163728	021068	U.P. PROBATE JUDGE'S ASSOCIATION	2016-2017 DUES-PROBATE JUDGE'S MEMBERSHI	50.00
09/30/2016	163729	021070	U.P. POWER CO.	UTILITIES - ACCT 200052185	20.94
09/30/2016	163730	021076	U.P. ENVIRONMENTAL SERVICES INC	ABSORBENT PADS	316.00
09/30/2016	163731	022047	LAW OFFICE OF VIAU & CHAPEKIS, PC	MORLEY C DIMENT - CAA-DISTRICT CT REIMB	2,083.33
09/30/2016	163732	022049	JAMES J VIAU	CIRCUIT ATTY FEES - SEPTEMBER 2016	1,583.33
09/30/2016	163733	023076	TAMMY WETTHUHN	MILEAGE REIMB 08-22 THROUGH 09-13-16	24.30
09/30/2016	163734	023080	THOMSON REUTERS - WEST PAYMENT CTR	MONTHLY CHARGES - JUNE 2016	817.16
				MONTHLY CHARGES - JULY 2016	354.02
				MONTHLY CHARGES - AUGUST 2016	354.02

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Check Date	Check	Vendor	Vendor Name	Description	Amount
09/30/2016	163735	ADMIN MISC	KATHRYN COLE	MONTHLY CHARGES - SEPTEMBER 2016	354.02
09/30/2016	163736	ADMIN MISC	JENNIE C. LATSCH & LYNN LATSCH	BURIAL ALLOWANCE - ARTHUR G. MEYER	300.00
09/30/2016	163737	DLQ TAX	FIRST BANK ESCROW FOR MICHEAL BRUCE	BURIAL ALLOWANCE - CECIL LATSCH	300.00
09/30/2016	163738	PROS MISC	JILL CHARON	DLQ TAX REFUND	52.91
09/30/2016	163739	PROS MISC	PETER MCINTYRE	WITNESS FEE	6.00
09/30/2016	163740	PROS MISC	LEIGHA WOELFFER	WITNESS/MILEAGE FEE	7.40
09/30/2016	163741	PROS MISC	LISA LAFAVE	WITNESS/MILEAGE FEE	7.60
09/30/2016	163742	PROS MISC	REAGAN LAFAVE	WITNESS FEE	6.00
09/30/2016	163743	PROS MISC	JENNIFER VIAU	WITNESS FEE	6.00
09/30/2016	163744	PROS MISC	MANITOWOC COUNTY CIRCUIT COURT	WITNESS/MILEAGE FEE	7.60
				CERTIFIED JUDGEMENT FOR WILLIAM HAWKINS	7.50
					<hr/>
FIRST TOTALS:					
Total of 138 Checks:					235,793.71
Less 0 Void Checks:					0.00
Total of 138 Disbursements:					<hr/> 235,793.71 <hr/>

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Check Date	Check	Vendor	Vendor Name	Description	Amount
Bank FIRST ALL FUNDS					
10/06/2016	163782	001024	163771-163781	EQUALIZATION SERVICES- 4TH QTR 2016	23,750.00
10/06/2016	163783	001050	PR ded	TOWER POWER ACCT 200500	124.16
10/06/2016	163784	002079	BAY BANK	SAFE DEPOSIT BOX - 0406	50.00
				SAFETY DEPOSIT BOX - 0415	80.00
				SAFETY DEPOSIT BOX - 0424	80.00
					<u>210.00</u>
10/06/2016	163785	002102	BAY DE NOC LAW FIRM PC	ATTORNEY FEES - R DAVIDSON 9/9/16	22.50
10/06/2016	163786	002105	BAY MILLS RESORT	LODGING- RIVARD/WALNAR CONF 282124 & 282	135.38
10/06/2016	163787	002142	BERGMAN LAW OFFICE PC	ATTORNEY FEES - SODERGREN	311.94
10/06/2016	163788	002159	BICHLER GRAVEL & CONCRETE	SAND BARN FILL - WINTER OPS	334.70
				SAND BARN FILL WINTER OPS	330.04
				SAND BARN FILL WINTER OPS	321.70
					<u>986.44</u>
10/06/2016	163789	003058	CBM FOOD SERVICE	FOOD SERVICE 9/15/16 - 9/21/16	3,513.07
10/06/2016	163790	003075	MASON & JERI COLLINS	CARE OF T. MCCONLOGUE - 8/1 - 8/22/16	379.28
				CARE OF B. MCCONLOGUE - 8/1 - 8/22/16	379.28
					<u>758.56</u>
10/06/2016	163791	003110	CITY OF ESCANABA	DISPATCHING SERVICES- AUG 2016	61,000.00
				DISPATCHING SERVICES- SEPT 2016	61,000.00
					<u>122,000.00</u>
10/06/2016	163792	003120	CITY OF ESCANABA	SEPT 2016 PENAL FINES	1,622.97
10/06/2016	163793	003140	CITY OF GLADSTONE	SEPT 2016 PENAL FINES	296.66
10/06/2016	163794	003142	CHARLES L. CLAPP	ATTORNEY FEES - W. TIRAPELLI - 9/21 - 9/	137.50
10/06/2016	163795	003240	COOPER OFFICE EQUIPMENT INC.	CONTRACT BASE RATE CHARGE 10/4/16-1/3/17	120.00
10/06/2016	163796	003255	CORRECTIONAL HEALTHCARE COMPANIES I	QUARTERLY ADJ - 2016	3,474.45
				MEDICAL SERVICES - OCT 2016	16,208.02
					<u>19,682.47</u>
10/06/2016	163797	003329	CUPPAD REGIONAL COMMISSION	GIS SERVICES - OCT- DEC 2016	8,750.00
10/06/2016	163798	004200	DELTA COUNTY CLERK	FOC BOND- PELTIN - 14-DP-22389 - APPLY T	50.00
10/06/2016	163799	004205	DELTA COUNTY FRIEND OF THE COURT	FOC BOND - PELTIN - 14-DP-22389	950.00
10/06/2016	163800	004240	DELTA COUNTY SHERIFF DEPT.	PRISONER TRANSPORT - TROY D CLARK 9/22/1	170.00
				CIVIL PROCESS - CHRISTINE BRILL	41.39
					<u>211.39</u>
10/06/2016	163801	004241	DELTA COUNTY 4-H COUNCIL	9 PLATS FOR SEPT 2016	315.00
10/06/2016	163802	004270	DELTA COUNTY TREASURER	ADMIN FEES - 3RD QTR 2016 - REMON	106.09
10/06/2016	163803	004272	DELTA DISPOSAL	GARBAGE DISPOSAL - ACCT: COMM000496	395.00
10/06/2016	163804	004419	STEVEN A. DOSH, M.D.	MEDICAL EXAMINER FEES-OCT 2016	3,500.00
10/06/2016	163805	006009	CRASH TRUCK SERVICES	FIRE TRUCK INSPECTION, FAA CERTIFICATION	1,500.00
10/06/2016	163806	006011	FACILITY DUDE	MAINTENANCE EDGE 11/1/16-10/31/17	2,070.00
10/06/2016	163807	006088	DAN FORRESTER	MAINTENANCE EDGE 11/1/16-10/31/17	144.00
10/06/2016	163808	006088	LUKE HAMLIN	MILEAGE REIMB - SEPT 2016	332.10
10/06/2016	163809	008025	HANNAHVILLE TRIBAL COURT	BOND-STEPHEN KEEZER	750.00
10/06/2016	163810	009020	I.C.L.E.	ICLE/FBI REGISTRATION - VICTORIA ANN RAD	50.00
10/06/2016	163811	010110	JOHNSTON PRINTING & OFFSET	LEGAL AND LETTERHEAD PAPER	220.00

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CHECK REGISTER FOR DELTA COUNTY
CHECK NUMBERS 782 - 163842

Check Date	Check	Vendor	Vendor Name	Description	Amount
10/06/2016	163812	012013	LAKE SUPERIOR BUSINESS MACHINES INC	TYPEWRITER RIBBON	29.95
10/06/2016	163813	012082	RELX INC DBA LEXISNEXIS	SUBSCRIPTION (01-SEP-2016 - 30-SEP-2016)	300.00
10/06/2016	163814	012091	SANDRA LINSMEYER	CARE OF B. GORDON - SEPT 2016 CARE OF B. GORDON - AUGUST 2016	617.70 638.29 <u>1,255.99</u>
10/06/2016	163815	013179	MENARDS	WASHER FLUID	23.22
10/06/2016	163816	013200	MICHIGAN ASSOCIATION OF COUNTIES	COBRA SERVICES 10/1/16-9/30/17	700.00
10/06/2016	163817	013349	MICHIGAN MUNICIPAL RISK MANAGEMENT	INS-GENERAL FUND-7/1/16-7/1/17 INS- RETENTION FUND- 7/1/16-7/1/17 INS- GENERAL FUND- 7/1/16-7/1/17 INS- RETENTION FUND 7/1/16-7/1/17	42,940.75 6,250.00 799.75 500.00 <u>50,490.50</u>
10/06/2016	163818	013559	KATHRYN MORSKI	30 INSPECTION VISITS	1,290.00
10/06/2016	163819	013600	DAVID MOYLE	MILEAGE REIMB - SEPT 2016	8.64
10/06/2016	163820	013906	MGT OF AMERICA INC	COST ALLOC PLAN FY 2015 DHS-286 BILLINGS FOR JULY, AUG & SEPT	7,500.00 1,313.40 <u>8,813.40</u>
10/06/2016	163821	014210	NORTHERN PLUMBING & HEATING	SOLENOID COIL	58.57
10/06/2016	163822	014250	NU-WAY CLEANERS	DRY CLEANING - SEPT 2016	188.15
10/06/2016	163823	015025	OFFICE DEPOT	OFFICE SUPPLIES - BILL ID 196918 PHONE CORDS - BILL ID 196918 OFFICE SUPPLIES- BILL ID 196918	50.84 27.82 197.69 <u>276.35</u>
10/06/2016	163824	018063	REINHART FOOD SERVICE	PAPER CUPS, FOAM CUPS	63.23
10/06/2016	163825	018067	REAL ESTATE TRF.TAX,DEPT.77627	RE TRANSFER SEPT 2016	53,670.00
10/06/2016	163826	018176	ROCK COMMUNITY AMBULANCE	2015/16 APPROP	800.00
10/06/2016	163827	019036	SAULT STE MARIE TRIBE OF CHIPPEWA	CARE OF C. GINTER - 9/28/16 - 9/30/16 CARE OF M. METZER-MEEK - SEPT 2016	360.00 3,600.00 <u>3,960.00</u>
10/06/2016	163828	019109	JAMES RAYMOND SHAPY	SALARY 9/19/2016 THRU 9/30/2016	1,420.00
10/06/2016	163829	019189	SPARLING CORPORATION	STICKERS JET AND 100LL FUEL TANKS NFPA 4	200.89
10/06/2016	163830	019201	STATE OF MICH,ST.EDUCATION TAX	SET & TLR TAX 9/1 - 9/30/16	3,528,351.18
10/06/2016	163831	019290	STATE OF MICHIGAN	REMON - 3RD QTR 2016	6,966.81
10/06/2016	163832	019356	STERICYCLE, INC	HAZARDOUS WASTE PICKUP-SEPT 2016	584.38
10/06/2016	163833	020026	TEACHING FAMILY HOMES	CARE OF C. GORDON - 6/27 - 7/10/16 CARE C. GORDON 7/11 - 7/24/16 CARE C. GORDON 7/25 - 8/7/16 CARE C. GORDON 8/08/16 - 8/21/16 CARE C GORDON - 8/22 - 9/4/16 CARE C GORDON - 9/5/16 - 9/7/16	2,201.15 4,402.30 4,402.30 4,402.30 4,402.30 628.90 <u>20,439.25</u>
10/06/2016	163834	020046	TECHNICAL RESOURCE MGMT LLC	SCREENING - AUGUST 2016	560.50
10/06/2016	163835	020116	TRANSUNION RISK AND ALTERNATIVE	INVESTIGATIVE CHECKS - SEPT 2016 - ACCT	25.00
10/06/2016	163836	022025	VERIZON WIRELESS	PHONE - ACCT 583044249-00001	972.26
10/06/2016	163837	023016	KURT WILSON	BOOT ALLOWANCE 2015-16	150.00

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Check Date	Check	Vendor	Vendor Name	Description	Amount
10/06/2016	163838	023080	THOMSON REUTERS - WEST PAYMENT CTR	MICHIGAN SENTENCING GUIDELINES MI SCAO FORMS	220.00 230.50 <u>450.50</u>
10/06/2016	163839	023084	WEX BANK	GASOLINE-SEPT 2016 - ACCT 0496-00-165010	133.08
10/06/2016	163840	023116	JOHN AND KIM WYCKOFF	CARE OF N. WEGNER - SEPT 2016 CARE OF R. WEGNER - SEPT 2016 CARE OF N. WEGNER - AUGUST 2016 CARE OF R. WEGNER - AUGUST 2016	617.70 517.20 638.29 534.44 <u>2,307.63</u>
10/06/2016	163841	B&Z MISC	ANTHONY CARON	REFUND ZONING CASE	400.00
10/06/2016	163842	SHERF MISC	MIKE MARKOVICH	GARMINS GPS FOR SEARCH AND RESCUE	<u>1,499.04</u>
FIRST TOTALS:					
Total of 61 Checks:					3,879,403.75
Less 0 Void Checks:					0.00
Total of 61 Disbursements:					<u>3,879,403.75</u>

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Check Date	Check	Vendor	Vendor Name	Description	Amount
Bank FIRST ALL FUNDS					
	163745-163747	PR			
10/04/2016	163748	CIRCT MISC	RUTH ANN HOUSEMAN	Juror RUTH ANN HOUSEMAN	25.50
10/04/2016	163749	CIRCT MISC	SHERRI MARIE SWANSON	Juror SHERRI MARIE SWANSON	14.06
10/04/2016	163750	CIRCT MISC	KARL JACK ERICKSON	Juror KARL JACK ERICKSON	264.00
10/04/2016	163751	CIRCT MISC	RANDY JOHN BERTOW	Juror RANDY JOHN BERTOW	13.80
10/04/2016	163752	CIRCT MISC	WHITNEY SUE SALAZAR	Juror WHITNEY SUE SALAZAR	14.06
10/04/2016	163753	CIRCT MISC	JUSTIN LEE JACOBSEN	Juror JUSTIN LEE JACOBSEN	229.68
10/04/2016	163754	CIRCT MISC	THOMAS PATRICK MADDEN	Juror THOMAS PATRICK MADDEN	13.28
10/04/2016	163755	CIRCT MISC	JAMES JOSEPH BROWN	Juror JAMES JOSEPH BROWN	30.70
10/04/2016	163756	CIRCT MISC	MICHAEL WATSON DOBY	Juror MICHAEL WATSON DOBY	226.56
10/04/2016	163757	CIRCT MISC	PATRICIA JOANNE ROGERS	Juror PATRICIA JOANNE ROGERS	13.02
10/04/2016	163758	CIRCT MISC	AMY SUZANNE WISE	Juror AMY SUZANNE WISE	12.76
10/04/2016	163759	CIRCT MISC	DANNY BOY HANSEN	Juror DANNY BOY HANSEN	256.20
10/04/2016	163760	CIRCT MISC	STEPHEN HENRY DEROUIN	Juror STEPHEN HENRY DEROUIN	20.30
10/04/2016	163761	CIRCT MISC	SHIRLEY ANNE DERIDDER	Juror SHIRLEY ANNE DERIDDER	240.60
10/04/2016	163762	CIRCT MISC	MICHAEL JAMES LEVESQUE	Juror MICHAEL JAMES LEVESQUE	15.10
10/04/2016	163763	CIRCT MISC	AUDRY ROXANA KOBASIC	Juror AUDRY ROXANA KOBASIC	13.80
10/04/2016	163764	CIRCT MISC	DONALD A HESS	Juror DONALD A HESS	264.00
10/04/2016	163765	CIRCT MISC	GUNTER WISE	Juror GUNTER WISE	16.14
10/04/2016	163766	CIRCT MISC	LARRY PAUL BRATONIA	Juror LARRY PAUL BRATONIA	17.70
10/04/2016	163767	CIRCT MISC	ROBERT JAMES NACHTWEY	Juror ROBERT JAMES NACHTWEY	31.74
10/04/2016	163768	CIRCT MISC	PENNY JEAN ROUSE	Juror PENNY JEAN ROUSE	17.70
10/04/2016	163769	CIRCT MISC	LORI ANN ZEISE	Juror LORI ANN ZEISE	20.30
10/04/2016	163770	CIRCT MISC	MICHAEL KENNETH KOSSOW	Juror MICHAEL KENNETH KOSSOW	268.68

FIRST TOTALS:

Total of 23 Checks: 2,039.68
 Less 0 Void Checks: 0.00
 Total of 23 Disbursements: 2,039.68

12

Delta County Courthouse Security Recommendations

6/23/15

I Scope:

On April 15, 2015 Deputy Brockway, Brandon Couvillion (IT), Cory (Maintenance) , and Bob Berbohm (Emergency Management) conducted an assessment of the Delta County Courthouse focusing on increasing safety at the request of the Delta County Board.

II Findings and Recommendation:

There are two offices in the basement. The basement is a secure area with limited to no cell phone or radio access. It is recommended to relocate these offices.

- a). Number the doors. Doors should be numbered inside and out beginning at the main door and moving clockwise. Numbers should be reflective. Estimated cost **\$20.00**.
- b). Addition of 3 Fire Cabinets in the basement for hazardous chemicals. Estimated cost **\$2,400**
- c). Addition of 3 camera's to cover identified dead spots. Estimated costs **\$3,000**
- d). The defibrillator located on first floor along with eye wash should be moved to the area near the pay phone. An additional defibrillator added to second floor. Estimated cost **\$2,000**
- e). Changing room 113 (presently Emergency Management) to a security room with one way glass monitoring lobby, and computer access to monitor camera's. Move Emergency Manager to Service Center. Estimate Costs:

1). Computer	\$800
2). Monitors (2) 22" @ \$150	\$300
3). Large TV for Video Camera Images (3)	\$1500
4). Mounts and cabling	\$150
5). Tinted window in west wall	\$10,000

f). District Probation Office- employees can be locked inside via dead bolt on entry door (several of these were found and all should be replaced) also too much glass, all that is needed is 2 working stations where a clipboard can be slid under-like Prosecutors Office- Estimate **\$5,995**

g). A metal detector. As the County is getting more violent crimes a metal detector would increase building safety. **Estimated costs \$3,000-\$7,000.** Note to man this metal detector separate from current court Officer would cost \$80,644. Garrett super wand (3 @ \$152.81) **\$458.43**

h). The prisoner transport through the back of the Circuit Court causes the correctional Officer and prisoner to walk by an open stairway, prisoner could easily push the correction officer down stairs. It is recommended to put a partial doorway/gateway Estimate: **\$1,600.** If someone did get into this area they would have full access to the basement. Recommend a door estimate cost: **\$2,500.**

i). The back parking lot should be a secure employee parking lot. This also benefits the jail in transporting prisoners. In October of 2013 Lt. Thibeault had an estimate and sketch made. We would concur with this project and defer questions to Sheriff Oswald and Lt Thibeault. Estimated costs \$39,470. There options for gating which would reduce the costs, see attached estimate.

j) It was noted that several doors had deadbolt locks from the inside to replace those locks
estimate \$500.

BZC

rbergman@deltacountymi.org

Zimbra

Re: Statement from Michigan Supreme Court Chief Justice Robert P. Young, Jr.

From : Steve Parks [REDACTED]

Wed, Jul 13, 2016 03:47 PM

Subject : Re: Statement from Michigan Supreme Court Chief Justice Robert P. Young, Jr.**To :** Ryan Bergman <rbergman@deltacountymi.org>

Ryan,

Long before the recent tragedy in Berrien County, I concluded that one court security officer is inadequate. As you know, I have a very busy docket with many people in the courtroom, and my court reporter and I are frequently left without any security. This is not a criticism of Deputy Brockway, who does a great job, but has to bounce around between three courts.

I have had people rapidly approach the bench with their hands in their pockets and people walk past the bar with no one to stop them. We regularly see impulsive and irrational people like drug addicts and people suffering from mental illness. There have been times that I have felt vulnerable, and other times I have wondered what I will do if someone is violent or disruptive.

I don't want to be discussing security after an incident where someone is hurt or worse.

I will encourage Deputy Brockway to talk to you. I discussed my concerns with him, and he may be able to provide you with some valuable input. I believe we need another security officer.

Thank you for your consideration.

Steve Parks

Salary Cost of Additional Courthouse Deputy Time

If Hired as one or more part-time employees

	468 Hours	936 Hours	1,404 Hours	1,872 Hours	2,340 Hours
Hr/Rate	1 day/week	2 days/week	3 days/week	4 days/week	5 days/week
\$15	\$7,020	\$14,040	\$21,060	\$28,080	\$35,100
\$20	\$9,360	\$18,720	\$28,080	\$37,440	\$46,800
\$25	\$11,700	\$23,400	\$35,100	\$46,800	\$58,500

Note: 1 part-time employee can work up to 1,500 hours before requiring benefits

If Covered with Road Patrol Officer Overtime

	468 Hours	936 Hours	1,404 Hour	1,872 Hours	2,340 Hours
Hr/Rate	1 day/week	2 days/week	3 days/week	4 days/week	5 days/week
\$32.55	\$15,233	\$30,467	\$45,700	\$60,934	\$76,167

Note: Using overtime would also add significant retirement costs

**DELTA COUNTY BOARD
OF COMMISSIONERS**
310 Ludington Street, Suite 222
Escanaba, Mi 49829

B3

1 GENERAL INFORMATION

1.1 Purpose

Delta County is soliciting competitive sealed proposals to provide Equalization Services.

1.2 Background

Delta County has terminated its contract with AIS Marketing effective December 31, 2016. This contract provided for a Level IV certified Equalization Director to sign the county's Equalization studies, perform required on-site field assessments, and perform other related Equalization services. Delta County is seeking Equalization options for the period January 1, 2017 through December 31, 2018 (two years).

1.3 Scope of Work

The awarded vendor must present a proposal capable of providing all of the following Equalization Services:

- Completion of all required annual appraisal and sales studies.
- Preparation and coordination of Delta County's annual apportionment report.
- Preparation of the county's annual equalization report.
- Training, on-going support and oversight of all local unit assessors within Delta County.
- Representing the Delta County Board Commissioners at State Tax Tribunal hearings, including preparation of relevant data and information.
- Completion and filing of all Equalization reports required under state law.
- Research and response to any relevant equalization, appraisal or taxation questions by the County Administrator or Board of Commissioners.
- Coordination with Delta County's geographic information system (GIS) provider to improve the county's mapping and parcel information.
- Present relevant studies and information to the Delta County Board of Commissioners.

1.4 Residency/Travel

Neither the vendor or any awarded sub-contractor is required to live in Delta County, however all travel costs (including mileage and housing) should be included in the bid price. No travel costs will be reimbursed. The Equalization Director will be required to have at least three working days of office hours on site in Escanaba every three months.

1.5 County Responsibilities

Delta County will provide: sufficient on-site office space; support and maintenance of the BS&A system; reimbursement for printing, postage, and legal notices.

1.6 Vendor Experience and Qualifications

All vendors must provide a Level IV certified Equalization Director, as certified by the State Assessor's Board, during the duration of the agreement. Field and appraisal studies must also be conducted by an Assessor certified at the appropriate level. Vendors should demonstrate experience providing all duties listed under the scope of work above.

1.7 Insurance

Vendors must provide appropriate liability insurance.

1.8 Schedule of Events

Proposals must be received, in a sealed envelope in the Administrative Office, Delta County Courthouse, 310 Ludington St Suite 222, Escanaba MI 49829, no later than **November 15, 2016 at 4:00 p.m.** Proposals will be opened at the November 15, 2016 Board of Commissioners Meeting, in the Delta County Service Center Board Room at 5:15 p.m. Proposals received after 4:00 p.m on November 15, 2016 will not be opened or eligible for consideration.

1.9 Amendments to Proposals

Amendments to or withdrawals of proposals will only be allowed if acceptable requests are received prior to the deadline (**4 p.m on November 15, 2016**) set for receipt of proposals. No amendments or withdrawals will be accepted after the deadline unless they are in response to the County's request.

1.10 Required Review

Defects: Vendors shall carefully review this RFP for defects and questionable or objectionable matter. Comments concerning defects and questionable material must be made in writing and received by Ryan Bergman, Delta County Administrator, 310 Ludington Street Suite 222, Escanaba, MI 49829. Telephone conversations are not considered official and must be confirmed in writing by the interested party.

If an addendum is issued, it will be provided to all parties who were provided a copy of the RFP.

1.11 Disclosure of Proposal Contents

All proposals and other material submitted become the property of Delta County and may

be returned only at the County's option. Information contained in the proposals will be disclosed and discussed during the evaluation process. Under Michigan's "Right to Know" laws, public records are required to be open to reasonable inspection. All proposal information including detailed price and cost information will be held in confidence prior to the public opening of bids.

Trade secrets and other proprietary data contained in proposals may be held confidential if the vendor requests in writing that the County does so, and the information is eligible for exclusion under Michigan's Freedom of Information Act. Material considered confidential by the vendor must be clearly identified and the vendor must include a brief statement that sets out the reason for confidentiality.

1.12 Subcontractors

Subcontractors may be used to perform portions of the work under this contract. If a vendor intends to use subcontractors the vendor must identify, in their proposal, the names of the subcontractors and the portion of the work the subcontractors will perform. Vendors must provide the following information concerning each prospective subcontractor within five business days from the date of the County's request:

- a) Complete name of the subcontractor,
- b) Complete address of the subcontractor,
- c) Type of work the subcontractor will be providing,
- d) A written statement, signed by each proposed subcontractor, which clearly verifies that the subcontractor has agreed to render the services required by the contract.

A vendor's failure to provide this information within the required time frame may cause the County to consider the proposal non-responsive and reject the proposal. The substitution of one subcontractor for another may be made only at the discretion of the County and with prior written approval of the County. Such approval shall not be unreasonably withheld.

1.13 Response Format and Content

The response format is flexible but should include all of the following:

- Written description of how the contractor intends to fulfill all obligations covered under the scope of work.
- Acknowledgement that all travel costs to, from, and within Delta County will be paid by the contractor.
- Demonstration of vendor experience and qualifications, including proof of licensure.
- Proof of appropriate liability insurance, or a quote indicating they will be able to immediately obtain insurance if awarded.
- Written description of the planned use of sub-contractors if applicable, fulfilling all obligations under 1.12 of this RFP.
- Staff assignment plan, describing the responsibilities of each person to be involved with the project and the planned number of hours of work to be delivered by each
- The bid price, in either an annual lump-sum not to exceed amount, or in a two-year lump-sum not to exceed amount.
- References

Failure to include these items may cause the proposal to be determined to be non-responsive and the proposal may be rejected.

1.14 Preparation Costs

The County is not responsible and will not pay for any costs associated with the preparation, submittal, or presentation of any proposal.

2. STANDARD CONTRACT INFORMATION

2.1 Contract Term

The contract shall be effective from the date a contract is signed by the Delta County Board. The contractor will be paid monthly, or quarterly, depending on their preference.

2.2 Tax Exemptions

The County is exempt from federal excise and transportation taxes. The County's registration number with the IRS is 38-6004846. No exemption certificates are required and none will be issued.

2.3 Additional Terms and Conditions

The County reserves the right to add terms and conditions during contract negotiations. These terms and conditions will be within the scope of the RFP and will not affect the proposal evaluation.

3. PROPOSAL EVALUATION, SELECTION AND AWARD PROCESS

3.1 Proposal Evaluation

All proposals will be reviewed to determine if they are responsive. The Board of Commissioners will select their appraisal based on factors to include, but not limited to: qualifications; experience; and cost. The Board of Commissioners reserves the right to accept or reject proposals at their discretion.

**DELTA COUNTY BOARD
OF COMMISSIONERS**
310 Ludington Street, Suite 222
Escanaba, Mi 49829

B4

1 GENERAL INFORMATION

1.1 Purpose

Delta County and the City of Escanaba are jointly soliciting competitive sealed proposals to provide Equalization Services to Delta County and Assessor Services to the City of Escanaba.

1.2 Background

Delta County has terminated its contract with AIS Marketing effective December 31, 2016. This contract provided for a Level IV certified Equalization Director to sign the county's Equalization studies, perform required on-site field assessments, and perform other related Equalization services. Delta County is seeking Equalization options for the period January 1, 2017 through December 31, 2018 (two years)

Escanaba currently has an opening for an Assessor. The position has previously been a full-time on-site position but the City is currently exploring contractor options which may primarily include work from a remote location.

1.3 Scope of Work

The awarded vendor must present a proposal capable of providing all of the following Equalization Services:

- Completion of all required annual appraisal and sales studies.
- Preparation and coordination of Delta County's annual apportionment report.
- Preparation of the county's annual equalization report.
- Training, on-going support and oversight of all local unit assessors within Delta County.
- Representing the Delta County Board Commissioners at State Tax Tribunal hearings, including preparation of relevant data and information.
- Completion and filing of all Equalization reports required under state law.
- Research and respond to any relevant equalization, appraisal or taxation questions by the County Administrator or Board of Commissioners.
- Coordination with Delta County's geographic information system (GIS) provider to improve the county's mapping and parcel information.
- Present relevant studies and information to the Delta County Board of Commissioners.

The awarded vendor must also present a proposal capable of providing all of the following Assessor Services for the City of Escanaba:

- Manage the planning and execution of inspection, appraisal, recording, and verification of real and personal property assessments.
- Manage the review of building permits for new and additional improvements, site inspect, and estimate new valuation.
- Manage the review of ownership documents for ownership, descriptions, sales data, and other pertinent information.
- Manage the performance of annual personal property canvass, prepare personal property statements and audit personal property statements.
- Manage and participate in the annual analysis of sales data to determine sales ratios and land values.
- Manage the preparation and maintenance of tax rolls, tax bills, and assessment rolls including IFT, OPRA, NRE assessment rolls.
- Manage the poverty, veteran, primary residence, and other exemption application process.
- Support the Board of Review and City Budgeting process.
- Analyze, provide input on, and implement Delta County's proposed sales ratio or appraisal studies.
- Prepare various correspondence, records and reports, including all reports and forms required by the State of Michigan.
- Participate in Michigan Tax Tribunal cases and appeals.

1.4 Residency/Travel

Neither the vendor or any awarded sub-contractor is required to live in Delta County, however all travel costs (including mileage and housing) should be included in the bid price. No travel costs will be reimbursed. The Equalization Director will be required to have at least three working days of office hours on site in Escanaba every three months. As Assessor, the City of Escanaba will require the office to have X working days of office hours on site in Escanaba every three months.

1.5 County/City Responsibilities

Delta County will provide: sufficient on-site office space; support and maintenance of the BS&A system; and reimbursement for printing, postage, and legal notices.

The City of Escanaba will provide: sufficient on-site office space; support and maintenance of the BS&A system; reimbursement for printing, postage, and legal notices; and appropriate Assessor Department staff.

1.6 Vendor Experience and Qualifications

All vendors must provide a Level IV certified Equalization Director, as certified by the State Assessor's Board, during the duration of the agreement. Field and appraisal studies must also be conducted by an Assessor certified at the appropriate level. Vendors should demonstrate experience providing all duties listed under the scope of work above.

1.7 Insurance

Vendors must provide appropriate liability insurance.

1.8 Schedule of Events

Proposals must be received, in a sealed envelope in the Administrative Office, Delta County Courthouse, 310 Ludington St, Suite 222 Escanaba MI 49829, no later than **November 15, 2016 at 4:00 p.m.** Proposals will be opened at the November 15, 2016 Board of Commissioners Meeting, in the Delta County Service Center Board Room at 5:15 p.m. Proposals received after 4:00 p.m on November 15, 2016 will not be opened or eligible for consideration.

The Escanaba City Council will review applications following Delta County at its first scheduled Council meeting following November 15, 2016.

1.9 Amendments to Proposals

Amendments to or withdrawals of proposals will only be allowed if acceptable requests are received prior to the deadline (**4 p.m on November 15, 2016**) set for receipt of proposals. No amendments or withdrawals will be accepted after the deadline unless they are in response to the County's request.

1.10 Required Review

Defects: Vendors shall carefully review this RFP for defects and questionable or objectionable matter. Comments concerning defects and questionable material must be

made in writing and received by Ryan Bergman, Delta County Administrator, 310 Ludington Street Suite 222, Escanaba, MI 49829. Telephone conversations are not considered official and must be confirmed in writing by the interested party.

If an addendum is issued, it will be provided to all parties who were provided a copy of the RFP.

1.11 Disclosure of Proposal Contents

All proposals and other material submitted become the property of Delta County and may be returned only at the County's option. Information contained in the proposals will be disclosed and discussed during the evaluation process. Under Michigan's "Right to Know" laws, public records are required to be open to reasonable inspection. All proposal information including detailed price and cost information will be held in confidence prior to the public opening of bids.

Trade secrets and other proprietary data contained in proposals may be held confidential if the vendor requests in writing that the County does so, and the information is eligible for exclusion under Michigan's Freedom of Information Act. Material considered confidential by the vendor must be clearly identified and the vendor must include a brief statement that sets out the reason for confidentiality.

1.12 Subcontractors

Subcontractors may be used to perform portions of the work under this contract. If a vendor intends to use subcontractors the vendor must identify, in their proposal, the names of the subcontractors and the portion of the work the subcontractors will perform. Vendors must provide the following information concerning each prospective subcontractor within five business days from the date of the County's request:

- a) Complete name of the subcontractor,
- b) Complete address of the subcontractor,
- c) Type of work the subcontractor will be providing,
- d) A written statement, signed by each proposed subcontractor, which clearly verifies that the subcontractor has agreed to render the services required by the contract.

A vendor's failure to provide this information within the required time frame may cause the County to consider the proposal non-responsive and reject the proposal. The substitution of one subcontractor for another may be made only at the discretion of the County and with prior written approval of the County. Such approval shall not be unreasonably withheld.

1.13 Response Format and Content

The response format is flexible but should include all of the following:

- Written description of how the contractor intends to fulfill all obligations covered under the scope of work.
- Acknowledgement that all travel costs to, from, and within Delta County will be paid by the contractor.
- Demonstration of vendor experience and qualifications, including proof of

licensure.

- Proof of appropriate liability insurance, or a quote indicating they will be able to immediately obtain insurance if awarded.
- Written description of the planned use of sub-contractors if applicable, fulfilling all obligations under 1.12 of this RFP.
- Staff assignment plan, describing the responsibilities of each person to be involved with the project and the planned number of hours of work to be delivered by each.
- The bid price, in either an annual lump-sum not to exceed amount, or in a two-year lump-sum not to exceed amount.
- References

Failure to include these items may cause the proposal to be determined to be non-responsive and the proposal may be rejected.

1.14 Preparation Costs

The County or City is not responsible and will not pay for any costs associated with the preparation, submittal, or presentation of any proposal.

2. STANDARD CONTRACT INFORMATION

2.1 Contract Term

The contract shall be effective from the date a contract is signed by the Delta County Board and the Escanaba City Council. The contractor will be paid monthly, or quarterly, depending on their preference.

2.2 Tax Exemptions

The County and City are exempt from federal excise and transportation taxes. The County's registration number with the IRS is 38-6004846. The city's registration number with the IRS is X. No exemption certificates are required and none will be issued.

2.3 Additional Terms and Conditions

The County reserves the right to add terms and conditions during contract negotiations. These terms and conditions will be within the scope of the RFP and will not affect the proposal evaluation.

3. PROPOSAL EVALUATION, SELECTION AND AWARD PROCESS

3.1 Proposal Evaluation

All proposals will be reviewed to determine if they are responsive. The Board of Commissioners will select their appraisal based on factors to include, but not limited to: qualifications; experience; and cost. Both the Board of Commissioners and Escanaba City Council reserve the right to accept or reject proposals at their discretion.

B5

October 11, 2016

Michigan State Housing Development Authority
735 E. Michigan Ave
P.O. Box 30044
Lansing, MI 48909

Subject: Low-Income Home Rehabilitation

Dear MSHDA Home Division,

The Delta County Board of Commissioners would like to inform you of our great interest in securing homeowner rehabilitation to funding to assist low-income families in our county.

We feel like Delta County is a strong candidate because we have a very successful sub-grantee relationship in place that has worked extensively with these types of funding opportunities in the past. To date, services have been provided to over 100 low-income families, with many continuing to live in homes that were rehabilitated. MDSCAA/HRA, Inc. has also partnered with the agency's weatherization program, and USDA rural development to successfully leverage funds for projects such as replacing furnaces and water heaters.

The need continues to be great in our community. We currently have a waiting list of no less than 25 low-income families who are unable to security necessary financing to make home repairs. This is a high priority need that our County Board strongly supports. Please consider continuing our successful relationship.

Thank you,

Mary K. Harrington
Delta County Board Chairperson



B6

State of Michigan
In the 94th District Court for the County of Delta
310 Ludington Street
Escanaba MI 49829
(906) 789-5106 or 789-5108
Fax # (906) 789-5198

Steven C. Parks
District Judge

Emily DeSalvo
Court Administrator

Mark Hager
Magistrate

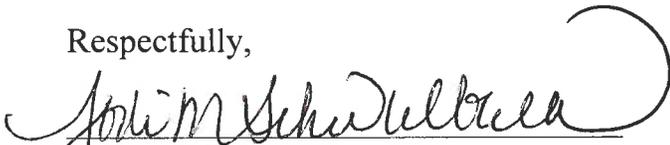
Jodi M Schwalbach
Court Reporter

October 5, 2016

Delta County Administration:

I am requesting that prior to my resignation from employment with the County of Delta, **50 hours** of my sick leave be transferred from my accrued sick leave bank into the employee of Ashley Winkowski of the 94th District Court.

Respectfully,


Jodi M Schwalbach
Court Reporter/Deputy Clerk


Honorable Steven C Parks
District Court Judge

cc: Ashley Winkowski

B7

DELTA COUNTY BOARD OF COMMISSIONERS
RESOLUTION
RATIFICATION OF MAGISTRATE APPOINTMENT

WHEREAS, Jeana Lynne LaCarte, on October 6, 2016, was appointed by the 94th District Court as Magistrate of the Court; and

WHEREAS, MCL 600.8501 provides that the magistrate appointment “shall be subject to approval by the County Board of Commissioners; and,

WHEREAS, the Judge of the 94th District Court has requested approval of the aforesaid appointment and ratification of said appointment.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

The appointment of Jeana Lynne LaCarte as magistrate of the 94th District Court is hereby approved and further the Board approves and ratifies the appointment on October 11, 2016 effective October 6, 2016.

This approval shall continue in effect until terminated by action of the 94th District Court Judge.

Adopted this 11th day of October, 2016

Mary K. Harrington, Chairperson
Delta County Board of Commissioners

Jodi M Schwalbach

6817 Charles Place
Escanaba MI 49829
906.399.7190

jschwalbach@deltacountymi.org



Honorable Steven C Parks
94th District Court
310 Ludington Street
Escanaba MI 49829

Judge Parks,

Please accept this letter as my formal notice of resignation from the 94th District Court, County of Delta, and effective Friday, October 14, 2016. Due to a previously scheduled personal day on that date, my official last day in the department will be Thursday, October 13, 2016.

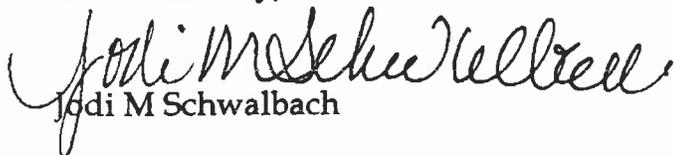
The associations, both professionally and personally, I have made here during my 27 years of employment will truly be memorable for years to come.

I would like to take this opportunity to say that making this decision was difficult, and only made easier by the offer that was extended to me. The experience and knowledge I have gained has been invaluable, however, I am excited about the new position that I am undertaking and the plans they have in store for me.

I am conscious of the need to provide support to the Court until my departure and I shall give my full commitment until then and be the loyal committed employee I have always been.

I wish you well as you continue to serve the residents of Delta County and every success in the future as you strive to change lives one by one and I thank you from the bottom of my heart for the opportunity and honor to have served as your court reporter. You make me proud.

Yours Sincerely,



Jodi M Schwalbach

cc: Emily DeSalvo