

*“Menominee – Where the best of Michigan Begins”*

## MENOMINEE COUNTY BOARD OF COMMISSIONERS

*Menominee County Courthouse  
839 10<sup>th</sup> Avenue  
Menominee, MI 49858  
www.menomineecounty.com*

*Jason Carviou – County Administrator  
Sherry DuPont – Administrative Assistant  
Telephone: (906) 863-7779 or 863-9648  
Fax: (906) 863-8839*

The Menominee County Board of Commissioners  
will meet on Wednesday ~ February 13, 2019 @ 6:00 p.m.  
Menominee County MSU-E, Conference Room  
S904 US Hwy 41, Stephenson, MI 49887  
906-753-2209

### AGENDA

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approval of the Agenda
- E. Approval of Previous Minutes
  - January 22, 2019 ~ Regular CB Meeting
- F. Public Comment *(Statements, not debate, limited to 5 minutes per person on agenda items only):*
- G. Presentations *(limited to twenty minutes):*
  - Sheriff Marks – State of the Sheriff’s Office Address
  - Menominee Co. Sheriff, Menominee Police Dept., MI State Police, & MI Department of Natural Resources - Prosecuting Attorney Staffing
- H. Department Head/Elected Officials Reports *(limited to ten minutes):*
  - Administrator’s Report
- I. Action Items
  - 1. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to appoint Thomas Philipps to the position of Menominee County Emergency Services Coordinator.
  - 2. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to approve Budget

Amendments #1 (1-14) for Budget Year 2018/2019 as recommended by the Finance Committee

3. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to approve Commissioner per diems and expenses as recently submitted.
4. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to approve miscellaneous bills paid on January 8 & 10, 2019 in the combined amount of \$72,825.12.
5. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to approve miscellaneous boards/committees/commission reports to be placed on file in the office of the County Clerk.

J. New Business (Discussion Only)

1. Personnel Items:
  - a. None
2. Building and Grounds/Park Items:
  - a. NONE
3. Miscellaneous Items:
  - a. RESOLUTION 2019-06 ~ Resolution To Require A Report From The Menominee County Prosecuting Attorney
  - b. RESOLUTION 2019-07 ~ Resolution To Adopt Monthly 9-1-1 Surcharge Within Menominee County
4. Finance Items:
  - a. Review Commissioner per diems and expenses
  - b. Miscellaneous bills paid on January 24, 2019 in the amount of \$132,933.81.

K. Misc. Boards/Committees/Commissions Reports

L. Public Comment (*limited to 5 minutes*)

M. Commissioner Comment

N. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to enter into closed session under section 8(h) of the Open Meetings Act, to consider materials exempt from discussion or disclosure by state or federal statute, pursuant to section 13(1)(g) of the Freedom of Information Act, which exempts from public disclosure information or records subject to the

January 22, 2019

UNAPPROVED

Proceedings of a Regular Meeting of the Board of Commissioners in and for the County of Menominee and the State of Michigan were held in Courtroom B, Courthouse, Menominee, Michigan.

Chairman Piche called the meeting to order at 6:00 P.M. followed by the Pledge of Allegiance.

A call of the roll indicated that the following Commissioners were present/absent:

**Present:** Commissioners: William Cech, Steven Gromala, Jan Hafeman, Larry Johnson Jr., Bernie Lang, Larry Phelps, Gerald Piche, David Prestin and Larry Schei.

**Absent:** None.

Moved by Com. Hafeman, seconded by Com. Schei to approve the agenda. Motion was approved 9-0.

Moved by Com. Hafeman, seconded by Com. Cech to approve the minutes from the January 8, 2019 Organizational Meeting and the January 8, 2019 Regular County Board Meeting. Motion was approved 9-0.

**Public Comment:** None.

**Presentations:** None.

**Department Head/Elected Officials Reports:**

- Jason Carviou, County Administrator – Gave Administrator's Report with updates and announcements. They have completed the interviews for the Emergency Services Coordinator position and will be bringing a candidate forward for Board appointment. He has posted the part time Veteran Services Officer position. Mead and Hunt has appointed members to their ALP Advisory Committee and they met on January 17, 2019. Also, Judge Mary Barglind was going to be here to address the Board regarding Resolution 2019-04, but was unable to make it because of the weather.

attorney-client privilege in connection with Merkel v. Menominee County litigation. (*Members entering into closed session:* \_\_\_\_\_ *Time :* \_\_\_\_\_)

- O. Moved by \_\_\_\_\_ supported by \_\_\_\_\_ to return to open session.
- P. Take action, if any, from closed session.
- Q. Adjourn

**Action Items:**

Moved by Com. Hafeman, seconded by Com. Prestin to approve a flat rate salary increase of \$1,427 each for the following elected officials for 2019: Clerk/Register of Deeds; Treasurer; Sheriff; and Prosecuting Attorney. And a flat rate of \$11 for the Drain Commissioner. Motion was approved by roll call vote 5-4. Com. Cech, Gromala, Lang and Phelps voted nay.

Elected Official	2018 (current)	Flat increase	2019 Salary
Clerk/ROD	60,095	1,427	61,522
Treasurer	57,094	1,427	58,521
Sheriff	67,626	1,427	69,053
Prosecuting Atty.	100,661	1,427	102,088
totals	285,476	5,708	291,184
Drain Comm.	537	11	548

Moved by Com. Gromala, seconded by Com. Hafeman to appoint Kenneth Kline as nominated from the Road Commission to represent Menominee County's citizen/transportation vacancy on the M.C. Planning Commission for a three year term (2.1.2019-1.31.2022). Motion was approved 9-0.

Moved by Com. Hafeman, seconded by Com. Prestin to appoint Deborah Smith to the Menominee County Fair Board for a three year term (2.1.19-1.31.2022). Motion was approved 9-0.

Moved by Com. Gromala, seconded by Com. Cech to approve a recommendation from the Airport Committee to approve a sub-lease from Garry Anderson to Scot Meinke in Hangar #31 at the Menominee Regional Airport. Motion was approved by roll call vote 8-1. Com. Hafeman voted nay.

Moved by Com. Gromala, seconded by Com. Johnson Jr. to approve a recommendation from the Airport Committee to approve a sub-lease from Mark Burbey to Everett Anderson in Hangar #8 at the Menominee Regional Airport. Motion was approved 9-0.

Moved by Com. Gromala, seconded by Com. Cech to approve a recommendation from the Airport Committee to approve a sub-lease from Merlin Zelm to William Kuntze in Hangar #14D at the Menominee Regional Airport. Motion was approved 9-0.

Moved by Com. Gromala, seconded by Com. Prestin to approve a recommendation from the Airport Committee to approve a sub-lease from the Eagles Flying Club of Menominee, Inc. to Justin Brown in Hangar #16 at the Menominee Regional Airport. Motion was approved 9-0.

Moved by Com. Cech, seconded by Com. Hafeman to approve a recommendation from the Airport Committee to approve the Menominee Regional Airport Committee By-Laws, Rules and Charter. Discussion ensued regarding the wording.

Moved by Com. Hafeman, seconded by Com. Gromala to amend the previous motion by changing the wording in the Menominee Regional Airport Committee By-Laws, Rules and Charter, Article III (C). The first line will read "Candidates for these offices shall be nominated from the floor at the first Menominee Regional Airport Committee meeting of the year". Motion was approved 9-0.

The amended motion was approved by roll call vote 9-0.

Moved by Com. Gromala, seconded by Com. Lang to approve a recommendation from the Airport Committee to approve the tentative Airport Committee Meeting Schedule for 2019. Motion was approved 9-0.

Moved by Com. Hafeman, seconded by Com. Gromala to approve Commissioner per diems and expenses as recently submitted. Motion was approved 9-0.

### **New Business (discussion only)**

#### **Personnel Items:**

- a. None

#### **Building and Grounds/Parks Items:**

- a. HVAC Control quote. – Administrator Carviou explained that we have budgeted the HVAC Control project for this year. We are currently having issues with the updates not properly loading due to the age of the systems and new software. The quote is for \$6,754.00. The consensus of the board is to move this item forward at this meeting.

Moved by Com. Cech, seconded by Com. Hafeman to make the approval of the HVAC Control quote an action item at this meeting. Motion was approved by roll call vote 9-0.

Moved by Com. Hafeman, seconded by Com. Cech to approve the quote from Energy Control & Design Inc. in the amount of \$6,754.00 for the HVAC Control upgrade. Motion was approved by roll call vote 9-0.

#### **Miscellaneous Items:**

- a. Airport Advisory Committee. – Administrator Carviou explained that the airport committee has voiced that they would like to expand the number of members on the committee. This is an overview of possible changes to the committee structure. If approved, the airport bylaws will need to be amended to accommodate these changes. Lengthy discussion ensued over if the two additional members should only be selected from Menominee County residents or if Marinette County and other residents should be included. Discussion also ensued regarding voting rights of any additional members. The consensus of the board is to send this item back to the Menominee Regional Airport Committee for further discussion.
- b. Economic Development Committee. – Administrator Carviou explained that this is a committee he would like to create. He feels that this is a very important committee to add to the county. This committee would consist of three County Commissioners, the County Administrator, the County Treasurer and the Executive Director of the Menominee Business Development Corporation. The consensus of the board is to refer this item to the Executive Committee for further discussion.

- c. Resolution 2019-04 ~ Resolution In Support of Retaining the 95A District Court Judicial Position. – Administrator Carviou explained that the Circuit Court would like to retain our 95A District Court Judicial position within Menominee County. The board is being presented with a resolution in support of this. The consensus of the board is to move this item forward as an action item at this meeting.

Moved by Com. Hafeman, seconded by Com. Cech to make the approval of Resolution 2019-04 ~ Resolution In Support of Retaining the 95A District Court Judicial Position an action item at this meeting. Motion was approved by roll call vote 9-0.

Moved by Com. Hafeman, seconded by Com. Prestin to approve Resolution 2019-04 ~ Resolution In Support of Retaining the 95A District Court Judicial Position. Motion was approved by roll call vote 9-0. (ATTACHMENT A)

- d. Resolution 2019-05 ~ Resolution In Support of the #MyMarinetteMenominee Campaign. – Administrator Carviou explained that Commissioner Phelps would like to see the Menominee County Board approve this resolution. Keith Killen and Kim Brooks discussed with the board the Small Business Revolution, a program created by the Deluxe Corporation in 2015. They also discussed the benefits this will have for Marinette and Menominee. The consensus of the board is to move this item forward as an action item at this meeting.

Moved by Com. Prestin, seconded by Com. Johnson Jr. to make the approval of Resolution 2019-05 ~ Resolution In Support of the #MyMarinetteMenominee Campaign an action item at this meeting. Motion was approved by roll call vote 9-0.

Moved by Com. Hafeman, seconded by Com. Prestin to approve Resolution 2019-05 ~ Resolution In Support of the #MyMarinetteMenominee Campaign. Motion was approved by roll call vote 9-0. (ATTACHMENT B)

**Finance Items:**

- a. Commissioner Per Diems and Expenses. – The consensus of the board is to move this item forward to the next meeting for approval.
- b. Miscellaneous bills paid on January 8 & 10, 2019 in the combined amount of \$72,825.12. - The consensus of the board is to move this item forward to the next meeting for approval.

**Misc. Boards/Committees/Commissions Reports:**

The consensus of the board is to move this item forward for approval at the next meeting.

**Public Comment:**

- Keith Killen thanked the board for passing Resolution 2019-05.

**Commissioner Comment:**

- Com. Gromala – Commented on the County Prosecuting Attorney’s Office and the lack of getting the Animal Control Ordinance finished.
- Com. Phelps – Thanked Keith Killen and Kim Brooks for their presentation.
- Com. Hafeman – Thanked Keith Killen and Kim Brooks for their presentation.
- Com. Piche – Commented that he would like to wish Com. Lang’s wife Libby support and on the road to a speedy recovery.

Moved by Com. Hafeman, seconded by Com. Cech to enter into closed session under section 8(h) of the Open Meetings Act, to consider materials exempt from discussion or disclosure by state or federal statute, pursuant to section 13(1)(g) of the Freedom of Information Act, which exempts from public disclosure information or records subject to the attorney-client privilege in connection with Merkel v. Menominee County litigation. Members entering into closed session will be all nine Commissioners, Administrator Carviou, County Clerk Kleiman and Administrative Assistant DuPont. Motion was approved by roll call vote 9-0 at 7:45 p.m.

County Board returned to open session at 8:43 p.m.

Moved by Com. Hafeman, seconded by Com. Schei to adjourn at 8:45 p.m. Motion was approved 9-0.

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Gerald Piche, Chairman

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Marc Kleiman, County Clerk

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Appointment of Emergency Services Coordinator/Director</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>No</b>
<b>SUMMARY:</b>	
<p>Administration, the current emergency services director and the Chairman of the board interviewed candidates for the Full time emergency services position. The final decision came down to Thomas Philipps. Administration asks the board to appoint the selected candidate, Per ACT 390 of 1976.</p>	
<b>RECOMMENDED MOTION</b>	
<p>To appoint Thomas Philipps as the Full Time Menominee County Emergency Services Director.</p>	

Submitted by: Jason Carviou

02/05/2019

Date

### WORKSHOP ACTION

<input type="checkbox"/>	<b>Forwarded to County Board for Approval as Recommended</b>
<input type="checkbox"/>	<b>Reviewed with no motion to carry forward</b>
<input type="checkbox"/>	<b>Continue after additional review/research is obtained</b>
<input type="checkbox"/>	<b>Recommended with the following change(s):</b>

### COUNTY BOARD ACTION

**DATE:**

<input type="checkbox"/>	<b>Approved</b>
<input type="checkbox"/>	<b>Disapproved</b>
<input type="checkbox"/>	<b>Approved with the following change(s):</b>

programs and public information programs.

(e) Make surveys of industries, resources, and facilities within this state, both public and private, necessary to carry out the purposes of this act.

(f) Prepare, for issuance by the governor, executive orders, proclamations, and regulations as necessary or appropriate in coping with disasters and emergencies.

(g) Provide for 1 or more state emergency operations centers to provide for the coordination of emergency response and disaster recovery in this state.

(h) Provide for the coordination and cooperation of state agencies and departments with federal and local government agencies and departments in emergency management activities.

(i) Cooperate with the federal government and any public or private agency or entity in achieving any purpose of this act and in implementing programs for disaster mitigation, preparation, response, and recovery.

(j) Propose and administer statewide mutual aid compacts and agreements.

(k) Do other activities necessary, incidental, or appropriate for the implementation of this act.

(5) For purposes of this section, the judicial branch of this state is considered a department of state government.

(6) As used in this section, "division" means the emergency management division of the department.

**History:** Add. 1990, Act 50, Imd. Eff. Apr. 6, 1990;—Am. 2002, Act 132, Eff. May 1, 2002.

### **30.408 Emergency management coordinator; employment or appointment; duties; annexes to emergency management plan; cooperation of state agencies.**

Sec. 8. (1) The director of each department of state government, and those agencies of state government required by the Michigan emergency management plan to provide an annex to that plan, shall serve as emergency management coordinator for their respective departments or agencies. Each director may appoint or employ a designated representative as emergency management coordinator, provided that the representative shall act for and at the direction of that director while functioning in the capacity of emergency management coordinator upon the activation of the state emergency operations center, or the declaration of a state of disaster or emergency. Each department or agency emergency management coordinator shall act as liaison between his or her department or agency and the emergency management division of the department in all matters of emergency management, including the activation of the Michigan emergency management plan. Each department or agency of state government specified in the Michigan emergency management plan shall prepare and continuously update an annex to the plan providing for the delivery of emergency management activities by that agency or the department. The annexes shall be in a form prescribed by the director. The emergency management coordinator shall represent the agency or department head in the drafting and updating of the respective agency's or the department's emergency management annex and in coordinating the agency's or department's emergency management efforts with those of the other state agencies as well as with county and municipal governments.

(2) Upon the declaration of a state of disaster or a state of emergency by the governor, each state agency shall cooperate to the fullest possible extent with the director in the performance of the services that it is suited to perform, and as described in the Michigan emergency management plan, in the prevention, mitigation, response to, or recovery from the disaster or emergency. For purposes of this section, the judicial branch of this state is considered a department of state government and the chief justice of the Michigan supreme court is considered the director of that department.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976;—Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990;—Am. 2002, Act 132, Eff. May 1, 2002

### **30.409 Emergency management coordinator; appointment; duties; eligibility.**

Sec. 9. (1) The county board of commissioners of each county shall appoint an emergency management coordinator. In the absence of an appointed person, the emergency management coordinator shall be the chairperson of the county board of commissioners. The emergency management coordinator shall act for, and at the direction of, the chairperson of the county board of commissioners in the coordination of all matters pertaining to emergency management in the county, including mitigation, preparedness, response, and recovery. In counties with an elected county executive, the county emergency management coordinator may act for and at the direction of the county executive. Pursuant to a resolution adopted by a county, the county boards of commissioners of not more than 3 adjoining counties may agree upon and appoint a coordinator to act for the multicounty area.

(2) A municipality with a population of 25,000 or more shall either appoint a municipal emergency management coordinator or appoint the coordinator of the county as the municipal emergency management coordinator pursuant to subsection (7). In the absence of an appointed person, the emergency management

W5971 G08 Road, Wallace, MI 49893•(906)374-0953•twphilipps@hotmail.com

## Thomas Philipps

December 28, 2018

Jason Carivou  
Menominee County Administrator  
839 10<sup>th</sup> Avenue  
Menominee MI 49858

Dear Jason,

I have the ability to coordinate and organize emergence management plans, implement training procedures and to provide direction to emergency responders, and the community, and to help keep operations running smoothly during emergencies. I also have the ability to create budget proposals and help prepare and distribute disaster material that will help educate the community, so the residents can take steps to be prepared in case of a disaster.

I have strong communication skills with the ability to relay information in a clear and concise manner when giving speeches and presentations to increase awareness. I also have the ability to identify hazards, monitor the situation during emergencies to look for changes and the ability to write detailed status reports.

I can stay calm and focused during emergencies, respond quickly and have the ability to make good, sound decisions. I also stay abreast on all the state and federal regulations associated with emergency plans and have the ability to keep all materials and procedures updated to meet these guidelines.

Please review my resume for a detailed look at my education and experience relevant to this position. I welcome the opportunity to serve Menominee County in this position and would like to meet with you in person to discuss this.

I look forward to hearing from you in the near future so that we can discuss my qualifications.

Sincerely,

Thomas Philipps

# Thomas Philipps

## Objective

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Obtain an Emergency Services Coordinator position with Menominee County to apply skills in communication, organization, multi-agency coordination.

## Professional Accomplishments

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### Grant Writing Success

- FEMA Fire Act Grant
- Michigan DNR Grants
- USDA Rural Development Grant

### Organizational and Professional Skills

- Budget preparation and presentation
- Committee Organization, participation, and leadership

## Employment and Volunteer History

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May 1980-Present	Owner/Manager/Employee	Wallace Building & Supply
1982 - Present	Firefighter	Mellen Township Fire Department
1990-2015	Fire Chief	Mellen Township Fire Department
1995 - Present	Medical First Responder	Mid County Rescue Squad
2016 - Present	Township Supervisor	Mellen Township
2016-Present	Board Member	Menominee Co Building & Grounds Committee
1992-Present	Secretary/Treasurer	Menominee County Fire Chief's Association
1997-Present	Instructor	MI Office of Firefighter Training Council
2010-Present	Training Coordinator Delta, Dickinson, Menominee Counties	State of Michigan

## Education and Certifications

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May 1982	High School Diploma	March 30, 2008	NIMS ICS
June 15, 1981	Emergency Vehicle Training	March 22, 2009	Company Officer
January 7, 1991	Firefighter I	September 11, 2012	Courage to be Safe
March 31, 1993	Firefighter II	March 24, 2013	Fire Instructor I
April 20, 1997	Education Methodology	September 17, 2014	Incident Safety Officer
July 1, 2001	ICS Incident Command System	June 17, 2015	Advanced Vehicle Stabilization
June 10, 2001	Vehicle Extrication	March 12, 2017	Health and Safety Officer
April 30, 2002	HazMat Operations	April 19, 2017	Leadership III
April 22, 2003	Fire Officer I	January 7, 2017	Reading Smoke and Tactics
June 26, 2006	Fire Officer II		

## References

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References are available on request.

# MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>2018/19 Budget Amendments #1 (1-14)</b>
<b>DEPARTMENT:</b>	<b>Administration/Finance</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
<p>The Finance Committee met on Jan. 25, 2019 to discuss changes within the budget. They have recommended to the full board to approve the budget amendments #1 (1-14).</p>	
<b>RECOMMENDED MOTION</b>	
<p>To approve Budget amendments #1 (1-14) as recommended from the Finance Committee in the table below.</p>	

Submitted by: Jason Carviou

02/05/2019

Date

### WORKSHOP ACTION

	<b>Forwarded to County Board for Approval as Recommended</b>
	<b>Reviewed with no motion to carry forward</b>
	<b>Continue after additional review/research is obtained</b>
	<b>Recommended with the following change(s):</b>

### COUNTY BOARD ACTION

**DATE:**

	<b>Approved</b>
	<b>Disapproved</b>
	<b>Approved with the following change(s):</b>

## Budget Amendment Summary 2018-19

### Budget Amendment #1

Number	Date	Description	Amount	Account
1	10/23/2018	Tree Stump Removal at Shakey From Park's Fund Balance	\$ 3,151.00	208-751-970.00
			\$ (3,151.00)	208-000-390.00
2	10/15/2018	Due to doing the full 2017/18 GF appropriation to 911 - per Jason Carviou, change the appropriation amount for the 2018/19 BY and add an entry to take the same amount out of the 911 designated fund balance.	\$ (281,000.00)	101-999-999.15
			\$ (281,000.00)	266-000-699.03
			\$ 281,000.00	266-000-999.02
3	11/14/2018	Hannahville Grant received for EMS. Night Lock Safety Security Project	\$ 5,000.00	101-000-441.04
			\$ 5,000.00	101-426-934.02
4	11/14/2018	Hannahville Grant received for 911 Infrastructure	\$ 20,000.00	266-000-441.00
			\$ 20,000.00	266-325-728.02
5	11/13/2018	2% Hannahville Grant received for Water Rescue Portable Radios, New Tahoe, Laptop for Remote Fingerprinting	\$ 2,975.00	101-000-441.02
			\$ 2,975.00	101-301-934.00
			\$ 12,000.00	205-000-441.00
			\$ 12,000.00	205-315-934.03
			\$ 2,597.00	101-000-441.02
			\$ 2,597.00	101-301-934.03
6	11/14/2018	MIDC Accounts approved by State Grant	\$ 10,978.89	260-266-706.00
			\$ 2.60	260-266-713.00
			\$ 680.69	260-266-715.00
			\$ 159.19	260-266-715.01
			\$ 5,000.00	260-266-718.01
			\$ (10,400.00)	260-266-801.01
			\$ (15,600.00)	260-266-801.02
			\$ 9,884.72	260-266-801.03
			\$ 4,500.00	260-266-801.05
			\$ (5,206.09)	260-266-830.00
7	12/10/2018	Hannahville Grant Receipt for Annex Safety Upgrade	\$ 5,000.00	101-000-441.01
			\$ 5,000.00	101-172-934.03
8	11/26/2018	Medical marijuana Grant no longer available to county law enforcement offices.	\$ (7,300.00)	286-000-539.00
			\$ (6,639.00)	286-301-706.00
			\$ (461.00)	286-301-715.00
			\$ (200.00)	286-301-715.01
9	12/3/2018	Purchase Electronic Export Programming from BS&A (1/2 paid by ROD & 1/2 paid for by PA123)	\$ 3,000.00	517-252-801.00
10	12/14/2018	Sale of 2 Squads - Proceeds to be used in equipping new vehicles	\$ 4,392.00	205-000-673.00
			\$ 4,392.00	205-315-934.02
11	1/1/2019	Insurance Opt Out instead of taking Health Insurance (Admin)	\$ 3,600.00	101-172-712.00
			\$ 201.00	101-172-715.00
			\$ 47.00	101-172-715.01
12	1/1/2019	Bookmobile Garage Expansion - From Fund Balance	\$ 4,975.00	271-790-970.00
13	1/1/2019	Circuit Court Show Cause & Appellate Legal Fees	\$ 12,000.00	101-131-807.00
			\$ 5,000.00	101-131-807.01
14	1/23/2019	Purchase of Two Ovens for Jail Kitchen From Inmate Canteen Fund	\$ 4,530.23	280-362-755.00

# MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Commissioner Per Diems &amp; Expenses</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
Commissioner per diems & expenses as recently submitted for payment	
<b>RECOMMENDED MOTION</b>	
Motion to approve Commissioner per diems and expenses as recently submitted.	

Submitted by: Jason Carviou

02/05/2019  
Date

**WORKSHOP ACTION**

	<b>Forwarded to County Board for Approval as Recommended</b>
	<b>Reviewed with no motion to carry forward</b>
	<b>Continue after additional review/research is obtained</b>
	<b>Recommended with the following change(s):</b>

**COUNTY BOARD ACTION**

**DATE:**

	<b>Approved</b>
	<b>Disapproved</b>
	<b>Approved with the following change(s):</b>

**MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER**

Mileage: .545 cents/mile ~ effective 01 January 2018

\*Meals            Breakfast - \$9.00  
                     Lunch - \$11.00  
                     Dinner - \$20.00

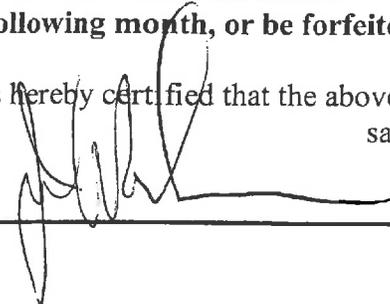
\*must attach receipt for reimbursement  
\*meals provided by conferences will NOT be reimbursed

Name: John R. Nelson ~ District 9

Date	Meeting Place	# of miles	X .545/mile	Total Cost	Account Number
12/11/18	STEPHENSON	52	54.5	28.34	101-101-860.11
12/26/18	"	52	"	28.34	101-101-860.11
					101-101-860.11
					101-101-860.11
					101-101-860.11
					101-101-860.11
					101-101-860.11
					101-101-860.11
					101-101-860.11
					101-101-860.11
		104	Total Mileage		56.68
				Total Mileage Fee	56.68

Expenses shall be submitted to the County Administrator's office by the last day of the following month, or be forfeited. Send to: 839 10<sup>th</sup> Ave., Menominee, MI 49858

It is hereby certified that the above account is true and correct and that no part of the same has been paid.

  
\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date





# MENOMINEE COUNTY BOARD OF COMMISSIONERS REIMBURSEMENT VOUCHER

JAN 03 2019

*[Handwritten Signature]*

Mileage: \$.545/mile – effective 01 January 2018

\*Meals: Breakfast - \$ 9.00

Lunch - \$11.00 Dinner \$20.00

\*must attach receipt for reimbursement

\*meals provided by conference will NOT be reimbursed

Name: **Jan Hafeman ~ District 8**

	Meeting Place	# of miles	X .545/mile	Total Cost	Account Number
12/11/18	Co. Bd. Meeting-Annex	34		18.53	101-101-860.10
12/13/18	Northpointe	----			101-101-860.10
12/14/18	UPCAP	----			101-101-860.10
12/20/18	Board of Health-Pinecrest	14		7.63	101-101-860.10
12/20/18	Pinecrest-Casino	30		16.35	101-101-860.10
12/26/18	Co.Bd. Meeting-Annex	34		18.53	101-101-860.10
					101-101-860.10
					101-101-860.10
					101-101-860.10
		112	<b>Total Mileage</b>	61.04	
<b>Total Mileage Fee</b>					<b>61.04</b>

**Expenses shall be submitted to County Administrator's office by the last day of  
The following month, or be forfeited. Send to: 839 10<sup>th</sup> Ave., Menominee, MI 49858**

It is hereby certified that the above account is true and correct and that no part of the  
same has been paid.

*Jan Hafeman*  
\_\_\_\_\_  
Signed

1/8/19

Date

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Miscellaneous Bills</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
Miscellaneous bills paid on January 8 & 10, 2019 in the combined amount of \$72,825.12	
<b>RECOMMENDED MOTION:</b>	
Motion to approve miscellaneous bills as paid on January 8 & 10, 2019 in the combined amount of \$72,825.12	

Submitted by: Jason Carviou

02/05/2019  
Date

### WORKSHOP ACTION

	<b>Forwarded to County Board for Approval as Recommended</b>
	<b>Reviewed with no motion to carry forward</b>
	<b>Continue after additional review/research is obtained</b>
	<b>Recommended with the following change(s):</b>

### COUNTY BOARD ACTION

**DATE:**

	<b>Approved</b>
	<b>Disapproved</b>
	<b>Approved with the following change(s):</b>

## Miscellaneous Bills Account Number List

### General Fund Expenditures

101-101 Board of Commissioners  
101-103 Other Legislative  
101-131 Circuit/Family Court  
101-132 Family Court  
101-136 District Court  
101-141 Friend of Court  
101-148 Probate Court  
101-150 Jury Commission  
101-172 County Administrator  
101-192 Board of Canvassers  
101-211 Legal  
101-215 County Clerk  
101-253 County Treasurer  
101-257 Equalization  
101-261 MSU Extension  
101-262 Elections  
101-265 Buildings & Grounds  
101-267 Prosecuting Attorney  
101-268 Register of Deeds  
101-275 Drain Commissioner  
101-301 Sheriff Department  
101-331 Marine Law  
101-332 Snowmobile Law  
101-334 Off-Road Recreational Vehicle  
101-335 ATV Education  
101-401 Planning Commission  
101-402 Brownfield Authority  
101-426 Emergency Management  
101-526 Waste Management  
101-601 Health & Welfare  
101-648 Medical Examiner  
101-681 Vets Burial & Relief  
101-682 Veterans Affairs  
101-728 Economic Development  
101-997 Appropriations  
101-999 Operating Transfers

### Special Revenue Funds

205 Road Patrol  
206 Sheriff Work Van  
208 County Parks  
215 Friend of Court  
216 Airport  
220 Park Improvements  
243 Remonumentation  
249 Building Code  
256 ROD - Automation Fund  
260 MI Indigent Defense Counsel (MIDC)  
263 Pistol Licensing  
264 Local Corrections Officers Training  
265 Drug Law Enforcement Forfeiture  
266 E911  
269 Law Library  
271 County Library  
274 MSHDA- County  
277 LEPC  
280 Inmate Canteen fund  
281 K-9  
282 Justice Training (PA302)  
285 Senior Citizens  
286 Medical Marijuana Grant  
289 SOM Salvage Vehicle Title Inspections  
292 Child Care/Special Child care funds  
296 Juvenile Diversion-Teen Court/Beautification  
401 3-Way Road  
516 DTRF-Delinquent Tax Revolving Fund  
517 DTRF-PA 123 Foreclosure

INVOICE REGISTER REPORT FOR MENOMINEE COUNTY  
 POST DATES 01/08/2019 - 01/08/2019  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
 VENDOR CODE: 08177

01/08/2019

CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

Inv Num Inv Ref#	Vendor Address GL Distribution	Inv Date Description	Due Date	Inv Amt Entered By	Amt Due	Status	Unlized Post Date
62478	Sam's Club MC/SYNCR P.O. Box 960016 Orlando, FL 32896-0016	01/02/2019 Inmate Supplies	01/08/2019	934.51 jessicaw	934.51	Open	N 01/08/2019
	101-301-727.00	OFFICE SUPPLIES		45.99			
	101-301-755.00	OTHER OPERATING SUPPLIES		475.30			
	101-301-770.00	PRISONERS BOARD		346.72			
	701-000-276.00	RECEIPTS REFUNDABLE		66.50			
# of Invoices:	1	Totals:		934.51	934.51		
# of Credit Memos:	0	Totals:		0.00	0.00		
Net of Invoices and Credit Memos:				934.51	934.51		

--- TOTALS BY GL DISTRIBUTION ---

101-301-727.00  
 101-301-755.00  
 101-301-770.00  
 701-000-276.00

--- TOTALS BY FUND ---

101 - GENERAL FUND  
 701 - TRUST AND AGENCY  
 900 - NOCE  
 301 - SHERIFF DEPARTMENT

--- TOTALS BY DEPT/ACTIVITY ---

868.01  
 66.50  
 66.50  
 868.01

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	CHIEF FISCAL OFFICER MENOMINEE COUNTY MICHIGAN	AMOUNT
VENDOR NAME: ABILITA					
181217	Consultation for Phone System Upgrade	101-103-970.19	450.00		450.00
TOTAL VENDOR ABILITA					450.00
VENDOR NAME: ADVANCE AUTO PARTS					
2825-400779	Building & Grounds - Vehicle Maintenance	101-265-981.00	124.83		124.83
TOTAL VENDOR ADVANCE AUTO PARTS					124.83
VENDOR NAME: ALGER-DELTA COOPERATIVE ASSOCI					
383101	Bass Lakes Camp Sites	208-751-920.01	29.22		29.22
1614900	Bath House	208-751-920.01	29.22		29.22
367100	N8390 Beach House	208-751-920.01	29.22		29.22
367200	Northwest Campsites	208-751-920.01	29.22		29.22
369802	W8449 Co Rd G12 Campsites	208-751-920.01	29.22		29.22
370500	Shakey Lakes Office/Shops	208-751-920.01	187.01		187.01
379700	Storage Shed	208-751-920.01	85.67		85.67
380300	Shower Bldg	208-751-920.01	29.22		29.22
383301	Shakey Lakes Park/Cattle	208-751-920.01	29.22		29.22
1503500	N8380 Co Pk Rd 20.5	208-751-920.01	52.74		52.74
383001	Shakey Lakes Pk/Horse	208-751-920.01	29.22		29.22
383200	N8380 Co Park Rd 20.5	208-751-920.01	29.22		29.22
TOTAL VENDOR ALGER-DELTA COOPERATIVE ASSOCI					588.40
VENDOR NAME: APCO INTERNATIONAL					
574208	911 Training	266-325-881.01	439.00		439.00
TOTAL VENDOR APCO INTERNATIONAL					439.00
VENDOR NAME: AT&T - CAROL STREAM, IL					
906753458201	Telephone Services	208-751-850.00	50.72		50.72
906753220901	Telephone Services	101-103-850.00	222.33		222.33
906863444112	Telephone Services	101-103-850.00	571.76		571.76
906863470512	Telephone Services	101-103-850.00	95.87		95.87
906863202312	Telephone Services	101-103-850.00	433.37		433.37
906863661412	Telephone Services	266-325-850.00	289.07		289.07
TOTAL VENDOR AT&T - CAROL STREAM, IL					1,663.12
VENDOR NAME: AUTO OWNERS INSURANCE					
015475561	Airport Liability Insurance (2001 Dodge Caravan)	216-585-831.00	703.89		703.89
TOTAL VENDOR AUTO OWNERS INSURANCE					703.89
VENDOR NAME: AUTOMOTIVE SUPPLY CO.					
080439617	Airport Supplies	216-585-981.00	15.94		15.94
080439055	Airport Supplies	216-585-981.00	19.10		19.10
TOTAL VENDOR AUTOMOTIVE SUPPLY CO.					35.04
VENDOR NAME: BIG O'S LUBE AND SERVICE, INC.					
1946	Vehicle Maintenance - 17 Ford Intercept	205-315-934.02	230.00		230.00
TOTAL VENDOR BIG O'S LUBE AND SERVICE, INC.					230.00
VENDOR NAME: BLUE360 MEDIA					
INV-37723	Michigan Penal Code Handbook (RP)	205-315-727.00	125.86		125.86
TOTAL VENDOR BLUE360 MEDIA					125.86
VENDOR NAME: BLUETARP FINANCIAL, INC.					
E97731	Inmate Supplies	101-301-770.00	7.99		7.99
1622193083	Building & Ground Supplies	101-265-755.00	18.08		18.08
TOTAL VENDOR BLUETARP FINANCIAL, INC.					26.07
VENDOR NAME: BRAZEAU, DAWN					
Transcripts	People v Ryan Allen Brilinski (x3 cases)	101-267-806.00	375.15		375.15
TOTAL VENDOR BRAZEAU, DAWN					375.15
VENDOR NAME: BRUNELLE, JENNIFER					
December 2018	Crisis Intervention	292-668-801.00	595.00		595.00
TOTAL VENDOR BRUNELLE, JENNIFER					595.00
VENDOR NAME: BURNHAM & FLOWER OF MICHIGAN					
8648	Renewal of Surety Bond	101-253-830.00	1,071.00		1,071.00

APPROVED

CHEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: BURNHAM & FLOWER OF MICHIGAN				
TOTAL VENDOR BURNHAM & FLOWER OF MICHIGAN				1,071.00
VENDOR NAME: CARVIOU, JASON				
Reimbursement	Mileage - December 2018	101-172-860.00	43.60	43.60
TOTAL VENDOR CARVIOU, JASON				43.60
VENDOR NAME: CECH, WILLIAM				
Reimbursement	Mileage - December 2018	101-101-860.00	77.94	77.94
TOTAL VENDOR CECH, WILLIAM				77.94
VENDOR NAME: CEDAR RIVER PLAZA				
MECO12/31	Gasoline Charges - Road Patrol	205-315-742.00	58.63	58.63
TOTAL VENDOR CEDAR RIVER PLAZA				58.63
VENDOR NAME: CITY OF MENOMINEE				
#Rent-1006	December 2018 Rent	266-325-976.00	351.67	351.67
20101017	1004 Ninth Street	101-265-920.00	126.32	126.32
20102038	Court House	101-265-920.00	4,176.92	4,176.92
90103011	Court House	101-265-920.00	31.36	31.36
801010700	Airport Terminal (Water/Sewer)	216-585-920.01	45.07	45.07
		216-585-920.02	52.21	52.21
80101069	Airport Terminal (Water/Sewer)	216-585-920.01	45.07	45.07
		216-585-920.02	52.21	52.21
80101198	Airport (Water/Sewer)	216-585-920.01	40.57	40.57
		216-585-920.02	47.15	47.15
90103028	Airport	216-585-920.01	2.08	2.08
TOTAL VENDOR CITY OF MENOMINEE				4,970.63
VENDOR NAME: CITY OF STEPHENSON				
709	Annex - Water/Electric/Sewer	101-261-920.01	20.06	20.06
		101-261-920.02	34.20	34.20
		101-261-920.03	168.80	168.80
TOTAL VENDOR CITY OF STEPHENSON				223.06
VENDOR NAME: CLOVERLAND PAPER CO				
118727	Courthouse - Janitorial Supplies	101-265-755.01	96.65	96.65
118706	Library Supplies	101-265-755.01	92.91	92.91
118707	Courthouse - Janitorial Supplies	101-265-755.01	249.57	249.57
118660	Janitorial Supplies (Library)	101-265-755.01	30.37	30.37
118661	Janitorial Supplies (Annex)	101-265-755.01	76.68	76.68
118759	Janitorial Supplies - Courthouse	101-265-755.01	153.41	153.41
118757	Janitorial Supplies - Library	101-265-755.01	32.11	32.11
TOTAL VENDOR CLOVERLAND PAPER CO				731.70
VENDOR NAME: COOPER OFFICE EQUIPMENT				
162434	Contract # 2740-01	101-136-931.00	254.94	254.94
TOTAL VENDOR COOPER OFFICE EQUIPMENT				254.94
VENDOR NAME: DAVIS, MEL				
11/9/18	Peer Group Per Diem	243-246-710.00	90.00	90.00
12/21/18	Peer Group Per Diem	243-246-710.00	90.00	90.00
TOTAL VENDOR DAVIS, MEL				180.00
VENDOR NAME: DEKETO, LLC				
DK 12-18	December 2018 Documents (x319)	256-277-857.00	750.00	750.00
TOTAL VENDOR DEKETO, LLC				750.00
VENDOR NAME: DELTA COLLEGE				
3971370	Recertification Trng (S. Christiansen)	101-301-881.00	330.00	330.00

APPROVED

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: DELTA COLLEGE				
TOTAL VENDOR DELTA COLLEGE				
				330.00
VENDOR NAME: DELTA COUNTY				
19-0016928	Vehicle Reimbursement	249-371-801.00	901.08	901.08
19-0016927	Building Code Services	249-371-801.00	5,083.00	5,083.00
TOTAL VENDOR DELTA COUNTY				
				5,984.08
VENDOR NAME: DTE ENERGY				
910020910998	Annex	101-261-920.04	185.13	185.13
TOTAL VENDOR DTE ENERGY				
				185.13
VENDOR NAME: EAGLEHERALD PUBLISHING, LLC				
1406	Advertising (December 2018)	101-101-901.00	180.26	180.26
TOTAL VENDOR EAGLEHERALD PUBLISHING, LLC				
				180.26
VENDOR NAME: FRIENDS OFC PROD WHSE DIRECT				
04262	FOC - Office Supplies	101-141-727.00	26.37	26.37
TOTAL VENDOR FRIENDS OFC PROD WHSE DIRECT				
				26.37
VENDOR NAME: GROMALA, STEVEN				
Reimbursement	Mileage - December 2018	101-101-860.00	45.78	45.78
TOTAL VENDOR GROMALA, STEVEN				
				45.78
VENDOR NAME: HAFEMAN, JAN				
Reimbursement	Mileage - December 2018	101-101-860.00	61.04	61.04
TOTAL VENDOR HAFEMAN, JAN				
				61.04
VENDOR NAME: HEARTLAND BUSINESS SYSTEMS, LLC				
295698-H	Scanning of Libers (ROD)	256-277-705.00	2,627.22	2,627.22
295692-H	Annual File Directin Support	101-103-857.02	1,934.00	1,934.00
TOTAL VENDOR HEARTLAND BUSINESS SYSTEMS, LLC				
				4,561.22
VENDOR NAME: HENSLEY, RN, JOEL				
January 2019	Inmate Nursing Services	101-301-770.01	1,365.00	1,365.00
TOTAL VENDOR HENSLEY, RN, JOEL				
				1,365.00
VENDOR NAME: HI TEC BUILDING SERVICES, INC.				
019228	December 2018	101-265-801.00	1,861.20	1,861.20
TOTAL VENDOR HI TEC BUILDING SERVICES, INC.				
				1,861.20
VENDOR NAME: ICLE				
752254	MI Model Criminal Jury Instructions (District)	101-136-802.00	138.50	138.50
751814	MI Model Civil Jury Instructions (Oct 2018)	269-145-982.00	138.50	138.50
TOTAL VENDOR ICLE				
				277.00
VENDOR NAME: IHANDER, AARON				
Reimbursement	Uniform Allowance	205-315-745.00	80.67	80.67
TOTAL VENDOR IHANDER, AARON				
				80.67
VENDOR NAME: JACK'S FRESH MARKET				
12/31/18	Inmate Supplies	101-301-770.00	77.96	77.96
TOTAL VENDOR JACK'S FRESH MARKET				
				77.96
VENDOR NAME: JOHNSON CONTROLS FIRE PROTECTION				
20682049	Annual Fire Alarm Inspection	101-265-801.00	1,531.69	1,531.69
TOTAL VENDOR JOHNSON CONTROLS FIRE PROTECTION				
				1,531.69
VENDOR NAME: KLEIMAN, MARC				
Reimbursement	Mileage - December 2018	101-262-860.00	56.68	56.68
		101-215-860.00	182.03	238.71
TOTAL VENDOR KLEIMAN, MARC				
				238.71
VENDOR NAME: LANG, BERNARD				
Reimbursement	Mileage - December 2018	101-101-860.00	108.46	108.46

CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

APPROVED

01/11/2019

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: LANG, BERNARD				
TOTAL VENDOR LANG, BERNARD				108.46
VENDOR NAME: LARSON, MICHELLE				
Can Zone/Reimb	November & December	292-668-801.00	165.00	212.96
		292-668-801.00	47.96	
Reimbursement	Bags & Gloves (Can Zone)	292-668-801.00	23.88	23.88
TOTAL VENDOR LARSON, MICHELLE				236.84
VENDOR NAME: LENCA SURVEYING				
18189	Remon Yr 2018 (12/17 - 12/31/18)	243-246-801.07	4,635.24	4,635.24
TOTAL VENDOR LENCA SURVEYING				4,635.24
VENDOR NAME: LESPERANCE, DIANE				
Reimbursement	Mileage	101-253-860.00	49.05	72.05
		517-252-860.00	23.00	
TOTAL VENDOR LESPERANCE, DIANE				72.05
VENDOR NAME: LITHOCRAFTERS PRINTING, INC.				
98956	Receipt Book (FOC)	101-141-727.00	375.00	375.00
98931	Window Envelopes - Clerks (x5000)	101-215-727.00	147.50	295.00
		263-215-727.00	147.50	
98872	CCW Permit Sleeves (x1000)	263-215-727.00	305.00	305.00
TOTAL VENDOR LITHOCRAFTERS PRINTING, INC.				975.00
VENDOR NAME: LUFTS ADVERTISER, INC.				
12/20/18	Advertising (December 2018)	101-101-901.00	275.00	275.00
TOTAL VENDOR LUFTS ADVERTISER, INC.				275.00
VENDOR NAME: M.A.C.C.				
Dues	2019 Association Dues	101-215-802.00	200.00	200.00
TOTAL VENDOR M.A.C.C.				200.00
VENDOR NAME: MANPOWER, INC.				
33496644	Week Ending 12/30/18 (D. Averill)	216-585-705.00	229.50	229.50
33455575	Week Ending 12/16/18 (D. Averill)	216-585-704.00	340.00	340.00
33517399	Week Ending 1/6/19 (D. Averill)	216-585-704.00	136.00	136.00
TOTAL VENDOR MANPOWER, INC.				705.50
VENDOR NAME: MENARDS - MARINETTE				
74735	Building Maintenance Supplies	101-265-930.01	23.33	23.33
74880	Operating Supplies	101-265-755.00	20.89	20.89
75045	B&G Operating Supplies	101-265-755.00	44.00	44.00
74458	B&G Supplies	101-265-755.00	10.86	10.86
74168	Building & Ground Supplies	101-265-755.00	5.30	5.30
74187	Building & Ground Maintenance Supplies	101-265-930.01	19.75	19.75
75433	B&G Other Operating Supplies	101-265-755.00	30.81	30.81
75143	Annex Security (Grant)	101-172-934.03	77.40	77.40
TOTAL VENDOR MENARDS - MARINETTE				232.34
VENDOR NAME: MENOMINEE ANIMAL SHELTER, INC				
1802	Animal Impound (2nd 1/2 of 2018)	101-601-958.00	147.50	147.50
TOTAL VENDOR MENOMINEE ANIMAL SHELTER, INC				147.50
VENDOR NAME: MENOMINEE COUNTY JOURNAL				
117	Advertising (December 2018)	101-101-901.00	136.00	136.00
TOTAL VENDOR MENOMINEE COUNTY JOURNAL				136.00
VENDOR NAME: MENOMINEE COUNTY TREASURER				
Plat Book	Veterans Affairs	101-682-727.00	35.00	35.00
TOTAL VENDOR MENOMINEE COUNTY TREASURER				35.00
VENDOR NAME: MGT OF AMERICA, INC.				

APPROVED

INVOICE NUMBER	DESCRIPTION	DISTRIBUTION	AMOUNTS	AMOUNT
VENDOR NAME: MGT OF AMERICA, INC.				
34719	FY 2019 CRP Billing (PA's Office)	101-267-801.00	1,000.00	1,000.00
TOTAL VENDOR MGT OF AMERICA, INC.				1,000.00
VENDOR NAME: MICH ASSN OF REGISTER OF DEEDS				
Dues	Annual Membership Dues for 2019	101-268-802.00	237.00	237.00
TOTAL VENDOR MICH ASSN OF REGISTER OF DEEDS				237.00
VENDOR NAME: MICHIGAN ASSN OF EQUALIZATION				
Dues	2019 Membership Dues	101-257-802.00	100.00	100.00
TOTAL VENDOR MICHIGAN ASSN OF EQUALIZATION				100.00
VENDOR NAME: MILLERS ACTION OFFICE SUPPLY I				
0142533-001	Probate/Family Office Supplies	101-148-727.00	7.98	7.98
		101-132-727.00	7.99	15.97
millers	Clerk - Office Supplies	101-215-727.00	67.08	67.08
0142698-001	Sheriff Dept - Office Supplies	101-301-727.00	59.22	59.22
TOTAL VENDOR MILLERS ACTION OFFICE SUPPLY I				142.27
VENDOR NAME: MOORE MEDICAL CORP				
43315588	Inmate Medical Supplies	101-301-770.01	273.66	273.66
TOTAL VENDOR MOORE MEDICAL CORP				273.66
VENDOR NAME: MUFFLER CENTER OF MENOMINEE				
083636	Mufflers & Labor	205-315-934.02	262.00	262.00
TOTAL VENDOR MUFFLER CENTER OF MENOMINEE				262.00
VENDOR NAME: NASER, JEFF				
12/18/18	DHS Meeting	101-601-837.00	50.00	50.00
TOTAL VENDOR NASER, JEFF				50.00
VENDOR NAME: NELSON, JOHN R.				
Reimbursement	Mileage - December 2018	101-101-860.00	56.68	56.68
TOTAL VENDOR NELSON, JOHN R.				56.68
VENDOR NAME: NENA				
300041855	2019 Membership Dues (911)	266-325-860.00	55.00	55.00
TOTAL VENDOR NENA				55.00
VENDOR NAME: NIEMI, DANIEL				
01/2/19	Transportation	101-132-801.01	15.00	15.00
		101-132-801.00	36.00	51.00
TOTAL VENDOR NIEMI, DANIEL				51.00
VENDOR NAME: NORTHERN MICHIGAN UNIVERSITY				
mecosh-20	Evidence Tech Refresher (x4)	205-315-881.03	560.00	560.00
TOTAL VENDOR NORTHERN MICHIGAN UNIVERSITY				560.00
VENDOR NAME: NORWAY SPRINGS, INC.				
579447	Airport Water	216-585-801.00	7.20	7.20
582244	Monthly Rental (Airport)	216-585-801.00	9.49	9.49
TOTAL VENDOR NORWAY SPRINGS, INC.				16.69
VENDOR NAME: NUTT, MICHAEL				
December 2018	Crisis Intervention	292-668-801.00	70.00	70.00
Reimbursement	Mileage - December 2018	292-664-860.00	115.81	115.81
TOTAL VENDOR NUTT, MICHAEL				185.81
VENDOR NAME: PAIDL'S TRUE VALUE HARDWARE				
150008	Park Supplies	208-751-755.02	17.63	17.63
TOTAL VENDOR PAIDL'S TRUE VALUE HARDWARE				17.63
VENDOR NAME: PAN-O-GOLD BAKING CO.				

APPROVED

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: PAN-O-GOLD BAKING CO.				
40068318348002	Inmate Supplies	101-301-770.00	91.78	91.78
40068318355001	Inmate Supplies	101-301-770.00	112.28	112.28
40068318362002	Inmate Supplies	101-301-770.00	46.09	46.09
TOTAL VENDOR PAN-O-GOLD BAKING CO.				250.15
VENDOR NAME: PHILIPPS, RANDALL				
December 2018	Show Cause Court Appointed	101-131-807.00	500.00	
		101-132-807.00	500.00	1,000.00
TOTAL VENDOR PHILIPPS, RANDALL				1,000.00
VENDOR NAME: PICHE, GERALD L.				
Reimbursement	Mileage - December 2018	101-101-860.07	71.94	71.94
TOTAL VENDOR PICHE, GERALD L.				71.94
VENDOR NAME: PIPP, JEREMY				
12/21/18	Peer Group Per Diem	243-246-710.00	90.00	
		243-246-710.00	46.44	136.44
TOTAL VENDOR PIPP, JEREMY				136.44
VENDOR NAME: PLASTOCOON, INC				
97056	Inmate Supplies	101-301-770.00	220.30	220.30
TOTAL VENDOR PLASTOCOON, INC				220.30
VENDOR NAME: POLICE LEGAL SCIENCES, INC.				
8752	Renewal of Dispatch Pro	266-325-881.01	1,080.00	1,080.00
TOTAL VENDOR POLICE LEGAL SCIENCES, INC.				1,080.00
VENDOR NAME: POMP'S TIRE SERVICE, INC.				
0100148054	Tires (x2)	205-315-934.02	235.80	
670027557	Replacement Tires for Airport Truck	216-585-981.00	721.44	235.80
TOTAL VENDOR POMP'S TIRE SERVICE, INC.				721.44
VENDOR NAME: QAAK, BRENDA				
1/2/19	Transport & Mileage	101-132-801.01	13.75	
		101-132-801.00	33.00	113.45
		101-132-801.00	66.70	
TOTAL VENDOR QAAK, BRENDA				113.45
VENDOR NAME: QUILL CORPORATION				
3735961	911 - Office Supplies	266-325-755.00	52.96	
3761638	PA - Office Supplies	101-267-727.00	116.96	52.96
TOTAL VENDOR QUILL CORPORATION				116.96
VENDOR NAME: REDWOOD TOXICOLOGY LABORATORY				
670246	Drug Testing Supplies	101-136-727.00	326.20	326.20
TOTAL VENDOR REDWOOD TOXICOLOGY LABORATORY				326.20
VENDOR NAME: REGISTER OF DEEDS				
Copies	Remon Grant Yr 2018	243-246-765.00	3.00	
Copies	Remon Copies - Grant Year 2018	243-246-765.00	20.00	3.00
TOTAL VENDOR REGISTER OF DEEDS				20.00
VENDOR NAME: REINHART FOODSERVICE				
631102	Inmate Supplies	101-301-770.00	1,954.33	
635134	Inmate Supplies	101-301-770.00	1,463.62	1,954.33
639533	Inmate Supplies	101-301-770.00	1,147.26	1,463.62
TOTAL VENDOR REINHART FOODSERVICE				1,147.26
VENDOR NAME: SCHEI, LARRY				
Reimbursement	Mileage - December 2018	101-101-860.00	109.55	4,565.21
TOTAL VENDOR SCHEI, LARRY				109.55

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: SCHEI, LARRY TOTAL VENDOR SCHEI, LARRY				109.55
VENDOR NAME: SEXTON, RICHARD				110.72
Reimbursement	Cellular Services	101-426-850.00	68.06	
Reimbursement	EMS Radio Supplies	101-426-963.01	110.72	
TOTAL VENDOR SEXTON, RICHARD				178.78
VENDOR NAME: SHORT, MARY KAY 18-4010-FH Transcripts (Ryan Matthew Twork)				11.75
TOTAL VENDOR SHORT, MARY KAY				11.75
VENDOR NAME: SPALDING TOWNSHIP TREASURER 12/18/18 DHS Meeting				50.00
TOTAL VENDOR SPALDING TOWNSHIP TREASURER				50.00
VENDOR NAME: SQUIRES-STEPNIAK, REBECCA				150.42
Reimbursement	Mileage - November 2018	292-665-860.00	124.81	
Reimbursement	Mileage - December 2018	292-665-860.00	150.42	
TOTAL VENDOR SQUIRES-STEPNIAK, REBECCA				275.23
VENDOR NAME: STANDARD INSURANCE COMPANY January 2019 Life Insurance Premium				228.92
		101-101-713.00	21.24	
		101-132-713.00	4.13	
		101-136-713.00	11.80	
		101-141-713.00	9.44	
		101-148-713.00	2.95	
		101-215-713.00	11.80	
		101-172-713.00	4.72	
		101-267-713.00	11.80	
		101-268-713.00	4.72	
		101-253-713.00	7.08	
		101-257-713.00	4.72	
		101-265-713.00	4.72	
		101-301-713.00	54.28	
		101-682-713.00	2.36	
		101-426-713.00	2.36	
		216-585-713.00	2.36	
		271-790-713.00	7.08	
		292-663-713.00	2.36	
		292-664-713.00	2.36	
		292-665-713.00	2.36	
		208-751-713.00	2.36	
		205-316-713.00	2.36	
		205-315-713.00	25.96	
		266-325-713.00	23.60	
TOTAL VENDOR STANDARD INSURANCE COMPANY				228.92
VENDOR NAME: STATE OF MICHIGAN BLR425372 Boiler Inspection				370.00
TOTAL VENDOR STATE OF MICHIGAN				370.00
VENDOR NAME: STERICYCLE, INC. 4008313258 Sheriff Department				84.99
TOTAL VENDOR STERICYCLE, INC.				84.99
VENDOR NAME: THE ADVERTISER 120139 Community Awareness				26.00
TOTAL VENDOR THE ADVERTISER				26.00
VENDOR NAME: THE FIRST NATIONAL BANK&TRUST 628840339 FOC Service Charge				32.60
TOTAL VENDOR THE FIRST NATIONAL BANK&TRUST				32.60

APPROVED

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: THE JANITOR'S CLOSET				
44862	Floor Care - Health Dept.	101-265-755.02	29.57	29.57
TOTAL VENDOR THE JANITOR'S CLOSET				29.57
VENDOR NAME: TIME WARNER CABLE				
710008401122618	1/2 - 2/19/19 (Courthouse)	101-103-850.00	532.11	532.11
621199203122618	1/2/19 - 2/1/19 (Airport)	216-585-850.00	305.25	305.25
620475202123018	Inmate Supplies	101-301-770.00	139.55	139.55
TOTAL VENDOR TIME WARNER CABLE				976.91
VENDOR NAME: TRANSUNION RISK & ALTERNATIVE				
352277	December 2018	101-301-755.00	25.00	25.00
TOTAL VENDOR TRANSUNION RISK & ALTERNATIVE				25.00
VENDOR NAME: U.C.O.A.				
Dues	2019 Membership Dues	101-215-802.00	110.00	110.00
TOTAL VENDOR U.C.O.A.				110.00
VENDOR NAME: U.E.S. COMPUTERS, INC.				
49260	Computer Weekly Maintenance	101-103-857.00	5,172.88	5,172.88
80430	Cisco Service for SmartNet	101-103-857.02	283.00	283.00
TOTAL VENDOR U.E.S. COMPUTERS, INC.				5,455.88
VENDOR NAME: U.P. COUNTY TREASURER'S ASSOC				
Dues	2019 Calendar Year Dues	101-253-802.00	25.00	25.00
TOTAL VENDOR U.P. COUNTY TREASURER'S ASSOC				25.00
VENDOR NAME: U.S. BANK EQUIPMENT FINANCE				
373269695	Bizhub 423 Copier	101-103-931.00	133.07	133.07
TOTAL VENDOR U.S. BANK EQUIPMENT FINANCE				133.07
VENDOR NAME: UNIFORM SHOPPE				
283780	Uniform Allowance	101-301-745.00	49.95	49.95
TOTAL VENDOR UNIFORM SHOPPE				49.95
VENDOR NAME: VANTAGE FLEX				
8879	Annual Compliance Fee	101-103-712.00	300.00	300.00
TOTAL VENDOR VANTAGE FLEX				300.00
VENDOR NAME: VERAGHEN, SHEILA				
12/18/18	DHS Meeting	101-601-837.00	50.00	50.00
TOTAL VENDOR VERAGHEN, SHEILA				50.00
VENDOR NAME: VIQ SOLUTIONS, INC.				
30482	Software Support for Courts	101-132-931.00	306.00	306.00
		101-148-931.00	306.00	1,836.00
		101-136-931.00	612.00	
		101-131-858.03	612.00	
TOTAL VENDOR VIQ SOLUTIONS, INC.				1,836.00
VENDOR NAME: VOGLER, MICHAEL				
17-3923-FH	Michael Bertrand	101-131-807.01	1,563.30	1,563.30
TOTAL VENDOR VOGLER, MICHAEL				1,563.30
VENDOR NAME: WALTER BROTHERS INC				
20106	Airport Supplies	216-585-981.00	5.37	13.36
		216-585-981.02	7.99	
TOTAL VENDOR WALTER BROTHERS INC				13.36
VENDOR NAME: WANIC, TERENCE				
12/21/18	Peer Group Per Diem	243-246-710.00	90.00	90.00
TOTAL VENDOR WANIC, TERENCE				90.00

JAN 10 2019

CHIEF FINANCIAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: WASTE MANAGEMENT, INC.				
1620776-1856-7	Garbage Removal	101-265-801.00	612.32	612.32
TOTAL VENDOR WASTE MANAGEMENT, INC.				612.32
VENDOR NAME: WATCHGUARD VIDEO				
ACCINV0018135	Road Patrol Office Supplies	205-315-727.00	218.00	218.00
TOTAL VENDOR WATCHGUARD VIDEO				218.00
VENDOR NAME: WIL-KIL PEST CONTROL				
3542531	Health Department	101-265-801.00	33.25	33.25
3542339	Jail & Courthouse	101-265-801.00	64.50	64.50
TOTAL VENDOR WIL-KIL PEST CONTROL				97.75
VENDOR NAME: WISCONSIN PUBLIC SERVICE CORP				
0402047856-00005	Kleinke Park	208-751-920.01	44.55	44.55
0402047856-00006	Stoney Point	208-751-920.01	38.41	38.41
0403823200-00006	Hanger Gate Center (Airport)	216-585-920.03	28.51	28.51
0403823200-00005	Gate Center (Airport)	216-585-920.03	28.68	28.68
2570539917-00000	Airport	216-585-920.00	197.05	197.05
		216-585-920.03	547.14	547.14
		216-585-920.00	241.56	241.56
		216-585-920.03	76.27	76.27
		216-585-920.03	207.72	207.72
0402055840-00001	County Jail	101-265-920.03	3,728.94	3,728.94
0402047856-00004	Courthouse	101-265-920.04	2,459.71	2,459.71
0402191663-00001	Health Care Center	101-265-920.03	230.06	230.06
		101-265-920.04	328.56	328.56
2570543295-00000	Parks	208-751-920.01	14.87	14.87
		208-751-920.01	33.33	33.33
		208-751-920.01	13.93	13.93
		208-751-920.01	28.22	28.22
TOTAL VENDOR WISCONSIN PUBLIC SERVICE CORP				8,247.51
VENDOR NAME: XEROX CORPORATION				
095267706	Probation/Parole	101-131-942.00	96.61	96.61
095569970	Sheriff Department	101-301-727.00	46.07	46.07
095569971	Sheriff Department	101-301-727.00	342.00	342.00
TOTAL VENDOR XEROX CORPORATION				484.68
GRAND TOTAL:				71,890.61

## MENOMINEE COUNTY BOARD OF COMMISSIONERS AGENDA ITEM

<b>SUBJECT:</b>	<b>Miscellaneous Boards/Committees/Commission Reports</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
Miscellaneous boards and committee meeting minutes/reports are received as they are approved. The county board is to review minutes/reports for	
<b>RECOMMENDED MOTION</b>	
To place these miscellaneous boards and committee meeting minutes/reports on file in the office of the county clerk.	

Submitted by: Jason Carviou

02/05/2019 Date

### WORKSHOP ACTION

	<b>Forwarded to County Board for Approval as Recommended</b>
	<b>Reviewed with no motion to carry forward</b>
	<b>Continue after additional review/research is obtained</b>
	<b>Recommended with the following change(s):</b>

### COUNTY BOARD ACTION

**DATE:**

	<b>Approved</b>
	<b>Disapproved</b>
	<b>Approved with the following change(s):</b>



**U.P. Regional Homeland Security Planning Board**  
**8th District**

**U.P. Regional Homeland Security  
Planning Board Meeting**

**December 6, 2018**  
**10:00 a.m.**

**NMU University Center**  
**Charcoal Room (2<sup>nd</sup> floor)**

**MINUTES**

- I. **Call to Order** – Chairperson, Teresa Schwalbach called the meeting to order at 10:27 a.m. A quorum was present.

**Board Members Present:** Steve Webber (Alger), Missy Robbins (Chippewa), Bob Berbohm (Delta/Schoolcraft), Pete Schlitt (Dickinson), Jim Loeper (Gogebic), Vern Jones (Iron), Brent Wilson (Luce), Mike Kasper (Mackinac), Teresa Schwalbach (Marquette), Rich Sexton (Menominee).

**Members Excused:** Jeff Hubbard (Baraga), Chris VanArsdale (Houghton/Keweenaw), Mike Kocher (Ontonagon).

**Others Present:** Jessica Perry (EPC-Dickinson/Iron), Matt Zika, NWS, Lt. Steve Derusha, MSP EMHSD District Coordinator.

- II. **Pledge of Allegiance**
- III. **Introductions** – All those present introduced themselves.
- IV. **Public Comment** (*Time Limit: Three (3) minutes per person*) – There was no public comment.
- V. **Approval of Meeting Agenda – December 6, 2018** – *Bob Berbohm (Delta/Schoolcraft) made a motion to approve the meeting agenda for December 6, 2018. Seconded by Missy Robbins (Chippewa). Motion carried.*
- VI. **Approval of Meeting Minutes – November 1, 2018** - *Brent Wilson (Luce) made a motion to approve the meeting minutes for November 1, 2018. Seconded by Steve Weber (Alger). Motion carried.*
- VII. **Action Items** – No Action Items at this time.
- VIII. **New Business** – No New Business.

**IX. Old Business**

- A. Reunification Meeting – Update** - Bob Berbohm gave a report from the sub-committee regarding what is going to be provided to the schools regarding reunification plans. He mentioned the committee working on a cheat sheet for teachers to put up in their classrooms and provided guidance on how to work with schools to engage responsible parties on plan development.
- B. FY2019 Meeting Schedule:** Chairperson Schwalbach provided the group with an updated 2019 meeting schedule that includes the THIRA quarterly meetings. She noted the change in meeting places from NMU to MARESA. There is no charge to use the rooms at MARESA and there is for using NMU each month. We will have meals catered in at MARESA. There was also discussion regarding the start time of the board meetings. It was agreed to change it to 11:00 a.m. EST so the EM's have more time to discuss issues at their 9:00 a.m. meeting. *Bob Berbohm made a motion to approve the meeting agenda as presented. Seconded by Steve Webber (Alger). Motion carried.*

**X. Fiduciary/Budget/Projects**

- A. Review of Workbooks for FY2016, FY2017 & FY2018** – Chairperson Schwalbach indicated that each of the workbooks needs to be reviewed by the full board and approved. **Once** they are revised, she will forward them to the state. These also have to be updated for the BSIR.
1. **FY2016 Workbook-** After discussion regarding the projects and amounts, Bob Berbohm (Delta) moved to move \$61,004.64 to the RRT project. Second by Pete Schlitt (Dickinson). A roll call vote was taken. Ayes: 11 Nays: 0 Absent: 4. Motion carried. Bob Berbohm recommends having plan to spend remaining monies next month.
  2. **FY2017 Workbook:** The FY2017 workbook is ok as presented. The only change is the EOC Project Lead is now Steve Webber.
  3. **FY2018 Workbook:** After reviewing the FY2018 workbook projects, Pete Schlitt (Dickinson) made a motion to accept FY2018 budget as amended. A roll call vote was taken. Ayes: 11 Nays: 0. Absent: 4. Motion carried.
- B. 2016 Regional Projects**
1. **Regional Governance** (*Eric Forsberg*)
  2. **Training and Conferences** (*Teresa Schwalbach*) Active Shooter Bus class ready for reimbursement.
  3. **U.P. CERT** (*Teresa Schwalbach*) – Project completed.
  4. **CAD AVL** – (*Gary Johnson*) – No report.
  5. **CAD Workstation Computers** (*Gary Johnson*) - No progress-products delivered.
  6. **RRTN** (*Jim Loeper*) - No update
  7. **Access Control Box** (*Missy Robbins*) EHP is being resent.

**C. 2017 Regional Projects**

1. **Regional Governance** (*Eric Forsberg*)
2. **Training/Conferences** (*Teresa Schwalbach*) - AAF for interop conference has been submitted. Waiting approval.
3. **U.P. Citizen Corp (CERT)** (*Teresa Schwalbach*) - *Ontonagon requested supplies for \$7410.00. Sub-committee will review.*
4. **ESINet** (*Gary Johnson*) – *No report.*
5. **RRTN** (*James Loeper*) - *No updates.*
6. **Night Locks** (*Teresa Schwalbach*) – *Currently working on the EHP. Information that was submitted in first round can be used. Just need a few updated pictures as some schools are now 50 years or older.*
7. **EOC Upgrade** (*Steve Webber*) – *No report.*
8. **Fiduciary (M&A)** (*Eric Forsberg*) – *No report.*
9. **RAVE Alert Annual License Renewal** (*James Loeper*) - *Project completed. This will be taken off agenda.*

**XI. Informational Items & Sub-Committee Reports**

- A. **State Update** – *Lt. Derusha-FEMA Houghton Conf. Call-Recommend ensuring correct verbiage to match FEMA on Road Damage. Recommendation to change Board meeting to 11:00 a.m. to allow more time for 9 a.m. round table, consensus approved. Matt Schnepf Haz-Mit Plans need progress. Interop Conference- 4 members allowed from Regional Board. Superior Watershed-Reimbursement issues in Houghton, ensure clear understanding of agreements. Tiffany Vedder- Good talking points on Disaster response/Damage Assessment, MICIMS updates.*
- B. **Local Planning Team Involvement** – *Reminder*
- C. **MEMA Update** - *Teresa indicated she will be going to Lansing for Strategic Planning Meeting in December.*
- D. **PEM Update:** *Mike advised over 280 PEMs renewed, PEMs to be audited to soon be selected*
- E. **NOAA:** *Matt informed that the issue with river gages resolved, Quiet for most of December*
- F. **HCC:** *Not present.*
- G. **Public Health:** *TEPW AAR submitted, Iron County Active Shooter AAR Submitted. Those EM's that participated can submit to receive credit.*
- H. **American Red Cross** *No report.*
- I. **USCG:** *Freshwater Oil Spill Response Mike Kasper asked the members present to contact our representatives to ensure oil spill training center to be in the U.P.*
- J. **Amateur Radio** (*Pete Costa*) *No report.*
- K. **Civil Air Patrol** (*Steve Atkins*) *No report.*

XII. **Late Additions:** *There were no late additions.*

XIII. **Public Comment** – *(Time Limit: Three (3) minutes per person)* – *No public comment.*

**XIV. Announcements**

- A. **THIRA** – *January 9, 2019 @ 12:00 p.m. at MARESA office.*

- XV. **Adjournment:** *Pete Schlitt (Dickinson) made a motion to adjourn the meeting, Seconded by Mike Kasper (Mackinac). Motion carried. Meeting adjourned at 12:06 p.m.*

**The next regional board meeting is scheduled for: Thursday, January 10, 2019, MARESA office, 321 E. Ohio Street, Marquette – Teleconference Room at 11:00 a.m. EST.**

#### **Strategy**

- Goal 1:** Develop, implement, and maintain a Regional Homeland Security Strategy (RHSS)
- Goal 2:** Develop and Enhance Communications and Public Warning Notification Capabilities.
- Goal 3:** Develop, Enhance, and Implement Intelligence & Information Sharing Capabilities.
- Goal 4:** Develop, Enhance, and Implement Emergency Response Management.
- Goal 5:** Develop and Implement Regional Critical Infrastructure/Key Resources (CIKR) Protection Program.

Approved 1/17/2019

December 10<sup>th</sup>, 2018

4:34 PM – Menominee County 9-1-1 Governing Board Meeting called to order at Menominee Police Department.

Members in attendance: Josh Jones, John Starzynski, Jerry Christiaens, Mark Petersen, Josh Dessart, Bill Cech, Carl Johnson, Brian White, Terry Pearson

Also in attendance: 911 Director Brian Barrette, Deputy Director Andy Primeaux, County Administrator Jaon Carviou, Jim Swanson – JS Electronics Doug Robinson - VSU.

1. Approval of Agenda Motioned: Josh Jones, 2nd: Brian White, AIF.
2. Minutes of previous meeting Motioned: Carl Johnson, 2nd: Josh Dessart, AIF
3. Public Comment: None Motion to close by Josh Dessart, 2nd: John Starzynski, AIF
4. Members toured the 9-1-1 Center with explanation of the current status of the radio console and furniture upgrade by Deputy Director Andy Primeaux.
5. Election of Officers:
  - a) Chairman
    1. Motion by Gerry Christ to nominate Josh Dessart 2nd: John Starzynski
    2. Motion by Gerry Christiaens to close nominations. 2<sup>nd</sup> Bill Cech, AIF
  - b) Vice Chairman
    1. Motion by Bill Cech to nominate Carl Johnson, 2<sup>nd</sup> John Starzynski
    2. Motion by Johns Starzyinski to close nominations and cast unanimous ballot for Carl Johnson, 2<sup>nd</sup> Josh Dessart, AIF
  - c) Secretary
    1. Motion by Bill Cech to nominate Mark Petersen, 2<sup>nd</sup> Brian White
    2. Motion by John Starzynski to close nominations and cast unanimous ballot for Mark Petersen, 2<sup>nd</sup> Bill Cech, AIF
6. Directors Report:
  - a) Brian discussed the staffing issues we are facing; both of the new hires have resigned just after completing their training. In process of hiring again. Current staff working a lot of overtime.
  - b) Updating the policy and procedure manual.
7. Next meeting schedule for January 17<sup>th</sup>, 2019 at 5:00 pm. Menominee
8. Governing Board Member Comments/Concerns: - Bill Cech thanked Mark Petersen for his service as Chairman. Carl Johnson asked Director Brian Barrette if he was able to fill-in at the radio console during short staffed/busy times. - No answer was given.
9. Public Comment: Doug Robinson spoke about the Victim Services Unit and their availability to respond to incidents as well as provide support to agencies during and after an incident, including Critical Incident Stress Management.
10. Adjournment: Motion by John Starzynski, 2nd Carl Johnson, AIF

## Menominee County Fair Board Meeting

August 15<sup>th</sup> 2018

Meeting called to order by Vice President Oczus at 6:07 PM

Present: Chad Oczus, Dave Pomeroy, Jesse Betters, Judith Dobinkar, Glenn Hanson

Absent: Nikki Tebo, Eric Tickler, Ed Granquist

Guests: None

Motion by Betters second by Pomeroy to accept meeting agenda, motion carried

Motion by Betters , second by Dobinkar to accept previous minutes, motion carried

Review of 2018 fair:

- Truck Pulls
  - Keeping them timely
  - Speaker system
  - Safety at the end of the track
- Fair Queen
  - Best utilization of their time
  - Move crowning date
- Fair Dates
  - Should we consider moving
- Beer/Wine tasting
  - Last longer
  - Have a bathroom near by
- Entertainment
  - Generally happy may want to change it up some in 2019
- Carnival
  - Willing to come back
  - Happy with first year
- Log loading
  - Possibly move to Sunday
  - May need to move location on grounds
- Wood Carver
  - Willing to come back
  - We would like him back
- Signage
  - Need for more
  - Have it up earlier
- Non Food vendors
  - Need for more
  - Obligate to entire weekend
  - Possible flea marke
- Superintendent
  - Having a few more in place (kids games)
  - Possible pay structure

Discussion on future fair location, alternative locations to be looked into by board.

Discussion on thank you ad to be ran in the paper. Prices to be available at next meeting.

Motion by Oczus, second by Dobinkar to adjourn, motion carried

Menominee County Fair Board Meeting

November 21<sup>st</sup> 2018

Meeting called to order by Vice President Oczus at 6:08 PM

Present: Chad Oczus, Dave Pomeroy, Jesse Betters, Judith Dobinkar

Absent: Nikki Tebo, Eric Tickler, Ed Granquist, Glenn Hanson

Guests: Debbie Smith (financial superintendent) Andrea Sorensen (poultry superintendent)

Motion by Dobinkar, second by Pomeroy to accept meeting agenda, motion carried

Motion by Pomeroy, second by Dobinkar to accept September meeting minutes, motion carried

Financial report presented by Smith as of 10/31/18 was 22,448.55

Motion by Pomeroy, second by Oczus to accept financial report, motion carried

Committee reports:

- Entertainment
  - Shows
  - Speaker systems
  - Maps
  - Wrestling (2,500 – 3,000 dollars) tabled to next meeting
  - Possible Movie night
- Kids Games
  - Have a superintendent appointed by next meeting
- Poultry (presented by Andrea Sorensen)
  - Has updates for fair books
  - Ruth Smith for rabbit supervisor
  - Better explained what job description should be
    - Better prepped ahead of time
    - Tags to be done ahead of time
    - Blood testing
    - Show layout for presenters and guests
    - Address hazard conditions
    - Health risk to animals
    - Judge accountability
    - Sponsor coordinator
    - After fair clean up
    - Needs: lighting shelving, cages
    - Discussion on shirts and name tags for board and superintendents. Tabled until later meeting

Motion by Pomeroy, second by Oczus to spend up to \$500 dollars on tables that may be coming available through an auction company. Motion carried.

Motion by Betters, second by Oczus to adjourn, motion carried

Menominee county Fair Board

December 19, 2018

Approved  
1/19/2019

Present: Nikki Tebo, Glenn Hanson, , Eric Tickler, Bill Czech Judith Dobinka  
, Chad Oczus,, Dave Pomeroy,

Absent: Jesse Betters, , Ed Granquist

Meeting called to order at 6:04 pm by Nikki

Motion for approval of agenda by Bill, Glenn Seconded. Motion Carried

Motion to approve minutes: no minutes

Public Comment:

Old Business: Nikki Moved to have wrestling Sunday afternoon. Chad 2<sup>nd</sup> motion passed.

Superintendent Kris spoke in detail about her role within the Queen and Miniature horse departments.

New Business:

Next meeting was set for January 16th at MSU extension at 6:00pm.

Chad moved to adjourn Nikki 2nd motion passed.

Meeting adjourned 8:41 pm

Respectfully submitted,

Eric Tickler

Fair Manager/Secretary

1. The meeting was called to order at 6:00 PM by Chair, Bob Desjarlais at Lake Township Town Hall in Stephenson.
2. Pledge of Allegiance
3. **Reporting for roll call were:** Bob Desjarlais, Dick Peterson, Kathy Branz, Mike Kass, Vola Bleile and County Commissioner Bill Cech. Excused were Administrator Jason Carviou and Commissioner Larry Phelps. Others present were Jim Quist.
4. **Approval of agenda:** Motion by Bill Cech to approve the agenda supported by Vola Bleile with all in favor.
5. **Minutes:** Mike Kass made a motion to accept the November 5, 2018 minutes supported by Dick Peterson. All were in agreement. Motion carried.
6. **Public Comments:** Jim Quist requested permission to remove the 16 – 8' fluorescent fixtures with 4 LED fixtures. A motion by Mike Kass to grant permission to replace the fixtures supported by Vola Bleile with all in favor.
7. **Business:**
  - a. **Review Financials** – A motion by Bill Cech to accept the Financial Report as presented supported by Kathy Branz. All were in favor.
  - b. **Picnic Tables** – The Picnic table frames were delivered to Paidl's in Stephenson and Jim Quist picked them up and has them at Shakey Lakes. He will start picking up the lumber on Tuesday, December 4<sup>th</sup>.
  - c. **Electrical at Shakey Lakes and Bailey** – Administrator Jason Carviou has been given the Shakey Lakes map showing which pedestals would be upgraded to 50 amp and where the new electrical sites would be installed.
  - d. **New restrooms at Shakey Lakes (replace pit toilets)** – Administrator Jason Carviou was given a map of Shakey Lakes indicating which pit toilets would be removed and where the new restrooms would be placed. Discussion of the layout of bathrooms was a unisex or regular male female bathrooms (with or without handicap accessibility). After much discussion it was decided to do men/women with handicap accessible and do it right the first time. A motion by Dick Peterson to replace the pit toilets with two stalls for the women and a stall and urinal for the men. Both would be handicap accessible. He also stated we should apply for grants for both buildings. This was supported by Kathy Branz with all in favor. Jim Quist will check with the Health Department to see if he can remove the existing pit toilets and start filling them in.
  - e. **Ask Board for Engineering Study on New Restrooms** – Bob suggested asking Jason to set up a meeting with DGR Engineering at Shakey Lakes Park so anyone from the Park's Committee could be present. Bill Cech stated this had been brought to the County Commissioners and but no decision had been made. Asking Jason to follow up on this.
  - f. **Follow up on Dog Waste Dispensers** – Mike Kass said everything is ordered and Jim has the poles on which the dispensers will be attached.

**g. Adjustment for expiration dates for Committee** – The current expiration dates are one on January 31, 2019 (Dick Peterson); three on January 31, 2020 (Kathy Branz, Bob Desjarlais and Mike Kass) and one on January 31, 2021 (Vola Bleile). Bob Desjarlais made a motion to recommend to the County Commissioners to move Kathy Branz to January 2021 with Vola Bleile, which would then be 1, 2, 2. The next expiration is Dick Peterson whose term is up on January 31, 2019. Dick stated he is interested in a renewal of his term.

**8. Correspondence:** None.

**9. Any other item Members Wish to Present:** Dick Peterson stated he would like to see a list of accomplishments that have taken place over the last 3 years and what is planned for the future. Also he said we should note that there has not been an increase in fees.

Some things to be listed are the upgrades and additions to electrical, stump removal, picnic tables, season flexibility, handicap accessible sites on blacktop and upgrade of pit toilets.

Other items discussed for improvement are sealing the cracks and seal coating the existing blacktop; removing more stumps at Kleinke and Shakey; moving older good shape picnic tables to other parks as available.

A suggestion by Bob Desjarlais to add sidewalks from the bathhouse to the parking lot and to have a wash station outside.

Dick Peterson also stated the boat launch should be raised 15' and add more parking for boats.

**10. Public Comment:** None.

**11. Adjournment** – Motion by Bob Desjarlais to adjourn supported by Mike Kass with all in favor at 7:00PM

**12. Next meeting** will be at Lake Township Hall in Stephenson on January 7, 2019 at 6PM.

Menominee Regional Airport Committee  
Minutes of Meeting  
October 16, 2018

\*\*\*\*\*APPROVED\*\*\*\*\* 10/20/18

The Menominee Regional Airport Committee met on October 16, 2018 at 4:00 PM at the Menominee Regional Airport, Conference Room.

- A. **Call Meeting to order:** Com. Gromala called the meeting to order at 4:00 PM
- B. **Pledge of Allegiance:** Recited by all
- C. **Roll Call:** Coms. Gromala, Piche – present: Com. Cech – absent, excused  
Also present were Jason Carviou, Jeff LaFleur and Doreen Averill
- D. **Approval of Agenda:** Motion to approve agenda by Com. Piche, seconded by Com. Gromala. Motion carried – 2/0.
- E. **Approval of Previous Minutes:** Motion to approve Previous Minutes from September 18<sup>th</sup>, 2018’s meeting made by Com. Piche, seconded by Com. Gromala. Motion carried – 2/0
- F. **Public Comment:** None

G. **Presentations:** None

H. **Business**

**Financial**

- 1) **Month-End Budget Report Status – Jeff:** We’re doing ok. We’re holding our own. **Jason:** It looks like we’ll have a fair surplus at the end of the audit. Expenses were in line with what we were expecting. Revenues are up from what we budgeted.
- 2) **Manager’s Report ~**
  - b) **Fuel Sales: Jeff:** Sales have been up and down. We trying to serve everyone that comes through the door. **Jason:** I was working with Kim – she was redoing our numbers in fuel sales - recalculating our profit – it was a little off so she was going through that – unfortunately, I forgot to print it out for you.
  - c) **Activity: Jeff:** There’s been activity coming and going – as long as we keep people smiling – do what it takes, we’re ahead of the game.

**Other Business**

- 1) Action ~ Recommend the approval of Tim Plutchak’s Private Tenant Land Lease Agreement (Hangar 15) to the CB made by Com. Piche, seconded by

Com. Gromala – Motion carried 2/0

- 2) Action ~ Recommend the approval of the sale and wave our “right of first refusal” of Hangar 13 – Tom Quigley, Great Lakes Exploration to the CB made by Com. Piche, seconded by Com. Gromala – Motion carried 2/0
- 3) Action ~ Recommend the approval of the termination of the current lease with Hangar #13 – Tom Quigley, Great Lakes Exploration; and recommend to offer a new land lease, with 10 yr. option, to potential buyer to the CB made by Com. Piche, seconded by Com. Gromala – Motion carried 2/0
- 4) Discussion ~ Access Cards to the Airport: **Jason:** Just a discussion and update on the new access cards. The new lease agreements have been signed now – for the most part. Those that haven’t signed, we took action, as directed by the CB, to terminate at the end of their initial terms. Most of the tenants have the new access cards. There are a few that do not. We will be mailing them out the new access cards in the next week or two to those few stragglers. Once we know they have been received, we will deactivate the old access cards. We don’t want to deny access to the airport to anyone that has a legitimate reason for being there. **Com. Gromala:** With these new cards, will we be able to tell who is coming and at what time and when they’re leaving, correct? **Jeff:** Correct. Coming in, not leaving. I case something happens, we’ll know who’s out on the field and what time they arrived.
- 5) Discussion ~ Airport Brochure & Webpage: **Jason:** We’ll start with the brochure. I’ll turn it over to Doreen to explain what was done. **Doreen:** First, all the pictures and set-up is just temporary. Any changes that you feel need to be done can easily be done. *An explanation of the brochure set-up and format was presented to the committee for discussion.* **Jason:** I think it’s a good first draft. I’d like to see hotels and restaurants listed in there and would like to possibly see a map of the airport on the back page of the brochure. **Com. Gromala:** I would like to see the city-wide “Yellow Bike” program included by the services – by the courtesy van. **Jason:** Yeah, like I said, it’s a good first draft and we’ll continue to work with it in the next few months. Now, as far as the website, I did more research and was finally able to get in touch with my contact regarding web design. To design and build the stand alone airport website it would cost a one-time fee of \$1500 - \$1700, \$500/yr. hosting fee and a fee of \$25 for a domain. If we decide to have them do the County’s website along with the Airport website, they would cut the hosting fee to \$400/yr. In discussing the County’s website, they gave me pricing to update it that is **under** \$5000. The company we use now – the cost to update would be \$8000, plus hosting fee.
- 6) Discussion ~ Update on the Civil Air Patrol Hangar: **Jason:** I finally received information for the WI Wing chapter of CAP. They want to keep the hanger and are willing to work with us on the lease term. They also want to keep the current \$1.00 yearly rental fee. Those were the only two issues that they had a problem with in the new leases. My recommendation would be to write the lease for a 25 year term. This would keep in line with the original lease signed in 1993 for a 50 year term. As far as the rental fee, we can write a clause into the lease stating that in order to keep the nominal yearly fee (\$1.00/yr.,

\$25.00/yr. or whatever price), CAP would have to have the ability to maintain the capability to provide “in-kind” services (search and rescue, radio communications, disaster relief services, etc.). CAP would also have to provide a yearly report showing said services we done. If CAP is unable to provide these services, the lease would then be terminated. These two items should satisfy the FAA, as far as grant assurances. CAP does not have a problem with the rest of the clauses that need to be added to their lease to cover our grant assurances with the FAA (like the discrimination clause, right to first refusal, etc.).

- I. Public Comment: Terry Glimn, Escanaba:** Is it true that the Airport has a crew car of some sorts for transient pilots to use during a layover? **Com. Gromala:** Yes. **Terry:** Good, then I can fly in and maybe have some lunch in town instead of doing a turnaround flight back to Escanaba. **George Sporie:** As far as the Courtesy Car, it’s my understanding that it is only available if the Interim Airport Manager is here and if gives you the keys to use it. So I wouldn’t count on it being available after business hours or on weekends. Also, fuel sales for the year are about \$60,000.00 for the year – about 30% of what was budgeted. Why is this of no interest to the commissioners? It’s the single largest income source for the Airport and the numbers are way off. I’d like someone to figure it out! **Wayne Beyer:** I have a suggestion as far as the brochure, maybe you should see who would like to donate toward having the brochure printed. It seems like a reasonable thing and not very expensive.
- J. Commissioner Comment: Com. Gromala:** Also brought up possibilities of getting donations for printing the brochure. **Com. Piche:** I like Mr. Beyer’s comments. This would give us and idea of who cares enough about the Airport to donate towards its advertising. Also, gas sales – there is a big concern, here. We’ve been looking into it and are working on a solution. But there is concern, here. **Com. Gromala:** I think one of the problems were having with gas sales is the time lapse between the actual sale of fuel and when we receive payment from EPIC for that sale. We don’t receive payment from EPIC the same day the sale was made.
- K. Next Meeting:** November 20<sup>th</sup>, 2018
- L. Adjourn:** A motion made by Com. Piche, seconded by Com. Gromala. Motion carried 2/0 at 5:15pm

Menominee Regional Airport Committee  
Minutes of Meeting  
November 20, 2018

\*\*\*\*\*APPROVED\*\*\*\*\*

The Menominee Regional Airport Committee met on November 20, 2018 at 4:00 PM at the Menominee Regional Airport, Conference Room.

- A. **Call Meeting to order:** Com. Gromala called the meeting to order at 4:00 PM
- B. **Pledge of Allegiance:** Recited by all
- C. **Roll Call:** Coms. Cech, Gromala & Piche all present. Also present were Jason Carviou, Jeff LaFleur and Doreen Averill
- D. **Approval of Agenda:** Motion to approve amended agenda by Com. Piche, seconded by Com. Gromala. Motion carried – 3/0.
- E. **Approval of Previous Minutes:** Motion to approve Previous Minutes from October 16, 2018's meeting made by Com. Piche, seconded by Com. Gromala. Motion carried – 3/0
- F. **Public Comment:** None
- G. **Presentations:** None
- H. **Business**

**Financial**

- 1) Month-End Budget Report Status – **Jeff:** We're doing ok. We're holding our own. **Jason:** It looks like we'll have a fair surplus at the end of the audit. Expenses were in line with what we were expecting. Revenues are up from what we budgeted. As for the new FY, I have no concerns at this time. **Com. Cech:** October was the first month of the new FY, correct? **Jason:** Yes it is.
- 2) Manager's Report ~
  - a) Fuel Sales: **Jeff:** It depends on who is flying in and needs service. Now we're in the midst of the holiday season – it may bring some people in.
  - b) Activity: **Jeff:** Waupaca came in – but it's the holiday season, so activity will be slow.

**Other Business**

- 1) Action ~ A motion was made to approve the termination of Great Lakes Expedition (Tom Quigley) Hangar #13 land lease agreement, and move it forward to the County Board for approval, was made by Com. Cech, seconded by Com. Piche ~ Motion carried 3/0

- 2) Action ~ A motion was made to approve the new land lease agreement for Alan Kozikowski – Hangar #13, and move it forward to the CB for approval, was made by Com. Piche, seconded by Com. Cech ~ Motion carried 3/0
- 3) Update ~ Airport Website: **Jason:** Well, we did not get the Hannahville grant for the upgrade to the County’s website, so money for the Airport’s website would have to come out of the fund balance. I’d like to table this until next month for further research.
- 4) Discussion ~ Organizational Structure of the Airport: **Jason:** I think that the duties of “Airport Director” should stay with the County Administrator, now and in the future. Most of the administrative duties come across the Administrator’s desk anyway – grants, leases, legal docs, etc. I also feel that instead of hiring an Airport Manager, we should concentrate on hiring another full time Airport Lineman. He/she would have to be certified in all aspects as Jeff is right now; and would train with Jeff in order to cover days off, illness or any other reason he would not be able to work. Down the road, here, Jeff will be planning to retire and we’ll need someone in there with certifications. It would save the County money, in the long run, by hiring a lineman rather than an Airport Manager. **Com. Gromala:** Now this would be for normal business hours, not expanding the Airport’s hours – like open on the week-ends – still just “on-call” stuff, right? **Jeff:** Correct. **Jason:** Right now, Jeff is on-call 24/7, 365 days a year. With another full time person, this would alleviate that with the new full time person taking some of those on-call responsibilities. From a safety standpoint, I would recommend that we have two people on while doing any major repairs, maintenance, the lawn mowing, plowing, cutting trees, etc. **Com. Gromala:** That’s a good idea. I also want to say, again, that I think the by-laws should be changed to include 2 additional people on this committee. I would like to include someone from local business and someone from our pilot community. **Jason:** I’ll research it so we have it for our first meeting next year. I would like to hold off on it until after the new Board comes in.
- 5) Discussion ~ Civil Air Patrol Lease: **Jason:** Went over the new lease for the CAP – with provisions they were concerned about and the provisions we were concerned about. Rent was an issue – they still only want to pay \$1 per year for rental, but we have it listed that they have to provide in-kind services in order to qualify for this. Also, the only plane allowed in their hangar is a CAP airplane. **Com. Piche:** Shouldn’t we have some wording in there that will let them know what will occur if we do not receive in kind services? **Jason:** It does, in paragraph 3 of the lease. **Com. Piche:** That will cover it – you’re right. **Com. Gromala:** Shouldn’t we have they give a report showing what services were provided during the year? **Jason:** Par. 5 of the agreement, it states that they are to provide us with a list of services. **Com. Piche:** Can we add in there that we want to know what services were provided? **Jason:** We can change the wording in there to say - must provide a report of services it can provide and services that were provided during the year/quarter/month, etc. – upon requested. If they fail to provide this report, it is a material breach of contract. I can start working with CAP on that change so we can get this lease ready to forward to the Board for approval once it’s approved by this committee.

**I. Public Comment:** None

**J. Commissioner Comment:** **Com. Piche:** Well, we'll see in January, with the new Board members coming in, whether they have issues they want to discuss concerning the Airport.  
**Com. Cech:** I'd like to wish everyone a safe and happy start to the holiday season.

**K. Next Meeting:** December 18<sup>th</sup>, 2018

**L. Adjourn:** A motion made by Com. Cech, seconded by Com. Piche. Motion carried 3/0 at 4:45pm

Menominee Regional Airport Committee  
Minutes of Meeting  
December 18<sup>th</sup>, 2018

\*\*\*\*\*APPROVED\*\*\*\*\*

12/19

The Menominee Regional Airport Committee met on December 18<sup>th</sup>, 2018 at 4:00 PM at the Menominee County Courthouse, Courtroom B.

- A. **Call Meeting to order:** Com. Gromala called the meeting to order at 4:00 PM
- B. **Pledge of Allegiance:** Recited by all
- C. **Roll Call:** Coms. Cech, Gromala & Piche all present. Also present were Jason Carviou, Jeff LaFleur and Doreen Averill
- D. **Approval of Agenda:** Motion to approve amended agenda by Com. Piche, seconded by Com. Cech. Motion carried – 3/0.
- E. **Approval of Previous Minutes:** Motion to approve Previous Minutes from November 20<sup>th</sup>, 2018's meeting made by Com. Cech, seconded by Com. Piche. Motion carried – 3/0
- F. **Public Comment:** None
- G. **Presentations:** None
- H. **Business**

**Financial**

- 1) Month-End Budget Report Status – **Jason:** 2 months into the BY and there's nothing concerning at this time.
- 2) Manager's Report ~
  - a) Fuel Sales: **Jason:** Through November, there was \$16K in sales. That's 10% of our budget for the year. I like to be at 16%, but it's that time of the year.
  - b) Activity: **Jeff:** We sold 2100 gal. of fuel for the weekend, thanks to the boat launch at Marinette Marine. **Jason:** With this past weekend's sales, we'll be at a good spot for the first quarter. **Jeff:** Everyone was very appreciative – no complaints. **Jason:** I talked to some of the pilots that came through and they are amazed at how wonderful our Airport is..... The new access cards have been mailed out to those who did not get them previously. The old access cards were deactivated 12/15/18. I am currently working on developing new Use Ordinance and Minimum Standards for the Airport. As far as what can and cannot be stored in the hangars, I have printed copies from the FAA of the frequently asked questions regarding what can be stored in

hangars. It's available for anyone to take. **Jeff:** Other than that, we'll serve anyone who comes through the door – we'll take care of them. **Jason:** A quick note that the Equalization Department has updated the GIS mapping of the Airport – it is now down to five parcels instead of the double digit number of parcels previously.

#### **Other Business**

- 1) Discussion/Action ~ Letter of Agreement – Eagles Flying Club. **Jason:** Recommends that the Committee makes a recommendation to forward this to the County Board for approval. **Com. Cech:** I'll make that motion, seconded by Com. Piche. Motion carried 3/0
- 2) Discussion/Action ~ Discussion on the changes that were made by CAP to their lease agreement. Jason will continue to work with CAP to get the lease agreement completed & implemented. Progress will be updated at the next meeting.
- 3) Discussion/Action ~ Expansion of the Airport Committee – Com. Gromala read a statement (Attachment 1) regarding his wishes for committee expansion. This issue was tabled until January 15<sup>th</sup>, 2019 Airport Committee meeting.

**I. Public Comment: Cody Parkovitch** – Consider an open archery season on airport property to help control the deer and wildlife population. **Com. Shei:** I believe Sturgeon Bay allows archery hunting on their airport – the manager controls that issue. I know other airport do this but the DNR has to be involved for the permits.

**J. Commissioner Comment: Com. Gromala:** We will research it and get with the DNR regarding an archery season at the Airport. Com. Gromala read a written statement of this comments regarding the Airport (Attachment 2). **Com. Cech:** Added that it is something that we should look into..... Wishes everyone a Merry Christmas & Happy New Year.

**K. Next Meeting:** January 15<sup>th</sup>, 2019

**L. Adjourn:** A motion made by Com. Cech, seconded by Com. Piche. Motion carried 3/0 at 5:00pm

## *Attachment 1*

I would propose that we recommend to the full Board that the Airport Committee be increased by two people to be appointed by the Board with full voting rights.

One appointed member to come from those that use the airport. The other to come from the business community.

Both appointees should be residents of Menominee County.

I would like to see these appointments be for two years.

I know that some current Board members will argue that adding members will only cost additional per diem and mileage expenses but I feel that such an addition will help us understand needs of those using this facility.

I believe that there is some confusion about this Committee's action with regard to why things are done at this airport. First of all, I believe that this airport is a very important asset to our retaining business as well as recruiting new business into our area.

So many of these businesses use the airport by the air freight services offered at our airport. The airport also makes it easier for transporting employees and customers to these businesses. It is for these reasons I believe Menominee County decided to retain sponsorship and ownership of Menominee Regional Airport.

A secondary reason was to provide local pilots with a place to fly in and have a secure place to store their aircraft.

Some of our local pilots are confused in this understanding. This airport could never survive solely on revenues obtained by land leases and the small amount of fuel sales from this group.

A major source of revenue comes from landing fees and fuel sales from tourists and business. These revenues still do not currently provide this airport with revenues sufficient to maintain this airport.

Menominee County sees the benefit this airport gives to retain current business in our community which give our residents employment.

It is a fact that Menominee County will be required to make improvements to our current runways, taxiways, facilities, and equipment. Menominee County would never be able to justify this multi-million dollar expenditure if it was to only benefit approximately 35 local individuals. It is also true that we never could funds these expenditures without obtaining grants from the FAA and MDOT-Aero. In order to apply for these grants we must assure these governmental bodies that we will follow all rules and regulations set down by them.

In the past how to interpret these mandated rules and regulations were a bit "hazy" which could risk us losing these grants. When Menominee County took over sole ownership of this airport these issues were brought to our attention.

Menominee County has, in a systematic way, taken steps to address these rules and regulations in order to remain compliant and assure that these grant monies from the FAA and State remain available.

By doing so we have “ruffled the feathers” of some local pilots. I am sad that some people don’t understand that this airport is for the benefit of all the residents of Menominee County.

I ask that we all look at the big picture. Help us make this airport better. Understand that this airport exists because of its important to the businesses that use it and employs our residents. This is why Menominee County took on this responsibility instead of walking away as Marinette County.

To those who do not want to “get on board” with us in reaching our goals I suggest you follow through on your constant threats to leave this airport. I wish you good luck in finding a facility that will accept you!

**MENOMINEE COUNTY BOARD OF COMMISSIONERS  
DISCUSSION ITEM**

<b>SUBJECT:</b>	<b>RESOLUTION 2019-06 ~ Resolution To Require A Report From The Menominee County Prosecuting Attorney</b>
<b>DEPARTMENT:</b>	<b>Administration/County Board</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
Administrator Carviou has proposed a resolution to require a report from the PA's office on the backlog of cases within his office as provided by Michigan statute (MCL 46.11(k)).	
<b>RECOMMENDED MOTION</b>	

Submitted by: Jason Carviou

02/05/2019

Date

**WORKSHOP ACTION**

<input type="checkbox"/>	<b>Forwarded to County Board for Approval as Recommended</b>
<input type="checkbox"/>	<b>Reviewed with no motion to carry forward</b>
<input type="checkbox"/>	<b>Continue after additional review/research is obtained</b>
<input type="checkbox"/>	<b>Recommended with the following change(s):</b>

**COUNTY BOARD ACTION**

**DATE:**

<input type="checkbox"/>	<b>Approved</b>
<input type="checkbox"/>	<b>Disapproved</b>
<input type="checkbox"/>	<b>Approved with the following change(s):</b>

## **RESOLUTION 2019-06**

### **RESOLUTION TO REQUIRE A REPORT FROM THE COUNTY PROSECUTING ATTORNEY**

**WHEREAS**, the Menominee County Prosecuting Attorney is required to appear for the state or county, and prosecute or defend in all the courts of the county, all prosecutions, suits, applications and motions whether civil or criminal, in which the state or county may be a party or interested (MCL 49.153); and

**WHEREAS**, the Menominee County Board of Commissioners have received complaints from law enforcement agencies serving in Menominee County regarding the backlog of cases in the Prosecuting Attorney's Office; and

**WHEREAS**, on February 12, 2019 the Menominee County Board of Commissioners heard a presentation from the Menominee County Sheriff's Office, City of Menominee Police Department, Michigan State Police, and the Michigan Department of Natural Resources regarding the backlog of cases in the Prosecuting Attorney's Office; and

**WHEREAS**, the Menominee County Board of Commissioners is concerned that cases in Menominee County are not being charged and prosecuted in a timely manner; and

**WHEREAS**, the Menominee County Board of Commissioners is concerned that the residents of Menominee County are not receiving the justice they deserve for crimes committed in our community; and

**WHEREAS**, the Menominee County Board of Commissioners is committed to determining the scope of the backlog in the Prosecuting Attorney's Office and finding a solution to the problem; and

**NOW, THEREFORE BE IT RESOLVED**, that the Menominee County Board of Commissioners directs and requires the Menominee County Prosecuting Attorney, as provided by Michigan statute (MCL 46.11(k)), to provide a report listing all cases that have been referred to the Prosecuting Attorney's Office but have not yet been charged or declined for prosecution, the date the case was received in the Prosecuting Attorney's Office, the nature of the case, whether the case involves a felony or misdemeanor charge, the applicable statute of limitations on the case, and when the statute of limitations expire on the case; and

**BE IT FURTHER RESOLVED**, that Menominee County Prosecuting Attorney is further directed and required, as provided by Michigan statute (MCL 46.11(k)), to provide a plan for addressing the backlog of cases in the Prosecuting Attorney's Office and identify any additional resources that are necessary to accomplish this task; and

**BE IT FURTHER RESOLVED**, Menominee County Prosecuting Attorney is further directed and required, as provided by Michigan statute (MCL 46.11(k)), to provide the required reports, in writing, to the County Administrator on or before the close of business on Friday, March 15, 2019.

**A ROLL CALL VOTE WAS TAKEN AS FOLLOWS**

**AYES:** \_\_\_\_\_ **NAYS:** \_\_\_\_\_

**RESOLUTION DECLARED ADOPTED.**

\_\_\_\_\_  
Gerald Piche, Chairman, Menominee County Board of Commissioners

I hereby certify that the foregoing is a true and complete copy of **Resolution 2019-06** adopted by the County Board of Commissioners at a regular meeting held on **February 12, 2019**, and I further certify that the public notice of such meeting was given as provided by law.

\_\_\_\_\_  
Marc Kleiman, Menominee County Clerk

**MENOMINEE COUNTY BOARD OF COMMISSIONERS  
DISCUSSION ITEM**

<b>SUBJECT:</b>	<b>RESOLUTION 2019-07 ~ Resolution To Adopt Monthly 9-1-1 Surcharge Within Menominee County</b>
<b>DEPARTMENT:</b>	<b>E-911 – Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	Each year under MCL 484.1714 (1) (g), the State 9-1-1 Committee is required to provide notice to communications providers of the 9-1-1 surcharges in Michigan. The maximum amount that Menominee County can collect is \$2.12 per device.
<b>RECOMMENDED MOTION</b>	

Submitted by: Jason Carviou

02/05/2019

Date

**WORKSHOP ACTION**

<input type="checkbox"/>	<b>Forwarded to County Board for Approval as Recommended</b>
<input type="checkbox"/>	<b>Reviewed with no motion to carry forward</b>
<input type="checkbox"/>	<b>Continue after additional review/research is obtained</b>
<input type="checkbox"/>	<b>Recommended with the following change(s):</b>

**COUNTY BOARD ACTION**

**DATE:**

<input type="checkbox"/>	<b>Approved</b>
<input type="checkbox"/>	<b>Disapproved</b>
<input type="checkbox"/>	<b>Approved with the following change(s):</b>

**RESOLUTION 2019-07**  
**RESOLUTION TO ADOPT MONTHLY 9-1-1 SURCHARGE WITHIN**  
**MENOMINEE COUNTY**

**WHEREAS**, under MCL 484.1714 (1) (g) the State 9-1-1 Committee is required to provide notice to communications providers of the 9-1-1 surcharges in Michigan; and

**WHEREAS**, this includes the counties' 9-1-1 operational surcharge, the state 9-1-1 surcharge, and the monthly prepaid surcharge; and

**WHEREAS**, surcharge guidelines set by the State of Michigan are:

- Counties may raise or lower their surcharge collection amount once annually.
- Modifications to the surcharge collection amounts go in to effect on July 1<sup>st</sup> each year.
- Counties requesting to raise their current surcharge, not to exceed voter approved cap, must do so by commissioner resolution.
- Resolutions must be to the State of Michigan by May 15<sup>th</sup> each year.
- 2 percent of the counties surcharge is retained by the telephone companies as a technical cost.
- Under the terms of Michigan Public Service Commission U-15489 Menominee County can collect a maximum of \$2.12 by approval of a County Board Resolution.

**THEREFORE BE IT RESOLVED**, that the Menominee County Board of Commissioners hereby determines the Menominee County 9-1-1 Surcharge shall continue at \$2.12 effective July 1, 2019 through June 30, 2020; and

**BE IT FURTHER RESOLVED** that the Board Chairman is authorized to sign the necessary documents on behalf of the County and that the County Administrator is authorized to make the necessary budget adjustments to complete this action.

Moved by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_ to immediately adopt the resolution as presented.

\_\_\_\_\_  
**Gerald Piche**– Board Chair

\_\_\_\_\_  
**Marc Kleiman** – County Clerk

\_\_\_\_\_  
Date

## MENOMINEE COUNTY BOARD OF COMMISSIONERS DISCUSSION ITEM

<b>SUBJECT:</b>	<b>Commissioner Per Diems &amp; Expenses</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>ATTACHMENTS:</b>	<b>Yes</b>
<b>SUMMARY:</b>	
Review commissioner per diems and expenses as recently submitted.	
<b>RECOMMENDED MOTION</b>	
Move forward.	

Submitted by: Jason Carviou

02/05/2019

Date

### WORKSHOP ACTION

	<b>Forwarded to County Board for Approval as Recommended</b>
	<b>Reviewed with no motion to carry forward</b>
	<b>Continue after additional review/research is obtained</b>
	<b>Recommended with the following change(s):</b>

### COUNTY BOARD ACTION

DATE:

	<b>Approved</b>
	<b>Disapproved</b>
	<b>Approved with the following change(s):</b>

**MENOMINEE COUNTY**  
**BOARD OF COMMISSIONERS**  
**REIMBURSEMENT VOUCHER**

APPROVED

CHIEF FISCAL OFFICER  
MENOMINEE COUNTY MICHIGAN

Mileage: .58 cents/mile ~ effective 01 January 2019

\*Meals      Breakfast - \$9.00  
                  Lunch - \$11.00  
                  Dinner - \$20.00

\*must attach receipt for reimbursement  
 \*meals provided by conferences will NOT be reimbursed

Name: Larry Schei ~ District 4

Date	Meeting Place	# of miles	X .58/mile	Total Cost	Account Number
1/08/19	COURTHOUSE	16		\$9.28	101-101-860.
1/17/19	PINECREST, POWERS	73		42.34	101-101-860.
1/22/19	COURTHOUSE	16		9.28	101-101-860.
1/25/19	COURT HOUSE	16		9.28	101-101-860.
		121		\$70.18	101-101-860.
					101-101-860.
					101-101-860.
					101-101-860.
					101-101-860.
			Total Mileage	121	
				Total Mileage Fee	\$70.18

Expenses shall be submitted to the County Administrator's office by the last day of the following month, or be forfeited. Send to: 839 10<sup>th</sup> Ave., Menominee, MI 49858

It is hereby certified that the above account is true and correct and that no part of the same has been paid.

*Larry Schei*

Signed

1/25/19  
Date



**MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER**

COPY

Mileage: .58 cents/mile ~ effective 01 January 2019

\*Meals      Breakfast - \$9.00  
                  Lunch - \$11.00  
                  Dinner - \$20.00

\*must attach receipt for reimbursement  
 \*meals provided by conferences will NOT be reimbursed

Name: Bernie Lang ~ District 2

Date	Meeting Place	# of miles	X .58/mile	Total Cost	Account Number
2019					
01-08	CO. BD.	3			101-101-860.
01-10	CAA	130			101-101-860.
01-22	CO. BD.	3			101-101-860.
01-24	HARDSHIP	3			101-101-860.
		139			101-101-860.
			$139 \times .58 =$	80.62	101-101-860.
					101-101-860.
					101-101-860.
					101-101-860.
			<b>Total Mileage</b>	139-	
				<b>Total Mileage Fee</b>	80.62 ✓

Expenses shall be submitted to the County Administrator's office by the last day of the following month, or be forfeited. Send to: 839 10<sup>th</sup> Ave., Menominee, MI 49858

It is hereby certified that the above account is true and correct and that no part of the same has been paid.

B. Lang

Signed

01-31-19

Date



**MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER**

FEB 01 2019

Mileage: .58 cents/mile ~ effective 01 January 2019

\*Meals Breakfast - \$9.00  
Lunch - \$11.00  
Dinner - \$20.00

\*must attach receipt for reimbursement  
\*meals provided by conferences will NOT be reimbursed

Name: Gerald L. Piche ~ District 7

Date	Meeting Place	# of miles	X .58/mile	Total Cost	Account Number
1/8/19	Courthouse - County Board	72		41.76	101-101-860.0
					101-101-860.0
1/15/19	Courthouse - Airport Comm.	72		41.76	101-101-860.0
					101-101-860.0
1/22/19	Courthouse - County Board	72		41.76	101-101-860.0
					101-101-860.0
1/24/19	Pinecrest - Pinecrest Bd.	14		8.12	101-101-860.0
					101-101-860.0
					101-101-860.0
230			Total Mileage		
				<b>Total Mileage Fee</b>	<b>133.40</b>

Expenses shall be submitted to the County Administrator's office by the last day of the following month, or be forfeited. Send to: 839 10<sup>th</sup> Ave., Menominee, MI 49858

It is hereby certified that the above account is true and correct and that no part of the same has been paid.

*Gerald Piche*

Signed

1/31/19

Date



**MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER**

Mileage:     \$.58/mile – effective 01 January 2019

\*Meals:            Breakfast - \$ 9.00  
                      Lunch - \$11.00  
                      Dinner \$20.00

\*must attach receipt for reimbursement  
\*meals provided by conference will NOT be reimbursed

**Name: Jan Hafeman ~ District 8**

	Meeting Place	# of miles	X.58/mile	Total Cost	Account Number
1/08/19	C. B- Menominee	76	44.08	44.08	101-101-860.
1/22/19	C.B. Menominee	76	44.08	44.08	101-101-860.
1/25/19	CB Finance- Menominee	76	44.08	44.08	101-101-860.
					101-101-860.
					101-101-860.
					101-101-860.
					101-101-860.
					101-101-860.
					101-101-860.
				<b>Total Mileage</b>	132.24
<b>Total Mileage Fee</b>					132.04

Expenses shall be submitted to County Administrator's office by the last day of <sup>132.24 AS</sup>  
The following month, or be forfeited. Send to: 839 10<sup>th</sup> Ave., Menominee, MI 49858

It is hereby certified that the above account is true and correct and that no part of the same has been paid.

*Jan Hafeman*  
\_\_\_\_\_  
Signed

1/29/19  
\_\_\_\_\_  
Date



MENOMINEE COUNTY  
BOARD OF COMMISSIONERS  
REIMBURSEMENT VOUCHER

191 35 2019  
\*

Mileage: .58 cents/mile ~ effective 01 January 2019

\*Meals      Breakfast - \$9.00  
                 Lunch - \$11.00  
                 Dinner - \$20.00

\*must attach receipt for reimbursement  
\*meals provided by conferences will NOT be reimbursed

Name: Larry Phelps ~ District 3

Date	Meeting Place	# of miles	X .58/mile	Total Cost	Account Number
12/26/18	Stephenson Annex	36	.58	20.88	101-101-860.
1/9/19	Meno. Co. Courthouse	5	.58	2.90	101-101-860.
1/9/19	Lake Township	48	.58	27.84	101-101-860.
1/15/19	Co. Garage	41	.58	23.78	101-101-860.
1/22/19	Meno. Co. Courthouse	5	.58	2.90	101-101-860.
					101-101-860.
					101-101-860.
					101-101-860.
					101-101-860.
			<b>Total Mileage</b>		
				<b>Total Mileage Fee</b>	<b>78.30</b>

Expenses shall be submitted to the County Administrator's office by the last day of the following month, or be forfeited. Send to: 839 10<sup>th</sup> Ave., Menominee, MI 49858

It is hereby certified that the above account is true and correct and that no part of the same has been paid.

Larry Phelps  
Signed

1/25/19  
Date



**MENOMINEE COUNTY BOARD OF COMMISSIONERS  
DISCUSSION ITEM**

<b>SUBJECT:</b>	Miscellaneous Bills
<b>DEPARTMENT:</b>	Administration
<b>ATTACHMENTS:</b>	Yes
<b>SUMMARY:</b>  Miscellaneous bills paid on January 24, 2019 in the amount of \$132,933.81.	
<b>RECOMMENDED MOTION:</b>	

Submitted by: Jason Carviou

02/05/2019  
Date

**WORKSHOP ACTION**

<input type="checkbox"/>	Forwarded to County Board for Approval as Recommended
<input type="checkbox"/>	Reviewed with no motion to carry forward
<input type="checkbox"/>	Continue after additional review/research is obtained
<input type="checkbox"/>	Recommended with the following change(s):

**COUNTY BOARD ACTION**

**DATE:**

<input type="checkbox"/>	Approved
<input type="checkbox"/>	Disapproved
<input type="checkbox"/>	Approved with the following change(s):

## Miscellaneous Bills Account Number List

### General Fund Expenditures

101-101 Board of Commissioners  
101-103 Other Legislative  
101-131 Circuit/Family Court  
101-132 Family Court  
101-136 District Court  
101-141 Friend of Court  
101-148 Probate Court  
101-150 Jury Commission  
101-172 County Administrator  
101-192 Board of Canvassers  
101-211 Legal  
101-215 County Clerk  
101-253 County Treasurer  
101-257 Equalization  
101-261 MSU Extension  
101-262 Elections  
101-265 Buildings & Grounds  
101-267 Prosecuting Attorney  
101-268 Register of Deeds  
101-275 Drain Commissioner  
101-301 Sheriff Department  
101-331 Marine Law  
101-332 Snowmobile Law  
101-334 Off-Road Recreational Vehicle  
101-335 ATV Education  
101-401 Planning Commission  
101-402 Brownfield Authority  
101-426 Emergency Management  
101-526 Waste Management  
101-601 Health & Welfare  
101-648 Medical Examiner  
101-681 Vets Burial & Relief  
101-682 Veterans Affairs  
101-728 Economic Development  
101-997 Appropriations  
101-999 Operating Transfers

### Special Revenue Funds

205 Road Patrol  
206 Sheriff Work Van  
208 County Parks  
215 Friend of Court  
216 Airport  
220 Park Improvements  
243 Remonumentation  
249 Building Code  
256 ROD - Automation Fund  
260 MI Indigent Defense Counsel (MIDC)  
263 Pistol Licensing  
264 Local Corrections Officers Training  
265 Drug Law Enforcement Forfeiture  
266 E911  
269 Law Library  
271 County Library  
274 MSHDA- County  
277 LEPC  
280 Inmate Canteen fund  
281 K-9  
282 Justice Training (PA302)  
285 Senior Citizens  
286 Medical Marijuana Grant  
289 SOM Salvage Vehicle Title Inspections  
292 Child Care/Special Child care funds  
296 Juvenile Diversion-Teen Court/Beautification  
401 3-Way Road  
516 DTRF-Delinquent Tax Revolving Fund  
517 DTRF-PA 123 Foreclosure

**APPROVED**

JAN 22 2019

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: AERKO INTERNATIONAL MICHIGAN				
136-18	Pepper Spray (x20)	205-315-755.00	252.00	252.00
TOTAL VENDOR AERKO INTERNATIONAL MICHIGAN				252.00
VENDOR NAME: ANDERSON DIEHM FUNERAL HOME				
Transport	M. Seely	101-648-861.00	300.00	300.00
TOTAL VENDOR ANDERSON DIEHM FUNERAL HOME				300.00
VENDOR NAME: AT&T - CAROL STREAM, IL				
906863299101	Telephone Services (Probation Fax)	101-103-850.00	41.84	41.84
906863298901	Telephone Services (Detective Fax)	101-103-850.00	41.84	41.84
906863298601	Telephone Services (VA Fax)	101-103-850.00	41.84	41.84
TOTAL VENDOR AT&T - CAROL STREAM, IL				125.52
VENDOR NAME: AT&T MOBILITY				
287252150867X0108201	906-792-0211 & 906-792-5968	101-132-850.00	66.16	66.16
TOTAL VENDOR AT&T MOBILITY				66.16
VENDOR NAME: AXON ENTERPRISE, INC.				
SI-1569784	Battery Pack (x2)	205-315-755.00	109.00	109.00
TOTAL VENDOR AXON ENTERPRISE, INC.				109.00
VENDOR NAME: BIG O'S LUBE AND SERVICE, INC.				
2012	Vehicle Maintenance - 2016 Ford Explorer	205-315-934.02	500.03	500.03
2018	Vehicle Maintenance - 2017 Ford Explorer	205-315-934.02	213.15	213.15
2041	Vehicle Maintenance - 2016 Ford Explorer	205-315-934.02	63.39	63.39
2047	Vehicle Maintenance - 2018 Ford Intercept	205-315-934.02	38.10	38.10
2097	Vehicle Maintenance - 2016 Ford Intercept	205-315-934.02	1,733.13	1,733.13
2098	Vehicle Maintenance - 2016 Ford Intercept	205-315-934.02	38.10	38.10
TOTAL VENDOR BIG O'S LUBE AND SERVICE, INC.				2,585.90
VENDOR NAME: BP				
55108749	Road Patrol Gasoline	205-315-742.00	431.29	431.29
TOTAL VENDOR BP				431.29
VENDOR NAME: BRAZEAU, DAWN				
Transcripts	M18-3932-FH & M18-3933-FH	101-131-806.00	747.30	747.30
TOTAL VENDOR BRAZEAU, DAWN				747.30
VENDOR NAME: CELLCOM				
134348	Cellular Services - Child Care	292-663-850.00	40.29	120.87
		292-664-850.00	40.29	
		292-665-850.00	40.29	
137359	Airport - Cellular Services	216-585-850.00	56.09	56.09
TOTAL VENDOR CELLCOM				176.96
VENDOR NAME: CENEX FLEETCARD				
169688	Gasoline Charges	292-665-860.00	8.00	34.15
		101-426-860.00	26.15	
TOTAL VENDOR CENEX FLEETCARD				34.15
VENDOR NAME: CITY OF MENOMINEE				
#RENT-1007	January 2019 911 Rent	266-325-976.00	351.67	351.67
TOTAL VENDOR CITY OF MENOMINEE				351.67
VENDOR NAME: CLOVERLAND PAPER CO				
118808	Janitorial Supplies - Courthouse	101-265-755.01	252.63	252.63
118760	Inmate Supplies	101-301-770.00	531.27	531.27
118861	Janitorial Supplies - Courthouse	101-265-755.01	112.98	112.98
TOTAL VENDOR CLOVERLAND PAPER CO				896.88
VENDOR NAME: COHL STOKER & TOSKEY P C				
49851	Legal Fees (12/10/18 - 12/31/18)	101-211-807.00	717.53	717.53

JAN 24 2019

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: COHL STOKER & TOSKEY P C TOTAL VENDOR COHL STOKER & TOSKEY P C				717.53
VENDOR NAME: COOPER OFFICE EQUIPMENT				
162948	Contract # 2761-01	101-103-931.00	239.94	239.94
162949	Contract # 2836-01 (FOC)	215-141-942.00	567.56	567.56
TOTAL VENDOR COOPER OFFICE EQUIPMENT				807.50
VENDOR NAME: CORE TECHNOLOGY CORPORATION MN3000826 Subscription Access to Talon/LEIN				882.00
TOTAL VENDOR CORE TECHNOLOGY CORPORATION				882.00
VENDOR NAME: COUNTRY MILE DOCUMENT DESTRUCTION I 34155 Shredding Documents 1/10/19				239.03
TOTAL VENDOR COUNTRY MILE DOCUMENT DESTRUCTION I				239.03
VENDOR NAME: DEKETO, LLC 494 Labels & Ribbon (ROD)				224.00
TOTAL VENDOR DEKETO, LLC				224.00
VENDOR NAME: DICKEY, TODD 2019-004-MI Court Appointed - M.M.Topper				285.00
2019-005-MI Court Appointed - K.M. Kramer				285.00
TOTAL VENDOR DICKEY, TODD				570.00
VENDOR NAME: DICKINSON COUNTY TREASURER Circuit Court 2018-4 Cisco Teleworker Gateway				75.00
Circuit Court 2018-4 Shared Expenses (Oct - Dec 2019)				31,054.88
TOTAL VENDOR DICKINSON COUNTY TREASURER				31,129.88
VENDOR NAME: FRIENDS OFC PROD WHSE DIRECT 04320 FOC - Office Equipment				238.90
04214 FOC - Office Supplies				109.42
TOTAL VENDOR FRIENDS OFC PROD WHSE DIRECT				348.32
VENDOR NAME: GRAINGER 9056722961 Roof Drain Dome (Courthouse)				122.00
TOTAL VENDOR GRAINGER				122.00
VENDOR NAME: GREAT AMERICAN DISPOSAL CO THE 8R120718 Shakey/Kleinke				29.67
91101275 Annex - Garbage Removal				127.83
TOTAL VENDOR GREAT AMERICAN DISPOSAL CO THE				157.50
VENDOR NAME: GROENHOUT, KAREN E. December 2018 CAFA				600.00
				600.00
TOTAL VENDOR GROENHOUT, KAREN E.				1,200.00
VENDOR NAME: HASS, DANIEL Reimbursement Judicial Seminar - Mileage, Tolls, Meals				249.98
				249.98
				5.61
				8.11
				12.80
				7.99
TOTAL VENDOR HASS, DANIEL				534.47
VENDOR NAME: HELLO DIRECT, INC. 1905466 Phone Headset - District Court				314.33
TOTAL VENDOR HELLO DIRECT, INC.				314.33
VENDOR NAME: HENSLEY, RN, JOEL Blood Draws Inmate Blood Draw (x5)				500.00

CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

**APPROVED**

JAN 24 2019

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: HENSLEY, RN, JOEL				
January 2019	Medical Examiner	101-648-709.00	1,080.00	
		101-648-835.00	2,850.00	
				3,930.00
Reimbursement Cellular Services, Office Supplies				
		101-648-850.00	36.36	
		101-648-727.00	118.38	
				154.74
January 2019	Inmate Nursing Services	101-301-770.01	1,365.00	
TOTAL VENDOR HENSLEY, RN, JOEL				5,949.74
VENDOR NAME: HI TEC BUILDING SERVICES, INC.				
018945	November 2018 Cleaning Services	101-265-801.00	1,880.00	
TOTAL VENDOR HI TEC BUILDING SERVICES, INC.				1,880.00
VENDOR NAME: ICLE				
1077253	MI Model Criminal Jury Instructions (2018 Update)	101-267-802.00	138.50	
752296	Nov 2018 Update	269-145-982.00	267.50	
TOTAL VENDOR ICLE				406.00
VENDOR NAME: IMAGEWORKS				
13315	Uniforms - Mike Sieg	101-265-745.00	74.00	
TOTAL VENDOR IMAGEWORKS				74.00
VENDOR NAME: J S ELECTRONICS, INC.				
20344	Tower Lease - January 2019	266-325-976.00	517.63	
TOTAL VENDOR J S ELECTRONICS, INC.				517.63
VENDOR NAME: KLUMB, JOSEPH				
December 2018	CAFA	260-266-801.01	900.00	
		260-266-801.02	830.00	
TOTAL VENDOR KLUMB, JOSEPH				1,730.00
VENDOR NAME: LANGUAGE LINE SERVICES, INC.				
9020581358	Over the Phone Interpretation (Spanish)	101-103-850.00	6.78	
TOTAL VENDOR LANGUAGE LINE SERVICES, INC.				6.78
VENDOR NAME: LENCA SURVEYING				
19007	Remon Yr 2019 (1/1 - 1/17/19)	243-245-801.07	6,554.38	
TOTAL VENDOR LENCA SURVEYING				6,554.38
VENDOR NAME: LITHOCRAFTERS PRINTING, INC.				
99212	FOC - Order to Appear	101-141-727.00	218.00	
TOTAL VENDOR LITHOCRAFTERS PRINTING, INC.				218.00
VENDOR NAME: M.A.C.C.				
Registration	Quarterly Meeting - Marc Kleiman	101-215-802.00	50.00	
TOTAL VENDOR M.A.C.C.				50.00
VENDOR NAME: MANPOWER, INC.				
33537353	Week Ending 1/13/19 (D. Averill)	216-585-704.00	272.00	
33473958	Week Ending 12/23/18 (D. Averill)	216-585-704.00	374.00	
33557487	Week Ending 1/20/19 (D. Averill)	216-585-704.00	374.00	
TOTAL VENDOR MANPOWER, INC.				1,020.00
VENDOR NAME: MASTERCARD				

CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

CUSTOM INVOICE REPORT FOR COUNTY OF MENOMINEE  
 EXP CHECK RUN DATES 01/24/2019 - 01/24/2019  
 UNJOURNALIZED  
 OPEN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: MASTERCARD				
Credit Card	Courthouse & Library	101-268-729.00	6.70	5,459.90
		101-268-729.00	6.70	
		101-172-934.03	1,378.00	
		101-265-755.00	44.63	
		101-265-981.00	10.99	
		101-268-729.00	18.00	
		101-267-727.00	124.76	
		101-265-981.00	34.87	
		101-268-729.00	6.70	
		101-172-934.03	3,000.00	
		101-103-970.18	44.61	
		101-172-802.00	25.00	
		101-132-729.00	4.70	
		101-268-729.00	6.70	
		517-252-860.00	175.00	
		101-268-729.00	6.70	
		101-172-934.03	37.99	
		101-265-981.00	21.95	
		517-252-860.00	136.89	
		101-268-729.00	6.70	
		271-790-932.00	76.53	
		101-268-729.00	6.70	
		101-268-729.00	6.70	
		101-268-729.00	6.70	
		101-141-727.00	155.00	
		101-172-934.03	103.98	
		101-268-729.00	6.70	
Credit Card	Sheriff & Road Patrol	101-301-727.00	23.32	2,845.13
		101-301-727.00	21.19	
		101-301-742.00	31.33	
		101-301-742.00	11.00	
		101-301-742.00	11.00	
		101-301-745.00	57.95	
		101-301-770.00	250.00	
		101-301-770.00	472.22	
		101-301-770.01	8.98	
		101-301-770.01	49.37	
		101-301-770.01	43.74	
		101-301-770.01	40.51	
		101-301-770.01	92.59	
		101-301-770.01	15.89	
		101-301-860.00	11.00	
		101-301-860.00	236.25	
		101-301-860.00	11.01	
		101-301-860.00	19.47	
		101-301-860.00	4.00	
		101-301-860.00	6.97	
		101-301-860.01	11.28	
		205-315-755.00	195.42	
		205-315-860.00	111.14	
		205-315-881.03	650.00	
		205-315-881.03	325.00	
		101-301-742.00	29.96	
		101-301-742.00	17.04	
		101-301-742.00	18.04	
		101-301-742.00	17.99	
		101-301-742.00	9.57	
		101-301-860.00	19.62	
		101-301-860.00	10.87	
		101-301-860.00	4.00	
		101-301-860.00	7.41	
Credit Card	Airport	216-585-742.00	51.58	457.62
		216-585-742.00	27.50	
		216-585-981.00	360.60	
		216-585-729.01	17.94	

**APPROVED**  
 JAC & S  
 CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

JAN 26 2019

CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: MASTERCARD				
TOTAL VENDOR MASTERCARD				8,762.65
VENDOR NAME: MENARDS - MARINETTE				
75551	Park Picnic Table Supplies	208-751-970.02	528.80	528.80
69505	Park Picnic Table Supplies	208-751-970.02	529.30	529.30
76287	B&G Supplies	101-265-755.00	21.14	21.14
69508	Credit Memo - Parks	208-751-970.02	(44.95)	(44.95)
75437	Remon Supplies (2019 Grant)	243-245-765.00	99.50	99.50
TOTAL VENDOR MENARDS - MARINETTE				1,133.79
VENDOR NAME: MIGHTY PET				
10367	K9 Lodging (Avery)	101-301-881.01	337.00	337.00
10486	K9 Lodging (Avery)	101-301-881.01	108.50	108.50
TOTAL VENDOR MIGHTY PET				445.50
VENDOR NAME: MILLERS ACTION OFFICE SUPPLY I				
0142918-001	Sheriff Dept - Office Equipment	101-301-728.00	289.49	289.49
0142923-001	Sheriff Dept - Office Equipment	101-301-728.00	616.88	616.88
0142794-001	Probate Court - Office Supplies	101-148-727.00	114.99	114.99
0142781-001	Probate/Family Court - Office Supplies	101-148-727.00	10.12	20.24
		101-132-727.00	10.12	
0143031-001	Probate/Family - Office Supplies	101-148-727.00	37.99	75.99
		101-132-727.00	38.00	
0143052-001	Jury Commission - Office Supplies	101-150-727.00	15.56	15.56
0142795-001	W2's (Payroll)	101-215-727.00	158.76	158.76
0142987-001	Clerk - Office Supplies	101-215-727.00	218.58	218.58
0142947-001	Child Care - Office Supplies	292-663-727.00	91.99	91.99
0143026-001	Clerk - Office Supplies	101-215-727.00	114.99	114.99
TOTAL VENDOR MILLERS ACTION OFFICE SUPPLY I				1,717.47
VENDOR NAME: NEOPOST USA, INC.				
56390599	Postage Machine (2/8 - 5/7/19)	101-253-729.01	285.66	285.66
TOTAL VENDOR NEOPOST USA, INC.				285.66
VENDOR NAME: NKS TIRE & SERVICE, INC.				
163635	Tires (x10)	101-331-755.01	300.00	596.92
		205-315-934.02	296.92	
TOTAL VENDOR NKS TIRE & SERVICE, INC.				596.92
VENDOR NAME: OFFICE DEPOT, INC.				
205868223001	Office Supplies - Admin & Airport	101-172-727.00	62.58	74.27
		216-585-727.00	11.69	
256580794001	District Court - Office Supplies	101-136-727.00	17.52	17.52
211238331001	District Court - Office Supplies	101-136-727.00	42.67	42.67
252466344001	Airport - Office Supplies	216-585-727.00	184.20	184.20
249555023001	District Court - Office Supplies	101-136-727.00	11.95	11.95
247396993001	District Court - Office Supplies	101-136-727.00	35.69	35.69
226157272001	Admin Credit Memo - Office Supplies	101-172-727.00	(304.96)	(304.96)
244188456001	ROD - Office Supplies	101-268-727.00	101.59	101.59
253094600001	District Court - Office Supplies	101-136-727.00	29.97	29.97
TOTAL VENDOR OFFICE DEPOT, INC.				192.90
VENDOR NAME: PALMER, MARY				
Reimbursement	B&G Supplies	101-265-755.00	2.12	10.59
		101-265-755.01	8.47	
TOTAL VENDOR PALMER, MARY				10.59
VENDOR NAME: PAN-O-GOLD BAKING CO.				
40068319004009	Inmate Supplies	101-301-770.00	47.09	47.09

**APPROVED**  
 01/24/2019  
 CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: PAN-O-GOLD BAKING CO.				
40068319011001	Inmate Supplies	101-301-770.00	116.16	116.16
TOTAL VENDOR PAN-O-GOLD BAKING CO.				163.25
VENDOR NAME: PHILIPPS, RANDALL				
November 2018	CAFA	260-266-801.01	750.00	1,050.00
		260-266-801.02	300.00	
December 2018	CAFA	260-266-801.01	600.00	800.00
		260-266-801.02	200.00	
January 2019	Show Cause Court Appointed	101-131-807.00	500.00	1,000.00
		101-132-807.00	500.00	
TOTAL VENDOR PHILIPPS, RANDALL				2,850.00
VENDOR NAME: QUILL CORPORATION				
3867211	911 - Office Equipment	266-325-728.01	44.58	44.58
3860092	911 - Office Equipment	266-325-728.01	14.99	14.99
3790714	911 - Operating Supplies	266-325-755.00	49.94	49.94
4033784	PA - Office Supplies	101-267-727.00	91.86	91.86
TOTAL VENDOR QUILL CORPORATION				201.37
VENDOR NAME: REINHART FOODSERVICE				
645849	Inmate Supplies	101-301-770.00	1,417.45	1,417.45
651342	Inmate Supplies	101-301-770.00	1,900.97	1,900.97
TOTAL VENDOR REINHART FOODSERVICE				3,318.42
VENDOR NAME: SEABORG, SARA D.				
December 2018	CAFA	260-266-801.00	900.00	1,450.00
		260-266-801.02	550.00	
TOTAL VENDOR SEABORG, SARA D.				1,450.00
VENDOR NAME: SEXTON, RICHARD				
Reimbursement	Cellular Services and Radio Programming	101-426-850.00	68.08	138.08
		101-426-963.01	70.00	
Reimbursement	Mileage	101-426-860.00	181.00	181.00
TOTAL VENDOR SEXTON, RICHARD				319.08
VENDOR NAME: ST. OF MI-MANAG/BUDGET/PO30681				
19-000027	Radio Activation (x2)	205-315-934.01	500.00	500.00
TOTAL VENDOR ST. OF MI-MANAG/BUDGET/PO30681				500.00
VENDOR NAME: STANDARD INSURANCE COMPANY				

JAN 24 2019  
 CHIEF FISCAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: STANDARD INSURANCE COMPANY				
February 2019	Life Insurance Premium	101-101-713.00	21.24	226.56
		101-132-713.00	4.13	
		101-136-713.00	11.58	
		101-141-713.00	9.44	
		101-148-713.00	2.95	
		101-215-713.00	11.80	
		101-172-713.00	4.72	
		101-267-713.00	11.80	
		101-268-713.00	4.72	
		101-253-713.00	7.08	
		101-257-713.00	4.72	
		101-265-713.00	4.72	
		101-301-713.00	54.28	
		101-682-713.00	2.36	
		101-426-713.00	2.36	
		216-585-713.00	2.36	
		260-266-713.00	0.22	
		271-790-713.00	7.08	
		292-663-713.00	2.36	
		292-664-713.00	2.36	
		292-665-713.00	2.36	
		208-751-713.00	2.36	
		205-316-713.00	2.36	
		205-315-713.00	25.96	
		266-325-713.00	21.24	
TOTAL VENDOR STANDARD INSURANCE COMPANY				226.56
VENDOR NAME: STEPHENSON MARKETING COOPERATI				
015579	Road Patrol Gasoline	205-315-742.00	1,849.65	1,849.65
008096	Building Code - Gasoline	249-371-742.00	20.31	20.31
TOTAL VENDOR STEPHENSON MARKETING COOPERATI				1,869.96
VENDOR NAME: STEPHENSON NATIONAL BANK&TRUST				
2019-1	ROD Safe Deposit Boxes (x4)	101-268-802.00	160.00	160.00
TOTAL VENDOR STEPHENSON NATIONAL BANK&TRUST				160.00
VENDOR NAME: SUPERION, LLC				
215716	Records Management Systems	205-315-970.00	28,520.00	28,520.00
216440	Records Management Systems	205-315-970.00	14,400.00	14,400.00
TOTAL VENDOR SUPERION, LLC				42,920.00
VENDOR NAME: TARGET INFORMATION MANAGEMENT				
286652	Divorce Paperwork	101-215-727.00	39.67	39.67
TOTAL VENDOR TARGET INFORMATION MANAGEMENT				39.67
VENDOR NAME: THE JANITOR'S CLOSET				
44915	Floor Finish (x2)	101-265-755.02	66.58	66.58
TOTAL VENDOR THE JANITOR'S CLOSET				66.58
VENDOR NAME: U.E.S. COMPUTERS, INC.				
80498	Extension Cable & USB Hub (Sheriff Dept)	101-301-728.00	52.00	52.00
80527	US Micro Switch (Sheriff)	101-301-728.00	49.99	49.99
TOTAL VENDOR U.E.S. COMPUTERS, INC.				101.99
VENDOR NAME: U.S. BANK EQUIPMENT FINANCE				
375625712	Bizhub 423 Copier	101-103-931.00	152.96	152.96
TOTAL VENDOR U.S. BANK EQUIPMENT FINANCE				152.96
VENDOR NAME: UNIFORM SHOPPE				
282220	Uniform Allowance	101-301-745.00	251.90	251.90
TOTAL VENDOR UNIFORM SHOPPE				251.90
VENDOR NAME: UWC				
9068632023	Telephone Services	101-103-850.00	18.65	18.65
9068634441	Telephone Services	101-103-850.00	36.91	36.91
9068634705	Telephone Services	101-103-850.00	7.09	7.09

JAN 24 2019

CHIEF FINANCIAL OFFICER  
 MENOMINEE COUNTY MICHIGAN

INVOICE NUMBER	DESCRIPTION	DISTRIBUTIONS	AMOUNTS	AMOUNT
VENDOR NAME: UWC				
9067532209	Telephone Services	101-103-850.00	2.61	2.61
TOTAL VENDOR UWC				65.26
VENDOR NAME: VERIZON WIRELESS				
9821361517	Cellular Services	101-265-850.01	142.29	957.91
		101-301-850.00	378.66	
		101-426-850.00	52.69	
		101-682-850.00	40.42	
		205-315-850.00	342.00	
		266-325-850.00	1.85	
TOTAL VENDOR VERIZON WIRELESS				957.91
VENDOR NAME: WEST GROUP PAYMENT CENTER				
0838736076	PA's Office	101-267-802.00	65.00	65.00
TOTAL VENDOR WEST GROUP PAYMENT CENTER				65.00
VENDOR NAME: WISCONSIN PUBLIC SERVICE CORP				
0402047856-00010	1000 9th Street	101-265-920.03	182.17	237.48
0402047856-00011	1004 9th Street	101-265-920.03	55.31	
TOTAL VENDOR WISCONSIN PUBLIC SERVICE CORP				237.48
VENDOR NAME: XEROX CORPORATION				
095569973	Probation/Parole	101-131-942.00	111.02	111.02
TOTAL VENDOR XEROX CORPORATION				111.02
VENDOR NAME: ZEVITZ, DR. MICHAEL E.				
January 2019	Medical Examiner	101-648-709.00	2,030.00	2,030.00
TOTAL VENDOR ZEVITZ, DR. MICHAEL E.				2,030.00
GRAND TOTAL:				132,933.81

**MENOMINEE COUNTY BOARD OF COMMISSIONERS  
DISCUSSION ITEM**

<b>SUBJECT:</b>	Miscellaneous Boards/Committees/Commissions Reports
<b>DEPARTMENT:</b>	Administration
<b>ATTACHMENTS:</b>	Yes
<b>SUMMARY:</b>	Review/Discuss Miscellaneous Boards/Committees/Commission reports
<b>RECOMMENDED MOTION:</b>	

Submitted by: Jason Carviou

02/05/2019  
Date

**WORKSHOP ACTION**

<input type="checkbox"/>	Forwarded to County Board for Approval as Recommended
<input type="checkbox"/>	Reviewed with no motion to carry forward
<input type="checkbox"/>	Continue after additional review/research is obtained
<input type="checkbox"/>	Recommended with the following change(s):

**COUNTY BOARD ACTION**

**DATE:**

<input type="checkbox"/>	Approved
<input type="checkbox"/>	Disapproved
<input type="checkbox"/>	Approved with the following change(s):

Approved  
1/15/19

The Menominee County Board of Road Commissioners held a reorganizational meeting in their offices north of Stephenson on Wednesday, January 2, 2019.

Finance Director/Clerk Savord called the meeting to order at 9:00 a.m. with the following persons present or absent.

Present: Kenneth Bower, Anthony Kakuk, Kenneth Kline, and Lisa Savord. Also present were Chuck Behrend and Charlene Peterson.

Absent: None

The Pledge of Allegiance was recited.

Election of Officers for 2019 – At Savord’s first call for Chair nominations, Kline nominated Kakuk for Chair, seconded by Bower. Savord again called for nominations for Chair. There were none. Savord again called for nominations for Chair. There being none, the nominations were closed. Savord called for a vote on the nomination of Kakuk being Chair for 2019. The motion carried by the following vote: Bower, Aye; Kakuk, Aye; Kline, Aye.

Savord called for nominations for Vice-Chair. Bower nominated Kline for Vice-Chair, seconded by Kakuk. Savord again called for nominations for Vice-Chair. There were none. Savord again called for nominations for Vice-Chair. There being none, the nominations were closed. Savord called for a vote on the motion of Kline being Vice-Chair for 2019. The motion carried by the following vote: Bower, Aye; Kakuk, Aye; Kline, Aye.

Savord turned the meeting over to Chair Kakuk at 9:02 a.m.

Public comments – Chuck Behrend wished everyone a Happy New Year.

Public appearances – None.

Discuss request from Spalding Twp. to change date & location of their annual township/road commission meeting – All three commissioners agreed to changing the meeting date to Wednesday, January 16, 2019 at 5:30 p.m. at the Spalding Township Hall. Savord will send a letter to Supervisor Moraska confirming the change.

Other Business – Savord advised that a notice had been received asking if the road commission would be participating in the cost of the Great Lakes Council public service announcements. Moved by Kline, seconded by Kakuk not to participate in the cost of the public service announcements. Carried unanimously.

Bower thanked Kakuk and Kline for welcoming him to the board.

Kakuk noted that he had received a call from County Commissioner Bill Cech stating that a problem had been found with one of the repeaters at the Bagley radio tower and that it had been repaired. Savord added that Mr. Cech had also left that information for Moilanen and that he planned to have personnel test the radios now that the repair was completed.

Public comments – Charlene Peterson asked who would be taking William Anderson’s place as the road commission delegate on the Planning Commission. It was moved by Kakuk, seconded by Bower to nominate Kline for the position. Carried unanimously. Savord will contact the County Administrator’s office to advise them that Kline would like to be considered for the appointment.

Ms. Peterson also showed the board a copy of the proposed site map that was included in Aquila Resources latest permit amendment and asked if the road commission had been asked to approve the changes to River Road. Kakuk responded that they had not.

There being no further business, Kakuk declared the meeting adjourned at 9:28 a.m.

\_\_\_\_\_  
Road Commission Finance Director/Clerk

\_\_\_\_\_  
Chair

**COMMISSIONERS:**

**KENNETH BOWER**  
BARK RIVER, MI 49807

**ANTHONY KAKUK**  
DAGGETT, MI 49821

**KENNETH KLINE**  
WALLACE, MI 49893



**MENOMINEE COUNTY**

**BOARD OF COUNTY ROAD COMMISSIONERS**

**P. O. BOX 527 • STEPHENSON, MICHIGAN 49887 • 877-867-9444 or 906-753-6914  
FAX 906-753-4319**

**DARRELL W. MOILANEN**  
ENGINEER-MANAGER

**LISA K. SAVORD**  
FINANCE DIRECTOR / CLERK

**2019 SCHEDULE**

**TOWNSHIP/ROAD COMMISSION MEETINGS**

<u>Wednesday, January 16, 2019</u>	<u>Spalding Township Hall</u>
Spalding Township	5:30 P.M.
<u>Monday, January 21, 2019</u>	<u>Road Commission Office</u>
Faithorn Township	6:00 P.M.
Meyer Township	6:30 P.M.
Gourley Township	7:00 P.M.
<u>Wednesday, January 23, 2019</u>	<u>Road Commission Office</u>
Nadeau Township	9:00 A.M.
Holmes Township	9:30 A.M.
Daggett Township	10:00 A.M.
Stephenson Township	10:30 A.M.
<u>Thursday, January 24, 2019</u>	<u>Road Commission Office</u>
Lake Township	8:30 A.M.
Mellen Township	9:00 A.M.
Ingallston Township	9:30 A.M.
Cedarville Township	10:00 A.M.
Menominee Township	10:30 A.M.

Highlighted townships have confirmed they will attend.

Harris Township – To be determined

*Approved  
12/11/18*

The Menominee County Board of Road Commissioners held a regular meeting in their offices north of Stephenson on Tuesday, November 13, 2018.

Chair Kakuk called the meeting to order at 9:00 a.m. with the following persons present or absent:

Present: William Anderson, Anthony Kakuk, Kenneth Kline, Darrell Moilanen and Lisa Savord. Also present were Adam Olson, Larry Barker, Nancy Helgren, Dana Dziedzic, Larry Phelps, and Charlene Peterson. Jerry Piche joined the meeting at 9:10 a.m.

Absent: None

The Pledge of Allegiance was recited.

Public comments – None.

Public appearances – None.

Additions/corrections to minutes for 10/09/18 and 10/23/18 – There being no additions or corrections, it was moved by Kline, seconded by Anderson that the minutes will stand as written. Carried unanimously.

Financial Report –

	Receipts	Expenditures	Payables / Reserves	Balances
Balance, October 8, 2018				\$2,960,818.56
Receipts thru 10/31/18	784,216.45			
Expenditures thru 10/31/18		340,945.83		
Balance, October 31, 2018				\$3,404,089.18
Michigan Transportation Funds	402,679.40			
Receipts thru 11/12/18	0.00			
Expenditures thru 11/12/18		420,969.58		
Set aside for purchase of graders in 2020			800,000.00	
State Maint. & Equip. Advances			145,806.00	
Balance, November 12, 2018	1,186,895.85	761,915.41	945,806.00	2,439,993.00

Payables & Reserves

Payroll 11/15, and 11/29 (Est.)	150,000.00
Soc. Sec. 11/15 and 11/29 (Est.)	11,475.00
Reserve for workers compensation insurance	18,761.16
Reserve for liability insurance	77,598.50
Reserve for rental grader leases - John Deere (Oct 2015)	38,167.00
Reserve for rental grader leases - Cat Financial (Dec 2015)	258,940.23
Reserve for Forest Funds	161,011.03
Reserve RR X'ing closure funds for Meyer Twp. projects	169,788.35
Reserve for Federal Aid Match for No. 5 Rd. Bridge	723.07
Reserve for Federal Aid Match for No. 10 Ln. Bridge	1,602.98
Reserve for Federal Aid Match for CR360 project	13,800.00
Reserve for Federal Aid Match for Chipseals	14,463.16
Reserve for 20% share of BIA County Line Road project	0.00
Reserve for Construction Engineering for CR360	9,637.59
Reserve for Design Engineering for C-1 Road Bridge	1,273.90
Reserve for Scour Protection bid documents & oversight	1,512.96
Reserve for Office Tech services for 2018 chipseal projects	2.86
Reserve for Construction Inspection on 2018 chipseal projects	0.00
Reserve for Bridge scour protection	22,986.50
Reserve for DEQ Permit submittal for Shakey Lakes Culvert project	1,197.72
Reserve for Construction inspection on Shakey Lakes Culvert project	0.00
Reserve for DEQ Permits for various culverts	12,402.00
Reserve for 2018 General Engineering services	823.92
Reserve for Fuel Station Equipment upgrade	0.00
Reserve for 2018 Cutting Edges	31,934.96
Reserve for Hydraulic Detachable Gooseneck Trailer	54,825.00
Reserve for 3 Heavy Duty Tandem Dump Trucks	730,704.00
Reserve for Capital Outlay - Tilt Bed Trailer	27,195.00
Reserve for Capital Outlay - 3 Pickup Trucks	120,507.00
	(1,931,333.89)
	\$ 508,659.11

There being no questions or comments, Kakuk declared the financial report accepted as read.

Vouchers # 19-0002, 19-0004, 19-1031 and 19-0006 – Moved by Kline, seconded by Anderson that the vouchers be approved and ordered paid. Carried unanimously.

Award RFP for the design of CR348 project – Moilanen stated that three proposals had been received as follows:

Coleman Engineering	\$32,900
UP Engineers & Architects	\$37,890
Aecom	\$39,547

Moved by Anderson, seconded by Kline to accept the proposal from Coleman Engineering. Carried unanimously.

Any other business – Moilanen informed the board that the request for a \$20,000 2% Grant from the Hannahville Indian Community for a road broom had been approved. Chair Kakuk signed the grant agreement. Moilanen then asked for permission to go out for bids for the broom. Moved by Anderson, seconded by Kline to go out to bid for a new or used road broom. Carried unanimously.

Moilanen advised that a resolution was needed to sign any forms/contracts for the CR400 project. Commissioner Kakuk moved for the adoption of the following resolution:

WHEREAS, it is the intent of the Menominee County Road Commission to Reconstruct and Pave CR 400 from intersection of CR 400 and Old US-2 thence 2.57 miles north (**Contract No. xx-xxxx**) within Menominee County, using Federal STP Funding.

AND WHEREAS, it is necessary to complete the forms and contracts for such funds,

NOW THEREFORE BE IT RESOLVED, that the Chair or Vice-Chair are herewith authorized and empowered to enter into and sign any and all agreements necessary to receive Federal STP Funds for the project listed above.

Seconded by Commissioner Kline and carried by the following vote: Ayes: 3; Nays: 0.

The contract number will be inserted once it is received from MDOT.

Moilanen discussed correspondence received from the Meyer Township Board regarding W. Third Street in Hermansville. The township had asked that the road commission attend their November 21, 2018 meeting to provide options for correcting the chip seal on the street. Moilanen asked permission to respond to the township with a letter stating that the board would not be attending the November meeting. Instead Moilanen would compile a list of options for the road, including costs, to be discussed with the township board at the 2019 annual meeting. Moved by Anderson, seconded by Kline to have Moilanen send the letter to Meyer Township. Carried unanimously.

Kakuk encouraged all present to attend the Menominee County Board meeting being held tonight at 6 p.m., to voice their opinions on the proposed change to the road commission from a 3 member to a 5 member board.

There being no further business, Kakuk declared the meeting adjourned at 9:15 a.m.

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Road Commission Finance Director / Clerk

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Chair

Approved  
1/15/19

The Menominee County Board of Road Commissioners held a regular meeting in their offices north of Stephenson on Tuesday, December 11, 2018.

Chair Kakuk called the meeting to order at 9:00 a.m. with the following persons present or absent:

Present: William Anderson, Anthony Kakuk, Kenneth Kline, Darrell Moilanen and Lisa Savord. Also present were Vicki Kline, Joe Linder, Reeny Kakuk, Chuck Behrend, Larry Barker, Mike Zemba, Larry Phelps, Dana Dziedzic, Ken Bower, and Charlene Peterson.

Absent: None

The Pledge of Allegiance was recited.

Public comments – None.

Public appearances – None.

Additions/corrections to minutes for 11/13/18 – There being no additions or corrections, it was moved by Anderson, seconded by Kline that the minutes will stand as written. Carried unanimously.

Financial Report –

	Receipts	Expenditures	Payables / Reserves	Balances
Balance, November 12, 2018				\$3,385,799.00
Receipts thru 11/30/18	131,957.20			
Expenditures thru 11/30/18		415,031.31		
Balance, November 30, 2018				\$3,102,724.89
Michigan Transportation Funds	461,305.10			
Receipts thru 12/10/18	0.00			
Expenditures thru 12/10/18		0.00		
Set aside for purchase of graders in 2020			800,000.00	
State Maint. & Equip. Advances			145,806.00	
Balance, December 10, 2018	593,262.30	415,031.31	945,806.00	2,618,223.99

Payables & Reserves

Payroll 12/13, and 12/27 (Est.)	150,000.00
Soc. Sec. 12/13 and 12/27 (Est.)	11,475.00
Reserve for workers compensation insurance	28,141.74
Reserve for liability insurance	88,684.00
Reserve for rental grader leases - John Deere (Oct 2015)	38,167.00
Reserve for rental grader leases - Cat Financial (Dec 2015)	258,940.23
Reserve for Forest Funds	161,011.03
Reserve RR X'ing closure funds for Meyer Twp. projects	169,788.35
Reserve for Federal Aid Match for No. 5 Rd. Bridge	723.07
Reserve for Federal Aid Match for No. 10 Ln. Bridge	1,602.98
Reserve for Federal Aid Match for CR360 project	13,800.00
Reserve for Federal Aid Match for Chipseals	16,409.55
Reserve for Construction Engineering for CR360	4,752.03
Reserve for Design Engineering for C-1 Road Bridge	1,273.90
Reserve for Office Tech services for 2018 chipseal projects	2.86
Reserve for Scour Protection bid documents & oversight	1,512.96
Reserve for Bridge scour protection	22,986.50
Reserve for DEQ Permit submittal for Shakey Lakes Culvert project	1,197.72
Reserve for DEQ Permits for various culverts	12,402.00
Reserve for 2018 General Engineering services	774.18
Reserve for Design Engineering for CR348	32,900.00
Reserve for 2018 Cutting Edges	31,934.96
Reserve for Hydraulic Detachable Gooseneck Trailer	54,825.00
Reserve for 3 Heavy Duty Tandem Dump Trucks	730,704.00
Reserve for Capital Outlay - Tilt Bed Trailer	27,195.00
Reserve for Capital Outlay - 3 Pickup Trucks	120,507.00
	(1,981,711.06)
	\$ 636,512.93

There being no questions or comments, Kakuk declared the financial report accepted as read.

Vouchers # 19-0008, 19-0009, 19-0011 and 19-1130 – Moved by Kline, seconded by Kakuk that the vouchers be approved and ordered paid. Carried unanimously.

Approve 2019 Regular Monthly Meeting schedule – Following a request from Kakuk to change the time of the January meeting from 9 am to 11 am, it was moved by Anderson, seconded by Kline to approve the following schedule with dates and times subject to change if deemed necessary. Carried unanimously.

Wednesday, January 2, 2019	9:00 a.m. (Reorganizational Meeting)
Tuesday, January 15, 2019	11:00 a.m.
Tuesday, February 12, 2019	9:00 a.m.
Tuesday, March 5, 2019	9:00 a.m.
Tuesday, April 9, 2019	9:00 a.m.
Tuesday, May 14, 2019	9:00 a.m.
Tuesday, June 11, 2019	9:00 a.m.
Tuesday, July 9, 2019	9:00 a.m.
Tuesday, August 13, 2019	9:00 a.m.
Tuesday, September 3, 2019	9:00 a.m.
Tuesday, October 8, 2019	9:00 a.m.
Tuesday, November 12, 2019	9:00 a.m.
Tuesday, December 10, 2019	9:00 a.m.

Discuss/approve preliminary 2019 Township/Road Commission Annual Meetings schedule – The board was presented with a proposed schedule for the annual meetings to be held on January 21, 22 & 24, 2019. At Kakuk's request, the January 22 meetings were moved to January 23. Moved by Anderson, seconded by Kakuk to approve the updated preliminary schedule and have Savord send notice to the townships to determine if the meeting times work for them. Carried unanimously.

Discuss 2WD pickup truck order – Moilanen advised that the bid for 3 pickups was awarded to Riverside Chevrolet in May, 2018, with a proposed delivery date of 6-8 weeks from receipt of order. Since that time, Riverside has changed the delivery date many times. Recently, Riverside General Manager Greg Bink had stated that the trucks would be built the week of December 30, 2018 and delivered by the second week of January, 2019. He is now stating that it may be in February, 2019. Moved by Anderson, seconded by Kline to have Moilanen send a letter to Riverside requesting that a firm delivery date be provided by General Motors or the order will be cancelled. Carried unanimously.

Discuss using Wisconsin Surplus Online for used equipment purchases – Moilanen noted that the weighmaster would need a vehicle to use this spring as the old Tahoe that was used in past years is no longer dependable. Moved by Kakuk, seconded by Kline to allow Moilanen to bid up to \$20,000 if an appropriate vehicle were to be posted for sale on Wisconsin Surplus Online. Carried unanimously.

Discuss/act upon changes to MERS Defined Contribution Pension Plan vesting schedule – Moilanen explained that there currently was not a vesting schedule included in this plan and suggested that the plan be amended to include a graduated vesting schedule of 25% after 1 year of service, 50% after 2 years of service, 75% after 3 years of service and 100% vesting after 4 years of service. This change be for new hires effective January 1, 2019 and would not affect any employees currently in the plan. Moved by Anderson, seconded by Kakuk to implement this change. Carried unanimously.

Discuss future staffing needs – Moilanen asked the board to consider how they would like to fill his position once he retires and also noted that the Accounting/Office Assistant position would be filled early in 2019. Moved by Anderson, seconded by Kakuk to stay with the current position of Engineer-Manager, and to have Moilanen begin advertising for candidates in January, 2019. Carried unanimously.

Discuss Engineer-Manager contract extension – Moilanen noted that his current contract expires on January 9, 2019 and requested an extension through February 26, 2021, with a salary review to take place on May 14, 2019. Moved by Kline, seconded by Anderson to approve the extension. Carried unanimously.

Any other business – Moilanen advised the board that a gate had been constructed on 5.5 Road, east of River Road, that was blocking public access to the roadway, and that a letter would be sent to the party involved requesting removal of the gate within 10 days.

Moilanen congratulated Anderson on his retirement after 28 years of service as a road commissioner and thanked him for being one of the commissioners that had hired him in 1992. Savord extended congratulations and also thanked him for the opportunity to work for the road commission. Kline thanked Anderson for always being very welcoming since he joined the board a little over a year ago. Kakuk added that Anderson had always been great to travel with and thanked him for his years of service.

Public Comment – Charlene Peterson thanked Anderson for his years of service on the road commission and also on the Planning Commission. Chuck Behrend and Joe Linder also added their thanks to Anderson for his service.

There being no further business, Kakuk declared the meeting adjourned at 9:19 a.m.

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Road Commission Finance Director / Clerk

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Chair

Menominee County Finance Committee  
Minutes of Meeting  
9/18/2018

\*\*\*\*\*Approved 1.25.19\*\*\*\*\*

The Finance Committee met on September 18, 2018 at 2:00 PM at the Menominee County Administration office.

Others present at the meeting were Sherry DuPont, Diane Lesperance

**Call Meeting to order:** Com. Hafeman called the meeting to order at 2:00 P.M.

**Pledge of allegiance:** was recited by all.

**Roll Call:** Finance Commissioners present (Hafeman, Gromala, Nelson) Meintz is excused

**Approval of Agenda** motion by Com. Nelson and supported by Com. Gromala to approve the agenda as written. Motion approved 3/0.

**Previous Meeting minutes: 8.13.18** – motion by Com. Nelson supported by Com. Gromala to approve minutes as submitted. 3/0

**Public Comment:** None

**Department Head/Elected Official Reports:** None

**Business Items**

- a. **2017/18 Budget Amendments #4** ~ DuPont: Basically we only have three accounts that need to be discussed for a budget amendment.

2017/18 Budget Amendments #4				
68	9/17/2018	Attorney costs for Mekel itigation & other legal needs throught the county. Due to PA being in litigation with the County, he could not help us with legal matters as is what is usually done. FROM FUND BALANCE	\$ 15,000.00	101-211-807.00
69	9/14/2018	To correct budgeted amount for OT line item, and decreasing other accounts to partially accommodate	\$ 115,000.00 (12,000.00) (3,000.00) (7,000.00) (2,000.00) (4,000.00) (5,000.00) (5,000.00)	101-301-706.00 101-301-705.00 101-301-755.00 101-301-770.02 101-301-860.01 101-301-934.00 101-301-976.00 101-301-998.00
70	9/18/2018	Currently over budget due to average number of inmates being up from last year. Adding funds.	\$ 29,000.00	101-301-770.00
71	9/18/2018	Originally over budgeted in these accounts. Can be used for offsetting other over budgeted accts.	\$ (25,000.00) (15,700.00) (15,300.00)	101-265-970.11 101-265-970.00 101-265-920.04

Discussions were to pull dollars from the Sheriff Dept. (on their accounts that are under budget) to accommodate for the Overtime and the Prisoner Board accounts (that are over budget).

Also the commissioners want to pull money from the under budgeted accounts in the Buildings and Grounds Budget. A few items in that budget are way under budgeted. We decreased three accounts in B&G (101-265) to place into the General Fund, fund balance.

Currently the Prisoner board fund is \$29,000 over budget and the Legal fund is \$15,000 over budget – the money to cover those accts. will come from the General fund, fund balance.

The Sheriff Over time account is currently \$136,140 over budget (there was no money budgeted in that acct.)

Seven of the sheriff accounts were decreased (\$38,000) to help cover the OT account. Another \$77,000 was added to that account from the fund balance.

A motion from Com. Gromala supported by Com. Nelson to recommend the final budget amendments #4 (68-71) to the full County Board for approval.

**Public Comment:** None

**Commissioner Comment:** None

**Adjournment:** Moved by Com. Gromala, supported by Com. Nelson to adjourn the meeting at 2:45 PM. Motion approved 3/0.



Public Health  
Delta & Menominee Counties



**Board of Health Meeting**

Pinecrest Medical Care Facility  
Powers, MI

**Meeting Minutes**

Thursday, September 27, 2018

**Board Members Present**

Jan Hafeman  
Gerard Tatrow

Amanda Hess  
Tom Trudgeon

Larry Schei

**Board Members Absent**

Patrick Johnson

**Public Health Staff**

Mike Snyder, Health Officer/ Administrator  
Dr. Terry Frankovich, Medical Director  
Lynn Woelffer, Director of Finance  
Nancy Wahl, Clerical Supervisor

**1. Call to Order/Roll Call**

The regular monthly meeting of the Delta-Menominee District Board of Health (BOH) was held on Thursday, September 27, 2018. The meeting was called to order at 11:00 a.m. CDT by Chairman Trudgeon. Roll call was taken by the Clerical Supervisor and is recorded above.

**2. Approval of Agenda**

**Ms. Hafeman moved the September 27, 2018 agenda be approved.  
Motion was supported by Mr. Schei and carried unanimously.**

**3. Public Comment**

There was no public comment on the September 27, 2018 agenda.

1609

**4. Approval of July 19, 2018 Minutes**

**Ms. Hafeman moved the minutes July 19, 2018, be approved. Motion was supported by Mr. Tatrow and carried unanimously.**

**5. Approval of August 16, 2018 Minutes**

**Ms. Hafeman moved the minutes from August 16, 2018, be approved. Motion was supported by Mr. Tatrow and carried unanimously.**

**6. Finance**

**a. FY 2019 Annual Budget**

Chairman Trudgeon gave an overview of the FY19 Annual Budget. BOH member questions were answered by Mr. Snyder and Ms. Woelffer.

**Ms. Hafeman moved the FY19 Annual Budget be approved. Motion was supported by Ms. Hess. Chairman Trudgeon requested a roll call and is as follows:**

<b>Jan Hafeman:</b>	<b>Yes</b>
<b>Amanda Hess:</b>	<b>Yes</b>
<b>Larry Schei:</b>	<b>Yes</b>
<b>Gerard Tatrow:</b>	<b>Yes</b>
<b>Tom Trudgeon:</b>	<b>Yes</b>

**Motion carries on a 5-0 vote.**

**b. American Express Statements**

Ms. Hafeman gave an overview of the American Express Statements; BOH questions were answered by Mr. Snyder and Ms. Woelffer.

**Mr. Tatrow moved the American Express Statements be acknowledged and placed on file. Motion was supported by Ms. Hafeman and carried unanimously.**

**7. Review and Approval of August Check Register**

The Board of Health reviewed the August check register. Questions were answered by Mr. Snyder and Ms. Woelffer.

**Ms. Hafeman moved the August check register be approved and placed on file. Motion was supported by Mr. Tatrow and carried unanimously.**

## 8. Medical Director's Report

- **Adenovirus Outbreak** – Adenovirus is a common respiratory virus with cold like symptoms, patients typically are not hospitalized. UP Health Systems contacted us about 4 hospitalized patients with adenovirus and surveillance for additional cases was initiated by local public health. Letters were sent to all providers across the U.P., including Marinette, WI, asking them to notify us if they had any hospitalized cases of adenovirus. Some but not all cases at the outset had the casino as a common exposure. We reached out to the casino and made recommendations that they: do intensified cleaning; ask sick employees to stay home; monitor food service staff for illness; encourage frequent handwashing and provide additional hand sanitizer for employees and guests. The casino has been responsive to these recommendations. We communicated with Tribal Health and Kris Blahnik, Kris worked collaboratively with us to communicate directly with the casino.

Currently we are investigating 11 cases, not all are confirmed. Some local testing came back positive, while some CDC testing was negative. The CDC has identified Adenovirus #14 in the two patients with completed testing. This strain has been associated with more severe illness. Unfortunately we have had one death due to the virus, a central U.P. resident.

There have been no new hospitalized cases in the past 2 weeks; it can take 14 days between exposure and illness. There are likely milder cases in the community that have not been reported as they did not require hospitalization or did not seek medical care.

A second press release to update the public was released yesterday.

## 9. Health Officer's Report

- **Drive-Thru Flu Clinic** – The PHDM annual Drive-Thru flu clinic was held Saturday, September 22, 2018, at the PHDM Delta Office in the front parking lot. There were 284 vaccines administered. We received numerous, positive comments; the community greatly appreciates this service.
- **Flu Clinic for Hannahville** – We are working with Hannahville to provide and administer vaccine for employees, their families and tribal members; the number could be as high as 500. The tentative date is Tuesday, October 30<sup>th</sup>.
- **All Staff Training** – Our annual training is scheduled for Monday, November 12, 2018, at the casino. The BOH is invited to attend. Please let me know prior to November 1<sup>st</sup> if you plan to attend; we are still working on the agenda.

## 10. Public Comment (three minutes maximum)

No public comment.

2611

**11. Board Member Comments**

Larry Schei commented he is happy to be back on the Board of Health.

**12. Adjournment**

There being no further business, Ms. Hafeman made a motion the meeting be adjourned at 11:50 a.m. CDT. Motion was supported by Mr. Tatrow and carried unanimously.

*Thomas L. Rudoy Nov 01, 2018*

Chairperson

:nw

11-1-18  
RW



Public Health  
Delta & Menominee Counties



**Board of Health Meeting**

Pinecrest Medical Care Facility  
Powers, MI

**Meeting Minutes**

Thursday, November 1, 2018

**Board Members Present**

Jan Hafeman  
Larry Schei

Amanda Hess  
Gerard Tatrow

Patrick Johnson, via telephone  
Tom Trudgeon

**Board Members Absent**

**Public Health Staff**

Mike Snyder, Health Officer/ Administrator  
Dr. Terry Frankovich, Medical Director  
Lynn Woelffer, Director of Finance  
Nancy Wahl, Clerical Supervisor

**1. Call to Order/Roll Call**

The regular monthly meeting of the Delta-Menominee District Board of Health (BOH) was held on Thursday, November 1, 2018. The meeting was called to order at 1:09 p.m. CDT by Chairman Trudgeon. Roll call was taken by the Clerical Supervisor and is recorded above.

**2. Approval of Agenda**

Ms. Hafeman moved the November 1, 2018 agenda be approved. Motion was supported by Mr. Tatrow and carried unanimously.

**3. Public Comment**

There was no public comment on the November 1, 2018 agenda.

**4. Approval of September 27, 2018 Minutes**

**Ms. Hafeman moved the minutes September 27, 2018, be approved. Motion was supported by Mr. Tatrow and carried unanimously.**

**5. Finance**

**a. FY 2018 End-of-Year Budget Report**

Chairman Trudgeon gave an overview of the FY18 End-of-Year Budget Report. BOH member questions were answered by Mr. Snyder and Ms. Woelffer.

**Ms. Hafeman moved the FY18 End-of-Year Budget Report be acknowledged and placed on file. Motion was supported by Mr. Tatrow and carried unanimously.**

**b. American Express Statements**

Ms. Hafeman gave an overview of the American Express Statements.

**Ms. Hafeman moved the American Express Statements be acknowledged and placed on file. Motion was supported by Mr. Tatrow and carried unanimously.**

**6. Family Planning Fees:**

Mr. Snyder gave an overview of the proposed Family Planning Fees; questions were answered by Mr. Snyder and Ms. Woelffer.

**Ms. Hafeman moved the Family Planning Fees be approved. Motion was supported by Mr. Tatrow and carried unanimously.**

**7. Review and Approval of September Check Register**

The Board of Health reviewed the September check register. Questions were answered by Mr. Snyder and Ms. Woelffer.

**Mr. Tatrow moved the September check register be approved and placed on file. Motion was supported by Mr. Schei and carried unanimously.**

## 8. Medical Director's Report

- **Adenovirus:** The current cluster of adenovirus cases began in mid-August. To date, there have been 15 hospitalizations with 10 of these confirmed as adenovirus by the CDC and 5 awaiting confirmation. There have been 3 associated deaths. All confirmed cases have been Delta/Menominee residents. There are Marquette county residents among the cases awaiting confirmation. The strain circulating is adenovirus 14 which has been linked with more severe illness in prior outbreaks. There is a scheduled conference call with LPH, MDHHS and CDC to discuss next steps.  
(During BOH meeting, confirmation was received on 2 Marquette Count residents.)
- **Marijuana:** Recreational marijuana is on the ballot. ProCon.org has a good summary of arguments on each side. Most PH entities in Michigan are opposed due to multiple PH concerns. One of the most critical is the negative impact on adolescent and young adult brain development and the higher risk of addiction in this age group. Where marijuana has been legalized, youth report access is "easy" and use has increased. In part this negative youth impact reflects the tremendously increased potency of marijuana in recent years.
- **Acute Flaccid Myelitis:** In this illness, there is a sudden onset of weakness or paralysis. Years ago, this was seen with polio. In recent years, it has been seen occasionally with other viruses but the number of cases has increased markedly in the past year. The CDC is investigating 155 cases nationally with 4 of these in Michigan. No common cause for the increase has been identified to date. Nearly all cases have been in children.

## 9. Health Officer's Report:

- **WISEWOMAN Program** – October 22, 2018 MDHHS informed PHDM that the CDC cut the WISEWOMAN (WW) program by 60 percent; our budget will be going from \$31,000 to approximately \$13,000; case load reduced from 80 to 60; cost per client will be \$175 (was \$200). The Gardening Project was also reduced to \$2,300.
- **MERS Conference** – Mr. Snyder attended the MERS conference in Grand Rapids on October 4<sup>th</sup> & 5<sup>th</sup>. MERS is preparing municipalities for the 2019 Experience Study. MERS is expecting a reduction in the rate of investment return. The study also looks at other things besides investment returns, such as: wage inflation and live expectancy. The new Experience Study could be out as early as June, 2019.
- **All Staff Meeting** – Our annual All Staff meeting is scheduled for Monday, November 12, 2018, at the casino. The BOH is invited to attend. Agenda items include: **Impacts of Recreational Marijuana; Upper Peninsula Weather; 2018 U.P. Floods, Public Health Response; Identity Theft; Positive Customer and Team Communication and Retirement Planning.**
- **Hannahville Flu Clinic** -- Tuesday, October 30, 2018; 8:00 – 5:00. 213 shots were given; 26 to children.

2615

**Chairman Trudgeon** – Asked if there was any news on the Michigan Sanitary Code?

**Mr. Snyder** – Attended the Premier Public Health Conference where it was reported there is a DRAFT#2 but it's not to be shared with Local Public Health. The DEQ has it, realtors have it but they cannot share it with Local Public Health. MALPH has asked the DRAFT be shared but there has been no response.

**10. Public Comment (three minutes maximum)**

No public comment.

**11. Board Member Comments**

There were no board member comments.

**12. Adjournment**

There being no further business, Ms. Hafeman made a motion the meeting be adjourned at 2:01 p.m. CDT. Motion was supported by Mr. Tatrow and carried unanimously.



Chairperson

:nw



Public Health  
Delta & Menominee Counties



**Board of Health Meeting**

Pinecrest Medical Care Facility  
Powers, MI

**Meeting Minutes**

Thursday, December 20, 2018

**Board Members Present**

Jan Hafeman  
Larry Schei

Amanda Hess  
Gerard Tatrow

Patrick Johnson, via telephone  
Tom Trudgeon

**Board Members Absent**

**Public Health Staff**

Mike Snyder, Health Officer/ Administrator  
Dr. Terry Frankovich, Medical Director  
Nancy Wahl, Clerical Supervisor

**1. Call to Order/Roll Call**

The regular monthly meeting of the Delta-Menominee District Board of Health (BOH) was held on Thursday, December 20, 2018. The meeting was called to order at 1:00 p.m. CST by Chairman Trudgeon. Roll call was taken by the Clerical Supervisor and is recorded above.

**2. Approval of Agenda**

Mr. Tatrow moved the December 20, 2018 agenda be approved. Motion was supported by Ms. Hafeman and carried unanimously.

**3. Public Comment**

There was no public comment on the December 20, 2018 agenda.

**4. Approval of November 1, 2018 Minutes**

**Ms. Hafeman moved the minutes of November 1, 2018, be approved with amendments. Motion was supported by Mr. Trudgeon and carried unanimously.**

**5. Personnel**

**a. MERS Healthcare Savings Program adjustment**

Mr. Snyder presented a proposed MERS Healthcare Savings Program adjustment. BOH member questions were answered by Mr. Snyder.

**Ms. Hess moved the MERS Healthcare Savings Program adjustment be approved. Motion was supported by Mr. Tatrow and carried unanimously.**

**b. MERS Healthcare Savings Program**

Mr. Snyder recommended a new enrollee into the MERS Healthcare Savings Program. BOH member questions were answered by Mr. Snyder.

**Ms. Hess moved the MERS Healthcare Savings Program for the new enrollee be approved. Motion was supported by Mr. Tatrow and carried unanimously.**

**c. Public Act 152 – Health Insurance**

The Personnel Committee recommends the Aggregated Hard Cap be accepted for 2019.

**Ms. Hess moved the Aggregated Hard Cap be approved. Motion was supported by Mr. Tatrow. Chairman Trudgeon requested a roll call and is as follows:**

Jan Hafeman – Yes  
Amanda Hess – Yes  
Patrick Johnson (via phone) – Yes  
Larry Schei – Yes  
Gerard Tatrow – Yes  
Tom Trudgeon – Yes

**Motion carried on a 6 -- 0 Vote.**

**d. 2019 Non-Union Position Multipliers**

Mr. Snyder briefed the BOH on the 2019 Non-Union Position Multipliers with no change from the 2018 Multipliers. BOH member questions were answered by Mr. Snyder.

**Ms. Hess moved the 2019 Non-Union Position Multipliers be acknowledged and placed on file. Motion was supported by Mr. Tatrow and carried unanimously.**

**6. MERS Quarterly Report**

Mr. Snyder briefed the BOH on the MERS Quarterly Report ending September 30, 2018. BOH member questions were answered by Mr. Snyder.

**Ms. Hafeman moved the MERS Quarterly Report be acknowledged and placed on file. Motion was supported by Mr. Tatrow and carried unanimously.**

**7. Radon Test Kits**

Mr. Snyder briefed the BOH on Radon Test Kits and requested kits be free of charge to district homeowners for the month of January in observance of Radon Awareness month. BOH member questions were answered by Mr. Snyder.

**Mr. Schei moved the Radon Test Kits be free of charge for district homeowners for the month of January. Motion was supported by Ms. Hafeman and carried unanimously.**

**8. Review and Approval of October and November Check Registers**

The Board of Health reviewed the October and November check registers. Questions were answered by Mr. Snyder.

**Mr. Tatrow moved the October check register be approved and placed on file. Motion was supported by Mr. Trudgeon and carried unanimously.**

**Mr. Tatrow moved the November check register be approved and placed on file. Motion was supported by Mr. Trudgeon and carried unanimously.**

9. **Presentation: U.P. and Statewide Sanitary Code Updates**

Mr. Snyder presented on the U.P. and Statewide Sanitary Code Updates. BOH member questions were answered by Mr. Snyder.

10. **Medical Director's Report:**

**CDC – Life Expectancy:** A new CDC report notes that life expectancy in the United States decreased in 2017. Two major contributors to this decline were increases in deaths due to opioids and suicide.

**Opioids** – Over 70,000 deaths; an increase of 4 fold between 1999 and 2017.

**Suicide** – An increase of 4% last year alone. Between 1999—2017 suicide in males increased 26% and 53% in females. Overall, more females attempt suicide, more males complete it.

**The top 10 causes of death in the U.S. have stayed the same and are largely preventable.** They include: Heart Disease, Cancer, Unintentional Injuries, COPD/Smoking, Diabetes, Stroke, Alzheimer's, Flu, Pneumonia and Suicide.

11. **Health Officer's Report:**

- **IT Services** – Karen Rowe retired the end of November; we continue to search for a replacement. Currently we have a monthly contract with DSTech for IT support.
- **RD Position** – A contract has been worked out with Dickinson-Iron Health Department to teleconference with their RD. We have teleconference equipment in the Delta office; the Menominee County teleconference equipment is in Stephenson and will be moved to our Menominee office.
- **December 10, 2018, Legislative Meeting** – On December 10, 2018, Mr. Snyder and other community leaders met with legislators for updates and to thank State Senator Tom Casperson for his service. Community leaders would like a Legislative Update meeting scheduled monthly, or quarterly, to have our legislators report on what is happening in Lansing.
- **MDHHS** – PHDM is in discussion with MDHHS, Community Development and Community Action Agency regarding a possible grant for Lead Abatement for the entire Upper Peninsula. Community Action would be the lead local Agency. The grant would begin in fiscal year 2020. PHDM may be involved with intake, education and risk assessments. High lead levels in children is a public health issue.

12. **Public Comment (three minutes maximum)**

No public comment.

13. **Board Member Comments**

There were no board member comments.

14. Adjournment

There being no further business, Ms. Hafeman made a motion the meeting be adjourned at 2:34 p.m. CST. Motion was supported by Mr. Schei and carried unanimously.



Chairperson

:nw

# LEPC Minutes Draft

October 25, 2018 at 1:30 PM CDT  
Menominee ISD Building Conference Room  
1201 41<sup>st</sup> Avenue, Menominee, Michigan 49858

*Approved  
11/24/19*

- 1) Call to Order : Mike Shaffer called meeting to order at 1:31 pm
- 2) Introductions and sign-in sheet: Rich Sexton, Kenny Marks, Ken Collins, Steve Derusha, Mike Shaffer, Mike Lemke, Andy Primeaux (Tele Conference), Dayna Kapp, Jerry Piche, Kenneth Taylor, Terry Pearson, Mark Petersen, and Josh Dessart
- 3) Review/Approve Agenda: Approved
- 4) Review/Approve Minutes of Last Meeting: Rich Sexton moved to approve previous meetings minutes, second by Josh Dessart, motion carried.
- 5) Public Comment: None
- 6) Presentations: Power Point Volunteer Operations Lt Derusha, Rich Sexton and Dayna Kapp presented, 38 slides giving information on flooding and various volunteer operations/organizations, massive damage to roads, trails, water, sewer etc. Vital that volunteers be organized, background checked and assigned specific tasks. ICS a must. Communication is crucial for success. Different examples of generosity by groups, volunteers and organizations. Team Rubicon noted this was the first time they ever encountered an operation where there were so many volunteers and so well organized that they were leaving because they were not needed here.
- 7) Old Business: FEMA update: Grant is in for the County, about \$8,800 for pumping, \$145,000 for Road Commission and Stephenson about \$12-\$14,00. Pumping operation FEMA approved, awaiting State, others are still pending FEMA approval.
- 8) New Business:
  - a. County Hazardous Mitigation Plan to be updated by CUPPAD, letters of Commitment from Menominee passed around for review and accepted. LEPC, Emergency Management and County Administrator involved in process with city, townships and villages. CUPPAD with write grant for plan, County match will come from participation hours for plan development.
  - b. Work group to be formed to address Tower and communications concerns. Andy stated increased capability with backup for 800 and VHF with new consoles and he is working with Marinette, Dickinson and Delta Counties. Now know where they stand and waiting for other priorities to be final. Discussion about repeaters and Sheriff Marks had thoughts about using voting system on fire instead of law and other communications/equipment issues that need to be addressed
  - c. Election of Officers will take place at the January meeting.
- 9) Any Other Items of Interest or suggested presentations for next meeting:
- 10) Adjournment: Mark Petersen made motion to adjourn, second Ken Marks, motion carried adjourned at 3:06 pm.

Next meeting Jan 24, 2019, 1:30 pm Menominee ISD building

**NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS**

**Regular Meeting**

**MINUTES**

**715 Pyle Drive, Kingsford, MI**

**December 13, 2018 – 4:30 p.m.**

**CALL TO ORDER/ROLL CALL:**

Joan Luhtanen, Chairperson, called the meeting to order at 4:30 p.m.; Kelly Stankevich, Administrative Assistant, conducted the roll call.

<u>MEMBERS</u>	<u>Present</u>	<u>Excused Absent</u>	<u>Absent</u>	<u>MEMBERS</u>	<u>Present</u>	<u>Excused Absent</u>	<u>Absent</u>
Dehn, Janet		X		Negro, Mari	X		
Hafeman, Jan	X			Pasternak, Nancy	X		
Hofer, Millie	X			Phillips, Patricia	X		
Roberge, Robert	X			Zevitz, Michael Dr.	X		
Martin, Ann	X			Korpi, Thomas	X		
McCole, Gerald	X			Luhtanen, Joan	X		

\* Video conference from the Northpointe Menominee office

\*\* Telephone attendance

**REPRESENTING ADMINISTRATION:** J. Cescolini, J. Lindow, K. Stankevich

**PLEDGE OF ALLEGIANCE** – The Pledge of Allegiance to the Flag was recited by all.

**PUBLIC COMMENTS** – None

**APPROVAL OR AMEND AGENDA**

Chairperson Luhtanen asked for approval or amendment of agenda. J. Cescolini requested the addition of Contract Grid 12-13-18-Addition, Menominee/Marinette Border Dispute, and Lucidoc under New Business. J. Cescolini requested Lucidoc also be added as a presentation.

**ACTION:** Moved to approve agenda as amended.

**Motion by:** M. Negro supported by P. Phillips to approve agenda as amended.

**Motion carried unanimously.**

**APPROVAL OF REGULAR BOARD MEETING MINUTES**

**ACTION:** Moved to approve 11-29-18 Regular Board meeting minutes.

**Motion by:** M. Negro supported by J. Hafeman to approve the 11-29-18 Regular meeting minutes as presented.

**Motion carried unanimously.**

**PRESENTATION** – FY18 4<sup>th</sup> Quarter Outcomes & FY19 QAPIP Presenter: C. Luse, QI Manger

C. Luse reviewed the FY18 4<sup>th</sup> Quarter Outcomes, 3-year Comparisons, and FY19 QAPIP with Board members. Missed indicator one out of four quarters and incentives discussed. Reviewed ACT numbers and increase due to receiving clarity from other CMHs on correct way to measure. Late IPOS results concerning to all and request made for accurate figures with fewer exceptions in future reports. Suggestions to have Case Managers work together on solutions to resolve. Request by J. Cescolini to have a Board member attend QI meetings as an advisor. J. Cescolini to contact NorthCare and the State of Michigan to verify no compliance issues if this occurs. Suggestion to contact small physician practices to form community connections made by M. Zevitz in response to concerns Northpointe is not reaching individuals sooner. Miscellaneous questions addressed.

T. Korpi arrived at 4:35 p.m.

M. Zevitz arrived at 4:35 p.m.

A. Martin arrived at 4:45 p.m.

**PRESENTATION 2** – Lucidoc Presenters: J. Cescolini

Currently Northpointe does not have a document management system, and there is no way to track the flow of various documents. Benefits for this program reviewed with members. B. Johnson, IT Manager, verified this program is HIPAA compliant and meets all criteria for security. Discussed possibility of NorthCare acquiring program and the efficiencies this would create between agencies.

**ACTION ITEMS**

- **Finance**

- a) **Check Disbursement – October 2018**

**ACTION:** Moved to approve Check Disbursement – October 2018

**Motion by:** G. McCole supported by J. Hafeman to approve Check Disbursement – October 2018

**Motion carried unanimously.**

#	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate	Change
A	Schlaud AFC	Residential	1/1/19 to 12/31/19	Based on individuals needs from Plan of Service	Based on individuals needs from Plan of Service	None

- b) **Contract Grid 11-29-18 (Schlaud AFC)**

**ACTION:** Moved to approve Contract Grid 11-29-18.

**Motion by:** J. Hafeman supported by M. Hofer to approve Contract Grid 12-13-18 as presented.

**Motion carried unanimously.**

- **Employee Recognition Program Policy**

**ACTION:** Moved to approve Employee Recognition Program Policy.

**Motion by:** M. Negro supported by G. McCole to approve Employee Recognition Program Policy as presented.

**Motion carried unanimously.**

**NEW BUSINESS (Discussion only)**

J. Cescolini and J. Lindow met with NorthCare this week and reporting monthly financials by funding source recommended. Devising a plan to reduce general fund spending to begin immediately. They will continue to meet with NorthCare and keep the Board informed of new information as soon as available.

- **Finance**

- a) **Interim Financial Statement – September 2018**

Miscellaneous questions addressed.

**Outcome:** Action Item at next meeting.

- b) **Financial Statement – October 2018**

Miscellaneous questions addressed.

**Outcome:** Action Item at next meeting.

- c) **Contract Grid 12-13-18 (Bonnie Daligga, Ihander AFC, Kutha AFC)**

**Outcome:** Action Item at next meeting.

- c) **Contract Grid 12-13-18-Addition (Unitrends)**

Unitrends is the current backup computer system for Northpointe information. Contract is an agreement to continue support and warranty on device. Promotional quote expires at the end of the week. Miscellaneous questions addressed.

**Motion by:** M. Negro supported by P. Phillips to move Contract Grid 12-13-18-Addition to Action Item at present meeting.

Roll Call conducted by K. Stankevich, Administrative Assistant

ROLL CALL VOTE	YES	NO		YES	NO
Luhtanen	X		Pasternak	X	
Hafeman	X		Phillips	X	
Hofer	X		Roberge	X	
Martin	X		Zevitz	X	
McCole	X		Korpi	X	
Negro	X				

#	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate	Change
A	Unitrends	Computer backup service	1-28-19 to 1-27-22	\$11,400.00/3 year contract or \$3800.00/year	\$10,500.00/3 year contract or \$3500.00/year	\$300.00/year

**ACTION:** Moved to approve Contract Grid 12-13-18-Addition

**Motion by:** M. Negro supported by T. Korpi to approve Contract Grid 12-13-18-Addition as presented.

**Motion carried unanimously.**

- **Draft CEO Report** – J. Cescolini, CEO, presented a draft layout for future CEO reports to the Board. Requested feedback from members at the next meeting.

**Outcome:** Board members to email or telephone proposed changes to J. Cescolini.

- **Lucidoc**

**Motion by:** M. Negro supported by J. Hafeman to move purchase and contract with Lucidoc to an Action Item at present meeting.

Roll Call conducted by K. Stankevich, Administrative Assistant

ROLL CALL VOTE	YES	NO		YES	NO
Luhtanen	X		Pasternak	X	
Hafeman	X		Phillips	X	
Hofer	X		Roberge	X	
Martin	X		Zevitz	X	
McCole	X		Korpi	X	
Negro	X				

**ACTION:** Moved to approve purchase and contract with Lucidoc.

**Motion by:** M. Negro supported by P. Phillips to approve purchase of Lucidoc set-up for \$4,500.00 and contract for \$600.00/mo. with initial training costs of \$1,250.00.

**Motion carried unanimously.**

- **Menominee/Marinette Border Dispute** –Treatment disputes at Menominee/Marinette border discussed. Preadmission Screening performed by Community Mental Health in Michigan differs screening provided in Wisconsin. Northpointe workers are not licensed in WI, cannot petition MI judges for an individual not physically located in MI, and cannot bill MI Medicaid if individual is located in WI. J. Cescolini will meet with Bay Area Medical Center, Marinette, and ADAPT to advocate a resolution that fosters collaboration and cooperation. Miscellaneous questions addressed.

#### MISCELLANEOUS BOARD/COMMITTEE REPORTS

- Stakeholder’s Minutes – October 2, 2018  
Place on file.

#### PUBLIC COMMENTS – None.

#### BOARD COMMENTS

M. Hofer stated that the letter from R. Ducoli included asking for an increase in appropriation dollars from the County. As there has not been an increase in many years, she feels it is time to ask for one.

J. Luhtanen expressed her gratitude to D. Roell, who is retiring, and passed a card for Board members to sign.

G. McCole stated that letter received from R. Ducoli needs further discussion in 2019.

M. Negro expressed feeling more confident about the direction Northpointe is now moving.

R. Roberge agrees that the letter from R. Ducoli needs more consideration in 2019 and wants Board to move forward with analyzing staff wages. Informed Personnel report will be quarterly. Requested Board members receive a copy of Northpointe Table of Organization.

J. Luhtanen stated the NAMI Christmas party was a success with approximately 70 people attending.  
J. Luhtanen asked if members wanted to have a potluck before meeting on December 27, 2018 meeting. Consensus is to meet at 4:00 p.m. and to each bring a dish to pass.

**ADJOURN**

**ACTION:** Motion by M. Negro supported by P. Phillips to adjourn meeting.  
**Motion carried unanimously.**

Meeting adjourned at 6:10 p.m.

The next Regular Board meeting is scheduled for Thursday, December 27 in Kingsford, Michigan at 4:30 p.m.

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Joan Luhtanen, Chairperson

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Patricia Phillips, Secretary

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Kelly Stankevich, Administrative Assistant

**NORTHPOINTE HEALTHCARE SYSTEMS BOARD OF DIRECTORS**

**Regular Meeting**

**MINUTES**

**715 Pyle Drive, Kingsford, MI**

**January 10, 2019 – 4:30 p.m.**

**CALL TO ORDER/ROLL CALL:**

Joan Luhtanen, Chairperson, called the meeting to order at 4:35 p.m.; Kelly Stankevich, Administrative Assistant, conducted the roll call.

<u>MEMBERS</u>	<u>Present</u>	<u>Excused Absent</u>	<u>Absent</u>	<u>MEMBERS</u>	<u>Present</u>	<u>Excused Absent</u>	<u>Absent</u>
Dehn, Janet*	X			Negro, Mari	X		
Hafeman, Jan	X			Pasternak, Nancy		X	
Hofer, Millie*	X			Phillips, Patricia	X		
Roberge, Robert	X			Zevitz, Michael Dr.	X		
Pirlot, Kevin	X			Korpi, Thomas	X		
McCole, Gerald	X			Luhtanen, Joan	X		

\* Video conference from the Northpointe Menominee office

\*\* Telephone attendance

**REPRESENTING ADMINISTRATION:** J. Lindow, K. Stankevich

Chairperson Luhtanen welcomed and introduced new Board Member, Kevin Pirlot to each representative.

**PLEDGE OF ALLEGIANCE** – The Pledge of Allegiance to the Flag was recited by all.

**PUBLIC COMMENTS** – None

**APPROVAL OR AMEND AGENDA**

Chairperson Luhtanen asked for approval or amendment of agenda. Chairperson Luhtanen requested the addition of appointing a NorthCare Board Representative to replace the vacant seat left by A. Martin as New Business under Board By-Laws and Policies. J. Lindow requested addition of First National Bank Corporation Resolution and Pay Rate for temporary, special part-time CFO position be added under New Business, after appointing new NorthCare delegate. J. Lindow requested holding the Board and NBHS Leadership Retreat conversation until J. Cescolini was back in attendance.

**ACTION:** Moved to approve agenda as amended.

**Motion by:** J. Hafeman supported by G. McCole to approve agenda as amended.

**Motion carried unanimously.**

M. Zevitz arrived at 4:42 p.m.

**APPROVAL OF REGULAR BOARD MEETING MINUTES**

**ACTION:** Moved to approve 12-13-18 Regular Board meeting minutes.

**Motion by:** J. Hafeman supported by R. Roberge to approve the 12-13- Regular meeting minutes as presented.

**Motion carried unanimously.**

**PRESENTATION** – None

**ACTION ITEMS**

• **Finance**

a) **Interim Financial Statement – September 2018**

**ACTION:** Moved to approve Interim Financial Statement – September 2018

**Motion by:** G. McCole supported by M. Negro to approve Interim Financial Statement – September 2018

**Motion carried unanimously.**

**b) Financial Statement – October 2018**

**ACTION:** Moved to approve Financial Statement – October 2018

**Motion by:** J. Hafeman supported by G. McCole to approve Financial Statement – October 2018

**Motion carried unanimously.**

#	Name of Contract	Contract Type	Date of Contract	Old Rate	New Rate	Change
A	Bonnie Daligga	Reflective Supervision	1/1/19-12/31/19	\$75.00/hr. infant reflective certification group supervision \$60.00/hr. individual reflective supervision	\$75.00/hr. infant reflective certification group supervision \$60.00/hr. individual reflective supervision	None
B	Ihander AFC	Residential	1/1/19-12/31/19	Based on individuals needs from Plan of Service	Based on individuals needs from Plan of Service	None
C	Kutha AFC	Residential	1/1/19-12/31/19	Based on individuals needs from Plan of Service	Based on individuals needs from Plan of Service	None

**c) Contract Grid 12-13-18 (Bonnie Daligga, Ihander AFC, Kutha AFC)**

**ACTION:** Moved to approve Contract Grid 12-13-18

**Motion by:** J. Hafeman supported by T. Korpi to approve Contract Grid 12-13-18 as presented.

**Motion carried unanimously.**

**d) Draft CEO Report**

Members discussed layout and contents of proposed format.

**Outcome:** Consensus is to approve new layout of CEO Reports.

**d) FY19 QAPIP Report**

**ACTION:** Moved to approve FY19 QAPIP Report

**Motion by:** J. Hafeman supported by P. Phillips to approve FY19 QAPIP Report as presented.

**Motion carried unanimously.**

**NEW BUSINESS (Discussion only)**

- **Finance**

- a) **Check Disbursement – November 2018**

Miscellaneous questions addressed.

**Outcome:** Action Item for next meeting.

- b) **Financial Statement – November 2018**

Accounting software changes in calculating overtime discussed. Miscellaneous questions addressed.

**Outcome:** Action Item for next meeting.

- c) **Contract Grid 12-27-18 (TRICO Cleaning IR)**

Board members discussed increase and requested detailed reason for rate increase.

**Outcome:** Action Item for next meeting. J. Lindow to provide Board with answers to questions.

- **CEO Report**

Consensus of members is this report is an excellent source of information. J. Lindow informed Board that M. Domitrovich is stepping down as Menominee County Director. However, she will remain with Northpointe as a therapist. Also reminded members of Do It for Daniel at the Windsor Center in Iron River.

**Outcome:** J. Cescolini to clarify reason for Director stepping down.

- **Goodwill Audit and Contract Discussion**

Discussed result of NorthCare audit of Goodwill. Previous Interim CEO, B. Adrian, negotiated a 60/40 agreement for repayment of Medicaid dollars to MDHHS. J. Cescolini met with Goodwill CEO, Jim Borowski, to finalize a payment schedule. Plan of Correction was submitted to NorthCare and a claim with MI Municipal Risk Insurance was submitted under the errors and omissions portion of the policy.

**Outcome:** Informational

- **CEO Evaluation Ad Hoc Committee**  
Board members favor still forming committee to design an evaluation for the CEO performance reviews.  
**Outcome:** Return to next agenda.
- **Board and NBHS Leader Retreat**  
Hold pending return of J. Cescolini.  
**Outcome:** Return to next agenda.
- **Organizational Structure**  
Discussed Table of Organization provided.  
**Outcome:** Informational
- **Stakeholder Application**  
Discussed openings available. All applications received are renewals.  
**ACTION:** Motion by M. Negro supported by J. Hafeman to move Stakeholder applicants to an Action Item at present meeting.

ROLL CALL conducted by K. Stankevich, Administrative Assistant

ROLL CALL VOTE	YES	NO		YES	NO
Dehn	X		Negro	X	
Hafeman	X		Phillips	X	
Hofer	X		Roberge	X	
Pirlot	X		Zevitz	X	
McCole	X		Korpi	X	
Luhtanen	X				

**Motion carried unanimously.**

**ACTION:** Motion by M. Negro supported by J. Hafeman to reappoint D. Burrell, S. Morin, S. Kyllonen, H. Latvala, and P. Partlow to the Stakeholder Committee.

**Motion carried unanimously.**

- **Recipient Rights Application**  
Discussed one application sent in packets and recent addition added to folders. Both applicants are renewals that were missed during the annual renewal process and should have been reappointed at the end of March 2018.  
**ACTION:** Motion by M. Negro supported by J. Hafeman to move Recipient Rights applicants to an Action Item at present meeting.

ROLL CALL conducted by K. Stankevich, Administrative Assistant

ROLL CALL VOTE	YES	NO		YES	NO
Dehn	X		Negro	X	
Hafeman	X		Phillips	X	
Hofer	X		Roberge	X	
Pirlot	X		Zevitz	X	
McCole	X		Korpi	X	
Luhtanen	X				

**Motion carried unanimously.**

**ACTION:** Motion by M. Negro supported by M. Zevitz to reappoint B. Nord-Grenier and W. Bouchard to Recipient Rights Committee retroactive to March 2018.

**Motion carried unanimously.**

- **Board By-Laws and Policies Approach**  
Discussed having special meetings, early meetings, or Ad Hoc Committee to review Board By-Laws and Policies.  
**Outcome:** Consensus is to meet at 4:00 p.m., prior to regular meetings, beginning February 7, 2019 and continuing until project is complete. Place on next agenda as a reminder.

- **NorthCare Board Representative Appointment**  
Discussed prospective candidates for the NorthCare appointment to replace A. Martin.  
**Outcome:** Chairperson Luhtanen appointed J. Hafeman to the NorthCare Governing Board.
- **First National Bank Corporate Resolution**  
First National Bank requires Corporate Resolution to replace J. McCarty and B. Ducoli with J. Lindow and J. Cescolini as Northpointe's authorized representatives for fund management.  
**ACTION:** Motion by J. Hafeman supported by M. Negro to move First National Bank Corporate Resolution to an Action Item at present meeting.

ROLL CALL conducted by K. Stankevich, Administrative Assistant

ROLL CALL VOTE	YES	NO		YES	NO
Dehn	X		Negro	X	
Hafeman	X		Phillips	X	
Hofer	X		Roberge	X	
Pirlot	X		Zevitz	X	
McCole	X		Korpi	X	
Luhtanen	X				

**Motion carried unanimously.**

**ACTION:** Motion by J. Hafeman supported by M. Negro to approve the revised Corporate Resolution for First National Bank as presented.

**Motion carried unanimously.**

- **Pay Rate for Temporary Special Part-time CFO**  
Discussed need for new Director of Finance to obtain assistance from B. Adrian to complete end-of-year reports prior to the upcoming audit. Requested approval for \$44.11 per hour as a rate of pay for this temporary position. Starting position on January 13, 2019 and returning for a short time in February 2019. Miscellaneous questions addressed.  
**ACTION:** Motion by M. Negro supported by P. Phillips to move Pay Rate for Temporary Special Part-time CFO to an Action Item at present meeting.

ROLL CALL conducted by K. Stankevich, Administrative Assistant

ROLL CALL VOTE	YES	NO		YES	NO
Dehn	X		Negro	X	
Hafeman	X		Phillips	X	
Hofer	X		Roberge	X	
Pirlot	X		Zevitz	X	
McCole	X		Korpi	X	
Luhtanen	X				

**Motion carried unanimously.**

**ACTION:** Motion by J. Hafeman supported by M. Negro to approve \$44.11 per hour rate of pay for the temporary special part-time CFO position.

**Motion carried unanimously.**

#### MISCELLANEOUS BOARD/COMMITTEE REPORTS

- NorthCare Required Compliance Self-Study Training Booklet  
**Outcome:** Return signed acknowledgement to Administrative Assistant once complete.
- CMHA Weekly Update 12-21-18  
**Outcome:** Informational
- Annual Board Self Study Trainings  
**Outcome:** Return signed acknowledgement to Administrative Assistant once complete.

- Confidentiality Agreement for 2019  
**Outcome:** Return signed acknowledgement to Administrative Assistant once complete.

**PUBLIC COMMENTS** – None

**BOARD COMMENTS**

J. Luhtanen expressed thanks to the IT Team for the monitor they fixed at Hughitt Street.

J. Luhtanen addressed letters received from staff. While the information in letters is welcomed, the Board would like to encourage patience with the new administration during this period of transition. The Board sincerely hopes staff will report issues to the proper channels such as the CEO, HR, or Finance Director prior to mailing them. The Board is to be informed of the measures taken to address any letters they receive.

G. McCole attended the DCH Board of Trustees meeting today and informed members that the people involved are doing a wonderful job of finding funds to save the hospital.

J. Luhtanen thanked everyone for food brought to the potluck, and stated A. Martin was pleased the Board did this for her.

**ADJOURN**

**ACTION:** Motion by G. McCole supported by P. Phillips to adjourn meeting.

**Motion carried unanimously.**

Meeting adjourned at 5:40 p.m.

The next Regular Board meeting is scheduled for Thursday, January 24 in Kingsford, Michigan at 4:30 p.m.

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Joan Luhtanen, Chairperson

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Patricia Phillips, Secretary

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Kelly Stankevich, Administrative Assistant