

TENTATIVE AGENDA

DELTA COUNTY BOARD OF COMMISSIONERS

November 1, 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: 10-18-16  
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**

XI. GENERAL ORDERS OF BUSINESS

- A. UNFINISHED BUSINESS
- B. NEW BUSINESS

- 1. **Payment of Bills**
- 2. **Preliminary Timeline for Sheriff Project**
- 3. **Work Detail Contract with UPCAP Services**
- 4. **Request for Expense Card- Judge Parks**
- 5. **Mechanical/Plumbing Inspector Contract**
- 6. **2017 Annual Grant Agreement- Remonumentation**

## 7. Park System Update

XII. GENERAL PUBLIC COMMENT

XIII. COMMISSIONER'S COMMENTS

XIV. MEETING SCHEDULE

- A. Building and Grounds Meeting on 11-4-16 at 10:00 a.m. in the Courthouse room 222.
- B. Board of Commissioners Meeting on 11-15-16 at 5:15 p.m. in the Service Center Boardroom.
- C. Board of Commissioners Meeting on 12-6-16 at 5:15 p.m. in the Service Center Boardroom.
- D. Board of Commissioners Meeting on 12-20-16 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 regular meeting of the Delta County Board of Commissioners is scheduled for  
Tuesday, November 1, 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 18, 2016**

Escanaba, Michigan

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

October 13, 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 11, 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 Johnson, Malnar, Moyle, and Rivard.

EXCUSED: Commissioner Harrington.

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

V. APPROVAL OF MINUTES OF PREVIOUS MEETING

Moved by Commissioner Moyle and seconded by Commissioner Malnar to approve the minutes of the October 11, 2016 meeting. MOTION CARRIED.

VI. APPROVAL OF AGENDA

Moved by Commissioner Malnar and seconded by Commissioner Moyle 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

None.

X. COMMITTEE REPORTS:

1. Administrator's Report.

Problem at the Jail over the weekend - storms backed up the sewer, and put pressure on pipes, pipes are from the 60s and consistently spring leaks. This leak was directly over the telephone system and it was shut down for safety and is now fixed. Maintenance and plumbers replaced 16 feet of pipe - fixed by 4:00 pm on Tuesday.

Escanaba's City Manager gave okay to post the joint RFP for Equalization/Assessing.

Door closing security issue - improved signage ordered, notice in the CAA newsletter and in the Daily Press.

Pass along from our Prosecutor - the Presumptive Parole bill is back (HB 4138). The Prosecutor's Association opposes, without at least a violent offender carve out

We have a grievance on an issue. The Administrator has formally responded - not to board level yet. If it does, it will need to go to the Personnel Committee to review.

Moved by Commissioner Moyle and seconded by Commissioner Malnar to receive the Administrator's Report and place on file. MOTION CARRIED.

X. GENERAL ORDERS OF BUSINESS

A. UNFINISHED BUSINESS

B. NEW BUSINESS

1. Payment of Bills.

Moved by Commissioner Malnar and seconded by Commissioner Johnson to approve payment of the bills in the amount of \$104,043.59 and Commissioners expenses in the amount of \$1,424.52. MOTION CARRIED.

2. Sobriety Court & District Court Updates.

Judge Parks and District Court Administrator Emily DeSalvo addressed the Board with an update of the Sobriety Court and District Court personnel. Staff has stepped up to meet the

## Proposed

changes. Sobriety Court has received 2 grants for drug testing, and incentives, and a grant from the Community Foundation. Candidates for drug court are screened for need: repeat offenders with addictions - to curb repeat behavior. The program lasts from 18 - 24 months for each defendant and not an easy program to graduate, if they do not complete the program - they serve the time that they are sentenced.

### 3. 2016 Tax Auction Sale Results.

Tom Sabor, County Treasurer, gave a presentation on the 2013 Tax Year Foreclosure results. The \$44,769.25 in excess proceeds will be used to demolish structures that are not safe structures - blight elimination.

### 4. Veterans Services Letter of Appreciation.

Moved by Commissioner Moyle and seconded by Commissioner Malnar to approve the Certificate of Appreciation to Vickie Micheau from the Office of Veterans Services, as presented. MOTION CARRIED.

### 5. 2016 Millage and Apportionment Report.

Juli Kolbe, Equalization Director gave a presentation on the 2016 Millage Report.

Moved by Commissioner Johnson and seconded by Commissioner Moyle to adopt the Apportionment 2016 Report, as presented. MOTION CARRIED.

### 6. Hard Cap Resolution.

Moved by Commissioner Johnson and seconded by Commissioner Moyle to adopt the Hard Cap Resolution for 2017, as presented. MOTION CARRIED.

### 7. Appointment to DATA Board.

Moved by Commissioner Johnson and seconded by Commissioner Malnar to re-appointment Janet Craig to the DATA Board. MOTION CARRIED.

### 8. Appointment to Dept. of Human Services.

Moved by Commissioner Moyle and seconded by Commissioner Malnar to re-appoint Donna Schomin to the Department of Human Services Board. MOTION CARRIED.

Proposed

XII. PUBLIC COMMENT

Gary Lee, Baldwin Township, addressed the Board with his concerns regarding millage increases and the burden on the homeowners.

XIII. COMMISSIONERS CONCERNS

Commissioner Johnson: None.

Commissioner Malnar: None.

Commissioner Moyle: None.

Commissioner Rivard: Remember single point of entry starts November 1 and remember to get out and vote on November 8<sup>th</sup>.

Commissioner Harrington: None.

XIV. MEETING SCHEDULE

November 1 <sup>st</sup>	5:15 p.m.	Board meeting.
November 15 <sup>th</sup>	5:15 p.m.	Board meeting.
December 6 <sup>th</sup>	5:15 p.m.	Board meeting.
December 20 <sup>th</sup>	5:15 p.m.	Board meeting.

XV. NOTICES

30 day Notice of Appointments.

XVI. ADJOURNMENT

Moved by Commissioner Moyle and seconded by Commissioner Johnson to adjourn at 5:53 p.m.

Respectfully Submitted,

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Nancy J. Kolich, County Clerk

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David J. Rivard, Vice-Chair

# DELTA COUNTY BOARD OF COMMISSIONERS

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



November 1, 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
10/16/16-10/22/16	29,474.22
Payroll/Off Cycle Checks	207,605.48
10/23/16-10/29/16	973,342.71
GRAND TOTAL OF BILLS	\$ 1,210,422.41
Commissioner Expenses:	\$ 433.42 Paid

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



GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 101 BOARD OF COMMISSIONERS					
101-101-723.000	LIFE INSURANCE	SUNLIFE FINANCIAL	LIFE INSURANCE- NOV 2016	35.40	163982
101-101-850.000	TELEPHONE	DAVID RIVARD	MILEAGE/PHONE REIMB-SEPT 2016	35.00	163976
101-101-860.001	TRAVEL AND LODGING	DAVID RIVARD	MILEAGE/PHONE REIMB-SEPT 2016	93.42	163976
		Total For Dept 101 BOARD OF COMMISSIONERS		163.82	
Dept 131 CIRCUIT COURT					
101-131-723.000	LIFE INSURANCE	SUNLIFE FINANCIAL	LIFE INSURANCE- NOV 2016	44.82	163982
		Total For Dept 131 CIRCUIT COURT		44.82	
Dept 136 DISTRICT COURT					
101-136-723.000	LIFE INSURANCE	SUNLIFE FINANCIAL	LIFE INSURANCE- NOV 2016	146.19	163982
101-136-727.000	OFFICE SUPPLIES	FRIENDS OFFICE PRODUCTS	OFFICE CHAIR	309.99	163962
101-136-850.000	TELEPHONE	TELNET WORLDWIDE INC	PHONE - ACCT: CORP-000861	123.36	163983
		Total For Dept 136 DISTRICT COURT		579.54	
Dept 141 FRIEND OF THE COURT					
101-141-723.000	LIFE INSURANCE	SUNLIFE FINANCIAL	LIFE INSURANCE- NOV 2016	121.75	163982
101-141-850.000	TELEPHONE	TELNET WORLDWIDE INC	PHONE - ACCT: CORP-000861	115.20	163983
		Total For Dept 141 FRIEND OF THE COURT		236.95	
Dept 148 PROBATE COURT					
101-148-723.000	LIFE INSURANCE	SUNLIFE FINANCIAL	LIFE INSURANCE- NOV 2016	12.98	163982
101-148-727.000	OFFICE SUPPLIES	REGINA F. HOWELL	OFFICE SUPPLIES	180.19	163965
101-148-727.000	OFFICE SUPPLIES	LINDSAY LAMARCH	OFFICE SUPPLIES-BATTERIES	9.89	163967
101-148-850.000	TELEPHONE	TELNET WORLDWIDE INC	PHONE - ACCT: CORP-000861	115.20	163983
		Total For Dept 148 PROBATE COURT		318.26	
Dept 154 PROBATE COURT - JUVENILE					
101-154-723.000	LIFE INSURANCE	SUNLIFE FINANCIAL	LIFE INSURANCE- NOV 2016	14.10	163982
		Total For Dept 154 PROBATE COURT - JUVENILE		14.10	
Dept 191 ELECTIONS					
101-191-723.000	LIFE INSURANCE	SUNLIFE FINANCIAL	LIFE INSURANCE- NOV 2016	5.90	163982
		Total For Dept 191 ELECTIONS		5.90	
Dept 215 COUNTY CLERK					
101-215-723.000	LIFE INSURANCE	SUNLIFE FINANCIAL	LIFE INSURANCE- NOV 2016	11.80	163982
		Total For Dept 215 COUNTY CLERK		11.80	
Dept 223 ADMINISTRATION					
101-223-723.000	LIFE INSURANCE	SUNLIFE FINANCIAL	LIFE INSURANCE- NOV 2016	17.70	163982
		Total For Dept 223 ADMINISTRATION		17.70	
Dept 224 TECHNOLOGY DEPT.					
101-224-948.013	MAINTENANCE--IP PHONE	TELNET WORLDWIDE INC	PHONE - ACCT: CORP-005103	651.32	163983
		Total For Dept 224 TECHNOLOGY DEPT.		651.32	
Dept 225 EQUALIZATION					
101-225-723.000	LIFE INSURANCE	SUNLIFE FINANCIAL	LIFE INSURANCE- NOV 2016	5.90	163982
		Total For Dept 225 EQUALIZATION		5.90	
Dept 229 PROSECUTING ATTORNEY					
101-229-723.000	LIFE INSURANCE	SUNLIFE FINANCIAL	LIFE INSURANCE- NOV 2016	35.40	163982
101-229-850.000	TELEPHONE	TELNET WORLDWIDE INC	PHONE - ACCT: CORP-000861	82.56	163983

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PAID - CHECK TYPE: PAPER CHECK

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
<b>Fund 101 GENERAL FUND</b>					
<b>Dept 229 PROSECUTING ATTORNEY</b>					
Dept 236 REGISTER OF DEEDS	LIFE INSURANCE		LIFE INSURANCE- NOV 2016	117.96	163982
101-236-723.000				11.80	163972
Total For Dept 229 PROSECUTING ATTORNEY				117.96	
<b>Dept 253 COUNTY TREASURER</b>					
101-253-723.000	LIFE INSURANCE		LIFE INSURANCE- NOV 2016	17.70	163982
101-253-727.000	OFFICE SUPPLIES		OFFICE SUPPLIES - BILL ID 196918	66.02	163972
Total For Dept 253 COUNTY TREASURER				83.72	
<b>Dept 266 BLDG MAINTENANCE &amp; CUSTODIAN</b>					
101-266-723.000	LIFE INSURANCE		LIFE INSURANCE- NOV 2016	23.60	163982
101-266-920.001	UTILITIES - COURTHOUSE		UTILITIES - ACCT 1-06-1080-00	7,782.89	163958
101-266-922.001	FUEL - COURTHOUSE		NAT'L GAS - ACCT: 4576 012 0002 7	87.45	163960
101-266-948.000	MAINTENANCE - COURTHOUSE		BENOIT'S GLASS & LOCK	17.00	163955
101-266-948.000	MAINTENANCE - COURTHOUSE		LOCKS FOR TOOL BOX ON TRUCK	39.98	163957
101-266-948.000	MAINTENANCE - COURTHOUSE		CARQUEST AUTO PARTS	366.56	163961
101-266-948.000	MAINTENANCE - COURTHOUSE		FASTENAL COMPANY	45.36	163969
101-266-948.000	MAINTENANCE - COURTHOUSE		ELECTRICAL CONNECTOR KIT/WRENCH SET	387.10	163970
101-266-948.000	MAINTENANCE - COURTHOUSE		MENARDS	39.04	163971
101-266-948.000	MAINTENANCE - COURTHOUSE		DRYWALL REPAIR		
101-266-948.000	MAINTENANCE - COURTHOUSE		MEL'S LAWN AND GARDEN, I		
101-266-948.000	MAINTENANCE - COURTHOUSE		ICE MELTER		
101-266-948.000	MAINTENANCE - COURTHOUSE		NORTHERN PLUMBING & HEAT		
101-266-948.000	MAINTENANCE - COURTHOUSE		AIR FILTERS		
Total For Dept 266 BLDG MAINTENANCE & CUSTODIAN				8,788.98	
<b>Dept 305 SHERIFF - ADMINISTRATION</b>					
101-305-723.000	LIFE INSURANCE		LIFE INSURANCE- NOV 2016	17.70	163982
Total For Dept 305 SHERIFF - ADMINISTRATION				17.70	
<b>Dept 351 SHERIFF - CORRECTIONS</b>					
101-351-723.000	LIFE INSURANCE		LIFE INSURANCE- NOV 2016	94.40	163982
101-351-813.000	BOARD OF PRISONERS		FOOD SERVICE SUPPLIES	326.06	163975
101-351-932.000	REPAIR		FIX PADDLE ON MONEY DOOR	130.00	163955
Total For Dept 351 SHERIFF - CORRECTIONS				550.46	
<b>Dept 682 VETERANS AFFAIRS</b>					
101-682-998.865	UPWARD TALENT MOU		CONTRACTED- VETERANS AFFAIRS OFFICER-	12,500.00	163984
Total For Dept 682 VETERANS AFFAIRS				12,500.00	
<b>Dept 965 APPROPRIATIONS</b>					
101-965-998.670	DEPT. HUMAN SERVICES		DHS BOARD-OCT 2016	25.40	163956
101-965-998.670	DEPT. HUMAN SERVICES		DHS BOARD- OCT 2016	20.00	163974
101-965-998.670	DEPT. HUMAN SERVICES		DHS BOARD- OCT 2016	20.00	163978
Total For Dept 965 APPROPRIATIONS				65.40	
Total For Fund 101 GENERAL FUND				24,186.13	
<b>Fund 205 COUNTY ROAD PATROL FUND</b>					
<b>Dept 301 SHERIFF</b>					
205-301-723.000	LIFE INSURANCE		LIFE INSURANCE- NOV 2016	59.00	163982
205-301-850.000	CAR PHONE/PAGERS		PHONE REIMB - MAY 2016	175.00	163964
205-301-935.000	CAR REPAIR		PIONEER QUICK LUBE - 23	36.86	163973
205-301-935.000	CAR REPAIR		OIL CHANGE		
Total For Dept 301 SHERIFF				270.86	
Total For Fund 205 COUNTY ROAD PATROL FUND				270.86	

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 240 BUILDING AND ZONING FUND					
Dept 810 ZONING & BUILDING DEPT					
240-810-704.005	SALARY - MECHANICAL INSPECTOR	JAMES RAYMOND SHAPY	INSPECTIONS 10/2/16 - 10/15/16	1,780.00	163979
240-810-723.000	LIFE INSURANCE	SUNLIFE FINANCIAL	LIFE INSURANCE- NOV 2016	11.80	163982
240-810-850.000	TELEPHONE	TELNET WORLDWIDE INC	PHONE - ACCT: CORP-000861	24.28	163983
240-810-948.001	VEHICLE MAINTENANCE	PIONEER QUICK LUBE - 23	OIL CHANGE	70.22	163973
		Total For Dept 810 ZONING & BUILDING DEPT		1,886.30	
		Total For Fund 240 BUILDING AND ZONING FUND		1,886.30	
Fund 254 PA 123 FORECLOSURE FUND					
Dept 000					
254-000-701.002	RECORDING EXPENSE	DELTA COUNTY TREASURER	1 REDEMPTION CERT 05204802300	30.00	163959
254-000-701.007	LOCK CHANGE PROPERTY	BENOIT'S GLASS & LOCK	LOCK CHANGE PROPERTY 1812 2ND AVE NO.	40.00	163955
		Total For Dept 000		70.00	
		Total For Fund 254 PA 123 FORECLOSURE FUND		70.00	
Fund 265 DRUG ENFORCEMENT FUND					
Dept 301 SHERIFF					
265-301-723.000	LIFE INSURANCE	SUNLIFE FINANCIAL	LIFE INSURANCE- NOV 2016	5.90	163982
		Total For Dept 301 SHERIFF		5.90	
		Total For Fund 265 DRUG ENFORCEMENT FUND		5.90	
Fund 292 CHILD CARE FUND					
Dept 000					
292-000-723.000	LIFE INSURANCE	SUNLIFE FINANCIAL	LIFE INSURANCE- NOV 2016	31.92	163982
292-000-816.000	FOSTER CARE	ELIZABETH SCHLENOVGT	6 DAYS CARE EASTON EMERY-SEPT 2016	103.44	163977
292-000-850.000	TELEPHONE	MATT HUGHES	PHONE REIMB - AUGUST 2016	70.00	163966
292-000-850.000	TELEPHONE	PERRY LUND	PHONE REIMB - OCTOBER 2016	35.00	163968
292-000-860.000	TRAVEL	MATT HUGHES	MILEAGE REIMB 10/3 - 10/7/16	160.38	163966
		Total For Dept 000		400.74	
		Total For Fund 292 CHILD CARE FUND		400.74	
Fund 295 CO-PROBATION FUND					
Dept 000					
295-000-723.000	LIFE INSURANCE	SUNLIFE FINANCIAL	LIFE INSURANCE- NOV 2016	5.90	163982
		Total For Dept 000		5.90	
		Total For Fund 295 CO-PROBATION FUND		5.90	
Fund 516 DTRF					
Dept 000					
516-000-202.002	ACCOUNTS PAYABLE - CUSTOMER OVE	JOKINEN MICHAEL & JEAN	DLQ TAX REFUND	65.80	163985
		Total For Dept 000		65.80	
		Total For Fund 516 DTRF		65.80	
Fund 581 AIRPORT FUND					
Dept 000					
581-000-723.000	LIFE INSURANCE	SUNLIFE FINANCIAL	LIFE INSURANCE- NOV 2016	41.30	163982
581-000-957.000	TRAINING	KELLY SMITH	DELTA FORCE GRADUATION DINNER	30.00	163980
		Total For Dept 000		71.30	

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PAID - CHECK TYPE: PAPER CHECK

GL Number Invoice Line Desc Vendor Invoice Description Amount Check #

Fund 581 AIRPORT FUND

Total For Fund 581 AIRPORT FUND

71.30

Fund 631 SERVICE CENTER FUND

Dept 266 BLDG MAINTENANCE & CUSTODIAN  
 631-266-920.000 UTILITIES - SERVICE CENTER  
 631-266-922.000 FUEL - SERVICE CENTER  
 631-266-932.000 MAINTENANCE - SERVICE CENTER  
 631-266-935.000 VEHICLE MAINTENANCE - SER CNTR

CITY OF ESCANABA UTILITIES - ACCT 1-06-0550-00  
 DTE ENERGY NAT'L GAS - ACCT 4576 012 0006 8  
 BENOIT'S GLASS & LOCK KEYS FOR HEALTH DEPARTMENT  
 POMP'S TIRE SERVICE INC TRACTOR TIRE REPAIR.

1,251.04 163958  
 321.74 163960  
 17.00 163955  
 17.81 6

Total For Dept 266 BLDG MAINTENANCE & CUSTODIAN

1,607.59

Total For Fund 631 SERVICE CENTER FUND

1,607.59

Fund 701 TRUST & AGENCY

Dept 000  
 701-000-228.061 PA 124 TRAINING FUND  
 701-000-231.001 HOSPITAL INSURANCE  
 701-000-265.004 BONDS PAYABLE

STATE OF MICHIGAN PA 124 TRAINING FUND TRANSMITTAL  
 SUNLIFE FINANCIAL LIFE INSURANCE- NOV 2016  
 HANNAHVILLE TRIBAL COURT BOND - SCOTT REITER

279.50 163981  
 124.20 163982  
 500.00 163963

Total For Dept 000

903.70

Total For Fund 701 TRUST & AGENCY

903.70

JOURNALIZED

PAID - CHECK TYPE: PAPER CHECK

Vendor Invoice Description Amount Check #

Fund Totals:

Fund 101 GENERAL FUND	24,186.13
Fund 205 COUNTY ROAD P	270.86
Fund 240 BUILDING AND	1,886.30
Fund 254 PA 123 FORECL	70.00
Fund 265 DRUG ENFORCEM	5.90
Fund 292 CHILD CARE FU	400.74
Fund 295 CO-PROBATION	5.90
Fund 516 DTRF	65.80
Fund 581 AIRPORT FUND	71.30
Fund 631 SERVICE CENTE	1,607.59
Fund 701 TRUST & AGENC	903.70

Total For All Funds:

29,474.22



JOURNALS

PAID - CHECK TYPE: PAPER CHECK

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
<b>Fund 101 GENERAL FUND</b>					
<b>Dept 131 CIRCUIT COURT</b>					
101-131-805.000	Mileage Fees	ANN MARIE FIX	JUOR ANN MARIE FIX	12.76	164008
101-131-805.000	Mileage Fees	MICHELLE ANN FLAGSTADT	JUOR MICHELLE ANN FLAGSTADT	20.30	164009
101-131-805.000	Mileage Fees	CATHLEEN ANN BOURDEAU	JUOR CATHLEEN ANN BOURDEAU	14.06	164010
101-131-805.000	Mileage Fees	DOUGLAS ROBERT ERICKSON	JUOR DOUGLAS ROBERT ERICKSON	18.22	164011
101-131-805.000	Mileage Fees	DIANE MARIE WOOLFORD	JUOR DIANE MARIE WOOLFORD	13.02	164012
101-131-805.000	Mileage Fees	ROBERT FRED HEWITT	JUOR ROBERT FRED HEWITT	14.58	164013
101-131-805.000	Mileage Fees	MARLENE JANE PRAAVILAINEN	JUOR MARLENE JANE PRAAVILAINEN	13.28	164014
101-131-805.000	Mileage Fees	LINDA LOU BUDKIS	JUOR LINDA LOU BUDKIS	19.26	164015
101-131-805.000	Mileage Fees	DIXIE LEE PAULSON	JUOR DIXIE LEE PAULSON	12.76	164016
101-131-805.000	Mileage Fees	RODNEY JESS RAHOI	JUOR RODNEY JESS RAHOI	108.12	164017
101-131-805.000	Mileage Fees	MICHAEL PATRICK HUGHES	JUOR MICHAEL PATRICK HUGHES	16.40	164018
101-131-805.000	Mileage Fees	PATRICK EUGENE LECLAIRE	JUOR PATRICK EUGENE LECLAIRE	114.36	164019
101-131-805.000	Mileage Fees	MARVIN PAUL MICHEAU	JUOR MARVIN PAUL MICHEAU	13.02	164020
101-131-805.000	Mileage Fees	WANDA EVE MAKOSKY	JUOR WANDA EVE MAKOSKY	120.60	164021
101-131-805.000	Mileage Fees	JOHN ARTHUR SOLOMON	JUOR JOHN ARTHUR SOLOMON	16.40	164022
101-131-805.000	Mileage Fees	SANDRA JEAN BOUTY	JUOR SANDRA JEAN BOUTY	117.48	164023
101-131-805.000	Mileage Fees	DAVID CLARENCE MILLS	JUOR DAVID CLARENCE MILLS	120.60	164024
101-131-805.000	Mileage Fees	JANE ANN MUDROVICH	JUOR JANE ANN MUDROVICH	13.54	164025
101-131-805.000	Mileage Fees	AMANDA LYNN SEGER	JUOR AMANDA LYNN SEGER	117.48	164026
101-131-805.000	Mileage Fees	COLE STEVEN CALOQUETTE	JUOR COLE STEVEN CALOQUETTE	19.26	164027
Total For Dept 131 CIRCUIT COURT				915.50	
<b>Dept 136 DISTRICT COURT</b>					
101-136-805.000	Mileage Fees	KAREN MARIE GERMAIN	JUOR KAREN MARIE GERMAIN	13.80	163986
101-136-805.000	Mileage Fees	SUSAN MARY CRETEN	JUOR SUSAN MARY CRETEN	45.00	163987
101-136-805.000	Mileage Fees	JOHN RUSSELL WERY	JUOR JOHN RUSSELL WERY	25.50	163988
101-136-805.000	Mileage Fees	JAMES ALLEN CASTLE	JUOR JAMES ALLEN CASTLE	13.54	163989
101-136-805.000	Mileage Fees	CHARLES MICHAEL HUGHES	JUOR CHARLES MICHAEL HUGHES	28.64	163990
101-136-805.000	Mileage Fees	TIMOTHY JOHN BRUCE	JUOR TIMOTHY JOHN BRUCE	15.88	163991
101-136-805.000	Mileage Fees	ALLEN GLEN PORATH	JUOR ALLEN GLEN PORATH	17.96	163992
101-136-805.000	Mileage Fees	MEAGAN LYNN WALTERS	JUOR MEAGAN LYNN WALTERS	25.52	163993
101-136-805.000	Mileage Fees	JODY ROSE RICHER	JUOR JODY ROSE RICHER	31.24	163994
101-136-805.000	Mileage Fees	HEATHER MARIE TURNER	JUOR HEATHER MARIE TURNER	27.08	163995
101-136-805.000	Mileage Fees	KEITH ALAN LYNCH	JUOR KEITH ALAN LYNCH	15.10	163996
101-136-805.000	Mileage Fees	HARLAN DALE SMITH	JUOR HARLAN DALE SMITH	16.40	163997
101-136-805.000	Mileage Fees	HELEN LOUISE FOREMAN	JUOR HELEN LOUISE FOREMAN	12.76	163998
101-136-805.000	Mileage Fees	DONALD ROBERT CHOUINARD	JUOR DONALD ROBERT CHOUINARD	16.66	163999
101-136-805.000	Mileage Fees	WILLIAM CHARLES MOVALSON	JUOR WILLIAM CHARLES MOVALSON	15.36	164000
101-136-805.000	Mileage Fees	JUDITH ANN DELORIA	JUOR JUDITH ANN DELORIA	26.30	164001
101-136-805.000	Mileage Fees	SHELLA LOUISE COOLMAN	JUOR SHELLA LOUISE COOLMAN	18.22	164002
101-136-805.000	Mileage Fees	BRITTANY LEONA MCNALLY	JUOR BRITTANY LEONA MCNALLY	21.86	164003
101-136-805.000	Mileage Fees	JUDITH LORRAINE PURO	JUOR JUDITH LORRAINE PURO	17.70	164004
101-136-805.000	Mileage Fees	COURTNEY SUSANNE LAGINA	JUOR COURTNEY SUSANNE LAGINA	20.30	164005
101-136-805.000	Mileage Fees	PATTI ANN WEYANDT	JUOR PATTI ANN WEYANDT	30.20	164006
101-136-805.000	Mileage Fees	BRIAN ALLEN JOHNSON	JUOR BRIAN ALLEN JOHNSON	17.70	164007
101-136-805.000	JURY EXPENSE	LILA APSEY	JURY MATRON - 10/21/16	41.04	164031
101-136-850.000	TELEPHONE	VERIZON WIRELESS	PHONE - ACCT: 482996167-00001	174.18	164089
Total For Dept 136 DISTRICT COURT				687.94	
<b>Dept 141 FRIEND OF THE COURT</b>					
101-141-705.003	CONTRACT REFEREE	ECONOMOPOULOS LAW FIRM P	FOC REFEREE - OCTOBER 2016	2,000.00	164056
101-141-802.000	DUES	VICTORIA A. RADKE	REIMB STATE BAR DUES 10/27/2016	385.00	164075

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
<b>Fund 101 GENERAL FUND</b>					
<b>Dept 141 FRIEND OF THE COURT</b>					
Total For Dept 141 FRIEND OF THE COURT				2,385.00	
<b>Dept 148 PROBATE COURT</b>					
101-148-807.000	ATTORNEY FEE	BERGMAN LAW OFFICE PC	PROBATE ATTORNEY FEES - OCTOBER 2016	1,742.74	164035
101-148-807.000	ATTORNEY FEE	TIMOTHY F. CAIN	PROBATE ATTORNEY FEES - OCTOBER 2016	1,742.74	164037
101-148-807.000	ATTORNEY FEE	UPPER MICHIGAN LAW	PROBATE ATTORNEY FEES - OCTOBER 2016	1,742.74	164079
Total For Dept 148 PROBATE COURT				5,228.22	
<b>Dept 223 ADMINISTRATION</b>					
101-223-850.000	TELEPHONE	VERIZON WIRELESS	PHONE - ACCT: 482996167-00001	115.00	164089
Total For Dept 223 ADMINISTRATION				115.00	
<b>Dept 224 TECHNOLOGY DEPT.</b>					
101-224-948.014	COMPUTER IMPLEMENTATION	DELL MARKETING I.P.	2330DN DRUM CARTRIDGES	142.47	164044
101-224-948.014	COMPUTER IMPLEMENTATION	VERIZON WIRELESS	PHONE - ACCT: 482996167-00001	29.65	164089
Total For Dept 224 TECHNOLOGY DEPT.				172.12	
<b>Dept 225 EQUALIZATION</b>					
101-225-727.000	OFFICE SUPPLIES	MILLER'S ACTION OFFICE S	BINDER CLIPS	189.79	164069
101-225-727.001	COMPUTER CONTRACT SUPPLIES	AUTOMATED BUSINESS EQUIP	SEALING SOLUTION FOR FOLDING MACHINE	14.00	164032
Total For Dept 225 EQUALIZATION				203.79	
<b>Dept 229 PROSECUTING ATTORNEY</b>					
101-229-802.000	DUES	PROSECUTING ATTORNEY ASS	2017 ANNUAL DUES 0603-90 DELTA COUNTY	3,865.00	164074
101-229-802.000	DUES	STATE BAR OF MICHIGAN	STATE BAR DUES - PHILLIP STROM	970.00	164084
101-229-804.000	WITNESS EXPENSE	JEFFREY BENSON	WITNESS FEE	7.40	164094
101-229-804.000	WITNESS EXPENSE	SHELBLE LEHTO	WITNESS FEE	6.00	164095
101-229-804.000	WITNESS EXPENSE	CHERYL IOCCA	WITNESS FEE	11.40	164096
101-229-804.000	WITNESS EXPENSE	ERICA SCHRADER	WITNESS FEE	6.00	164097
101-229-804.000	WITNESS EXPENSE	KELLY CASEY	WITNESS FEE	7.60	164098
101-229-804.000	WITNESS EXPENSE	SYDNEY SIIRILA	WITNESS FEE	6.00	164099
101-229-804.000	WITNESS EXPENSE	SHANNON JOHNSON	WITNESS FEE	7.40	164100
101-229-804.000	WITNESS EXPENSE	TINA ERICKSON	WITNESS FEE	7.60	164101
101-229-804.000	WITNESS EXPENSE	NAKIA HUDSON	RESTITUTION RE: P V JOSH RICHER	29.09	164102
101-229-850.000	TELEPHONE	VERIZON WIRELESS	PHONE - ACCT: 482996167-00001	105.84	164089
101-229-860.001	TRAVEL AND LODGING	MICHAEL DOBY	MILEAGE/MEAL REIMB 10/5/16	73.28	164053
101-229-860.001	TRAVEL AND LODGING	PHILIP STROM	MILEAGE REIMB 10/19/16	66.96	164086
Total For Dept 229 PROSECUTING ATTORNEY				5,169.57	
<b>Dept 253 COUNTY TREASURER</b>					
101-253-804.001	INVESTIGATION SERVICES	LEXISNEXIS RISK SOLUTION	SEPT SERVICES - ID 6684573	143.50	164064
Total For Dept 253 COUNTY TREASURER				143.50	
<b>Dept 266 BLDG MAINTENANCE &amp; CUSTODIAN</b>					
101-266-850.000	TELEPHONE	VERIZON WIRELESS	PHONE - ACCT: 482996167-00001	105.84	164089
101-266-948.000	MAINTENANCE - COURTHOUSE	CARQUEST AUTO PARTS	GREASE FITTINGS	34.74	164039
101-266-948.000	MAINTENANCE - COURTHOUSE	MENARDS	PAINT - FRAME	72.64	164066
101-266-948.000	COURTHOUSE WINDOWS	RENT-A-MAID INC	COURTHOUSE OUTSIDE WINDOW CLEANING	1,645.00	164078
Total For Dept 266 BLDG MAINTENANCE & CUSTODIAN				1,858.22	
<b>Dept 305 SHERIFF - ADMINISTRATION</b>					
101-305-727.000	OFFICE SUPPLIES	COOPER OFFICE EQUIPMENT	COPIER MAINT - BIZHUB C360	255.10	164042
Total For Dept 305 SHERIFF - ADMINISTRATION				255.10	

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
<b>Fund 101 GENERAL FUND</b>					
Dept 331 SHERIFF - MARINE					
101-331-978.002	BOAT MAINTENANCE		FUSES -MARINE	8.08	164029
Total For Dept 331 SHERIFF - MARINE				8.08	
<b>Dept 351 SHERIFF - CORRECTIONS</b>					
101-351-727.000	OFFICE SUPPLIES		COPIER MAINT - BIZHUB 200	190.00	164042
101-351-755.000	SUPPLIES		DELTA SOLID WASTE MANAGE COMMERCIAL WASTE	18.24	164052
101-351-755.000	SUPPLIES		HIWATHA CHEF SUPPLY DETERGENT	432.00	164061
101-351-755.000	SUPPLIES		MEL'S LAWN AND GARDEN, I ICE MELTER	387.10	164067
101-351-755.000	SUPPLIES		NORTHERN PLUMBING & HEAT AIR FILTERS	185.60	164072
101-351-813.000	BOARD OF PRISONERS		FOOD SERVICE 10/6 - 10/12/16	6,425.98	164038
101-351-813.000	BOARD OF PRISONERS		CREAMER, SUGAR AND PAPER TOWELS	102.12	164076
101-351-920.000	ELECTRIC/WATER UTILITIES		NAT'L GAS - ACCT 4576 021 0002 8	2,209.28	164054
101-351-932.000	REPAIR		CALL OUT FOR DRAIN ASSESSMENT	315.00	164028
101-351-932.000	REPAIR		PARTS TO REPAIR TOILET	4.07	164057
101-351-932.000	REPAIR		FASTENAL COMPANY EXTENSION TUBE	77.20	164072
101-351-957.000	TRAINING		NORTHERN PLUMBING & HEAT JAIL SUPERVISOR TRAINING - KENNEALLY	225.00	164068
101-351-978.000	TRANSPORT VEHICLE MAINTENANCE		ADVANCED AUTO PARTS TROLLEY JACK	50.91	164029
Total For Dept 351 SHERIFF - CORRECTIONS				10,622.50	
<b>Dept 426 EMERGENCY MANAGEMENT</b>					
101-426-704.001 SALARY - EMERG. COORDINATOR					
		ROBERT A. BERBOHM	EMERG MGMT SERVICES - OCTOBER 2016	4,408.33	164036
Total For Dept 426 EMERGENCY MANAGEMENT				4,408.33	
<b>Dept 729 POSTAGE ACCOUNT</b>					
101-729-729.000 POSTAGE EXPENSE					
		BADGER MAILING & SHIPPING	LABELS	45.40	164033
Total For Dept 729 POSTAGE ACCOUNT				45.40	
<b>Dept 958 MISCELLANEOUS</b>					
101-958-833.000	SOLDIER BURIAL		BURIAL ALLOWANCE - EARL WINCHESTER	300.00	164092
101-958-833.000	SOLDIER BURIAL		BURIAL ALLOWANCE - RICHARD L. STADE	300.00	164093
101-958-964.000	REFUNDS		REFUND OVERPMT HEALTH INS 11/24-30/16	2.52	164090
Total For Dept 958 MISCELLANEOUS				602.52	
<b>Dept 965 APPROPRIATIONS</b>					
101-965-998.670	DEPT. HUMAN SERVICES		2016/17 DUES	1,273.46	164065
101-965-998.691	PARK COMMISSION		DELTA CONSERVATION DISTR FY 16/17 APPROP- PARKS & SOIL CONS	50,000.00	164046
101-965-998.803	MAC, NACO, PILT ASSESSMENT DUE		DUES 1/1/17-12/31/17	741.00	164071
101-965-998.864	COMMUNITY CORRECTIONS		WORK CREW SERVICES-SEPT 2016	2,304.40	164088
101-965-998.884	SOIL & WATER CONSERVATION		DELTA CONSERVATION DISTR FY 16/17 APPROP- PARKS & SOIL CONS	25,000.00	164046
Total For Dept 965 APPROPRIATIONS				79,318.86	
Total For Fund 101 GENERAL FUND				112,139.65	
<b>Fund 205 COUNTY ROAD PATROL FUND</b>					
Dept 301 SHERIFF					
205-301-755.000	SUPPLIES		HEAVY DUTY STAPLES - ADHESIVE	17.09	164066
205-301-850.000	CAR PHONE/PAGERS		PHONE - ACCT 482996167-00001	667.79	164089
205-301-935.000	TIRES, MOUNT AND BALANCE		GENE'S TOWING & RECOVERY SNOW TIRES - MOUNT AND BALANCE	677.08	164059
205-301-935.000	CAR REPAIR		PIONEER QUICK LUBE - 23 OIL CHANGE	193.37	164073
Total For Dept 301 SHERIFF				1,555.33	
Total For Fund 205 COUNTY ROAD PATROL FUND				1,555.33	

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PAID - CHECK TYPE: PAPER CHECK  
 Vendor Invoice Description

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 216 CIRCUIT COURT COUNSELING Dept 000 216-000-701.000	EXPENDITURES	JAMES SODERBERG	MILEAGE/LODGING/MEAL/PARKING REIMB 10	1,995.69	164082
		Total For Dept 000		1,995.69	
		Total For Fund 216 CIRCUIT COURT COUNSELING		1,995.69	
Fund 240 BUILDING AND ZONING FUND Dept 810 ZONING & BUILDING DEPT 240-810-742.000 240-810-850.000	GASOLINE TELEPHONE	DELTA COUNTY ROAD COMMIS VERIZON WIRELESS	GASOLINE- SEPT 2016 PHONE - ACCT: 482996167-00001	80.84 38.11	164048 164089
		Total For Dept 810 ZONING & BUILDING DEPT		118.95	
		Total For Fund 240 BUILDING AND ZONING FUND		118.95	
Fund 254 PA 123 FORECLOSURE FUND Dept 000 254-000-701.002 254-000-701.004	RECORDING EXPENSE SITE INSPECTION EXPENSE	DELTA COUNTY TREASURER KATHRYN MORSKI	6 REDEMPTION CERTS 49 INSPECTIONS	180.00 2,107.00	164050 164070
		Total For Dept 000		2,287.00	
		Total For Fund 254 PA 123 FORECLOSURE FUND		2,287.00	
Fund 256 REG OF DEEDS AUTOMATION FUND Dept 000 256-000-701.000	EXPENDITURES	DEKETO	PRINTER RIBBONS	89.50	164045
		Total For Dept 000		89.50	
		Total For Fund 256 REG OF DEEDS AUTOMATION FUND		89.50	
Fund 282 911 MILLAGE FUND Dept 000 282-000-979.000	TOWER BUILDING	CITY OF ESCANABA	DANFORTH TOWER ELECT- ACCT 1-06-1320-	21.49	164040
		Total For Dept 000		21.49	
		Total For Fund 282 911 MILLAGE FUND		21.49	
Fund 292 CHILD CARE FUND Dept 000 292-000-816.000 292-000-850.000 292-000-850.000 292-000-850.000 292-000-860.000 292-000-958.000	FOSTER CARE TELEPHONE TELEPHONE TELEPHONE TRAVEL MISCELLANEOUS	KIM DAHLGREN JASON DIX LUKE HAMLIN TAMMY WEITHUHN TAMMY WEITHUHN DAN FORRESTER	CARE A DAHLGREN - 9/14 - 9/30/16 PHONE REIMB - OCTOBER 2016 PHONE REIMB - SEPT 2016 PHONE REIMB - SEPT 2016 MILEAGE REIMB - 10/20/16 SESSION/MILEAGE 10/19/2016	463.08 35.00 35.00 70.00 60.48 508.00	164043 164055 164060 164091 164091 164058
		Total For Dept 000		1,171.56	
		Total For Fund 292 CHILD CARE FUND		1,171.56	
Fund 294 VETERANS TRUST FUND Dept 682 VETERANS AFFAIRS 294-682-958.000	MISCELLANEOUS	BERGER AND KING	HOT WATER HEATER- MIKE AHNER	1,031.38	164034
		Total For Dept 682 VETERANS AFFAIRS		1,031.38	
		Total For Fund 294 VETERANS TRUST FUND		1,031.38	

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PAID - CHECK TYPE: PAPER CHECK  
 Vendor Invoice Description

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 401 CAPITAL OUTLAY					
Dept 000					
401-000-975.005	COMPREHENSIVE ENERGY PROJECT AG	TRANE US, INC	COMPREHENSIVE ENERGY PROJECT AGREEMEN	571,098.00	164087
	Total For Dept 000			571,098.00	
Fund 581 AIRPORT FUND					
Dept 000					
581-000-704.005	CONTRACT LABOR- HOUSEKEEPING	RENT-A-MAID INC	COMMERCIAL JANITORIAL - OCTOBER 2016	1,801.15	164078
581-000-957.000	TRAINING	DELTA COUNTY AIRPORT	MEAL/TOLL/PARKING REIMB 10/23-10/25/1	36.67	164049
581-000-957.000	TRAINING	KELLY SMITH	LODGING/MEAL 10/23-10/25/16	604.24	164080
581-000-957.000	TRAINING	KELLY SMITH	MILEAGE REIMB CHICAGO 756 @ .54	408.24	164081
	Total For Dept 000			2,850.30	
Dept 200 AIRPORT OPERATIONS					
581-200-727.000	OFFICE SUPPLIES	MILLER'S ACTION OFFICE S	NOTE PADS-RETURN	34.75	164069
581-200-729.000	POSTAGE	DELTA COUNTY AIRPORT	POSTAGE	50.09	164049
581-200-755.000	JANITORIAL SUPPLIES	CLOVERLAND PAPER CO.	WYPALL WIPER	210.69	164041
581-200-808.000	GARBAGE PICK UP	DELTA DISPOSAL	GARBAGE PICK UP - COM000040	163.95	164051
581-200-850.000	TELEPHONE	VERIZON WIRELESS	PHONE - ACCT: 482996167-00001	77.83	164089
581-200-920.001	NATURAL GAS 3300 AIRPORT RD	DTE ENERGY	NAT'L GAS - ACCT:4569 786 0001 7	157.58	164054
581-200-948.000	COMPUTER MAINTENANCE	STATE OF MICHIGAN	WEATHER OBS DATA SYS - JULY TO SEPT 2	103.50	164085
	Total For Dept 200 AIRPORT OPERATIONS			798.39	
Dept 400 EQUIPMENT & CAPITAL OUTLAY					
581-400-932.000	BUILDING MAINTENANCE	DELTA COUNTY AIRPORT	KEYS	10.00	164049
581-400-932.000	BUILDING MAINTENANCE	KOBAS ELECTRIC CO., INC.	OUTSIDE TERMINAL LIGHTS	74.91	164062
581-400-932.000	BUILDING MAINTENANCE	MENARDS	BATTERIES, CLEANER	54.20	164066
581-400-933.000	AIRFIELD MAINTENANCE	CARQUEST AUTO PARTS	SHOP PAINT AND PAINT MARKER	8.16	164039
581-400-975.005	COMPREHENSIVE ENERGY PROJECT AG	TRANE US, INC	COMPREHENSIVE ENERGY PROJECT AGREEMEN	275,106.00	164087
581-400-978.001	EQUIPMENT MAINTENANCE	AIRGAS USA, LLC	INDUSTRIAL 200 CGA	58.71	164030
581-400-978.001	EQUIPMENT MAINTENANCE	CARQUEST AUTO PARTS	OIL FILTER - FUEL	98.55	164039
581-400-978.001	EQUIPMENT MAINTENANCE	LAMMI FIRE PROTECTION IN	FIRETRUCK MANDATED FAA REQUIRED	1,546.45	164063
581-400-978.001	EQUIPMENT MAINTENANCE	MENARDS	ELECTRICAL SUPPLIES	133.51	164066
	Total For Dept 400 EQUIPMENT & CAPITAL OUTLAY			277,090.49	
Fund 631 SERVICE CENTER FUND					
Dept 266 BLDG MAINTENANCE & CUSTODIAN					
631-266-742.000	GASOLINE - SERVICE CENTER	DELTA COUNTY ROAD COMMIS	GASOLINE- SEPT 2016	210.80	164048
631-266-932.000	MAINTENANCE - SERVICE CENTER	MENARDS	SILICONE AND DOOR STOP WRENCHS	63.36	164066
631-266-932.000	MAINTENANCE - SERVICE CENTER	REMY BATTERY	BATTERIES	18.48	164077
631-266-932.000	MAINTENANCE - SERVICE CENTER	STANDARD ELECTRIC COMPAN	PARTS	115.16	164083
631-266-935.000	VEHICLE MAINTENANCE - SER CNTR	CARQUEST AUTO PARTS	CANISTER VENT SOLENOID	213.58	164039
631-266-935.000	VEHICLE MAINTENANCE - SER CNTR	MENARDS	DRILL BIT - PINS	47.84	164066
	Total For Dept 266 BLDG MAINTENANCE & CUSTODIAN			669.22	
	Total For Fund 631 SERVICE CENTER FUND			669.22	
Fund 701 TRUST & AGENCY					
Dept 000					
701-000-231.001	HOSPITAL INSURANCE	NORA M. VIAU	REFUND OVERPMT HEALTH INS 11/24-30/16	125.76	164090
	Total For Dept 000			125.76	

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 PAID - CHECK TYPE: PAPER CHECK  
 Vendor Invoice Description

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 701 TRUST & AGENCY Dept 131 CIRCUIT COURT 701-131-265.004	BONDS PAYABLE	DELTA COUNTY CLERK	APPLY BOND TO FINES - DAVIS - 16-FH-9	300.00	164047
		Total For Dept 131 CIRCUIT COURT		300.00	
		Total For Fund 701 TRUST & AGENCY		425.76	

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PAID - CHECK TYPE: PAPER CHECK

Vendor Invoice Description Amount Check #

Invoice Line Desc

GL Number

Fund Totals:

Fund 101 GENERAL FUND	112,139.65
Fund 205 COUNTY ROAD P	1,555.33
Fund 216 CIRCUIT COURT	1,995.69
Fund 240 BUILDING AND	118.95
Fund 254 PA 123 FORECL	2,287.00
Fund 256 REG OF DEEDS	89.50
Fund 282 911 MILLAGE F	21.49
Fund 292 CHILD CARE FU	1,171.56
Fund 294 VETERANS TRUS	1,031.38
Fund 401 CAPITAL OUTLA	571,098.00
Fund 581 AIRPORT FUND	280,739.18
Fund 631 SERVICE CENTE	669.22
Fund 701 TRUST & AGENC	425.76

Total For All Funds:

973,342.71

# Delta County Travel Expense Voucher

Employee: David Rivard 18116

Date: September 2016

Date	0-3 hrs	3-6 hrs	over 6 hrs	Meeting	Meals/Other	Comments	Mileage
09/01/2016	X			Committee of the Whole		Budget meeting	12
09/06/2016	X			Board			8
09/09/2016	<del>X</del>			<del>Building and Grounds</del>			<del>8</del>
09/12/2016	X			Other		Escanaba Township board meeting	8
09/14/2016	X			Joint Govt			12
09/14/2016	X			Building and Grounds			8
09/19/2016	X			Other		Meet with Ed McBroom	8
09/20/2016	X			Board			8
09/21/2016	X			Other		Meet with Escanaba mayor	12
09/22/2016	X			CUPPAD			8
09/22/2016	X			Other		Township Association board meeting	35
09/23/2016		X		Other		Building and grounds and regular UPS state fair rebuilding grounds i	16
09/27/2016		X		Road Commission		Workshop and regular meeting	8
09/28/2016		X		Other		Nahma businessman association meeting	30

200 105

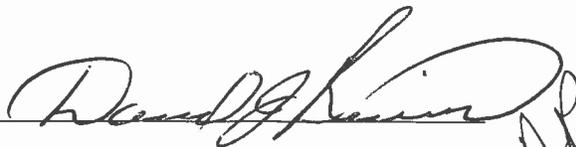
173

93.42

Need phone bill ending 10/1/16.

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  
128.42

TOTAL PER DIEM 101-101-710.002:

305.00

TOTAL MILEAGE 101-101-860.001:

93.42

TOTAL PHONE 101-101-850.000:

35.00

OTHER:

GRAND TOTAL:

433.42

B2

## Sheriff's Office and Correctional Facility Project

<b>Preliminary Timeline and Project Plan if Approved</b>			
#	Dates	Event	Description
1	Nov-Dec 2016	Choose Bond Counsel	Miller Canfield has assisted Delta County with bond sales in the past. Shifman & Carlson also interested. Board can compare rates/experience.
2	Nov 2016- Jan 2017	USDA Rural Development Loan Application	Pre-application already worked on from May project. Work with local office to apply for federal low interest USDA loan on project.
3	Nov 2016- Feb 2017	Set up Bond Sale financing	Work with Bond Counsel, financial consultant, and potentially USDA to set up bond sale to fund project.
4	Dec 2016- Jan 2017	Hire Attorney to draft project RFP	Hire Attorney in field to work with Board to draft RFP for architectural design and construction management of project.
5	Jan-March 2017	Solicit RFPs for project	Solicit proposals to design and construct the Sheriff's Office and Correctional Facility.
6	March- April 2017	Evaluate and Award RFP	Award RFP based on criteria selected by the board, to include cost, experience, and utilization of local labor.
7	April 2017	Finalize contract with awarded contractor(s)	Hire Attorney to negotiate and draw up contract with selected contractor.
8	Summer 2017	First payment generated from property taxes	Delta County citizens would pay a projected 0.85 mils on their 2017 summer tax bills to support the annual debt payment on the project.
9	12-24 Months	Project Construction	Depending on weather, the project has been estimated to take between 12 to 18 months. During this period, a hired manager from the contractor will be on site to manage the project.
10	After 12-24 Months	New Facility Opens	Open and transfer all inmates to new facility.

B3

## Contract for Services

BETWEEN

AND

---

DELTA COUNTY  
310 Ludington Street  
Escanaba, MI 49829

UPCAP SERVICES, INC.  
2501 14th Avenue South  
Escanaba, MI 49829

---

This Contract for Services is entered into by and between the parties on the date set forth below:

1. WORK DETAIL SERVICES:

UPCAP Services, Inc. agrees to provide administrative, transportation and supervisory services for inmates participating in the Work Detail Program for the purpose of providing community service work in the County of Delta, State of Michigan.

UPCAP Services, Inc. shall be responsible for providing a Work Crew Supervisor to transport and supervise the community service work detail in Delta County for an average of two working days each week (16 hours), dependent upon worksite and offender availability. One day of activity with the offenders will subsequently be referred to as a shift. UPCAP Services, Inc. reserves the right to adjust the schedule based on seasonal demand and/or increase the number of work hours by increasing the fee charged to participants. The Work Crew Supervisor will coordinate and accept instructions from the Community Corrections Manager regarding the following items:

- (A) The names of offenders who are scheduled to work during the next shift.
- (B) The location and type of work that is being assigned.
- (C) The amount of work time the offender needs to complete required community service work.
- (E) Contact person at the work site and any relevant telephone numbers, medical information and emergency procedures.

The Work Crew Supervisor will maintain performance notes on each individual and will report pertinent program information to the Community Corrections Manager within one day of the scheduled activity.

2. **TERMS:**

This agreement will be for twelve (12) months, commencing on October 1, 2016 and terminating on September 30, 2017. Either party may cancel this agreement by providing thirty (30) days written notice to the other party.

Thirty (30) days prior to the end of the lease term, and contingent upon appropriate funding, the Parties shall attempt to agree to an extension of the lease term at a term and rental amount which is satisfactory to both parties.

3. **CHARGES:**

Delta County agrees to pay for actual costs incurred to UPCAP Services, Inc. as detailed in monthly statements. The expected reimbursement amount is \$22,500. If actual expenses exceed this amount, UPCAP will provide written notice to the county as soon as is feasible. Only expenses over the amount of fee revenue generated by the Work Detail Program will be submitted to the County for reimbursement.

4. **INSURANCE:**

4.1 **AUTOMOBILE INSURANCE:** UPCAP shall at all times during the term of the agreement, maintain in force a policy or policies of insurance, written by one or more responsible insurance carriers, which will insure the parties against loss of or damage to the work detail van caused by fire, windstorm, theft, collision, or other insurable hazards, and also against legal liability for personal injuries or damage to property resulting from operation of the van.

4.2 MEDICAL INSURANCE: UPCAP shall, at all times during the term of the lease, maintain in force a policy or policies of insurance, written by one or more responsible insurance carriers, which will provide each offender participating in the community service work detail program with primary or secondary medical insurance coverage up to Twenty-five Thousand (\$25,000) Dollars.

4.3 LIABILITY INSURANCE: Agencies and work sites requesting use of the community service work detail will be responsible for assuming the liability of the community service work detail workers.

6. INDEMNITY:

The Delta County agrees to indemnify the UPCAP Services, Inc. from any and all claims or losses which may arise from the implementation and operation of this agreement. In turn, the UPCAP Services, Inc. agrees to indemnify the Delta County from any and all claims or losses which may arise from the implementation and operation of this agreement. In addition, UPCAP Services, Inc. affirms the guarantee that the above-mentioned Work Crew Supervisor possesses a valid and sufficient State of Michigan driver's license and appropriate insurances.

7. ASSIGNMENT:

This Agreement is not assignable.

8. PUBLIC RELATIONS:

Any media coverage of the work detail program, including radio, television and newspaper interviews, shall include acknowledgment of UPCAP Services, Inc. along with the County of Delta and its applicable Departments. It shall be the responsibility of both parties to assure proper recognition of all partners with regard to media coverage of the program.

**LESSOR:**

\_\_\_\_\_  
MARY HARRINGTON, Chairperson  
Delta County Board of Commissioners

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**LESSEE:**

\_\_\_\_\_  
JONATHAN MEAD, President/CEO  
UPCAP Services, Inc.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**94<sup>TH</sup> JUDICIAL DISTRICT COURT**  
310 Ludington Street, Suite 116, Escanaba, MI 49829  
Telephone: (906) 789-5108 Fax: (906) 789-5198

B4



STEVEN C PARKS  
DISTRICT JUDGE

MARK HAGER  
MAGISTRATE

EMILY A DESALVO  
ADMINISTRATOR

**MEMO**

DATE: October 12, 2016  
TO: Ryan Bergman, County Administrator  
FROM: Judge Steven Parks  
RE: Credit Card for District Court

---

This memo serves as authorization for the 94<sup>th</sup> District Court to receive a Delta County issued credit card solely for the purpose of court approved purchases. The authorized users of the card will be myself, Steven C. Parks and my Court Administrator, Emily A. DeSalvo. Please let me know if there is any further information needed to be issued the credit card. Thank you for your attention to this matter.

CC: Emily DeSalvo

B5

## CONTRACT FOR DELTA COUNTY PLUMBING AND MECHANICAL INSPECTOR

**This contract for Plumbing and Mechanical Inspector** entered into on November 1, 2016 between the **COUNTY OF DELTA, through its Board of Commissioners and James Shapy, independent contractor.**

1. Duties. The contractor shall provide all appropriate duties as the interim Plumbing and Mechanical Inspector as directed by the County Building Official. This includes, but is not limited to, plumbing inspections, mechanical inspections, and plan reviews. The contractor must be able to meet all qualifications and perform all duties under Michigan Civil Service Commission job specifications of Plumbing Inspector and Mechanical Inspector which are attached.
2. Term of Employment. The agreement will consist of the independent contractor performing all duties until terminated by either party.
3. Compensation. Delta County will compensate the contractor \$3,250 monthly during the term of the contract. This \$3,250 will be in lieu of any other payment for time, gasoline, travel, depreciation, licensing, and plan review.
4. Travel/Vehicle: The contractor must provide an adequate vehicle to perform all duties associated with the position. The contractor will not be reimbursed for travel costs to or within Delta County.
5. Schedule: The contractor will set his own schedule, provided it be approved by the County Code Official. It is anticipated that in most weeks the Inspector will be available for two days each week, however the schedule will be flexible to accommodate both changes in workload and allow for vacations. The contractor will make at least one hour available most weeks for discussion, planning, and oversight with the County Code Official.
6. Registration and Insurance: The contractor is expected to maintain valid State of Michigan Act 54 Plumbing and Mechanical certification. The contractor will also be required to provide proof of liability insurance.
7. Supervision: The Plumbing and Mechanical Inspector will report to the County's designated Code Official.
8. Delta County Responsibilities: Delta County will provide: An office; an e-mail address; office assistance; and a cell phone. Delta County may share cell phone costs with other government entities if applicable. Upon initial approval of this contract, Delta County will reimburse Dickinson county for one-half of the costs of the contractor's purchased cell phone.

8. Expiration/Modification/Termination of Contract. The contract may be extended or modified upon signed authorization of both parties. Either party may terminate the contract at any time without prior notice, without cause, and without penalty. All files associated with Delta County permitting will be turned over prior to a final paycheck being issued.

The parties have fully executed this Contract on the day and year written.

**CONTRACTED PARTY**

**COUNTY OF DELTA**

\_\_\_\_\_  
James Shapy

\_\_\_\_\_  
Mary Harrington, Board Chairperson

**DATE:**

**DATE:**

\_\_\_\_\_

\_\_\_\_\_

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**PLUMBING INSPECTOR**

**JOB DESCRIPTION**

Employees in this job serve as plumbing inspectors ensuring that new plumbing and drainage installations and alterations in public and private buildings are in compliance with established codes, laws, and regulations.

There are two classifications in this job.

**Position Code Title - Plumbing Inspector-E**

**Plumbing Inspector E11**

This is the experienced level. The employee performs the full range of plumbing inspection assignments and exercises considerable independent judgment in applying and interpreting the laws, regulations, rules and codes to specific situations.

**Position Code Title - Plumbing Inspector-A**

**Plumbing Inspector 12**

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Inspects, using visual observation and mechanical testing equipment, new installations and alterations of plumbing and drainage systems in public and private buildings.

Checks, visually and mechanically, such items as piping size, connections, trap seals, cleanouts, and the use of approved materials, devices, fixtures and equipment.

Issues written notices of code violations requiring corrective action.

Reviews proposed construction plans and documents to determine compliance with applicable laws, regulations, and codes.

Inspects approved plans, specifications and permits issued for proposed work projects.

Explains, both verbally and in writing, the plumbing codes to architects, engineers, owners, contractors, inspectors, plumbers, governmental officials and the general public.

Gathers evidence on reported and observed code violations and prepares necessary reports.

Testifies at hearings related to violations of plumbing codes, laws or regulations.

Attends meetings of inspectors, plumbers, contractors, governmental officials and other interested groups to discuss state plumbing code requirements and the State Plumbing Act.

Checks sources to insure that persons doing plumbing work are properly licensed.

Assists in conducting examinations for plumbers' licenses.

Prepares and/or maintains reports, files and written correspondence.

Performs related work as assigned.

### **Additional Job Duties**

#### **Plumbing Inspector 12 (Lead Worker)**

Determines work priorities, assigns work, and oversees the work of lower-level Plumbing Inspectors.

Provides instruction and training in the proper methods and processes necessary to carry out plumbing inspector assignments.

#### **Plumbing Inspector 12 (Senior Worker)**

Performs on a regular basis the most complex and difficult investigations, projects, accident investigations, evaluations and complaints, and issues of a sensitive nature.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

**NOTE:** Considerable knowledge is required at the experienced level and thorough knowledge is required at the advanced level.

Knowledge of state plumbing codes and related laws and regulations.

Knowledge of the standard practices, processes, tools, equipment and materials of the plumbing trade.

Knowledge of plumbing inspection techniques and practices.

Knowledge of the occupational hazards and safety precautions applicable to the work.

Knowledge of basic investigative procedures and methods.

Ability to read, interpret and apply codes, laws, rules, and regulations relative to the work.

Ability to read and interpret plumbing plans and specifications.

Ability to observe critically, plumbing installations or alterations, obtain accurate data and prepare reports.

Ability to operate a motor vehicle.

Ability to communicate effectively.

Ability to work without regular supervision.

#### **Additional Knowledge, Skills, and Abilities**

##### **Plumbing Inspector 12 (Lead Worker)**

Ability to prioritize and evaluate the work of others.

Ability to train and instruct others in the work.

Ability to organize and coordinate the work of the unit.

Ability to assign work.

## Plumbing Inspector 12 (Senior Worker)

Ability to perform the most complex plumbing inspector assignments.

### **Working Conditions**

Work is performed in houses or buildings under construction, undergoing alterations or being condemned.

Some jobs require an employee to be exposed to heat, cold, noise, noxious fumes, dust, dirt, odor and dampness.

Some jobs require considerable travel by automobile.

### **Physical Requirements**

The job duties require an employee to walk, bend and reach for extended periods.

The job duties require an employee to bend and stoop in confined spaces.

### **Education**

Education typically acquired through completion of high school.

### **Experience**

#### Plumbing Inspector E11

Six years of experience in the plumbing trade, including two years equivalent to a journey-level plumber.

#### Plumbing Inspector 12

Seven years of experience in the plumbing trade, including two years equivalent to a journey-level plumber and one year equivalent to a Plumbing Inspector E11.

### **Special Requirements, Licenses, and Certifications**

Upon appointment, individuals must meet the requirements of Act 54 of 1986 and become registered as a plumbing inspector and plan reviewer.

Possession of a journey or master plumber's license issued by the state of Michigan.

Possession of a Michigan driver's license.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

## **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

### **Job Code**

PLUMNGISP

### **Job Code Description**

PLUMBING INSPECTOR

### **Position Title**

Plumbing Inspector-E

Plumbing Inspector-A

### **Position Code**

PLUMISPE

PLUMISPA

### **Pay Schedule**

A02-022

A02-024

JZ

08/14/2016

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**MECHANICAL CODE INSPECTOR**

**JOB DESCRIPTION**

Employees in this job serve as Mechanical Code Inspectors ensuring that commercial, residential and industrial heating, ventilating, air-conditioning, refrigeration, and fire suppression equipment and their systems are in compliance with established codes, laws and regulations.

There are two classifications in this job.

**Position Code Title – Mechanical Code Inspector-E**

**Mechanical Code Inspector 11**

This is the experienced level. The employee performs a full range of mechanical code inspection assignments and exercises considerable independent judgment in making decisions requiring the interpretation of guidelines.

**Position Code Title – Mechanical Code Inspector-A**

**Mechanical Code Inspector 12**

This is the advanced level. The employee either functions as a lead worker overseeing the work of others or as a senior worker. Senior-worker employees consistently perform complex assignments beyond those expected at the experienced level that have been approved by Civil Service.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Inspects, through the use of visual observation and mechanical testing equipment, installations and alterations to commercial, residential and industrial heating, ventilating, air-conditioning, refrigeration, and fire suppression equipment (HVAC) and their systems in order to assure compliance with state mechanical and energy codes.

Examines and approves plans and specifications for proposed heating, ventilating, air-conditioning, refrigeration, and fire suppression equipment installations and alterations.

Reviews proposed construction plans and documents to determine compliance with applicable laws, regulations, and codes.

Issues written notices of code violations requiring corrective action.

## **MECHANICAL CODE INSPECTOR**

### **PAGE No. 2**

Explains, both verbally and in writing, the applicable mechanical and energy codes and laws to architects, engineers, contractors, trades people, home and building owners, and government officials.

Gathers evidence and prepares reports on code violation complaints.

Testifies at hearings or in court cases related to violations of the mechanical code and law.

Represents the Division at related meetings, seminars and conferences.

Prepares and/or maintains reports, files and written correspondence.

Performs related work as assigned.

### **Additional Job Duties**

#### **Mechanical Code Inspector 12 (Senior Worker)**

Performs on a regular basis the most complex and difficult investigations, projects, accident investigations, evaluations and complaints, and issues of a sensitive nature.

#### **Mechanical Code Inspector 12 (Lead Worker)**

Determines work priorities, assigns work, and oversees the work of Mechanical Code Inspectors.

Provides instruction and training in the proper methods and processes necessary to carry out mechanical inspector assignments.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

**NOTE:** Considerable knowledge is required at the experienced level and thorough knowledge is required at the advanced level.

Knowledge of the standard practices, processes, tools, equipment and materials related to heating, ventilation, air-conditioning, refrigeration, and fire suppression.

Knowledge of the state Mechanical and Energy Codes and related laws and regulations.

Knowledge of inspection techniques and practices.

Knowledge of the occupational hazards and safety precautions applicable to the work.

Knowledge of investigative techniques and methods.

## **MECHANICAL CODE INSPECTOR**

### **PAGE No. 3**

Ability to interpret and apply codes, laws, rules, and regulations relative to the work.

Ability to read and interpret heating, ventilating, air-conditioning, refrigeration, and fire suppression equipment plans and specifications.

Ability to critically observe, mechanical installations and alterations, obtain accurate data and prepare reports.

Ability to communicate effectively.

Ability to provide testimony in court.

Ability to operate a motor vehicle.

### **Additional Knowledge, Skills, and Abilities**

#### **Mechanical Code Inspector 12 (Senior Worker)**

Ability to perform the most complex mechanical inspector assignments.

#### **Mechanical Code Inspector 12 (Lead Worker)**

Ability to prioritize and evaluate the work of others.

Ability to train and instruct others in the work.

Ability to organize and coordinate the work of the unit.

Ability to assign work.

### **Working Conditions**

Work is performed in houses and buildings under construction, both indoors and outdoors.

Some jobs require an employee to work in a hazardous environment that involves exposure to unpleasant and noxious fumes and odors.

Some jobs require the employee to be exposed to noise, dust, dirt, and dampness.

Some jobs require an employee to be exposed to inclement weather conditions.

Some jobs require travel.

### **Physical Requirements**

The job duties require an employee to walk, bend, and reach for extended periods.

The job duties require an employee to climb ladders.

**MECHANICAL CODE INSPECTOR**

**PAGE No. 4**

The job duties require an employee to bend or stoop in confined spaces.

**Education**

Educational level typically acquired through completion of high school.

**Experience**

**Mechanical Code Inspector E11**

Six years of experience in the design, installation and repair of commercial heating, ventilating and air-conditioning equipment and systems, including two years equivalent to an experienced-level skilled trades designer, installer, or repairer.

**Mechanical Code Inspector 12**

Seven years of experience in the design, installation and repair of commercial heating, ventilating and air-conditioning equipment and systems, including one year equivalent to a Mechanical Code Inspector E11.

**Special Requirements, Licenses, and Certifications**

Upon appointment, individuals must meet the requirements of Act 54 of 1986 and become registered as a mechanical code inspector and plan reviewer.

Possession of a valid Michigan driver's license.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**  
MECCODISP

**Job Code Description**  
Mechanical Code Inspector

**Position Title**

Mechanical Code Inspector-E  
Mechanical Code Inspector-A

**Position Code**

MECOISPE  
MECOISPA

**Pay Schedule**

A02-022  
A02-024



B6

RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS

SHELLY EDGERTON  
DIRECTOR

# Memorandum

**DATE:** October 21, 2016

**TO:** Grant Administrators and County Representatives

**FROM:** Michael C. Barger, P.S., Manager *MCB*  
Office of Land Survey and Remonumentation (OLSR)

**SUBJECT:** 2017 Annual Grant Agreement

Enclosed is your copy of the 2017 Grant Agreement and extra signature pages (County, OLSR and Purchasing copies) in anticipation of your 2017 Grant Application being submitted.

Please obtain the necessary internal reviews and signatures on all 3 signature pages and return all three ORIGINAL signature pages with your 2017 Grant Application, postmarked no later than December 31, 2016 to be eligible for a 2017 grant.

Once your Grant Application is approved by OLSR, it will be sent to the Department's procurement team for processing and to obtain signatures by the Department Director. One original signature page will be returned to the county to attach to your Grant Agreement.

As in previous years, the 40 percent start-up payment will be processed to the county as soon as a Grant Application is approved, the Grant Agreement is signed by all parties, and purchase requisitions have been initiated.

A signed Grant Agreement must be returned to OLSR **no later than August 31, 2017** in order to meet the State's purchasing guidelines.

If you have a budget or financial questions, please contact Nancy Johnston at (517) 241-6325 or email [johnstonn@michigan.gov](mailto:johnstonn@michigan.gov). Technical or survey questions should be directed to our office at (517) 241-6321 or email [bccolr@michigan.gov](mailto:bccolr@michigan.gov).

*Providing for Michigan's Safety in the Built Environment*

LARA is an equal opportunity employer  
Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.  
P.O. BOX 30254 • LANSING, MICHIGAN 48909  
[www.michigan.gov/bcc](http://www.michigan.gov/bcc) • Telephone (517) 241-9302 • Fax (517) 241-9308

GRANT BETWEEN  
THE STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
AND  
**DELTA COUNTY**

GRANTEE/ADDRESS:

Contact Name: **Ryan Bergman**  
Organization Name: **County of Delta**  
Address: **310 Ludington Street**  
City, State, Zip: **Escanaba, MI 49829**  
Telephone: **(906) 789-5100**  
FAX: **(906) 789-5197**

STATE GRANT ADMINISTRATOR/ADDRESS:

Michael C. Barger, P.S., Manager  
Office of Land Survey and Remonumentation  
Department of Licensing and Regulatory Affairs  
P.O. Box 30254  
Lansing, MI 48909  
Phone: (517) 241-6321  
Email: bargerm@michigan.gov

GRANT PERIOD:

From: **01-01-2017** To: **12-31-2017**

TOTAL AUTHORIZED BUDGET FOR CALENDAR YEAR 2017:

State Grant Amount: **\$71,483.00**  
- Reimbursement for Past Expedited Expenditures:

2017 TOTAL ANNUAL BUDGET: **\$71,483.00**

ACCOUNTING DETAIL: **Index/PCA: 02935**

## GRANT

This is Grant No. **BCC 17-21** between the Department of Licensing and Regulatory Affairs (Grantor), and **Delta County** (Grantee), is entered into pursuant to the State Survey and Remonumentation Act, 1990 PA 345 (SSRA) and is subject to the terms and conditions of this Agreement (Agreement).

### 1.0 Statement of Purpose

This Grant is offered annually to the Grantee in accordance with the requirements of the SSRA. The SSRA establishes the State Survey and Remonumentation Fund which supports a program for the monumentation and remonumentation and perpetual monument maintenance of original public land survey corners, protracted public land survey corners and property controlling corners throughout the State.

This Grant is offered to the Grantee to carry out its annual work program as set forth and approved by the Grantor in the Grantee's Survey and Remonumentation Grant Application, made part of this Agreement as "Attachment A."

In accordance with the terms and conditions of this Grant, the Grantor will reimburse the eligible expenses incurred by the Grantee to carry out the annual work program as set forth and approved by the Grantor in "Attachment A."

### 1.1 Statement of Work

The Grantee agrees to undertake, perform, and complete the project described in the Grantee's Proposal, Attachment A, file a Land Corner Recordation Certificate (LCRC) pursuant to the Corner Recordation Act, 1970 PA 74 (CRA) with the addition of a geodetic coordinate value, the peer group date, and county representative's signature and stamp on said LCRC for each corner identified in Attachment A under the requirements of the SSRA.

The Grantee must submit a Completion Report as specified in this Agreement, may submit a Work Progress Report as specified in this Agreement and provide any other reports or forms requested by the Grantor.

### 1.2 Detailed Budget

- A. This Agreement does not commit the State of Michigan (State) or the Department of Licensing and Regulatory Affairs (LARA) to approve requests for additional funds at any time.
- B. If applicable, travel expenses will not be reimbursed at rates greater than the State Travel Rates, Attachment B, without the prior written consent of the Grant Administrator.
- C. Attachment A includes the Budget. The Grantee agrees that all funds shown in Attachment A are to be spent as detailed in Attachment A.

- D. Changes in the Budget of less than 5 percent of the total line item amount do not require prior written approval, but Grantee must provide notice to the Grant Administrator.
- E. Changes in the Budget equal to or greater than 5 percent of the total line item amount will be allowed only upon prior review and written approval by the State Grant Administrator. A formal grant amendment must be signed by both the Grantor and Grantee.

### 1.3 Payment Schedule

- A. The maximum amount of grant assistance offered is **\$71,483.00**. An initial advance of **\$28,593.20** (40 percent of the State Grant Amount) shall be made to the Grantee upon receipt by the State Grant Administrator of a signed Agreement and a request for advance from the Grantee.
- B. Progress payments up to a total of 85 percent of the Total Authorized Budget may be made upon submission of a Grantee request indicating the grant funds received, project expenditures incurred, and objectives completed to date, as well as backup documentation for all expenditures. Backup documentation must include a printout of the 245 grant account, invoice copies, and a payroll printout for any county costs supported with the grant, and be maintained for audit purposes in order to comply with this Agreement.
- C. Payment of the final 15 percent of the grant amount shall be made after completion of the project and after the State Grant Administrator has received and approved the Completion Report and supporting documentation as specified in this Agreement.

1984 PA 279 states that the State shall take all steps necessary to assure that payment for goods or services is mailed within 45 days after receipt of the goods or services, a complete invoice for goods or services, or a complete contract for goods or services, whichever is later.

### 1.4 Program Performance - Monitoring, Reporting and Documentation

- A. Monitoring. The Grantee shall monitor performance to assure that time schedules are being met and projected work by time period is being accomplished and provide a status report to the State Grant Administrator upon request.
- B. Reporting (**see 1.4.C. for documentation requirements**):
  1. The Grantee **may submit** to the State Grant Administrator a Progress Report as soon as July 1 of the grant year but no later than September 30 of the grant year with backup documentation for work completed and expenditures incurred during the reporting period
  2. The Grantee **must submit** to the State Grant Administrator a Completion Report no later than February 28 following the close of the grant year accompanied by all documentation for work completed and expenditures incurred during the reporting period.

- C. Documentation. Backup documentation must include the following, as applicable:
1. A written narrative of the total work accomplished during the grant year, including an explanation for any additional work completed that was not specified in the approved "Attachment A," any work not completed that was specified in the approved "Attachment A," and any changes in an approved line item of the budget approved in "Attachment A" (submit for **Completion Report only**).
  2. A narrative of any coordinated efforts with other organizations to complete the project (submit for **Completion Report only**).
  3. Invoices:
    - a. An invoice from all Peer Review Group members, each surveyor or any other service provider for all services provided to the Grantee under this Agreement, and other supplies and purchases, as outlined in the approved "Attachment A" (submit for **Progress Report and Completion Report**).
    - b. A detailed breakdown and backup documentation for any county costs charged to the program as outlined in the approved "Attachment A" (submit for **Progress Report and Completion Report**).
  4. General Ledger: The County Treasurer's print-out of the State Survey and Remonumentation grant account or equivalent ledger providing a detailed history of each transaction occurring within the account, including all payroll, indirect and/or overhead expenses. If not itemized in the ledger, a salary and fringe benefits breakdown must also be submitted for all administrative staff (submit for **Progress Report and Completion Report**).
  5. An exact, full-size copy of the recorded LCRC prepared in compliance with the CRA and SSRA (submit for **Completion Report only**).
    - (1) The LCRC must include geodetic coordinate values for each corner recorded, signed by the county representative and reflect the date of the peer review group meeting at which the corner was reviewed.
    - (2) A copy must be submitted for each corner code recorded included on an LCRC. If the LCRC identifies more than one corner code, the Grantee must provide a separate copy of the LCRC for each corner code.
  6. An LCRC Spreadsheet listing all corner codes recorded for filing in the State's Corner Recordation Collection System (submit for **Completion Report only**).

## **PART II - GENERAL PROVISIONS**

### **2.1 Project Changes**

Grantee must obtain prior written approval for project changes from the Grant Administrator. **See Section 1.2. Detailed Budget.**

### **2.2 Delegation**

Grantee may not delegate any of its obligations under the Grant without the prior written approval of the State. Grantee must notify the State at least 90 calendar days before the proposed delegation, and provide the State any information it requests to determine whether the delegation is in its best interest. If approved, Grantee must: (a) be the sole point of contact regarding all project matters, including payment and charges for all Grant Activities; (b) make all payments to the subgrantee; and (c) incorporate the terms and conditions contained in this Grant in any subgrant with a subgrantee. Grantee remains responsible for the completion of the Grant Activities, compliance with the terms of this Grant, and the acts and omissions of the subgrantee. The State, in its sole discretion, may require the replacement of any subgrantee.

### **2.3 Project Income**

To the extent that it can be determined that interest was earned on advances of funds, such interest shall be remitted to the Grantor. All other program income shall either be added to the project budget and used to further eligible program objectives or deducted from the total program budget for the purpose of determining the amount of reimbursable costs. The final determination shall be made by the Grant Administrator.

### **2.4 Share-in-savings**

The Grantor expects to share in any cost savings realized by the Grantee. Therefore, final Grantee reimbursement will be based on actual expenditures. Exceptions to this requirement must be approved in writing by the Grant Administrator.

### **2.5 Order of Spending**

Unless otherwise required, Grantee shall expend funds in the following order: (1) private or local funds, (2) federal funds, and (3) state funds. Grantee is responsible for securing any required matching funds from sources other than the State.

### **2.6 Purchase of Equipment**

The purchase of equipment not specifically listed in the Budget, "Attachment A," must have prior written approval of the Grant Administrator. Equipment is defined as non-expendable personal property having a useful life of more than one year. Such equipment shall be retained by the Grantee unless otherwise specified at the time of approval.

## **2.7 Accounting**

The Grantee shall adhere to the Generally Accepted Accounting Principles and shall maintain records which will allow, at a minimum, for the comparison of actual outlays with budgeted amounts. The Grantee's overall financial management system must ensure effective control over and accountability for all funds received. Accounting records must be supported by source documentation including, but not limited to, balance sheets, general ledgers, time sheets and invoices. The expenditure of state funds shall be reported by line item and compared to the Budget.

## **2.8 Records Maintenance, Inspection, Examination, and Audit**

The State or its designee may audit Grantee to verify compliance with this Grant. Grantee must retain, and provide to the State or its designee upon request, all financial and accounting records related to the Grant through the term of the Grant and for 7 years after the latter of termination, expiration, or final payment under this Grant or any extension ("Audit Period"). If an audit, litigation, or other action involving the records is initiated before the end of the Audit Period, Grantee must retain the records until all issues are resolved.

Within 10 calendar days of providing notice, the State and its authorized representatives or designees have the right to enter and inspect Grantee's premises or any other places where Grant Activities are being performed, and examine, copy, and audit all records related to this Grant. Grantee must cooperate and provide reasonable assistance. If any financial errors are revealed, the amount in error must be reflected as a credit or debit on subsequent invoices until the amount is paid or refunded. Any remaining balance at the end of the Grant must be paid or refunded within 45 calendar days.

This Section applies to Grantee, any parent, affiliate, or subsidiary organization of Grantee, and any subgrantee that performs Grant Activities in connection with this Grant.

If the Grantee is a governmental or non-profit organization and expends the minimum level specified in OMB Uniform Guidance (\$750,000 as of December 26, 2013) or more in total federal funds in its fiscal year, then Grantee is required to submit an Audit Report to the Federal Audit Clearinghouse (FAC) as required in 200.36.

## **2.9 Competitive Bidding**

The Grantee agrees that all procurement transactions involving the use of state funds shall be conducted in a manner that provides maximum open and free competition. When competitive selection is not feasible or practical, the Grantee agrees to obtain the written approval of the Grant Administrator before making a sole source selection. Sole source contracts should be negotiated to the extent that such negotiation is possible.

## **3.0 Liability**

The State is not liable for any costs incurred by the Grantee before the start date or after the end date of this Agreement. Liability of the State is limited to the terms and conditions of this Agreement and the grant amount.

### **3.1 Reserved**

### **3.2 Safety**

The Grantee, and all subgrantees are responsible for insuring that all precautions are exercised at all times for the protection of persons and property. Safety provisions of all Applicable Laws and building and construction codes shall be observed. The Grantee, and every subgrantee are responsible for compliance with all federal, state and local laws and regulations in any manner affecting the work or performance of this Agreement and shall at all times carefully observe and comply with all rules, ordinances, and regulations. The Grantee, and all subgrantees shall secure all necessary certificates and permits from municipal or other public authorities as may be required in connection with the performance of this Agreement.

### **3.3 General Indemnification**

Inasmuch as each party to this grant is a governmental entity of the State of Michigan, each party to this grant must seek its own legal representation and bear its own costs; including judgments, in any litigation which may arise from the performance of this grant. It is specifically understood and agreed that neither party will indemnify the other party in such litigation.

### **3.4 Termination**

#### **A. Termination for Cause**

The State may terminate this Grant for cause, in whole or in part, if Grantee, as determined by the State: (a) endangers the value, integrity, or security of any location, data, or personnel; (b) becomes insolvent, petitions for bankruptcy court proceedings, or has an involuntary bankruptcy proceeding filed against it by any creditor; (c) engages in any conduct that may expose the State to liability; (d) breaches any of its material duties or obligations; or (e) fails to cure a breach within the time stated in a notice of breach. Any reference to specific breaches being material breaches within this Grant will not be construed to mean that other breaches are not material.

If the State terminates this Grant under this Section, the State will issue a termination notice specifying whether Grantee must: (a) cease performance immediately, or (b) continue to perform for a specified period. If it is later determined that Grantee was not in breach of the Grant, the termination will be deemed to have been a Termination for Convenience, effective as of the same date, and the rights and obligations of the parties will be limited to those provided in Subsection B, Termination for Convenience.

The State will only pay for amounts due to Grantee for Grant Activities accepted by the State on or before the date of termination, subject to the State's right to set off any amounts owed by the Grantee for the State's reasonable costs in terminating this Grant. The Grantee must pay all reasonable costs incurred by the State in terminating this Grant for cause, including administrative costs, attorneys' fees,

court costs, transition costs, and any costs the State incurs to procure the Grant Activities from other sources.

**B. Termination for Convenience**

The State may immediately terminate this Grant in whole or in part without penalty and for any reason, including but not limited to, appropriation or budget shortfalls. If the State terminates this Grant for convenience, the State will pay all reasonable costs, as determined by the State, for State approved Grant Responsibilities.

**3.5 Conflicts and Ethics**

Grantee will uphold high ethical standards and is prohibited from: (a) holding or acquiring an interest that would conflict with this Grant; (b) doing anything that creates an appearance of impropriety with respect to the award or performance of the Grant; (c) attempting to influence or appearing to influence any State employee by the direct or indirect offer of anything of value; or (d) paying or agreeing to pay any person, other than employees and consultants working for Grantee, any consideration contingent upon the award of the Grant. Grantee must immediately notify the State of any violation or potential violation of these standards. This Section applies to Grantee, any parent, affiliate, or subsidiary organization of Grantee, and any subgrantee that performs Grant Activities in connection with this Grant.

**3.6 Non-Discrimination**

Under the Elliott-Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101, et seq., and the Persons with Disabilities Civil Rights Act, 1976 PA 220, MCL 37.1101, et seq., Grantee and its subgrantees agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, or mental or physical disability. Breach of this covenant is a material breach of this Grant.

**3.7 Unfair Labor Practices**

Under MCL 423.324, the State may void any Grant with a Grantee or subgrantee who appears on the Unfair Labor Practice register compiled under MCL 423.322.

**3.8 Force Majeure**

Neither party will be in breach of this Grant because of any failure arising from any disaster or acts of god that are beyond their control and without their fault or negligence. Each party will use commercially reasonable efforts to resume performance. Grantee will not be relieved of a breach or delay caused by its subgrantees. If immediate performance is necessary to ensure public health and safety, the State may immediately Grant with a third party.

### **3.9 Media Releases**

News releases (including promotional literature and commercial advertisements) pertaining to the Grant or project to which it relates must not be made without prior written State approval, and then only in accordance with the explicit written instructions of the State.

### **4.0 Website Incorporation**

The State is not bound by any content on Grantee's website unless expressly incorporated directly into this Grant.

### **4.1 Certification Regarding Debarment**

The Grantee certifies, by signature to this Agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Agreement by any federal or State department or agency. If the Grantee is unable to certify to any portion of this statement, the Grantee shall attach an explanation to this Agreement.

### **4.2 Illegal Influence**

The Grantee certifies, to the best of his or her knowledge and belief that:

- A. No federal appropriated funds have been paid nor will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.
- B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this grant, the Grantee shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- C. The Grantee shall require that the language of this certification be included in the award documents for all grants or subcontracts and that all subrecipients shall certify and disclose accordingly.

The State has relied upon this certification as a material representation. Submission of this certification is a prerequisite for entering into this Agreement imposed by 31 USC § 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Grantee certifies, to the best of his or her knowledge and belief that no state funds have been paid nor will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of any State agency, a member of the Legislature, or an employee of a member of the Legislature in connection with the awarding of any state contract, the making of any state grant, the making of any state loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any state contract, grant, loan or cooperative agreement.

#### **4.3 Governing Law**

This Grant is governed, construed, and enforced in accordance with Michigan law, excluding choice-of-law principles, and all claims relating to or arising out of this Grant are governed by Michigan law, excluding choice-of-law principles. Any dispute arising from this Grant must be resolved in Michigan Court of Claims. Grantee consents to venue in Ingham County, and waives any objections, such as lack of personal jurisdiction or forum non conveniens. Grantee must appoint agents in Michigan to receive service of process.

#### **4.4 Compliance with Laws**

Grantee must comply with all federal, state and local laws, rules and regulations.

#### **4.5 Disclosure of Litigation, or Other Proceeding**

Grantee must notify the State within 14 calendar days of receiving notice of any litigation, investigation, arbitration, or other proceeding (collectively, "Proceeding") involving Grantee, a subgrantee, or an officer or director of Grantee or subgrantee, that arises during the term of the Grant, including: (a) a criminal Proceeding; (b) a parole or probation Proceeding; (c) a Proceeding under the Sarbanes-Oxley Act; (d) a civil Proceeding involving: (1) a claim that might reasonably be expected to adversely affect Grantee's viability or financial stability; or (2) a governmental or public entity's claim or written allegation of fraud; or (e) a Proceeding involving any license that Grantee is required to possess in order to perform under this Grant.

#### **4.6 Assignment**

Grantee may not assign this Grant to any other party without the prior approval of the State. Upon notice to Grantee, the State, in its sole discretion, may assign in whole or in part, its rights or responsibilities under this Grant to any other party. If the State determines that a novation of the Grant to a third party is necessary, Grantee will agree to the novation, provide all necessary documentation and signatures, and continue to perform, with the third party, its obligations under the Grant.

#### **4.7 Entire Grant and Modification**

This Grant is the entire agreement and replaces all previous agreements between the parties for the Grant Activities. This Grant may not be amended except by signed agreement between the parties.

#### **4.8 Grantee Relationship**

Grantee assumes all rights, obligations and liabilities set forth in this Grant. Grantee, its employees, and agents will not be considered employees of the State. No partnership or joint

venture relationship is created by virtue of this Grant. Grantee, and not the State, is responsible for the payment of wages, benefits and taxes of Grantee's employees and any subgrantees. Prior performance does not modify Grantee's status as an independent Grantee.

#### **4.9 Dispute Resolution**

The parties will endeavor to resolve any Grant dispute in accordance with this provision. The dispute will be referred to the parties' respective Grant Administrators or Program Managers. Such referral must include a description of the issues and all supporting documentation. The parties must submit the dispute to a senior executive if unable to resolve the dispute within 15 business days. The parties will continue performing while a dispute is being resolved, unless the dispute precludes performance. A dispute involving payment does not preclude performance.

Litigation to resolve the dispute will not be instituted until after the dispute has been elevated to the parties' senior executive and either concludes that resolution is unlikely, or fails to respond within 15 business days. The parties are not prohibited from instituting formal proceedings: (a) to avoid the expiration of statute of limitations period; (b) to preserve a superior position with respect to creditors; or (c) where a party makes a determination that a temporary restraining order or other injunctive relief is the only adequate remedy. This Section does not limit the State's right to terminate the Grant.

#### **5.0 Severability**

If any part of this Grant is held invalid or unenforceable, by any court of competent jurisdiction, that part will be deemed deleted from this Grant and the severed part will be replaced by agreed upon language that achieves the same or similar objectives. The remaining Grant will continue in full force and effect.

#### **5.1 Waiver**

Failure to enforce any provision of this Grant will not constitute a waiver.

**Attachment A**  
(Copy of Grant Application)

## Attachment B

**DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET,  
 VEHICLE AND TRAVEL SERVICES (VTS)  
 SCHEDULE OF TRAVEL RATES FOR CLASSIFIED AND UNCLASSIFIED EMPLOYEES  
 Effective October 1, 2016**

**MICHIGAN SELECT CITIES \***

	Individual	Group Meeting pre-arranged and approved
Lodging**	\$75.00	\$75.00
Breakfast	\$10.25	\$13.25
Lunch	\$10.25	\$13.25
Dinner	\$24.25	\$27.25

**MICHIGAN IN-STATE ALL OTHER**

	Individual	Group Meeting pre-arranged and approved
Lodging**	\$75.00	\$75.00
Breakfast	\$ 8.50	\$11.50
Lunch	\$ 8.50	\$11.50
Dinner	\$19.00	\$22.00

<b>Per Diem</b>	<b>\$81.50</b>
Lodging	\$45.50
Breakfast \$ 8.50 Lunch \$ 8.50	\$ 8.50
Dinner	\$19.00

**OUT-OF-STATE SELECT CITIES \***

	Individual	Group Meeting pre-arranged and approved
Lodging**	Contact Conlin Travel	Contact Conlin Travel
Breakfast	\$13.00	\$16.00
Lunch	\$13.00	\$16.00
Dinner	\$25.25	\$28.25

**OUT-OF-STATE ALL OTHER**

	Individual	Group Meeting pre-arranged and approved
Lodging**	Contact Conlin Travel	Contact Conlin Travel
Breakfast	\$10.25	\$13.25
Lunch	\$10.25	\$13.25
Dinner	\$23.50	\$26.50

<b>Per Diem</b>	<b>\$89.50</b>
Lodging \$45.50	Breakfast
\$10.25 Lunch \$10.25	Dinner
\$23.50	

**Incidental Costs (per overnight stay) \$5.00**

**Mileage Rates**

Premium Rate	\$0.540 per mile
Standard Rate	\$0.360 per mile

\*See Select High Cost City Listing

\*\*Lodging available at State Rate, or call Conlin Travel at 877-654-2179 or [www.somtravel.com](http://www.somtravel.com)

**SELECT HIGH COST CITY LIST  
TRAVEL RATE REIMBURSEMENT FOR CLASSIFIED and UNCLASSIFIED  
EMPLOYEES EFFECTIVE October 1, 2016**

**Michigan Select Cities/Counties**

<b>Cities</b>	<b>Counties</b>
Ann Arbor, Auburn Hills, Detroit, Grand Rapids Holland, Mackinac Island, Petoskey Pontiac, South Haven, Traverse City, Leland	All of Wayne and Oakland

**Out of State Select Cities/Counties**

<b><u>State</u></b>	<b><u>City/County</u></b>	<b><u>State</u></b>	<b><u>City/County</u></b>
Arizona	Sedona	New York	Lake Placid, Manhattan The borough of Manhattan, Brooklyn, Bronx, Queens, Staten Island
California	Eureka/Arcata/McKinleyville, Mammoth Lakes, Mill Valley/San Rafael/Novato, Monterey, San Francisco, Santa Barbara, Truckee	Utah	Park City (Summit County)
Colorado	Aspen, Steamboat Springs, Telluride, Vail	Vermont	Montpelier, Stowe, Lamoille County
District of Columbia	Washington DC (Cities of Alexandria, Falls Church, Fairfax, Counties of Arlington, Fairfax in Virginia & Counties of Montgomery and Prince George in Maryland	Washington	Port Angeles/Port Townsend, Seattle
Illinois	Chicago (Cook and Lake counties)	Wyoming	Jackson/Pinedale
Massachusetts	Boston, Martha's Vineyard, Nantucket		
Maine	Bar Harbor		

**5.2 Signatories**

The signatories warrant that they are empowered to enter into this Agreement and agree to be bound by it.

\_\_\_\_\_  
Shelly Edgerton, Director  
Department of Licensing and Regulatory Affairs  
State of Michigan

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ryan Bergman  
County Grant Administrator  
County of Delta

\_\_\_\_\_  
Date

**GRANT NO. BCC 17-21**

INFORMATION- 11/1/16

VI. COMMUNICATIONS

A. COMMUNICATIONS RECEIVED:

1. Letter from US Army Corps of Engineers
2. City of Escanaba(2)

B. COMMUNICATIONS FORWARDED:

1. Letter to Forest Service Representatives
2. Letter to Janet Craig
3. Letter to Donna Schomin

VII. REPORTS OF STANDING AND STATUTORY COMMITTEES

1. Human Services Board minutes of 8-15-16
2. CAA/HRA minutes of 9-8-16
3. Central Dispatch minutes of 9-14-16
4. Solid Waste Authority minutes of 9-27-16

VIII. REPORTS OF SPECIAL COMMITTEES AND OTHERS

1. Township Association minutes of 9-22-16
2. Superior Trade Zone minutes of 9-27-16



US Army Corps  
of Engineers

Detroit District

# Public Notice

Applicant: Paul and Jane Klarich

In Reply Refer To: Corps File No. LRE-2013-00336-56-U16

Date: October 24, 2016  
Expires: November 14, 2016

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## **Completed Discharge of Fill Material for Dock Extension in Lake Michigan at Garden, Michigan**

**Applicant:** Paul and Jane Klarich  
6453 Winter Avenue  
Garden, MI 49835

**Project Location:** The site is located at 6453 Winter Avenue, Garden, Section 17, Township 39 N, Range 18 W, Delta County, Michigan, 49835.

**Federal Authority:** The applicant has applied for a Department of the Army permit under Section 10 of the Rivers and Harbors Act of 1899 and Section 404 of the Clean Water Act.

**State Authority:** Section 401 of the Clean Water Act requires that all discharges of dredged or fill material must be certified by the State as complying with applicable effluent limitations and water quality standards. Coastal Zone Management Certification (or waiver thereof) is required from the State of Michigan if this proposed activity would occur within the designated coastal zone.

**Project Description:** As shown on the attached plans, the applicant has discharged approximately 75 cubic yards of riprap within a 56' x 18' area. The original purpose of the completed work was to make a platform for operation of dredging equipment for removing fill authorized under a previous permit. The applicant now wishes to leave the material as a dock extension for accessing the waterway.

**Avoidance & Minimization:** The applicant has stated the following concerning avoidance and minimization of impacts to Waters of the United States: "I raised area in question by adding limestone rock. This was done in order to make pathway for excavator to work from to excavate dredge from my permit number 13-21-0027-P".

The Corps has not verified the adequacy of the applicant's avoidance and minimization statement at this time.

**Compensatory Mitigation:** The applicant has stated the following concerning compensatory mitigation for unavoidable impacts to Waters of the United States:

The applicant has not stated that compensatory mitigation is not necessary or appropriate for the proposed work; however, he does make the following statement: "I plan on leaving fill on dock extension. The rock fill was placed on natural rock bed "not wetlands" on existing peninsula that leads to channel across to island. This peninsula and dock area was actually used in 1940's to commercially fish from. Plus my father in law used this dock in 1980's and 1990's to secure his boats."

The Corps has not verified the adequacy of this mitigation proposal at this time.

The work described herein has been completed without benefit of a Department of the Army permit. The application is being processed pursuant to appropriate Department of the Army regulations. The District Engineer reserves the right to order the removal of work placed without benefit of a Department of the Army permit if he deems the public interest so requires.

**Other Authorizations:**

A permit is required from the Michigan Department of Environmental Quality under applicable provisions of the Natural Resources and Environmental Protection Act (NREPA), 1994 PA 451. The State file number is 2JT-5HK4-1GTK.

**Comments:** We are publishing this notice in compliance with Title 33 Code of Federal Regulations Parts 320-332. Comments on the project should be submitted in writing and postmarked or delivered by the expiration date of this public notice. Comments of a positive or negative nature may be submitted. All responses must refer to file number LRE-2013-00336-56-U16. We will interpret a lack of response as meaning that there is no objection to the permit application. Comments should be filed with:

Kerrie E. Kuhne  
Chief, Permit Evaluation Western Branch  
Regulatory Office  
Detroit District, Corps of Engineers  
477 Michigan Avenue  
Detroit, Michigan 48226-2550

Comments may be e-mailed to: [Robert.D.Deroche@usace.army.mil](mailto:Robert.D.Deroche@usace.army.mil), but must include a name and mailing address.

**Public Hearing:** Any person may request, in writing, within the comment period specified in this notice, that a public hearing be held to consider this application.

Requests for public hearings shall state, with particularity, the reasons for holding a public hearing.

**Evaluation:** The decision whether to issue the Department of the Army permit will be based on evaluation of the probable impacts of the proposed activity on the public interest. That decision will reflect the national concerns for both protection and utilization of important resources. The benefit which reasonably may be expected to accrue from the proposal must be balanced against its reasonably foreseeable detriments. All factors which may be relevant to the proposal will be considered including the cumulative effects thereof; among those are conservation, economics, aesthetics, general environmental concerns, wetlands, historic properties, fish and wildlife values, flood hazards, floodplain values, land use, navigation, shoreline erosion and accretion, recreation, water supply and conservation, water quality, energy needs, safety, food and fiber production, mineral needs, considerations of property ownership, and, in general, the needs and welfare of the people.

The Corps of Engineers is soliciting comments from the public; Federal, State, and local agencies and officials; Indian Tribes; and other interested parties in order to consider and evaluate the impacts of this proposed activity. Any comments received will be considered by the Corps of Engineers to determine whether to issue, modify, condition or deny a permit for this proposal. To make this decision, comments are used to assess impacts on endangered species, historic properties, water quality, general environmental effects, and the other public interest factors listed above. Comments are used in the preparation of an Environmental Assessment and/or an Environmental Impact Statement pursuant to the National Environmental Policy Act. Comments are also used to determine the need for a public hearing and to determine the overall public interest of the proposed activity.

This activity involves the discharge of dredged or fill material into waters of the United States. Therefore, the U.S. Army Corps of Engineers' evaluation of the impact of the activity on the public interest will include application of the guidelines promulgated by the Administrator of the Federal Environmental Protection Agency, under the authority of Section 404(b)(1) of the Clean Water Act.

**Endangered Species:** We will review this application for the potential impact on threatened or endangered species pursuant to Section 7 of the Endangered Species Act as amended. We are not aware of the presence of any listed species or critical habitat at or in the vicinity of the proposed worksite. We invite information and/or comments regarding the potential presence of, or impacts to, any listed species or critical habitat.

**Cultural Resources:** The District Staff has reviewed existing information on historic properties potentially affected by the proposed project, including the National Register of Historic Places. There are no recorded historic properties within the permit area.

The proposed work is of such a limited nature and extent that little likelihood exists for the project to impinge upon an unrecorded historic property.

The District Engineer invites responses to this public notice from federal, state and local agencies, historical and archaeological societies, Indian tribes, and other parties likely to have knowledge of or concerns with historic properties in the area.

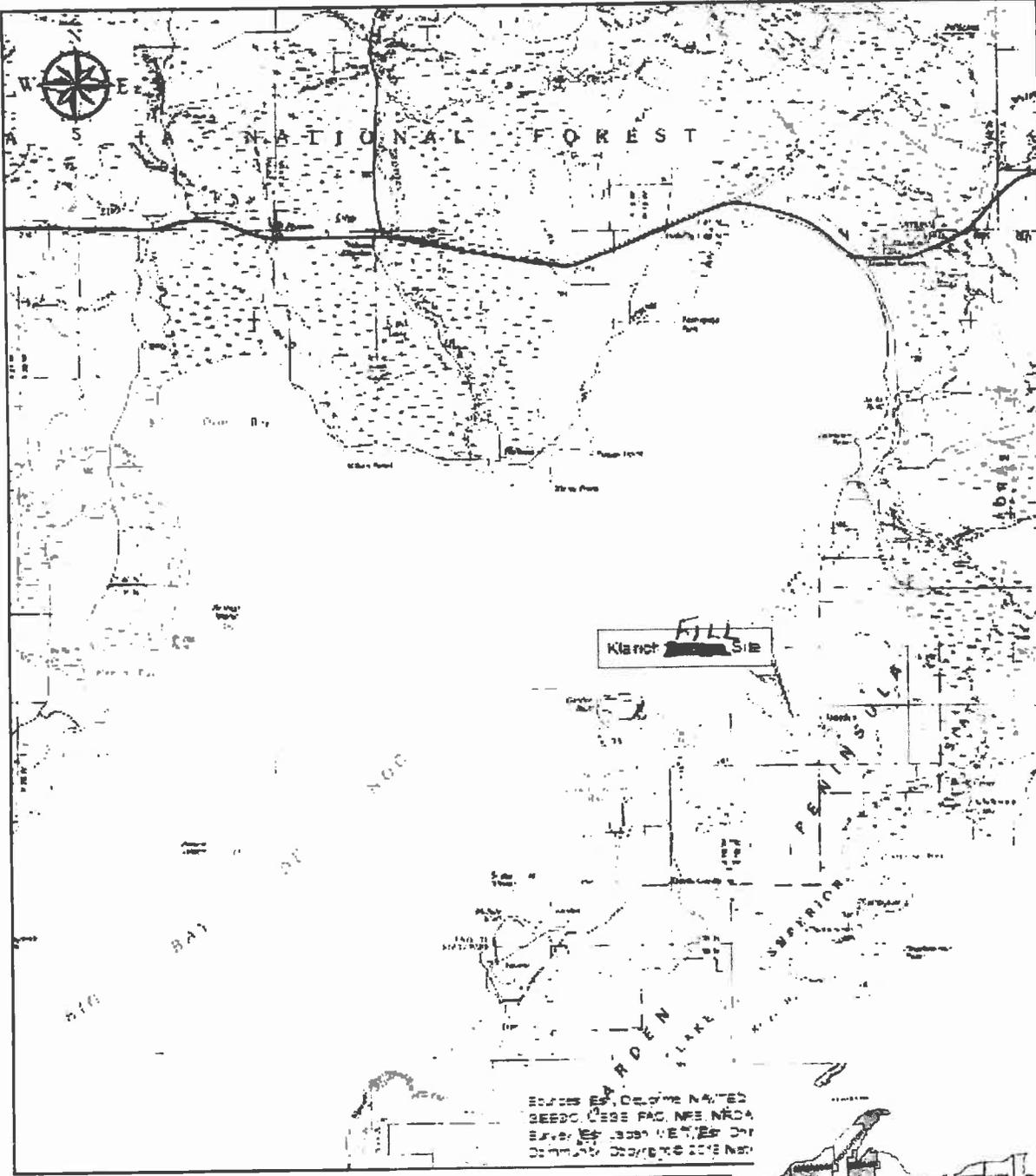
**Additional Information:** This public notice and drawings are also available for viewing/printing at:  
<http://www.lre.usace.army.mil/Missions/RegulatoryProgramandPermits/PublicNotices.aspx>. Questions concerning this application may be directed to Robert Deroche at the Corps of Engineers address listed above, or telephone number 906-225-8089.

FOR THE DISTRICT ENGINEER:

Kerrie E. Kuhne  
Chief, Compliance and Enforcement Branch  
Regulatory Office

NOTICE TO POSTMASTERS:

We request that the above notice be conspicuously and continuously posted for the time period of this notice.

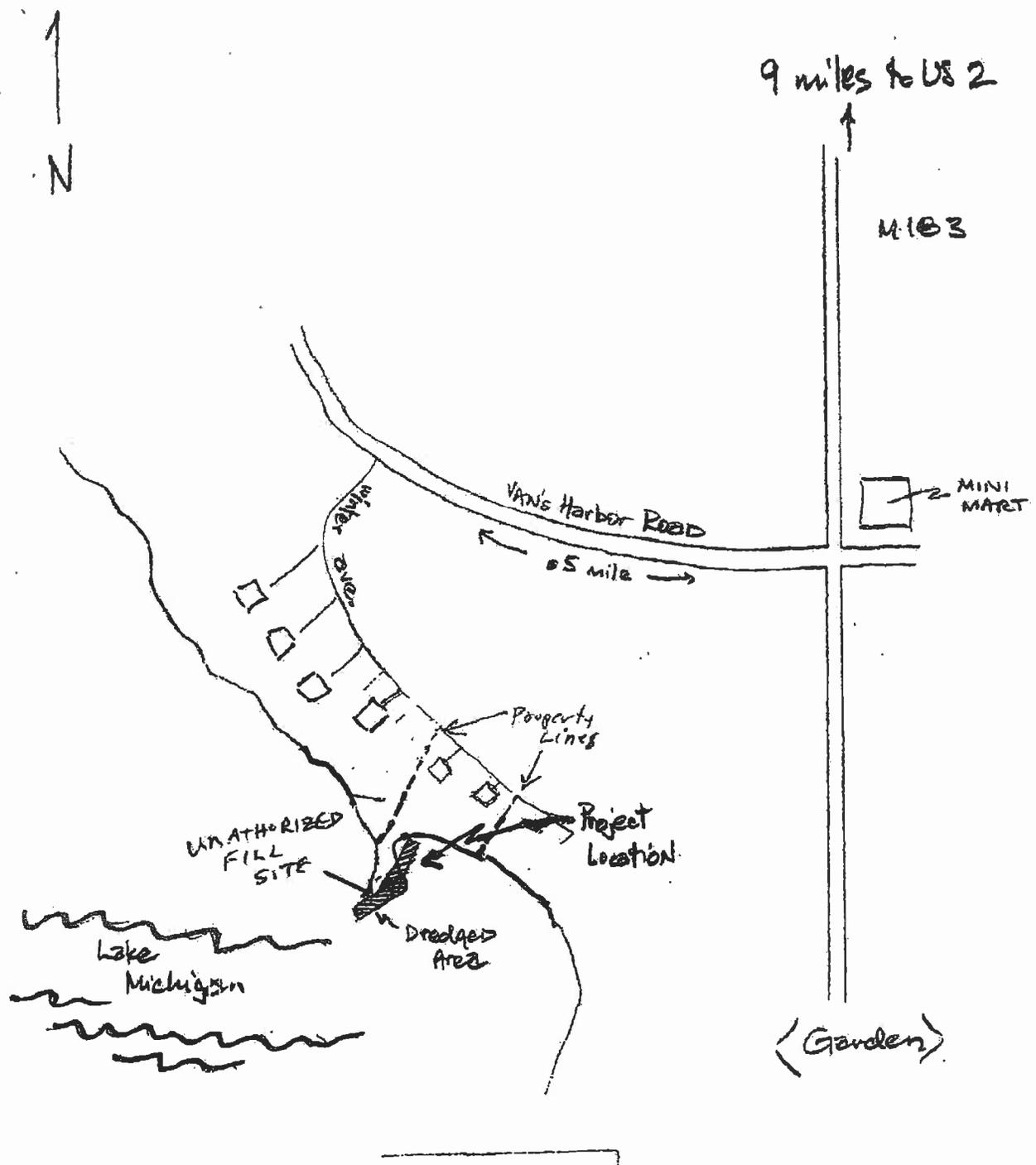


All Measurements are approximate.



**LRE-2013-00336-56-U16**  
**KLARICH UNAUTHORIZED FILL**  
 6453 Winter Avenue  
 Garden, Delta County, MI

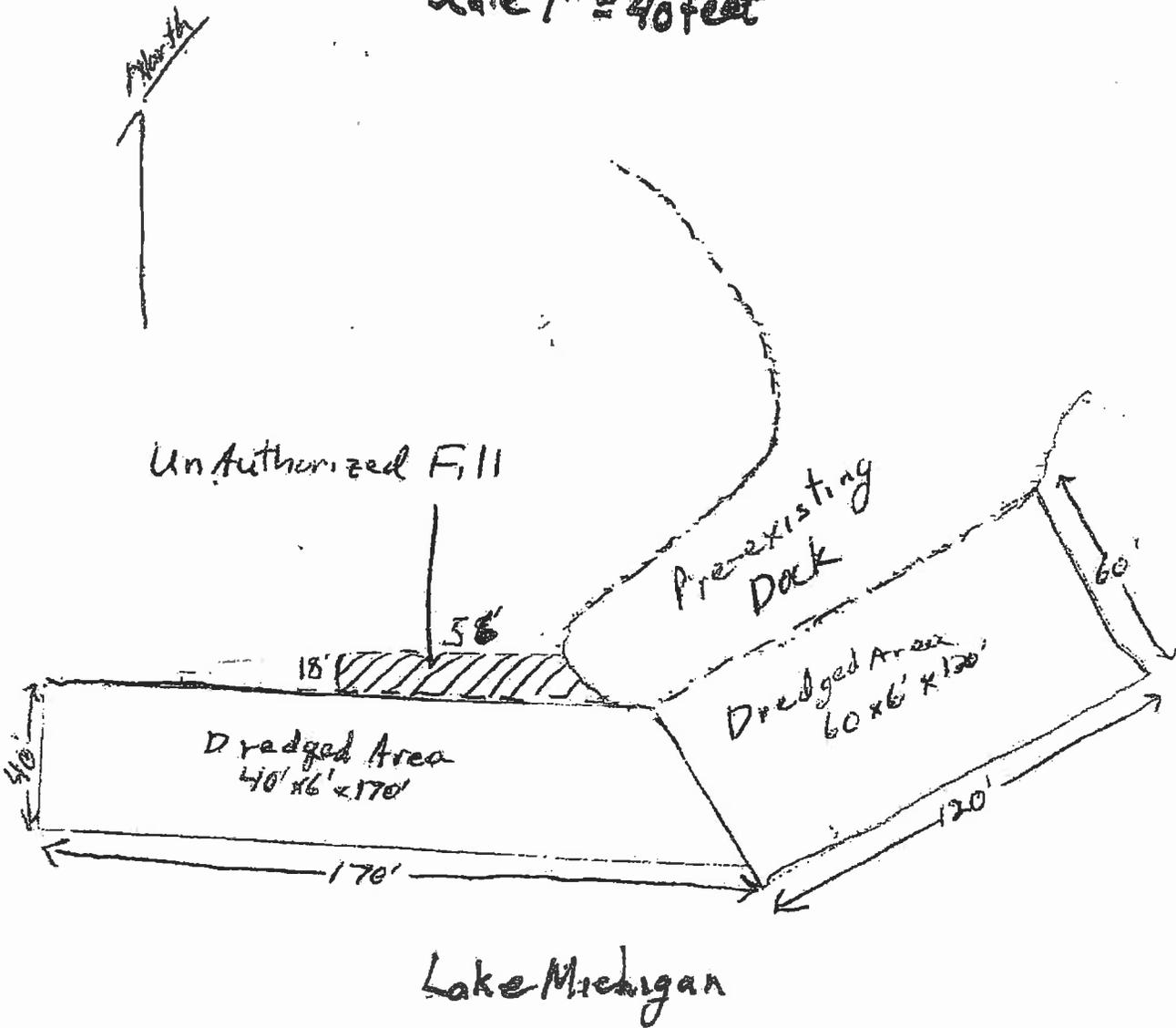
*SHEET 1 of 4*



LRE-2013-00336-56-U16  
 KLARICH UNAUTHORIZED FILL  
 6453 Winter Avenue  
 Garden, Delta County, MI  
 SHEET 2 of 4

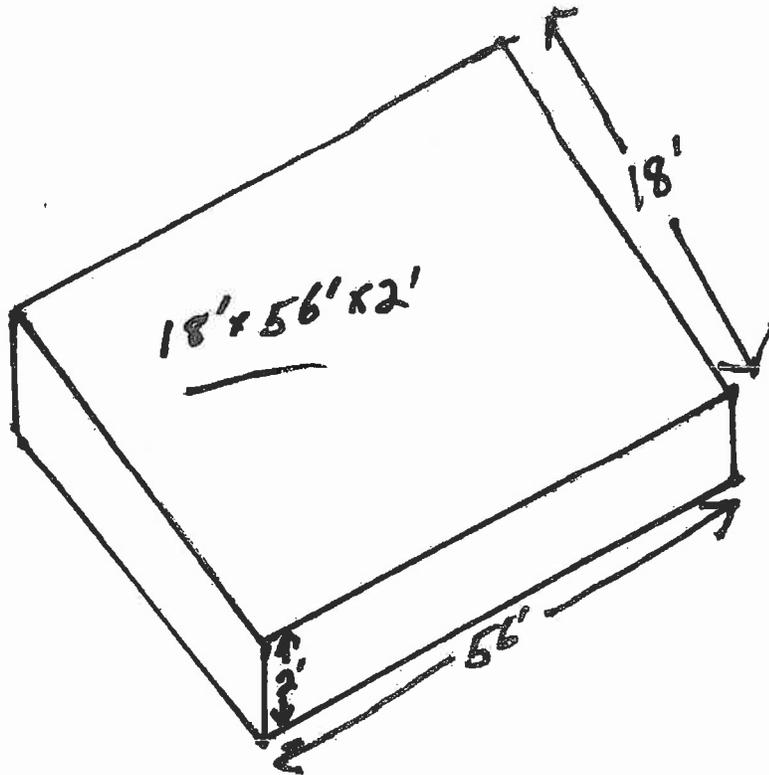
LRE-2013-00336-56-U16  
KLARICH UNAUTHORIZED FILL  
6453 Winter Avenue  
Garden, Delta County, MI  
SHEET 3 of 4

Scale 1" = 40 feet



LRE-2013-00336-56-U16  
KLARICH UNAUTHORIZED FILL  
6453 Winter Avenue  
Garden, Delta County, MI

SHEET 4 of 4



74.67 Cu. Yds  
of Limestone Rock  
No rock beneath filled area  
was disturbed.

R Y A U



P.O. Box 948 • Escanaba, MI 49829-0948 • (906) 786-0240 • fax (906) 786-4755

TDD (800) 649-3777

October 18, 2016

ESCANABA PLANNING COMMISSION  
ESCANABA MICHIGAN 49829

Delta County  
310 Ludington St – Ste 171  
Escanaba, MI 49829

RE: Public Hearing Site Plan Review – 2510 3<sup>rd</sup> Avenue North – Aldi Inc.

Dear Property Owner/Occupant of 2500 6th Avenue North:

A regular scheduled meeting of the Escanaba Planning Commission has been scheduled for November 10, 2016, at 6:00 p.m. at the Escanaba City Hall, 410 Ludington Street. The following item will be on the agenda:

**Site Plan Review – 2510 3<sup>rd</sup> Avenue North – Aldi Inc.**

The Planning Commission will conduct a site plan review for a proposed 19,861 s.f. grocery store being proposed by Aldi Inc. The purpose of the review is to allow the public the opportunity to review the site plan and gain an understanding of the proposed project.

You are cordially invited to attend this meeting should you have any interest in this project, questions, or comments. If you have comments, but are unable to attend this meeting, please submit your written comments to the City of Escanaba Planning Commission prior to November 10, 2016. All written and signed comments will be read into the public record.

The City of Escanaba will provide all necessary, reasonable aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting to individuals with disabilities at the meeting/hearing upon five (5) days notice to the City of Escanaba. Individuals with disabilities requiring auxiliary aids or services should contact the City of Escanaba by writing or calling the City of Escanaba at (906) 786-9402. A copy of the various referenced plans can be viewed at City Hall, Second Floor, 410 Ludington Street, Escanaba, MI, Monday through Friday, 7:30 a.m. to 4:00 p.m.

Sincerely,

James V. O'Toole, City Manager on  
Behalf of Escanaba Planning Commission

<p align="center"><b>PROOF OF SERVICE – MAILING</b></p> <p>This document was enclosed in sealed envelope, first class postage fully prepaid, and deposited in the U.S. Government Mail.</p> <p>Addressee(s): Assessed Property Owner/Occupant 400' Radius of 2510 3<sup>rd</sup> Avenue North</p> <p>Mailing Date: October 18, 2016</p>
---





R Y # 25

P.O. Box 948 • Escanaba, MI 49829-0948 • (906) 786-0240 • fax (906) 786-4755

TDD (800) 649-3777

October 18, 2016

ESCANABA PLANNING COMMISSION  
ESCANABA MICHIGAN 49829

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Escanaba, MI 49829

RE: Public Hearing Site Plan Review – 2510 3<sup>rd</sup> Avenue North – Aldi Inc.

Dear Property Owner/Occupant of 2401 9th Avenue North:

A regular scheduled meeting of the Escanaba Planning Commission has been scheduled for November 10, 2016, at 6:00 p.m. at the Escanaba City Hall, 410 Ludington Street. The following item will be on the agenda:

**Site Plan Review – 2510 3<sup>rd</sup> Avenue North – Aldi Inc.**

The Planning Commission will conduct a site plan review for a proposed 19,861 s.f. grocery store being proposed by Aldi Inc. The purpose of the review is to allow the public the opportunity to review the site plan and gain an understanding of the proposed project.

You are cordially invited to attend this meeting should you have any interest in this project, questions, or comments. If you have comments, but are unable to attend this meeting, please submit your written comments to the City of Escanaba Planning Commission prior to November 10, 2016. All written and signed comments will be read into the public record.

The City of Escanaba will provide all necessary, reasonable aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting to individuals with disabilities at the meeting/hearing upon five (5) days notice to the City of Escanaba. Individuals with disabilities requiring auxiliary aids or services should contact the City of Escanaba by writing or calling the City of Escanaba at (906) 786-9402. A copy of the various referenced plans can be viewed at City Hall, Second Floor, 410 Ludington Street, Escanaba, MI, Monday through Friday, 7:30 a.m. to 4:00 p.m.

Sincerely,

James V. O'Toole, City Manager on  
Behalf of Escanaba Planning Commission

**PROOF OF SERVICE – MAILING**

This document was enclosed in sealed envelope, first class postage fully prepaid, and deposited in the U.S. Government Mail.

Addressee(s): Assessed Property Owner/Occupant  
400' Radius of 2510 3<sup>rd</sup> Avenue North

Mailing Date: October 18, 2016

**Mission Statement:**



Enhancing the enjoyment and livability of our community by providing quality municipal services to our citizens.  
*The City of Escanaba is an equal opportunity employer and provider.*



# DELTA COUNTY BOARD OF COMMISSIONERS

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



October 4, 2016

Matt Dickinson, West Zone NEPA Coordinator  
Hiawatha National Forest  
400 E. Munising Ave.  
Munising, MI 49862

Ms. Joanne Sanfilippo, District Ranger  
USDA Forest Service, Hiawatha National Forest  
8181 US Highway 2  
Rapid River, MI 49878

Dear Forest Service Representatives;

We have a number of concerns related to the Camp Cooks Integrated Resource Management Project. Our specific concerns are listed below. However, we want to first state our general opposition to the notion that Nahma Township citizens have a responsibility to work with the U.S Forest Service on this project. In our opinion, the U.S Forest Service has not presented an adequate rationale for why this project must go forward in any way. Other than this primary and overarching them, below are our more specific concerns with the study and the project:

**Economic Impact on Residents/Townships-** Despite many of these roads/trails having being accessible for several generations, the study does not assess any potential financial impact to these citizens. Some citizens may lose economic opportunities. Some citizens may lose property value. As a whole, this project would certainly have a negative impact on the townships long-term economic and recreational plans.

**Cost/Benefit Analysis Information-** Although it is not mentioned in the report, the town hall meeting on 9/28/16 indicated that one of the reasons the Forest Service must close roads and trails is to save on maintenance and environmental repair costs. Even if you ignore the area citizen's claim that maintenance is not currently proved, there is still another problem. The study

does not include any financial information related to cost or projected annual savings. If this is one of the driving forces of the project, then the study is incomplete without making this information available.

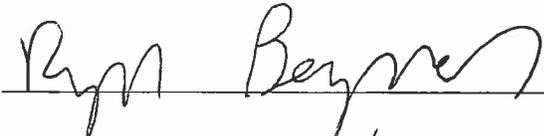
**Emergency Response**- The impact on emergency response is not covered in the report. There is no doubt that putting trees and gates on roads and trails could increase emergency response times to individuals needing medical assistance. It could also delay fire response. The report makes no mention of alternate routes, or the increased response time.

**Lack of Trail Information/Explanations**- The proposal declares that all trails not previously approved are considered illegal and will be closed. However, there is no explanation as to who decides if trails are legal, how it can be changed, or why this has suddenly become a big priority.

**Lack of Coordination**- At the 9/28/16 meeting, U.S Forest Service representatives indicated that information in a recent letter from the Michigan D.N.R is inaccurate. How is it possible that the two agencies are not properly coordinated at this stage? Shouldn't any state concerns have been addressed long before a formal proposal was presented to the public? The fact that state agencies, local governments, and property owners had such limited information shows that the proposal was not properly vetted prior to distribution.

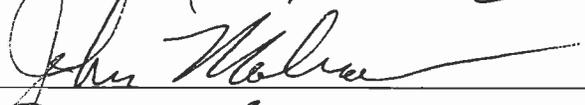
In conclusion, it is our overall hope that the U.S Forest Service will recognize that an entire community is united in opposing this project. Please do not pit citizens against each other to determine which long standing trail will be closed down and which citizens will be negatively impacted. As this is only the public input stage, we remain hopeful that you will listen to these concerns and look forward to continue working with your organization in the future.

Sincerely,

Ryan Bergman, Administrator 

Mary K. Harrington, Board Chair 

David Rivard, Vice Chair 

John Malnar, Commissioner 

David Moyle, Commissioner 

# DELTA COUNTY BOARD OF COMMISSIONERS

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



October 20, 2016

Ms. Janet Craig  
1822 8<sup>th</sup> Ave N  
Escanaba, MI 49829

RE: DATA Board

Dear Ms. Craig:

Congratulations on your recent re-appointment to the DATA Board.

Enclosed is an Oath of Office. Please sign this document in front of a Notary Public and return it to the County Clerk's Office, at the Delta County Courthouse, as soon as possible. For your convenience, a Notary Public is located in the Clerk's office during the hours of 8:00 a.m. to 4:00 p.m., Monday thru Friday.

The Delta County Board of Commissioners looks forward to working with you in the upcoming years.

Sincerely,

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

Mary K. Harrington, Chairperson  
Delta County Board of Commissioners

Enclosure

# DELTA COUNTY BOARD OF COMMISSIONERS

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



October 20, 2016

Ms. Donna Schomin  
1026 Sheridan Rd  
Escanaba, MI 49829

RE: Department of Human Services Board

Dear Ms. Schomin:

Congratulations on your recent re-appointment to the Department of Human Services Board.

Enclosed is an Oath of Office. Please sign this document in front of a Notary Public and return it to the County Clerk's Office, at the Delta County Courthouse, as soon as possible. For your convenience, a Notary Public is located in the Clerk's office during the hours of 8:00 a.m. to 4:00 p.m., Monday thru Friday.

The Delta County Board of Commissioners looks forward to working with you in the upcoming years.

Sincerely,



Mary K. Harrington, Chairperson  
Delta County Board of Commissioners

Enclosure

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

**BOARD MEMBERS**

**ELAINE BOYNE, CHAIR  
STACEY RANDALL  
DONNA SCHOMIN**

**DIRECTOR**

**RUSSELL K. SEXTON  
906-789-7217**

**Meeting #990**

**Date: August 15, 2016**

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

Present: Stacey Randal, Board Member; Elaine Boyne, Board Chair; Donna Schomin and Russell Sexton, Board Secretary.

Others Present: None.

**APPROVAL OF AGENDA:**

A motion to approve the agenda was made by Ms. Randall and supported by Ms. Schomin. Motion passed without opposition.

**APPROVAL OF MINUTES:**

Minutes of the July 18, 2016, Board Meeting were reviewed and discussed. A motion to accept the minutes was made by Ms. Randall and supported by Ms. Schomin. Motion passed without opposition.

**FINANCIAL REPORT:**

The financial report for July 2016 was reviewed. There were \$45.60 in expenditures for DHHS Board Meeting attendance, leaving a balance of \$2,361.00.

A motion to approve the financial report was made by Ms. Randall and supported by Ms. Schomin. Motion passed without opposition.

**DIRECTOR'S REPORT:**

**Staffing Information:** Mr. Sexton updated the board on current staffing levels.

**Statewide Director's Meeting Information:** No new information provided.

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

**Business Plan Update:**

FY 2015 Operating Funds: Delta County allocation is: \$12,449.00. Year-to-date expenditures are: \$21,753.43, which constitutes 174.7% of the allocation expended with 83% of the year elapsed.

FY 2015 Travel Funds: Delta County allocation is: \$49,619.00. Year-to-date expenditures are: \$29,195.92, which constitutes 58.8% of the allocation expended with 83% of the year elapsed.

Assistance Payments Standard of Promptness: Current data for Delta County is 96.06%. Business Services Center 1 average is 96.89% and State average is 97.24%.

Family Independence Program Work Participation Rate: Delta County is at 100% for June; U.P. average is 61.46%; statewide average is 58.42%. Year to date average for Delta County is 68.06%.

**Miscellaneous:**

Total cases, recipients and payments for FIP, FAP, SDA, CDC and SER benefits for March 2016:

- Family Independence Program: 32 cases; 62 recipients; \$9,191.00 in benefits provided.
- Food Assistance Program: 2,797 cases; 5,189 recipients; \$573,446.00 in benefits provided.
- State Disability Assistance: 24 cases; 24 recipients; \$5,393.00 in benefits provided.
- Child Development and Care: 80 cases; 115 recipients; \$34,288.00 in benefits provided.
- State Emergency Relief: 15 cases; \$6,608.00 in benefits provided.
- Unduplicated total: 2,846 cases; 5,258 recipients; \$628,926.00 in benefits provided.

Total Eligible Medicaid Cases and Recipients:

- Family Medicaid: 1,238 cases; 2,484 recipients
- Other Children < Age 21: 259 cases; 286 recipients
- Pregnant Women & Children Under 19: 945 cases; 1,592 recipients
- MiChild: 104 Cases; 157 recipients
- Non-SSI Aged, Blind & Disabled: 1,086 cases; 1,114 recipients
- SSI Aged, Blind & Disabled: 1,062 cases; 1,062 recipients
- Medicaid Eligible Total: 4,227 cases; 6,693 recipients

Healthy Michigan Plan County Enrollment: 2247+

Assistance Payments caseloads and financial information can be obtained by anyone at any time by logging onto the DHHS public website at [www.michigan.gov/dhhs](http://www.michigan.gov/dhhs), go to

Forms and Publications and search the key word: Green Book. There you can look at past years and specific month data.

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

**Child Welfare Data:**

CPS Commencement	100%
CPS Investigations	100%
CPS Service Plans	100%
CPS Service Plan Approvals	98%
CFC Service Plans	100%
CFC Services Plan Approvals	100%
Medicals	N/A
Dentals	N/A
Worker/Child Contacts	60%
Worker/Parent Contacts	38%
Worker/Supervisor Contacts	40%

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

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

**UNIT REPORT:** None

**BOARD BUSINESS:**

**1. Approval of Vouchers:**

Vouchers for July were reviewed and a motion to approve all vouchers was made by Ms. Randall and supported by Ms. Schomin. Motion passed without opposition.

**2. MCSSA:** The remaining District One meeting for 2016 is: October 26<sup>th</sup>. All

meetings are in Marquette at the Landmark Inn and start at 1130 Eastern.

Ms. Boyne attended the July MCSSA District One meeting. The bulk of the meeting involved the election of officers.

**NEW BUSINESS:** One contract was presented for review:

LCA16-21018. Contractor: Menominee-Delta-Schoolcraft Community Action Agency & Human Resource Authority. Contract is for Provide energy assistance program services that will help eligible low-income households meet home energy costs for their primary residence through payment or partial payment of bills for propane, fuel oil, coal, wood, kerosene, or any other deliverable fuel used to provide heat.

Conduct outreach activities and provide assistance to low income households in meeting their home energy costs, particularly those with the lowest incomes that pay a high proportion of household income for home energy.

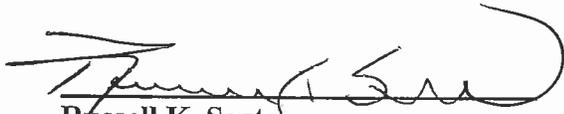
Conduct outreach activities designed to ensure eligible households, especially households with elderly individuals or disabled individuals, or both, and households with high home energy burdens, are made aware of the assistance available under this program and any other energy related assistance programs. Contract is for three years with year one being from September 1, 2016 at \$243,600.00. Years two and three funding is to be determined. Contract runs through August 31, 2019.

A motion to signify review of the contract was made by Ms. Randall and supported by Ms. Schomin. Motion passed without opposition.

**PUBLIC COMMENT:** There was no public comment.

**NEXT MEETING:** September 19, 2016 at 10:00 a.m. in the Delta County DHS Board Room.

**ADJOURNMENT:** Motion to adjourn made by Ms. Randall and supported by Ms. Schomin. Meeting adjourned at 10:36 a.m.

  
**Russell K. Sexton**  
**Board Secretary**

  
**Elaine Boyne**  
**Chairperson**

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

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

**BOARD MEMBERS**

**ELAINE BOYNE, CHAIR  
STACEY RANDALL  
DONNA SCHOMIN**

**DIRECTOR**

**RUSSELL K. SEXTON  
906-789-7217**

**Meeting #991**

**Date: September 19, 2016**

The regular and make-up meetings of the Delta County Department of Health and Human Services Board for September 2016 was unable to be held due to a lack of quorum. The next meeting scheduled is on October 17, 2016.

Present: Russell Sexton, Board Secretary.

Absent: Elaine Boyne, Board Chair; Stacey Randall, Board Member; Donna Schomin, Board Member

Others Present: None.

**APPROVAL OF AGENDA:**

**APPROVAL OF MINUTES:**

**FINANCIAL REPORT:**

**DIRECTOR'S REPORT:**

**Staffing Information:**

**Statewide Director's Meeting Information:**

**Collaborative Issues:**

**Business Plan Update:**

FY 2015 Operating Funds: Delta County allocation is: \$12,449.00. Year-to-date expenditures are: \$22,989.65, which constitutes 184.7% of the allocation expended with 91% of the year elapsed.

FY 2015 Travel Funds: Delta County allocation is: \$49,619.00. Year-to-date expenditures are: \$33,173.10, which constitutes 66.9% of the allocation expended with 91% of the year elapsed.

Assistance Payments Standard of Promptness: Current data for Delta County is 96%. Business Services Center 1 average is 97% and State average is 97%.

Family Independence Program Work Participation Rate: Delta County is at 100% for June; BSC1 average is 63%; statewide average is 61%. Year to date average for Delta County is 68%.

**Miscellaneous:**

Total cases, recipients and payments for FIP, FAP, SDA, CDC and SER benefits for March 2016:

- Family Independence Program: 40 cases; 80 recipients; \$13,904.00 in benefits provided.
- Food Assistance Program: 2,761 cases; 5,107 recipients; \$559,322.00 in benefits provided.
- State Disability Assistance: 19 cases; 19 recipients; \$3,599.00 in benefits provided.
- Child Development and Care: 76 cases; 111 recipients; \$38,632.00 in benefits provided.
- State Emergency Relief: 1 case; \$520.00 in benefits provided.
- Unduplicated total: 2,806 cases; 5,167 recipients; \$615,976.00 in benefits provided.

Total Eligible Medicaid Cases and Recipients:

- Family Medicaid: 1,232 cases; 2,476 recipients
- Other Children < Age 21: 243 cases; 266 recipients
- Pregnant Women & Children Under 19: 931 cases; 1,549 recipients
- MiChild: 108 Cases; 157 recipients
- Non-SSI Aged, Blind & Disabled: 1,104 cases; 1,131 recipients
- SSI Aged, Blind & Disabled: 1,043 cases; 1,043 recipients
- Medicaid Eligible Total: 4,176 cases; 6,620 recipients

Healthy Michigan Plan County Enrollment: 2247+

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

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

Child Welfare Data:

CPS Commencement	100%
CPS Investigations	100%
CPS Service Plans	96%
CPS Service Plan Approvals	100%
CFC Service Plans	100%
CFC Services Plan Approvals	100%
Medicals	N/A
Dentals	N/A
Worker/Child Contacts	67%
Worker/Parent Contacts	75%
Worker/Supervisor Contacts	89%

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

**UNIT REPORT:** None

**BOARD BUSINESS:**

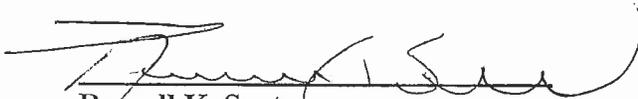
1. **Approval of Vouchers:**  
Vouchers for August need to be reviewed.
2. **MCSSA:** The remaining District One meeting for 2016 is: October 26<sup>th</sup>. All meetings are in Marquette at the Landmark Inn and start at 1130 Eastern.

**NEW BUSINESS:**

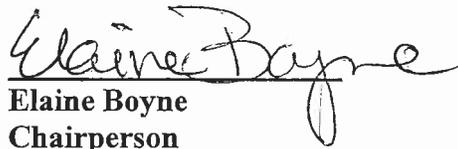
**PUBLIC COMMENT:** There was no public comment.

**NEXT MEETING:** October 17, 2016 at 10:00 a.m. in the Delta County DHS Board Room.

**ADJOURNMENT:**



**Russell K. Sexton**  
**Board Secretary**



**Elaine Boyne**  
**Chairperson**

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

# **A G E N D A**

## **DELTA COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES BOARD MEETING**

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

**November 21, 2016, 10:00 A.M. Eastern Time**

- A. Approval of agenda**
- B. Approval of October 17, 2016 minutes.**
- C. Financial report**
  - 1. Review of vouchers**
- D. Director's Report**
  - 1. Staffing Information**
  - 2. Statewide Directors Meeting/Information**
  - 3. Collaborative Issues/Information**
  - 4. Director's Portfolio Update**
  - 5. Miscellaneous**
  - 6. Board Member Input/Suggestions**
- E. Unit Reports:**
- F. Board business**
  - 1. Approval of vouchers**
  - 2. MCSSA**
- G. New business**
- H. Public comment (5 minute limit per speaker)**
- I. Next meeting – December 12, 2016 – 10:00 AM**
- J. Adjournment**

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

**Mission:**

The Michigan Department of Health and Human Services provides opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient.

**Vision:**

Develop and encourage measurable health, safety and self-sufficiency outcomes that reduce and prevent risk, promote equity, foster healthy habits, and transform the health and human services system to improve the lives of Michigan families.

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

**GOVERNING BOARD MEETING  
Thursday, September 8, 2016  
12:30 p.m.**

**MINUTES**

Karen Wigand called the meeting to order at 12:30 p.m. A written roll was taken and a quorum noted.

**MEMBERS PRESENT**

Karen Wigand, Delta  
Clyde Thoune, Menominee  
Dan LaFoilie, Schoolcraft  
Craig Reiter, Schoolcraft  
Andrea Raygo, Menominee  
Omer Doran, Schoolcraft  
Myra Croasdell, Delta  
Tom Lippens, Delta  
Geri Nelson, Delta  
Lee Robbert, Schoolcraft  
Bernie Lang, Menominee  
Peter Thoune, Menominee  
Dave Moyle, Delta

**OTHERS PRESENT**

Julie Moberg, Executive Director  
Cathy Pearson, Executive Assistant  
Myra Heslip, ECP Director  
Naomi Fletcher, Weatherization Director  
Joe Dehlin, Weatherization Director  
Mary Ciminskie, Human Resources Mgr./IT  
Connie Maule, SCP Director  
Kris Thibeault, Finance Director  
Peggy Ramsden, FGP Director  
Sally Kidd, Senior Services Director  
Sarah Cantrell, RSVP Director  
Pat Royer, Nutrition Manager

**MEMBERS ABSENT**

Susan Kleikamp, excused  
John Stapleton, excused  
Ken Penokie  
Amanda Ely  
Dave Anthony

**APPROVAL OF JULY 7, 2016 GOVERNING BOARD MINUTES**

Members were mailed a copy of the 7/7/16 Governing Board minutes for their review and **THEY WERE APPROVED WITH A MOTION FROM CLYDE THOUNE, SECONDED BY CRAIG REITER; MOTION CARRIED.**

**PERSONNEL COMMITTEE REPORT**

The Chair reported that a joint meeting of the Personnel and Finance Committees was held on 8/30/16 for the purpose of reviewing the Executive Director's performance evaluations after one year and to determine the wage adjustment process. She reported that the committee recommends that a different tool be used next year for the board members to use when evaluating the Executive Director. The joint committees recommend that the Executive Director be granted a 2% wage increase retroactive to 7/6/16 (her one year anniversary) and then get her on a schedule consistent with the other HRA employees cost of living increases. **PETER**

**THOUNE MOVED TO AUTHORIZE THE 2% WAGE INCREASE RETROACTIVE TO 7/6/16, SECONDED BY DAN LAFOILLE; MOTION CARRIED. MYRA CROASDELL MOVED TO ACCEPT THE PERSONNEL/FINANCE COMMITTEE REPORT, SECONDED BY DAN LAFOILLE; MOTION CARRIED.**

#### FINANCE COMMITTEE REPORT

Chair Wigand called on Dan LaFoille for the Finance Committee report. Mr. LaFoille reported that the Finance Committee met three times and reviewed the May, June & July CAA Accounts Payable Schedules and recommends their approval. **PETER THOUNE MOVED TO APPROVE THE MAY, JUNE & JULY CAA ACCOUNTS PAYABLE SCHEDULES, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

#### REVIEW AND ACCEPTANCE OF THE CAA 2015 990 TAX RETURN

Members were given a copy of the CAA 2015 990 tax return for their review and **IT WAS ACCEPTED WITH A MOTION FROM PETER THOUNE, SUPPORTED BY CRAIG REITER; MOTION CARRIED.**

#### SAFETY COMMITTEE REPORT

Karen Wigand called on Tom Lippens who reported that committee met two times and reviewed one accident in the Early Childhood Program where an employee stepped on a board with nails in it. The committee recommends when work is being done that the area be cleaned up immediately. Our representative from the Accident Fund also indicated that we are seeing a downward trend in worker's compensation claims and he recommends that continue with safety training and reminders as it seems to be helping. **CLYDE THOUNE MOVED TO ACCEPT THE SAFETY COMMITTEE REPORT, SECONDED BY OMER DORAN; MOTION CARRIED.**

#### ACCEPTANCE OF AUGUST ECP PROGRAM REPORT

Members were mailed a copy of the August Early Childhood monthly report and **IT WAS ACCEPTED WITH A MOTION FROM CRAIG REITER, SECONDED BY LEE ROBBERT; MOTION CARRIED.**

#### APPROVAL OF 6/21/16 POLICY COUNCIL MINUTES

Members were mailed a copy of the 6/21/16 Policy Council minutes for their review and **THEY WERE APPROVED UPON A MOTION FROM OMER DORAN, SUPPORTED BY MYRA CROASDELL; MOTION CARRIED.**

#### TRAINING ON THE ECP PROGRAM INFORMATION REPORT (PIR)

Early Childhood Program Director, Myra Heslip, handed out the Head Start and Early Head Start Program Information report for 2015-16 and reviewed the results. She explained that this is a report that is required annually. She noted that the dental numbers are low due to lack of

dental providers that accept Medicaid. The Regional Office is very aware of our efforts in this area. **DAN LAFOILLE MOVED TO ACCEPT THE EARLY CHILDHOOD PROGRAM INFORMATION REPORT FOR 2015-16, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

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

The Chair called on the Executive Director who announced that Head Start is back in session after the summer break. They had their all staff meeting on 9/7/16 to welcome staff back and review procedures for the school year.

The new Head Start Performance standards were officially released on September 1, 2016. Major changes include strengthening educational services and curriculum requirements by utilizing the Head Start Early Learning Outcomes Framework: Ages Birth to Five; expanding time for learning and healthy development by extending the number of hours of service per year; maintaining and strengthening Head Start's comprehensive services and family engagement including the use of mental health services.; ensuring the health and safety of Head Start children; and promoting effective management and continuous improvement of Head Start programs using effective data and established goals and measurable objectives.

Julie Moberg also reported that the Request for Proposal for a Cost of Living increase for Head Start & Early Head Start staff was approved and will be retroactive to 11/1/2015. **THE EXECUTIVE DIRECTOR'S REPORT WAS ACCEPTED WITH A MOTION FROM DAVE MOYLE, SECONDED BY CRAIG REITER; MOTION CARRIED.**

### **PUBLIC COMMENT**

There were no public comments.

### **OTHER BUSINESS**

There was no further business.

### **ADJOURNMENT**

**DAVE MOYLE MOVED TO ADJOURN THE MEETING AT 1:05 P.M., SUPPORTED BY CLYDE THOUNE; MOTION CARRIED.**

*The next meeting is Thursday, October 6, 2016*

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

**GOVERNING BOARD MEETING  
Thursday, September 8, 2016  
12:45 p.m.**

**MINUTES**

Karen Wigand called the meeting to order at 1:06 p.m. A written roll was taken and a quorum noted.

**MEMBERS PRESENT**

Karen Wigand, Delta  
Clyde Thoune, Menominee  
Dan LaFoilie, Schoolcraft  
Craig Reiter, Schoolcraft  
Andrea Raygo, Menominee  
Omer Doran, Schoolcraft  
Myra Croasdell, Delta  
Tom Lippens, Delta  
Geri Nelson, Delta  
Lee Robbert, Schoolcraft  
Bernie Lang, Menominee  
Peter Thoune, Menominee  
Dave Moyle, Delta

**OTHERS PRESENT**

Julie Moberg, Executive Director  
Cathy Pearson, Executive Assistant  
Myra Heslip, ECP Director  
Naomi Fletcher, Weatherization Director  
Joe Dehlin, Weatherization Director  
Mary Ciminskie, Human Resources Mgr./IT  
Connie Maule, SCP Director  
Kris Thibeault, Finance Director  
Peggy Ramsden, FGP Director  
Sally Kidd, Senior Services Director  
Sarah Cantrell, RSVP Director  
Pat Royer, Nutrition Manager

**MEMBERS ABSENT**

Susan Kleikamp, excused  
John Stapleton, excused  
Ken Penokie  
Amanda Ely  
Dave Anthony

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**PERSONNEL COMMITTEE REPORT**

The Chair reported that a joint meeting of the Personnel and Finance Committees was held on 8/30/16 for the purpose of reviewing the Executive Director's performance evaluations after one year and to determine the wage adjustment process. She reported that the committee recommends that a different tool be used next year for the board members to use when evaluating the Executive Director. The joint committees recommend that the Executive Director

be granted a 2% wage increase retroactive to 7/6/16 (her one year anniversary) and then get her on a schedule consistent with the other HRA employees cost of living increases. **PETER THOUNE MOVED TO AUTHORIZE THE 2% WAGE INCREASE RETROACTIVE TO 7/6/16, SECONDED BY CLYDE THOUNE; MOTION CARRIED. DAN LAFOILLE MOVED TO ACCEPT THE PERSONNEL/FINANCE COMMITTEE REPORT, SECONDED BY MYRA CROASELL; MOTION CARRIED.**

### **FINANCE COMMITTEE REPORT**

Chair Wigand called on Dan LaFoille for the Finance Committee report. Mr. LaFoille reported that the Finance Committee met three times and reviewed the May, June & July HRA Accounts Payable Schedules and recommends their approval. **OMER DORAN MOVED TO APPROVE THE MAY, JUNE & JULY HRA ACCOUNTS PAYABLE SCHEDULES, SECONDED BY DAVE MOYLE; MOTION CARRIED.** The committee also reviewed a request for a wage adjustment of \$1.00/hour to the Lead Intake Worker position that has now assumed the duties of Data Systems Administrator and **THIS WAS APPROVED WITH A MOTION FROM DAVE MOYLE, SUPPORTED BY TOM LIPPENS; MOTION CARRIED.**

### **REVIEW AND ACCEPTANCE OF THE HRA 2014 990 TAX RETURN**

Members were given a copy of the HRA 2014 990 tax return for their review and **IT WAS ACCEPTED WITH A MOTION FROM PETER THOUNE, SUPPORTED BY DAN LAFOILLE; MOTION CARRIED.**

### **SAFETY COMMITTEE REPORT**

Karen Wigand called on Tom Lippens who reported that the committee met two times and reviewed two accidents, one involving a Meals-on-Wheels driver who was bit by a dog. She was treated but had no lost work time. The other was a Personal Care Aide who was transferring a client into bed and pulled her leg muscle. She was also treated but lost no work time. Our representative from the Accident Fund also indicated that we are seeing a downward trend in worker's compensation claims and he recommends that we continue with safety training and reminders as it seems to helping. **CLYDE THOUNE MOVED TO ACCEPT THE SAFETY COMMITTEE REPORT, SECONDED BY OMER DORAN; MOTION CARRIED.**

### **ACCEPTANCE OF PROGRAM MONTHLY REPORTS**

Members were provided copies of the 7/20/16 CDBG Housing report, July/August FGP & SCP & Senior Services report, May/June/July RSVP report, and the year-end Heat/Utility Assistance report for their review. **THEY WERE ACCEPTED WITH A MOTION FROM DAVE MOYLE, SUPPORTED BY TOM LIPPENS; MOTION CARRIED.**

### **ACCEPTANCE OF ADVISORY COMMITTEE MINUTES**

Members were mailed copies of the following advisory committee minutes for their review:

- 7/14/16 (Menominee) Foster Grandparent Advisory Committee minutes

- 7/28/16 (Menominee) & 8/31/16 (Schoolcraft) Senior Companion Advisory Committee minutes
- 5/10/16 (M/M), 5/11/16 (Delta) & 6/7/16 (Delta) Retired & Senior Volunteer Program Advisory Committee minutes
- 4/21/16 (Escanaba) & 6/13/16 (Mid-Co.), 7/12/16 (Rock) Senior Citizen Advisory Committee minutes

#### **AUTHORIZATION TO SUBMIT CSBG APPLICATION IN THE AMOUNT OF \$175,000**

Karen Wigand called on Julie Moberg who indicated members were given a handout on our plan for using the CSBG funds of \$175,000. It is used primarily to support intake staff wages and a portion of administrative staff salaries as well as other expenses such as a portion of the audit, mileage, etc. **DAN LAFOILLE MOVED TO AUTHORIZE STAFF TO SUBMIT THE CSBG APPLICATION FOR \$175,000, SECONDED BY MYRA CROASDELL; MOTION CARRIED.**

#### **ACCEPTANCE OF CSBG DISCRETIONARY FUNDS OF \$12,000**

The Chair called on Julie Moberg who indicated we put in two requests for competitive CSBG-Discretionary funds. The request for a new server and training support was denied but we were granted \$12,000 of our request for \$17,000 to support the tax credit program we offer. **DAN LAFOILLE MOVED TO ACCEPT THE CSBG DISCRETIONARY FUNDS OF \$12,000, SUPPORTED BY OMER DORAN; MOTION CARRIED.**

#### **REPORT ON NUTRITION FOOD COSTS**

The Chair called on Sally Kidd who reported that raw food costs have gone up significantly over the past couple of years and currently averages \$2.09 per meal. She called on our Nutrition Manager, Pat Royer for more information. Ms. Royer noted that we have utilized Reinhart Food Service for 80-90% of our food purchases for many years. We have looked at various other options but there are conditions that make it not conducive to utilize another vendor. We will continue to utilize our local vendors for some items and are considering getting our milk from Dean's Milk. If we piecemeal too much more it's a lot more time and energy on the part of staff. Staff assured the board that we do due diligence in insuring a fair price as well as excellent customer service. **(see attachment)**

#### **UPDATE ON THE PERSONAL CARE PROGRAM**

Karen Wigand called on Sally Kidd who noted that we operate in-home services in Menominee and Delta Counties. We use millage funds to support these services and we only have millage in those two counties. She reported that we have had difficulty attracting and keeping aides, partly because we can't afford to pay them more as our reimbursement from the Area Agency on Aging isn't enough to cover all the costs associated with running this service. We have stopped advertising that we have 24/7 care and are trying to offer services Mon. – Fri. from 7 a.m. – 8:00 p.m. so we can reduce the number of aides we need to keep and time we need paying for wages over the weekend. We are accepting more clients from the V.A. as their

***HRA Governing Board Minutes***  
***Thursday, September 8, 2016***  
***Page 4***

reimbursement rate is \$22 rather than \$17 per unit. We continue to express our concerns to the AAA.

**UPDATE ON THORNTREE**

The Chair called on the Executive Director who reminded members that 15 years ago our agency formed a subsidiary non-profit for the purpose of partnering with Medallion to bring affordable housing to our area. The result of this effort is the Thorntree Housing Units in Gladstone. We are nearing the end of this partnership and are in the process of dissolution. We ended up getting approximately \$100,000 for our efforts in this development.

**EXECUTIVE DIRECTOR'S REPORT**

The Chair called on Julie Moberg who informed the board that Naomi Fletcher, previous Escanaba Senior Center Administrator and Weatherization employee accepted the job. Our current Director, Joe Dehlin is retiring September 30<sup>th</sup>.

The Community Development Block Grant (CDBG) program has ended as we know it and the MI Economic Development Corp. has taken over the funding. They put out requests for proposals only approving those made by units of government that had previous contracts with them.

The Senior Companion Program Supervisor we hired mid-May resigned and we have hired Linda Paulin for the position.

We had our first Organizational Standards review by the Bureau of Community Action on June 13<sup>th</sup>. We feel we did well for our first time and have met all the standards as of 9/1/16.

The Housing Resource Specialist, Julie Hardy, began working with the homeless population at the end of July and started seeing clients August 15<sup>th</sup>.

We received \$304,000 for a Summer Pre-Buy program for propane, which was a new initiative. Our competent staff were able to distribute \$240,000 to 220 households during the short one-month timeframe. From November 1, 2015 – August 31, 2016 we helped 887 households with heat & utility assistance from various fund resources.

Our senior volunteer programs participated in the annual Ladies' Day Health Fair at the U.P. State Fair in August. RSVP continues to provide the volunteers for the blood drives as well as individual sites. The SCP and RSVP have been completing their site visits and they have been on the radio promoting their services. The senior volunteer programs also assisted Christian Park in handing out back packs to low income children at their fair. The FGP was asked to submit a request for additional funds, which was done. We have not heard yet whether the request is approved.

**THE EXECUTIVE DIRECTOR'S REPORT WAS ACCEPTED WITH A MOTION FROM CRAIG REITER, SECONDED BY DAVE MOYLE; MOTION CARRIED.**

**PUBLIC COMMENT**

There were no public comments.

**OTHER BUSINESS**

There was no further business.

**ADJOURNMENT**

**DAVE MOYLE MOVED TO ADJOURN THE MEETING AT 1:50 P.M., SUPPORTED BY CRAID REITER; MOTION CARRIED.**

***The next meeting is Thursday, October 6, 2016***

**FINANCE COMMITTEE MEETING**  
**Thursday, September 8, 2016**  
**11:00 a.m.**

**MINUTES**

The meeting was called to order at 11:00 a.m. with the following present: Omer Doran, Tom Lippens, Bernie Lang, Dan LaFoille and Karen Wigand. Susan Kleikamp and John Stapleton, excused.

The committee reviewed the CAA credit card charges of \$8093.78 and open charge accounts for July.

The committee reviewed the CAA July Accounts Payable Schedule and ***it was accepted with a motion from Tom Lippens, seconded by Omer Doran; motion carried.***

The members were given a copy of the CAA 2014 990 Tax Return and Kris reviewed it with the members. ***Bernie Lang moved to accept the CAA 2014 990 Tax Return, supported by Tom Lippens; motion carried.***

The committee reviewed the HRA July Accounts Payable Schedules and ***they were accepted with a motion from Tom Lippens, supported by Omer Doran; motion carried.***

Members were given a copy of the HRA 2014 990 Tax Return and Kris reviewed it with them. ***Bernie Lang moved to accept the HRA 2014 990 Tax Return, seconded by Tom Lippens; motion carried.***

Kris reviewed the July Finance Reports and Agency-Wide budget. It was noted that we recently were told that we will be charged rent at the new Adult Day Services Facility at Bishop Noa beginning January 1, 2017. Therefore, we will be developing a new fund-raiser to help with these unplanned costs and we will be sure to make it clear that the fundraiser is for the services, ***NOT*** the facility

The committee reviewed a request for a \$1.00/hour increase for Delta Lead Intake Worker/Data System Administrator as she has assumed a great deal more responsibility. Cathy Pearson explained that more and more responsibility has been placed on our Delta Intake Worker, Cindy Gold, who also is the Lead Intake Worker and she provides training on the database to new users. ***Bernie Lang moved to approve the \$1.00/hour increase for lead intake worker/database administrator, seconded by Tom Lippens, motion carried.***

The next Finance Committee meeting is tentatively set for 11:00 a.m. on October 6, 2016 (*board day*) unless the agenda becomes too cumbersome for the same day as the board meeting.

***The meeting adjourned at 11:55 a.m. with a motion from Bernie Lang, seconded by Omer Doran; motion carried.***

SAFETY COMMITTEE MEETING  
MONDAY, JULY 11, 2016  
10:00 a.m.

Those in attendance: Pat Royer, Lucy Crofton, Amanda Ely, Clyde Thoune, Jill Johnsen, Omer Doran, Debby Wiltzius, Tom Lippens, Mike Taylor

Mike Taylor from the Accident Fund Group reviewed the Summary by Accident Year Report (Attached) with the group. The report was printed on February 17, 2016 so there are a few additions that are not reflected. We are insured on a Calendar Year. 2013 through 2016 it is reported the Accident Fund paid out \$115,000 in claims. 2015 had 3 claims for \$12,057 and 2016 has only 3 claims filed for \$1,800.

Mike indicated we are definitely in a downward trend relating to frequency and severity of claims. Recommended we continue with training modules. A good tool for this is the LEZAGE training module offered on the Accident Fund website. A training would be good for employees that just had an incident/claim to review the cause and generate some awareness of the causes of the incident. Mike also reviewed the Account Recap with the group.

Jill Johnsen relayed they were investigating the use of light duty versus a claimant staying home. Tom Lippens said to be aware of a union and non-union claimant. Questions regarding this included the threshold of "light duty", making the injury worse, and legal obligations regarding confidentiality and rights

Committee reviewed 2 Accident Reports:

- 1) Nutrition – Meals on Wheels driver bit by a dog. Medical but no Indemnity. Client was "dog sitting" and when driver came into the home the dog bit him in the thumb and finger area requiring stitches.
- 2) Personal Care – Aide was transferring client into bed. Medical but no claimed Indemnity. Client's legs weigh about 50 pounds each and as aide was lifting a leg she pulled her calf/leg muscle area. Husband helps with transfer now.

Meeting adjourned at 11:10 a.m.

**SAFETY COMMITTEE MEETING**  
**Thursday, September 8, 2016**  
**12:00 p.m.**

**MINUTES**

The following were present: Omer Doran, Tom Lippens, Clyde Thoune, and Lucy Crofton.

Committee reviewed one accident report in the ECP Program. A home visitor stepped on a board with nails that was next to the dumpster.

The committee recommended that when construction is being completed at a location that the area be cleaned up immediately. And that the employees use extra caution around areas under construction.

Lucy Crofton added that the contractor has been made aware of the incident/accident.

The meeting adjourned at 12:05 p.m.

**DELTA COUNTY CENTRAL DISPATCH AUTHORITY MEETING**  
September 14, 2016 -- 9:00 a.m.  
Courthouse

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**1. Call to order 9:00 a.m.**

**2. Roll Call**

AGENCY	MEMBER	YES	NO
Escanaba City	Tall, Marc	x	
Fire Chief's Association	Giese, Jon	x	
Gladstone City	Geyer, Paul		x
Sheriff's Department	Oswald, Ed	x	
State Police	Cunningham, Greg		x
Township Association	Johnson, Greg	x	
Delta County	Bergman, Ryan	x	
911 Coordinator	Segorski, James	x	
E M Coordinator	Berbohm, Robert	x	

Also present: Rebecca O'Brian

**3. Adoption of Agenda:**

A.

Motion to approve agenda:

MOTION: Greg Johnson  
SECOND: Marc Tall  
SUPPORT: ALL

**4. Public Comment on Agenda Items: NONE**

## 5. Approval of Previous Meeting Minutes (August 10, 2016):

Motion to accept minutes

MOTION: Marc Tall  
SECOND: Greg Johnson  
SUPPORT: ALL

## 6. Communications: NONE

## 7. Committee and Liaison Reports:

### A. Coordinator's Report: Given by Jamie Segorski

1. Incident Analysis Report- August little busier than July  
Valley Med is on report when used, only Delta County  
Oswald stated Valley Med runs almost daily, priceless for community
2. Mass Notification Systems - Meeting with RAVE Communications, vendor to purchase service from. There is no cost to the community, save money, would not need Everbridge. 911 Authority October meeting send out RFP's has to meet state guidelines. Emergency alerts – can target & notify a group. RFP out in October - Tall –“Accept a Bid?” – ASAP!  
Debate with state on what RFP has to include. Once RFP is published typically 10 days from date
3. AVL - Pushing forward for the region
4. Garden Tower - Anderson Communications, link tower South tip Garden Peninsula to Garden Tower is the best remedy for the issue. Zack Anderson getting proposal

B. Treasurer's Report: Ryan Bergman

Beginning Balance	\$	
Additions	\$	59,036.13
Expenditures	\$	68,789.98
<b>Ending balance</b>	<b>\$</b>	<b>337,778.21</b>

C. Monthly Report -- City of Escanaba: **NONE**

1.

D. Monthly Budget Status Report and approval of amendments: Presented by Ryan Bergman

1. Going without using Fund Balance, pay two months to City of Escanaba, will end up using \$100,000.  
Oswald - Revenue Training – where does training fund come from? The State January to December calendar year. Has to be used or turned back to the state, two years accumulated

2.

## E. Emergency Management Report: Bob Berbohm

1. Exercise Sept 15, 2016 propane plant – Enbridge. No communications other than on plant  
How to respond??? Possibly getting fire channel, VHF radio  
Looking at MDOT Bridge construction - same routing & time problem.  
DTE has change station there also, 4 lines of concern. Over all went well
2. High Plains donation to Emergency Management. Recommend using donation to fill schools with night locks that don't have enough.
3. Thursday September 15, 2016 Coastguard Exercise - Schoolcraft County

## F. TAC Committee Report: John Giese

1. Meeting - working on updating frequency template for all responders. Update Valley Med statewide  
Using statewide 8 channel on 800, V-call 10 on VHF

G. Mark Seymour Report: **NONE**

1.

**8. Old Business: NONE**

A.

**9. New Business:**

**A. Payment of Bills: Attached to Minutes**

MOTION to pay bills in the amount of **\$ 63,344.53**

MOTION: Ed Oswald  
SECOND: Marc Tall  
SUPPORT: ALL



**12. Other Items: Next Meeting:**    October 12, 2016    9:00

**13. ADJOURNMENT:**

MOTION:    Marc Tall  
SECOND:    Ed Oswald  
SUPPORT:    ALL

**APPROVAL OF MINUTES:**

CHAIRPERSON

VICE-CHAIRPERSON

\_\_\_\_\_

\_\_\_\_\_

DATED: \_\_\_\_\_

**DELTA SOLID WASTE MANAGEMENT AUTHORITY  
REGULAR MEETING  
SEPTEMBER 27, 2016  
COUNTY BUILDING, 2950 COLLEGE AVENUE, ESCANABA MI 49829**

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

**OTHERS PRESENT:** Don Pyle and Kim Peterson

Randy Gorecki called the meeting to order at 7:00 p.m.

**Public Comment**      None.

**Secretary's Report – August 23, 2016**

**A motion was made by Gary Boudreau, seconded by Ralph Blasier, to approve the August 23, 2016, meeting minutes. Motion was approved unanimously.**

**Treasurer's Report**

Total Operating Revenues for August were \$197,723 with year-to-date of \$1,272,553. The Total Recycling Operating Revenues were \$18,300 with year-to-date of \$128,408. The Total Operating Income was \$62,565 with a year-to-date of \$172,940. The Total Operating Expenses was \$135,158 with a year-to-date expense of \$1,099,613.

**A motion was made by Steve Rose, seconded by Gary Boudreau, to approve the Treasurer's Report. Motion was approved unanimously.**

**Payment of Bills**

Bacco Construction Company had a large check for \$153,424.33 for the capping project.

Bay Area Recycling in Traverse City takes the tvs and mattresses and they certify they are handling such properly. Bay Area Recycling charges for items.

**A motion was made by Gary Boudreau, seconded by Steve Viau, to approve payments of the bills in the amount of \$259,126.28. Motion was approved unanimously.**

**Additions to Agenda**      None.

**Employee Policies and Procedures Review Items Based on 2015 Audit Questions**

Four items related to Employee Policies and Procedures Manual were presented and these recommendations came based on the 2015 audit but they are not requirements. Don will be presenting information at future meetings for the financial and operational items from the audit, but he wanted to space them out so the board had time to review each adequately.

**A motion was made by Ralph Blasier, seconded by Steve Rose, to approve the four proposed policies (Exceptions to Policies, Vacation Payout Policy, Vacation Hours Transfer Between Employees and Leave Without Pay Policy) presented by Don Pyle and will be incorporated into the Employee Policy and Procedure Manual. Motion was approved unanimously.**

Don will send each board member an electronic version of the updated Employee Policy and Procedure Manual.

### **2017 Clean Sweep Contract with Michigan Department of Agriculture**

We again were contacted by the Michigan Department of Agriculture to be a Clean Sweep drop-off site for herbicide and pesticide disposal. The annual grant is approximately \$2,200 - \$2,300 to cover expenses.

**A motion was made by Patrick Johnson, seconded by Ralph Blasier, to sign a contract with the Michigan Department of Agriculture for taking agriculture items at the cost of the Michigan Department of Agriculture. Motion was approved unanimously.**

### **Capping Construction Update**

Bacco is done with the construction work. There are a few minor details to take care of. Seeding is complete. Within a week or two a walk around will be conducted with a punch list and the contract in turn will be fulfilled. The secondary will be watched for any leakage. Once everything is complete, the DEQ will get our request for a final closure on the site. The contract was approximately \$20,000 over budget from a \$950,000 project.

### **Manager Report**

We will be requesting the annual volume summary and this will be utilized in November/December for evaluating employees on their compaction rate.

The board will need to move forward on a haul truck with the possibility of leasing – more information to come in the near future.

The Eagle Mine north of Marquette by Lake Independence has 30 tons a month of fine dust and the Marquette landfill cannot take it. We were asked if we would consider taking it. Discussed rates that would be negotiated, along with getting DEQ to approve as daily cover. The excess fine dust is currently being brought to Wisconsin. This would be an annual contract.

Don was asked at the last meeting to look into bonding as it related to employee theft. The current insurance carrier does have a \$100,000 policy in place for such. No further action is needed.

**Board Comments**                      None.

### **Adjournment**

**A motion was made by Steve Viau, seconded by Ralph Blasier, to adjourn the meeting with the time being 7:41 p.m. Motion was approved unanimously.**

DELTA SOLID WASTE MANAGEMENT AUTHORITY

FINANCIAL POLICY ADDITIONS, CHANGES AND DELETIONS

SUBJECT: INVESTMENT POLICY As Required by Public Act 20 of 1943 as Amended

POLICY NO. 1

ADOPTED ON JULY 25, 2007

1.0 PURPOSE

It is the policy of D.S.W.M.A. to invest public funds in a manner which will ensure the preservation of principal while providing the highest investment return with maximum security, meeting the daily cash flow requirements of D.S.W.M.A. and conforming to all state statutes governing the investment of public funds.

2.0 SCOPE

This investment policy applies to all financial assets of the Authority. These funds are accounted for in the various funds of the Authority and include the general fund, the recycle fund, capital project funds (unless bond ordinances and resolutions are more restrictive), and any new fund established by the Authority.

3.0 OBJECTIVE

The primary objectives, in priority order, of the Authority's investment activities will be:

3.1 Safety: Safety of principal is the foremost objective in the investment of the Authority's funds. Investments will be undertaken in a manner that seeks to ensure the preservation of principal in the overall portfolio. To attain this objective, diversification is required.

3.2 Liquidity: The investment portfolio will remain sufficiently liquid to enable the Authority to meet all operating requirements which might be reasonably anticipated.

3.3 Return on Investments: The investment portfolio will be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow characteristics of the portfolio.

4.0 DIVERSIFICATION

The Authority Treasurer will diversify his/her investments by security type and institution. No more than 60% of the total investment portfolio will be invested in a single financial institution.

5.0 DELEGATION OF AUTHORITY

Management responsibility for the investment policy is hereby delegated to the Authority Treasurer. The Authority Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

6.0 AUTHORIZED INVESTMENTS

The Authority Treasurer is authorized to invest in the following types of securities authorized by Public Act 20 of 1943, as amended:

6.1 Bonds, securities, and other obligation of the United States or an agency or instrumentality of the United States.

6.2 Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution; but only if the financial institution is eligible to be a depository of funds belonging to the State under a law or rule of this State or the United States.

6.3 Commercial paper rated at the time of purchase at the highest classification established by not less than 2 standard rating services and that matures not more than 365 days after the date of purchase.

6.4 Repurchase agreements consisting of instruments in subdivision 6.1.

6.5 Bankers' acceptances of United States banks.

6.6 Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than 1 standard rating service.

6.7 Obligations described in subdivision 6.1 through 6.6 if purchased through an inter-local agreement under the urban cooperation act of 1967. 1967(Ex Sess) PA 7, M.C.L. 124.501 to 124.512.

6.8 Investment pools organized under the surplus funds investment pool act, 1982 PA 367, M.C.L. 129.111 to 129.118.

6.9 Investment pools organized under the local government investment pool act, 1985 PA 121, M.C.L. 129.141 to 129.150.

7.0 Mutual funds registered under the investment company act of 1940, maintain a \$1.00 per share net asset value, and with the authority to purchase only investment vehicles that are legal for direct investment by a public corporation.

#### 7.0 SAFEKEEPING AND CUSTODY

It will be the responsibility of the Authority Treasurer to determine which securities will be held by a third party custodian. Securities held in safekeeping by a third party custodian will be evidenced by a safekeeping receipt.

#### 8.0 PRUDENCE

The standard of prudence to be used by the Authority Treasurer will be the "prudent person" standard and will be applied in the context of managing an overall portfolio. Investments will be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

#### 9.0 REPORTING

The Authority Treasurer will provide at least an annual report to D.S.W.M.A. which provides a clear picture of the status and types of investments of the current investment portfolio. This report will be prepared in a manner which will allow the D.S.W.M.A. to ascertain whether investment activities during the reporting period have conformed to the investment policy.

DELTA COUNTY TOWNSHIPS ASSOCIATION

The regular meeting of the Delta County Townships Association was held on Thursday, September 22, 2016 at the Tri-Township School in Rapid River. President Ginny Dahlin led in the Pledge of Allegiance.

Townships represented were: Bark River, Bay de Noc, Cornell, Ensign, Escanaba, Ford River, Garden, and Maple Ridge. Also present were County Commissioners: David Rivard and John Malnor, as well as the County Administrator Ryan Bergman.

A motion to accept the minutes from the May, 2016 meeting was made by Gary Boudreau and supported by Steve Rose. Motion carried.

The Treasurer's Report was given. A motion to accept the report was made by Gary Boudreau and supported by Greg Johnson. Motion carried.

OLD BALANCE:(5-26-16).....\$4848.08	PICNIC FUND:.....	\$797.14
INCOME:2016 Dues.....0	Income /Picnic50/50 .....	\$136.00
		\$933.14
EXPENSES:Salaries.....\$440.00	Expenses.....	\$102.00
	PICNIC BALANCE.....;	\$831.14

NEW BALANCE:(9-22-16)....\$4408.08

COMMUNICATIONS: There was a Thank You card from the Donald Hannula Family for the Memorial card that the association sent to them.

Open House on October 2, 2016 at the Besse Fire Station #2 in Escanaba Township.

The members were reminded that there would be a tour of the Delta County Jail at noon on September 28,2016.

UNFINISHED BUSINESS:None

NEW BUSINESS: The Annual Meeting was discussed. It always has a Christmas theme and Brampton Township will host this years gathering on December 2, 2016.

SPEAKER: Ryan Bergman, Delta County Administrator, gave an update on what is happening in the County. He mentioned that the issues with Disc Golf really are not handled by the County but are under contract with the Soil Conservation District.

He spoke about the county ending their contract with Allied Inc. They will need to find an Equalization Director . Mapping is now done by CUPPAD. It is cheaper and more efficient. Next year the state is going to do another fly-over and the \$40,000. fee will be covered by the Delta County Treasurer's Office.

Ryan also touched on the dire need for a new Jail facility. The millage will be on the November Ballot.

The next regular meeting will be October 27,2016, 7 p.m. at the Tri-Township School ,Whitefish Hill,Rapid River.

Motion to adjourn was made by Gary Boudreau and supported by Steve Rose.

Respectfully submitted:



Linda Trombley-Robitaille

**SUPERIOR TRADE ZONE  
REGULAR MEETING  
September 27, 2016**

A meeting of the Superior Trade Zone was held on Tuesday, September 27, 2016 at 9:30 a.m at the Maple Ridge Township Hall, 3892 West Maple Ridge, Rock, MI 49880

**Present:** City of Escanaba City Manager Jim O'Toole; Gladstone Community Development Director Renee Barron; Marquette City Commissioner Sarah Reynolds; Delta County Administrator Ryan Bergman; Marquette County Administrator Scott Erbis; Maple Ridge Township Supervisor Judy Trudell; Forsythe Township Supervisor Joe Minell; Richmond Township Trustee Bill Luetzow; Wells Township Supervisor Robert Therrian; Masonville Township Supervisor Pete Brock; Ford River Township Trustee Gary Boudreau; Ishpeming Township Supervisor James Nankervis; Negaunee Township Supervisor Bill Carlson.

**Also Present:** Gary Simpson, Marquette City Chief Financial Officer

**Absent:** Bark River Township Supervisor Gregg Johnson; Chocolay Township Supervisor John Greenberg; Ely Township Supervisor Carl Hosang; Garden Township Supervisor Ray Young; Humboldt Township Supervisor Thomas Prophet; Nahma Township Supervisor Warren Groleau.

The meeting began at 9:30 a.m

**Roll Call**

Board Chairperson Scott Erbis conducted the roll call. There was a quorum.

**Approval/Corrections to the Previous Meeting Minutes**

A motion was made by Ishpeming Township Supervisor James Nankervis and supported by Richmond Township Trustee Bill Luetzow to approve the Superior Trade Zone meeting minutes of June 21, 2016. MOTION CARRIED.

**Approval/Adjustments to the Agenda**

Escanaba City Manager Jim O'Toole suggested that sub-committee reports be added to unfinished business. With this adjustment included, Negaunee Township Supervisor made a motion to approve the agenda. This was supported by Escanaba City Manager Jim O'Toole. MOTION CARRIED.

**UNFINISHED BUSINESS**

**Website Creation, Marketing, and Branding Strategy (Sub-Committee Report 1)**

Escanaba City Manager Jim O'Toole gave an update. He and others have met twice with the company that was awarded the Superior Trade Zone website RFP. The front page has been designed. They are working on graphics with a logo. Soon, information can begin to be entered on other pages of the website. Jim will send out website information for review and comment.

### **Infrastructure Sub-Committee Report**

Marquette County Administrator Scott Erbsch gave an update. The group discussed the need to have infrastructure information linked online and will send follow up information soon. Peter Van Steen from CUPPAD will put together an infrastructure list since CUPPAD already possesses the information.

### **Financial Incentives Sub-Committee Report**

Delta County Administrator Ryan Bergman gave an update. The committee had discussed the various incentives that are available to cities and townships. Most of the incentives were already available to cities. Bergman suggested that members go back to their board and report back with a list of potential projects their board may be interested in. The group can then decide what could fit within the Superior Trade Zone. Jim O'Toole suggested that Delta County members can contract him for development assistance, and Marquette County members can contact Scott Erbsch.

### **Existing Renaissance Zones**

Jim O'Toole gave an update on Renaissance Zones after discussions with the MEDC. 1 other corporation was looking at doing a renaissance zone in the state. There are 26 renaissance zones allowed statewide through the Next Michigan Development Corporation and each one can be up to 200 acres. Jim discussed the importance that existing businesses not be eligible for new incentives and suggested that incentives be tied to job creation.

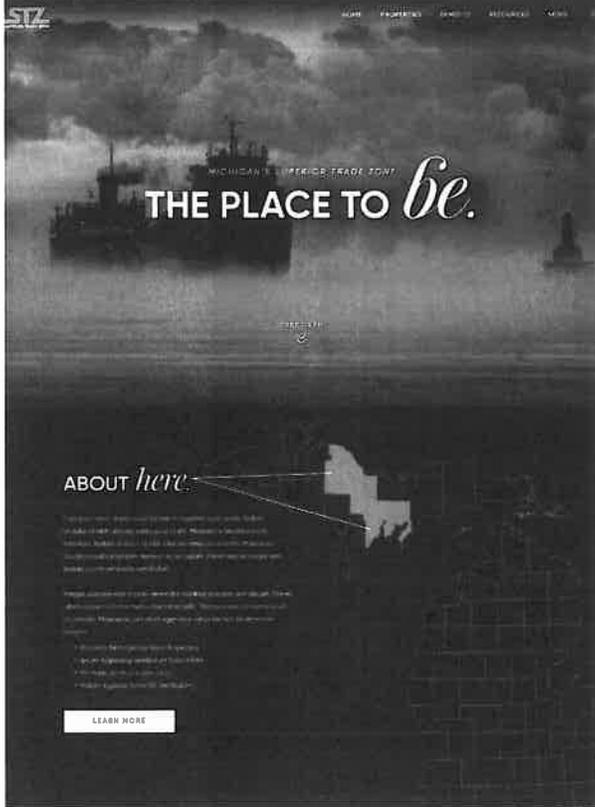
### **NEW BUSINESS**

#### **Membership Meeting Attendance**

The group discussed meeting attendance over the past year. Jim O'Toole reported on the members that have and have not showed up for meetings.

#### **Meeting Adjournment**

At 10:22 a.m Marquette City Commissioner Sarah Reynolds made a motion to adjourn which was supported by Ishpeming Township Supervisor James Nankervis. MOTION CARRIED.



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