



**CLERK**

Jill M. Nowak  
(231) 723-3331

**CONTROLLER/ADMINISTRATOR**

Lisa Sagala  
(231) 398-3504

**Board of Commissioners**

**CHAIRPERSON**

Jeffrey Dontz

**VICE-CHAIRPERSON**

Karen Goodman

Margaret Batzer

Eric Gustad

Pauline Jaquish

Nikki Koons

Richard Schmidt

**WAYS & MEANS COMMITTEE MINUTES**

Wednesday, November 3, 2021  
9:00 a.m.

Manistee County Courthouse & Government Center  
Board of Commissioners Meeting Room

**MINUTES**

**Members Present:** Margaret Batzer (on-line, City of Manistee); and Eric Gustad (on-line, Filer Township).

**Members Absent:** Richard Schmidt

**Others Present:** Lisa Sagala, County Administrator/Controller; Heather Vasquez, Equalization Director; Sheriff Brian Gutowski; Susan Zielinski, Finance Officer; Julie Griffis, HR Generalist; Mike Szokola, Planning Director; and Jill M. Nowak, County Clerk.

The meeting was called to Order at 9:05 a.m.

The County Board and its Committees are operating remotely and electronically by Zoom under the Manistee County Board of Commissioners Resolution #2020-17, which declared a Local State of Emergency through December 31, 2021 due to the COVID-19 pandemic.

**NOTE - Items requiring Board Action are indicated in BOLD**

**PUBLIC COMMENT**

None.

**FINANCE REPORT**

Susan Zielinski, Finance Officer, and presented the Committee with Claiming Summaries for October 12, 2021 through November 1, 2021 and a summary of the On-Demand checks for their review and approval (APPENDIX A). The totals are as follows:

101 General Fund.....	\$102,708.97
201 County Road Fund.....	0.00
208 Parks/Recreation Trails Fund.....	0.00
215 Friend of the Court Fund.....	0.00
216 Department Contingency Fund.....	0.00
220 Local Revenue Sharing Grant Fund.....	0.00
225 Recycling Fund.....	2,440.00
234 Judicial Technology Fund.....	0.00
235 District Court Services Fund.....	0.00
236 Maintenance of Effort Fund.....	0.00
238 Land Bank Authority Fund.....	50.00
239 NF&W Foundation Grant.....	0.00
241 AIS Grant Fund.....	0.00
242 Bear Lake Improvement Fund.....	0.00
243 Brownfield Redevelopment Authority Fund.....	0.00
244 Brownfield Redevelopment-Joslin Cove.....	0.00
245 Public Improvement Fund.....	0.00
246 Township Improvement Revolving Fund.....	0.00
251 Capital Improvement Fund.....	0.00
252 PRE Audit Fund.....	0.00
253 Remonumentation Fund.....	0.00
254 Medical Care Depreciation Fund.....	0.00
255 Brownfield Site Assessment Fund.....	0.00
256 Register of Deeds Automation Fund.....	0.00
257 Budget Stabilization Fund.....	0.00
258 Community Emergency Response Team (CERT).....	0.00
259 Indigent Defense Fund.....	1,709.75
260 Health Insurance Fund.....	136,658.34
261 9-1-1 Service Fund.....	0.00
262 Dive Equipment Fund.....	0.00
263 Sheriff's Office Forfeited Assets Fund.....	0.00
264 Family Counseling Services Fund.....	0.00
265 Juvenile Drug Court Fund.....	0.00
266 Law Enforcement Training Fund.....	315.36
267 Concealed Pistol Licensing Fund.....	0.00
268 Homeland Security Grant Fund.....	0.00
269 Law Library Fund.....	1,468.33
270 Corrections Officer Training Fund.....	0.00
271 County Library Fund.....	0.00
272 County Library Trust Fund.....	0.00
273 Technology Fund.....	0.00
274 OHSP Grant Funds.....	0.00
275 Dial-A-Ride Fund.....	0.00
276 Forestry Fund.....	0.00
277 Air Photo Fund.....	0.00
278 LEPC Grant Fund.....	0.00

279 Economic Development - Housing Fund.....	0.00
280 MSHDA Grant Fund.....	0.00
281 Law Enforcement Technology Fund .....	0.00
282 Care Act Fund.....	0.00
283 F.I.A. Benzie County .....	0.00
284 Community Corrections Fund .....	350.00
285 Drunk Driving Case Flow Fund.....	0.00
286 Juvenile Intervention Fund .....	0.00
287 Juvenile Accountability Fund .....	0.00
290 Department of Human Services Fund.....	0.00
292 Child Care Fund.....	8,239.97
293 Soldiers & Sailors Relief Fund .....	96.58
294 Veterans Trust Fund.....	0.00
295 Airport Authority Fund .....	11,719.09
296 Juvenile Justice Fund .....	3,657.88
297 Compensated Services Fund.....	0.00
298 County Employee Separation Fund.....	0.00
299 Unemployment Fund .....	0.00
356 Fair Board Debt Fund .....	0.00
360 9-1-1 Expansion Construction Fund.....	0.00
361 Jail Expansion Construction Fund .....	0.00
362 Jail Building Bond .....	0.00
368 Library Loan Fund.....	0.00
369 Building Authority Debt Fund.....	0.00
370 County Road Building Debt Fund.....	0.00
461 Building Authority Construction Fund.....	0.00
462 County Road Construction Fund .....	0.00
512 Medical Care Facility Fund .....	0.00
516 Delinquent Tax Revolving Fund.....	0.00
606 Tax Revolving Fund.....	0.00
609 2009 Tax Revolving Fund .....	0.00
610 2010 Tax Revolving Fund.....	0.00
611 2011 Tax Revolving Fund .....	0.00
612 Delinquent Taxes .....	0.00
613 2013 Tax Revolving Fund .....	0.00
614 2014 Tax Revolving Fund .....	0.00
615 2015 Tax Revolving Fund .....	0.00
616 2016 Tax Revolving Fund .....	0.00
617 2017 Tax Revolving Fund .....	0.00
618 2018 Tax Revolving Fund .....	0.00
618 2018 Tax Revolving Fund .....	0.00
619 2019 Tax Revolving Fund .....	0.00
620 Foreclosure Fund .....	0.00
701 Trust and Agency.....	0.00
702 OPEB Trust Fund.....	0.00
801 Drain Fund .....	0.00

Total: \$269,414.27  
(includes 1 acct. payable runs; on demand checks):

Payroll for the period of October 12, 2021 thru November 1, 2021 + \$531,155.38  
(includes 2 payrolls)

Employee Separation Payouts

Dalton Zawacki  
Christophr Codden  
Kathy Latoski  
Lee Nelson, Jr.

Total to be Claimed and allowed November 16, 2021 \$800,569.65

**Moved by Gustad, seconded by Batzer to recommend the approval of the on-demand checks, bills and payroll, be accepted in the amount of \$800,569.65; and that the same be placed on file. Ayes: All. Motion Carried.**

**PAYMENT OF UNUSED ACCUMULATED VACATION AND PERSONAL TIME**

Payment of unused accumulated vacation and personal hours to Bruce Schimke, Maintenance Supervisor, who passed away on October 18, 2021 = \$3,474.42. (APPENDIX B)

**Moved by Gustad, seconded by Batzer to recommend approval of payment for unused accumulated vacation and personal hours to Bruce Schimke, Maintenance Supervisor, who passed away on October 18, 2021 = \$3,474.42; to be paid from the Employee Separation Fund. Ayes: All. Motion Carried.**

Payment of unused accumulated vacation and personal hours to Julie Schmeling, who resigned from the Administration Office effective October 22, 2021 = \$2,686.34. (APPENDIX C)

**Moved by Gustad, seconded by Batzer to recommend approval of payment for unused accumulated vacation and personal hours to Julie Schmeling, who resigned from the Administration Office effective October 22, 2021 = \$2,686.34; to be paid from the Employee Separation Fund. Ayes: All. Motion Carried.**

Payment of unused accumulated vacation and personal hours to Karen Roy, who resigned from the Sheriff's Office effective October 7, 2021 = \$2,320.51. (APPENDIX D)

**Moved by Gustad, seconded by Batzer to recommend approval of payment for unused accumulated vacation and personal hours to Karen Roy, who resigned from the Sheriff's Office effective October 7, 2021 = \$2,320.51; to be paid from the Employee Separation Fund. Ayes: All. Motion Carried.**

**DISCUSSION OF THE MANISTEE CONSERVTION DISTRICT  
UPCOMING MILLAGE**

This item was removed from the agenda.

**OTHER ITEMS FROM COMMITTEE MEMBERS**

None.

The meeting was adjourned at the Call of the Chair at 9:13 a.m.

ABSENT

Richard Schmidt, Chairperson

Margaret Batzer

Eric Gustad

DRAFT

# Appendix A

## MANISTEE COUNTY WAYS & MEANS REPORT

FUND #	FUND NAME	10/12/2021 THRU		ON DEMAND	TOTAL
		11/01/2021			
101	GENERAL FUND	\$ 102,708.97	\$	\$	\$ 102,708.97
225	RECYCLING FUND	\$ 2,440.00	\$	\$	\$ 2,440.00
238	LAND BANK AUTHORITY FUND	\$ 50.00	\$	\$	\$ 50.00
259	INDIGENT DEFENSE FUND	\$ 1,709.75	\$	\$	\$ 1,709.75
260	HEALTH INSURANCE FUND	\$ 134,328.60	\$	\$ 2,329.74	\$ 136,658.34
266	LAW ENFORCEMENT TRAINING FUND	\$ 315.36	\$	\$	\$ 315.36
269	LAW LIBRARY FUND	\$ 1,468.33	\$	\$	\$ 1,468.33
284	COMMUNITY CORRECTIONS -511 FUND	\$ 350.00	\$	\$	\$ 350.00
292	CHILD CARE FUND	\$ 8,239.97	\$	\$	\$ 8,239.97
293	SOLDIERS & SAILORS RELIEF FUND	\$ 96.58	\$	\$	\$ 96.58
295	AIRPORT AUTHORITY FUND	\$ 11,719.09	\$	\$	\$ 11,719.09
296	JUVENILE JUSTICE FUND	\$ 3,657.88	\$	\$	\$ 3,657.88
	<b>TOTALS</b>	\$ 267,084.53	\$	\$ 2,329.74	\$ 269,414.27

(Includes 1 accounts payable runs; on demand checks)

**TOTAL PAYROLL FOR 10/12/21 THRU 11/01/21**  
(includes 2 payrolls)

**\$ 531,155.38**

Employee Separation Playouts

Dalton Zawacki  
Christopher Cadden  
Kathy Latoski  
Lee Nelson, Jr.

**GRAND TOTAL**

**\$ 800,569.65**

Fund	Dept	GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
101	101	101-101-901.000	ADVERTISING	PIONEER GROUP	ACCT# 1608332 ANNUAL SUBSCRIPTION	286.00	58407
101	101	101-101-901.000	ADVERTISING	PIONEER GROUP	ACCT# 1609960 - ANNUAL SUBSCRIPTION	286.00	58407
101	101	101-101-901.000	ADVERTISING	PIONEER GROUP	ACCT# 1609998 - ANNUAL SUBSCRIPTION	286.00	58407
101	101	101-101-901.000	ADVERTISING	PIONEER GROUP	ACCT# 1608540 - ANNUAL SUBSCRIPTION	119.40	58407
101	101	101-101-901.000	ADVERTISING	PIONEER GROUP	ACCT# 1609032 - ANNUAL SUBSCRIPTION	119.40	58407
101	101	101-101-901.000	ADVERTISING	PIONEER GROUP	ACCT# 1659033 - ANNUAL SUBSCRIPTION	948.00	58407
101	101	101-101-901.000	ADVERTISING	PIONEER GROUP	SEPTEMBER 2021 - ADVERTISING	2,330.80	

Dept	GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #	
103	103	101-103-727.000	EMPLOYEE RECOGNITION EXPENSE	JULIE GRIFFIS	TRAVEL REIMBURSEMENTS	172.16	58372
103	103	101-103-733.000	COPY SUPPLIES	JACKPINE BUSINESS CENTER	COPY PAPER W/2 DISCOUNT	543.46	58365
103	103	101-103-806.001	CONFLICT ATTORNEY FEES	GRAFF, GRAFF T HELVESTON	COURT APPT ATTY	82.50	58361
103	103	101-103-806.001	CONFLICT ATTORNEY FEES	GRAFF, GRAFF T HELVESTON	COURT APPT ATTY	1,631.30	58361
103	103	101-103-806.001	CONFLICT ATTORNEY FEES	GRAFF, GRAFF T HELVESTON	COURT APPT ATTY	1,384.90	58361
103	103	101-103-806.001	CONFLICT ATTORNEY FEES	GRAFF, GRAFF T HELVESTON	COURT APPT ATTY	321.20	58361
103	103	101-103-806.001	CONFLICT ATTORNEY FEES	GRAFF, GRAFF T HELVESTON	COURT APPT ATTY	366.50	58361
103	103	101-103-806.001	CONFLICT ATTORNEY FEES	MAS STIG-NIELSEN ATTORNE	COURT APPT ATTY	143.00	58387
103	103	101-103-806.001	CONFLICT ATTORNEY FEES	MAS STIG-NIELSEN ATTORNE	COURT APPT ATTY	593.68	58387
103	103	101-103-806.001	CONFLICT ATTORNEY FEES	MAS STIG-NIELSEN ATTORNE	COURT APPT ATTY	539.00	58387
103	103	101-103-806.001	CONFLICT ATTORNEY FEES	MAS STIG-NIELSEN ATTORNE	COURT APPT ATTY	945.36	58387
103	103	101-103-806.001	CONFLICT ATTORNEY FEES	MAS STIG-NIELSEN ATTORNE	COURT APPT ATTY	725.52	58387
103	103	101-103-806.001	CONFLICT ATTORNEY FEES	MAS STIG-NIELSEN ATTORNE	COURT APPT ATTY	571.25	58387
103	103	101-103-806.001	CONFLICT ATTORNEY FEES	MAS STIG-NIELSEN ATTORNE	COURT APPT ATTY	406.68	58387
103	103	101-103-806.001	CONFLICT ATTORNEY FEES	MAS STIG-NIELSEN ATTORNE	COURT APPT ATTY	527.68	58387
103	103	101-103-806.001	CONFLICT ATTORNEY FEES	MAS STIG-NIELSEN ATTORNE	COURT APPT ATTY	1,088.36	58387
103	103	101-103-806.001	CONFLICT ATTORNEY FEES	MAS STIG-NIELSEN ATTORNE	COURT APPT ATTY	781.00	58387
103	103	101-103-806.001	CONFLICT ATTORNEY FEES	NICHOLAS BROWN LAW, PLLC	COURT APPT ATTY	300.00	58397
103	103	101-103-806.001	CONFLICT ATTORNEY FEES	NICHOLAS BROWN LAW, PLLC	COURT APPT ATTY	300.00	58397
103	103	101-103-806.001	CONFLICT ATTORNEY FEES	PATRICK DOUGHERTY	CT APPT ATTY	477.50	58405
103	103	101-103-806.001	CONFLICT ATTORNEY FEES	PATRICK DOUGHERTY	COURT APPT ATTY	485.00	58405
103	103	101-103-806.001	CONFLICT ATTORNEY FEES	PATRICK DOUGHERTY	COURT APPT ATTY	1,047.50	58405
103	103	101-103-806.001	CONFLICT ATTORNEY FEES	PATRICK DOUGHERTY	COURT APPT ATTY	62.50	58405
103	103	101-103-806.001	CONFLICT ATTORNEY FEES	PATRICK DOUGHERTY	COURT APPT ATTY	81.03	58405
103	103	101-103-806.001	CONFLICT ATTORNEY FEES	PATRICK DOUGHERTY	COURT APPT ATTY	275.00	58405
103	103	101-103-806.001	CONFLICT ATTORNEY FEES	PATRICK DOUGHERTY	COURT APPT ATTY	2,791.00	58405
103	103	101-103-806.001	CONFLICT ATTORNEY FEES	MUNICIPAL CONSULTING SER	WAGE CLASSIFICATION STUDY FOR 20/21	8,000.00	58395
103	103	101-103-806.001	CONFLICT ATTORNEY FEES	MUNICIPAL CONSULTING SER	WAGE CLASSIFICATION STUDY 20/21	23,300.00	58396
103	103	101-103-969.003	WAGE CLASSIFICATION STUDY			47,943.08	

Dept	GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #	
131	131	101-131-727.000	OFFICE SUPPLIES	JACKPINE BUSINESS CENTER	CALENDARS, PERM MARKERS	107.45	58365
131	131	101-131-727.000	OFFICE SUPPLIES	PROFILE	OFFICE SUPPLIES	80.00	58409
131	131	101-131-727.001	OFFICE SUPPLIES - PROBATION	JACKPINE BUSINESS CENTER	SUPPLIES PROBATION	12.49	58365
131	131	101-131-802.000	TRANSCRIPTS	MARCIA TOMKIEWICZ	TRANSCRIPTS	186.05	58386
131	131	101-131-804.000	RECORDING SERVICES	MARCIA TOMKIEWICZ	SEPTEMBER 2021 - COURT RECORDING	225.00	58386
131	131	101-131-850.000	TELEPHONE	TELNET WORLDWIDE	10/08/21-11/07/21 - ACCT# 9940	50.65	58422
131	131	101-131-850.000	TELEPHONE			661.64	

Dept	GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #	
136	136	101-136-603.000	COURT COSTS	MANISTEE CITY POLICE	SEPTEMBER 21 - GUIL/OUID REIMBURSEMEN	400.00	58380
136	136	101-136-603.000	COURT COSTS	MANISTEE CO. PROSECUTING	SEPTEMBER 21 - GUIL/OUID REIMBURSEMEN	41.00	58381
136	136	101-136-603.000	COURT COSTS	MANISTEE CO. SHERIFF DEP	SEPTEMBER 21 - GUIL/OUID REIMBURSEMEN	551.00	58362

INVOICE GL DISTRIBUTION REPORT FOR MANISTEE COUNTY  
 EXP CHECK RUN DATES 10/12/2021 - 11/01/2021  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

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 DB: Manistee

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
<b>Fund 101 GENERAL FUND</b>					
<b>Dept 136 DISTRICT COURT</b>					
101-136-727.000	OFFICE SUPPLIES		96 GALLON SHREDDING BIN	130.00	58409
101-136-727.000	DISTRICT COURT		BOTTLED WATER	9.00	58411
101-136-727.000	DISTRICT COURT		PURE WATER WORKS	11.00	58411
101-136-727.000	OFFICE SUPPLIES		HOT & COLD WATER COOLER RENTAL	64.51	58430
101-136-728.000	POSTAGE		DT8 BOOK BOUND DEPOSIT TICKETS	3,000.00	58416
101-136-729.000	BOOK & PERIODICALS		POSTAGE	603.17	58425
101-136-850.000	TELEPHONE		OCT 2021 - SUBSCRIPTION CHARGES	61.95	58357
101-136-850.000	TELEPHONE		SEPTEMBER PHONE/EFAX REIMBURSEMENT	45.00	58364
101-136-850.000	TELEPHONE		SEPT 2021 - CELLPHONE REIMBURSEMENT	37.98	58422
			10/08/21-11/07/21 - ACCT# 9940		
			<b>Total For Dept 136 DISTRICT COURT</b>	<b>4,954.61</b>	
<b>Dept 141 FRIEND OF THE COURT</b>					
101-141-727.000	OFFICE SUPPLIES		LETTERHEAD	99.00	58365
101-141-727.000	OFFICE SUPPLIES		LEGAL SIZE PAPER	7.97	58365
101-141-727.000	OFFICE SUPPLIES		RETURN PLANNER AND TRAY	(45.94)	58365
101-141-727.000	OFFICE SUPPLIES		DESK CALENDAR, ENVELOPES	29.44	58365
101-141-727.000	OFFICE SUPPLIES		SHREDDING BIN	80.00	58409
101-141-727.000	OFFICE SUPPLIES		BOTTLED WATER	21.00	58411
101-141-727.000	POSTAGE		AUG/SEPT 21 - POSTAGE FOR BENZIE	283.22	58340
101-141-728.000	DUES AND FEES		ANNUAL LICENSE RENEWAL - CORNIE P. KR	315.00	58420
101-141-812.000	TELEPHONE		10/08/21-11/07/21 - ACCT# 9940	56.98	58422
101-141-850.000	EQUIPMENT REPAIRS & MAINTENANCE		ANNUAL INVOICE FOR POSTAGE METER AND	506.06	58383
101-141-931.000	EQUIPMENT REPAIRS & MAINTENANCE		08/20/21-09/20/2021 - BASE CHARGE & P	136.76	58431
			<b>Total For Dept 141 FRIEND OF THE COURT</b>	<b>1,489.49</b>	
<b>Dept 142 CIRCUIT COURT - JUVENILE DIVISION</b>					
101-142-727.000	JUVENILE DIVISION		BOTTLED WATER	9.00	58411
101-142-850.000	TELEPHONE		10/08/21-11/07/21 - ACCT# 9940	88.63	58422
			<b>Total For Dept 142 CIRCUIT COURT - JUVENILE DIVISION</b>	<b>97.63</b>	
<b>Dept 148 PROBATE COURT</b>					
101-148-728.000	POSTAGE		POSTAGE	2,000.00	58416
101-148-800.001	PROFESSIONAL SERVICES		PROFESSIONAL SERVICES	121.45	58404
101-148-800.001	PROFESSIONAL SERVICES		PROFESSIONAL SERVICES	364.35	58404
101-148-805.003	CT. APPT. ATTY. - NON CONTRACT		COURT APPT ATTY	150.00	58397
101-148-850.000	TELEPHONE		10/08/21-11/07/21 - ACCT# 9940	44.32	58422
			<b>Total For Dept 148 PROBATE COURT</b>	<b>2,680.12</b>	
<b>Dept 172 ADMINISTRATOR/CONTROLLER</b>					
101-172-727.000	OFFICE SUPPLIES		DOUBLE-SIDED TAPE	19.99	58338
101-172-727.000	OFFICE SUPPLIES		INKCARTRIDGES W/2% DISCOUNT	46.05	58365
101-172-727.000	OFFICE SUPPLIES		CALENDARS W/2% DISCOUNT	18.70	58365
101-172-727.000	OFFICE SUPPLIES		INKCART HP (3) W/2% DISCOUNT	117.18	58365
101-172-850.000	TELEPHONE		10/08/21-11/07/21 - ACCT# 9940	94.96	58422
101-172-860.000	TRAVEL		TRAVEL REIMBURSEMENT	133.28	58377
			<b>Total For Dept 172 ADMINISTRATOR/CONTROLLER</b>	<b>430.16</b>	
<b>Dept 215 COUNTY CLERK</b>					
101-215-727.000	OFFICE SUPPLIES		CALENDARS	33.38	58365
101-215-727.000	OFFICE SUPPLIES		DESK CALENDAR	21.39	58365
101-215-727.000	OFFICE SUPPLIES		CLERK LABELS	57.50	58365
101-215-727.000	OFFICE SUPPLIES		CALENDAR	27.99	58365
101-215-727.000	OFFICE SUPPLIES		POST IT FLAGS	11.38	58365



INVOICE GL DISTRIBUTION REPORT FOR MANISTEE COUNTY  
 EXP CHECK RUN DATES 10/12/2021 - 11/01/2021  
 BOTH JOURNALIZED AND UNJOURNALIZED

11/01/2021 11:00 AM  
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 DB: Manistee

Invoice Line Desc Vendor Invoice Description Amount Check #

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
<b>Fund 101 GENERAL FUND</b>					
<b>Dept 215 COUNTY CLERK</b>					
101-215-727.000	OFFICE SUPPLIES		PICK UP SHREDDING BIND	65.00	58409
101-215-727.000	COUNTY CLERK		WATER COOLER RENTAL	15.00	58411
101-215-729.000	BOOK & PERIODICALS		JACKPINE BUSINESS CENTER	301.00	58365
101-215-729.000	BOOK & PERIODICALS		THOMSON REUTERS - WEST	450.00	58425
101-215-850.000	TELEPHONE		TELNET WORLDWIDE	25.32	58422
			Total For Dept 215 COUNTY CLERK	1,007.96	
<b>Dept 228 INFORMATION TECHNOLOGY</b>					
101-228-800.000	CONTRACTED SERVICES		GORDON MCLELLAN, III.	175.00	58360
101-228-800.000	CONTRACTED SERVICES		GORDON MCLELLAN, III.	210.00	58360
101-228-850.000	TELEPHONE		TELNET WORLDWIDE	44.32	58422
			Total For Dept 228 INFORMATION TECHNOLOGY	429.32	
<b>Dept 253 TREASURER</b>					
101-253-727.000	OFFICE SUPPLIES		JACKPINE BUSINESS CENTER	442.50	58365
101-253-728.000	POSTAGE		RESERVE ACCOUNT	300.00	58416
101-253-850.000	TELEPHONE		TELNET WORLDWIDE	19.00	58422
			Total For Dept 253 TREASURER	761.50	
<b>Dept 257 EQUALIZATION</b>					
101-257-730.000	EQUIPMENT		PROVANTAGE LLC	923.94	58410
101-257-730.000	EQUIPMENT		VERIZON WIRELESS	40.01	58428
101-257-850.000	TELEPHONE		TELNET WORLDWIDE	31.65	58422
			Total For Dept 257 EQUALIZATION	995.60	
<b>Dept 262 ELECTIONS</b>					
101-262-727.000	OFFICE/ELECTION SUPPLIES		ELECTION SOURCE	8,500.00	58353
101-262-901.000	ADVERTISING		PIONEER GROUP	911.25	58407
			Total For Dept 262 ELECTIONS	9,411.25	
<b>Dept 265 BUILDING AND GROUNDS</b>					
101-265-775.000	REPAIR & MAINTENANCE SUPPLIES		AMAZON CAPITAL SERVICES	7.75	58338
101-265-775.000	REPAIR & MAINTENANCE SUPPLIES		AMAZON CAPITAL SERVICES	22.44	58338
101-265-776.000	CUSTOMER #881446		NICHOLS PAPER & SUPPLY C	368.80	58398
101-265-920.000	UTILITIES		DTE ENERGY	92.32	58351
101-265-920.000	UTILITIES		DTE ENERGY	43.25	58351
101-265-920.001	UTILITIES-HEALTH DEPARTMENT		DTE ENERGY	41.87	58351
101-265-920.001	UTILITIES-HEALTH DEPARTMENT		DTE ENERGY	67.86	58415
101-265-920.002	UTILITIES (395 THIRD)		DTE ENERGY	73.94	58351
101-265-920.002	UTILITIES (395 THIRD)		DTE ENERGY	67.85	58415
101-265-930.001	COURTHOUSE CONTRACTUAL REPAIRS		REPUBLIC SERVICES #239	529.00	58403
101-265-930.002	JAIL CONTRACTUAL REPAIRS		REPUBLIC SERVICES #239	960.00	58350
101-265-930.002	JAIL CONTRACTUAL REPAIRS		REPUBLIC SERVICES #239	2,171.50	58371
101-265-930.003	PEST CONTROL		ORKIN PEST CONTROL	292.31	58401
101-265-930.004	ELEVATOR MAINTENANCE CONTRACT		OTIS ELEVATOR CO.	5,742.24	58402
			Total For Dept 265 BUILDING AND GROUNDS	10,481.13	
<b>Dept 267 PROSECUTING ATTORNEY</b>					
101-267-727.000	OFFICE SUPPLIES		AMAZON CAPITAL SERVICES	12.22	58338
101-267-727.000	OFFICE SUPPLIES		AMAZON CAPITAL SERVICES	54.99	58338
101-267-728.000	POSTAGE		RESERVE ACCOUNT	1,000.00	58416
101-267-850.000	TELEPHONE		TELNET WORLDWIDE	88.63	58422
101-267-850.000	TELEPHONE		VERIZON WIRELESS	152.22	58428

INVOICE GL DISTRIBUTION REPORT FOR MANISTEE COUNTY  
 EXP CHECK RUN DATES 10/12/2021 - 11/01/2021  
 BOTH JOURNALIZED AND UNJOURNALIZED

**A-5**

Amount Check #

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 267 PROSECUTING ATTORNEY	EQUIPMENT REPAIRS & MAINTENANCE	XEROX CORPORATION	08/21/21-09/21/21 BASE/PRINT CHARGES	24.29	58431
101-267-931.000			Total For Dept 267 PROSECUTING ATTORNEY	1,332.35	
Dept 268 REGISTER OF DEEDS	TELEPHONE	TELNET WORLDWIDE	10/08/21-11/07/21 - ACCT# 9940	18.99	58422
101-268-850.000			Total For Dept 268 REGISTER OF DEEDS	18.99	
Dept 275 DRAIN COMMISSIONER	ATTORNEY FEES	CUMMINGS, MCCLOREY, DAVI	LEGAL RE: HAMADY (DRAIN COMMISSIONER)	323.00	58349
101-275-806.000	DUES AND FEES	M.A.C.D.C.	ANNUAL MEMBERSHIP DUES	250.00	58378
101-275-812.000			Total For Dept 275 DRAIN COMMISSIONER	573.00	
Dept 301 SHERIFF	OFFICE SUPPLIES	AMAZON CAPITAL SERVICES	STREAMLIGHT STINGER/BLUE ENVELOPES/SH	759.27	58338
101-301-727.000	MISC. SUPPLIES	SERVPRO OF MANISTEE	PATROLE VECHILE BICHAZARD CLEANING	556.54	58417
101-301-727.001	POSTAGE & SHIPPING	AMAZON CAPITAL SERVICES	STREAMLIGHT STINGER/BLUE ENVELOPES/SH	77.39	58338
101-301-728.000	EQUIPMENT	KUSTOM SIGNALS, INC.	RADAR REPAIR	16.00	58375
101-301-728.000	TIRE PURCHASES	AMAZON CAPITAL SERVICES	STREAMLIGHT STINGER/BLUE ENVELOPES/SH	113.97	58338
101-301-740.000	GASOLINE AND OIL	MANISTEE TIRE SERVICE	5105 - 1 NEW TIRE INSTALL	165.70	58384
101-301-743.000	TELEPHONE	BLARNEY CASTLE FLEET PRO	SEPT 2021 - ACCT# BC 397 - FUEL	1,973.32	58341
101-301-743.000	TELEPHONE	PETTY CASH	PETTY CASH REIMBURSEMENT SEPT 2021	46.14	58406
101-301-850.000	TELEPHONE	TELNET WORLDWIDE	CORP - 009945 TELEPHONES	568.55	58422
101-301-850.000	TELEPHONE	VERIZON WIRELESS	ACCT# 683748977-00001	234.88	58426
101-301-862.000	OFFICER AND DEPUTY MEALS	DYLAN LINDBLOOM	TRAVEL REIMBURSEMENTS	20.89	58352
101-301-862.000	OFFICER AND DEPUTY MEALS	JASON TRAEGER	TRAVEL REIMBURSEMENTS	37.77	58370
101-301-862.000	OFFICER AND DEPUTY MEALS	PETTY CASH	PETTY CASH REIMBURSEMENT SEPT 2021	52.70	58406
101-301-862.000	OFFICER AND DEPUTY MEALS	PETTY CASH	PETTY CASH REIMBURSEMENT	32.59	58406
101-301-862.000	OFFICER AND DEPUTY MEALS	STEVE CASTONIA	TRAVEL REIMBURSEMENTS	23.50	58421
101-301-862.000	EQUIPMENT REPAIRS & MAINTENANCE	KUSTOM SIGNALS, INC.	RADAR REPAIR	240.00	58375
101-301-931.000			Total For Dept 301 SHERIFF	4,919.21	
Dept 332 SNOWMOBILE PATROL	GASOLINE AND OIL	BLARNEY CASTLE FLEET PRO	SEPT 2021 - ACCT# BC 397 - FUEL	307.47	58341
101-332-743.000			Total For Dept 332 SNOWMOBILE PATROL	307.47	
Dept 335 K-9 UNIT	GASOLINE AND OIL	BLARNEY CASTLE FLEET PRO	SEPT 2021 - ACCT# BC 397 - FUEL	259.38	58341
101-335-743.000			Total For Dept 335 K-9 UNIT	259.38	
Dept 351 JAIL	JAIL LAUNDRY	ENVIRO-BRITE SOLUTIONS,	LINEN BRITE/OXY BRITE	646.80	58354
101-351-744.000	PRISONER MEALS	CANTEEN SVCS. OF NORTHER	C9/26-C9/30/21 INMATE MEALS	1,590.20	58345
101-351-814.000	PRISONER MEALS	CANTEEN SVCS. OF NORTHER	10/03/21-10/09/21 INMATE MEALS	2,258.47	58345
101-351-814.000	PRISONER MEALS	CANTEEN SVCS. OF NORTHER	10/01/21-10/02/21 - INMATE MEALS	636.06	58345
101-351-814.000	TELEPHONE	VERIZON WIRELESS	ACCT# 683748977-00001	37.06	58426
101-351-850.000	UTILITIES	DTE ENERGY	SEPTEMBER 21 - ACCT# 9200 007 4063 8	796.84	58351
101-351-920.000	UTILITIES	MANISTEE TOWNSHIP	08/15-09/13/21 ACCT# 003-1525	1,977.83	58385
101-351-920.000	GARBAGE COLLECTION	REPUBLIC SERVICES #239	SEPTEMBER 2021 - ACCT# 3-02339-0000437	494.02	58414
101-351-930.005			Total For Dept 351 JAIL	8,437.28	
Dept 421 EMERGENCY MANAGEMENT	TRAVEL	MICHAEL MACHEN	TRAVEL REIMBURSEMENT	292.36	58391
101-421-860.000	TRAVEL	MICHAEL MACHEN	TRAVEL REIMBURSEMENT	132.26	58391
101-421-860.000					

INVOICE GL DISTRIBUTION REPORT FOR MANISTEE COUNTY  
 EXP CHECK RUN DATES 10/12/2021 - 11/01/2021  
 BOTH JOURNALIZED AND UNJOURNALIZED

A-6

GL Number Invoice Line Desc Vendor Invoice Description Amount Check #

Fund 101 GENERAL FUND						
Dept 421 EMERGENCY MANAGEMENT					424.62	
Dept 430 ANIMAL CONTROL						
101-430-728.000	POSTAGE			POSTAGE FOR SEPT 20/21	50.00	58416
101-430-850.000	TELEPHONE			OCT 21 - 231-723-1498 TELEPHONE	2.34	58337
101-430-850.000	TELEPHONE			ACCT# 683748977-00001	36.01	58426
				Total For Dept 430 ANIMAL CONTROL	88.35	
Dept 648 MEDICAL EXAMINER						
101-648-837.000	AUTOPSY/TOXIC./LAB FEES - ACCT			LAB FEES - FORENSIC TOXICOLOGY ANALYSIS	818.00	58399
				Total For Dept 648 MEDICAL EXAMINER	818.00	
Dept 721 PLANNING						
101-721-727.000	OFFICE SUPPLIES			PENS, PAPER, WALL FILES	106.38	58365
101-721-800.001	PROFESSIONAL SERVICES			08/23/21-09/04/21 - CODE ENFORCEMENT	1,718.00	58376
101-721-850.000	TELEPHONE			10/08/21-11/07/21 - ACCT# 9940	31.65	58422
				Total For Dept 721 PLANNING	1,856.03	
				Total For Fund 101 GENERAL FUND	102,708.97	
Fund 225 RECYCLING FUND						
Dept 000 GENERAL						
225-000-800.001	PROFESSIONAL SERVICES			CARISSA SMITH	40.00	58346
225-000-800.001	PROFESSIONAL SERVICES			ERSIE SCHMIDT	80.00	58355
225-000-800.001	RECYCLING SITE MONITOR - ARCADIA			JAMES M. ROBINSON	200.00	58369
225-000-800.001	RECYCLING SITE MONITOR - SPRING			MICHAEL J. LONGO	80.00	58390
225-000-800.001	RECYCLING SITE MONITOR - BROWN			MICHELLE PIENTA	40.00	58392
225-000-800.001	PROJECT COST-TIRE GRANT			C M RUBBER TECHNOLOGIES,	1,000.00	58344
225-000-967.000	PROJECT COST-TIRE GRANT			C M RUBBER TECHNOLOGIES,	1,000.00	58344
				Total For Dept 000 GENERAL	2,440.00	
				Total For Fund 225 RECYCLING FUND	2,440.00	
Fund 238 LAND BANK AUTHORITY FUND						
Dept 000 GENERAL						
238-000-812.000	DUES AND FEES			MICHIGAN ASSOCIATION OF 2021 MALB SUMMIT VITRUAL (NELSON)	50.00	58393
				Total For Dept 000 GENERAL	50.00	
				Total For Fund 238 LAND BANK AUTHORITY FUND	50.00	
Fund 259 INDIGENT DEFENSE FUND						
Dept 000 GENERAL						
259-000-727.000	OFFICE SUPPLIES			HELP WANTED AD	182.00	58407
259-000-727.000	OFFICE SUPPLIES			PICK UP 65-GALLON SHREDDING BIN	70.00	58409
259-000-733.000	COPY SUPPLIES			BASE RATE FOR SEPTEMBER 2021	153.93	58431
259-000-733.000	COPY SUPPLIES			08/30/21-09/30/21 BASE CHARGE	60.44	58431
259-000-735.000	SOFTWARE PURCHASES			SEPTEMBER 21 - 6-ACTIVE USERS	150.00	58374
259-000-800.000	DUES AND FEES			SEPTEMBER 21 INVESTIGATION	37.50	58362
259-000-812.000	DUES AND FEES			STATE BAR DUES DAVID G HUFT (PT#736)	315.00	58420
259-000-812.000	DUES AND FEES			STATE BAR DUES - JARED C. HENRY (PT#9)	315.00	58420
259-000-812.000	DUES AND FEES			LICENSE RENEWAL FEE - JANE M. JOHNSON	315.00	58420
259-000-860.000	TRAVEL			TRAVEL REIMBURSEMENT	73.92	58373
259-000-860.000	TRAVEL			TRAVEL REIMBURSEMENT	36.96	58373
				Total For Dept 000 GENERAL	1,709.75	

INVOICE GL DISTRIBUTION REPORT FOR MANISTEE COUNTY  
 EXP CHECK RUN DATES 10/12/2021 - 11/01/2021  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

11/01/2021 11:00 AM  
 User: SAZIELINSKI  
 DB: Manistee

GL Number      Invoice Line Desc      Vendor      Invoice Description      Amount      Check #

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
<b>Fund 259 INDIGENT DEFENSE FUND</b>					
Total For Fund 259 INDIGENT DEFENSE FUND					
<b>Fund 260 HEALTH INSURANCE FUND</b>					
Dept 000 GENERAL	LIFE INSURANCE	MADISON NATIONAL LIFE IN	NOVEMBER 21 - LIFE INS/ADD & STD	353.67	58379
260-000-716.004	STD INSURANCE	MADISON NATIONAL LIFE IN	NOVEMBER 21 - LIFE INS/ADD & STD	5,911.91	58379
260-000-716.005	HEALTH INSURANCE PREMIUMS - BC/	BLUE CROSS BLUE SHIELD O	NOVEMBER 21 - 007016448710 0004	96,252.43	58342
260-000-717.001	HEALTH INSURANCE PREMIUMS - BC/	BLUE CROSS BLUE SHIELD O	NOVEMBER 21 - 007016448710 0004	11,710.05	58342
260-000-717.001	HEALTH INSURANCE PREMIUMS - BC/	BLUE CROSS BLUE SHIELD O	NOVEMBER 21 - 007016448710 0005	1,352.13	58342
260-000-717.001	HEALTH INSURANCE PREMIUMS - BC/	BLUE CROSS BLUE SHIELD O	NOVEMBER 21 - 007016448710 0006	12,685.99	58342
260-000-717.001	HEALTH INSURANCE PREMIUMS - BC/	BLUE CROSS BLUE SHIELD O	NOVEMBER 21 - 007016448710 0007	660.31	58342
260-000-717.001	HEALTH INSURANCE PREMIUMS - BC/	BLUE CROSS BLUE SHIELD O	NOVEMBER 21 - 007016448710 0008	2,696.39	58342
260-000-717.001	HEALTH INSURANCE PREMIUMS - BC/	SILVERSCRIPT	NOVEMBER 21 - RETIREE PRESCRIPTIONS	2,395.22	58418
260-000-717.004	LIFE INSURANCE PREMIUM	TGG SOLUTIONS	NOVEMBER 21 - LIFE INS. PREMIUM	310.50	58424
Total For Dept 000 GENERAL				134,328.60	
Total For Fund 260 HEALTH INSURANCE FUND				134,328.60	
<b>Fund 266 LAW ENFORCEMENT TRAINING FUND</b>					
Dept 000 GENERAL	TRAVEL	JACOB BIELSKI	TRAVEL REIMBURSEMENTS	315.36	59368
266-000-860.000				315.36	
Total For Dept 000 GENERAL				315.36	
Total For Fund 266 LAW ENFORCEMENT TRAINING FUND				315.36	
<b>Fund 269 LAW LIBRARY FUND</b>					
Dept 000 GENERAL	BOOK & PERIODICALS	RELX INC. DBA LEXISNEXIS	SEPTEMBER 2021 - LEXISNEXIS SUBSCRIPTI	572.00	58412
269-000-729.000	BOOK & PERIODICALS	RELX INC. DBA LEXISNEXIS	SEPTEMBER ONLINE CHARGES	284.00	58413
269-000-729.000	BOOK & PERIODICALS	THOMSON REUTERS - WEST	LIBRARY PLAN CHARGES OCTOBER 2021	632.33	58425
Total For Dept 000 GENERAL				1,468.33	
Total For Fund 269 LAW LIBRARY FUND				1,468.33	
<b>Fund 284 COMMUNITY CORRECTIONS - 511</b>					
Dept 000 GENERAL	CONTRACTED SERVICES	CATHOLIC HUMAN SERVICES.	SEPTEMBER 2021 - THINKING MATTERS GRO	350.00	59347
284-000-800.000				350.00	
Total For Dept 000 GENERAL				350.00	
Total For Fund 284 COMMUNITY CORRECTIONS - 511				350.00	
<b>Fund 292 CHILD CARE FUND</b>					
Dept 000 GENERAL	ANOTHER COUNTY INSTITUTIONAL CA	MIDLAND COUNTY JUVENILE	08/24/21-08/31/21 - INSTITUTIONAL CAR	1,240.00	58394
292-000-832.007	ANOTHER COUNTY INSTITUTIONAL CA	MIDLAND COUNTY JUVENILE	SEPTEMBER 2021 - INSTITUTIONAL CARE	4,650.00	58394
292-000-832.007	NON SCHEDULED PAYMENTS	BEHAVIOR HEALTH PARTNERS	PSYCHOLOGICAL EVALUATION	1,000.00	58339
292-000-840.000	NON SCHEDULED PAYMENTS	CATHOLIC HUMAN SERVICES,	SEPTEMBER 2021 - ASSESSMENTS MANISTE	180.00	58348
292-000-840.000	NON SCHEDULED PAYMENTS	FORENSIC FLUIDS LABORATO	LABORATORY TESTING ACCT# 13040508	800.00	58356
292-000-840.000	TRAVEL	MELISSA ANDERSEN	TRAVEL REIMBURSEMENTS	369.97	58389
Total For Dept 000 GENERAL				8,239.97	
Total For Fund 292 CHILD CARE FUND				8,239.97	
<b>Fund 293 SOLDIERS &amp; SAILORS RELIEF FUND</b>					
Dept 000 GENERAL					

INVOICE GL DISTRIBUTION REPORT FOR MANISTEE COUNTY  
 EXP CHECK RUN DATES 10/12/2021 - 11/01/2021  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

**A-8**

Amount Check #

GL Number Invoice Line Desc Vendor Invoice Description

Fund 293 SOLDIERS & SAILORS RELIEF FUND									
Dept 000 GENERAL									
293-000-995.003	MISC EXPENSE - CVSF GRANT	VERIZON WIRELESS	CVSF GRANT - CELLPHONES (OCT 21			96.58		58423	
		Total For Dept 000 GENERAL				96.58			
		Total For Fund 293 SOLDIERS & SAILORS RELIEF FUND				96.58			
Fund 295 AIRPORT AUTHORITY FUND									
Dept 000 GENERAL									
295-000-920.000	UTILITIES	DTE ENERGY	9100 282 2469 9 AIRPORT 10/2021			42.17		58351	
295-000-931.000	REPAIRS & MAINTENANCE	BLUE GLOBES, LLC	LAMPS, BOARD ASSEMBLY			2,938.86		58343	
295-000-931.000	REPAIRS & MAINTENANCE	GALAXY ELECTRIC	TRANSFORMERS FOR RUNWAY LIGHTING (12)			2,900.00		58358	
295-000-931.000	REPAIRS & MAINTENANCE	GALAXY ELECTRIC	TROUBLE SHOOT FUEL PUMP, 200 GATE CAR			1,946.26		58358	
295-000-931.000	MAN018 - REPAIRS & MAINTENANCE	GILL-ROYS HARDWARE	MAN018 - SUPPLIES AIRPORT			41.95		58359	
295-000-931.000	REPAIRS & MAINTENANCE	NORTHERN PUMP SERVICE, I	JET A TESTING & UST 100 LL PER LARA			1,275.00		58400	
295-000-931.000	REPAIRS & MAINTENANCE	SPARLING CORPORATION	FUEL FARM ANNUAL MAINTENANCE			2,456.85		58419	
295-000-931.000	REPAIRS & MAINTENANCE	WEST COAST FARM SERVICE	REPAIR PARTS			118.00		58429	
		Total For Dept 000 GENERAL				11,719.09			
		Total For Fund 295 AIRPORT AUTHORITY FUND				11,719.09			
Fund 369 BUILDING AUTHORITY DEBT FUND									
Dept 000 GENERAL									
369-000-995.000	INTEREST EXPENSE	HIGHPOINT COMMUNITY BANK	INTEREST EXPENSE			3,657.88		58363	
		Total For Dept 000 GENERAL				3,657.88			
		Total For Fund 369 BUILDING AUTHORITY DEBT FUND				3,657.88			

INVOICE GL DISTRIBUTION REPORT FOR MANISTEE COUNTY  
 EXP CHECK RUN DATES 10/12/2021 - 11/01/2021  
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BOTH OPEN AND PAID

**A-9**

Amount Check #

Vendor Invoice Description

Invoice Line Desc

GL Number

Fund	Description	Amount
Fund 101	GENERAL FUND	102,708.97
Fund 225	RECYCLING FUN	2,440.00
Fund 238	LAND BANK AUT	50.00
Fund 259	INDIGENT DEFE	1,709.75
Fund 260	HEALTH INSURA	134,328.60
Fund 266	LAW ENFORCEME	315.36
Fund 269	LAW LIBRARY F	1,468.33
Fund 284	COMMUNITY CCR	350.00
Fund 292	CHILD CARE FU	8,239.97
Fund 293	SOLDIERS & SA	96.58
Fund 295	AIRPORT AUTH	11,719.09
Fund 369	BUILDING AUTH	3,657.88

Fund Totals:

Total For All Funds: 267,084.53



MEMORANDUM

TO: Manistee County Board of Directors  
FROM: Julie Griffis, HR Generalist  
DATE: November 1, 2021  
RE: Unused Accumulated Vacation, Sick Time and Personal Day Payment

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Employee Name: Bruce Schimke  
Department: Maintenance Supervisor  
Employee #: 1571  
Hourly Rate: \$24.18  
Resignation Date: October 18, 2021

2021 Unused Vacation Hours:	1.00
2022 Earned Vacation Hours:	123.69
2021 Unused Accumulated Sick Hours:	0.00
2021 Unused Personal Day Hours:	19.00
2021 Unused Vacation Payment:	\$24.18
2022 Earned Vacation Payment:	\$2,990.82
2021 Unused Sick Time Payment:	\$0.00
2021 Unused Personal Day Payment:	\$459.42
Total Amount Due:	<u>\$3,474.42</u>

Payment to be made from the "Employee Separations" Account #298 000 701.001.

Approved for payment by the Manistee County Board of Commissioners  
on Tuesday, November 16, 2021.

---

Jeff Dontz, Manistee County Board Chairperson



MEMORANDUM

TO: Manistee County Board of Directors  
FROM: Julie Griffis, HR Generalist  
DATE: November 1, 2021  
RE: Unused Accumulated Vacation, Sick Time and Personal Day Payment

---

Employee Name: Julie Schmeling  
Department: Administrative Secretary  
Employee #: 1102  
Hourly Rate: \$17.97  
Resignation Date: October 22, 2021

2021 Unused Vacation Hours: 27.50  
2022 Earned Vacation Hours: 91.49  
2021 Unused Accumulated Sick Hours: 0.00  
2021 Unused Personal Day Hours: 30.50

2021 Unused Vacation Payment: \$494.18  
2022 Earned Vacation Payment: \$1,644.08  
2021 Unused Sick Time Payment: \$0.00  
2021 Unused Personal Day Payment: \$548.09

Total Amount Due: \$2,686.34

Payment to be made from the "Employee Separations" Account #298 000 701.001.

Approved for payment by the Manistee County Board of Commissioners  
on Tuesday, November 16, 2021.

---

Jeff Dontz, Manistee County Board Chairperson





MEMORANDUM

TO: Manistee County Board of Directors  
FROM: Julie Griffis, HR Generalist  
DATE: November 1, 2021  
RE: Unused Accumulated Vacation, Sick Time and Personal Day Payment

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Employee Name: Karen Roy  
Department: Sheriff Deputy  
Employee #: 1506  
Hourly Rate: \$23.69  
Resignation Date: October 7, 2021

2021 Unused Vacation Hours:	11.50
2022 Earned Vacation Hours:	66.13
2021 Unused Accumulated Sick Hours:	0.00
2021 Unused Personal Day Hours:	8.00

2021 Unused Vacation Payment:	\$272.44
2022 Earned Vacation Payment:	\$1,566.62
2021 Unused Sick Time Payment:	\$0.00
2021 Unused Personal Day Payment:	\$189.52
Shift Differential due to Employee	\$384.41
Cleaning allowance due to County	(\$92.47)

Total Amount Due: \$2,320.51

Payment to be made from the "Employee Separations" Account #298 000 701.001.

Approved for payment by the Manistee County Board of Commissioners  
on Tuesday, November 16, 2021.

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Jeff Dontz, Manistee County Board Chairperson